



GREATER
DANDENONG
City of Opportunity

AGENDA

MONDAY 30 NOVEMBER 2020

ORDINARY COUNCIL MEETING

Commencing at 7:00 PM

Statement - Coronavirus (COVID-19)

At the time of printing this Agenda
the Council Meeting to be held on Monday 30 November 2020 will
be open to the public but will be subject to density quotients.

If we are unable to accommodate you indoors, you will still be able to
watch the webcast live on the Urban Screen in Harmony Square.

To view the webcast and stay informed of the status of Council
Meetings please visit Council's website.

COUNCIL CHAMBERS
225 Lonsdale Street, Dandenong VIC 3175

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	MEETING OPENING	1
1.1	ATTENDANCE	1
1.2	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LAND	1
1.3	OFFERING OF PRAYER	2
1.4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	2
1.5	ASSEMBLIES OF COUNCIL	3
1.6	DISCLOSURES OF INTEREST	4
2	OFFICERS' REPORTS - PART ONE	5
2.1	DOCUMENTS FOR SEALING	5
2.1.1	Documents for Sealing	5
2.2	DOCUMENTS FOR TABLING	7
2.2.1	Documents for Tabling	7
2.2.2	Petitions and Joint Letters	9
2.3	STATUTORY PLANNING APPLICATIONS	15
2.3.1	Planning Decisions Issued by Planning Minister's Delegate - September 2020 to October 2020	15
2.3.2	Planning Delegated Decisions Issued - September 2020 to October 2020	20
2.3.3	Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01)	35
2.3.4	Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138)	164
2.3.5	Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203)	260

2.3.6	Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02)	303
3	QUESTION TIME - PUBLIC	351
4	OFFICERS' REPORTS - PART TWO	353
4.1	FINANCE AND BUDGET	353
4.1.1	General Valuation 2020 Return	353
4.2	POLICY AND STRATEGY	355
4.2.1	Q1 Quarterly Performance Report	355
4.3	OTHER	466
4.3.1	Draft Minutes of Sustainability Advisory Committee Meeting - 2 September 2020	466
4.3.2	Arts Advisory Board Terms of Reference (Endorsement)	473
4.3.3	Dandenong Police Paddocks Sports Precinct Concept Plan	487
4.3.4	Naming of the Ross Reserve Pavilion	547
4.3.5	Disability Advisory Committee New Members	551
4.3.6	Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North.	557
4.3.7	Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 28 September, 5 October & 12 October 2020	600
4.3.8	List of Registered Correspondence to Mayor and Councillors	603
5	NOTICES OF MOTION	607
5.1	Notice of Motion No. 1 - Compost Bin Rebate	607
6	REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS	608
7	URGENT BUSINESS	609

1 MEETING OPENING

1.1 ATTENDANCE

Apologies

1.2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LAND

Council acknowledges and pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

1.3 OFFERING OF PRAYER

As part of Council's commitment to recognising the cultural and spiritual diversity of our community, the prayer this evening was provided prior to the meeting by Sr Wijeyavani (Vani) Wijeyakumar from the Brahma Kumaris World Spiritual University, a member of the Greater Dandenong Interfaith Network.

1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting of Council held 12 October 2020 and Annual Meeting of Council on 19 November 2020.

Recommendation

That the minutes of the Ordinary Meeting of Council held 12 October 2020 and Annual Meeting of Council on 19 November 2020 be confirmed.

1.5 ASSEMBLIES OF COUNCIL

The following assemblies of Council occurred in the period 12 October 2020 to 24 October 2020:

Date	Meeting Type	Councillors Attending	Councillors Absent	Topics Discussed & Disclosures of Conflict of Interest
12/10 2020	Pre-Council Meeting	Peter Brown, Youhorn Chea (part), Tim Dark, Matthew Kirwan, Angela Long, Zaynoun Melhem, Jim Memeti, Sean O'Reilly, Sophie Tan (part)	Loi Truong	<ul style="list-style-type: none">- Current status of COVID-19 in Greater Dandenong.- Election campaign signage and Local Law patrols.- Success of re-opening of NPAC facility.- Proposed Christmas and New Year's Eve Celebrations.- Strategic land purchase within Greater Dandenong. (Cr Tim Dark disclosed a conflict of interest in this item and left the meeting during its discussion.)- Agenda items for the Council Meeting of 12 October 2020.

Note: The legislation in the *Local Government Act 1989* pertaining to Assemblies of Council was repealed on 24 October 2020. This report will no longer be provided to Council.

Recommendation

That the assemblies of Council listed above be noted.

1.6 DISCLOSURES OF INTEREST

Any interest that a Councillor or staff member has deemed to be significant and has disclosed as either a material or general interest is now considered to be a conflict of interest. Conflict of Interest legislation is detailed in Division 2 – Conflicts of Interest: sections 126, 127, 128, 129 & 130 of the *Local Government Act 2020*. This legislation can be obtained by contacting the Greater Dandenong Governance Unit on 8571 5216 or by accessing the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au.

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

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

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

2 OFFICERS' REPORTS - PART ONE

2.1 DOCUMENTS FOR SEALING

2.1.1 Documents for Sealing

File Id: A2683601

Responsible Officer: Director Corporate Services

Report Summary

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

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

Recommendation Summary

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

2.1.1 Documents for Sealing (Cont.)

Item Summary

There are four [4] items being presented to Council's meeting of 30 November 2020 for signing and sealing as follows:

1. An Instrument of Appointment of Authorised Officer under the provisions of *the Local Government Act 1989*, the *Local Government Act 2020*, the *Environment Protection Act 1970*, the *Heritage Act 2017*, *Infringements Act 2006*, the *Land Acquisition Compensation Act 1986*, the *Planning and Environment Act 1987*, the *Sex Work Act 1994*, the *Subdivisions Act 1988*, 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 officers to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:
 - Stephanie Karras
 - Anita Rozankovic-Stevens;
2. An Instrument of Appointment of Authorised Officer under the provisions of *the Local Government Act 1989*, the *Local Government Act 2020*, 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:
 - Harendran Arulnesan;
3. A letter of retirement to Cr Maria Sampey for her outstanding contribution and years of service to the Greater Dandenong community as an elected member of Council; and
4. A letter of retirement to Cr Zaynoun Melhem for his outstanding contribution and years of service to the Greater Dandenong community as an elected member of Council.

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

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.

2.2.1 Documents for Tabling (Cont.)

List of Reports

Author	Title
Inner Melbourne Action Plan (IMAP)	Annual Report Summary 2019-20
Office of the Victorian Information Commissioner (OVIC)	Annual Report 2019-20
Victorian Electoral Commission (VEC)	Selections
The Public Transport Ombudsman	2020 Annual Report

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

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 petitions and two petition updates prior to the Council Meeting of 30 November 2020.

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 4 (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
2/10/20	<p>• Petition Text (Prayer)</p> <p>ROTH HETHERINGTON RESERVE, KEYSBOROUGH - DOG PARK</p> <p>PETITION</p> <p>I would like to request on behalf of all the community members using the Roth Hetherington Reserve and dog park/off-leash area to have a shelter installed for the changes in weather to help accommodate both residents and our fur friends to enjoy the Reserve more. Currently, the park does not have any form of shelter, especially in the dog play area and this makes it a bit difficult on extreme weather days of increased heat or rain for people to enjoy the wonderful reserve. We were wondering if it would be possible to install some form of shelter or shade such as ones done in other parks such as Tattersall Park in Keysborough? Thank you for providing residents of Dandenong Council fantastic parks and reserves for us to enjoy. I look forward to hearing your reply. Kindest Regards</p> <p>.....</p> <p>EMAIL</p> <p>Good Morning,</p> <p>Firstly, I'd like to thank you all for taking the time to read my previous email to filling up the holes and applying gravel to the benches that are at Roth Hetherington dog park. The local dog owners and I are very grateful and appreciate it! So thank you!</p> <p>The morning dog group would like to ask for a couple more things from you, if it's not too much trouble. As we are there every morning, all year along, we would like to get a shelter or even shade sails to be put up near the current benches. to protect us from the harsh sun during Summer and the rainfall. We know that in Summer, it will be quite hot sitting in the sun, as there isn't too much shade. We would also ask to possibly adding a couple more benches in the park for us to sit and relax while there with our doggie pals.</p> <p>We have started a small petition and have gotten a few signatures, to kindly ask for the shade request. I have attached the petition. We would like to thank you for taking the time to read this email, along with our petition and cannot wait to hear back from you.</p> <p>Thank you very much and have a great day.</p>	14 signatures	Completed	<p>Tabled at Council Meeting 12 October 2020</p> <p>2/10/20 Responsible Officer – Director Business, Engineering & Major Projects.</p> <p>2/10/20 Acknowledgement Email sent to the head petitioner by Governance.</p> <p>Response provided 13/10/20: Thank you for your petition of 2 October 2020 requesting seating shelters at Roth Hetherington Reserve Keysborough dog park. This location has been assessed and it is agreed that this would be a good idea to enhance the amenity of this park. As a result a capital works project bid will be submitted to next year's budget input process. This process is starting in November and a public draft for comment should be available in May 2021. The budget process is usually completed in June.</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
14/09/20	<p>Save the Springvale Trees.</p> <p>There is a proposal before council to investigate ripping out the few trees and bicycle racks in Buckingham Ave, Springvale and replace them with cars.</p> <p>Do you agree they should be saved?</p> <p><i>NB: This petition was submitted online via Change.org</i></p>	152 signatures as at 7/10/2020	Completed	<p>Tabled at Council Meeting 28 September 2020</p> <p>14/9/20 Responsible Officer – Director Business, Engineering & Major Projects.</p> <p>14/9/20 Acknowledgement Email sent to the head petitioner by Governance.</p> <p>7/10/20 No further update.</p> <p>8/10/20 The petition will be part of the community consultation process with businesses and wider community in Springvale in response to the Notice of Motion to remove the trees from parking bays in Buckingham Avenue between Balmoral Avenue and Windsor Avenue, Springvale for the intended purpose of creating additional on-street parking spaces.</p> <p>A report to a future council meeting will be made in 2021 that address the impacts of such action and the benefits and disbenefits to the Springvale activity centre.</p>

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

2.2.2 Petitions and Joint Letters (Cont.)

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

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

2.3 STATUTORY PLANNING APPLICATIONS

2.3.1 Planning Decisions Issued by Planning Minister's Delegate - September 2020 to October 2020

File Id:	qA280444
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Planning Decisions Issued by Planning Minister's Delegate September 2020. Planning Decisions Issued by Planning Minister's Delegate October 2020.

Report Summary

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

It provides a listing of Town Planning applications that were either decided or closed under delegation or withdrawn by applicants in September 2020 to October 2020.

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

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

Recommendation

That the items be received and noted.

**2.3.1 Planning Decisions Issued by Planning Minister's Delegate - September 2020 to October 2020
(Cont.)**

STATUTORY PLANNING APPLICATIONS

**PLANNING DECISIONS ISSUED BY PLANNING MINISTER'S DELEGATE –
SEPTEMBER TO OCTOBER 2020**

ATTACHMENT 1

**PDA DELEGATED DECISIONS ISSUED
SEPTEMBER 2020**

PAGES 2 (including cover)

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

**2.3.1 Planning Decisions Issued by Planning Minister's Delegate - September 2020 to October 2020
(Cont.)**

STATUTORY PLANNING APPLICATIONS

**PLANNING DECISIONS ISSUED BY PLANNING MINISTER'S DELEGATE –
SEPTEMBER TO OCTOBER 2020**

ATTACHMENT 2

**PDA DELEGATED DECISIONS ISSUED
OCTOBER 2020**

PAGES 2 (including cover)

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

2.3.1 Planning Decisions Issued by Planning Minister's Delegate - September 2020 to October 2020 (Cont.)

PDA Delegated Decisions Issued 01/10/2020 to 31/10/2020

City of Greater Dandenong

Application ID	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Notified	Ward
PDA16/0003.01	14-16 George Street DANDENONG VIC 3175	Hansen Partnership Pty Ltd	AMENDMENT: To use the land for the purposes of a Place of Assembly (Community Hub and Place of Worship) and a Shop, the construction of a building, a reduction in the car parking requirement, a waiver of the loading bay facilities and the display of business identification signage	Comprehensive Development Zone 2, 4357sqm Amended design, amendment to and subsequent renumbering of permit conditions	Delegate	AmendPerm	27/10/2020	Dandenong
PDA15/0002.03	70 Cheltenham Road DANDENONG VIC 3175	Taylor's Development Strategists Pty Ltd	AMENDMENT: Building and works associated with the construction of a four (4) staged mixed use development comprising townhouses, apartment buildings (A and B) and retail premises, a reduction of the car parking requirement and a waiver of the loading bay requirements	Comprehensive Development Zone 2, 2127sqm Amend permit preamble to delete specific reference to three retail premises, insert conditions 50-52 (Car Parking Management Plan)	Delegate	AmendPerm	27/10/2020	Dandenong
PDA19/0003	9-21 Foster Street DANDENONG VIC 3175	Secure Parking Pty Ltd	Development and temporary use of the land as a car park and associated business identification signage	Comprehensive Development Zone 2, 7171sqm The permit expires 01/10/2021	Delegate	PlanPermit	29/10/2020	Dandenong
Total :							3	

LNICHO

1

02/11/2020

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020

File Id:	qA280
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Planning Delegated Decisions Issued September 2020. Planning Delegated Decisions Issued October 2020.

Report Summary

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

It provides a listing of Town Planning applications that were either decided or closed under delegation or withdrawn by applicants in September 2020 to October 2020.

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

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

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

Recommendation

That the items be received and noted.

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

STATUTORY PLANNING APPLICATIONS

**PLANNING DELEGATED DECISIONS ISSUED – SEPTEMBER TO
OCTOBER 2020**

ATTACHMENT 1

**PLANNING DELEGATED DECISIONS ISSUED
SEPTEMBER 2020**

PAGES 7 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

City of Greater Dandenong

Planning Delegated Decisions Issued from 01/09/2020 to 30/09/2020

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN13/0630.02	PInAppAmd	No	1 Finchaven Avenue KEYSBOROUGH VIC 3173	Aldo Ventieri Architect	AMENDMENT TO: Alterations and extensions to the existing dwelling and the construction of one (1) double storey dwelling to the rear	No response to further information request	Delegate	Lapsed	11/09/2020	Paperbark
PLN14/0389.01	PInAppAmd	No	53-59 Discovery Road DANDENONG SOUTH VIC 3175	Quality First Designs Pty Ltd	AMENDMENT TO: Buildings and Works (Warehouse & Office) PRIORITY PAID	Amend permit to allow extension of warehouse and reduction in car parking	Delegate	AmendPerm	25/09/2020	RedGum
PLN17/0723.01	PInAppAmd	No	10 Bryants Road DANDENONG VIC 3175	T3 Architecture	AMENDMENT TO: Development of the land for three (3) double storey dwellings, by way of: - Reduction to the built form to dwelling 3, - New first floor windows to dwelling 3, and - All parking amended to open car spaces.	Amend endorsed plans to show location of kitchen in dwelling 2	Delegate	NOD	15/09/2020	RedGum
PLN18/0210.01	PInAppAmd	No	42 Atlantic Drive KEYSBOROUGH VIC 3173	M4 Building Design	AMENDMENT TO: Development of the land for two (2) warehouses, by way of adding the current first floor office and constructing a mezzanine floor.	Amend endorsed plans to show increase of floor area to first floor office & addition of mezzanine storage to warehouse	Delegate	AmendPerm	21/09/2020	RedGum
PLN18/0227.02	PInAppAmd	No	2 First Avenue DANDENONG NORTH VIC 3175	CK Design Group Pty Ltd	Development of the land for two (2) double storey dwellings	Amend permit to allow development of one double storey to the rear instead of one single storey	Delegate	NOD	30/09/2020	Silverleaf
PLN18/0254	PInApp	No	Factory 95 South Gippsland Highway DANDENONG SOUTH VIC 3175	Dandenong Car Wreckers	Development of the land for sixty-three (63) warehouses, use and development of the land for one (1) food and drink premises, alteration of access to a road in a Road Zone Category 1, display of business identification signs and the removal of native vegetation	Commercial 2 Zone, Urban Floodway Zone, 40441sqm, food and drinks premises and alteration of access to a road	Delegate	PlanPermit	15/09/2020	RedGum
EANTOS				1					01/10/2020	

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN19/00312	PInApp	No	1/13 Trende Street DANDENONG VIC 3175	Tapir Consulting	Development of the land for two (2) double storey dwellings to the side of an existing single storey dwelling and alterations and additions to the existing dwelling	General Residential 1 Zone, 852sqm	Delegate	PlanPermit	21/09/2020	RedGum
PLN19/0429.03	PInAppAmd	No	875 Taylors Road DANDENONG SOUTH VIC 3175	Fraser Property Industrial Construction Pty Ltd	AMENDMENT TO: Development of the land for three (3) warehouses and associated buildings and works, reduction to the number of car space required and the display of business identification signs	Amend endorsed plans to include solar equipment, change parking layout and increase floor finish level in warehouse A and B	Delegate	AmendPerm	02/09/2020	RedGum
PLN19/0584.01	PInAppAmd	No	26 Grace Park Avenue SPRINGVALE VIC 3171	Bayside Town Planning Pty Ltd	To amend Planning Permit No. PLN19/0584, which allowed for the development of the land for two (2) double storey dwellings; by way of amending the plans endorsed/approved under the permit and subsequent deletion of conditions 1 and 2 of the permit.	Amend endorsed plans to allow changes to the proposed development	Delegate	NOD	18/09/2020	Lightwood
PLN19/0625.01	PInAppAmd	No	40 Jesson Crescent DANDENONG VIC 3175	Schores Projects	AMENDMENT TO: Development of the land for six (6) double storey dwellings and to reduce the visitor car parking requirements	Amend permit to allow change to the wording of condition 1.1.4 to allow an alternative roof form	Delegate	AmendPerm	04/09/2020	RedGum
PLN20/0003	PInApp	No	875 Taylors Road DANDENONG SOUTH VIC 3175	Fraser Property Industrial Construction Pty Ltd	Subdivision x 3 and creation of road SPEAR	Multiple Zones	Applicant	Withdrawn	08/09/2020	RedGum
PLN20/0029	PInApp	No	11 Elliott Road DANDENONG SOUTH VIC 3175	Padaric Pty Ltd	Change of Use (Materials Recycling)	Industrial 1 Zone, materials recycling	Delegate	PlanPermit	01/09/2020	RedGum
PLN20/0062	PInApp	No	5-7 Nicole Avenue DANDENONG NORTH VIC 3175	Anela Developments Pty Ltd	Development of the land for six (6) double storey dwellings and reduction of a visitor car space	General Residential 1 Zone, 1446sqm	Delegate	PlanPermit	30/09/2020	RedGum
EANTOS					2				01/10/2020	

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN20/0063.01	PInAppAmd	No	260-270 Frankston Dandenong Road DANDENONG SOUTH VIC 3175	Qanstruct	AMENDMENT TO: Construction of warehouses with ancillary offices, buildings and works (alterations and additions to an existing warehouse), a reduction in car parking requirements and to display business identification signage	Amend endorsed plans for reduction in floor area and increase in canopy size and amend Condition 20.2 to allow the upper level office and warehouse to be expanded	Delegate	AmendPerm	22/09/2020	RedGum
PLN20/0088	PInApp	No	43 Hennings Street DANDENONG VIC 3175	Asset Town Planning Consultants	Buildings and works for an existing place of worship, and to display illuminated signage	Residential Growth 2 Zone, 970sqm, demolition of single storey dwelling to allow development of double storey structure	Delegate	PlanPermit	10/09/2020	RedGum
PLN20/0131	PInApp	No	64 Langthorne Street DANDENONG VIC 3175	Rabcon Pty Ltd	Development of the land for five (5) double storey dwellings and a reduction (waiver) of the visitor car space	Residential Growth 1 Zone, 993sqm	Delegate	PlanPermit	18/09/2020	RedGum
PLN20/0135	PInApp	No	21 Wattle Street SPRINGVALE VIC 3171	Abacus Designs & Planning	Development of the land for four (4) double storey dwellings and to construct a front fence that exceeds the maximum height specified in Clause 55.06-2	General Residential 1 Zone, 556sqm	Delegate	NOD	24/09/2020	Lightwood
PLN20/0143	PInApp	No	28 Barbara Avenue DANDENONG NORTH VIC 3175	Nishadi Bomirya	Development of the land for two (2) dwellings comprising one (1) double storey dwelling to the rear of an existing single storey dwelling and alterations and additions to the existing dwelling	General Residential 1 Zone, 604sqm	Delegate	PlanPermit	30/09/2020	Silverleaf
PLN20/0174	PInApp	No	6 Wilson Street DANDENONG VIC 3175	DQ Designs	Development of the land for two (2) double storey dwellings DECLARED AREA	No response to further information request	Delegate	Lapsed	08/09/2020	RedGum
PLN20/0179	PInApp	No	76 Ross Street DANDENONG VIC 3175	ABS Design & Construction Services	Development of the land for two (2) dwellings (one (1) double storey dwelling and one (1) single storey dwelling to the rear)	General Residential 1 Zone, 674sqm	Delegate	PlanPermit	23/09/2020	RedGum
PLN20/0201	PInApp	No	3 Cullimore Court DANDENONG VIC 3175	Amazing Homes Pty Ltd	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling to the rear	General Residential 1 Zone, 750sqm	Delegate	PlanPermit	18/09/2020	RedGum

01/10/2020

3

EANTOS

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN20/0216	P/nApp	No	53 Arm Street DANDENONG VIC 3175	VKAS Design Group Pty Ltd	Development of the land for one (1) double storey dwelling to the rear of an existing double storey dwelling	General Residential 1 Zone, 850sqm	Delegate	PlanPermit	24/09/2020	RedGum
PLN20/0218	P/nApp	No	78 Outlook Drive DANDENONG NORTH VIC 3175	Branko Blagojevic	Removal of a restrictive covenant (Covenant E51145)	Neighbourhood Residential 1 Zone	Delegate	PlanPermit	30/09/2020	Silverleaf
PLN20/0237	P/nApp	No	2/50 Healey Road DANDENONG SOUTH VIC 3175	MC Hammers Pty Ltd C/- FocusCDS Consultants	The use of the land for Materials Recycling and Transfer Station	Industrial 1 Zone, Materials Recycling Facility	Delegate	PlanPermit	14/09/2020	RedGum
PLN20/0248	P/nApp	No	8 Ronald Street DANDENONG VIC 3175	Mir Qoreishi	Development of the land for four (4) triple storey dwellings DECLARED AREA	No response to further information request	Delegate	Lapsed	10/09/2020	RedGum
PLN20/0258	P/nApp	No	15-29 Coomoora Road SPRINGVALE SOUTH VIC 3172	Paroissien Grant and Associates Pty Ltd	Removal of an Easement SPEAR	Residential	Delegate	PlanPermit	04/09/2020	Lightwood
PLN20/0264.01	P/nAppAmd	No	34 MacPherson Street DANDENONG VIC 3175	Fadi Omerovic	AMENDMENT TO: Subdivision of the land into two (2) lots SPEAR	Amend permit to allow changes to conditions	Delegate	AmendPerm	24/09/2020	RedGum
PLN20/0277	P/nApp	No	11 Arm Street DANDENONG VIC 3175	Mau Developments Pty Ltd	Subdivision of the land into thirty-two (32) lots SPEAR	Residential	Delegate	PlanPermit	03/09/2020	RedGum
PLN20/0286	P/nApp	No	13/41/0-418 Princes Highway NOBLE PARK NORTH VIC 3174	KegLand Distribution Pty Ltd	Signage (Business Identification)	Commercial 2 Zone, business identification	Delegate	PlanPermit	24/09/2020	Silverleaf
PLN20/0290	P/nApp	No	97-105 Bangholme Road BANGHOLME VIC 3175	Stephen D'Andrea Pty Ltd	Buildings and Works (Warehouse)	Industrial 3 Zone, 5710sqm, warehouse and ancillary office	Delegate	PlanPermit	18/09/2020	RedGum
PLN20/0295	P/nApp	No	28 Cambria Road KEYSBOROUGH VIC 3173	Christina Pouliopoulos	The use of the land for Materials Recycling	Proposal fails to comply with Clause 33.01-1and is a prohibited use	Delegate	Refusal	25/09/2020	Paperbark
PLN20/0299	P/nApp	No	108-166 Bayliss Road DANDENONG SOUTH VIC 3175	Salta Properties (Lyndhurst) Pty Ltd	AMENDMENT RECEIVED: Development of the land for two (2) warehouses associated buildings and works and a reduction in car parking SEE PLA20/0271	Industrial 1 Zone, 25,046sqm, reduction in car parking	Delegate	PlanPermit	04/09/2020	RedGum

01/10/2020

4

EANTOS

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN20/0305	PInApp	No	127-139 Frankston Dandenong Road DANDENONG SOUTH VIC 3175	Fletcher Insulation C/- KLM Spatial	Alteration of access to a road in a Road Zone, Category 1	Industrial 1 Zone, alter road access	Delegate	PlanPermit	03/09/2020	RedGum
PLN20/0316	PInApp	No	33 Hughes Crescent DANDENONG NORTH VIC 3175	Nacha Moore Land Surveyors Pty Ltd	Subdivision of the land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	24/09/2020	RedGum
PLN20/0329	PInApp	No	12 Joyce Street SPRINGVALE VIC 3171	Nobelius Land Surveyors Pty Ltd	Subdivision of the land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	18/09/2020	Lightwood
PLN20/0335	PInApp	No	927-937 Springvale Road KEYSBOROUGH VIC 3173	Lighthouse Christian College	Signage (identification)	General Residential 1 Zone, Business Identification Sign	Delegate	PlanPermit	28/09/2020	RedGum
PLN20/0340	PInApp/Vic	Yes	18 Ray Street DANDENONG VIC 3175	Smith Land Surveyors	Subdivision of the land into two (2) lots SPEAR VICSMART	Residential	Delegate	PlanPermit	10/09/2020	RedGum
PLN20/0341	PInApp	No	270-272 Railway Parade NOBLE PARK VIC 3174	Ten & 10 Indian Restaurant Pty Ltd	Reduction in the car parking requirements associated with a restaurant	Commercial 1 Zone, an additional 4 car parking spaces	Applicant	Withdrawn	18/09/2020	Paperbark
PLN20/0351	PInApp/Vic	Yes	28 Whitehaven Crescent NOBLE PARK NORTH VIC 3174	Dimitrios Spiliotis	Subdivision of the land into two (2) lots SPEAR VICSMART	Residential	Delegate	PlanPermit	01/09/2020	Silverleaf
PLN20/0366	PInApp	No	150 Buckley Street NOBLE PARK VIC 3174	Nobelius Land Surveyors Pty Ltd	Subdivision of land into five (5) lots SPEAR	Residential	Delegate	PlanPermit	24/09/2020	Paperbark
PLN20/0367	PInApp	No	28/2 Kirkham Road West KEYSBOROUGH VIC 3173	Aky Design Pty Ltd	Buildings and works to construct a mezzanine floor	Industrial 1 Zone, 31.27sqm & reduction in car parking requirements	Delegate	PlanPermit	24/09/2020	Paperbark
PLN20/0372	PInApp/Vic	Yes	230-238 Greens Road DANDENONG SOUTH VIC 3175	Australia Post	Buildings and Works (External Louvers) VICSMART	Industrial 2 Zone, external louvers	Delegate	PlanPermit	01/09/2020	RedGum
PLN20/0377	PInApp	No	94 Dunblane Road NOBLE PARK VIC 3174	Anto Maria Joseph Frank & Janet Frank	Subdivision of land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	25/09/2020	Paperbark
EANTOS					5				01/10/2020	

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN20/0380	P/InApp	No	2-10 Springvale Road SPRINGVALE VIC 3171	Gurpreet Kandola	Development of the land for a takeaway food premise	Commercial 1 Zone, use of retail carpark for a food truck	Applicant	Withdrawn	22/09/2020	Lightwood
PLN20/0382	P/InApp/Vic	Yes	9 Capital Drive DANDENONG SOUTH VIC 3175	Keen Planning	Reduction of carparking Requirements	Industrial 1 Zone, reduce number of car parking spaces by 3	Delegate	PlanPermit	10/09/2020	RedGum
PLN20/0392	P/InApp/Vic	Yes	78 Menzies Avenue DANDENONG NORTH VIC 3175	AMS Pty Ltd	Subdivision of the land into two (2) lots SPEAR VICSMART	Residential	Delegate	PlanPermit	10/09/2020	RedGum
PLN20/0393	P/InApp	No	12 Whiteside Street SPRINGVALE VIC 3171	Nobelius Land Surveyors Pty Ltd	Subdivision of the land into four (4) lots SPEAR	Residential	Delegate	PlanPermit	28/09/2020	Lightwood
PLN20/0394	P/InApp/Vic	Yes	10 Rosa Avenue SPRINGVALE VIC 3171	Julie Anne & Michael Edward Vaughan	Subdivision of the land into two (2) lots SPEAR VICSMART	Residential	Delegate	PlanPermit	23/09/2020	Lightwood
PLN20/0396	P/InApp/Vic	Yes	1 Warble Street DANDENONG NORTH VIC 3175	AMS Pty Ltd	Subdivision of the land into two (2) lots SPEAR VICSMART	Residential	Delegate	PlanPermit	23/09/2020	Silverleaf

49

01/10/2020

6

EANTOS

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

STATUTORY PLANNING APPLICATIONS

**PLANNING DELEGATED DECISIONS ISSUED – SEPTEMBER TO
OCTOBER 2020**

ATTACHMENT 2

**PLANNING DELEGATED DECISIONS ISSUED
OCTOBER 2020**

PAGES 7 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

City of Greater Dandenong

Planning Delegated Decisions Issued from 01/10/2020 to 31/10/2020

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLA20/0271	PinAppAmnd	No	2-106 Bayliss Road DANDENONG SOUTH VIC 3175	Salta Properties (Lyndhurst) Pty Ltd	AMENDMENT TO: Development of the land for two (2) warehouses associated buildings and works and a reduction in car parking (PLN20/0299)	Amend conditions 8 and 10 and delete permit condition 1.3	Delegate	AmendPerm	14/10/2020	RedGum
PLN11/0183.01	PinAppAmnd	No	Shop 1-2/305-307 Thomas Street DANDENONG VIC 3175	Najeem Design Pty Ltd	Amendment to PLN11/0183 issued for buildings and works comprising of a retractable awning, all in accordance with the endorsed plans, to allow for additional buildings and works comprising of a covered structure for the existing outdoor decking area DECLARED AREA	No response to further information request	Delegate	Lapsed	19/10/2020	RedGum
PLN13/0093.01	PinAppAmnd	No	24 Logis Boulevard DANDENONG SOUTH VIC 3175	AFS Logistics (3PL) Pty Ltd	AMENDMENT to: Permit PLN13/0093 pursuant to s.72 of the Planning and Environment Act 1987 to allow changes to the preamble to include what the permit allows	Amend permit to allow change to the preamble	Applicant	Withdrawn	30/10/2020	Dandenong
PLN17/0695.02	PinAppAmnd	No	125 Colemans Road DANDENONG SOUTH VIC 3175	Jamiesons Edd Pty Ltd C/- Lisa Stubbs Contour Consultants Aust Pty Ltd	AMENDMENT TO: Subdivision of the land including creation of Road Reserve and easements	Amend permit to allow subdivision of the land into 9 lots and creation of easements and reserves	Delegate	AmendPerm	02/10/2020	RedGum
PLN19/0043.02	PinAppAmnd	No	26-30 Paisons Avenue SPRINGVALE VIC 3171	Fife Capital C/- KLM Spatial	AMENDMENT TO: Use of the land for warehouse, the subdivision of the land into seventeen (17) lots and the removal of easements SPEAR	Amend wording to conditions 11.4 and 11.5	Delegate	AmendPerm	06/10/2020	Lightwood
EANTOS				1					04/11/2020	

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN19/0090.02	PInAppAmd	No	5 Yarra Court DANDENONG NORTH VIC 3175	Hiran Kurukulasuriya Marius Dominic Leitan	AMENDMENT TO: Development of the land for a double storey dwelling to the side of an existing double storey dwelling, by way of: - Amending the external materials for Dwelling 2; - From exposed brick cladding on east, south and west elevations with foam cladding sheet on north, east, south and west elevations with foam cladding; - Relocating the feature wall at ground floor entrance with compressed sheet	Amend endorsed plans to replace cladding and feature wall	Delegate	AmendPerm	20/10/2020	Silverleaf
PLN19/0567	PInApp	No	1 Hopetoun Street DANDENONG VIC 3175	@296 Design	Development of the land for four (4) double storey dwellings	Residential Growth 1 Zone, 599sqm	Delegate	PlanPermit	27/10/2020	RedGum
PLN19/0578	PInApp	No	159-171 Clarke Road SPRINGVALE SOUTH VIC 3172	Cambodian Buddhist Association Of Vic Incorporated	Use and development of the land for a residential building	No response to further information request	Delegate	Lapsed	08/10/2020	Lightwood
PLN19/0631	PInApp	No	209 Chapel Road KEYSBOROUGH VIC 3173	209 Land Z Pty Ltd & Forest FGF Pty Ltd c/o Human Habitats	Subdivision and development of the land for 106 dwellings, removal of easements, removal of native vegetation and to display internally illuminated promotion sign.	General Residential 2 Zone, 20,235sqm	Delegate	PlanPermit	27/10/2020	Keysborough
PLN20/0015	PInApp	No	37 Oakwood Avenue DANDENONG NORTH VIC 3175	Derek Farrington	Development of the land for three (3) double storey dwellings	Neighbourhood Residential 1 Zone, 666sqm	Delegate	NOD	29/10/2020	Noble Park North
PLN20/0046	PInApp	No	8 Aegean Court KEYSBOROUGH VIC 3173	Daniel Spina Cr. Southern Planning Consultants	Development of the land for one Building	Industrial 1 Zone, 4588.8sqm, construction of a warehouse	Delegate	PlanPermit	30/10/2020	Keysborough South
PLN20/0078	PInApp	No	36 Royal Avenue SPRINGVALE VIC 3171	Simon Greenwood Architects	Development of the land for four (4) double storey dwellings	General Residential Growth 2 Zone, 919sqm	Delegate	PlanPermit	29/10/2020	Springvale Central

04/11/2020

2

EANTOS

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN20/0089	PInApp	No	23-55 McCrae Street DANDENONG VIC 3175	Australian Executor Trustees Ltd	Construction of buildings and works and alter access to a road in a Road Zone, Category 1 (DECLARED AREA)	Comprehensive Development 2 Zone, development of vehicle access ramp to Dandenong Plaza car park, alter an access to a Road Zone Category 1	Delegate	PlanPermit	08/10/2020	RedGum
PLN20/0112	PInApp	No	1/48 Elionera Road NOBLE PARK NORTH VIC 3174	Ski Design Pty Ltd	Development of the land for two (2) double storey dwellings and to construct on common property and to create or alter access to a road in a Road Zone, Category 1	General Residential 1 Zone, 669sqm	Delegate	PlanPermit	02/10/2020	Silverleaf
PLN20/0123	PInApp	No	15 Aegaeon Court KEYSBOROUGH VIC 3173	Bayside Architects	Development of the land for a warehouse and a reduction in the car parking requirements	No response to further information request	Delegate	Lapsed	22/10/2020	RedGum
PLN20/0177	PInApp	No	13-17 Manning Drive NOBLE PARK NORTH VIC 3174	Cotter Reid Architects	Buildings and Works comprising the construction of two (2) tennis courts with associated fencing and lighting, a reduction of the car parking requirement, and the erection and display of one (1) electronic sign, to an existing education centre	General Residential 1 Zone, Construct two tennis courts with fencing and external lights	Delegate	PlanPermit	05/10/2020	Silverleaf
PLN20/0185	PInApp	No	46 Power Street DANDENONG VIC 3175	JAG Building Design Consultants	Development of the land for five (5) double storey dwellings	General Residential 1 Zone, 1114.83sqm	Delegate	NOD	22/10/2020	RedGum
PLN20/0188	PInApp	No	27 Pamela Street NOBLE PARK VIC 3174	Bruce MacTier Building Designers	Development of the land for two (2) single storey dwellings	General Residential 1 Zone, 627sqm	Delegate	PlanPermit	06/10/2020	Paperbark
PLN20/0192	PInApp	No	121 Kelvininside Road NOBLE PARK VIC 3174	Michael Minh Le	Development of the land for three (3) double storey dwellings	No response to further information request	Delegate	Lapsed	19/10/2020	Paperbark
PLN20/0211	PInApp	No	26 Gloria Avenue DANDENONG NORTH VIC 3175	CK Design Group Pty Ltd	Development of the land for two (2) double storey dwellings	General Residential 1 Zone, 584sqm	Delegate	NOD	02/10/2020	RedGum
PLN20/0223	PInApp	No	6-18 Antonella Court DANDENONG SOUTH VIC 3175	Sinotruk Australia	Use of the land for Motor Vehicles Sales and to reduce the car parking requirements	Industrial 1 Zone, Motor Vehicle Sales	Delegate	PlanPermit	21/10/2020	RedGum
EANTOS									04/11/2020	

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN20/0230	PInApp	No	247-263 Greens Road DANDENONG SOUTH VIC 3175	Pomeroy Pacific Pty Ltd	To construct, erect and display the following: -Two (2) free-standing externally illuminated pylon signs; -Two (2) free-standing internally illuminated pylon signs; -One (1) free-standing electronic / internally illuminated pylon sign; - Twenty-eight (28) internally illuminated business identification signs; and -Four (4) non-illuminated business identification signs; All in accordance with the enclosed plans	Industrial 3 Zone, Business identification	Delegate	PlanPermit	09/10/2020	RedGum
PLN20/0243	PInApp	No	36-38 Power Street DANDENONG VIC 3175	Jesse Ant Architects	Development of the land for twelve (12) dwellings and a reduction in the visitor car parking requirements	Proposal fails to comply with Clause 15 (Built Environment and Heritage) Clause 21.05 (Built Form) Clause 22.09-3.1 (Design Principles), Clause 55	Delegate	Refusal	22/10/2020	RedGum
PLN20/0254	PInApp	No	6 Reumah Court NOBLE PARK VIC 3174	Thi Bich Van Lam	Use of the land for a salon within an existing dwelling	The plans and documents submitted to Council comply with Clause 52.11 of the Greater Dandenong Planning Scheme (Home Based Business).	Delegate	NotRequire	06/10/2020	Lightwood
PLN20/0259	PInApp	No	4 Bird Street SPRINGVALE VIC 3171	Asset Town Planning Consultants	Change of Use (Place of Assembly)	No response to the further information request	Delegate	Lapsed	08/10/2020	Lightwood
PLN20/0272	PInApp	No	39 Fairview Street SPRINGVALE VIC 3171	B3 Cafe c/- KLM Spatial	Use of the land for Industry (bakery and food production)	Industrial 1 Zone, food production and bakery	Delegate	PlanPermit	15/10/2020	Lightwood
PLN20/0278	PInApp	No	8/320-326 Cheltenham Road KEYSBOROUGH VIC 3173	Sign Gallery	Display of internally illuminated business identification and promotional signage	Mixed Use Zone, business identification	Delegate	PlanPermit	08/10/2020	Paperbark
PLN20/0281	PInApp	No	18/2-4 Damian Court DANDENONG VIC 3175	Greg Angus Motor Traders	Use of the land for motor vehicle sales	Industrial 1 Zone	Applicant	Withdrawn	09/10/2020	RedGum
EANTOS									04/11/2020	

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN20/0304	P/InApp	No	18-24 Souffi Place DANDENONG SOUTH VIC 3175	REMONDIS Australia P/L	Change of Use (Paint storage and waste management)	Industrial 2 Zone, paint consolidation process	Delegate	PlanPermit	01/10/2020	RedGum
PLN20/0312	P/InApp	No	Shop 192-194 Lonsdale Street DANDENONG VIC 3175	Moda Design Group	Display of business identification signage DECLARED AREA	Comprehensive Development 2 Zone, business identification	Delegate	PlanPermit	16/10/2020	RedGum
PLN20/0321	P/InApp	No	3/24 Langhorne Street DANDENONG VIC 3175	AnC Planning Consultants	Use of the land for a Place of Assembly and to reduce the car parking requirements DECLARED AREA	Comprehensive Development 2 Zone, Shisha Lounge, 30 patrons	Delegate	PlanPermit	21/10/2020	RedGum
PLN20/0327	P/InApp	No	289-291 Lonsdale Street DANDENONG VIC 3175	Local Properties Pty Ltd	Use of the land as an education centre and a reduction in the car parking requirements DECLARED AREA	No response to further information request	Delegate	Lapsed	21/10/2020	RedGum
PLN20/0332	P/InApp	No	6 McLeod Street SPRINGVALE VIC 3171	Cadcon Enterprises Pty Ltd	Subdivision of the land into two (2) lots SPEAR	No response to further information request	Delegate	Lapsed	30/10/2020	Springvale North
PLN20/0336	P/InApp	No	280 Pillars Road BANGHOLME VIC 3175	Peter David Anderson	Construction of a shed	Green Wedge Zone, 270sqm	Delegate	PlanPermit	16/10/2020	RedGum
PLN20/0347	P/InApp	No	92 Fox Drive DANDENONG SOUTH VIC 3175	Little Projects Pty Ltd C/- LPD Property Pty Ltd	Native vegetation removal	Industrial 1 Zone	Delegate	PlanPermit	29/10/2020	Dandenong
PLN20/0358	P/InApp	No	52-56 Greens Road DANDENONG SOUTH VIC 3175	Hector Johnson	Signage (Business identification)	Industrial 1 Zone, business identification	Delegate	PlanPermit	21/10/2020	RedGum
PLN20/0387	P/InApp	No	57 Ardgowrie Road NOBLE PARK VIC 3174	MG Land Surveyors	Subdivision of land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	06/10/2020	Paperbark
PLN20/0388	P/InApp	No	18-24 Evolution Drive DANDENONG SOUTH VIC 3175	Alta Architecture Pty Ltd	Buildings and Works (Mezzanine)	No response to further information request	Delegate	Lapsed	14/10/2020	RedGum
PLN20/0389	P/InApp	No	4 Belfort Street DANDENONG VIC 3175	M.J.Reddell Surveyors Pty Ltd	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	06/10/2020	RedGum

04/11/2020

5

EANTOS

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - September 2020 to October 2020 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Decision Date	Ward
PLN20/0401	P/InApp/Vic	Yes	16 Federation Road DANDENONG SOUTH VIC 3175	Stieph Co Australia Pty Ltd	Development of the land for a mezzanine and to reduce the car parking requirement VICSMART	Industrial 3 Zone, 37sqm, mezzanine	Delegate	PlanPermit	08/10/2020	RedGum
PLN20/0402	P/InApp	No	927-937 Springvale Road KEYSBOROUGH VIC 3173	Smith & Tracey Architects	Buildings and works (extension to the Navigate Centre, minor alterations to the BEAM Centre and Administration Building).	General Residential 1 Zone, 42390sqm, double storey extension, new external stair and lift and extension of internal mezzanine floor	Delegate	PlanPermit	16/10/2020	RedGum
PLN20/0403	P/InApp	No	1682 Centre Road SPRINGVALE VIC 3171	Dickson Hearn Pty Ltd	Subdivision of the land into three (3) lots SPEAR	Industrial	Delegate	PlanPermit	16/10/2020	Lightwood
PLN20/0434	P/InApp	No	50-52 Licola Crescent DANDENONG SOUTH VIC 3175	First Forge Australia	Use of the land for Industry	Planning permit has already been issued for the use of the land for Industry under Permit PLN03/0374 Issued on 16 July 2003.	Delegate	NotRequire	09/10/2020	RedGum
PLN20/0440	P/InApp	No	123 Bakers Road DANDENONG NORTH VIC 3175	Nobelius Land Surveyors Pty Ltd	Subdivision of land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	30/10/2020	Noble Park North
PLN20/0458	P/InApp/Vic	Yes	Level Ground - Level 3 311-319 Lonsdale Street DANDENONG VIC 3175	MWM Australia Pty Ltd	Development of the land for Internal Works and Reduction in Car Parking Requirements VICSMART (DECLARED AREA)	Comprehensive Development 2 Zone, 36.8sqm, increase of first floor level	Delegate	PlanPermit	21/10/2020	RedGum
PLN20/0469	P/InApp/Vic	Yes	14 Aspen Circuit SPRINGVALE VIC 3171	Adpara Pty Ltd	Development of the land for an extension (mezzanine) to an existing store VICSMART	Industrial 1 Zone and Urban Floodway Zone, 39sqm, construction of mezzanine	Delegate	PlanPermit	29/10/2020	Dandenong

46

04/11/2020

6

EANTOS

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01)

File Id:	377100
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Assessed plans Planning permit PLN17/0039 and endorsed plans

Application Summary

Applicant: KX Architecture Pty Ltd

Proposal: AMENDMENT TO planning permit PLN17/0039 which allowed for the use of the site for a function centre, buildings and works associated with the use of the site for a function centre, the reduction in car parking requirements, the wavier of bicycle facilities, the sale and consumption of liquor and advertising signage.

This amendment seeks to increase patron numbers.

Zone: Commercial 2 Zone, abuts RDZ1 (Princes Highway)

Overlay: No overlay

Ward: Dandenong

This application has been brought before the Council because Council's Instrument of Delegation requires all liquor licence application decisions (with the exception of those associated with a food and drink premises) to be determined by Council.

The application is seeking to amend planning permit PLN17/0039 to allow an increase in the maximum patron numbers permitted on site within Alencia function centre at 39 Princes Highway, Dandenong South.

A planning permit is required under the following clauses of the Greater Dandenong Planning Scheme:

- Pursuant to Clause 34.02-1 (Commercial 2 Zone), a planning permit is required for use of a land for a function centre.
- Pursuant to Clause 34.02-4 (Commercial 2 Zone), a planning permit is required for buildings and works.
- Pursuant to Clause 52.27, a planning permit is required for the sale and consumption of liquor.
- Pursuant to Clause 52.06-3, a planning permit is required for to reduce the number of car parking spaces required under Clause 52.06-5.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- Pursuant to Clause 52.05, a planning permit is required for to display advertising signage.
- Pursuant to Clause 52.29, a planning permit is required for to alter access to a road in a RDZ1.

Objectors Summary

The application was advertised to the surrounding area through the erection of a notice on-site notices and the mailing of notices to adjoining and surrounding owners and occupiers. Zero (0) objections were received to the application.

Assessment Summary

The application proposes a significant increase in maximum patron numbers. 384 additional patrons are proposed Monday- Friday during the day, 160 additional patrons are proposed Monday-Friday evenings, 494 additional patrons are proposed Saturday and Sunday during the day and 270 additional patrons are proposed Saturday and Sunday evenings. The proposed patron numbers are considered unacceptable due to the lack of on-site car parking and lack of alternative transport options available. In addition, it is considered that the proposed patron numbers associated with the licensed premises will negatively impact on the amenity of the area due to the late-night closing hours and limited transport options for safe and orderly patron dispersal.

However, based on the out-of-hours car parking supply for the existing uses within the same site, it is considered that a smaller increase in patron numbers could be supported. Therefore, this report recommends that an amended permit be issued, with conditions amended to reflect an acceptable number of patrons to a lesser extent than applied for.

Recommendation Summary

As assessed and subject to permit conditions, the proposal is consistent with and appropriately responds to the provisions of the Greater Dandenong Planning Scheme. This report recommends that a **Permit** be granted subject to conditions as set out in the recommendation.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)**Subject Site and Surrounds****Subject Site**

- The subject site is located on the southern side of Princes Highway in Dandenong South.
- The lot is rectangular with a frontage of approximately 189 metres to Princes Highway and depth of approximately 67 metres, yielding an overall site area of approximately 13,570 square metres.
- The lot is a corner allotment with a western frontage to Progress Street.
- The lot is currently developed with 3 individual buildings (37-41 Princes Hwy)
- 37 Princes Hwy is developed with a single storey commercial building currently used for retail sales (Paint Spot and a baby accessories store) with a direct frontage and orientation to Progress Street.
- 39 Princes Hwy is the proposed building currently developed with a single storey building previously used as a bowling ally.
- 41 Princes Hwy located on the western side of the site is currently used and developed as an indoor recreation facility (Hoops Sports Centre).
- Parking is located surrounding the buildings to the north, east and west consisting of 200 car spaces shared by all three buildings.
- Access to the site is via crossover from Princes Highway and secondary access point from Progress Street.

Surrounding Area

- The surrounding area is developed with commercial and industrial buildings with land to the east, south and west adjoining the site zoned C2Z, whilst on the northern side of Princes Highway (RDZ1) the land is zoned IN1Z.
- Eumemmerring Creek is located to the west of the site approximately 76m from the subject site.
- Further to the north/east approximately 250m from the subject site are residential dwellings.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Locality Plan



Background

Previous Applications

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

39 Princes Highway:

- Planning Permit PLN17/0039 was issued on 27/09/2017 for the 'Use of the site for a function centre, buildings and works, the reduction in car parking requirements, the sale and consumption of liquor and advertising signage'. The plans (Sheets 1 to 12 of 12) were endorsed to the Permit on 25/01/2018. Sheets 1, 2, 6 and 7 of 12 were amended via secondary consent on 23/03/2018.
- Planning Permit PLN01/0776 was issued on 05/03/2002 for Subdivision (5 lots). This permit has now expired.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- Planning Permit 99/572 was issued on the 11/02/2000 to use the existing Bowling Centre as a Place of Assembly (being a bowling centre with a bar and dining room facilities) incorporating On-Premises Liquor License. This permit has now expired.
- Planning Permit 99/450 was issued in 1999 to carry out buildings and works (construction of a covered children's play area and toilet for the existing bowling centre).
- Planning Permit 2001/0120 was issued on the 02/07/2002 to use the existing premises for the purpose of office (Therapeutic Massage / Natural Therapies Centre) and an associated Education Centre (Therapeutic Massage Training School) together with associated signage. This permit has now expired.

41 Princes Highway:

- Planning Permit PLN15/0744.01 was issued on 03/11/2016 for the use and development of the land for a restricted recreation facility, business identification signage, an internally illuminates sign and a flood lit sign, and amended on 1/8/2017. Plans were endorsed on 1/8/2017.
- Planning permit PLN11/0655 was issued on 13/10/2011 for 'use the land for the purpose of an Aquarium with associated feeding of, and recreational activities involving, aquatic animals, and the erection and display of internally illuminated and non-illuminated business identification signage, all in accordance with the endorsed plans'. The plans were endorsed on 25/11/2011. This permit has now expired.
- Planning Permit BW384 issued on 15/3/1983 by the former City of Berwick allowing the erection of a building complex to be used as an indoor cricket centre.
- Planning Permit PLN05/0829 was issued on 07/12/2005 for the 'Use of the site for the purposes of an indoor recreation facility (indoor skating centre), with associated car parking, all in accordance with the endorsed plans'. The plans were subsequently endorsed on 21/12/2005. This permit has now expired.

37 Princes Highway

- Planning permit PLN03/0799 issued 12/01/2004 for a Sign (internally illuminated).
- Planning Permit PLN18/0261 issued 19/07/2018 for the development of the land for a Takeaway Food Premises (food van) and a reduction in the car parking requirement. Plans were endorsed on 30/8/2018.

Proposal

The proposal is a request to amend Planning Permit PLN17/0039 which granted permission for the use of the building at 39 Princes Highway as a function centre; buildings & works; the reduction in car parking requirements; the sale and consumption of liquor, and advertising signage.

The application seeks to amend conditions 1 and 5 to allow an increase in the number of patrons. The application also seeks to amend the endorsed plans to refer to the increased patron numbers.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Condition 1

The condition 1 currently reads as follows:

Before the development starts, two (2) copies of amended plans (at least A1 size plans) drawn to scale and dimensioned, must be submitted to the Responsible Authority for approval. No buildings or works must be commenced until the plan/s have been approved and endorsed by the Responsible Authority. The endorsed copy of the plan/s forms part of this permit. The plans must be in accordance with the plans submitted with the application but modified to show:

The number of patrons restricted to a maximum of:

- *Monday to Sunday - 9.00am to 5.00pm - maximum patron numbers of 226*
- *Monday to Sunday - 6.00pm to 12.00am - maximum patron numbers of 420*

All to the satisfaction of the Responsible Authority.

It is proposed by the applicant that condition 1 be amended to read as follows:

Before the development starts, two (2) copies of amended plans (at least A1 size plans) drawn to scale and dimensioned, must be submitted to the Responsible Authority for approval. No buildings or works must be commenced until the plan/s have been approved and endorsed by the Responsible Authority. The endorsed copy of the plan/s forms part of this permit. The plans must be in accordance with the plans submitted with the application but modified to show:

The number of patrons restricted to a maximum of:

- *610 patrons Monday to Friday between 9am to 12am;*
- *590 patrons Saturday to Sunday between 9am to 5pm;*
- *720 patrons Saturday to Sunday between 5pm to 12am.*

All to the satisfaction of the Responsible Authority.

Condition 5

The condition 5 currently reads as follows:

Not more than:

- *226 patrons Monday to Sunday between 9.00am to 5.00pm;*
- *420 patrons Monday to Sunday between 6.00pm and 12.00am; and*
- *a maximum of 20 staff at any one time*

shall be present on the premises at any one time, unless with the written consent of the Responsible Authority.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

It is proposed by the applicant that condition 5 be amended to read as follows:

Not more than:

- 610 patrons Monday to Friday between 9am to 12am;
- 590 patrons Saturday to Sunday between 9am to 5pm;
- 720 patrons Saturday to Sunday between 5pm to 12am.

shall be present on the premises at any one time, unless with the written consent of the Responsible Authority.

Plans

It is proposed to amend the endorsed ground floor plan and the Alcohol Management Plan to reflect the increase in patron numbers noted above.

All other plans, including the Patron Management Plan are proposed to remain unchanged.

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

The applicant has applied for an amendment to Planning Permit PLN17/0106 under Section 72 of the *Planning and Environment Act 1987*. Pursuant to Section 72(1) *a person who is entitled to use or develop land in accordance with a permit may apply to the responsible authority for an amendment to the permit.*

The relevant controls and policies are as follows:

Zoning Controls

The subject site is located in a Commercial 2 Zone.

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

- *To implement the Municipal Planning Strategy 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.*

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Pursuant to Clause 34.02-1 (Commercial 2 Zone), a planning permit is required for use of a land for a function centre.

Pursuant to Clause 34.02-4 (Commercial 2 Zone), a planning permit is required for buildings and works.

Overlay Controls

No overlays affect the subject site or surrounding area.

Planning Policy Framework

The objectives of Planning in Victoria are outlined in Section 4 of the *Planning and Environment Act 1987* 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 those objectives, there are a number of more specific objectives contained within the Planning Policy Framework that are relevant to this application.

Clause 11 – Settlement states that planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure.

Clause 11.02-1S – Supply of Urban Land contains the objective to ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Economic Development is outlined at Clause 17 of the Scheme. Clause 17.02-1S - '**Business**' has the following objective:

- *'To encourage development which meet the communities' needs for retail, entertainment, office and other commercial services.'*

Transport is outlined at Clause 18 of the Scheme. Clause 18.02-4S – '**Car Parking**' has the following objective:

- *'To ensure an adequate supply of car parking that is appropriately designed and located'.*

Local Planning Policy Framework

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

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:

- *Greater Dandenong is a net provider of jobs, with a resident workforce of 53,000, and local businesses providing approximately 74,000 jobs. Greater Dandenong businesses provide the third highest number of jobs in metropolitan Melbourne, with the employment sector largely orientated towards manufacturing occupations. Within the metropolitan Melbourne area, Greater Dandenong is ranked – in terms of job stock – first in manufacturing, second in storage, third in road transport and fourth in wholesale trade.*

Greater Dandenong's vision is outlined at **Clause 21.03**. Amongst others, the vision is that Greater Dandenong will be:

- *a healthy community that embraces a sense of pride and belonging and works together to achieve an economically, socially and environmentally sustainable future.*
- *a well-balanced satisfied community, which has easy and equitable access to services important to people's everyday life.*

Clause 21.05 – Built Form

is of note to the application with the following objectives and strategies considered relevant to the proposal:

21.05-1 Urban design, character, streetscapes and landscapes

Objective

9. To ensure a co-ordinated approach to sign design and placements, in commercial, industrial, residential areas and along road corridors.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Strategies

9.1 Ensure that the design and placement of new signs considers the cumulative impact of existing signs on the host building, adjoining buildings and the streetscape.

9.2 Encourage signs in appropriate areas to include English and one other language reflecting the cultural aspect of the locality.

9.3 Ensure major promotion and sky signs along road corridors are appropriately spaced so as not to dominate the overall setting and to minimise impact on viewing corridors/major view lines.

9.4 Ensure signs in residential areas do not dominate the building, the site and the streetscape.

Clause 22.11 – Advertising signs policy. Advertising signs play an important role within the built environment to identify premises, advertise a product or to promote a business. Signs can add visual interest to the façade of a building adding vibrancy and colour to activity centres. A balance between the extent of signage and size of the signs and built form is critical to prevent a clustering of signage which can degrade the character of streetscapes and public spaces.

The objectives of Clause 22.11 are;

- *To ensure that signs are designed, positioned and displayed in an appropriate and attractive manner.*
- *To encourage signs that make a positive contribution to both the day and night time character of activity centres.*
- *To improve the appearance of identified gateway locations across the municipality through the effective, sensitive display of signs and the avoidance of a proliferation of signs and visual clutter.*

Particular Provisions

Clause 52.27 – Licensed Premises

The purposes of this provision are:

- *To ensure that licensed premises are situated in appropriate locations.*
- *To ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.*

Pursuant to Clause 52.27, a planning permit is required for the sale and consumption of liquor.

Clause 52.05 – Advertising Signs

The purposes of this provision are:

- *To regulate the display of signs and associated structures.*
- *To provide for signs that are compatible with the amenity and visual appearance of an area, including the existing or desired future character.*

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- *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.*

Clause 52.05-1 notes that Clauses 52.05-7 to 52.05-10 specify categories of advertising control. These categories each contain three (3) sections, sign types not requiring permits, those requiring permits, and those that are prohibited.

Clause 52.05-9 – Category 1 (Commercial Areas) – minimum limitation. The following purpose is noted:

To provide for identification and promotion signs and signs that add vitality and colour to commercial areas.

Pursuant to Clause 52.05, a planning permit is required to display advertising signage.

Clause 52.06 Car parking

The purpose of this provision are:

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

Pursuant to Clause 52.06-3, a planning permit is required to reduce the number of car parking spaces required under Clause 52.06-5.

Clause 52.29 Land Adjacent to a Road Zone Category 1

The purposes of this provision are:

- *To ensure appropriate access to identified roads.*
- *To ensure appropriate subdivision of land adjacent to identified roads.*

Pursuant to Clause 52.29, a planning permit is required for to alter access to a road in a RDZ1.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Clause 52.34 – Bicycle Facilities

The purposes of this provision are:

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

Pursuant to Clause 52.34-1, a planning permit is required for to reduce the bicycle facilities required under Clause 52.34-3 and Clause 52.34-4.

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

There are no restrictive covenants registered on title.

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 provided that it is in accordance with the limitations proposed by the officer assessment and subject to strict conditions on any planning permit issued per the officer recommendation.

Safe Design Guidelines

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

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Referrals

Pursuant to Section 55 of the Planning and Environment Act 1987, the application was externally referred to:

- Transport for Victoria- No objection, no conditions

Notice of the proposal under Section 52 of the of the Planning and Environment Act 1987 was given to the following external authorities:

- Victoria Police- No objection.

Internal

The application was internally referred to Council's Transport Department as well as the Community Services Department for their consideration. The comments provided were considered in the assessment of the application.

- Transport Planning- Concerns raised in relation to the maximum patron numbers proposed. Smaller maximum patron numbers recommended.
- Community Services- Concerns raised in relation to the maximum patron numbers proposed. Smaller maximum patron numbers recommended. Permit conditions in relation to tightening security arrangements recommended.

Advertising

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

- Sending notices to the owners and occupiers of adjoining land.
- Placing a sign on site.

The notification has been carried out correctly.

Council has received zero (0) objection to date.

Assessment

The application has been assessed against all relevant provisions of the Greater Dandenong Planning Scheme. Overall, the proposal is considered to be inadequate on the basis that it does not comply with the Planning Policy Framework and Local Planning Policy Framework, particularly in relation to the provision of adequate car parking. However, it is considered that the proposal is adequate and can be supported, subject to permit conditions limiting patron numbers to a lesser extent than proposed by the applicant.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)**Car parking**

Pursuant to Clause 52.06-5 of the Greater Dandenong Planning Scheme, the use of the land for a function centre requires 0.3 car parking spaces per patron to be provided.

The required car parking for the proposed patron numbers is outlined in the table below;

	Proposal	Clause 52.06-5 Planning Scheme requirement
Mon-Fri 9am-12am	610 patrons	183 car parking spaces required
Sat- Sun 9am -5pm	590 patrons	177 car parking spaces required
Sat-Sun 5pm-12am	720 patrons	216 car parking spaces required

There are currently 200 car parking spaces on the site, however, these car parking spaces are shared between three buildings (37, 39 and 41 Princes Highway) which are all located within the same parcel of land. The land has not been subdivided and there are no formal agreements regarding the distribution of car parking spaces between the three buildings.

As there is no formal agreement regarding the distribution of car parking spaces between the three buildings, it is assumed that each building has access to car parking spaces comparative to building footprint area for each building, i.e. 39 Princes Highway comprises approx. 34.9% of the total building footprint across the whole the site and is therefore entitled to 34.9% (or 69.8) of car parking spaces. Similarly, 37 Princes Highway comprises 31.6% (63.2 spaces) and 41 Princes Highway comprises 33.6% (67.2 spaces).

The existing permit allows for a car parking reduction as follows:

	Patron numbers	Clause 52.06-5 Planning Scheme requirement	Spaces available to 39 Princes Hwy	Reduction in car spaces
Mon-Sun 9am-5pm	226 patrons	67 car parking spaces	69	No reduction
Mon-Sun 6pm-12am	450 patrons	135 car parking spaces	69	68

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The applicant is requesting a further car parking reduction as follows:

	Proposed patron numbers	Clause 52.06-5 Planning Scheme requirement	Spaces available to 39 Princes Hwy	Reduction in car spaces requested
Mon-Fri 9am-12am	610 patrons	183 car parking spaces	69	114
Sat- Sun 9am -5pm	590 patrons	177 car parking spaces	69	108
Sat-Sun 5pm-12am	720 patrons	216 car parking spaces	69	147

The proposal for a significant increase in patron numbers (and subsequent further reduction in the car parking requirement) is considered inappropriate for the following reasons:

- It is unlikely that a trip to the subject site would be multipurpose due to the nature of the use as a function centre.
- There is minimal accessible on street parking available within a reasonable distance of the subject site. The site is located on the corner of Princes Highway and Progress Street. No on street parking is available on Princes Highway. Progress Street is within a Commercial 2 Zone and provides access to several large scale industrial and warehouse sites. Progress Street accommodates many commercial vehicles and trucks movements. No stopping zones exist along Progress Street in the vicinity of the subject site.
- There are no alternative car parking options within a reasonable distance of the subject site.
- There is no proposal for provision of alternative transport modes to and from the land.
- The subject site is located a significant distance from any public transport which would operate at the closing time of the function centre.
- The applicant has provided an empirical case study, suggesting that a rate of 0.2 spaces per patron should be adopted. However, only one case study example was provided from a site in New South Wales. This is not considered suitable evidence to justify a rate of 0.2 spaces per patron to be applied. The applicant has also provided parking surveys from two functions at the subject site showing a car parking requirement of between 0.232 and 0.31 spaces per patron. It is considered that the provided examples do not provide adequate justification to apply a rate below the planning scheme requirement.
- The subject site does not contain end of trip facilities for cyclists (although it is noted that given the proposed use of the site for a function centre it is considered unlikely that patrons would choose to ride their bike).
- Assessment based on existing car parking demand for the site;

Based on assessment of the existing uses on the site and the existing hours of operation, it is considered that the car parking supply for the site could allow a small increase in patron numbers for the function centre. Assessment is as follows:

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

37 Princes Highway currently contains Bursons Auto Parts and Paint Spot. These uses are defined as 'restricted retail premises', which do not require a planning permit in the Commercial 2 Zone. Clause 52.06-5 requires 3 car parking spaces per 100sqm floor area of restricted retail use. The floor area is approximately 1748sqm, therefore, uses at 37 Princes Highway require 52 car spaces. It is noted that the current hours of operation are Mon-Fri 6.30am-5pm, Sat 7.30am-4pm and Sunday 9am-3pm.

41 Princes Highway has a permit for the use of the land for restricted recreation facility, which restricts patron numbers to 50, plus 5 staff. Based on worst case scenario if all 55 people attend as the sole occupant of a vehicle, 41 Princes Highway would only require 55 car parking spaces.

Therefore, based on the existing uses within the site and their current hours of operation, the site has the following car parking demand;

	37 Princes Hwy Restricted retail uses	41 Princes Hwy Restricted recreation use	Remaining spaces which could be used for 39 Princes Hwy Function centre use
Mon-Fri 9am-5pm	Using 52 spaces (planning scheme requirement for restricted retail)	Using 55 spaces (based on planning permit condition with max 55 people within the building at any one time).	93 spaces available (potential for up to 310 patrons)
Mon-Fri 5pm-12am	Closed	Using 55 spaces	145 spaces available (Potential for up to 483 patrons)
Sat-sun 9am-5pm	Using up to 52 spaces	Using 55 spaces	93 spaces available (Potential for up to 310 patrons)
Sat-Sun 5pm-12am	Closed	Using 55 spaces	145 spaces available (Potential for up to 483 patrons)

As shown in the table above, based on the existing car parking demand for the existing uses on the site, it is considered that there would be adequate car parking for a small increase in patron numbers for the function centre. This small increase is reflected in recommended amended permit conditions 1 and 5.

Liquor Licence

The proposed increase in patron numbers associated with the liquor licence requires consideration of in relation to the impact of the licensed premises on the amenity of the surrounding area.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Late-night trading hours for licensed premises have been associated with increased harm including violence. Licensed premises open after 11pm are considered a greater risk to the surrounding area. While it is unlikely that commercial and industrial uses immediately surrounding the subject site will be open or affected, it is noted that the site is within 250m of an established residential area and is approximately 200 metres north west of Power Street, a major connector street to established residential areas. In addition, licensed premises with a patron capacity over 200 may pose a greater risk of alcohol-related harm and result in a negative cumulative impact. As the function centre operates after 11pm with proposed patron numbers significantly more than 200, careful consideration of the potential amenity impacts of an increase in patron numbers needs to be made.

While the site does not form part of a cluster of licensed premises, as outlined above, it is considered that there is inadequate car parking provided on the site and there are limited public transport options available. These circumstances, together with a late night closing time of 12am, can impede safe dispersal of a large number of patrons from the venue at midnight onto a major highway in an industrial/commercial zone and through nearby residential areas to the north-east and the north-west.

Therefore, it is considered that reducing the proposed increase in patron numbers will limit impact of the licenced premises on the amenity of the surrounding area.

As outlined in the car parking assessment above, it is considered that there is adequate car parking on site to allow for a small increase in patron numbers. This small increase is considered acceptable to limit amenity impacts associated with the liquor licence as the adequate provision of car parking will allow for appropriate dispersal of patrons. Additional permit conditions are recommended to tighten security arrangements at closing time. These appear as condition 1.2 in the recommended permit conditions.

Bicycle facilities:

Pursuant to clause 52.34-3 the required number of bicycle spaces are based on the building floor area. The applicant is not seeking to amend the floor area of the building, therefore, there is not change to the bicycle facilities requirements. The permit already allows for a reduction in the required bicycle facilities.

Conclusion

It is considered that there is insufficient car parking available on site for the patron numbers proposed by the applicant. In addition, it is considered that those proposed patron numbers associated with the liquor licence will negatively impact on the amenity of the area due to the late night closing hours and limited transport options for safe and orderly patron dispersal.

However, based on the existing uses on the site and their current operating hours and patron number, it is considered acceptable to allow a small increase in patron numbers as follows:

310 patrons Mon-Fri 9am to 6pm and Sat-Sun 9am-5pm (being an increase of 84 patrons on the existing permit).

483 patrons Mon-Fri 6pm to 12am and Sat-Sun 5pm-12am. (being an increase of 63 patrons on the existing permit).

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

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

Permit detail	Recommendation
Permit preamble	No change
Amend condition 1 and 5	<p>Amend permit condition 1 to read as follows:</p> <p><i>Before the development or use starts, two (2) copies of amended plans (at least A1 size plans) drawn to scale and dimensioned, must be submitted to the Responsible Authority for approval. No buildings or works must be commenced until the plan/s have been approved and endorsed by the Responsible Authority. The endorsed copy of the plan/s forms part of this permit.</i></p> <p><i>The plans must be in accordance with the plans submitted with the application but modified to show:</i></p> <p><i>1.1 The number of patrons restricted to a maximum of:</i></p> <ul style="list-style-type: none"> ○ 310 patrons Monday to Friday 9am to 6pm and Saturday to Sunday 9am-5pm. ○ 483 patrons Monday to Friday 6pm to 12am and Saturday to Sunday 5pm-12am. <p>2. <u>The Patron Management Plan amended to include that for <u>all</u> functions:</u></p> <ul style="list-style-type: none"> ○ Two licensed and registered security guards are employed for the first 100 patrons ○ One security guard is employed for each 100 patrons thereafter, or part thereof ○ Two security guards are employed to patrol the carpark, from one hour prior and 30 minutes after a function, to monitor and direct safe parking and visitor dispersal. <p><i>All to the satisfaction of the Responsible Authority.</i></p> <p>Amend permit condition 5 to read as follows:</p> <p><i>Not more than;</i></p> <p>-310 patrons Mon-Fri 9am to 6pm and Sat-Sun 9am-5pm</p> <p>-483 patrons Mon-Fri 6pm to 12am and Sat-Sun 5pm-12am.</p>

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

	<i>shall be present on the premises at any one time, unless with the written consent of the Responsible Authority.</i>
Endorsed plans	Amend to reflect the above patron numbers. The applicant is required to amend the plans as per condition 1 before they are endorsed under this amended permit.
Permit notes	No changes

The table below is to be inserted in the amended permit:

Date amended:	Brief description of amendments
	Amendment of Condition 1 and 5 pursuant to Section 72 of the Act Amendment of endorsed plans pursuant to Section 72 of the Act

Recommendation

That Council resolves to Grant a planning permit in respect of the land known and described as Lot 1 LP 137481 Vol 9538 Fol 617, 39 Princes Highway DANDENONG SOUTH VIC 3175, for the purpose of use of the site for a function centre, buildings and works, the reduction in car parking requirements, the sale and consumption of liquor and advertising signage in accordance with the plans submitted with the application subject to the following conditions:

1. Before the development *or use* starts, amended plans must be submitted to the Responsible Authority for approval. No buildings or works must be commenced until the plan/s have been approved and endorsed by the Responsible Authority. The endorsed copy of the plan/s 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 number of patrons restricted to a maximum of:

- 310 patrons Monday to Friday 9am to 6pm and Saturday to Sunday 9am-5pm.
- 483 patrons Monday to Friday 6pm to 12am and Saturday to Sunday 5pm-12am.

1.2. The Patron Management Plan amended to include that for all functions:

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- *Two licensed and registered security guards are employed for the first 100 patrons*
- *One security guard is employed for each 100 patrons thereafter, or part thereof*
- *Two security guards are employed to patrol the carpark, from one hour prior and 30 minutes after a function, to monitor and direct safe parking and visitor dispersal.*

All to the satisfaction of the Responsible Authority.

2. The layout of the site and size, design, location and use of the buildings and works permitted must always be in accordance with the endorsed plans, unless with the written consent of the Responsible Authority.
3. Once the development has started, it must be continued and completed in accordance with the endorsed plans, to the satisfaction of the Responsible Authority.
4. The use must only operate between the hours of:

4.1. Monday – Sunday - 9.00am to 5.00pm and 6.00pm to 12.00am

Unless with the written consent of the Responsible Authority.

5. Not more than:

5.1. 310 patrons Mon-Fri 9am to 6pm and Sat-Sun 9am-5pm

5.2. 483 patrons Mon-Fri 6pm to 12am and Sat-Sun 5pm-12am.

shall be present on the premises at any one time, unless with the written consent of the Responsible Authority.

6. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.
7. The amenity of the area must not be detrimentally affected by the use or development on the land, through the:

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- 7.1. Transport of materials, goods or commodities to or from the land.**
- 7.2. Appearance of any building, works or materials.**
- 7.3. Adverse behaviour of patrons on, to or from the premises; and**
- 7.4. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste-water, waste products, grit or oil.**
- 7.5. Presence of vermin.**

All to the satisfaction of the Responsible Authority.

- 8. Noise emitted from the premises must not exceed the permissible noise levels determined in accordance with the State Environment Protection Policy N-2 Control of Music Noise from Public Premises.**
- 9. The site shall be kept in a neat and tidy condition at all times, all to the satisfaction of the Responsible Authority.**
- 10. All plant and equipment must be installed and located so that it does not adversely affect the amenity of the area due to the emission of noise, to the satisfaction of the Responsible Authority.**
- 11. Bins or other receptacles for any form of rubbish or refuse may not be placed or allowed to remain in the view of the public, and no adverse odour shall be emitted from any such receptacle.**
- 12. The operator under this permit must make all reasonable attempts to ensure that no vehicle under the operators control, or the operator's staff, are parked in the streets nearby, all to the satisfaction of the Responsible Authority.**
- 13. Liquor must only be sold and displayed within the red line area identified on the endorsed plans.**
- 14. Without the prior written approval of the Responsible Authority, any application to, or licence obtained from, the relevant Liquor Licensing Authority must be for the on-premise liquor license only.**
- 15. The owner, occupier and the manager must at all time make reasonable endeavours that persons resorting to the premises do not create a nuisance or annoyance to neighbours or otherwise disturb the amenity of the area.**

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- 16. The use of the site must at all times comply with the endorsed Patron Management Plan, to the satisfaction of the Responsible Authority.**
- 17. Liquor may only be served, sold or consumed between the hours of:**
 - 17.1. Monday to Sunday 9.00am to 5.00pm and 6.00pm to 12.00am.**
- 18. The car parking provided on the land must always be available for use by persons employed on or visiting the subject premises, and no measures may be taken to restrict access to the car park by such persons, all to the satisfaction of the Responsible Authority.**
- 19. The operator under this permit must make all reasonable endeavours to ensure that all vehicles entering and exiting the site do so in a forward direction, all to the satisfaction of the Responsible Authority.**
- 20. 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.**
- 21. The car parking area must be lit if in use during the hours of darkness and all lights must be designed and fitted with suitable baffles. The lighting must be positioned to prevent any adverse effect on adjoining land and must not be considered excessive for the area, all to the satisfaction of the Responsible Authority.**
- 22. Before the use of the development starts, the area(s) set-aside for the parking of vehicles and access lanes as shown on the endorsed plans must be line-marked to indicate each car space as shown on the endorsed plans.**
- 23. The location, type and dimensions of the signage as shown on the endorsed plan/s must not be altered unless with the written consent of the Responsible Authority.**
- 24. Before the display of the signage hereby approved begins, all other signage existing on the site which is not shown on the endorsed planning permit plans is to be removed from the subject site, to the satisfaction of the Responsible Authority.**
- 25. The intensity of the light in the signage must be limited so as not to cause glare or distraction to motorists or other persons or loss of amenity in the surrounding area, to the satisfaction of the Responsible Authority.**

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

26. The signage must be wholly located within the subject property. That is, no part of the sign may encroach into the road reserve.
27. No bunting, streamers and festooning shall be displayed.
28. The signage shall be constructed and maintained to the satisfaction of the Responsible Authority.
29. This permit will expire if:
- 29.1. The development does not start within two (2) years of the date of this permit; or
- 29.2. The development is not completed within four (4) years of the date of this permit; or
- 29.3. The use does not start within six (6) months of the completion of the development; or
- 29.4. The use is discontinued for a period of two (2) years.
- 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.
30. This permit expires fifteen (15) years from the date of this permit for the approved signage. Before this permit expires, the approved sign(s) and any supporting structure must be removed and the land and/or building surface made good to the satisfaction of the Responsible Authority.

Notes:

- A building approval may be required prior to the commencement of the approved works.
- Except where no permit is required under the provisions of the Planning Scheme, no sign, flashing or intermittent lights, bunting or advertising device may be erected or displayed on the land without the permission of the Responsible Authority.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- **Prior to the erection of any additional advertising signs on the land, consultation should be made with officers of the Town Planning Department to determine the relevant Planning Scheme Controls and required approvals sought.**
- **Prior to the final design being completed, the applicant should consult with Council's Infrastructure Planning Department in regard to the legal point of discharge for the site.**
- **Premises used for the sale or storage of food in any manner whatsoever are to be registered under the Food Act and require Council approval via the Chief Environmental Health Officer before occupation.**

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 39 PRINCES HIGHWAY,
DANDENONG SOUTH (PLANNING APPLICATION NO. PLN17/0039.01)**

ATTACHMENT 1

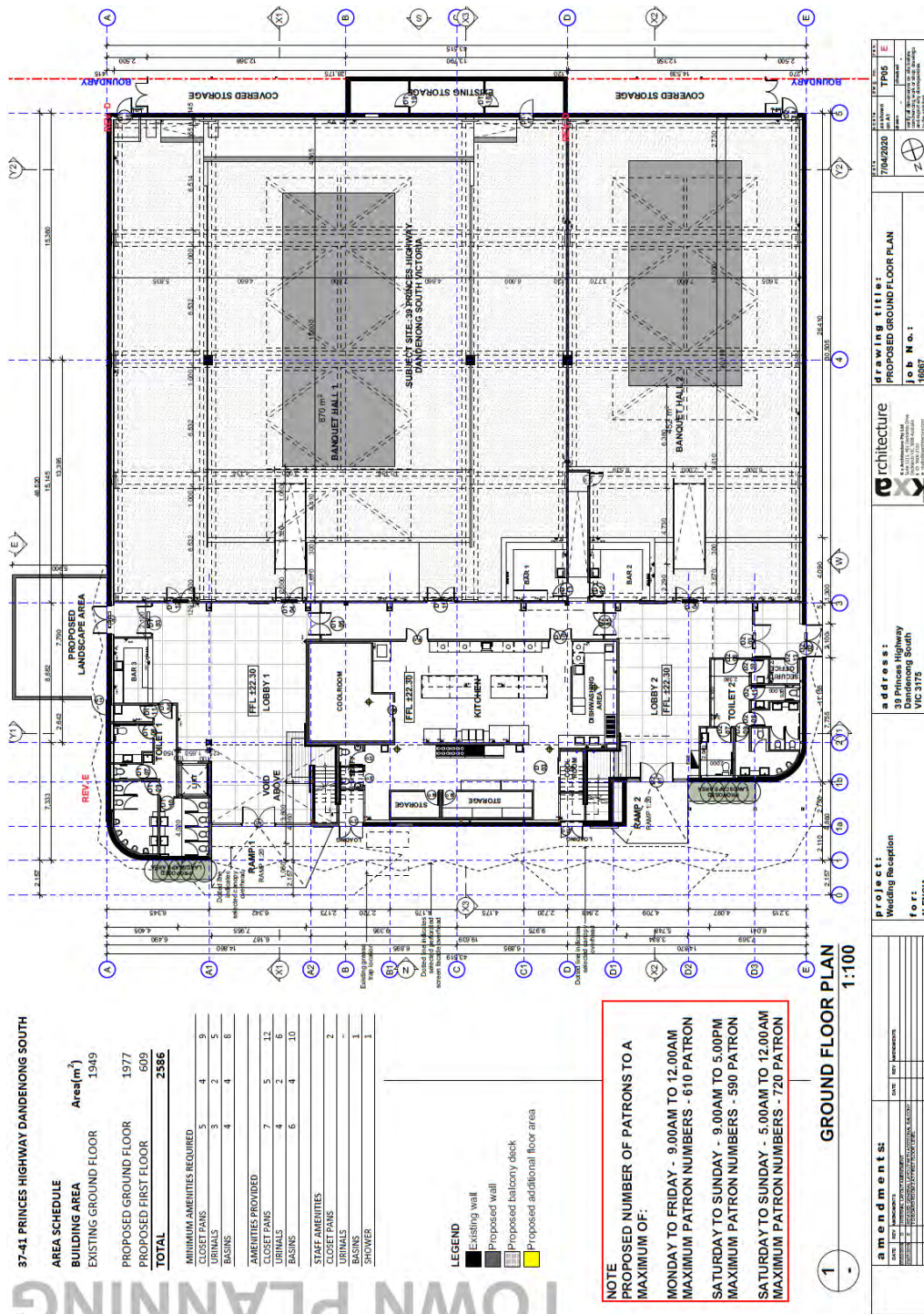
ASSESSED PLANS

PAGES 51 (including cover)

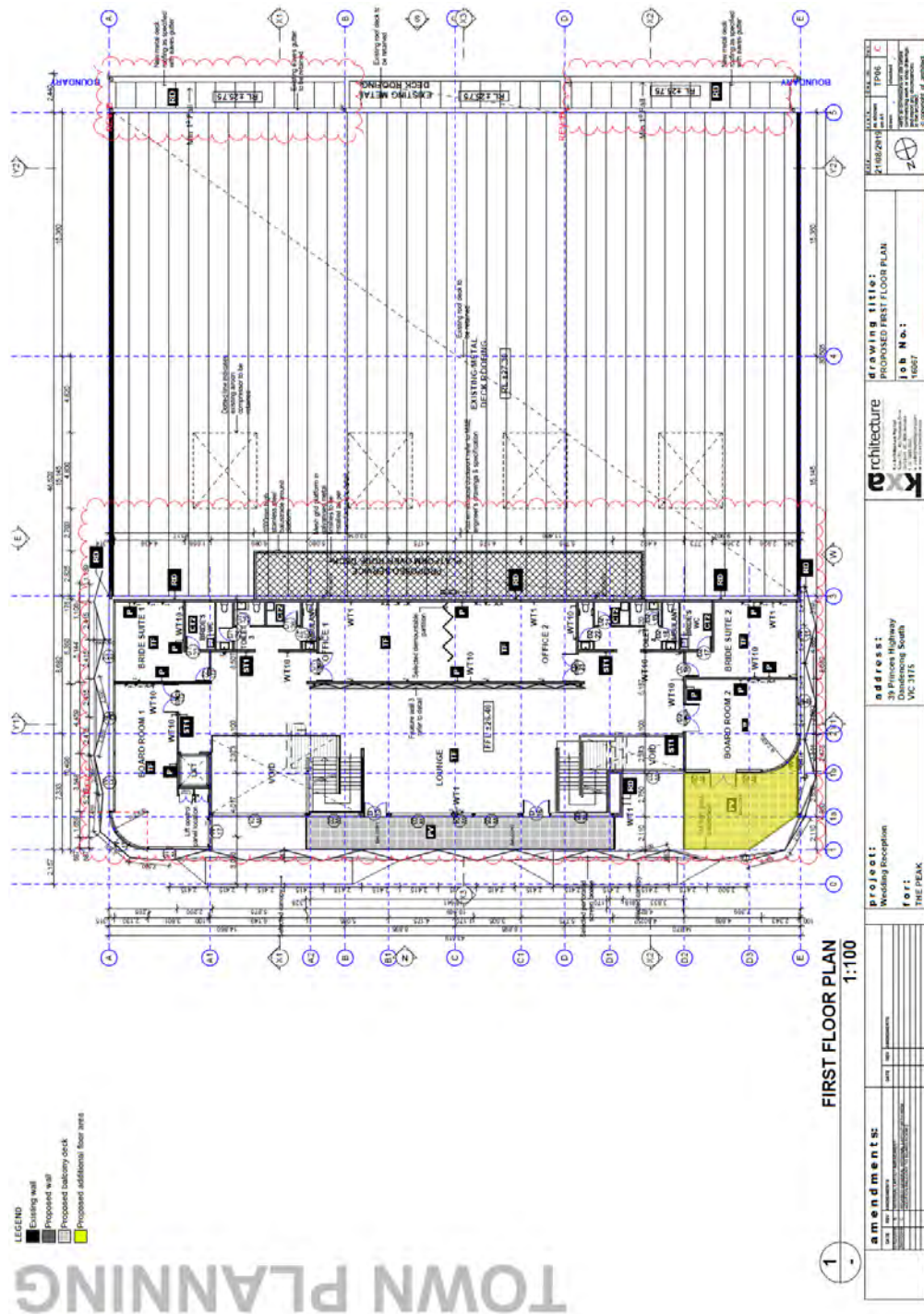
If the details of the attachment are unclear please contact Governance on 8571 5235.

ORDINARY COUNCIL MEETING - AGENDA

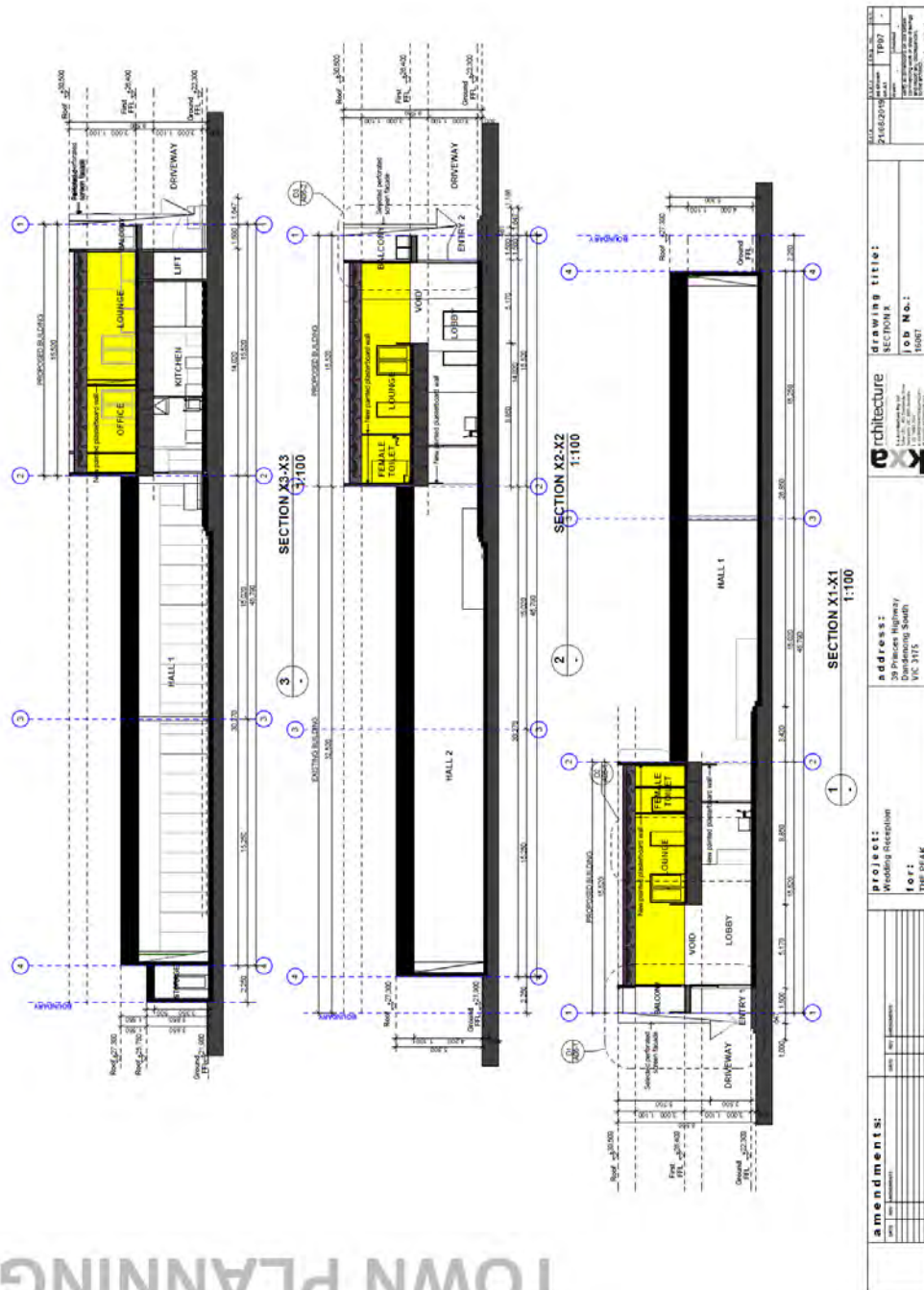
2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)



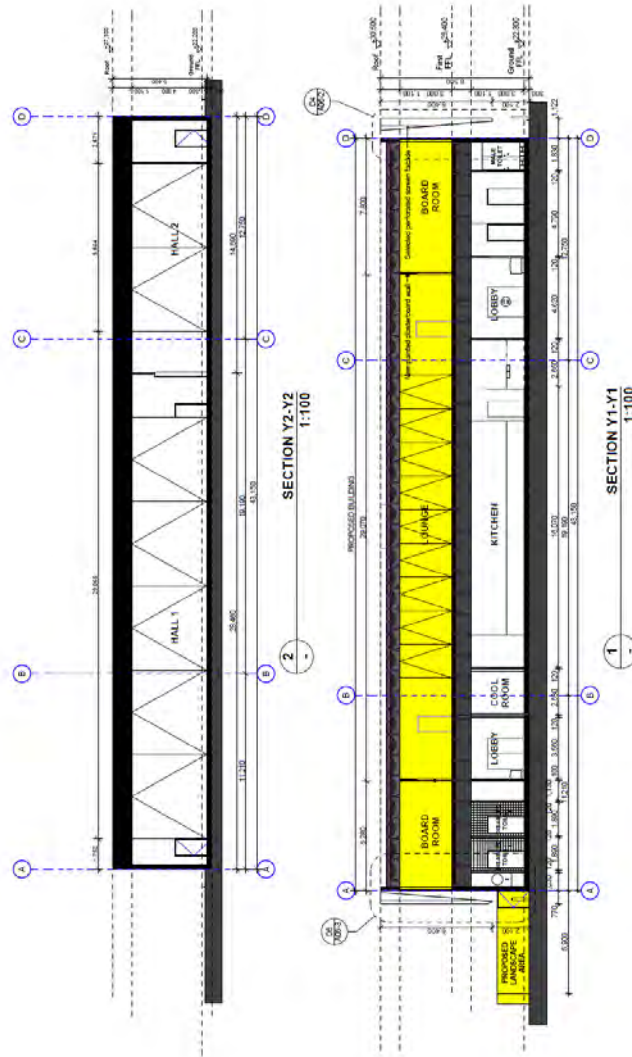
ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

ORDINARY COUNCIL MEETING - AGENDA

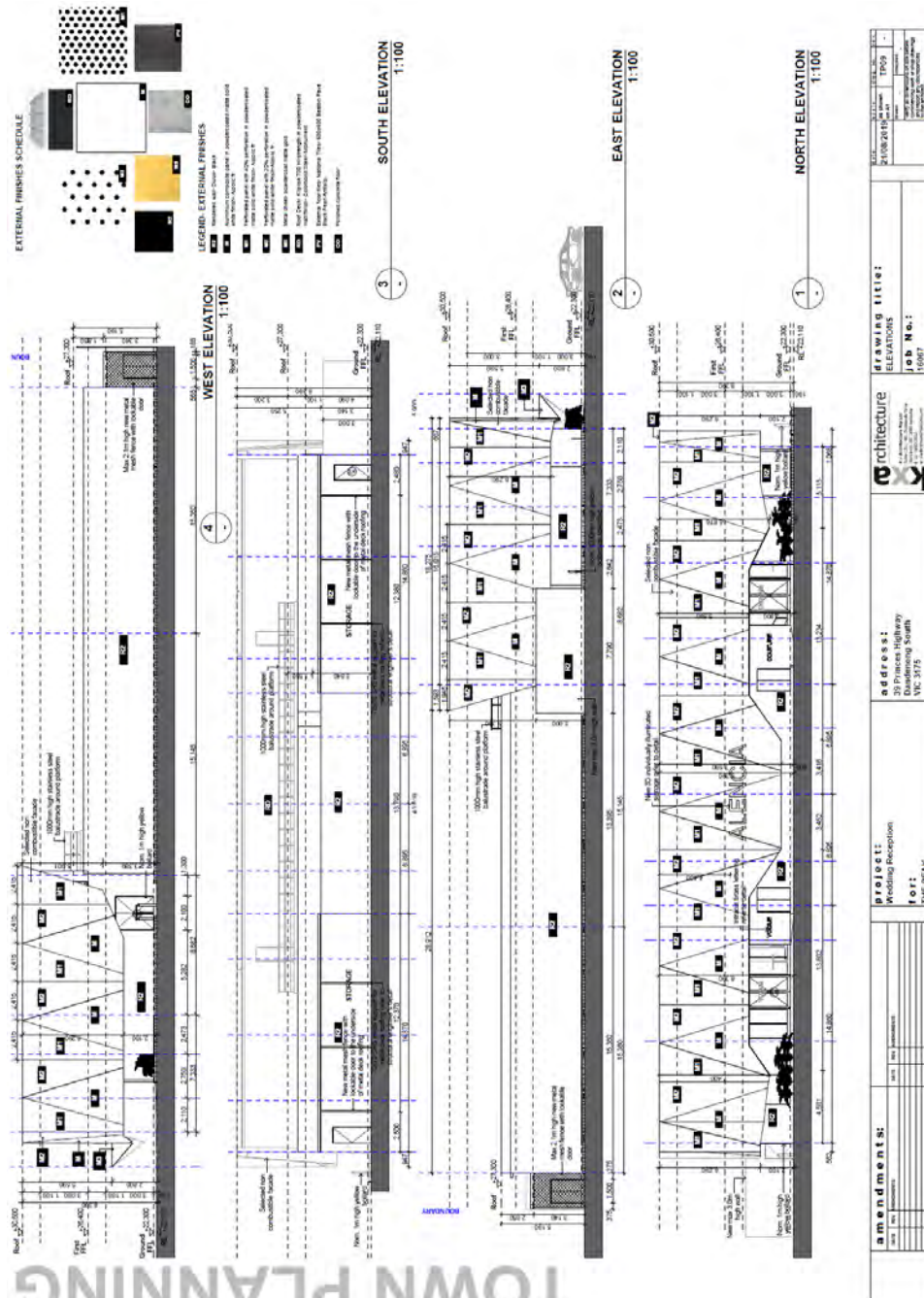
2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

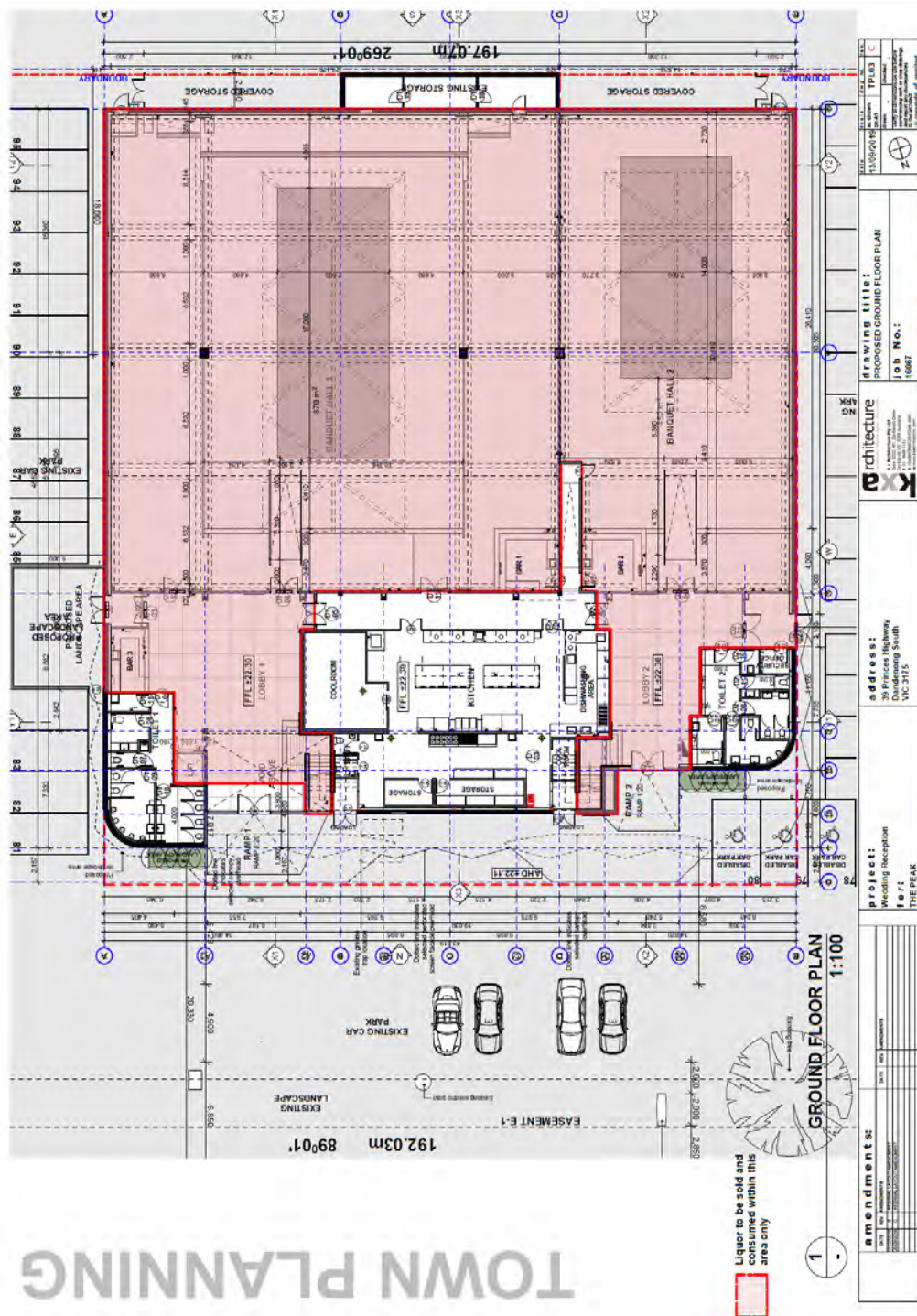
2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)



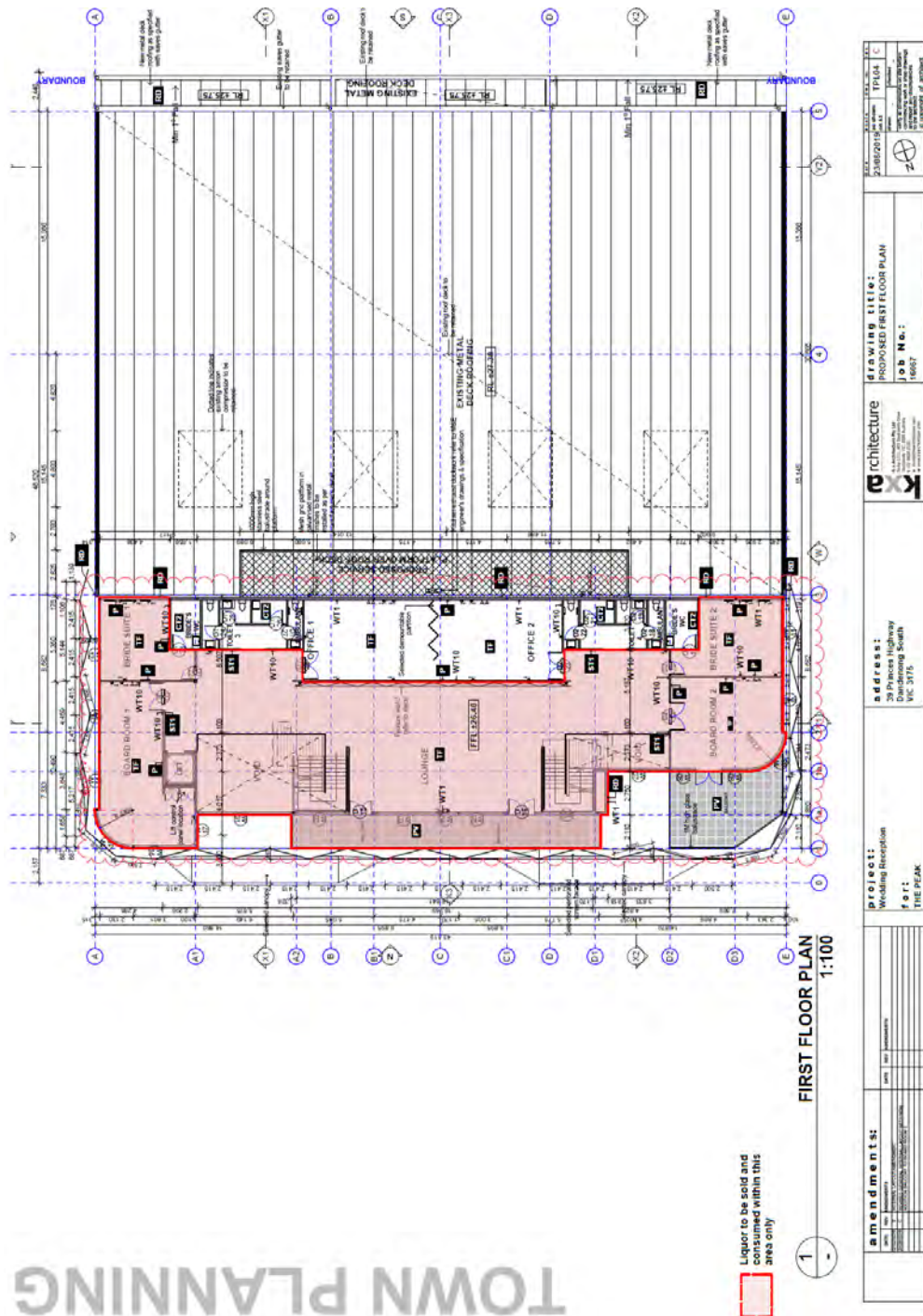
amendments:		project: Wedding Reception for THE PEAK		address: 39 Princes Highway Dandenong South VIC 3175		architecture k a 1/100 Princes Highway Dandenong South VIC 3175 Tel: 03 9594 1111 Fax: 03 9594 1112 Email: info@karchitecture.com.au Website: www.karchitecture.com.au		drawing title: SECTION Y JOB No.: 16957		date: 21/08/2020		scale: 1:100		sheet: 1 of 1		town: Dandenong	
--------------------	--	---	--	--	--	---	--	---	--	----------------------------	--	------------------------	--	-------------------------	--	---------------------------	--

ORDINARY COUNCIL MEETING - AGENDA

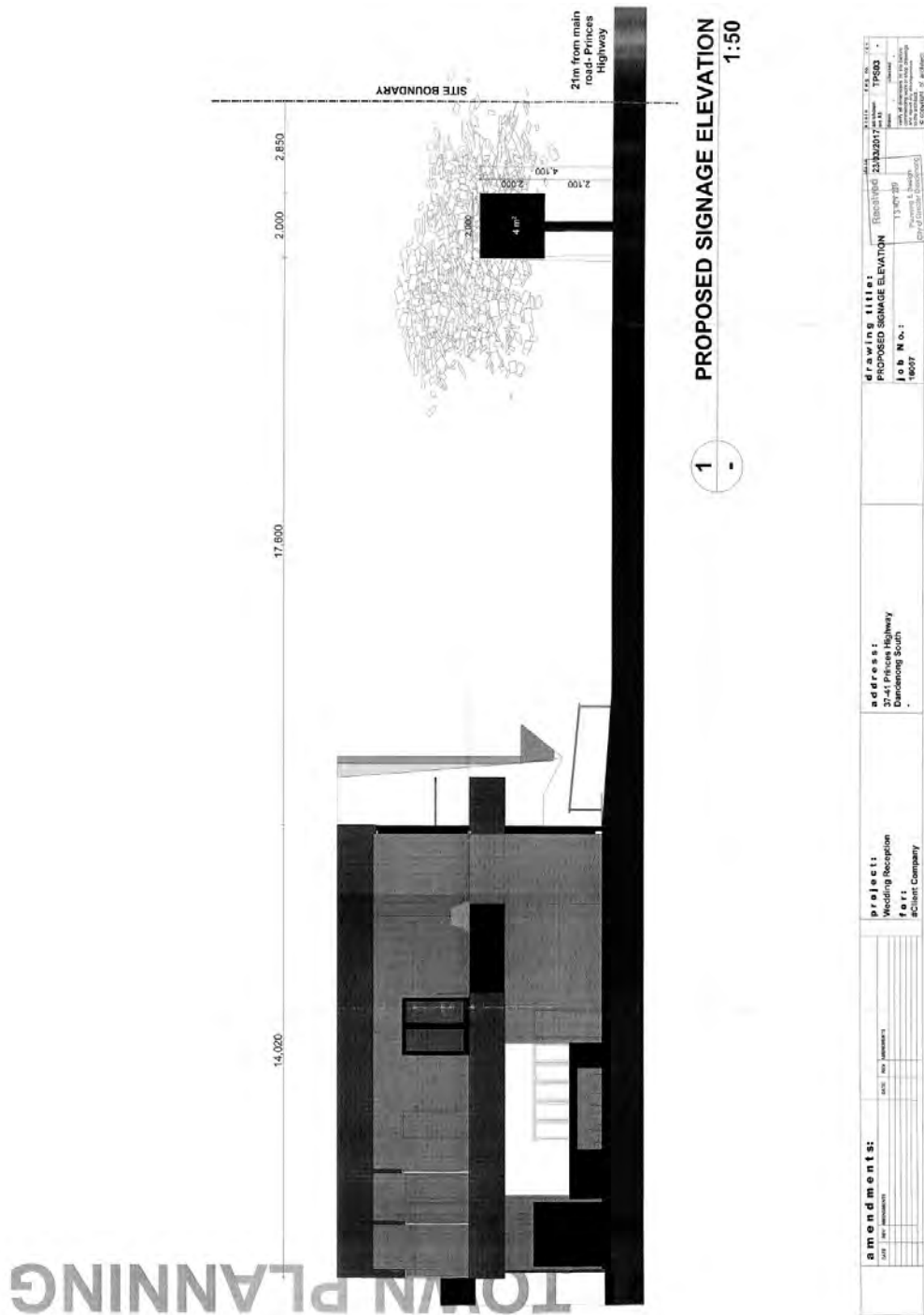
2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)



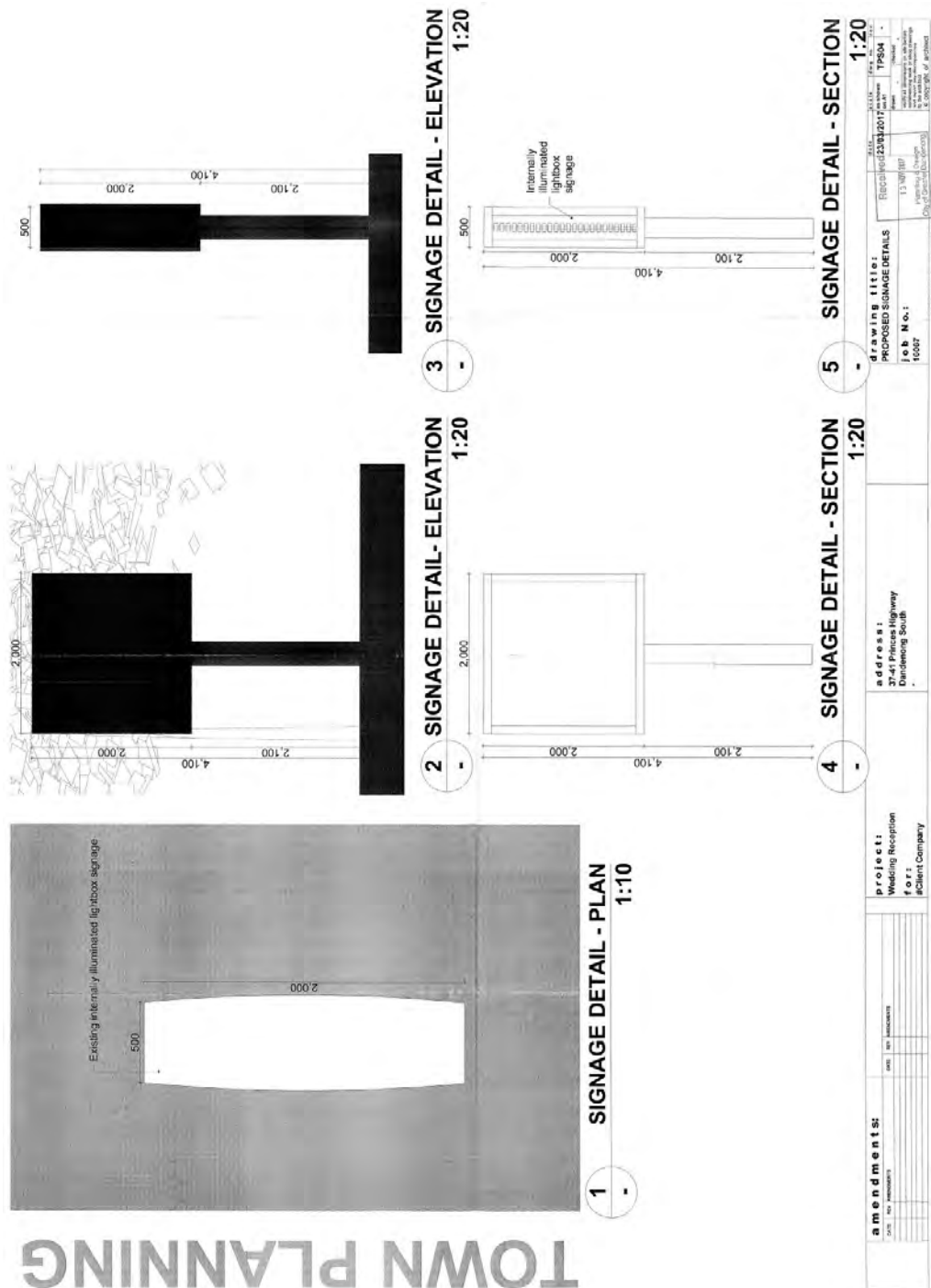
ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

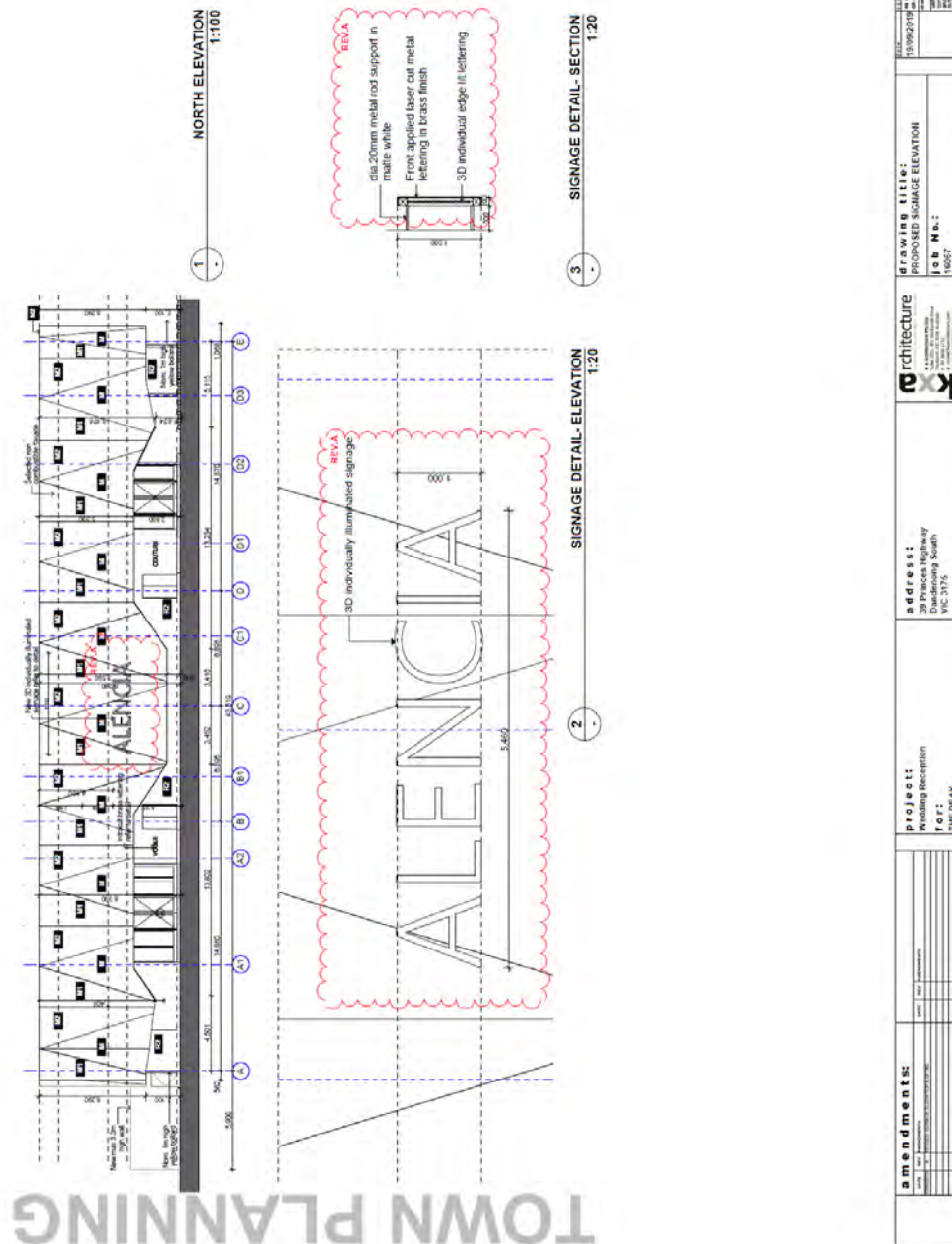
2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)



2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)



ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Alcohol Management Plan	Response
<i>The AMP should demonstrate that the licensee will take the appropriate steps to manage the risks associated with the sale and consumption of alcohol. As appropriate to the type of licence and the impact it may have, the AMP should include details of the following:</i>	<p>This Alcohol Management Plan (AMP) relates to the Function centre at 39 Princes Highway, Dandenong South 3031 ("the licensed premises").</p> <p>It is anticipated that it would be endorsed under the associated planning permit to allow the use of the land for the sale of liquor on the premises for consumption on and off the premises ("the permit").</p> <p>It is also a necessary management strategy for the operation of the licensed premises. The AMP is intended to allow the licensed premises to provide a good standard of service to customers while maintaining a good standard of amenity for any neighbouring residents, with minimal disturbance, particularly from noise from the premises itself or from customers leaving the premises.</p> <p>Current and future operators will abide by, and have ownership, of the Plan. The AMP will form the basis of the sustainable business operation of the licensed premises, allowing the licensed premises operator/permit holder/licensee, neighbours and the Greater Dandenong City Council (the Responsible Authority) to coexist peacefully.</p>
<i>Any existing planning permit allowing the current use of land</i>	Permit PLN17/0039 (proposed)
<i>Type of premises</i>	Function centre with provision of liquor on the premises
<i>The type of licence being applied for or to be amended, with regard given to the type of licences available from the VCGLR</i>	On-premises
<i>Proposed number of patrons</i>	<p>Proposed number of patrons to a maximum of:</p> <ul style="list-style-type: none"> Monday to Friday - 9.00am to 12.00am maximum patron numbers - 610 patrons Saturday to Sunday - 9.00am to 5.00pm maximum patron numbers - 590 patrons Saturday to Sunday - 5.00am to 12.00am maximum patron numbers - 720 patrons <p>Seating will be provided for all patrons.</p>
<i>Proposed security arrangements</i>	There will be an onsite manager responsible for security at all times on the premises when liquor is served
<i>Whether amplified (or live) music is proposed to be played on the premises</i>	Live music and other recorded or live entertainment will be provided within the highly enclosed subject building. Given the substantial setback distances between the subject building and the nearest residential area (230m to its northeast) and the fact that the banquet halls where wedding bands etc would play are further separated from this area by being towards the rear of the subject building, there is no reason that State Environment Protection Policy N-2 (Control of Music in Public Places) would not be met.
<i>Reasons for wanting or amending the licence</i>	To be able to serve liquor at functions such as weddings
<i>Strategies to address the Cumulative Impact of your premises</i>	NA – there is only one other licensed premises within 500m of the site.
<i>Strategies to manage compliance, behavioural and amenity risks (see the following page for further details)</i>	See below.
<i>Any other documents you believe will support your proposal and assist Council's assessment</i>	Please see the LiquorPlan letter submitted with the application.

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)Alcohol Management Plan
39 Princes Highway Dandenong South

COMPLIANCE RISKS	
<p>Compliance risks are related to the legal obligations of licensees to comply with Victorian State Law regarding the sale and consumption of liquor in accordance with the Liquor Control Reform Act 1998 and the Planning and Environment Act 1987. You should consider how you are going to achieve compliance with these laws and explain strategies in your written Alcohol Management Plan. Consider the following strategies to manage risks:</p>	
Strategies:	
<ul style="list-style-type: none"> How will you ensure that you do not supply alcohol to someone who is intoxicated (drunk)? 	All patrons to whom liquor is to be supplied will be assessed for signs of intoxication as per RSA training. This will include that all staff serving liquor will check patrons for signs of intoxication (eg a noticeable change of behaviour, slurring or mistakes in speech, excessively loud behaviour, clumsiness, confusion/delays in responding, substantial smell of liquor etc) before serving them.
<ul style="list-style-type: none"> What procedures will you put in place to ensure that staff can verify proof-of-age? 	Anyone who looks under 25 years old will be asked for ID if liquor is to be served to them.
<ul style="list-style-type: none"> What system will you put in place to identify people that may be underage (under 18 years) as they enter the premises? 	The fact that the functions at which liquor is to be served will be both private and by arrangement only will assist in allowing people under 18 to be readily identified.
<ul style="list-style-type: none"> How will you prevent alcohol from being supplied to someone under 18 years of age? 	Liquor will not be supplied to people known or suspected to be under 18 years of age.
<ul style="list-style-type: none"> What relevant training will you require staff and volunteers to take to ensure the Responsible Service of Alcohol (RSA)? 	All staff serving liquor will hold current RSA certificates.
<ul style="list-style-type: none"> How will you document the start and finish dates for RSA induction, refresher training and employment details for each member of staff or volunteer, including managers and security staff? 	A register of staff RSA training will be actively maintained, and staff will be notified of any changes to liquor licensing requirements at staff meetings and/or upon induction of new staff.
<ul style="list-style-type: none"> How will you ensure that any RSA training remains up to date and does not expire after three years? 	
<ul style="list-style-type: none"> How will you ensure that staff and volunteers stay up to date with any changes to liquor licensing? 	
<ul style="list-style-type: none"> Where will you display the required posters and signage to reduce potential risks and raise awareness about the responsible service of alcohol? (see VCGLR website for details) 	Relevant signage asking patrons to prevent/minimise any disturbance will be displayed in the patron areas, toilets and car park.
<ul style="list-style-type: none"> What will you do to comply with the standards of Department of Justice, Design Guidelines for Licensed Premises? (available at www.justice.vic.gov.au/) Best Practice Strategies: 	The layout of the licensed premises is generally in accordance with this document, to the extent that it is relevant to an outer-suburban Function centre. Internally, there will be two central lobbies/reception areas, in addition to the two larger banquet halls there will be some more private spaces upstairs, entries/exits and toilets will be easily accessible to all patrons; externally, the location of the car park close to the building exits will allow for its adequate supervision.
<ul style="list-style-type: none"> Work with all authorities to comply with regulations and permit conditions. 	The licensee/permit holder will work in a positive manner with all authorities to comply with regulations and permit conditions.

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Alcohol Management Plan
39 Princes Highway Dandenong South

<ul style="list-style-type: none"> ▪ <i>Be an active member of the Local Liquor Licensees Forum.</i> 	The licensee/permit holder will be an active member of the Local Liquor Licensees Forum.
<ul style="list-style-type: none"> ▪ <i>Support programs that raise awareness among young people and their parents about the harms associated with underage drinking.</i> 	Programs that raise awareness among young people and their parents about the harms associated with underage drinking will be supported.
BEHAVIOURAL RISKS	
<p><i>Behavioural risks are concerned with individual or group behaviour that impacts directly on the safety and comfort of patrons, customers and staff in and around licensed premises. You should consider how you are going to manage behavioural risks and explain your strategies in your written Alcohol Management Plan. Consider the following strategies to manage risks:</i></p>	
<ul style="list-style-type: none"> ▪ <i>What House Policies will you develop and where will you display these?</i> 	<p>House Policies will include:</p> <p><i>Staff members will use their best endeavours to ensure that customers on the premises will conduct themselves in a quiet and orderly manner, without causing a nuisance to the amenity of the area by noise and/or boisterous behaviour.</i></p> <p><i>Staff members will also use all reasonable and practical methods to ensure that customers leave the premises in a quiet and orderly manner at all times the use is operating and immediately after the hours of operation.</i></p> <p><i>A clearly visible sign will be displayed at the entrance/exit of the premises. The sign will ask customers to leave in a quiet and orderly manner at all times. Staff members will reinforce this message.</i></p> <p><i>The licensed premises operator/permit holder or a current staff member at a management level will ensure that a copy of this Plan is made available to any person freely and without charge.</i></p> <p><i>A phone number of the licensed premises operator/permit holder or a current staff member at a management level will be provided upon request to any neighbour, to facilitate any complaint, at any time during the trading hours or within half an hour afterwards, about noise and/or other disturbances associated with the licensed premises.</i></p>
<ul style="list-style-type: none"> ▪ <i>How will you ensure free water is readily available at all times?</i> 	Drinking water will be freely provided to all patrons at all times during the licensed hours
<ul style="list-style-type: none"> ▪ <i>How will you avoid incidents involving broken glass (e.g. use polycarbonate or tempered glassware)?</i> 	While normal glassware will be used, given the nature of the licensed premises (a Function centre that hosts pre-booked weddings, unlike a Hotel, Tavern or Nightclub attracting a wider and potentially more volatile range of patrons), there are unlikely to be any significant incidents involving broken glass that would warrant special attention
AMENITY RISKS	
<p><i>Amenity risks are associated with the external impacts of licensed premises on other surrounding land uses. You should consider how you are going to manage amenity risks and explain your strategies in your written Alcohol Management Plan. Consider the following strategies to manage risks:</i></p> <p><i>Strategies:</i></p>	

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)Alcohol Management Plan
39 Princes Highway Dandenong South

<ul style="list-style-type: none"> What strategies will you use to control amenity and noise impacts from indoor and outdoor areas of the premises? 	The licensed premises will be significantly separated (over 200m) from the nearest areas of residential or other sensitive uses, which as well as that the site is surrounded by commercial, industrial or transport use will ensure only reasonable amenity impacts on the area occur.
<ul style="list-style-type: none"> How will you ensure that deliveries and waste management do not negatively affect the area? (e.g. truck engines, glass bottles tipped into dumpsters, rubbish removal)? 	
<ul style="list-style-type: none"> How will you work with all authorities to reduce alcohol-related impacts in public spaces and the broader community? 	The licensed premises will be "self-contained" (ie by definition a Function centre caters for private functions by arrangement only); unlike many licensed premises not available for people to walk in "off the street" for a drink and/or buy take-away alcohol.
<ul style="list-style-type: none"> How will you ensure that you comply with times defined in Council by-laws and permit conditions regarding hours allowed for alcohol service and drinking in outdoor areas of the premises? 	The permit, the licence, this AMP and other relevant regulator document will be kept on the licensed premises for easy reference
<ul style="list-style-type: none"> What strategies will you use to ensure that no-one leaves the licensed area with alcohol (unless there is an off-licence permit)? 	Patrons will be actively prevented from leaving the licensed area with alcohol
<ul style="list-style-type: none"> What will you do to comply with Council's Footpath Activity Guidelines for alfresco dining? 	NA
<ul style="list-style-type: none"> How will you minimise noise impacts on surrounding properties (complying at a minimum with the conditions in the State Environmental Protection Act, N1/N2)? 	The area in which liquor will be consumed will be a substantial distance from the nearest residential or other sensitive uses

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Patron Management Plan

The Proposed Function Centre

39 Princes Highway
Dandenong South VIC 3031

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 2

Acknowledgements:

Subject Matter Expert: Rob Steane
Subject Writer: Liquor Consultancy Services
P.O. Box 4101
Croydon Hills, Vic. 3136
Tel: 1800 LIQCON (1800 547 266)
Email: info@liqcon.com.au

© Liquor Consultancy Services 2017

All rights reserved. No part of this publication may be reproduced, repackaged, stored in a retrieval system, or transmitted in any form by any means whatsoever without the prior permission of the copyright owner.
This plan has been produced exclusively for *The Proposed Function Centre*, 39 Princes Highway, Dandenong South and is not permitted to be copied, reproduced, repackaged, or transmitted for any other venue, licensed or not.

Disclaimer:

Every effort has been made to ensure that these plans are free from error or omissions, however you should conduct your own inquiries and seek professional advice before relying on any fact, statement, or other matter contained in this book. *Liquor Consultancy Services* is not responsible for any injury, loss or damage as a result of the material included or omitted from this plan. Information in this plan is current at the time of publication. The date of publication is indicated in the date stamp at the bottom of each page.

These plans are not intended to be an independent program in itself, and rely on regular and thorough briefings and training with staff to cover specific issues, tasks, and areas of responsibility.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 3

Introduction

This Patron Management Plan is designed to assist all staff complete their job more efficiently, offering patrons a unique and safe experience and to minimise the risk of assault or injury to patrons.

Additionally, our community neighbours are important to us. The level of comments or complaints from our neighbours is often a barometer of how well we do our job as operators of a function centre in a community environment.

The Plan itself should be used in conjunction with the regular and thorough briefing from Managers and Supervisors to ensure that all staff fully understand the duties required of them and the obligations that both the licensee of the premises and the staff, are responsible for.

The success of this plan will be measured by the number of patrons that are evicted from or injured at the venue; or the number of breaches of laws identified by the Police, VCGLR Gambling & Liquor Inspectors and others, who attend the premises.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 4

Staff

1.1 Arrival at Work

All persons are to report for duty with sufficient time to be in place by their scheduled time. This time does not allow for a change of clothes or other preparatory undertakings.

In situations where staff is not able to attend their rostered shift, they are to contact (or cause contact to be made by another) the Duty Manager directly as soon as possible, once the decision not to attend work has been made. This is to enable the Duty Manager to find replacement staff prior to the commencement of the rostered shift. A text message 30 minutes prior to the commencement of work is not sufficient.

Staff that do not make such contact within reasonable time frames will cause disruption to the operations of the function centre and those who cannot justify their actions of not notifying the Duty Manager will face discipline action.

1.2 Uniform Requirements

Bussys - Bussys are to provide their own smart casual pants and t-shirts.

Bussys that perform duties externally of the venue are to wear reflective vests or jackets provided by the venue. The need for external staff to be highly visible is a requirement of Worksafe and enhances staff's safety and patrons' perception of safety.

Wait Staff - Neat and clean up market street wear is permissible and encouraged

Security – Crowd Controllers are expected to provide and maintain their own smart casual clothing

Crowd Controllers that perform duties externally of the venue are to wear reflective vests or jackets provided by the venue. The need for external staff to be highly visible is a requirement of both Worksafe but also enhances patrons' safety and perceptions of safety.

1.3 Dress standard

- All attire is to be clean and neatly pressed.
- Footwear, black boots or shoes must be kept highly polished and clean at all times. Sports runners must not be worn.
- Provided uniforms items will be replaced when required. When staff ceases employment with the venue, all provided uniform items are to be returned. Items provided by the venue remain the property of the venue.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 5

Position Responsibilities

2 Bussing

Report to: Duty Manager**Responsibilities:**

To maintain all aspects of cleanliness on the floor that represents the venue's high standards. A good eye for detail is a pre-requisite for the job. Your work will reflect The Proposed Function Centre's image and caters to the safety of our patrons.

Duties:

- Maintaining a professional appearance and positive attitude at all times.
- Collecting glassware and bottles.
- Polishing and putting away glassware.
- Keeping tables clean and dry.
- Maintaining clean floors inc. sweeping and mopping.
- Cleaning toilets throughout trade on a roster basis.
- Stocking fridges.
- Ensure storeroom is kept clean.
- Emptying bins.
- Loading and emptying dishwashers.
- 'Bottle runs' – ridding external areas of bottles, cans and rubbish.
- Communication with security regarding intoxicated and troublesome patrons.
- Perform any other duties as requested by management in relation to the operation of the venue.

2.1 Ice

It is the bussy's responsibility to ensure that there is sufficient ice at all operational bars for their entire shift.

Staff are to always use appropriate ice scoops and are to ensure that these ice scoops are maintained in a clean state. They are to be cleaned after completion of each function or more frequently when required.

2.2 Cleaning Spills

It is imperative that spills are to be cleaned as a priority job. The Proposed Function Centre has an obligation to ensure that patrons and staff are safe whilst in the venue and for this reason spills **MUST** be cleaned as a matter of urgency. In some situations, this may also require the appropriate placement of warning signs.

Additionally, a site of a spill is not to be left unattended. When a spill has been identified, a staff member **MUST** remain at the spill until it can be cleaned or a warning sign placed into position.

As part of their duties, Bussys are to be mindful of spills and slippery areas. As part of their roving patrols around the venue, bussys must look for those areas where spills are likely to occur and where patrons' safety could be compromised.

2.3 Clearing Tables

Staff are to ensure that glasses, bottles, or other rubbish is removed from tables constantly.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 6

2.4 Stock

Staff are to ensure that stock is maintained at each of the bars allocated to them. In situations where a bar staff member specifically request stock, bussys must satisfy that request as a matter of urgency, having regard to the safety of patrons.

2.5 Patron Observations

Bussys have the best opportunity of all staff to effectively monitor the behaviour of patrons. For this reason, where a Bussy identifies a patron nearing intoxication, is being drunk, violent, or quarrelsome, is becoming or appears to be drug affected, they are to immediately notify Duty Manager with a view for them to take appropriate action.

Under no circumstances is a bussy (unless they are also a Licensed Crowd Controller) to become involved in resolving these issues themselves.

2.6 External Cleaning

In some situations, other staff members may require that areas external of the venue will need to have rubbish removed or in some cases, the "wash away" of fluids.

In these situations, or indeed if the Bussy identifies the need to undertake these duties themselves, they must be performed. One of the requirements of the venue's liquor licence is to ensure that the amenity of the area is not interfered with.

The removal of rubbish is of paramount importance to ensure that the venue satisfies this requirement. For this reason, the vicinity of the venue MUST be inspected by a bussy at the completion of each function.

2.7 Bussys Assisting Crowd Controllers

In some circumstances, it may become necessary to assist Crowd Controllers in the execution of their duties. Under no circumstances are Bussys to perform actual Crowd Control duties. In situations where Crowd Controllers are required to leave static observation posts, the Duty Manager should appoint bussys to monitor those positions.

The role of bussys in these circumstances is to provide a continuous observation of the premises to ensure patron safety. In some situations, it may be necessary for bussys to perform observations near the main entrance to the premises. In these circumstances, it is imperative that bussys ensure that patrons do not leave the premises with alcohol.

In some situations, and where directed by the Duty Manager or Security Supervisor, bussys may be required to (on a short term temporary basis) close the doors to the premises preventing patrons entering or leaving. This would be to assist Crowd Controllers managing incidents either inside or immediately outside the venue. In these circumstances bussys should explain to patrons the reason why the doors had been closed and advise them that it is a short-term closure only and is being undertaken to ensure the patrons' on-going safety.

2.8 Waste Disposal

The Duty Manager shall ensure that the venue's waste disposal contractor undertakes their responsibilities with the least disturbance to *The Proposed Function Centre's* commercial neighbours.

It is the Duty Manager's responsibility to ensure that the waste skip is located within the venue's property and only placed in the car park on the day of waste collection. Additionally, the duty manager shall ensure that waste is only collected between the hours of 9AM & 5PM weekdays.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 7

3. Bartender

Report to: Duty Manager

Responsibilities:

To Serve Customer beverage demands in a fast, friendly, and efficient manner, ensuring product is of a consistent, high quality, and that bar areas are clean and organised at all times.

All bartenders must have completed their Responsible Service of Alcohol. It is the responsibility of staff to provide a copy of their certificate within 1 month of obtaining employment.

Duties:

- Maintain total cleanliness of bar and floor areas.
- Ensure fridges, shelves, and cupboards are kept clean.
- Complete pour tests before each shift.
- Arrive at work equipped with a bar blade, waiter's friend and pen.
- Serve beer, wine, soft drink and cocktails in the correct manner.
- Have a thorough understanding of all products available.
- Minimise waste.
- Use the cash register correctly.
- Correct use of the phone including transferring.
- Use eftpos for credit transactions – no cash out.
- Change paper rolls on printers and eftpos machines.
- Maintain a professional appearance and positive attitude at all times
- Be aware of licensing restrictions on the serving of minors and intoxicated persons.
- Perform any other duties as requested by management in relation to the operation of the venue.

Bar staff will be provided with their rostered commencement times in advance wherever possible. For this reason, staff are expected to arrive at work and be prepared to be in position by their duty commencement time.

Staff are required to be appropriately attired when they arrive work and are to be in a sober and unaffected by drug at the commencement and throughout their rostered shifts.

3.1 Free Drinks for Patrons / Staff

Staff are not permitted to provide drinks to other staff, friends, or acquaintances free of charge, or sold at a price other than the authorised amount. In situations where a good customer has been observed and there is a commercial reason for offering free drinks, that request must be made through the Duty Manager who will issue the person with a drink card in appropriate circumstances.

Where the Duty Manager wishes to provide staff with "After Work Drinks" that is at the discretion of the Duty Manager. All such drinks are to be appropriately recorded on the venue's cash register system.

Any staff member who receives a beverage other than in accordance with these instructions will be treated as having stolen drinks from the premises and will face discipline action and have the matter reported to the Police.

Under no circumstances are "After Work Drinks" to be consumed whilst any patron is still on the premises and the premises are in fact still open.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 8

3.2 Recording of Sales

All sales are to be recorded through the venue's cash register system as required. Staff who are observed not recording sales correctly will be subject to discipline action.

3.3 Customer Service

The hospitality industry constantly changes and for this reason new products regularly become available. Bar Staff are encouraged to provide a unique experience to patrons and provide a higher level of service than is experienced at other venues. If a patron requires information about products or services provided at the venue, staff are encouraged to facilitate that request having regard to their R.S.A. responsibilities.

3.4 Maintaining the Bar

Most interaction between staff and patrons will occur around the bar areas. For this reason, it is imperative that staff maintain a clean and inviting bar area. Benches are to be maintained in a dry and clean manner and glass, bottles and other rubbish removed in a timely manner.

3.5 Refusal of Service

When bar staff decide to refuse service, it must be done in a way to reduce the chance of any conflict. Where a staff member has refused service to any patron, that decision is only able to be overridden by the Duty Manager, and only then under exceptional circumstances, having regard to the licensees' responsibility under the Liquor Control Reform Act relating to serving intoxicated patrons.

When a patron has been refused service, the Duty Manager is to be informed so that other staff are advised of the refusal.

Some approaches to consider include:

- Use tact. Be polite when telling the patron you will not serve them anymore; preferably tell them so that other patrons do not hear to reduce the risk of embarrassment.
- Tell them firmly by law that you are not allowed to serve them.
- Management policy may offer a non-alcoholic drink. Suggest water, juice or soft drinks or perhaps even some food.
- Notify the manager or licensee or other crowd controllers.
- The decision to refuse service to a patron is that of the Bar Staff Member. Crowd Controllers are to support the decision of the bar staff member. Crowd Controllers are not to over-ride that decision.

3.6 Signs of Drunkenness and Intoxication

In order to carry out your role and responsibilities effectively bar staff should be familiar with the physical signs of intoxication. A person who is intoxicated will generally show some/all of the following characteristics:

- Be staggering or unsteady on their feet.
- Have bloodshot eyes.
- Chumsiness
- Lack of judgement
- Loss or co-ordination
- Have the smell of alcohol on their breath.
- Be in general disarray, e.g. clothing untidy.
- Have slurred speech.

3.7 Selling or Supplying Liquor to Minors (Under 18s)

All staff members have a responsibility to ensure that no under aged individual is *sold* or *supplied* alcohol, except where they are partaking of a meal and in the company of a parent or guardian. Once the meal has been completed, so is the minor's right to consume alcohol.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 9

3.8 Proof of Age: Power to demand

The power to request that a person in or attempting to enter licensed premises or is purchasing liquor to provide evidence of age, name and address is contained in Section 126 (b) of the Liquor Control Reform Act:

Bar staff members are liable for serving underage patrons and so if they are in any doubt as to a person's age, they must only accept appropriate evidence of age documents.

3.9 Responsible Serving of Alcohol

Owing to the possibility of drink spiking and in order to maintain our Responsible Serving of Alcohol philosophy, double or triple pours and "shots" are not permitted to be supplied.

It is a requirement of The Proposed Function Centre that all bar staff have undertaken a Responsible Serving of Alcohol (RSA) workshop. As a condition of employment, all bar staff MUST produce to Management a photocopy of their RSA Certificate.

The venue requires that all bar staff "refresh" their knowledge of RSA every three years. This can be undertaken by the VCGLR's Internet based refresher course. Staff members must produce evidence of having 'refreshed' their knowledge of RSA.

Additionally, the venue has a large number of low or non-alcoholic drinks and these should be suggested to those patrons nearing intoxication, as an alternative to full strength products.

Additionally, the venue provides free drinking water by the glass.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 10

4 Duty Manager

Report to: Venue Manager / Directors**Responsibilities:**

Being the Duty Manager is a hands-on position supervising and leading team members by example. A thorough knowledge of cocktails and wine is a pre-requisite for the job. It is your responsibility to conduct ongoing training with all staff to ensure our high standard of quality products and customer service is upheld. Good organisational skills and an eye for detail is essential.

As duty manager, you will be responsible for the effective management control of the property in the absence of the venue manager and should be aware of legal aspects relating to the business such as;

- Responsible serving of Alcohol
- Proper I.D.
- Underage drinking
- Intoxication
- Licensing restrictions
- Sexual harassment
- Unfair dismissal
- Workcare
- Award conditions
- To hold a current RSA and ensure all bartenders do also, with copies made for reference.
- To maintain an RSA training register (in accordance with the VCGLR requirements)
- Ensure bar and floor areas are maintained, safe, and clean.
- Serve all drinks in the same consistent manner.
- Have a thorough understanding of all products available.
- Training of all bartenders and bussys.
- Looking after staff breaks, and other staff welfare issues
- Ensure bars are fully stocked before service.
- Planning of original seasonal cocktail lists keeping up with trends.
- Minimise waste and have an understanding cost control, stock control and stock take.
- Develop good working relations with representatives.
- Planning and introduction of bar promotions.
- Place stock orders with suppliers.
- Thorough knowledge of telephone, cash register, printers and EFTPOS inc. changing paper rolls.
- Maintain a professional appearance and positive attitude at all times.
- Perform any other duties as requested by the Venue manager in relation to the operation of the venue.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 11

5 Venue Manager

Reports to: Directors

Responsibilities:

The venue manager is responsible for the effective management control of the property and should be aware of legal aspects relating to the business such as;

- Display of required signage
- Display of current Liquor Licence
- Maintenance of RSA training register
- Responsible serving of Alcohol
- Proper I.D.
- Underage drinking
- Intoxication
- Licensing restrictions
- Sexual harassment
- Unfair dismissal
- Workcare
- Award conditions

The Venue Manager is expected to comply with the guidelines of behaviour, including never being intoxicated on the licensed premises, never borrowing or lending money from the venue, never cashing cheques, never entering into agreements on behalf of the company without approval, never making statements to the media, and never conducting oneself in an unethical, dishonest or unprofessional manner.

The Venue Manager shall also make a determination as to whether certain events or activities warrant Crowd Control. In those circumstances, it is a requirement of these instructions (and indeed legislation) that only those Crowd Controllers that hold a CURRENT Crowd Control licence are to be employed to undertake these duties at the venue. Additionally, where events or activities warrant crowd control, the Venue Manager is to ensure that all Crowd Control staff undertake their duties in accordance with these operational plans. If Crowd Control Staff are employed, it is the responsibility of the Venue Manager to ensure that a Security Register is maintained in accordance with the Private Security Act, and associated regulations.

The Venue Manager is also responsible for ensuring that the premises, plant and equipment are maintained in a clear, presentable and safe condition. This includes toilets and external areas of the venue

Creating ambience and atmosphere using lighting, music and air conditioning are an essential part of the position. A good eye for detail is a pre-requisite for the job.

The venue manager will be responsible for staff levels at all times and expected to produce rosters to best service customer demands.

It is expected the venue manager be available and visible to Staff and Customers during peak business times.

The venue manager is expected to implement Company policy and procedures in a firm but fair manner, leading by example in your own exemplary conduct, appearance, honesty and commitment to the success of the venue.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 12

Leadership is expected to include excellent staff communications through regular discussions and meetings with staff.

Teamwork is a priority. Managers are responsible for the conduct and behaviour of the staff whilst on venue property, ensuring staff adhere to company guidelines.

The position will require you to interview and select staff, carry out inductions and train and develop staff through regular evaluations.

Reference checks, Letters of Appointment, Job Descriptions and Induction Packages will assist you in your efforts.

The venue manager is responsible for ensuring staff are trained correctly in all facets of their job and that they adhere to occupational health and safety issues.

Close working relations must be held with security to ensure they conduct their duties in the correct manner as stated in our plans and operational orders.

Communication with police is also important to make sure external community issues regarding the venue are made aware and acted on as required.

The venue manager should have exceptional people skills and customer service techniques. You should be familiar with policies for complaint handling and always strive to outdo our competition.

The venue manager is required to have a good understanding and knowledge of procedures pertaining to;

- Stock takes
- Wastage
- Cash & Petty Cash
- Debtors
- Financial Reporting
- Daily reports
- Venue Security

The venue manager is also responsible for the marketing and development of new concepts, nights and the business itself. Keeping up to date with the latest trends in conjunction with promoters is essential. You must have a thorough understanding of the clientele each night is aiming at, whilst constantly addressing their demands to keep each night fresh and exciting.

5.1 Responsible Serving of Alcohol register

The venue manager is responsible for the maintenance of the RSA training register. This register must be provided on demand to a member of the Police Force or a VCGLR Gambling & Liquor Inspector.

The register MUST contain, copies of all serving staff's RSA certificate and any refresher certificate, together with the names of all bar staff, the date they commenced serving alcohol at the venue, the date of their RSA certificate and any refresher certificate.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 13

5.2 Authorised Floor Plan

The venue manager is responsible for ensuring that the authorised floor plan is readily accessible for all staff and that it can be produced immediately to any member of the Police Force or a Gambling & Liquor Inspector. The Floor Plan is located together with these instructions.

5.3 CCTV systems

The Venue Manager shall ensure that *The Proposed Function Centre's* CCTV security systems have been installed by a reputable contractor and in consultation with the Victorian Police's Divisional Crime Prevention Officer, to ensure that appropriate security coverage of the venue is maintained.

It is further, the responsibility of the Venue Manager to ensure that *The Proposed Function Centre's* CCTV system is operational anytime a function is being undertaken. In situations where there is a technical outage or a failure in coverage is identified, the Venue Manager shall immediately arrange for the venue's contractor to rectify the issue.

Captured images shall be retained for 30 days in accordance with industry best practice.

In situations of reportable incidents, the Venue Manager shall ensure that images are retained into memory devices and retained in the venue's safe for 7 years. These images should also be backed-up into "cloud" based memory databases.

5.4 Security Lighting

The Venue Manager shall ensure that *The Proposed Function Centre's* external lighting is operational on each night of a function. This is to ensure patrons can safely navigate the external areas and car park and assists the CCTV system to have sufficient lighting to effectively capture images.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 14

6 Security Supervisor

Reports to: Venue Manager / Duty Manager

Responsibilities:

The predominate activity of the Security Supervisor is that of a Crowd Controller, responsible for monitoring patron behaviour.

Additionally, the Security Supervisor is to assist the Duty Manager to ensure that the premises operate in accordance with the premises' liquor licence and these Patron Management Plans.

The timely and accurate recording of information in the Crowd Control Register is the responsibility of the Security Supervisor. The Crowd Control Register is to be used as it is intended to record information relating to reportable incidents, and to indicate in a legal sense, who worked as a Crowd Controller at what time. It is not intended to be a time sheet for Crowd Controllers and should not be used as such.

The Security Supervisor shall ensure that all Crowd Controllers are fully briefed with instructions and that each Crowd Controller has an understanding of their specific roles, duties and responsibilities.

The Security Supervisor is to specifically ensure that promoters comply with the procedures contained within these instructions.

6.1 Crowd Control Ratios

The Security Supervisor in consultation with the Venue Manager will undertake a risk assessment of all functions to be conducted. This is to ensure that for each function, an appropriate security presence can be determined.

As part of that assessment, consideration must be made of :-

- The type of function
- The age of likely attendees
- The likely patron numbers
- The length of the function
- The time of night or day of the function
- If the function has previously been conducted, the behaviour of those attending

Those functions deemed to be "high risk" are to be conducted with Crowd Control at least at the following ratios.

- 2 Crowd Controllers for the first 100 patrons or part thereof
- 1 Crowd Controller for every 100 patrons thereafter

6.2 Defibrillator training

It is the responsibility of the Security Supervisor to ensure at any function conducted at *The Proposed Function Centre* is done so with at least one staff member trained in the use of Defibrillator equipment

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 15

7 Cloakroom**Report to:** Duty Manager**Responsibilities:**

To make sure our patrons first point of entry is met with a pleasant greeting. Also, that all money handling and the looking after of all personal belongings in the cloakroom is conducted in a responsible manner.

Duties:

- Maintain a professional appearance and positive attitude at all times.
- Greet and farewell all customers.
- Opening the door for patrons where possible.
- Maintaining a clean desk i.e. Security & personal drinks.
- Organising paperwork at the beginning of your shift e.g. numbering cloakroom sheets.
- Checking in items in the correct manner.
- Taking and recording of door takings.
- Answering the telephone and using it in the correct manner including transferring & speed dial for emergency & taxis.
- Recording crowd numbers every hour.
- Having good communication skills with security and help control the traffic in the foyer.
- Not allowing glassware in the foyer.
- Perform any other duties as requested by management in relation to the operation of the venue.

7.1 Defibrillator Station

The Defibrillator is located within the Cloak room. It is the Cloak Room Attendant's responsibility to ensure that the Defibrillator is constantly connected to power to ensure it is always available and operational.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 16

General Instructions

8.1 Patron Mix

On nights where the venue is used as an "Open" business, and in order to ensure that the venue provides the best experience for its patrons, the mix of patrons (having regards to anti-discrimination legislation) shall be those that are going to enhance the reputation of the venue.

With that in mind, patrons must be dressed in accordance with the Dress Code, that operates on some nights.

Additionally, those patrons that are attending private functions, are to be permitted entry having regards to the Disability Discrimination Act relating to persons with a disability.

8.2 Alcohol and Drugs

The use of alcohol and illicit substances whilst on duty is strictly prohibited. No staff member is to present for work in a drug or alcohol affected manner. Staff who present in this manner or otherwise become alcohol or drug affected whilst on duty, will be immediately dismissed in accordance with the venue's conditions of employment.

Additionally, any member of staff found to be involved in the distribution of illicit drugs will be dismissed, in accordance with the venue's conditions of employment.

8.3 Cloak Facilities

The venue operates cloak facilities for the benefit of patrons. In order to maintain appropriate levels of security for cloaked items, only the Security Supervisor, Duty Manager and the cloakroom attendant are permitted in the cloakroom. Where other staff members request entry into the Cloak Room, they are to make that request to the Duty Manager or Security Supervisor who when satisfied that entry is appropriate, will accompany that staff member into the Cloak Room.

In order to enhance the venue's reputation as a safe venue, patrons are permitted to cloak items free of charge. Because the venue has formalised cloaking facilities, no other staff are permitted to take care of any items on behalf of patrons. Where patrons request that bar (or indeed other) staff members look after items, they MUST be referred to the Cloak Facilities for attention.

Under no circumstances are staff (other than cloak staff) permitted to accept responsibility for patrons' items.

8.4 Lost Property

From time to time, patrons may leave property items when they leave the venue. Any staff member who locates any items of clothing or property is to give those items immediately to the Duty Manager.

The Duty Manager will make arrangements for the property to be transferred to the Administration area where a support staff member shall record information about the items. Whether possible the owner of the property should be identified and contacted and requested that they collect the items or have the items mailed to the owner (at their personal expense)

The items are to be retained for a period of 14 days. At the expiration of that time, a support staff member shall transport the items to the local Police Station for attention by the Police, or as otherwise disposed of in accordance with the requests of the Police.

It is the instruction of the venue that items (other than clothing) if not returned to the owner by the Police is to be left with the Police for disposal in accordance with their internal procedures.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 17

8.5 People with Disabilities

People with Disabilities are welcome and every possible courtesy shall be extended to them as patrons. People with Disabilities are not to be discriminated against in any manner. Some disabilities present as showing similar characteristics to that of intoxication. Staff are to determine the patron's demeanour as either intoxication or a disability before taking ANY action.

8.6 Drink Spiking:

Drink spiking is the practice of adding alcohol or another substance to a drink without the knowledge of the person who will be consuming it. Drink spiking is not only illegal it is a serious crime, with severe penalties for persons convicted. Alcohol is still the most common drug used to spike drinks. However, other drugs such as Kentamine or GHB may be added to a patrons drink unknowingly.

Look out for:

- Persons putting any substances into another person's drink, or pouring two or more drinks into one glass.
- Persons requesting "triples"
- Patrons requesting alcohol to be placed into a drink
- Anyone appearing to be plying another person with excessive amounts of alcohol.
- Evidence of small plastic "bottle" or containers that could contain small amounts of liquids – that are disposed of on the venue's floor.
- Persons appearing to be excessively intoxicated despite not having consumed much or no alcohol at all.
- Verbal and physical cues from an apparently intoxicated person that they are not comfortable with the person/s escorting them from the premises. Ask them if they need assistance or a taxi. Ask the person escorting them for identification and record their details. This may prevent an incident occurring. Escort distressed patrons to the sick bay and advise the Duty Manager or Security Supervisor.

In order to protect patrons from allowing their drinks to be spiked, any drink found to be left unattended by any member of staff is to be removed from the public area and disposed of.

Where patrons object to this policy, the patrons are to be reminded of the potential for drink spiking and explained that the reason for the drink's disposal was to enhance the patron's safety.

In those situations where a patron continues to object to this practice, the staff member shall report the matter to the Duty Manager who, at their discretion, is permitted to replace the drink for the patron free of charge.

8.7 Illicit drugs

The venue has a Zero Tolerance philosophy relating to the trafficking of illicit drugs within the venue. If staff suspects that a patron or patrons are trafficking a drug of dependence they are to immediately notify the Security Supervisor and inform him of the observations. In situations where patrons are reasonably suspected of using or trafficking, they are to be removed from the premises, provided the removal of the patron does not place the patron in danger. No attempt is to be made to try and seize the drugs. In the case of suspected drug trafficking, the Police should be immediately notified by the Security Supervisor.

The incident is to be recorded in the Crowd Control register by the Security Supervisor together with all relevant information. This information should then be passed onto local Police. On their arrival, staff must follow the lawful directions of the Police including the provision of written statements.

The venue has a harm minimisation policy in place for the consumption (use) of illicit drugs. Where a patron comes to the attention of staff and they appear to be drug affected, the Security Supervisor is to be informed and arrangements made for the Security Supervisor to make a determination as to the

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 18

appropriate intervention: - This may include supervised time-out in a quiet part of the venue OR safely placed in the care of an adult friend or relative to ensure their safety OR in situations where the patron's welfare cannot be guaranteed, an ambulance should be called to attend to the patron.

Where staff locate drugs of dependence the items are to be forwarded to the Security Supervisor who will then make arrangements for the drugs to be forwarded to Police for disposal.

Staff that discover instruments of drug use, syringes etc, are to be immediately removed using appropriate safety equipment provided in the venue for that purpose and disposed of into properly maintained sharps containers.

Staff involved in handling a drug affected patron where blood, vomit, or other bodily fluids may be present should only do so once they have applied gloves, and any other Personal Protection Equipment (PPE) deemed necessary by the Duty Supervisor or a Crowd Controller who has first aid training.

Staff are to be mindful that they are not empowered by legislation to search patrons in any circumstances and Police are only so powered in certain circumstances. The venue staff members are not police and it is not their job to perform the task of the Police who are trained to deal in drug investigations.

The venue actively seeks to ensure that staff are not involved in the distribution of illicit drugs. In situations where staff members are suspected of being involved in the distribution of illicit drugs, management will provide information to the Police and assist with the view to having the staff member appropriately charged. Any staff member convicted of ANY drug offence will be dismissed.

The venue has free water available to patrons. Staff are to direct patrons to this free service where required. Additionally, Crowd Controllers who are trained in first aid are employed to deal with patrons who become drug affected or otherwise ill or injured.

A First Aid kit is located in both the Cloakroom and Security Office and should be accessed when necessary. Any staff member, who uses this kit, is to inform the Security Supervisor of the use of items from the kit to enable the kit to be replenished with fresh supplies. It is the responsibility of the Venue Manager to ensure that the First Aid Kit is maintained with sufficient stock on a regular basis.

In order to reduce the incidence of drug distribution within the venue, Crowd Controllers are to be mindful of patrons "coming & going" excessively. Drug traffickers generally will not carry a large quantity of drugs on their person and for this reason tend to come and go to access additional drugs. By reducing the extent of these "comings & goings", activities by drug traffickers will be reduced.

8.8 Incident Reports (IR's)

The incident report system is a standard method of centralising and collating information relating to any incidents that occur at the venue during any given time of the day or night.

Crowd Controllers may be involved in numerous incidents during their shift and should record details of any incident in their personal diaries. These diaries may be used for evidence purposes if required.

When completing an I.R. form, staff should ensure that the facts relating to the incident are recorded and in the order that they occurred. Information that is based upon *opinion or guesswork* should not be recorded. It is important that incidents are reported to understand how an unlawful act or breach in security has occurred; it may also help to prevent/solve security breaches in the future.

8.9 Complaints

From time to time, neighbours and other persons may complain about the manner in which the venue is operated. Whenever a person complains about any aspect of the operations of the venue, the

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 19

person receiving the initial complaint or comment is to immediately record the details of the person making the complaint.

Where-ever possible, if this person is present, they are to be introduced to the Duty Manager who will investigate the complaint. Where this is not possible, the person receiving the complaint is to document all relevant information such as:-

- The name & address of the person making the complaint
- The full circumstances of the complaint
- Whether there are any other person(s) involved
- What action the person requires

Regardless of who investigates, wherever a complaint about the operations of the venue has been received, the Duty Manager will ensure that the complaint is investigated fully. The primary purpose of the investigation is to ensure that the matter is resolved to the satisfaction of all involved. At the completion of the investigation, the complainant (where known) is to be notified of the investigation and the result.

Where the complainant is not satisfied with the outcome of the investigation, they are to be referred to the Venue Manager for follow up inquiries. In each case of a complaint being received, the Duty Manager receiving the complaint shall ensure that the Venue Manager is notified as soon as practicable having regard to the seriousness of the complaint, that any surveillance footage of the incident is "burnt" for retention, and that the incident is recorded in the log, kept for that purpose.

At the completion of the investigation, where necessary these instructions are to be updated to reflect new or better procedures so that similar matters are reduced in the future.

8.10 Crimes Committed Within the Premises

The Proposed Function Centre values its customers' safety. As part of that commitment it is imperative if a staff member identifies that a customer may become the victim of a crime, they are to take a pro-active approach to prevent the crime from occurring.

Staff should be aware of

- ◊ Unattended valuables
- ◊ Patrons who become distressed for unknown reasons
- ◊ Patrons who appear to be aggressive towards others

In some situations where crimes do occur, the victim should be asked if they wish to report the matter to the police. In any case a report of any crime within the premises should be immediately brought to the attention of the Duty Manager.

If a patron wishes to report the matter to the Police, the Duty Manager should assist the patron to satisfy the reporting of the matter.

In situations where the patron cannot make a decision (due to injury or otherwise) to report a crime to the Police, the Duty Manager MUST immediately report the matter to the Police. In any case, where a patron is injured as a result of a criminal act and the extent of the injury requires that the patron be transported from the venue by an ambulance or otherwise to a hospital (unless the patron themselves insists that the matter not be reported to the Police) the Duty Manager MUST report the matter to the Police for their investigation.

In these circumstances the Venue Manager should be notified as soon as possible so that a copy of any video surveillance of the incident can be "burnt" and retained.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 20

In situations where the offender of a serious crime has been identified, and Police are to be called, the offender should be prevented from leaving the premises by Crowd Controllers until Police arrive, having regard to powers of arrest contained within Section 458 of the Crimes Act.

Where no such arrest power exists or the offender cannot be prevented from leaving the venue, all reasonable attempts should be made to identify the offender.

Matters that would assist the Police would include (but are not limited to)

- ◊ A physical description of the person
- ◊ Details of any known associates
- ◊ Details of any vehicles used by the offender to decamp
- ◊ Video surveillance footage of the offender/incident
- ◊ Details of any witnesses to the incident
- ◊ A photograph obtained

A report of any crime MUST be recorded in the Crowd Control register by the Security Supervisor.

8.11 Identifying Risks

During the course of their duties, staff will from time to time identify potential risks within the venue. Those risks may be to other staff or as equally as importantly, patrons. Examples of potential risks, are broken glass, damaged or faulty fixtures, inoperative lighting, and any array of other items.

Where those risks are identified, the situation cannot be resolved by the staff themselves, it is to be brought to the attention of the Duty Manager for their investigation and attention as necessary.

8.12 Venue Maintenance

The Venue Manager is responsible for ensuring that the venue is in a safe condition, suitable for the presence of patrons. With that in mind, the Venue Manager shall ensure that the venue is inspected (and where necessary – equipment tested) on a daily basis.

This inspection should include (but is not limited to) inspection of floor services, lighting, emergency exits and lighting, electrical leads and connections, furniture, pest control, doors, and air conditioning.

8.13 Harassment (Sexual or Otherwise)

The venue management does not condone, and will not tolerate any form of discrimination and has a firm commitment to Equal Opportunity principles. This policy has been formulated so that: -

- All employees can be reassured that venue management is concerned with their welfare.
- All employees are aware of the meaning of discrimination.
- Any injured parties are informed on remedial action they may take.
- All employees are informed of their responsibilities to prevent discrimination.
- The legal consequences of allowing discrimination to occur, and continue, are clearly spelt out.

8.14 Selling or Supplying Liquor to Minors (Under 18s)

All staff members have a responsibility to ensure that no under aged individual is consuming alcohol, except where they are partaking of a meal and in the company of a parent or guardian. Once the meal has been completed so is the minor's right to consume alcohol.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 21

8.15 Minors on the premises

The venue does not have a specific authority to allow minors on the licensed premises. All staff are to make themselves conversant with the venue's liquor licence and to understand when minors can be on the premises. This means that they are either there for a meal, or if they are in the company of a Spouse, Parent, Guardian, or other responsible adult.

8.16 Patrons Foreseeing Incidents

In some situations, patrons may approach staff members requesting "protection" or forewarning other incidents. Public Liability case studies have found that in those situations, the licensee faces blame for any subsequent injury or loss. On that basis, staff need to understand that the venue cannot "guarantee" those patrons their safety.

In those situations, where those patrons have foreseen injury, the person who allegedly has been identified as a potential person likely to assault, become violent or otherwise quarrelsome is to be ejected from the premises. This instruction is to be followed explicitly and is not open to review by any staff member.

In situations where the alleged "suspect" cannot be identified or located, the person who made the allegation is to be politely requested to leave. The venue must protect its patrons and itself wherever possible from Public Liability Claims and if a potential "victim" to an assault can be protected by either the removal of the "suspect" or by the "victim" leaving the premises, then that action must be taken.

Any staff that are forewarned of a potential "incident" must bring that information to the Duty Manager or Security Supervisor for attention in accordance with these instructions.

8.17 Public Liability Incident Reports

Licensed premises are more regularly being sued, in some cases many years after an event. For this reason, it is imperative that details of all incidents involving patrons suffering ANY type of injury be accurately and timely recorded. This should include the names and addresses of ALL witnesses.

The Duty Manager is responsible for the compilation of a Public Liability Incident Report. The report is to be forwarded to the Venue Manager within 24 hours of an event, together with any recommendation to avoid recurrence of an incident.

In situations where a person has been forcibly ejected, a patron injured or other significant incident occurs, the Duty Manager shall inform the Licensee of the incident at the first available opportunity, having regard to the seriousness of the incident. Such report should include whether the incident was captured on the venue's Security System.

The Licensee will then ensure that an appropriate staff member will "burn" a copy of the recorded images and that those images are kept for a minimum 7 years.

8.18 Drunk and Disorderly Individuals

The Licensee must ensure that patrons who become or are drunk, are not permitted to remain on the premises, having regard also to their welfare.

Staff have a responsibility to ask any person to leave licensed premises when they are *drunk, violent or quarrelsome*. Any individual who is drunk, violent or quarrelsome after they have refused a request to leave must be ejected from the premises. The ejection is to be undertaken using the techniques contained in these procedures and with a minimum of force. No ejection is to occur without the knowledge of the Duty Manager or Security Supervisor who, where possible, will supervise the removal of the patron

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 22

8.19 Seizure of 'Evidence of Age'

A document (except a driver's licence) may be seized unless the person reasonably believes that:

- The person producing the document is the person on the document.
- The document contains false or misleading information about the age or name of the person.
- The document has been forged or fraudulently altered.

If a document is seized it must be given to the police. The Security Supervisor is responsible for forwarding seized documents to the Police on a regular basis.

8.20 Amenity

As part of the venue's Liquor Licence, we are required to ensure that the amenity of the vicinity is not disturbed by the operations of the venue. Amenity is briefly described (but not limited to) noise, rubbish, nuisance, vandalism, parking etc.

Staff particularly those with the responsibility of monitoring the front of the venue, are to ensure that patrons and those attempting entry into the venue, do not detract from the amenity of the vicinity of the venue.

As part of this instruction, staff allocated by the Duty manager are to ensure that rubbish is removed and that those queuing to gain entry into the premises, and indeed those leaving the venue do so in a quiet manner.

Additionally, staff tasked to monitor the front of the venue are to ensure that patrons do not interfere with vehicles parked near the venue, or other business or residential premises.

Where a staff member witnesses a person causing damage to other premises or vehicles, the person should be held and the Police called for them to investigate the damage caused. Crowd Controllers in these circumstances are to ensure that an appropriate entry is subsequently made in the venue's Crowd Control Register.

Where a staff member does not witness the damage, details of the incident should be recorded in order for the Police to be assisted in their investigation of the damage.

8.21 Internal Observations – Key Positions

Historically, most assaults at licensed premises occur at or near the front entrance, at or near bars, or on or near the dance floor(s).

These procedures have deliberately not identified specific roles for specific areas within the venue.

The Security Supervisor will appoint Crowd Control Staff to make observations within the vicinity of various bars and areas having regard to the function type & size, patron mix, patron numbers, patron behaviour, the number / location of operational bars, and other considerations, throughout the venue, however all areas within the premises where patrons gather are to have a Crowd Control presence.

Crowd Controllers allocated to these observational areas are to ensure that their positioning is appropriate having regard to the most efficient coverage within the venue.

Where possible, an elevated position will ensure that observations of the premises will be more efficient and provide patrons a visible security presence.

In some situations, an incident may require that Crowd Controllers leave their observation areas. In situations where these are key positions, the Duty Manager or Security Supervisor should allocate either another Crowd Controller or a bussy to undertake observations at those core key positions.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 23

This may also include having bussys undertake observations at the front entrance where they are to ensure that patrons do not leave the premises with alcohol.

8.22 Female Toilets

Where there is a female Crowd Controller on-duty, unless circumstances require additional observations, a patrol of the female toilets is to be undertaken (on average) at least 3 – 4 times per hour during the operations of the venue. Crowd Controllers are to ensure that glass, bottles, or other refuse is removed from the toilet areas. In situations where additional supplies are required for the toilets, the Crowd Controller is to ensure that those supplies are replenished.

Spills or other hazards are to be immediately reported to the Security Supervisor for attention by a Bussy. In appropriate circumstances, a "Caution" sign is to be placed so as to warn patrons of any potential dangers or in urgent cases by closing that particular part of the venue, or by having a Crowd Controller positioned to avoid injury until such time as a sign can be positioned and/or the spill cleaned.

In situations where there is no female Crowd Controller present, this task is to be undertaken by another female staff member. It is the responsibility of the Duty Manager to appoint another staff member to specifically cover this task.

Staff who make observations within the Female Toilets are to ensure that no more than one person at a time is permitted into a cubicle. Patrons who refuse this reasonable request of staff are to be asked to leave. This instruction is designed to minimise the possibility of drug trafficking or consumption and to prevent assaults from occurring from an area, which (owing to privacy) cannot be effectively monitored.

Additionally, it is imperative that Crowd Controllers ensure that no male (other than staff members) enter the female toilets, either of their own design or as a result of being enticed into the toilets.

8.23 Male Toilets

The male toilets are to be physically patrolled by a Crowd Controller (on average) at least 3 – 4 times per hour during the operations of the venue. Crowd Controllers are to ensure that glass, bottles, or other refuse is removed from the toilet areas during those inspections.

Additionally, patrons are to be discouraged from "loitering" in and around the toilet areas.

Spills or other hazards are to be immediately reported to the Security Supervisor for attention by a Bussy. In appropriate circumstances, a "Caution" sign is to be placed so as to warn patrons of any potential dangers or in urgent cases by closing that particular part of the venue, or by having a Crowd Controller positioned to avoid injury until such time as a sign can be positioned and/or the spill cleaned.

Staff who make observations within the Male Toilets are to ensure that no more than one person at a time is permitted into a cubicle. Patrons who refuse this reasonable request of staff are to be asked to leave. This instruction is designed to minimise the possibility of drug trafficking or consumption and to prevent assaults from occurring from an area, which (owing to privacy) cannot be effectively monitored.

Additionally, it is imperative that Crowd Controllers ensure that no female enters the male toilets, either of their own design or as a result of being enticed into the toilets.

8.24 Rear Emergency Exit

The Crowd Controller who is appointed responsibility to monitor the rear area is to ensure that the rear emergency exit is not opened by patrons to allow entry to others.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 24

Additionally, this Crowd Controller is to ensure that the rear emergency exit is not blocked or locked to prevent immediate egress from the venue in the case of an emergency.

8.25 External Observations

Crowd Controllers positioned at the front entrance to the premises are to ensure that the amenity of the area is not disturbed. Patrons that loiter around external streets, or elsewhere within the vicinity of the venue are to be closely observed.

Wherever possible patrons should be discouraged from loitering in the vicinity and requested to move on.

Those staff that locate rubbish in the vicinity of the venue is to ensure that is cleaned, where possible by a bussy or if unavailable, the Crowd Controller themselves, regardless of the origin of the rubbish.

In some cases this rubbish removal may necessitate the "wash away" of fluids, which will be undertaken by Bussys.

8.26 Ejection of Patrons

Any individual who is identified as being involved in drug use, violence, drunkenness or other anti-social behaviour must be ejected from the premises. The ejection is to be undertaken using a minimum of force. In most situations this can be achieved with appropriate communication skills.

Ejections should be undertaken with speed, and with a superiority of numbers, having regard to the safety of staff and the person being ejected. Crowd Controllers should not get into a verbal argument about whether a patron should or should not be ejected. Crowd Controllers should undertake an investigation as to why an ejection is or is not warranted and make a decision. They should not delay making a decision as this indecisiveness may cause further arguments.

No ejection is to occur without the knowledge of the Security Supervisor, who, where possible, will supervise the removal of the patron. Wherever possible, the identity of the person being ejected should be obtained.

Patrons who are involved in disputes with other patrons are to be removed from the premises using opposing exits or by delaying the ejection of one of the parties. This is to reduce the likelihood of patrons continuing their disagreements once ejected. Crowd controllers positioned near entrances/exits should monitor the on-going behaviour of ejected patrons to reduce the likelihood of patrons becoming anti-social in the vicinity of the premises and thereby affecting the amenity of the neighbourhood. In situations where a dispute becomes likely to continue, the Security Supervisor should request the attendance of the Police to ensure that further assaults do not occur.

Wherever possible, patrons who are to be ejected should be removed from the premises with the least interference to other patrons. In some situations this may necessitate their removal from an entrance other than the front main entrance.

Patrons who have been ejected from the premises for drunkenness or drug use, are to be ejected having regard to their on-going welfare. In situations where patrons are not able to be cared for by a sober, responsible adult, the patron should be afforded the opportunity to be driven home by taxi or other appropriate means. Under no circumstances is a drug affected or drunken patron to be left to their own devices, unless the patron them self insists.

Under no circumstances are patrons to be removed via or to areas that are not protected by the premises' electronic security systems. Crowd Controllers who are not able to justify why this instruction is not undertaken will face discipline action

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 25

In situations where patrons are to be restrained, either for their own welfare or where the restraint is necessary to hold a patron for Police (pending their arrival), then the patron is to be restrained having regard to preventing restraint asphyxia.

In situations where a patron is restrained, the Security Supervisor MUST supervise the patron whilst being restrained.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 26

9.1 Car Park Management

This Car Park Management Plan is designed to assist all staff in completing their job more efficiently, offering patrons a unique and safe experience, to ensure as far as practicable that nearby residential neighbours are not disturbed, and to minimise any risk of assault or injury to patrons and others.

It is specifically designed to prevent

- Yelling and screaming in the car park
- Car noise
- Loutish behaviour
- Vandalism
- Litter
- Trespass onto private properties

Our community and residential neighbours are important to *The Proposed Function Centre*. The level of comments or complaints from our neighbours is often a barometer of how well we do our job as operators of licensed premises in a commercial environment.

This car park management Plan should be used in conjunction with regular and thorough briefing from Managers to ensure that all staff fully understand the duties and the obligations that *The Proposed Function Centre* as a licensee is responsible for.

The success of this plan will be measured by the number of nearby residents that lodge complaints, or the number of breaches of laws identified by the Police or Compliance Inspectors from the Victorian Commission for Gambling & Liquor Regulation (VCGLR).

In situations where there is conflict between *The Proposed Function Centre's* Planning Permit and the Liquor Licence, this plan will default to the most onerous document.

9.2 Staffing of the car park

It is a requirement of *The Proposed Function Centre's* Planning Permit & associated liquor licence that at times when there is a function being conducted, there is constant supervision of the car park.

The Duty Manager shall roster two staff to patrol the entire car park. The rostering of the car park shall be as such:-

- On any night of a function, – between 30 minutes prior to the scheduled commencement time until 15 minutes after the commencement time & from the scheduled conclusion time for 30 minutes after the premises have ceased operations.

This is to ensure the safe arrival and departure of guests and to ensure that the parking of patrons' vehicles and their subsequent egress, is conducted in an orderly manner.

9.3 Communications between car park staff

The Duty Manager shall ensure that communication between themselves and the car park staff is maintained by way of radio communication. Notwithstanding those staff may need to contact the Duty Manager to report matters of interest from the venue's car park, the Duty Manager MUST initiate welfare checks with the car park security staff every 30 minutes. This can be done directly or through a security supervisor.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 27

9.4 Patrons misbehaving in the venue's car park

Where car park staff identifies patrons (or potential) patrons that have

- yelled or screamed in the car park;
- driven in a manner that creates excessive and unnecessary car noise;
- behaved in a loutish manner;
- consumed alcohol in the car park;
- remained in the car park playing music;
- or otherwise behaved in a manner that is likely to potentially disturb the venue's residential neighbours;

then the Duty Manager MUST cause the refusal those people entry into the venue. Those patrons are unlikely to enhance the venue's experience to other patrons and have the potential to disturb others.

9.5 Car park management

The Duty manager shall ensure that an appropriate cleaner is tasked to clean the venue's car park at least once each shift. In situations where car park security staff requests that additional cleaning is required, then the Duty Manager must task additional cleaning to be undertaken in the car park.

9.6 Entry into the car park

When patrons arrive at the car park, Car Park Staff must make observations of the vehicle to ensure that once the car is parked that those arriving immediately leave the car.

Where Car Park Staff observes people remaining in cars they are to approach the car to identify the occupants' behaviour. Staff are not to assume that those who initially remain in a car are behaving or intending to behave inappropriately.

Some approaches to consider include:

- Use tact. Be polite when talking to the patron.
- Ask them to ensure that they lock their vehicles when they leave it.
- Inform them politely that it is management policy not to allow patrons to drink in the car park.
- Inform them politely that it is management policy not to allow patrons to remain in the car park.
- Inform them politely that these policies are intended to reduce the disturbance or potential disturbance to the venue's residential neighbours.
- Inform those patrons who refuse to comply that refusal will result in a refusal to allow the person entry into the premises.
- Inform them that a refusal to leave will result in a call to the Police to have them be compelled to leave the car park as their "licence" to remain in the car park is rescinded.

9.7 Signs of Intoxication

Where a person in the car park has been identified as being intoxicated, Car Park staff MUST inform the Duty Manager who shall arrange for the patron to be refused entry into the premises. In these situations, the Car Park staff MUST inform the person that they will not be permitted entry into the premises and request that they leave the car park – having of course consideration of drink driving legislation. No person who has driven to the premises who appears to be alcohol affected should be in anyway encouraged to drive away from the venue.

In these circumstances, car park staff should consider the following

- Is there another person present who is not affected by alcohol who could drive

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 28

- Is there someone who could be contacted to collect the alcohol affected person from the car park
- Consider contacting the Duty Manager to arrange for a taxi to collect the patron.

9.8 Management by Walk-about

Car Park Staff have a responsibility to ensure that these instructions and the reason for their existence are fully understood. This means that a physical presence is maintained and all areas of the car park patrolled.

9.9 Recording of Reportable Incidents

The timely and accurate recording of information in the Crowd Control Register is the responsibility of the Crowd Controller directly involved in any reportable incident. The Duty Manager is to ensure that Car Park Staff involved in a reportable incident record the incident in the Crowd Control Register as soon as possible after an incident.

9.10 Disabled Patrons

Patrons with disabilities are welcome and every possible courtesy shall be extended to them. Patrons with disabilities are not to be discriminated against in any manner. Some disabilities present as showing similar characteristics to that of intoxication. Staff are to determine the patron's demeanour as either intoxication or a disability BEFORE taking any action.

Additionally, Car Park Staff are to highlight to people with a disability, those car parking spaces that are set aside for their exclusive use, and to prevent able bodied patrons from parking in those designated disabled parking spaces.

9.11 Crimes Committed Within the Car Park

The Proposed Function Centre values its customers' safety. As part of that commitment, it is imperative, that if a car park staff member identifies that a customer may become the victim of a crime, the staff member is to take a pro-active approach to prevent the crime from occurring.

Staff should be aware of:

- ◊ Unattended valuables
- ◊ Unlocked vehicles
- ◊ Patrons in the car park who become distressed for unknown reasons
- ◊ Numbers of people loitering around the car park for no apparent reason

In some situations where crimes do occur, the victim should be asked if they wish to report the matter to the Police. In any case a report of any crime within the car park should be immediately brought to the attention of the Duty Manager.

9.12 Signs

The Duty Manager shall ensure the placement and on-going inspection of signs to ensure that they are displayed in areas of the car park that greet patrons as they enter and depart the car park. They shall read: "*Patrons are requested to use this car park quietly. We ask that you respect our nearby neighbours*".

9.13 Communications

All Car Park Staff will be issued with communication devices. Any staff member who becomes aware that there has been a deficiency identified in the venue's communication system is to bring that to the attention of the Duty Manager.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 29

9.14 Amenity

As part of the venue's Liquor Licence, *The Proposed Function Centre* is required to ensure that the amenity of the vicinity is not unreasonably disturbed by the operations of the venue.

Car Park Staff are to take all reasonable measures to ensure that patrons and those attempting entry into the venue through the car park, do not detract from the amenity of the vicinity of the venue, having regards to other residential premises within the area.

Where a Car Park Staff member witnesses a person causing damage to property, the person is to be held (having regards to the Powers of Arrest contained within the Crimes Act) and the Police called for them to investigate the damage caused. The Duty Manager in these circumstances is to ensure that an appropriate entry is subsequently made in the venue's Crowd Control Register.

Where the damage is not witnessed by a staff member, details of the incident should be recorded in order for the Police to be assisted in their investigation of the damage.

9.15 Ejection of Patrons

Any individual ejected from the venue and who is therefore subsequently returning to the car park, or otherwise loiters in or around the car park is to be closely monitored and encouraged to leave quickly and quietly.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 30

Emergency Management Plan

10.1 Appointment of Responsibilities

The Duty Manager is assigned responsibility as Warden.

The Security Supervisor is designated Assistant Warden.

Other staff who become aware of an emergency situation, or indeed a suspected situation, should IMMEDIATELY notify the Warden or Assistant Warden

10.2 Definition of an Emergency

Notwithstanding that other incidents could constitute an emergency; they can generally be classed as:

- Fire
- Gas Leak
- Hazardous Materials
- Natural event (such as earthquake, flood, extreme storm)
- Terrorist attack, or serious criminal activity involving significant violence, or threat of violence
- Overdose or other Medical emergency
- Bomb or other threat against the venue

10.3 Venue Knowledge

10.3a Location of Fire Fighting Equipment

THE PROPOSED FUNCTION CENTRE is equipped with firefighting apparatus. Fire Extinguishers are located throughout the venue.

Extinguisher Type	Size	Suitability	Location
Dry Chemical	2.5 kg's	ABE	Storeroom

Different fire extinguishers are designed for various types of fires. Staff MUST make themselves aware of the types of fire extinguishers that are located around the venue and understand their use.

- A = Wood, paper, cardboard etc
 B = Liquid fires (petrol oil etc)
 E = Electrical

10.3b Location of Fire Escape

Licensed premises worldwide where patrons need to evacuate traditionally require the efficient use of emergency exits to ensure patrons are evacuated expediently

The Proposed Function Centre is no different. There are exits located within the venue, and patrons should be directed to THEIR nearest exit in the case of emergency. In some cases, that exit will not immediately be known to patrons and for this reason ALL staff must know the location of the

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 31

emergency exits and which patrons should be directed to which exits in the case of an emergency involving evacuation.

10.4 *The Proposed Function Centre* Emergency Exit Locations

The Emergency Exit at the rear of the premises is located on the ground floor. This exit opens directly into the carpark at the rear of the venue.

At the front of the premises on the ground floor, use the main front entrance.

A copy of the floor plan is attached to the rear of this plan. Staff should make themselves familiar with the exits, their locations, and how to open them in an emergency.

Under NO circumstances are any Exits to be blocked, locked, or otherwise obstructed. The responsibility to ensure that all Emergency Exits are not blocked locked or otherwise obstructed rests with the Warden.

The Warden is to physically examine the Emergency Exits prior to commencement of any operational function where patrons enter the premises, to ensure that it is not locked and is able to be opened as designed in the case of an emergency (Push Bar, door straight open). During this inspection, the Warden is to ensure that the door alarm for each of the Emergency Exits are also correctly functioning.

Any staff member who identifies that the Emergency Exit not capable of being immediately opened in the event of an emergency is to IMMEDIATELY bring this information directly to the attention of the Warden or Deputy Warden. Under no circumstances is that notification to be delegated to another staff member. If this requires the closure of an area, or bar in order to undertake that notification, then that action MUST be undertaken. The staff member who identifies a non-complying Emergency Exit is responsible for notifying the Warden or Deputy Warden.

10.5 Fire Prevention

All staff members are to make themselves aware of the potential causes of fire, such as rubbish, ashtrays, paper and other flammable materials.

As a matter of instruction - ALL staff are specifically prohibited from utilising pyrotechnics or other naked flame device as part of a display, event, or other reason, inside the venue. Pyrotechnics by their nature are dangerous and nearly always emit large quantities of smoke, which may cause panic.

Additionally, the Duty Manager shall ensure that ALL exit signs are in place and operational in accordance with legal requirements – battery back-up etc.

10.6 All Staff

Staff are to ensure that during their duties they remove potential fire hazards from the venue. Specific attention is to be given to dark areas, toilets and those areas around seating areas.

10.7 Wardens

In the event of an Emergency, Wardens are to be identified in an emergency by wearing a white Safety Helmet, located in the Manager's office.

10.7a Warden's Responsibilities

In the event of an Emergency, it is the responsibility of the Warden to: -

- Determine the extent of the Emergency and to ascertain an appropriate response
- Notify appropriate Emergency Services where required.
- If necessary, commence evacuation of patrons by instructing Area Wardens to man their exits to ensure a safe and speedy evacuation.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 32

- Brief Emergency Services on their arrival
- Follow COMPLETELY the instructions of Emergency Services personnel.

At the commencement of each opening of the venue, the Warden is to personally examine each emergency exit to ensure access as previously indicated.

Wardens are to appoint Area Wardens to those parts of the venue that are to be operational. For example, the most senior bar staff member/supervisor for each bar is to be appointed an Area Warden for that particular area.

In the event of an Emergency, the Warden is to remain in the venue, co-coordinating Area Wardens and other roles.

10.7b Deputy Warden

The role of Deputy Warden is to give support as required to the Warden, or in their absence or incapacity to undertake those roles undertaken by the Warden.

10.7c Area Wardens

The role of Area Wardens is to control specific areas within the Venue. Area Wardens will be responsible for the evacuation of patrons when instructed to do so by the Warden or Deputy Warden.

Those staff that have been designated by the Warden as an Area Warden, are to ensure that they are conversant with the fire equipment and the location of the nearest Exits (emergency or otherwise) in their area of control.

Yellow Safety Hats for Area Wardens are to be strategically placed so that each Area Warden has IMMEDIATE access to it in the event of an Emergency. Wardens are responsible for ensuring that these safety hats are in position at the commencement of each operational shift.

10.8 Evacuation

History has shown in licensed premises world-wide that in situations where evacuation has occurred, patrons will usually try to escape the premises via the front door. For this reason, the front entrance can easily become blocked.

The use of the specific emergency exit is to be encouraged by ALL staff. The emergency exit by its design allow for immediate and unrestrained egress from the premises.

All staff MUST be aware of The Proposed Function Centre's emergency exits and which exits are a quick and appropriate way from the premises by patrons.

When instructed to do so by Warden, or Deputy Warden, provided it is safe to do so, ALL staff shall, without question, assist in the safe and timely evacuation of the premises, via the most appropriate exit. Of course, nothing in these instructions is intended to limit staff from acting on their own initiative in the case of an emergency, where the safety of patrons and staff are at risk.

10.9 Fire

In the event of a fire, if staff considers that they can fight the fire, given the extent of the fire, the proximity of firefighting equipment or other factors, staff may attempt to extinguish the fire, provided it is safe to do so. HOWEVER staff MUST evacuate patrons from that area of the venue to ensure that no patron is placed in any danger whatsoever.

In situations where the fire is not IMMEDIATELY contained, the venue MUST be evacuated. In those circumstances an alarm of fire MUST be made. This responsibility rests with the Warden or Deputy Warden, however any staff member who identifies a fire, can notify the Fire Brigade and report the fire.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 33

Circumstances will dictate how this notification should occur, however in the first instance the specific fire alarm button should be activated as this will activate air conditioning situations that will assist in prevention of the spread of fire.

10.10 Bomb Threat

Where staff receive a bomb threat, if the threat is made via telephone, attempt to ask these questions, and record answers:-

- What is the location of the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- When was the bomb placed?
- When is the bomb going to explode?
- What will detonate the bomb?
- Who placed the bomb?
- Why has the bomb been placed?
- What is your name and address?

When the staff member who receives the call has finished with the call, immediately contact the Warden or Assistant Warden and inform them of the threat.

The Warden or Assistant Warden is to then immediately turn off all transmitting devices.

The Assistant Warden is then to arrange a search of the entire premises utilising his staff, ensuring that ALL areas both accessible to the patrons and other internal areas are thoroughly searched. Staff are looking for any abnormal items. Consideration should also be given to searching external areas near exits or other alcoves.

If a suspicious item is located do not touch the device. Move people away from the device, and evacuate the immediate area. The Warden is to then immediately notify the Police. On their arrival seek their advice as to whether further evacuation of the venue is warranted. Follow any other instruction given by the Police.

If a device is not located, the Warden must notify the Police and make entry into the Crowd Controllers Register.

10.11 Injury

The Proposed Function Centre provides Crowd Controllers who are trained in First Aid. It is the role of Crowd Controllers to assess patrons who present as ill or injured.

In situations where patrons are injured internally in *The Proposed Function Centre* or an incidence of a drug overdose is identified, the patron must be assessed by a Crowd Controller to determine the extent of the illness/injury. Where patrons are able, they are to be asked whether they require the attendance of an ambulance.

In situations where patrons cannot make that self-assessment, then an ambulance is to be called to ensure the patron's safety and well-being.

In any case, once the patron has been treated, the Crowd Controller is to record the details of the patron, the type of illness/injury, the circumstances of the injury, whether there were any witnesses, what action was taken, or other comments, in the Crowd Controller's Register.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 34

Public Liability claims, by their very nature are a slow process and the details that were recorded may well be called upon a number of years later. For this reason, the Assistant Warden MUST ensure that the details are timely and accurately recorded. It is imperative to remember that these records may contain sensitive information and for this reason, the records MUST be secured by the venue Manager. The release of information MUST only be provided with the expressed permission of the patron it refers to.

10.12 Gas Leak

Natural and Liquid Petroleum Gas are "heavy" gases that will usually gather at floor level. For this reason, gas is likely to explode if a source of ignition comes into contact with it.

Where staff have identified a gas leak, the venue is to be immediately evacuated. Once evacuation has commenced, the fire brigade is to be immediately notified to attend.

If the source of the gas leak can be identified, once the venue is evacuated, provided it is safe to do so, either remove the source of the gas or prevent or reduce the extent of the leak.

10.13 Hazardous Materials

Incidents overseas where Capsicum Spray was used, caused panic amongst patrons. For this reason, staff are to ensure that patrons do not have access or use of pepper type sprays. The nature of those sprays in confined areas, may cause panic to patrons.

In situations where other materials are identified as causing hazards, staff are to ensure that patrons are moved from the area. The extent of that movement must be based on the extent of the material and the effect it has on patrons and staff. In some instances, the extent will warrant the evacuation of the entire venue.

Some other hazardous materials may also cause injury to patrons or cause breathing difficulties. In those situations, patrons are to be evacuated from the venue. In some situations, the source of injury or nausea may not immediately be known. Staff must assume in those situations that a hazardous material may be present and evacuate the venue on that premise.

10.14 Natural Event

In situations where a natural event occurs, the Warden must determine whether the event places patrons in danger. In situations where there is an extreme storm, provided the storm is not penetrating the venue, it is unlikely that the venue would need to be evacuated.

Where floodwaters are potentially likely to penetrate the venue, then it must be evacuated. The venue uses extensive electricity and the presence of water into the premises, will increase the likelihood of electrocution. For this reason, the venue must be evacuated.

If there is an earthquake, the extent of the earthquake will determine the action to be taken. Whether by earthquake or otherwise, if there is ANY suggestion that the building's structural integrity is in doubt, the venue must be evacuated.

10.15 Terrorist Attack or Serious Activity

In situations where the venue is attacked by a criminal act, patrons may need to be evacuated by an exit other than the front entrance.

The definition of terrorist attack or serious activity could be (but not limited to)

- Drive by shooting
- Shooting at premises or person
- Stabbing of a patron or staff member

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 35

- Petrol or other type of bomb (other than a threat)
- Serious assault requiring hospitalisation
- Vehicle driven into building

In situations where these incidents arise, The Duty Manager MUST immediately notify the Police, and where serious injury has occurred an ambulance also. In those situations where the attack has caused a gas leak or fire, the Fire Brigade must be notified.

The Police on their arrival will immediately take charge of the situation and ALL staff are instructed to follow their lawful instructions without question. In some situations, this may include the evacuation of part or the entire venue. In some situations, the Police may wish to do this to secure the area as a crime scene, preserving evidence.

Where potential evidentiary items are located, provided it is safe to do so, staff are to ensure that the items are left in place and not interfered with by patrons or other staff members. Under no circumstances are the items to be removed without the expressed permission of the police.

10.16 Emergency Management Training

The Warden and Assistant Wardens are to be trained in "Warden Training"

Each other staff member is to be trained in "Extinguisher & Hose Reel Training". This training should be undertaken within 3 months from the commencement of employment.

10.17 Emergency Management Conclusion

This plan is not designed to cover every scenario. Staff are expected to use common sense when determining a course of action. Staff can significantly contribute to the safety of patrons provided they are trained in the use of fire equipment and have a good knowledge of the layout of the venue and its exits. Remember the quickest way out of the venue, may not be through the front main entrance.

In the case of fire, staff are only expected to attempt to combat any fire PROVIDED ONLY IF IT IS SAFE TO DO SO.

Additionally, where situations arise where exits are blocked or equipment is not working correctly, those short-comings should immediately be brought to the attention of either the Warden or Assistant Wardens.

Discretion is something that staff must not use in relation to this emergency management plan. Follow it or do more than the plan suggests, but never anything less.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 39 PRINCES HIGHWAY,
DANDENONG SOUTH (PLANNING APPLICATION NO. PLN17/0039.01)**

ATTACHMENT 2

CURRENT PLANNING PERMIT AND PLANS

PAGES 55 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Permit No.: PLN17/0039
Planning Scheme: Greater Dandenong Planning Scheme
Responsible Authority: Greater Dandenong City Council

ADDRESS OF THE LAND: 39 Princes Highway DANDENONG SOUTH VIC 3175
(Lot 1 LP 137481 Vol 9538 Fol 617)

THE PERMIT ALLOWS: Use of the site for a function centre, buildings and works, the reduction in car parking requirements, the sale and consumption of liquor and advertising signage

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

1. Before the development starts, two (2) copies of amended plans (at least A1 size plans) drawn to scale and dimensioned, must be submitted to the Responsible Authority for approval. No buildings or works must be commenced until the plan/s have been approved and endorsed by the Responsible Authority. The endorsed copy of the plan/s 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 number of patrons restricted to a maximum of:
 - Monday to Sunday - 9.00am to 5.00pm - maximum patrons numbers of 226
 - Monday to Sunday - 6.00pm to 12.00am - maximum patrons numbers of 420

All to the satisfaction of the Responsible Authority.

2. The layout of the site and size, design, location and use of the buildings and works permitted must always be in accordance with the endorsed plans, unless with the written consent of the Responsible Authority.
3. Once the development has started, it must be continued and completed in accordance with the endorsed plans, to the satisfaction of the Responsible Authority.
4. The use must only operate between the hours of:
 - Monday – Sunday - 9.00am to 5.00pm and 6.00pm to 12.00am

Unless with the written consent of the Responsible Authority.

Continued...

Date Issued 27 September 2017

Signature for and on behalf
of the Responsible Authority

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- 2 -

PLANNING PERMIT NO. PLN17/0039

Conditions Continued

5. Not more than;
- 226 patrons Monday to Sunday between 9.00am to 5.00pm;
 - 420 patrons Monday to Sunday between 6.00pm and 12.00am; and
 - a maximum of 20 staff at any one time
- shall be present on the premises at any one time, unless with the written consent of the Responsible Authority.
6. No external sound amplification equipment or loud speakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.
7. The amenity of the area must not be detrimentally effected by the use or development on the land, through the:
- 7.1. Transport of materials, goods or commodities to or from the land.
 - 7.2. Appearance of any building, works or materials,
 - 7.3. Adverse behaviour of patrons on, to or from the premises; and
 - 7.4. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
 - 7.5. Presence of vermin.
- All to the satisfaction of the Responsible Authority.
8. Noise emitted from the premises must not exceed the permissible noise levels determined in accordance with the State Environment Protection Policy N-2 Control of Music Noise from Public Premises.
9. The site shall be kept in a neat and tidy condition at all times, all to the satisfaction of the Responsible Authority.
10. All plant and equipment must be installed and located so that it does not adversely affect the amenity of the area due to the emission of noise, to the satisfaction of the Responsible Authority.
11. Bins or other receptacles for any form of rubbish or refuse may not be placed or allowed to remain in the view of the public, and no adverse odour shall be emitted from any such receptacle.

Continued...

Date Issued 27 September 2017Signature for and on behalf
of the Responsible Authority

Planning and Environment Regulations 2015 Form 4

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- 3 -

PLANNING PERMIT NO. PLN17/0039

Conditions Continued

12. The operator under this permit must make all reasonable attempts to ensure that no vehicle under the operators control, or the operator's staff, are parked in the streets nearby, all to the satisfaction of the Responsible Authority.
13. Liquor must only be sold and displayed within the red line area identified on the endorsed plans.
14. Without the prior written approval of the Responsible Authority, any application to, or licence obtained from, the relevant Liquor Licensing Authority must be for the on-premise liquor license only.
15. The owner, occupier and the manager must at all time make reasonable endeavours that persons resorting to the premises do not create a nuisance or annoyance to neighbours or otherwise disturb the amenity of the area.
16. The use of the site must at all times comply with the endorsed Patron Management Plan, to the satisfaction of the Responsible Authority.
17. Liquor may only be served, sold or consumed between the hours of:
 - Monday to Sunday 9.00am to 5.00pm and 6.00pm to 12.00am.
18. The car parking provided on the land must always be available for use by persons employed on or visiting the subject premises, and no measures may be taken to restrict access to the car park by such persons, all to the satisfaction of the Responsible Authority.
19. The operator under this permit must make all reasonable endeavours to ensure that all vehicles entering and exiting the site do so in a forward direction, all to the satisfaction of the Responsible Authority.
20. 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.
21. The car parking area must be lit if in use during the hours of darkness and all lights must be designed and fitted with suitable baffles. The lighting must be positioned to prevent any adverse effect on adjoining land and must not be considered excessive for the area, all to the satisfaction of the Responsible Authority.
22. Before the use of the development starts, the area(s) set-aside for the parking of vehicles and access lanes as shown on the endorsed plans must be line-marked to indicate each car space as shown on the endorsed plans.
23. The location, type and dimensions of the signage as shown on the endorsed plan/s must not be altered unless with the written consent of the Responsible Authority.

Continued...

Date Issued 27 September 2017Signature for and on behalf
of the Responsible Authority

Planning and Environment Regulations 2015 Form 4

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- 4 -

PLANNING PERMIT NO. PLN17/0039

Conditions Continued

24. Before the display of the signage hereby approved begins, all other signage existing on the site which is not shown on the endorsed planning permit plans is to be removed from the subject site, to the satisfaction of the Responsible Authority.
25. The intensity of the light in the signage must be limited so as not to cause glare or distraction to motorists or other persons or loss of amenity in the surrounding area, to the satisfaction of the Responsible Authority.
26. The signage must be wholly located within the subject property. That is, no part of the sign may encroach into the road reserve.
27. No bunting, streamers and festooning shall be displayed.
28. The signage shall be constructed and maintained to the satisfaction of the Responsible Authority.
29. This permit will expire if:
 - 29.1. The development does not start within two (2) years of the date of this permit; or
 - 29.2. The development is not completed within four (4) years of the date of this permit; or
 - 29.3. The use does not start within six (6) months of the completion of the development; or
 - 29.4. The use is discontinued for a period of two (2) years.

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.

30. This permit expires fifteen (15) years from the date of this permit for the approved signage. Before this permit expires, the approved sign(s) and any supporting structure must be removed and the land and/or building surface made good to the satisfaction of the Responsible Authority.

Notes

- A building approval may be required prior to the commencement of the approved works.
- Except where no permit is required under the provisions of the Planning Scheme, no sign, flashing or intermittent lights, bunting or advertising device may be erected or displayed on the land without the permission of the Responsible Authority.
- Prior to the erection of any additional advertising signs on the land, consultation should be made with officers of the Town Planning Department to determine the relevant Planning Scheme Controls and required approvals sought.

Continued...

Date Issued 27 September 2017Signature for and on behalf
of the Responsible Authority

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

- 5 -

PLANNING PERMIT NO. PLN17/0039

Conditions Continued

- Prior to the final design being completed, the applicant should consult with Council's Infrastructure Planning Department in regard to the legal point of discharge for the site.
- Premises used for the sale or storage of food in any manner whatsoever are to be registered under the Food Act and require Council approval via the Chief Environmental Health Officer before occupation.

Date Issued 27 September 2017

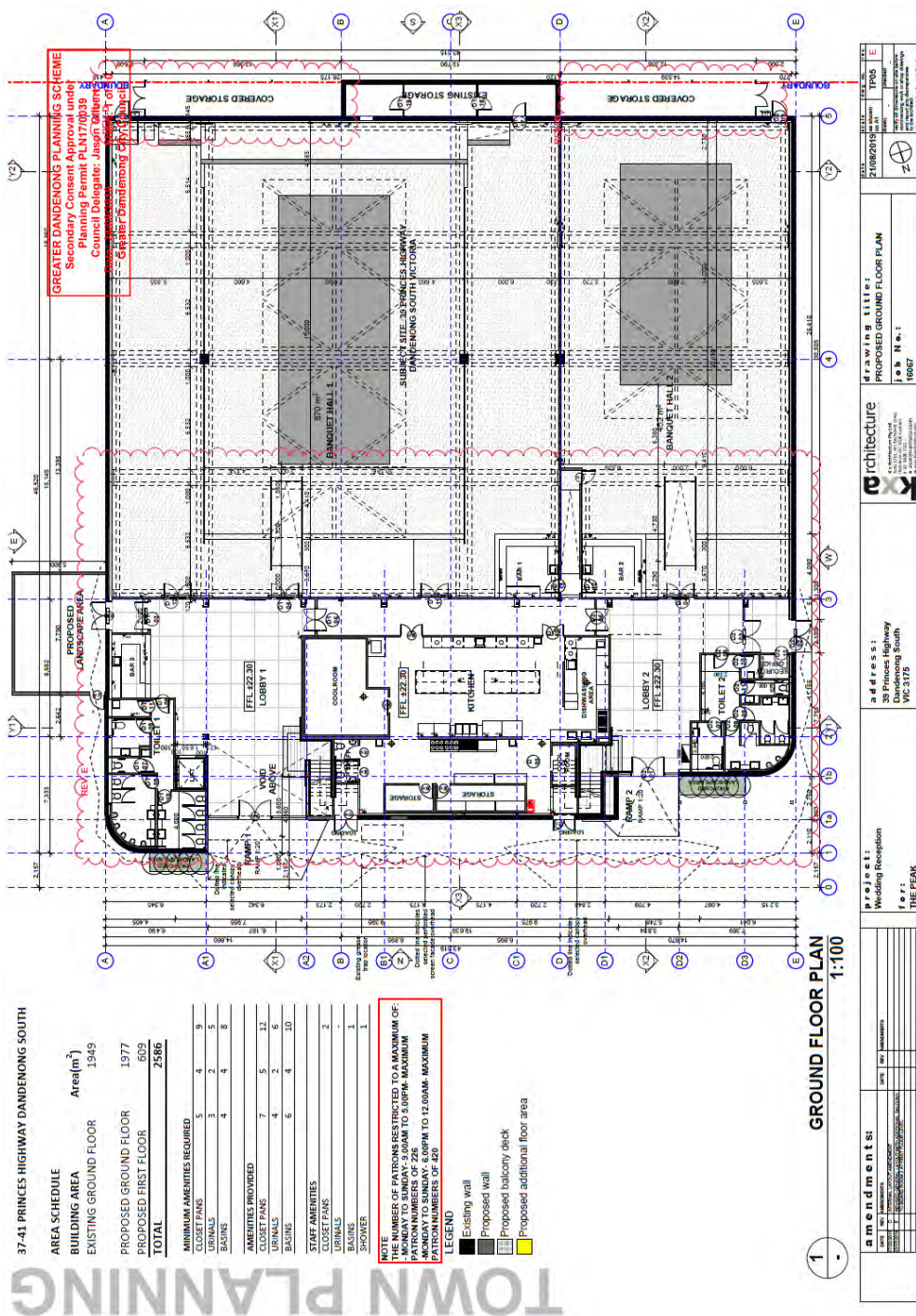
Signature for and on behalf
of the Responsible Authority



Planning and Environment Regulations 2015 Form 4

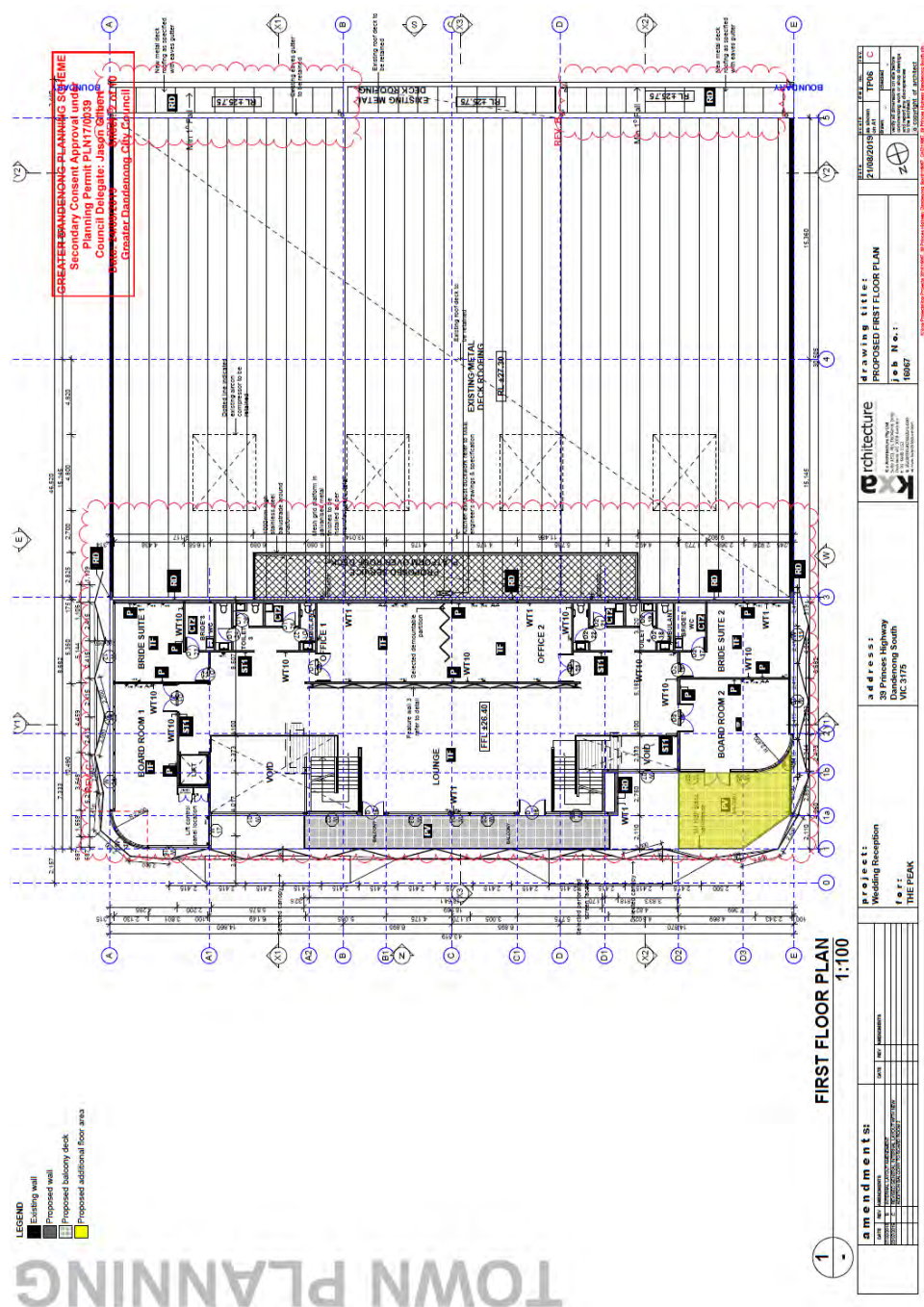
ORDINARY COUNCIL MEETING - AGENDA

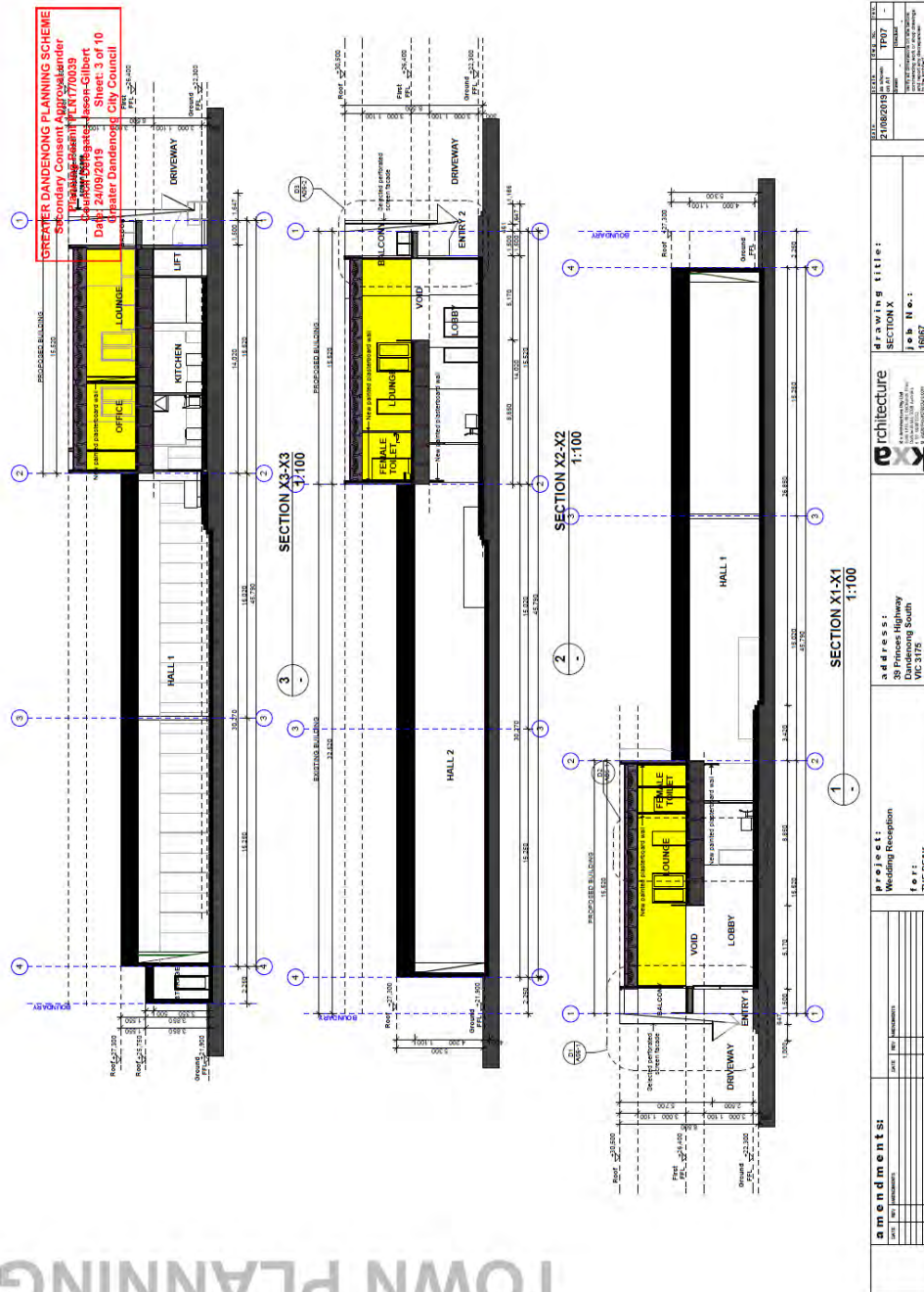
2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)



ORDINARY COUNCIL MEETING - AGENDA

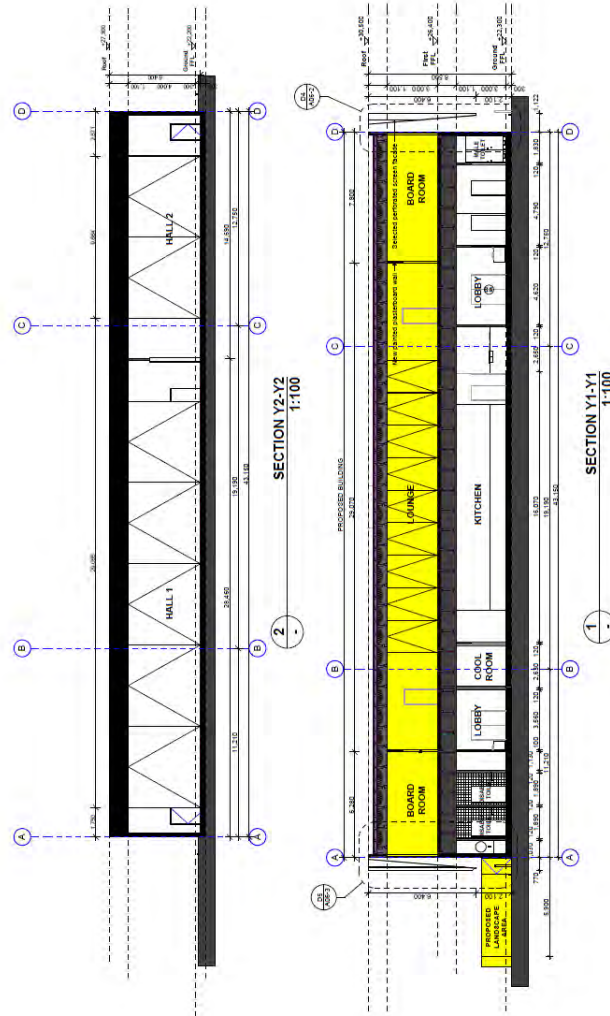
2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)





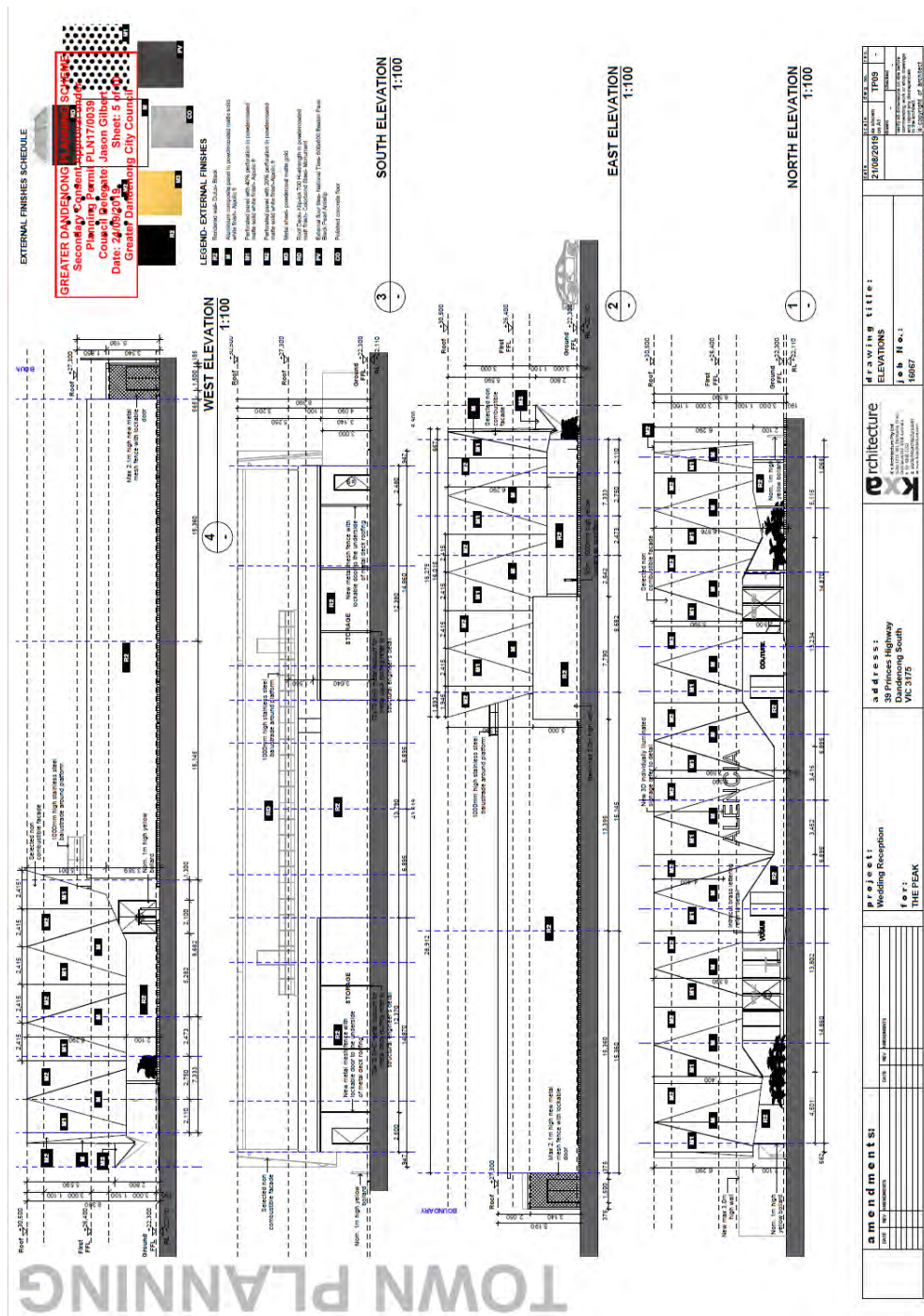
2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

GREATER DANDENONG PLANNING SCHEME
Secondary Consent Approval under
Planning Permit PLN17/0039
Consent Issued by: J. Smith
Date: 24/09/2019
Sheet: 4 of 10
Greater Dandenong City Council

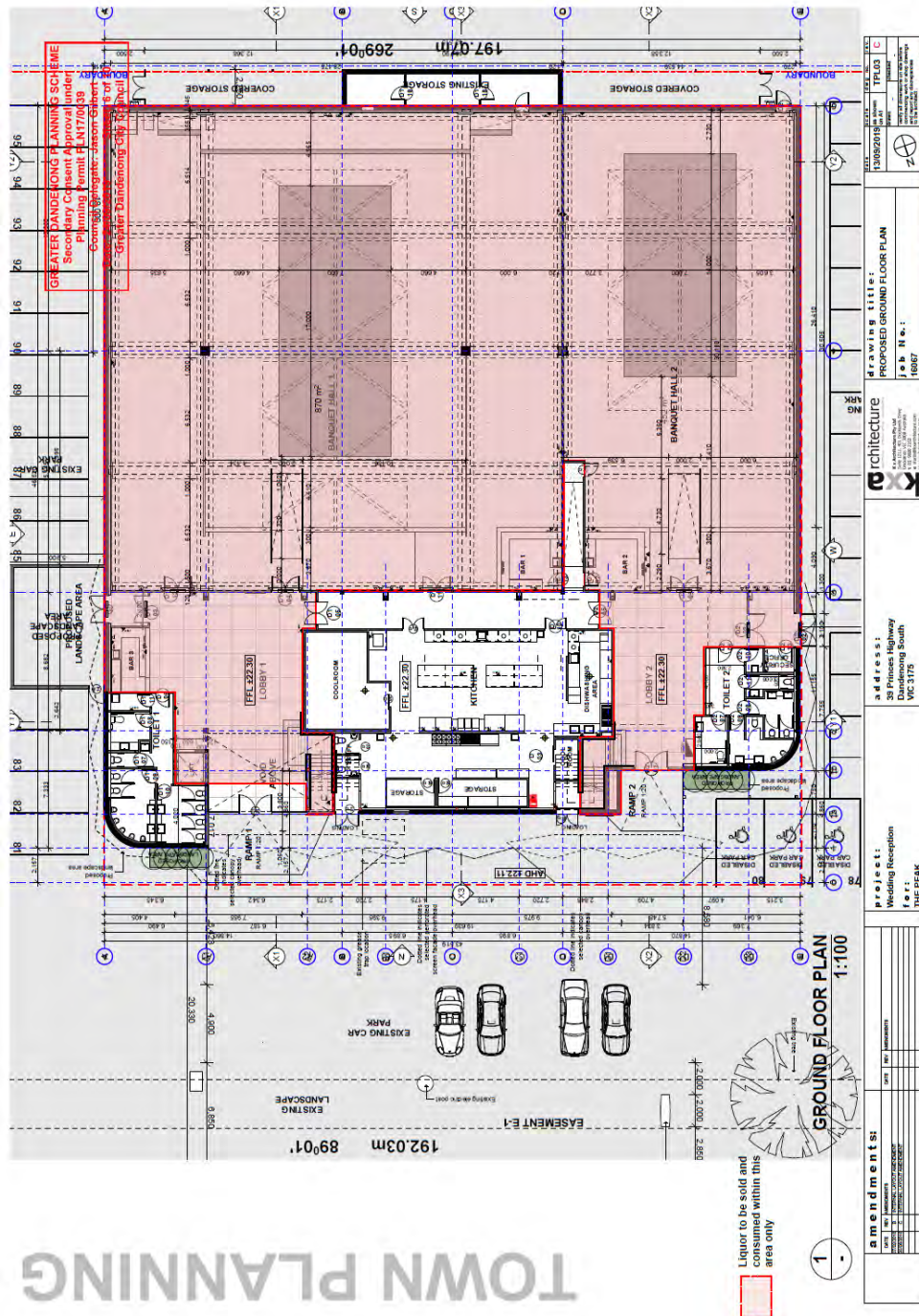


amendments:		project:		address:		drawing title:	
DATE	NO.	DESCRIPTION	Wedding Reception	39 Princes Highway	SECTION Y	DATE	DESCRIPTION
			for:	Dandenong South		21/08/2019	TR08
			THE PEAK	VIC 3173			
						Job No.: 16067	
						Drawing Title: SECTION Y	
						Drawing Scale: 1:100	
						Drawing Author: J. Smith	
						Drawing Checker: J. Smith	
						Drawing Date: 24/09/2019	
						Drawing Project: 39 Princes Highway	
						Drawing Sheet: 4 of 10	
						Drawing City: Greater Dandenong	
						Drawing Council: Greater Dandenong City Council	

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)



ORDINARY COUNCIL MEETING - AGENDA

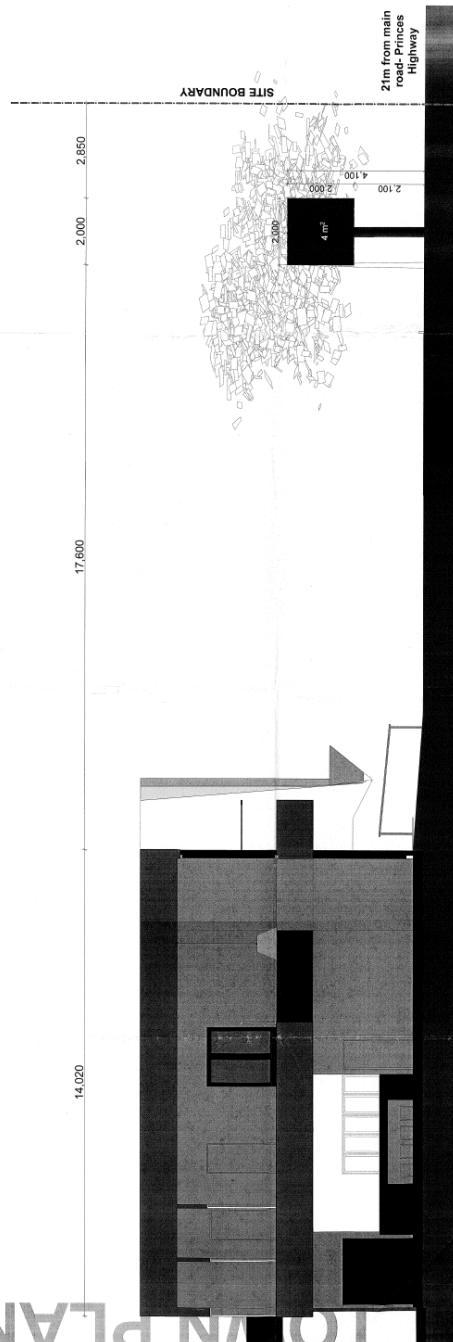
2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)



ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

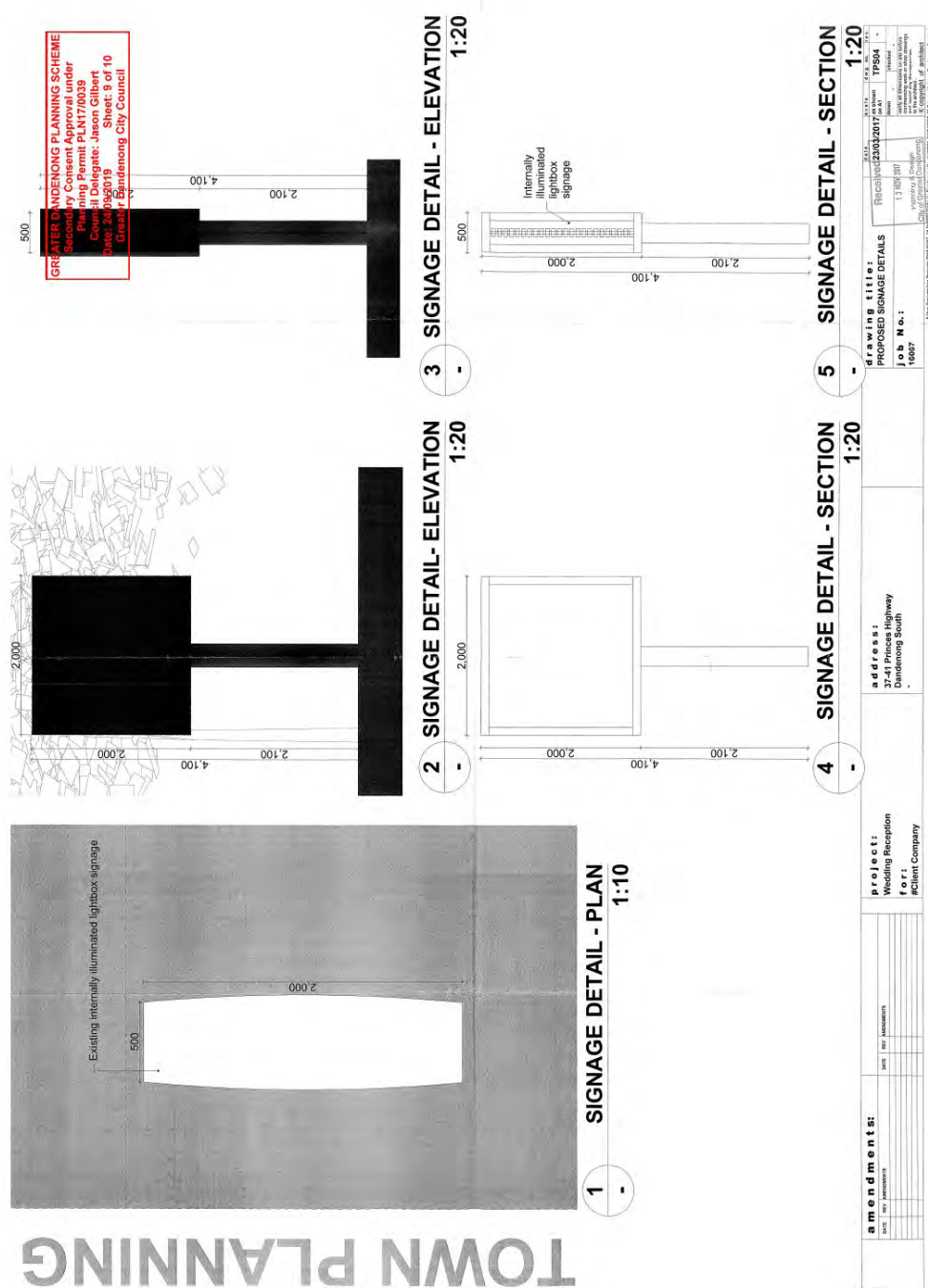
GREATER DANDENONG PLANNING SCHEME
 Secondary Consent Approval under
 Planning Permit PLM17/0039
 Council Delegate: Jason Pittman
 Date: 24/09/2019
 Sheet 8 of 10
 Greater Dandenong City Council



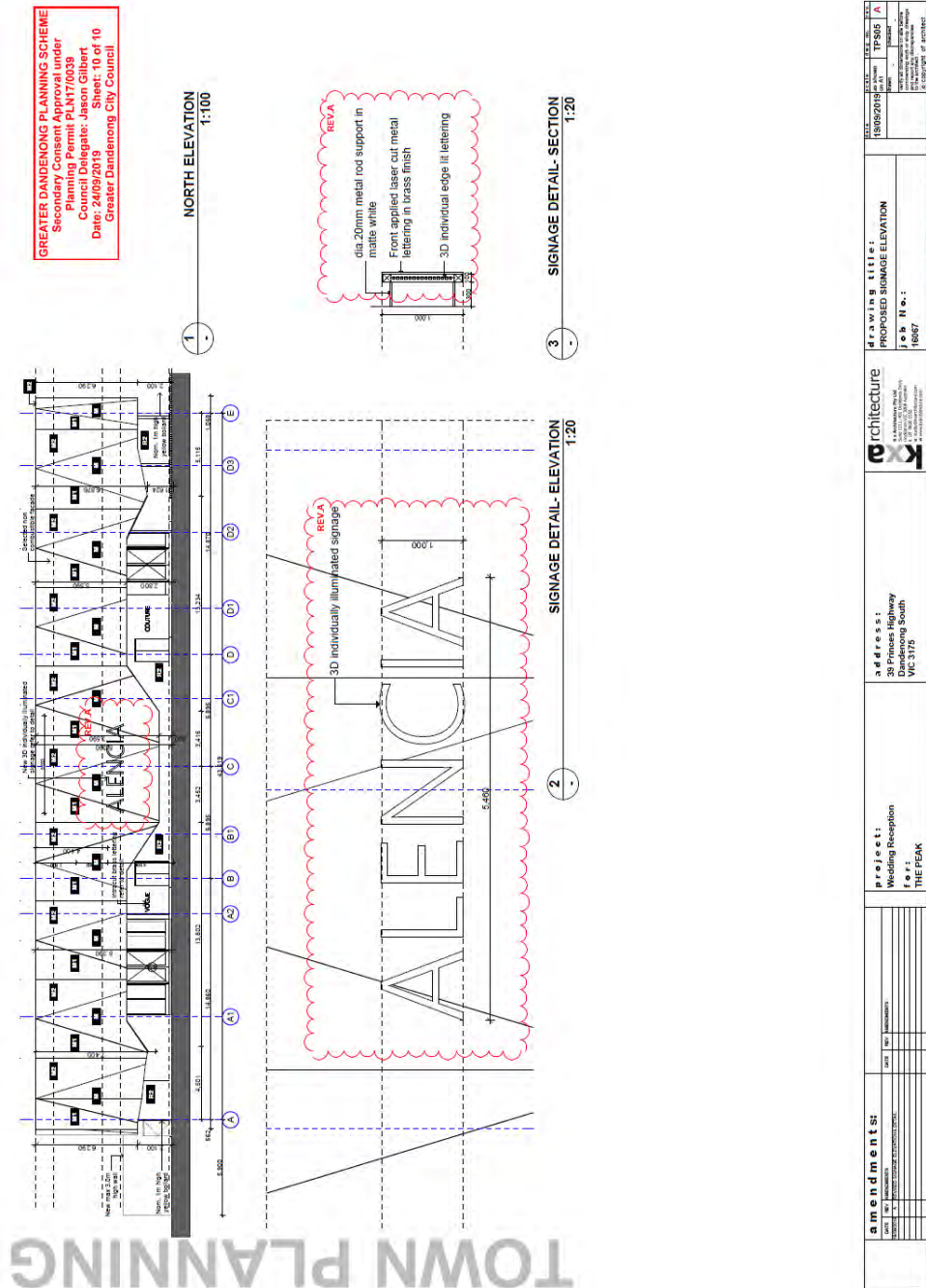
1 **PROPOSED SIGNAGE ELEVATION**
1:50

amendments:		Project:		Address:		Drawing title:		Scale:	
No.		Description		Wedding Reception		141 Princes Highway		1:50	
1		1		For:		Dandenong South		TP503	
2		2		Client Company				1:50	
3		3						1:50	
4		4						1:50	
5		5						1:50	
6		6						1:50	
7		7						1:50	
8		8						1:50	
9		9						1:50	
10		10						1:50	
11		11						1:50	
12		12						1:50	
13		13						1:50	
14		14						1:50	
15		15						1:50	
16		16						1:50	
17		17						1:50	
18		18						1:50	
19		19						1:50	
20		20						1:50	
21		21						1:50	
22		22						1:50	
23		23						1:50	
24		24						1:50	
25		25						1:50	
26		26						1:50	
27		27						1:50	
28		28						1:50	
29		29						1:50	
30		30						1:50	
31		31						1:50	
32		32						1:50	
33		33						1:50	
34		34						1:50	
35		35						1:50	
36		36						1:50	
37		37						1:50	
38		38						1:50	
39		39						1:50	
40		40						1:50	
41		41						1:50	
42		42						1:50	
43		43						1:50	
44		44						1:50	
45		45						1:50	
46		46						1:50	
47		47						1:50	
48		48						1:50	
49		49						1:50	
50		50						1:50	
51		51						1:50	
52		52						1:50	
53		53						1:50	
54		54						1:50	
55		55						1:50	
56		56						1:50	
57		57						1:50	
58		58						1:50	
59		59						1:50	
60		60						1:50	
61		61						1:50	
62		62						1:50	
63		63						1:50	
64		64						1:50	
65		65						1:50	
66		66						1:50	
67		67						1:50	
68		68						1:50	
69		69						1:50	
70		70						1:50	
71		71						1:50	
72		72						1:50	
73		73						1:50	
74		74						1:50	
75		75						1:50	
76		76						1:50	
77		77						1:50	
78		78						1:50	
79		79						1:50	
80		80						1:50	
81		81						1:50	
82		82						1:50	
83		83						1:50	
84		84						1:50	
85		85						1:50	
86		86						1:50	
87		87						1:50	
88		88						1:50	
89		89						1:50	
90		90						1:50	
91		91						1:50	
92		92						1:50	
93		93						1:50	
94		94						1:50	
95		95						1:50	
96		96						1:50	
97		97						1:50	
98		98						1:50	
99		99						1:50	
100		100						1:50	

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

SCANNED

Alcohol Management Plan	Response
<i>The AMP should demonstrate that the licensee will take the appropriate steps to manage the risks associated with the sale and consumption of alcohol. As appropriate to the type of licence and the impact it may have, the AMP should include details of the following:</i>	<p>This Alcohol Management Plan (AMP) relates to the Function centre at 39 Princes Highway, Dandenong South 3031 ("the licensed premises").</p> <p>It is anticipated that it would be endorsed under the associated planning permit to allow the use of the land for the sale of liquor on the premises for consumption on and off the premises ("the permit").</p> <p>It is also a necessary management strategy for the operation of the licensed premises. The AMP is intended to allow the licensed premises to provide a good standard of service to customers while maintaining a good standard of amenity for any neighbouring residents, with minimal disturbance, particularly from noise from the premises itself or from customers leaving the premises.</p> <p>Current and future operators will abide by, and have ownership, of the Plan. The AMP will form the basis of the sustainable business operation of the licensed premises, allowing the licensed premises operator/permit holder/licensee, neighbours and the Greater Dandenong City Council (the Responsible Authority) to coexist peacefully.</p>
<i>Any existing planning permit allowing the current use of land</i>	Permit PLN17/0039 (proposed)
<i>Type of premises</i>	Function centre with provision of liquor on the premises
<i>The type of licence being applied for or to be amended, with regard given to the type of licences available from the VCGLR</i>	On-premises
<i>Proposed number of patrons</i>	<p>The number of patrons will be:</p> <ul style="list-style-type: none"> Monday to Sunday - 9.00am to 5.00pm – maximum patron numbers of 226 Monday to Sunday - 6.00pm to 12.00am – maximum patron numbers of 420. <p>Seating will be provided for all patrons.</p>
<i>Proposed security arrangements</i>	There will be an onsite manager responsible for security at all times on the premises when liquor is served
<i>Whether amplified (or live) music is proposed to be played on the premises</i>	Live music and other recorded or live entertainment will be provided within the highly enclosed subject building. Given the substantial setback distances between the subject building and the nearest residential area (230m to its northeast) and the fact that the banquet halls where wedding bands etc would play are further separated from this area by being towards the rear of the subject building, there is no reason that State Environmental Policy & Control of Music in Public Places) would not be met.
<i>Reasons for wanting or amending the licence</i>	To be able to serve liquor at functions such as weddings
<i>Strategies to address the Cumulative Impact of your premises</i>	NA – there is only one other licensed premises on the site.
<i>Strategies to manage compliance, behavioural and amenity risks (see the following page for further details)</i>	See below.
<i>Any other documents you believe will support your proposal and assist Council's assessment</i>	Please see the Compliance letter submitted with the application.
COMPLIANCE RISKS	

NB. Endorsement applies to all 4 pages of the Alcohol management plan.

This plan/document has been approved pursuant to the Planning & Environment Act 1987. Please check the permit document for conditions of this approval and act on them. Failure to comply with the conditions of this permit may result in compliance action, including possible fines and/or court action.

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)Alcohol Management Plan
«Site_Address»

Compliance risks are related to the legal obligations of licensees to comply with Victorian State Law regarding the sale and consumption of liquor in accordance with the Liquor Control Reform Act 1998 and the Planning and Environment Act 1987. You should consider how you are going to achieve compliance with these laws and explain strategies in your written Alcohol Management Plan. Consider the following strategies to manage risks:	
Strategies:	
<ul style="list-style-type: none"> How will you ensure that you do not supply alcohol to someone who is intoxicated (drunk)? 	All patrons to whom liquor is to be supplied will be assessed for signs of intoxication as per RSA training. This will include that all staff serving liquor will check patrons for signs of intoxication (eg a noticeable change of behaviour, slurring or mistakes in speech, excessively loud behaviour, clumsiness, confusion/delays in responding, substantial smell of liquor etc) before serving them.
<ul style="list-style-type: none"> What procedures will you put in place to ensure that staff can verify proof of age? 	Anyone who looks under 25 years old will be asked for ID if liquor is to be served to them.
<ul style="list-style-type: none"> What system will you put in place to identify people that may be underage (under 18 years) as they enter the premises? 	The fact that the functions at which liquor is to be served will be both private and by arrangement only will assist in allowing people under 18 to be readily identified.
<ul style="list-style-type: none"> How will you prevent alcohol from being supplied to someone under 18 years of age? 	Liquor will not be supplied to people known or suspected to be under 18 years of age.
<ul style="list-style-type: none"> What relevant training will you require staff and volunteers to take to ensure the Responsible Service of Alcohol (RSA)? 	All staff serving liquor will hold current RSA certificates.
<ul style="list-style-type: none"> How will you document the start and finish dates for RSA induction, refresher training and employment details for each member of staff or volunteer, including managers and security staff? 	A register of staff RSA training will be actively maintained, and staff will be notified of any changes to liquor licensing requirements at staff meetings and/or upon induction of new staff.
<ul style="list-style-type: none"> How will you ensure that any RSA training remains up to date and does not expire after three years? 	
<ul style="list-style-type: none"> How will you ensure that staff and volunteers stay up to date with any changes to liquor licensing? 	
<ul style="list-style-type: none"> Where will you display the required posters and signage to reduce potential risks and raise awareness about the responsible service of alcohol? (see VCGLR website for details) 	Relevant signage asking patrons to prevent/minimise any disturbance will be displayed in the patron areas, toilets and car park.
<ul style="list-style-type: none"> What will you do to comply with the standards of Department of Justice, Design Guidelines for Licensed Premises? (available at www.justice.vic.gov.au/) Best Practice Strategies: 	The layout of the licensed premises is generally in accordance with this document, to the extent that it is relevant to an outer-suburban Function centre. Internally, there will be two central lobbies/reception areas, in addition to the two larger banquet halls there will be some more private spaces upstairs, entries/exits and toilets will be easily accessible to all patrons; externally, the location of the car park close to the building exits will allow for its adequate supervision.
<ul style="list-style-type: none"> Work with all authorities to comply with regulations and permit conditions. 	The licensee/permit holder will work in a positive manner with all authorities to comply with regulations and permit conditions.
<ul style="list-style-type: none"> Be an active member of the Local Liquor 	The licensee/permit holder will be an active member of the Local

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)Alcohol Management Plan
«Site_Address»

Licencees Forum	Liquor Licensees Forum.
<ul style="list-style-type: none"> Support programs that raise awareness among young people and their parents about the harms associated with underage drinking. 	Programs that raise awareness among young people and their parents about the harms associated with underage drinking will be supported.
BEHAVIOURAL RISKS	
Behavioural risks are concerned with individual or group behaviour that impacts directly on the safety and comfort of patrons, customers and staff in and around licensed premises. You should consider how you are going to manage behavioural risks and explain your strategies in your written Alcohol Management Plan. Consider the following strategies to manage risks:	
<ul style="list-style-type: none"> What House Policies will you develop and where will you display these? 	<p>House Policies will include:</p> <p>Staff members will use their best endeavours to ensure that customers on the premises will conduct themselves in a quiet and orderly manner, without causing a nuisance to the amenity of the area by noise and/or boisterous behaviour.</p> <p>Staff members will also use all reasonable and practical methods to ensure that customers leave the premises in a quiet and orderly manner at all times the use is operating and immediately after the hours of operation.</p> <p>A clearly visible sign will be displayed at the entrance/exit of the premises. The sign will ask customers to leave in a quiet and orderly manner at all times. Staff members will reinforce this message.</p> <p>The licensed premises operator/permit holder or a current staff member at a management level will ensure that a copy of this Plan is made available to any person freely and without charge.</p> <p>A phone number of the licensed premises operator/permit holder or a current staff member at a management level will be provided upon request to any neighbour, to facilitate any complaint, at any time during the trading hours or within half an hour afterwards, about noise and/or other disturbances associated with the licensed premises.</p>
<ul style="list-style-type: none"> How will you ensure free water is readily available at all times? 	Drinking water will be freely provided to all patrons at all times during the licensed hours
<ul style="list-style-type: none"> How will you avoid incidents involving broken glass (e.g. use polycarbonate or tempered glassware)? 	While normal glassware will be used, given the nature of the licensed premises (a Function centre that hosts pre-booked weddings, unlike a Hotel, Tavern or Nightclub attracting a wider and potentially more volatile range of patrons), there are unlikely to be any significant incidents involving broken glass that would warrant special attention
AMENITY RISKS	
Amenity risks are associated with the external impacts of licensed premises on other surrounding land uses. You should consider how you are going to manage amenity risks and explain your strategies in your written Alcohol Management Plan. Consider the following strategies to manage risks:	
<ul style="list-style-type: none"> What strategies will you use to control amenity and noise impacts from indoor 	The licensed premises will be significantly separated (over 200m) from

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

Alcohol Management Plan
«Site_Address»

and outdoor areas of the premises?	the nearest areas of residential or other sensitive uses, which as well as that the site is surrounded by commercial, industrial or transport use will ensure only reasonable amenity impacts on the area occur.
<ul style="list-style-type: none"> How will you ensure that deliveries and waste management do not negatively affect the area? (e.g. truck engines, glass bottles tipped into dumpsters, rubbish removal)? 	
<ul style="list-style-type: none"> How will you work with all authorities to reduce alcohol-related impacts in public spaces and the broader community? 	The licensed premises will be "self-contained" (ie by definition a Function centre caters for private functions by arrangement only); unlike many licensed premises not available for people to walk in "off the street" for a drink and/or buy take-away alcohol.
<ul style="list-style-type: none"> How will you ensure that you comply with times defined in Council by-laws and permit conditions regarding hours allowed for alcohol service and drinking in outdoor areas of the premises? 	The permit, the licence, this AMP and other relevant regulator document will be kept on the licensed premises for easy reference
<ul style="list-style-type: none"> What strategies will you use to ensure that no-one leaves the licensed area with alcohol (unless there is an off-licence permit)? 	Patrons will be actively prevented from leaving the licensed area with alcohol
<ul style="list-style-type: none"> What will you do to comply with Council's Footpath Activity Guidelines for alfresco dining? 	NA
<ul style="list-style-type: none"> How will you minimise noise impacts on surrounding properties (complying at a minimum with the conditions in the State Environmental Protection Act. N1/N2)? 	The area in which liquor will be consumed will be a substantial distance from the nearest residential or other sensitive uses

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

SCANNED

GREATER DANDENONG CITY COUNCIL
APPROVED FOR PLANNING ONLY
 THIS PLAN / DOCUMENT IS **12** OF **12** APPROVED
 PURSUANT ONLY TO PLANNING PERMIT NUMBER

PLN17/0039.01

SIGNED ON BEHALF OF
 GREATER DANDENONG CITY COUNCIL DATE

[Signature] **25/1/18**

This plan/document is an application pursuant to the Planning & Environment Act 1987.
 Please check the permit document for conditions of this approval and notes.
 Failure to comply with the conditions of this permit may result in compliance action, including possible fines and/or court action.

N.B. Endorsement applies to all 35 pages of the Patron Management Plan

Patron Management Plan

The Proposed Function Centre

39 Princes Highway
 Dandenong South VIC 3031

GREATER DANDENONG CITY COUNCIL
APPROVED FOR PLANNING ONLY
No other permits or other approvals are granted by this decision

This planning permit has been approved for Planning only. Planning approval does not constitute approval of any other permits or approvals which may be required, and no consent is given for any other approvals or permits involving any other planning legislation, including the Planning & Environment Act, Regulatory and other types of permits may require further approvals.

Approval is given to the applicant and all other persons affected by, or with an interest in, the planning permit, provided that the planning permit conditions and notes have been read and applied to the granting of any building or other permit.

It is the responsibility of the applicant/owner to ensure that the planning permit is consistent with all relevant state and local legislation and policy. Failure to comply with the conditions of this permit may result in compliance action, including possible fines and/or court action.

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 2

Acknowledgements:

Subject Matter Expert: Rob Steane
Subject Writer: Liquor Consultancy Services
P.O. Box 4101
Croydon Hills, Vic. 3136
Tel: 1800 LIQCON (1800 547 266)
Email: info@liqcon.com.au

© Liquor Consultancy Services 2017

All rights reserved. No part of this publication may be reproduced, repackaged, stored in a retrieval system, or transmitted in any form by any means whatsoever without the prior permission of the copyright owner.
This plan has been produced exclusively for *The Proposed Function Centre*, 39 Princes Highway, Dandenong South and is not permitted to be copied, reproduced, repackaged, or transmitted for any other venue, licensed or not.

Disclaimer:

Every effort has been made to ensure that these plans are free from error or omissions, however you should conduct your own inquiries and seek professional advice before relying on any fact, statement, or other matter contained in this book. *Liquor Consultancy Services* is not responsible for any injury, loss or damage as a result of the material included or omitted from this plan. Information in this plan is current at the time of publication. The date of publication is indicated in the date stamp at the bottom of each page.

These plans are not intended to be an independent program in itself, and rely on regular and thorough briefings and training with staff to cover specific issues, tasks, and areas of responsibility.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 3

Introduction

This Patron Management Plan is designed to assist all staff complete their job more efficiently, offering patrons a unique and safe experience and to minimise the risk of assault or injury to patrons.

Additionally, our community neighbours are important to us. The level of comments or complaints from our neighbours is often a barometer of how well we do our job as operators of a function centre in a community environment.

The Plan itself should be used in conjunction with the regular and thorough briefing from Managers and Supervisors to ensure that all staff fully understand the duties required of them and the obligations that both the licensee of the premises and the staff, are responsible for.

The success of this plan will be measured by the number of patrons that are evicted from or injured at the venue; or the number of breaches of laws identified by the Police, VCGLR Gambling & Liquor Inspectors and others, who attend the premises.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 4

Staff

1.1 Arrival at Work

All persons are to report for duty with sufficient time to be in place by their scheduled time. This time does not allow for a change of clothes or other preparatory undertakings.

In situations where staff is not able to attend their rostered shift, they are to contact (or cause contact to be made by another) the Duty Manager directly as soon as possible, once the decision not to attend work has been made. This is to enable the Duty Manager to find replacement staff prior to the commencement of the rostered shift. A text message 30 minutes prior to the commencement of work is not sufficient.

Staff that do not make such contact within reasonable time frames will cause disruption to the operations of the function centre and those who cannot justify their actions of not notifying the Duty Manager will face discipline action.

1.2 Uniform Requirements

Bussys - Bussys are to provide their own smart casual pants and t-shirts.

Bussys that perform duties externally of the venue are to wear reflective vests or jackets provided by the venue. The need for external staff to be highly visible is a requirement of Worksafe and enhances staff's safety and patrons' perception of safety.

Wait Staff - Neat and clean up market street wear is permissible and encouraged

Security - Crowd Controllers are expected to provide and maintain their own smart casual clothing

Crowd Controllers that perform duties externally of the venue are to wear reflective vests or jackets provided by the venue. The need for external staff to be highly visible is a requirement of both Worksafe but also enhances patrons' safety and perceptions of safety.

1.3 Dress standard

- All attire is to be clean and neatly pressed.
- Footwear, black boots or shoes must be kept highly polished and clean at all times. Sports runners must not be worn.
- Provided uniforms items will be replaced when required. When staff ceases employment with the venue, all provided uniform items are to be returned. Items provided by the venue remain the property of the venue.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 5

Position Responsibilities

2 Bussing

Report to: Duty Manager

Responsibilities:

To maintain all aspects of cleanliness on the floor that represents the venue's high standards. A good eye for detail is a pre-requisite for the job. Your work will reflect The Proposed Function Centre's image and caters to the safety of our patrons.

Duties:

- Maintaining a professional appearance and positive attitude at all times.
- Collecting glassware and bottles.
- Polishing and putting away glassware.
- Keeping tables clean and dry.
- Maintaining clean floors inc. sweeping and mopping.
- Cleaning toilets throughout trade on a roster basis.
- Stocking fridges.
- Ensure storeroom is kept clean.
- Emptying bins.
- Loading and emptying dishwashers.
- 'Bottle runs' – ridding external areas of bottles, cans and rubbish.
- Communication with security regarding intoxicated and troublesome patrons.
- Perform any other duties as requested by management in relation to the operation of the venue.

2.1 Ice

It is the bussy's responsibility to ensure that there is sufficient ice at all operational bars for their entire shift.

Staff are to always use appropriate ice scoops and are to ensure that these ice scoops are maintained in a clean state. They are to be cleaned after completion of each function or more frequently when required.

2.2 Cleaning Spills

It is imperative that spills are to be cleaned as a priority job. The Proposed Function Centre has an obligation to ensure that patrons and staff are safe whilst in the venue and for this reason spills MUST be cleaned as a matter of urgency. In some situations, this may also require the appropriate placement of warning signs.

Additionally, a site of a spill is not to be left unattended. When a spill has been identified, a staff member MUST remain at the spill until it can be cleaned or a warning sign placed into position.

As part of their duties, Bussys are to be mindful of spills and slippery areas. As part of their roving patrols around the venue, bussys must look for those areas where spills are likely to occur and where patrons' safety could be compromised.

2.3 Clearing Tables

Staff are to ensure that glasses, bottles, or other rubbish is removed from tables constantly.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 6

2.4 Stock

Staff are to ensure that stock is maintained at each of the bars allocated to them. In situations where a bar staff member specifically request stock, bussys must satisfy that request as a matter of urgency, having regard to the safety of patrons.

2.5 Patron Observations

Bussys have the best opportunity of all staff to effectively monitor the behaviour of patrons. For this reason, where a Bussy identifies a patron nearing intoxication, is being drunk, violent, or quarrelsome, is becoming or appears to be drug affected, they are to immediately notify Duty Manager with a view for them to take appropriate action.

Under no circumstances is a bussy (unless they are also a Licensed Crowd Controller) to become involved in resolving these issues themselves.

2.6 External Cleaning

In some situations, other staff members may require that areas external of the venue will need to have rubbish removed or in some cases, the "wash away" of fluids.

In these situations, or indeed if the Bussy identifies the need to undertake these duties themselves, they must be performed. One of the requirements of the venue's liquor licence is to ensure that the amenity of the area is not interfered with.

The removal of rubbish is of paramount importance to ensure that the venue satisfies this requirement. For this reason, the vicinity of the venue MUST be inspected by a bussy at the completion of each function.

2.7 Bussys Assisting Crowd Controllers

In some circumstances, it may become necessary to assist Crowd Controllers in the execution of their duties. Under no circumstances are Bussys to perform actual Crowd Control duties. In situations where Crowd Controllers are required to leave static observation posts, the Duty Manager should appoint bussys to monitor those positions.

The role of bussys in these circumstances is to provide a continuous observation of the premises to ensure patron safety. In some situations, it may be necessary for bussys to perform observations near the main entrance to the premises. In these circumstances, it is imperative that bussys ensure that patrons do not leave the premises with alcohol.

In some situations, and where directed by the Duty Manager or Security Supervisor, bussys may be required to (on a short term temporary basis) close the doors to the premises preventing patrons entering or leaving. This would be to assist Crowd Controllers managing incidents either inside or immediately outside the venue. In these circumstances bussys should explain to patrons the reason why the doors had been closed and advise them that it is a short-term closure only and is being undertaken to ensure the patrons' on-going safety.

2.8 Waste Disposal

The Duty Manager shall ensure that the venue's waste disposal contractor undertakes their responsibilities with the least disturbance to *The Proposed Function Centre's* commercial neighbours.

It is the Duty Manager's responsibility to ensure that the waste skip is located within the venue's property and only placed in the car park on the day of waste collection. Additionally, the duty manager shall ensure that waste is only collected between the hours of 9AM & 5PM weekdays.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 7

3. Bartender

Report to: Duty Manager**Responsibilities:**

To Serve Customer beverage demands in a fast, friendly, and efficient manner, ensuring product is of a consistent, high quality, and that bar areas are clean and organised at all times.

All bartenders must have completed their Responsible Service of Alcohol. It is the responsibility of staff to provide a copy of their certificate within 1 month of obtaining employment.

Duties:

- Maintain total cleanliness of bar and floor areas.
- Ensure fridges, shelves, and cupboards are kept clean.
- Complete pour tests before each shift.
- Arrive at work equipped with a bar blade, waiter's friend and pen.
- Serve beer, wine, soft drink and cocktails in the correct manner.
- Have a thorough understanding of all products available.
- Minimise waste.
- Use the cash register correctly.
- Correct use of the phone including transferring.
- Use eftpos for credit transactions – no cash out.
- Change paper rolls on printers and eftpos machines.
- Maintain a professional appearance and positive attitude at all times
- Be aware of licensing restrictions on the serving of minors and intoxicated persons.
- Perform any other duties as requested by management in relation to the operation of the venue.

Bar staff will be provided with their rostered commencement times in advance wherever possible. For this reason, staff are expected to arrive at work and be prepared to be in position by their duty commencement time.

Staff are required to be appropriately attired when they arrive work and are to be in a sober and unaffected by drug at the commencement and throughout their rostered shifts.

3.1 Free Drinks for Patrons / Staff

Staff are not permitted to provide drinks to other staff, friends, or acquaintances free of charge, or sold at a price other than the authorised amount. In situations where a good customer has been observed and there is a commercial reason for offering free drinks, that request must be made through the Duty Manager who will issue the person with a drink card in appropriate circumstances.

Where the Duty Manager wishes to provide staff with "After Work Drinks" that is at the discretion of the Duty Manager. All such drinks are to be appropriately recorded on the venue's cash register system.

Any staff member who receives a beverage other than in accordance with these instructions will be treated as having stolen drinks from the premises and will face discipline action and have the matter reported to the Police.

Under no circumstances are "After Work Drinks" to be consumed whilst any patron is still on the premises and the premises are in fact still open.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 8

3.2 Recording of Sales

All sales are to be recorded through the venue's cash register system as required. Staff who are observed not recording sales correctly will be subject to discipline action.

3.3 Customer Service

The hospitality industry constantly changes and for this reason new products regularly become available. Bar Staff are encouraged to provide a unique experience to patrons and provide a higher level of service than is experienced at other venues. If a patron requires information about products or services provided at the venue, staff are encouraged to facilitate that request having regard to their R.S.A. responsibilities.

3.4 Maintaining the Bar

Most interaction between staff and patrons will occur around the bar areas. For this reason, it is imperative that staff maintain a clean and inviting bar area. Benches are to be maintained in a dry and clean manner and glass, bottles and other rubbish removed in a timely manner.

3.5 Refusal of Service

When bar staff decide to refuse service, it must be done in a way to reduce the chance of any conflict. Where a staff member has refused service to any patron, that decision is only able to be overridden by the Duty Manager, and only then under exceptional circumstances, having regard to the licensees' responsibility under the Liquor Control Reform Act relating to serving intoxicated patrons.

When a patron has been refused service, the Duty Manager is to be informed so that other staff are advised of the refusal.

Some approaches to consider include:

- Use tact. Be polite when telling the patron you will not serve them anymore; preferably tell them so that other patrons do not hear to reduce the risk of embarrassment.
- Tell them firmly by law that you are not allowed to serve them.
- Management policy may offer a non-alcoholic drink. Suggest water, juice or soft drinks or perhaps even some food.
- Notify the manager or licensee or other crowd controllers.
- The decision to refuse service to a patron is that of the Bar Staff Member. Crowd Controllers are to support the decision of the bar staff member. Crowd Controllers are not to over-ride that decision.

3.6 Signs of Drunkenness and Intoxication

In order to carry out your role and responsibilities effectively bar staff should be familiar with the physical signs of intoxication. A person who is intoxicated will generally show some/all of the following characteristics:

- Be staggering or unsteady on their feet.
- Have bloodshot eyes.
- Clumsiness
- Lack of judgement
- Loss of co-ordination
- Have the smell of alcohol on their breath.
- Be in general disarray, e.g. clothing untidy.
- Have slurred speech.

3.7 Selling or Supplying Liquor to Minors (Under 18s)

All staff members have a responsibility to ensure that no under aged individual is *sold* or *supplied* alcohol, except where they are partaking of a meal and in the company of a parent or guardian. Once the meal has been completed, so is the minor's right to consume alcohol.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 9

3.8 Proof of Age: Power to demand

The power to request that a person in or attempting to enter licensed premises or is purchasing liquor to provide evidence of age, name and address is contained in Section 126 (b) of the Liquor Control Reform Act:

Bar staff members are liable for serving underage patrons and so if they are in any doubt as to a person's age, they must only accept appropriate evidence of age documents.

3.9 Responsible Serving of Alcohol

Owing to the possibility of drink spiking and in order to maintain our Responsible Serving of Alcohol philosophy, double or triple pours and "shots" are not permitted to be supplied.

It is a requirement of The Proposed Function Centre that all bar staff have undertaken a Responsible Serving of Alcohol (RSA) workshop. As a condition of employment, all bar staff MUST produce to Management a photocopy of their RSA Certificate.

The venue requires that all bar staff "refresh" their knowledge of RSA every three years. This can be undertaken by the VCGLR's Internet based refresher course. Staff members must produce evidence of having 'refreshed' their knowledge of RSA.

Additionally, the venue has a large number of low or non-alcoholic drinks and these should be suggested to those patrons nearing intoxication, as an alternative to full strength products.

Additionally, the venue provides free drinking water by the glass.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 10

4 Duty Manager**Report to:** Venue Manager / Directors**Responsibilities:**

Being the Duty Manager is a hands-on position supervising and leading team members by example. A thorough knowledge of cocktails and wine is a pre-requisite for the job. It is your responsibility to conduct ongoing training with all staff to ensure our high standard of quality products and customer service is upheld. Good organisational skills and an eye for detail is essential.

As duty manager, you will be responsible for the effective management control of the property in the absence of the venue manager and should be aware of legal aspects relating to the business such as;

- Responsible serving of Alcohol
- Proper I.D.
- Underage drinking
- Intoxication
- Licensing restrictions
- Sexual harassment
- Unfair dismissal
- Workcare
- Award conditions
- To hold a current RSA and ensure all bartenders do also, with copies made for reference.
- To maintain an RSA training register (in accordance with the VCGLR requirements)
- Ensure bar and floor areas are maintained, safe, and clean.
- Serve all drinks in the same consistent manner.
- Have a thorough understanding of all products available.
- Training of all bartenders and bussys.
- Looking after staff breaks, and other staff welfare issues
- Ensure bars are fully stocked before service.
- Planning of original seasonal cocktail lists keeping up with trends.
- Minimise waste and have an understanding cost control, stock control and stock take.
- Develop good working relations with representatives.
- Planning and introduction of bar promotions.
- Place stock orders with suppliers.
- Thorough knowledge of telephone, cash register, printers and EFTPOS inc. changing paper rolls.
- Maintain a professional appearance and positive attitude at all times.
- Perform any other duties as requested by the Venue manager in relation to the operation of the venue.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 11

5 Venue Manager

Reports to: Directors**Responsibilities:**

The venue manager is responsible for the effective management control of the property and should be aware of legal aspects relating to the business such as;

- Display of required signage
- Display of current Liquor Licence
- Maintenance of RSA training register
- Responsible serving of Alcohol
- Proper I.D.
- Underage drinking
- Intoxication
- Licensing restrictions
- Sexual harassment
- Unfair dismissal
- Workcare
- Award conditions

The Venue Manager is expected to comply with the guidelines of behaviour, including never being intoxicated on the licensed premises, never borrowing or lending money from the venue, never cashing cheques, never entering into agreements on behalf of the company without approval, never making statements to the media, and never conducting oneself in an unethical, dishonest or unprofessional manner.

The Venue Manager shall also make a determination as to whether certain events or activities warrant Crowd Control. In those circumstances, it is a requirement of these instructions (and indeed legislation) that only those Crowd Controllers that hold a CURRENT Crowd Control licence are to be employed to undertake these duties at the venue. Additionally, where events or activities warrant crowd control, the Venue Manager is to ensure that all Crowd Control staff undertake their duties in accordance with these operational plans. If Crowd Control Staff are employed, it is the responsibility of the Venue Manager to ensure that a Security Register is maintained in accordance with the Private Security Act, and associated regulations.

The Venue Manager is also responsible for ensuring that the premises, plant and equipment are maintained in a clear, presentable and safe condition. This includes toilets and external areas of the venue

Creating ambience and atmosphere using lighting, music and air conditioning are an essential part of the position. A good eye for detail is a pre-requisite for the job.

The venue manager will be responsible for staff levels at all times and expected to produce rosters to best service customer demands.

It is expected the venue manager be available and visible to Staff and Customers during peak business times.

The venue manager is expected to implement Company policy and procedures in a firm but fair manner, leading by example in your own exemplary conduct, appearance, honesty and commitment to the success of the venue.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 12

Leadership is expected to include excellent staff communications through regular discussions and meetings with staff.

Teamwork is a priority. Managers are responsible for the conduct and behaviour of the staff whilst on venue property, ensuring staff adhere to company guidelines.

The position will require you to interview and select staff, carry out inductions and train and develop staff through regular evaluations.

Reference checks, Letters of Appointment, Job Descriptions and Induction Packages will assist you in your efforts.

The venue manager is responsible for ensuring staff are trained correctly in all facets of their job and that they adhere to occupational health and safety issues.

Close working relations must be held with security to ensure they conduct their duties in the correct manner as stated in our plans and operational orders.

Communication with police is also important to make sure external community issues regarding the venue are made aware and acted on as required.

The venue manager should have exceptional people skills and customer service techniques. You should be familiar with policies for complaint handling and always strive to outdo our competition.

The venue manager is required to have a good understanding and knowledge of procedures pertaining to;

- Stock takes
- Wastage
- Cash & Petty Cash
- Debtors
- Financial Reporting
- Daily reports
- Venue Security

The venue manager is also responsible for the marketing and development of new concepts, nights and the business itself. Keeping up to date with the latest trends in conjunction with promoters is essential. You must have a thorough understanding of the clientele each night is aiming at, whilst constantly addressing their demands to keep each night fresh and exciting.

5.1 Responsible Serving of Alcohol register

The venue manager is responsible for the maintenance of the RSA training register. This register must be provided on demand to a member of the Police Force or a VCGLR Gambling & Liquor Inspector.

The register MUST contain, copies of all serving staff's RSA certificate and any refresher certificate, together with the names of all bar staff, the date they commenced serving alcohol at the venue, the date of their RSA certificate and any refresher certificate.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 13

5.2 Authorised Floor Plan

The venue manager is responsible for ensuring that the authorised floor plan is readily accessible for all staff and that it can be produced immediately to any member of the Police Force or a Gambling & Liquor Inspector. The Floor Plan is located together with these instructions.

5.3 CCTV systems

The Venue Manager shall ensure that *The Proposed Function Centre's* CCTV security systems have been installed by a reputable contractor and in consultation with the Victorian Police's Divisional Crime Prevention Officer, to ensure that appropriate security coverage of the venue is maintained.

It is further, the responsibility of the Venue Manager to ensure that *The Proposed Function Centre's* CCTV system is operational anytime a function is being undertaken. In situations where there is a technical outage or a failure in coverage is identified, the Venue Manager shall immediately arrange for the venue's contractor to rectify the issue.

Captured images shall be retained for 30 days in accordance with industry best practice.

In situations of reportable incidents, the Venue Manager shall ensure that images are retained into memory devices and retained in the venue's safe for 7 years. These images should also be backed-up into "cloud" based memory databases.

5.4 Security Lighting

The Venue Manager shall ensure that *The Proposed Function Centre's* external lighting is operational on each night of a function. This is to ensure patrons can safely navigate the external areas and car park and assists the CCTV system to have sufficient lighting to effectively capture images.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 14

6 Security Supervisor

Reports to: Venue Manager / Duty Manager

Responsibilities:

The predominate activity of the Security Supervisor is that of a Crowd Controller, responsible for monitoring patron behaviour.

Additionally, the Security Supervisor is to assist the Duty Manager to ensure that the premises operate in accordance with the premises' liquor licence and these Patron Management Plans.

The timely and accurate recording of information in the Crowd Control Register is the responsibility of the Security Supervisor. The Crowd Control Register is to be used as it is intended to record information relating to reportable incidents, and to indicate in a legal sense, who worked as a Crowd Controller at what time. It is not intended to be a time sheet for Crowd Controllers and should not be used as such.

The Security Supervisor shall ensure that all Crowd Controllers are fully briefed with instructions and that each Crowd Controller has an understanding of their specific roles, duties and responsibilities.

The Security Supervisor is to specifically ensure that promoters comply with the procedures contained within these instructions.

6.1 Crowd Control Ratios

The Security Supervisor in consultation with the Venue Manager will undertake a risk assessment of all functions to be conducted. This is to ensure that for each function, an appropriate security presence can be determined.

As part of that assessment, consideration must be made of :-

- The type of function
- The age of likely attendees
- The likely patron numbers
- The length of the function
- The time of night or day of the function
- If the function has previously been conducted, the behaviour of those attending

Those functions deemed to be "high risk" are to be conducted with Crowd Control at least at the following ratios.

- 2 Crowd Controllers for the first 100 patrons or part thereof
- 1 Crowd Controller for every 100 patrons thereafter

6.2 Defibrillator training

It is the responsibility of the Security Supervisor to ensure at any function conducted at *The Proposed Function Centre* is done so with at least one staff member trained in the use of Defibrillator equipment

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 15

7 Cloakroom

Report to: Duty Manager**Responsibilities:**

To make sure our patrons first point of entry is met with a pleasant greeting. Also, that all money handling and the looking after of all personal belongings in the cloakroom is conducted in a responsible manner.

Duties:

- Maintain a professional appearance and positive attitude at all times.
- Greet and farewell all customers.
- Opening the door for patrons where possible.
- Maintaining a clean desk i.e. Security & personal drinks.
- Organising paperwork at the beginning of your shift e.g. numbering cloakroom sheets.
- Checking in items in the correct manner.
- Taking and recording of door takings.
- Answering the telephone and using it in the correct manner including transferring & speed dial for emergency & taxis.
- Recording crowd numbers every hour.
- Having good communication skills with security and help control the traffic in the foyer.
- Not allowing glassware in the foyer.
- Perform any other duties as requested by management in relation to the operation of the venue.

7.1 Defibrillator Station

The Defibrillator is located within the Cloak room. It is the Cloak Room Attendant's responsibility to ensure that the Defibrillator is constantly connected to power to ensure it is always available and operational.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 16

General Instructions

8.1 Patron Mix

On nights where the venue is used as an "Open" business, and in order to ensure that the venue provides the best experience for its patrons, the mix of patrons (having regards to anti-discrimination legislation) shall be those that are going to enhance the reputation of the venue.

With that in mind, patrons must be dressed in accordance with the Dress Code, that operates on some nights.

Additionally, those patrons that are attending private functions, are to be permitted entry having regards to the Disability Discrimination Act relating to persons with a disability.

8.2 Alcohol and Drugs

The use of alcohol and illicit substances whilst on duty is strictly prohibited. No staff member is to present for work in a drug or alcohol affected manner. Staff who present in this manner or otherwise become alcohol or drug affected whilst on duty, will be immediately dismissed in accordance with the venue's conditions of employment.

Additionally, any member of staff found to be involved in the distribution of illicit drugs will be dismissed, in accordance with the venue's conditions of employment.

8.3 Cloak Facilities

The venue operates cloak facilities for the benefit of patrons. In order to maintain appropriate levels of security for cloaked items, only the Security Supervisor, Duty Manager and the cloakroom attendant are permitted in the cloakroom. Where other staff members request entry into the Cloak Room, they are to make that request to the Duty Manager or Security Supervisor who when satisfied that entry is appropriate, will accompany that staff member into the Cloak Room.

In order to enhance the venue's reputation as a safe venue, patrons are permitted to cloak items free of charge. Because the venue has formalised cloaking facilities, no other staff are permitted to take care of any items on behalf of patrons. Where patrons request that bar (or indeed other) staff members look after items, they MUST be referred to the Cloak Facilities for attention.

Under no circumstances are staff (other than cloak staff) permitted to accept responsibility for patrons' items.

8.4 Lost Property

From time to time, patrons may leave property items when they leave the venue. Any staff member who locates any items of clothing or property is to give those items immediately to the Duty Manager.

The Duty Manager will make arrangements for the property to be transferred to the Administration area where a support staff member shall record information about the items. Whether possible the owner of the property should be identified and contacted and requested that they collect the items or have the items mailed to the owner (at their personal expense)

The items are to be retained for a period of 14 days. At the expiration of that time, a support staff member shall transport the items to the local Police Station for attention by the Police, or as otherwise disposed of in accordance with the requests of the Police.

It is the instruction of the venue that items (other than clothing) if not returned to the owner by the Police is to be left with the Police for disposal in accordance with their internal procedures.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 17

8.5 People with Disabilities

People with Disabilities are welcome and every possible courtesy shall be extended to them as patrons. People with Disabilities are not to be discriminated against in any manner. Some disabilities present as showing similar characteristics to that of intoxication. Staff are to determine the patron's demeanour as either intoxication or a disability before taking ANY action.

8.6 Drink Spiking:

Drink spiking is the practice of adding alcohol or another substance to a drink without the knowledge of the person who will be consuming it. Drink spiking is not only illegal it is a serious crime, with severe penalties for persons convicted. Alcohol is still the most common drug used to spike drinks. However, other drugs such as Kentamine or GHB may be added to a patrons drink unknowingly.

Look out for:

- Persons putting any substances into another person's drink, or pouring two or more drinks into one glass.
- Persons requesting "triples"
- Patrons requesting alcohol to be placed into a drink
- Anyone appearing to be plying another person with excessive amounts of alcohol.
- Evidence of small plastic "bottle" or containers that could contain small amounts of liquids – that are disposed of on the venue's floor.
- Persons appearing to be excessively intoxicated despite not having consumed much or no alcohol at all.
- Verbal and physical cues from an apparently intoxicated person that they are not comfortable with the person/s escorting them from the premises. Ask them if they need assistance or a taxi. Ask the person escorting them for identification and record their details. This may prevent an incident occurring. Escort distressed patrons to the sick bay and advise the Duty Manager or Security Supervisor.

In order to protect patrons from allowing their drinks to be spiked, any drink found to be left unattended by any member of staff is to be removed from the public area and disposed of.

Where patrons object to this policy, the patrons are to be reminded of the potential for drink spiking and explained that the reason for the drink's disposal was to enhance the patron's safety.

In those situations where a patron continues to object to this practice, the staff member shall report the matter to the Duty Manager who, at their discretion, is permitted to replace the drink for the patron free of charge.

8.7 Illicit drugs

The venue has a Zero Tolerance philosophy relating to the trafficking of illicit drugs within the venue. If staff suspects that a patron or patrons are trafficking a drug of dependence they are to immediately notify the Security Supervisor and inform him of the observations. In situations where patrons are reasonably suspected of using or trafficking, they are to be removed from the premises, provided the removal of the patron does not place the patron in danger. No attempt is to be made to try and seize the drugs. In the case of suspected drug trafficking, the Police should be immediately notified by the Security Supervisor.

The incident is to be recorded in the Crowd Control register by the Security Supervisor together with all relevant information. This information should then be passed onto local Police. On their arrival, staff must follow the lawful directions of the Police including the provision of written statements.

The venue has a harm minimisation policy in place for the consumption (use) of illicit drugs. Where a patron comes to the attention of staff and they appear to be drug affected, the Security Supervisor is to be informed and arrangements made for the Security Supervisor to make a determination as to the

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 18

appropriate intervention: - This may include supervised time-out in a quiet part of the venue OR safely placed in the care of an adult friend or relative to ensure their safety OR in situations where the patron's welfare cannot be guaranteed, an ambulance should be called to attend to the patron.

Where staff locate drugs of dependence the items are to be forwarded to the Security Supervisor who will then make arrangements for the drugs to be forwarded to Police for disposal.

Staff that discover instruments of drug use, syringes etc, are to be immediately removed using appropriate safety equipment provided in the venue for that purpose and disposed of into properly maintained sharps containers.

Staff involved in handling a drug affected patron where blood, vomit, or other bodily fluids may be present should only do so once they have applied gloves, and any other Personal Protection Equipment (PPE) deemed necessary by the Duty Supervisor or a Crowd Controller who has first aid training.

Staff are to be mindful that they are not empowered by legislation to search patrons in any circumstances and Police are only so powered in certain circumstances. The venue staff members are not police and it is not their job to perform the task of the Police who are trained to deal in drug investigations.

The venue actively seeks to ensure that staff are not involved in the distribution of illicit drugs. In situations where staff members are suspected of being involved in the distribution of illicit drugs, management will provide information to the Police and assist with the view to having the staff member appropriately charged. Any staff member convicted of ANY drug offence will be dismissed.

The venue has free water available to patrons. Staff are to direct patrons to this free service where required. Additionally, Crowd Controllers who are trained in first aid are employed to deal with patrons who become drug affected or otherwise ill or injured.

A First Aid kit is located in both the Cloakroom and Security Office and should be accessed when necessary. Any staff member, who uses this kit, is to inform the Security Supervisor of the use of items from the kit to enable the kit to be replenished with fresh supplies. It is the responsibility of the Venue Manager to ensure that the First Aid Kit is maintained with sufficient stock on a regular basis.

In order to reduce the incidence of drug distribution within the venue, Crowd Controllers are to be mindful of patrons "coming & going" excessively. Drug traffickers generally will not carry a large quantity of drugs on their person and for this reason tend to come and go to access additional drugs. By reducing the extent of these "comings & goings", activities by drug traffickers will be reduced.

8.8 Incident Reports (IR's)

The incident report system is a standard method of centralising and collating information relating to any incidents that occur at the venue during any given time of the day or night.

Crowd Controllers may be involved in numerous incidents during their shift and should record details of any incident in their personal diaries. These diaries may be used for evidence purposes if required.

When completing an I.R. form, staff should ensure that the facts relating to the incident are recorded and in the order that they occurred. Information that is based upon *opinion or guesswork* should not be recorded. It is important that incidents are reported to understand how an unlawful act or breach in security has occurred; it may also help to prevent/solve security breaches in the future.

8.9 Complaints

From time to time, neighbours and other persons may complain about the manner in which the venue is operated. Whenever a person complains about any aspect of the operations of the venue, the

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 19

person receiving the initial complaint or comment is to immediately record the details of the person making the complaint.

Where-ever possible, if this person is present, they are to be introduced to the Duty Manager who will investigate the complaint. Where this is not possible, the person receiving the complaint is to document all relevant information such as:-

- The name & address of the person making the complaint
- The full circumstances of the complaint
- Whether there are any other person(s) involved
- What action the person requires

Regardless of who investigates, wherever a complaint about the operations of the venue has been received, the Duty Manager will ensure that the complaint is investigated fully. The primary purpose of the investigation is to ensure that the matter is resolved to the satisfaction of all involved. At the completion of the investigation, the complainant (where known) is to be notified of the investigation and the result.

Where the complainant is not satisfied with the outcome of the investigation, they are to be referred to the Venue Manager for follow up inquiries. In each case of a complaint being received, the Duty Manager receiving the complaint shall ensure that the Venue Manager is notified as soon as practicable having regard to the seriousness of the complaint, that any surveillance footage of the incident is "burnt" for retention, and that the incident is recorded in the log, kept for that purpose.

At the completion of the investigation, where necessary these instructions are to be updated to reflect new or better procedures so that similar matters are reduced in the future.

8.10 Crimes Committed Within the Premises

The Proposed Function Centre values its customers' safety. As part of that commitment it is imperative if a staff member identifies that a customer may become the victim of a crime, they are to take a pro-active approach to prevent the crime from occurring.

Staff should be aware of

- ◊ Unattended valuables
- ◊ Patrons who become distressed for unknown reasons
- ◊ Patrons who appear to be aggressive towards others

In some situations where crimes do occur, the victim should be asked if they wish to report the matter to the police. In any case a report of any crime within the premises should be immediately brought to the attention of the Duty Manager.

If a patron wishes to report the matter to the Police, the Duty Manager should assist the patron to satisfy the reporting of the matter.

In situations where the patron cannot make a decision (due to injury or otherwise) to report a crime to the Police, the Duty Manager MUST immediately report the matter to the Police. In any case, where a patron is injured as a result of a criminal act and the extent of the injury requires that the patron be transported from the venue by an ambulance or otherwise to a hospital (unless the patron themselves insists that the matter not be reported to the Police) the Duty Manager MUST report the matter to the Police for their investigation.

In these circumstances the Venue Manager should be notified as soon as possible so that a copy of any video surveillance of the incident can be "burnt" and retained.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 20

In situations where the offender of a serious crime has been identified, and Police are to be called, the offender should be prevented from leaving the premises by Crowd Controllers until Police arrive, having regard to powers of arrest contained within Section 458 of the Crimes Act.

Where no such arrest power exists or the offender cannot be prevented from leaving the venue, all reasonable attempts should be made to identify the offender.

Matters that would assist the Police would include (but are not limited to)

- ◊ A physical description of the person
- ◊ Details of any known associates
- ◊ Details of any vehicles used by the offender to decamp
- ◊ Video surveillance footage of the offender/incident
- ◊ Details of any witnesses to the incident
- ◊ A photograph obtained

A report of any crime MUST be recorded in the Crowd Control register by the Security Supervisor.

8.11 Identifying Risks

During the course of their duties, staff will from time to time identify potential risks within the venue. Those risks may be to other staff or as equally as importantly, patrons. Examples of potential risks, are broken glass, damaged or faulty fixtures, inoperative lighting, and any array of other items.

Where those risks are identified, the situation cannot be resolved by the staff themselves, it is to be brought to the attention of the Duty Manager for their investigation and attention as necessary.

8.12 Venue Maintenance

The Venue Manager is responsible for ensuring that the venue is in a safe condition, suitable for the presence of patrons. With that in mind, the Venue Manager shall ensure that the venue is inspected (and where necessary – equipment tested) on a daily basis.

This inspection should include (but is not limited to) inspection of floor services, lighting, emergency exits and lighting, electrical leads and connections, furniture, pest control, doors, and air conditioning.

8.13 Harassment (Sexual or Otherwise)

The venue management does not condone, and will not tolerate any form of discrimination and has a firm commitment to Equal Opportunity principles. This policy has been formulated so that: -

- All employees can be reassured that venue management is concerned with their welfare.
- All employees are aware of the meaning of discrimination.
- Any injured parties are informed on remedial action they may take.
- All employees are informed of their responsibilities to prevent discrimination.
- The legal consequences of allowing discrimination to occur, and continue, are clearly spelt out.

8.14 Selling or Supplying Liquor to Minors (Under 18s)

All staff members have a responsibility to ensure that no under aged individual is consuming alcohol, except where they are partaking of a meal and in the company of a parent or guardian. Once the meal has been completed so is the minor's right to consume alcohol.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 21

8.15 Minors on the premises

The venue does not have a specific authority to allow minors on the licensed premises. All staff are to make themselves conversant with the venue's liquor licence and to understand when minors can be on the premises. This means that they are either there for a meal, or if they are in the company of a Spouse, Parent, Guardian, or other responsible adult.

8.16 Patrons Foreseeing Incidents

In some situations, patrons may approach staff members requesting "protection" or forewarning other incidents. Public Liability case studies have found that in those situations, the licensee faces blame for any subsequent injury or loss. On that basis, staff need to understand that the venue cannot "guarantee" those patrons their safety.

In those situations, where those patrons have foreseen injury, the person who allegedly has been identified as a potential person likely to assault, become violent or otherwise quarrelsome is to be ejected from the premises. This instruction is to be followed explicitly and is not open to review by any staff member.

In situations where the alleged "suspect" cannot be identified or located, the person who made the allegation is to be politely requested to leave. The venue must protect its patrons and itself wherever possible from Public Liability Claims and if a potential "victim" to an assault can be protected by either the removal of the "suspect" or by the "victim" leaving the premises, then that action must be taken.

Any staff that are forewarned of a potential "incident" must bring that information to the Duty Manager or Security Supervisor for attention in accordance with these instructions.

8.17 Public Liability Incident Reports

Licensed premises are more regularly being sued, in some cases many years after an event. For this reason, it is imperative that details of all incidents involving patrons suffering ANY type of injury be accurately and timely recorded. This should include the names and addresses of ALL witnesses.

The Duty Manager is responsible for the compilation of a Public Liability Incident Report. The report is to be forwarded to the Venue Manager within 24 hours of an event, together with any recommendation to avoid recurrence of an incident.

In situations where a person has been forcibly ejected, a patron injured or other significant incident occurs, the Duty Manager shall inform the Licensee of the incident at the first available opportunity, having regard to the seriousness of the incident. Such report should include whether the incident was captured on the venue's Security System.

The Licensee will then ensure that an appropriate staff member will "burn" a copy of the recorded images and that those images are kept for a minimum 7 years.

8.18 Drunk and Disorderly Individuals

The Licensee must ensure that patrons who become or are drunk, are not permitted to remain on the premises, having regard also to their welfare.

Staff have a responsibility to ask any person to leave licensed premises when they are *drunk, violent or quarrelsome*. Any individual who is drunk, violent or quarrelsome after they have refused a request to leave must be ejected from the premises. The ejection is to be undertaken using the techniques contained in these procedures and with a minimum of force. No ejection is to occur without the knowledge of the Duty Manager or Security Supervisor who, where possible, will supervise the removal of the patron.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 22

8.19 Seizure of 'Evidence of Age'

A document (except a driver's licence) may be seized unless the person reasonably believes that:

- The person producing the document is the person on the document.
- The document contains false or misleading information about the age or name of the person.
- The document has been forged or fraudulently altered.

If a document is seized it must be given to the police. The Security Supervisor is responsible for forwarding seized documents to the Police on a regular basis.

8.20 Amenity

As part of the venue's Liquor Licence, we are required to ensure that the amenity of the vicinity is not disturbed by the operations of the venue. Amenity is briefly described (but not limited to) noise, rubbish, nuisance, vandalism, parking etc.

Staff particularly those with the responsibility of monitoring the front of the venue, are to ensure that patrons and those attempting entry into the venue, do not detract from the amenity of the vicinity of the venue.

As part of this instruction, staff allocated by the Duty manager are to ensure that rubbish is removed and that those queuing to gain entry into the premises, and indeed those leaving the venue do so in a quiet manner.

Additionally, staff tasked to monitor the front of the venue are to ensure that patrons do not interfere with vehicles parked near the venue, or other business or residential premises.

Where a staff member witnesses a person causing damage to other premises or vehicles, the person should be held and the Police called for them to investigate the damage caused. Crowd Controllers in these circumstances are to ensure that an appropriate entry is subsequently made in the venue's Crowd Control Register.

Where a staff member does not witness the damage, details of the incident should be recorded in order for the Police to be assisted in their investigation of the damage.

8.21 Internal Observations – Key Positions

Historically, most assaults at licensed premises occur at or near the front entrance, at or near bars, or on or near the dance floor(s)

These procedures have deliberately not identified specific roles for specific areas within the venue.

The Security Supervisor will appoint Crowd Control Staff to make observations within the vicinity of various bars and areas having regard to the function type & size, patron mix, patron numbers, patron behaviour, the number / location of operational bars, and other considerations, throughout the venue, however all areas within the premises where patrons gather are to have a Crowd Control presence.

Crowd Controllers allocated to these observational areas are to ensure that their positioning is appropriate having regard to the most efficient coverage within the venue.

Where possible, an elevated position will ensure that observations of the premises will be more efficient and provide patrons a visible security presence.

In some situations, an incident may require that Crowd Controllers leave their observation areas. In situations where these are key positions, the Duty Manager or Security Supervisor should allocate either another Crowd Controller or a bussy to undertake observations at those core key positions.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 23

This may also include having bussys undertake observations at the front entrance where they are to ensure that patrons do not leave the premises with alcohol.

8.22 Female Toilets

Where there is a female Crowd Controller on-duty, unless circumstances require additional observations, a patrol of the female toilets is to be undertaken (on average) at least 3 – 4 times per hour during the operations of the venue. Crowd Controllers are to ensure that glass, bottles, or other refuse is removed from the toilet areas. In situations where additional supplies are required for the toilets, the Crowd Controller is to ensure that those supplies are replenished.

Spills or other hazards are to be immediately reported to the Security Supervisor for attention by a Bussy. In appropriate circumstances, a "Caution" sign is to be placed so as to warn patrons of any potential dangers or in urgent cases by closing that particular part of the venue, or by having a Crowd Controller positioned to avoid injury until such time as a sign can be positioned and/or the spill cleaned.

In situations where there is no female Crowd Controller present, this task is to be undertaken by another female staff member. It is the responsibility of the Duty Manager to appoint another staff member to specifically cover this task.

Staff who make observations within the Female Toilets are to ensure that no more than one person at a time is permitted into a cubicle. Patrons who refuse this reasonable request of staff are to be asked to leave. This instruction is designed to minimise the possibility of drug trafficking or consumption and to prevent assaults from occurring from an area, which (owing to privacy) cannot be effectively monitored.

Additionally, it is imperative that Crowd Controllers ensure that no male (other than staff members) enter the female toilets, either of their own design or as a result of being enticed into the toilets.

8.23 Male Toilets

The male toilets are to be physically patrolled by a Crowd Controller (on average) at least 3 – 4 times per hour during the operations of the venue. Crowd Controllers are to ensure that glass, bottles, or other refuse is removed from the toilet areas during those inspections.

Additionally, patrons are to be discouraged from "loitering" in and around the toilet areas.

Spills or other hazards are to be immediately reported to the Security Supervisor for attention by a Bussy. In appropriate circumstances, a "Caution" sign is to be placed so as to warn patrons of any potential dangers or in urgent cases by closing that particular part of the venue, or by having a Crowd Controller positioned to avoid injury until such time as a sign can be positioned and/or the spill cleaned.

Staff who make observations within the Male Toilets are to ensure that no more than one person at a time is permitted into a cubicle. Patrons who refuse this reasonable request of staff are to be asked to leave. This instruction is designed to minimise the possibility of drug trafficking or consumption and to prevent assaults from occurring from an area, which (owing to privacy) cannot be effectively monitored.

Additionally, it is imperative that Crowd Controllers ensure that no female enters the male toilets, either of their own design or as a result of being enticed into the toilets.

8.24 Rear Emergency Exit

The Crowd Controller who is appointed responsibility to monitor the rear area is to ensure that the rear emergency exit is not opened by patrons to allow entry to others.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 24

Additionally, this Crowd Controller is to ensure that the rear emergency exit is not blocked or locked to prevent immediate egress from the venue in the case of an emergency.

8.25 External Observations

Crowd Controllers positioned at the front entrance to the premises are to ensure that the amenity of the area is not disturbed. Patrons that loiter around external streets, or elsewhere within the vicinity of the venue are to be closely observed.

Wherever possible patrons should be discouraged from loitering in the vicinity and requested to move on.

Those staff that locate rubbish in the vicinity of the venue is to ensure that is cleaned, where possible by a bussy or if unavailable, the Crowd Controller themselves, regardless of the origin of the rubbish.

In some cases this rubbish removal may necessitate the "wash away" of fluids, which will be undertaken by Bussys.

8.26 Ejection of Patrons

Any individual who is identified as being involved in drug use, violence, drunkenness or other anti-social behaviour must be ejected from the premises. The ejection is to be undertaken using a minimum of force. In most situations this can be achieved with appropriate communication skills.

Ejections should be undertaken with speed, and with a superiority of numbers, having regard to the safety of staff and the person being ejected. Crowd Controllers should not get into a verbal argument about whether a patron should or should not be ejected. Crowd Controllers should undertake an investigation as to why an ejection is or is not warranted and make a decision. They should not delay making a decision as this indecisiveness may cause further arguments.

No ejection is to occur without the knowledge of the Security Supervisor, who, where possible, will supervise the removal of the patron. Wherever possible, the identity of the person being ejected should be obtained.

Patrons who are involved in disputes with other patrons are to be removed from the premises using opposing exits or by delaying the ejection of one of the parties. This is to reduce the likelihood of patrons continuing their disagreements once ejected. Crowd controllers positioned near entrances/exits should monitor the on-going behaviour of ejected patrons to reduce the likelihood of patrons becoming anti-social in the vicinity of the premises and thereby affecting the amenity of the neighbourhood. In situations where a dispute becomes likely to continue, the Security Supervisor should request the attendance of the Police to ensure that further assaults do not occur.

Wherever possible, patrons who are to be ejected should be removed from the premises with the least interference to other patrons. In some situations this may necessitate their removal from an entrance other than the front main entrance.

Patrons who have been ejected from the premises for drunkenness or drug use, are to be ejected having regard to their on-going welfare. In situations where patrons are not able to be cared for by a sober, responsible adult, the patron should be afforded the opportunity to be driven home by taxi or other appropriate means. Under no circumstances is a drug affected or drunken patron to be left to their own devices, unless the patron them self insists.

Under no circumstances are patrons to be removed via or to areas that are not protected by the premises' electronic security systems. Crowd Controllers who are not able to justify why this instruction is not undertaken will face discipline action

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 25

In situations where patrons are to be restrained, either for their own welfare or where the restraint is necessary to hold a patron for Police (pending their arrival), then the patron is to be restrained having regard to preventing restraint asphyxia.

In situations where a patron is restrained, the Security Supervisor MUST supervise the patron whilst being restrained.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 26

9.1 Car Park Management

This Car Park Management Plan is designed to assist all staff in completing their job more efficiently, offering patrons a unique and safe experience, to ensure as far as practicable that nearby residential neighbours are not disturbed, and to minimise any risk of assault or injury to patrons and others.

It is specifically designed to prevent

- Yelling and screaming in the car park
- Car noise
- Loutish behaviour
- Vandalism
- Litter
- Trespass onto private properties

Our community and residential neighbours are important to *The Proposed Function Centre*. The level of comments or complaints from our neighbours is often a barometer of how well we do our job as operators of licensed premises in a commercial environment.

This car park management Plan should be used in conjunction with regular and thorough briefing from Managers to ensure that all staff fully understand the duties and the obligations that *The Proposed Function Centre* as a licensee is responsible for.

The success of this plan will be measured by the number of nearby residents that lodge complaints, or the number of breaches of laws identified by the Police or Compliance Inspectors from the Victorian Commission for Gambling & Liquor Regulation (VCGLR).

In situations where there is conflict between *The Proposed Function Centre's* Planning Permit and the Liquor Licence, this plan will default to the most onerous document.

9.2 Staffing of the car park

It is a requirement of *The Proposed Function Centre's* Planning Permit & associated liquor licence that at times when there is a function being conducted, there is constant supervision of the car park.

The Duty Manager shall roster two staff to patrol the entire car park. The rostering of the car park shall be as such:-

- On any night of a function, – between 30 minutes prior to the scheduled commencement time until 15 minutes after the commencement time & from the scheduled conclusion time for 30 minutes after the premises have ceased operations.

This is to ensure the safe arrival and departure of guests and to ensure that the parking of patrons' vehicles and their subsequent egress, is conducted in an orderly manner.

9.3 Communications between car park staff

The Duty Manager shall ensure that communication between themselves and the car park staff is maintained by way of radio communication. Notwithstanding those staff may need to contact the Duty Manager to report matters of interest from the venue's car park, the Duty Manager MUST initiate welfare checks with the car park security staff every 30 minutes. This can be done directly or through a security supervisor.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 27

9.4 Patrons misbehaving in the venue's car park

Where car park staff identifies patrons (or potential) patrons that have

- yelled or screamed in the car park;
- driven in a manner that creates excessive and unnecessary car noise;
- behaved in a loutish manner;
- consumed alcohol in the car park;
- remained in the car park playing music;
- or otherwise behaved in a manner that is likely to potentially disturb the venue's residential neighbours;

then the Duty Manager MUST cause the refusal those people entry into the venue. Those patrons are unlikely to enhance the venue's experience to other patrons and have the potential to disturb others.

9.5 Car park management

The Duty manager shall ensure that an appropriate cleaner is tasked to clean the venue's car park at least once each shift. In situations where car park security staff requests that additional cleaning is required, then the Duty Manager must task additional cleaning to be undertaken in the car park.

9.6 Entry into the car park

When patrons arrive at the car park, Car Park Staff must make observations of the vehicle to ensure that once the car is parked that those arriving immediately leave the car.

Where Car Park Staff observes people remaining in cars they are to approach the car to identify the occupants' behaviour. Staff are not to assume that those who initially remain in a car are behaving or intending to behave inappropriately.

Some approaches to consider include:

- Use tact. Be polite when talking to the patron.
- Ask them to ensure that they lock their vehicles when they leave it.
- Inform them politely that it is management policy not to allow patrons to drink in the car park.
- Inform them politely that it is management policy not to allow patrons to remain in the car park.
- Inform them politely that these policies are intended to reduce the disturbance or potential disturbance to the venue's residential neighbours.
- Inform those patrons who refuse to comply that refusal will result in a refusal to allow the person entry into the premises.
- Inform them that a refusal to leave will result in a call to the Police to have them be compelled to leave the car park as their "licence" to remain in the car park is rescinded.

9.7 Signs of Intoxication

Where a person in the car park has been identified as being intoxicated, Car Park staff MUST inform the Duty Manager who shall arrange for the patron to be refused entry into the premises. In these situations, the Car Park staff MUST inform the person that they will not be permitted entry into the premises and request that they leave the car park – having of course consideration of drink driving legislation. No person who has driven to the premises who appears to be alcohol affected should be in anyway encouraged to drive away from the venue.

In these circumstances, car park staff should consider the following

- Is there another person present who is not affected by alcohol who could drive

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 28

- Is there someone who could be contacted to collect the alcohol affected person from the car park
- Consider contacting the Duty Manager to arrange for a taxi to collect the patron.

9.8 Management by Walk-about

Car Park Staff have a responsibility to ensure that these instructions and the reason for their existence are fully understood. This means that a physical presence is maintained and all areas of the car park patrolled.

9.9 Recording of Reportable Incidents

The timely and accurate recording of information in the Crowd Control Register is the responsibility of the Crowd Controller directly involved in any reportable incident. The Duty Manager is to ensure that Car Park Staff involved in a reportable incident record the incident in the Crowd Control Register as soon as possible after an incident.

9.10 Disabled Patrons

Patrons with disabilities are welcome and every possible courtesy shall be extended to them. Patrons with disabilities are not to be discriminated against in any manner. Some disabilities present as showing similar characteristics to that of intoxication. Staff are to determine the patron's demeanour as either intoxication or a disability BEFORE taking any action.

Additionally, Car Park Staff are to highlight to people with a disability, those car parking spaces that are set aside for their exclusive use, and to prevent able bodied patrons from parking in those designated disabled parking spaces.

9.11 Crimes Committed Within the Car Park

The Proposed Function Centre values its customers' safety. As part of that commitment, it is imperative, that if a car park staff member identifies that a customer may become the victim of a crime, the staff member is to take a pro-active approach to prevent the crime from occurring.

Staff should be aware of:

- ◊ Unattended valuables
- ◊ Unlocked vehicles
- ◊ Patrons in the car park who become distressed for unknown reasons
- ◊ Numbers of people loitering around the car park for no apparent reason

In some situations where crimes do occur, the victim should be asked if they wish to report the matter to the Police. In any case a report of any crime within the car park should be immediately brought to the attention of the Duty Manager.

9.12 Signs

The Duty Manager shall ensure the placement and on-going inspection of signs to ensure that they are displayed in areas of the car park that greet patrons as they enter and depart the car park. They shall read: "*Patrons are requested to use this car park quietly. We ask that you respect our nearby neighbours*".

9.13 Communications

All Car Park Staff will be issued with communication devices. Any staff member who becomes aware that there has been a deficiency identified in the venue's communication system is to bring that to the attention of the Duty Manager.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 29

9.14 Amenity

As part of the venue's Liquor Licence, *The Proposed Function Centre* is required to ensure that the amenity of the vicinity is not unreasonably disturbed by the operations of the venue.

Car Park Staff are to take all reasonable measures to ensure that patrons and those attempting entry into the venue through the car park, do not detract from the amenity of the vicinity of the venue, having regards to other residential premises within the area.

Where a Car Park Staff member witnesses a person causing damage to property, the person is to be held (having regards to the Powers of Arrest contained within the Crimes Act) and the Police called for them to investigate the damage caused. The Duty Manager in these circumstances is to ensure that an appropriate entry is subsequently made in the venue's Crowd Control Register.

Where the damage is not witnessed by a staff member, details of the incident should be recorded in order for the Police to be assisted in their investigation of the damage.

9.15 Ejection of Patrons

Any individual ejected from the venue and who is therefore subsequently returning to the car park, or otherwise loiters in or around the car park is to be closely monitored and encouraged to leave quickly and quietly.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 30

Emergency Management Plan

10.1 Appointment of Responsibilities

The Duty Manager is assigned responsibility as Warden.

The Security Supervisor is designated Assistant Warden.

Other staff who become aware of an emergency situation, or indeed a suspected situation, should IMMEDIATELY notify the Warden or Assistant Warden

10.2 Definition of an Emergency

Notwithstanding that other incidents could constitute an emergency; they can generally be classed as:

- Fire
- Gas Leak
- Hazardous Materials
- Natural event (such as earthquake, flood, extreme storm)
- Terrorist attack, or serious criminal activity involving significant violence, or threat of violence
- Overdose or other Medical emergency
- Bomb or other threat against the venue

10.3 Venue Knowledge

10.3a Location of Fire Fighting Equipment

THE PROPOSED FUNCTION CENTRE is equipped with firefighting apparatus. Fire Extinguishers are located throughout the venue.

Extinguisher Type	Size	Suitability	Location
Dry Chemical	2.5 kg's	ABE	Storeroom

Different fire extinguishers are designed for various types of fires. Staff MUST make themselves aware of the types of fire extinguishers that are located around the venue and understand their use.

- A = Wood, paper, cardboard etc
 B = Liquid fires (petrol oil etc)
 E = Electrical

10.3b Location of Fire Escape

Licensed premises worldwide where patrons need to evacuate traditionally require the efficient use of emergency exits to ensure patrons are evacuated expediently

The Proposed Function Centre is no different. There are exits located within the venue, and patrons should be directed to THEIR nearest exit in the case of emergency. In some cases, that exit will not immediately be known to patrons and for this reason ALL staff must know the location of the

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 31

emergency exits and which patrons should be directed to which exits in the case of an emergency involving evacuation.

10.4 The Proposed Function Centre Emergency Exit Locations

The Emergency Exit at the rear of the premises is located on the ground floor. This exit opens directly into the carpark at the rear of the venue.

At the front of the premises on the ground floor, use the main front entrance.

A copy of the floor plan is attached to the rear of this plan. Staff should make themselves familiar with the exits, their locations, and how to open them in an emergency.

Under NO circumstances are any Exits to be blocked, locked, or otherwise obstructed. The responsibility to ensure that all Emergency Exits are not blocked locked or otherwise obstructed rests with the Warden.

The Warden is to physically examine the Emergency Exits prior to commencement of any operational function where patrons enter the premises, to ensure that it is not locked and is able to be opened as designed in the case of an emergency (Push Bar, door straight open). During this inspection, the Warden is to ensure that the door alarm for each of the Emergency Exits are also correctly functioning.

Any staff member who identifies that the Emergency Exit not capable of being immediately opened in the event of an emergency is to IMMEDIATELY bring this information directly to the attention of the Warden or Deputy Warden. Under no circumstances is that notification to be delegated to another staff member. If this requires the closure of an area, or bar in order to undertake that notification, then that action MUST be undertaken. The staff member who identifies a non-complying Emergency Exit is responsible for notifying the Warden or Deputy Warden.

10.5 Fire Prevention

All staff members are to make themselves aware of the potential causes of fire, such as rubbish, ashtrays, paper and other flammable materials.

As a matter of instruction - ALL staff are specifically prohibited from utilising pyrotechnics or other naked flame device as part of a display, event, or other reason, inside the venue. Pyrotechnics by their nature are dangerous and nearly always emit large quantities of smoke, which may cause panic.

Additionally, the Duty Manager shall ensure that ALL exit signs are in place and operational in accordance with legal requirements – battery back-up etc.

10.6 All Staff

Staff are to ensure that during their duties they remove potential fire hazards from the venue. Specific attention is to be given to dark areas, toilets and those areas around seating areas.

10.7 Wardens

In the event of an Emergency, Wardens are to be identified in an emergency by wearing a white Safety Helmet, located in the Manager's office.

10.7a Warden's Responsibilities

In the event of an Emergency, it is the responsibility of the Warden to: -

- Determine the extent of the Emergency and to ascertain an appropriate response
- Notify appropriate Emergency Services where required.
- If necessary, commence evacuation of patrons by instructing Area Wardens to man their exits to ensure a safe and speedy evacuation.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 32

- Brief Emergency Services on their arrival
- Follow COMPLETELY the instructions of Emergency Services personnel.

At the commencement of each opening of the venue, the Warden is to personally examine each emergency exit to ensure access as previously indicated.

Wardens are to appoint Area Wardens to those parts of the venue that are to be operational. For example, the most senior bar staff member/supervisor for each bar is to be appointed an Area Warden for that particular area.

In the event of an Emergency, the Warden is to remain in the venue, co-coordinating Area Wardens and other roles.

10.7b Deputy Warden

The role of Deputy Warden is to give support as required to the Warden, or in their absence or incapacity to undertake those roles undertaken by the Warden.

10.7c Area Wardens

The role of Area Wardens is to control specific areas within the Venue. Area Wardens will be responsible for the evacuation of patrons when instructed to do so by the Warden or Deputy Warden.

Those staff that have been designated by the Warden as an Area Warden, are to ensure that they are conversant with the fire equipment and the location of the nearest Exits (emergency or otherwise) in their area of control.

Yellow Safety Hats for Area Wardens are to be strategically placed so that each Area Warden has IMMEDIATE access to it in the event of an Emergency. Wardens are responsible for ensuring that these safety hats are in position at the commencement of each operational shift.

10.8 Evacuation

History has shown in licensed premises world-wide that in situations where evacuation has occurred, patrons will usually try to escape the premises via the front door. For this reason, the front entrance can easily become blocked.

The use of the specific emergency exit is to be encouraged by ALL staff. The emergency exit by its design allow for immediate and unrestrained egress from the premises.

All staff MUST be aware of The Proposed Function Centre's emergency exits and which exits are a quick and appropriate way from the premises by patrons.

When instructed to do so by Warden, or Deputy Warden, provided it is safe to do so, ALL staff shall, without question, assist in the safe and timely evacuation of the premises, via the most appropriate exit. Of course, nothing in these instructions is intended to limit staff from acting on their own initiative in the case of an emergency, where the safety of patrons and staff are at risk.

10.9 Fire

In the event of a fire, if staff considers that they can fight the fire, given the extent of the fire, the proximity of firefighting equipment or other factors, staff may attempt to extinguish the fire, provided it is safe to do so. HOWEVER staff MUST evacuate patrons from that area of the venue to ensure that no patron is placed in any danger whatsoever.

In situations where the fire is not IMMEDIATELY contained, the venue MUST be evacuated. In those circumstances an alarm of fire MUST be made. This responsibility rests with the Warden or Deputy Warden, however any staff member who identifies a fire, can notify the Fire Brigade and report the fire.

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 33

Circumstances will dictate how this notification should occur, however in the first instance the specific fire alarm button should be activated as this will activate air conditioning situations that will assist in prevention of the spread of fire.

10.10 Bomb Threat

Where staff receive a bomb threat, if the threat is made via telephone, attempt to ask these questions, and record answers:-

- What is the location of the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- When was the bomb placed?
- When is the bomb going to explode?
- What will detonate the bomb?
- Who placed the bomb?
- Why has the bomb been placed?
- What is your name and address?

When the staff member who receives the call has finished with the call, immediately contact the Warden or Assistant Warden and inform them of the threat.

The Warden or Assistant Warden is to then immediately turn off all transmitting devices.

The Assistant Warden is then to arrange a search of the entire premises utilising his staff, ensuring that ALL areas both accessible to the patrons and other internal areas are thoroughly searched. Staff are looking for any abnormal items. Consideration should also be given to searching external areas near exits or other alcoves.

If a suspicious item is located do not touch the device. Move people away from the device, and evacuate the immediate area. The Warden is to then immediately notify the Police. On their arrival seek their advice as to whether further evacuation of the venue is warranted. Follow any other instruction given by the Police.

If a device is not located, the Warden must notify the Police and make entry into the Crowd Controllers Register.

10.11 Injury

The Proposed Function Centre provides Crowd Controllers who are trained in First Aid. It is the role of Crowd Controllers to assess patrons who present as ill or injured.

In situations where patrons are injured internally in *The Proposed Function Centre* or an incidence of a drug overdose is identified, the patron must be assessed by a Crowd Controller to determine the extent of the illness/injury. Where patrons are able, they are to be asked whether they require the attendance of an ambulance.

In situations where patrons cannot make that self-assessment, then an ambulance is to be called to ensure the patron's safety and well-being.

In any case, once the patron has been treated, the Crowd Controller is to record the details of the patron, the type of illness/injury, the circumstances of the injury, whether there were any witnesses, what action was taken, or other comments, in the Crowd Controller's Register.

July 2017

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 34

Public Liability claims, by their very nature are a slow process and the details that were recorded may well be called upon a number of years later. For this reason, the Assistant Warden MUST ensure that the details are timely and accurately recorded. It is imperative to remember that these records may contain sensitive information and for this reason, the records MUST be secured by the venue Manager. The release of information MUST only be provided with the expressed permission of the patron it refers to.

10.12 Gas Leak

Natural and Liquid Petroleum Gas are "heavy" gases that will usually gather at floor level. For this reason, gas is likely to explode if a source of ignition comes into contact with it.

Where staff have identified a gas leak, the venue is to be immediately evacuated. Once evacuation has commenced, the fire brigade is to be immediately notified to attend.

If the source of the gas leak can be identified, once the venue is evacuated, provided it is safe to do so, either remove the source of the gas or prevent or reduce the extent of the leak.

10.13 Hazardous Materials

Incidents overseas where Capsicum Spray was used, caused panic amongst patrons. For this reason, staff are to ensure that patrons do not have access or use of pepper type sprays. The nature of those sprays in confined areas, may cause panic to patrons.

In situations where other materials are identified as causing hazards, staff are to ensure that patrons are moved from the area. The extent of that movement must be based on the extent of the material and the effect it has on patrons and staff. In some instances, the extent will warrant the evacuation of the entire venue.

Some other hazardous materials may also cause injury to patrons or cause breathing difficulties. In those situations, patrons are to be evacuated from the venue. In some situations, the source of injury or nausea may not immediately be known. Staff must assume in those situations that a hazardous material may be present and evacuate the venue on that premise.

10.14 Natural Event

In situations where a natural event occurs, the Warden must determine whether the event places patrons in danger. In situations where there is an extreme storm, provided the storm is not penetrating the venue, it is unlikely that the venue would need to be evacuated.

Where floodwaters are potentially likely to penetrate the venue, then it must be evacuated. The venue uses extensive electricity and the presence of water into the premises, will increase the likelihood of electrocution. For this reason, the venue must be evacuated.

If there is an earthquake, the extent of the earthquake will determine the action to be taken. Whether by earthquake or otherwise, if there is ANY suggestion that the building's structural integrity is in doubt, the venue must be evacuated.

10.15 Terrorist Attack or Serious Activity

In situations where the venue is attacked by a criminal act, patrons may need to be evacuated by an exit other than the front entrance.

The definition of terrorist attack or serious activity could be (but not limited to)

- Drive by shooting
- Shooting at premises or person
- Stabbing of a patron or staff member

July 2017

2.3.3 Town Planning Application - No. 39 Princes Highway, Dandenong South (Planning Application No. PLN17/0039.01) (Cont.)

The Proposed Function Centre

Patron Management Plan 35

- Petrol or other type of bomb (other than a threat)
- Serious assault requiring hospitalisation
- Vehicle driven into building

In situations where these incidents arise, The Duty Manager MUST immediately notify the Police, and where serious injury has occurred an ambulance also. In those situations where the attack has caused a gas leak or fire, the Fire Brigade must be notified.

The Police on their arrival will immediately take charge of the situation and ALL staff are instructed to follow their lawful instructions without question. In some situations, this may include the evacuation of part or the entire venue. In some situations, the Police may wish to do this to secure the area as a crime scene, preserving evidence.

Where potential evidentiary items are located, provided it is safe to do so, staff are to ensure that the items are left in place and not interfered with by patrons or other staff members. Under no circumstances are the items to be removed without the expressed permission of the police.

10.16 Emergency Management Training

The Warden and Assistant Wardens are to be trained in "Warden Training"

Each other staff member is to be trained in "Extinguisher & Hose Reel Training". This training should be undertaken within 3 months from the commencement of employment.

10.17 Emergency Management Conclusion

This plan is not designed to cover every scenario. Staff are expected to use common sense when determining a course of action. Staff can significantly contribute to the safety of patrons provided they are trained in the use of fire equipment and have a good knowledge of the layout of the venue and its exits. Remember the quickest way out of the venue, may not be through the front main entrance.

In the case of fire, staff are only expected to attempt to combat any fire PROVIDED ONLY IF IT IS SAFE TO DO SO.

Additionally, where situations arise where exits are blocked or equipment is not working correctly, those short-comings should immediately be brought to the attention of either the Warden or Assistant Wardens.

Discretion is something that staff must not use in relation to this emergency management plan. Follow it or do more than the plan suggests, but never anything less.

July 2017

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138)

File Id:	129690
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Submitted Plans Location of Objectors Clause 22.09 Assessment Clause 52.06 Assessment Clause 55 Assessment

Application Summary

Applicant:	Planning & Design Pty Ltd
Proposal:	Development of the land for four (4) double storey dwellings (one single storey dwelling to the rear of three double storey dwellings)
Zone:	General Residential Zone 1
Overlay:	No overlays affect this site
Ward:	Springvale North

The application proposes four (4) dwellings comprised of one (1) single storey dwelling to the rear of three (3) double storey dwellings.

A permit is required pursuant to Clause 32.08-6 of the Greater Dandenong Planning Scheme to construct two or more dwellings on a lot.

This application has been brought to a Council meeting as it has received two (2) objections.

Objectors Summary

The application was advertised to the surrounding area through the erection of a notice on-site and the mailing of notices to adjoining and surrounding owners and occupiers. Two (2) objections were received to the application. Issues raised generally relate to matters of traffic, including:

- Traffic congestion;
- On-street parking;
- Loss of privacy and overlooking; and
- Built form.

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Assessment Summary**

The site is located within an established residential area and is well suited for medium density housing given its zoning for incremental change. The proposal seeks to provide a medium housing density development which is generally consistent with the emerging pattern of development and the surrounding neighbourhood character. It is noted that the development complies with most of the design principles as has been demonstrated in the attachments outlined in this report.

The development is generally compliant with Clause 55, responding to site context and site circumstances, while respecting the existing and preferred neighbourhood character envisaged by Clause 22.09.

Recommendation Summary

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

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Subject Site and Surrounds****Subject Site**

The subject site is formerly identified as Lot 118 on Plan of Subdivision 019005, and is more commonly known as 44 Whitworth Avenue, Springvale.

- The subject site is located on the south side of Whitworth Avenue;
- The site has a frontage of 15.24 metres and has a maximum depth of 51.18 metres;
- The site is regular in shape;
- The land is generally flat;
- There are no easements shown for Lot 118 on the plan of subdivision;
- A single storey weatherboard dwelling, detached garage to the rear and associated outbuildings exist on the land; and
- The site is currently accessed via a crossover located on the north-western corner from the site, providing access from Whitworth Avenue.

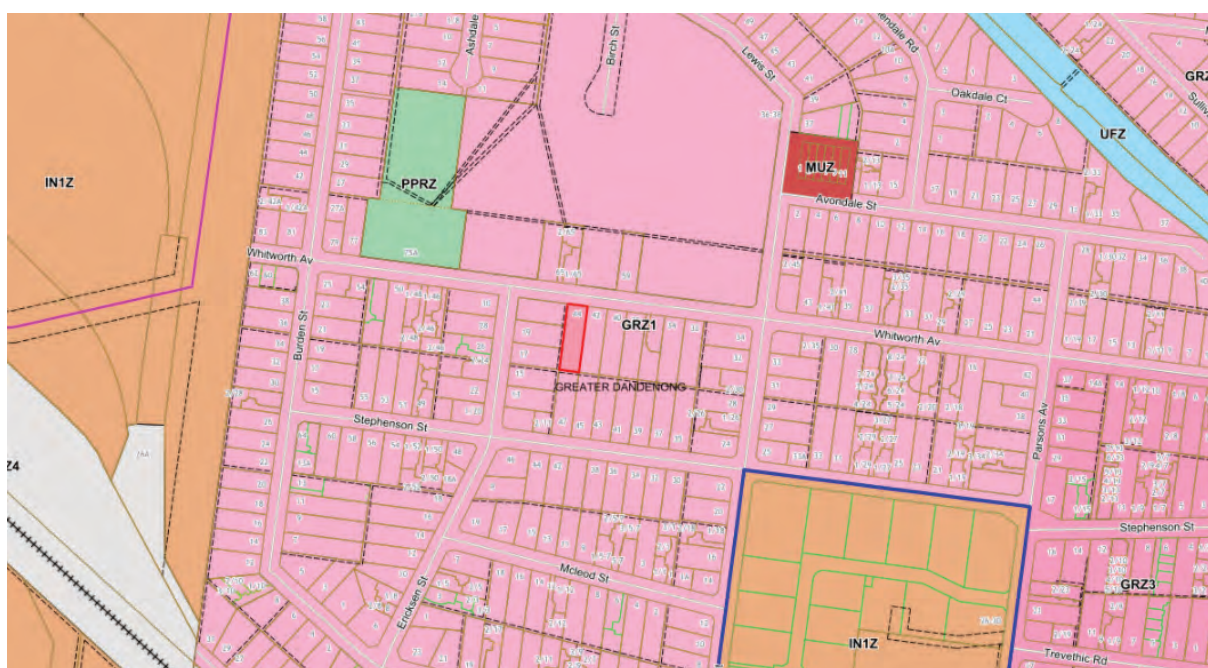
Surrounding Area

- The subject site is located within a residential area of Springvale, broadly bound by Mile Creek to the north, Springvale Road to the east, the train line to the south and Westall Road to the west.
- The subject site is directly adjoined by residential uses to the east, south and west. However, the north side of Whitworth Avenue (adjoining the site) is predominantly made up of non-residential uses, as including:
 - Minaret College is located directly north and north-west of the site, located at 55 Whitworth Avenue. It is noted that Minaret College occupies a number of sites on the north side of Whitworth Avenue which are currently being utilised for residential purposes. However, the streetscape is expected to change over time as Minaret College continues to expand.
 - Directly west of Minaret College, is land within the Public Park and Recreation Zone which is occupied by Whitworth Avenue Kindergarten and Glendale Reserve which includes a number of crossovers and parking bay within the frontage.
 - The site is located in close proximity to a number of open space areas including Glendale Reserve approximately 84 metres north-west of the site and Springvale Reserve approximately 263 metres directly south of the site.
 - It is further noted that there are a number of industrial uses within this broader pocket, including industrial land located approximately 147 metres south-east of the site and 248 metres directly west of the site.
- The character of the broader area is mixed, containing a mixture of existing older detached single and double storey dwellings and a number of established multi-unit developments. The streetscape character on the south side of Whitworth Avenue is mixed, with some frontages made up of lawn with trees or no trees and other frontages being predominantly paved.

ORDINARY COUNCIL MEETING - AGENDA

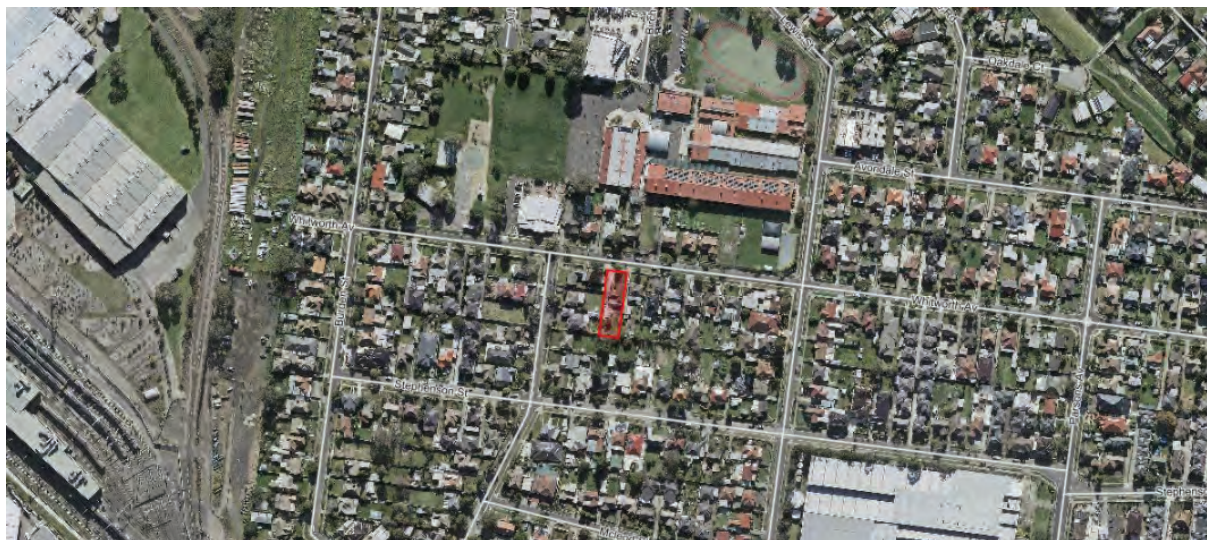
2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

- The streetscape character of the north side of Whitworth Avenue is a unique context. The north side of Whitworth Avenue is predominantly made of non-residential uses. For the section of Whitworth Avenue that runs between Lewis Street and Burden Street, there are only 8 dwellings existing with only five of these being privately owned and the rest being owned by Minaret College.
- Bus services are available on Springvale Road, located approximately 540 metres east of the site; and
- Being located within the General Residential Zone, the site is relatively close to the nearest activity centre, with Springvale Activity Centre being located approximately 147 metres south-east of the site.

Locality Plan

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Aerial Image



Background

Previous Applications

A search of Council records revealed no previous planning applications have been considered for the subject site.

Proposal

The application proposes four (4) dwellings comprised of one (1) single storey dwelling to the rear of three (3) double storey dwellings.

The details of the proposal are as follows:

	Details
Type of proposal	Multi dwellings
Number of dwellings	Four (4)
Levels	The proposal comprises both double and single storey
Height	7.16 metres (maximum)
Orientated to	Whitworth Avenue and the internal accessway
External materials	Brick at ground and a mixture of render and cladding at first floor

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Minimum setbacks to boundaries (Dwelling 1-4 inclusive)	<p><u>Ground Floor</u></p> <p>North (frontage): 6.46 metres</p> <p>East (side): Wall on boundary proposed</p> <p>South (rear boundary): 1.15 metres</p> <p>West (side): Wall on boundary proposed</p> <p><u>First Floor</u></p> <p>North (frontage): 6.61 metres</p> <p>East (side): 1.8 metres</p> <p>South (rear boundary): 12.04 metres</p> <p>West (frontage): 4.62 metres</p>
Open space type	<p>Ground floor open space proposed</p> <p><u>Dwelling 1</u></p> <p>Total private open space: 122.8 square metres</p> <p>Secluded private open space: 30 square metres located to the side of the dwelling, with a minimum dimension of 5.72 metres and convenient access to the main living area</p> <p><u>Dwelling 2</u></p> <p>Total private open space / secluded private open space: 50.4 square metres, including a minimum area of 30 square metres of secluded private open space to the rear with a minimum dimension of 5 metres and convenient access to the main living area</p> <p><u>Dwelling 3</u></p> <p>Total private open space / secluded private open space: 53.3 square metres, including a minimum area of 40 square metres of secluded private open space to the rear with a minimum dimension of 5 metres and convenient access to the main living area</p> <p><u>Dwelling 4</u></p>

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	Total private open space / secluded private open space: 55.7 square metres, including a minimum area of 33 square metres of secluded private open space to the side/rear with a minimum dimension of 5.34 metres and convenient access to the main living area
Number of bedrooms per dwelling	Dwelling 1 – Three bedrooms Dwelling 2 - Two bedrooms Dwelling 3 - Two bedrooms Dwelling 4 – Two bedrooms
Number of Car parking Spaces provided	Dwelling 1 – Two spaces Dwelling 2 - One space Dwelling 3 - One space Dwelling 4 – One space Five spaces in total
Number of Car parking Spaces required	Dwelling 1 – Two spaces Dwelling 2 – One space Dwelling 3 – One space Dwelling 4 – One space Five spaces in total
Type of car parking	Dwelling 1 – Single garage and tandem space Dwelling 2 – Single garage Dwelling 3 – Single garage Dwelling 4 – Single garage
Access	Two accessways are proposed as part of the development. Dwelling 1 benefits from individual access, with a 3 metres wide crossover located on the north-east corner of the site

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	Dwellings 2-4 (inclusive) are proposed to have a shared access arrangement, with a 3 metre crossover located on the north-west corner of the subject site
Front Fence	No front fence is proposed
Other	Not applicable
Garden Area:	
Site Area	780 square metres
Provided	273.2 square metres or 35.03%
Required	273 square metres or 35%

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 32.08-6, a planning permit is required to construct two or more dwellings on a lot.

The relevant controls and policies are as follows:

Zoning Controls

The subject site is located in a General Residential Zone, as is the surrounding area.

The purpose of the General Residential Zone outlined at Clause 32.08 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that respects the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Pursuant to Clause 32.08-6, a permit is required to construct two or more dwellings on a lot.

The development must also provide a minimum garden area of 35% pursuant to Clause 32.08-4 as the lot exceeds 650 square metres.

It is noted that within Schedule 1 to the zone, varied requirements of Clause 55 are set out as follows:

- *Standard B6 (Minimum street setback) – As per B6 or 7.5 metres, whichever is the lesser;*
- *Standard B9 (Permeability) – Minimum of 30%; [only valid for GRZ1, not GRZ2];*
- *Standard B13 (Landscaping) – 70% of ground level front setback, and side and rear setbacks, planted with substantial landscaping and canopy trees [only valid for GRZ1, not GRZ2];*
- *Standard B28 (Private open space) – An area of 50 square metres of ground level, private open space, with one part of the private open space to consist 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 a balcony with a minimum area of 10 square metres with a minimum width of 2 metres and convenient access from a living room; and*
- *Standard B32 (Front fence height) – Maximum 1.5 metre height in streets in Road Zone Category 1, 1.2 metre maximum height for other streets.*

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.

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.

State Planning Policy Framework

The objectives of Planning in Victoria are outlined in Section 4 of the *Planning and Environment Act 1987* 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.*

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

(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 those objectives, there are a number of more specific objectives contained within the Planning Policy Framework that are relevant to 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 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.*
- *Reflect the particular characteristics and cultural identity of the community.*
- *Enhance the function, amenity and safety of the public realm.*

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

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.

These objectives are reinforced by a number of sub-clauses, including **Clause 16.01-1S (Housing supply)**, which seeks to facilitate well-located, integrated and diverse housing that meets community need, and **Clause 16.01-1R (Housing supply - 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 (Housing affordability) seeks to deliver more affordable housing closer to jobs, transport and services, while **Clause 16.01-1R (Housing Supply – 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.

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.

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

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:

- *There is considerable diversity within Greater Dandenong's housing stock. Most housing stock is aged 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).*

A **Vision for Greater Dandenong** is outlined at **Clause 21.03**. The vision is that Greater Dandenong will be 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:

Clause 21.04-1 Housing and community

- *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.*

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

- *Encourage new residential development that incorporates adequate space for the planting and the long term viability and safe retention of canopy trees.*
- *Respect 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.*
 - *Encourage development to incorporate sustainable design elements that enhance occupant comfort and environmental performance.*
- *To facilitate high quality development, which has regard for the surrounding environment and built form.*
 - *Promote views of high quality landscapes and pleasing vistas from both the 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.*

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

- *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;*
 - *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.*

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Clause 22.09-3.1 (Design Principles) provides design principles, which apply to all Future Change Areas.

Clause 22.09-3.3 (Incremental Change Areas) provides design principles, some of which also relate to the variances to the requirements of standards to Clause 55 under the schedule to the General Residential Zone. The guidelines are as follows:

- *Preferred housing type – The preferred housing type for the Incremental Change Area is medium density.*
- *Building Height – The preferred maximum building height for land within the GRZ1 and GRZ2 is up to 2 storeys, including ground level.*
- *Landscaping – Residential development should use landscaping to create a landscaped character, particularly canopy trees in front and rear gardens; and to protect the outlook of adjoining properties.*
- *Setbacks, front boundary and width – Parking, paving and car access within the front boundary setback should be limited in order to maximise the opportunity for soft landscaping and prevent the over dominance of carport and garages in the street.*
- *Private Open Space – Residential development should provide secluded private open space at the side or rear of each dwelling to avoid the need for excessive screening or high front fencing.*
- *Bulk – Residential development should:*
 - *Ensure that the built form respects the scale of existing prevailing built form character and responds to site circumstances and streetscape;*
 - *Provide separation between dwellings at upper level;*
 - *Retain spines of open space at the rear of properties to maximise landscaping opportunities and protect private secluded open space;*
 - *Position more intense and higher elements of built form towards the front and centre of a site, transitioning to single storey elements to the rear of the lot.*
- *The rearmost dwelling on a lot should be single storey to ensure the identified future character of the area and the amenity of adjoining properties is respected by maximising landscaping opportunities and protecting adjoining private secluded open space.*
- *Two storey dwellings to the rear of a lot may be considered where:*
 - *The visual impact of the building bulk does not adversely affect the identified future character of the area;*
 - *Overlooking and/or overshadowing does not adversely affect the amenity of neighbouring properties;*
 - *The building bulk does not adversely affect the planting and future growth of canopy trees to maturity;*

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

- *Sufficient side and rear boundary landscaping can be provided to screen adjoining properties;*
- *Upper storey components are well recessed from adjoining sensitive interfaces.*
- *Residential development should be well articulated through the use of contrast, texture, variation in forms, materials and colours.*

Particular Provisions

Car Parking (Clause 52.06)

The purposes of this provision, Clause 52.06, are:

- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the 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.*

Clause 52.06-2 notes that a new use must not commence, or the floor area of an existing use must not be increased until the required car spaces have been provided on the land.

The required spaces are identified in the table to Clause 52.06-5. Clause 52.06-3 further notes that a permit may be granted to reduce or waive the number of car spaces required by the table.

The table at Clause 52.06-5 notes that a dwelling with 1 or 2 bedrooms requires 1 car space and a dwelling with 3 or more bedrooms requires 2 spaces to each dwelling. 1 visitor car space is required for visitors to every 5 dwellings for developments of 5 or more dwellings.

Car parking is to be designed and constructed in accordance with the requirements of Clause 52.06-9 and 52.06-11 of the Scheme.

An assessment against this clause is included as **Attachment 4** to this report.

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

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.*

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

- *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 this clause.*
- *Should meet all of the standards of this clause.*

If a zone or a schedule to a zone specifies 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 5** to this report.

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.

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.

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Internal

The application was internally referred to Council's Civil, Asset and Transport for their consideration. The comments provided will be considered in the assessment of the application.

Internal Referrals	
Civil Development	No objections, subject to conditions on permit
Transport Planning	No objections, subject to conditions on permit
Parking Management	No objection

Advertising

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

- Sending notices to the owners and occupiers of adjoining land.
- Placing a sign on site facing Whitworth Avenue.

The notification has been carried out correctly.

Council has received two (2) objections to date.

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

Consultation

As there were only two (2) objections, a consultation meeting was not held.

Summary of Grounds of Submissions/Objections

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

- **Traffic Congestion**

Concern was raised over the current level of traffic congestion from Minaret College and increase in traffic congestion from the development. Consideration is limited to the increase in traffic from the development. It is noted that the proposal provides two car parking spaces to dwelling 1 and one car parking space each to dwelling for dwellings 2 to 4 (inclusive) and complies with the car parking requirements of Clause 52.06. On-site visitor car parking is not required as less than 5 dwellings are proposed. Furthermore, the proposal was referred to Council's Traffic Engineers who raised no concern with respect to on-street parking, traffic from the proposed development, congestion or the like.

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

- **Street Parking**

Concern was raised over the increase to on-street parking. It is noted that the proposal provides two car parking spaces per dwelling and complies with the car parking requirements of Clause 52.06. On-site visitor car parking is not required as less than 5 dwellings are proposed. Furthermore, the proposal was referred to Council's Traffic Engineers who raised no concern with respect to on-street parking, congestion or the like. The proposal was also referred to Council's Parking Management Unit, who had no objection to the proposal provided the car parking requirements of Clause 52.06 were met (which have been met on site).

- **Privacy and Overlooking**

Concern was raised within the objections with regard to unscreened windows on the first floor east elevation from Dwellings 2 and 3 and overlooking from these windows into the existing secluded private open space area of the adjoining dwelling at No. 42 Whitworth Avenue.

The test for overlooking is set by Standard B22 to Clause 55-.04-6 Overlooking objective. Subject to the Clause 55 assessment (see attachment 5 and Assessment section of this report), these windows have been identified as not being screened in accordance with Standard B22 (Overlooking objectives). As per the Clause 55 assessment, a condition has been recommended for the permit that the east facing 'bay seating' window to dwelling 2 and east facing hallway window to dwelling 3 be screened in accordance with Standard B22.

- **Built Form**

A suggestion was raised within the objection that only two dwellings should be permitted on the land. It is noted that there is no specific density control with the Greater Dandenong Planning Scheme. The design response and compliance with Clause 55 and Clause 22.09 determine how many dwellings can be accommodated on the land. The proposal of four dwellings on a lot, transitioning to single storey at the rear and achieves compliance with these Clauses. The development provides appropriate side, front and rear setbacks, garden areas and private open spaces areas and the subject site can comfortably accommodate four dwellings on a lot.

Assessment

The subject site is located within an established residential area and is well suited for the development of medium density housing given the zoning and that the site is located within easy walking distance of many community facilities and public transport. The proposal also seeks to reduce pressure on the urban fringe by providing four (4) dwellings where previously one (1) existed through the redevelopment of the site, thereby ensuring that the housing required for the growing population is facilitated.

As required by the relevant provisions of the Planning Scheme, the proposed development has been assessed against the following:

- Clause 55 (full assessment attached as attachment 5) as well as Schedule 1 to the General Residential Zone;

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

- Clause 52.06 (full assessment attached as attachment 4); and
- Clause 22.09 (full assessment attached as attachment 3).

The proposal complies with all requirements of these clauses except in the instances detailed below, where variations or conditions are required.

Use

As outlined in Clause 32.08-2 (General Residential Zone), a dwelling is listed as a Section 1 use, and a planning permit is not required for the use of the proposal. However, a planning permit is required for the buildings and works, which is discussed below.

Development**Planning Policy Framework / Local Planning Policy Framework**

In considering the Planning Policy Framework and the Local Planning Policy Framework, Council can establish that an acceptable proposal will be guided by:

- Clause 55 *Two or more dwellings on a lot; and*
- Clause 22.09 *Residential Development and Neighbourhood Character.*

Each of these Clauses ensure that Council facilitates the orderly development of urban areas, which is a specific objective of Clause 11.02 Settlement.

The objectives of Clause 15.01-1S Urban Design, Clause 15.01-2S Building Design and Clause 21.05-1 Built Form outline the key considerations in which a development must respond to urban design, character, streetscapes and landscape issues.

It is considered that the proposed design response respects the preferred neighbourhood character of the limited change area by providing a medium density housing typology.

The design of the dwellings is considered to be in keeping with the neighbourhood character by way of first floor setbacks, separation between dwellings, and capacity for substantial landscaping and canopy tree planting throughout the site.

The proposal is located within an area subject to incremental change. The proposal's compliance with Clause 22.09 and Clause 55 (subject to conditions) ensures that the development would achieve the objectives set out in Clause 15.01 and Clause 21.05-1.

As such, Council officers recommend that the application be approved subject to planning permit conditions as necessary.

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 22.09 Assessment**

The identified future character for the site is set out in Clause 22.09. The subject site is within the Incremental Change Area. The policy at Clause 22.09-3 seeks well designed and site responsive medium density development that respects the existing neighbourhood character and provides appropriate setbacks, private open space areas and high quality landscaping, to protect the amenity of adjoining dwellings.

The proposal is a site responsive design that provides generous ground level setbacks from all boundaries, which will allow for high quality landscaping along the boundaries to screen and soften the appearance of the built form from neighbouring properties (subject to conditions of permit). Generous private open space areas have been provided which will allow for two canopy trees within the front setback and one canopy tree within each rear secluded private open space area to contribute to the landscape character.

Subject to conditions of permit, the proposal does not present unacceptable overlooking, and there is no overshadowing of any neighbouring primary secluded private open space areas. The dwellings have been well articulated through varying setbacks and proposed materials.

The proposal includes dual crossovers on an allotment with a frontage of less than 17 metres. However, Whitworth Avenue is not a typical streetscape. The north side of Whitworth Avenue is predominantly made up of non-residential uses. Minaret College is located directly north of the site and has minimal landscaping and parking located within the front setback. Directly east of Minaret College is Whitworth Avenue Kindergarten and Glendale Reserve which include crossovers and bays of parking within the frontage. Further to this, the west end of Whitworth Avenue abuts the Industrial 1 Zone. It is considered that the submitted landscape plan results in high-quality landscaping of the frontage, including two canopy trees and substantial planting of shrubs. This high performance landscaping within the frontage, plus the existing surrounding context, will ensure the development is in keeping with the character of the surrounding area, and provides a high quality outcome in the streetscape.

A full Clause 22.09 Assessment is attached to this report at Attachment 3.

Clause 55 Assessment

A Clause 55 Assessment is attached to this report at Attachment 5. The proposal meets all of the objectives of Clause 55. Standards that warrant further consideration are discussed as follows:

Clause 55.03-6 Landscaping objectives – Standard B13

Schedule 1 to Clause 32.08 General Residential Zone varies the requirements of Standard B13 to provide 70% of the total ground level front setback to be set aside for substantial landscaping and canopy trees. The proposal seeks a variation, as it provides 59.77% of the total front setback for landscaping.

The variation is considered acceptable as the development would provide an area for high performance landscaping at the front of dwelling 1 (including two canopy trees). A permeable pathway has been utilised to minimise (where possible) the extent of concreting within the frontage. It is noted that two crossovers are proposed on the frontage, however, to reduce the impact of the accessways on the

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

streetscape, landscaping strips are proposed within the crossovers. These areas have not been included in the calculation as they do not provide for an area of substantial landscaping. However, if you were to include these landscaping strips, the proposal would set aside 70% of the total setback aside for landscaping.

The existing front yard streetscape character is mixed with the north side of Whitworth Avenue being primarily non-residential uses with parking bays and multiple crossovers located in the frontage.

A number of other dwellings located north-east of the subject site (on Whitworth Avenue) also have a substantial amount of paving within the frontage including 23, 25 and 37 Whitworth Avenue. The character of existing dwellings on the south side of Whitworth Avenue is mixed. Some dwellings have mostly lawn within the frontage, some dwellings have a canopy tree within the front setback and many dwellings have a significant amount of hard paved surfaces within the frontage including No 40 Whitworth which is fully concreted within the frontage and No 38 which is primarily concreted with parking located at the front of the dwelling.

It is noted that the proposed landscaping would be an improvement to the existing conditions which includes a substantial amount of paving and only lawn within the frontage.

Clause 55.03-9 Access objective – Standard B14

This proposal would result in two single-width crossovers. The variation is considered appropriate as the dual crossovers would be in line with the existing neighbourhood character.

As has been established, the streetscape has a unique context and it is considered that Whitworth Avenue is not a typical residential streetscape. The north side of Whitworth Avenue is predominantly made up of non-residential uses. Minaret College is located north of the site which provides parking located within the front setback. Directly east of Minaret College is Whitworth Avenue Kindergarten which is located within the Public Park and Recreation Zone and includes bays of parking within the frontage and minimal landscaping. Further to this, the west side of Whitworth Avenue abuts the Industrial 1 Zone.

Clause 55.04-6 Overlooking objective – Standard B22

On the east elevation the first floor bay seating window to dwelling 2 and hallway window to dwelling 3 have not been screened. However, these windows have a direct view into the adjoining secluded private open space to east (No.42 Whitworth Avenue). As such, a condition of permit will require these windows to be screened in accordance with Standard B22.

On the west elevation, the bed 2 windows to dwellings 1 and 2 and bed 1 window to dwelling 3 have not been screened. The location of these windows would adjoin areas of secluded private open space. However, the applicant has demonstrated that there is no overlooking within the 9 metre distance at ground floor and these windows comply with this standard.

On the south elevation, the bed 2 window to dwelling 2 has not been screened. However, this window does not require screening as there is no adjoining secluded private open space area within 9 metres.

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Furthermore, all other habitable room windows, have been screened to prevent overlooking by either having sill heights of at least 1.7 metres above floor level, or have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent. A permit condition will ensure that screened windows have fixed, obscured glazing or fixed external screens in accordance with Standard B22.

It is further noted that external screens are proposed as a method of screening and that all annotations should be updated to ensure that the external screens are compliant with Standard B22.

As per Standard B22, the boundary fences at ground floor would act as a barrier to overlooking as the fences are greater than 1.8 metres in height and floor level is less than 0.8 metres above ground level at the boundary.

Car Parking

Dwelling 1 is a three-bedroom dwelling and requires two car parking spaces. Dwellings 2-4 (inclusive) are two-bedroom dwellings and require one car parking space per dwelling. A total of five (5) on site car parking spaces have been provided (two to dwelling 1 and one per dwelling for dwellings 2-4), and as such complies with the requirements of Clause 52.06 with respect to the number of car parking spaces required (Clause 52.06-5). The proposal complies with the Design Standard of Clause 52.06-9, and a full Clause 52.06 assessment is attached to this report at Attachment 5.

Environmentally Sustainable Development

The proposal complies with the requirements of Clause 22.06 by providing a Sustainable Design Assessment (SDA), a Built Environment Sustainability Scorecard (BESS) and a Stormwater Calculation, all completed by qualified professionals.

The provided BESS score complies with a score of 50% for best practice encompassing the full life of the build and identifying the methods used for the best environmental performance outcome. Having regard to the sites opportunities and restraints, the proposal has included the necessary water tanks, and roof catchment areas, sufficient energy star ratings for fixtures, heating and cooling systems and double glazed habitable room windows.

BESS Information Summary		Project Overall Score: 50%		
		Fail	Best Practice	Design Excellence
Dwelling Type: Non-residential		(<49%)	(50-69%)	(>70%)
BESS Category	Score	Initiatives		
Management	33%			

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

		Thermal Performance Modelling - Preliminary NatHERS ratings been undertaken
Water	50%	
		Rainwater tank capacity of 2,000L per dwelling
		Moderate WELS star rated water fittings, fixtures and appliances
		Portable water consumption reduced by 30% compared to same building following minimum standards
Energy	50%	
		Estimated greenhouse gas emissions reduced by 66% compared to same building following minimum standards
		External lighting controlled by motion detector
		External clotheslines proposed
Stormwater	100%	
		Stormwater design meets industry best practice requirements through incorporation of rainwater collection and re-use and permeable paving
Indoor Environment Quality	60%	
		All habitable rooms are designed to achieve natural cross flow ventilation
		Double glazing is used to all habitable windows
Transport	50%	
		Charging facilities for electric vehicles provided
Waste	0%	
		Nil
Urban Ecology	50%	
		26% of the site to be covered with vegetation
Innovation	0%	

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

		Nil
--	--	-----

Conclusion

The proposal is consistent with the provisions of the Greater Dandenong Planning Scheme, including the zoning requirements, local policy direction, application of Clauses 22.09, 52.06 and 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 44 Whitworth Avenue, SPRINGVALE VIC 3171 (Lot 118 PS 019005) for the purpose of development of the land for two (2) double storey dwellings in accordance with the plans submitted with the application subject to the following conditions:

- 1. Prior to the endorsement of plans, amended plans drawn to scale and dimensioned, must be submitted to the Responsible Authority for approval. No buildings or works must be commenced until the plans have been approved and endorsed by the Responsible Authority. The endorsed copy of the plans forms part of this permit. The plans must be in accordance with the plans submitted with the application, but modified to show:**
 - 1.1. The following first floor east facing windows be screened in accordance with Standard B22:**
 - Dwelling 2 – ‘Bay Seating’ window, and
 - Dwelling 3 – Hallway window, and
 - 1.2. The typical annotation provided for all proposed screens to be updated and annotated in accordance with Standard B22.**

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

- 2. All works must be undertaken in accordance with the approved Sustainable Design Assessment and BESS Project Reference no. E974F9A4, prepared by Planning & Design, dated 10 September 2020 to the satisfaction of the Responsible Authority.**
- 3. 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.**
- 4. Except with the prior written consent of the Responsible Authority, the approved building must not be occupied until all buildings and works and the conditions of this permit have been complied with.**
- 5. Provision must be made for the drainage of the site including landscaped and pavement areas, all to the satisfaction of the Responsible Authority.**

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

- 6. Stormwater discharge is to be retained on site to the pre-development level of peak stormwater discharge, to the satisfaction of the Responsible Authority.**
- 7. Before the approved building is occupied, all piping and ducting above the ground floor storey of the building, except downpipes, must be concealed to the satisfaction of the Responsible Authority.**
- 8. 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.**
- 9. Except with the prior written consent of the Responsible Authority, floor levels shown on the endorsed plan/s must not be altered or modified.**
- 10. Before the approved building is occupied, the development must be provided with external lighting capable of illuminating access to each garage, car parking space and pedestrian walkway. Lighting must be located, directed and shielded to the satisfaction of the Responsible Authority so as to prevent any adverse effect outside the land.**
- 11. Before the approved building is occupied, the 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.**

All glazing must at all times be maintained to the satisfaction of the Responsible Authority.
- 12. Before the approved buildings are occupied, the privacy screens and other measures to prevent overlooking as shown on the endorsed plans must be installed to the satisfaction of the Responsible Authority.**

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. Before the approved building is occupied, all boundary walls in the development must be constructed, cleaned and finished to the satisfaction of the Responsible Authority.**
- 14. Letterboxes and all other structures (including visually obstructive fencing and landscaping) should be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) along the frontage road at access points in accordance with Dandenong Planning Scheme Clause 52.06-9.**

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**15. This permit will expire if:-**

- 15.1. The development or any stage of it does not start within two (2) years of the date of this permit, or**
- 15.2. 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:

- (a) The request for the extension is made within twelve (12) months after the permit expires; and**
- (b) 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.**
- 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 flood dispensation is to be obtained prior to issue of Building Permit.**
- As, the property has probability of flooding from Melbourne water's drainage system, a referral from Melbourne Water is required to determine relevant flood levels.**

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

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

This permit has been granted on the basis that consent to build over any easement will be obtained from the relevant authority. If consent is not able to be obtained, the development plan will be required to be amended.

- **Any works undertaken within the road reservation and easements will require the developer to obtain a Civil Works Permit from Council.**
- **Prior to works commencing the developer will need to obtain an Asset Protection Permit from Council.**

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 44 WHITWORTH AVENUE,
SPRINGVALE (PLANNING APPLICATION NO. PLN20/0138)**

ATTACHMENT 1

SUBMITTED PLANS

PAGES 6 (including cover)

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





ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)





2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 44 WHITWORTH AVENUE,
SPRINGVALE (PLANNING APPLICATION NO. PLN20/0138)**

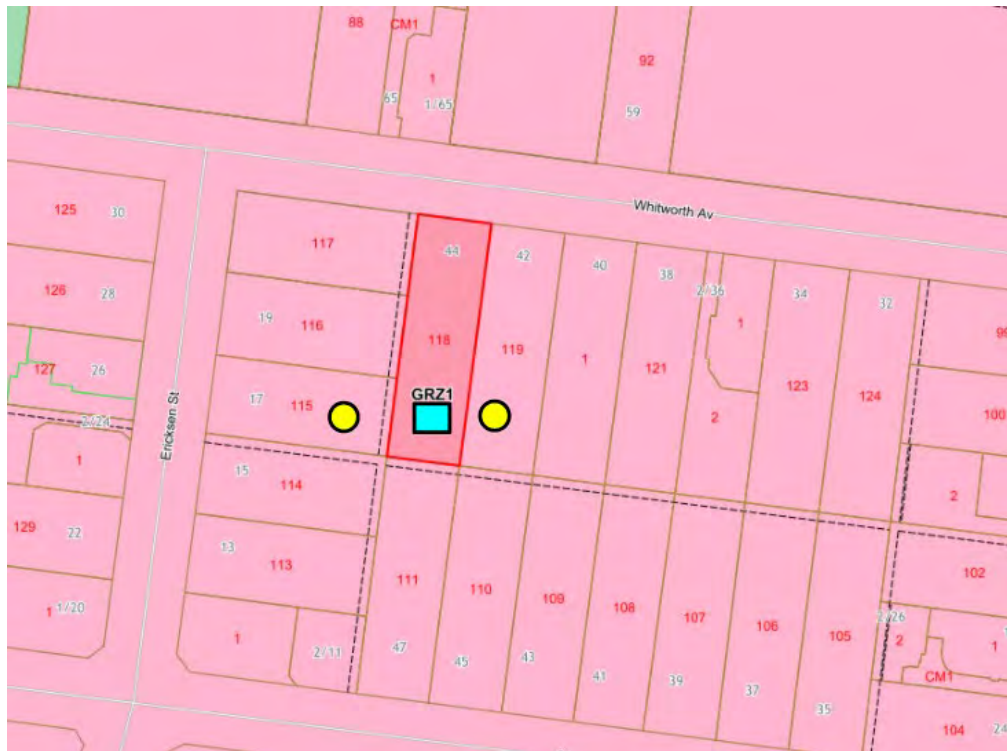
ATTACHMENT 2



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

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Map Legend:**

Subject Site	
Objectors	

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 44 WHITWORTH AVENUE,
SPRINGVALE (PLANNING APPLICATION NO. PLN20/0138)**

ATTACHMENT 3

CLAUSE 22 ASSESSMENT

PAGES 12 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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
Safety	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.	✓ Principle met The proposal would have an active frontage with ground floor habitable room windows oriented towards Whitworth Avenue.
	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.	✓ Principle met Passive surveillance of street and public realm is provided through windows fronting Whitworth at both ground and upper floor level.
	Use semi-transparent fences to the street frontage.	✓ Principle met No front fence proposed
	Light communal spaces including main entrances and car parking areas with high mounted sensor-lights.	✓ Principle met High mounted sensor lighting has been provided to dwelling entries and car parking areas. Bollard lighting has been provided along the internal accessway.
	Ensure that all main entrances are visible and easily identifiable from the street. Locate non-habitable rooms such as bathrooms, away from entrances and street frontage.	✓ Principle met ✓ Principle met Habitable room windows are located on the frontage to dwelling 1.
Landscaping	Residential development should:	
	Provide substantial, high quality on-site landscaping, including screen planting and canopy trees along ground level front and side and rear boundaries.	✓ Principle met The submitted landscape plan provides substantial high quality landscaping treatments across the site, including canopy trees within the frontage and rear SPOS areas.

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	Provide substantial, high quality landscaping along vehicular accessways.	<p>✓ Principle met A 1 metre garden bed is proposed between the west boundary fence and accessway.</p>
	Include the planting of at least one substantial canopy tree to each front setback and ground level secluded private open space area.	<p>✓ Principle met Two canopy trees are located within the frontage and one canopy tree per rear SPOS area.</p>
	Planting trees that are common to and perform well in the area.	<p>✓ Principle met Some native trees are proposed within the landscape plan.</p>
	Avoid the removal of existing mature trees by incorporating their retention into the site design.	<p>✓ Principle met Some trees are proposed to be removed to accommodate the development. No permit is required to remove these trees. It is further noted, that the proposed canopy trees</p>
	Use landscaping to soften the appearance of the built form when viewed from the street and to respect the amenity of adjoining properties.	<p>✓ Principle met The proposed landscaping is of a high quality and includes two canopy trees, evergreen trees and shrubs within the frontage. The proposed landscaping would be capable of softening the appearance of the built form.</p>
	Ensure that landscaping also addresses the Safety Design Principles.	<p>✓ Principle met</p>
	Canopy trees should be planted in well proportioned setbacks/private open space that are sufficient to accommodate their future growth to maturity.	<p>✓ Principle met As per the submitted landscape plan, the proposal would provide well-proportioned setbacks with two canopy trees are proposed within the frontage of dwelling 1 and one canopy tree is proposed within each rear SPOS area</p>
	Landscaping should minimise the impact of increased storm water runoff through water sensitive urban design and reduced impervious surfaces.	<p>✓ Principle met The proposal complies with Standard B9 (Permeability) and the objective to Clause 55.03-4, exceeding the requirements of the standard.</p>

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	Landscaping should be sustainable, drought tolerant, and include indigenous species and be supported through the provision of rainwater tanks.	<p>✓ Principle met</p> <p>A mixture of natives and non-natives are proposed.</p>
Car parking	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>✗ Principle not met</p> <p>The existing level of on-street parking would be reduced as dual crossovers are proposed on an allotment on a frontage of less than 17 metres.</p> <p>However, a variation of this Design Principle is considered acceptable for the following reasons:</p> <ul style="list-style-type: none"> - The subject site has unique context, and the additional crossover would not result in an adverse impact on the neighbourhood character. It is considered that Whitworth Avenue is not a typical residential streetscape - The north side of Whitworth Avenue is predominantly made up of non-residential uses. Minaret College is located north of the site which provides minimal landscaping and parking located within the front setback. There are a number of existing residential sites within the title boundary of Minaret College, and it is expected that the north side of the streetscape is expected to significantly change in the future as Minaret continues to develop these sites. - Directly east of Minaret College is Whitworth Avenue Kindergarten and Glendale Reserve which are located within the Public Park and recreation Zone and include bays of parking within the frontage and minimal landscaping.

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

<ul style="list-style-type: none"> - Further to this, the west end of Whitworth Avenue abuts the Industrial 1 Zone. - The character of the south side of Whitworth Avenue is an eclectic mix of architecture styles and landscaping within the frontage. While most dwellings have one crossover it is noted that there are a number of large single dwellings on a lot with a significant amount of hard paved surfaces within the frontage including No 40 Whitworth which is fully concreted within the frontage and No 38 which is primarily concreted with parking located at the front of the dwelling. - A number of other dwellings located north-east of the subject site (on Whitworth Avenue) also have a substantial amount of paving within the frontage including 23, 25 and 37 Whitworth Avenue. 	
<p>✓ Principle met</p> <p>Car parking has been well integrated into the design of the building with all parking being located at the side or rear of the dwellings. The single garage to dwelling 1 is recessed form the front wall of the building. The car parking to dwellings 2 and 3 would not be visible from the streetscape. The garage to dwelling 3 is located at the rear of the site and would be significantly setback form the frontage.</p>	<p>On-site car parking should be:</p> <ul style="list-style-type: none"> • Well integrated into the design of the building, • Generally hidden from view or appropriately screened where necessary, • 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.
<p>✓ Principle met</p> <p>The tandem space to dwelling 1 would be located within the frontage and would be fully located within the boundary.</p>	<p>Where car parking is located within the front setback it should be:</p> <ul style="list-style-type: none"> • Fully located within the site boundary, and • Capable of fully accommodating a vehicle between a garage or carport and the site boundary.
<p>Not Applicable</p> <p>Basement parking not proposed</p>	<p>Developments with basement car parking should consider flooding concerns where applicable.</p>

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

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>✓ Principle met The proposed setback is in keeping with the adjoining dwellings and streetscape pattern. No front fence proposed</p> <p>✓ Principle met</p> <p>✓ Principle met</p>
	Maintain the apparent frontage width pattern.	✓ Principle met
	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.	✓ Principle met
	Provide open or low scale front fences to allow a visual connection between landscaping in front gardens and street tree planting.	✓ Principle met No front fence proposed
	All residential developments should provide good quality, useable private open space for each dwelling directly accessible from the main living area.	✓ Principle met Each dwelling complies with the minimum secluded private open space areas under the Schedule to the Zone and is directly accessible from the main living area.
Private open space	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.	✓ Principle met Ground level private open space areas are capable of accommodating boundary landscaping, domestic services and outdoor furniture.
	Private open space should be positioned to maximise solar access.	✓ Principle met The SPOS is located on the south side of the development. The proposal complies with Standard B29 (Solar access to open space objective) and appropriate setbacks have been provided to allow for sufficient solar access of these spaces.
	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.	✓ Principle met Upper floor levels do not encroach
	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.	Not Applicable Apartments not proposed

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Bulk & Built Form	All residential developments should respect the dominant façade pattern of the streetscape by: <ul style="list-style-type: none"> Using similarly proportioned roof forms, windows, doors and verandahs; and Maintaining the proportion of wall space to windows and door openings. 	<p>✓ Principle met The proposed dwellings are designed to be in keeping with the streetscape and neighbourhood character. The proposal has incorporated a similar roof form, with a pitched roof with eaves. Window, door and roof proportions and heights are respectful of the dominant façade pattern within the broader area.</p>
	Balconies should be designed to reduce the need for screening from adjoining dwellings and properties.	<p>✓ Principle met Balconies are not proposed</p>
	The development of new dwellings to the rear of existing retained dwellings is discouraged where: <ul style="list-style-type: none"> The siting of the retained dwelling would not enable an acceptable future site layout for either the proposed or future dwelling; or The retention of the existing dwelling detracts from the identified future character. 	<p>✓ Principle met Existing dwelling is proposed to be demolished</p>
	On sites adjacent to identified heritage buildings, infill development should respect the adjoining heritage by: <ul style="list-style-type: none"> Not exceeding the height of the neighbouring significant building; Minimising the visibility of higher sections of the new building; and Setting higher sections back at least the depth of one room from the frontage. 	<p>✓ Principle met Site not adjacent to a heritage building</p>
Site Design	Residential development should:	
	Preserve the amenity of adjoining dwellings through responsive site design that considers the privacy, solar access and outlook of adjoining properties.	<p>✓ Principle met Subject to conditions of permit, no issues identified in regard to the overlooking and overshadowing in the Clause 55 assessment.</p>
	Maximise thermal performance and energy efficiency of the built form by addressing orientation, passive design and fabric performance	<p>✓ Principle met</p>
	Ensure that building height, massing articulation responds sensitively to existing residential interfaces, site circumstances, setbacks and streetscape and reduces the need for screening. 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>✓ Principle met Sufficient setbacks are provided to the front, side and rear to allow for canopy and screen planting</p>

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	Provide suitable storage provisions for the management of operational waste	✓ Principle met
	Appropriately located suitable facilities to encourage public transport use, cycling and walking.	✓ Principle met
Materials & Finishes	Residential development should:	
	Use quality, durable building materials and finishes that are designed for residential purposes.	✓ Principle met The proposed materials of face brick, rendered walls and lightweight cladding are similar to those found in surrounding residential developments.
	Avoid the use of commercial or industrial style building materials and finishes.	✓ Principle met Materials are suited to residential developments
	Avoid using materials such as rendered cement sheeting, unarticulated surfaces and excessive repetitive use of materials.	✓ Principle met The proposal has been well articulated through variation to form and materials and varying setbacks
	Use a consistent simple palette of materials, colours finishes and architectural detailing.	✓ Principle met
	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.	✓ Principle met
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.	✓ Principle met
	Be designed to avoid the location of domestic and building services: <ul style="list-style-type: none"> • Within secluded private open space areas, including balconies; and • Where they may have noise impacts on adjoining habitable rooms and secluded private open space areas. 	✓ Principle met Domestic services are located within the rear SPOS areas, however larger SPOS areas proposed which can accommodate these services without reducing the usability of the SPOS.
Internal Amenity	Residential development should:	
	Ensure that dwelling layouts have connectivity between the main living area and private open space.	✓ Principle met
	Be designed to avoid reliance on borrowed light to habitable rooms.	✓ Principle met
	Ensure that balconies and habitable room windows are designed and located to reduce the need for excessive screening.	✓ Principle met

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

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	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.	<div>✓ Principle met Ground level living proposed</div>
--	---	--

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 22.09-3.3 Design principles for Incremental Change Areas – General Residential Zone (GRZ)**

Titles & Objectives		Principles	Principle met/Principle not met/NA
Preferred housing type		The preferred housing type for the Incremental Change Area is medium density.	<p>✓ Principle met</p> <p>Medium density proposed</p>
Building Height		The preferred maximum building height for land within the GRZ1 and GRZ2 is up to 2 storeys, including ground level.	<p>✓ Principle met</p> <p>A maximum of two storeys proposed</p>
Landscaping		Residential development should use landscaping to create a landscaped character, particularly canopy trees in front and rear gardens; and to protect the outlook of adjoining properties	<p>✓ Principle met</p> <p>The proposal provides an appropriate front setback with two canopy trees and substantial landscaping proposed within the frontage.</p> <p>The existing front yard streetscape character is mixed. The north side of Whitworth Avenue is primarily made up of non-residential uses. Minaret College is located north of the site which provides minimal landscaping and parking located within the front setback. There are a number of existing sites within the title boundary of Minaret College, and it is expected that the north side of the streetscape is expected to significantly change in the future on the north side of the Whitworth Avenue. Directly east of Minaret College is Whitworth Avenue Kindergarten which includes bays of parking within the frontage and minimal landscaping. A number of other dwellings located north-east of the subject site (on Whitworth Avenue) also have a substantial amount of paving within the frontage including 23, 25 and 37 Whitworth Avenue.</p>

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

		<p>The front yard character of existing dwellings on the south side of Whitworth Avenue is mixed. Some dwellings have mostly lawn within the frontage, some dwellings have a canopy tree within the front setback and many dwellings have a significant amount of hard paved surfaces within the frontage including No 40 Whitworth which is fully concreted within the frontage and No 38 which is primarily concreted with parking located at the front of the dwelling.</p> <p>It is noted that the proposed landscaping would be an improvement to the existing conditions which includes a substantial amount of paving and only lawn within the frontage.</p>
<p>Setbacks, front boundary and width</p>	<p>Parking, paving and car access within the front boundary setback should be limited in order to maximise the opportunity for soft landscaping and prevent the over dominance of carports and garages in the street.</p>	<p>✓ Principle met</p> <p>Parking and paving is limited to the dual crossovers and tandem space to dwelling 1. The proposal provides an appropriate front setback with two canopy trees and substantial landscaping proposed within the frontage. A permeable pathway has been utilised to minimise (where possible) the extent of concreting within the frontage. While two crossovers are proposed on the frontage, landscaping strips are proposed within the crossovers to reduce the impact of the accessways on the streetscape. It is further noted that is these landscaping strips were included in the Standard B13 landscaping calculation the proposal would set aside 70% of the total setback aside for landscaping.</p> <p>It is noted that the proposed landscaping would be an improvement to the existing conditions which includes a substantial amount of paving and only lawn within the frontage.</p>

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Private open space	Residential development should provide secluded private open space at the side or rear of each dwelling to avoid the need for excessive screening or high front fencing.	✓ Principle met The secluded private open space is located at either the side or rear of the dwelling
Bulk & Built Form	Residential development should:	✓ Principle met
	Ensure that the built form respects the scale of existing prevailing built form character and responds to site circumstances and streetscape;	✓ Principle met
	Provide separation between dwellings at the upper level;	✓ Principle met Separation of the upper floors have been provided which provides for a break in the form at first floor
	Retain spines of open space at the rear of properties to maximise landscaping opportunities and protect private secluded open space;	✓ Principle met No existing clear spine of open space
	Position more intense and higher elements of built form towards the front and centre of a site, transitioning to single storey elements to the rear of the lot.	✓ Principle met More intense and higher elements of built form are located towards the front and centre of a site, transitioning to single storey at the rear of the lot
	The rearmost dwelling on a lot should be single storey to ensure the identified future character of the area and the amenity of adjoining properties is respected by maximising landscaping opportunities and protecting adjoining private secluded open space. Two storey dwellings to the rear of a lot may be considered where: <ul style="list-style-type: none"> The visual impact of the building bulk does not adversely affect the identified future character of the area; Overlooking and/or overshadowing does not adversely affect the amenity of neighbouring properties; The building bulk does not adversely affect the planting and future growth of canopy trees to maturity; Sufficient side and rear boundary landscaping can be provided to screen adjoining properties; Upper storey components are well recessed from adjoining sensitive interfaces. 	✓ Principle met Single storey dwelling to the rear proposed
	Residential development should be well articulated through the use of contrast, texture, variation in forms, materials and colours.	✓ Principle met The proposal has been well articulated through the use of contrast, texture, variation in forms, materials and colours.

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.

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 44 WHITWORTH AVENUE,
SPRINGVALE (PLANNING APPLICATION NO. PLN20/0138)**

ATTACHMENT 4

CLAUSE 52 ASSESSMENT

PAGES 6 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Assessment Table - Clause 52****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 Standards	Assessment	Requirement met/Requirement not met/NA
Design standard 1 - Accessways	Accessways must:	✓ Standard met Each accessway is a minimum of 3 metres wide
	• Be at least 3 metres wide.	
	• Have an internal radius of at least 4 metres at changes of direction or intersection or be at least 4.2 metres wide.	✓ Standard met The submitted swept paths were referred to Council's Traffic Engineers who raised no concern with the proposed turning circles
	• 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.	✓ Standard met The submitted swept paths were referred to Council's Traffic Engineers who raised no concern with the proposed turning circles
	• Provide at least 2.1 metres headroom beneath overhead obstructions, calculated for a vehicle with a wheel base of 2.8 metres.	✓ Standard met Relevant to the first floor overhang over the garages to dwellings 2 and, the first floor would be a minimum of 3.57 metres above the accessway.
	• 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.	✓ Standard met The submitted swept paths were referred to Council's Traffic Engineers who raised no concern with the proposed turning circles
	• 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.	Not Applicable
	• 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.	✓ Standard met

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

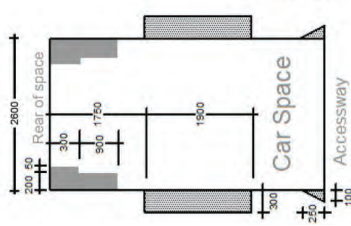
ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	<p>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.</p> <p>If entry to the car space is from a road, the width of the accessway may include the road.</p>	<p>Not Applicable</p> <p>✓ Standard met</p>																																
<p>Design standard 2 – Car parking spaces</p>	<p>Car parking spaces and accessways must have the minimum dimensions as outlined in Table 2.</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><i>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).</i></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	<p>✓ Standard met</p> <p>Applicable to the tandem space of dwelling 1 – 2.6m x 4.9m</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																															

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

<p>✓ Standard met</p> <p>Applicable to the tandem space of dwelling 1 – 0.45m is provided between the tandem space and east boundary fence</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"> • 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. • A structure, which may project into the space if it is at least 2.1 metres above the space. <p>Diagram 1 Clearance to car parking spaces</p>  <p>Dimensions in millimetres</p> <p>Clearance required</p> <p>Tree or column permitted</p>	<p>✓ Standard met</p> <p>Dwelling 1 – Single garage – 6m x 3.5m Dwelling 2 – Single garage – 6m x 3.5m Dwelling 3 – Single garage – 6m x 3.5m Dwelling 4 – Single garage – 6m x 3.5m</p>	<p>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.</p>
		<p>✓ Standard met</p> <p>Applicable to the tandem space of dwelling 1 – 500mm has been provided between the garage and tandem space</p>	<p>Where parking spaces are provided in tandem (one space behind the other) an additional 500mm in length must be provided between each space.</p>
		<p>✓ Standard met</p>	<p>Where two or more car parking spaces are provided for a dwelling, at least one space must be under cover.</p>

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Design standard 3: Gradients	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																
	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.	Not Applicable																
	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. <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%)	Not Applicable
	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																	
Design standard 4: Mechanical parking	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																
	Mechanical parking may be used to meet the car parking requirement provided: <ul style="list-style-type: none">At least 25 per cent of the mechanical car parking spaces can accommodate a vehicle clearance height of at least 1.8 metres.Car parking spaces the require the operation of the system are not allowed to visitors unless used in a valet parking situation.The design and operation is to the satisfaction of the responsible authority.	Not Applicable																
		Not Applicable																
		Not Applicable																

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Design standard 5: Urban design	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
Design standard 6: Safety	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
Design standard 7: Landscaping	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.	✓ Standard met

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 44 WHITWORTH AVENUE,
SPRINGVALE (PLANNING APPLICATION NO. PLN20/0138)**

ATTACHMENT 5

CLAUSE 55 ASSESSMENT

PAGES 42 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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>✓ Standard met</p> <p>The proposal is considered to respect the existing and preferred neighbourhood character of the area by way of street setback, landscaping and bulk and built form subject to conditions.</p> <p>See Clause 22.09 assessment for further details.</p>
Decision Guidelines	The proposed design response must respect the existing or preferred neighbourhood character and respond to the features of the site.	<p>✓ Standard met</p> <p>As above, see Clause 22.09 assessment</p>
	Any relevant neighbourhood character objective, policy or statement set out in this scheme.	
	The neighbourhood and site description.	
Objectives	The design response.	
	To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.	
	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

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.02-2 Residential policy objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B2	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 Municipal Planning Strategy and the Planning Policy Framework	Standard met The application was accompanied by a written statement describing how the development is consistent with the relevant policies for housing to the satisfaction of Council
Decision Guidelines	The Municipal Planning Strategy and the Planning Policy Framework. The design response.	
Objectives	To ensure that residential development is provided in accordance with any policy for housing in the Municipal Planning Strategy and the Planning Policy Framework. To support medium densities in areas where development can take advantage of public and community infrastructure and services.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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"> • Dwellings with a different number of bedrooms. • At least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level. 	Standard met Not applicable – only two dwellings are proposed
Objective	To encourage a range of dwellings sizes and types in developments of ten or more dwellings.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.02-4 Infrastructure objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B4	Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available.	Standard met The site is in an established residential area and can be connected to services.
	Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.	Standard met The site is in an established residential area and can be connected to services. Standard permit conditions to be included on the permit in relation to stormwater discharge.
	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.	Standard met
Decision Guidelines	The capacity of the existing infrastructure. In the absence of reticulated sewerage, the capacity of the development to treat and retain all wastewater in accordance with the SEPP (Waters of Victoria) under the EPA 1970. If the drainage system has little or no spare capacity, the capacity of the development to provide for stormwater drainage mitigation or upgrading of the local drainage system.	
Objectives	To ensure development is provided with appropriate utility services and infrastructure. To ensure development does not unreasonably overload the capacity of utility services and infrastructure.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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.	✓ Standard met The vehicle and pedestrian links provided are appropriate for the site. Logical vehicular access is provided via one crossover and shared driveway to dwellings 2-4 (inclusive). Dwelling 1 has a path and crossover connected directly to Whitworth Avenue.
	Developments should be oriented to front existing and proposed streets.	✓ Standard met Dwelling 1 is oriented to Whitworth Avenue and dwellings 2-4 (inclusive) are oriented to the common driveway
	High fencing in front of dwellings should be avoided if practicable.	✓ Standard met No front fence proposed
	Development next to existing public open space should be laid out to complement the open space.	✓ Standard met The subject site does not adjoin any public open space
Decision Guidelines	Any relevant urban design objective, policy or statement set out in this scheme. The design response.	
Objective	To integrate the layout of development with the street.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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>RGZ: 5 metres or as per Table B1, whichever is the lesser.</p> <p>GRZ: 7.5 metres or as per Table B1, whichever is the lesser.</p> <p>NRZ: As per Table B1.</p> <p>Table B1 Street setback</p> <table border="1"> <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>There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner.</td><td>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>Not applicable</td></tr> <tr> <td>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>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>Not applicable</td></tr> <tr> <td>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>6 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.</td><td>Not applicable</td></tr> <tr> <td>The site is on a corner.</td><td>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>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.	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.	Not applicable	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.	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.	Not applicable	There is no existing building on either of the abutting allotments facing the same street, and the site is not on a corner.	6 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.	Not applicable	The site is on a corner.	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.	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.	<p>Standard met</p> <p>The site is a mid-block site with existing dwellings adjoining it on the east and west boundaries. The site to the east (No 42 Whitworth Ave) is setback 9.17 metres from Whitworth. The site to the west (No 21 Erickson Street) is setback 3.56 metres from Whitworth Avenue). The average setback 6.36 metres</p> <p>The porch height is 3.55 metres and is an allowable encroachment into the standard.</p> <p>The front wall of dwelling 1 is setback 6.46 metres from the street at ground floor and 6.61 metres at first floor.</p>
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.	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.	Not applicable															
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.	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.	Not applicable															
There is no existing building on either of the abutting allotments facing the same street, and the site is not on a corner.	6 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.	Not applicable															
The site is on a corner.	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.	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.															

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Decision Guidelines	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.	
Objective	To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.03-2 Building height objective**

Title & Objective		Standards	Standard Met/Standard Not Met/NA
Standard B7		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. <i>RGZ: 13.5 metres discretionary maximum (refer Clause 32.07-8 for details)</i> <i>GRZ: 11 metres / 3 storeys mandatory maximum (refer Clause 32.08-9)</i> <i>NRZ: 9 metres / 2 storeys mandatory maximum (refer Clause 32.09-9)</i>	✓ Standard met 7.16 metres and a maximum of two (2) storeys
		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. Changes of building height between existing buildings and new buildings should be graduated.	N/A
Decision Guidelines		Any relevant neighbourhood character objective, policy or statement set out in this scheme.	✓ Standard met The proposed dwellings are double storey, the adjoining dwellings are single storey
		Any maximum building height specified in the zone, a schedule to the zone or an overlay applying to the land.	
		The design response.	
		The effect of the slope of the site on the height of the building.	
		The relationship between the proposed building height and the height of existing adjacent buildings.	
Objective		The visual impact of the building when viewed from the street and from adjoining properties.	
		To ensure that the height of buildings respects the existing or preferred neighbourhood character	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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"> The maximum site coverage specified in a schedule to the zone, or If no maximum site coverage is specified in a schedule to the zone, 60 per cent. <p>RGZ1: 70% RGZ2: 70% RGZ3: 70% GRZ1: 60% (none specified) GRZ2: 60% (none specified) NRZ1: 50%</p>	<p>Standard met 335.7 square metres of 43% Complies.</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	<p>To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.</p>	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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"> • The minimum areas specified in a schedule to the zone, or • If no minimum is specified in a schedule to the zone, 20 per cent of the site. <p><u>RGZ1: 20%</u> <u>RGZ2: 20% (none specified)</u> <u>RGZ3: 20% (none specified)</u> <u>GRZ1: 30%</u> <u>GRZ2: 20% (none specified)</u> <u>NRZ1: 40%</u></p>	<p>Standard met ✓ 285 square metres of 36.5% Complies.</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>	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.03-5 Energy efficiency objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B10	<p>Buildings should be:</p> <ul style="list-style-type: none"> • Oriented to make appropriate use of solar energy. • Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced. • Sited and designed to ensure that the performance of existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Neighbourhood Residential Zone or Township Zone are not unreasonably reduced. The existing rooftop solar energy system must exist at the date the application is lodged. <p>Living areas and private open space should be located on the north side of the development, if practicable.</p> <p>Developments should be designed so that solar access to north-facing windows is maximised.</p>	<p>Standard met</p> <p>The development would be oriented to make appropriate use of solar energy and would not reduce the energy efficiency of existing neighbouring dwellings.</p> <p>One of the neighbouring dwellings to the west No. 17 Ericksen Street has existing rooftop solar energy systems (solar panels). These solar panels are setback approximately 168 metres from the common boundary and as per the submitted shadow diagrams, there would be no overshadowing impacts on these panels from the development.</p> <p>Standard met</p> <p>Given the orientation of the development (north to south), it is not practicable for all dwellings to have the living areas located on the north side of the development as well as directly connected to the rear SPOS (which is encouraged to be located at the side or rear of the dwelling). However, where possible, living areas are located on the north side of the development.</p> <p>Standard met</p> <p>Given the orientation of the development (north to south) and the semi attached built form, it is not practicable for all dwellings to have north facing windows. However, where possible, north facing windows have been provided.</p>
Decision Guidelines	<p>The design response.</p> <p>The size, orientation and slope of the lot.</p> <p>The existing amount of solar access to abutting properties.</p> <p>The availability of solar access to north-facing windows on the site.</p>	
Objectives	<p>To achieve and protect energy efficient dwellings and residential buildings.</p> <p>To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.</p>	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.03-6 Open space objective**

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.03-7 Safety objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B12	Entrances to dwellings and residential buildings should not be obscured or isolated from the street and internal accessways.	✓ Standard met The dwelling entries are not obscured or isolated and are visible from the street or internal accessway.
	Planting which creates unsafe spaces along streets and accessways should be avoided.	✓ Standard met Low level planting is proposed along the accessway. In accordance with Clause 52.06-9 (Car Parking), corner displays have been provided which would limit landscaping to a maximum height of 900mm
	Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways.	✓ Standard met High mounted sensor lighting is provided to the dwelling entries and car parking areas and bollard lighting is proposed either side of the internal accessway.
	Private spaces within developments should be protected from inappropriate use as public thoroughfares.	✓ Standard met Private spaces are fenced or delineated by fencing, built form or landscaping.
	The design response.	
Decision Guidelines Objectives	To ensure the layout of development provides for the safety and security of residents and property.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.03-8 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"> • Protect any predominant landscape features of the neighbourhood. • Take into account the soil type and drainage patterns of the site. • Allow for intended vegetation growth and structural protection of buildings. • In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals. • Provide a safe, attractive and functional environment for residents. 	✓ Standard met
	<p>Development should provide for the retention or planting of trees, where these are part of the character of the neighbourhood.</p>	✓ Standard met Minimal vegetation is present on the site. Some trees would be removed to accommodate the development; however, no permit is required for the removal of trees. A landscape plan has been submitted which provides for canopy trees within the rear SPOS area and two within the frontage, which offset the loss of existing trees.
	<p>Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made</p>	✓ Standard met No known significant trees to have been removed in the last 12 months
	<p>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.</p>	✓ Standard met The landscape plan specifies landscape themes, vegetation (location and species), paving and lighting
	<p>Development should meet any additional landscape requirements specified in a schedule to the zone. All schedules to all residential zones: "70% of ground level front setback, and side and rear setbacks, planted with substantial landscaping and canopy trees."</p>	<p>✗ Standard not met</p> <p>Total front setback – 98.1 square metres Area set aside for landscaping – 58.64 square metres or 59.77%</p>
	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p>	<p>The proposal falls short in achieving the 70% required by Schedule 1 to the General Residential Zone. The following is consideration of the decision guidelines, and how the proposal meets the objectives of Clause 55.03-6:</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>	
	<p>The location and size of gardens and the predominant plant types in the neighbourhood.</p>	
	<p>The health of any trees to be removed.</p>	<p>The proposal remains consistent with the Neighbourhood Character Objectives (as outlined at Clause 1.0 of Schedule 1 to Clause 32.08), as it provides an</p>

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	Whether a tree was removed to gain a development advantage.	<p>appropriate front setback with two canopy trees and substantial landscaping proposed within the frontage. A permeable pathway has been utilised to minimise (where possible) the extent of concreting within the frontage. It is noted that two crossovers are proposed on the frontage, however, to reduce the impact of the accessways on the streetscape, landscaping strips are proposed within the crossovers. If you were to include these landscaping strips, the proposal would set aside 70% of the total setback aside for landscaping.</p> <p>The existing front yard streetscape character is mixed. The north side of Whitworth Avenue is primarily made up of non-residential uses. Minaret College is located north of the site which provides minimal landscaping and parking located within the front setback. There are a number of existing sites within the title boundary of Minaret College, and it is expected that the north side of the streetscape is expected to significantly change in the future on the north side of the Whitworth Avenue. Directly east of Minaret College is Whitworth Avenue Kindergarten which includes bays of parking within the frontage and minimal landscaping. A number of other dwellings located north-east of the subject site (on Whitworth Avenue) also have a substantial amount of paving within the frontage including 23, 25 and 37 Whitworth Avenue.</p> <p>The front yard character of existing dwellings on the south side of Whitworth Avenue is mixed. Some dwellings have mostly lawn within the frontage, some dwellings have a canopy tree within the front setback and many dwellings have a significant amount of hard paved surfaces within the frontage including No 40 Whitworth which is fully concreted within the frontage and No 38 which is primarily concreted with parking located at the front of the dwelling.</p> <p>It is noted that the proposed landscaping would be an improvement to the existing conditions which includes a substantial amount of paving and only lawn within the frontage.</p>
Objectives	To encourage development that respects the landscape character of the neighbourhood.	For the reasons listed above, the proposal would provide appropriate landscaping within the frontage and would respect the existing 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.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.03-9 Access objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B14	The width of accessways or car spaces should not exceed: <ul style="list-style-type: none"> • 33 per cent of the street frontage, or • if the width of the street frontage is less than 20 metres, 40 per cent of the street frontage. 	<p>✓ Standard met</p> <p>Accessways should not exceed 40% or 6.01 metres of the street frontage</p> <p>The proposed are 6 metres (3 metres per accessway)</p>
	No more than one single-width crossover should be provided for each dwelling fronting a street.	<p>✗ Standard not met</p> <p>One dwelling fronts the street, and two existing single width crossovers front the street.</p>
	The location of crossovers should maximise retention of on-street car parking spaces.	<p>✗ Standard not met</p> <p>A second crossover is proposed where one only currently exists. The proposal would result in a decrease to the existing on-street parking opportunities.</p>
	The number of access points to a road in a Road Zone should be minimised.	<p>✓ Standard met</p> <p>Whitworth Avenue is not a road in road zone</p>
	Developments must provide for access for service, emergency and delivery vehicles.	<p>✓ Standard met</p>
	<p>The design response.</p> <p>The impact on neighbourhood character.</p> <p>The reduction of on-street car parking spaces.</p>	<p>The proposal would result in an additional crossover with only one dwelling fronting the street. The following is consideration of the decision guidelines, and how the proposal meets the objectives of Clause 55.03-9:</p>
Decision Guidelines		

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	The effect on any significant vegetation on the site and footpath.	<p>The subject site has unique context, and the additional crossover would not result in an adverse impact on the neighbourhood character.</p> <p>The north side of Whitworth Avenue is predominantly made up of non-residential uses. Minaret College is located north of the site which provides minimal landscaping and parking located within the front setback. There are a number of existing sites within the title boundary of Minaret College, and it is expected that the north side of the streetscape is expected to significantly change in the future on the north side of the Whitworth Avenue. Directly east of Minaret College is Whitworth Avenue Kindergarten and Glendale Reserve which are located within the Public Park and recreation Zone and include bays of parking within the frontage and minimal landscaping. Further to this, the west side of Whitworth Avenue abuts the Industrial 1 Zone. It is considered that Whitworth Avenue is not a typical residential streetscape.</p> <p>The character of the south side of Whitworth Avenue is an eclectic mix of architecture styles and landscaping. While most dwellings have one crossover it is noted that there are a number of large single dwellings on a lot with a significant amount of hard paved surfaces within the frontage including No 40 Whitworth which is fully concreted within the frontage and No 38 which is primarily concreted with parking located at the front of the dwelling. A number of other dwellings located north-east of the subject site (on Whitworth Avenue) also have a substantial amount of paving within the frontage including 23, 25 and 37 Whitworth Avenue.</p>
Objectives	To ensure the number and design of vehicle crossovers respects the neighbourhood character.	For the reasons discussed above, two crossovers on this lot would respect the existing neighbourhood character.

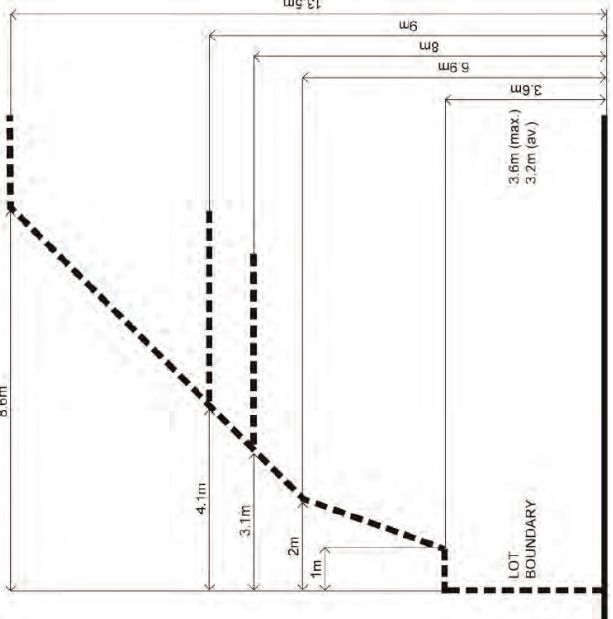
ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.03-10 Parking location objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B15	<p>Car parking facilities should:</p> <ul style="list-style-type: none"> • Be reasonably close and convenient to dwellings and residential buildings. • Be secure. • Be well ventilated if enclosed. <p>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.</p>	<p>Standard met</p> <p>All car spaces would be conveniently located next to their respective dwelling</p>
Decision Guidelines	The design response.	
Objectives	<p>To provide convenient parking for residents and visitors vehicles.</p> <p>To protect residents from vehicular noise within developments.</p>	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.04-1 Side and rear setbacks objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B17	<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"> At least the distance specified in a schedule to the zone, or 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." 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. <p>Diagram B1 Side and rear setbacks</p>  <p>The diagram illustrates the side and rear setbacks for a building on a lot. The lot boundary is shown as a dashed line. The setbacks are measured from the boundary to the building wall. The setbacks are: 8.6m (side), 4.1m (side), 3.1m (side), 2m (side), 1m (side), 3.6m (max) (side), 3.2m (av) (side), 5.9m (side), 8m (side), 9m (side), and 13.5m (side).</p>	<p>Standard met</p> <p>As demonstrated on plans, the proposal complies with Standard B17.</p>
	<p>Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes,</p>	<p>Standard met</p>

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	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.	Eaves do not encroach more than 0.5 metres into this setback.
	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.	✓ Standard met
Decision Guidelines	Any relevant neighbourhood character objective, policy or statement set out in this scheme.	
	The design response.	
	The impact on the amenity of the habitable room windows and secluded private open space of existing dwellings.	
	Whether the wall is opposite an existing or simultaneously constructed wall built to the boundary.	
Objectives	Whether the wall abuts a side or rear lane.	
	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.	

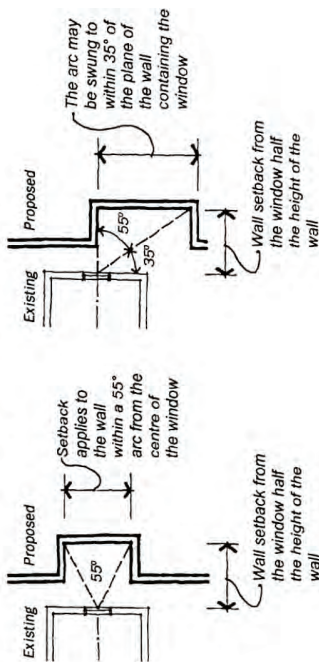
ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.04-2 Walls on boundaries objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B18	<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"> • For a length of more than the distance specified in the schedule to the zone; or • If no distance is specified in a schedule to the zone, for a length of more than: <ul style="list-style-type: none"> - 10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or - 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. <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>✓ Standard met</p> <p>Applicable to the east and west boundaries.</p> <p>To the east, the site adjoins one site and has an allowable length of 20.3 metres. The proposed is 6.58 metres.</p> <p>On the west boundary, the site adjoins three sites. The wall on boundary is only on one site being 17 metres long. The allowable length is 11.75 metres and the proposed is 6.58 metres.</p> <p>✓ Standard met</p> <p>✓ Standard met</p> <p>East elevation – Average height of 2.77 metres and no part of the wall is higher than 3.6 metres</p> <p>West elevation – Average height of the wall is 2.88 metres and no part of the wall is higher than 3.6 metres.</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 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> <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>	

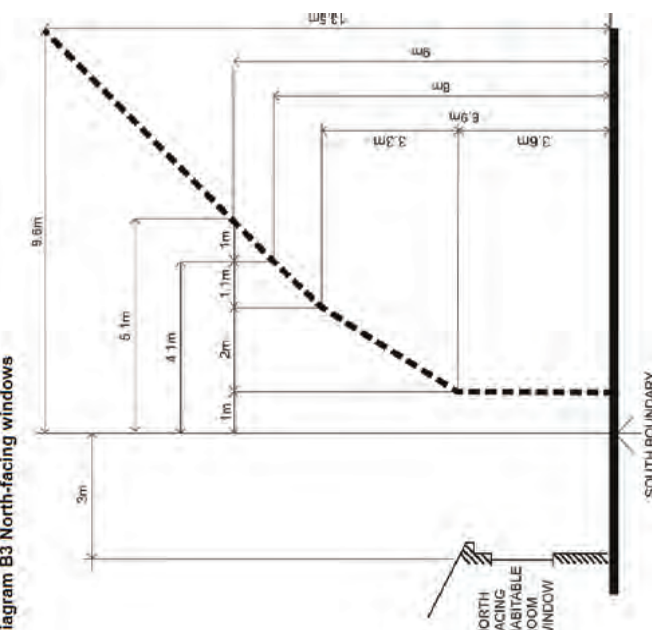
ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

Objectives	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.		
Clause 55.04-3 Daylight to existing windows objective			
Title & Objective	Standards	Standard Met/Standard Not Met/NA	
Standard B19	<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>Diagram B2 Daylight to existing windows</p>  <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>✓ Standard met</p> <p>The proposed dwellings are well setback from existing habitable room windows</p> <p>✓ Standard met</p> <p>The east facing garage wall is opposite a habitable room window. The garage wall has a maximum height of 2.97 metres – not requiring assessment against this standard.</p> <p>The maximum first floor wall height is 5.82 metres and would require a setback of 2.91 metres from the window and is setback 4.93 metres which complies with this standard.</p>	
Decision Guidelines	<p>The design response.</p> <p>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.</p> <p>The impact on the amenity of existing dwellings.</p>		
Objective	To allow adequate daylight into existing habitable room windows.		

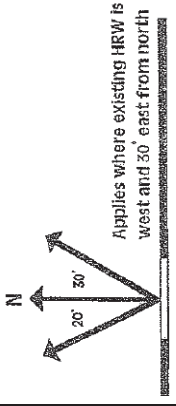
ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.04-4 North-facing windows objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B20	<p>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.</p> <p>Diagram B3 North-facing windows</p>  <p>Diagram B3 North-facing windows</p> <p>The diagram illustrates the setbacks for a north-facing habitable room window from a south boundary. The setbacks are calculated based on the window height and the 3m distance from the edge of the window. The setbacks are shown as follows:</p> <ul style="list-style-type: none"> 3m 1m 2m 1.1m 1m 4.1m 5.1m 9.6m <p>The setbacks are shown as follows:</p> <ul style="list-style-type: none"> 3m 1m 2m 1.1m 1m 4.1m 5.1m 9.6m 	<p>Standard met</p> <p>There are no north facing windows within 3 metres of the boundary.</p>
	<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.</p>	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	 <p>Applies where existing HRW is between 20° west and 30° east from north</p>	
Decision Guidelines	<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>	
Objective		

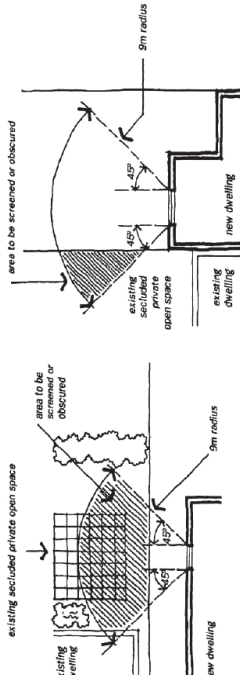
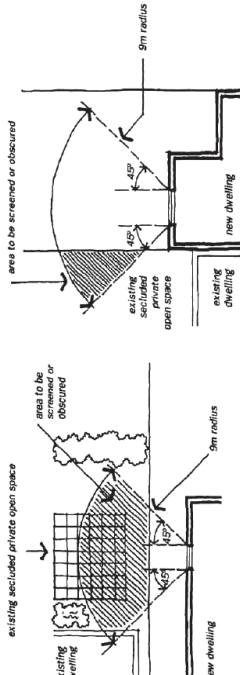
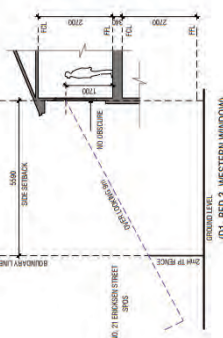
ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.04-5 Overshadowing open space objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B21	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.	Standard met The subject site adjoins large existing private open space areas. Some minor overshadowing would occur at 9 am to the west, however, would reduce by 10am and would not result in unacceptable overshadowing of any of these areas.
Decision Guidelines	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.	Standard met
	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.	
Objective	To ensure buildings do not significantly overshadow existing secluded private open space.	

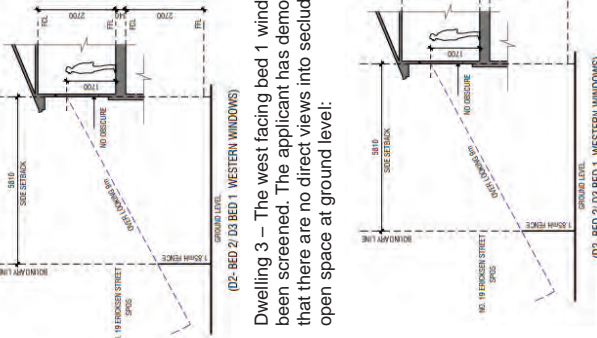
ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.04-6 Overlooking objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B22	<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>Diagram B4 Overlooking open space</p>  <p>Diagram B4 Overlooking open space</p> 	<p>Standard met (with condition of permit)</p> <p>East Elevation – First Floor</p> <ul style="list-style-type: none"> - Dwelling 2 - The bay seating window would have a direct view into the adjoining secluded private open space area. A condition is recommended for the permit that this window be screened in accordance with Standard B22. - Dwelling 3 – east facing hallway window would have a direct view into the adjoining secluded private open space area. A condition is recommended for the permit that this window be screened in accordance with Standard B22. <p>West elevation – First Floor</p> <ul style="list-style-type: none"> - Dwelling 1 – The west facing bed 2 window has not been screened. The applicant has demonstrated that that there are no direct views into secluded private open space at ground level:  <ul style="list-style-type: none"> - Dwelling 2 – The west facing bed 2 window has not been screened. The applicant has demonstrated that that there is no direct views into secluded private open space at ground level:

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

 <p>(D2- BED 2/3 BED 1 WESTERN WINDOWS)</p> <p>Dwelling 3 – The west facing bed 1 window has not been screened. The applicant has demonstrated that that there are no direct views into secluded private open space at ground level:</p> <p>(D2- BED 2/3 BED 1 WESTERN WINDOWS)</p> <p>On the east and west elevations, habitable room windows that have not been discussed in the above assessment has been screened to prevent overlooking into existing and adjoining secluded private open space in the following ways:</p> <ul style="list-style-type: none"> ▪ Have sill heights of at least 1.7 metres above floor level, or ▪ Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent. <p>South Elevation – First Floor</p> <p>The south facing bed 2 window to dwelling 2 has not been screened. It is noted that this window does not require screening as the adjoining/existing SPOS areas are not within 9 metres.</p>	
---	--

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)

	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: <ul style="list-style-type: none"> • Offset a minimum of 1.5 metres from the edge of one window to the edge of the other. • Have sill heights of at least 1.7 metres above floor level. • Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level. • Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent. 	✓ Standard met As above.
	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.	✓ Standard met
	Screens used to obscure a view should be: <ul style="list-style-type: none"> • Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels. • Permanent, fixed and durable. • Designed and coloured to blend in with the development. 	✓ Standard met (with condition of permit) Screens are proposed, and a condition is recommended for the permit that they be annotated in accordance with Standard B22.
	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. It is noted that the east boundary fence is 1.6 metres with a 300mm trellis proposed, taking the total height to 1.9 metres.	✓ Standard met Ground floor meets this exemption as on the east, south and west boundaries the fence will act as a visual barrier to overlooking as the fence is a minimum of 1.8 metres and floor level is less than 0.8 metres above ground level at the boundary. It is noted that the east boundary fence is 1.6 metres with a 300mm trellis proposed, taking the total height to 1.9 metres.
Decision Guidelines	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.	
Objective	To limit views into existing secluded private open space and habitable room windows.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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.	Standard met No internal overlooking opportunities present.
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.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.04-8 Noise impacts objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B24	Noise sources, such as mechanical plant, should not be located near bedrooms of immediately adjacent existing dwellings.	✓ Standard met No noise sources apparent.
	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.	✓ Standard met No noise sources immediately adjacent dwellings.
	Dwellings and residential buildings close to busy roads, railway lines or industry should be designed to limit noise levels in habitable rooms.	✓ Standard met No noise sources apparent.
Decision Guidelines	The design response.	
Objectives	To contain noise sources within development that may affect existing dwellings.	
	To protect residents from external noise.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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.	✓ Standard met The dwelling entries include a small step, easily accessible for people with limited mobility or made easily accessible if necessary. Amenities are provided at ground level.
Objective	To encourage the consideration of the needs of people with limited mobility in the design of developments.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.05-2 Dwelling entry objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B26	Entries to dwellings and residential buildings should: <ul style="list-style-type: none"> • Be visible and easily identifiable from streets and other public areas. • Provide shelter, a sense of personal address and a transitional space around the entry. 	✓ Standard met The dwelling entries are easily identifiable from the street or internal accessway. The proposed porches provide shelter and sense of personal address.
Objective	To provide each dwelling or residential building with its own sense of identity.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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"> • 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 • A verandah provided it is open for at least on third of its perimeter, or • A carport provided it has two or more open sides and is open for at least on third of its perimeter. 	<p>Standard met</p> <p>Each window faces an outdoor space that complies with this standard.</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.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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>RGZ1: None specified</p> <p>RGZ2: "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."</p> <p>RGZ3: "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."</p> <p>GRZ1: "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</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>GRZ2: "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</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>NRZ1: "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</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>Standard Met</p> <p>✓ Standard met</p> <p>Dwelling 1</p> <p>Private open space: 90.22 square metres</p> <p>Secluded private open space 37.8 square metres, with a primary secluded private open space area of 32.8 square metres with a minimum dimension of 5.72 metres and directly connected to the kitchen</p> <p>Dwelling 2</p> <p>Private open space / secluded private open space: 50.4 square metres, with a primary secluded private open space area of 30.2 square metres with a minimum dimension of 5 metres and directly accessible from a living room</p> <p>Dwelling 3</p> <p>Private open space / secluded private open space: 53.3 square metres, with a primary secluded private open space area of 40 square metres with a minimum dimension of 5 metres and directly accessible from a living room</p> <p>Dwelling 4</p> <p>Private open space / secluded private open space: 55.7 square metres, with a primary secluded private open space area of 33 square metres with a minimum dimension of 5 metres and directly accessible from a living room</p>

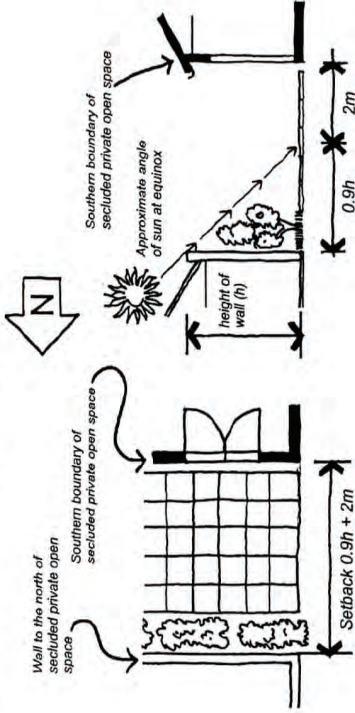
ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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"> 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 A balcony of 8 square metres with a minimum width of 1.6 metres and convenient access from a living room, or A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room. <p>The balcony requirements in Clause 55.05-4 do not apply to an apartment development.</p>	Not Applicable - RGZ1
Decision Guidelines	<p>The design response.</p> <p>The useability of the private open space, including its size and accessibility.</p> <p>The availability of and access to public or communal open space.</p> <p>The orientation of the lot to the street and the sun.</p>	
Objective	To provide adequate private open space for the reasonable recreation and service needs of residents.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.05-5 Solar access to open space objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B29	<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 $(2 + 0.9h)$ metres, where 'h' is the height of the wall.</p> <p>Diagram B5 Solar access to open space</p> 	<p>Standard met</p> <p>Due to the orientation of the allotment, the secluded private open space is located on the south side of the development</p> <p>Standard met</p> <p>Dwelling 1 The maximum wall height is 5.73 metres and requires a setback of 7.16 metres. The first floor has been setback 7.38 metres from the southern boundary and complies.</p> <p>Dwelling 2 The maximum wall height is 5.73 metres and requires a setback of 7.16 metres. The first floor has been setback 11.94 metres from the southern boundary and complies</p> <p>Dwelling 3 The maximum wall height is 5.8 metres and requires a setback of 7.22 metres. The first floor has been setback 8.14 metres from the southern boundary and complies with this standard.</p> <p>Dwelling 4 The maximum wall height of the ground floor wall is 2.7 metres and is required to be setback 4.43 metres from the southern boundary. The proposed wall is setback 5.36 metres and complies with this standard.</p>
Decision Guidelines	The design response.	
Objective	<p>The useability and amenity of the secluded private open space based on the sunlight it will receive.</p> <p>To allow solar access into the secluded private open space of new dwellings and residential buildings.</p>	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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.	✓ Standard met Each dwelling has been provided with 6 cubic metre shed located in the rear SPOS.
Objective	To provide adequate storage facilities for each dwelling.	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.06-1 Design detail objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B31	<p>The design of buildings, including:</p> <ul style="list-style-type: none"> • Façade articulation and detailing, • Window and door proportions, • Roof form, and • Verandahs, eaves and parapets, <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>Standard met</p> <p>The dwellings incorporate an appropriate amount of articulation and detailing. A pitched roof form with eaves has been incorporated into the development, which is prevalent within the immediate area. The dwellings have been designed to be in keeping with both the existing and preferred neighbourhood character.</p> <p>Standard met</p> <p>The garage to dwelling 1 is located at the side of the dwelling and is recessed from the front walls of the dwelling.</p> <p>The garages to dwellings 2 and 3 are located at the side or rear of the dwelling and are not visible from the streetscape.</p> <p>The garage to dwelling 4 is located at the side of the dwelling and at the rear of the subject site.</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 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>	
Objective	<p>To encourage design detail that respects the existing or preferred neighbourhood character.</p>	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (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.	✓ Standard met No front fence proposed						
	A front fence within 3 metres of a street should not exceed:	✓ Standard met No front fence proposed						
	<ul style="list-style-type: none">The maximum height specified in a schedule to the zone, or							
	<i>All schedules to all residential zones:</i>							
	<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">If no maximum height is specified in a schedule to the zone, the maximum height specified in Table B3.							
	Table B3 Maximum front fence height							
	<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.							

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.06-3 Common property objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B33	<p>Developments should clearly delineate public, communal and private areas.</p> <p>Common property, where provided, should be functional and capable of efficient management.</p>	<p>✓ Standard met Common property would be limited to the shared accessway for dwellings 2-4 (inclusive). Private spaces would be clearly delineated by built form, fencing or landscaping</p> <p>✓ Standard met Common property would be limited to the shared accessway for dwellings 2-4 (inclusive) and would 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>	

ORDINARY COUNCIL MEETING - AGENDA

2.3.4 Town Planning Application - No. 44 Whitworth Avenue, Springvale (Planning Application No. PLN20/0138) (Cont.)**Clause 55.06-4 Site services objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B34	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.	✓ Standard met
	Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development.	✓ Standard met
	Bin and recycling enclosures should be located for convenient access by residents.	✓ Standard met
	Mailboxes should be provided and located for convenient access as required by Australia Post.	✓ Standard met
Decision Guidelines	The design response.	
Objectives	To ensure that site services can be installed and easily maintained.	
	To ensure that site facilities are accessible, adequate and attractive.	

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203)

File Id:	214090
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Assessed Plans Location of objectors

Application Summary

Applicant:	Prossor Town Planning Pty Ltd
Proposal:	Development of the land for a double storey dwelling and associated earthworks
Zone:	Green Wedge A Zone
Overlay:	Vegetation Protection Overlay 1
Ward:	Keysborough South

The application proposes the development of the land for a dwelling, and associated earthworks. A permit is required pursuant to:

- Clause 35.05-5 (GWAZ), a planning permit is required to construct or carry out any of the following:
 - A building or works associated with a use in Section 2 of Clause 35.05-1,
 - Earthworks specified in a schedule to this zone, if on land specified in a schedule
 - A building which is within any of the following setbacks:
 - 30 metres from a dwelling not in the same ownership.

This application is brought before the Council as it received four (4) objections during the advertising process.

Objectors Summary

The application was advertised to the surrounding area through the erection of a notice on-site and the mailing of notices to adjoining and surrounding owners and occupiers. Four (4) objections were received to the application. Issues raised generally relate to matters of:

- Non-compliance with the Green Wedge Zone
- Not in keeping with the Green Wedge Management Plan

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

- Noise
- Overlooking
- Impact on trees / wildlife
- Habitable outbuilding
- Flood Levels
- Drainage
- Impact on views and vistas
- Front and side setbacks
- Built form and amenity
- Building height
- Property values

Assessment Summary

The application is for the development of the land for a double storey dwelling. The existing dwelling is proposed to be retained, with the kitchen facilities removed so that it can no longer operate as dwelling and instead be used as a habitable outbuilding. To accommodate the development, nine (9) (non-native) trees are proposed to be removed on the eastern boundary. The existing crossover and accessway is proposed to be utilised and extended.

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 the State and Local policy as well as the purposes of the zones, overlays which apply to the subject site. This report recommends that that 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.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)**Subject Site and Surrounds****Subject Site**

The subject is identified as Lot 4 on Plan of Subdivision 081620, and is more commonly known as 76 Keys Road, Keysborough.

- The subject site is located on the north side of Keys Road.
- The site is regular in shape, with a frontage of 92.2 metres to Keys Road and a maximum depth of 241.4 metres and a total area of 2.23 hectares. The site is generally flat.
- A single storey weatherboard dwelling currently exists on the land, which is centrally located within the southernmost third of the site, approximately 30 metres from Keys Road. A brick outbuilding exists to the rear of the existing dwelling.
- The subject site has a number of trees predominantly clustered around the dwelling on the north, south and east boundaries. A number of these trees are native trees.
- Access is provided from a gravel crossover, centrally located on the south boundary from Keys Road.

Surrounding Area

- The surrounding area consists of a mix of lot sizes from large rural allotments, to smaller rural residential allotments.
- Land uses within the surrounding area are generally residential, with lots being comprised of detached single storey dwellings and associated outbuildings.
- The immediate area generally consists of rural residential uses and low intensity agricultural uses.

**2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203)
(Cont.)**

Locality Plan



2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)**Background****Previous Applications**

A search of Council records revealed no previous planning applications have been considered for the subject site.

Proposal

The application proposes the development of the land for a double storey dwelling and associated earthworks. The proposed replacement dwelling would be located within 30 metres of the adjoining dwelling to the east (not in the same ownership), No.64 Keys Road, Keysborough. The following is a summary of the proposal:

	Details
Levels	Double storey
Height	8.77 metres
Orientated to	The dwelling is oriented to the west
External materials	Brick and render cladding
Minimum setbacks to boundaries	<u>Ground Floor</u> North (rear): 183.61 metre East (sideage): 5 metres South (frontage): 20 metres West (sideage): 68.83 metres <u>First Floor</u> North (rear): 196.84 metre East (sideage): 10.28 metres South (frontage): 26.54 metres West (sideage): 72.44 metres
Number of bedrooms	Five bedrooms
Number of Car parking Spaces provided	Two spaces

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Number of Car parking Spaces required	Two spaces
Type of car parking	Double garage
Access	Existing access is provided via a 3.5 metre wide gravel crossover
Front Fence	The existing 1.22 metre metal wire fence is proposed to be retained
Earthworks	The earthworks are limited to a minor site scrape of the proposed building area for the replacement dwelling. It is noted the earthworks do not include the driveway.

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 35.05-5 (GWAZ), a planning permit is required to construct or carry out any of the following:
 - A building or works associated with a use in Section 2 of Clause 35.05-1,
 - Earthworks specified in a schedule to this zone, if on land specified in a schedule
 - A building which is within any of the following setbacks:
 - 30 metres from a dwelling not in the same ownership.

The relevant controls and policies are as follows:

Zoning Controls

The subject site is located in a Green Wedge A Zone, as is the surrounding area.

The purpose of the Green Wedge A Zone outlined at Clause 35.05 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

- *To provide for the use of land for agriculture.*
- *To protect, conserve and enhance the biodiversity, natural resources, scenic landscapes and heritage values of the area.*
- *To ensure that use and development promotes sustainable land management practices and infrastructure provision.*
- *To protect, conserve and enhance the cultural heritage significance and the character of rural and scenic non-urban landscapes.*
- *To recognise and protect the amenity of existing rural living areas.*

Pursuant to Clause 35.05-1, a permit is not required for the use of land as dwelling, as the proposal is for a replacement dwelling.

Pursuant to Clause 35.05.5, a permit is required for the development of the land for one (1) double storey dwelling and associated earthworks.

Overlay Controls

The subject site is covered by a Vegetation Protection Overlay, as is the surrounding area.

The purpose of the Vegetation Protection Overlay outlined at Clause 42.02 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To protect areas of significant vegetation.*
- *To ensure that development minimises loss of vegetation.*
- *To preserve existing trees and other vegetation.*
- *To recognise vegetation protection areas as locations of special significance, natural beauty, interest and importance.*
- *To maintain and enhance habitat and habitat corridors for indigenous fauna.*
- *To encourage the regeneration of native vegetation.*

Pursuant to Clause 42.02-2 a planning permit is required to remove, destroy or lop any vegetation specified in the schedule. However, this does not apply if the table to Clause 42.02-3 specifically states that a permit is not required. Clause 3.0 of Schedule 1 to the Vegetation Protection Overlay states that a planning permit is required to remove, destroy or lop native vegetation.

The proposal includes the removal of non-native trees, and as such no planning permit is required to remove the vegetation.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Planning Policy Framework

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

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

In order to achieve those 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) states that Planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure.

Planning is to recognise the need for, and as far as practicable contribute towards:

- *Health, wellbeing and safety.*
- *Diversity of choice.*
- *Adaptation in response to changing technology.*
- *Economic viability.*
- *A high standard of urban design and amenity.*
- *Energy efficiency.*
- *Prevention of pollution to land, water and air.*
- *Protection of environmentally sensitive areas and natural resources.*
- *Accessibility.*
- *Land use and transport integration.*

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Planning is to prevent environmental and amenity problems created by siting incompatible land uses close together.

Planning is to facilitate sustainable development that takes full advantage of existing settlement patterns and investment in transport, utility, social, community and commercial infrastructure and services.

These overall objectives are reinforced by a number of sub-clauses, including **Clause 11.01-1R2 Green Wedges – Metropolitan Melbourne**, which seeks to protect the green wedges of Metropolitan Melbourne from inappropriate development.

Clause 12 Environmental and Landscape Values

Clause 12 Environmental and Landscape Values states that Planning should help to protect the health of ecological systems and the biodiversity they support (including ecosystems, habitats, species and genetic diversity) and conserve areas with identified

environmental and landscape values.

It further states that Planning must implement environmental principles for ecologically sustainable development that have been established by international and national agreements. Foremost amongst the national agreements is the Intergovernmental Agreement on the Environment, which sets out key principles for environmental policy in Australia. Other agreements include the National Strategy for Ecologically Sustainable Development, National Greenhouse Strategy, the National Water Quality Management Strategy, the National Strategy for the Conservation of Australia's Biological Diversity, the National Forest Policy Statement and National Environment Protection Measures.

Planning should protect, restore and enhance sites and features of nature conservation, biodiversity, geological or landscape value.

These overall objectives are supported by a number of sub-clauses including **Clause 12.01-1S Protection of biodiversity** and **Clause 12.01-2S Native Vegetation Management**, which seek to assist the protection and conservation of Victoria's biodiversity and ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation.

Clause 13 Environmental Risks and Amenity

Clause 13 Environmental Risks and Amenity states that Planning should strengthen the resilience and safety of communities by adopting a best practice environmental management and risk management approach.

Planning should aim to avoid or minimise natural and human-made environmental hazards, environmental degradation and amenity conflicts.

Planning should identify and manage the potential for the environment and environmental changes to impact on the economic, environmental or social wellbeing of society.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Planning should ensure development and risk mitigation does not detrimentally interfere with important natural processes.

Planning should prepare for and respond to the impacts of climate change.

These overall objectives are supported by a number of sub-clauses including **Clause 13.02-1S Bushfire planning** which seeks to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life. **Clause 13.03-1S Floodplain management** seeks to assist in the protection of life, property and community infrastructure from flood hazard, the natural flood carrying capacity of rivers, streams and floodways, the flood storage function of floodplains and waterways and floodplain areas of environmental significance or of importance to river health.

Clause 14 Natural Resource Management

Clause 14 Natural Resource Management is supported by a number of sub-clauses including **Clause 14.01-1S Protection of agricultural land which** seeks to protect the state's agricultural base by preserving productive farmland.

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.*
- *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.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

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.

Clause 15.01-6S Design for rural areas has an objective to ensure development respects values area of rural character.

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 states that planning should provide for housing diversity, and ensure the efficient provision of supporting infrastructure, should ensure the long term sustainability of new housing, including access to services, walkability to activity centres, public transport, schools and open space and should include the provision of land for affordable housing.

This is supported by a sub-clauses **Clause 16.01-3S Rural Residential Development** which seeks to identify land suitable for rural residential development.

Clause 19 Infrastructure

Clause 19 Infrastructure seeks to ensure planning for development of social and physical infrastructure should enable it to be provided in a way that is efficient, equitable, accessible and timely. This is supported by **Clause 19.03-3S Integrated Water Management** which seeks to sustainably manage water supply, water resources, wastewater, drainage and stormwater through an integrated water management approach.

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**.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

A **Vision for Greater Dandenong** is outlined at **Clause 21.03**. Of particular relevance, is the following:

A city whose green wedge provides a green, spacious relief from the surrounding urban development and supports a range of activities including agriculture, water treatment, recreation, education, and rural living that are carefully located and designed to respect the important environmental, cultural heritage, water management, landscape, and amenity values and functions of the region.

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 21.04-4 Green Wedge.

Land use:

Objectives of Clause 21.04-4 Green Wedge:

1. To support the expansion and diversification of agricultural activity.
2. To ensure new uses and development do not adversely impact on existing land uses or compromise the establishment of preferred land uses in the Green Wedge.

Built form:

Objectives of Clause 21.05-1 Urban design, character, streetscapes and landscapes:

1. To facilitate high quality building design and architecture.
2. To facilitate high quality development, which has regard for the surrounding environment and built form.

Objectives of Clause 21.05-4 Green Wedge:

1. To ensure the open, landscape-dominated vistas throughout the Greater Dandenong Green Wedge are maintained and protected.
2. To identify, protect and promote existing heritage values.

Open space and natural environment:

Objectives of Clause 21.06-3 Green Wedge:

1. To protect and enhance the ecological values of the Green Wedge and improve connectivity.
2. To manage risks associated with potential soil and water contamination.
3. To improve flood and inundation management.
3. To enhance the role and function of the Greater Dandenong Green Wedge as a water management asset.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Relevant local planning policies include Clause 22.02 Green Wedge Policy.

Clause 22.02 Green Wedge

Clause 22.02 Green Wedge outlines Green Wedge land use and development objectives. Those relevant include.

- *To give effect to Council's vision for the Greater Dandenong Green Wedge.*
- *To carefully locate and manage land uses to be consistent with the vision of the Greater Dandenong Green Wedge.*
- *To improve water quality and protect infrastructure assets and private property.*
- *To give priority to the protection and management of ecological areas of the highest value.*
- *To encourage sustainable land use practices.*
- *To provide clear guidance to stakeholders with regard to appropriate uses and forms of development.*
- *To support vehicles and active transport in a safe, efficient and legible manner.*
- *To protect and conserve areas of known and unknown Aboriginal cultural heritage.*
- *To respect landscape values.*

The policy is based on the Green Wedge Management Plan (Revised, January 2017), which identifies the subject site as being within the Keys Road Precinct (open space, recreation, rural residential and less intensive agricultural uses (e.g. market garden).

Pursuant to Clause 22.02-3, it is policy that (amongst other things) all use and development proposals respond to the Siting and Design Guidelines for buildings and works as detailed in the Greater Dandenong Green Wedge Management plan (*Revised January 2017*).

Green Wedge Management plan (*Revised January 2017*).

The Green Wedge Management Plan (*Revised January 2017* (GWMP)), has a number of Siting and Design objectives which seek to improve the amenity of the Greater Dandenong Green Wedge. The objectives are supported by a number of guidelines. These are intended to guide development and assist in the determination of planning permit applications once the guidelines are integrated into the Greater Dandenong Planning Scheme.

The GWMP includes the following relevant objectives:

Built Form:

- *Site and design buildings to protect and strengthen the rural character and overall sense of spaciousness of the Greater Dandenong Green Wedge.*
- *Ensure buildings are visually subordinate and set into the spacious, rural landscape.*
- *Maintain open views and vistas from roads and public spaces.*
- *Minimise building footprints and the visibility of outbuildings and storage areas.*

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Design Detail

- *Ensure building facades are well articulated using high quality design treatments.*

Vehicle Access & Surfaces

- *Minimise the impact of vehicle access and car parking on the landscape.*

Fencing & Gates

- *Encourage fencing and gate styles that reflect the rural, open character of the Green Wedge.*

Vegetation

- *Encourage the planting of indigenous and native vegetation to complement the rural character.*
- *Protect indigenous vegetation for its cultural and landscape value.*

Signage & Lighting

- *Encourage low scale and low impact signage and lighting.*

Particular Provisions

Clause 52.06 Car parking

The purpose of Clause 52.06 Car Parking is:

- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the 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.*

Clause 52.06-2 notes that a new use must not commence, or the floor area of an existing use must not be increased until the required car spaces have been provided on the land.

The required spaces are identified in the table to Clause 52.06-5. Clause 52.06-3 further notes that a permit may be granted to reduce or waive the number of car spaces required by the table.

The table at Clause 52.06-5 notes that a dwelling with 1 or 2 bedrooms requires 1 car space and a dwelling with 3 or more bedrooms requires 2 spaces to each dwelling. 1 visitor car space is required for visitors to every 5 dwellings for developments of 5 or more dwellings.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Car parking is to be designed and constructed in accordance with the requirements of Clause 52.06-9 and 52.06-11 of the Scheme.

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

Covenant C214402 is registered on title. The restrictive covenant states that *it will not erect or cause or suffer to be erected on the said Lot 19 any building or buildings of a temporary nature and suitable for habitation.*

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. However, the application was referred to the Country Fire Association (CFA) for comment. The CFA provided a response noting no objection to the proposal subject to conditions of permit.

Internal

The application was internally referred to Council's Asset, Health and Arborist for their consideration. The comments provided will be considered in the assessment of the application.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Internal Referrals	
Asset Development	No objections, subject to conditions on permit
Health	No objections, subject to notes on permit
Bushland and Gardening (including Arborist)	No objection

Advertising

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

- Sending notices to the owners and occupiers of adjoining land.
- Placing a sign on site facing Keys Road.

The notification has been carried out correctly.

Council has received four (4) objection/s to date.

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

Consultation

The application received four (4) objections which meets the threshold to conduct a consultative meeting. However due to the current COVID-19 pandemic, consultative meetings were not held to ensure compliance with State and Federal Government guidelines.

Summary of Grounds of Submissions/Objections

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

- **Non-compliance with the Green Wedge Zone**

The proposal is consistent with the purpose and decision guidelines of the zone. The subject site is more than capable of accommodating the proposal with no unacceptable impact on the surrounding properties, the character of the area or soil and drainage in the area. Surrounding properties have been developed in a similar style, therefore the proposed dwelling will be cohesive with the surrounding land uses.

Nine (9) trees are required to be removed to accommodate the development, however as these trees are not native, no permit is required for the removal of these trees. It is not foreseen that there will be any impact on land degradation, salinity, or reduction in water quality.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

The double storey dwelling reflects the rural living character of the area and as such is compatible with surrounding land uses. The substantial setback from Keys Road and neighbouring dwellings will minimise the visual impact of the proposal. The proposal is not expected to impact any significant views or ridgelines

- **Not in keeping with the Green Wedge Management Plan**

The proposed replacement dwelling has been designed to be in keeping with the Green Wedge Management Plan (GWMP). The proposal has been appropriately setback from all boundaries and would be surrounded by significant vegetation within the frontage which would contribute to retaining the spacious setting and maintain the rural character of the area. Conditions are recommended for the permit that substantial indigenous and native vegetation and canopy trees be provided on the eastern boundary to reduce the appearance of the built form.

The building façade has been well articulated through variation to forms and materials. A condition is recommended for the permit that that a colour and finishes schedule be provided in dark and natural colours, muted tones, matte finishes and nonreflective materials to ensure the built form immerses within the rural landscape.

- **Noise**

Residential noise is controlled by the Environment Protection (Residential Noise) Regulations 2018. Furthermore, it is not envisaged, and there is no evidence that noise from this residential use will have an unacceptable impact on the surrounding area.

- **Loss of privacy and Overlooking**

Concern was raised regarding overlooking from the proposed dwelling on the east boundary. There is no requirement to assess the proposal against any overlooking standards.

However, as a guide we can utilise the overlooking requirements for the residential zones. In those areas, the test for overlooking is set by Standard A15 of Clause 54.04-6 and Standard B22 of Clause 55.04-6. The standard has two components to overlooking, to prevent a direct view into existing secluded private open space areas and to prevent proposed habitable room windows from having a direct view into existing habitable room windows, with overlooking measured at a 9-metre distance at ground level.

It should be noted that the adjoining site to the east is not considered to be an area of secluded private open space due to it being open, not enclosed and located within the sites frontage. At ground floor, the existing 1.8 metre timber paling fence on the east boundary that separates the subject site and the adjoining dwelling to the east that is proposed to be retained. At ground floor, finish floor level of the proposed dwelling is less than 0.8 metres above ground level and in accordance with the Standard the 1.8-metre-high fence will act as a visual barrier to overlooking.

At first floor level, the built form of the proposed dwelling will be set forward of the existing dwelling by a minimum of 27 metres and there would be no direct views from any proposed habitable room window into an existing habitable room window.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

However, there is clear direction within the purpose of the Green Wedge Zone to 'protect and recognise the amenity of existing rural living areas'. Therefore, a condition is recommended for the permit that substantial planting and canopy trees be planted along the eastern boundary capable of screening views from the proposed dwelling onto the adjoining site in the future.

- **Impact on Trees / Wildlife**

An Arboricultural Impact Assessment was submitted with the application. As per the report, the nine (9) trees proposed for removal are not native trees and do not require a planning permit for the removal.

A number of less invasive construction methods have been proposed to protect the remaining trees onsite, and these would be included as conditions of permit to protect all other vegetation on site.

Furthermore, the proposal was referred to Council's arborist who did not object to the proposal subject to conditions of permit, which encourages less invasive construction methods and protects the remaining trees on site.

- **Habitable outbuilding**

Concern has been raised with the retention of the building of the existing dwelling and that it has the capacity to be used as a second dwelling on a lot. The subject site is currently used as a dwelling, and the proposal is for a replacement dwelling. The subject site is currently used as a dwelling, and the proposal is for a replacement dwelling.

Clause 73.03 Land Use Terms, defines a dwelling as the following:

A building used as a self-contained residence which must include:

- a. A kitchen sink;*
- b. Food preparation facilities;*
- c. A bath or shower, and*
- d. A toilet and wash basin.*

It includes outbuildings and works normal to a dwelling.

It is noted that the kitchen is proposed to be removed and replaced with a gym. Given the building would no longer have all four elements of a dwelling, the proposal does not meet the definition of a dwelling and would rather be a habitable outbuilding.

To ensure the habitable outbuilding is not converted back into a dwelling, conditions would be recommended for the permit so that is enforceable in future. A Section 173 Agreement is also recommended as a condition of permit so that any future owners are aware that the habitable outbuilding is as such.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

- **Flood Levels**

Concern has been raised with regard to floor levels and if the floor levels have been provided in accordance with Melbourne Waters requirements. Finish floor level has been shown on plans as 5.685. The proposal was not required to be referred to Melbourne Water with the Planning Scheme. The proposal was referred to Council's Asset Department who did not object to the proposal subject to conditions of permit regarding the finish floor level of the proposal.

- **Drainage**

Concern was raised regarding stormwater and waste water discharge. Standard conditions would be included on the permit requiring internal drainage infrastructure be connected to the legal point of discharge.

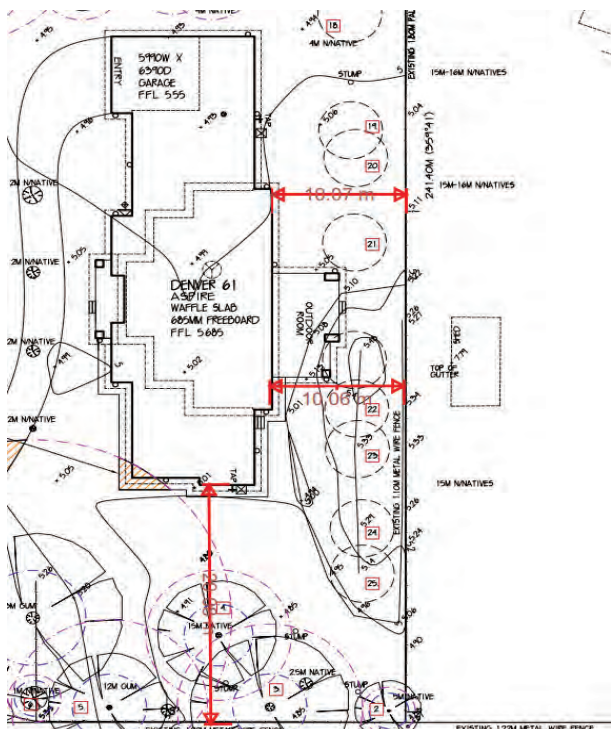
- **Impact on views and vistas**

It is noted that the subject site is relatively flat, and the proposed dwelling would not be sited on elevated ground. The proposed dwelling would be setback 20 metres from the frontage, with all existing trees within the frontage proposed to be retained. Conditions are recommended for the permit for substantial vegetation and canopy trees to be provided on the eastern boundary. As such, it is considered subject to conditions of permit, that the proposal will be set into the spacious rural landscape and will maintain the open views and vistas sought within the Green Wedge A Zone.

- **Front and side setbacks**

Concern was raised with the proposed front setback from Keys Road. The Green Wedge Management Plan encourages buildings to be setback a minimum of 10 metres from front and side title boundaries. The front setback exceeds this, being setback 20 metres from Keys Road. On the side boundary, the proposal would be setback a minimum of 5 metres. However, this only applies to less than a quarter of the building, with the remaining three-quarters of building being setback in excess of 10 metres, which would allow for boundary and screen planting on the eastern boundary. The small area of non-compliance is limited to an outdoor verandah (which is not enclosed), with the remainder of the dwelling providing transitional space and being compliant with the preferred requirements.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)



Furthermore, the siting of the dwelling within the front corner of the subject site allows for the remainder of the land to be consistent with the purpose of the zone, specifically to provide for the use of land for agriculture.

- **Built Form & Amenity**

Concern has been raised with the siting, scale and form of the dwelling. The proposed dwelling is substantially setback from the north, south and west boundaries. On the east boundary a small portion of the building is setback 5 metres from the boundary, with the majority of the building being setback in excess of 10 metres from this boundary. It is considered that there is ample space, subject to conditions of permit, to provide substantial vegetation to screen and minimise the appearance of the built form from the eastern boundary.

The setbacks and the existing and proposed landscaping (subject to condition of permit) on site would ensure that the dwelling has been sited and designed to be in keeping with the rural character and overall sense of spaciousness of the Greater Dandenong Green Wedge.

Furthermore, a small first floor has been proposed, which is well recessed from the ground floor. A high level of articulation has been provided within the dwelling through variation to the forms and materials proposed. To further ensure the built form immerses within the rural landscape, a condition is recommended for the permit that a colours and materials schedule be provided that utilises dark and natural colours, muted tones, matte finishes and nonreflective materials.

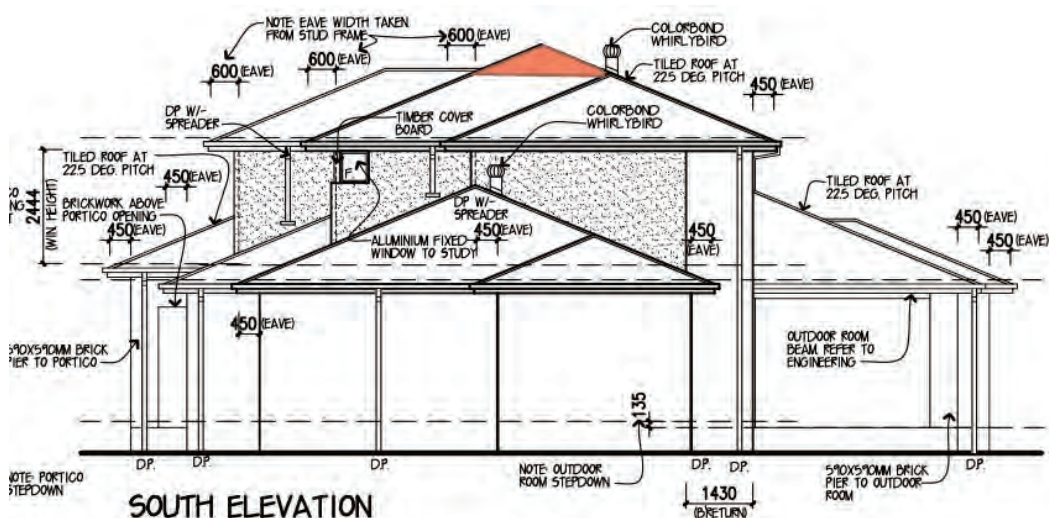
The scale of the dwelling is in keeping with the surrounding area, with a number of other large double storey dwellings existing within the area.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Given the above, the proposal would not result in any unacceptable visual amenity impacts.

- **Building height**

It is noted that there is no mandatory height requirement within the Green Wedge A Zone. The proposal would have a maximum building height of 8.765 metres. The Green Wedge Management Plan allows for double storey dwellings with a preferred maximum height of 8 metres. It is noted that the proposal would seek a minor variation of 0.765 metres, and the area of non-compliance is limited to a small section of the apex roof form, as shown below:



Given the substantial setback from the frontage and retention of trees within this area, the built form would be softened by the existing vegetation on site and the minor area of non-compliance would not be noticed from the streetscape. Given trees are proposed for removal on the eastern boundary, conditions would be recommended for the permit that screen planting be incorporated to further soften the built form when viewed from the east.

- **Property Values**

Property values are not a planning consideration and no further discussion is required.

Assessment

Zone

Use

The use of land is listed as a Section 2 use (permit required). However, the subject site is currently used as a dwelling, and the proposal is for a replacement dwelling only.

Pursuant to Clause 35.05-1, a planning permit is required for the use of land for a dwelling. A dwelling is listed as a condition Section 2 use. A dwelling must meet the following conditions:

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

- Must be the only dwelling on the lot. This does not apply to the replacement of an existing dwelling if the existing dwelling is removed or altered (so it can no longer be used as a dwelling) within one month of the occupation of the replacement dwelling.
- Must meet the requirements of Clause 35.05-2.

As discussed in the 'Summary of Grounds of Submissions/ Objections', the building of the existing dwelling is proposed to be retained and the kitchen removed, and a gym installed in its place so that it no longer meets the definition of a dwelling (as defined in Clause 73.03 Land Use Terms). To ensure the habitable outbuilding is not converted back into a dwelling, conditions would be recommended for the permit so that is enforceable in future. A Section 173 Agreement is also recommended as a condition of permit so that any future owners are aware that the habitable outbuilding is as such. Permit conditions can ensure that the proposal complies with the requirements of Clause 35.05-2 (GWAZ).

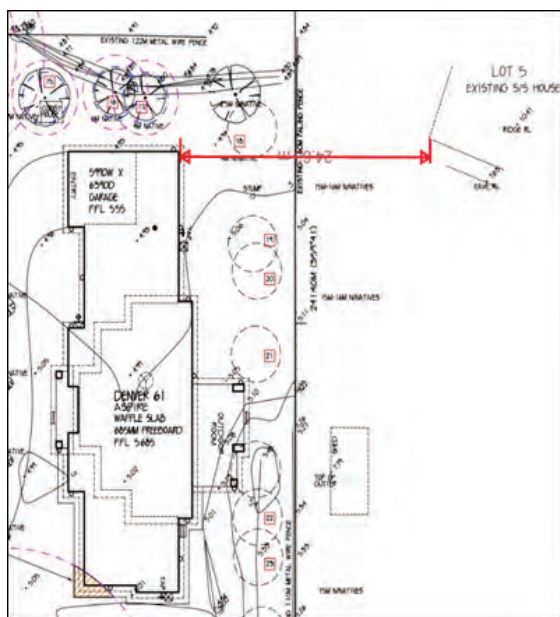
Development

The proposal is consistent with the purpose and decision guidelines of the zone. The subject site is more than capable of accommodating the proposal with no unacceptable impact on the surrounding properties, the character of the area or soil and drainage in the area. Surrounding properties have been developed a similar style, therefore the proposed dwelling will be cohesive with the surrounding land uses.

Earthworks limited to a minor site scrape for the construction of the replacement dwelling. It is noted that this does not include the driveway. Given the minor nature of the earthworks, it is not considered that they will have any adverse impact on the surrounding area.

Nine (9) trees are required to be removed to accommodate the development, however as these trees are not native, no permit is required for the removal of these trees. It is not foreseen that there will be any impact on land degradation, salinity, or reduction in water quality.

The double storey dwelling reflects the rural living character of the area and as such is compatible with surrounding land uses. The substantial setback from Keys Road and neighbouring dwellings will minimise the visual impact of the proposal. The proposal is not expected to impact any significant views or ridgelines. It is noted that the rear of the replacement dwelling would be setback 24.7 metres from the neighbouring dwelling to the east, which is not within the same ownership. While this is just within the 30metre planning permit trigger, this is still a significant setback, is limited to the rear of the replacement dwelling, and is not considered to result in adverse planning impacts to the neighbouring property.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

Furthermore, a condition is recommended for the permit that substantial screen planting and canopy trees are planted along this boundary to further protect the amenity of the existing dwelling.

Local Policy**Clause 22.02 Green Wedge**

The subject site is identified as being within the Keys Road precinct, and the proposed replacement dwelling is consistent with the preferred land use of rural residential living. The proposal has been appropriately setback from all boundaries. Given the removal of the nine (9) non-native trees, conditions are recommended for the permit, that substantial landscaping and canopy trees be provided on the eastern boundary. The siting of the dwelling, within the south-eastern corner, ensures that the site maintains a low scale and open character, consistent with the surrounding area. Further conditions have been recommended regarding the building materials and finishes which will ensure the dwelling will be in keeping with the rural character of the area.

Green Wedge Management Plan (Revised January 2017)

The proposed replacement dwelling has been designed to be in keeping with the Green Wedge Management Plan (GWMP). The proposal has been appropriately setback from all boundaries and would be surrounded by significant vegetation within the frontage which would contribute to retaining the spacious setting and maintain the rural character of the area. Conditions are recommended for the permit that substantial indigenous and native vegetation and canopy trees be provided on the eastern boundary to reduce the appearance of the built form.

The building façade has been well articulated through variation to forms and materials. A condition is recommended that that a colour and finishes schedule be provided in dark and natural colours, muted tones, matte finishes and non-reflective materials to ensure the built form immerses within the rural landscape.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

The Green Wedge Management Plan has a preference for double storey dwellings with a preferred maximum height of 8 metres. It is noted that the proposal would seek a minor variation of 0.765 metres. The minor variation is considered appropriate as the area of non-compliance is limited to a small section of the apex roof form.

Furthermore, as the replacement dwelling would have substantial setbacks from the frontage and would retain all trees within this area, the built form would appropriately be softened by the existing vegetation on site and the minor area of non-compliance would not be noticed from the streetscape. Given non-native trees are proposed for removal on the eastern boundary, conditions would be recommended for the permit that screen planting be incorporated to further soften the built form when viewed from the east.

The Green Wedge Management Plan encourages buildings to be setback a minimum of 10 metres from front and side title boundaries. The front setback exceeds this, being setback 20 metres from Keys Road. On the east (side) boundary, the proposal would be setback a minimum of 5 metres. However, this only applies to less than a quarter of the building, with the remaining three-quarters of building being setback in excess of 10 metres. The small area of non-compliance is limited to an outdoor verandah (which is not enclosed), with the remainder of the dwelling providing transitional space and being compliant with the preferred requirements.

Restrictive Covenant

Covenant C214402 is registered on title. The restrictive covenant states that *it will not erect or cause or suffer to be erected on the said Lot 19 any building or buildings of a temporary nature and suitable for habitation.*

The proposal sought would not breach the covenant as it is not for a temporary building.

Aboriginal Cultural Heritage Sensitivity

Part of the subject site is within an identified culturally sensitive area. However, this is limited to the north-west corner of the subject site. The proposed works are located within the south-east corner of the site and this area is not within an identified area of Aboriginal Cultural Heritage Sensitivity.

Environmentally Sustainable Development

As the proposal is for one dwelling, pursuant to Clause 22.06-4 (Environmentally Sustainable Development), a Sustainable Design Assessment or Sustainable Management Plan is not required.

Conclusion

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

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)**Recommendation**

That Council resolves to issue a Notice of Decision to grant a permit in respect of the land known and described as 76 Keys Road, KEYSBOROUGH VIC 3173 for the purpose of development of the land for one (1) double storey dwelling in accordance with the plans submitted with the application subject to the following conditions:

- 1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended plans must be drawn to scale with dimensions and 3 copies must be provided. The amended plans must be generally in accordance with the plans submitted and assessed with the application but modified to show:**
 - 1.1. A detailed colours and materials schedule and to include dark and natural colours, muted tones, matte finishes and nonreflective materials**
 - 1.2. The minimum finished floor level of the proposed development is required to be 5.45m to AHD with maximum height of surrounding ground level to be set no higher than 5.00m to AHD**
 - 1.3. Landscape plans in accordance with Condition 2**
 - 1.4. The notation on the site plan 'tree protection zone' to be updated to also say 'trees 1 to 17 (inclusive) to be retained.**
- 2 Before the approved development starts, and before any trees or vegetation are removed, an amended landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended landscape plan must be prepared by a person or firm with suitable qualifications to the satisfaction of the Responsible Authority, drawn to scale with dimensions and 3 copies must be provided. The amended landscape plan must be generally in accordance with the landscape plan submitted with the application but modified to show:**
 - 2.1. plans to accord with Condition 1 of this permit;**
 - 2.2. the site at a scale of 1:100/200, including site boundaries, existing and proposed buildings, neighbouring buildings, car parking, access and exit points, indicative topography and spot levels at the site corners, existing and proposed vegetation, nature strip trees, easements and landscape setbacks;**
 - 2.3. details of the proposed layout, type and height of fencing;**
 - 2.4. legend of all plant types, surfaces, materials and landscape items to be used including the total areas of garden and lawn;**

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

2.5. a plant schedule giving a description of botanical name, common name, mature height and spread, pot size, purchase height (if a tree) and individual plant quantities;

2.6. Substantial vegetation to be provided, including indigenous/native canopy tree planting on the east boundary capable of screening the dwelling.

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

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

Landscaping in accordance with the endorsed landscaping plan and schedule must be completed before the building is occupied.

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

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

Landscaping in accordance with the endorsed landscaping plan and schedule must be completed before the building is occupied.

3. Prior to the issue of the occupancy permit for the replacement dwelling, the kitchen and all food preparation facilities must be permanently removed from the existing dwelling, and must only be used as a habitable outbuilding, to the satisfaction of the Responsible Authority.

4. Before the development starts, the owner must enter into an agreement under section 173 of the Planning and Environment Act 1987 with the Responsible Authority to provide for the following:

4.1. The existing dwelling must be converted to a habitable outbuilding, including the permanent removal of the kitchen and all food preparation facilities, prior to the issue of the occupancy permit for the replacement dwelling, and must only be used in perpetuity as a habitable outbuilding.

The owner must pay for all reasonable costs (including legal costs) associated with preparing, reviewing, executing and registering the agreement on the certificate of title to the land (including those incurred by the Responsible Authority).

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

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 building 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. Once the approved development has started, it must be continued and completed in accordance with the endorsed plans, to the satisfaction of the Responsible Authority
9. The landscaping shown on the endorsed plans must at all times be maintained to the satisfaction of the Responsible Authority.
10. The exterior colour and cladding of the development must not result in any adverse visual impact on the environment of the area and all external cladding and trim of the building, including the roof, must be of a non-reflective nature, to the satisfaction of the Responsible Authority.
11. Before the approved building is occupied, all piping and ducting above the ground floor storey of the building, except downpipes, must be concealed to the satisfaction of the Responsible Authority.
12. Provision must be made for the drainage for proposed development including landscaped and paved areas, all to the satisfaction of the Responsible Authority.
13. The connection of the internal drainage infrastructure to the Legal Point of Discharge (LPD) must be to the satisfaction of the Responsible Authority.

Collected stormwater must be retained onsite and discharged into the drainage system at pre-development peak discharge rates as stated in the LPD approval letter. Approval of drainage plan including any retention system within the property boundary is required.
14. Access to the site and any associated roadwork must be constructed, all to the satisfaction of the Responsible Authority.
15. All stormwater must be conveyed by means of drains to satisfactory points or areas of discharge approved by the Responsible Authority, so that it will have no detrimental effect on the environment or adjoining property owners.
16. Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

17. The dwelling must be connected to a reticulated sewerage system or if not available, the waste-water must be treated and retained on-site in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.
18. The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for firefighting purposes.
19. The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.
20. Tree 7 in specific must have excavations within the tree protection zone minimised. A level 5 Arborist is to oversee the excavation works. Permeable material is to be used such as paving, permeable asphalt or concrete.
21. Before the approved development starts, all existing vegetation shown on the endorsed plans to be retained on the land and on the abutting property at No. 64 Keys Road KEYSBOROUGH VIC 3173, must, to the satisfaction of the Responsible Authority, be suitably marked in a "Tree Protection Zone" with the Tree Protection Zones:
 - a) Adequately protected from damage during construction;
 - b) For each tree to be retained being defined at a diameter as stipulated in the Aboricultural Impact Assessment – prepared by TMC Reports, dated Monday, April 27, 2020, submitted with the application, or if not specified in that report of a diameter of not less than 2 metres or 6 x the trunk diameter at a 1.3 metre height, whichever is the greater, from the base of the trunks;
 - c) Having fencing at least 1.2 metres high and constructed of steel pickets and orange safety mesh or similar. The Tree Protection Fence must remain in place until construction is completed;
 - d) Having the ground surface covered by a 150mm deep layer of mulch before the development starts, and this must be watered regularly.All to the satisfaction of the Responsible Authority.
22. Any building footings located within the Tree Protection Zone must be constructed using a tree sensitive design, with regard given to the requirements of Section 8.3 of the Aboricultural Impact Assessment – prepared by TMC Reports, dated Monday, April 27, 2020, (eg. A pier and beam with the beam at grade, screw piles, a waffle pad or a slab without an edge beam). The locations of all pier holes within the Tree Protection Zone must be identified and hand dug under the supervision of a qualified Arborist to the satisfaction of the Responsible Authority.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

- 23. Except with the prior written consent of the Responsible Authority and under the supervision of a consulting qualified Arborist, the following must not occur within the Tree Protection Zone:**
- a) vehicular or pedestrian access;**
 - b) trenching or soil excavation; and**
 - c) storage or dumping of tools, equipment or waste, including stockpiled soil and building debris;**
- all to the satisfaction of the Responsible Authority.**
- 24. Before the approved development starts, a Tree Protection Fence must be erected around the Tree Protection Zones of all trees to be retained on the land. The area within the Tree Protection Fence must be mulched to a depth of 15cm with general arboricultural wood chip mulch or similar and the Tree Protection Fence must:**
- a) be constructed of cyclone wire, orange safety mesh or similar construction; b) be erected to a height of at least 1.8 metres;**
 - c) be anchored using star pickets driven at least 60cm into the soil;**
 - d) remain in place until construction is completed; and**
 - e) provide for access by a single gate that should be locked at all times except when required for tree inspection or maintenance,**
- to the satisfaction of the Responsible Authority**
- 25. The following tree protection measures must be observed unless alternative arrangements are recommended by a qualified arborist and approved by Council in writing:**
- a) Trees to be retained must be clearly marked as being retained on the site to avoid confusion during the tree removal phase.**
 - b) The stumps of removed trees should be ground out rather than pulled to avoid injury to the adjacent trees.**
 - c) Construction specifications should include the plan location of those trees that are to be retained.**
 - d) Penalties should be included in the construction specifications for damage to trees that are to be retained.**

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

e) Where construction clearance is required and areas of the Tree Protection Zone cannot be fenced the ground in these areas should be protected from compaction with Ground Protection. Such Ground Protection:

i) can consist of any constructed platform that prevents point loads on the soil within the Tree Protection Zone. These could include:

- Industrial pallets joined together to form a platform.**
- 12mm plywood joined together to form a platform.**
- Planks of timber joined together to form a platform.**

(ii) should be constructed with sufficient strength to allow it to survive the entire construction process.

(iii) should be installed following the removal of trees and prior to any other works being commenced.

f) Excavation within the Structural Root Zone should be avoided unless absolutely necessary.

i) Any excavation within the Structural Root Zone should be performed by hand.

ii) Any excavation within or tunnelling under the Structural Root Zone should be supervised by a qualified arborist.

iii) Any roots encountered from the retained trees should be pruned carefully and cleanly, preferably back to a branch root.

iv) Before any roots are pruned the effect of such pruning on the health and structural stability of the tree should be evaluated by a qualified arborist.

g) Excavation within the Tree Protection Zone should be avoided where possible.

i) Any excavation within the Tree Protection Zone should be performed carefully to minimise root injury.

ii) Any roots encountered from the retained trees should be pruned carefully and cleanly, preferably back to a branch root.

iii) Before any excavation occurs the effect of such excavation on the health and structural stability of the tree should be evaluated by a qualified arborist.

h) Concrete and other washout or waste disposal areas should be kept well away from trees to be retained.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

i) Where automatic irrigation systems are installed the amount of irrigation that is applied should be checked against the requirements of the existing trees on the land.

j) Any pruning works that are required to facilitate construction should be performed by a qualified arborist

26. All existing vegetation shown on the endorsed plan/s to be retained must:

a) Be suitably marked before any development starts on the land and be adequately protected from damage during the construction process in accordance with the requirements set out in the Aboricultural Impact Assessment – prepared by TMC Reports, dated Monday, April 27, 2020; and

b) Retained unless their location or condition is likely to cause damage.

to the satisfaction of the Responsible Authority.

27. Country Fire Association

Access from Keys Road to the dwelling, including through any gate at the front allotment boundary is to:

a) Have unobstructed dimensions of 3.5 metres wide and 4.0 metres high.

b) Be constructed to be able to support a 15 tonne fire appliance.

28. This permit will expire if one of the following circumstances applies:

28.1. the development or any stage of it does not start within two (2) years of the date of this permit, or

28.2. the development or any stage of it is not completed within four (4) years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six (6) months afterwards.

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)**Notes**

- The above property is subject to uncontrolled overland flow through the property.

The minimum finished floor level of the proposed development is required to be 5.45m to AHD with maximum height of surrounding ground level to be set no higher than 5.00m to AHD.
- A flood dispensation is to be obtained prior to issue of Building Permit.
- The above property has probability of flooding from Melbourne water's drainage system. Melbourne water's referral is required.
- An Application to install a septic tank system is required to be submitted to Council. The subject site is within a flood prone zone and the site has drainage ditch through the property, no septic waste water can emanate into these ditches, neighbouring properties or into the ground water. A drainage engineer may be needed to investigate the drainage channel and levels of how high the ground water is on this property.
- Any works undertaken within the road reservation and easements will require the developer to obtain a Civil Works Permit from Council.
- Note any redundant vehicle crossing will need to be removed and reinstate with kerb in accordance with Council Standards.
- Vehicle crossing will need to be removed and reinstate with kerb in accordance with Council Standards. Also, the developer will need to obtain a Vehicle Crossing Permit from Council.
- Prior to works commencing the developer will need to obtain an Asset Protection Permit from Council.
- A Building Approval may be required prior to the commencement of the approved use and/or development/works.

**2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203)
(Cont.)**

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 76 KEYS ROAD, KEYSBOROUGH
(PLANNING APPLICATION NO. PLN20/0203)**

ATTACHMENT 1

SUBMITTED PLANS

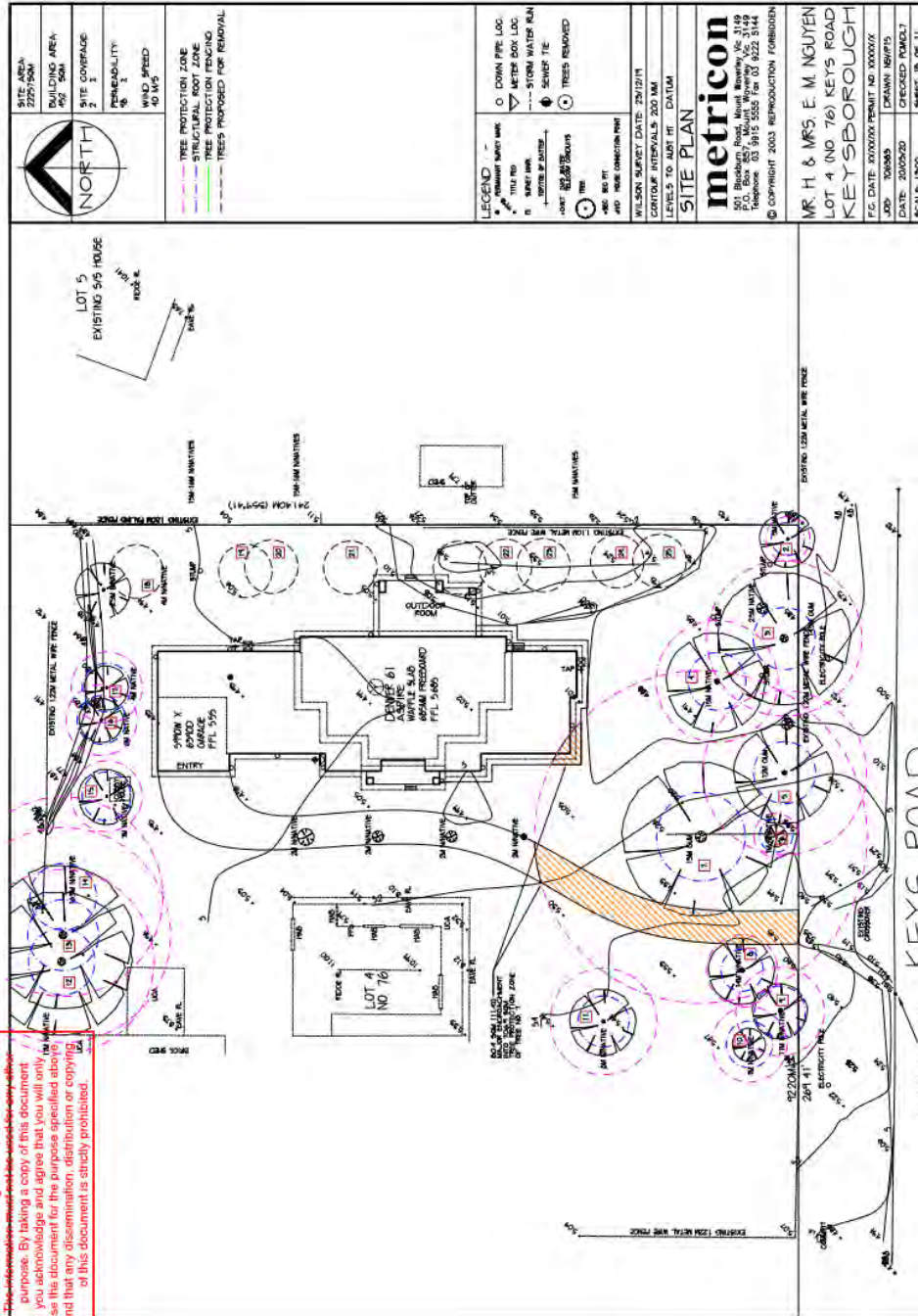
PAGES 9 (including cover)

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

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)







**2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203)
(Cont.)**





2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)



ORDINARY COUNCIL MEETING - AGENDA

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

set out in the Planning and Environment Act 1987.
The information must not be used for any other purpose. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.



This floor plan including furniture, fixtures measurements and dimensions are approximate and for illustrative purposes only.
Broomfield.com gives no guarantee, warranty or representation as to the accuracy and layout. All measurements must be checked to the agent, vendor or party representing this floor plan.

76 Keys Road Keysborough

ORDINARY COUNCIL MEETING - AGENDA

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)

This document has been copied and made available for the purpose of the planning process is set out in the Planning and Environment Act 1987. The information must not be used for any other purpose. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.



**2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203)
(Cont.)**

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 76 KEYS ROAD, KEYSBOROUGH
(PLANNING APPLICATION NO. PLN20/0203)**

ATTACHMENT 2

LOCATION OF OBJECTORS



PAGES 2 (including cover)

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

2.3.5 Town Planning Application - No. 76 Keys Road, Keysborough (Planning Application No. PLN20/0203) (Cont.)



Map Legend:

Subject Site	
Location of Objectors	

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02)

File Id:	461130
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Assessed Plans Planning Permit PLN15/0888.01 and endorsed plans Location of objectors

Application Summary

Applicant:	Aussvin Pty Ltd
Proposal:	<p>AMENDMENT TO planning permit PLN15/0888.01, which allowed for 'the construction of buildings and works associated with a food and drink premises, the sale and consumption of liquor (restaurant and cafe licence), the display of business identification signage, and a reduction of the car parking rate' DECLARED AREA</p> <p>The application seeks to amend the endorsed plans and conditions on the permit to allow an increase in the red line area, increase patron numbers, and to allow live and amplified music to be played.</p>
Zone:	Comprehensive Development Zone Schedule 2
Overlay:	Design and Development Overlay Schedule 2
Ward:	Cleeland

This application is brought before the Council because it received eleven (11) objections.

The application proposes to amend planning permit PLN15/0888.01. The proposal is to amend the permit conditions and the endorsed plans to allow an increase in the red line area, increase patron numbers, and to allow live and amplified music to be played.

Planning permit PLN15/0888.01 allows for 'the construction of buildings and works associated with a food and drink premises, the sale and consumption of liquor (restaurant and cafe licence), the display of business identification signage, and a reduction of the car parking rate'. A permit was required pursuant to:

- Clause 37.02-4 (Comprehensive Development Zone): A planning permit is required to construct a building or construct or carry out works.
- Clause 52.05-2 (Signs): A planning permit is required to display business identification signage.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

- Clause 52.06-3 (Car parking): A planning permit is required to reduce the number of car parking spaces required under Clause 52.06-5.
- Clause 52.27 (Licensed premises) – A planning permit is required to use land to sell and consume liquor.

Objectors Summary

The application was advertised to the surrounding area through the erection of a notice on-site notices and the mailing of notices to adjoining and surrounding owners and occupiers. Eleven (11) objections were received to the application. Issues raised generally relate to matters of:

- Noise
- Anti-social behaviour
- Non-compliances with existing planning permit
- Nightclub disguised as a food venue.

Assessment Summary

The proposed amendments are not considered to result in adverse amenity impacts on the surrounding area, subject to conditions to ensure that the use is appropriately controlled and maintained.

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 with this report recommending that the application be supported, 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.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

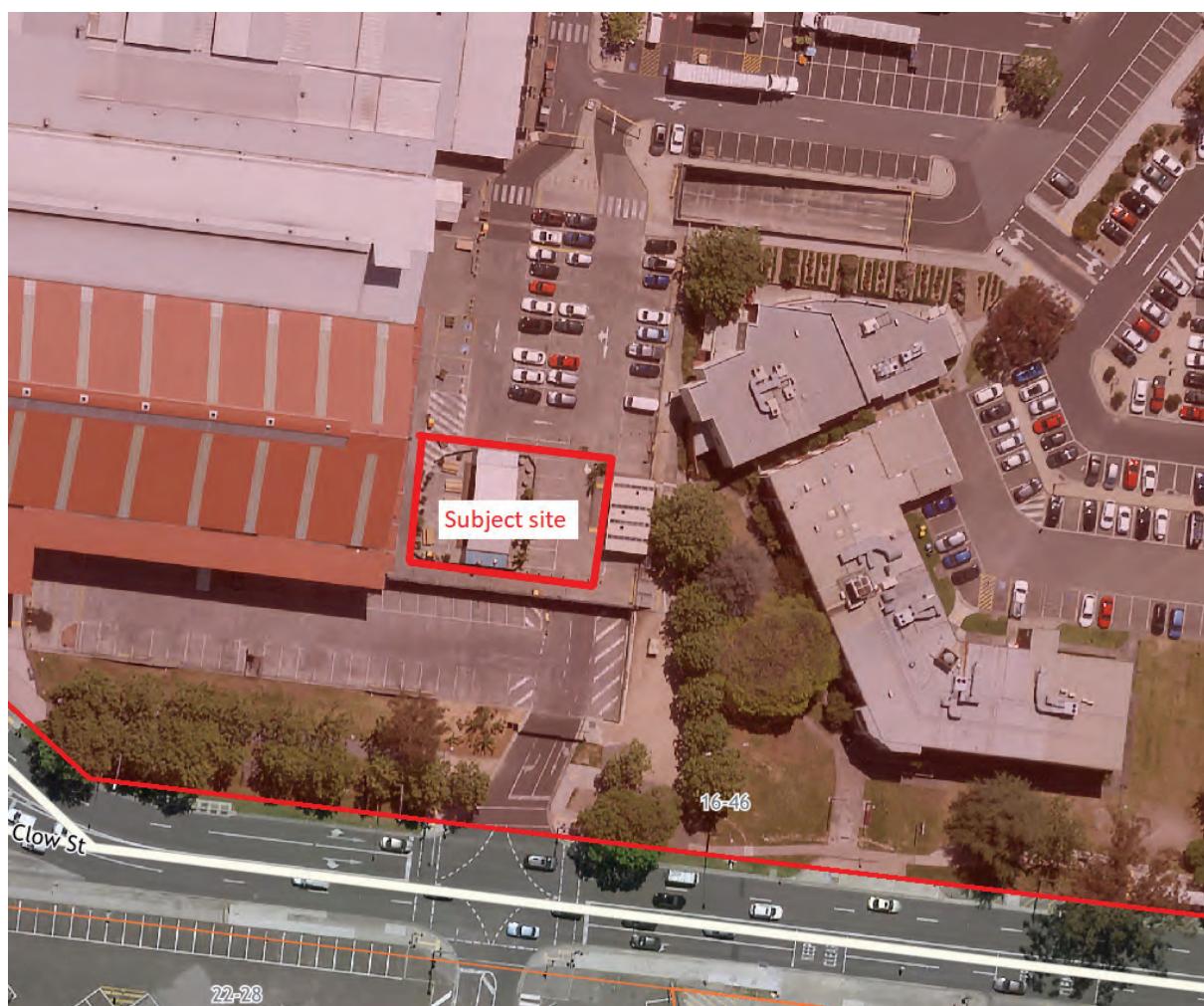
Subject Site and Surrounds

Subject Site

The subject site is located within an outdoor area at the Dandenong Market, adjacent to the existing car park.

The subject site is currently developed with the buildings and works already permitted by planning permit PLN15/0888.01, which includes two shipping containers joined with a covered area open on 2 sides. Tables and chairs are provided beneath the covered area. The area is cordoned off by temporary barriers and planter boxes. The subject site is used as a food and drink premises.

Access to the subject site is through the market building, through the car park, or via stairs on the eastern side of the subject site, which provide access to Clow Street.



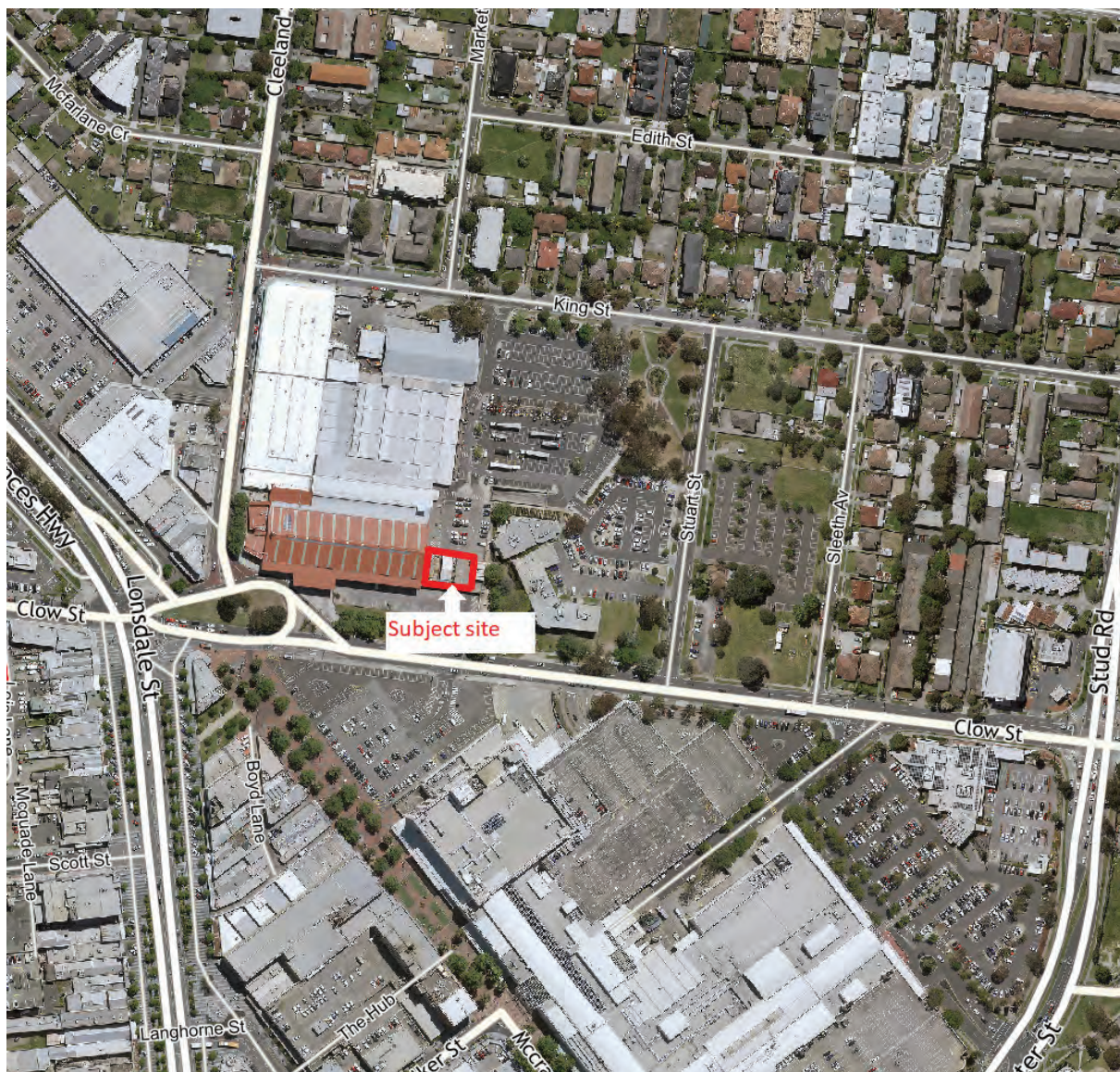
2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

Surrounding Area

- The subject site is within the Dandenong Market site, located on the northern edge of the central Dandenong Activity Centre.
- To the south is Clow Street. Further south is the Dandenong Plaza shopping centre and car park.
- To the immediate east of the subject site is a public toilet block. Further east is an existing double storey Council owned building used for various community services.
- To the north is the Dandenong Market car park. Further north are residential dwellings along King Street, which are approximately 170 metres from the subject site.
- To the west is the Dandenong Market building, with the market generally operating Tuesdays, Fridays, Saturdays and Sundays 7 or 9am until 4pm. On some occasions, the market operates until 9.30pm.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

Locality Plan



Background

Previous Applications

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

- PLN15/0888, issued on the 22/01/2016 for the construction of buildings and works associated with a food and drink premises, the display of business identification signage, and a reduction of the car parking rate.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

The permit was amended on 14/3/2017 and PLN15/0888.01 issued. The amended permit allows for the construction of buildings and works associated with a food and drink premises, the sale and consumption of liquor (restaurant and café licence) the display of business identification signage, and a reduction of the car parking rate.

A number of other planning applications have been approved for the Dandenong Market, relating to minor buildings and works and signage. These are of no relevance to this current application.

Proposal

The application proposes to amend the permit (PLN15/0888.01) to increase in the red line area, increase patron numbers, and to allow live and amplified music to be played.

The following changes are proposed by the applicant:

Condition 18

Condition 18 of the permit currently reads as follows:

*Unless with the further written consent of the Responsible Authority, the maximum number of persons within the 'red line' area as shown on the endorsed plans at any given time must not exceed **ninety-six (96)**.*

Condition 18 is proposed to read as follows:

*Unless with the further written consent of the Responsible Authority, the maximum number of persons within the 'red line' area as shown on the endorsed plans at any given time must not exceed **one hundred and sixty four (164)**.*

Endorsed plans and documents

The following changes to the endorsed plans and documents are proposed by the applicant:

- Increase in the area used as the food and drink premises by 150 square metres. It is proposed to extend the area used for the food and drink premises to the edge of the existing public toilet block. The proposed plans show that the food and drink premise will occupy approximately 358 square metres.
- Increase in the size of the red line area by 150 square metres. It is proposed to extend the red line area to the edge of the existing public toilet block. The proposed plans show 342.5 square metres will be within the red line area.
- Amendments to the Alcohol Management Plan. Amendments include the following:
 - Amending the patron numbers from ninety-six (96) to one hundred and sixty four (164).
 - Allow live music to be played Thursday to Sunday during opening hours 10am until 11pm, and background amplified music to be played at other times.
 - Business to have a primary focus on providing meals.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

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

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

No financial resources are impacted by this report.

Planning Scheme and Policy Frameworks

The proposal requires a planning permit under the following clauses of the Greater Dandenong Planning Scheme:

- Clause 37.02-4 (Comprehensive Development Zone): A planning permit is required to construct a building or construct or carry out works.
- Clause 52.05-2 (Signs): A planning permit is required to display business identification signage.
- Clause 52.06-3 (Car parking): A planning permit is required to reduce the number of car parking spaces required under Clause 52.06-5.
- Clause 52.27 (licensed premises) – A planning permit is required to use land to sell and consume liquor.

The relevant controls and policies are as follows:

Zoning Controls

The subject site is located in Comprehensive Development Zone Schedule 2.

The purpose of the Comprehensive Development Zone outlined at Clause 37.02 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for a range of uses and the development of land in accordance with a comprehensive development plan incorporated in this scheme.*

Pursuant to Clause 37.02-4, a permit is required to construct a building or construct or carry out works unless the schedule to this zone specifies otherwise. Schedule 2 does not specify otherwise.

The purpose of Schedule 2 to Clause 37.02 Comprehensive Development Zone is:

- *To use and develop the land in accordance with Clause 22.07 – Central Dandenong Local Planning Policy and the following Precinct objectives:*

Precinct C

Precinct C currently includes major retailers, the Market and the Municipal Offices of the City of Greater Dandenong.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

The land use objectives of Precinct C are:

- *To encourage high density residential development above the ground floor level.*
- *To require enclosed retail to integrate externally with the public realm at the ground floor level.*
- *To encourage use and development which supports the retail core of Dandenong in Precincts A, B and D.*
- *To encourage the long term viability of the market.*

Overlay Controls

The following overlays apply to the subject site:

- Design and Development Overlay Schedule 2 (DDO2)

Design and Development Overlay Schedule 2 (DDO2)

The purpose of the Design and Development Overlay outlined at Clause 43.02 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify areas which are affected by specific requirements relating to the design and built form of new development.*

Pursuant to Clause 43.02-2, a permit is required to construct a building or construct or carry out works unless the schedule to this overlay specifically states that a permit is not required.

Clause 2.0 of Schedule 2 states that no permit is required to construct a building or construct or carry out works other than at ground level. The subject site is not located at ground level. The subject site is located within the car park of the Dandenong Market, which sits atop a half basement car park. Therefore, a planning permit is not required for buildings and works under the Design and Development Overlay.

Planning Policy Framework

The objectives of Planning in Victoria are outlined in Section 4 of the *Planning and Environment Act 1987* 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.*

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(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 those objectives, there are a number of more specific objectives contained within the Planning Policy Framework that are relevant to this application.

Clause 11 – Settlement states that planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure.

Clause 11.02-1S – Supply of Urban Land contains the objective to ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.

Clause 11.03-1S – Activity Centres contains the 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.

Clause 13.05-1S- Noise abatement contains the objective to assist the control of noise effects on sensitive land uses. The policy lists a number of reference documents, including *State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2*.

Clause 13.07-3S- Live music contains the objective to encourage, create and protect opportunities for the enjoyment of live music. Strategies include implementing measures to ensure live music venues can co-exist with nearby residential and other noise sensitive land uses.

Economic Development is outlined at Clause 17 of the Scheme. Clause 17.02-1S - **‘Business’** has the following objective:

- *‘To encourage development which meet the communities’ needs for retail, entertainment, office and other commercial services.’*

Transport is outlined at Clause 18 of the Scheme. Clause 18.02-4S – **‘Car Parking’** has the following objective:

- *‘To ensure an adequate supply of car parking that is appropriately designed and located’.*

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

Local Planning Policy Framework

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

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:

- *Greater Dandenong is the most culturally diverse locality in Victoria, with residents from over 150 different birthplaces including Vietnam, Cambodia, China, Italy, Greece, India, Sri Lanka, Sudan, Ethiopia and Bosnia (Clause 21.02-3 – Land Use)*

Greater Dandenong's vision is outlined at Clause 21.03, within which the following is noted:

- *A city renowned for its inclusiveness and admired for its cosmopolitan and multicultural lifestyle; a city where a range of arts activities are promoted and different cultures are celebrated as much as tradition and history are celebrated (Clause 21.03-1 – Vision)*
- *Diverse community – Strategies that recognise and celebrate diversity as a significant strength of Greater Dandenong, strategies that promote opportunities for inclusion, participation and involvement of all citizens in the social, civic, economic life of our communities (Clause 21.03-2 – Achieving the vision)*
- *Healthy Communities – Strategies that create health promoting environments that are welcoming, inclusive and make a positive contribution to the health and wellbeing of Greater Dandenong's diverse communities (Clause 21.03-2 – Achieving the vision)*

Land Use is outlined at Clause 21.04 of the Scheme. Clause 21.04-2 – ‘

Retail, Commerce and Entertainment

’ has the following relevant issues:

- *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.*

The following objectives and strategies in this clause are also relevant:

- 1. To promote and further develop central Dandenong as the pre-eminent Metropolitan Activity Centre for retail, commercial, entertainment and community services in Melbourne's south east.*
- 4. To encourage a mix of complimentary land uses that increase an activity centre's commercial variety without compromising its core commercial strengths.*
- 5. To enhance and embrace the multi-cultural identity of the municipality, where relevant, primarily as reflected in the city's built form, signage and urban design.*

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

Clause 22.07 – Central Dandenong Local Planning Policy applies to all land within the Central Dandenong Metropolitan Activity Centre. The subject site is within the Central Dandenong Activity Centre Boundary.

The subject site is located within the enclosed retail mapped area. The vision for these areas, as set out at Clause 22.07-5 is to recognise and respond to the public realm interface to ensure the streetscape is not sterilised. It is policy to better integrate existing enclosed shopping centres into the Core, encouraging external boundary activities which enliven the public realm 24 hours a day.

Particular Provisions**Clause 52.27 – Licensed Premises**

The purposes of this provision are:

- *To ensure that licensed premises are situated in appropriate locations.*
- *To ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.*

A planning permit is required to use land to sell or consume liquor. This will be further discussed below.

Clause 53.06 – Live Music Entertainment Venues

The purposes of this provision are:

- *To recognise that live music is an important part of the State's culture and economy.*
- *To encourage the retention of existing and the development of new live music entertainment venues.*
- *To protect live music entertainment venues from the encroachment of noise sensitive residential uses.*
- *To ensure that noise sensitive residential uses are satisfactorily protected from unreasonable levels of live music and entertainment noise.*
- *To ensure that the primary responsibility for noise attenuation rests with the agent of change.*

This clause applies to an application required under any zone of this scheme to construct a building or construct or carry out works associated with a live music entertainment venue.

A live music entertainment venue is defined as (among other things) a food and drink premises that includes live music.

Pursuant to Clause 53.06-3, a live music entertainment venue must be designed, constructed and managed to minimise noise emissions from the premises.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

The clause also requires a live music entertainment venue to provide acoustic attenuation measures that would protect a noise sensitive residential use within 50 metres of the venue. It is noted that there are no noise sensitive residential uses within 50 metres of the site. The nearest residential use is 170 metres to the north of the subject site.

Clause 52.05 – Advertising Signs

The purposes of this provision are:

- *To regulate the display of signs and associated structures.*
- *To provide for signs that 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.*

Clause 52.05-1 notes that Clauses 52.05-7 to 52.05-10 specify categories of advertising control. These categories each contain three (3) sections, sign types not requiring permits, those requiring permits, and those that are prohibited.

Clause 52.05-9 – Category 1 (Commercial Areas) – minimum limitation. The following purpose is noted:

To provide for identification and promotion signs and signs that add vitality and colour to commercial areas.

Pursuant to Clause 52.05, a planning permit is required to display advertising signage.

Clause 52.06 Car parking

The purposes of this provision are:

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

Pursuant to Clause 52.06-3, a planning permit is required to reduce the number of car parking spaces required under Clause 52.06-5.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

The applicant is not proposing to further reduce the car parking requirement. No increase in the leasable floor area is proposed.

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.

Council Policy

Alcohol Management Policy

Council's Alcohol Management Policy has been developed to support the City's economic vitality, while enhancing safety, amenity, health and wellbeing in the City of Greater Dandenong through the effective assessment and enforcement of matters relevant to alcohol supply and use within the municipality.

The Policy is intended to apply to all new liquor licences, including those for events and activities in Council venues. The Policy creates a consistent and integrated approach across planning, regulation, enforcement and community safety activities of Council.

The Policy ensures that applicants for planning permits where a liquor licence is required, prepare an Alcohol Management Plan as part of their application. An Alcohol Management Plan must be completed in order to manage and mitigate potential risks with the provision of alcohol.

Information Guidelines have been developed to assist applicants with the preparation of Alcohol Management Plans. The draft Guidelines also provide a checklist to explain to applicants how Council planners will assess liquor licence applications and to seek to improve future applicant's understanding of the responsibilities and potential risks associated with the sale of alcohol.

This policy was adopted on 9 December 2013 and re-adopted on 9 April 2018.

Restrictive Covenants

There are no restrictive covenants registered on title.

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.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (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 as proposed by the officer recommendation in this report.

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. However, notice of the application was given to Victoria Police for comment. Victoria Police have responded with no objection and no conditions.

Internal

The application was internally referred to the following Council departments for their consideration:

Community Wellbeing	Recommends amendments to the Alcohol Management Plan. It is noted that the AMP has since been amended in accordance with Community Wellbeing request. Recommends that closing time remain at 11pm Recommends condition requiring a Noise Management Plan.
Property and Governance	No objection, subject to conditions to ensure management and staff take all reasonable measures to ensure that any adverse impacts to nearby premises do not occur that the behaviour of patrons when entering and leaving the premises does not detrimentally affect the amenity of the surrounding area by reason of noise or anti-social behaviour.
Activity Centre Revitalisation Team	No objection, no conditions. Extension of the red line at the Dandenong Market Tavern and the addition of live music to the permit strengthens use of this space, provides additional things to do in the Activity Centre, increases linger times and could broaden visitation to Dandenong. The proposal improves activation within a staffed and appropriately confined public/private setting associated with the Market.

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

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)**Advertising**

The proposal for the building works and signage is exempt from advertising under the following Clauses of the Greater Dandenong Planning Scheme:

- Pursuant to Clause 37.02-4 (Comprehensive Development Zone), an application is exempt from the notice requirements of section 52(1)(a), (b) and (d), the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the Act if it is generally consistent with the comprehensive development plan.
- Pursuant to Clause 4.0 of Schedule 2 to the Design and Development Overlay, an application to display a sign is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

The proposal associated with the liquor licence is not exempt from advertising.

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

- Sending notices to the owners and occupiers of adjoining land.
- Placing two (2) signs on site.

The notification has been carried out correctly.

Council has received eleven (11) objections to date.

The location of the objectors / submitters is shown in Attachment 3.

Summary of Grounds of Submissions/Objections

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

- **Noise**

Officer assessment:

The proposal is seeking to allow live music to be played Thursday to Sunday and increase general noise associated with up to 164 patrons, compared to the currently permitted 96 patrons.

The site is located approximately 170 metres from the nearest residential dwelling. This is well outside of the 50 metres where clause 53.06 directs a specific need to consider the impact of music noise between a live music venue and a sensitive residential use.

The site is located in a Comprehensive Development Zone, within a Metropolitan Activity Centre. Various state and local policies within the Greater Dandenong Planning Scheme seek to support and encourage retail and entertainment uses within this location. The playing of live and amplified music is proposed to be an ancillary component of the existing food and drink premises, which has a primary focus on the serving of meals. It is considered that the increase in patron numbers and playing of live

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

music will further encourage and support the existing use of the land for a retail food and drink premise within the market site. As outlined in the assessment below, it is considered that the proposal can provide for the appropriate management of noise impacts on amenity, ensure any impacts are not unreasonable and that State Environment Protection Policy (SEPN1 And SEPN2) requirements are met. In addition, permit conditions can ensure that live music is only played during meal times. This will be further discussed below.

- **Anti-social behaviour**

Officer assessment:

The applicant has submitted an updated red line plan for endorsement, together with an updated Alcohol Management Plan to outline their commitments to harm reduction within the City of Greater Dandenong. Permit conditions can require implementation of the Alcohol Management Plan.

Patrons leaving the premises are not likely to pass through residential areas as the site is located within Central Dandenong, The Dandenong train station and likely taxi and car pick up points would not require patrons to pass through residential areas.

Licensed premises open after 11pm and premises with patron numbers exceeding 200 are often considered a greater risk to the surrounding area. However, in this instance, the applicant is not proposing to increase hours of operation beyond 11pm or increase patron numbers beyond 200. Permit conditions can ensure the use does not operate beyond 11pm and that no more than the proposed 164 patrons are on site at any one time.

- **Non-compliances with existing planning permit**

Officer assessment:

The site is currently permitted to operate as a food and drink premises, with the sale and consumption of liquor during the hours of 10am until 11pm, Monday to Sunday, except Christmas Day, Good Friday and Anzac Day. The current conditions require the use to comply with the State Environment Protection Policy for noise. In addition, the current endorsed Alcohol Management Plan prohibits live music from being played.

Council has received one complaint, with several contacts over a period of approximately two months in relation to this premises. However, it is noted that due to the current State of Emergency for COVID19, restrictions are now in force which prohibit venues to allow dine-in patrons. It is also important to note that this compliance matter is a separate consideration to this current application and does not prevent the determination of this application.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

- **Nightclub disguised as a food venue.**

Officer assessment:

The applicant has advised that the main focus of the premises is to serve meals, with the sale of liquor and live music being an ancillary components. This is reflected in the set out of 40 tables and 164 chairs as shown on the red line plan and mentioned in the Alcohol Management Plan. To ensure that the live music remains an ancillary component of the restaurant, permit conditions can limit the playing of live music to meal times, such as 11.30pm-2.30pm and 5pm- 11pm.

The proposal is for the use of land is a food and drink premises. The use of the land for a bar requires a planning permit. The applicant has not applied for the use of the land as a bar.

Assessment

Use

Pursuant to Clause 1.0 in Schedule 2 to the Comprehensive Development Zone, a planning permit is not required for the use of the land for a food and drink premises (other than a convenience restaurant, hotel and tavern).

It is noted that planning scheme amendment VC159 amended the land use definitions in Clause 73.03 of the Greater Dandenong Planning Scheme. The land use term 'tavern' was renamed as 'bar', however, schedule 2 to the Comprehensive Development Zone was not amended. Therefore, the reference to 'tavern' within Schedule 2 of the Comprehensive Development Zone is read to be 'bar' within the meaning of the Greater Dandenong Planning Scheme.

The applicant has advised that the proposed use is not a 'bar'. The applicant has advised that the proposed use is 'food and drink premises'.

Food and drink premises is defined as: Land used to prepare and sell food and drink for immediate consumption on, or off the premises.

Bar is defined as: Land used to sell liquor for consumption on the premises. It may include accommodation, food for consumption on the premises, entertainment, dancing, amusement machines and gambling.

The applicant has advised that the main focus of the premises is to serve meals, with the sale of liquor and playing of live music being ancillary components. This is reflected in the set out of 40 tables and 164 chairs as shown on the red line plan and mentioned in the Alcohol Management Plan. Permit conditions can ensure that live music remains an ancillary component of the food and drink premise by limiting live music to meal times.

The use of land for a food and drink premises which primarily focus on the serving of meals is as-of-right within the Comprehensive Development Zone and does not require a planning permit. Council officers agree that this use is defined as 'food and drink' premises.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)**Development**

No change is proposed to the development already approved under planning permit PLN15/0888.01. The outdoor area to be used for the food and drink premises is proposed to increase, however, no additional building works are proposed. The net floor area or leasable floor area is not proposed to increase.

Signage

No change is proposed to the signage already approved under planning permit PLN15/0888.01.

Licensed Premises

The applicant is proposing to increase the size of the red line area, extending it down to the edge of the existing public toilet block. The applicant is also proposing to increase the maximum patron numbers from 96 to 164. The applicant has submitted an updated red line plan for endorsement, together with an updated Alcohol Management Plan to outline their commitments to harm reduction within the City of Greater Dandenong.

No change is proposed to the existing hours of operation. Current hours of operation (as detailed in the proposed Alcohol Management Plan) are:

- Monday to Sunday 10am until 11pm
- Christmas day, Good Friday and Anzac Day- Closed.

The proposal meets the objectives of Clause 17 (Economic Development) and Clause 17.02 1S (Business) of the Planning Policy Framework, in that it is considered to continue to meet the community's need for retail and entertainment services and provide net community benefit in relation to efficient infrastructure use and the aggregation and sustainability of commercial facilities. The existing use of the land for a food and drink premises is in line with the intent of this policy and it is considered that the proposed increase to the red line area and increase to patron numbers on site will support the ongoing use. This is also encouraged by local policy at Clause 22.07 (Central Dandenong Local Policy) as well as Planning Policy at Clause 11.03-1S (Activity Centres) which seeks to encourage the concentration of retail and entertainment uses into Metropolitan Activity Centres.

There are other late night activities in the area which do not focus on serving alcohol, including 24 hour gymnasiums and the Drum Theatre, providing alternative activities for visitors. The nearest residential use are the residential dwellings along King Street, with the closest dwelling located 170 metres from the subject site. However, given the location within central Dandenong, it is not considered that the proposal will generate amenity impacts beyond what is considered reasonable for the area.

Patrons leaving the premises are not likely to pass through residential areas as the site is located within Central Dandenong. The Dandenong train station and likely taxi and car pick up points would not require patrons to pass through residential areas.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

The application has supplied an amended Alcohol Management Plan (AMP) to detail the house policy for the responsible service of alcohol associated with the increased patron numbers. The submitted Alcohol Management Plan addresses the minor clerical corrections required by existing condition 21 on the permit and therefore it is considered that condition 21 can be deleted.

The clustering of licensed premises can result in both positive and negative impacts. There are more than 20 licensed premises within 500 metres of the subject site, therefore, the subject site does form part of a cluster of licensed premises, as defined in Planning Practice Note 61 June 2015 (DELWP). While it is acknowledged that the proposal will contribute to a cumulative impact of licenced premises in the area, this impact is not considered to be unreasonable given the local planning policy at Clause 22.07 which encourages retail and food and drink venues within Central Dandenong. The proposal will offer economic benefits and consumer choice within the food and drink premises and support its ongoing viability, enabling an enhanced vitality of the area for uses operating after normal business hours. The proposed hours of operation and implementation of mitigation measures outlined in the Alcohol Management Plan are considered to be appropriate in mitigating any adverse amenity impacts resulting from the cumulative impact of licenced premises in the area.

Live music entertainment

The applicant is proposing to play live music Thursday to Sunday 10 am until 11pm, with background amplified music at other times.

The following is consideration of the site context, layout, location and use of the site and management of the proposal to play live and amplified music:

- **Site context:**

The site is within central Dandenong Activity Centre, which is identified as a state significant Metropolitan Activity Centre. Under clause 11.03-1S (Activity Centres), the objective is *'to encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres that are highly accessible to the community.'* Within the Local Planning Policy Framework at Clause 21.04, objectives include: *To promote and further develop central Dandenong as the pre-eminent Metropolitan Activity Centre for retail, commercial, entertainment and community services in Melbourne's south east.*

The site is zoned Comprehensive Development Zone, with the purpose being to implement the Central Dandenong Comprehensive Development Plan (CDP). The CDP places the site within Precinct C. The objectives of Precinct C include (among other things) *to encourage use and development which supports the retail core of Dandenong and to encourage the long term viability of the market.*

At Clause 22.07, the subject site is located within the enclosed retail mapped area. The vision for these areas, as set out at Clause 22.07-5 is to recognise and respond to the public realm interface to ensure the streetscape is not sterilised. It is policy to better integrate existing enclosed shopping centres into the Core, encouraging external boundary activities which enliven the public realm 24 hours a day.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

It is considered that the playing of live music will further encourage and support the existing use of the land for retail use within the market site and aid in better integration of the enclosed market with the public realm.

- Layout, location and use of the site:

The food and drink premises is located on the south eastern side of the Market, approximately 170 metres from the nearest residential dwelling on King Street. This is well outside of the 50 metres where clause 53.06 directs a specific need to consider the impact of music noise between a live music venue and a sensitive residential use.

The applicant has advised that the primary focus of the business is the serving of meals. This is reflected in the Alcohol Management Plan and the floor plan layout showing set out of 40 tables and 164 chairs. It is noted that the applicant intends to retain a Restaurant and Café Liquor Licence from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). A restaurant and café liquor licence can allow for live music to be played provided it is not louder than background level after 11pm. The applicant is not proposing to operate after 11pm. To ensure that the primary focus of the business is on the serving of meals, conditions can be applied to ensure that live music is only played during meal times such as 11.30am until 2.30pm and 5pm until 11pm.

- Management:

The applicant has proposed to use a decibel meter to regularly measure noise levels during live performances to ensure compliance with State Environment Protection Policy. The applicant has also committed to maintain a noise incident register to track and rectify any complaints that arise.

Permit conditions can require an acoustic report by a suitably qualified professional to be submitted before live or amplified music is played. The acoustic report must demonstrate that the EPA standards SEPPN1 and SEPPN2 can be met and identify any measures to be taken in order to achieve compliance. Permit conditions can require implementation of the recommendations within the acoustic report.

Permit conditions can require a Noise Management Plan to be submitted and endorsed by Council. The Noise Management Plan can outline the type of entertainment or acts, speaker height, position and the direction the speakers will face, the direction the stage will face, methods and procedures for measuring and monitoring noise, details of the complaints register and phone number. Permit conditions can require implementation of the Noise Management Plan.

It is considered that these management measures are appropriate given Planning Policy Clause 13.07-3S (Live music) of the Greater Dandenong Planning Scheme seeks to encourage, create and protect opportunities for the enjoyment of live music and includes a strategy of implementing measures to ensure live music venues can co-exist with nearby residential and other noise sensitive land uses.

It is considered that the combination of the locality within a Metropolitan Activity Centre, the site layout and management of the use, subject to conditions, can provide for the appropriate management of noise impacts on amenity and ensure any impacts are not unreasonable.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

Conclusion

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

Permit detail	Recommendation
Permit preamble	No change
Amend condition 18	Condition 18 to read as follows: <i>Unless with the further written consent of the Responsible Authority, the maximum number of persons within the 'red line' area as shown on the endorsed plans at any given time must not exceed one hundred and sixty four (164).</i>
Delete condition 21	Condition 21 to be replaced with the words 'deleted'.
Add conditions	<i>Prior to commencement of live or amplified music entertainment, an acoustic report, prepared by a suitably qualified professional, must be submitted to and approved by the Responsible Authority. The acoustic report must demonstrate that the EPA standards SEPPN1 and SEPPN2 can be met and identify any measures to be taken in order to achieve compliance.</i> <i>Recommendations within the endorsed acoustic report to achieve compliance with EPA standards SEPPN1 and SEPPN2 must be implemented to the satisfaction of the Responsible Authority.</i> <i>Prior to commencement of live or amplified music entertainment, a Noise Management Plan must be submitted to the Responsible Authority. The Noise Management Plan must outline the type of entertainment or acts, speaker height, position and the direction the speakers will face, the direction the stage will face, methods and procedures for measuring and monitoring noise, details of the complaints register and phone number.</i> <i>The playing of live or amplified music entertainment must be in accordance with the Noise Management Plan to the satisfaction of the Responsible Authority.</i> <i>Live music may only be played between the hours of:</i> <i>-11.30am until 2.30pm and 5pm until 11pm.</i>
Amended Endorsed Plans	Amended red line plan Amended Alcohol Management Plan Acoustic Report (once submitted in accordance with condition 22)

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

	Noise Management Plan (once submitted in accordance with condition 24)
--	--

Recommendation

That Council resolves to issue a Notice of Decision to grant an amended permit in respect of the land known and described as Lot 24 LP 3231, Part of 16-46 Cleeland Street (Dandenong Market) for the construction of buildings and works associated with a food and drink premises, the sale and consumption of liquor (restaurant and café licence), the display of business identification signage, and a reduction of the car parking rate in accordance with the plans submitted with the application subject to the following conditions:

1. Before the development starts, two (2) copies of amended plans drawn to scale and dimensioned, must be submitted to the Responsible Authority for approval. No buildings or works must be commenced until the plans have been approved and endorsed by the Responsible Authority. The endorsed copy of the plans forms part of this permit. The plans must be in accordance with the plans submitted with the application, but modified to show:
 - 1.1. An update Traffic Management Plan demonstrating the following:
 - 1.1.1. An area for the provision of the loading/unloading of goods.
 - 1.1.2. The relocation of the disabled parking bays which are removed under this application.
 - 1.1.3. The word draft removed.
2. The development as shown on the endorsed plans must not be altered without the consent of the Responsible Authority.
3. The amenity of the area must not be detrimentally affected by the use or development hereby approved, though the:
 - 3.1. Transport of materials, good or commodities to or from the land;
 - 3.2. Appearance of any building, works or materials;
 - 3.3. Emissions of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

- 3.4. Presence of vermin; or**
- 3.5. Adverse behaviour of patrons to or from the premises.**
- 4. The buildings and works hereby approved must not commence and the subject site must not be occupied for that use until all conditions of this permit have been complied with, to the satisfaction of the Responsible Authority.**
- 5. The buildings and works hereby approved under this planning permit must be removed and this permit will cease to be valid if the car park located at 11 – 15 Stuart Street, Dandenong 3175 cannot be relied upon in its full capacity.**
- 6. The operator of the development hereby approved under the permit must make all reasonable attempts to ensure that no vehicle under the control of the operator or staff of the operator is parked in nearby streets, to the satisfaction of the Responsible Authority.**
- 7. Goods, materials, equipment and like associated with the development hereby approved must not be displayed or stored outside of the building, without the further written consent of the Responsible Authority.**
- 8. Bins or other receptacles for any form of rubbish or refuse resulting from the development hereby approved must not be placed or allowed to remain in view of the public and smell must not be emitted from any such receptacle, all to the satisfaction of the Responsible Authority.**
- 9. The development hereby approved must be kept in a neat and tidy condition at all times, to the satisfaction of the Responsible Authority.**
- 10. Noise levels resulting from the development hereby approved must not exceed the permissible noise levels stipulated in State Environment Protection Policy N-2 (Control of Music Noise from Public Premises) and State Environment Protection Policy N-1 (Control of Noise from Industry, Commerce and Trade) to the satisfaction of the Responsible Authority.**
- 11. The proposal shall have an adequate waste management system to ensure satisfactory control of odour, vermin and noise to prevent any nuisances to exist or emanate from property and breach section 61 of the *Public Health and Wellbeing Act 2008*.**

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

12. The location, type and dimensions of the signage including those of the supporting structure, as shown on the endorsed plans must not be altered unless with the consent of the Responsible Authority.
13. The signage hereby approved must not be animated and no flashing or intermittent light/s shall be displayed.
14. The signage hereby approved shall only contain an advertisement which provides or supplies information relating to the business conducted on the abovementioned land.
15. No bunting, streamers and festooning shall be displayed on the development hereby approved.
16. The signage hereby approved shall be constructed and maintained to the satisfaction of the Responsible Authority.
17. Unless with the further written consent of the Responsible Authority, the sale and consumption of liquor hereby approved may operate only between the hours of:
 - 17.1. Monday to Sunday: 10:00am to 11:00pm;
 - 17.2. Christmas Day, Anzac Day, Good Friday: No trading.
18. Unless with the further written consent of the Responsible Authority, the maximum number of persons within the 'red line' area as shown on the endorsed plans at any given time must not exceed *one hundred and sixty four (164)*.
19. Liquor must only be sold and displayed within the red line area identified on the endorsed plans.
20. Without the prior written approval of the Responsible Authority, any application to, or licence obtained from, the relevant Liquor Licensing Authority must be for the sale and consumptions of liquor for a restaurant or café.
21. *Deleted.*

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

22. *Prior to commencement of live or amplified music entertainment, an acoustic report, prepared by a suitably qualified professional, must be submitted to and approved by the Responsible Authority. The acoustic report must demonstrate that the Environment Protection Authority requirements SEPP N-1 and SEPP N-2 can be met and identify any measures to be taken in order to achieve compliance.*
23. *Recommendations within the endorsed acoustic report to achieve compliance with Environment Protection Authority requirements SEPP N-1 and SEPP N-2 must be implemented to the satisfaction of the Responsible Authority.*
24. *Prior to commencement of live or amplified music entertainment, a Noise Management Plan must be submitted to the Responsible Authority. The Noise Management Plan must outline the type of entertainment or acts, speaker height, position and the direction the speakers will face, the direction the stage will face, methods and procedures for measuring and monitoring noise, details of the complaints register and phone number.*
25. *The playing of live or amplified music entertainment must be in accordance with the Noise Management Plan to the satisfaction of the Responsible Authority.*
26. *Live music may only be played between the hours of:*
- 26.1. *11.30am until 2.30pm and 5pm and 11pm.*
27. *This permit will expire if:*

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

The development is not completed within four (4) years of the date of this permit.

This permit will expire ten (10) years after the date of this permit for the signage hereby permitted.

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.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 16-46 CLEELAND STREET,
DANDENONG (PLANNING APPLICATION NO. PLN15/0888.02)**

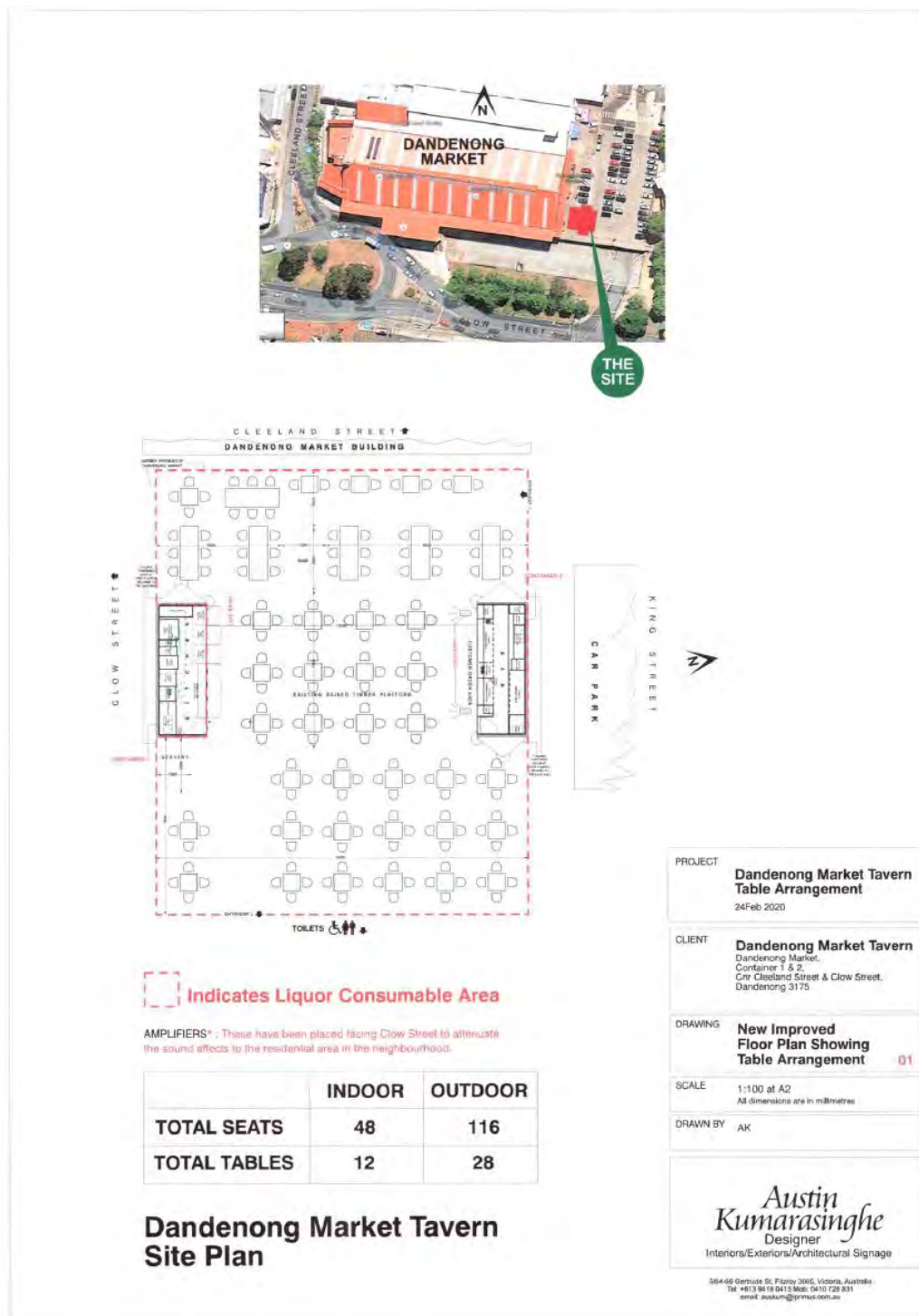
ATTACHMENT 1

ASSESSED PLANS

PAGES 10 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

Alcohol Management Plan For Dandenong Market Tavern ,Dandenong Market

Aim: The aim of this plan is to ensure that "The Dandenong market Tavern" meets and complies with the objectives of the Liquor Control Reform Act 1998(Victoria) in doing so the tavern aims to:

- Minimise the harm associated with the misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour.
- Encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor.
- Ensure that the sale, supply and consumption of liquor contributes to and does not detract from the amenity of community life.

The tavern aims to provide a safe, relaxing and enjoyable environment for employees and patrons and will implement the following policies to limit any risks associated with the supply of liquor.

Background:

Current trading hours for the premises as per attached liquor licence:
Monday to Sunday 10.00.am. till 11.00.pm.
Christmas day, Good Friday and Anzac day – No trade.

Patron capacity will not exceed 48 patrons internally and 116 externally

As the premises has a current restaurant/cafe liquor licence the focus is primarily on meals be provided. The licence is governed by restaurant and cafe conditions as stipulated on premises liquor licence

Two security personnel will be provided only, on special function days eg: Sri Lankan National Day.

Live music and amplified music will be available Thursday to Sunday.

Over 25 years liquor licensing experience

11 Pembroke Court Kallor Downs Victoria 3035 Phone (03) 9356 0825 Mobile 0407 546 840
Email san.boehm@beyond.net.au www.responsibletraining.com.au

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(2)

Background (cont.)

Strategies to address cumulative impacts:

Seating ratios- Number of patrons to those standing will be 95%, they will be seating enjoying a meal.

Meals: -The premises have a primary focuses on supplying substantial meals, entree, main course, desserts and coffees.

Management:- The restaurant will have the current licensee or Duty Manager in attendance at all times. Staff will report any unruly or anti social behaviour to management to address any such incident that may arise. Management will oversee all aspects of the management plan to ensure there is no undue detriment to the surrounding community in the overall operation of the licensed premises

Music.

Live music played will be traditional Sri Lankan relaxing music, played by the band. As the music in nature is being played in a restaurant family environment this won't lead to any excessive drinking by patrons such as those attending a nightclub, bar, hotel, but enhance the atmosphere of the restaurant.

Capacity and hours:- The premises will cease trading at 11.00.pm.. There are no perceived cumulative impacts that would affect the surrounding area

Transport and Car Parking: Majority of patron who frequent the restaurant will be by motor vehicle however there is ample public transport nearby, trains, buses and taxis. The premises do not have their own car-park however there is a large car park provided by the market which is well lit at night ensuring patron safety.

1. Responsible Serving of Alcohol Training:

All staff and management in the supply of liquor will be RSA (Responsible Serving of Alcohol) trained. The premises will maintain and keep an RSA register which will include all RSA training and refresher certificates.

2. Implement Responsible Serving of Alcohol Practices:

Provide alcohol RSA signage in prominent areas

Promote the service of non and low alcoholic drinks and food

Arrange transport where and when required

Complying with all relevant liquor licensing and local Council by-laws liaison and cooperation with the local police

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(3)

3. Preventing Intoxication:

Alcohol purchased on the premises must be purchased in accordance with the Liquor Control Reform Act 1998

It will be highlighted to all staff that it is an offence to sell or supply liquor to an Intoxicated patron

Staff to actively monitor liquor consumption by patrons

Staff to advise management of any patron that is consuming alcohol irresponsibly and in a manner likely to result in intoxication

Management will intervene when they become aware a patron is intoxicated and request that patron leave the premises.

Free drinking water will be available and actively promoted to patrons.

All alcoholic drinks to be served in standard glasses.

3. Dealing with Intoxicated and Disorderly Patrons

Patrons who enter the premises, who appear intoxicated will not be allowed entry and politely turned away.

Patrons who are considered by management to be intoxicated will be denied service and will be asked to leave the premises.

If a patron becomes disorderly, then a tactful instruction to leave the premises will be made and assist with arranging transportation if required.

Ensure the patron leaves the premises safely and record any incidents or evictions in the premises Incident register.

4. Dealing with Minors

Minors will not be allowed in the premises unless accompanied by a responsible adult or partaking in a meal

Minors are not permitted to purchase, possess or consume liquor.

Staff will be trained in identifying acceptable proof of age.

Anyone requesting service who appears under 21 years of age will be asked to provide acceptable photo ID as required by the Liquor Control Reform Act 1998.

The use of fraudulent ID will be reported to the Victoria Police.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(4)

5. Responsible Alcohol Promotions

The tavern will not conduct promotions and activities that will lead to the rapid or excessive intake of alcohol.

The use of insulting or offensive language in any promotional material.

Promotions that encourage patrons to drink to excess.

Promotions that involve extreme discounts of alcohol.

The premises will not conduct the following promotions:

- the offering of laybacks or shots
- only 30mls of spirits in one drink
- promotions that are offensive to women
- promotions that lead to excessive discounting of liquor
- promotional material that involve any form of discriminatory ,demeaning or vilifying imagery

6. Incident Register

The tavern will maintain an incident register. Any incidents will be recorded by management and staff

The Incident register will be available at all times to Victoria Police, Liquor Licensing Compliance Inspectors and Council Officers.

Any incidents of an extreme nature or considered to pose a safety threat to staff or patrons ,Victoria Police will be notified immediately.

7. Barring of Problem Patrons

Management reserves the right to bar any person who exhibit any violent or inappropriate behaviour.

VCGLR barring order will be issued if required in extreme circumstances

In addition any patrons barred, details will be recorded in the premises incident register

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(5)

8. Signage

All required liquor licensing signage will be displayed in a prominent position at entry points and the bar area

Sign to be displayed that patrons upon leaving shall respect the peace and quiet of the surrounding neighbourhood

Signs to be displayed, displaying that free drinking water is available and promoting non alcoholic drinks.

9. Transport

There is adequate and convenient parking available

The majority of patrons attending the premises arrive and leave in their own vehicle or public transport

Where patrons require transport facilities then staff will arrange a taxi to pick up at the premises.

Taxi rank and bus service available within close proximity to the premises.

10. Employee Training

Staff will be issued with written policy and procedures relating to RSA training and managing patrons who may be intoxicated.

Copies of RSA (and other) accreditation will be held on site, and available for review when necessary.

Management will hold regular staff meetings with staff and highlight any issues that need to be highlighted, improved and reviewed

11. Entertainment

Live music will be played Thursday to Sunday by a acoustic band at other times will be background or amplified music. The style of music traditional Sri Lankan music.

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(6)

Induction and Performance Review

All staff, as part of the induction process, will be required to be familiar with this plan of management. A regular "refresher" course for staff will be undertaken as not less than six monthly intervals or more if required in relation to any changes to the Management Plan.

On induction management and staff will be required for induction training outlining their legal obligations under the Liquor Control Reform Act 1998. As well as being made aware and given an understanding of the premises liquor licence functions in association with their legal obligations.

The Plan of Management will be regularly reviewed at not less than yearly intervals to reflect any operational changes that need to be implemented.

Staff will be actively encouraged to add their suggestions for the continued improvement of the Management Plan.

Disruptive and Anti- Social Behaviour

A Duty Manager will be in attendance whilst the premises are open for trade and along with restaurant staff, will monitor the arrival and departure of patrons who may be intoxicated on arrival, unruly or displaying any anti-social behaviour.

The following procedure will apply to staff and management that are involved in the removal of a person from the premises who is intoxicated, violent, quarrelsome, drug affected or otherwise exhibits anti-social behaviour

- * Verbal Communication with the patron(s) will occur to settle or deflate the situation:
- * If the behaviour continues the Duty Manager will contact Victoria Police for assistance removing any patron from the premises.
- * Management/staff to record such incidents immediately in the Restaurant's incident/complaints register.

The Duty Manager will notify Victoria Police of any patron who is considered to be unruly or a threat to patron and staff safety or who refuses to leave the premises when requested.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(7)

Waste Storage Areas:

Waste and Recycling will be sorted in the appropriate containers housed in the waste disposal area and shall be dealt and disposed of in accordance with Council and waste contractor requirements.

General:**Responsible Advertising and Promotions:**

Any advertising and promotions to the premises undertakes will meet the principles of the VCGLR fact sheet on responsible liquor advertising and promotions. The restaurant will also actively promote non-alcoholic drinks either by way of signage or depicted on a blackboard.

Signage:

All relevant signage as required by the VCGLR will be displayed in a prominent position as required by the VCGLR. The restaurants House Policy will also be displayed so patrons have a clear understanding of the restaurants standards and obligations.

Emergency Phone Numbers:

Key emergency phone numbers, Police, Ambulance and Fire Brigade will be displayed at the cash register. Allowing staff to notify any of the services quickly and efficiently should an emergency arise.

House Policy:

The premises "House Policy" provides a framework to allow for the responsible service of alcohol at all times. This will set out the standards of the premises and assist in limiting any anti-social behaviour that could take place

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(8.)



1. Responsible Liquor Training Pty Ltd
2. Responsible Liquor Training Pty Ltd
3. Responsible Liquor Training Pty Ltd
4. Responsible Liquor Training Pty Ltd

Dandenong Market Tavern**Minimising and Managing Noise Levels**

Every effort will be taken by the Dandenong Market Tavern to maintain compatibility with their surrounding neighbours, ensuring there is a satisfactory ambience in the surrounding neighbourhood.

Speakers will be strategically placed facing away from surrounding residences

Management will maintain a specific Noise Incident register and complaints will be logged and action taken to rectify any specific complaint that may arise..

Signs will be placed ensuring that patrons leaving the premises will respect the peace and quiet of the surrounding neighbourhood.

Acoustic Attenuation Measures

A decibel meter will be used by the premises to measure the noise levels during normal operations. This will then be compared to noise levels during live performances. From this information steps will be implemented to ensure that the music will not exceed high decibel levels. Also regular checks with a decibel meter will be carried out to ensure the premises is compliant with the State Environment Protection Policy.

Staff will hold regular spot checks from between 50 and 100 metres away to monitor noise levels and will report to management of all relevant information.

Over 20 years liquor licensing experience

11 Bemborough Court, Kallista Downs Victoria 3033 Phone 0751 9356 0825 Mobile 0407 546 840
Email sambaenm@bigpond.net.au www.responsibletraining.com.au

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 16-46 CLEELAND STREET,
DANDENONG (PLANNING APPLICATION NO. PLN15/0888.02)**

ATTACHMENT 2

**PLANNING PERMIT PLN15/0888.01 AND
ENDORSED PLANS**

PAGES 11 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)**PLANNING
PERMIT**Permit No: PLN15/0888.01
(Amended)Planning Scheme: Greater Dandenong
Planning SchemeResponsible Authority: Greater Dandenong
City CouncilADDRESS OF THE LAND: Part of 16-46 Cleeland Street (Dandenong Market)
DANDENONG VIC 3175
(Lot 24 LP 3231 Vol 2629 Fol 618)THE PERMIT ALLOWS: The construction of buildings and works associated
with a food and drink premises, the sale and
consumption of liquor (restaurant and café licence),
the display of business identification signage, and a
reduction of the car parking rate.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

1. Before the development starts, two (2) copies of amended plans drawn to scale and dimensioned, must be submitted to the Responsible Authority for approval. No buildings or works must be commenced until the plans have been approved and endorsed by the Responsible Authority. The endorsed copy of the plans forms part of this permit. The plans must be in accordance with the plans submitted with the application, but modified to show:
 - 1.1. An update Traffic Management Plan demonstrating the following:
 - 1.1.1. An area for the provision of the loading/unloading of goods.
 - 1.1.2. The relocation of the disabled parking bays which are removed under this application.
 - 1.1.3. The word draft removed.
2. The development as shown on the endorsed plans must not be altered without the consent of the Responsible Authority.
3. The amenity of the area must not be detrimentally effected by the use or development hereby approved, though the:
 - 3.1. Transport of materials, good or commodities to or from the land;
 - 3.2. Appearance of any building, works or materials;
 - 3.3. Emissions of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - 3.4. Presence of vermin, or

Continued...

Date Issued 22/01/2016

Signature for and on behalf
of the Responsible Authority

This permit supersedes Planning Permit No. PLN15/0888

Planning and Environment Regulations 2015 Form 4

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

~ 2 ~

PLANNING PERMIT NO. PLN15/0888.01

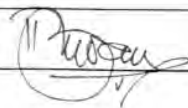
Conditions Continued

3.5. Adverse behaviour of patrons to or from the premises.

All to the satisfaction of the Responsible Authority.

4. The buildings and works hereby approved must not commence and the subject site must not be occupied for that use until all conditions of this permit have been complied with, to the satisfaction of the Responsible Authority.
5. The buildings and works hereby approved under this planning permit must be removed and this permit will cease to be valid if the car park located at 11 – 15 Stuart Street, Dandenong 3175 cannot be relied upon in its full capacity.
6. The operator of the development hereby approved under the permit must make all reasonable attempts to ensure that no vehicle under the control of the operator or staff of the operator is parked in nearby streets, to the satisfaction of the Responsible Authority.
7. Goods, materials, equipment and like associated with the development hereby approved must not be displayed or stored outside of the building, without the further written consent of the Responsible Authority.
8. Bins or other receptacles for any form of rubbish or refuse resulting from the development hereby approved must not be placed or allowed to remain in view of the public and smell must not be emitted from any such receptacle, all to the satisfaction of the Responsible Authority.
9. The development hereby approved must be kept in a neat and tidy condition at all times, to the satisfaction of the Responsible Authority.
10. Noise levels resulting from the development hereby approved must not exceed the permissible noise levels stipulated in State Environment Protection Policy N-2 (Control of Music Noise from Public Premises) and State Environment Protection Policy N-1 (Control of Noise from Industry, Commerce and Trade) to the satisfaction of the Responsible Authority.
11. The proposal shall have an adequate waste management system to ensure satisfactory control of odour, vermin and noise to prevent any nuisances to exist or emanate from property and breach section 61 of the *Public Health and Wellbeing Act 2008*.
12. The location, type and dimensions of the signage including those of the supporting structure, as shown on the endorsed plans must not be altered unless with the consent of the Responsible Authority.
13. The signage hereby approved must not be animated and no flashing or intermittent light/s shall be displayed.

Continued...

Date Issued 22/01/2016Signature for and on behalf
of the Responsible Authority

This permit supersedes Planning Permit No. PLN15/0888

Planning and Environment Regulations 2015 Form 4

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

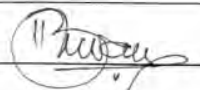
- 3 -

PLANNING PERMIT NO. PLN15/0888.01

Conditions Continued

14. The signage hereby approved shall only contain an advertisement which provides or supplies information relating to the business conducted on the abovementioned land.
15. No bunting, streamers and festooning shall be displayed on the development hereby approved.
16. The signage hereby approved shall be constructed and maintained to the satisfaction of the Responsible Authority.
17. Unless with the further written consent of the Responsible Authority, the sale and consumption of liquor hereby approved may operate only between the hours of:
 - 17.1 Monday to Sunday: 10:00am to 11:00pm
 - 17.2 Christmas Day, Anzac Day, Good Friday: No trading.
18. Unless with the further written consent of the Responsible Authority, the maximum number of persons within the 'red line' area as shown on the endorsed plans at any given time must not exceed ninety-six (96).
19. Liquor must only be sold and displayed within the red line area identified on the endorsed plans.
20. Without the prior written approval of the Responsible Authority, any application to, or licence obtained from, the relevant Liquor Licensing Authority must be for the sale and consumptions of liquor for a restaurant or cafe.
21. Prior to the sale and consumption of liquor hereby approved, an amended Alcohol Management Plan must be submitted to the Responsible Authority for approval. When approved, the plan will be endorsed and will then form part of the permit. The Alcohol Management Plan must be amended to show:
 - 21.1 All pages numbered accordingly.
 - 21.2 All sentences to be clear, concise and legible. The wording of the second paragraph under Security and Safety and the last paragraph under Code of Conduct is inappropriate and must be revised.
22. This permit will expire if:-
 - 22.1. The development does not start within two (2) years of the date of this permit, or
 - 22.2. The development is not completed within four (4) years of the date of this permit.
23. This permit will expire ten (10) years after the date of this permit for the signage hereby permitted.

Continued...

Date Issued 22/01/2016Signature for and on behalf
of the Responsible Authority

This permit supersedes Planning Permit No. PLN15/0888

Planning and Environment Regulations 2015 Form 4

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

- 4 -

PLANNING PERMIT NO. PLN15/0888.01

Conditions Continued

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:

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

Notes

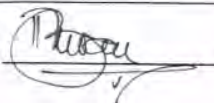
- Any proposed food premises must be constructed and fitted-out in accordance with the Australia New Zealand Foods Standards Code and section 16 of the *Food Act 1984* and registered with the City of Greater Dandenong in accordance with section 35A of the *Food Act 1984*.
- Except where no permit is required under the provisions of the Planning Scheme, no sign, flashing or intermittent lights, bunting or advertising device may be erected or displayed on the land without the permission of the Responsible Authority.

THIS PERMIT HAS BEEN AMENDED AS FOLLOWS:

Date of amendment	Brief description of amendment	Name of the responsible authority that approved the amendment
14 March 2017	<ul style="list-style-type: none">▪ Address of the land has been amended.▪ Planning permit preamble has been amended.▪ Condition 3, 6, 7, 8, 9, 10, 13, 14, 15 and 16 have been amended.▪ New conditions 17, 18, 19, 20 and 21.▪ Expiry conditions renumbered to 22 and 23.▪ Plans have been endorsed to the permit.	Greater Dandenong City Council

End of Permit Conditions

Under Division 1A of Part 4 of the **Planning and Environment Act 1987** a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.

Date Issued 22/01/2016Signature for and on behalf
of the Responsible Authority

This permit supersedes Planning Permit No. PLN15/0888

Planning and Environment Regulations 2015 Form 4



2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)**Responsible Liquor
Training Pty Ltd**

ABN 26 121135 733

PLANNING & ENVIRONMENT ACT 1987
GREATER DANDENONG PLANNING SCHEME
Endorsed Document under Planning Permit
PLN15/0888.01
Council Delegate: Amy Robie
Date: 07/02/2020
Plans to comply with condition 21
Total Pages: 5
Greater Dandenong City Council

- RSA Training
- Liquor Licence Applications
- Hearings & Audits
- Educational Training

**Management Plan for
Hot Pouch Bar and Restaurant Located at
Dandenong Market Corner Clow and Cleeland Streets,
Dandenong
Management Plan**

Purpose:

Hot Pouch Bar and Restaurant have applied to the VCGLR for a Restaurant and Cafe Liquor Licence. The premises will have a patron capacity of 96 persons. The Management Plan has been prepared for the proposed licensed premises and considers relevant safety, amenity and security issues in order to ensure the safety of staff and patrons and safe guard the surrounding amenity.

Implementation of the Management Plan will ensure that the premises provides a safe and secure environment for both employees and patrons in compliance with the responsible service of alcohol and harm minimisation requirements of the Liquor Control Reform Act 1998.

All staff, as part of the induction process, will be required to be familiar with this plan of management. A regular "refresher" course for staff will be undertaken at not less than six monthly intervals or more if required in relation to any changes to the Management Plan.

Performance Review:

The Plan of Management will be regularly reviewed at not less than yearly intervals to reflect any operational changes that need to be implemented.

Staff will be actively encouraged to add their suggestions for the continued improvement of the Management Plan.

Amenity of the Surrounding Neighbourhood

The staff and management of the premises shall consider the amenity of surrounding premises which consists mainly of as retail and commercial businesses as well as some residential housing. Staff and management shall take all reasonable measures to ensure that any adverse impacts to nearby premises do not occur. The management and staff will take all reasonable measures to ensure that the behaviour of patrons when entering and leaving the premises does not detrimentally affect the amenity of the surrounding area by reason of noise or anti-social behaviour.

Over 18 years liquor licensing experience

11 Bernborough Court Keilor Downs Victoria 3038 Phone (03) 9356 0825 Mobile 0407 546 840
Email samboehm@b1gpond.net.au www.responsibletraining.com.au

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(2)

Staffing and Staff Training:

The restaurant will employ approximately 5 staff, comprising of Nominee. Duty Manager, Chef and 2 part time/casual staff

It will be a requirement of employment that all management and staff who supply liquor will be required to have a responsible serving of alcohol certificate as approved by the VCGLR. Management will also maintain an RSA Register, with all those staff's details date when liquor was first supplied as well as copies of their RSA certificates and refresher certificates where applicable.

On induction management and staff will be required for induction training outlining their legal obligations under the Liquor Control Reform Act 1998. As well as being made aware and given an understanding of the premises liquor licence functions in association with their legal obligations.

All staff and management upon induction will be issued with a set if written policy and procedures.

Complaints/Incident Register:

A complaints/Incident register (Venue Handbook) as issued by the VCGLR will be maintained which will record any complaint or incident which will detail nature of complaint/incident as well as their resolution.

Music and Entertainment:

The music played in the premises will be background music only there will be no live music or amplified music played on the premises.

Waste Storage Areas:

Waste and Recycling will be sorted in the appropriate containers housed in the waste disposal area and shall be dealt and disposed of in accordance with Council and waste contractor requirements.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(3)

Responsible Liquor Advertising and Promotions:

Any advertising and promotions the premises undertakes will meet the principles of the VCGLR fact sheet on responsible liquor advertising and promotions. The restaurant will also actively promote non-alcoholic drinks either by way of signage or depicted on a blackboard.

Signage:

All relevant signage as required by the VCGLR will be displayed in a prominent position as required by the VCGLR. The restaurants House Policy will also be displayed so patrons have a clear understanding of the restaurants standards and obligations.

Emergency Phone Numbers:

Key emergency phone numbers: Police, Ambulance and Fire Brigade will be displayed at the cash register. Allowing staff to notify any of the services quickly and efficiently should an emergency arise.

House Policy:

The attached " House Policy" provides a framework to allow for the responsible service of alcohol at all times. This will set out the standards of the premises and assist in limiting any anti-social behaviour that could take place.

General Requirements Regarding Money Handling:

When rostered on the Duty Manager of the premises will ensure that cash handling procedures are put in place including safe installation, limit of cash on the premises at any one time and storage of cash when the premises are open for business.

Emergency Evacuation Procedures:

All staff will be trained in emergency evacuation procedures should an emergency arise where the restaurant needs to be evacuated.

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(4)

Security**Site and Locality:**

The subject premise's is situated in the Dandenong Market. The premises is well lit including security lighting as well as off street lighting allowing patrons allowing for a safe environment to those patrons who frequent the premises.

Security and Safety:

It is considered that the nature of the proposed licensed premises is such that there is no perceived need for individual security personnel. The VCGLR only put special conditions on premises that trade after 1.00.am. playing amplified music.

A Duty Manager will be in attendance whilst the premises are open for trade and along with restaurant staff, will monitor the arrival and departure of patrons; checking for any patrons who may be intoxicated on arrival, unruly or displaying any anti-social behaviour.

Disruptive and Anti-Social Behaviour:

The following procedure will apply to staff and management that are involved in the removal of a person from the premises who is intoxicated, violent, quarrelsome, drug affected or otherwise exhibits anti-social behavior.

- Verbal Communication with the patron(s) will occur to settle or deflate the situation:
- If the behaviour continues the Duty Manager will contact Victoria Police for assistance removing any patron from the premises.
- Management /staff to record such incidents immediately in the restaurant's Incident/complaints register.

The Duty Manager will notify Victoria Police of any patron who is considered to be unruly or a threat to patron and staff safety or who refuses to leave the premises when requested.

ORDINARY COUNCIL MEETING - AGENDA

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

(5)

Minors:

Minors will be required to be in the company of a Responsible Adult as defined in the Liquor Control Reform Act Management and staff will check ID when required.

Code of Conduct:

The following Code of Conduct will assist in patron safety and security:

- Hot Pouch's policy is to serve patrons in a friendly, responsible and professional manner and to provide at all times, a safe and comfortable venue in which our patrons may enjoy themselves
- Staff will not supply liquor to any person who is deemed to be intoxicated
- All staff and management are trained in the responsible serving of alcohol
- If you are requested to leave the premises by staff, please comply otherwise you may receive a substantial fine
- If you feel unwell please advise staff who will assist you and they will seek medical assistance if required
- If you are required to show ID don't be offended
- If you are driving please take care, our restaurants promote food and non-alcoholic drinks.
- Staff will assist patrons in case of any emergency evacuation procedures
- Respect our neighbours and keep noise levels down so as not to disturb them when leaving
- Thank you drive safely; we hope you had an enjoyable time and hope to see you again soon.

Summary:

The adaption of the Management and Security Plan will ensure the smooth operation of the licensed premises protecting the surrounding Amenity and meeting the harm minimisation requirements of the Liquor Control Reform Act 1998.

Note: This Management Plan has been prepared for Pouch Bar and Restaurant by Sam Boehm Responsible Liquor Training Pty Ltd and cannot be reproduced without his written consent,

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 16-46 CLEELAND STREET,
DANDENONG (PLANNING APPLICATION NO. PLN15/0888.02)**

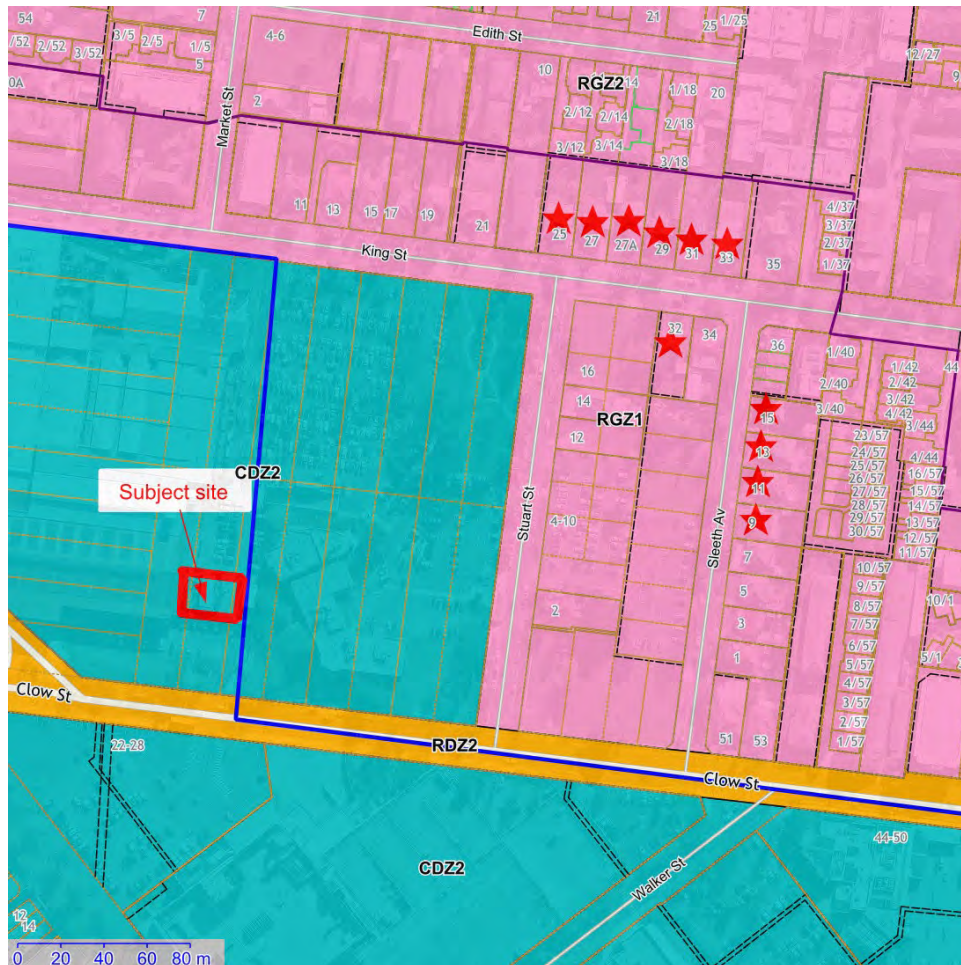
ATTACHMENT 3

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

2.3.6 Town Planning Application - No. 16-46 Cleeland Street, Dandenong (Planning Application No. PLN15/0888.02) (Cont.)

★ = Location of objectors

□ = Subject site

3 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, Delegates and/or officers of the Greater Dandenong City Council. Questions must comply with s. 4.5.8 of Council's Governance Rules.

QUESTIONS FROM THE GALLERY

Questions are limited to a maximum of three (3) questions per individual. Where time constraints deem it likely that not all questions can be answered within the time allowed for Question Time, the Mayor at his/her discretion may determine only the first question may be presented verbally with others deferred to be managed in the same manner as public questions not verbally presented. Priority will be given to questions that relate to items on the Council Agenda for that meeting. Questions including any preamble should not exceed 300 words.

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 considered at the meeting.

c) All such questions must clearly note a request to verbally present the question and must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than:

- i) the commencement time (7.00pm) of the Ordinary meeting if questions are submitted in person; or
- ii) noon on the day of the Ordinary meeting if questions are submitted by electronic medium.

d) A question can only be presented to the meeting if the Chairperson and/or Chief Executive Officer has determined that the question:

- i) does not relate to a matter of the type described in section 3(1) of the *Local Government Act 2020* (confidential information);
- ii) does not relate to a matter in respect of which Council or a Delegated Committee has no power to act;
- iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor, Delegated Member or Council officer; and
- iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting).

e) If the Chairperson and/or Chief Executive Officer has determined that the question may not be presented to the Council Meeting or Delegated Committee, then the Chairperson and/or Chief Executive Officer:

- i) must advise the Meeting accordingly; and
- ii) will make the question available to Councillors or Members upon request.

3 QUESTION TIME - PUBLIC (Cont.)

- f) The Chairperson shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish. *(This option is not currently available under COVID restrictions while meetings are closed to the public).*
- g) The Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.
- h) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.
- i) A Councillor, Delegated Committee Member or member of Council staff nominated to answer a question may:
- i) seek clarification of the question from the person who submitted it;
 - ii) seek the assistance of another person in answering the question; and
 - iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the Meeting (the question thereby being taken on notice).
- j) Question time for verbal presentations is limited in duration to not more than twenty (20) minutes. If it appears likely that this time is to be exceeded then a resolution from Council will be required to extend that time if it is deemed appropriate to complete this item. *(This option is not currently available under COVID restrictions while meetings are closed to the public).*
- k) The text of each question asked and the response will be recorded in the minutes of the Meeting.

4 OFFICERS' REPORTS - PART TWO

4.1 FINANCE AND BUDGET

4.1.1 General Valuation 2020 Return

File Id:	A6955284
Responsible Officer:	Director Corporate Services

Report Summary

Pursuant to Section 13DH (3) of the Valuation of Land Act 1960, the General Valuation 2020 of all rateable property within the City of Greater Dandenong is hereby returned to Council. The new valuation measures property values as at 1 January 2020 and Council will use the valuation to calculate rates effective 1 July 2020. The valuation will also be used in future years by the State Revenue Office for land tax purposes, and South East Water for drainage rate purposes.

Recommendation Summary

This report recommends that pursuant to the provisions of Section 13DH (3) of the Valuation of Land Act 1960, Council notes the Return of the 2019 General Valuation.

4.1.1 General Valuation 2020 Return (Cont.)

Background

A General Valuation of all rateable property in Victoria is now required to be made every year, or as determined by the Valuer General and the Minister. The previous General Valuation level date was January 2019. All rateable properties within the municipality of CGD have now been valued at levels pertaining to that type of property as at the prescribed date 1 January 2020.

The General Valuation is carried out using market evidence including the collation and analysis of sales, rentals and expenses of properties which is then applied to each particular property taking into account the different characteristics of the property. It also includes relevant evidence from surrounding municipalities as required.

Financial Implications

Rates have been levied based on the valuations with Council's adopted rates in the dollar for the year 2020-21. A detailed summary of valuation movements by category type is included and reported on in the 2020-21 Annual Budget.

Valuation Summary

Category	Capital Improved Value 2019	Capital Improved Value 2020	Change
General	32,995,957,000	33,535,583,500	1.64%
Commercial	4,174,829,000	4,227,348,000	1.26%
Industrial	11,450,430,400	12,062,325,700	5.345
Vacant Residential	398,028,000	413,598,500	3.91%
Farm	305,733,000	343,568,000	12.38%
Total	49,324,977,400	50,582,423,700	2.55%

The Valuer General's contract valuers ProVal (Vic) Pty Ltd and the specialist valuers have consulted neighbouring Councils and the Valuer General's Department and sourced all necessary information before finalising the Return of the General Valuation 2020.

Recommendation

That pursuant to the provisions of Section 13DH (3) of the Valuation of Land Act 1960, Council notes the Return of the 2020 General Valuation.

4.2 POLICY AND STRATEGY

4.2.1 Q1 Quarterly Performance Report

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Quarterly Performance Report 1 July – 30
September 2020

Financial Report 1 July – 30 September 2020

Report Summary

This report details Council's progress for the period 1 July to 30 September 2020 against performance targets outlined in the Council Plan 2017-21 and the Amended Budget 2020-21.

Recommendation Summary

This report recommends that Council notes the achievements against the Council Plan indicators and the Amended Budget for the period ending 30 September 2020.

4.2.1 Q1 Quarterly Performance Report (Cont.)

Background

Council adopted the Council Plan 2017-21 (Revised 2020) and Annual Plan 2020-21 on Monday 22 June 2020, and the Amended Budget on Monday 14 September 2020.

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

The Council Plan 2017-21 and Annual Budget 2020-21 are made available to residents through the Customer Service Centres, libraries and on Council's website at www.greaterdandenong.com

Progress against performance targets for the period 1 July to 30 September 2020 is outlined in two components of this report:

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

Part 2 – The Financial Report is designed to inform Councillors of the results of operations for the period 1 July to 30 September 2020 including financial performance against the Amended Budget adopted by Council on Monday 14 September 2020.

Part 1 and Attachment 1: Quarterly Performance Report for the period 1 July to 30 September 2020

Performance highlights against the Council Plan strategic objectives include:

A vibrant, connected and safe community

- Youth and Family Services supported 89 families and 201 children.
- 185 food premises were inspected.
- 523 secondary school students and 697 additional children and adolescents under 20 were immunised.
- 464 families registered for the 2020 Big Day In event which was the online version of Little Day Out.

A creative city that respects and embraces diversity

- 20 online workshops for community arts participation were offered.
- The Home exhibition had 2,451 views for the online exhibition.
- 15 actions have commenced from the Greater Dandenong People Seeking Asylum and Refugee Action Plan 2018-21.

A healthy, liveable and sustainable city

- 1,067 street trees were planted.

4.2.1 Q1 Quarterly Performance Report (Cont.)

- The Climate Emergency Strategy was adopted by Council on 24 August.
- The Urban Forest Strategy is currently being developed.
- Eight inspections have taken place of materials recycling and green waste processing sites.
- Dandenong Park improvements including the rotary water wheel, tree planting and outdoor furniture are nearing completion and expected to be open to the community in October.

A city planned for the future

- A review of the Greater Dandenong Housing Strategy has commenced.
- The Springvale Community Hub reached practical completion.
- A Business Case is currently under development for the new Dandenong Aquatic and Leisure Centre.
- Council is advocating with State and Federal governments to increase the number of social and affordable housing stock in the municipality.
- The revised Open Space Strategy was adopted on 24 August.

A diverse and growing economy

- 82 students from eight schools attended SEBN's "Lunch with the Winners".
- 11,000 contacts received the 'Talking Business' magazine online, or in hard copy.
- 23 network activities were conducted with a total of 430 participants.

The Tourism and Regional Food Strategies action lists have been refreshed and implementation continues.

An open and effective Council

- Council's social media platforms grew by 4.5 per cent.
- Council adopted its Audit and Risk Committee Charter on 13 July.
- The Year One Action Plan has been developed for the Information Technology and Digital Strategy 2020-25 to be reviewed by the IT Steering Committee.
- Implementation of the new Asset Management System has commenced.
- The consultation process for the new Council Plan has commenced and a new engagement portal has been created.

4.2.1 Q1 Quarterly Performance Report (Cont.)**Part 2 and Attachment 2: Financial Report for the period 1 July to 30 September 2020**

The attached financial report is designed to inform Councillors of the results of operations for the period 1 July 2020 to 30 September 2020 including financial performance against the Amended Budget adopted by Council on 14 September 2020.

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

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

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

The table on the following page provides a management accounting summary of the financial performance for the period 1 July 2020 to 30 September 2020 which removes non-cash items and adds back cash items that are excluded from the financial statements.

4.2.1 Q1 Quarterly Performance Report (Cont.)

**Management Accounting Summary
for the period 1 July 2020 to 30 September 2020**

Description	YEAR TO DATE			FULL YEAR		
	ACTUAL \$'000	AMENDED BUDGET \$'000	VARIANCE Fav(unfav) \$'000	AMENDED BUDGET \$'000	ORIGINAL BUDGET \$'000	VARIANCE Fav(unfav) \$'000
Income Statement						
Income	51,120	50,662	458	228,964	226,225	2,739
Expenditure	43,772	46,282	2,510	204,161	196,467	(7,694)
Net surplus - ongoing operations	7,348	4,380	2,968	24,803	29,758	(4,955)
Management Accounting reconciliation						
<i>Add back (less) non cash items</i>						
Depreciation	7,855	7,855	-	31,433	31,433	-
Amortisation - right of use assets	145	-	145	-	-	-
Contributions non-monetary assets	(298)	(298)	-	(15,000)	(15,000)	-
Prior year capital expenditure unable to be capitalised	411	-	411	-	-	-
Written down value of assets sold/disposed	15	15	-	309	309	-
Sub total	8,128	7,572	556	16,742	16,742	-
Net operating surplus	15,476	11,952	3,524	41,545	46,500	(4,955)
<i>Add/less non operating cash items</i>						
Capital expenditure	11,145	6,694	(4,451)	74,956	43,705	(31,251)
Net transfers to (from) reserves	(2,068)	2,055	4,123	(6,239)	(331)	5,908
Repayment of borrowings	802	802	-	3,126	3,126	-
Repayment of lease liabilities	92	-	(92)	-	-	-
Sub total	9,971	9,551	(420)	71,843	46,500	(25,343)
Cash surplus (deficit)	5,505	2,401	3,104	(30,298)	-	(30,298)
Accumulated surplus brought forward	-	-	-	31,169	-	31,169
Surplus (deficit) position	5,505	2,401	3,104	871	-	871

Results for the period 1 July 2020 to 30 September 2020

The overall management accounting result (after removing non-cash items) for the period 1 July 2020 to 30 September 2020 shows a favourable variance between the budget and actual of \$3.10 million. The variance is mainly due to a favourable surplus from ongoing operations (mainly lower than anticipated operating expenditure).

Capital expenditure is \$4.45 million higher than the year to date budget (with a further \$16.85 million committed at 30 September 2020). The unfavourable variance relates mainly to two open space property acquisitions that have been funded from the Open Space Acquisitions reserve and will be adjusted in the Mid-Year Budget review.

4.2.1 Q1 Quarterly Performance Report (Cont.)

2020-21 Budget and the COVID-19 pandemic

A detailed review of the 2020-21 first quarter impact from COVID-19 stage four restrictions is currently underway and will be adjusted as part of the Mid-Year Budget review.

INCOME

Income for the period ended 30 September 2020 is favourable against budget. This is primarily due to the following:

Grants – operating (\$906,000 favourable) – Receipt of unbudgeted grant funding for the Work for Victoria fund (Corporate Accounting \$498,000), Community Revitalisation Project (Business Networks \$126,000) and Drug Strategy program (Community Wellbeing \$34,000) combined with additional funding received for Family Day Care (\$347,000) and Child First (\$101,000).

These favourable variances are partly offset by lower than anticipated grant funding based on target achievement for Home and Community Care (\$353,000) and Planned Activity Group (\$57,000).

These items will be considered during the Mid-Year Budget review.

Contributions – monetary (\$483,000 favourable) – Favourable variance due to better than anticipated income from public open space contributions (Non-Directorate \$483,000). The nature of these receipts makes timing difficult to predict. These funds are transferred to reserves.

The favourable variances in income are partly offset by unfavourable variances in:

User fees (\$444,000 unfavourable) – Mainly due to a reduction in the Family Day Care (FDC) administration levy fee income which is offset by higher FDC grant subsidy income (Community Services \$269,000) and unfavourable variances in fee income from parking ticket machines/meters, parking permits and building permits (City Planning, Design and Amenity \$176,000).

Other income (\$241,000 unfavourable) – Due to lower than anticipated interest returns on investments mainly due to lower interest rates (Non-Directorate \$171,000). It is estimated that the full year impact of lower investment returns will result in lower income of around \$800,000. This will be referred to the Mid Year Budget Review process.

Statutory fees and fines (\$217,000 unfavourable) – Due to lower than anticipated income from parking and animal infringements (Regulatory Services \$119,000), planning applications, local laws, health and food infringements (Building and Compliance Services \$97,000).

EXPENDITURE

Actual expenditure at 30 September 2020 against the budget is favourable by \$2.51 million. The major variances are in employee costs and materials and services.

4.2.1 Q1 Quarterly Performance Report (Cont.)

Employee costs (\$1.83 million favourable) – This favourable variance is mainly due to staff recruitment occurring later than planned and a delay in commencement of grant funded projects (Community Services \$1.34 million, City Planning, Design and Amenity \$399,000 and Corporate Services \$146,000). Of the \$1.34 million favourable variance in Community Services, \$626,000 relates to grant funded programs which require an acquittal.

Materials and services (\$1.16 million favourable) – The major items contributing to this favourable variance are:

- Contract services (\$623,000) – mainly due to delay in commencement of works and receipt of invoices (Engineering Services \$514,000).
- Utilities (\$426,000) – mainly due to lower than anticipated street lighting costs to date (Engineering Services \$302,000).
- Administration costs (\$290,000) – lower than anticipated expenditure across a range of accounts including promotions, community education, postage/courier, printing/stationery, Council publications, fuel, postage, advertising and events (Community Services \$125,000, Engineering Services \$63,000 and Corporate Services \$51,000).

The favourable variances detailed above are partly offset by an unfavourable variance in insurance premium costs which will be referred to the Mid-Year Budget review (Risk Management \$165,000).

Capital expenditure

Total capital expenditure at 30 September 2020 was \$11.15 million. A further \$16.85 million was committed at the end of September. The capital works program comprises of asset renewal, expansion, upgrade and the investment in new assets.

Proposal

That Council notes the progress against performance targets outlined in the Council Plan 2017-21 for the period 1 July to 30 September 2020 and the Financial Report for the period 1 July to 30 September 2020.

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

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

Community Plan ‘Imagine 2030’**People**

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

4.2.1 Q1 Quarterly Performance Report (Cont.)

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

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

Victorian Charter of Human Rights and Responsibilities

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

4.2.1 Q1 Quarterly Performance Report (Cont.)

Financial Implications

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

Consultation

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

Conclusion

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

Recommendation

That Council notes the progress against the performance targets outlined in the Council Plan 2017-21 for the period 1 July to 30 September 2020 and the financial report for the period 1 July to 30 September 2020.

4.2.1 Q1 Quarterly Performance Report (Cont.)

POLICY AND STRATEGY

Q1 QUARTERLY PERFORMANCE REPORT

ATTACHMENT 1

**QUARTERLY PERFORMANCE REPORT
1 JULY – 30 SEPTEMBER 2020**

PAGES 53 (including cover)

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

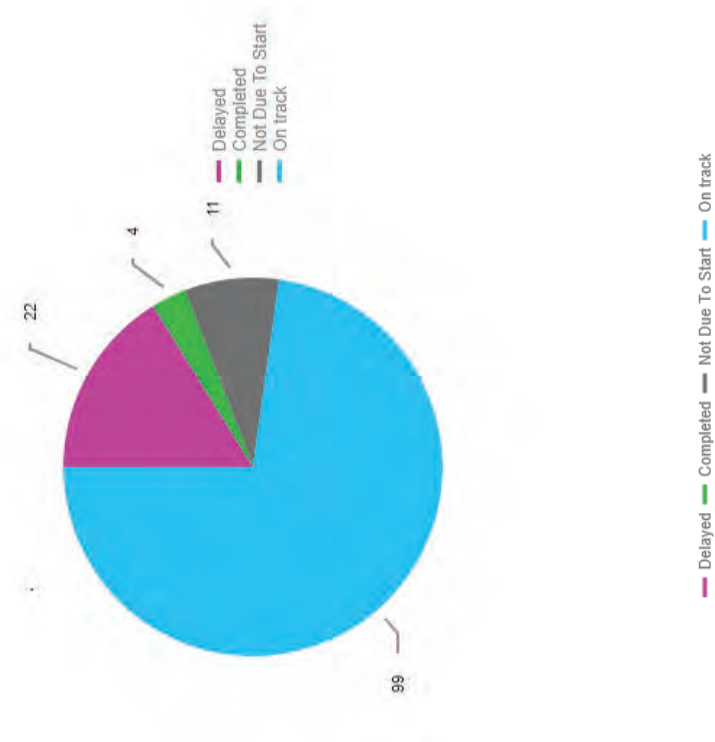
4.2.1 Q1 Quarterly Performance Report (Cont.)



**Council Plan
Quarterly Performance Report
Q1 2020-21**

4.2.1 Q1 Quarterly Performance Report (Cont.)



Q1 Performance Summary - 1 July to 30 September 2020



ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)






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

Priority	Action	Progress	Status
Advocate for increased employment opportunities, particularly for vulnerable community groups	Deliver initiatives which enhance the employment capability of young people	Youth and Family Services created four entry-level casual positions for young workers. The Junior Peer Research Assistants will facilitate consultation activities as part of Youth and Family Services' COVID-19 research project.	
Increase community participation in physical activity through our leisure, recreation and sports services	Develop and deliver a program of 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	<p>Springvale Snow Fest was scheduled to take place on Sunday 26 July 2020 but was cancelled due to COVID-19 restrictions. On the event date the occasion was celebrated with a look back of the event on Council's Facebook page.</p> <p>The 2020 Big Day In event was the online version of the Little Day Out. A total of 464 families registered for the event, with an estimated 382 people watching at the peak of the event. 30 per cent of attendees were from the local area.</p> <p>The fortnight long 2020 Greater Dandenong Children's Festival commenced Saturday 26 September, entirely online and continued into the second quarter.</p>	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA




4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Develop female physical activities and sporting opportunities as part of the 'Make Your Move' Physical Activity Strategy	The 'This Girl Can' program is progressing well and in conjunction with the City of Darebin, the team has developed two 30 minute printable flyer workouts for two female population groups (65+ years, and CALD). In addition to the progress made on the 'This Girl Can' program the Sport and Recreation team has been developing a six- week virtual movement program with Burke and Beyonds female disability group in CGD. The session will run for 45 minutes including 25 minutes of movement run by a YMCA personal trainer followed by a 15 minute Q&A with representatives of the South Side Flyers (Women's National Basketball League) on topics such as overcoming fears, tips to make exercise fun etc. This is expected to be launched in November - Term 4 2020.	
	Implement the year one actions of the 'Make Your Move' Physical Activity Strategy	Year one actions for the Make Your Move Physical Activity 2020-30 Strategy have commenced and are progressing well. 21 actions are in progress, one is on hold and six are yet to commence.	
Provide quality and affordable community facilities to enable effective programs and activities for all	Manage the new permanent Pop Up Park (constructed by Development Victoria)	The park has been handed over, final works are being done to rectify drainage issues pending the appointment of a contractor by DV once COVID-19 restrictions are eased.	
	Review governance structures for kindergarten and child care provision across the municipality	Change Management processes have been discussed with the Department of Education and Training in regard to the introduction of three year old kindergarten by 2022, this will form part of the review into governance structures for kindergarten and child care.	
Support agencies, schools, neighbourhood houses and community groups to work collaboratively to build resilience and social connectedness	Develop an Informal Recreation Infrastructure Plan	Progress has commenced on the draft Informal Recreation Infrastructure Plan. Discussions have been had with the Open Space team with the aim to align this plan with the Greater Dandenong Open Space Strategy.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA



4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Develop and implement a governance framework that will guide engagement, support and business with community organisations	A project brief has been developed after engagement with relevant teams. A project scope and brief will be shared with Council for feedback prior to public consultation commencing in early 2021.	
	Finalise the review of the Community Development Framework and Community Hub Framework	The Community Development Framework and the Community Hubs Framework have been reviewed based on the draft amendments to the Diversity, Access and Equity Policy. These documents will be shared for community feedback in the second quarter of the 2020-21 financial year and submitted to Council for endorsement in January/February 2021.	
	Implement a new network approach to connect and build the capacity of Not for Profit agencies through corporate support and sponsorship	This action has been delayed due to the COVID-19 pandemic and associated restrictions. Work is anticipated to commence in January 2021 with a return to COVID normal operations and the employment of an officer to facilitate greater brokerage between not-for-profit agencies and the business/corporate sector.	

 Delayed
  Completed
  Not Due
  To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA


4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Support young people to participate in civic and community activities which enhance leadership and personal development	<p>During this quarter, Youth and Family Services have delivered programs online, including Young Leaders program (12 sessions, 112 contacts) and the Freeze Committee (9 sessions, 68 contacts).</p> <p>A total of 112 contacts were engaged in the Youth and Family Services COVID-19 research project, through an online survey, focus groups or phone interview.</p> <p>School holiday activities were also delivered online, with a total of 18 activities offered across July – September. Highlights included 112 engagements with holiday activity posts on social media; distribution of 57 art kits to young people during the July school holidays; and a pilot of two interactive online workshops using Zoom in September, with a total of 17 contacts.</p>	
Support and promote volunteering through the Council volunteer program, Greater Dandenong Volunteer Resource Service and community groups	Continue to support, train and recognise Council volunteers through regular training and recognition events	<p>Due to COVID-19 Council's volunteers have been unable to participate in their normal roles however they continue to receive opportunities to participate in a variety of online training such as diversity and health and wellbeing. Volunteers are being supported through regular one-on-one phone calls and fortnightly enews. Many new initiatives were created to engage volunteers during this period which proved both safe and successful. Volunteers who participated in the Karma Knitters Project were recognised for their good work on a one-on-one basis, through the Volunteer Corner enews and through good news stories on Council's Facebook - Find the Kind. No formal recognition events have been held.</p>	

 Delayed
  Completed
  Not Due
  To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA





4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Increase opportunities for volunteering within Council programs	<p>All regular volunteering opportunities at Council are currently suspended however new safe volunteering from home opportunities were created:</p> <ol style="list-style-type: none"> 1. Karma Knitters - volunteers worked from home to produce over 150 items which were donated to community agencies for distribution. 2. Online Book Club - Pilot Project - a small team of volunteers are supporting the Library to trial an online book club prior to launching to the public. 3. Children's Festival Online - Council Ambassadors offered a new opportunity to participate with online events. 4. Back Your Neighbour engaged two new work from home volunteers to assist with media and research. <p>A new fortnightly Volunteer Corner enews keeps volunteers up to date with new opportunities. Further safe volunteering roles continue to be explored.</p>	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA





4.2.1 Q1 Quarterly Performance Report (Cont.)

<i>A safe community</i>			
Priority	Action	Progress	Status
Advocate for increased police resources for our city to assist with reducing crime	Assist Victoria Police with targeted enforcement of speeding and hoon behaviour, through ongoing liaison and data provision	Due to COVID-19 restrictions, Council was only able to assist the police with one request this quarter through the utilisation of the SAM trailer. Hooning and excessive speeding issues raised by the public were passed onto Victoria Police for enforcement.	
	Improve safety within the community by advocating for additional police resources and addressing identified hot spots while also continuing to monitor community perceptions	An action plan to address hot spots issues within the Hemmings Street precinct has been endorsed by Council for community consultation. A report will be presented to Council with a detailed plan in early 2021. The Community Safety Advisory Committee continues to meet to discuss the issues in relation to the hot spots in the municipality. Overall crime rates have continued to fall in the municipality although some crime levels are still higher than the metropolitan average. Council has submitted a grant proposal to the State Government to improve infrastructure to address crime and anti-social behaviour.	
Develop safe and well-designed public spaces which encourage public access	Develop and implement the Domestic Animal Management Plan 2020-21	Whilst the development of the new DAMP has begun, with the current COVID-19 restrictions our ability to meaningfully develop the plan has been reduced. It is expected the State Government will be extending the current DAMP for a period of time until Council's are able to return to a normal operating position.	
	Maintain the Safe City CCTV system in accordance with specified performance standards	Council's Safe City CCTV system is currently meeting all specified performance standards.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA




4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Review the Municipal Emergency Management Plan as part of ongoing continuous improvement activities	The MEMP Continuous Improvement Plan is on track.	
Increase cyber safety awareness in the community	Maintain eSmart Libraries accreditation to equip libraries and connect communities with the skills needed for smart, safe and responsive use of technology	Library Services continues to retain eSmart accreditation through ongoing education and information provision of cyber safety practices through Library programs, e-news and the Libraries' webpages. During September the Libraries recognised eSmart through a training program for staff to update their knowledge and awareness of the Libraries' role in promoting cyber safety practices in the community.	
Promote gender equity, and support the right of women to engage and participate equally in all aspects of community life	Work with young people to address the impact of racism and discrimination	Youth and Family Services worked with young people in the Unite Alliance program, to deliver the Wear It Purple campaign in August, addressing homophobia and transphobia. A series of four posters were developed and shared via Youth Services social media pages, with a total reach of 2,938. The posters are also available on the Youth Services website, and were distributed to 15 schools and community service providers in Greater Dandenong.	
Provide information on road laws and ensure road safety messages are culturally sensitive and available in languages other than English	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 behaviour and distractions have on driving abilities	Some programs have switched to online delivery. Others have been delayed due to COVID-19 restrictions.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)




Priority	Action	Progress	Status
Support those experiencing family violence and work with agencies and Victoria Police to address the causes	Provide ongoing funds for local road safety treatments to address priority locations, where the greatest road safety risks are identified (via Council's Local Area Traffic Management prioritisation program)	Construction of Local Area Traffic Management treatments has commenced in Keysborough west and is expected to be completed prior to Christmas.	
	Deliver support services for vulnerable families, including those experiencing or at risk of, family violence	Family Support engaged 89 families and 201 children, providing a total of 2,599 contact hours of support.	
	Host the 2020 Walk Against Family Violence	The 2020 Walk has been scheduled to be an online event held on 20 November 2020 due to the current COVID-19 restrictions.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)



A well informed and connected community with improved health and wellbeing

Priority	Action	Progress	Status
Enhance the health and wellbeing of our community through key initiatives of the Community Wellbeing Plan	Continue to develop and implement an Anti-Poverty Collective Impact program with high community and cross Council departmental involvement	Recruitment for the Anti-poverty officer position has commenced but onboarding has been delayed due to COVID-19 restrictions. Regular meetings with material aid consortium partner agencies is occurring and an Anti-Poverty workshop is for planned for October. A review of the Housing Strategy is currently being undertaken and a draft is scheduled for completion in mid -October.	
	Endorse and begin implementation of the next Reconciliation Action Plan	The draft Reconciliation Action Plan was endorsed by Council at the 14 September Council meeting with the final endorsement by Reconciliation Australia scheduled to be received in mid to late October. A detailed implementation plan will now be drafted and immediate actions initiated. Planning for the November RAP launch has begun.	
	Maintain food safety - inspect all registered food premises annually and report outcomes	A total of 185 (13 per cent) of Class 1, 2 and 3 food premises received their annual inspection during Q1. The reduced number of inspections was impacted by the stage 4 COVID-19 pandemic restrictions. Of the 185 food premises inspected, 97 per cent were compliant.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA



4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	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	During the pandemic, the Public Health unit represented CGD on a number of key management teams led by DHHS, including Incident Management Teams for COVID-19 outbreaks, the Community Engagement Working Group, and a taskforce targeting high risk rooming houses and caravan parks. Key stakeholders included Monash Health, EACH, Department of Justice, VicPol, Enliven and DJPR. This has allowed the Public Health Unit to provide valuable information from the field on how our businesses and community are responding to the pandemic and has resulted in directly influencing the educational materials and programs being developed. This includes EHOs conducting joint inspections of caravan parks with infectious control nurses, DJPR now simplifying the COVID safe plan for all businesses, and promoting the need of appropriately translated materials for our CALD community. The Public Health Unit has also continued to work with DHHS in developing the statewide food safety policy template.	
	Monitor adolescent immunisation rates and report on the number of adolescents immunised according to the National Immunisation Program (NIP) Secondary School Program	523 secondary school students were immunised this quarter. This is below expected numbers due to the disruption of the program because of the COVID-19 pandemic. It is expected these numbers will rise in the next quarter with remaining students catching up.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA


4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Monitor immunisation rates and report on the number of children and adolescents under 20 years of age immunised according to the National Immunisation Program (NIP)	<p>697 children under 20 years were immunised this quarter (not including the secondary school program)</p> <p>Coverage rates for children under 5 measured as of June 30 2020:</p> <p>12 < 15 months 92.73% fully covered, State coverage rate 95.40%</p> <p>24 < 27 months 93.17% fully covered, State coverage rate 93.10%</p> <p>60 < 63 months 96.11% fully covered, State coverage rate 96.20%</p>	
	Promote gender equity, and support the right of women to engage and participate equally in all aspect of community life	On 14 September Council endorsed nine grants totalling \$259,311 for the 2020-21 financial year for projects and activities that promote gender equity and support the right of women to engage and participate equally in all aspects of community life. Grant implementation is expected to start in Q2 of the 2020-21 financial year.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)



Priority	Action	Progress	Status
	Report on services and initiatives targeting vulnerable people in the community who may be at risk of being unimmunised or under immunised	<p>The COVID-19 outbreak has resulted in all existing programs being delivered via an appointment based immunisation service with social distancing, appropriate hygiene procedures and time limited appointments. This program includes services to refugees, asylum seekers and the socially disadvantaged. The Refugee Immunisation project aimed at creating better access to vaccination has been extended into the 2020-21 financial year, as has the program delivering immunisation to the Noble Park English Language School.</p>	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

Enhanced partnerships with agencies and stakeholder groups to deliver quality services





Priority	Action	Progress	Status
Provide community funding programs to increase capacity of strategic partners and community groups	Engage with and monitor organisations funded through the Community Partnership Funding and Sponsorship Program to ensure delivery of outcomes.	<p>The assessment of grants under the Community Partnership Funding and Sponsorship Program was postponed in March and April due to COVID-19. Applications have been assessed and endorsed for funding from October 2020.</p> <p>Funded agencies will be engaged with and monitored from this period to ensure the delivery of funded outcomes.</p>	
	Implement the endorsed recommendations of the Community Transport Review 2020 which aims to develop an improved Community Transport Program for older frail residents and residents with a disability to foster greater social connectedness and health and wellbeing	<p>Following extensive consultation across Council and with relevant groups in the community Council recently endorsed a Community Transport report and new policy. This policy provides guidance and definition for Community Transport into the future and supports the broadening of both the users of the transport service and the way in which the transport service is delivered including a loop model which will allow for access to most venues/services across the municipality. This will be implemented when COVID-19 restrictions ease.</p>	

 Delayed
  Completed
  Not Due
  To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

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



Priority	Action	Progress	Status
Provide community members of all abilities and backgrounds with access to community and council information, services and events	Implement Year Four actions of the Disability Action Plan 2017-23	Medium term actions have been prioritised and a mid term review of the Disability Action Plan is underway with a focus on achievements in the first half of the plan, priorities for the second half of the plan and identification of new and emerging issues.	
	Implement Year Four actions of the Positive Ageing Strategy 2017-25	Medium term actions of the Positive Ageing Strategy have been prioritised with a particular focus on transport and social connection, however, COVID-19 restrictions have had a negative impact on the delivery of some of these actions.	
	Monitor and analyse the recommendations of the Aged Care Quality and Safety Royal Commission final report due November 2020 with a view to preparing an Options Paper which identifies the possible impacts for older residents of Greater Dandenong and the role of Aged Services post June 2022	The Aged Care Quality and Safety Royal Commission final report is now due in February 2021 after being further delayed due to the COVID-19 pandemic. Community Care is maintaining awareness of the issues raised through the Royal Commission including the recent report on COVID-19 in aged care, via the MAV and actions that other Councils are undertaking in order to prepare an options paper once the final report is available.	
Provide programs and events for people to participate in community activities and civic life	Facilitate the implementation of a new Children Youth and Family Strategy 2020-24 for children and families	Draft plans are in progress for both a Children's Plan and a Youth and Family Strategy.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)


A harmonious community that celebrates diversity

Priority	Action	Progress	Status
Advocate against all forms of discrimination	Continue to improve the inclusion, recognition and community understanding of the LGBTIQ community	The Unwrapped festival which promotes queer art and culture will be implemented in November 2020. This includes the unveiling of a mural and other public art. The Rainbow Network has been established in Council and continues to meet on a monthly basis. The plan to establish a community network is currently being investigated.	
Advocate for and assist Asylum Seekers and Refugees living in the community	Continue to support the Back Your Neighbour campaign and the activities of the Local Government Mayoral Taskforce Supporting People Seeking Asylum	Activity for the Back Your Neighbour campaign included a number of new Facebook posts highlighting the impacts of COVID-19 on people seeking asylum and encouraging readers to engage with a number of campaign initiatives advocating for further government support. Volunteers were recruited to assist in research and drafting social media posts. 38 mayors around Australia signed an Open Letter to the Prime Minister advocating for a COVID-19 safety net support for people seeking asylum. Advocacy continued with Victorian State Government Ministers for a budget allocation supporting people seeking asylum. Blue Mountains Council in NSW has become a member of the Mayoral Taskforce.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA



4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Deliver the Home exhibition and program that features artists from refugee backgrounds including people seeking asylum	<p>The exhibition was successfully delivered in an online capacity due to arts venue closures as a result of COVID-19 distancing restrictions. The exhibition included six artists all successfully engaged via an Expression of Interest process.</p> <ul style="list-style-type: none"> - 2,451 views of online exhibition - 248 reads of exhibition eBook - 90 clicks of Art for Kids activity sheets - 63 participants in two online panel discussions - 3,453 engagements with online workshop offerings 	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)



Priority	Action	Progress	Status
	Support implementation of yearly actions from the Greater Dandenong People Seeking Asylum and Refugee Action Plan 2018-21	<p>In August 2020 the Multicultural and People Seeking Asylum Advisory Committee workshoped two expressions of interest in relation to establishing a Multicultural Communities Network (Action 1.3 Establishment of a multicultural leaders network) and to provide tailored programs for people seeking asylum and of refugee background (Action 3.3 promote the Springvale Library and Hub as a resource).</p> <p>The current progress report on the Part B Action Plan includes eight completed/ongoing actions, 15 commenced actions, and seven not commenced. The Advisory Committee was encouraged to investigate options to initiate further actions by the next scheduled meeting. A mid-year review of Part A and B of the People Seeking Asylum and Refugee Action Plan will be undertaken at the Tuesday 6 October MAPSAAC meeting to understand the progress on Part A Actions, and whether certain actions may require removal and replacement with more relevant actions, particularly in light of COVID-19.</p>	
Celebrate diversity through a range of cultural activities	Provide support and guidance to community organised festivals, events and cultural celebrations	Support and guidance was provided to the Lions Summer Festival, MOSS Skate Competition. A quarterly eNewsletter is sent to the local Event Organisers Network providing event related information to all groups.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)


Increased participation in creative and cultural activities

Priority	Action	Progress	Status
Provide community arts participation for artists, residents and businesses through performances, exhibitions and programs	Deliver at least 12 arts and cultural heritage exhibitions and supporting programs annually through cultural facilities	<p>Following the closure of arts venues due to COVID-19 all services in Q1 were delivered digitally. This included:</p> <ul style="list-style-type: none"> - Two online exhibitions delivered by Arts and Cultural Development (HOME and Ron Rado). - One online exhibition delivered by Heritage (Words of Wisdom). <p>Additional programming was delivered in association with all exhibitions including:</p> <ul style="list-style-type: none"> - HOME: Three workshops, two webinar panel discussions, one pre-recorded Q&A, and two Art for Kids activity sheets. - Ron Rado: One online opening event, one professional development curatorial event, and two workshops <p>Words of Wisdom: Four online program events</p>	
	Deliver the 2020 Short Cuts Film Festival	This program has been delayed for consideration in early 2021 due to COVID-19 restrictions.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA



4.2.1 Q1 Quarterly Performance Report (Cont.)

	Implement Year Five actions of the Greater Dandenong Arts and Cultural Heritage Strategy 2016-26	<p>Community Connection: Engagement with:</p> <ul style="list-style-type: none"> - Aged Care facilities to participate in workshops and 9 by 5 - Community groups: Noble Park Community Centre, CAS and SMRC <p>Cultural Destination:</p> <ul style="list-style-type: none"> - STEAM festival presented online by Libraries - Children's festival presented online in collaboration with Arts and Libraries <p>History and Heritage:</p> <ul style="list-style-type: none"> - Work continued on the publication capturing the history of the City of Greater Dandenong <p>Cultural Venues:</p> <ul style="list-style-type: none"> - Cultural venues closed due to COVID-19; services pivoted to offer engagement online - Commenced building the new Greater Dandenong Gallery of Art <p>Partnerships and Evaluation:</p> <ul style="list-style-type: none"> - The Arts Advisory Board and Working Groups continued to review the Culture 21 Lab report - The Drum Working Group was established reviewing fees and charges packaging which was subsequently endorsed by Council. 	
--	--	---	---

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA


4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Present a season of professional performances consisting of varied genres for the Encore seniors program, family and children's program as well as general programming with broad appeal	There has been no programming in the theatre this quarter due to COVID-19 restrictions. Digital programming commenced in this quarter with Home Delivery local commissions being launched under the program banner of Drum Theatre Digital. Funding is being sought for filming infrastructure to equip the theatre to create content in the future.	
	Promote and support artists locally through engagement, networking, residency and development activities	<ul style="list-style-type: none"> - Remote Artist in Residency awarded to deliver a soundscape responding to Alex Wilkie Reserve. - Remote Writer in Residency awarded linked to Springvale Community Hub. - Youth mentorship program initiated via EOJ resulting in six young people engaging in professional development program with Yandell Walton. - Engagement commenced with local schools network to develop a professional development program with arts education professionals. - Participation on the Community Grants program resulting in over \$900,000 being appointed to arts and cultural submissions. Subsequent feedback provided by Arts Advisory Board Working Group to evaluate the grants process. 	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA




4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Promote greater artist engagement through The Drum's programs, performances and workshops	<p>The Drum embarked on a project to commission local artists to film works at home to share online. Ten works were commissioned from artists working across music, dance, multimedia, craft and spoken word to share with audiences online. Three works were published in September:</p> <ul style="list-style-type: none"> - Home Delivery by Giselle Mery and Shamar Morrison: 10,902 reach, 1,738 views and 141 engagements. - Home Delivery by Abdulrahman Hammoud: 8,419 reach, 3,426 views and 29 engagements. - Home Delivery by Paulina Zamorano: 1,938 reach, 656 views and 278 engagements. <p>Behind the scenes, the Drum has been cultivating partnerships with local artists for programming when restrictions ease. A Community Champions forum is also being developed with local community leaders to guide the Drum on how different communities might want to engage. We currently have 15 community leaders engaged to be a part of this innovative group with five more openings for leaders of commerce in the municipality.</p>	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)




Priority	Action	Progress	Status
	Provide 20 community arts participation opportunities for artists, residents and businesses through performance and exhibition programs and other projects	<ul style="list-style-type: none"> - Three new Professional Development opportunities provided. - 20 online workshops offered for community engagement. Participation levels in these workshops have resulted in a 4000% increase when compared to Q1 in 2019-20. - Additional engagement opportunities offered including online Q&A's, webinars and curator talks. 	
Provide opportunities for children and young people to participate in civic and community activities	Host the 2020 Children's Forum	The 2020 Children's Forum will be held on Thursday 29 October via Microsoft Teams. Participants will have input into the revitalisation of laneways, the new Council Plan and Community Wellbeing Plan, libraries programs and facilities, be able to trial a new program run through the Drum Theatre, learn some self care skills and make comments on the waste and recycling program for schools.	
Record, protect and promote local heritage including support of the historical societies and Cultural Heritage Advisory Committee	Enhance Councils ability to store and protect the City's heritage collections in collaboration with local historical societies	<p>The Springvale and District Historical Society (SDHS) space at the Springvale Community Hub has been completed. The moving of the SDHS into their new space has been delayed due to COVID-19 restrictions.</p> <p>The shared Civic Archive was closed during Q1 due to COVID-19 restrictions. Long-term and short-term archival and collection storage needs to be assessed in consultation with the Historical Societies.</p>	

 Delayed
  Completed
  Not Due
  To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)







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

Priority	Action	Progress	Status
Engage with the community to increase their awareness of the environment and sustainability	Develop and deliver a 2020-21 Waste Education Program	The 2020-21 Waste Education Plan has been developed and is being implemented. Webinar education and engagement, along with the enhancement of communication tools has been employed in response to COVID-19 and the limitations this brings with face to face engagement.	
	Implement the Greater Dandenong Plastics Policy	The impacts of COVID-19 have significantly delayed Council's ability to implement the Single Use Plastics Policy, at both an organisational and community level. However, an initial meeting has been held between Sustainability Planning and Events as of 10 September 2020, with work underway on developing FAQ cards and guidelines for event participants and stallholders at future events. Further organisational and community implementation activities will occur as staff return to Council buildings and COVID-19 restrictions ease, permitting use of sporting grounds/centres, provision of physical events, and re-opening of other public buildings.	
	Implement the Greater Dandenong Sustainability Strategy 2016-30 and undertake the five year review	Council continues to implement and report on the priorities and objectives outlined in the Sustainability Strategy. The five year review commenced in September 2020, with expected completion by February 2021. The Climate Emergency Strategy, a key component of the Sustainability Strategy's outputs, was adopted by Council during the ordinary meeting held on 24 August 2020.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA




4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Undertake the annual Sustainability Festival and Awards	Work has commenced in planning the Sustainability Festival and Awards in 2021, with multiple internal consultation sessions conducted with the Media & Communications, Events, and Business Development teams. Currently a detailed project brief is being developed in line with these discussions, and reflects the need for an altered delivery format in 2021 due to the potential ongoing impacts of COVID-19.	
Improve diversion from landfill rates	In conjunction with the Metropolitan Waste Resource and Recovery Group, participate in the current EOI process and report back to Council at the key milestones that will inform the final tender stage	The Expression of Interest Stage 1 of the procurement process has been completed with three preferred tenderers approved to proceed to the next stage of the procurement process. Stage 2 has commenced.	
	Investigate the implications in implementing the Circular Economy Policy recommendations	An Implementation Plan has been submitted to DELWP for the introduction of a FOGO Service, scheduled for April 2021 and a Glass Collection Service. Both initiatives are aimed at diverting this valuable resource from landfill and recycling it into repurposed products.	
	Offer a Food Organics Garden Organics (FOGO) service to our community as a means to divert this valuable resource from landfill	Planning for the introduction of FOGO in April 2021 is well underway with a Communications and Implementation Plan developed. A stock of kitchen caddies has also been purchased for issue upon the commencement of the service.	
	Review the recycling charges, whilst considering opportunities to introduce an incentive for increased recycling	This review is to be undertaken as a part of the budget process in the 2nd and 3rd quarters of 2020-21.	
	Finalise the Urban Forest Strategy	The Urban Forest Strategy is currently being drafted, and is intended to be finalised in the third quarter.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)






Priority	Action	Progress	Status
Protect and enhance the ecological value of land within the municipality	Implement the Greater Dandenong Green Wedge Management Plan 2015-35	The implementation of the actions of the Greater Dandenong Green Wedge Management Plan 2015-35 are undertaken on an ongoing basis throughout the year.	
	Implement Year Three of the Urban Tree Strategy 2018-23	Year Three of the Urban Tree Strategy is underway, with the 2020 tree planting program almost complete. Tree inspections are occurring as per the cyclic program. Due to COVID-19 restrictions community tree planting days have been cancelled, and instead planting has been undertaken by redeployed Council staff.	
Provide proactive waste 'pick up' throughout the municipality combined with a public education campaign	Monitor materials recycling and green waste processing sites across the municipality	There were approximately eight inspections/audits of recycling/green waste facilities. These included sites currently being jointly investigated by EPA, Worksafe, FRV etc. Sites included Cleanaway, Bradshaws, Professor Bins, Argus and a premises currently storing IBC's associated with the Bradburys fire.	

 Delayed
  Completed
  Not Due
  To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

A city that prepares for climate change


Priority	Action	Progress	Status
Develop and complete a Climate Change Strategy	Determine future approach re: ESD 2.0 (implementing zero carbon into the planning scheme)	This action will not be possible until approximately November 2020 when the evidence base collated by City of Moreland and CASBE is made available to Council officers.	
	Develop an Electric Vehicle Fleet Transition Plan	A specialist consultant is still to be appointed to prepare the Electric Vehicle Plan which is anticipated for completion during Q3 and Q4.	
	Embed climate emergency into decision making and governance processes	Council officers continue to provide feedback and support within the framework of the Council Plan to embed consideration of the climate emergency in all decision-making processes. This includes development of a framework for addressing key areas of climate risk when submitting CIP bids, providing feedback on key strategies and policies, and working collaboratively on programs such as the SECCA Asset Vulnerability Assessments. Additionally, Sustainability Officers attended the recent Council Plan 2021- 25 Staff Workshop to ensure climate emergency concerns are adequately captured and addressed.	
Ensure new street plantings are compatible with increasing average temperatures, whilst increasing canopy cover throughout the municipality	Finalise and begin implementing the Climate Change Strategy and Action Plan	The Climate Emergency Strategy and Action Plan was adopted at the 24 August Council meeting. Implementation is now commencing.	
	Commence the development of the Biodiversity Action Plan	Ecology Australia has been hired to develop the Biodiversity Action Plan, and an initiation meeting with the working group has been held. The consultants have begun the background research and are developing a consultation plan.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

A network of quality parks, reserves and sportsgrounds






Priority	Action	Progress	Status
Upgrade Council parks and reserves through the implementation of the Capital Improvement Program	Undertake Dandenong Park improvements as per the Dandenong Park Masterplan 2007	<p>The current on ground works nearing completion and expected to be open to the public in mid October consist of the following elements:</p> <ul style="list-style-type: none"> - New park furniture, picnic facilities, fitness equipment, walking paths, garden beds - refurbished "Rotary Water Wheel" - tree planting, interpretive elements and signage. <p>The next phase of on ground works is to install a new irrigation system for the entire northern precinct of the park, these works are expected to be completed prior to the summer period.</p>	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

Infrastructure that supports people and business





Priority	Action	Progress	Status
Increase the length and coverage of the shared path network	Deliver Council's Capital Works Program	The program is progressing well with over a third of projects under construction or committed to start.	
	Enable and showcase the opportunity for social activity on local streets, for example street parties, temporary playgrounds and events	Documentation has been prepared, but the showcase has been delayed due to COVID-19 restrictions. Outdoor dining when allowed will be utilised as part of the showcase.	
	Finalise the Toilet Strategy to map out where there needs to be new or upgraded public toilets	The Public Toilet Strategy has been developed to a draft stage for presentation to Council on 5 October before proceeding further.	
	Implement the Active Transport Infrastructure Priority Program improving pedestrian and cycling infrastructure	Design work is being undertaken for the Hammond Rd path between Dalgety St and Kirkham Rd.	
	Undertake the road resurfacing program	Although slightly delayed by COVID-19 restrictions works are back on track to complete this program efficiently for this financial year.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

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







Priority	Action	Progress	Status
Appropriately zone sufficient land for ongoing industrial growth and development in the city	Process the Planning Scheme Amendment for the Sandown Master Plan	The processing of the Planning Scheme Amendment for the Sandown Master Plan has been delayed pending the provision of further information by the Melbourne Racing Club.	
	Town Planning referral from Engineering. Compliance with statutory timeframes as defined by the Subdivision Act	Total Applications received = 102, with a total of 72 completed within timeframe. Percentage completed = 71%	
	Translate the existing Local Planning Policy Framework and Municipal Strategic Statement to the Planning Policy Framework in conjunction with DEWLP	The translation of the existing Local Planning Policy Framework and Municipal Strategic Statement to the Planning Policy Framework in conjunction with DEWLP is waiting on the provision of draft material by DEWLP to commence the project.	
Undertake a review of the number of dwellings constructed in each residential zone to ensure the aims of the Municipal Housing Strategy are being met	Review the Greater Dandenong Housing Strategy	The review of the Greater Dandenong Housing Strategy is currently underway, particularly the component on social and affordable housing. A draft report will be presented to the Executive Management Team on the proposed methodology for revision. The review of the number of dwellings constructed in each residential zone will occur after the methodology is agreed upon.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)




Assets planned to meet future community needs

Priority	Action	Progress	Status
Advocate for improved transport options	Develop a Multi Modal Transport Infrastructure Plan for Noble Park Activity Centre	A draft document is being prepared. External input from the Department of Transport is to be scheduled.	
	Finalise a Multi Modal Transport Infrastructure Plan for Dandenong Activity Centre	The Department of Transport work in this space has been delayed. In particular, a Movement and Place review.	
	Launch the Public Transport Advocacy Statement and advocate in accordance with the Statement	The statement has been launched and further advocacy in alignment with this will be scheduled with the new Council following the elections.	
Investigate the development of a municipal wide developer contributions plan for application to new development across the city	Complete the Springvale Community Hub Project	The Hub has reached practical completion with a few minor defects being attended to.	
	Continue planning for a Dandenong Community Hub by developing the business case and concept plans	A project brief will be prepared for the Concept Plans and a Business Case over the next month. This will then be distributed to eligible consultants. It is currently envisioned to complete these tasks and have a suitably qualified consultant engaged prior to the end of 2020, with the project commencing in January of 2021, project work aims to be concluded by the end of the financial year.	
	Continue to advocate for the proposed Dandenong Sports and Events Centre, as south east Melbourne's home for elite sporting competitions, major events, concerts and community festivals	Council is waiting on an announcement from an A League team.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA


4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Finalise the design and commence construction of the Keysborough South Community Hub	This project is on track.	
	Review and implement the Municipal Early Years Infrastructure Plan to embed planning for three year old kindergarten	The review of Municipal Early Years Infrastructure is underway and development of a Kindergarten Infrastructure and Services Plan for 3 year old Kindergarten in conjunction with DET is on track.	
	Undertake detailed planning for the new Dandenong Aquatic and Leisure Centre in partnership with key stakeholders and in accordance with the Greater Dandenong Aquatic Strategy	A business case is currently under development for this project.	

 Delayed
  Completed
  Not Due To Start
  On track

4.2.1 Q1 Quarterly Performance Report (Cont.)

Increased sustainability of residential, commercial, industrial and Council developments



Priority	Action	Progress	Status
Ensure that both private and new developments are site responsive, innovative, and achieve high quality urban design and environmentally sustainable outcomes	Increase access and availability of social housing stock in the municipality by activation of Council and community assets for delivery of social housing, and advocating for increased State and Federal Government provision	Council is advocating with State and Federal governments to increase social and affordable housing stock in the municipality. Discussions are ongoing to fund the activation of private rental properties as transitional accommodation, particularly to address the lack of adequate crisis accommodation for homeless people and people who are victims of family violence.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

Quality public open space provided across the city





Priority	Action	Progress	Status
Increase supply of open space in areas currently deficient and achieve policy benchmark of 4.5ha per 1000 head of population for each of the areas outlined in the Greater Dandenong Open Space Strategy	Finalise the revised Open Space Strategy and commence the Planning Scheme Amendment	The revised Open Space Strategy was adopted at the 24 August Council meeting. The Planning Scheme Amendment will commence in the third quarter of this year.	
	Implement the Open Space Acquisition Targets	Officers continue to identify opportunities to acquire properties that assist in delivering more open space in gap areas. Additional potential purchases were presented to Councilors in Q1.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)



Revitalised activity centres

Priority	Action	Progress	Status
Amend the Greater Dandenong Planning Scheme to include and update policy provisions for Noble Park and Springvale Activity Centres	Finalise the Noble Park Activity Centre Structure Plan and commence the Planning Scheme Amendment	The Structure Plan was tabled at the 10 August Council meeting for adoption however was deferred until February 2021. The Planning Scheme Amendment will commence after the Structure Plan is adopted.	
	Finalise the Planning Scheme Amendment for the Springvale Activity Centre Structure Plan	The Planning Scheme Amendment for the Springvale Activity Centre Structure Plan has been adopted by Council and submitted to the Minister for Planning for gazettal.	
	Advocate for phase two of the Revitalising Central Dandenong project	Preliminary discussions are underway with VPA, DELWP and MP's to discuss the approach.	
Deliver a collaborative approach to creating, enhancing and managing great people focused places that respond to and respect the unique qualities of the activity centres	Construct the Greater Dandenong Gallery of Art	This project is delayed due to COVID-19 site restrictions.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA




4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Continue to support the Little India Precinct including implementing the State Government grant to deliver Victorias first ever Indian Cultural Precinct	<ul style="list-style-type: none"> - Business Audits (2019) were completed and reported to stakeholders. - Place Scores (2020) were undertaken. The score for Little India improved from 54/100 to 80/100 and the Net Promoter Score was one of the highest in the activity centres at +36. - A shop front improvement project to nine shops resulted in visual improvements. - A Marketing Plan, developed with traders, has seen the development of a branding Style Guide, Facebook and Instagram page, seven human interest stories, "official trader" stickers for shops, bulletin header, social media campaign and 'discount sale' signs for traders. Improved vehicle signage at intersections around the cultural precinct periphery was delivered. - The Indian Cultural Precinct Taskforce oversees the state government grant, which is on hold until the outcome of Development Victoria's EOI process. The Multicultural Affairs and Social Cohesion Division have extended the grant via a Deed of Agreement for the 2020-21 financial year. 	
	Develop Vanity Lane as a new pedestrian link between Thomas and Lonsdale Streets, Dandenong	The concept design has been endorsed, and detailed design is due to be completed by December.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)



Priority	Action	Progress	Status
	Implement staged delivery of the Springvale Boulevard Project	The Construction Contract has been awarded for Stages 1 and 2 and a pre-commencement meeting is scheduled for mid October. Council is working with the Contractor to determine the impact of COVID-19 restrictions prior to confirming a start date. A draft Communications Strategy is also complete. Further information on the project can be found on Council's website.	
	Monitor the 10 year Infrastructure Plan for the Activity Centres	A 10 year program has been developed. This may need to be adjusted pending limited funding available via the CIP.	
	Monitor, implement and promote Activity Centre parking changes	COVID-19 is impacting on parking demand and Lonsdale Street free parking has been extended until July 2021. The tender has been awarded for parking sensors to focus on central Dandenong for implementation in on-street bays.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

Strategic Objective 5: A diverse and growing economy
A city that is connected to the global economy




Priority	Action	Progress	Status
Continue to promote opportunities for businesses to compete and participate in the global economy	Deliver activities to business and industry that provide opportunities, awareness and exposure to global trends and markets	Several events and activities focusing on global issues have taken place this quarter. Two key events were held including the NAB Economic Outlook which unpacked both local and international economic perspectives. Dr Keith Suter, AM, presented on the Global Convergence of Politics and the Economy - providing an in-depth overview of what is happening across the globe and the potential impacts on Australia over the coming period. Cyber Security was another focus this quarter, with many businesses having been affected.	
	Support the Future of Manufacturing program and continue to explore the opportunities for a Manufacturing Connectivity Centre in partnership with SEMMA	The FoM group has continued to meet each month in a virtual space, with this quarter's sessions primarily sharing experiences, challenges and ways of working in the current COVID-19 environment. This tight-knit group also provides a cross-fertilisation of ideas, together with intellectual stimulus and mental support for each other. In addition, there are several collaborations working within this group. SEMMA has this quarter been encouraged to continue its advocacy with the Federal Government for the Manufacturing Connectivity Centre, with the updated version completed by GDB being provided.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)


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

Priority	Action	Progress	Status
Market business and investment success stories	Develop an Activity Centre's investment prospectus	This project is delayed due to the need to backfill a Senior Economic Development Officer role.	
Provide information on investment options and facilitate streamlined processes for planning and investment	Develop an investment attraction prospectus for the City	A new Senior Economic Development Officer (Special Projects) has been recruited and will commence this project ASAP.	
	Undertake discussions with industry experts and stakeholders on future opportunities and strategies for revitalising central Dandenong	Preliminary discussions have been held with the likely timing of the project to be early 2021.	

 Delayed
  Completed
  Not Due
  To Start
  On track

4.2.1 Q1 Quarterly Performance Report (Cont.)

A city where business and community work together




Priority	Action	Progress	Status
Support, promote and facilitate local social enterprises	Develop and deliver a program for social enterprises	A monthly meeting between key Council Units has been setup to discuss the Social Enterprise space. This has created greater awareness of activities within Council and allowed greater cross-collaboration. This quarter we have also distributed SE information such as the Victorian Government Social Enterprise Strategy via a series of e-Talking Business newsletters and featured a story on Social Traders in the September edition of Talking Business Magazine.	

Delayed Completed Not Due To Start On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

A great place for business




Priority	Action	Progress	Status
Support businesses through education, awareness, collaboration, networking and trade opportunities	Host the CGD-industry "Take a Swing" golf day event to raise funds in support of the local community	Planning has commenced in preparation for the 2021 Take a Swing for Charity Golf Day which is currently scheduled for Wednesday 24 February. Charitable organisations are being canvassed as potential fund-raising participants.	
	Monitor and report the number of network activities conducted with a target of 50	This quarter's activities were all conducted on-line and included three events; four FoM sessions; two programs and 14 networks = total of 23 sessions with total participants in excess of 430.	
	Provide activities that encourage opportunities for women and promote women in business	Whilst women participate across all SEBN networks, fewer activities specifically for Women in Business have been conducted this quarter due to COVID-19 and the increasing pressure this had on many women in the workforce. Sessions held have focused on leadership, culture, remote management and using creative business tools as a means of engagement and new ways of working.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)


A resilient employment hub

Priority	Action	Progress	Status
Work collectively with and across government, industry, service providers and educational organisations to facilitate long term solutions to both the supply and demand of employment	Continue to implement the refreshed Local Economic and Employment Development Strategy	A refreshed strategy will be reviewed internally to ensure compatibility across work teams and collaboration efforts are maximised.	
	Deliver a minimum of one key event for secondary school students that promotes the diversity of career opportunities in the region, particularly within the manufacturing sector	Lunch with the Winners once again attracted a wide audience with a range of panelists, together with a keynote focused on technology and the future. Delivered in a virtual environment in partnership with SELLEN and implemented by YACVIC, more than 80 students from eight schools interacted with business representatives to frame and solve an emerging issue critical to their futures. As schools feared that students were 'zoomed out', the attendance of 82 participants is testament to the reputation of the event.	
	Oversee and implement the Community Revitalisation and One Per Cent project and continue to develop the capability and capacity of the disadvantaged/disengaged jobseekers in our community	Whilst some direct engagement activities have not been able to be conducted with jobseekers over the past quarter, several projects under the CR and One Percent banners are continuing, including the CEAV Career Counselling & Employment Readiness. Design and development for new projects is also proceeding, including a series of eight virtual workshops with employers and jobseekers to be delivered during the October-December quarter.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Publish four editions of 'Talking Business' magazine and relevant e-newsletters	<p>The September issue of the 16 page magazine saw 10 local businesses featured, one sustainability story, one social enterprise story and one disability story. The magazine was distributed to over 11,000 people (3,000 printed / 8,000+ electronic copies).</p> <p>Positive feedback was received via email from both featured clients and readers. The next magazine is scheduled for December.</p>	

 Delayed
  Completed
  Not Due To Start
  On track

4.2.1 Q1 Quarterly Performance Report (Cont.)

A tourist destination attracting new visitors




Priority	Action	Progress	Status
Undertake effective marketing, events and tourism activities to promote Greater Dandenong	Continue to implement the Tourism and Regional Food Strategies	The Tourism and Regional Food Strategies action lists have been refreshed and implementation continues.	

 Delayed  Completed  Not Due To Start  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)


Strategic Objective 6: An open and effective Council*A Council connected with the community, providing an effective voice on their behalf*

Priority	Action	Progress	Status
Continue to be a strong advocate on issues of community importance which are beyond Council authority	Achieve an index score that is equivalent or higher than the average result of comparison Councils for community consultation and advocacy (Community Satisfaction Survey)	The Community Satisfaction Survey will be conducted in February/March 2021 and the results for this survey will be available in May/June.	
	Maintain a detailed advocacy register on Council's website and prepare an updated advocacy document for distribution to local Members of Parliament	A detailed advocacy register is available and up to date on Council's website. This has recently been reviewed in preparation for the launch of the new website in November. A new advocacy document was prepared, published and distributed to a number of local, state and federal MP's highlighting projects that could quickly be mobilised if stimulus funding were to become available following the COVID-19 pandemic, which is also available on Council's website.	
	Facilitate Community Forums as requested by Councillors	No community forums were held due to the COVID-19 pandemic.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)







Priority	Action	Progress	Status
Undertake proactive communication on key issues to foster community understanding	Grow Council's social media following by 10 per cent from a base figure of 26,000	<p>Total quarterly growth (Facebook, Twitter, Instagram, YouTube and LinkedIn CGD Official Channels combined) = 4.5 per cent</p> <p>Facebook 14,503 total followers, 233 posts sent, 49,572 engagements, 497,428 reach (Organic and paid). Total growth = 3.1 per cent</p> <p>Twitter 4,529 total followers, 0 tweets sent, 4 engagements, 4 link clicks, 0 retweets. Total growth = - 0.2 per cent</p> <p>Instagram 3,778 total followers. 55 posts sent, 2,331 Engagements. 3.6 per cent engagement rate. Total growth = 4.4 per cent</p> <p>YouTube 863 total subscribers, 31,943 views, 847.4 hours watched. Total growth = 12 per cent</p> <p>LinkedIn 6,347 followers, 35 posts, 1,382 engagements, 931 clicks. Total growth = 9.2 per cent</p>	
	Manage VEC contract for conduct of the 2020 Council elections and conduct candidate forums across Greater Dandenong community.	All requirements of Council and the CEO in relation to the elections and under the Local Government Act 2020 have been met to date. The VEC has met all contracted obligations and reports regularly on all outcomes. Online Candidate information Sessions (due to COVID-19 restrictions) were hosted by Council for the MAV and VLGA and the VEC also hosted its own sessions. LGV provided the online mandatory candidate training and Council provided a link to this on its website as per the requirements.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)







A well-managed and high performing Council

Priority	Action	Progress	Status
Ensure best practice risk management through the implementation of the Risk Management Strategy	Enhance the Pulse risk management system across Council for improved performance reporting, risk identification and mitigation	The new Strategic Risk Register has been created in Council's risk management portal. Actions are being assigned to responsible officers, and reporting options explored with the Corporate Planning Officer. The vendor may need to amend some user options in this module to provide full functionality.	
	Ensure Local Government Act general compliance across the organisation through the ongoing management of the legislative compliance system	A report has been submitted to the Executive Management Team regarding resourcing and priority for this project	
	Review and update the Audit Advisory Committee Charter	Council adopted its Audit and Risk Committee Charter as required under the Local Government Act 2020 on 13 July 2020.	
Maintain and annually review Council's Long Term Financial Strategy to ensure financial sustainability	Develop a Revenue and Rating Strategy	This project is underway.	
	Maintain sound financial practices by completion of the Annual Financial Statements for the year ended 30 June 2020 and receive full audit clearance by the legislated time frame of 30 September (including compliance with the Model Financial Report)	This task has been completed and the Annual Financial Statements have been submitted to the Minister for Local Government as part of the Annual Report 2019-20.	
	Review the Long Term Financial Strategy and seek Council adoption of the revised framework	Guidelines are currently being prepared and the project is expected to commence in October.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)


Priority	Action	Progress	Status
Maintain Council as an employer of choice and provide a safe work environment	Complete a Workforce Management Plan	Work on this process will commence in the first half of 2021 in line with the requirements and timelines of the new Local Government Act.	
	Complete the development of a CEO remuneration policy	Work on this Policy will commence in the first half of 2021 in line with the requirements and timelines established in the new Local Government Act.	
	Develop a professional development and training program for Councillors	The Manager Governance currently participates on the LGV Councillor Induction Panel and is working towards a complete councillor induction program incorporating both mandatory and discretionary components for new and existing councillors. Topics have also been discussed with other Councils.	
Provide high quality, timely customer service	Achieve an index score of 76 or higher for customer satisfaction (Community Satisfaction Survey)	The Community Satisfaction Survey will be conducted in February/March 2021 and the results for this survey will be available in May/June.	
	Maintain all public registers required in accordance with the Local Government Act and associated regulations	All public registers have been maintained and updated as required in accordance with both the Local Government Act 1989 and Local Government Act 2020 and associated regulations.	
Seek to establish and maintain strategic partnerships and alliances which enhance Council performance	Manage the effective leasing of Council's commercial property portfolio including seeking new lease opportunities for spaces which are currently vacant	The effective management leasing of Council's Commercial Property portfolio is on track with only one Commercial Property being vacant prior to the COVID-19 pandemic restrictions. This vacancy was filled during this quarter.	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)


An innovative and technologically connected Council

Priority	Action	Progress	Status
Implement the Digital Strategy	Continue to develop on-line digital forms to supplement current manual processes and promote these products to the community	Online Forms Completed: <ul style="list-style-type: none"> - Debt Write Off Recommendation COVID Staff Declaration - SMS Contact - Mail Out Online Form - Records Scanning Invoices - Declaration of working for 2 or more employers - PPE Order Form - Debtor Invoice Authority In Progress: <ul style="list-style-type: none"> - Staff Uniform Order - Working at Heights Permission - New Fee - CGD Security Access Request Objective Workflows In Progress: <ul style="list-style-type: none"> - Finance Journal Approval - Civil Development Review Process 	

 Delayed
  Completed
  Not Due To Start
  On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)




Priority	Action	Progress	Status
	Implement Council's Information Technology and Digital Strategy 2020-25	The Year one action plan developed is to be reviewed by the IT Steering Committee. The Asset Management System - Assetic implementation has commenced. The Tress module has been migrated from Conquest to Assetic and integration with other corporate systems in progress.	

Delayed Completed Not Due To Start On track

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

Decision making which is transparent and accountable

Priority	Action	Progress	Status
Continue to implement mechanisms that enhance community access and understanding of Council decision making and the role of Council	Achieve an index score that is equivalent or higher than the average result of comparison Councils for making decisions in the interest of the community (Community Satisfaction Survey)	The Community Satisfaction Survey will be conducted in February/March 2021 and the results for this survey will be available in May/June.	
	Develop the new Council Plan 2021-25 and the Annual Plan 2021-22	A new engagement portal has been setup for the project and is available on Council's website. Community engagement activities will commence at the end of the Caretaker period including workshops with the newly elected Council.	
Ensure compliance with the Local Government Act and Councilor/Staff Codes of Conduct	Produce and adopt the Annual Budget by 30 June 2021 in line with the new requirements of the Local Government Act	This project is on track to be completed by 30 June 2021.	

 Delayed
  Completed
  Not Due To Start
  On track

4.2.1 Q1 Quarterly Performance Report (Cont.)

POLICY AND STRATEGY

Q1 QUARTERLY PERFORMANCE REPORT

ATTACHMENT 2

**FINANCIAL REPORT 1 JULY – 30
SEPTEMBER 2020**

PAGES 49 (including cover)

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

4.2.1 Q1 Quarterly Performance Report (Cont.)



4.2.1 Q1 Quarterly Performance Report (Cont.)

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

4.2.1 Q1 Quarterly Performance Report (Cont.)

Contents

Financial Report

CGD – Operating Result (Income Statement)
Balance Sheet
Cash Flow Statement
Capital Expenditure Statement

Notes to the Financial Statements

Accounting policies
Operating income
Operating expenditure

Reference

A
B1
B2

Balance Sheet

Current assets
Non-current assets
Current liabilities
Non-current liabilities
Net assets and equity

C
C1
C2
C3
C4
C5

Cash Flow Statement

D

Statement of Capital Works

E

Capital Expenditure

Appendix 1

Investment analysis

Appendix 2

Directorate analysis

Appendix 3

Operating initiatives

Appendix 4

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

CGD – Operating Result

For the period 1 July 2020 - 30 September 2020

Note	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
B1					
Rates and charges	39,325	39,364	(39)	152,325	152,325
Statutory fees and fines	1,446	1,663	(217)	8,426	8,426
User fees	1,739	2,183	(444)	8,068	8,068
Grants - operating	5,704	4,798	906	23,792	29,875
Grants - capital	719	710	9	8,650	3,244
Contributions - monetary	983	500	483	4,058	2,910
Contributions - non-monetary	298	298	-	15,000	15,000
Net gain (loss) on disposal of property, infrastructure, plant and equipment	35	34	1	377	377
Other income	871	1,112	(241)	8,268	6,000
Total income	51,120	50,662	458	228,964	226,225
Expenses					
B2					
Employee costs	18,754	20,586	1,832	87,296	84,402
Materials and services	14,954	16,114	1,160	74,908	70,493
Prior year capital expenditure unable to be capitalised (non-cash)	411	-	(411)	-	-
Bad and doubtful debts	(11)	-	11	1,363	1,363
Depreciation	7,855	7,855	-	31,433	31,433
Amortisation - right of use assets	145	-	(145)	-	-
Borrowing costs	745	778	33	3,051	3,051
Other expenses	919	949	30	6,110	5,725
Total expenses	43,772	46,282	2,510	204,161	196,467
Net surplus (deficit)	7,348	4,380	2,968	24,803	29,758

Overview

The surplus at 30 September 2020 is favourable to budget by \$2.97 million due mainly to the following year to date variances:

- **Employee costs (\$1.83 million)** – mainly in Community Services, City Planning Design and Amenity and Corporate Services due to delay in recruitment and commencement of grant funded projects.
- **Materials and services (\$1.16 million)** - in Engineering Services (Roads and Drains, Asset Management, Fleet Management and Building Maintenance) and Community Services (Leisure Centres and Library and Information Services).
- **Grants – operating (\$906,000)** – due to receipt of unbudgeted grants received earlier than anticipated (Non-Directorate, Greater Dandenong Business and Community Services).

COVID-19 and 2020-21 impacts

A detailed review of the 2020-21 first quarter impact from COVID-19 stage four restrictions is currently underway and will be adjusted as part of the Mid-Year Budget review.

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Balance Sheet

As at 30 September 2020

	Note	2020-21 ACTUAL 30 Sep 2020 \$'000	2019-20 ACTUAL 30 Jun 2020 \$'000	2020-21 AMENDED BUDGET \$'000	2020-21 ORIGINAL BUDGET \$'000
ASSETS					
Current assets	C1				
Cash and cash equivalents		167,894	154,563	121,876	108,170
Financial assets		-	2,000	-	-
Trade and other receivables		125,359	24,974	27,471	24,120
Other assets		640	4,537	2,815	2,756
Non-current assets classified as held for sale		1,000	1,000	-	-
Total current assets		294,893	187,074	152,162	135,046
Non-current assets	C2				
Property, infrastructure, plant and equipment		2,194,135	2,190,972	2,250,186	2,244,581
Investment property		11,814	11,814	11,814	12,827
Right-of-use assets		853	998	998	-
Intangible assets		124	124	124	-
Other financial assets		-	-	-	230
Trade and other receivables		305	305	305	325
Total non-current assets		2,207,231	2,204,213	2,263,427	2,257,963
Total assets		2,502,124	2,391,287	2,415,589	2,393,009
LIABILITIES					
Current liabilities	C3				
Trade and other payables		4,771	18,800	21,281	20,670
Trust funds and deposits		13,713	8,425	8,569	39,069
Unearned income		40,497	40,340	40,340	-
Provisions		20,415	19,659	19,659	17,418
Interest-bearing liabilities		2,453	3,255	3,270	3,270
Lease liabilities		571	571	571	-
Total current liabilities		194,454	91,050	93,690	80,427
Non-current liabilities	C4				
Provisions		1,284	1,110	1,110	1,555
Trust funds and deposits		313	311	311	900
Interest-bearing liabilities		56,636	56,636	53,495	53,495
Lease liabilities		351	442	442	-
Total non-current liabilities		58,584	58,499	55,358	55,950
Total liabilities		253,038	149,549	149,048	136,377
NET ASSETS	C5	2,249,086	2,241,738	2,266,541	2,256,632
EQUITY					
Accumulated surplus		913,996	904,579	935,620	955,453
Asset revaluation reserve		1,269,823	1,269,823	1,269,824	1,241,807
Reserves		65,267	67,336	61,097	59,372
TOTAL EQUITY		2,249,086	2,241,738	2,266,541	2,256,632

For comments regarding movements and new line items above, please refer to explanatory notes located at C1 to C5.

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Cash Flow Statement

	2020-21 ACTUAL 30 Sep 2020 Inflows/ (Outflows) \$'000	2020-21 ANNUAL AMENDED BUDGET Inflows/ (Outflows) \$'000	2020-21 ANNUAL ORIGINAL BUDGET Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges	48,233	151,350	151,986
Statutory fees and fines	1,226	6,161	6,587
User fees	2,125	8,255	8,710
Grants - operating	6,681	25,564	31,642
Grants - capital	1,445	8,650	3,244
Contributions - monetary	1,550	4,058	2,910
Interest received	246	1,500	1,496
Trust funds and deposits taken	7,640	28,144	35,500
Other receipts	680	7,514	5,019
Net GST refund	2,217	12,273	8,900
Employee costs	(19,003)	(87,296)	(83,649)
Materials and services	(20,767)	(85,692)	(86,855)
Trust funds and deposits repaid	(2,103)	(28,000)	(33,500)
Other payments	(950)	(6,721)	(6,298)
Net cash provided by operating activities	29,220	45,760	45,692
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	(16,295)	(74,956)	(43,705)
(Payments) proceeds for investments	2,000	2,000	2,000
Proceeds from sale of property, infrastructure, plant and equipment	49	686	686
Net cash used in investing activities	(14,246)	(72,270)	(41,019)
Cash flows from financing activities			
Finance costs	(748)	(3,051)	(3,051)
Repayment of borrowings	(802)	(3,126)	(3,126)
Interest paid - lease liability	(2)	-	-
Repayment of lease liabilities	(91)	-	-
Net cash provided by (used in) financing activities	(1,643)	(6,177)	(6,177)
Net increase (decrease) in cash and cash equivalents	13,331	(32,687)	(1,504)
Cash and cash equivalents at the beginning of the year	154,563	154,563	109,674
Cash and cash equivalents at the end of the period	167,894	121,876	108,170
Represented by:			
Operating cash	38,958	3,753	(9,846)
Restricted cash	128,936	118,123	118,016
Total	167,894	121,876	108,170

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

4.2.1 Q1 Quarterly Performance Report (Cont.)

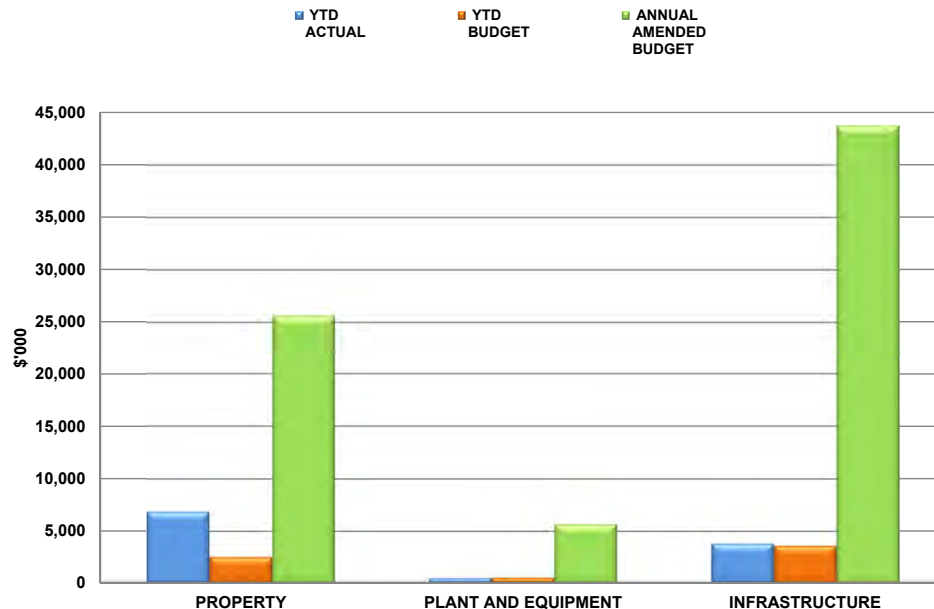


Financial Report for the period 1 July 2020 – 30 September 2020

Capital Expenditure Statement

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

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	COMMIT \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
PROPERTY	6,871	2,524	(4,348)	6,400	25,597	13,713
PLANT AND EQUIPMENT	483	566	83	852	5,649	4,769
INFRASTRUCTURE	3,790	3,604	(186)	9,593	43,710	25,223
TOTAL EXPENDITURE	11,145	6,694	(4,451)	16,845	74,956	43,703



4.2.1 Q1 Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2020 – 30 September 2020

Notes to the Financial Statements**A. Accounting Policy Notes**

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

1. **Rate revenue:** Rate revenue (excluding supplementary rates) is accrued evenly over the year, although cash is received in quarterly instalments or a lump sum, depending on how the ratepayer chooses to pay. Rate revenue in the Income Statement is a monthly accrual of the rates determined for the year in July.
2. **Grants revenue:** Council receives two types of grants, namely a General Purpose Grant (Financial Assistance Grant funding from the Victoria Grants Commission) which is not tied to any programs and Special Purpose Grants for various programs. In accordance with new Accounting Standards, AASB 15 'Revenue from Contracts with Customers' and AASB 1058 'Income of Not-For-Profit Entities', grant income is now generally recognised in the Income Statement to the extent of satisfied performance obligations. Alternatively, grant funding which does not have sufficiently specific performance obligations are recognised as income when the cash is received. Any grant income relating to unsatisfied performance obligations are recognised as unearned income in the Balance Sheet at balance date. Grants comprise of operating and capital (recurrent and non-recurrent in nature).
3. **Fees and charges:** Most fees and charges are recognised when cash is received. Generally, where Council raises a debtor's invoice, income is recognised at the point of the invoice and not when cash is received. Car parking permit income relating to a future period at balance date are recognised as unearned income in the Balance Sheet.
4. **Contributions - cash:** Cash contributions are essentially from developers towards open space works. These monies are treated as income when received. Council is obligated to spend these monies for the purpose for which they are given by the developers. Council also receives external contributions for other capital projects. Cash contributions received are held in reserves and treated as "restricted cash" until they are spent (see **note 9** below).
5. **Employee costs:** Salaries expenditure is based on fortnightly salaries paid and accruals for salary on-costs such as leave entitlements, superannuation and workcover.
6. **Capital expenditure:** The two broad areas of capital are the capital improvement program (CIP) (which includes infrastructure and major projects) and 'other' which includes fleet, computers, plant and furniture. Expenditure is recognised as capital if it is significant in value and results in assets which have a useful life in excess of at least one year.
7. **Budget information:** The Original Budget information contained in the report is the budget approved by Council on 22 June 2020. The year to date budget in this report reflects the Amended Budget as adopted by Council on 14 September 2020. The Amended Budget represents the adopted budget incorporating net carry forward capital and operating amounts from 2019-20.
8. **Cash Flow Statement:** Reflects the actual cash movements during the year.
9. **Restricted cash:** These are monies set aside for specific purposes and are not readily available for day to day operations or general capital works. They include funds set aside towards meeting long service leave commitments (required by government regulations), statutory reserves (eg. open space contributions) and other funds that are committed towards specific purposes.

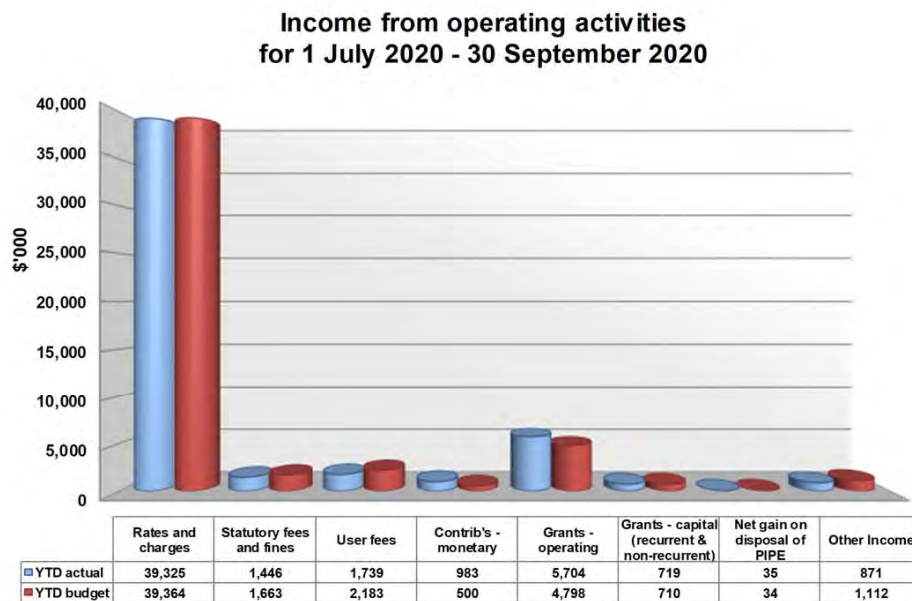
4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

B1. Operating Income

The chart below shows the categories of operating income against their respective budgets (excludes non-cash accounting entries such as non-monetary contributions or gifted assets).



Income for the period ended 30 September 2020 is favourable against budget. This is primarily due to the following:

Grants – operating (\$906,000 favourable) – Receipt of unbudgeted grant funding for the Work for Victoria fund (Corporate Accounting \$498,000), Community Revitalisation Project (Business Networks \$126,000) and Drug Strategy program (Community Wellbeing \$34,000) combined with additional funding received for Family Day Care (\$347,000) and Child First (\$101,000).

These favourable variances are partly offset by lower than anticipated grant funding based on target achievement for Home and Community Care (\$353,000) and Planned Activity Group (\$57,000).

These items will be considered during the Mid-Year Budget review.

Contributions – monetary (\$483,000 favourable) – Favourable variance due to better than anticipated income from public open space contributions (Non-Directorate \$483,000). The nature of these receipts makes timing difficult to predict. These funds are transferred to reserves.

4.2.1 Q1 Quarterly Performance Report (Cont.)Financial Report for the period 1 July 2020 – 30 September 2020

The favourable variances in income are partly offset by unfavourable variances in:

User fees (\$444,000 unfavourable) – Mainly due to a reduction in the Family Day Care (FDC) administration levy fee income which is offset by higher FDC grant subsidy income (Community Services \$269,000) and unfavourable variances in fee income from parking ticket machines/meters, parking permits and building permits (City Planning, Design and Amenity \$176,000 due to COVID restrictions).

Other income (\$241,000 unfavourable) – Due to lower than anticipated interest returns on investments mainly due to lower interest rates (Non-Directorate \$171,000). It is anticipated that a further reduction in interest income for the full year is estimated to be around \$800,000 and will be referred to the Mid-Year Budget Review process.

Statutory fees and fines (\$217,000 unfavourable) – Due to lower than anticipated income from parking and animal infringements (Regulatory Services \$119,000), planning applications, local laws, health and food infringements (Building and Compliance Services \$97,000).

Councils revenue streams continue to be impacted by COVID restrictions in addition to those already factored into the 2020-21 Adopted Budget. A full review of the permanent impact on the 2020-21 Budget is currently being undertaken.

4.2.1 Q1 Quarterly Performance Report (Cont.)

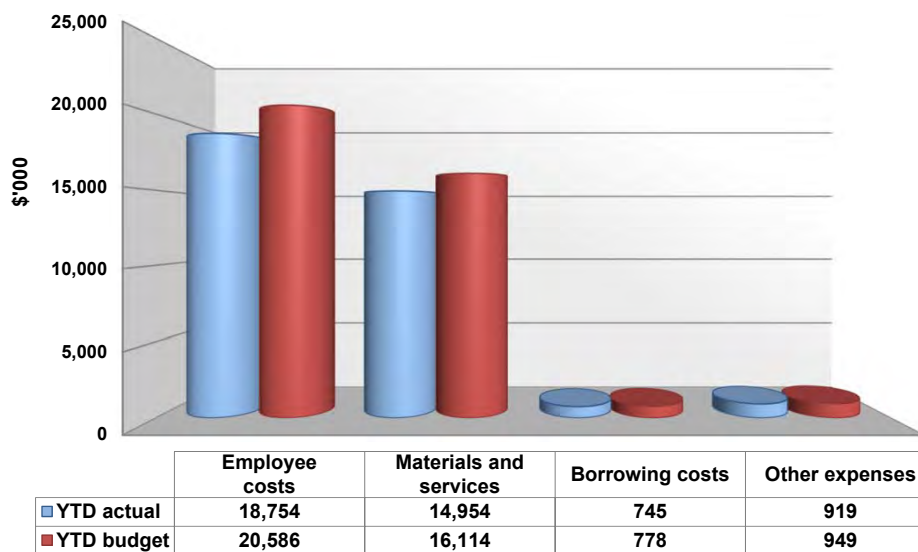


Financial Report for the period 1 July 2020 – 30 September 2020

B2. Operating Expenditure

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

**Expenditure from operating activities
for 1 July 2020 to 30 September 2020**



Actual expenditure at 30 September 2020 against the budget is favourable by \$2.51 million. The major variances are in employee costs and materials and services.

Employee costs (\$1.83 million favourable) – This favourable variance is mainly due to staff recruitment occurring later than planned and a delay in commencement of grant funded projects (Community Services \$1.34 million, City Planning, Design and Amenity \$399,000 and Corporate Services \$146,000). Of the \$1.34 million favourable variance in Community Services, \$626,000 relates to grant funded programs which require an acquittal.

4.2.1 Q1 Quarterly Performance Report (Cont.)Financial Report for the period 1 July 2020 – 30 September 2020

Materials and services (\$1.16 million favourable) – The major items contributing to this favourable variance are:

- Contract services (\$623,000) – mainly due to delay in commencement of works and receipt of invoices (Engineering Services \$514,000).
- Utilities (\$426,000) – mainly due to lower than anticipated street lighting costs to date (Engineering Services \$302,000).
- Administration costs (\$290,000) – lower than anticipated expenditure across a range of accounts including promotions, community education, postage/courier, printing/stationery, Council publications, fuel, postage, advertising and events (Community Services \$125,000, Engineering Services \$63,000 and Corporate Services \$51,000).

The favourable variances detailed above are partly offset by an unfavourable variance in insurance premium costs which will be referred to the Mid-Year Budget review (Risk Management \$165,000).

4.2.1 Q1 Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2020 – 30 September 2020

C. Balance Sheet

Council's net assets are valued at \$2.25 billion at 30 September 2020.

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

Cash and cash equivalents (\$167.89 million) – Represent the amount held by Council in cash or term deposits. Please note that this amount includes \$128.94 million of funds "restricted" for various purposes. These are detailed in the notes to the cash flows that follow in **section D** and a graphical presentation in **Appendix 2**.

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

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

Financial assets (\$nil) – Decrease in financial assets reflects the maturity of \$2 million in investments placed in Green Tailored Deposits with a term of greater than three months (matured in August 2020).

Trade and other receivables (\$125.36 million) – This balance includes:

- Rate debtors \$109.73 million.
- Infringement debtors of \$9.17 million (net of provision for doubtful debts).
- General debtors \$6.46 million (net of provision for doubtful debts).

Rate revenue (excluding supplementary rates) is accrued evenly over the year, although cash is received in quarterly instalments, nine direct debit payments or a lump sum, depending on how the ratepayer chooses to pay. Rate revenue in the Income Statement is a monthly accrual of the rates determined for the year in July.

Other assets (\$640,000) – This balance includes:

- Prepayments \$276,000 - expenses prepaid at 30 September 2020.
- Other deposits \$188,000 – represents \$75,000 deposit for Metropolitan Waste and Resource Recovery Group organic waste processing contract and \$112,000 deposit paid for acquisition of properties at 50 Halpin Way and 235 Lonsdale Street, Dandenong due to be settled by December 2020.
- Accrued income \$176,000 – income earned but cash not yet received at 30 September 2020.

Non-current assets classified as held for sale (\$1 million) – This represents the sale of a car park land asset at 2 Mason Street, Dandenong that is anticipated to be settled by December 2020 as part of a three way land swap with Development Victoria (related property acquisition deposit included in 'Other assets' note above).

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2020 – 30 September 2020

C2. Non-current assets

Property, infrastructure, plant and equipment (\$2.19 billion) – Includes Council roads, drains, buildings, plant and other fixed assets. These values are reflected after recognising the depreciation allowed against each asset.

Investment property (\$11.81 million) is separately classified from 'Property, infrastructure, plant and equipment' in accordance with Australian Accounting Standards. Any adjustment to the fair value of these assets is recorded in the Comprehensive Income Statement and these assets are not depreciated.

Right-of-use assets (\$853,000) – Represents leased (right-of-use) assets in accordance with the new Accounting Standard AASB 16 'Leases'. Includes property, fleet, IT and office equipment that have been leased under ordinary lease arrangements.

Intangible assets (\$124,000) – Represents computer software assets that were transferred from 'Property, infrastructure, plant and equipment' to 'Intangible assets' in 2019-20. These values are reflected after recognising the amortisation expense.

Other financial assets (\$nil) – The decrease in this item reflects Council's previous share-holding of \$230,000 in Regional Kitchen Pty Ltd which will not be returned.

Trade and other receivables (\$305,000) - \$232,000 for Council's share of funds held in trust by Whitehorse City Council relating to the former Narre Warren landfill site and a \$73,000 refundable bond paid to Community Chef (which is expected to be returned to Council).

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

Trade and other payables (\$4.77 million) – This balance includes trade creditors arising from operations and capital works.

Trust funds and deposits (\$13.71 million) – Trust funds and deposits includes other refundable monies in respect of:

- Fire services property levy funds collected by Council on behalf of the State Government, but not yet paid on to the State Revenue Office (\$7.07 million). These monies are remitted to the State Revenue Office in accordance with legislative timeframes (28 days after each quarterly rate instalment date).
- Other deposits (\$2.93 million).
- Road deposits (\$2.43 million).
- Landscape deposits (\$751,000).
- Open space contributions (\$534,000).

Unearned income (\$40.50 million) – Represents income not yet earned in accordance with the new Accounting Standards AASB 1058 'Income of Not-For-Profit Entities' and AASB 15 'Revenue from Contracts with Customers' based on specific performance obligations that were not complete at 30 September 2020 in respect of:

- Developer Contribution Plan liabilities (DCP) – (\$28.95 million)
- Operating grants (\$6.70 million)
- Capital grants (\$4.77 million)
- Other (\$76,000).

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2020 – 30 September 2020

Provisions (\$20.42 million) – This balance represents the provision for employee entitlements and landfill restoration works.

- Employee entitlements:
 - Long service leave entitlements - \$11.64 million.
 - Annual leave entitlements - \$7.73 million.
 - Rostered days off (RDO) - \$560,000.
- Landfill provision - \$489,000 - provision for the restoration and aftercare management of the former Spring Valley landfill site (closed). The former closed landfill is owned by the Council and is used as recreational open space. Council's share is 19.88% of the total future estimated costs.

Interest-bearing liabilities (\$2.45 million) – Represent the remaining repayment of long-term borrowings during 2020-21.

Lease liabilities (\$571,000) - Represents the lease repayments in respect of the right-of-use assets that are payable during 2020-21 and mainly comprise of property and information technology related lease obligations.

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

Provisions (\$1.28 million) – Represents the provisions estimated to be paid beyond the 2020-21 financial year and comprises long service leave entitlements for employees (\$768,000) and landfill provision for restoration of Spring Valley landfill site (\$515,000) (Council's share is 19.88% of the total future estimated costs).

Trust funds and deposits (\$313,000) – Represents deposits that are payable beyond the 2020-21 financial year and comprises landscape deposits of \$278,000 and contractor deposits of \$35,000.

Interest-bearing liabilities (\$56.64 million) – Comprises the amount of outstanding borrowings to be repaid beyond the next 12 months.

Lease liabilities (\$351,000) – represents the amount of lease payments in respect of the right-of-use assets to be repaid beyond the next 12 months and mainly comprise of property and information technology related lease obligations.

4.2.1 Q1 Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2020 – 30 September 2020

C5. Net assets and equity

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

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

The discretionary reserves are:

- Major projects reserve
- Insurance fund reserve
- Council funded – Development Contribution Plans reserve
- Spring Valley landfill rehabilitation reserve
- Springvale Activity Precinct – Parking and Development reserve
- Dandenong Activity Precinct – Parking and Development reserve
- Native re-vegetation reserves
- Keysborough South Maintenance Levy reserve
- General reserve (Aged Care)
- Future maintenance reserve

The statutory reserves are:

- Open space – planning, development and improvements
- Open space – land acquisitions

D. Cash Flow Statement

Cash and investment holdings total \$167.89 million at 30 September 2020, an increase of \$13.33 million since 30 June 2020. Total cash and investment holdings are made up of operating cash (\$38.96 million) and restricted cash (\$128.94 million).

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

Cash flows from operating activities – net inflow of \$29.22 million.

The major inflows are rates \$48.23 million, grants \$8.13 million, trust funds and deposits taken \$7.64 million, user fees \$2.13 million, monetary contributions \$1.55 million and statutory fees and fines \$1.23 million.

The major outflows are materials and services \$20.77 million, employee costs \$19.00 million and trust funds and deposits repaid \$2.10 million.

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

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Cash flows from investing activities – net outflow of \$14.25 million, including:

- \$16.30 million for capital works expenditure. The detailed capital works schedule is included in this report as Appendix 1. Please note the difference between the two capital expenditure amounts is due to the movement in capital trade creditors at the start and end of the reporting period. Appendix 1 is on an accrual basis.
- \$2.00 million of proceeds from funds held at 30 June 2020 in tailored deposits with a maturity of greater than three months.
- \$49,000 proceeds on asset sales mainly relating to the fleet replacement program.

Cash flows from financing activities – outflow of \$1.64 million. Council incurred \$748,000 in finance costs on its borrowings and repaid \$802,000 of existing loans. In accordance with the new Accounting Standard AASB 16 'Leases', Council incurred \$2,000 in finance costs on leases and repaid \$91,000 of its leased liabilities as at 30 September 2020.

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

Type	30 Sep 2020	Notes
Reserve funds	\$'000	
Council funded Development Contribution Plans (DCP) reserve	20,124	Reserved for specific expenditure in accordance with the published DCP.
Open space – planning, development and improvements	10,154	Reserved for enhancing the City's open space by planning, development and improvements.
Open space – acquisitions	1,785	To fund acquisitions of new open space land.
Major projects reserve	26,001	Holds funds realised from the sale of Council's property assets or surplus Council funds that will be utilised for investing in other properties or funding future major projects.
Keysborough South Maintenance Levy	3,077	Reserved for specific maintenance expenditure relating to this area.
Spring Valley landfill rehabilitation	881	This reserve is for the rehabilitation of the Spring Valley landfill site.
Re-vegetation reserves	394	These funds are to meet native re-vegetation requirements on Council's reserves.
Insurance fund reserve	981	This fund has been created to meet large and unexpected policy excesses on multiple insurance claims.
Springvale Activity Precinct Parking and Development reserve	236	This reserve is to fund development in the Springvale Activity Centre.
Dandenong Activity Precinct Parking and Development reserve	1,086	This reserve is to fund development in the Dandenong Activity Centre.
General reserve (Aged Care)	334	Funds set aside for the aged care reforms.
Future maintenance reserve	214	Contribution funds for future works to address level crossing removal authority defects.
Total reserve funds	65,267	

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Type	30 Sep 2020	Notes
Employee provisions	\$'000	
Long service leave	12,408	Funds set aside to meet long service leave commitments.
Annual leave and other	8,286	Funds set aside to meet annual leave and rostered days off (RDO) commitments.
Employee provisions	20,694	
Trust funds and deposits	\$'000	
Fire services property levy (FSPL) collected and due	7,070	Payable to State Revenue Office – legislative requirement.
Open space contributions	534	Pending completion of works.
Landscape deposits	1,029	Pending completion of works.
Road deposits	2,427	Pending completion of works.
Other trust funds and deposits	2,966	Refundable upon finalisation of programs.
Total trust funds and deposits	14,026	
Other restricted funds	\$'000	
DCP unearned income	28,949	Pending completion of works by developers.
Other restricted funds	28,949	
Total restricted cash	128,936	

4.2.1 Q1 Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2020 – 30 September 2020

Statement of Capital Works

Total capital expenditure at 30 September 2020 was \$11.15 million. A further \$16.85 million was committed at the end of September. The following **CIP Expenditure Report** contains the expenditure status of each of the approved capital projects.

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

Property

- **3975 86-88 Clow Street, Dandenong (\$2.67 million unfavourable)** – Unbudgeted open space property acquisition which will be funded from the Open Space Acquisition reserve and adjusted in the Mid-Year Budget review.
- **3396 2A Frank Street, Noble Park (\$1.40 million unfavourable)** – Unbudgeted open space property acquisition which will be funded from the Open Space Acquisition reserve and adjusted in the Mid-Year Budget review.

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Appendix 1

Capital Expenditure

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

CIP Expenditure Report

	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	COMMIT \$	ANNUAL AMENDED BUDGET \$	ANNUAL ORIGINAL BUDGET \$
PROPERTY						
Buildings						
3043. Springvale Community Precinct	1,120,792	1,096,000	(24,792)	172,226	2,221,060	500,000
3219. Thomas Carroll Pavilion	-	-	-	10,200	2,457,975	-
3362. Springvale City Hall	-	-	-	-	25,000	25,000
3547. George Andrews Reserve-Bld Modific.	-	-	-	-	330,000	330,000
3548. Keysborough South Community Hub Dev	96,376	118,500	22,125	450,446	3,619,621	2,575,108
3792. Dandenong Mkt Back of House-Coolrm	576,682	577,688	1,006	37,232	720,876	580,000
3793. Dandenong Market Utility Srv Infra	-	-	-	-	100,000	100,000
3802. Building Energy Efficiency Program	90,891	-	(90,891)	-	-	-
3805. Municipal Early Years Infrast. Plan	-	-	-	-	60,164	-
3813. Shalimar Kindergarten MCH	2,825	-	(2,825)	-	-	-
3814. D'nong Nth Senior Citizen Ctr Latha	-	-	-	1,500	477,076	-
3873. Building Renewal Prg.- DDA	-	2,250	2,250	-	45,000	45,000
3874. Building Renewal Prg.- HVAC	30,261	22,150	(8,111)	94,828	310,000	310,000
3876. Building Renewal Prg.- Bathroom	24,861	5,750	(19,111)	74,754	115,000	115,000
3877. Building Renewal Prg.- Flooring	71,071	33,650	(37,421)	-	122,000	122,000
3878. Building Renewal Prg.- Lift Refurb.	41,910	28,375	(13,535)	-	28,375	-
3879. Building Renewal Prg.- Minor Works	73,608	45,000	(28,608)	16,771	45,000	45,000
3880. Building Renewal Prg.- Roof	5,410	18,500	13,090	54,014	275,000	275,000
3883. Building Renewal Prg.- Kitchen & Eq	45,968	25,465	(20,503)	157,707	224,300	224,300
3902. Ross Reserve Pavilion	74,004	57,000	(17,004)	48,420	2,000,000	2,000,000
3904. Building Renewal Prg. - Theatre	107,415	131,400	23,985	109,388	576,000	576,000
3905. Building Renewal Prg. - Window	3,131	-	(3,131)	-	-	-
3906. Greater D'nong Gallery of Art	145,724	150,000	4,276	4,692,733	6,444,993	1,500,000
3908. Oasis/NPAC Design Dev't	54,897	55,000	103	42,178	178,067	-
3945. CCTV Renewal Program	12,620	15,000	2,380	-	30,000	30,000
3946. Building Renewal Prg.-Aquatic & Lei	153,802	117,200	(36,602)	40,945	558,000	558,000
3947. Building Renewal Prg.- Project	-	7,500	7,500	-	150,000	150,000
3948. D'nong Mkt (Fruit & Veg) Floor&Roof	1,800	5,000	3,200	3,500	130,000	130,000
3949. NPAC Redevelopment	38,188	-	(38,188)	320,762	-	-
3950. Robert Booth Baseball Design&Constr	-	-	-	-	20,000	20,000
3951. Ross Res P/grnd-Change Plc Toilet	-	-	-	-	300,000	300,000
3952. S/Vale Library/Civic-Storage&Equip	-	-	-	-	100,000	100,000
3953. Balmoral Ave Car Park	5,400	3,000	(2,400)	31,770	400,000	400,000
3972. Local Roads Community Infrast. Prog.	-	-	-	-	500,000	500,000
3974. D'nong Aquatic & Wellbeing Ctr	-	-	-	35,105	2,000,000	2,000,000
Leasehold Improvements						
3819. Police Paddocks Res. Concept Plan	7,450	-	(7,450)	-	-	-
3941. Police Paddocks Res. Grandstand	-	-	-	-	434,860	-
3954. Police Paddocks Changerooms	8,400	6,000	(2,400)	5,600	202,385	202,385
Land						
3396. 2A Frank St Noble Park	1,404,457	-	(1,404,457)	-	-	-
3975. 86-88 Clow St Dandenong	2,669,526	-	(2,669,526)	-	-	-
3989. DCP - 875 Taylors Road (LRO6b)	4,014	3,500	(514)	-	396,932	-
Total property	6,871,479	2,523,928	(4,347,551)	6,400,077	25,597,684	13,712,793

Please note: **Land** – property purchases at 2A Frank Street, Noble Park and 86-88 Clow Street, Dandenong are both funded from the open space land acquisitions reserve.

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

CIP Expenditure Report

	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	COMMIT \$	ANNUAL AMENDED BUDGET \$	ANNUAL ORIGINAL BUDGET \$
PLANT AND EQUIPMENT						
Plant, machinery and equipment						
1445. Fleet Purchases	2,661	133,121	130,460	61,383	2,662,410	2,662,410
1447. Fleet New Program	53,458	-	(53,458)	-	244,000	244,000
Library books						
3104. Library Resources	96,356	106,656	10,300	730,306	859,560	859,560
Computers and telecommunications						
3827. Increase Wi-Fi Cover-Variou Locatn	-	-	-	-	20,000	20,000
3902. Ross Reserve Pavilion	-	-	-	-	45,000	-
3911. Dandenong Stadium Wi-Fi	-	-	-	-	10,000	10,000
3913. People Counters Installation	3,045	-	(3,045)	520	-	-
3914. Asset Management System	209,555	210,000	445	419	915,258	216,612
3918. Drum Theatre Ticketing System	-	-	-	-	137,161	-
3919. Digital Infrastructure (Website)	7,442	-	(7,442)	-	100,000	100,000
3956. 39A Clow-Security Eq,Software&Radio	13,200	15,000	1,800	1,800	15,000	15,000
3957. Audio Visual Equipment Renewal	-	1,250	1,250	-	25,000	25,000
3958. D'nong Civic Ctr-Security Eq&S'ware	79,032	75,000	(4,032)	30,968	110,000	110,000
3959. Emergency Relief Centres-Equipment	3,624	5,000	1,376	656	60,000	60,000
3960. Menzies Ave CCTV	-	-	-	7,370	20,000	20,000
Fixtures, fittings and furniture						
3314. Public hall equipment	15,041	20,000	4,959	18,512	400,000	400,000
3952. S/Vale Library/Civic-Storage&Equip	-	-	-	-	10,000	10,000
3955. MCH Blinds-Chandler & Darren Reserv	-	-	-	-	16,000	16,000
Total plant and equipment	483,413	566,027	82,614	851,935	5,649,389	4,768,582

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

CIP Expenditure Report

	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	COMMIT \$	ANNUAL AMENDED BUDGET \$	ANNUAL ORIGINAL BUDGET \$
INFRASTRUCTURE						
Parks, open space and streetscapes						
1629. 275 Lonsdale St Dnong-Vanity Lane	-	-	-	90,000	1,175,000	1,175,000
1747. Barry Powell Reserve Master Plan	-	-	-	3,091	99,049	-
1748. Spring Valley Reserve Master Plan	-	-	-	59,091	38,724	-
1761. 6-8 Fifth Ave - Reserve Development	-	-	-	-	100,000	100,000
1762. 90 Gove St - Reserve Development	-	-	-	-	100,000	100,000
1796. Wal Turner Reserve Master Plan	27,730	30,000	2,270	44,015	998,591	-
2117. 89 Douglas Street Noble Park	697	2,500	1,803	-	80,000	80,000
3065. Public Place Recycling Bin Instal.	-	-	-	-	39,192	-
3141. Thomas St Precinct Enhance(Afghan)	-	-	-	-	17,511	-
3192. Douglas st. s/scape improv.proj.	-	-	-	-	1,181,543	-
3248. DCP Keysb. Sth Industrial Buffer	3,768	-	(3,768)	28,886	109,229	-
3272. Indigenous Public Art SCP	2,560	2,600	40	-	61,000	-
3454. Dogs off leash program	29,605	37,500	7,895	22,454	150,000	150,000
3490. Springvale Road Boulevard	1,508	1,600	92	115,486	4,069,601	-
3631. Dandenong Park Master Plan	790,425	800,000	9,575	661,010	2,200,915	1,000,000
3747. Streetscapes - Activity Centres	-	-	-	-	50,000	50,000
3848. Hemmings SC Streetscape	86,284	39,000	(47,284)	211,395	100,000	100,000
3849. Frederick Wachter Res. Master Plan	2,415	1,500	(915)	350	1,310,626	510,000
3853. Parkfield Res. Master Plan Impl.	11,078	2,000	(9,078)	41,168	1,244,901	1,050,000
3854. Burden Park Res. Master Plan Imp.	304,748	300,000	(4,748)	413,964	787,104	20,000
3900. Ross Reserve Plaza/Play/Oval/Path	61,620	60,000	(1,620)	326,666	535,755	-
3929. Act Crt Strat Plan Imp - D'nong	1,500	-	(1,500)	18,480	443,393	-
3930. Act Crt Strat Plan Imp - NPark	6,765	5,000	(1,765)	8,781	50,000	-
3931. Guardrail Upgrade Program	8,670	9,000	330	-	122,081	-
3932. Open Space Infra Renewal Prg	39,755	35,000	(4,755)	55,758	160,000	160,000
3933. Sports Lighting Plan Imp.	4,618	-	(4,618)	72,618	400,000	-
3934. Parking Sensor Implementation	-	-	-	462,427	344,508	-
3936. Glendale Reserve Landscaping	-	-	-	-	150,000	-
3940. Ross Reserve Comm Ctr Car Park	-	-	-	454,024	499,452	-
3943. Keysb Sth Comm Hub Dog Off Leash	-	-	-	-	62,938	-
3967. D'nong Act Ctr- Streetscape	-	-	-	-	25,000	25,000
3968. Norman Luth Reserve Lighting	11,472	2,500	(8,972)	5,020	376,365	376,365
3969. Thomas Carroll-Cricket/Play/Light	-	-	-	-	15,000	15,000
3970. Alan Corrigan Exercise Equipment	-	-	-	-	60,000	60,000
3971. D'nong/D'nong Nth-Sensory Nature Tr	-	-	-	-	100,000	100,000
3973. Signage Renewal Program	-	5,500	5,500	25,320	110,000	110,000
Recreational, leisure and community facilities						
3209. Active Reserves Program	25,998	30,000	4,002	3,807	335,000	335,000
3518. Harmony Square Entrance Protection	-	-	-	-	30,000	-
3794. Tatterson Park Masterplan	43,276	50,000	6,724	365,076	435,671	-
3837. Greaves Res.Tennis Court Resurf.	-	-	-	-	95,276	-
3900. Ross Reserve Plaza/Play/Oval/Path	-	-	-	2,147,404	1,998,252	-
3926. Sports Facilities Plan Imp.	(96)	-	96	-	-	-
3963. Ian Tatterson Leisure Park Cricket	3,178	4,000	822	35,149	60,000	60,000
3964. Warner Reserve Recreation Space	-	-	-	-	350,900	350,900
3965. Red Gum Rest - Shade	-	-	-	89,800	120,000	120,000
3966. Tirhatuan Park - Basketball Court	-	-	-	4,700	175,000	175,000
3969. Thomas Carroll-Cricket/Play/Light	-	-	-	-	430,000	430,000

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

CIP Expenditure Report

	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	COMMIT \$	ANNUAL AMENDED BUDGET \$	ANNUAL ORIGINAL BUDGET \$
Roads						
1627. Springvale Road Traffic Signals	6,697	-	(6,697)	-	-	-
1629. 275 Lonsdale St Dnong-Vanity Lane	33,536	3,500	(30,036)	51,128	90,000	-
3080. Abbotts Road DCP Item L102	-	-	-	-	4,806,087	4,806,087
3231. Local Road Upgrade & Reconstruction	14,578	14,600	22	60,103	165,133	-
3373. Municipal wide, Kerb and Channel	30,383	54,450	24,067	160,087	500,000	500,000
3418. Municipal Wide.LATM post audit	9,500	28,675	19,175	477,957	450,000	450,000
3752. Local Road Rehab.Prg-Implement R2R	-	-	-	-	507,817	507,817
3753. Local Road Surf./Rehab. Prg.	52,511	262,500	209,989	438,786	5,250,000	5,250,000
3828. Activity Centre Proj. Mason St	45,310	33,000	(12,310)	19,390	488,779	-
3831. Bakers Rd, D'nong Nth Alter.Cross	-	-	-	-	26,200	-
3923. Cheltenham Rd/Chandler Rd	222,953	220,000	(2,953)	15,492	241,666	-
3934. Parking Sensor Implementation	-	-	-	-	200,000	200,000
3938. Kerb & Channel Resurfacing Program	544,793	499,800	(44,993)	761,673	1,750,000	1,750,000
3942. Black Spot Works Program	222,677	15,190	(207,487)	15,195	210,676	-
3944. Keysb Sth Comm Hub Access Road	-	-	-	-	2,000,000	2,000,000
3961. Road Reconst Program - Geotechnical	-	-	-	-	50,000	50,000
3962. Bakers Road Service Road	-	-	-	-	180,000	180,000
3972. Local Roads Community Infrs. Prog.	-	-	-	-	517,807	517,807
3990. DCP - Chapel Rd Upg & Traffic Lght	284,964	156,237	(128,727)	9,000	156,237	-
3992. DCP - Perry Road South Upgrade	5,274	-	(5,274)	-	-	-
Bridges						
3185. Municipal Wide - Bridges	-	5,000	5,000	-	100,000	100,000
Footpath and cycleways						
3174. Active Transport Infra.Priority Pat	-	10,000	10,000	-	200,000	200,000
3355. Municipal Wide-Footpath Renewal	284,633	297,500	12,867	179,003	1,400,000	1,400,000
Off street car parks						
3794. Tatterson Park Masterplan	507,069	500,000	(7,069)	1,067,072	1,648,918	-
3901. Ross Reserve Access Road	-	-	-	74,000	174,717	-
3937. Car Park Renewal Program	18,461	14,612	(3,849)	691	153,645	-
Drainage						
3019. Major Drainage Renewal Prg.	18,310	39,500	21,190	41,970	410,000	410,000
3129. Drainage program	-	19,239	19,239	384,745	384,770	-
3939. Drainage Reactive Renewal Program	20,785	12,500	(8,285)	70,436	250,000	250,000
Total infrastructure	3,790,011	3,604,003	(186,008)	9,592,666	43,710,029	25,223,976
GRAND TOTAL	11,144,903	6,693,958	(4,450,945)	16,844,679	74,957,102	43,705,351

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Appendix 2

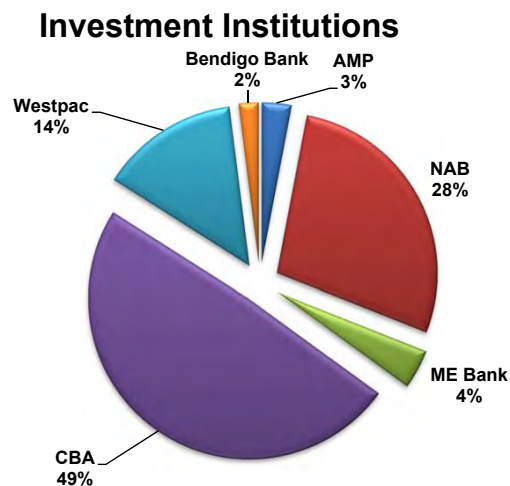
Investment Analysis

4.2.1 Q1 Quarterly Performance Report (Cont.)



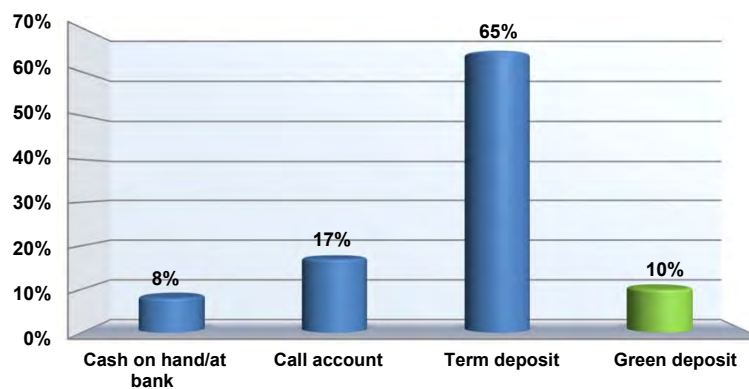
Financial Report for the period 1 July 2020 – 30 September 2020

Cash and Investments



Policy limit - no single institution shall comprise more than 35% of the total investment portfolio, unless the investment is with Council's banker (CBA).

Portfolio Products



Note: Green deposit: 10% (or \$17.15 million) was invested at 30 September 2020 in investments that are certified against Climate Bonds Initiative – Climate Bonds Standard, the same certification as green bonds.

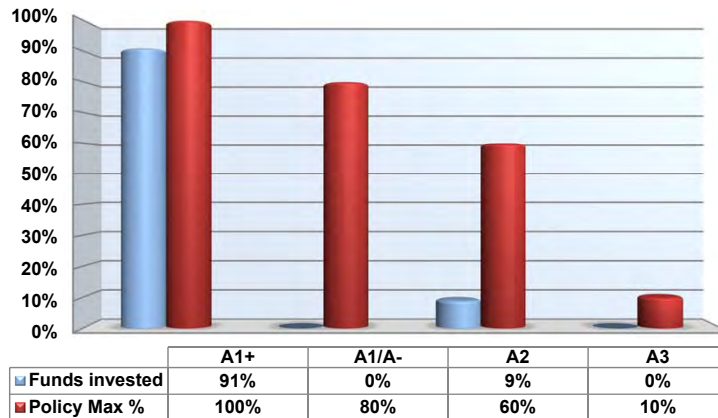
4.2.1 Q1 Quarterly Performance Report (Cont.)



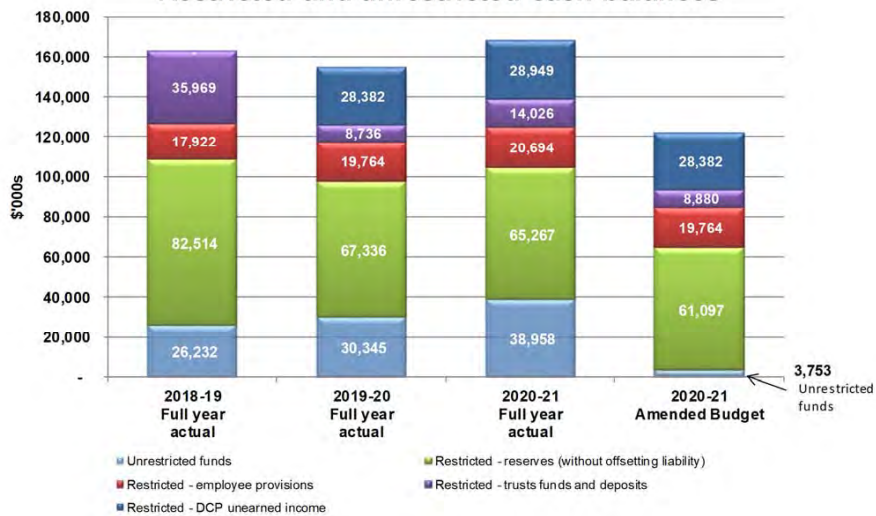
Financial Report for the period 1 July 2020 – 30 September 2020

Cash and Investments

Investment Credit Rating



Restricted and unrestricted cash balances



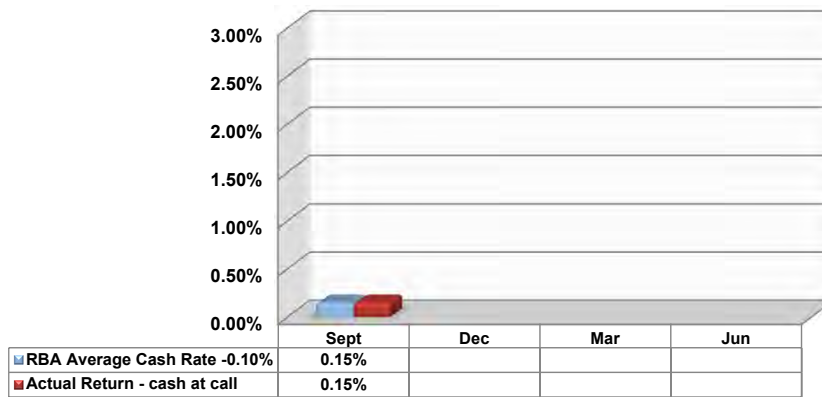
Note - DCP unearned income was previously classified in trust funds and deposits (2018-19 and prior).

4.2.1 Q1 Quarterly Performance Report (Cont.)

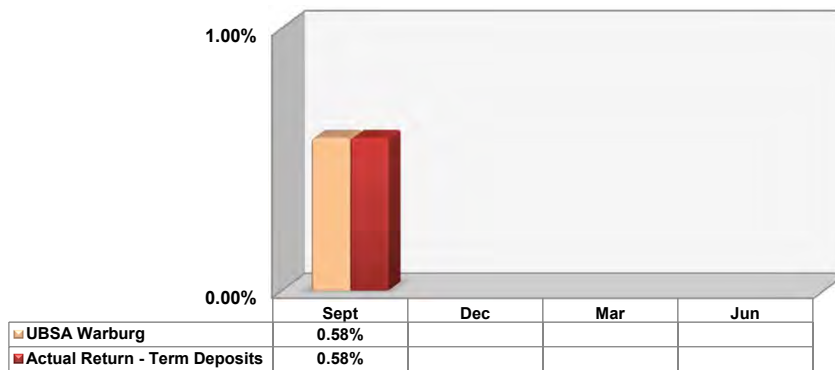


Financial Report for the period 1 July 2020 – 30 September 2020

Benchmark Indicator - Cash at Call



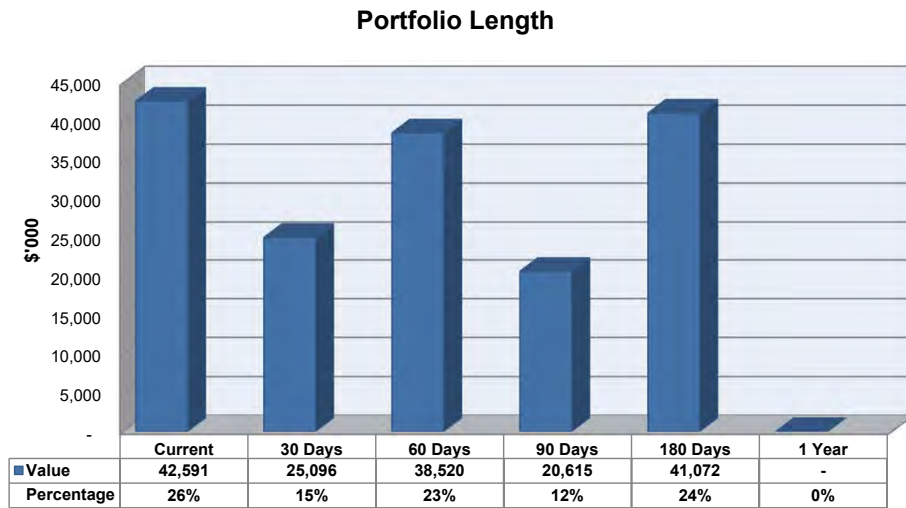
Benchmark Indicator - Term/Green Deposits



4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020



4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Appendix 3

Directorate Analysis

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Total Operating Results

CGD BY DIRECTORATE

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
Chief Executive Office	-	-	-	-	-
Greater Dandenong Business	126	35	91	196	196
Corporate Services	431	430	1	2,691	2,691
Engineering Services	6,065	6,007	58	27,043	24,776
City Planning Design and Amenity	2,814	3,165	(351)	13,244	13,218
Community Services	3,719	3,819	(100)	20,617	20,602
Non-Directorate ^(a)	37,257	36,511	746	154,774	160,898
Capital Works Program	723	710	13	10,708	4,154
Total income	51,135	50,677	458	229,273	226,535
Expenses					
Chief Executive Office	147	141	(6)	788	788
Greater Dandenong Business	951	1,024	73	4,709	4,299
Corporate Services	7,034	7,118	84	23,280	23,280
Engineering Services	12,024	12,648	624	68,050	64,637
City Planning Design and Amenity	3,527	3,976	449	18,335	18,256
Community Services	10,324	12,138	1,814	51,458	47,828
Non-Directorate ^(a)	9,780	9,252	(528)	37,850	37,689
Capital Works Program	-	-	-	-	-
Total expenses	43,787	46,297	2,510	204,470	196,777
Net surplus (deficit)	7,348	4,380	2,968	24,803	29,758

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

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

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

CEO DIRECTORATE

OPERATING RESULT

Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
Other income	-	-	-	-	-
Total income	-	-	-	-	-
Expenses					
Employee costs	147	140	(7)	586	586
Materials and services	-	-	-	96	96
Other expenses	-	1	1	106	106
Total expenses	147	141	(6)	788	788
Net surplus (deficit)	(147)	(141)	(6)	(788)	(788)

BUSINESS UNITS

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
CEO	-	-	-	-	-
Total income	-	-	-	-	-
Expenses					
CEO	147	141	(6)	788	788
Total expenses	147	141	(6)	788	788
Net surplus (deficit)	(147)	(141)	(6)	(788)	(788)

Notes:

No comments required for this directorate.

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

GREATER DANDENONG BUSINESS GROUP

OPERATING RESULT

	Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income						
User fees		-	-	-	6	6
Grants - operating	1	126	-	126	-	-
Other income		-	35	(35)	190	190
Total income		126	35	91	196	196
Expenses						
Employee costs	2	626	679	53	2,846	2,806
Materials and services		324	339	15	1,682	1,365
Other expenses		1	6	5	181	128
Total expenses		951	1,024	73	4,709	4,299
Net surplus (deficit)		(825)	(989)	164	(4,513)	(4,103)

BUSINESS UNITS

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
Greater Dandenong Business Executive	-	-	-	(1)	(1)
Business Networks	126	1	125	50	50
Activity Centres Revitalisation	-	-	-	6	6
Major Projects	-	33	(33)	135	135
Economic Development	-	1	(1)	6	6
Total income	126	35	91	196	196
Expenses					
Greater Dandenong Business Executive	95	101	6	424	424
Business Networks	182	195	13	884	747
Activity Centres Revitalisation	226	229	3	1,375	1,102
Major Projects	123	114	(9)	550	550
Economic Development	325	385	60	1,476	1,476
Total expenses	951	1,024	73	4,709	4,299
Net surplus (deficit)	(825)	(989)	164	(4,513)	(4,103)

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Greater Dandenong Business Group

Income

Note 1 Grants - operating (\$126,000 favourable) – Unbudgeted grant received from the Department of Jobs, Precincts and Regions (Community Revitalisation Project (\$120,000)). This grant will be offset against corresponding expenditure and adjusted in the Mid-Year Budget review.

Expenditure

Note 2 Employee costs (\$53,000 favourable) – The favourable variance is primarily due to vacant positions (Economic Development \$51,000).

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

CORPORATE SERVICES DIRECTORATE

OPERATING RESULT

Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
Statutory fees and fines	18	28	(10)	111	111
User fees	(1)	5	(6)	21	21
Other income	414	397	17	2,559	2,559
Total income	431	430	1	2,691	2,691
Expenses					
Employee costs	3 3,176	3,326	150	14,134	14,134
Materials and services	3,482	3,452	(30)	7,479	7,479
Other expenses	376	340	(36)	1,667	1,667
Total expenses	7,034	7,118	84	23,280	23,280
Net surplus (deficit)	(6,603)	(6,688)	85	(20,589)	(20,589)

BUSINESS UNITS

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
Corporate Services Executive	-	-	-	-	-
Communications and Customer Service	(8)	70	(78)	559	559
Governance	380	310	70	1,748	1,748
Information Technology	-	-	-	-	-
Financial Services	46	45	1	363	363
People and Procurement Services	13	5	8	21	21
Total income	431	430	1	2,691	2,691
Expenses					
Corporate Services Executive	134	144	10	609	609
Communications and Customer Service	1,127	1,379	252	6,188	6,188
Governance	712	833	121	3,248	3,248
Information Technology	2,382	2,305	(77)	5,186	5,186
Financial Services	713	674	(39)	2,889	2,889
People and Procurement Services	1,966	1,783	(183)	5,160	5,160
Total expenses	7,034	7,118	84	23,280	23,280
Net surplus (deficit)	(6,603)	(6,688)	85	(20,589)	(20,589)

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Corporate Services Directorate

Expenditure

Note 3 Employee costs (\$150,000 favourable) – The favourable variance is primarily due to vacant positions and a reduction in the use of casuals (Call and Service Centres \$89,000, Civic Facilities \$77,000, Records Management \$14,000 and Organisational Development Executive \$11,000) and timing of delivery of programs (Occupational, Health and Safety \$17,000).

This favourable variance is partly offset by the retirement of a staff member (Property Revenue \$32,000) and staff yet to take leave (Information Technology Executive \$16,000).

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

ENGINEERING SERVICES DIRECTORATE

OPERATING RESULT

	Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income						
Rates and charges		5,631	5,607	24	22,438	22,438
Statutory fees and fines	4	51	104	(53)	413	413
User fees		135	128	7	607	607
Grants - operating		61	15	46	15	15
Contributions - monetary		1	-	1	-	-
Asset sales		49	49	-	686	686
Other income		137	104	33	2,884	617
Total income		6,065	6,007	58	27,043	24,776
Expenses						
Employee costs	5	4,386	4,287	(99)	18,082	18,082
Materials and services	6	7,594	8,317	723	49,467	46,131
Carrying amount of assets sold		15	15	-	309	309
Other expenses		29	29	-	192	115
Total expenses		12,024	12,648	624	68,050	64,637
Net surplus (deficit)		(5,959)	(6,641)	682	(41,007)	(39,861)

BUSINESS UNITS

		YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income						
Engineering Services Executive		-	-	-	-	-
Infrastructure Services		5,758	5,706	52	25,777	23,510
City Projects and Asset Improvement		5	2	3	19	19
Infrastructure Planning		302	299	3	1,247	1,247
Total income		6,065	6,007	58	27,043	24,776
Expenses						
Engineering Services Executive		-	-	-	-	-
Infrastructure Services		9,411	9,873	462	54,808	51,698
City Projects and Asset Improvement		2,034	2,267	233	11,243	10,940
Infrastructure Planning		579	508	(71)	1,999	1,999
Total expenses		12,024	12,648	624	68,050	64,637
Net surplus (deficit)		(5,959)	(6,641)	682	(41,007)	(39,861)

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Engineering Services Directorate

Income

Note 4 Statutory fees and fines (\$53,000 unfavourable) – Unfavourable variance due to lower than anticipated fee income from subdivisions, plan checking and property/stormwater information requests (Civil Development and Design \$52,000).

Expenditure

Note 5 Employee costs (\$99,000 unfavourable) – Favourable variance due to delay in recruitment and lower temporary agency staff costs (Parks Services \$102,000, CIP Implementation \$33,000, Asset Management System implementation \$28,000 and Asset Protection \$15,000).

This favourable variance is partly offset by a job share arrangement resulting in unbudgeted EFT (City Improvement Executive \$47,000), higher than anticipated temporary agency staff costs due to contract issues of public amenity cleaning (Cleansing \$197,000) and leave yet to be taken combined with higher overtime to date (Asset Management \$12,000).

Note 6 Materials and services (\$723,000 favourable) - Favourable variance due to:

- Timing of works and delay in receipt of invoices from contractors (Roads and Drains \$412,000 and Building Maintenance \$216,000).
- Lower than anticipated street lighting costs partly offset by earlier asset condition audit costs (Asset Management \$199,000).
- Lower than anticipated fuel and fleet related costs to date (proactive maintenance, consumables, electrical) (Fleet Management \$128,000). The fuel savings are expected to be permanent and will be adjusted in the Mid-Year Budget review.
- Lower than anticipated building maintenance and operational costs for the Springvale Community Hub due to COVID-19 restrictions on opening (\$44,000).

These favourable variances are partly offset by works commenced ahead of schedule (Parks \$107,000), higher costs for garden waste disposal and domestic recycling (Waste Services \$88,000) and higher asset protection reinstatement costs which are offset by higher recovery income received (Asset Protection \$79,000),

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

CITY PLANNING, DESIGN & AMENITY

OPERATING RESULT

	Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income						
Rates and charges		-	-	-	-	-
Statutory fees and fines	7	1,377	1,532	(155)	7,701	7,701
User fees	8	1,326	1,501	(175)	4,961	4,961
Grants - operating		110	110	-	494	468
Other income		1	22	(21)	88	88
Total income		2,814	3,165	(351)	13,244	13,218
Expenses						
Employee costs	9	2,888	3,287	399	13,670	13,670
Materials and services		648	634	(14)	3,220	3,141
Bad and doubtful debts		(11)	-	11	1,353	1,353
Other expenses	10	2	55	53	92	92
Total expenses		3,527	3,976	449	18,335	18,256
Net surplus (deficit)		(713)	(811)	98	(5,091)	(5,038)

BUSINESS UNITS

		YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income						
City Planning, Design and Amenity Exec.		-	-	-	-	-
Building Services		973	1,139	(166)	2,236	2,236
Planning and Design		367	328	39	1,743	1,733
Regulatory Services		1,474	1,698	(224)	9,265	9,249
Total income		2,814	3,165	(351)	13,244	13,218
Expenses						
City Planning, Design and Amenity Exec.		122	109	(13)	481	481
Building Services		822	818	(4)	3,511	3,511
Planning and Design		1,180	1,304	124	5,637	5,571
Regulatory Services		1,403	1,745	342	8,706	8,693
Total expenses		3,527	3,976	449	18,335	18,256
Net surplus (deficit)		(713)	(811)	98	(5,091)	(5,038)

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

City Planning, Design and Amenity Directorate

Income

Note 7 Statutory fees and fines (\$155,000 unfavourable) – Unfavourable variance is due mainly to the COVID-19 stage four restrictions resulting in lower activity in the following areas:

- Parking infringements (Parking Management \$107,000).
- Health and food infringements (Health \$43,000).
- Lodgement permit, property information and fine income (Building \$35,000).
- Animal infringements (Animal Management \$22,000).
- Planning compliance fines (Planning Compliance \$19,000).

This variance is partly offset by higher than anticipated income from planning applications (Statutory Planning \$62,000).

Note 8 User fees (\$175,000 unfavourable) – Unfavourable variance is due mainly to the COVID-19 stage four restrictions resulting in lower activity in the following areas:

- Car park ticket machines and employee recovery (Parking Management \$67,000 and Car Parks \$24,000).
- Streatrader fees (Health \$28,000).
- Building permits and inspection fees (Building \$40,000 and Statutory Planning \$21,000).

Expenditure

Note 9 Employee costs (\$399,000 favourable) – Favourable variance due to a delay in filling vacant positions (Statutory Planning \$88,000, Public Safety and Security \$67,000, General Law Enforcement \$64,000, Building \$34,000, Animal Management \$32,000, Strategic Design and Sustainability Planning \$32,000, Planning Compliance \$20,000 and Regulatory Services Administration \$15,000) and lower salary costs for school crossings due to closure of schools under COVID-19 stage four restrictions (School Crossing Supervisors \$53,000).

This favourable variance is offset by higher than anticipated staff costs due to a resignation (Health \$11,000).

Note 10 Other expenses (\$53,000 favourable) – Favourable variance mainly due to the reclassification of the Government registration fee payable for animals from Other Expenses to Materials and Services (statutory fee). This will be addressed in the Mid-Year Budget (Animal Management \$45,000).

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

COMMUNITY SERVICES DIRECTORATE

OPERATING RESULT

	Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income						
User fees	11	279	548	(269)	2,473	2,473
Grants - operating	12	3,437	3,201	236	17,206	17,191
Other income	13	3	70	(67)	938	938
Total income		3,719	3,819	(100)	20,617	20,602
Expenses						
Employee costs	14	7,529	8,872	1,343	36,929	34,076
Materials and services	15	2,637	3,098	461	11,777	11,095
Bad and doubtful debts		-	-	-	9	9
Other expenses		158	168	10	2,743	2,648
Total expenses		10,324	12,138	1,814	51,458	47,828
Net surplus (deficit)		(6,605)	(8,319)	1,714	(30,841)	(27,226)

BUSINESS UNITS

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
Community Services Executive	-	-	-	-	-
Community Wellbeing	2,494	2,121	373	8,873	8,873
Community Care	1,174	1,647	(473)	9,670	9,655
Community Arts, Culture and Libraries	44	40	4	1,613	1,613
Community Development, Sports and Recreation	7	11	(4)	461	461
Total income	3,719	3,819	(100)	20,617	20,602
Expenses					
Community Services Executive	96	104	8	445	445
Community Wellbeing	3,576	4,292	716	18,209	14,791
Community Care	2,801	3,297	496	13,903	13,894
Community Arts, Culture and Libraries	2,532	2,871	339	10,359	10,331
Community Development, Sports and Recreation	1,319	1,574	255	8,542	8,367
Total expenses	10,324	12,138	1,814	51,458	47,828
Net surplus (deficit)	(6,605)	(8,319)	1,714	(30,841)	(27,226)

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Community Services Directorate

Income

Note 11 User fees (\$269,000 unfavourable) - Unfavourable variance mainly due to lower than anticipated fee income because of COVID-19 and the Family Day Care (FDC) administration levy not being charged (FDC \$188,000) and lower than anticipated service provision fee income (Home and Community Care \$66,000).

Note 12 Grants – operating (\$236,000 favourable) - Favourable variance due to:

Additional or grant funding received earlier than anticipated:

- Family Day Care \$347,000
- Child First \$101,000
- Library and Information Services \$43,000
- Maternal and Child Health \$14,000

New (unbudgeted) grant funding received (to be addressed in the Mid-Year Budget):

- New Directions – Mothers and Babies \$84,000
- Drug Strategy \$34,000

These favourable variances are partly offset by:

Lower than anticipated grant funding based on target achievement (to be assessed during the Mid-Year Budget review) for:

- Home and Community Care \$353,000
- Planned Activity Group \$57,000

Note 13 Other income (\$67,000 unfavourable) - Unfavourable variance due to loss of income from closure of venues caused by the COVID-19 pandemic (Library and Information Services \$33,000, 39A Clow Street \$11,000, Community Property \$8,000, Festivals and Events \$7,000 and Cultural Development \$5,000).

Expenses

Note 14 Employee costs (\$1.34 million favourable) - Favourable variance due to delay in recruitment (Home and Community Care \$263,000, Enhanced MCH Program \$292,000, Child First \$162,000, Library and Information Services \$102,000, HACC-Home Maintenance \$85,000, Playgroup Initiative \$67,000, Maternal and Child Health \$72,000, Sleep and Settling Initiative \$78,000, Community Transport \$37,000, Community Property \$37,000, Children Services – Support \$34,000, Planned Activity Group \$31,000, Cultural Development \$25,000, Community Development \$18,000, Food Services \$22,000 and New Directions - Mother and Babies \$16,000), lower overtime and use of casuals (Drum Theatre \$26,000), staff member on maternity leave (Festivals and Events \$26,000) and extended leave taken (HACC-Assessments and Team Leaders \$40,000).

This favourable variance is partly offset by higher than anticipated temporary agency staff costs (HACC Co-ordination \$56,000 and Sports Planning \$45,000) and higher hours than anticipated due to COVID-19 requirements (Immunisation \$55,000).

4.2.1 Q1 Quarterly Performance Report (Cont.)Financial Report for the period 1 July 2020 – 30 September 2020

Note 15 Material and services (\$461,000 favourable) – Favourable variance is due to a delay in receipt of invoices and commencement of projects (Leisure Centres \$198,000, Library and Information Services \$121,000, Market Street Occasional Child Care Centre \$37,000, Home and Community Care \$27,000, Drum Theatre \$27,000, New Directions – Mother and Babies \$27,000, Drug Strategy \$26,000 and Cultural Development \$21,000).

This favourable variance is partly offset by:

- Higher payments to educators relating to additional service delivery requirements which is offset by higher grant income (Family Day Care \$144,000).
- Higher than anticipated professional services and maintenance expenditure to date (Maternal and Child Health \$22,000).

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

NON-DIRECTORATE

OPERATING RESULT

	Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income						
Rates and charges	16	33,694	33,756	(62)	129,887	129,887
Statutory fees and fines		-	-	-	200	200
Grants - operating	17	1,970	1,472	498	6,077	12,201
Contributions - monetary	18	978	500	478	2,000	2,000
Contributions - non-monetary		298	298	-	15,000	15,000
Other income	19	317	485	(168)	1,610	1,610
Total income		37,257	36,511	746	154,774	160,898
Expenses						
Employee costs		-	-	-	1,050	1,050
Materials and services		268	269	1	1,188	1,188
Prior year capital expenditure unable to be capitalised (non-cash)	20	411	-	(411)	-	-
Depreciation		7,855	7,855	-	31,433	31,433
Amortisation - right of use assets	21	145	-	(145)	-	-
Borrowing costs		745	778	33	3,051	3,051
Other expenses		356	350	(6)	1,128	967
Total expenses		9,780	9,252	(528)	37,850	37,689
Net surplus (deficit)		27,477	27,259	218	116,924	123,209

BUSINESS UNITS

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
Governance	-	-	-	-	-
Corporate Accounting	36,279	36,011	268	152,774	158,898
Planning and Design	978	500	478	2,000	2,000
Total income	37,257	36,511	746	154,774	160,898
Expenses					
Governance	2	8	6	30	30
Corporate Accounting	9,773	9,236	(537)	37,802	37,641
Planning and Design	5	8	3	18	18
Total expenses	9,780	9,252	(528)	37,850	37,689
Net surplus (deficit)	27,477	27,259	218	116,924	123,209

Non-Directorate includes non-attributable items such as rates income, fire services levy payable on Council properties, developer's contributions, interest income, gifted assets, carrying amount of assets disposed/written off and finance costs. Non attributable COVID-19 pandemic costs are included here.

ORDINARY COUNCIL MEETING - AGENDA

4.2.1 Q1 Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2020 – 30 September 2020

Non-Directorate**Income**

Note 16 Rates and charges (\$62,000 unfavourable) – Unfavourable variance due to financial hardship applications processed due to COVID-19 and Council's decision to extend the rate waiver program into 2020-21 (Pandemic \$99,000). This will be adjusted in the Mid-Year Budget review.

This variance is offset by higher than anticipated income from the Keysborough South Development maintenance levy (Corporate Accounting \$37,000). This levy income is transferred to reserves to fund maintenance requirements at Keysborough South.

Note 17 Grants – operating (\$498,000 favourable) – receipt of unbudgeted Working for Victoria grant from the Department of Jobs, Precincts and Regions. To be offset by program expenditure and to be adjusted in the Mid-Year Budget review.

Note 18 Contributions – monetary (\$478,000 favourable) – Better than anticipated income from public open space contributions to date. The nature of these receipts makes timing difficult to predict. These funds are transferred to reserves.

Note 19 Other income (\$168,000 unfavourable) – Unfavourable variance due to lower than anticipated interest income to date attributable to lower interest rates and cash and investment balances (Corporate Accounting \$171,000). The full year impact of lower interest returns is expected to be around \$800,000 and will be referred to the Mid Year Budget Review.

Expenditure

Note 20 Prior year capital expenditure unable to be capitalised (non-cash) (\$411,000 unfavourable) – This unfavourable variance is due to works in progress (prior year capital expenditure) that is not able to be capitalised to the asset register because it is not capital in nature, does not meet the capitalisation threshold or relates to non-Council owned assets (Corporate Accounting \$411,000). This is a non-cash entry that does not impact on Council's cash position. Examples of non-capital expenditure includes asset relocation, asset removal/demolition, operating services, projects cancelled, repairs and maintenance expenditure, studies/surveys and concept planning.

Note 21 Amortisation – right-of-use assets (\$145,000 unfavourable) – Unfavourable variance due to implementation of new Leases Accounting Standard. This will be addressed to the Mid-Year Budget review.

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

CAPITAL WORKS PROGRAM

OPERATING RESULT

Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL AMENDED BUDGET \$'000	ANNUAL ORIGINAL BUDGET \$'000
Income					
Grants - capital	719	710	9	8,650	3,244
Contributions - monetary	4	-	4	2,058	910
Other income	-	-	-	-	-
Total income	723	710	13	10,708	4,154
Expenses					
Employee costs	-	-	-	-	-
Materials and services	-	-	-	-	-
Bad and doubtful debts	-	-	-	-	-
Other expenses	-	-	-	-	-
Total expenses	-	-	-	-	-
Net surplus (deficit)	723	710	13	10,708	4,154

Notes:

No comments required for this directorate.

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Appendix 4

Operating Initiatives

4.2.1 Q1 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 30 September 2020

Operating Initiatives

Operating initiative project	2020-21 YTD Actuals \$	2020-21 YTD Budget \$	YTD Variance (Unfav) Fav \$	2020-21 Original Budget \$	Project update - 30 September
Community Services					
Membership fee for Refugee Welcome Zone (RWZ) Leadership Council	0	0	0	5,000	Request made for invoice from Refugee Council of Australia and awaiting reply.
Dandenong Community Hub - Business Case and Concept Plan	0	0	0	80,000	Project has not yet commenced.
Community Gardens Strategy Development	0	0	0	20,000	Project has not yet commenced.
Chandler Reserve Community Gardens Contribution	0	0	0	20,000	Discussions continue with the President of Maralinga Community Garden Inc. Incorporation, plans etc have been provided to Council and a lease is being drafted.
	0	0	0	125,000	
Business, Engineering and Major Projects					
Stage 2 Social Enterprise Program	0	0	0	40,000	Project has not yet commenced.
Business Case for Dandenong Sports and Events Centre	0	0	0	50,000	Project has not yet commenced. Waiting for matching funding contribution from key stakeholders.
Street Trees - Springvale South	17,402	20,000	2,598	20,000	Project completed.
Electric Vehicle Fleet Transition Plan	0	0	0	20,000	A specialist consultant is still to be appointed to prepare the Electric Vehicle Plan which is anticipated for completion during the first half of 2021.
Landscaping - Robinson Street and Princes Highway Intersection	0	0	0	200,000	Stage 1 – Irrigation System design complete.
Building demolition - Ross Reserve Junior Soccer Pavilion	0	0	0	80,000	Builder appointed. Pavilion will be demolished in 3 weeks (end of September 2020).
Building demolition - Ross Reserve O'Donahue Pavilion (Football)	0	0	0	100,000	Builder appointed. Pavilion will be demolished in 3 weeks (end of September 2020).
	17,402	20,000	2,598	510,000	
City Planning, Design and Amenity					
Climate Change Strategy	0	0	0	80,000	Project has not yet commenced.
Biodiversity Action Plan	0	0	0	50,000	Consultant has been engaged and currently undertaking background research. Field surveys will commence within next two months.
	0	0	0	130,000	
TOTAL	17,402	20,000	2,598	765,000	

Notes re Operating Initiative reporting:

The reporting on operating initiatives excludes the following:

- salary related initiatives
- operating initiatives that add to an existing budget (eg - 'Greening Our City' Tree Strategy)
- ongoing initiatives
- carry overs of prior year operating initiatives

4.3 OTHER

4.3.1 Draft Minutes of Sustainability Advisory Committee Meeting - 2 September 2020

File Id:	A6837129
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Draft Minutes of Sustainability Advisory Committee Meeting on 2 September 2020

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 on 2 September 2020 provided in Attachment 1 to this report be noted and endorsed by Council.

4.3.1 Draft Minutes of Sustainability Advisory Committee Meeting - 2 September 2020 (Cont.)

Background

Greater Dandenong Council is represented on a wide range of Committees, Reference Groups and Advisory Groups which frequently reflect the interests of individual Councillors in serving the broader community in their role. A full listing of these appointments is confirmed each November at Council's Statutory Meeting and is available via Council's website.

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

As such, the 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

4.3.1 Draft Minutes of Sustainability Advisory Committee Meeting - 2 September 2020 (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 the meeting held 2 September 2020 for the Sustainability Advisory Committee as provided in Attachment No. 1 to this report.

4.3.1 Draft Minutes of Sustainability Advisory Committee Meeting - 2 September 2020 (Cont.)

OTHER

**DRAFT MINUTES OF SUSTAINABILITY ADVISORY COMMITTEE
MEETING**

ATTACHMENT 1

**SUSTAINABILITY ADVISORY
COMMITTEE MEETING HELD ON
SEPTEMBER 2020**

PAGES 4 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

4.3.1 Draft Minutes of Sustainability Advisory Committee Meeting - 2 September 2020 (Cont.)

Advisory Committee or Reference Group Name: *Sustainability Advisory Committee Meeting*

Date of Meeting: *Wednesday 2 September 2020*

Time of Meeting: *5:30-7:00pm*

Meeting Location: *Online meeting – Microsoft Teams*

Attendees:

Jody Bosman (JB), Cr. Matthew Kirwan (MK), Judith Sise (JS), Ward Petherbridge (WP), Asher Coleman (AC), Brian Congues (BC), Bryan Hunter (BH), Isabelle Nash (IN), Graeme Pearman (GP)
**Due to a technical failure Graeme was not able to connect with the Microsoft Teams platform.*

Apologies:

Aurora Pont (AP)

Minutes:

Jess Harrison (JH)

Item No.	Item	Action	Action By
1. Welcome	Welcome by the Chairperson		AC
2. Previous minutes	Previous meeting minutes No. 13 agreed upon and adopted		ALL
3. New Committee Members	Welcome new/returning members Returning member Graeme Pearman (GP) phoned in to advise he was unable to connect to the Microsoft Teams platform due to technical issues	JH to contact GP offline to resolve technical difficulty	GP, JH
4. New Team Leader Sustainability Planning	New TL Sustainability Planning (JH) introduced herself	JH to coordinate committee meetings moving forward	JH
5. Update on Climate Emergency Strategy	<ul style="list-style-type: none"> Members thanked for their comments and contributions Intentions of strategy discussed (embed climate change into all processes, strengthen relationships/networks, whole-of-organisation response from Council, community buy-in) Discussed changes made in line with committee suggestions and feedback Discussed frequent questions or points of contention flagged Next steps discussed (Community Engagement and Mobilisation Plan, social media posts, education programs) Questions and open discussion time Questions received included whether further focus on community engagement had been 	<ul style="list-style-type: none"> Circulate the final Climate Emergency Strategy and Action Plan to committee members once available Pass along Committee's graphic design comments to graphic designer Investigate NDIS infographic videos. 	<p>JH</p> <p>JH</p> <p>JH</p>

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

ORDINARY COUNCIL MEETING - AGENDA

4.3.1 Draft Minutes of Sustainability Advisory Committee Meeting - 2 September 2020 (Cont.)

	<p>included, consultation of Traditional Indigenous custodians of the land, and translation of materials into community languages</p> <ul style="list-style-type: none"> - Comment regarding use of simple video infographics to convey messages to the community, especially community members with limited English fluency. NDIS suggested as a good example. 		
6. Working Groups	<p>Review and confirm project plans for the following working groups:</p> <ul style="list-style-type: none"> ▪ Climate Change Working Group ▪ ESD v2.0 Working group <ul style="list-style-type: none"> - Members to decide which working group they would like to participate in and confirm attendance at working group initial meeting - Members overall satisfied with initial group scopes. Noted that this will likely change and be updated as the groups evolve - Question around whether participation was limited to just one group. Clarified that committee members may participate in both groups, as long as they have the time to engage with both - Suggested that interested members attend both initial meetings to further explore their interest before committing to join - Question around timing of initial meetings (currently one hour each). Clarified this is for the initial meeting only – moving forward these groups will be member-led with Council providing support and guidance as required. The group members themselves will dictate how much work is required and how often to meet - Clarified that typically work/activities will happen outside of these meetings, with the meetings serving as a forum for questions and updates - Question around membership of working groups, as this is not restricted to current committee members only. JB confirmed that this is correct and the committee terms of reference allow for co-opting non-members onto working groups. However all non-member applications to the working groups must be ultimately approved by JB. 	Members to notify JH of their attendance at either or both working group initial meetings by COB Friday 04/09.	ALL
7. Other business	<p>Update on Council Meeting 24/08/2020:</p> <ul style="list-style-type: none"> - Notice of Motion 79 (ESD Future Directions) - Sustainable Buildings Policy update 	<ul style="list-style-type: none"> - Contact relevant Council Officer for an update regarding manufacture and material 	JH

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

ORDINARY COUNCIL MEETING - AGENDA

4.3.1 Draft Minutes of Sustainability Advisory Committee Meeting - 2 September 2020 (Cont.)

	<ul style="list-style-type: none"> - Discussion and questions around FOGO (Food Organics and Garden Organics). Questioned whether kitchen caddies for organics will be provided free of charge in the CGD program roll-out, as in other local government areas. Cr. Kirwan (MK) confirmed caddies will be provided free of charge, but only on-demand/upon application. This is due to issues in neighbouring Council areas during which caddies were provided to all households concurrently, with many of them being found in landfill. Suggested on application ensures only engaged parties will be provided with caddies, ensuring no waste of resources - Question regarding whether the caddies will be manufactured locally in Dandenong, and the material composition (eg. Plastic, 100% recycled plastic, metal). Debate surrounding durability and end-of-life recyclability of materials versus emissions associated with manufacture - Brief description of key highlights of updated Sustainable Buildings Policy including higher Green Star requirements for major new projects, ban on gas in new buildings, net zero carbon emission requirements, and minimum solar requirements - Brief description of key highlights regarding Notice of Motion 79 (ESD Future Directions) including support of the City of Moreland's work on an evidence-base for stronger ESD requirements in the planning process. Further updates are expected in November - Cr. Kirwan (MK) thanked for his service and contribution to the Committee and wished all the very best for next steps, as he will not be running for re-election in the upcoming Council elections. 	<p>composition of proposed kitchen organics caddies</p> <ul style="list-style-type: none"> - Circulate Sustainable Buildings Policy and ESDv2.0 report to Committee Members. 	JH
--	---	---	----

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

4.3.2 Arts Advisory Board Terms of Reference (Endorsement)

File Id:	A6974410
Responsible Officer:	Director Community Services
Attachments:	Arts Advisory Board Terms of Reference

Report Summary

This report recommends amendments to refine the Arts Advisory Board Terms of Reference ahead of appointment of new members to the board in early 2021.

Recommendation Summary

This report recommends that the Arts Advisory Board Terms of Reference are endorsed as set out within the body of this report.

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)

Background

The Arts Advisory Board was established by Council in 2018 with the goal to 'support Greater Dandenong's vision for arts and culture across the municipality and provide strategic input, advocacy and specialised knowledge to guide Council's efforts to promote, support and grow arts in the City of Greater Dandenong'.

The Arts Advisory Board has been operating since 8 March 2018. The board meets a minimum of four times per year and reports back to Council annually or as matters arise. Council was last updated on board activities at a Briefing Session on 21 September 2020.

The Arts Advisory Board continues to fulfil an important role as an independent body that can provide expert guidance regarding art and cultural development policy and practice in the City of Greater Dandenong. Its diverse membership ensures that there is an in depth understanding of the specific challenges and aspirations of local artists and the broader local community and brings a sophisticated understanding of current trends in the broader arts and culture sector. There are currently three active working groups of the Arts Advisory Board which continue to provide specific insight and expertise in key areas impacting Arts and Culture in the City of Greater Dandenong, these include:

- Community Connections Working Group
- Public Art Working Group
- The Drum Theatre Working Group

Being a paid advisory committee has ensured that the Arts Advisory Board has attracted a high calibre membership with a commitment to devote time and expertise to supporting Arts and Culture in Greater Dandenong. Moving forward the board will play an important role as we approach the opening of the Springvale Community Hub, the new Greater Dandenong Gallery of Art, as well as the planning stages for future infrastructure projects such as the proposed Precinct Energy Plant building redevelopment and Keysborough South Community Hub. The expert advice provided by the Arts Advisory Board will support Council in the delivery of these major arts and culture infrastructure projects and will guide the development of operations to ensure they are in line with industry best practice.

Proposal

Amendments to the current Terms of Reference are suggested as follows:

Suggested Amendment	Rationale
Community members recruited to the Board be appointed for a period up to 3 years (with capacity for members to serve 3 consecutive terms). This 3-year period will run concurrently from the date of the first meeting attended by the appointed party to allow for staggered terms.	<ul style="list-style-type: none">• To support the continuity of expertise on the Arts Advisory Board. Accommodating appropriate succession planning to allow Board deliverables to continue to be realised without lengthy on-boarding of an entirely new board at end of term.

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)

The Arts Advisory Board's recommendation is that this amendment should be effective immediately to allow for any current members appointed mid-term to continue to serve for a 3-year duration.	
Affirming that Council will aim towards encouraging diversity in the selection of the Arts Advisory Board membership.	<ul style="list-style-type: none"> • Supporting the appropriate reflection of our multicultural community within board membership • Encouraging diversity of views and ideas within the board membership
Refining the criteria for Membership of the Arts Advisory Board to encourage diversity and inclusion within the group.	<ul style="list-style-type: none"> • Easing the burden of senior experience as a criterion of membership to encourage a wider demographic of participation on the board. • Streamlining the criteria to define expertise, experience and commitment in either the Performing Arts and/ or Arts and cultural activities as separate to additional experiences which may also be viewed favourably.
Noting that Conflicts of Interest will be required to be declared as an agenda item to each Working Group meeting.	<ul style="list-style-type: none"> • As a reflection of the Arts Advisory Board's commitment to transparency

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

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)

Opportunity

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

Council Plan 2017-21

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

People

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

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:

- Imagine 2030 Community Plan
- Arts and Cultural Heritage Strategy
- Asset Management Strategy

Related Council Policies

- Community Development Framework
- Community Engagement Policy and Framework
- Language and Communications Framework

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 financial implications associated with this report.

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)**Consultation**

Existing members of the Arts Advisory Board have been consulted in relation to the recommendations. Furthermore, Arts Advisory Board decision making has been informed by local consultation via the City of Greater Dandenong's 2019 Culture 21 Lab report, along with the diverse experience of the primarily local members that make up the board and its associated working groups.

Conclusion

The recommended amendments to the Arts Advisory Board Terms of Reference set out to support diversity and inclusion on the board. Furthermore, the recommended amendments seek to allow for appropriate succession planning by retaining board members through the accommodation of out of cycle full tenure appointments to avoid lengthy on-boarding of an entirely new board at end of tenure.

Recommendation

That Council endorses the recommended amendments to the Arts Advisory Board Terms of Reference with immediate effect.

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)

OTHER

**ARTS ADVISORY BOARD TERMS OF REFERENCE
(ENDORSEMENT)**

ATTACHMENT 1

**ARTS ADVISORY BOARD
TERMS OF REFERENCE
UPDATED 25 AUGUST 2020**

PAGES 9 (including cover)

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

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)



Arts Advisory Board

Terms of Reference

PURPOSE

The Arts Advisory Board has been established to support Greater Dandenong's vision for arts and culture across the municipality and provide strategic input, advocacy and specialised knowledge to guide Council's efforts to promote, support and grow arts in the City of Greater Dandenong. The key role of the Board is to provide independent advice and monitor and oversee the implementation of the City of Greater Dandenong Arts and Cultural Heritage Strategy.

The Arts Advisory Board replaces a number of related Advisory Committees and expands and builds on their previous scope, duties and responsibilities to advise Council on a diverse and comprehensive range of matters regarding arts and culture.

The City of Greater Dandenong plays a key role in the planning, development and support of arts and culture throughout the city. The Arts Advisory Board will address issues supporting arts and culture including:

- Oversight of the Arts and Cultural Heritage Strategy and other strategic plans such as the Drum Theatre Strategic Plan.
- Cultural venues – Heritage Hill Museum, Arts Centre and Historic Garden, Walker Street Gallery and Arts Centre, Masonic Hall Dandenong and Drum Theatre.
- Cultural participation including arts programs, projects, festivals and events.
- Support of community arts initiatives.
- Creative aspects of the built and public environment including public art.
- Support and development of local and emerging artists.
- Partnerships, funding and advocacy.

OBJECTIVES

The objectives of the Arts Advisory Board are to:

- Provide advice to Council regarding the strategic direction for arts and culture.
- Provide high-level input into the planning and management processes for arts and cultural venues and programs.
- Provide high-level advice and influence required to guide arts capital investment outcomes.
- Balance community benefit with the strategic oversight of Council's capital and operational investments for the arts.
- Consider and advocate for funding and sponsorship opportunities as they arise.

ORDINARY COUNCIL MEETING - AGENDA

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)

- Advise Council on effective marketing and visitor attraction strategies for arts and cultural venues and programs.
- Develop and promote interest in the arts.
- Support and develop local and emerging artists.
- Support community arts initiatives.
- Consider and provide advice on key Government initiatives, issues, programs and reviews.
- Monitor community feedback and changing trends regarding arts and culture engagement.

REPORTING REQUIREMENT

In accordance with Council's statutory reporting, a yearly report will be provided to Council. The nominated Councillor/s will have the opportunity to speak to the report on behalf of the Arts Advisory Board. Advice may also be provided to Council through Infosum to Councillors or a scheduled Councillor Briefing Session.

TERM OF APPOINTMENT

The Arts Advisory Board is an advisory group appointed by Council. The Advisory Board's role is to report to Council and provide appropriate advice and recommendations on matters relevant to these Terms of Reference in order to facilitate decision-making by Council. The process for appointment to the Advisory Board will be undertaken for all members in accordance with the selection process outlined in these Terms of Reference.

Independent members will be appointed to the Board for a period up to 3 years, noting that such period will run concurrently from the date of the first meeting attended by the appointed party.

MEMBERSHIP

The Arts Advisory Board will consist of up to five (5) independent members and will include representatives from the following:

- Councillor representative/s (appointed as part of the annual statutory process)
- One Council Senior Officer
- Up to five (5) external independent persons
 - At least one will need to represent the interests of the local arts community.
 - At least one will need to be a local artist (in any form) and represent the interests of the local artist community.

Members of Arts Advisory Board are 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 Advisory Board, these shall be addressed through the Selection Process.

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

In the event of a vacancy on the Advisory Board being created for any reason, the position shall be filled through the process described the Selection Process. The Board may resolve to leave the vacancy unfilled for an agreed period of time.

ORDINARY COUNCIL MEETING - AGENDA

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)**ROLE OF THE COUNCILLOR/S**

One or more Councillors shall normally be appointed annually at the Special Council meeting to determine Councillor Representation on Advisory Committees or otherwise by Council resolution. A substitute Councillor can be nominated to attend should the appointed Councillor(s) be unavailable. Should Councillors be nominated on the Arts Advisory Board, the Councillor(s) will:

- Be appointed by Council in accordance with the annual statutory Council appointments
- Act as a link between Council and the Arts Advisory Board
- At all times act in accordance with the Code of Conduct – Councillors, 12th Edition.

ROLE OF THE COUNCIL EXECUTIVE MEMBER

A senior Council Executive member (non-voting) shall be nominated by Council's Chief Executive Officer and reported to Council at the Special Council Meeting referred to above to appoint the Councillor members.

ROLE OF THE CHAIRPERSON

The Chairperson shall be an external independent member appointed by Council for purposes of the inaugural Advisory Board and then elected annually by the members. In the absence of the Chairperson from a meeting, the meeting will appoint an acting Chairperson who shall still be an external independent member.

ROLE OF THE EXTERNAL INDEPENDENT PERSONS

Council will endeavor to appoint external independent members that bring a range of complementary skills to the Advisory Board. Council will aim towards encouraging diversity within the selection of Membership of the Arts Advisory Board. Appointments of external persons shall be made by Council resolution and be for a three (3) year term. Members can only be appointed for three consecutive terms.

Remuneration will be paid to each external independent member of the Arts Advisory Board at the rate of \$3000 per annum for a Member and \$5000 per annum for the Chairperson.

SELECTION PROCESS

External independent members of the Arts Advisory Board will be achieved by calling for nominations. Specific representatives may also be invited to nominate. A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Membership.

CRITERIA FOR MEMBERSHIP OF THE ARTS ADVISORY BOARD

Nominees for membership of an Arts Advisory Board must be able to demonstrate:

ORDINARY COUNCIL MEETING - AGENDA

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)

- Knowledge and experience with community and/or business networks and linkages within the Greater Dandenong
- Experience and/ or expertise or commitment in any of the following areas:
 - Performing arts
 - Arts and cultural activities
- Experience and/ or expertise in any of the below listed additional areas will be favourably viewed:
 - Business
 - Finance
 - Marketing, communications and promotions
 - Fundraising, philanthropy and sponsorship
 - Government relations
 - Tourism
- An ability to constructively participate in an advisory capacity and exercise a range of views that reflect the diversity of the community
- Sound knowledge and understanding of local issues that are relevant to the interest area
- 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 and residents of Greater Dandenong
- A capacity to commit to the Arts Advisory Board for the required duration
- A willingness to the commit time and contribute to Arts Advisory Board activities and tasks outside regular board meetings

SELECTION PANEL

When the appointment of members of the Arts Advisory Board is required and nominations are received, the following selection panel shall convene:

- A Senior member of Council (CEO or Director)
- A Council Senior staff member from a service area that is relevant to the Arts Advisory Board.

All nominations will be assessed by the selection panel against the selection criteria.

A recommendation about the membership of the Arts Advisory Board will then be made for the consideration and endorsement of Council.

It is noted that once the Arts Advisory Board has been appointed, the selection panel will be disbanded.

RESPONSIBILITIES OF THE ARTS ADVISORY BOARD

Through advice and timely information from the Arts Advisory Board, Council will be better informed and equipped to promote, support and grow arts in the City of Greater Dandenong.

Specific responsibilities of the Arts Advisory Board are to:

- Provide advice to Council for supporting and investing in arts and culture across the municipality, through
 - provision of quality facilities

ORDINARY COUNCIL MEETING - AGENDA

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)

- diverse and accessible programs and projects
 - strong business and community partnerships
 - support of local and emerging artists
 - support of community arts initiatives
 - increasing participation of Greater Dandenong residents and visitors in Council and community initiated arts programs and initiatives
- Provide advice to Council on the implementation of relevant arts and cultural strategies
- Strengthen advocacy and act as champion for the arts in Greater Dandenong
- Provide a forum for discussion on arts industry trends and best practice in both the Local Government and arts sectors
- Represent the interests of all members in the community and act in the best interests of Council
- Act with integrity, confidentiality and objectivity.

MEETINGS OF THE ARTS ADVISORY BOARD

The Arts Advisory Board will meet a minimum of four times per year and at least once every quarter. Additional meetings will be convened at the discretion of the Chairperson or at the written request of any member of the Arts Advisory Board.

A schedule of meetings will be developed and agreed to by the members annually.

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

All meetings shall be held in a central Council venue to be decided by the Advisory Board.

WORKING GROUP/S

Working groups of the Arts Advisory Board will be established within six (6) months of the initial meeting of the Advisory Board. Working groups will report to and be chaired by one of the members of the Arts Advisory Board. Working groups will have a defined purpose i.e. they may be set up for a particular project, field of arts or particular stakeholder group.

The Advisory Board will refine the role, responsibility and resourcing of working groups, ensuring that overall responsibilities of the working groups are to:

- Ensure broad and diverse representation of the local community in arts interests.
- Provide information and feedback to the Arts Advisory Board on arts issues.
- Advocate for arts and arts engagement across the municipality.
- Support the implementation of relevant arts and cultural strategies.
- Implement particular actions or roles of the Advisory Board.

The Advisory Board will retain the ability to conclude the working groups or the groups' formal relationship with the Advisory Board at its discretion and/or at the achievement of its objectives.

Working groups will consist of a broad and diverse representation of the local community including, but not limited to:

- Residents
- Artists and creators
- Businesses
- Schools, (Primary, Secondary, and/or Tertiary)

ORDINARY COUNCIL MEETING - AGENDA

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)

- Community Groups
- Community Agencies
- Other

The Working groups will meet a minimum of two (2) times per year and at least once every financial half year. Additional meetings will be convened by the Arts Advisory Board, as required. The activities of the working groups will be reported at meetings of the Arts Advisory Board.

As a reflection of the Arts Advisory Board's commitment to transparency Conflicts of Interest will be required to be declared as an agenda item to each Working Group meeting.

Council staff will provide administrative support and service expertise to the Working groups.

ATTENDANCE AND RECORD OF MEETINGS

All meetings will have an agenda. Minutes of the meeting will record attendees, apologies, decisions and actions.

The Chairperson will oversee the preparation of the agenda in consultation with Council staff. It is noted that any member may submit agenda items prior to the finalisation and distribution of the agenda.

Council staff will provide administrative support and service expertise to the Arts Advisory Board and will ensure the timely preparation and distribution of agendas and minutes.

Advisory Board members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at, and active participation in, Advisory Board meetings. It is expected that each member of the Arts Advisory Board will attend a minimum of four meetings each year.

CHAIRPERSON

The Chairperson will be selected from the membership by the Advisory Board.

The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views to be discussed by all members of the Advisory Board.

QUORUM AND VOTING

Decisions requires a quorum of three (3), comprising at least two (2) external independent members.

It is preferable that decisions are made at meetings by reaching a consensus; however there may be circumstances where a matter is decided by a vote. Each member is entitled to one vote, except that the Chairperson may exercise a casting vote.

CONFLICT OF INTEREST

The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the Advisory Board must be fully aware of

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)

their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Advisory Board.

OFFICERS IN ATTENDANCE

The relevant Director will determine the appropriate officers to attend the Advisory Board meetings from time to time. Officers may also be co-opted to attend Working Group meetings as required.

REPORTING

The Advisory Board shall report annually to the Council summarising the activities of the Advisory Board during the previous financial year.

The Chairperson may be invited to attend Councillor Briefing Sessions on an "as needs basis" as part of the Advisory Board's performance report to Council.

GENERAL

The Advisory Board should address issues brought to the attention of the Advisory Board including responding to requests from Council for advice that are within the parameters of the Advisory Board's Terms of Reference.

4.3.2 Arts Advisory Board Terms of Reference (Endorsement) (Cont.)



Code of Conduct for Members of the Arts Advisory Board

Iagree to:

- ✓ Attend Advisory Board 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 arts sector and community perspectives.
- ✓ 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.
- ✓ Notify Council of any potential conflict of interest that may arise with respect to my participation on the Advisory Board.
- ✓ Allow Council to promote my participation in the Advisory Board in order to promote, support and grow arts in the City of Greater Dandenong.
- ✓ Not disseminate confidential information that is discussed at the Advisory Board meetings as advised by the Advisory Board chair.
- ✓ Not make any media comment on behalf of the Advisory Board in relation to the project unless approved by the Advisory Board chair.
- ✓ At all times act in accordance with the Agreed Meeting Etiquette.
- ✓ Declare any conflict of interest, direct or indirect, which may impact on my ability to carry out my duties with impartiality.

Signed: _____

Name: _____

Date: _____

Arts Advisory Board

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan

File Id:

Responsible Officer:

Director Community Services

Attachments:

Dandenong Police Paddocks Sports Precinct
Concept Plan Draft Report.
Dandenong Police Paddocks Sports Precinct
Concept Plan.

Report Summary

The purpose of the Dandenong Police Paddocks Sports Precinct Concept Plan is to guide the future improvement of the precinct. The precinct is a multipurpose sporting space for soccer, softball, baseball, cricket and Australian Rules football, and provides Council with a regional sporting events space.

The Dandenong Police Paddocks Sports Precinct Concept Plan has been prepared to not only reflect the needs and aspirations of the existing user groups, but to also improve the overall amenity, functionality and recreational value for residents and visitors.

Recommendation Summary

This report recommends that Council endorses the Dandenong Police Paddocks Sports Precinct Concept Plan.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Background

The Dandenong Police Paddocks Reserve is a site of State and national significance, particularly due to the association with Aboriginal heritage and utilisation as the Victorian Police Stud Depot for more than 80 years. Today the 499-hectare reserve located in Endeavour Hills is recognised for its areas of cultural heritage, significant indigenous flora and network of gated paths and fire management tracks, which makes it a popular destination for walkers, cyclists, birdwatchers and other naturalists.

The sports precinct within the reserve was first established in the 1970's and has been progressively developed into a combined sports area of 28.6 hectares featuring the following three sub-precincts user groups:

Northern Field Precinct <i>(the three sports fields north of Brady Road)</i>	Melbourne Strikers Cricket Club Mid-Year Cricket Association Dandenong City Soccer Club
Softball/ Baseball Precinct	Dandenong Softball Association Wheelers Hill Baseball Club
Soccer Precinct <i>(Frank Holohan Soccer Complex)</i>	Dandenong City Soccer Club

The sports precinct is located centrally within the reserve and has two vehicular access points; from the west off Brady Road and from the east off Baden Powell Drive. Whilst the City of Greater Dandenong manages and maintains the sports precinct in accordance with the terms of a lease held with Parks Victoria, the land is Crown land situated largely within the municipal area of the City of Casey.

The City of Greater Dandenong has a 21-year lease with Parks Victoria which commenced on 1 July 2012 and expires on 30 June 2033. Clause one (1) of the Lease stipulates that the permitted use of the sports precinct is "community-based sporting activities and the operation of a kiosk". Under the terms of the Lease, the City of Greater Dandenong is responsible for the maintenance of the grounds and associated infrastructure located within the sports precinct and has the authority to allow usage by sporting clubs.

Simon Leisure Consulting was appointed by Council in August 2019 to prepare a Concept Plan that will guide the future development of the sports precinct within the Dandenong Police Paddocks Reserve. Several factors and considerations were investigated during the development of the Concept Plan including to:

- better understand the future needs of the reserve user groups.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

- assess the adequacy of existing facilities to meet user needs and industry standards.
- review the effectiveness and efficiency of car parking and vehicle circulation.
- assess options to enhance the site as a destination for increased social recreation and personal fitness.

Proposal

The draft Dandenong Police Paddocks Sports Precinct Concept Plan was developed in response to the following design drivers, some of which were evident prior to the commencement of the study, and some that emerged during the study:

- Provision of compliant and fit-for-purpose sports facilities
- Provision of adequate and efficient traffic infrastructure
- Potential for the development of a new social, recreation picnic and BBQ area
- Consultation with the sports precinct user groups, Parks Victoria and Council staff
- Assessment of various options to improve and upgrade the sports precinct and its facilities
- Feedback from stakeholders on a preliminary Concept Plan.

The key elements and directions identified in the draft Concept Plan are described below and should be read in conjunction with the illustrated plans.

The numbers below correspond with the legend numbers on the draft Concept Plan:

1. New shelter

The proposed new shelter for Oval two (2) in the northern field precinct will improve the user experience for cricketers and spectators.

2. New building to provide amenities and other spaces

The proposed new building for Oval two (2) is a necessary addition to provide more sustainable sporting uses of the ovals and soccer pitch within the northern field precinct. Toilet and change amenities, storage, a small social space with a kitchenette, and an undercover spectator area are proposed.

3. New shelters with public toilet to service proposed new soccer Pitches three (3) and four (4)

The proposed redevelopment of the existing Pitch three (3) to create two new soccer fields requires two new spectator shelters and amenities. The inclusion of a single unisex toilet within each shelter is suggested due to the distance to the only available public toilets within the pavilion/grandstand building.

4. New grandstand

Approval has been granted for the construction of a new grandstand between Pitches one (1) and two (2), which will increase the undercover seating available to Pitch one (1).

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)5. Install training standard floodlighting to Fields one (1) and two (2)

The floodlighting will enable the Dandenong Softball Association and the Wheelers Hill Baseball Club to undertake outdoor game simulation training and to conduct lower level matches. New floodlighting will require a power upgrade to the precinct.

6. New batting practice cage with lighting

The batting practice cage is required to provide appropriate outdoor training facilities for the Dandenong Softball Association and the Wheelers Hill Baseball Club and will allow the internal pavilion space to be converted back to a social room.

7. Upgrade the softball/baseball precinct pavilion (Jeannie Woods Pavilion)

The internal pavilion space needs to be converted back to a social room by removing the indoor training infrastructure. The kitchen/canteen requires upgrading and the rear verandah can be enclosed to provide additional secure storage for user groups.

8. Level the outfield playing surfaces of the softball/baseball fields

The surface of the outfield areas of all pitches is uneven and requires regrading. The water supply needs upgrading to enable an adequate water supply to irrigate the outfields.

9. Cover the player dugouts for Fields one (1) and two (2) and install player dugouts for Fields three (3), four (4) and five (5). Install a shade cloth between Fields one (1) and two (2), and secure scorer's hut behind the backstop of Field two (2) for baseball.

These installations will improve the facilities for players and spectators and are consistent with minimum standards for community softball and baseball facilities.

10. Provide two new soccer pitches

This project is a significant one for the continued sustainability of the Dandenong City Soccer Club, as the net additional one soccer pitch will likely enable the training of most, if not all, club teams to be consolidated at the Dandenong Police Paddocks Reserve.

11. Extend the soccer pavilion

The size of the soccer pavilion social room does not meet the needs of the Dandenong City Soccer Club. The expansion is possible by utilising the footprint of the current bocce court. The larger social space is consistent with the classification of the pavilion as a Regional level pavilion under Council's Sports Facility Classification Framework.

12. Install new cricket practice nets to Oval one (1) within the northern field precinct

The cricket practice nets, plus the proposed new amenities building, will provide important facilities that will assist the sustainable growth and development of the Melbourne Strikers Cricket Club.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

13. Upgrade the unsealed car park within the northern field precinct

The proposed upgrades will maximise efficient use of the car park (estimated 72 spaces) and prevent uncontrolled vehicle access onto the sports fields.

14. Provide new vehicle access to Oval two (2)

It is not currently possible to drive to Oval two (2). This project to construct a new informal single lane road around Oval 1 to access Oval 2 will significantly improve the convenience for users, especially those with equipment and other items for use during cricket matches. This road will require a concrete culvert to be installed to cross over an open drain that runs along the western boundary of Oval one (1). It is proposed that a small unsealed and secured car park (24 spaces) is constructed at Oval two (2).

15. Install a new traffic control at the soccer precinct end of the existing informal access road between the soccer precinct and the softball/baseball precinct

As the access road is not fenced vehicles can drive into the bushland area. The proposed installation will prevent this unauthorised vehicle access to the bushland and would be similar to the fencing and gate installed at the softball/baseball precinct end of the access road.

16. Extend the existing car park within the soccer precinct

The existing number of car parks does not meet demand on senior and junior match days, and this will be compounded following the construction of an additional soccer pitch. The proposed additional car parking will increase the total capacity to 345 vehicles and is possible with the development of the unsealed car parking area adjacent to the entrance and the space available along the eastern side of the proposed new Pitches three (3) and four (4).

17. Modify the softball/baseball precinct car park to provide for a loop circulation

A key constraint of the car park is that there is no link between the two aisles of car parking. Installation of a cut-through at the southern end will enable vehicles to circulate throughout the whole car park. Additional security lighting within the car park is necessary to improve safety.

18. Enhance Brady Road as a cycling route

Brady Road offers a direct connection to the sports precinct for cyclists from Stud Road and the Dandenong Creek Trail. It is proposed that the road surface is improved and widened, and additional wayfinding signage installed to encourage more cyclists to access the sports precinct.

19. Construct a new car park within the soccer precinct and widen the access road

See No. 16 above in relation to the car parking directions. The reserve access road is only 4.5m wide and the narrow width creates traffic conflicts after dark, and on occasions when traffic is entering and exiting the complex simultaneously. Construction of the proposed new car parking along the reserve access road provides an opportunity to widen the road to a minimum of 6.5m and install additional street lighting.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

20. Install a swing gate to control traffic entering the softball/baseball precinct

Some vehicles currently entering the precinct on event days continue along the access road in front of the pavilion, which creates a safety risk to players and spectators moving between the pavilion and the fields. Installation of a gate at the car park entrance that can be locked into a position that directs all vehicles into the car park will provide a more secure vehicle control solution.

21. Traffic control point

The existing configuration of this traffic control point is what is proposed to be duplicated at the soccer precinct end of the existing informal access road between the soccer precinct and the softball/baseball precinct (see No. 15 above).

22. Install new barrier fencing north of the softball/baseball precinct

Unauthorised 4WD vehicles are currently driving through and around the open space area between the softball/baseball precinct and Brady Road, causing significant damage and degradation to the open space. As part of the proposal to re-purpose this area into a new picnic and BBQ area, new secure fencing will be required (see No. 29 below).

23. Allow for improved pedestrian and cycle connection between Brady Road and Baden-Powell Drive

As described in No. 18 above, the draft Concept Plan is seeking to enhance the sports precinct and surrounds as a destination for cyclists, walkers and other people for fitness purposes. This proposal is to create a separation between vehicles and pedestrians through the softball/baseball precinct that will also provide improved spectator viewing opportunities.

24. Replace and extend the fencing to the perimeter of the softball/baseball precinct

The precinct perimeter fence along the western edge does not extend around Field five (5), therefore allowing unauthorised 4WD vehicles to enter the precinct. The condition of the existing perimeter fence is in disrepair, therefore full replacement and extension of the fence will make the precinct secure.

25. Retain and upgrade the playgrounds

Two local level playgrounds are available in the softball/baseball precinct and the soccer precinct. Both are in fair condition and need to be upgraded in accordance with the standard of provision outlined in Council's Playground Strategy and Action Plan (2013).

26. Provide new pedestrian paths

A key objective of the study was to increase the social recreation and personal fitness opportunities throughout the sports precinct. The proposed new unsealed path network around the softball/baseball precinct is primarily intended for the benefit of the players and spectators using this precinct, however, its link with the proposed new picnic and BBQ area (see No. 29

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

below) will also encourage other people to utilise the loop path. The proposed paths around the new soccer pitches within the soccer precinct will largely be used by soccer spectators, but also add to the overall improvement to the walkability of the sports precinct.

27. Install basic drainage to the sports fields within the northern field precinct

Provision of basic drainage in Ovals one (1) and two (2) and the soccer pitch will improve their durability and load capacity and is consistent with the minimum standards for Community Standard level sporting facilities. All the sports fields are used in winter, so new sub-surface drainage will significantly improve their performance. These works will include the replacement of the two cricket pitches with larger strips of dimensions between 25.0m–28.0m long and 2.4m-2.8m wide.

28. Provide compliant pedestrian access between the car park and the pavilion/grandstands within the soccer precinct

The existing access between the car park and the pavilion/grandstand is stepped and is not accessible. With the expected increased use of the site, including the pavilion and the existing and proposed second grandstands, it is important that appropriate and conveniently all-abilities access is available between all public areas.

29. Develop a new picnic and BBQ area

The site identified for a new dedicated picnic, BBQ and social gathering location is the open space area between the northern boundary of the softball/baseball precinct and Brady Road. It presents as an ideal opportunity for development as it will create a quality pedestrian link between the northern field precinct and the softball/baseball precinct and will generally improve the landscape amenity of this area. The site is also easily accessible along Brady Road and from the Dandenong Creek Trail. It is proposed that several picnic tables, two BBQs, new unsealed paths, an unsealed car park angled along Brady Road (approx. 20 spaces), and some additional tree plantings will be the key features of the re-purposing of this open space area.

30. Thin vegetation either side of Brady Road

The use of the bushland area either side of Brady Road for inappropriate behaviour and uses is well known by Council, Parks Victoria, and Victoria Police. User groups also noted that it is behaviour that significantly detracts from the amenity and sense of safety of this area. The direction to thin out the bushland near Brady Road, combined with the strategies to increase the activation of the area through increased cycling, walking, and picnicking, are designed to reduce this behaviour.

The draft Concept Plan recommends 30 separate but interconnected projects for the three sub-precincts. The total estimated cost for full implementation of the Concept Plan is \$9,483,469. The projects within the leased area (City of Greater Dandenong responsibility) total \$8,666,169; whilst the estimated cost for the improvement projects outside the leased area is \$817,300. The funding responsibility for these projects will need to be negotiated between Parks Victoria and the City of Greater Dandenong, as the beneficiary from the projects may be shared.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

The practicality and order of implementation of all projects has been and will continue to be subject to several factors and criteria before proceeding, including:

- Further investigation, research and consultation to determine the feasibility of some projects
- Availability of funding
- Current and future priorities of the City of Greater Dandenong, user groups and Parks Victoria.

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
- *Outdoor Activity and Sports* – Recreation for everyone
- *Lifecycle and Social Support* – The generations supported

Place

- *Sense of Place* – One city many neighbourhoods
- *Appearance of Places* – Places and buildings

Opportunity

- *Tourism and visitors* – Diverse and interesting experiences

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

Place

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

Opportunity

- A diverse and growing economy

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

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

- Community Wellbeing Plan 2017-21
- Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030
- Sports Facility Plan – Implementation Plan Update 2018
- Open Space Strategy 2020

Related Council Policies

- Multipurpose Use of Community Facilities Policy
- Sports Ground Floodlighting Policy
- Sports Pavilion Management Policy
- Sustainable Building Policy

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

There are no financial implications associated with this report.

Consultation

A combination of meetings, interviews and site inspections were carried out with stakeholders during the project, which included sports precinct user groups, Council personnel, and Parks Victoria. Some of the consultation was undertaken during the research phase of the study, whilst other meetings and interviews were designed to receive feedback on the preliminary Concept Plan.

All precinct sporting user groups were initially consulted individually throughout October 2019. This includes the following current user groups:

- Dandenong Softball Association
- Dandenong City Soccer Club
- Melbourne Strikers Cricket Club
- Mid-Year Cricket Association
- Wheelers Hill Baseball Club.

Parks Victoria and Victoria Police were also consulted regarding the anti-social activities and potential solutions.

A Councillor Briefing Session was conducted on Monday 3 August 2020, which was followed by a public exhibition of the draft Concept Plan from Monday 17 August to Tuesday 15 September 2020. Two responses were received which were in support of the draft Plan, along with support provided by all user groups.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Relevant State Sporting Associations, including Football Victoria, Cricket Victoria, Baseball Victoria, Softball Victoria and AFL Victoria were also consulted.

Parks Victoria were consulted during the public exhibition period and provided the following requests to the Plan on Tuesday 15 September. Council has considered these requests as follows.

Parks Victoria request	Council response
The boundary of the softball field lease area be extended to Brady Road to enable Council to undertake the proposed works (as noted in number 29) and for Council to be responsible for managing and maintaining the area.	To be considered When the lease is updated it is proposed that this be considered for inclusion.
The linkage to the adjacent Dandenong Creek Trail be further considered and improved (number 18).	Not supported This is outside the scope of the draft Concept Plan and not part of the leased area.
The disturbed areas to the south of the softball fields be included in the master planning and future lease boundary. The area contains soil deposited by council and is the subject of a new lease draft.	Negotiations ongoing This matter is being handled separately to the draft Concept Plan.
Council constructs and maintains fencing along the link road (number 15) to prevent unauthorised vehicle entry in the broader parklands.	Not supported This is not required as the intent of number 15 is to install a fence and gate at the soccer precinct end of the link road, like what exists at the softball/baseball precinct side.
A gate to the west of Dandenong Creek to be installed to limit anti-social behaviour and illegal off-road damage to sporting fields and the greater park area. This gate is to be automatically closed at night.	Not supported This would be difficult to manage with the various user groups accessing the Northern and softball/baseball precincts concurrently. In addition, it may limit access to the broader reserve for informal and self-organised community usage.

Following a request from Councillors at the Councillor Briefing Session on Monday 3 August, Council's CEO Mr John Bennie PSM wrote to Mr Pandazopoulos, Parks Victoria Board Member on Tuesday 29 September regarding Council's leases within the Dandenong Police Paddocks. Mr Jackson, Parks Victoria Chief Executive Officer responded on Tuesday 20 October.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Parks Victoria advised they would like to discuss with Council the opportunity to transfer the Committee of Management of the sporting field area and its surrounds to the City of Greater Dandenong and the Department of Environment Land Water and Planning. Council will consider this however, this is to be addressed outside of the proposed Concept Plan.

Parks Victoria assesses proposals for new leases with reference to the Leasing Policy for Crown Land in Victoria (2018). This policy provides that a tenant may; if at least 50 per cent of its current leased term has passed, submit a proposal for a new lease directly to Parks Victoria for consideration. As Council currently holds a 21-year lease which does not expire until 30 June 2033, Council may make a submission for a new lease from 1 January 2023.

Parks Victoria have advised that they have recently re-treated the anti-social areas by thinning the existing vegetation to discourage inappropriate behaviour and use and enhance passive surveillance as proposed in the draft Concept Plan. Parks Victoria have advised that the Brady Road improvements proposed are not within the scope of planned works.

Conclusion

The draft Dandenong Police Paddocks Sports Precinct Concept Plan recommends 30 separate but interconnected projects for the three sub-precincts. The reserve provides a significant opportunity for the City of Greater Dandenong community to engage in traditional and informal sport and recreation opportunities and increase the municipalities capacity for sports provision for residents and visitors.

Recommendation

That Council endorses the Dandenong Police Paddocks Sports Precinct Concept Plan.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

OTHER

DANDENONG POLICE PADDOCKS SPORTS PRECINCT CONCEPT PLAN

ATTACHMENT 1

**DANDENONG POLICE PADDOCKS SPORTS
PRECINCT CONCEPT PLAN DRAFT REPORT**

PAGES 47 (including cover)

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

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)



Dandenong Police Paddocks Reserve Sports Precinct Concept Plan

May 2020 **Draft V2**



SimonLeisure

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Dandenong Police Paddocks Reserve Sports Precinct Concept Plan

About this document

This report describes the process to prepare the Dandenong Police Paddocks Reserve - Sports Precinct Concept Plan for the City of Greater Dandenong, and the resultant recommendations and key directions for the concept plan.

Acknowledgements

The support and assistance provided by the reserve user groups, Parks Victoria and the Victoria Police is acknowledged and appreciated. The study was managed and informed by a Council Project Working Group, and the guidance from this group is appreciated.

Project Working Group members:

- Tom Cullen, Project Officer – Sport & Recreation (Project Manager)
- Jane Brodie, Coordinator Strategic Design and Sustainability Planning
- Michael Smith, Coordinator Open Space Projects, City Improvement

Consultant Team

The consultant team was appointed in August 2019, and is listed below

Richard Simon
Director, Simon Leisure Consulting (sports planning consultant and Project Leader)

Lindsay Fraser
Director, Land Design Partnership (landscape architect)

Jamie Spratt
Director, **onemilegrid** (traffic engineer)



ABN 38 314 852 941
Office 1, 655 Nepean Highway Brighton East Victoria 3187
M 0458 957 824
E richard@simonleisure.com
www.simonleisure.com



4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

TABLE OF CONTENTS

1.	INTRODUCTION	1
1.1.	Study Aims and Objectives	2
1.2.	Concept Planning Process	3
2.	CONTEXT AND BACKGROUND.....	4
2.1.	City of Greater Dandenong Demographic Profile	4
2.2.	Planning Context	6
2.3.	Ownership and History	9
2.4.	Land Description	11
3.	EXISTING CONDITIONS.....	12
3.1.	Sporting and Recreation Facilities.....	13
3.2.	Traffic and Access.....	18
3.3.	Landscape.....	21
3.4.	Current Use of the Sports Precinct.....	22
4.	STAKEHOLDER ENGAGEMENT	23
4.1.	User Group Meetings	23
4.2.	Parks Victoria	24
4.3.	Victoria Police.....	25
5.	ANALYSIS OF ISSUES AND OPPORTUNITIES	26
5.1.	Developing the Northern Fields Precinct	26
5.2.	Undeveloped land within the Softball/ Baseball Precinct	27
5.3.	Expanding and Developing the Soccer Precinct	27
5.4.	Passive and Informal Recreation	28
6.	SPORTS PRECINCT CONCEPT PLAN	29
6.1.	Concept Plan Development.....	29
6.2.	Key Directions of the Concept Plan.....	29
6.3.	Cost Plan.....	32

APPENDICES

Appendix 1 – Planning Zones and Overlays
Appendix 2 – People and Groups Consulted
Appendix 3 – Dandenong Police Paddocks Reserve – Sports Precinct Concept Plan

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

1. INTRODUCTION

The City of Greater Dandenong's vision for the Dandenong Police Paddocks Reserve - Sports Precinct is that it will be a multipurpose sporting space for soccer, softball, baseball, cricket and Australian Rules football, and provide Council with a regional sporting events space.

The purpose of the Dandenong Police Paddocks Reserve Sports Precinct Concept Plan is to guide the future improvement of the precinct to achieve the vision.



The Dandenong Police Paddocks Reserve is a site of State and National significance, particularly for its association with Aboriginal heritage and for its use as the Victoria Police Stud Depot for more than 80 years. Today, the 499 hectare reserve located in Endeavour Hills is recognised for its areas of cultural heritage, significant indigenous flora, and network of gated walking paths and fire management tracks, which makes it a popular destination for walkers, cyclists, birdwatchers and other naturalists.

The sports precinct within the reserve was first established in the 1970s, and has been progressively developed into a combined sports area of 28.6 hectares featuring the following three sub-precincts user groups:

Northern Field Precinct (the 3 sports fields north of Brady Road)	Melbourne Strikers Cricket Club Mid Year Cricket Association Dandenong City Soccer Club
Softball/ Baseball Precinct	Dandenong Softball Association Wheeler's Hill Baseball Club
Soccer Precinct (Frank Holohan Soccer Complex)	Dandenong City Soccer Club

The sports precinct is located centrally within the reserve, and has two vehicular access points: from the west off Brady Road; and from the east off Baden Powell Drive. Whilst the City of Greater Dandenong manages and maintains the sports precinct in accordance with the terms of a lease with Parks Victoria, the land is Crown land situated largely within the municipal area of the City of Casey (see Figure 1).

The City of Greater Dandenong commissioned the concept planning study in August 2019 to investigate a number of factors relating to the sports precinct, including the adequacy of the existing sporting facilities and traffic management arrangements to meet current and future user group needs, the potential for the site to accommodate a range of sporting events attracting up to 5,000 people, and the opportunity for the sports precinct to better cater for passive and active recreation pursuits.

This report outlines the planning context for the development of the Dandenong Police Paddocks Reserve - Sports Precinct Concept Plan, the process undertaken, the information collected and assessed, and describes the proposed improvement projects for the sports precinct.

The inclusion and reference to projects in the concept plan does not directly commit the City of Greater Dandenong, the reserve user groups, or any other organisation to a responsibility for funding and implementation of the projects.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Figure 1 – Site Context Plan for the Dandenong Police Paddocks Reserve



1.1. Study Aims and Objectives

The aim of the study was to prepare a concept plan that will guide the future development of the sporting precinct within the Dandenong Police Paddocks Reserve. Several factors and considerations were listed in the study brief for investigation during the study, including:

- To better understand the future needs of the reserve user groups.
- To assess the adequacy of existing facilities to meet user needs and industry standards.
- To review the effectiveness and efficiency of car parking and vehicle circulation.
- To determine the capability of the sports precinct to cater for community sporting events for up to 5,000 people.
- To assess options to enhance the site as a destination for increased social recreation and personal fitness uses.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)**1.2. Concept Planning Process**

A number of research and consultative processes informed the development of the concept plan, including:

- Review of relevant planning and background reports.
- Review and assessment of the existing sporting and recreation facilities, the spatial layout of facilities and connections within each sub-precinct, traffic management arrangements, and the linkages between and beyond the three sub-precincts.
- Engagement with the reserve user groups, Council representatives, Parks Victoria, and other relevant stakeholders.
- Analysis of issues and opportunities for the sports precinct, including options to improve the sustainability and functionality of the sporting and recreation facilities, car parking arrangements, the overall presentation and amenity of each sub-precinct, and the broad recreational values of the sports precinct and the immediate surrounds.
- Preparation of issues and opportunities plans, preliminary concept plans, and the subsequent preparation of a preferred sports precinct concept plan.
- Public exhibition of the draft sports precinct concept plan (exhibition period to be determined).

The Dandenong Police Paddocks Reserve – Sports Precinct Concept Plan has been prepared to not only reflect the needs and aspirations of the existing user groups, but to also improve its overall amenity, functionality and recreational value for residents and visitors to the Police Paddocks.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

2. CONTEXT AND BACKGROUND

The development of the Dandenong Police Paddocks Reserve - Sports Precinct Concept Plan takes into account a number of research and planning considerations. This section provides a summary of the key planning and context factors that were assessed and considered during the study.

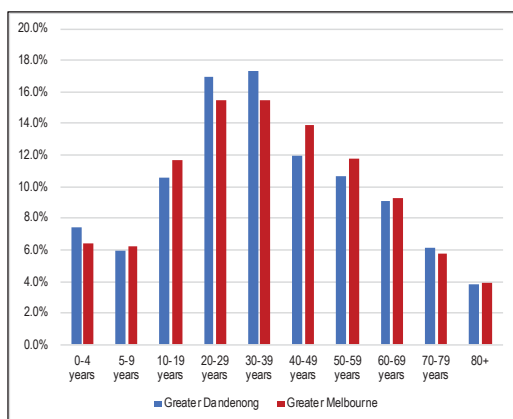
2.1. City of Greater Dandenong Demographic Profile

Whilst the Dandenong Police Paddocks is situated outside of the City of Greater Dandenong, Greater Dandenong residents make up a majority of the members in the two key tenant groups, the Dandenong City Soccer Club and the Dandenong Softball Association. Both groups have municipal-wide and beyond catchments, so it is appropriate that the demographic review consider the City as a whole, and not just Dandenong North, the closest City of Greater Dandenong suburb to the Dandenong Police Paddocks sports precinct.

Current Population Characteristics

The estimated population of the City of Greater Dandenong in 2019 was 173,933 people, an increase of 15,185 (or 9.6%) since 2016 (158,748 people)¹. Figure 2 shows that Greater Dandenong has a 'younger' population profile when compared to all of Greater Melbourne.

Figure 2 – Comparison of the Population Profile of the City of Greater Dandenong with Greater Melbourne (2019)



Greater Dandenong is the most culturally diverse local government area in Australia, with just over 70% of residents speaking a language other than English, compared to 31% for all of Greater Melbourne. The most popular languages are Vietnamese, Khmer, Chinese and Greek.

In 2016:

- The median individual weekly gross income in Greater Dandenong was \$476, the lowest level for all of Greater Melbourne.
- 25% of two-parent families with young children (<15 years) had either one or no cars compared with 18% of such families across all of Greater Melbourne.

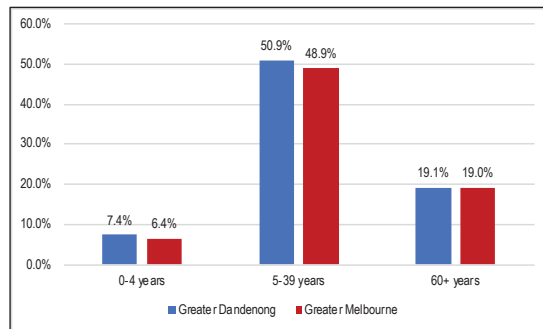
¹ Remplan, 2020

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

The age cohort of 5-39 years is important for sports facility planning, as most people who participate in organised sport fall within this age cohort². Figure 3 shows that Greater Dandenong has a slightly higher proportion of people aged 5-39 years compared to all of Greater Melbourne (50.9% to 48.9%).

Figure 3 – Comparison of Age Cohorts of the City of Greater Dandenong with Greater Melbourne (2019)

**Projected Population Growth**

The key to planning for the future demand for sporting facilities with a municipal-wide catchment is to understand the population growth of the municipality, and the level of growth for the active age cohort of 5-39 years. The trend of growth or decline in this age cohort can be a good indicator to predict with some confidence if the overall demand for specific sporting facilities is likely to increase, be stable, or decrease during the forecast period.

The population of the City of Greater Dandenong is projected to grow by an estimated 42,500 people between 2019 and 2031

Table 1 – Population Growth of the City of Greater Dandenong (2019 to 2031)

Cohort	Population 2019	Population 2031	No. Change 2019-2031	% Change 2019-2031
City of Greater Dandenong	173,933	216,422	42,489	24.4%
5-39 years	88,384	109,221	20,837	23.6%

Table 1 shows that there is projected to be an estimated 21,000 Greater Dandenong residents aged 5-39 years by 2031, for a total cohort population of nearly 110,000. The proportion of the total population aged 5-39 years will remain relatively stable at approximately 24% between 2019 and 2031.

Implications for Sports Facility Planning

The projected net increase of the population for Greater Dandenong to 2031 will result in a corresponding increase in demand for access to sporting facilities, including the soccer, cricket, and softball/ baseball facilities at the Dandenong Police Paddocks.

The high cultural diversity Greater Dandenong will continue to influence the growth in sports, such as soccer and cricket, whilst not expected to impact softball or baseball as much.

² AusPlay 2019 (AusPlay is the sport and physical activity participation tracking tool funded and coordinated by Sport Australia)

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

2.2. Planning Context

The following City of Greater Dandenong reports and strategies provided important context, background and direction for the preparation of the concept plan:

- Greater Dandenong Council Plan (2017-2021).
- Community Wellbeing Plan (2017-2021).
- Sports Facility Plan 2015 (and Implementation Plan Update 2018).
- Activate - Sport and Active Recreation Strategy 2014-2019.
- Playground Strategy and Action Plan (2013-2023).
- Football (Soccer) Development Plan (2011).
- Places For People: Open Space Strategy (2009).

Other Council plans and strategies were reviewed, and where appropriate and necessary are referenced in other sections of the study report to provide context and rationale for recommendations and other planning directions. Further, facility standards and guidelines endorsed by the State Sporting Associations for softball, baseball, soccer and cricket were reviewed, and informed the compliance assessment of facilities (refer Section 3) and some improvement projects.

The key directions from Council plans and strategies relevant to this planning study are summarised below.

Greater Dandenong Council Plan (2017- 2021)

The Council Plan identifies six objectives to guide Council's priorities for the five year period from 2017, and outlines how the Council will achieve these objectives. The following two objectives helped inform the development of the concept plan:



Strategic Objective 1 A vibrant, connected and safe community

What Council will do:

- Develop safe and well-designed public spaces which encourage public access.
- Increase community participation in physical activity through our leisure, recreation and sports services.
- Provide quality and affordable community facilities to enable effective programs and activities for all.

Strategic Objective 3 A healthy, liveable and sustainable city

What Council will do: Upgrade Council parks and reserves through the implementation of Council's Capital Improvement Program.

Community Wellbeing Plan (2017-2021)

The plan provides direction on Council's key priorities to improve health and wellbeing outcomes, and enable residents to live rewarding, healthy and socially connected lives. Four health and wellbeing priorities and associated objectives incorporate the long-term changes that Council seeks to influence over the life of the plan.



Priority 1 Community Infrastructure, Transport and Environment

Objective 1.1 Create places for people to enjoy and actively participate in their local community, including open spaces and recreational opportunities.

Priority 3 Mental and Physical Health

Objective 3.1 Improve the health and wellbeing of all residents through collaborative planning and enhancing health promoting services and opportunities.

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)**Sports Facility Plan 2015 (and Implementation Plan Update 2018)**

The plan guides the planning and strategic delivery for new and improved sporting facilities throughout the municipality. The 2018 Plan Update supersedes the 2015 and 2011 Plans. The plan includes a Sporting Grounds and Facility Classification Framework, and sports ground and infrastructure standards. The classification of sporting facilities and their level of compliance with the standards for each facility hierarchy are incorporated into the overview of existing facilities in Section 3.



The plan includes the following improvement projects for the Dandenong Police Paddocks Reserve sports precinct:

Softball sub-precinct

- Lighting installation to training standard for 4 diamonds (High priority)
- Softball pavilion upgrade (H)
- Installation of additional fencing on Diamonds 3-6 (H)
- Installation of shelters of the dug outs on Diamonds 1 and 2 (H)
- Installation of home run fences on 4 diamonds (H)
- Enlarge/ level practice throw space on Diamonds 1 and 2 (M)
- Installation of directional signage (M)

Soccer sub-precinct

- Soccer pavilion redevelopment (M).
- Lighting upgrade to training standard on Pitch 3 (M).

Other facility improvement projects for each sub-precinct are noted in the 2015 Implementation Plan that have not been completed, and the need for these were considered during the development of the concept plan.

Activate - Sport and Active Recreation Strategy 2014-2019

Activate was developed to guide Council in the provision of facilities, services and programs designed to increase participation in sport and active recreation in the City of Greater Dandenong. The strategy identified that participation levels in baseball, soccer and cricket were increasing. A number of strategic actions were developed, which are grouped under five key themes. The relevant themes are:

Theme 3 - Outdoor sporting facilities

Objective Maintain the distribution and access to quality outdoor sporting facilities.

Strategic Actions

- Liaise with Baseball Victoria to explore opportunities for the future development of baseball within the municipality.
- Support Cricket Victoria and multicultural agencies to implement cricket programs and initiatives for multicultural groups/ participants.
- Work with key stakeholders to investigate the potential establishment of regional facilities and a home base for Softball Victoria in Greater Dandenong.

Theme 4 – Informal recreation opportunities

Objective Provide informal recreation opportunities for all

Strategic Actions

- Incorporate unstructured recreation infrastructure into the planning and development of key open space areas to encourage increased levels of physical activity.
- Ensure walking paths are incorporated into master plans for key sites throughout the municipality.

ORDINARY COUNCIL MEETING - AGENDA

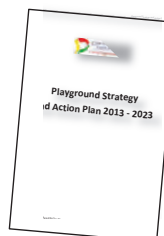
4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)**Playground Strategy and Action Plan (2013-2023)**

The strategy has been prepared to guide Council's forward planning for the provision of playgrounds throughout the City of Greater Dandenong. The overall objective of the strategy is to achieve a comprehensive playground network that meets the current and future needs of residents.

The analysis of playgrounds undertaken during the strategy identified that the two playgrounds located at Dandenong Police Paddocks Reserve are categorised as Local playgrounds and were installed in 2003. Local playgrounds are designed for residents within walking distance (generally within 400m catchment) and are typically small, junior playgrounds that cater to younger children.

The strategy provides a Playground Development Action Plan that outlines recommendations for existing and proposed playgrounds throughout the City for the next 20 years:

- Priority 48 – Upgrade Police Paddocks Reserve North playground.
- Priority 53 – Upgrade Police Paddocks Reserve South playground.

**Football (Soccer) Development Plan Policy (2011)**

The purpose of the plan is to provide a strategic direction for the future provision of soccer in the City of Greater Dandenong.

A key objective of the plan was to provide Council with direction on the possible future provision of regional/ sub regional soccer facilities. Dandenong Police Paddocks Reserve was one of six venues assessed for development into a higher level facility, however, was not recommended for development due to the site being located on State Government owned land and outside the municipal boundary, and the location is isolated and poorly serviced by public transport.

**Places For People: Open Space Strategy (2009)**

The objectives of the Open Space Strategy are to drive the provision of a quality open space network throughout the municipality, and to meet the recreational and social needs of the current and future Greater Dandenong community. The goals of the strategy are to provide:

1. A range of public parks and reserves within walking distance from most residents that are attractive, interesting, safe, readily accessible and comfortable places to be.
2. A comprehensive open space network that delivers environmental, social, health and well-being, and economic benefits to the community.

The strategy outlines broad principles for the open space network, goals for open space provision, and park development standards. A number of strategic actions were developed, which are grouped under three objectives. The relevant objective is:

Objective 2 – More sports reserves

- Strategic Actions
- Improve the carrying capacity of existing sports reserves to allow increased use
 - Establishment of further sports fields on existing passive reserves



4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

2.3. Ownership and History

Ownership

The Dandenong Police Paddocks Reserve is Crown land managed by Parks Victoria. The reserve is largely situated within the City of Casey, although a small area of the reserve east of Stud Road lies within the City of Knox.

The City of Greater Dandenong has a 21 year lease of the following three areas as described in the Lease, but which are collectively known as the sports precinct (see Figure 4):

1. Softball centre.
2. Frank Holohan Soccer Complex.
3. Three recreational areas north of Brady Road.

The Commencement Date of the Lease with Parks Victoria was 1 July 2012, and the Expiry Date is 30 June 2033. Clause 1 of the Lease stipulates that the Permitted Use of the sports precinct is "*community based sporting activities and the operation of a kiosk*".

Under the Terms of the Lease, the City of Greater Dandenong is responsible for the maintenance of the grounds and associated infrastructure located within the sports precinct, and has the authority to permit the usage of the sports precinct by sporting clubs.

Figure 4 – Land Leased to the City of Greater Dandenong (Sports Precinct)



ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)History**Dandenong Police Paddocks Reserve has considerable historical and cultural significance**

The area was originally part of the lands of the Bunurong Aboriginal people, and they knew the location as Nerre Nerre Warrene. The history and use of the reserve is noted below³ in chronological order.

1837-1838	The headquarters of the first Native Police Corps commanded by Christiaan de Villiers was stationed here. The Corps comprised of Aboriginal men, and dealt with disputes between Aboriginals and European settlers across Victoria.
1840 – 1843	The Melbourne-Westernport Aboriginal Protectorate Station was here.
1842 to 1853	The headquarters of the second Native Police Corps commanded by Henry Pultney Dana was stationed here.
1853 – 1931	The Victoria Police Horse Stud Depot was located here where horses were bred, trained and spelled.
1869 – 1963	The site was home to a succession of Queensland Aboriginal trackers, brought down initially to assist in the search for bushranger Ned Kelly. Later, Aboriginal people worked as trackers with the Victorian Police during this era, and until 1931, many of the trackers were based here with the Victorian Police Horse Stud Depot.
1930 to 1957	Farming, grazing, and agriculture of parts of the reserve.
1941	Dandenong National Park formed in the north section of the reserve, renamed Churchill National Park in 1944.
1962	The stone house and barracks of the Victorian Police Horse Stud Depot were demolished to make the site safe for the 1964-65 Scout Jamboree.
1962 – 1963	Gated roadways in the hill area were constructed in preparation for the Scout Jamboree.
Dec 1964 to Jan 1965	7th Australian Scout Jamboree is held at the reserve. It attracted 16,000 boys from 21 countries, and ran for 12 days.
1960s	Recreational areas and walking trails developed.
1978	Dandenong Softball Association commences occupancy at the reserve.
1980	The Frank Holohan Soccer Complex is constructed.

Figure 5 – Historic Photographs of the Dandenong Police Paddocks Reserve



³ Source: Author, Robert V. J. Padula, OAM

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

2.4. Land Description

The Dandenong Police Paddocks Reserve comprises an area of approximately 499 hectares. The three sites that make up the sports precinct have a combined area of approximately 28.6 hectares.

The entire reserve, including the sports precinct, is zoned *Public Conservation and Resource Zone* (see Appendix 1). The current sporting and recreational uses of the sports precinct are consistent with this zoning, as the facilities are “open sports grounds”.

Parts of the sports precinct are subject to the following planning overlays:

1. Land Subject to Inundation Overlay (see Appendix 1).
2. Bushfire Management Overlay (see Appendix 1).

Land Subject to Inundation Overlay

The purpose of the Overlay is:

- To identify land in a flood storage or flood fringe area affected by the 1 in 100 year flood, or any other area determined by the floodplain management authority.
- To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.
- To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.

The stormwater overland flow path covered by the Overlay follows the alignment of Brady Road and directly impacts only a small area of land that is the sports precinct: the very southern section of the northern sports fields precinct; and the very northern section of the softball/ baseball precinct.

The impact of the conditions of the Overlay that are relevant to this study include:

- That a permit is required to construct a building or to construct or carry out other works, including a fence, roadworks, bicycle pathways and trails, and public toilets.
- That a permit is not required to construct an open building with no walls or a picnic shelter, or to carry out replacement of fences of the same materials as the existing fence.

Bushfire Management Overlay

The purpose of the Overlay is:

- To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.
- To identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.
- To ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.

All land that is the sports precinct is impacted by this Overlay, except a majority of the soccer pitch located in the northern sports fields precinct. The impact of the conditions of the Overlay that are relevant to this study include that a permit is required to construct a building or to construct or carry out other works associated with a use for leisure and recreation. However, this does not apply to a building or works with a floor area of less than 100m² not used for accommodation and ancillary to a dwelling, or to a building or works associated with timber production provided the buildings or works are not within 150 metres of accommodation or land zoned for residential or rural residential. Under these requirements, any building works proposed for the sports precinct will not be directly impacted by the Bushfire Management Overlay.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

3. EXISTING CONDITIONS

Council has a four-level classification framework that it is applied to all sporting facilities.

1. National/ State.
2. Regional.
3. Community Premium.
4. Community Standard.

The classification framework guides the level and quality of sport facility provision, and playing surface standards. Table 1 shows the classification for each of the sporting facilities available within the Dandenong Police Paddocks Reserve sports precinct. This classification, and the associated standards and guidelines relevant for each level of the hierarchy, were important considerations during the review of facilities, and influenced proposed improvements outlined in the Dandenong Police Paddocks - Sports Precinct Concept Plan.

Table 2 – Sports Ground Classification for Sports Precinct Facilities

Sport Facility	Sports Ground Classification				Pavilion Classification
	National/ State	Regional	Community Premium	Community Standard	
Northern Oval Precinct					
- Oval 1				✓	N/A
- Oval 2				✓	
- Soccer Pitch				✓	
Softball/ Baseball Precinct					
- Softball/ Baseball Fields 1 - 5				✓	Community Standard
Soccer Precinct					
- Soccer Pitch 1		✓			Regional
- Soccer Pitch 2			✓		
- Soccer Pitch 3			✓		

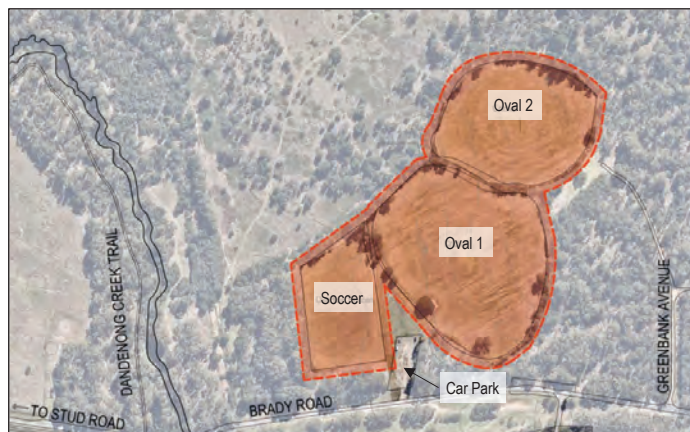
The consultant team undertook a review of all existing sporting and recreation facilities, traffic and access, and landscape settings in September 2019. Several other follow-up inspections of facilities were undertaken during consultation meetings with user groups and Council staff.

This section describes all key facilities and spaces currently available within the sports precinct, and identifies issues and opportunities evident. Preliminary recommendations and future directions for the sports precinct are also reported. An important reference document used to inform the condition of the playing surfaces was the Sportsfield Review, Sports Turf Consultants (October 2018).

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

3.1. Sporting and Recreation Facilities

Northern Field Precinct



- **Two ovals**

Oval 1 is an irregular shape of approximate dimensions 185m long x 175m wide. It has a synthetic surface cricket wicket and no other below ground or above ground infrastructure. The playing surface has the preferred north-south orientation and is assessed in the 2018 Sportsfield Review as being uneven but otherwise in very good condition.

Oval 2 has a more regular oval shape of approximate dimensions 135m long x 175m wide. It also has a synthetic surface cricket wicket and no other supporting infrastructure. The playing surface has a north-south orientation and is assessed as being uneven but otherwise in very good condition. There is no public vehicle access directly to Oval 2, due to the security gate installed on Brady Road just east of the entrance into the softball/ baseball precinct.

Both cricket wickets are approximately 2.0m wide, which is narrower than the recommended width of 2.4m-2.8m⁴. The wicket on Oval 2 is significantly less than the recommended length of 25m-28m.

Under Council's sports facility classification system, both ovals are Community Standard level sporting facilities. Infrastructure not available but which should be under this classification includes drainage and irrigation, training standard floodlighting (if required), and spectator shade/ viewing areas. There is no onsite access to toilets, running water, or storage.

- **Soccer pitch** of compliant dimensions for senior competition of 100m long x 68m wide. The playing surface has the preferred north-south orientation and is assessed in the Sportsfield Review as being uneven but otherwise in very good condition.

The pitch is a Community Standard level sporting facility, and deficiencies under this classification are the same as the ovals above.



⁴ Source: Community Cricket Facility Guidelines, Cricket Australia (2015)

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Softball/ Baseball Precinct



- There are **five skinned softball fields** with two fields being used for baseball (No.s 2 & 5). The table below indicates which fields are able to accommodate compliant outfield distances for fast pitch softball and baseball fields, in accordance with Softball Australia and Baseball Australia preferred dimensions.

Field No.	Softball		Baseball	
	Female	Male	Female	Male
1	✓	✓	✓	✗
2	✓	✓	✓	✓
3	✗	✗	✗	✗
4	✓	✗*	✗*	✗*
5	✓	✗	✓	✗
Overflow	✗	✗	✗	✗

* Field 4 cannot meet minimum dimensions when Field 2 is in use

The foul line fencing and player dug-outs are to standard for softball on Fields 1 & 2 only. None of the Fields comply with preferred fencing and backnet standards for baseball, however, Baseball Victoria is flexible in relation to fencing standards for fields being used jointly for softball. None of the Fields are floodlit, which is a constraint for both user groups, especially baseball, as it is a winter sport which requires floodlights for training. Floodlights also add flexibility for match scheduling. New floodlighting will require an upgrade to the power supply to the precinct.

The outfield playing surfaces have irrigation but no drainage infrastructure, and are assessed in the 2018 Sportsfield Review as being uneven but otherwise in good to excellent condition. During

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

the consultant team inspection, wheel marks were evident across some of the outfield area, which was due to unauthorised/hoon vehicle damage. The precinct perimeter fence does not extend around Field 5, and so allows unauthorised 4WD vehicles to enter the precinct. The perimeter fence should be renewed and extended.

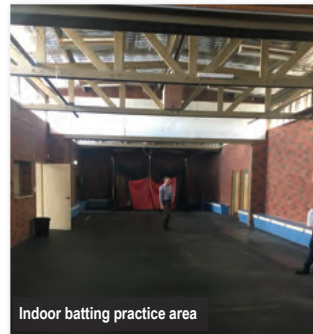
The **batting and pitching practice area** adjacent to Field 1 is inadequate for softball and baseball training and competition warm-up needs.

Under Council's sports facility classification system, the fields are Community Standard level sporting facilities. Infrastructure not available but which should be under this classification includes drainage infrastructure, and training standard floodlighting.



- The **sports pavilion** (the Jeannie Wood Pavilion) comprises of home and away player change rooms and amenities (recently upgraded), a social area that has been converted into an indoor training space, a combined kitchen/ canteen, an office/ meeting room, and an accessible toilet with external access. The building incorporates a large covered verandah area.

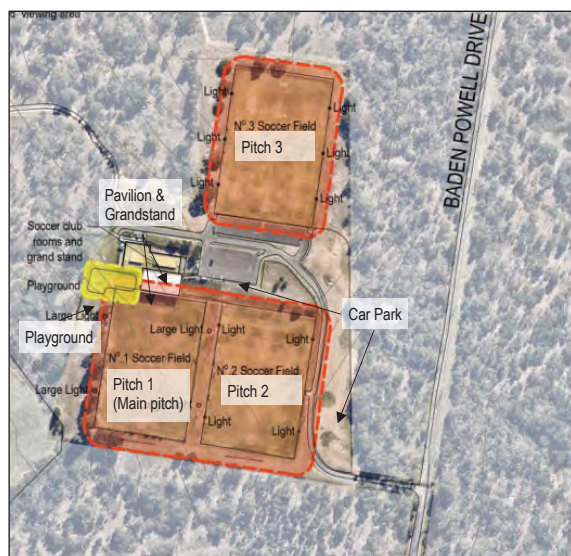
The building is in good condition, however, the kitchen requires upgrading, there is a lack of storage, and the social room is not fit for purpose. Under Council's pavilion classification system, the pavilion is a Community Standard level and should contain an umpires/ referees change room, a first aid room, and a bar.



- The **playground** is a Local level playground, and is in good condition. It meets the standards of provision as outlined in Council's Playground Strategy and Action Plan (2013).
- The **cleared, uneven, degraded area** south of Field 5 is currently outside of the Council's leased area and has no current function. Feedback from Council officers suggest that the area has always been set aside for future sports fields, either as an extension of the softball facilities or as a site to accommodate additional soccer fields. A task of this study was to consider options for the future use of the area for additional sports fields, pending demand and the feasibility of developing the site.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Soccer Precinct (Frank Holohan Soccer Complex)



- The soccer precinct comprises **three natural grass soccer pitches**, all in the preferred north-south orientation, and all exceed the minimum dimensions to accommodate community-based open-age soccer competition (100m long x 64m wide).

The **main pitch** has been developed to a higher standard, with in-fill pitch perimeter fencing, covered player benches, an electronic scoreboard, competition standard floodlights, fenced player and official pitch access, and a grandstand seating approximately 430 people under cover. A second grandstand with covered seating for the main pitch is scheduled for construction in 2020.

Under Council's sports facility classification system, Pitch 1 is a Regional level sporting facility, and all infrastructure required for a Regional level pitch is available.



ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Pitches 2 & 3 are fenced, which needs replacing, and both are floodlit: Pitch 2 to training standard; and Pitch 3 is below training standard. Pitches 2 & 3 are Community Premium. Infrastructure not available for Pitch 2, but which should be under a Community Premium classification, includes electronic scoreboard and spectator shade/ viewing area. For Pitch 3, infrastructure not available, but which should be under a Community Premium classification, includes (compliant) floodlighting to training standard, an electronic scoreboard, player benches, and spectator shade/ viewing area.

All playing surfaces have sub-surface irrigation and drainage infrastructure, and are assessed in the 2018 Sportsfield Review as being in good to very good condition. The Review identified high wear and tear in the goal mouths of each pitch as being an issue, and this was also evident when inspected by the consultant team. The general condition of the playing surface of Pitches 2 & 3 were also average when inspected by the consultant team, due to overuse during the preceding winter season.

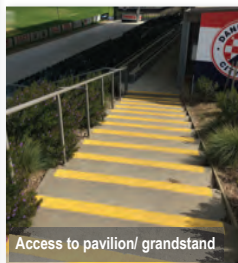
- The **sports pavilion** comprises of four player change rooms and a referees change room, a social room, a canteen and kitchen plus stores, a bar, an office/ merchandise room, and internal toilets. The pavilion is in good condition, and generally meets Council's and Football Victoria's minimum spatial requirements for a Regional level pavilion.

The building is in good condition, however, a key deficiency of the pavilion is that the entry path to the main entrance is not accessible. An accessible entrance is located at the rear of the pavilion, and requires a person to have to move through the change room area to access the front door of the social room, and the accessible viewing areas within the grandstand.

- The **playground** is a Local level playground, and is in fair condition and needs to be upgraded. It meets the standards of provision as outlined in Council's Playground Strategy and Action Plan (2013).
- A **bocce court** constructed by the Dandenong City Soccer Club is located behind the pavilion, and is in good condition.



Soccer pavilion social room



Access to pavilion/ grandstand



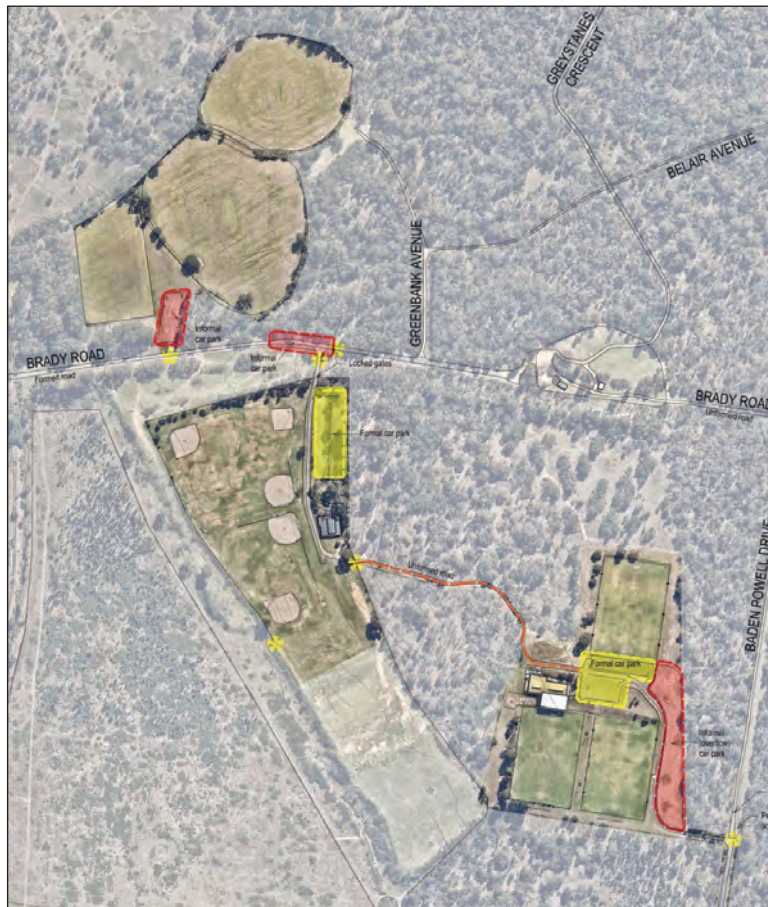
Bocce court and potential location for pavilion social room extension

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

3.2. Traffic and Access

The sports precinct comprises two large sealed car parks and two unsealed informal car parks. Each of the three sub-precincts has a dedicated vehicle entry, and the softball/ baseball precinct is connected to the soccer precinct via an unsealed and gated track. (See Figure 6)

Figure 6 – Car Parking and Access



Northern Field Precinct

Access to this precinct is off Brady Road, which ends with the unsealed car park with capacity for an estimated 40 cars. The capacity is adequate for the usage. The car parking is ad hoc and its efficiency could be improved if it was formalised (but could remain unsealed). Whilst the car park is fenced with bollards, there is evidence that this fence treatment is not wholly effective at containing vehicles to the car park, and should be replaced with a more secure fence treatment.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

As mentioned in Section 3.1, there is no public vehicle access directly to Oval 2. An opportunity exists to install a connecting unsealed road from this car park around Oval 1 to Oval 2. The open drain running around the western boundary of Oval 1 would need to be crossed using a concrete culvert, or similar.

An informal car parking area exists on Brady Road opposite the entrance into the softball/ baseball precinct. Whilst outside of the sports precinct boundary, it has been considered as part of the overall provision of car parking and recreational opportunities.



Softball/ Baseball Precinct

Access to this precinct is off Brady Road, via a gated entrance that provides access to a formed car park and to a sealed internal access to the precinct pavilion and to the unsealed track between this precinct and the soccer precinct.

The car park has a capacity of 147 spaces divided equally between two aisles of car parking. The car park surface is in good condition, and the capacity of the car park exceeds the current requirements of the two tenants for domestic competition. A key constraint of the car park is that there is no link between the two aisles of car parking. Installation of a cut-through at the southern end will enable vehicles to circulate throughout the whole car park.

The pavilion access road surface is also in good condition. It is not ideal that the road passes between the pavilion and the sports fields from a safety perspective. The user groups confirmed this issue, as they explained that whilst they cone-off this access road at the car park entrance during competition, drivers seeking access to the soccer complex via the connecting track frequently drive around the cones and into the area around the pavilion where players and spectators are walking. A more secure vehicle control solution is required at the car park entrance.

There is currently no delineation between pedestrians and vehicles along this internal access road.



4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)**Soccer Precinct**

Access to this precinct is off Baden Powell Drive via a gated entrance that provides access into the soccer complex on a recently constructed sealed access road, however, the road was constructed to only 4.5m wide. The road leads to a large sealed car park, the three soccer pitches and the pavilion.

The car park comprises two sections with a combined capacity of 101 spaces: the section overlooking Pitch 2 has 45 spaces; and the section overlooking Pitch 3 has 56 spaces. The car park surface is in excellent condition, and there is street lighting. The capacity of the sealed car park is adequate for training, but does not accommodate the demand generated for junior match days and for home games by the senior men's team.

Overflow car parking is currently accommodated in the unsealed area of land north of the pavilion, and on the unsealed land east of the access road just beyond the entrance to the soccer precinct. The lack of lighting and the narrow width of the access road create traffic conflicts after dark and on occasions when traffic is entering and exiting the complex simultaneously (training nights and junior competition days).

Opportunities that required investigation during the development of the concept plan included increasing the number of car parking (particularly if the number of pitches is to increase), widening the access road, formalising the connecting track between the Soccer and Softball/ Baseball Precincts.

There is currently no delineation between pedestrians and vehicles along this internal access road.



4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

3.3. Landscape

The prevailing vegetation class around the northern field and softball/ baseball sub-precincts is Swampy Woodland (EVC 937), and around the soccer sub-precinct it is Grassy Woodland (EVC 175). However, within each of the three sub-precincts (and the leased area by Council), most of the available open space areas are sportsfields and associated hard and soft infrastructure.

All sub-precincts have mature Eucalypts, mainly as boundary plantings, and other more recently planted exotic trees around pavilions and car parks. All sub-precincts will benefit from additional tree plantings to improve the overall landscape amenity, especially within and around the large sealed car parks.

None of the sub-precincts have any social recreation areas suitable for picnics, BBQs or other social gatherings, which is understandable given the primary focus of each sub-precinct being sport, and the fact that the softball/ baseball sub-precinct and soccer sub-precinct are locked and secured areas when not in use. A key objective of this study was to assess options to enhance the sports precinct as a destination for increased social recreation and personal fitness uses, and opportunities considered are outlined in Section 5. A couple of attributes of the sports precinct and surrounding area that support the potential for providing picnic and social gathering facilities, are the overall quality of the bushland setting of the Dandenong Police Paddocks Reserve, and the close location of the northern field and softball/ baseball sub-precincts to the Dandenong Creek Trail.

Previous sections have noted the constraints of the existing provision for pedestrians throughout the sports precinct – whether these are sports participants or spectators, or people using the sports precinct to walk, jog or cycle through it.



4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

3.4. Current Use of the Sports Precinct

The sports precinct is the headquarter venue for four sports clubs/ associations, and the Mid Year Cricket Association hires 2 ovals each winter.

Melbourne Strikers Cricket Club

Year founded: 2010
Year to Police Paddocks: 2013
Membership 2019/20: approx. 25
No. Teams 2019/20: Summer season: 2 teams (1 turf); Winter season: 2 teams (both synthetic)
Use of Police Paddocks: Northern Field Precinct
Summer season: Oval 1 (Saturday)
Winter season: Oval 1 (Saturday)

Mid Year Cricket Association

Year founded: 2010
Year to Police Paddocks: 2013
Membership 2019: Not Applicable
No. Teams 2019: Not Applicable
Use of Police Paddocks: Northern Field Precinct
Winter season: Ovals 1 & 2 (Saturday)

Dandenong Softball Association

Year founded: 2010
Year to Police Paddocks: 1980
Membership 2019: approx. 112
No. Teams 2019: Summer season: 2 clubs (Pinewood and Southern Knights), 9 teams
Use of Police Paddocks: Softball/ Baseball Precinct (has 12 month lease)
Summer season: all Fields and the pavilion (Monday – Sunday)
Winter season: all Fields and the pavilion (Monday – Sunday)

Wheeler's Hill Baseball Club

Year founded: 2008
Year to Police Paddocks: 2019
Membership 2019: approx. 60
No. Teams 2019: Summer season: 2 teams; Winter season: 5 teams
Use of Police Paddocks: Softball/ Baseball Precinct
Summer season: Fields 2 & 5 and the pavilion (Thursday & Saturday)
Summer season: Fields 2 & 5 and the pavilion (Thursday & Saturday)

Dandenong City Soccer Club

Year founded: 1953
Year to Police Paddocks: 1980
Membership 2019: approx. 350
No. Teams 2019: Winter season: 23 teams and Mini Roos
Use of Police Paddocks: Soccer Precinct (has 12 month lease)
Winter season: all Pitches and the pavilion (Monday – Sunday)
Summer season: all Pitches and the pavilion (Monday – Sunday)

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

4. STAKEHOLDER ENGAGEMENT

A combination of meetings, interviews, and site inspections were carried out with stakeholders during the project, which included sports precinct user groups, Council personnel, and Parks Victoria. Some of the consultation was undertaken during the research phase of the study, whilst other meetings and interviews were designed to receive feedback on preliminary concept plans.

The key information collected from stakeholders informed the development of the Dandenong Police Paddocks Reserve - Sports Precinct Concept Plan.

Date	Meeting Type/ Stakeholder
29 August 2019	Project Start-Up Meeting: Project Working Group (PWG)
10 September 2019	Onsite Review Meeting: Consultant Team and relevant Council staff
9 & 10 October 2019	User Group meetings: <ul style="list-style-type: none">- Melbourne Strikers Cricket Club- Mid Year Cricket Association- Dandenong Softball Association- Wheelers Hill Baseball Club- Dandenong City Soccer Club
17 October 2019	User Group meetings: <ul style="list-style-type: none">- Melbourne Strikers Cricket Club- Mid Year Cricket Association Meeting: Parks Victoria
24 October 2019	Onsite Review Meeting: VicPol representative and Council's Project Manager
25 October 2019	Visioning Workshop: PWG and other relevant Council staff
5 March 2020	1 st Concept Plan Review Meeting: PWG and other relevant Council staff
7 & 14 April 2020	1 st Concept Plan Review (Zoom) Meetings: <ul style="list-style-type: none">- All User Groups- Parks Victoria

A summary of the key outcomes, suggestions and comments from the 1st round of stakeholder meetings are provided below. See Appendix 2 for a list of people and groups consulted, and the full write-up of each meeting.

All stakeholders contributed to the development of the final Sports Precinct Concept Plan by providing feedback on preliminary and draft concept plans. All groups supported the directions of the draft concept plan when presented the plan in April 2020, and key feedback received from these meetings has been incorporated into the discussion and analysis of issues and opportunities outlined in Section 5.

4.1. User Group Meetings

Melbourne Strikers Cricket Club

- Area needs a pavilion with change rooms and toilets, a kitchen, a small social space, and storage.
- Area needs cricket practice nets to allow the Club to train at the reserve (all training currently occurs off-site at the Mount View Primary School).
- Oval 2 has poor drainage.
- Pedestrian/ vehicle access to Oval 2 is required from the Brady Road car park.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Mid Year Cricket Association

- Area needs a pavilion with change rooms and toilets, a kitchen, a small social space (prefer a pavilion located between Ovals 1 & 2, but if not possible then Oval 2 requires a shelter).
- Ovals 1 & 2 have poor drainage.

Dandenong Softball Association

- Outfield areas need levelling/ top dressing, and damage occurs from unauthorised 4WD access.
- Increased player/ spectator shade required.
- Floodlighting for Diamonds 1 & 2 are required.
- Pavilion generally meets all needs, with the key issues being the outdated kitchen and lack of adequate equipment storage.
- Association identified an opportunity to develop the southern land for joint-use softball/ soccer fields.

Wheeler's Hill Baseball Club

- Permanent pitching mounds are preferred (but the Club is happy to utilise portable mounds to work-in with softball).
- Diamond 5 requires a larger skinned in-field.
- Diamonds 2 & 5 require shaded dug-outs.
- Floodlighting required for Diamond 2.

Dandenong City Soccer Club

- Police Paddocks soccer precinct can only accommodate the training needs of all sub-junior teams; all open age teams currently train at Tatterson Park.
- All matches for all teams are accommodated within the Police Paddocks soccer precinct.
- Club suggests that ideally, 8 pitches are required to cover training (x 4) and matches (x 4).
- Current provision of five changerooms in the pavilion is sufficient to meet current and future needs.
- A new spectator grandstand has been approved for construction between the two main pitches.
- Club would like to enlarge the social room by building over the bocce court, which has limited use.
- Additional sealed car parking is required.
- The width of the access road is too narrow at 4.5m, and street lighting is required along the access road.
- Spectator accessibility around the soccer precinct needs improving.

4.2. Parks Victoria

Parks Victoria's overall objective/ role for the Dandenong Police Paddocks Reserve is to:

- Maintain the vegetation/ re-vegetation programs.
- Maintain the habitat.
- Maintain and promote the tracks and trails.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Observations/ Input into the planning process:

- The bushland around the Brady Road locked gate attracts anti-social activity.
- Parks Victoria is undertaking a large program of re-vegetation around the Police Paddocks Reserve.
- Links to and from the sporting precincts into the broader Police Paddocks Reserve are important to develop.
- 4WDs are causing extensive damage to the bushland areas.

4.3. Victoria Police

A meeting was held with the local community policing representative to inform them of the planning study, and to also seek input. They confirmed the incidence of anti-social activity within the bushland area off Brady Road, and they noted that increased patrols were occurring around the sports precinct following reports received in September 2019 of damage to the sports field surfaces by hoon drivers.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

5. ANALYSIS OF ISSUES AND OPPORTUNITIES

Four key considerations for the Dandenong Police Paddocks Reserve sports precinct were investigated during the concept planning study:

1. Developing the northern fields precinct as a more sustainable sporting facility.
2. Confirming that the undeveloped land within the softball/ baseball precinct is surplus to needs.
3. Expanding and developing the soccer precinct to better meet needs.
4. Increasing the opportunities for passive and informal recreation.

The following sections review and consider these items.

5.1. Developing the Northern Fields Precinct

The Northern Field Precinct is now regularly used for cricket matches and for soccer training, however, does not meet all the standards endorsed by Council for a Community Standard sporting facility. The key deficiencies and constraints are:

- The lack of any amenities (change rooms, toilets and showers, and storage) to service user groups for training or match day needs.
- The ovals and soccer pitch lack drainage and irrigation, training standard floodlighting, and spectator shade/ viewing areas.
- There is no public vehicle access directly to Oval 2.

The user groups confirmed these as their key issues currently with the site. Having been based at Oval 1 in the northern fields precinct since 2013, the Melbourne Strikers Cricket Club now considers the site as their headquarter facility. Whilst only a small club presently, it will be difficult for the Club to grow and develop with no clubroom facility or cricket practice nets onsite.

The Mid Year Cricket Association fixtures matches on the two ovals, and the lack of amenities creates challenges for visiting clubs, as all water and equipment needs to be transported in, and whilst the public toilet at the softball/ baseball precinct is available for use, it is approximately 550m from Oval 1, and more than 700m from Oval 2. Younger teams with the Dandenong City Soccer Club are the main user of the soccer pitch, for mid-week training. Whilst the lack of floodlights can be managed, the lack of amenities is also a key constraint for players and their parents who generally stay for the duration of the training sessions.

It is recommended that a basic pavilion (estimated 110sqm plus verandah) be provided with the following facilities, as a minimum:

- A multipurpose room (could be used for changing, afternoon teas, meeting space), say 45sqm
- A kitchenette connected to the multipurpose providing basic facilities, say 5-8sqm
- Separate male and female toilets, with 2 pans, 1 cubicle shower with bench, 1 hand basin, and small bench seat/ changing space, say 15sqm
- Internal store (furniture), say 5sqm
- 1 unisex Accessible toilet with hand basin and external access (serves as a public toilet), say 8sqm
- 1 external store, say 15sqm
- Verandah/ Shelter, say 30sqm

The pavilion could be provided as a modular building, and would be best located centrally between Oval 1 and the soccer pitch. A new pavilion will require water and power services to be connected to the precinct.

A controlled vehicle access from the car park to Oval 2 is necessary, since the previous public access via Greenbank Avenue was closed off. It is recommended that this access be an informal (unsealed) single

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

lane road that traverses the boundary of Oval 1 to a small unsealed car park at Oval 2. This road will need to cross over an open drain that runs along the western boundary of Oval 1, and it is suggested that the crossing be in the form of a concrete culvert.

The optimum location for a two lane cricket practice facility will be in the southwest corner of Oval 1 to ensure good access from the car park and the proposed new pavilion. Installing floodlights to the soccer pitch is not considered necessary, with the proposed additional floodlit soccer pitch at the soccer precinct. The current soccer pitch can continue to be an optional training venue for younger age teams training prior to nightfall.

5.2. Undeveloped land within the Softball/ Baseball Precinct

A task during the study was to confirm if the undeveloped land at the southern end of the softball/ baseball precinct was required for future use as sports fields. The conclusion is that the land is not required in the short to medium term for development into either softball or baseball fields, or soccer pitches. This conclusion is based on:

- The existing five softball/ baseball fields are adequate to meet the domestic competition needs of the Dandenong Softball Association and the Wheelers Hill Baseball Club.
- It is unlikely that Softball Victoria will schedule large softball tournaments at the Police Paddocks Reserve in the future, given the decision to develop the Jells Park softball complex as the Softball Centre of Excellence in Victoria.
- The distance and grade change between the undeveloped land and the soccer pavilion, plus the need for a new vehicle connection between both sites, makes it unfeasible to consider the undeveloped land as a potential site for additional pitches for the Dandenong City Soccer Club.
- Background information concerning the capping of this former landfill site, suggests that it may be costly to develop and maintain the site as future sporting fields.

The opportunity to expand the current site of Pitch 3 to enable two new soccer pitches to be developed also removed the need to investigate more fully the viability to utilise the site for new soccer pitches.

5.3. Expanding and Developing the Soccer Precinct

Dandenong City Soccer Club is one of the largest soccer clubs in the City of Greater Dandenong. It is a National Premier League Club with a substantial junior program to underpin its elite senior teams. It has been based at the Dandenong Police Paddocks Reserve since 1980, and continues to grow and develop at the venue. Some of the key constraints with the soccer complex include:

- Can only accommodate the training needs of its sub-junior teams on the existing three pitches.
- Size of the pavilion social room does not meet the needs of the Club.
- The accessibility of the grandstand and social room is less than satisfactory, as it requires people with poor mobility to access them via the rear of the pavilion and through the change room area.
- Additional sealed car parking is required.

Parks Victoria identified that the bushland around Pitch 3 is not of high value and could be utilised to expand the total available sports field area. An assessment of options to install two soccer pitches on the site of current Pitch 3, concluded that two full-size pitches orientated east-west would provide the best outcome given the constraints to encroach too far west into the bushland. Whilst the east-west orientation of the pitches is not ideal, it is acceptable given that the pitches will be mainly used for junior matches. The expansion of the Pitch 3 site will require the area leased by Council to be expanded. Parks Victoria staff consulted during the study indicated that such a request would likely be supported by Parks Victoria.

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

The concept plan shows two pitches, both floodlit, and supported by spectator shelters and a pedestrian path outside the fenced area of the pitches. It is proposed that the pitches be initially constructed as natural turf pitches, with their future conversion to synthetic subject to need and available funding. The Dandenong City Soccer Club indicated during the study that the addition of a fourth pitch will likely enable the training of most, if not all, teams to be consolidated at the Dandenong Police Paddocks Reserve (includes use of the single pitch in the northern fields precinct).

An opportunity to extend the pavilion social room exists by utilising the footprint of the current bocce court, and surrounding area. The social room shares an exterior wall with the bocce court area. The concept plan supports this pavilion extension, as a larger social space is consistent with the classification of the pavilion as a Regional level pavilion under Council's Sports Facility Classification Framework.

The concept plan also includes a direction to provide compliant access between the main car park and the grandstand/ pavilion building. The grade change is significant between the two sites, and the design development process will need to explore how the embankment in front of the car park and adjacent to the grandstand/ pavilion can be used to introduce a ramp system.

An estimated total of 345 sealed car parks are allowed for in the concept plan, which is an additional 234 spaces on the 111 car parks currently available. The additional car parks are possible with the development of the unsealed car parking area adjacent to the entrance into the soccer precinct, and the space available along the eastern side of the proposed new Pitches 3 & 4. Safety improvements to the traffic management are also proposed with the widening of the reserve access road to a minimum 6.5m, and the installation of additional street lighting within the car parks and along the reserve access road.

5.4. Passive and Informal Recreation

The sports precinct currently presents primarily as a sports reserve, and as previously mentioned, none of the sub-precincts have any social recreation areas suitable for picnics, BBQs or other social gatherings. One of the objectives of the study was to investigate the potential for new picnic and social gathering facilities in and around the sports precinct to increase the activation of the site and potentially deter some of the inappropriate behaviour occurring within the bushland either side of Brady Road, and to capitalise on the close proximity of the sports precinct to the section of the Dandenong Creek Trail that crosses Brady Road.

The opportunity for a dedicated picnic, BBQ and social gathering site is largely restricted to areas outside the three sub-precincts, as two of them are gated, which prevents vehicle access at times when sport is not in progress. The site identified for a new passive recreation area the open space area between the northern boundary of the softball/ baseball precinct and Brady Road. It is currently degraded from unauthorised 4WD use, but presents as an ideal opportunity for development, as it will create a quality pedestrian link between the northern field precinct and the softball/ baseball precinct, and will generally improve the landscape amenity of this area of the sports precinct.

The area will need to be fenced, possibly with a low height post and steel rail treatment, to protect it from vehicles, and it could be developed to include:

- 3 – 4 picnic tables
- 1 – 2 BBQs
- Some additional tree planting
- A network of unsealed paths that connect directly to the proposed new path network within the softball/ baseball precinct.

The area is outside the Council leased area, therefore if the development of the proposed picnic and BBQ zone is endorsed, it will require discussion between Council and Parks Victoria as to which organisation will be best placed to have ongoing responsibility for its maintenance.

The concept plan supports the retention and upgrade of the two playgrounds within the sports precinct.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

6. SPORTS PRECINCT CONCEPT PLAN

6.1. Concept Plan Development

The Dandenong Police Paddocks Reserve – Sports Precinct Concept Plan was developed in response to the following design drivers, some of which were evident prior to the commencement of the study, and some that emerged during the study:

- Site analysis by the consultant team.
- Provision of compliant and fit-for-purpose sports facilities.
- Provision of adequate and efficient traffic infrastructure.
- Potential for the development of a new social recreation picnic and BBQ area.
- Consultation with the sports precinct user groups, Parks Victoria, and Council staff.
- Assessment of various options to improve and upgrade the sports precinct and its facilities.
- Feedback from stakeholders on a preliminary concept plans.

The key elements and directions identified in the concept plan are described below, and should be read in conjunction with the illustrated plans in Appendix 4.

6.2. Key Directions of the Concept Plan

The numbers below correspond with the legend numbers on the concept plan.

1. New shelter
The proposed new shelter for Oval 2 in the northern field precinct will improve the user experience of cricketers and spectators.
2. New building to provide amenities and other spaces
The proposed new building is a necessary addition to provide more sustainable sporting uses of the ovals and soccer pitch within the northern field precinct. Toilet and change amenities, storage, a small social space with a kitchenette, and an undercover spectator area are proposed (see Section 5.1).
3. New shelters with public toilet to service proposed new soccer Pitches 3 & 4
The proposed redevelopment of the existing Pitch 3 to create two new soccer fields requires two new spectator shelters and amenities. The inclusion of a single unisex toilet within each shelter is suggested due to the distance to the only available public toilets within the pavilion/ grandstand building.
4. New grandstand
Approval has been granted for the construction of a new grandstand between Pitches 1 & 2, which will increase the undercover seating available to Pitch 1.
5. Install training standard floodlighting to Fields 1 & 2
The floodlighting will enable the Dandenong Softball Association and the Wheelers Hill Baseball Club to undertake outdoor game simulation training, and to conduct lower level matches. New floodlighting will require a power upgrade to the precinct.
6. New batting practice cage with lighting
The batting practice cage is required to provide appropriate outdoor training facilities for the Dandenong Softball Association and the Wheelers Hill Baseball Club, and will allow the internal pavilion space to be converted back to a social room.
7. Upgrade the softball/ baseball precinct pavilion (Jeannie Woods Pavilion)
The internal pavilion space needs to be converted back to a social room by removing the indoor training infrastructure, the kitchen/ canteen requires upgrading, and the rear verandah can be enclosed to provide additional secure storage for the user groups.

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

8. Level the outfield playing surfaces of the softball/ baseball fields
The surface of the outfield areas of all pitches is uneven, and requires regrading. The water supply needs upgrade to enable an adequate water supply to irrigate the outfields.
9. Cover the player dugouts for Fields 1 & 2, and install player dugouts for Fields 3, 4 & 5. Install a shade cloth between Fields 1 & 2, and secure scorer's hut behind the backstop of Field 2 for baseball
These installations will improve the facilities for players and spectators, and are consistent with minimum standards for community softball and baseball facilities.
10. Provide 2 new soccer pitches
This project is a significant one for the continued sustainability of the Dandenong City Soccer Club, as the net additional one soccer pitch will likely enable the training of most, if not all, club teams to be consolidated at the Dandenong Police Paddocks Reserve.
11. Extend the soccer pavilion
The size of the soccer pavilion social room does not meet the needs of the Dandenong City Soccer Club. The expansion is possible by utilising the footprint of the current bocce court. The larger social space is consistent with the classification of the pavilion as a Regional level pavilion under Council's Sports Facility Classification Framework.
12. Install new cricket practice nets to Oval 1 within the northern field precinct
The cricket practice nets, plus the proposed new amenities building, will provide important facilities that will assist the sustainable growth and development of the Melbourne Strikers Cricket Club.
13. Upgrade the unsealed car park within the northern field precinct
The proposed upgrades will maximise efficient use of the car park (estimated 72 spaces) and prevent uncontrolled vehicle access onto the sports fields.
14. Provide new vehicle access to Oval 2
It is not currently possible to drive to Oval 2, so this project to construct a new informal single lane road around Oval 1 to access Oval 2 will significantly improve the convenience for users, especially those with equipment and other items for use during cricket matches. This road will require a concrete culvert to be installed to cross over an open drain that runs along the western boundary of Oval 1. It is proposed that a small unsealed and secured car park (24 spaces) is constructed at Oval 2.
15. Install a new traffic control at the soccer precinct end of the existing informal access road between the soccer precinct and the softball/ baseball precinct
The access road is not fenced, so vehicles on this road can drive into the bushland area. The proposed installation will prevent this unauthorised vehicle access to the bushland, and would be similar to the fencing and gate installed at the softball/ baseball precinct end of the access road.
16. Extend the existing car parking within the soccer precinct
The existing number of car parks does not meet demand on senior and junior match days, and this will be compounded following the construction of an additional soccer pitch. The proposed additional car parking will increase the total capacity to 345 vehicles, and is possible with the development of the unsealed car parking area adjacent to the entrance, and the space available along the eastern side of the proposed new Pitches 3 & 4.
17. Modify the softball/ baseball precinct car park to provide for a loop circulation
A key constraint of the car park is that there is no link between the two aisles of car parking. Installation of a cut-through at the southern end will enable vehicles to circulate throughout the whole car park. Additional security lighting within the car park is necessary to improve safety.
18. Enhance Brady Road as a cycling route
Brady Road offers a direct connection to the sports precinct for cyclists from Stud Road and the Dandenong Creek Trail. It is proposed that the road surface is improved and widened, and additional wayfinding signage installed to encourage more cyclists to access the sports precinct.

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

19. Construct a new car park within the soccer precinct and widen the access road
See No. 16 above in relation to the car parking directions. The reserve access road is only 4.5m wide and the narrow width creates traffic conflicts after dark, and on occasions when traffic is entering and exiting the complex simultaneously. Construction of the proposed new car parking along the reserve access road provides an opportunity to widen the road to a minimum of 6.5m, and install additional street lighting.
20. Install a swing gate to control traffic entering the softball/ baseball precinct
Some vehicles currently entering the precinct on event days continue along the access road in front of the pavilion, which creates a safety risk to players and spectators moving between the pavilion and the fields. Installation of a gate at the car park entrance that can be locked into a position that directs all vehicles into the car park will provide a more secure vehicle control solution.
21. Traffic control point
The existing configuration of this traffic control point is what is proposed to be duplicated at the soccer precinct end of the existing informal access road between the soccer precinct and the softball/ baseball precinct (see No. 15).
22. Install new barrier fencing north of the softball/ baseball precinct
Unauthorised 4WD vehicles are currently driving through and around the open space area between the softball/ baseball precinct and Brady Road, and causing significant damage and degradation to the open space. As part of the proposal to re-purpose this area into a new picnic and BBQ area, new secure fencing will be required (see No. 29).
23. Allow for improved pedestrian and cycle connection between Brady Road and Baden-Powell Drive
As described in No. 18, the concept plan is seeking to enhance the sports precinct and surrounds as a destination for cyclists, walkers and other people for fitness purposes. This proposal is to create a separation between vehicles and pedestrians through the softball/ baseball precinct that will also provide improved spectator viewing opportunities.
24. Replace and extend the fencing to the perimeter of the softball/ baseball precinct
The precinct perimeter fence along the western edge does not extend around Field 5, therefore allowing unauthorised 4WD vehicles to enter the precinct. The condition of the existing perimeter fence is in disrepair, so the project calls for the full replacement and extension of the fence to make the precinct secure.
25. Retain and upgrade the playgrounds
Two Local level playgrounds are available in the softball/ baseball precinct and the soccer precinct. Both are in fair condition and need to be upgraded, in accordance with the standard of provision outlined in Council's Playground Strategy and Action Plan (2013).
26. Provide new pedestrian paths
A key objective of the study was to increase the social recreation and personal fitness opportunities throughout the sports precinct. The proposed new unsealed path network around the softball/ baseball precinct is primarily intended for the benefit of the players and spectators using this precinct, however, its link with the proposed new picnic and BBQ area (see No. 29) will also encourage other people to utilise the loop path. The proposed paths around the new soccer pitches within the soccer precinct will largely be used by soccer spectators, but also add to the overall improvement to the walkability of the sports precinct.
27. Install basic drainage to the sports fields within the northern field precinct
Provision of basic drainage in Ovals 1 & 2 and the soccer pitch will improve their durability and load capacity, and is consistent with the minimum standards for Community Standard level sporting facilities. All of the sports fields are used in winter, so new sub-surface drainage will significantly improve their performance. When undertaking these works, replace the two cricket pitches with larger strips of dimensions between 25.0m–28.0m long and 2.4m–2.8m wide.
28. Provide compliant pedestrian access between the car park and the pavilion/ grandstands within the soccer precinct
The existing access between the car park and the pavilion/ grandstand is stepped, and is not accessible. With the expected increased use of the site, including the pavilion and the existing and proposed second grandstands, it is important that appropriate and conveniently all-abilities access is available between all public areas.

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)**29. Develop a new picnic and BBQ area**

The site identified for a new dedicated picnic, BBQ and social gathering location is the open space area between the northern boundary of the softball/ baseball precinct and Brady Road. It presents as an ideal opportunity for development, as it will create a quality pedestrian link between the northern field precinct and the softball/ baseball precinct, and will generally improve the landscape amenity of this area. The site is also easily accessible along Brady Road, and from the Dandenong Creek Trail. It is proposed that several picnic tables, 2 BBQs, new unsealed paths, an unsealed car park angled along Brady Road (approx. 20 spaces), and some additional tree plantings be the key features of the re-purposing of this open space area.

30. Thin the vegetation either side of Brady Road

The use of the bushland area either side of Brady Road for inappropriate behaviour and uses is well known by Council, Parks Victoria, and the Police. User groups also noted that it is behaviour that significantly detracts from the amenity and sense of safety of this area of the sports precinct. The direction to thin out the bushland in close proximity to Brady Road, combined with the strategies to increase the activation of the area through increased cycling, walking, and picnicking, are designed to reduce this behaviour.

6.3. Cost Plan

The Sports Precinct Concept Plan recommends more than 30 separate but interconnected projects for the three sub-precincts. The total estimated cost for full implementation of the concept plan is \$9,483,469. The projects within the leased area (City of Greater Dandenong responsibility) total \$8,666,169; whilst the estimated cost for the improvement projects outside the leased area is \$817,300. The funding responsibility for these projects will need to be negotiated between Parks Victoria and the City of Greater Dandenong, as the beneficiary from the projects may be shared.

The practicality and order of implementation of all projects has been and will continue to be subject to a number of factors and criteria before proceeding, including:

- Further investigation, research and consultation to determine the feasibility of some projects.
- Availability of funding.
- Current and future priorities of the City of Greater Dandenong, user groups, and Parks Victoria.

The concept plan Cost Plan is shown on the following pages. The item number assigned to each project is the same as the numbered symbols on the concept plan. An indicative project cost and prioritisation have been included – High, Medium and Low – and are an indication of the importance of a project compared to all projects identified in the concept plan, and should not be interpreted or aligned to any specific timeframes or years to be implemented.

Notes about the Concept Plan Cost Plan

1. **The directions contained within the concept plan do not commit the City of Greater Dandenong, Parks Victoria, the user groups, or any other organisation to a responsibility for funding projects.**
2. All capital cost estimates shown in the table are based on works being undertaken by professional contractors, and consultant fees associated with design development and administration have been averaged at 10% of construction costs.
3. The cost estimates have been provided as indicative costs, based on similar projects undertaken in the past 18 months. No detailed plans have been prepared for any of the proposed upgrades, which are typically required to identify more accurate estimated costs.
Cost exclusions include:
 - Construction contingencies.
 - Any costs/ loss of income, which may be incurred by user groups or Council during construction of improvement projects.
 - Goods and Services Tax (GST).
4. It should be noted that some capacity might exist for cost savings during the implementation of the capital improvement program, by combining/ packaging projects into one larger contract.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Concept Plan Indicative Costings and Prioritisation

Item No. on Plan	Project	Project Description / Specification	Priority	Estimated Cost
-	Services upgrade to northern field and softball/ baseball precincts	- Upgrade mains water supply (\$100,000) - Upgrade power supply (\$150,000)	M	\$250,000
1	New shelter for Oval 2 within the northern field precinct	- Shelter to include concrete floor, 2 picnic tables, approx. dimensions 3.0 x 7.5m	M	\$50,000
2	New building for Ovals 1 and 2 within the northern field precinct	- Scope includes change and amenities, storage, small social space with kitchenette, and undercover spectator area - Estimated area 110sqm @ 4,000 (\$440,000) - Services connections (allowance \$100,000) - Paving/ landscaping (\$25,000)	H	\$565,000
3	New shelters for new soccer Pitches 3 & 4	- 2 shelters to include concrete floor, no seating, approx. dimensions 3.0 x 7.5m @ 40,000 (\$80,000) *- 2 automated unisex toilets, 1 for each shelter @ \$200,000 (\$400,000) - 2 landscaping @ \$3,000 (\$6,000)	M	\$486,000
4	New grandstand within the soccer precinct	- Approved and funded	NA	-
5	Upgrades to Fields 1 & 2 within the softball/ baseball precinct	- Installation of training standard floodlights to Fields 1 & 2 @ \$650,000	H	\$1,300,000
6	New batting practice cage	- New 2 lane batting cage (\$150,000) - Batting cage lighting (\$75,000)	H	\$225,000
7	Upgrade the softball/ baseball pavilion	- Reinstate the social space in the pavilion (\$10,000)	L	\$235,000
8	Level the outfield playing surfaces of the softball/ baseball fields	- Allowance only	L	\$125,000
9	Install shelters to various softball/ baseball fields	- Install compliant dugouts on Fields 1, 2 & 5 @ \$30,000 (\$90,000) - Install player dugouts on Fields 3 & 4 @ \$20,000 (\$40,000) - Supply and install a small scorer's hut (modular) to Field 2 (\$75,000) - Install a shade cloth between Fields 1 & 2 (\$85,000)	H	\$290,000
10	Two new soccer pitches	- Construct 2 full-size soccer pitches (natural turf) with irrigation and drainage, perimeter fence, and floodlights to training standard (100 lux)	M	\$1,500,000
11	Extend the soccer pavilion	- Remove the bocce court (\$7,500) - Estimated additional area 150sqm @ \$3,500 (\$525,000)	L	\$532,500
12	Install two new cricket practice nets on Oval 1 within the northern field precinct	- Scope includes concrete pad for a 2 lane practice facility, synthetic surface, chain mesh, and gates	H	\$180,000
13	Upgrade the car park within the northern field precinct	- Formalise the perimeter of the car park with concrete edging, and line-mark parking bays on edging (\$75,000) - Install a new post and steel rail fence around the car park, 160m @ \$250 (\$40,000)	M	\$115,000
14	New vehicle access to Oval 2	- New unsealed access road 250m x 4m wide = 1,000sqm @ \$100 (\$100,000) - Install concrete culvert over open drain (\$25,000) - New 24 space unsealed car park (\$10,000) - Supply and install gate at existing car park (\$10,000)	M	\$145,000
15	Install new traffic control point at the soccer precinct	- 100m chain mesh fence (2.5m high) @ \$350, and double gate	L	\$35,000
16	Extend existing sealed car park within the soccer precinct	- New car park, combination kerb & channel and WSUD design, 126 spaces @ \$2,500 (\$315,000) - Landscaping (\$25,000)	M	\$340,000
17	Modify existing softball/ baseball car park	- Construct an opening between the two car parks (\$15,000) - Supply and install four new street lights (\$20,000)	L	\$35,000
19	New sealed car park within the soccer precinct	- New car park, combination kerb & channel and WSUD design, plus widening of access road to 6.5m 107 spaces @ \$3,000 (\$321,000) - Landscaping (\$25,000)	L	\$346,000

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Item No. on Plan	Project	Project Description / Specification	Priority	Estimated Cost
20	Install a swing gate to control access at the entrance to the softball/ baseball precinct	- Supply and install gate at existing car park	H	\$10,000
22a	Install new fence around the area north of the softball/ baseball precinct (softball/ baseball precinct length of fence only)	- Install a new post and steel rail fence, 210m @ \$250	L	\$52,500
23	New pedestrian/ cycle connection between Brady Road and Baden-Powell Drive	- New unsealed path along the softball/ baseball precinct access road: 375m x 2.0m wide = 750sqm @ \$45 (\$33,750) - Install post and steel rail fence, 375m @ \$250 (\$93,750) - Supply and install 6 benches @ \$2,500 (\$15,000)	M	\$129,000
24	Replace and extend the fence along the western perimeter of the softball/ baseball precinct, and around the southern side of Field 5	- 475m chain mesh fence (2.5m high) @ \$350	L	\$166,250
25	Upgrade the playgrounds	- Allowance for upgrade of 2 playgrounds at Local level standard @ \$75,000	M	\$150,000
26a	New unsealed pedestrian paths	- Around the new soccer pitches: 625m x 1.5m wide = 938sqm @ \$45	M	\$42,210
26b	New unsealed pedestrian paths	- Around the softball/ baseball precinct (adds to No. 23): 650m x 1.5m wide = 975sqm @ \$45	L	\$43,875
27	Install basic drainage systems in Ovals 1 & 2, and the soccer pitch, within the northern field precinct	- 2 basic oval drainage systems @ \$125,000 (\$250,000) - Install 2 new cricket pitches of dimensions 25.0m-28.0m long and 2.4m-2.8m wide @ \$15,000 (\$30,000) - Basic pitch drainage system @ \$100,000 (\$100,000)	M	\$380,000
28	Provide compliant access from the car park to the pavilion/ grandstand within the soccer precinct	- Allowance only	H	\$150,000
Consultant Fees (design, documentation, administration)		@ 10% of project cost		\$787,834
Total Estimated Cost - LEASED AREA				\$8,666,169

OUTSIDE THE LEASED AREA (Parks Victoria)

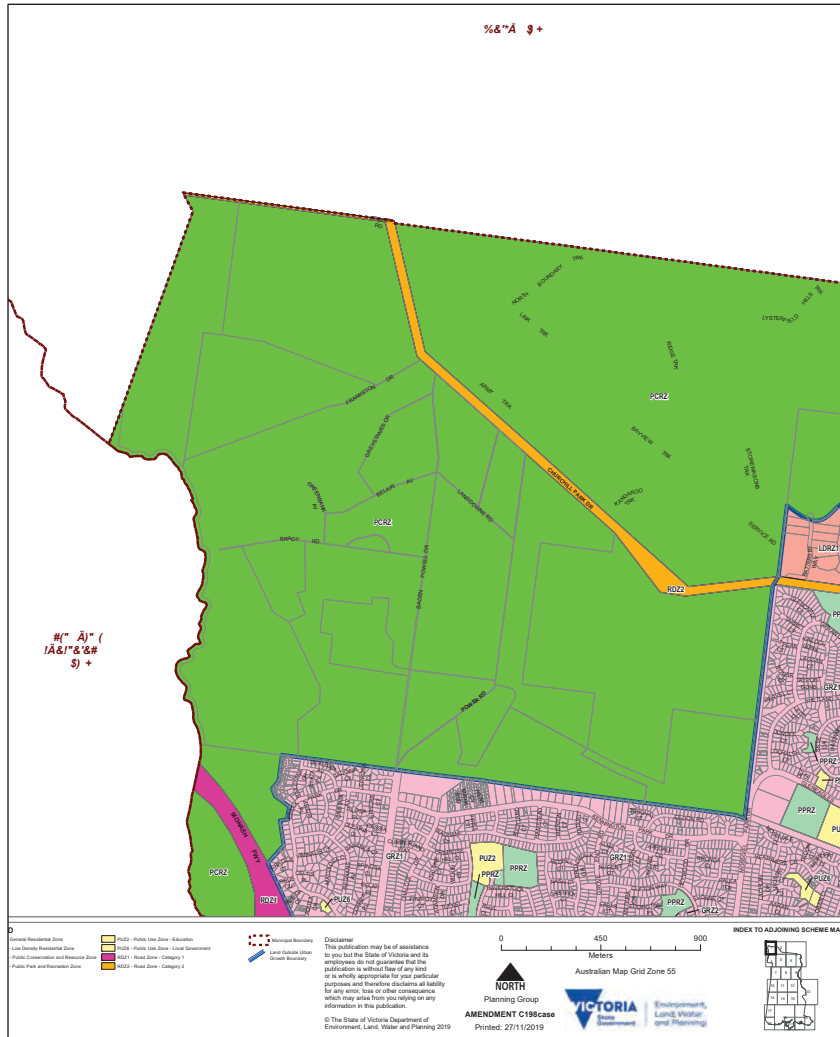
Item No. on Plan	Project	Project Description / Specification	Priority	Estimated Cost
18	Enhance Brady Road to allow for safe and clear cycle and pedestrian connection from Stud Road and the Dandenong Creek Trail	- Scope includes widening and re-surfacing the road surface for bike lanes, some new fencing, and supply and install directional signage - Allowance only	L	\$450,000
22b	Install new fence around the area north of the softball/ baseball precinct (excludes the fence along the softball/ baseball precinct boundary)	- Install a new post and steel rail fence, 340m @ \$250	L	\$85,000
29	Develop a new picnic and BBQ area north of the softball/ baseball precinct	- Supply and install 4 picnic tables @ \$3,500 (\$14,000) - Supply and install 2 BBQs @ 7,500 (\$15,000) - New gravel paths, approx. 600m x 1.5m wide = 900sqm @ \$45 (\$40,500) - Gravel car park for approx. 20 vehicles (\$13,500) - Landscaping/ tree planting (\$50,000)	L	\$133,000
30	Thin the vegetation either side along Brady Road	- Allowance only	L	\$75,000
Consultant Fees (design, documentation, administration)		@ 10% of project cost		\$74,300
TOTAL ESTIMATED CONCEPT PLAN COST				\$817,300
TOTAL ESTIMATED CONCEPT PLAN COST				\$9,483,469

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Appendix 1

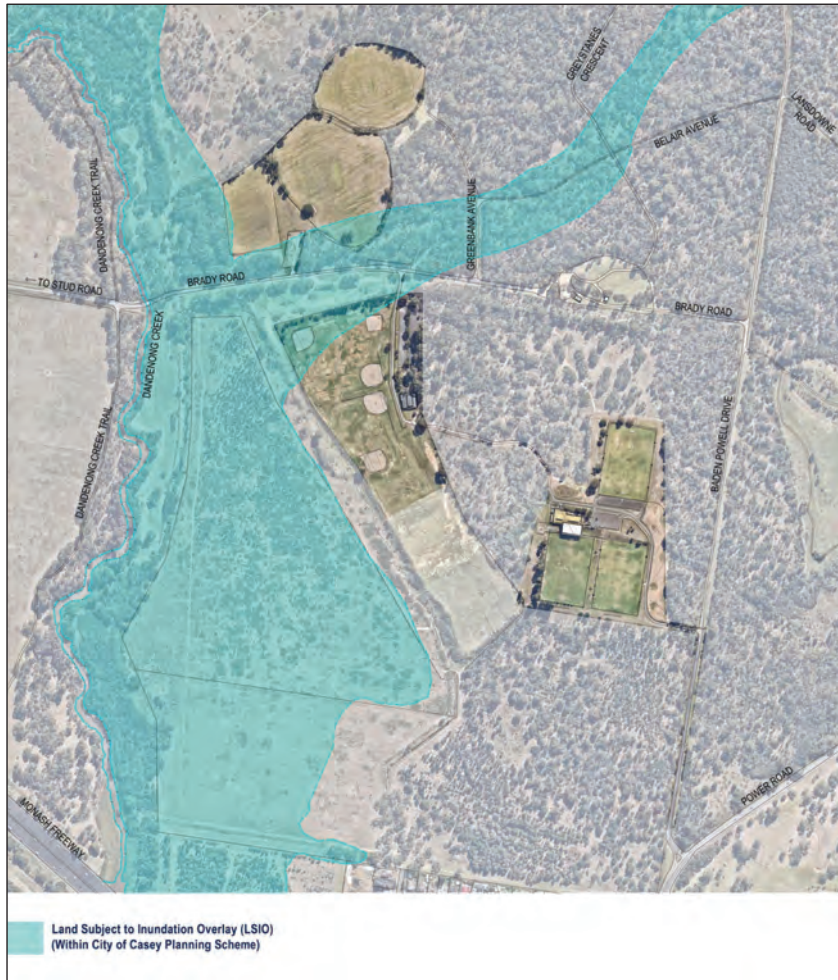
Planning Zones and Overlays

Planning Zones



4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Land Subject To Inundation Overlay



4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Bushfire Management Overlay



ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)**Appendix 2****Groups and People Consulted****Project Working Group (City of Greater Dandenong)**

Name	Position
Tom Cullen	Project Officer – Sport & Recreation
Jane Brodie	Coordinator Strategic Design and Sustainability Planning
Michael Smith	Coordinator Open Space Projects, City Improvement

Other Council Staff Consulted

Name	Position
Thomas Scammell	Sport & Recreation Officer
Candice McCarthy	Sport & Recreation Development Officer
Alison Saunders	Coordinator Asset Management
Agus Batara	Urban Designer
Emma Mydaras	Landscape Architect
Philip Robertson	Service Unit Leader Parks & Waste

Dandenong Police Paddocks Reserve Sports Precinct User Groups Consulted

Name	Organisation
Tony Dorotic	Dandenong City Soccer Club
Paul Bonner	Dandenong Softball Association
Geoff Norden	Dandenong Softball Association
Sandra Russell	Dandenong Softball Association
Sue Arnold	Dandenong Softball Association
Steve Ryan	Wheeler's Hill Baseball Club
Mark Gottschling	Wheeler's Hill Baseball Club
Atul Mithsagar	Melbourne Strikers Cricket Club
Sandip Gadakh	Mid Year Cricket Association



Other Groups Consulted

Name	Organisation
Snr Constable Frank Bailey	Casey Cardinia Proactive Unit, Victoria Police
Sofi De Lesantis	Parks Victoria
Julia Street	Parks Victoria
Lauren Gillett	Parks Victoria
Darren Mitchell	Parks Victoria


ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Outcomes of 1st Round Meetings with Stakeholder Groups


	Police Paddocks Concept Plan	
Outcomes of Meetings/ Interviews with Stakeholder Groups Summary of Outcomes		
Group	Meeting Notes	
Dandenong City Soccer Club Meeting date: 10 October 2019 <u>Meeting Attendees</u> Tony Dorotic, President Richard Simon, Simon Leisure (project consultant)	Membership Club has the following teams/ groups: <ul style="list-style-type: none"> • Mini Roos • U6 – U11 – at least two teams in each age group • U12 – U18 – one team in each age group in 2019, but Football Victoria permitting multiple teams in each age group from 2020 • U/20 & Senior – one team each • Over 35s and 45s – one team each • 3 girls teams (U13, U14 & U16) Player numbers have been stable for the NPL teams, but will increase from 2020 with NPL junior teams permitting more than one team There has been growth in the sub-junior teams (U6s – U11s) as the numbers are uncapped The catchment for the sub-junior teams is relatively local, however, the catchment for the NPL junior/ senior teams is larger Use of Police Paddocks The Club has been at Police Paddocks for 10 years, and has 12 months use of the facility Training: the sub-juniors train at Police Paddocks, whilst all other teams (NPL) train at Tatterson Park (strategy to ensure the condition of the pitches do not degrade during the season) Matches: Mini Roos and Senior teams on Saturday, junior competition on Sundays Other groups use the pavilion, eg. the Croatian Pensioners Association The social rooms serve meals on Friday nights, as an important strategy to build revenue Constraints and opportunities Additional pitches are required for training, particularly if the number of sub-juniors continues to grow and/or if NPL teams are to train at Police Paddocks Ideally, 8 fields are required to cover games (4) and training (4), and the development of the open space behind the change rooms into a Mini Roos pitch A synthetic pitch would have the capacity to replace the need for two additional natural turf training pitches Current provision of five changerooms is sufficient to meet current and future needs A new spectator grandstand between the two main pitches has been approved The Club would like to enlarge the social room by building over the bocce court Additional sealed car parking is required (ie. the unsealed section on the east side of the access road) The width of the access road is too narrow at 4.5m (needs to be minimum 6.0m wide), and lighting is required along this road Spectator accessibility around the soccer precinct needs improving	

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)


Group	Meeting Notes
Dandenong Softball Association Meeting date: 10 October 2019 <u>Meeting Attendees</u> Paul Bonner, President Jeff, Vice-President Sandra Russell, Secretary Sue Arnold, Assistant Secretary Richard Simon, Simon Leisure (project consultant)	Membership The Association is a club-based entity, and currently has two clubs: Pinewood and Southern Knights There are 9 teams (or 112 players), in the age groups of U12, U15, U17, Seniors and Masters Player numbers have been stable over the past few years. At its peak there were 1,300 players with the DSA The DSA is an affiliate with the South Eastern Metro Region and its main competition period is summer Use of Police Paddocks The DSA has been at Police Paddocks since 1980, and has a 12 month lease of the site Training: One club Wednesday evenings, the other Thursday Matches: Saturday 10am – 5pm State teams use the pavilion for fitness sessions 2-3 times per week Saturday competition commences at 9am and finishes at approx. 5pm - there are three match periods during the day, and the DSA plays against other associations in a home and away fixture Schools use the facility during Terms 1 & 4 and bookings are managed by Council Constraints and opportunities identified by the Club The number of diamonds is adequate for domestic competition but is insufficient to host Senior State championships (requires access to six diamonds) Diamond 4 outfield is in poor condition due to subsidence (site is a former tip site) Some of the diamonds need their foul line fencing extended 4WDs are currently able to access the diamonds and outfields and cause damage to the surface, as the western perimeter fence does not fully enclose the softball precinct Cars trying to access the soccer precinct via Brady Road use the softball precinct internal road creating a safety risk (approx. 8 – 10 cars during Sundays) Shade sails around Diamonds 1 & 2 will assist in summer Floodlighting Diamonds 1 & 2 will extend the use of the diamonds for training, and will enable mid-week matches to be played (Softball Victoria is considering rescheduling junior softball to mid-week, as a strategy to grow the game) An opportunity is to develop the southern area with temporary joint-use softball/ soccer fields An opportunity is to construct an unsealed walking path around the softball precinct Pavilion generally meets all needs, with the key issues being the outdated kitchen and lack of equipment storage


ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)


Group	Meeting Notes
Whealers Hill Baseball Club Meeting date: 9 October 2019 <u>Meeting Attendees</u> Mark Gottschling, Womens Coordinator Richard Simon, Simon Leisure (project consultant)	Membership The Wheelers Hill Baseball Club was formed in 2008 It was previously based at Gladeswood Reserve (City of Monash) but relocated to Police Paddocks for the 2019 summer season Membership grows to 60 during winter, the Club's main season The Club is growing, and is looking to introduce juniors in the next couple of years The Club draws from a large catchment Use of Police Paddocks The Club competes in the summer season (1 womens team, 1 masters team) and winter season (2 womens teams, 3 mens teams) The Club has been allocated Diamonds 2 & 5 for the 2019/2020 summer season The Club will be able to set up a 'permanent' pitching mound on Diamond 2 for the winter season, but has to use a temporary mound on Diamond 5 in summer to allow use by softball Constraints and opportunities identified by the Club Diamond 5 requires compliant dugouts and a larger skinned infield Diamond 2 dugouts require shade Floodlights required for Diamonds 1 & 2 Canteen/ kitchen requires upgrade
Melbourne Strikers Cricket Club Meeting date: 10 October 2019 <u>Meeting Attendees</u> Atul Mithsager Richard Simon, Simon Leisure (project consultant)	Membership The Club was formed in 2012 and has been based at Police Paddocks for the past 6 years The Club has two teams in summer and winter; in summer, one team plays on turf The Club is affiliated with three cricket associations: the Mercantile Cricket Association, the Box Hill Reporter District Cricket Association, and the Mid-Year Cricket Association The Club considers the Police Paddocks as its home venue The catchment for the Club is mainly Dandenong and Noble Park Use of Police Paddocks There is no training conducted at Police Paddocks, as there are no cricket practice nets Training: Mount View Primary School Oval (Glen Waverley) Matches (summer): Oval 1 Saturday, Shipston Reserve (Cheltenham) for the turf team Matches (winter): Ovals 1 & 2 Constraints and opportunities identified by the Club Main requirement at Police Paddocks is a pavilion with changerooms and toilets, a kitchen, a small social space, and storage Cricket practice nets are required at the Police Paddocks for the Club to grow Oval 2 has poor drainage Pedestrian access to Oval 2 is required from the car park, as a minimum, but ideally vehicle access to Oval 2

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

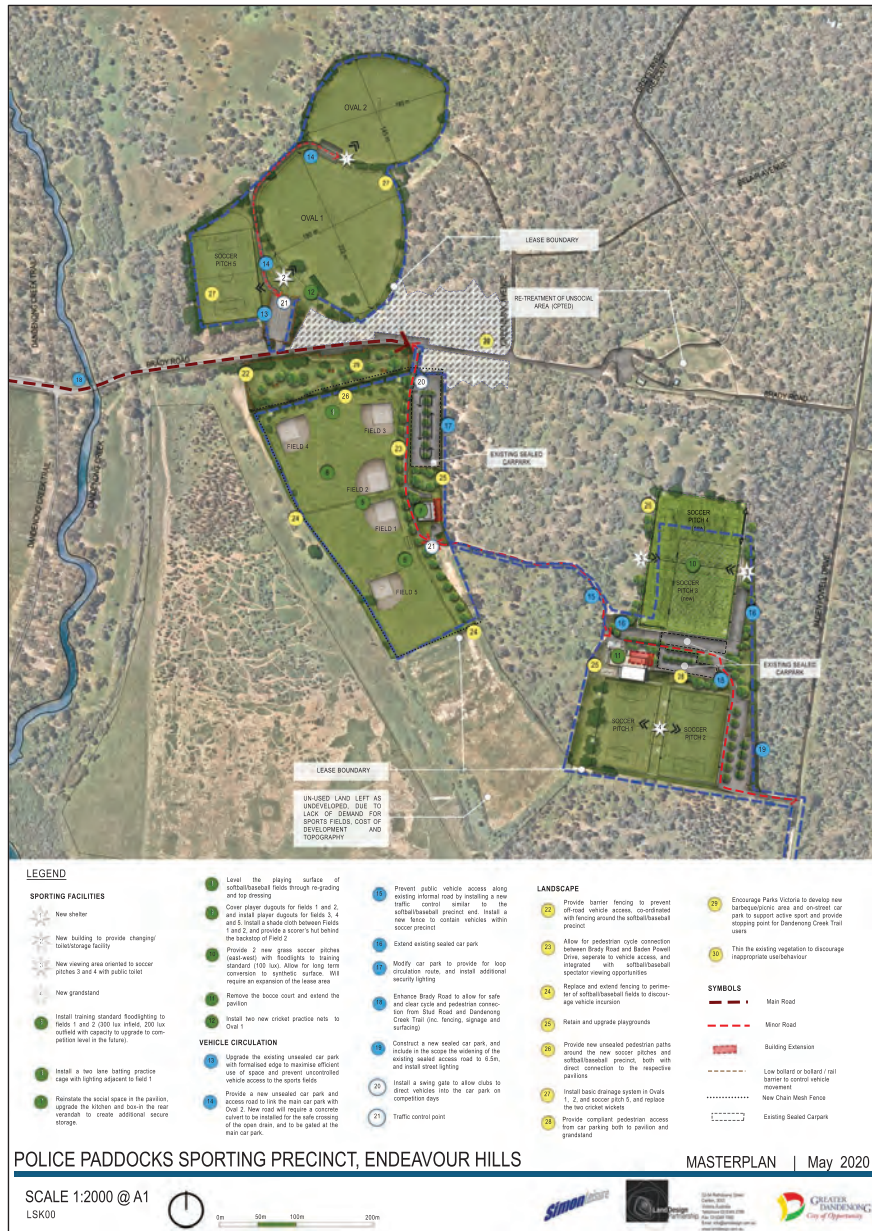


Group	Meeting Notes
Mid-Year Cricket Association Meeting date: 17 October 2019 <u>Meeting Attendee (by phone)</u> Sandip Gadakh Richard Simon, Simon Leisure (project consultant)	The MYCA is allocated Oval 2 during winter (Oval 1 is allocated to the Melbourne Strikers Cricket Club) Main requirement at Police Paddocks is a pavilion with changerooms and toilets, a kitchen, and a small social space Prefer that a pavilion is built between Ovals 1 & 2, and if this is not possible, a shelter is required for Oval 2 Ovals 1 & 2 have poor drainage in winter – causes a high number of matches to be cancelled
Parks Victoria Meeting date: 17 October 2019 <u>Meeting Attendees</u> Sofi De Lesantis, Manager Visitor Planning Lauren Gillett, Senior Commercial Compliance Officer Darren Mitchell, Area Chief Ranger Julia Street, District Manager Tom Cullen, Project Officer – Sport and Recreation, CoGD Richard Simon, Simon Leisure (project consultant)	Parks Vic is the land owner and overall manager of the Police Paddocks Reserve It has an overall objective/ role to: - Maintain the vegetation/ re-vegetation programs - Maintain the habitat - Maintain and promote the tracks and trails The following observations/ contributions were provided as context for the development of the Police Paddocks Concept Plan: <ul style="list-style-type: none"> The bush area around the Brady Road locked gate attracts anti-social activity PV is undertaking a large program of re-vegetation around the Police Paddocks Links to and from the sporting precincts into the broader Police Paddocks reserve are important to develop There is a 200m protection zone either side of the Dandenong Creek There is a heritage overlay throughout the northern area of the Police Paddocks reserve to protect its historical and cultural values, as the site of the Native Police Corps Headquarters and the Westernport Aboriginal Protectorate Station (1837-1853), and subsequently used as the Victoria Police Stud Depot from 1853 to 1931 Motorised stealth bikes have become the most recent issue for control 4WDs are causing extensive damage to the bushland areas and the formed horse trails Parks Vic supports in principle the use of the land west of the northern soccer pitch to be utilised to increase the area of the soccer precinct Parks Vic would only support an upgrade and opening up of the access track between the softball and soccer precincts if fencing was installed along both sides of the track to prevent vehicles leaving the road and venturing into the bushland
Victoria Police Meeting date: 24 October 2019 <u>Meeting Attendees</u> Leading Senior Constable Frank Bailey (Casey Cardinia Proactive Unit) Tom Cullen, Project Officer – Sport and Recreation, CoGD	A meeting was held with the local community policing representative to inform them of the planning project, and to also seek input. They confirmed the incidence of anti-social activity within the bushland area off Brady Road, and they noted that increased patrols were occurring around the sports precinct following reports received in September 2019 of damage to the sports field surfaces by hoon drivers.

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

Appendix 3

Dandenong Police Paddocks Reserve – Sports Precinct Concept Plan



4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)

OTHER

DANDENONG POLICE PADDOCKS SPORTS PRECINCT CONCEPT PLAN

ATTACHMENT 2

**DANDENONG POLICE PADDOCKS SPORTS
PRECINCT CONCEPT PLAN**

PAGES 2 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Dandenong Police Paddocks Sports Precinct Concept Plan (Cont.)



LEGEND

SPORTING FACILITIES

- 1 New shelter
- 2 New building to provide changing/toilet/storage facility
- 3 New viewing area oriented to soccer pitches 3 and 4 with public toilet
- 4 New grandstand
- 11 Install training standard floodlighting to fields 1 and 2 (200 lux infield, 200 lux outfield with capacity to upgrade to competition level in the future)
- 12 Install a two lane batting practice cage with lighting adjacent to field 1
- 13 Reinstate the social space in the pavilion, upgrade the kitchen and box in the rear verandah to create additional secure storage

VEHICLE CIRCULATION

- 10 Cover player dugouts for fields 1 and 2, and install player dugouts for fields 3, 4 and 5. Install a shade cloth between Fields 1 and 2, and provide a scorer's hut behind the backstop of Field 2
- 14 Provide a new unsealed car park and access road to link the main car park with Oval 2. New road will require a concrete culvert to be installed for the safe crossing of the open drain, and to be gated at the main car park

- 15 Level the playing surface of softball/baseball fields through re-grading and top dressing
- 16 Prevent public vehicle access along existing informal road by installing a new traffic control similar to the softball/baseball precinct and install a new fence to contain vehicles within soccer precinct
- 17 Extend existing sealed car park
- 18 Modify car park to provide for loop circulation route, and install additional security lighting
- 19 Enhance Brady Road to allow for safe and clear cycle and pedestrian connection from Stud Road and Dandenong Creek Trail (inc. fencing, signage and surfacing)
- 20 Construct a new sealed car park, and include in the scope the widening of the existing sealed access road to 6.5m, and install street lighting
- 21 Install a swing gate to allow clubs to direct vehicles into the car park on competition days
- 22 Traffic control point

LANDSCAPE

- 22 Provide barrier fencing to prevent off-road vehicle access, co-ordinated with fencing around the softball/baseball precinct
- 23 Allow for pedestrian cycle connection between Brady Road and Boden Powell Drive, separate to vehicle access, and integrated with softball/baseball spectator viewing opportunities
- 24 Replace and extend fencing to perimeter of softball/baseball fields to discourage vehicle incursion
- 25 Retain and upgrade playgrounds
- 26 Provide new unsealed pedestrian paths around the new soccer pitches and softball/baseball precinct, both with direct connection to the respective pavilions
- 27 Install basic drainage system in Ovals 1, 2, and soccer pitch 5, and replace the two cricket wickets
- 28 Provide compliant pedestrian access from car parking both to pavilion and grandstand

- 29 Encourage Parks Victoria to develop new barbeque/picnic area and on-street car park to support active sport and provide stopping point for Dandenong Creek Trail users
- 30 Thin the existing vegetation to discourage inappropriate use/behaviour

SYMBOLS

- Main Road
- - - Minor Road
- Building Extension
- Low bollard or bollard / rail barrier to control vehicle movement
- New Chain Mesh Fence
- Existing Sealed Carpark

POLICE PADDOCKS SPORTING PRECINCT, ENDEAVOUR HILLS

MASTERPLAN | May 2020

SCALE 1:2000 @ A1
LSK00

4.3.4 Naming of the Ross Reserve Pavilion

File Id:

Responsible Officer:

Director Community Services

Report Summary

Construction of a new sporting pavilion at Ross Reserve has commenced and is anticipated to be completed within the next 12 months. The naming of the pavilion will be important to ensure visitors to the site can easily navigate bookings and usage.

Recommendation Summary

This report recommends that the pavilion be named the 'Ross Reserve Sports Pavilion' and that Council submit an application for the name to be gazetted by the Victorian Government's Office of Geographic Names (OoGN).

4.3.4 Naming of the Ross Reserve Pavilion (Cont.)

Background

Ross Reserve sports grounds are currently utilised for Australian Rules football, cricket and soccer. The new pavilion will include:

- Six (6) unisex change rooms – including operable walls to increase size
- Dedicated storerooms
- Commercial kitchen and kiosks
- Male, female and accessible toilets
- Meeting space
- Multi-purpose room to seat 200 people
- An undercover area.

Two previously existing pavilions have already been demolished to make space for the new facility. These pavilions were named:

- Junior Soccer Pavilion
- O'Donohue Pavilion

and neither of these names were gazetted by the OoGN.

At the Councillor Briefing Session on 3 February 2020 it was agreed that Council officers would seek an exemption from the OoGN for a proposal to name the pavilion the 'Roz Blades Pavilion'. This investigation was completed, and the naming of the pavilion to the 'Roz Blades Pavilion' is not possible, as the pavilion is unable to be named after a living person.

At the Councillor Briefing Session on 3 August 2020 it was agreed that an open community consultation process to name the pavilion the 'Ross Reserve Sports Pavilion' be conducted in accordance with Victorian Statutory Requirements for Naming Roads, Features and Localities – 2016, including the required minimum 30-day consultation period.

Proposal

It is proposed that the pavilion be named the 'Ross Reserve Sports Pavilion.' Once approved Council officers will submit an application with OoGN for consideration.

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:

4.3.4 Naming of the Ross Reserve Pavilion (Cont.)

Community Plan 'Imagine 2030'

People

- *Outdoor Activity and Sports* – Recreation for everyone

Place

- *Appearance of Places* – Places and buildings

Opportunity

- *Tourism and visitors* – Diverse and interesting experiences

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

Place

- A healthy, liveable and sustainable city

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

- Nil

Related Council Policies

Nil

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

An open community consultation process was conducted to name the pavilion the 'Ross Reserve Sports Pavilion' in accordance with Victorian Statutory Requirements for Naming Roads, Features and Localities – 2016, including the required minimum 30-day consultation period.

4.3.4 Naming of the Ross Reserve Pavilion (Cont.)

A public exhibition calling for feedback on the proposed name of 'Ross Reserve Sports Pavilion' was conducted from 17 August to 17 September 2020 (31 days). Consultation included an advertisement being placed in the Dandenong Journal Newspaper, emails sent to the tenant clubs of the sporting grounds and a notice placed on Council's website.

Four feedback responses were received. One supported the proposed name and three suggested alternative names which do not meet the eligible criteria as per the Victorian Statutory Requirements for Naming Roads, Features and Localities.

Conclusion

It is proposed the pavilion be named the 'Ross Reserve Sports Pavilion'. Once approved Council officers will submit an application with OoGN for consideration.

Recommendation

That:

- 1. the Pavilion be named the 'Ross Reserve Sports Pavilion'; and**
- 2. Council submits an application for the name to be gazetted by the Victorian Government's Office of Geographic Names.**

4.3.5 Disability Advisory Committee New Members

File Id:

Responsible Officer:

Director Community Services

Attachments:

Recommended Applicants for the Disability
Advisory Committee

Report Summary

Council endorsed the establishment of the Disability Advisory Committee and Disability Community Reference Group in 2013 for an initial two-year period 2014-16. In 2015 these committees were merged into a single Disability Advisory Committee with revised terms of reference and the provision of 12 appointed members plus Councillor representation and the Manager Community Care. The initial committee's term was extended to finalise the Disability Action Plan 2017-23. In 2017 the terms of reference were again revised with the appointment of a new committee for a period of four years.

The Disability Advisory Committee continues to play a key role in the implementation of the Disability Action Plan 2017-23.

Following a number of resignations on the Disability Advisory Committee new Committee members were sought between November 2019 and August 2020.

Recommendations for the membership of the Committee are now presented to Council for endorsement.

Recommendation Summary

This report recommends the endorsement of two proposed candidates as independent members for the Disability Advisory Committee.

4.3.5 Disability Advisory Committee New Members (Cont.)

Background

The establishment of the Disability Advisory Committee and the Disability Community Reference Group was endorsed by Council on 25 November 2013 and they commenced meeting in 2014 following a selection process aligned with the Terms of Reference.

The Disability Advisory Committee provides advice to Council in relation to access and inclusion for people with disabilities in the community at a broad policy and strategic level. The Committee also provides an important forum for identifying current and future issues and advising Council about effective policy and longer term strategic direction regarding people with disabilities in the City of Greater Dandenong.

The Disability Advisory Committee provided significant input into the development of the Disability Action Plan 2017-23. They continue to have a key role in the implementation of the Action Plan providing an ongoing connection to the community and service providers.

Proposal

Advertising for the Committee commenced in November 2019 with promotion through local newspapers, social media and through networks including the e-news. There was initially no response to the advertising and subsequent promotions were undertaken. Two written applications were received for the four vacant positions. The selection process was undertaken in accordance with the Terms of Reference and both applicants are recommended for Council endorsement.

The two recommended individuals for the Disability Advisory Committee (Attachment 1) represent a widespread knowledge and strategic experience across the disability sector.

As there are still two vacant positions we will continue to advertise and actively seek new members.

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

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

Community Plan 'Imagine 2030'

People

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

Place

- *Sense of Place* – One city many neighbourhoods

4.3.5 Disability Advisory Committee New Members (Cont.)

- *Safety in Streets and Places* – Feeling and being safe
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

Opportunity

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

Council Plan 2017-21

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

People

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

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:

- Disability Action Plan 2017-23
- Positive Ageing Strategy 2017-25
- Community Wellbeing Plan 2017-21

Related Council Policies

- Disability Policy
- Council 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.

4.3.5 Disability Advisory Committee New Members (Cont.)

Financial Implications

There are no financial implications associated with this report.

Consultation

A public request for nominations occurred. All applicants were assessed in relation to the selection criteria for the Disability Advisory Committee.

Conclusion

The Disability Advisory Committee provides Council with enhanced mechanisms to engage with the community and key stakeholders to ensure that there is continuing improvement in access and inclusion for people with a disability in the City.

The two proposed members of the Disability Advisory Committee will ensure that Council receives relevant strategic advice about disability issues in the community.

Recommendation

That:

- 1. the recommended applicants listed (in “Attachment 1”) be endorsed as independent members of the Disability Advisory Committee;**
- 2. the Mayor writes to the proposed applicants to confirm their appointment to the Disability Advisory Committee; and**
- 3. Council officers will continue to recruit the additional two members in line with the revised terms of reference, to ensure broad participation and representation.**

4.3.5 Disability Advisory Committee New Members (Cont.)

OTHER

DISABILITY ADVISORY COMMITTEE NEW MEMBERS

ATTACHMENT 1

**RECOMMENDED NEW APPLICANTS FOR
THE DISABILITY ADVISORY COMMITTEE**

PAGES 2 (including cover)

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

4.3.5 Disability Advisory Committee New Members (Cont.)**Recommended New Applicants for the Disability Advisory Committee****Catherine Rampant**

Catherine Rampant has been a long term resident of Dandenong and been actively involved in the local community through service providers focused on health and disability. Catherine was involved the formation of the Australian Aphasia Association with particular emphasis on City of Greater Dandenong residents.

Lyn Bates

Lyn Bates is a long term resident of Noble Park and worked at a local disability service for a number of years. Lyn is very actively involved in the post polio syndrome community focusing on raising awareness in the community. She has also been actively advocating for issues relating to the support differences for older people with a disability between the National Disability Insurance Scheme and the Commonwealth Aged Care programs.

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North.

File Id:	A6955761
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Barry J Powell Reserve Master Plan CM 23 March 2020 (Minute 1381)

Report Summary

At the Ordinary Council Meeting on 24 April 2020, Councillors moved Notice of Motion (NoM) No. 80, to proceed no further with the development of the Wal Turner Reserve Master Plan and that a further Council report in response to Items 4a) and b) be presented to Councillors in November 2020.

This report provides the following:

1. Notes that no further development of the Wal Turner Reserve Master Plan has occurred since the NoM No. 80 was moved.
2. The short to medium term strategy for Wal Turner Reserve to enable the ongoing use of the reserve for sport. This includes the consultation with the Wal Turner Reserve sports clubs and the agreed capital works upgrade projects that have previously been approved for the existing sports infrastructure and Turner Pavilion.
3. Considerations regarding the transitioning of existing sports clubs out of Wal Turner Reserve to other facilities, such as Barry Powell Reserve.
4. Outlines the existing issues at Barry Powell Reserve regarding sports field/oval 2 and the pavilion that are limiting the reserve's opportunity to expand the sporting options at this reserve.
5. Outlines the scope of works required at Barry Powell Reserve to enlarge the sports field / oval 2 and to plan for the design of a new sports pavilion.
6. Provides a proposed sequence of stage 1 capital improvement projects, estimated budget and timelines to facilitate the Barry Powell Reserve scope of works within the 2020/21 budget.
7. Outlines the Stage Two unfunded works for Barry Powell Reserve where additional funding is required through Council's annual budget process.

Recommendation Summary

This report recommends that Council resolve to support the implementation of the stage 1 projects for Barry Powell Reserve this financial year, in order to facilitate the expansion of oval 2 and enable the concept design of the pavilion to commence. This report also notes the upgrade works for Wal Turner Reserve as previously approved.

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)**Background**

At the Ordinary Council Meeting on 24 April 2020, Councillors moved the NoM No. 80 that:

1. *Council officers proceed no further with the development of the Wal Turner Reserve master plan;*
2. *That no further expansion of sporting use of Wal Turner be planned and the existing sporting clubs which utilise Wal Turner as a home ground or practice space be consulted on opportunities that could emerge under part 4a of this resolution;*
3. *That officers pursue a Memorandum of Understanding with the Department of Education for the use by Silverton Primary School of areas of the Reserve, including the shared cost of maintenance thereof;*
4. *That officers bring to Council by 23 November 2020 a report which:*
 - a. *investigates new pavilion and sports fields/oval upgrades required at Barry Powell Reserve in order to accommodate the possible transition of the existing sporting clubs playing out of Wal Turner Reserve to other facilities, such as at Barry J Powell Reserve. That report must include costings and timelines associated with the required upgrades and the possible transitioning of sports clubs to new facilities as proposed;*
 - b. *proposes a short to medium term strategy for the ongoing use of Wal Turner Reserve and essential improvements to the Turner Pavilion while transitioning existing sporting clubs as per part 4a of this resolution; and*
5. *that nothing in this resolution intends to prevent the continued use of Wal Turner Reserve for less formal and junior sporting activities that could function within the existing, unmodified recreation spaces.*

Existing Sports Clubs and grounds – Wal Turner Reserve and Barry Powell Reserve

To provide context to the discussion in this report, the following summarises the existing sports clubs and sports grounds at each reserve.

Wal Turner Reserve is a neighbourhood level reserve and is currently home to the following sports clubs:

- Silverton Cricket Club (636 members) – 152 juniors and 48 seniors
- South East United Football (Soccer) Club (131 members) – 35 juniors, 66 seniors and 11 masters

Wal Turner Reserve occupies approximately 3.04 ha of land including the 2.66ha of Public Park and Recreation Zone (PPRZ) land owned by CGD and the southern corner section of approximately 3800m² of Public Use Zone – Schedule 2 (PUZ2) land owned by the Department of Education. This neighbourhood reserve has one sports oval that partly sits on the Department of Education and Training land. It has a synthetic cricket pitch and a cricket practice net, both of which are currently being upgraded.

Barry Powell Reserve is a district level reserve and is currently home to the following sports clubs:

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

- Lyndale Cricket Club (141 members) - 49 juniors and 50 seniors
- Lyndale Football Netball Club (182 members) – 137 seniors
- Melbourne Eagles Cricket Club (179 members) – 35 juniors as well as 75 (seniors) who use Barry Powell for training in summer
- Melbourne Sixers Cricket Club (134 members) – 112 seniors use one of the grounds for matches during the summer season

Barry Powell Reserve occupies almost 10Ha of land and provides multi use sports and community facilities. In terms of sports grounds, there are two sports ovals, the main oval having a four-pitch cricket turf table, and the second oval having a synthetic cricket pitch. There is a three-lane cricket practice net.

NoM Item 4b:**Wal Turner Reserve – Negotiated Capital Works Projects approved following the NoM. 80 (24 April 2020)**

Following on from the moving of the NoM. 80 on 24 April 2020 to proceed no further with the development of the Wal Turner Reserve master plan, the key stakeholders at this reserve, notably the Silverton Cricket Club reignited discussions and negotiations with council officers and councillors regarding investment in sporting infrastructure upgrades for cricket as well as improvements to the Turner Pavilion.

As an outcome of these negotiations, at a CBS Briefing on 6th July 2020 the following investment of \$635,000 in capital improvements to Wal Turner Reserve was agreed by Council to be undertaken in the 2020/2021 financial year.

These six projects and their current status are outlined in table 1 below:

Item	Project	Estimated Cost	Status
1	2 x new coaches' boxes (upgrade)	\$30,000	Completed
2	Upgrade of cricket nets to 3 lanes to replace the existing 2 cricket nets.	\$245,000	Construction commenced in November
3	Replacement of the synthetic cricket wicket	\$30,000	Construction completed mid-November 2020
4	Turner Pavilion - Unisex upgrade to the change room / toilet facilities	\$80,000	Construction commenced – to be completed by 30 November 2020

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

5	Turner Pavilion - Kitchen / canteen upgrade	\$150,000	Currently in design phase. Construction to be completed by 30 June 2021.
6	Turner Pavilion - Construction of 2 new storage areas (externally accessed), including drainage and path works.	\$100,000	Currently in design phase. Construction to be completed by 30 June 2021.
Total Funding		\$635,000	

Table 1 – Wal Turner Reserve capital improvement projects*Table 1 – Wal Turner Reserve capital improvement projects*

The sports infrastructure projects that are being implemented at Wal Turner Reserve are upgrade works which enable the continued use of the reserve for less formal and junior sporting activities that can function within the existing recreation space.

The Turner Pavilion required a short-term strategy to support the ongoing use of the reserve for sporting competition (cricket and soccer) and community use. There are currently two clubs that use the pavilion: Silverton Cricket Club and South East United Football (soccer) Club. These building improvements works, as outlined in Table 1 above will provide immediate and ongoing benefits to the users.

Key benefits to Turner Pavilion to highlight are the provision of female friendly facilities to service the growth in female cricket and soccer at the reserve, increasing the capacity of the building for storage and upgrading the kitchen to allow for increased use by the sports club and community events. These upgrades to the pavilion will allow for the continued use of the building's facilities for the foreseeable future.

Following on from these capital improvements to Wal Turner Reserve, council officers will progress the discussions with the Department of Education to pursue a Memorandum of Understanding for the use of the areas of the reserve by Silverton Primary School, including the shared cost of maintenance thereof.

NoM Item 4a:**Transitioning existing sports clubs out of Wal Turner Reserve to other facilities, such as Barry Powell Reserve.**

The development of the *Make Your Move Greater Dandenong Physical Strategy 2020-2030* and related Discussion Paper identified that cricket and soccer are the largest outdoor-based team sports within the municipality, with growth rates per year of 5% and 3% respectively. The number of new clubs and teams is expected to continue to increase into the future, despite the impacts of COVID. One of the priorities of the strategy is to increase female and junior participation in physical activity.

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

Currently, the municipality is near capacity in terms of grounds and pavilions for these sports. Therefore, it is noted that unless council continues to invest in the capital improvement of existing infrastructure, council will be unable to meet the needs of the community for these sports into the future. Focusing on reserves that have multiple sporting grounds in the first instance is the priority and preferred direction, as these reserves provide the most value for money in terms of capital investment in pavilions, as the building can be shared across multiple sports fields and users.

The pavilion at Barry Powell Reserve is at the end of its service life and does not meet the required standards, particularly DDA compliance and female friendly standards. The redevelopment of the pavilion is a medium priority as per the Sports Facilities Plan – Implementation Plan 2018.

Lyndale Football Netball Club are the winter tenant at Barry Powell Reserve and have both male and female Aussie Rules football teams, in addition to female netball teams. They currently utilise the main full-sized oval, however the smaller second oval is unsuitable for play due to its current size. The lack of female friendly facilities in the pavilion is a significant barrier for the club, impacting the club's ability to recruit additional female participants and retain their existing members.

The summer tenant Lyndale Cricket Club only have male teams and have been unable to attract female teams in part due to the state of the pavilion. The cricket club currently utilise both ovals, however, are only able to use the second oval for junior teams due to the oval size. The Melbourne Sixers Cricket Club also utilise the second oval for senior Sunday cricket, however the size of the ground is inadequate for senior level cricket.

South East United Football (Soccer) Club are the winter tenant at Wal Turner Reserve. As a new club who have only been in existence for the past two years, the club have had significant growth in year-on-year participation. Discussions between the soccer club and council officers have considered what options may exist to move to a larger facility and/or access an additional ground. Barry Powell Reserve would be an option for the club in that the proposed future pavilion would meet current standards and the proposed second ground upgrades would allow greater capacity for this growing club.

Silverton Cricket Club currently utilises Wal Turner Reserve and Fotheringham Reserve. From discussions with this club they are not interested in moving in the short to medium term.

Outside of the existing tenanted clubs at both reserves there are numerous existing and potential new teams and/or clubs that could be accommodated at Barry Powell Reserve, provided the facilities were suitable to accommodate the teams, particularly in the winter season. Whilst further discussions are needed, council officers are of the understanding that currently, the following clubs are seeking additional sporting ground access. These include FC Noble Hurricanes (Soccer), Springvale White Eagles Football Club (Soccer) and Noble United Soccer Club.

Barry Powell Reserve - Existing Issues with the sports field/oval 2 and the pavilion

The key issues relating to sports field/oval 2 and the existing pavilion were outlined in the Barry Powell Master Plan Council report adopted by Council on 23 March 2020. (Refer to Attachment 1 – Barry J Powell Reserve Master Plan Council Report CM 23 March 2020 (Minute 1381). Figure 1 illustrates the location of these existing uses on an aerial photograph.

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

To recap, the following summary of key issues needs to be addressed;

Sports field / oval 2

- The second oval is only large enough to be a junior field for either cricket or AFL football.

Existing Sports Pavilion Building

- The site topography limits the capacity to enlarge the ovals or to create strong physical connections between the sports fields and the pavilion.
- The sports pavilion building does not meet the current AFL community facility guidelines or DDA/ Australian Standard requirements.
- The sports pavilion building is poorly oriented to the second oval and to the Halton Road car park.
- There are no female change facilities to support female participation at the reserve.
- The pavilion building has a poor internal functional layout; the upgrade of the bar is incomplete; there is a lack of secured internal storage and the heating and cooling system is poor. There is also a lack of shade and bench seating along the pavilion's terracing/ spectator area.
- The poor condition of the umpires' change room.
- The indirect access from the change rooms to the main oval requiring players and umpires to walk around behind the pavilion building.



Figure 1 – Barry Powell Reserve – existing main uses

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

Figure 1 – Barry Powell Reserve – existing main uses

Barry Powell Reserve Master Plan 2020

The Barry Powell Reserve Master Plan's implementation plan (adopted by Council on [23 March 2020]) provides the guidance on both the design and construction sequence that is required to increase the capacity of the reserve to accommodate existing and potential future sports clubs. Figure 2 below identifies the location of these proposals on the Barry Powell Reserve master plan.



Figure 2 – Barry Powell Reserve Master Plan 2020 – location of proposed capital improvement works for oval 2 and the pavilion

Figure 2 – Barry Powell Reserve Master Plan 2020 – location of proposed capital improvement works for oval 2 and the pavilion

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)**Scope of Works - Sports Oval 2 Expansion and associated works**

The following infrastructure works are required to occur to enlarge oval 2:

- Upgrading and enlarging the second sports oval to provide a full-size senior soccer pitch (105m x 68m) and a 50m radius playing field for cricket. This requires the demolition of the two un-serviceable southern tennis courts to provide enough space for this expansion.
- Providing a planted terrace to ameliorate the changing topographical level between the perimeter edge conditions of the second oval's levels and the main oval and circulation path.
- Creating a 2.5m wide pedestrian path network around the perimeter of oval 2 as part of the proposed walking circuit for the reserve to connect the various facilities. This also includes a path connection to the new kindergarten carpark.
- Designing the seating terraces levels to view the main oval with the oval 2 planted terraces to ensure the future integration of these works.
- As background, in early 2020 the Heritage Tennis Club relocated from Barry Powell Reserve to Lois Twohig Reserve and was named Heritage Tennis Club Incorporated. This was confirmed by a letter addressed to Council and dated 18 October 2019 confirming Heritage Tennis Club Incorporated's acceptance of this offer, which would come into effect in January 2020. The Lois Twohig Reserve tennis facilities, which previously did not have a club, have four floodlit tennis courts and a larger clubhouse which will support the growth and development of tennis within the community. (Refer to Attachment 1 – Barry J Powell Reserve Master Plan Council Report CM 23 March 2020 (Minute 1381) pages 25558 and 25559 for further information on this process)
- The demolition of the obsolete tennis pavilion and the two un-serviceable tennis courts is a high priority action of the Barry Powell Reserve Master Plan as there is now no tennis club at the reserve. The project which is aligned with the oval 2 expansion will facilitate the construction of the kindergarten carpark to service the needs of the kindergarten staff and parents. The two remaining tennis courts will become public access courts using Tennis Australia's 'Book a Court System'.
- The two un-serviceable tennis courts are currently dangerous to play on due to a large existing tree and its root system lifting the court surface up, which is creating significant trip hazards and OHS issues. Therefore, these two tennis courts cannot be replaced in their current location. As discussed previously, the demolition of these two un-serviceable tennis courts will enable the expansion of oval 2 to occur as determined in the adopted Barry Powell Master Plan 2020.

Scope of Works - new Sports Pavilion

To facilitate the opportunity to increase the capacity of the reserve to accommodate existing and potential future sports clubs, the planning and design for a new pavilion needs to be undertaken.

A new sports pavilion will ensure that the current deficiencies in this 'not fit for purpose' building meet current Building Code, Council, AFL Victoria, Cricket Victoria and Football Victoria standards. Key requirements for the pavilion design are as follows:

- The pavilion building to meet standards required by the AFL for community clubs, facilities for other sporting codes and as a community facility.
- Incorporating the grounds maintenance facilities.

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

- Incorporating an externally accessible public toilet facility.
- Providing direct access and active interface between the new sports pavilion, the two sports fields and the future netball / multi-use courts.
- Providing a forecourt space with shade, seating and a drinking fountain between the new pavilion building and creating amenities for spectators on the game day or for broader community gathering at other times.

The footprint for a new pavilion building requires the following elements to be included in the concept design:

- Floor area – 840-900sqm
- Expected to be designed over three levels due to the site topography
- Four change rooms with adjoining amenities including accessible change spaces
- Two umpire change rooms
- Two first aid rooms
- Two timekeepers' / scorers' rooms
- Four storage spaces for summer and winter tenant clubs
- A storage space for Parks Maintenance
- Two meeting rooms
- Canteen / Kitchen
- Community storage space
- Multi-purpose space with adjoining internal toilets
- Public toilets

2020/2021 Council's Amended Budget to Fund project works at Wal Turner Reserve and Barry Powell Reserve

\$1.1 million was included in Council's 2020/21 amended budget to undertake capital improvement projects at both Wal Turner and Barry Powell Reserves. Discussions regarding the use of the budget for project works has resulted in the following:

- Wal Turner Reserve – previously approved six capital improvement projects to value of \$635,000.
- Barry Powell Reserve - proposed capital works for consideration as per this report utilising the remaining budget.

Consequently, the split of the \$1.1 million budget is as follows;

- Wal Turner Reserve – \$635,000 (committed 6 projects)
- Barry Powell Reserve - \$465,000 (refer to Proposal - Table 2 proposed projects)

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

Proposal

The Barry Powell Reserve master plan implementation plan and the further research undertaken for this report provide guidance on the preferred sequence of works that are required to expand oval 2 and undertake design for a future new pavilion.

Table 2 below outlines the proposed sequence of projects, estimated budget and timeframes that align with the 2020/21 \$465,000 budget for Barry Powell Reserve. The proposal is to commence the stage one scope of works this current financial year.

Table 2 – Barry Powell Reserve – proposed stage one capital improvement projects

STAGE ONE				
No.	Project	Description of Works	Estimated Budget	Timeframe
1	Demolition of obsolete tennis pavilion and the two un-serviceable tennis courts	<p>Demolish the tennis pavilion</p> <p>Demolish the two southern tennis courts which encroach into the expansion area for oval 2.</p> <p>Demolition works to allow for electrics, power relocation, switchboard and reinstatement of parkland etc.</p>	\$90,000	December 2020 – January 2021
2	Design - Oval 2 Upgrade and Expansion Works	<p>Design of oval 2 expansion, including engineering design, earthworks, retaining walls, review of crib wall and interface between the oval and the existing tennis courts and paths.</p> <p>Lighting design for oval 2</p> <p>## The design of the oval 2 expansion and carpark will be undertaken together to ensure that the engineering, level changes, access, DDA, retaining walls and interfaces between the expanded oval 2, carpark, kindergarten, main oval and tennis courts are fully integrated.</p>	\$30,000	January – February 2021

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

3	Design of the Car park on former tennis pavilion site	Design and documentation of the carpark to service the kindergarten's need for additional staff parking and extra community parking for the reserve. Due to different site levels – the design to allow for steps and ramp access, DDA requirements and retaining walls in the design.	\$30,000	January – February 2021
4	Oval 2 expansion construction works	Expansion of oval 2 to the north. Construction of wall / interface between oval 2 and tennis courts and expansion of oval to the south east.	\$205,000	March – June 2021
5	Two new coaches' boxes	Supply and installation of 2 coaches' boxes	\$30,000	March – June 2021
6	Sports Pavilion Concept Design	Concept design of the sports pavilion	\$80,000	January – June 2021
		Sub Total	\$465,000	

Stage Two unfunded works - additional funding required through Council's annual budget process

Table 3 below outlines the additional projects that are required to complete the sports ground expansion element of the Barry Powell Reserve master plan. These separate projects would be subject to additional funding being sought in future CIP bids as part of the annual budget process.

Kindergarten Carpark

The construction of the carpark to service the needs of the kindergarten staff and parents was identified as a high priority outcome in the Barry Powell Reserve master plan following on from the demolition of the tennis pavilion. Due to the existing \$465,000 budget being exhausted, the construction of the carpark is not able to be delivered this financial year. A capital works bid for \$250,000 to construct the carpark in 2021/22 will be submitted and will be subject to the support and funding of this capital works bid in the annual budget process.

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)Sports Training Lights

If the expansion of oval 2 is undertaken this financial year as per this report's recommendation, then a capital works bid for the supply and installation of a new sports ground lighting system for oval 2 would be submitted for consideration in Council's 2021/22 annual budget process. Opportunities to actively apply for external grant funding for the sports lighting would be pursued.

New Sports Pavilion

As outlined earlier in this report, the redevelopment of the Barry Powell pavilion is a medium priority as per the Sports Facilities Plan – Implementation Plan 2018. The funding and timeframes to implement the next two stages of the pavilion project is subject to consideration of council's other competing priorities and annual financial budget allocations for major capital works projects. Following on from the concept design, a capital works bid would be submitted for consideration in Council's 2021/22 annual budget process and opportunities for external funding would be actively pursued.

Table 3 – Barry Powell Reserve – proposed unfunded future capital improvement projects

STAGE TWO – additional funding required (not included in \$465K Budget)					
No.	Project	Description of Works	Estimated Budget	Timeframe	
Kindergarten Carpark					
1	Car park construction	Allowance for civil works, retaining walls, drainage and lights	\$250,000	At a date TBC	
Oval 2 Lights					
2	New oval 2 lighting	Supply and installation of new sports ground lighting system, including all necessary electrical infrastructure for oval 2	\$450,000	At a date TBC	
New Pavilion					
3	Sports Pavilion	Detailed Design and Contract Documentation	\$350,000	At a date TBC	

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

4	Sports Pavilion	Construction of Pavilion	\$9–10 Million (estimate)	At a date TBC
---	-----------------	--------------------------	---------------------------	---------------

Rationale for commencing the delivery of the stage one oval 2 expansion works in early 2021

Traditionally the months of March and April provide the most stable dry conditions, which are the ideal conditions for undertaking this type of construction work; wet conditions provide a much more difficult work environment when undertaking earthworks. If council were to experience an average winter and spring rains, then it is likely that the project may not commence until the months of October/November or even later if the seasonal weather conditions result in a very wet spring.

Mitigating future construction impacts

The current proposed package of works has considered and made allowance for future implementation works. Any future works will not be detrimental to what is constructed as part of this package.

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

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

Community Plan ‘Imagine 2030’**People**

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

Place

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

Opportunity

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

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)**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:

- Barry Powell Reserve Master Plan 2020
- Make Your Move Greater Dandenong Physical Strategy 2020-2030
- Open Space Strategy 2020-2030
- Tennis Plan 2015
- Walking Strategy 2015-23
- Community Wellbeing Plan 2017-21 and Annual Action Plan
- Sports Facility Plan – Implementation Plan 2018
- Sport and Recreation Participation Study 2019

Related Council Policies

The related Council policies that are relevant to this process are;

- Asset Management Policy
- Cricket Wickets Policy
- Diversity Access and Equity Policy
- Financial Management Policy
- Multipurpose Use of Community Facilities Policy
- Sports Ground Floodlighting Policy 2015
- Sports Pavilion Management Policy 2017
- Sustainable Buildings Policy 2020

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)**Victorian Charter of Human Rights and Responsibilities**

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

Financial Implications

The resource requirements associated with this report are \$1,100,000 which aligns with the annual budget allocation of \$1,100,000 for this purpose.

The 2020/21 amended budget included \$1,100,000 for the implementation of capital improvement projects at Wal Turner Reserve and Barry J Powell Reserve. The outcome of the previously approved funding negotiations determined that \$635,000 was allocated to the six projects at Wal Turner Reserve with the remaining budget of \$465,000 used to fund the stage 1 Barry Powell Reserve projects, as per Table 2 of this report.

Consideration for funding of the unfunded stage 2 project works at Barry Powell Reserve, as per Table 3 of the report will need to be referred to the next annual budget process. For the 2021/22 capital works bid process, the following projects will be submitted for consideration as part of that annual budget process;

- \$250,000 - construct the kindergarten carpark
- \$450,000 - supply and installation of new sports ground lighting system and including all necessary electrical infrastructure for oval 2
- \$350,000 – Barry Powell Pavilion - detailed design and contract documentation

Future implementation and staging of the projects for Barry Powell Reserve will be subject to the support and funding of capital works bids and opportunities to actively pursue external funding as part of Council's annual budget process.

New Sports Pavilion

The Barry Powell Reserve pavilion building project is intended to be funded out of the Building Facility Renewal Program steered and directed by the Sports Facility Plan and Asset Renewal Program. The estimated budget and the timeframes for this major building project are to be considered with council's other competing priorities and annual financial budget allocations for the capital works program.

Consultation

The Barry Powell Reserve Master Plan 2020 (adopted by Council on [23 March 2020]) incorporated extensive community consultation.

Prior to NoM 80 to proceed no further with the Wal Turner Reserve master plan, extensive community and stakeholder consultation at key milestones had occurred. The consultation process was structured to inform Councillor and officer views and priorities across departments before the views of user groups, stakeholders and the wider community were canvassed. This ensured that all viewpoints

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

could be assessed and responded to in light of an understanding of wider Council policies, priorities and preferred directions. As outlined earlier in this report, after the adoption of NoM. 80, subsequent consultation occurred with the sports clubs to negotiate an agreed outcome for Wal Turner Reserve.

For both projects, a Project Control Group was established at the commencement of the project and included members from the Executive, Ward Councillors and Council Officers.

Conclusion

The capital improvement projects at Wal Turner Reserve have addressed the short to medium term requirements to enable the continued use of this reserve for sporting activities within the existing recreational area.

The proposed use of the allocated 2020/21 budget for stage 1 works at Barry Powell Reserve will enable the enlargement of oval 2 and associated infrastructure works to be implemented this financial year. The upgrade of oval 2 to a senior sized sports field will facilitate the opportunity to provide greater capacity of sports offerings for the tenanted clubs. The realisation of a new senior sized oval 2 will provide certainty and allow council officers to pursue opportunities and discussions with various sporting clubs to transition to Barry Powell Reserve or other facilities.

The concept design for a new pavilion at Barry Powell Reserve is the first step in the process of developing a detailed design proposal and costings for this major capital works building project that will support the growth and development of sport within the municipality. Whilst the timeframes for the building's construction are yet to be determined, the expansion of oval 2 will certainly assist in the short to medium term of opening up greater capacity for the tenanted clubs at Barry Powell Reserve.

Recommendation**That Council:**

- 1. endorses the expenditure of \$465,000 in accordance with Table 2 for the implementation of the stage 1 works at Barry Powell Reserve in the 2020/21 financial year;**
- 2. notes that the future implementation of projects at Barry Powell Reserve will be subject to the support and funding of capital works bids in 2021/22 and beyond and that opportunities to actively pursue external funding as part of Council's annual budget process; and**
- 3. notes the upgrade works for Wal Turner Reserve as set out in Table 1 that are currently in progress and previously approved on 6 July 2020.**

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

OTHER

**RESPONSE TO NOTICE OF MOTION NO. 80 – PROPOSAL TO PROCEED
NO FURTHER WITH THE (DRAFT) WAL TURNER RESERVE MASTER
PLAN, NOBLE PARK NORTH**

ATTACHMENT 1

**BARRY J POWELL RESERVE MASTER PLAN
– CM 23 MARCH 2020 (MINUTE NO. 1381)**

PAGES 27 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2 POLICY AND STRATEGY**4.2.1 Draft Barry J Powell Reserve Master Plan**

File Id:

Responsible Officer:

Director City Planning Design & Amenity

Attachments:

Barry J Powell Reserve Master Plan Final Report
February 2020

Report Summary

The draft Barry J Powell Reserve Master Plan 2020 establishes the long-term vision and direction for this district park in Noble Park North. The plan improves and maximises the potential of the reserve to support the development and provision of sporting, recreational and community facilities. Environmental benefits are integrated into the master plan to guide the infrastructure improvements and to support biodiversity opportunities planned for the reserve. This report provides a summary of the master plan development process, the consultation and the key directions for the master plan.

Recommendation Summary

This report recommends that the draft Barry J Powell Reserve, Noble Park North Master Plan and its staged implementation plan 2020 be adopted by Council.

25551

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)**Background**

In August 2018 Council engaged a consultant team to assist with the preparation of a draft Master Plan for Barry J Powell Reserve. One of the aims of the master planning process was:

To develop a Master Plan that will strengthen and progress Barry J Powell Reserve role as a district, multi-purpose park that provides for a broad range of passive and active recreational pursuits, that is well utilised and meets the needs of a growing population and diverse Noble Park North community. It will be recognised as a high-quality park with an emphasis on design excellence in terms of landscape, sports and recreational provision and flexibility of use and built form.

In addressing this aim, key considerations included:

- Meeting the future demands of population growth, changing sports and recreational needs, and community aspirations. Specifically, Barry J Powell Reserve's provision of facilities for football, netball, cricket and tennis.
- Provision of active sports infrastructure/ buildings that meets the functional requirements of the Australian Standards and Sports Codes and are consistent with the strategic planning of competition sport within the municipality.
- Provision of social and passive recreational infrastructure including park amenities, shared paths, and playgrounds that meet the size and play requirements of Council's Playground Strategy 2013.
- Addressing environmental issues and opportunities including the reserve's topography, drainage requirements and improving the current low level of tree canopy coverage across the reserve.
- Addressing other relevant Council's strategies and plans and allowing for the staged implementation of the masterplan.

Site Context

Barry J Powell Reserve is bounded by Halton Road to the south and Bakers Road to the east. The land use on the western boundary which addresses Jacksons Road and the northern boundary is residential. Residential land use also occurs along Halton Road and Bakers Road. Outside the immediate surrounding residential land, there is a cluster of industrial uses to the west of Jackson Road.

Barry J Powell Reserve occupies almost 10Ha of land and is classified in the Open Space Strategy 2009 as a district park that provides multi use sports and community facilities. It is an active and passive district park providing two sports ovals that currently provide facilities for Australian Rules Football and cricket. The main oval has a four-pitch cricket turf table, and the second oval has a synthetic cricket pitch. A three-lane cricket practice net constructed in 2017 is located to the north east of the main oval. The other sports facilities in the reserve include the four tennis courts located to the north and west of the Heritage Kindergarten.

There are five buildings located at Barry J Powell Reserve; the Barry J Powell Reserve Sports Pavilion (football, cricket), the Jan Wilson Community Centre (JWCC), the Heritage Tennis Club Pavilion, the Heritage Kindergarten, and a grounds maintenance shed located to the northeast of the main oval.

25552

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

Carparking within and around the reserve comprises the main onsite carpark accessible from Halton Road and the on-street carparks along Halton Road and Bakers Road.

Barry J Powell Reserve provides a range of passive recreational opportunities, including:

- The 'neighbourhood level' playground located on the south side of the park between the sports pavilion, main carpark and the Jan Wilson Centre.
- The small 'local level' northern playground located close to Bakers Road, to the north of the tennis courts.
- A designated dog-off-leash area is located to the north west corner of the main oval. This space is currently unfenced but is relatively contained within the natural topographical depression of the reserve and the neighbouring residential fencing.
- The reserve has three picnic tables including two sheltered tables located near the dog-off-leash area and the second oval and another unsheltered older picnic table near the northern play space with an independently located barbecue facility.

The overriding landscape character of Barry J. Powell Reserve is of open grassed spaces with scattered trees, in a mix of informal plantations distributed within the reserve.

25553

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)



Fig ure 1 – Existing Park Facilities Plan

Figure 1 – Existing Park Facilities Plan

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

Barry J. Powell Reserve is currently home to:

- Lyndale Cricket Club (130 members)
- Lyndale Football Netball Club (150-165 members)
- Melbourne Eagles Cricket Club (100 members) *70 (seniors) use Barry Powell for training in summer
- Heritage Tennis Club (23 members as of Oct. 2018)
- Melbourne Sixers Cricket Club (85 members) – use one of the grounds for matches during the summer season
- **Master Plan Process**

In conjunction with the site analysis and functional assessment of the Barry J. Powell Reserve, the consultant team undertook extensive community and stakeholder consultation, to inform the development of the draft master plan. The master plan consultation was generally undertaken in two stages to engage with the community, ward Councillors, stakeholders and the sports clubs before and during the development of the draft masterplan.

The two consultation stages were:

- Stage 1 – Issues and Opportunities Discussion - 25 January to 1 March 2019
- Stage 2 – Exhibition of Draft Master Plan – 12 August to 8 September 2019

A Ward Councillor briefing occurred at the commencement of the project (29 October 2018), prior to stage one (15 January 2019) and prior to stage two (8 August 2019). There was also an on-site meeting with the project team and Councillors on 21 November 2019.

In conjunction with the engagement process, the consultant team undertook a thorough site analysis and functional assessment of Barry J Powell Reserve's facilities, buildings and environmental considerations to inform the development of the draft master plan. The site analysis and functional assessment of the reserve's facilities identified the following key issues and findings:

Summary of key reserve issues and findings**Sports Activities and Areas**

- The main oval is smaller than the preferred oval size nominated by the 'AFL Facility Guidelines'.
- The second oval is only large enough to be a junior field for either cricket or AFL football.
- There are no netball facilities provided at the reserve to allow for combined training nights of the Lyndale Football Netball club.
- The two southern tennis courts are in poor condition.

Buildings and Facilities

- The sports pavilion building does not meet the current AFL community facility guidelines or DDA/ Australian Standard requirements.

25555

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

- The sports pavilion building is poorly oriented to the second oval and to the Halton Road car park.
- There are no female change facilities to support female participation at the reserve.
- The site topography limits the capacity to enlarge the ovals or to create strong physical connections between the sports fields and the pavilion.
- The existing maintenance shed is isolated and has no formal access.

Landscape and Passive Recreation Areas

- The existing playgrounds have limited play diversity and age offer and require an upgrade to align with the Playground Strategy hierarchy guidelines.
- The limited park infrastructure across the reserve, including seats, shelters and barbecue facilities limits the opportunity for larger family or community groups to use the reserve for social gatherings.
- There is limited provision of informal active recreation such as social basketball or exercise/fitness stations within the reserve.
- The existing dog-off-leash area has limited park facilities such as seating and has limited natural shade from trees.
- There is a general lack of mature tree planting and general park facilities such as seating throughout the reserve.

Access, Circulation and Parking

- While the site is easily accessible from Halton Road, the location and function of the car park access and egress points are not clearly identified and are easily missed.
- There is a lack of formal/ shared pedestrian and cycle paths through the reserve and there is not a well identified pedestrian park entry from Halton Road.
- Delivery vehicle access to the Jan Wilson Centre is dominant. This prevents the direct interaction of the building with its park setting.
- There is currently no off-street parking for the Heritage Kindergarten staff.
- There are concerns about the safety of pedestrians attempting to cross Bakers Road between the kindergarten and the nursing home.

Refer to Attachment 1 – Barry J. Powell Reserve Master Plan Report 2020 for a broader exploration of the site analysis and the key issues and findings.

Stage 1 - Stakeholder Consultation with the Sports Clubs

Consultation with the Lyndale Cricket Club and Lyndale Football Netball Club occurred on Tuesday 27th November 2018. This initial consultation was used to gain as much stakeholder input early in the master plan process to provide guidance on the development of the draft master plan.

25556

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

A summary of the key comments from each club is outlined below:

Lyndale Cricket Club

- The club currently has 5 senior teams, 3 junior teams and an introductory program.
- The club currently has 130 members.
- All teams compete in the Dandenong District Cricket Association.
- The club uses Barry J. Powell Reserve as its' headquarters and training base.
- The junior teams train on Monday & Wednesday and the senior teams train on Tuesday and Thursday.
- The matches occur on Friday afternoon for U11s as well as on Saturday morning and afternoon on both ovals for the junior and the senior teams.
- There is a lack of at-grade storage for their equipment, which ideally should be co-located with the practice nets.
- The pavilion building has a poor internal functional layout; the upgrade of the bar is incomplete; there is a lack of secured internal storage and the heating and cooling system is poor. There is also a lack of shade and bench seating along the pavilion's terracing/ spectator area.
- The number, size and condition of the two ovals currently meet the Club's needs, but the club would be highly supportive of the widening of the second oval to meet the senior cricket and senior AFL football requirements.
- The club is satisfied with the provision of the three lane cricket practice nets and the onsite car park.
- The proximate location between the playground and the Barry J. Powell Pavilion and the main oval is important to the Club.

Lyndale Football Netball Club

- The club has three senior football teams (senior, reserve and women) and has not had any junior football team since early 2000's.
- The club has two netball teams which all compete in the Southern Football Netball League.
- The club has been based at Barry J. Powell Reserve since 1986.
- The women's team trains at the reserve every Tuesday and Thursday afternoon/ from 6pm, and the men's team trains on the same days from 6.30pm.
- The matches occur on Saturday for the men's team and Sunday for the women's team.
- The club uses the main oval during the competition season. The second oval is only used for pre-season training.
- The netball teams train at the Gloria Pyke Netball complex, Greaves Reserve and play their matches at the Springvale District Netball Complex (Dingley) on Saturday.
- The two main issues identified by the club were the non-functional layout of the pavilion building and the lack of onsite netball courts.

25557

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

- Some of the functional and amenities issues of the Barry J Powell Pavilion building raised by the club include the following:
 - The amenities located in the player's change rooms do not comply with the current AFL community facility guidelines or DDA/ Australian Standard requirements.
 - The absence of change rooms for women.
 - The poor condition of the umpires' change room.
 - The indirect access from the change rooms to the main oval requiring players and umpires to walk around behind the pavilion building.
 - The incomplete upgrade of the bar.
 - The poor heating and cooling of the pavilion building.
- The other building issue relates to the lack of infrastructure that are commonly available in a more modern facility such as a separate timekeepers' room, a separate meeting room, and a location/ facility to film matches.
- The size and the condition of the main oval meets the club's needs, but they requested a back net to be installed behind the western goals to avoid balls running down the hill.
- The proximity of the playground to the Barry J. Powell Pavilion and the main oval is important to the club, with the club suggesting fencing the play space from the car park.
- Other suggestions to improve the sports facilities at the reserve include relocating the coaches' boxes to the north side of the oval, adding spectator shelter around the main oval, adding an electronic scoreboard, and providing a pedestrian/ shared path around the reserve.

Melbourne Eagles Cricket Club

The Melbourne Eagles Cricket Club did not respond to the invitation for the consultation meeting. However, it is noted that the Melbourne Eagles Cricket Club only uses the second oval in winter for one team playing in the Cricket Association.

Heritage Tennis Club

At the commencement of this master plan, the Heritage Tennis Club was a non-active club as there was no committee. During the stage 1 drop-in session, Council officers were made aware that the coach from Excel Tennis Coaching had begun entering junior teams in Saturday morning competition under the auspices of himself. Excel Tennis Coaching use the Barry Powell Reserve courts for coaching on Tuesday-Friday evenings and competition is held on Saturday mornings between 8am -12pm. There are currently four teams playing in the competition tennis under the Heritage Tennis Club name. The clubroom is currently used when coaching is scheduled at the courts, on Saturday during competition and during tennis-based holiday programs held at the courts.

A meeting with two members of the Heritage Tennis Club occurred on 16 April 2019 to provide them an overview of the issues and opportunities for the reserve. The rationale guiding the preparation of the draft masterplan was generally supported by the members. This included the rationale for the removal of the two southern tennis courts to enable the widening of the second oval and future expansion of the Heritage Kindergarten; the removal of the clubroom to provide for an off-street

25558

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

carpark for the Heritage Kindergarten and the two retained tennis courts and the two northern tennis courts becoming a public access facility through the 'book-a-court' system. Improvements to the adjoining park area with the provision of shelters, seats and barbecue facility, an upgraded playground, fitness equipment and the provision of walking path around the reserve was a positive initiative.

It was explained to the Heritage Tennis club members that being a non-active club, Council officers were proposing to relocate the Heritage Tennis club to Lois Twohig Reserve's tennis facilities which did not have a club, whilst having four floodlit hardcourts and a larger clubhouse. The relocation of the Heritage Tennis Club to Lois Twohig Reserve and named Heritage Tennis Club Incorporated was confirmed by a letter addressed to Council and dated 18 October 2019 confirming Heritage Tennis Club Incorporated's acceptance of this offer, which would come into effect in January 2020.

Stage 1 – Barry J Powell Reserve Community Consultation**Community Consultation – Issues and Opportunities**

Stage 1 of the community consultation was undertaken between 25 January and 01 March 2019. The purpose of this consultation was to further develop an understanding of the issues and opportunities from the community on what is working well and what needs to be improved at the park to provide guidance on the development of the draft master plan.

Stakeholder feedback from Stage 1 was primarily drawn from the following activities:

- "Our Say" online engagement platform
- Drop-in session in the park
- Comments via email submissions or phone
- Presentation to the Cultural Heritage Advisory Committee on 9 May 2019.

To widely advertise the Stage 1 consultation, the following promotions were undertaken:

- An article in The City Feb 2019;
- Four A0-size posters displayed at different locations across the park;
- A3 and A4 size posters were displayed at Council's libraries and Council's customer service counters, the Jan Wilson Community Centre and the Heritage Kindergarten.
- Postcard drop to the properties within 1km radius of the park.
- Social media posts notified and provided reminders of the start and closing of the "Our Say" online engagement platform, and the Drop-in session date.

Table 1: Stage 1 Participation

	Online survey	Drop-in session	Email Submissions	Total
Participants	11 (94 visits)	28	9	48

Table 1: Stage 1 Participation

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

The key themes from the Stage 1 community consultation is summarised as follows:

A more detailed description of each activity can be found in Attachment 1 – Barry J. Powell Reserve Master Plan Report 2020, Appendix B.

Table 2: Phase 1 Summary of themes and activities

Theme	TOTAL	Summary of Submissions	Officer Response / recommendation
Playground upgrades	13	There is support for the two playgrounds to be upgraded and expanded to attract all age groups. Provision of shade and seating for the play area users and family members was an important requirement.	Recommend for inclusion in development of the draft masterplan.
Sport and spectator facilities	19	Support for improving and upgrading the sport facilities and buildings. The toilets and the sheltered areas for spectators should be improved. Support for the installation of lighting at the tennis courts and an increase in court space for basketball and netball.	Recommend for inclusion in development of the draft masterplan.
Dog off-leash facilities	8	Support for fencing of the existing dog-off-leash area and increasing the provision of infrastructure such as bins and seats.	Recommend for inclusion in development of the draft masterplan.
Walking infrastructure	10	Informal walking/cycling recreation is important at the Reserve. Support for the inclusion of a designated path circuit with drinking fountains, shade, and exercise stations.	Recommend for inclusion in development of the draft masterplan.
Outdoor gym	7	Support for outdoor fitness equipment that would be appropriate at the park, such as near the Jan Wilson Community Centre.	Recommend for inclusion in development of the draft masterplan.

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

Vegetation / tree planting	9	Support for enhancing the reserve's vegetation, as tree planting would provide shade and serve as windbreaks, as well as improve the general environment of the park.	Recommend for inclusion in development of the draft masterplan.
Social Infrastructure	11	Support for general park upgrades such as seating, toilets, shade, and BBQs to support social recreation.	Recommend for inclusion in development of the draft masterplan.

Stage 2 - Development of Draft Master Plan

After undertaking the functional analysis of the park and facility requirements and considering the submissions and feedback from the Stage 1 consultation, a draft master plan was developed from March to July 2019.

The community consultation on the draft master plan incorporated two options which provided two different locations and size for the southern playground. Apart from the two playground location options, the remaining elements of the master plan are identical.

Playground

The difference between the two playground options is:

Option 1

- Relocation of the existing southern 'neighbourhood' playground to the grass area to the west of the Jan Wilson Community Centre (JWCC). The relocation of the playground would enable it to be enlarged and become a 'district' level playground (approximately 1300m²).
- The existing lawn space to the southwest of the second Oval would become an informal lawn space (approximately 350m²) with tree planting and some picnic and barbecue facilities near the second sports oval.

Option 2 –

- Relocation of the southern 'neighbourhood' playground to the lawn space near the second sports oval. The playground would be retained as a similar sized 'neighbourhood' playground (approximately 350m²).
- The existing grass area to the west of the Jan Wilson Centre would become a large informal open lawn space (approximately 1300m²) with tree planting, picnic and barbecue facilities.

Apart from the above differences, both playground options include the following elements:

- Facilities such as shade, seating and a drinking fountain within the playground precinct footprint.

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

- Retention of the northern local level playground location next to Bakers Road. The proposal is to upgrade this 'local' playground and introduce nature play which integrates with the existing informal woodland. This precinct would incorporate an outdoor gym facility, picnic facilities and shade associated with the nature play and the retained tennis courts.

All the design elements outlined in the next discussion are applicable to both master plan Options.

Dog off-Leash, Landscaping and Passive Recreation Areas**Dog off-Leash**

- Retaining the existing dog off-leash area, whilst providing fencing and additional tree planting for shade.

Landscaping and Passive Recreation

- Providing a forecourt space with shade, seating and a drinking fountain between the proposed new pavilion building and the new netball and multi-use courts to create amenity for spectators and the community.
- Providing a planted terrace to ameliorate the topographical level changes between the proposed multi-purpose court and landscaped area and the higher topographical level of the reconfigured second sports oval.
- Demolishing the two southern tennis courts to allow for the potential future expansion of the Heritage Kindergarten and providing an area with tree planting and seating (in the short term).
- Providing additional planting with an environmental focus and seating to create a pause points within the existing north eastern informal woodland precinct.

Jan Wilson Centre Community Centre

- Creating a spill out area/ event space associated with the Jan Wilson Community Centre (JWCC) with some tree planting for the provision of natural shade. Upgrading the forecourt space of JWCC and retaining the existing enclosed play space for the community centre's programmes.

Sports Pavilion

- Upgrading the sports pavilion to meet the standards required by the AFL for community clubs, facilities for other sporting codes, community facility and grounds maintenance facilities and to provide a direct interface to all sporting precincts.

Sports Facilities

- Retaining the main sports oval and providing seating terraces to view the main oval with shelters for weather protection.
- Upgrading the second sports oval to provide a full-size senior soccer pitch and a 50m radius playing field for cricket.
- Constructing a netball court as a training facility with the potential for a second court/ multi use hard court.

25562

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

- Retaining two tennis courts for community use and implementing a 'Book a Court' system and demolishing the two tennis courts on the west side of the kindergarten.
- Retaining the existing cricket practice nets.
- Removing the existing grounds maintenance shed.

Pedestrian Circulation

- Creating a 2.5m wide pedestrian path network throughout the reserve to connect the various facilities and to provide a walking circuit with distance markers.
- Retaining the existing pedestrian footpath along Halton Road.
- Providing a pedestrian crossing point along Halton Road at the pedestrian desire line from Halton Road to the future sports pavilion building.
- Formalise pedestrian connections through the car park with the provision of 'green connection'.
- Providing a pedestrian crossing point on Bakers Road between the kindergarten and the nursing home to improve people's safety.

Car Parking/ Vehicular Circulation

- Reconfiguring and enlarging the existing car park with ingress and egress at either end to improve circulation and providing planted kerb outstands within the carpark to mitigate the 'potential return' of the hoon behaviour.
- Retaining ambulance service access to JWCC whilst rationalising and providing a more direct and shorter route of ramped access for deliveries to JWCC.
- Removing part of the existing vehicular 'service' route to JWCC in order to provide direct pedestrian access and creating a stronger connection between JWCC and the park.
- Constructing a new carpark on the site of the existing tennis pavilion building to provide off road parking for the kindergarten.

Stage 2 Community Consultation – Draft Master Plan

Stage 2 of the community consultation was undertaken between 12 August and 8 September 2019. This second round of consultation was used to present and receive comments on the key directions proposed for the draft Barry J Powell Reserve master plan.

Stakeholder feedback was received from the following activities:

- Consultation with the Sports Clubs
- Online survey (via "Our Say" engagement platform)
- Drop-in Session at Barry J Powell Reserve on Saturday 17 August 12pm-3pm where participants could discuss both Barry J Powell and WJ Turner reserve master plans.
- Drop-in Session at WJ Turner Reserve on Sunday 01 September 2019 9am-12pm where participants could discuss both Barry J Powell and WJ Turner reserve master plans.
- Comments via email submissions or phone.

25563

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

To widely advertise the Stage 2 consultation, the following promotions were undertaken:

- An article in The City May 2019;
- Six A0-size posters displayed at different locations across the park;
- A3 and A4 size posters were displayed at Council's libraries and Council's customer service counters, the Jan Wilson Community Centre and the Heritage Kindergarten.
- Letter drop to the properties within 1km radius of the park were hand delivered on 22 August 2019.
- Social media posts notified and provided reminders of the start and closing of the "Our Say" online engagement platform, and the Drop-in session date.



Figure 2 – Exhibited Draft Master Plan – Option 1

Figure 2 – Exhibited Draft Master Plan – Option 1

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)



Figure 3 – Exhibited Draft Master Plan – Option 2

Figure 3 – Exhibited Draft Master Plan – Option 2

Stage 2 Consultation – Summary of responses to exhibited draft master plan options

The key themes and responses from the Stage 2 community consultation are summarised below. A more detailed description of each activity can be found in Attachment 1 – Barry J. Powell Reserve Master Plan Report 2020, Appendix B.

	Online survey	Drop-in session	Submissions	Total
Participants	18	20	14	51

Table 3 : Stage 2 Participation

Theme	TOTAL	Summary of Submissions	Officer Response / recommendation

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong

MONDAY, 23 MARCH 2020

ORDINARY COUNCIL MEETING - MINUTES

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

General support	15	Majority of participants supported the key directions of the draft Master Plan.	Recommend inclusion of the overall master plan direction.
Options 1 and 2: playground	17	Option 1 - 70% support for a larger district-level play space to be located adjacent to the JWCC. Option 2 - 20% preferred this option for its location and better surveillance of the playground from other park spaces. 10% did not support either option and suggested an alternative location for the district playground near the Heritage Kindergarten.	Recommend inclusion of the Option1 playground location which delivers a larger district level playground to the west of the JWCC.
Public toilets	3	There is demand for publicly-accessible toilet facilities to be incorporated into the pavilion redevelopment.	Recommend inclusion of a publicly accessible toilet as part of a future new sports pavilion and at the new district playground. In the interim it is recommended that the public toilet at the existing sports pavilion building is re-opened.
Dog off-leash area	3	There is some demand for a dog-off leash area. Fencing around the DOL area is preferred.	Recommend inclusion of fencing to the dog off-leash area.
Support for additional vegetation	9	A key focus from respondents was support for greater vegetation at the reserve particularly native vegetation and extending the informal woodland to the southeast area of the Reserve.	Supported by recommendations in the exhibited draft masterplan.
Sport and recreation suggestions	7	Support for an increase in sport and recreation facilities, including the full-size soccer pitch, a full netball/ basketball court, portable goal storage and outdoor gym equipment.	Supported by recommendations in the exhibited draft masterplan.

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

Additional suggestions	9	A range of suggestions made including additional walking paths and seating, bike parking and improved lighting.	Supported by recommendations in the exhibited draft masterplan.
Additional comments	3	Some Stage 2 participants felt that the process was not adequately advertised, particularly to nearby residents in stage 1.	Noted. This issue was addressed by a letter drop delivered to the surrounding residents advising of the stage 2 consultation.

Summary of Consultation with the Sports Clubs and Victorian Sporting Associations**Lyndale Football Netball Club**

A letter of support was received from the Lyndale Football Netball Club on the 27 August 2019, affirming the Club's need for a full-size netball court and their full support for the potential second netball court extension/ multi-use court as proposed in the draft master plan. They also highlighted that a half-netball court would not adequately address their club's needs.

Consultation with Victorian Sporting Associations

Council officers contacted Tennis Victoria, Football Victoria and AFL Victoria in June 2019 to obtain their views on the Barry J Powell Reserve Draft Master Plan. A summary is provided in table 5 below.

Table 5: Summary of Consultation with State Sports Peak Body Organisations

	Victorian Sporting Associations comments	Officer Response / recommendation
Tennis Victoria (TV)	TV wished to retain the Tennis Pavilion to retain the ability to accommodate a future club on the site.	This recommendation is not supported as the Heritage Tennis Club was relocated to Lois Twohig Reserve in January 2020.
Football Victoria (FV)	FV support the draft masterplan and suggest that appropriate fencing needs be used along some edges abutting the large slope.	Include this recommendation in the final masterplan
AFL Victoria	AFL Victoria questioned whether it is possible to enlarge the main oval.	This has been considered in the development of the draft masterplan. However, it is not viable due to the steep gradients of the site and the budget implications.

Table 5 : Summary of Consultation with State Sports P eak Body Organisations

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)**Proposal**

The draft Barry J Powell Reserve master plan is proposed to be the exhibited Master Plan Option 1 with the inclusion of design changes in response to the community engagement outcomes from stage 2. The key master plan directions are outlined below.

The draft Barry J Powell Master Plan provides a clear direction on how the proposed land uses should be developed, infrastructure, movement and access objectives, built form and environmental initiatives can be developed and implemented to support and balance existing and future park infrastructure and park improvements. Refer to Figure 4 – Barry J Powell Reserve Master Plan.

Figure 4 – Draft Barry J Powell Master Plan

25568

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)



ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)**Overall Draft Master Plan**

The overall draft master plan provides detailed direction in relation to the following elements as well as an implementation plan to guide the capital works program. (Refer to Attachment 1 – Barry J Powell Reserve Master Plan Report 2020). The draft Master Plan recommendations are aligned with the different activity areas within the park.

Sports Oval Precinct

- Retaining the main sports oval at its current size.
- Providing seating terraces to view the main oval with shelters for weather protection.
- Retaining the existing cricket practice nets in its current size.
- Upgrading the second sports oval to provide a full-size senior soccer pitch and a 50m radius playing field for cricket.
- Installing a new electronic scoreboard for each oval to replace the existing.
- Providing an informal lawn space with tree planting and a spectator's shelter, picnic and barbecue facilities near the second sports oval.
- Constructing a netball court as a training facility with potential for a second court/ multi use hard court.
- Providing a planted terrace to ameliorate the changing topographical level between the second oval level and the multi-purpose courts.
- Removing the existing grounds maintenance shed.
- Upgrading the sports pavilion building to meet standards required by the AFL for community clubs, facilities for other sporting codes, community facility and incorporating the grounds maintenance facilities and a public toilet facility into the new pavilion. In the interim re-opening the public toilet facility available at the existing sports pavilion building.
- Providing direct access and active interface between the new sports pavilion, the two sports fields and the netball / multi-use courts.
- Providing a forecourt space with shade, seating and a drinking fountain between the new pavilion building and the new netball courts precinct to create amenities for spectators on the game day or for broader community gathering at other times.

Jan Wilson Community Centre (JWCC) Precinct

- Retaining the Jan Wilson Community Centre (JWCC) building.
- Upgrading the Jan Wilson Community Centre (JWCC) forecourt space and retaining the existing enclosed play space for the Community Centre's programmes.
- Relocating and upgrading the southern neighbourhood playground to the park area west of the JWCC building to meet the benchmarks for a district level reserve (approximately 1300m²).
- Providing a stand-alone public toilet at the new district playground facility.
- Retaining ambulance service access to JWCC building whilst rationalising and providing a more direct and shorter route of ramped access for deliveries to JWCC.
- Removing a part of the existing vehicular 'service' route to JWCC in order to provide direct pedestrian access and a stronger connection between JWCC and the new district playground.

25570

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

- Creating a spill out area/ event space associated with the Jan Wilson Community Centre with some tree planting for the provision of natural shade.
- Strengthening and improving the pedestrian access/ entry point from Halton Road to the new district playground location.
- Providing facilities such as shade, seating and a drinking fountain within the district playground precinct.

Dog-off-leash Precinct

- Retaining the existing dog off-leash area as a fenced space, whilst providing additional tree planting for natural shade.

Tennis Court and Nature Play Precinct

- Retaining the two tennis courts as a public access facility and implementing a 'Book a Court' system.
- Demolishing the two southern tennis courts to allow for the future potential expansion for the Heritage Kindergarten school (long term) and creating a pause point with tree planting and seating (in the short term).
- Replacing the northern local playground with nature play activities / playground and integrating it within the existing informal woodland area.
- Incorporating picnic facilities and shade associated with the nature play area and the tennis courts and providing an outdoor gym equipment within this nature play precinct.
- Providing additional planting with an environmental focus and seating within the existing and enhanced informal woodland area.
- Demolishing the tennis pavilion building and constructing a new carpark on the site of the demolished tennis pavilion building to provide for carparks and access to the kindergarten.

Halton Road Carpark Precinct

- Retaining the established trees on the existing carpark.
- Reconfiguring and enlarging the existing car park with ingress and egress at either end to improve circulation.
- Providing a pedestrian crossing point along Halton Road at the pedestrian desired line from Halton Road to the future sports pavilion building.
- Formalise pedestrian connections through the car park with the provision of 'green connection'.
- Providing planted kerb outstands at raised pedestrian crossing points and at entry to the deliveries ramp to mitigate the 'potential return' of the hoon behaviour.

Pedestrian Path Networks

- Creating a network of 2.5m wide shared bicycle and pedestrian paths throughout the reserve to connect the various facilities and to provide a walking and cycling circuit with distance markers.

25571

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

General Landscape Improvements

- Protecting the existing trees and significantly increasing the tree canopy cover and shade across the reserve to create a more diverse landscape park experience.
- Provision of additional trees and low shrub/groundcover planting to enhance the habitat and landscape character.
- Introduction of grouped areas of picnic shelters/ barbecues suitable for larger social/ family group with group seating.
- Provision of more park furniture across the reserve, particularly seating.

Implementation Plan

- The Implementation Plan provides the guidance on both the design and construction sequence that will need to be undertaken to implement the master plan.
- The implementation of the master plan is subject to the support and funding of capital works bids as part of Council's annual budget process.

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

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

Community Plan 'Imagine 2030'**People**

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

Place

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

Opportunity

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

25572

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

Council Plan 2017-2021

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

People

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

Place

- A 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:

- Open Space Strategy 2009
- Playground Strategy and Action Plan 2013-2023
- Activate - Sport and Recreation Strategy 2014-19
- Tennis Plan 2015
- Walking Strategy 2015-23
- Community Wellbeing Plan 2017-21 and Annual Action Plan
- Cycling Strategy 2017-24
- Sports Facility Plan – Implementation Plan 2018
- Sport and Recreation Participation Study 2019
- Dog off-Leash Strategy 2019
- Make Your Move Discussion Paper 2020-2030

Related Council Policies

The related Council policies that are relevant to this process are;

- Asset Management Policy
- Cricket Wickets Policy
- Diversity Access and Equity Policy
- Financial Management Policy
- Multipurpose Use of Community Facilities Policy
- Sports Ground Floodlighting Policy 2015

25573

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

- Sports Pavilion Management Policy 2017

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

The 2019-20 capital works program has allocated \$100,000 for the implementation of the Barry J Powell Reserve master plan. This funding has been allocated to undertake preliminary works.

Future implementation and staging will be dependent on the inclusion of the master plan in Council's long-term financial plan. The funding to implement the projects is subject to the support and funding of capital works bids and opportunities to actively pursue external funding as part of Council's annual budget process.

The staging of the Barry J Powell Reserve Master Plan will be developed and guided by the master plan's implementation strategy, which identifies short, medium, and long-term projects. The redevelopment of Barry J Powell Reserve will represent a significant commitment by Council over the long term. To facilitate this park master plan over a ten year plus time frame the staged implementation plan outlines the sequential staging of projects and associated indicative costs as a funding guide. A headline figure of approximately \$14.6 million dollars has been estimated to implement all aspects of the proposed master plan. (Refer to Attachment 1 –Barry J Powell Reserve Master Plan Report 2020).

It is relevant to note that while the implementation of the master plan is a multi-year exercise and its full implantation costed as set out above, if desired, only selected elements of the whole plan could be implemented as part of the implementation response.

The building projects in the master plan are intended to be funded out of the Building Facility renewal program steered and directed by the Sports Facility Plan and Asset Renewal Program. The upgrade of the playground would be funded through the Playground Strategy Implementation Program.

Consultation

Extensive community consultation was undertaken at key milestones during the project. This is detailed in the earlier background section of this report. A Project Control Group was established at the commencement of the project and included members from the Executive, Ward Councillors and Council Officers.

The consultation process was structured to inform Councillor and officer views and priorities across departments before the views of user groups, stakeholders and the wider community were canvassed. This ensured that all viewpoints could be assessed and responded to in light of an understanding of wider Council policies, priorities and preferred directions.

25574

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)**Conclusion**

The Barry J Powell Reserve Master Plan will enable the transformation of this district park as a community destination for active and passive recreational pursuits and community uses. This can be achieved through supporting the continued important role of the Jan Wilson Community Centre, together with the upgraded sports pavilion building, the introduction of netball and multi-use court facilities, a larger district level playground, an enhanced northern nature play and active node, supporting path networks, and other improved park infrastructure. The planting of trees across the reserve will enable an urban forest canopy to be developed across the reserve that frames the sporting uses as well as providing long term shade and environmental benefits for the community.

The Master Plan will strengthen and reinforce Barry J Powell Reserve's role as a district multi-purpose park that supports the growing sports clubs as well as providing new and improved sports ground infrastructure that supports the community's recreational pursuits, that is well utilised and meets the recreational and social needs of the diverse Noble Park North community.

The master plan has considered the long-term future of the reserve by ensuring that the sporting infrastructure caters for existing and future trends in sport and recreation. The inclusion of passive recreational and community facilities that are integrated with an enhanced landscaped environment will enrich the lives of the community. The Barry J Powell Reserve Master Plan successfully balances the recreational, social, economic and environmental objectives for the community.

Recommendation**That Council:**

1. **notes the Barry J Powell Reserve Master Plan has undergone a rigorous process of community and stakeholder engagement. The Barry J Powell Reserve Master Plan will respond to the long-term future requirements of the community and supports the established growth and development of the reserve for sport and passive recreational pursuits and environmental improvements; and**
2. **adopts the Barry J Powell Reserve Master Plan Report and the staged implementation plan.**

ORDINARY COUNCIL MEETING - AGENDA

4.3.6 Response to Notice of Motion No. 80 - Proposal to Proceed no further with the Draft Wal Turner Reserve Master Plan, Noble Park North. (Cont.)

City of Greater Dandenong
ORDINARY COUNCIL MEETING - MINUTES

MONDAY, 23 MARCH 2020

4.2.1 Draft Barry J Powell Reserve Master Plan (Cont.)

MINUTE 1381

Moved by: Cr Maria Sampey
Seconded by: Cr Peter Brown

That Council:

1. notes the Barry J Powell Reserve Master Plan has undergone a rigorous process of community and stakeholder engagement. The Barry J Powell Reserve Master Plan will respond to the long-term future requirements of the community and supports the established growth and development of the reserve for sport and passive recreational pursuits and environmental improvements;
2. adopts the Barry J Powell Reserve Master Plan Report and the staged implementation plan; and
3. prior to the implementation of the Barry Powell Reserve Master Plan, investigates the security aspect of the car park and in particular to the 2 drive-way entry points to the car park.

CARRIED

25576

**4.3.7 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings
- 28 September, 5 October & 12 October 2020**

File Id: fA25545

Responsible Officer: Director Corporate Services

Report Summary

As part of Council's ongoing efforts to improve transparency in Council processes, matters discussed at Councillor Briefing Sessions & Pre-Council Meetings (other than those matters designated to be of a confidential nature) are reported on at ordinary Council meetings.

The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings in September and October 2020.

Recommendation Summary

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

4.3.7 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 28 September, 5 October & 12 October 2020 (Cont.)
Matters Presented for Discussion

Item		Councillor Briefing Session/Pre-Council Meeting
1	<p><i>General Discussion</i></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <p>a) Current status of COVID-19 and impacts on reopening of facilities across the municipality.</p> <p>b) Strategic land purchases across Greater Dandenong. (CONFIDENTIAL). Cr Tim Dark and Cr Zaynoun Melhem disclosed conflicts of interest in this item and left the meeting during its discussion.</p> <p>c) Agenda items for the Council Meeting of 28 September 2020.</p>	<i>28 September 2020</i>
2	<p><i>Draft Public Toilet Strategy</i></p> <p>Councillors were presented with the draft 2020 Public Toilet Strategy. Support for officers was sought to undertake the relevant level of community consultation for the draft Strategy.</p>	<i>5 October 2020</i>
3	<p><i>Precinct Energy Plant (PEP) Feasibility study</i></p> <p>Councillors were briefed on the repurposing of the Precinct Energy Building to best serve community needs. Discussion focused on the recommendations in the Feasibility Study report and feedback sought on the proposed next steps.</p>	<i>5 October 2020</i>
4	<p><i>General Discussion</i></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <p>a) Current status of COVID-19 in Greater Dandenong.</p> <p>b) Update on Council's material aid program.</p> <p>c) Update on funding received for the Noble Park Revitalisation Program.</p> <p>d) Agenda items for the Council Meeting of 12 October 2020</p>	<i>5 October 2020</i>

ORDINARY COUNCIL MEETING - AGENDA

4.3.7 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 28 September, 5 October & 12 October 2020 (Cont.)

5	<i>General Discussion</i> Councillors and Council officers briefly discussed the following topics: a) Current status of COVID-19 in Greater Dandenong. b) Election campaign signage and Local Law patrols. c) Success of re-opening of NPAC facility. d) Proposed Christmas and New Year's Eve Celebrations. e) Strategic land purchase within Greater Dandenong. (CONFIDENTIAL). Cr Tim Dark disclosed a conflict of interest in this item and left the meeting during its discussion. f) Agenda items for the Council Meeting of 12 October 2020.	<i>12 October 2020</i>
----------	--	-------------------------------

Apologies

- Cr Maria Sampey did not attend the Pre-Council Meeting on 28 September 2020.
- Cr Angela Long, Cr Sophie Tan and Cr Loi Truong submitted apologies for the Councillor Briefing Session on 5 October 2020.
- Cr Loi Truong submitted an apology for the Pre-Council Meeting on 12 October 2020.

Recommendation**That:**

1. the information contained in this report be received and noted; and
2. the information discussed at the above listed Councillor Briefing Sessions that was declared confidential in items 1(b) & 5(e) by the Chief Executive Officer under section 3(1) of the *Local Government Act 2020* remains confidential until further advisement unless that information forms the subject of a subsequent Council report.

4.3.8 List of Registered Correspondence to Mayor and Councillors

File Id:	qA283304
Responsible Officer:	Director Corporate Services
Attachments:	Correspondence Received 5 October – 20 November 2020

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 5 October – 20 November 2020.

Recommendation

That the listed items provided in Attachment 1 for the period 5 October – 20 November 2020 be received and noted.

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

OTHER

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

ATTACHMENT 1

**CORRESPONDENCE RECEIVED
5 OCTOBER - 20 NOVEMBER
2020**

PAGES 3 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

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

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 05/10/20 & 20/11/20 - for officer action - total = 10

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
A letter of concern from a Noble Park North resident regarding a tree adjacent to their property.	06-Oct-20	06-Oct-20	fA201023	Infrastructure Services
A letter of concern from a Springvale resident regarding crime and anti-social behaviours in a house in Russel Street, Springvale.	13-Oct-20	13-Oct-20	fA201468	Mayor & Councillors EA
A request for Council to acknowledge the 69th wedding anniversary of two Noble Park residents.	14-Nov-20	16-Nov-20	fA203330	Mayor & Councillors EA
Objections to the removal of trees at the proposed Yarraman Village Development x 7.		19 Oct-2 Nov	Various	Planning & Design

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

ORDINARY COUNCIL MEETING - AGENDA

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

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 05/10/20 & 20/11/20 - for information only - total = 8

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
Advice from the Victoria Legislative Assembly regarding the closing date (20/12/2020) for submissions to the Inquiry into Environmental Infrastructure for Growing Populations.	02-Oct-20	05-Oct-20	A6906210	Mayor & Councillors EA
A resident complaint regarding constructions done in the park on Bakers Road, Dandenong North (near St. Elizabeth's Primary School).	07-Oct-20	08-Oct-20	A6917126	Mayor & Councillors EA
Advice from the Minister for Planning that he has prepared, approved and adopted Amendment C222GDAN to the Greater Dandenong Planning Scheme (Dandenong Plaza).	11-Oct-20	26-Oct-20	A6965186	Mayor & Councillors EA
Advice from the Deputy Prime Minister regarding an extension to the Local Roads and Community Infrastructure Program.	30-Oct-20	02-Nov-20	A6985987	Mayor & Councillors EA
Letter to all Victorian Councils from the Friends of Bats and Bushcare Inc regarding the hazards of barbed wire on Local Government managed land and property.	12-Nov-20	12-Nov-20	A7018454	Mayor & Councillors EA
Letter to the Mayor from Arts Hub Australia Pty Ltd advising that the Head of Business Development has left the organisation.	13-Nov-20	13-Nov-20	A7022810	Mayor & Councillors EA
A letter from ICAN (International Campaign to Abolish Nuclear Weapons) regarding providing an update on the Treaty on the Prohibition of Nuclear Weapons and requesting Council endorses its Cities Appeal to show its support for disarmament.	10-Nov-20	17-Nov-20	A7028303	Mayor & Councillors EA
A letter to the Mayor from Australia Day Victoria outlining its 2021 Australia Day Ambassador Program.	18-Nov-20	18-Nov-20	A7036462	Mayor & Councillors EA

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

5 NOTICES OF MOTION

A notice of motion is a notice setting out the text of a motion proposed to be moved at the next relevant meeting. It must be in writing, dated and signed by the intending mover (Councillor), and lodged with the Chief Executive Officer no later than 12 noon at least three (3) business days before the meeting.

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

5.1 Notice of Motion No. 1 - Compost Bin Rebate

File Id:

Responsible Officer:

Director Business, Engineering & Major Projects

Author:

Cr Rhonda Garad

Preamble

As stated in the Council Minutes of the meeting on Monday 24th August 2020 "home composting will not only reduce the volume and cost of processing FOGO but will also deliver an immediate benefit to the home garden. We will actively promote home composting as a beneficial alternative for all households."

However, we need to consider going further than just promoting home composting, we need to incentivise to encourage behaviour change and also to take a leadership position. Other Councils like Monash and Casey provide a rebate for compost bins. We too should consider this.

Motion

That officers present a report to a Council meeting before the end of February 2021 with the costs and benefits of a compost bin rebate.

6 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 the information electronically to 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 Governance Rules.

7 URGENT BUSINESS

No business may be admitted as urgent business unless it:

- a. Relates to or arises out of a matter which has arisen since distribution of the Agenda.
- 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.