



**GREATER
DANDENONG**
City of Opportunity

**AGENDA
MONDAY
13 DECEMBER 2021**

Commencing at 7:00 PM
COUNCIL MEETING

Statement - Coronavirus (COVID-19)

At the time of printing this Agenda, the Council Meeting to be held on Monday 13 December 2021 will be closed to the public under the COVID-19 *Omnibus (Emergency Measures) Act 2020 and the Local Government Act 2020.*

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

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1 MEETING OPENING

1.1 ATTENDANCE

Apologies

1.2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LAND

We acknowledge the Traditional Owners and Custodians of this land, the Bunurong people and pay our respects to their Elders past, present and emerging while also recognising their deep and continuing connections to climate, culture and country.

We also pay our respect to all Aboriginal and Torres Strait Islander peoples and their Elders who may be present at the meeting today and acknowledge their journey.

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 will be offered by Mrs Anita Davine of St John's Vianney's Parish, Springvale and Mulgrave, member of the Greater Dandenong Interfaith Network.

1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Meeting of Council held 29 November 2021.

Recommendation

That the minutes of the Meeting of Council held 29 November 2021 be confirmed.

1.5 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.

1.6 ADOPTION OF AUDIT AND RISK COMMITTEE MEETING MINUTES

The Audit and Risk Committee held a meeting on 19 November 2021. Minutes of this meeting are presented to Council for adoption.

Recommendation

That the unconfirmed minutes of the Audit and Risk Committee meeting held on 19 November 2021 be adopted.

Item	Topic
1	The Risk Management report was tabled to the Committee providing an update on several aspects of risk, including the status of Council's insurances and claims.
2	Reports were provided to the Audit and Risk Committee on the Fraud & Corruption Control Plan and the Child Safe Standards and Procedure Update.
3	Council tabled to the Committee its Financial Performance Report to the period ending 30 September 2021.
4	A report was tabled on the Financial Impacts of COVID 2021-22 Mid-Year Budget Review.
5	Councils Internal Auditor Crowe presented a status update on the Internal Audit program, which included a progress report and a summary of recent reports and publications which may have an impact on local government. Crowe tabled an Internal Audit Report on a review of Forklift Safety, vehicle safety and general OHS at the Dandenong Market. Crowe also tabled a report on Insurance and Claims.
6	The Audit and Risk Committee considered the recent Victorian Ombudsman's investigation into how local Councils respond to ratepayers in financial hardship.
7	The Audit and Risk Committee considered the Procurement Policy report.

2 OFFICERS' REPORTS - PART ONE

2.1 DOCUMENTS FOR SEALING

2.1.1 Documents for Sealing

File Id:	A2683601
Responsible Officer:	Manager Governance

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 three [3] items being presented to Council's meeting of 13 December 2021 for signing and sealing as follows:

1. A letter of recognition to Jodie Skeels, Community Services for 10 years of service to the City of Greater Dandenong;
2. A letter of recognition to Samadara Liyanage, Community Services for 10 years of service to the City of Greater Dandenong; and
3. A letter of appreciation to Joey's Van for 22 years of service to the City of Greater Dandenong.

Recommendation

That the listed documents be signed and sealed.

2.2 DOCUMENTS FOR TABLING

2.2.1 Documents for Tabling

File Id:	qA228025
Responsible Officer:	Manager Governance

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
Concern Australia	Annual Report 2020-2021
Public Transport Ombudsman	Annual Report 2021
Local Government Inspectorate	Annual Report 2020-21

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:	Manager Governance
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 Governance Rules. These are also tabled.

2.2.2 Petitions and Joint Letters (Cont.)

Petitions and Joint Letters Tabled

Council received no new petitions and no joint letters prior to the Council Meeting of 13 December 2021.

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 this report and Attachment 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.

2.2.2 Petitions and Joint Letters (Cont.)

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
29/11/21	<p>PEITION: CONCEPT DESIGN OF THE DANDENONG COMMUNITY HUB</p> <p>So that the Dandenong Community Hub is successful and well used, Dandenong residents request Greater Dandenong Council to revise the concept design that has been exhibited to:</p> <ul style="list-style-type: none"> a) put children's services including children's services playgrounds on the ground floor so children can experience the earth and so that it is a facility that parents want to send their children to b) expand the public playground to be at least the same size as the Keysborough South Community Hub and Springvale Community Hub playgrounds so it is a successful drawcard for visitors to the Dandenong Community Hub and Dandenong Market c) leave the cafe and community lounge on the ground floor so it interfaces with the public playground <p>and to achieve this by using more of the publicly owned land available on the site bordered by Clow St, Stuart St, King St and Sleeth Avenue.</p>	238	In progress	<p>Tabled at CM 29 November 2021</p> <p>Responsible Officer: Director Community Services</p>

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

2.2.2 Petitions and Joint Letters (Cont.)

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
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If the details of the attachment are unclear, please contact Governance on 8571 1000.

2.2.2 Petitions and Joint Letters (Cont.)

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2.3 STATUTORY PLANNING APPLICATIONS

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308)

File Id:	169055
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Submitted Plans Location of Objectors

Application Summary

Applicant:	Ventia Pty Ltd
Proposal:	The development of the land for a telecommunications facility (Satellite Dish)
Zone:	General Residential Zone 1
Overlay:	No overlays apply
Ward:	Keysborough

The application proposes the development of the land for a telecommunications facility (Satellite Dish). A permit is required pursuant to Clause 32.08-9 of the Greater Dandenong Planning Scheme to construct a building or construct or carry out works for a use in Section 2 of Clause 32.08-2, and pursuant to Clause 52.19-1 of the Greater Dandenong Planning Scheme to construct a building or construct or carry out works for a Telecommunications Facility.

This application is brought before the Council because it 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 inappropriate location; height and width of satellite dish; purpose of satellite dish; position on site; electromagnetic emissions; noise; light; television and radio interference; and loss of property values.

Assessment Summary

The subject site is well suited for the proposed satellite dish given the subject site is currently occupied by an existing, long-established telecommunications facility.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

The development is considered to be respectful of the existing neighbourhood character by providing sufficient setbacks from the side and rear boundaries to allow for existing trees to soften the proposed works when viewed from the streetscape and adjoining residential properties.

Recommendation Summary

As assessed, officers consider this proposal to be highly compliant with all of the relevant provisions of the Greater Dandenong Planning Scheme. All grounds of objection have been considered, and Council Officers are of the view that on balance, the proposal's degree of compliance with the Planning Scheme justifies that the application should be supported. Therefore, a **Notice of Decision** (which provides appeal rights to objectors) to grant a permit is recommended to be issued subject to the conditions as set out in the recommendation.

If the application was to be appealed to VCAT, it is the officer's view that it is highly likely that VCAT would also issue a planning permit for this proposal.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

Subject Site and Surrounds

Subject Site

The subject site is located on the northern side of Cheltenham Road, Keysborough between College Crescent to the west and Grayling Crescent to the east. It is rectangular in shape, oriented east-west, and is relatively flat. It has a southern frontage to Cheltenham Road of 47.55m and a depth of 33.83m, giving it an area of approximately 1,608m². The site is currently affected by easements which run along the northern and western boundaries. The site is currently occupied by an existing telecommunications facility. The site is accessed via Cheltenham Road to the south and is landscaped with trees along the southern frontage and the eastern side boundary.

Surrounding Area

The subject site is located in a residential part of Keysborough which is bounded by Cheltenham Road to the south, Corrigan Road to the west, Kingsclere Avenue to the north and Parkmore Shopping Centre to the east. The area accommodates mainly single and double storey single dwellings on lots and multi unit developments.

Locality Plan



Subject Site North

Background

Previous Applications

A search of Council records revealed no previous planning applications have been considered for the subject site.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

Proposal

The application proposes the development of the land for a telecommunications facility (Satellite Dish). In particular the proposal is for a satellite ground network earth station (satellite dish) at the existing Keysborough Exchange Telecommunications Facility. The proposed development of the site is comprised of the following:

- A 1.8m diameter satellite dish;
- A 0.915m by 1.2m platform;
- An electronics enclosure with shroud;
- Associated electricity, earthing and fibre cabling; and
- A 7.62m long by 3.66m wide by 1.8m high chain mesh fencing with access gate surrounding the satellite dish.

The facility would be located along the site's eastern side, towards the rear of the property.

The tree closest to the location of the proposed satellite dish would be pruned to the minimum extent necessary to ensure safe and effective ongoing operation of the telecommunications facility.

The proposed development to upgrade the existing facility is required to provide reliable Telstra cellular services for residents, businesses and other mobile users.

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

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

No financial resources are impacted by this report.

Planning Scheme and Policy Frameworks

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

- Under Clause 32.08-9 – To construct a building or construct or carry out works for a use in Section 2 of the Clause 32.08-2.
- Under Clause 52.19-1 – To construct a building or construct or carry out works for a Telecommunications Facility.

The relevant controls and policies are as follows:

Zoning Controls

The subject site is located in a General Residential 1 Zone (GRZ1), as is the surrounding area to the west, north and east. Cheltenham Road to the south is in a Road Zone, Category 1 (RDZ1).

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

The purpose of the General Residential Zone 1 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.*

Pursuant to Clause 32.08-9, a permit is required to construct a building or construct or carry out works for a use in Section 2 of the Clause 32.08-2.

Pursuant to Clause 32.08-13, the decision guidelines of this clause state that before deciding on an application, the responsible authority must consider, as appropriate:

General

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of this zone.*
- *The objectives set out in a schedule to this zone.*
- *Any other decision guidelines specified in a schedule to this zone.*
- *The impact of any overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.*

Non-residential use and development

- *Whether the use or development is compatible with residential use.*
- *Whether the use generally serves local community needs.*
- *The scale and intensity of the use and development.*
- *The design, height, setback and appearance of the proposed buildings and works.*
- *The proposed landscaping.*
- *The provision of car and bicycle parking and associated accessways.*
- *Any proposed loading and refuse collection facilities.*
- *The safety, efficiency and amenity effects of traffic to be generated by the proposal.*

Overlay Controls

No overlays affect the subject site.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

Planning Policy Framework

Section 4 of the *Planning and Environment Act 1987* 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 assets and enable the orderly provision and co-ordination of 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 are relevant to this application.

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 13.07-1S Land use compatibility contains the objective to protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.

Clause 15.01-1S Urban design contains the objective to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

Clause 15.03-2S Aboriginal cultural heritage contains the objective to ensure the protection and conservation of places of Aboriginal cultural heritage significance.

Clause 19.03-4S – Telecommunications contains the objective to facilitate the orderly development, extension and maintenance of telecommunication infrastructure. Strategies to achieve this include:

- *Facilitate the upgrading and maintenance of telecommunications facilities.*
- *Ensure that modern telecommunications facilities are widely accessible to business, industry and the community.*
- *Ensure the communications technology needs of business, domestic, entertainment and community services are met.*

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

- *Ensure that the use of the land for a telecommunications facility is not prohibited in any zone.*
- *Encourage the continued deployment of broadband telecommunications services that are easily accessible by:*
 - *Increasing and improving access for all sectors of the community to the broadband telecommunications trunk network.*
 - *Supporting access to transport and other public corridors for the deployment of broadband networks in order to encourage infrastructure investment and reduce investor risk.*
- *Ensure a balance between the provision of important telecommunications services and the need to protect the environment from adverse impacts arising from telecommunications infrastructure.*
- *Planning should have regard to national implications of a telecommunications network and the need for consistency in infrastructure design and placement.*

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 following local planning policy is of relevance to this application:

Clause 21.07-1 – Physical, community and cultural infrastructure contains the objective to minimise the visual impact of physical infrastructure on the built and natural environment. Strategies to achieve this include:

- 1.1 Ensure that the communication infrastructure and utilities do not have unreasonable adverse impact on the built environment, open space and parkland areas and the natural environment.*
- 1.2 Encourage the undergrounding of overhead powerlines and cables.*

Particular Provisions

Clause 52.19 – Telecommunications Facility – is of relevance to this application. The purposes of this clause are:

- *To ensure that telecommunications infrastructure and services are provided in an efficient and cost effective manner to meet community needs.*
- *To facilitate an effective statewide telecommunications network in a manner consistent with orderly and proper planning.*
- *To encourage the provision of telecommunications facilities with minimal impact on the amenity of the area.*

Clause 52.19-5 contains decision guidelines which state that before deciding on an application, the responsible authority must consider, as appropriate:

- *The principles for the design, siting, construction and operation of a Telecommunications facility set out in A Code of Practice for Telecommunications Facilities in Victoria, July 2004.*

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

- *The effect of the proposal on adjacent land.*
- *If the Telecommunications facility is located in an Environmental Significance Overlay, a Vegetation Protection Overlay, a Significant Landscape Overlay, a Heritage Overlay, a Design and Development Overlay or an Erosion Management Overlay, the decision guidelines in those overlays and the schedules to those overlays.*

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.

Community Vision 2040 and Council Plan 2021-25 – 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.

Safe Design Guidelines

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

Referrals

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

Internal

The application was not required to be internally referred.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

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 and surrounding land.
- Placing a sign on site facing Cheltenham Road.

The notification has been carried out correctly.

Council has received two (2) objections to the application.

The location of the objectors is shown in Attachment 2.

Consultation

A consultative meeting was not held as less than four (4) objections were received.

Summary of Grounds of Objections

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

- **Inappropriate location**

The objectors are concerned that the subject site is not in an industrial area and is surrounded by family homes.

Whilst the subject site is located within a residential area, the existing telecommunications facility has been present on the subject site since 1975 according to Council records. The current application proposes some upgrades to an existing, long-established facility and its location within a residential area is considered appropriate.

- **Height and width of satellite dish**

The objectors are concerned about the height and width of the proposed satellite dish.

The proposed satellite dish would have a maximum height above natural ground level of 2.55m and would have a diameter/width of 1.8m. This is considered reasonable in a residential context, given that there are numerous examples of satellite dishes being located on the roofs of dwellings at a height of more than 3m above ground level and with a diameter/width of up to 2.4m.

- **Purpose of satellite dish**

The objectors are concerned about the purpose of the proposed satellite dish.

The proposed satellite dish is proposed to provide a satellite ground network earth station in support of future Telstra products and services at the existing Keysborough Exchange Telecommunications Facility. The proposed development would upgrade the existing facility to provide reliable Telstra cellular services for residents, businesses and other mobile users.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

- **Position on site**

The objectors are concerned about the position of the proposed satellite dish on the subject site.

The proposed satellite dish and associated structure is proposed be located along the site's eastern side, towards the rear of the property. It would be located at least 1.8m from the nearest objector's property and would be largely screened from the nearest objector's dwelling by existing trees on the subject site.

- **Electromagnetic emissions**

The objectors are concerned about electromagnetic emissions from the proposed satellite dish.

As demonstrated in the electromagnetic energy (EME) report submitted by the applicant the EME level predicted for the proposed satellite dish is within the allowable limit under the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standard. Furthermore, the Victorian Civil and Administrative Tribunal (VCAT) has determined on numerous occasions that it is obliged to apply the relevant regulatory standards as it finds them, not to pioneer standards of its own. As such, it is considered that any electromagnetic emissions would be compliant.

- **Noise**

The objectors are concerned about potential noise emissions from the proposed satellite dish.

The proposed satellite dish would generate noise at a similar level to a domestic activity, which is not considered unreasonable in a residential context.

- **Light**

The objectors are concerned about potential light emissions from the proposed satellite dish.

The proposed satellite dish is not proposed to be internally or externally illuminated.

- **Television and radio interference**

The objectors are concerned that the proposed satellite dish would interfere with their television and radio reception.

The proposed satellite dish is unlikely to cause significant community disruption during its installation or operation. This matter is outside of the considerations of a planning permit application.

- **Loss of property values**

The objectors are concerned that the proposed satellite dish would reduce their property values.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

The Victorian Civil and Administrative Tribunal has determined on numerous occasions that property values are not a valid planning consideration in determining whether to approve or refuse a planning permit application.

Assessment

State and Local Planning Policy

The proposed development of the site for a telecommunications facility (satellite dish) would support and improve the existing operation of the site and would have limited impacts on the surrounding area.

It would facilitate the orderly development of telecommunications infrastructure and would minimise the visual impact of physical infrastructure on the built and natural environment.

Overall, the proposed development would be consistent with the State and Local Planning Policy Framework.

Use

The subject site has been used as a telecommunications facility since 1975 and therefore benefits from existing use rights.

Development

The decision guidelines of Clause 32.08-13 (General Residential Zone) state that before deciding on an application the responsible authority must consider as appropriate:

General

- *The Municipal Planning Strategy and the Planning Policy Framework.*

As detailed above, the proposal accords with the Municipal Planning Strategy and the Planning Policy Framework.

- *The purpose of this zone.*

The proposed development would comply with the relevant purpose of this zone which seeks to allow community uses to serve local community needs in appropriate locations.

- *The objectives set out in a schedule to this zone.*

The Neighbourhood Character Objectives of Section 1.0 of Schedule 1 to the General Residential Zone relates specifically to residential development and are not relevant to the non-residential development currently being considered.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

- *Any other decision guidelines specified in a schedule to this zone.*

Section 6.0 of Schedule 1 to the General Residential Zone states that the following decision guidelines apply to an application for a permit under Clause 32.08, in addition to those specified in Clause 32.08 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- *Whether the development might adversely impact on an item of heritage significance.*

The subject site, and adjoining and surrounding properties, are not affected by any heritage overlays.

- *Whether the development respects the neighbourhood character of the area.*

The proposed development of the land for a satellite dish would not be out of character for this residential area, and would support the existing use and operation of the subject site. The location, size and height of the structure would ensure that it would not be a dominant feature in the streetscape.

- *The impact of any overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.*

The proposed satellite dish would not overshadow any existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone.

Non-residential use and development

- *Whether the use or development is compatible with residential use.*

The proposed development of the land for a satellite dish is compatible with residential use. The subject site is currently occupied by a long established compatible use and this proposal only seeks to improve the operation of the facility. Given the size and form of the proposal, it will not have an unacceptable impact on the surrounding residential uses.

- *Whether the use generally serves local community needs.*

The proposed development would generally serve local telecommunication needs in the Keysborough area, and would assist in improving mobile coverage for residents, workers and visitors.

- *The scale and intensity of the use and development.*

The proposed development is of a low scale and intensity. The size and height of the facility at 2.55m high would be lower than all dwellings in the surrounding area, and as such would not appear as a dominant feature in the landscape.

- *The design, height, setback and appearance of the proposed buildings and works.*

The proposed works are of a utilitarian design, would have a maximum height of 2.55m and would be setback at least 1.8m from the nearest residential property to the east.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

- *The proposed landscaping.*

No additional landscaping is proposed under this application. Existing trees on the subject site would help to screen the proposed development from adjoining properties.

- *The provision of car and bicycle parking and associated accessways.*

No additional car or bicycle parking or access is required or proposed as part of this application.

- *Any proposed loading and refuse collection facilities.*

No additional loading or refuse collection facilities are proposed or required as part of this application.

- *The safety, efficiency and amenity effects of traffic to be generated by the proposal.*

The proposed development would not generate any additional traffic to or from the site.

Overall, the works proposed are considered to be appropriate in the context of this site and surrounding area, and the development is of a suitable scale.

Furthermore, the proposed telecommunications facility would be setback at least 1.8m from the nearest residential property, and would not affect the existing provision of trees on the site. Given the above, the proposal is considered to comply with Clause 32.08 (General Residential Zone) and all other relevant clauses of the Greater Dandenong Planning Scheme.

Telecommunications Facilities

Clause 52.19-5 states that before deciding on an application, in addition to the decision guidelines of Clause 65, the responsible authority must consider, as appropriate:

- *The principles for the design, siting, construction and operation of a Telecommunications Facility set out in A Code of Practice for Telecommunications Facilities in Victoria, July 2004.*

An assessment of the compliance of the proposed satellite dish in accordance with the principles of Section 4.0 of the *Code of Practice for Telecommunications Facilities in Victoria, July 2004* has been undertaken. Each principle is addressed as follows:

“Principle 1: A Telecommunications facility should be sited to minimise visual impact.”

The proposed development would be designed and sited to minimise visual impact on the surrounding locality. In particular, the siting and design elements include:

- The proposed telecommunications facility would be designed and sited towards the rear corner of the property. Nearby vegetation and surrounding built form would help further screen the facility.
- The proposed facility would be setback approximately 1.8m from the nearest residential property located to the east of the site.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

- No native vegetation is to be removed for the installation of the proposed telecommunications facility.
- The proposed satellite dish would not disrupt the view of any identified significant landscape, streetscape, vista or panorama. The broader surrounds are predominately residential. The proposed facility would sit relatively comfortably within the surrounds.

“Principle 2: Telecommunications facilities should be co-located wherever practical.”

This proposal would result in the co-location of telecommunications facilities. There are existing telecommunication facilities on the subject site which this proposal can co-locate with, and assist in meeting Telstra’s coverage requirements. This proposal is considered appropriate given its surroundings and coverage requirements.

“Principle 3: Health standards for exposure to radio emissions will be met.”

The predicted maximum radiofrequency emissions from the proposed telecommunications facility would operate well within the Australian Communications and Media Authority (ACMA) mandated standard, known as the Radiocommunications (Electromagnetic Radiation - Human Exposure) Standard 2003.

“Principle 4: Disturbance and risk relating to siting and construction should be minimised. Construction activity and site location should comply with State Environment Protection policies and best practice environmental management guidelines.”

The siting and construction of the proposed telecommunications facility would not cause any significant environmental damage or significantly disturb the soil or flora and fauna. All relevant standards of engineering and construction safety would be required to be adhered to.

Overall, the proposed telecommunications facility would comply with the principles for the design, siting, construction and operation of telecommunications facilities as set out in the Code of Practice.

- *The effect of the proposal on adjacent land.*

The proposed telecommunications facility would not have an adverse effect on adjacent land either visually or through emissions. As previously stated, the size and height of the structure, along with its setback from neighbouring properties will ensure it has minimal impact on adjacent land.

- *If the Telecommunications facility is located in an Environmental Significance Overlay, a Vegetation Protection Overlay, a Significant Landscape Overlay, a Heritage Overlay, a Design and Development Overlay or an Erosion Management Overlay, the decision guidelines in those overlays and the schedules to those overlays.*

The subject site is not covered by any of these overlays.

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)**Conclusion**

The proposal is consistent with the provisions of the Greater Dandenong Planning Scheme, including the zoning requirements, local policy direction, application of Clause 52.19 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 No 359-363 Cheltenham Road, Keysborough for 'The development of the land for a telecommunications facility (Satellite Dish)' in accordance with the plans submitted with the application subject to the following conditions:

- 1. The development as shown on the endorsed plans must not be altered without the further written consent of the Responsible Authority.**
- 2. Once the development has started, it must be continued and completed in accordance with the endorsed plans, to the satisfaction of the Responsible Authority.**
- 3. The telecommunications facility and associated works must be maintained in good condition at all times in accordance with the endorsed plans, and to the satisfaction of the Responsible Authority.**
- 4. All radio frequency emissions from the proposed telecommunications facility shall comply with *Radiation Protection Standard – Maximum Exposure Levels to Radio Frequency Fields - 3kHz to 300 GHz*, ARPANSA, May 2002, or any amendment to the Standard, or any document which replaces the Standard.**
- 5. The approved facility must be colour-matched with its surroundings, to the satisfaction of the Responsible Authority.**
- 6. If at any time the use of the facility is not required or the facility is decommissioned, the facility and all associated equipment and materials must be removed from the land and the land reinstated, to the satisfaction of the Responsible Authority.**
- 7. No advertising signs shall be affixed to or otherwise provided on the facility hereby permitted.**
- 8. This permit will expire if:**
 - 8.1. The development does not start within two (2) years of the date of this permit, or**

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

8.2 The development is not completed within four (4) years of the date of this permit.

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

Notes

- 1. A building approval may be required prior to the commencement of the approved works.**

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION NO. 359-363 CHELTENHAM ROAD,
KEYSBOROUGH (PLANNING APPLICATION NO. PLN21/0308)**

ATTACHMENT 1

SUBMITTED PLANS

PAGES 15 (including cover)

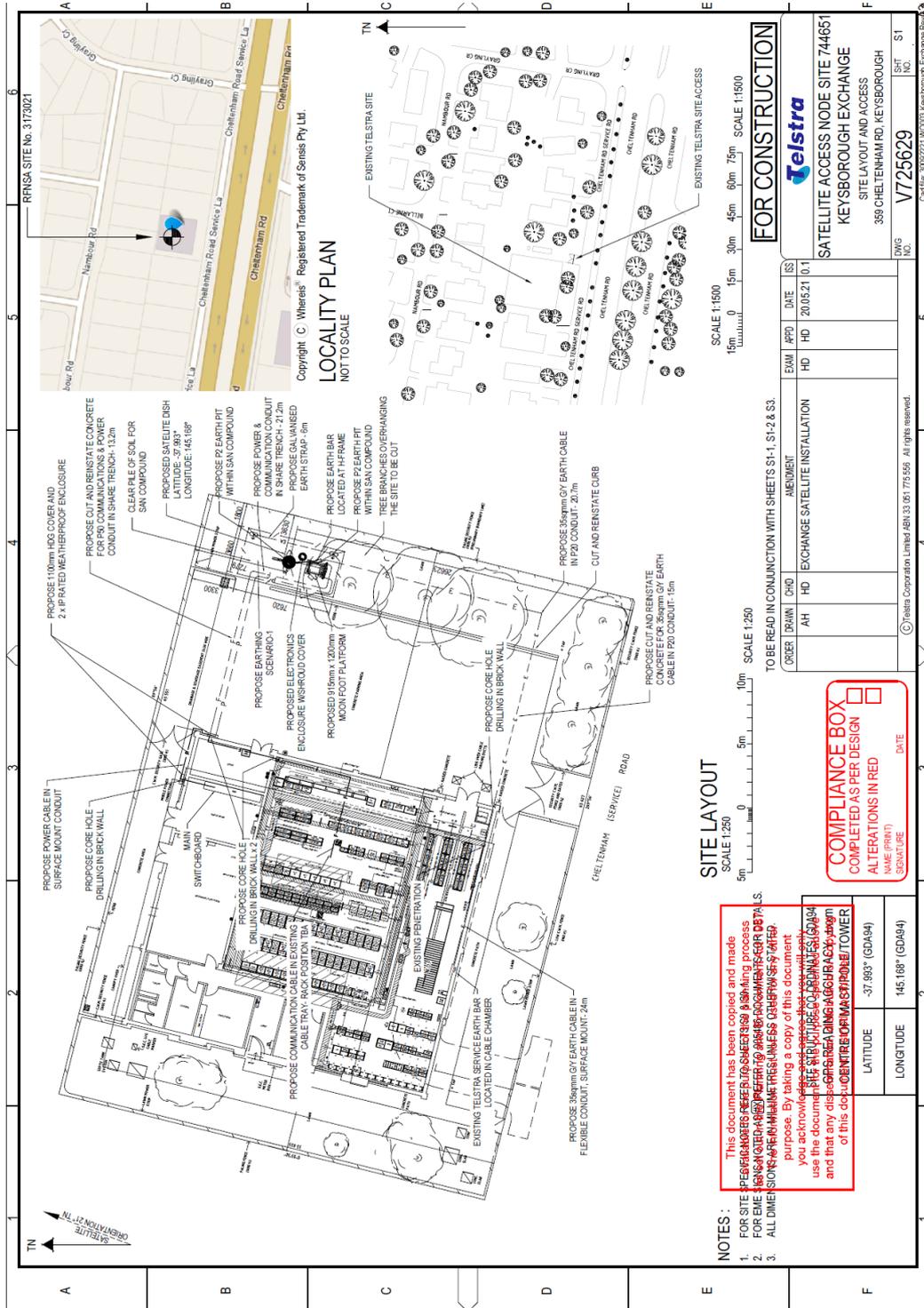
If the details of the attachment are unclear please contact Governance on 8571 5235.

ORDINARY COUNCIL MEETING - AGENDA

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

SITE SPECIFIC NOTES																					
<p>EQUIPMENT PLATFORM</p> <p>TYPE: PROPOSED STEEL WOOD PLATFORM. SIZE (mm): APPROX. 915 x 1200mm. BASE TYPE: STEEL BASE PLATE</p> <p>EARTHING</p> <p>REQUIREMENT FOR EARTH NETWORK WITHIN SAN COMPOUND PLUS AN INTERCONNECTION FROM SAN TO THE TELSTRA ACTIVE EARTH. REFER TO SHEET GA FOR SITE SPECIFIC EARTHING DETAILS AND EARTHING GUIDELINES.</p> <p>ENVIRONMENTAL ISSUES</p> <p>REFER TO ENVIRONMENTAL RISK ASSESSMENT CHECKLIST 01842210 INCLUDE ANY ANIMALS: NESTING BIRDS, OSPREY ETC. DANGEROUS SNAKES, WASPS & SPIDERS ETC. MENACING CATTLE ETC.</p> <p>POWER SUPPLY</p> <p>32AMP SUPPLY SHALL BE TAKEN FROM EXISTING EXCHANGE MAIN SWITCHBOARD. PROPOSED SUPPLY AND TAKE OFF POINT SHALL BE CONFIRMED WITH RELEVANT TELSTRA STAKEHOLDERS PRIOR TO ANY CONSTRUCTION WORKS. DIAL 1100 BEFORE YOU DIG.</p> <p>PROPERTY SIGNAGE</p> <p>SPECIFY PROPERTY SIGNAGE AS PER DOCUMENT 01786A12. PROPERTY SIGN INCLUDES RFNSA SITE NUMBER, SITE NAME BRANDED SITE IDENTIFICATION REGULAR (BS), TELSTRA NUMBER AND JABAC PART NUMBER TRMS829M.</p> <p>SITE ACCESS</p> <p>VIA CHELTENHAM RD SERVICE RD REFER TO SHEET S1 SITE S.A.C. TO ADVISE C.D.C. LOCATION DETAILS</p>	<p>WORKPLACE HEALTH & SAFETY</p> <p>ASBESTOS CONTAINING MATERIALS WERE IDENTIFIED DURING INSPECTION & DESIGN STAGES. SUBSEQUENTLY CONFIRMED BY REVIEW OF THE TELSTRA REGISTER OF ASBESTOS MATERIALS. ALL NECESSARY CONTROLS WILL NEED TO BE IN PLACE DURING THE CONSTRUCTION PHASE TO CONTROL THIS IDENTIFIED HAZARD.</p> <p>GENERAL NOTES</p> <ol style="list-style-type: none"> ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE. BIRD PROOFING - CABLES AND ALL ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED IN ACCORDANCE WITH THE METHODS SPECIFIED IN DOCUMENT NO. 003615 EXTERNAL PLANT STANDARDS FOR MOBILE BASE STATIONS, SECTION 6.3.3 FOR QUEENSLAND. ALL FEEDERS ARE TO BE BIRD PROOFED WHEN INSTALLED. SERVICES, WHERE SHOWN ARE INDICATIVELY ONLY. LOCATION OF ALL RELEVANT EXISTING SERVICES SHALL BE IDENTIFIED AND CONFIRMED PRIOR TO COMMENCING WORK. THE CONTRACTOR TO Liaise WITH RELEVANT AUTHORITIES FOR DIRECTIONS AND PERMITS REQUIRED. CONSTRUCTORS ARE TO BE AWARE OF TELSTRA DOCUMENT 007338-C8-11 AND IN PARTICULAR CLAUSE 7.3 & 10.3 WHICH DESCRIBES REQUIREMENTS FOR PERSONNEL MUST UNDER TAKE IN RESPECT TO ASBESTOS MANAGEMENT AT TELSTRA FACILITIES. PROPRIETARY PRODUCTS SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS. COMPOUND SHALL BE ORIENTATED TO SUIT SITE SPECIFIC REQUIREMENTS & ANTENNA AZIMUTH. REFER TO SITE SPECIFIC COMPOUND LAYOUT DRAWING. COMPOUND SHALL BE STRIPPED OF ALL VEGETATION & TOPSOIL. COMPOUND SHALL BE FINISHED WITH A LAYER OF GEOTEXTILE UNDERLYING MIN. 100mm LAYER OF COMPACTED ROADBASE OR 20mm AGGREGATE. 																				
SITE REFERENCE DETAILS																					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:15%;">OCCUPIER</th> <th style="width:45%;">SITE NAME</th> <th style="width:40%;">SITE CODE</th> </tr> <tr> <td>TELSTRA</td> <td>KEYSBOROUGH EXCHANGE</td> <td>KEYZ</td> </tr> <tr> <td colspan="3">RFNSA SITE NUMBER - 3173021</td> </tr> <tr> <td colspan="3">STRUCTURE OWNER - TELSTRA</td> </tr> </table>	OCCUPIER	SITE NAME	SITE CODE	TELSTRA	KEYSBOROUGH EXCHANGE	KEYZ	RFNSA SITE NUMBER - 3173021			STRUCTURE OWNER - TELSTRA			<p>SERVICES LEGEND</p> <p>— F — OPTICAL FIBRE ABOVE GROUND — F — OPTICAL FIBRE BELOW GROUND — P — ABOVE GROUND ELECTRICAL SUPPLY — P — BELOW GROUND ELECTRICAL SUPPLY — G — GAS SUPPLY BELOW GROUND — W — HIGH VOLTAGE ELECTRICAL SUPPLY — W — WATER SUPPLY ABOVE GROUND — W — WATER SUPPLY BELOW GROUND — S — SEWER LINE — SW — STORM WATER — FE — ABOVE GROUND FEEDER CABLES — FE — BELOW GROUND FEEDER CABLES — EA — EARTH STRAP — E — ABOVE GROUND 35mm EARTH — E — BELOW GROUND 35mm EARTH</p> <p>① — EXISTING TELSTRA ANTENNA SECTOR A1 — PROPOSED TELSTRA ANTENNA SECTOR</p>								
OCCUPIER	SITE NAME	SITE CODE																			
TELSTRA	KEYSBOROUGH EXCHANGE	KEYZ																			
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STRUCTURE OWNER - TELSTRA																					
FOR CONSTRUCTION																					
<p>COMPLIANCE BOX COMPLETED AS PER DESIGN ALL TERRATIONS IN RED (NAME (PRINT) DATE)</p>	<p>TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-2 & S3.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>ORDER</th> <th>DRAWN</th> <th>CHKD</th> <th>AMENDMENT</th> <th>EXAM</th> <th>APPRO</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>AH</td> <td>HD</td> <td>HD</td> <td>EXCHANGE SATELLITE INSTALLATION</td> <td>HD</td> <td>HD</td> <td>20.06.21 01</td> </tr> </tbody> </table> <p>© Telstra Corporation Limited ABN 53 061 175 599. All rights reserved.</p> <p>Call file: 33022110035 Keysborough Exchange Structure</p>							ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPRO	DATE	AH	HD	HD	EXCHANGE SATELLITE INSTALLATION	HD	HD	20.06.21 01
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2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)



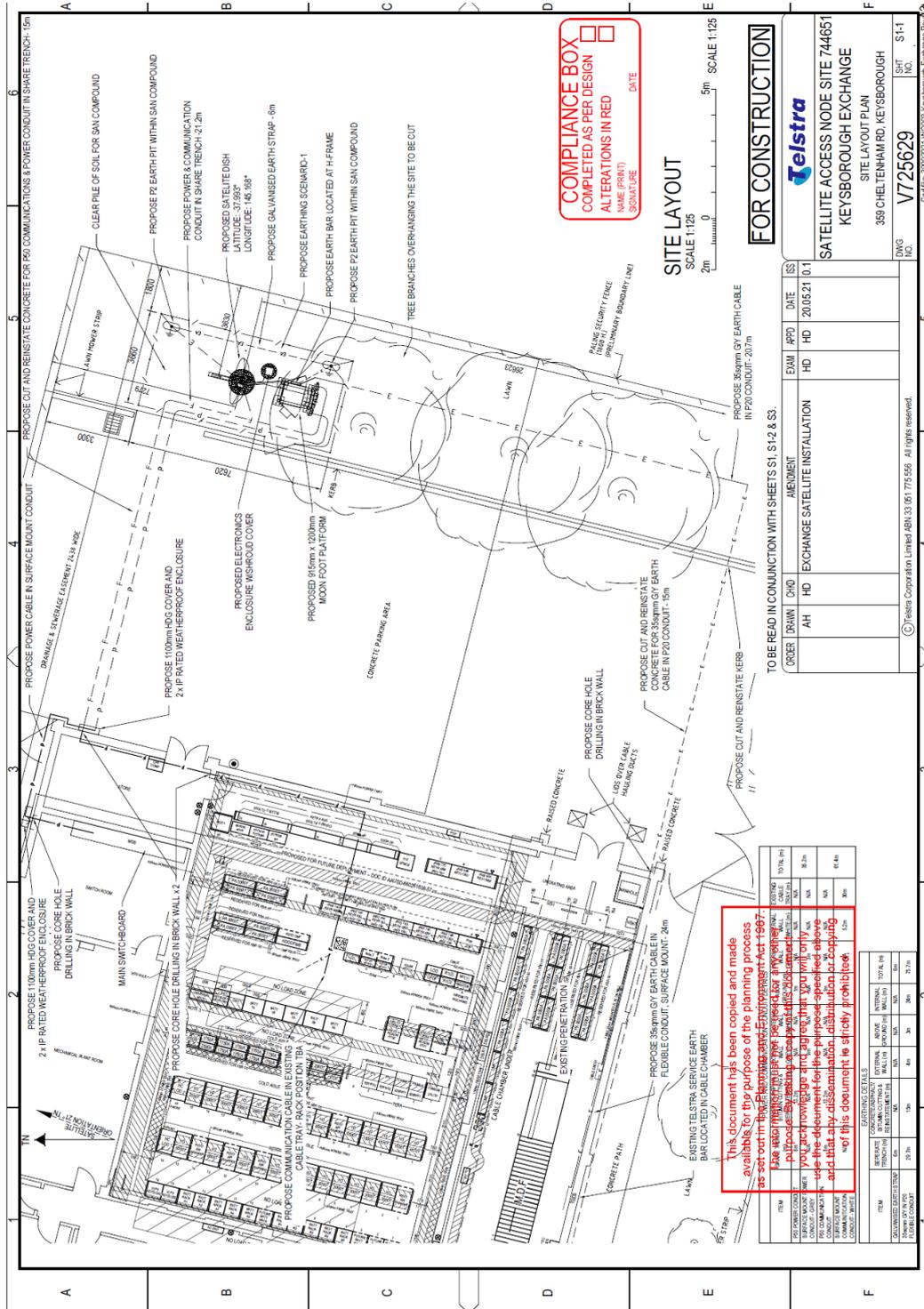
NOTES:
 1. FOR SITE PREPARATION REFER TO SHEETS S1-1, S1-2 & S3.
 2. FOR EME REFER TO SHEETS S1-1, S1-2 & S3.
 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.
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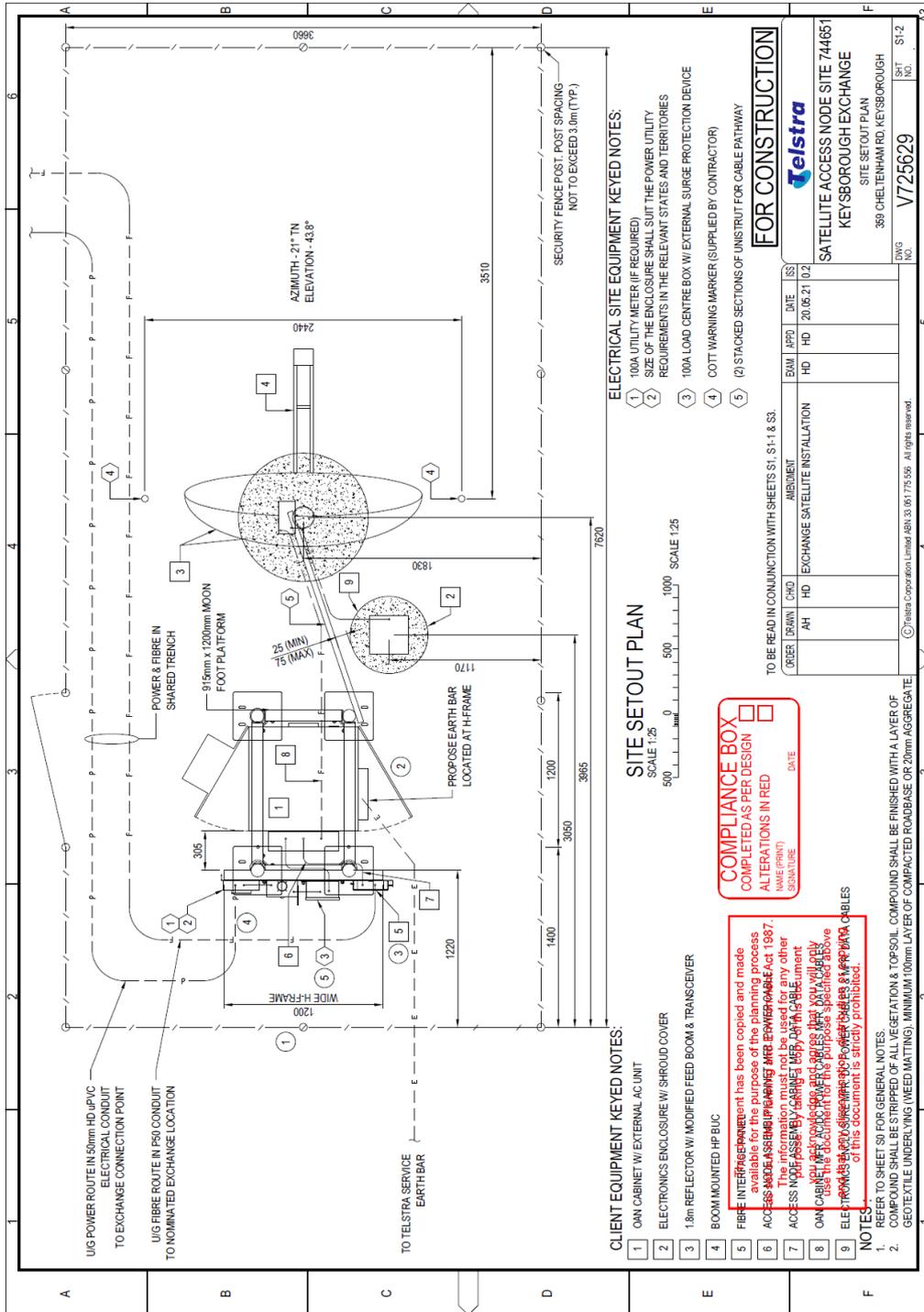
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Telstra								
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RNG NO.	V725629						SHEET NO.	S1
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2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

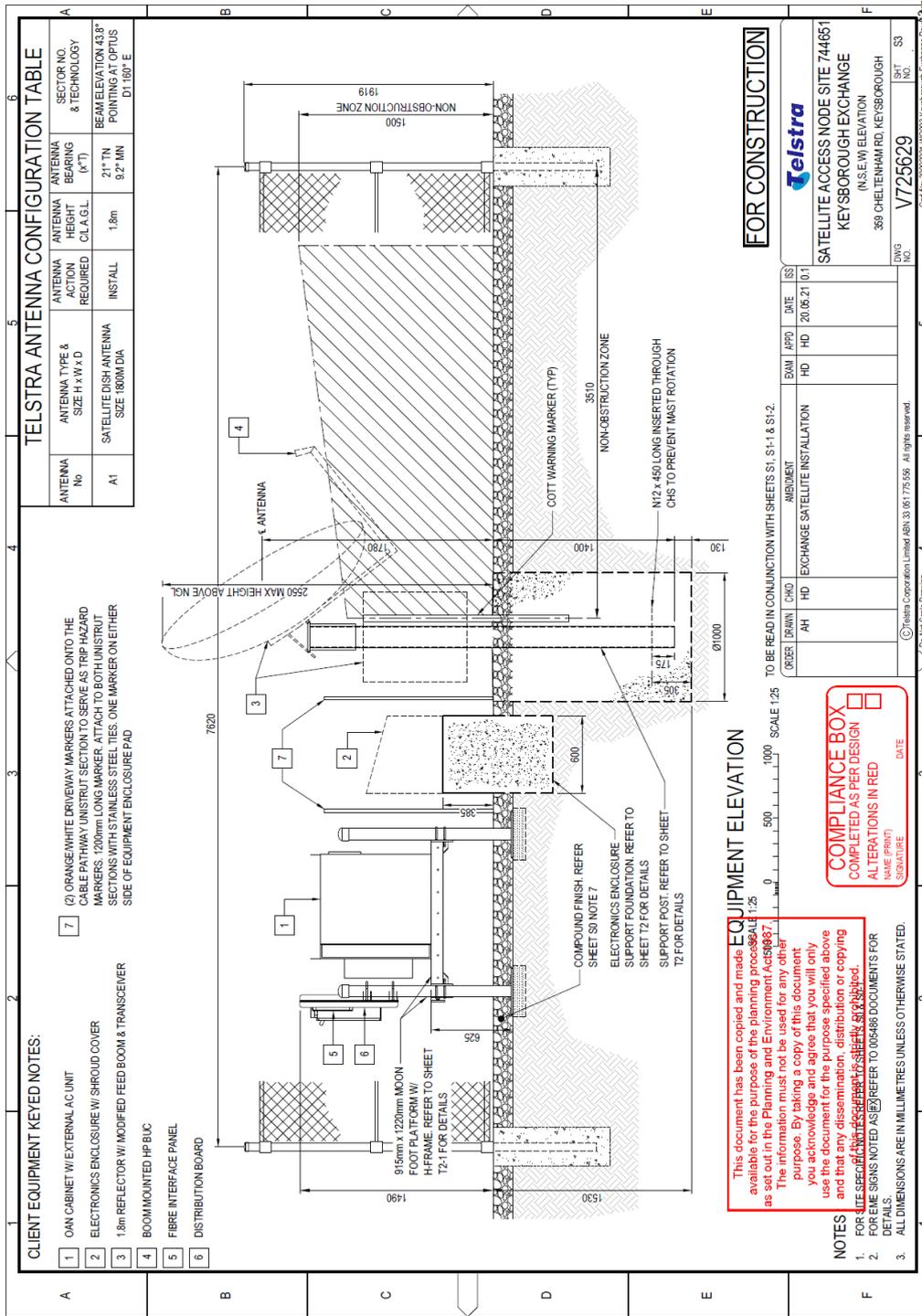


2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

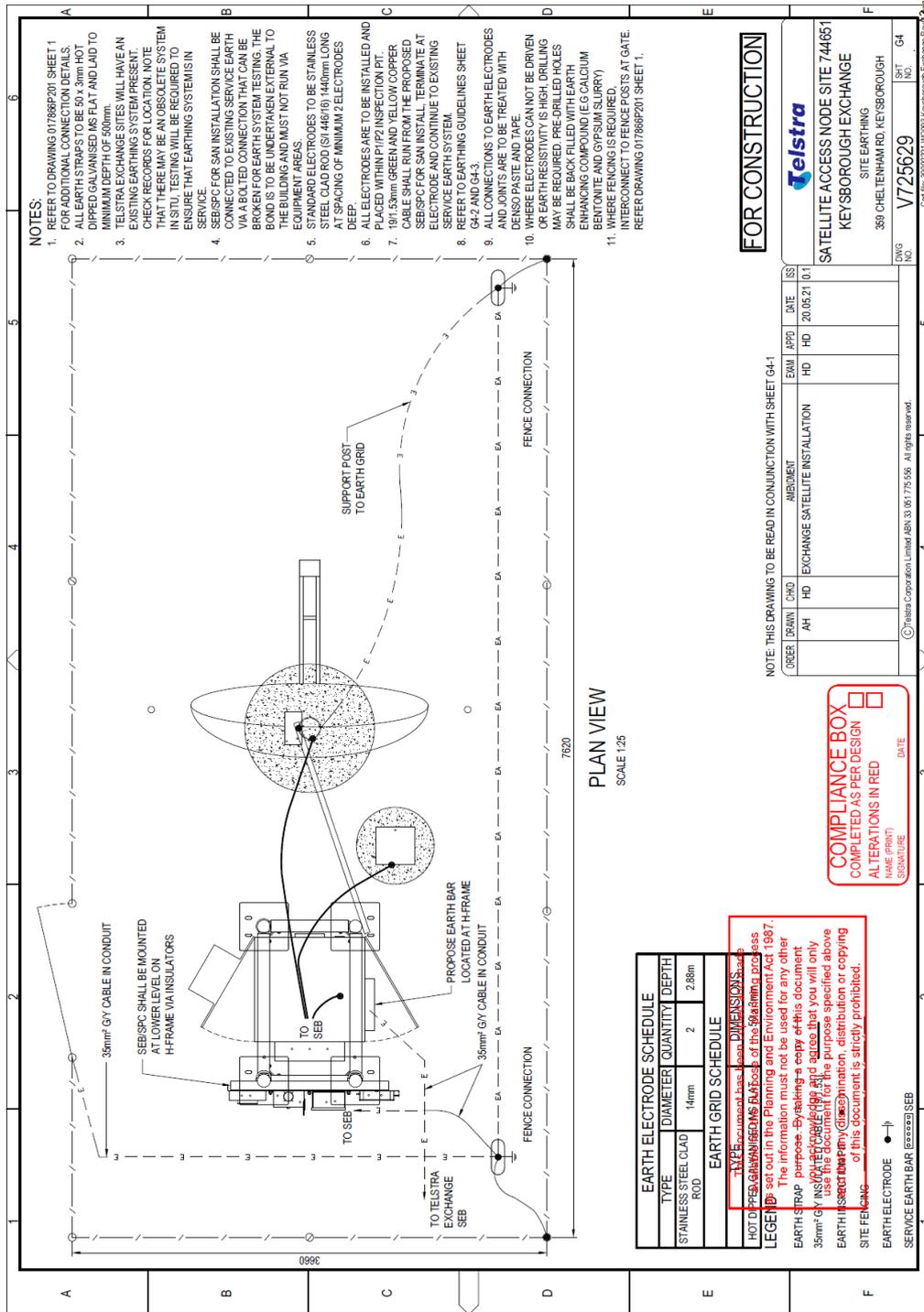


ORDINARY COUNCIL MEETING - AGENDA

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)



2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)



- NOTES:**
1. REFER TO DRAWING 01786RP201 SHEET 1 FOR ADDITIONAL CONNECTION DETAILS.
 2. ALL EARTH STRAPS TO BE 90° 3mm HOT-DIPPED GALVANISED MS-FLAT AND LAD TO MINIMUM 100mm OVERLAP.
 3. ALL TELLSTRA EXCHANGE SITES WILL HAVE AN EXISTING EARTHING SYSTEM PRESENT. CHECK RECORDS FOR LOCATION NOTE THAT THERE MAY BE AN OBSOLETE SYSTEM IN SITU. TESTING WILL BE REQUIRED TO ENSURE THAT EARTHING SYSTEM IS SERVICE.
 4. SEB/SPC FOR SAN INSTALLATION SHALL BE CONNECTED TO EXISTING SERVICE EARTH VIA A BOLTED CONNECTION THAT CAN BE BROKEN FOR EARTH SYSTEM TESTING. THE BOND IS TO BE UNDERTAKEN EXTERNAL TO THE BUILDING AND MUST NOT RUN VIA EQUIPMENT AREAS.
 5. ALL EARTH ELECTRODES TO BE STAINLESS STEEL OR COPPER WITH A MINIMUM LENGTH AT SPACING OF MINIMUM 2 ELECTRODES DEEP.
 6. ALL ELECTRODES ARE TO BE INSTALLED AND PLACED WITHIN PIP/INSPECTION PIT.
 7. 19/1 53mm GREEN AND YELLOW COPPER CABLE SHALL RUN FROM THE PROPOSED SEB/SPC FOR SAN INSTALL, TERMINATE AT ELECTRODE AND CONTINUE TO EXISTING SERVICE EARTH SYSTEM.
 8. REFER TO EARTHING GUIDELINES SHEET GA-2 AND GA-3.
 9. ALL CONNECTIONS TO EARTH ELECTRODES AND JOINTS ARE TO BE TREATED WITH DIECAST ALUMINUM PASTE AND NOT BE DRIVEN INTO EARTH. WHERE NECESSARY, HIGH DRILLING OR EARTH RESISTIVITY IS HIGH DRILLING MAY BE REQUIRED. PRE-DRILLED HOLES SHALL BE BACK FILLED WITH EARTH ENHANCING COMPOUND (E.G. CALCIUM BENTONITE AND GYPSUM SLURRY)
 10. WHERE FENCING IS REQUIRED, INTERCONNECT TO FENCE POSTS AT GATE. REFER DRAWING 01786RP201 SHEET 1.

PLAN VIEW
SCALE 1:25

EARTH ELECTRODE SCHEDULE		
TYPE	DIAMETER	QUANTITY
STAINLESS STEEL CLAD ROD	14mm	2
EARTH GRID SCHEDULE		
TYPE	DIAMETER	QUANTITY
HOT DIPPED GALVANISED MS-FLAT	90°	2

LEGEND: set out in the Planning and Environment Act 1987. EARTH STRAP purpose. By making a copy of this document 35mm² GY INSULATED COPPER CABLE TO TELLSTRA EXCHANGE. Use the document for the purpose specified above. EARTH IS STRICTLY PROHIBITED. Distribution or copying of this document is strictly prohibited.

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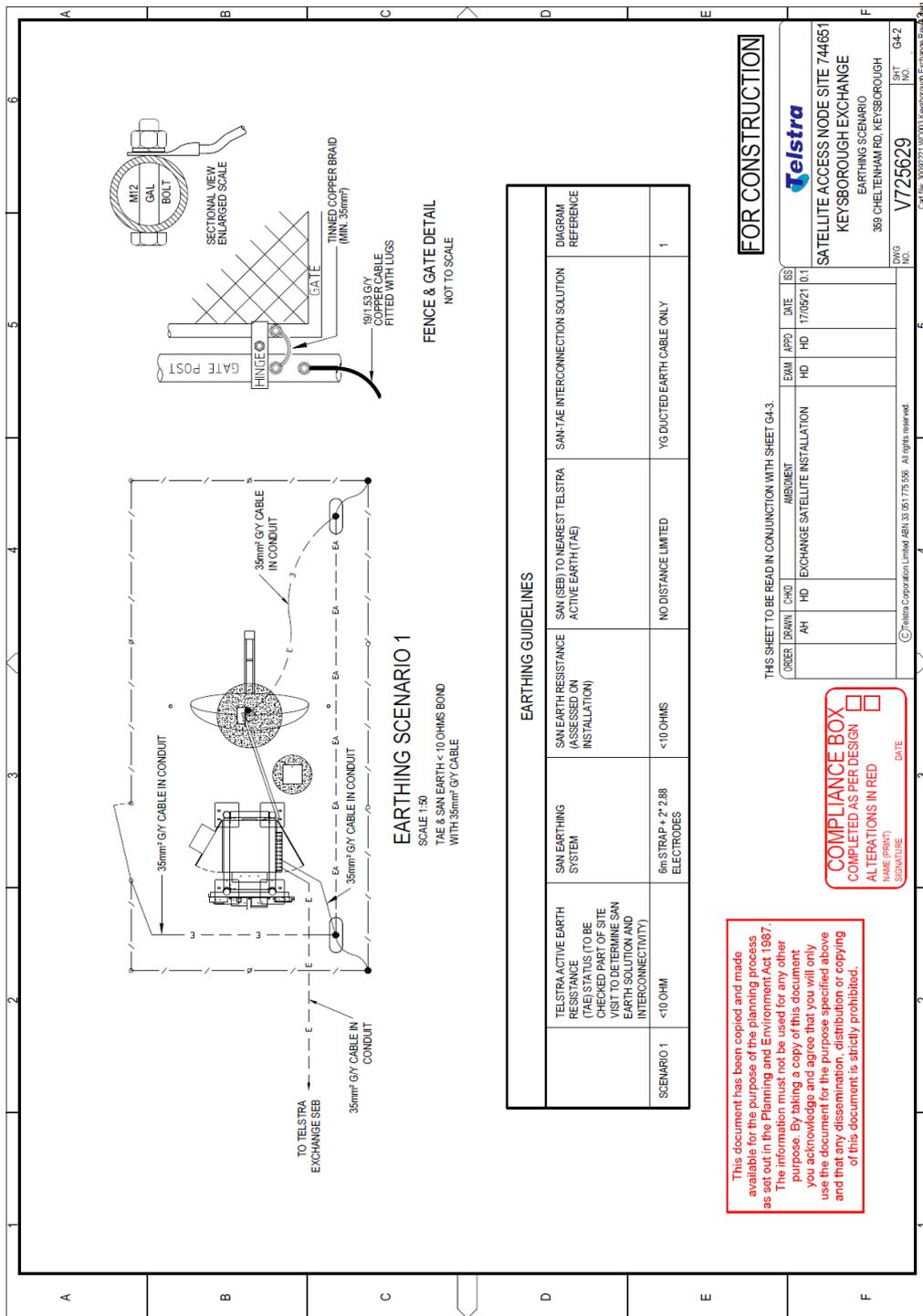
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		ENV APPD	DATE
		HD	20.05.21
		ENV APPD	DATE
		HD	20.05.21

NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEET GA-1

Telstra
 SATELLITE ACCESS NODE SITE 744651
 KEYSBOROUGH EXCHANGE
 SITE EARTHING
 363 CHELTENHAM RD, KEYSBOROUGH
 DWG NO: V725629
 SET G4

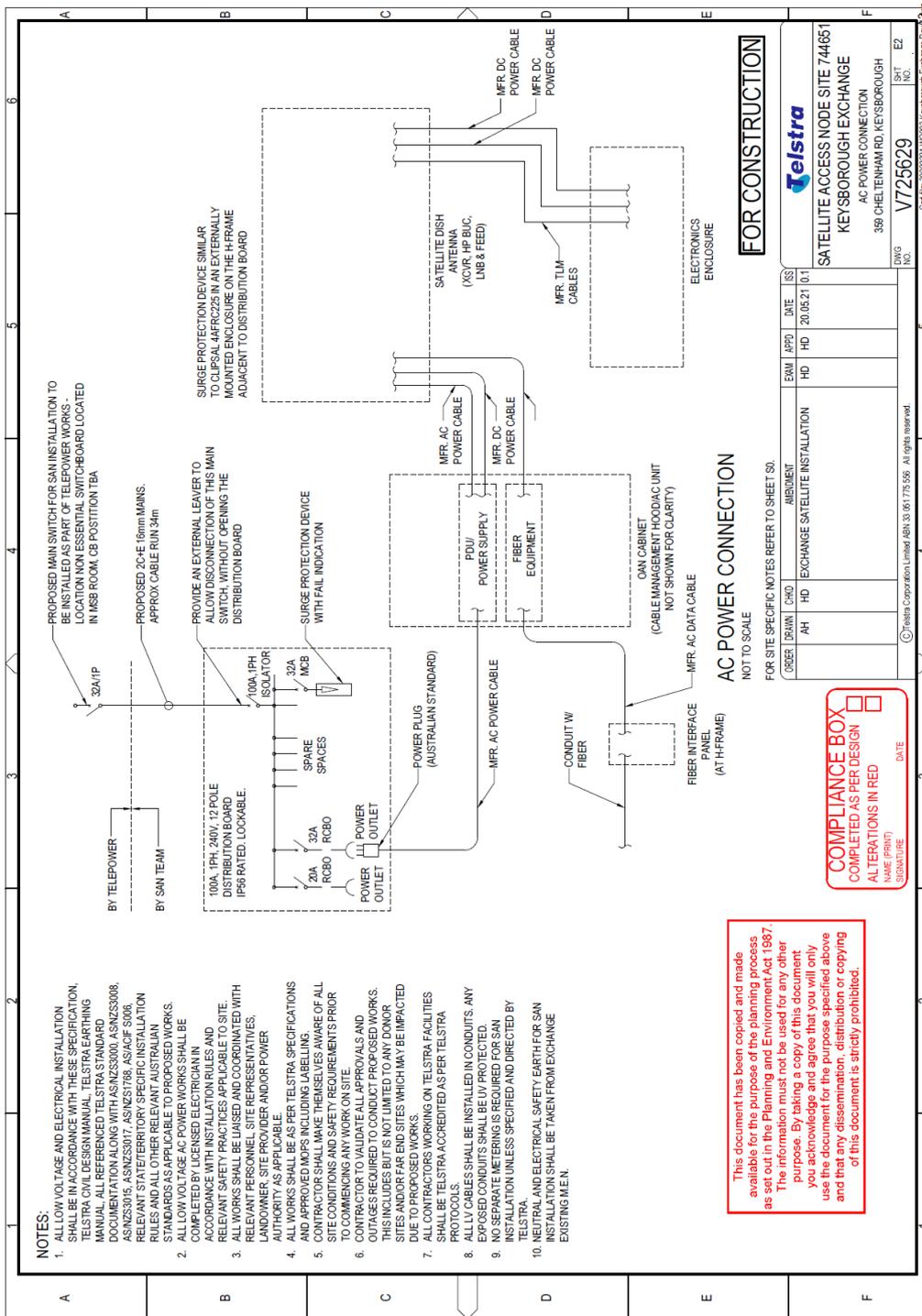
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2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)



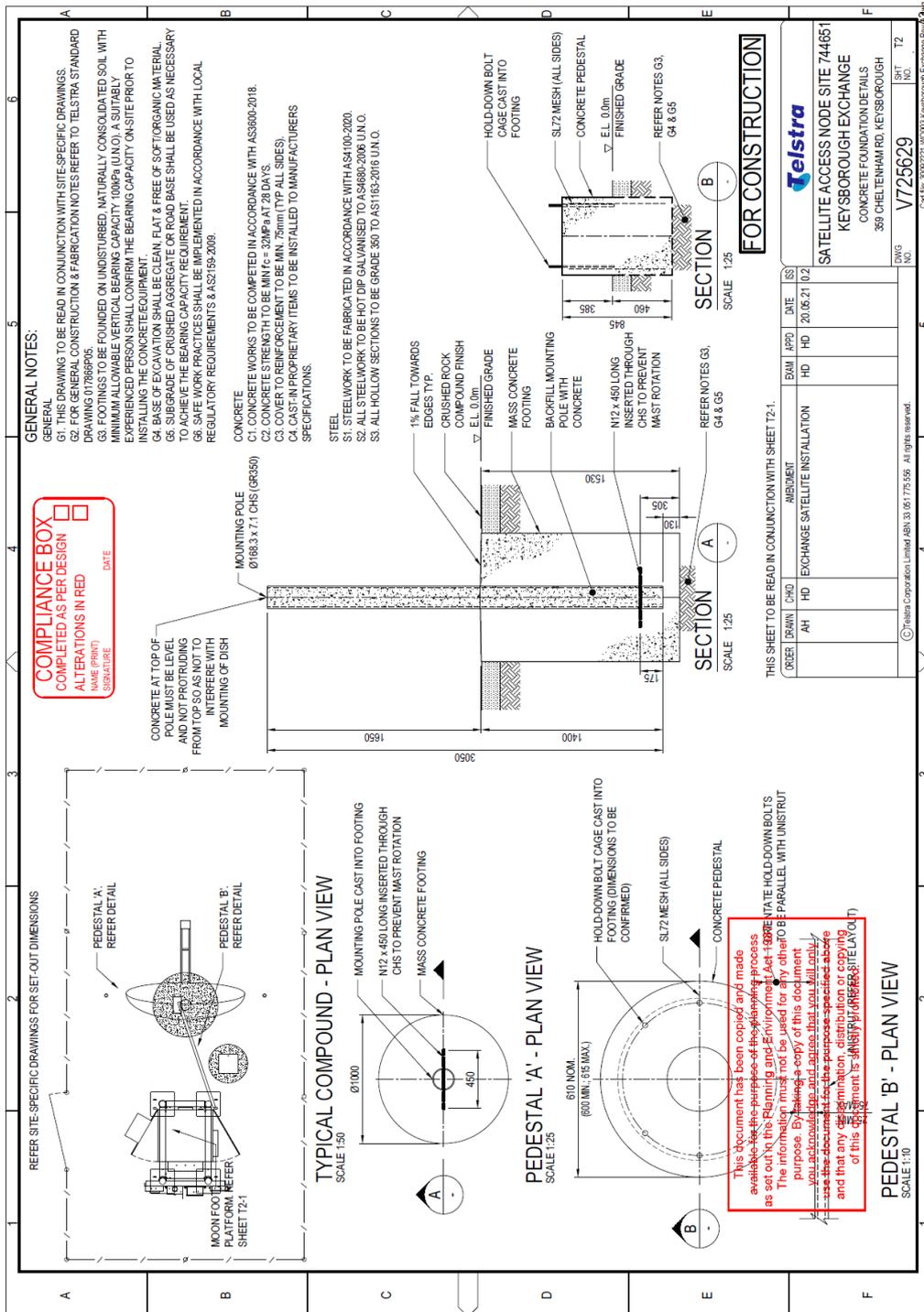
ORDINARY COUNCIL MEETING - AGENDA

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)



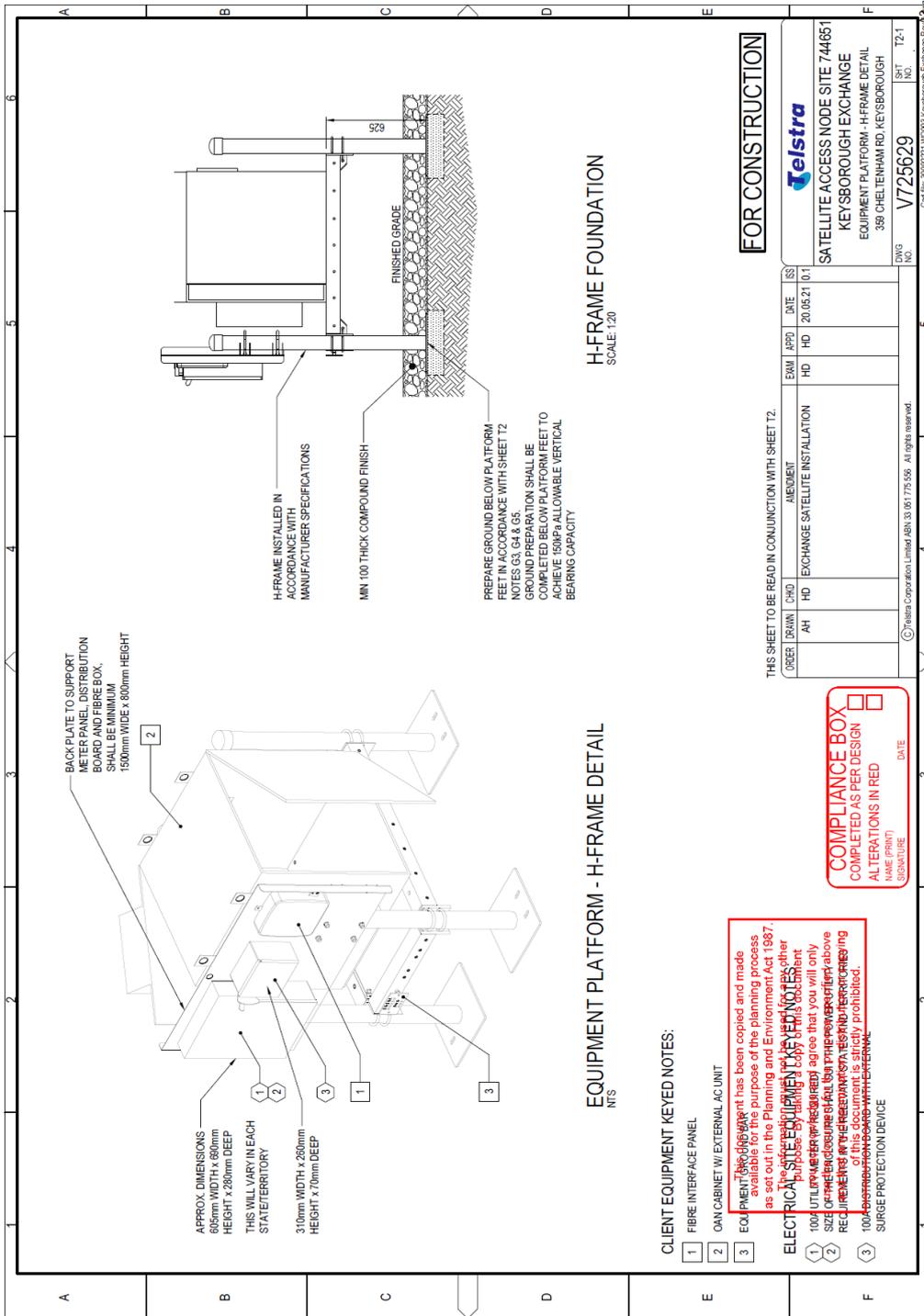
ORDINARY COUNCIL MEETING - AGENDA

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)



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2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)



H-FRAME FOUNDATION
SCALE: 1:20

EQUIPMENT PLATFORM - H-FRAME DETAIL
NTS

CLIENT EQUIPMENT KEYED NOTES:

- 1 FIBRE INTERFACE PANEL
- 2 OAN CABINET W/ EXTERNAL AC UNIT
- 3 EQUIPMENT CABINET

ELECTRICAL SITE CONDITIONS NOTES:
 1 100A UTILITY METER (IF REQUIRED) SHALL BE THE POWER SUPPLY ABOVE
 2 SIZE OF THE ENCLOSURE SHALL BE THE POWER SUPPLY ABOVE
 3 100A SURGE PROTECTION DEVICE SHALL BE INSTALLED AT THE POINT OF ENTRY TO THE ENCLOSURE

COMPLIANCE BOX
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 SIGNATURE _____

FOR CONSTRUCTION

THIS SHEET TO BE READ IN CONJUNCTION WITH SHEET T2.

ORDER	DRAWN	CHKD	APPROVED	DATE	ISS
1/21	HD	HD	HD	20.05.21	01

AVENUE: EXCHANGE SATELLITE INSTALLATION

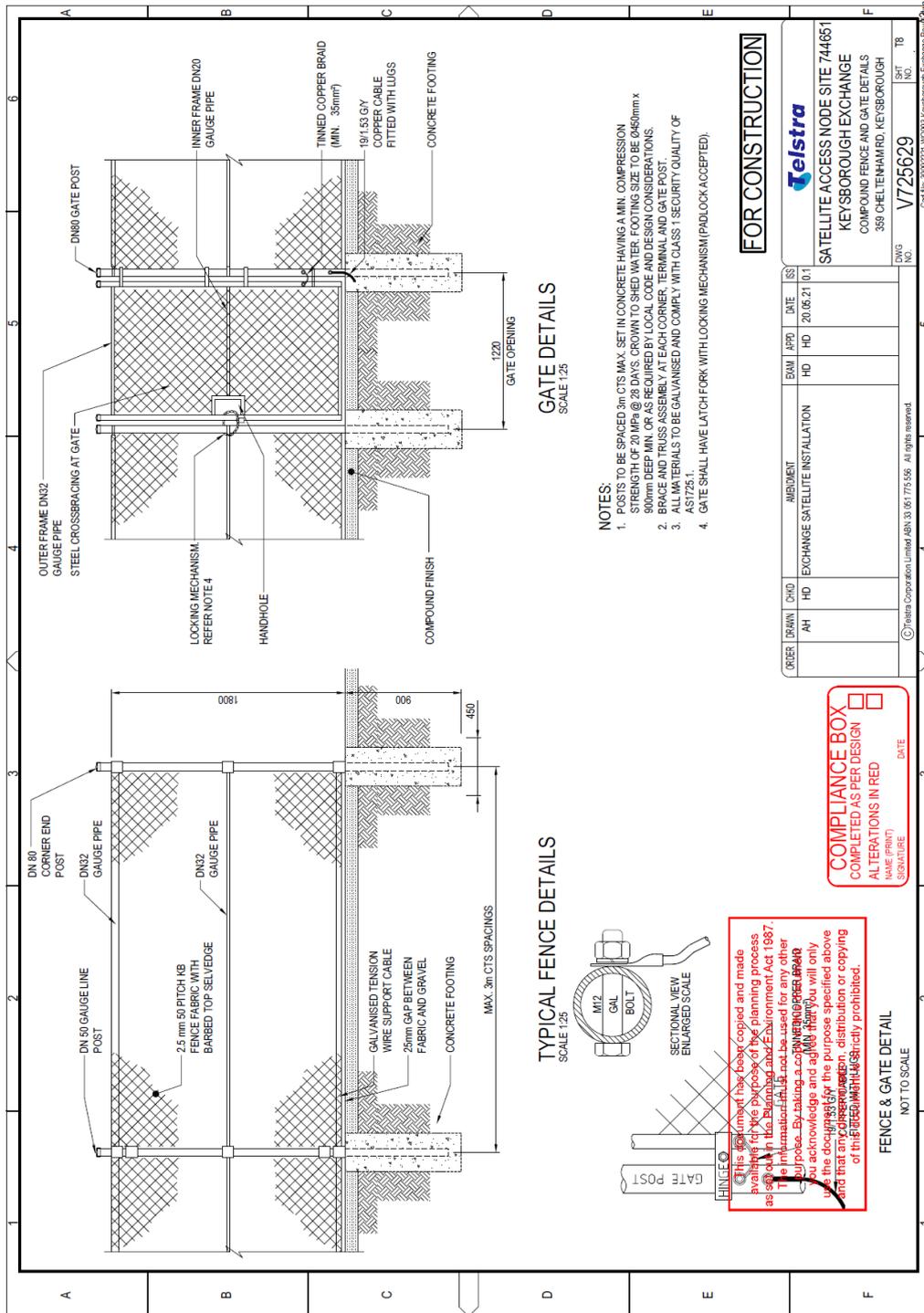
Telstra

SATELLITE ACCESS NODE SITE 744651
 KEYSBOROUGH EXCHANGE
 EQUIPMENT PLATFORM - H-FRAME DETAIL
 359 CHELTENHAM RD, KEYSBOROUGH

DWG NO: V725629 SET: T2-1

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2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)



2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION – NO. 359-363 CHELTENHAM ROAD,
KEYSBOROUGH (PLANNING PERMIT APPLICATION NO. PLN21/0308)**

ATTACHMENT 2

LOCATION OF OBJECTORS

PAGES 2 (including cover)

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

2.3.1 Town Planning Application - No 359-363 Cheltenham Road, Keysborough (Planning Application No. PLN21/0308) (Cont.)



- Subject site
 - Location of objectors
- Melways Map 89D9 ↑ North

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.
- 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.
- 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 Mid-Year Budget Review 2021-22

File Id:

Responsible Officer:

Executive Manager Finance & Information
Technology

Attachments:

A – Income Statement
B – Mid Year Budget Adjustments
C – Mid Year Budget Review Notes

1. Report Summary

The 2021-22 Mid-Year Budget Review process provides Council with the opportunity to review its operations since the adoption of the 2021-22 Budget and subsequently the Amended Budget (incorporating carry overs from 2020-21). It allows Council to make the necessary adjustments to reflect the latest forecast financial position.

The financial impacts of COVID-19 on Council's financial position is such that there will be no new projects added to Council's budget through this Mid-Year Budget process. Instead Council has estimated a forecast deficit of \$1.36 million due to unanticipated COVID-19 impacts. This report proposes to transfer \$1.36 million from the \$2 million COVID-19 contingency fund retained in the Major Projects Reserve to balance the 2021-22 Mid-Year Budget leaving an unallocated COVID contingency of \$642,000 for the remainder of the year.

The financial impacts of COVID-19 on Council's financial position and other non-COVID-19 budget adjustments arising from the first five months of 2021-22 have been put forward in this report.

2. Recommendation Summary

This report recommends that Council adopt the 2021-22 Mid-Year Budget which includes:

1. The proposed amendments to capital and operating budgets that have occurred since the adoption of the Annual Budget and subsequently the Amended Budget (incorporating carry overs from the previous financial year), (Attachment B).
2. A transfer of \$1.36 million from the COVID-19 contingency fund held in the Major Projects Reserve to balance the 2021-22 Mid-Year Budget.
3. Unallocated COVID contingency of \$642,000 held in the Major Project Reserve for the remainder of the 2021-22 financial year.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

3. Background

The financial management of City of Greater Dandenong is a complex task with Council managing operational inflows and outflows of over \$200 million, with the addition of a capital works program of \$95.3 million in 2021-22 (including carry overs), across hundreds of different services that are provided to the community.

The purpose of this Mid-Year Budget Review is to assess financial trends that have occurred during the first five months of the 2021-22 financial year and to determine a forecast outcome for 30 June 2022. The Mid-Year Budget Review further allows Council to take account of the final outcomes arising from the previous financial year given that the Original Budget is developed in April/May, some two months prior to the end of the financial year and many of Council's services and capital projects span across the financial years.

At the time that Council adopted the 2021-22 Budget it was not anticipated that a further hard lockdown would occur in August 2021. The Budget assumptions were based on what was largely seen as a return to "business as normal" with all operational budgets based on pre COVID-19 normal operations with two exceptions. Firstly, car parking revenue was set at around \$2.3 million below pre-COVID-19 levels and interest income was reduced by \$1 million (total \$3.3 million).

Since 30 June 2021, the declaration of Lockdown 6 (August 2021) and the roadmap out of current restrictions meant that the 2021-22 financial year was going to be far from "business as normal" and it was obvious that Council's finances would again be significantly impacted upon.

Council undertook a half yearly review of the 2021-22 Annual Budget, to identify areas where the forecast result to 30 June 2022 may need amendment due to changed circumstances.

The COVID-19 impacted items combined with other known adjustments since adoption of the 2021-22 Annual Budget are listed in **Attachment B** and are summarised in **Table 1** below.

COVID budget adjustments in this report total \$3.97 million which have been partly offset by the residual surplus available of \$1.88 million at 30 June 2021 and favourable non COVID budget adjustments of \$730,000 leaving a cash deficit of \$1.36 million (**Table 1**)

At 30 June 2021, Council set aside \$2 million in COVID contingent funding from the cash surplus in the major project reserve. Of this \$2 million, \$1.36 million has been transferred to fund the cash deficit and achieve a break even result at Mid-Year Budget leaving an unallocated COVID contingency of \$642,000 in the major project reserve for the remainder of the year.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Table 1

Component	Ref	\$'000	\$'000
Residual surplus available			1,880
<i>Less</i>			
Keysborough South Community Hub - deferral of capital expenditure and borrowings/funding sources to 2022-23 (net impact)	Attachment A	2	
Other capital variations (net of reserves)	Attachment A	827	
Operating variations - non-COVID (net of reserves)	Attachment A	(99)	
Non COVID budget adjustments (favourable)			730
Operating variations - COVID related	Attachment A	(3,968)	
COVID budget adjustments (unfavourable)			(3,968)
Subtotal of all adjustments (cash deficit)			(1,358)
Transfer from Major Projects Reserve (COVID-19 contingency fund)			1,358
Residual surplus (deficit)			0

3.1 Financial impacts of COVID-19 on the City of Greater Dandenong

Table 2 below provides a snapshot of the estimated financial impact of COVID-19 restrictions on the City of Greater Dandenong over the 2019-20, 2020-22 and 2021-22 years. Across the three financial years, it is estimated to be around \$24.1 million. The impact is both discretionary and non-discretionary in nature and are a combination of financial impacts beyond Council control and relief provided by Council. Further detail on specific items in each category is included in Table 3.

Table 2 – Summary COVID-19 impacts

	COVID Forecast	COVID Actuals	COVID Actuals	TOTAL COVID Impact
	2021-22	2020-21	2019-20	Total Impact
	Forecast impact	Actual impact	Actual impact	2019-20 to 2021-22
	(unfav) fav	(unfav) fav	(unfav) fav	(unfav) fav
	(1)	(2)	(3)	(1) + (2) + (3)
<i>Council COVID-19 support</i>	(1,181,000)	(3,386,002)	(3,267,972)	(7,834,974)
<i>COVID-19 impacts (non-discretionary)</i>	(7,174,287)	(6,689,008)	(2,384,766)	(16,248,061)
Grand total	(8,355,287)	(10,075,010)	(5,652,738)	(24,083,035)

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Table 3 – Detailed COVID-19 impacts

	COVID Forecast 2021-22 Forecast impact (unfav) fav (1)	COVID Actuals 2020-21 Actual impact (unfav) fav (2)	COVID Actuals 2019-20 Actual impact (unfav) fav (3)	TOTAL COVID Impact Total Impact 2019-20 to 2021-22 (unfav) fav (1) + (2) + (3)
<i>Council COVID-19 support</i>				
Dandenong Market rental income	(540,000)	(1,447,025)	(1,447,376)	(3,434,401)
Commercial rent income	(141,000)	(351,839)	(161,227)	(654,066)
COVID-19 Business Grants Program	0	(598,125)	0	(598,125)
COVID-19 Material Aid Program	0	(243,692)	(169,171)	(412,863)
COVID-19 Rate waivers (pensioners/jobseeker)	(100,000)	(119,000)	(1,147,000)	(1,366,000)
COVID-19 Interest on rates waivers	(200,000)	(225,000)	(250,000)	(675,000)
Sports clubs/Dandenong Basketball rental income	(200,000)	(401,321)	(93,198)	(694,519)
<i>Council COVID-19 support</i>	(1,181,000)	(3,386,002)	(3,267,972)	(7,834,974)
<i>COVID-19 impacts (non-discretionary)</i>				
Parking fines and recoveries (net of costs)	(2,460,000)	(1,138,227)	0	(3,598,227)
Parking ticket meter income	(700,000)	(1,288,023)	(463,887)	(2,451,910)
Interest on investments	(1,200,000)	(1,503,070)	0	(2,703,070)
Leisure Centres	(1,582,767)	(142,096)	0	(1,724,863)
Car park permit and machine income (incl Carroll lane)	(90,000)	(623,646)	(268,289)	(981,935)
Civic Facilities venue hire (net of cost savings)	(375,520)	(143,763)	(29,883)	(549,166)
Drum Theatre net of cost savings	(531,000)	(542,356)	(390,818)	(1,464,174)
Community Care - net of costs and reserve transfer	(147,000)	(129,269)	0	(276,269)
Pandemic costs	(45,000)	(203,521)	(278,478)	(526,999)
Planning application fee income	0	(126,296)	(251,302)	(377,598)
Regulatory Services fee and fine income	(59,000)	(256,247)	(262,164)	(577,411)
Civil Development and Design statutory fee income	0	(133,689)	0	(133,689)
Health fee and fine income	(184,000)	(250,761)	(240,148)	(674,909)
Building Services income	(216,000)	(244,964)	(199,797)	(660,761)
Fleet operating costs	262,000	0	0	262,000
Community Facilities rental income	(14,000)	(68,408)	0	(82,408)
Other including savings	168,000	105,328	0	273,328
<i>COVID-19 impacts (non-discretionary)</i>	(7,174,287)	(6,689,008)	(2,384,766)	(16,248,061)
Grand total	(8,355,287)	(10,075,010)	(5,652,738)	(24,083,035)

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

To assist Council in considering the proposed revisions, three Attachments are contained in this report, viz.

- **Attachment A – Income Statement** comparing the Amended 2021-22 Budget (Annual Budget plus carry overs from the previous year) against the proposed Mid-Year Budget.
- **Attachment B** - is the full listing of adjustments (both capital and operating) that have been referred for Council consideration and have been proposed to be included in the Mid-Year Budget.
- **Attachment C** - contains more detailed notes in respect of each proposed change in Attachment B.

3.2 Key Outcomes of the 2021-22 Mid-Year Budget Review

The table below details the movements in operating, capital and other non-operating cash items resulting from the review.

Management Accounting summary

Description	Original Budget 2021-22 \$'00	Amended Budget 2021-22 \$'000	Mid Year Budget 2021-22 \$'000	Mid Year vs Amended Variance Fav/(unfav) \$'000
Income Statement				
Income	235,462	238,764	245,867	7,103
Expenditure	204,057	212,624	215,831	(3,207)
Surplus (deficit) - operations	31,405	26,140	30,036	3,896
Management accounting reconciliation				
<i>Add back non-cash items:</i>				
Depreciation and amortisation	33,941	33,941	33,941	-
Contributions non monetary assets	(10,000)	(10,000)	(10,000)	-
Written down value of assets sold/scrapped	301	301	301	-
Sub total	24,242	24,242	24,242	-
Less non operating cash items				
Capital expenditure	63,362	95,255	90,737	(4,518)
Transfers to (from) reserves	(5,656)	(9,492)	(5,318)	4,174
Loan repayments	3,372	3,372	3,372	-
Loan proceeds	(6,120)	(6,120)	-	6,120
Repayment of lease liabilities	689	689	689	-
Sub total	55,647	83,704	89,480	5,776
Cash surplus (deficit) for year	-	(33,322)	(35,202)	(1,880)
Accumulated surplus brought forward	-	35,202	35,202	-
Forecast position surplus (deficit)	-	1,880	-	(1,880)

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Notes to the Management Accounting Summary

Original Budget – Annual Budget adopted by Council 28 June 2021.

Amended Budget – Incorporating operating and capital carry overs from 2021-22 approved by Council on 13 September 2021.

3.3 Income and Expenditure (Income Statement result)

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

Description	Original Budget 2021-22 \$'00	Amended Budget 2021-22 \$'000	Mid Year Budget 2021-22 \$'000	Mid Year vs Amended Variance Fav/(unfav) \$'000
Income Statement				
Income	235,462	238,764	245,867	7,103
Expenditure	204,057	212,624	215,831	(3,207)
Surplus (deficit) - operations	31,405	26,140	30,036	3,896

The forecast operating surplus for the year as projected following the Mid-Year Budget review is \$30.04 million, an increase from the Amended Budget (**Attachment A**).

Whilst the movement in income and expenditure has increased, this is attributed to additional grant funding received that has matching expenditure primarily due to successful capital grant funding (\$7.04 million), operating grant funding (\$2.73 million) and higher monetary contributions (\$1.8 million). This has been partly offset by revenue losses due to COVID-19 restrictions. Further details are provided below under the heading "*New capital and operating funding (with matching expenditure)*".

Net operating adjustments both COVID-19 and non-COVID-19 related total an unfavourable \$4.07 million, the most significant are:

Unfavourable (non-COVID-19 items are highlighted):

- Lower parking ticket meter income \$700,000.
- Parking fines and recoveries net of statutory lodgement fees with Fines Victoria (\$110,000 in addition to \$2.3 million already included in the 2021-22 Original Budget).
- No return from the Dandenong Market to Council in 2021-22 due to COVID-19 - \$540,000.
- Dandenong Market Management Services agreement adjustment and Aldi lease adjustment (net cost of \$309,000 after taking into account a \$420,000 reduction in capital expenditure). Not COVID-19 related.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

- Car Parks (lower car park ticket machine fee income and staff salary sacrifice deductions for parking permits (\$90,000).
- Leisure centre impact (\$487,000 in addition to \$1.096 million already included) due to COVID-19 restrictions.
- Interest on investments (\$200,000 in addition to \$1 million already included) – lower returns due to record low interest rates in the current COVID-19 environment.
- The Drum Theatre loss in income partly offset by cost savings (\$531,000).
- Higher insurance premiums (\$145,000) – not COVID-19 related.
- Deferral of penalty rate interest payable on outstanding rates (\$200,000).
- Rates hardship (\$100,000) – estimate.
- Civic Facilities - rental income loss partly offset by operating cost savings (\$376,000).
- Property Management - loss in commercial property rental income (\$141,000).

Favourable

- Home and Community Care – \$652,000 favourable result due to forecast target achievement for 2021-22 higher than budgeted, partly as a result of traineeship program where Council is entitled to 50% subsidy return (part COVID-19, part non-COVID-19 impacted).
- Fleet management – savings in fuel, servicing, e-TAG, etc (\$262,000) due to current COVID-19 restrictions and working remotely.
- Higher Financial Assistance Grants funding to be received via the Victoria Local Government Grants Commission (\$242,000). Not COVID-19 related.

Council was also required to make a payment to the Municipal Association of Victoria (MAV) Workcover Scheme which ceased at 30 June 2021, following the decision by Work Safe Victoria not to renew the license of the MAV Work Care Scheme. Greater Dandenong was a member of the Scheme. The MAV Work Care Scheme was Victoria's only local government workers' compensation self-insurance scheme. The financial impost is \$1.30 million which has been funded from a mix of Council's self-insurance reserve and current premium savings.

Claims estimates of unpaid, open claims ("case estimates") and member premiums have been used to estimate the financial shortfall. Essentially Council would have paid this through annual premiums if the Scheme had continued rather than paying this in one lump sum.

Net capital adjustments total a favourable \$6.95 million primarily due to the deferral of \$11.26 million in capital expenditure for Keysborough South Community Hub to 2022-23, including deferral of associated funding sources such as new borrowings (\$6.12 million), DCP contributions and reserve transfers.

New capital and operating funding (with matching expenditure) – by exception

Capital grants

- Local Roads and Community Infrastructure (LRCI) program – phase 3 (\$2.04 million income and expenditure).

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

- Ross Reserve Synthetic Soccer Pitch (\$1.75 million).
- Burden Park Reserve (\$1.00 million).
- Springvale Road Boulevard (\$900,000).
- Federal Black Spot program (\$828,000).

Operating grants

- Family Day Care (\$578,000) – higher income and associated payments to educators due to current trends in this COVID-19 environment.
- Home and Community Care (\$533,000).
- Child First (\$368,000).
- Libraries (\$338,000).
- Strengthening Pathways to Economic Participation (\$300,000) – This is one year of a Community Revitalisation grant of over \$700,000.

Monetary contributions

- Level Crossing Removal Authority (LXRA) contribution to fund 10 years future maintenance requirements (\$4.69 million). This will be transferred to reserves so that it can be matched with required maintenance expenditure over the coming 10 years.
- Partly offset by a deferral of the contribution funding for Keysborough South Community Hub (\$2.91 million).

3.4 Variation in movement of transfers to (from) reserves – (\$4.17 million)

The following table highlights the expected variations to the movements in reserve funds arising from the Mid-Year Budget Review.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Reserve	Original Budget 2021-22 \$'000s	Amended Budget 2021-22 \$'000s	Mid Year Budget 2021-22 \$'000s	Mid Year vs Amended Variance \$'000s
Transfer to reserves				
Major projects reserve	1,308	3,308	3,308	-
Open space - planning, development and improvements	2,000	2,000	2,000	-
Open space - acquisitions	-	-	-	-
Development Contribution Plan - Council funded	500	500	500	-
DCP Keysborough South Community Infrastructure Levies	-	-	-	-
Keysborough maintenance levy	1,620	1,620	1,620	-
Self insurance reserve	-	-	747	747
Springvalley landfill rehabilitation reserve	-	-	-	-
Springvale Activity Precinct parking and development	-	-	-	-
Dandenong Activity Precinct parking and development	650	650	650	-
Future Maintenance reserve (LXRA)	-	-	4,685	4,685
Native vegetation reserves	-	-	-	-
Total transfer to reserves	6,078	8,078	13,510	5,432
Transfer from reserves				
Major projects reserve	8,880	10,235	11,594	1,359
Open space - planning, development and improvements	570	570	570	-
Open space - acquisitions	-	35	35	-
Development Contribution Plan - Council funded	18	2,867	657	(2,210)
Keysborough maintenance levy	1,710	1,710	1,710	-
Self insurance reserve	31	31	1,327	1,296
Springvalley landfill rehabilitation reserve	102	201	273	72
Dandenong Activity Precinct parking and development	300	1,798	2,148	350
Future Maintenance reserve (LXRA)	40	40	430	390
Native vegetation reserves	83	83	83	-
Total transfer from reserves	11,734	17,570	18,828	1,258
Net movement in reserves	(5,656)	(9,492)	(5,318)	4,174

Transfers to reserves (increase of \$5.43 million)

The increase in transfers to reserves relates to:

- Reserve transfer of \$4.69 million into the Future Maintenance (LXRA) Reserve. This relates to funding for future maintenance (10 years) of level crossing assets gifted to Council.
- \$747,000 in Workcover premium savings transferred to the Insurance Reserve.

Transfers from reserves (increase of \$1.26 million)

The increase in transfers from reserves primarily relates to:

- A \$1.36 million transfer from the COVID-19 contingency fund in the Major Project reserve to balance the Mid-Year Budget.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

- Transfer from the Insurance reserve to fund the \$1.3 million payment that Council was required to make in relation to the Municipal Association of Victoria (MAV) Workcover Scheme which ceased at 30 June 2021, following the decision by Work Safe Victoria not to renew the license of the MAV Work Care Scheme.
- Transfer from the Future Maintenance Reserve (LXRA) of \$390,000 to fund current year maintenance requirements of LXRA assets and some rectification works.
- Transfer from the Dandenong Activity Centre Parking and Development Reserve of \$350,000 to fund design works associated with the Precinct Energy Plant (PEP) building.

Partly offset by:

- Deferral of \$2.21 million transfer from DCP reserves for Keysborough South Community Hub to 2022-23.

4. Proposal

This report recommends that Council adopt the 2021-22 Mid-Year Budget.

5. Financial Implications

The 2021-22 Mid-Year Budget review will ensure that Council has accommodated all known variations to the Budget that have occurred during the first six months of the financial year and results in only a minor movement in the budgetary targets established in the 2021-22 Annual Budget.

6. Consultation

The 2021-22 Mid-Year Budget Review has been prepared on the basis of budget reviews conducted by all Council staff with budgetary responsibilities and following discussion and consideration by Council. As changes to the Original Budget are not material, Council is not required to formally advertise the Mid-Year Budget.

7. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.
Welcome to our exciting and peaceful community.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

7.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Education, training, entrepreneurship and employment opportunities
- Sustainable environment
- Embrace diversity and multiculturalism
- Mind, Body and Spirit
- Art and Culture

7.2 Council Plan 2021-25

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 strategic objectives:

- A socially connected, safe and healthy city
- A city that respects and celebrates diversity, our history and the arts
- A city of accessible, vibrant centres and neighbourhoods
- A green city committed to a sustainable future
- A city that supports entrepreneurship, quality education and employment outcomes
- A Council that demonstrates leadership and a commitment to investing in the community.

8. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* states that a Council must in the performance of its role give effect to the overarching governance principles.

This report has been prepared in accordance with these principles and provides transparency of Council's actions and financial resources over the first part of this financial year. The Mid-Year Budget Review provides a mechanism for reviewing and updating the Original Budget to determine whether a Revised Budget is required under section 95 of the *Local Government Act 2020*. It also ensures that resources continue to be reviewed and managed prudently.

It highlights Council's priority in achieving the best outcomes for the municipal community, including future generations.

It also considers the supporting principles regarding financial management (section 101), public transparency (section 58), strategic planning (section 89) and service performance (section 106).

9. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

The *Victorian Charter of Human Rights and Responsibilities Act 2006* has been considered in relation to whether any human right under the Charter is restricted or interfered with in any way by this report. It is considered that this report is consistent with the rights outlined in the Charter.

10. The Gender Equality Act 2020

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this report but are not relevant to its contents. The content/topic/issue (of this report) does not have a direct and significant impact on members of the Greater Dandenong community therefore a gender impact assessment is not required.

11. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a "Climate and Ecological Emergency" and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

This Mid-Year Budget report has no impact on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability.

12. Related Council Policies, Strategies or Frameworks

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

13. Conclusion

The financial operation of Council is a significant business. Council actively manages the financial performance of the organisation over the course of the financial year, particularly in light of COVID-19. Council will be kept informed of the financial performance and position in comparison to the budget on a quarterly basis.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

14. Recommendation

That Council adopt the 2021-22 Mid-Year Budget noting the following:

- 1. the proposed amendments to capital and operating budgets that have occurred since the adoption of the Annual Budget and subsequently the Amended Budget (incorporating carry overs from the previous financial year), (Attachment B); and**
- 2. a transfer of \$1.36 million from the \$2 million COVID-19 contingency fund retained in the Major Projects Reserve to recover the Mid-Year Budget deficit result contributed by COVID related impacts leaving an unallocated COVID contingency of \$642,000 in the major project reserve for the remainder of the year.**

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

FINANCE AND BUDGET

MID-YEAR BUDGET REVIEW 2021-22

ATTACHMENTS A, B & C

**(A) INCOME STATEMENT, (B) MID-YEAR
BUDGET ADJUSTMENTS & (C) MID-YEAR
BUDGET REVIEW NOTES**

PAGES 20 (including cover)

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

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment A

Income Statement

	Original Budget 2021-22 \$'000	Amended Budget 2021-22 \$'000	Mid Year Budget 2021-22 \$'000	Mid Year vs Amended Variance Fav/(unfav) \$'000
Income				
Rates and charges	156,253	156,253	156,053	(200)
Statutory fees and fines	8,227	8,227	7,716	(511)
User fees	7,972	7,972	6,728	(1,244)
Grants - operating	30,551	24,607	27,340	2,733
Grants - capital	9,996	17,933	24,972	7,039
Contributions - monetary	4,935	5,845	7,645	1,800
Contributions - non-monetary	10,000	10,000	10,000	-
Net gain on disposal property, infrastructure, plant and equipment	403	403	403	-
Other income	7,125	7,524	5,010	(2,514)
Total income	235,462	238,764	245,867	7,103
Expenses				
Employee costs	86,802	91,236	93,562	(2,326)
Materials and services	74,566	78,216	77,562	654
Bad and doubtful debts	1,568	1,568	1,568	-
Depreciation	33,277	33,277	33,237	40
Amortisation - intangible assets	60	60	100	(40)
Amortisation - right of use assets	604	604	604	-
Borrowing costs	2,802	2,802	2,800	2
Finance costs - leases	22	22	22	-
Other expenses	4,356	4,839	6,376	(1,537)
Total expenses	204,057	212,624	215,831	(3,207)
Surplus for the year	31,405	26,140	30,036	3,896
Other comprehensive income				
Items that will not be reclassified to surplus or deficit:				
Other	-	-	-	-
Total comprehensive result	31,405	26,140	30,036	3,896

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment B

City of Greater Dandenong
2021-22 MID YEAR BUDGET ADJUSTMENTS

DESCRIPTION	NOTE	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$	COVID ITEMS
ADJUSTMENTS - CAPITAL (CASH)						
Additional Council contribution required due to new grants						
Police Paddocks (Softball) - Fencing and Dugouts Upgrade (diamonds 2, 4 & 5)	1	1 year	25,000	316,400	(291,400)	
Hemmings Street Precinct	2	1 year	219,000	343,320	(124,320)	
			244,000	659,720	(415,720)	
Reduction in Council contribution required due to new grants						
Burden Park Tennis Redevelopment - new grant	3	1 year	1,000,000	651,000	349,000	
Parkfield Reserve Cricket Net - new grant	4	1 year	130,000	30,000	100,000	
			1,130,000	681,000	449,000	
Capital expenditure (reserve funded)						
DCP land acquisition - 140 and 150 Coleman Road, Dandenong (reserve funded)	5	1 year	20,600	20,600	0	
Precinct Energy Project (PEP) building - detailed design (reserve funded)	6	1 year	350,000	350,000	0	
Level Crossing Removal Authority (LXRA) fencing works - Heatherton Road Activities Node (reserve funded)	7	1 year	54,000	54,000	0	
			424,600	424,600	0	
Other capital project adjustments						
Deferral of Keysborough South Community Hub (KSCH) expenditure to 2022-23 (funded by new borrowings)	8	1 year	0	(6,120,000)	6,120,000	
Deferral of KSCH expenditure to 2022-23 (funded by DCP contribution income)	8	1 year	(2,909,862)	(2,909,862)	0	
Deferral of KSCH expenditure to 2022-23 (funded by transfer from DCP reserve)	8	1 year	(2,229,968)	(2,229,968)	0	
Noble Park Revitalisation - remove 2021-22 grant expenditure spent and grant income recognised in 2020-21 (Douglas Street works in advance of 2021-22)	9	1 year	(87,497)	(310,000)	222,503	
Dandenong Market (DMPL) - new Management Services Agreement	10	1 year	0	(420,000)	420,000	
			(5,227,327)	(11,989,830)	6,762,503	
Transfers between capital and operating (nil impact)						
Building renewal project management budget - transfer to Asset Management System (AMS) implementation project in operating	11	1 year	0	(150,000)	150,000	
			0	(150,000)	150,000	
New, additional or unsuccessful funding (nil impact)						
Federal Black Spot Program - Various projects	12	1 year	828,096	828,096	0	
Local Roads and Community Infrastructure (LRCI) Program - Phase 3 grant funding	12	1 year	2,035,614	2,035,614	0	
Ross Reserve Synthetic Soccer Pitch	12	1 year	1,750,000	1,750,000	0	
Springvale Road Boulevard	12	1 year	900,000	900,000	0	
Tatterson Park Oval 1 Lighting	12	1 year	250,000	250,000	0	
Police Paddocks (Softball) - Batting Cage	12	1 year	123,750	123,750	0	
Burden Park Tennis Redevelopment - Club contribution brought forward from 2022-23	12	1 year	25,000	25,000	0	
Frank Street Open Space Development	13	1 year	(25,000)	(25,000)	0	
Ian Street Streetscape	13	1 year	(70,000)	(70,000)	0	
Hemmings Street Neighbourhood Precinct - grant income and expenditure recognised in 2020-21	14	1 year	(40,000)	(40,000)	0	
			5,777,460	5,777,460	0	
TOTAL ADJUSTMENTS - CAPITAL (CASH)			2,348,733	(4,597,050)	6,945,783	

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment B

City of Greater Dandenong
2021-22 MID YEAR BUDGET ADJUSTMENTS

DESCRIPTION	NOTE	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$	COVID ITEMS
ADJUSTMENTS - OPERATING (CASH)						
NON DIRECTORATE						
Financial Assistance Grant allocation - increase in funding	15	1 year	242,438	0	242,438	
Workcover premium - saving (transferred to reserves)	16	1 year	0	(746,500)	746,500	
Workcover premium saving - transfer to Insurance Reserve	16	1 year	0	746,500	(746,500)	
No penalty rate interest payable on outstanding rates to 31 December 2021	17	1 year	(200,000)	0	(200,000)	COVID
Level Crossing Removal Authority (LXRA) contribution income - transferred to LXRA Future Maintenance reserve	18	1 year	4,685,000	4,685,000	0	
MAV Work Care Scheme wind-down payment (reserve funded)	19	1 year	1,296,100	1,296,100	0	
Loan proceeds for Keysborough South Community Hub (defer to 2022-23)	8	1 year	(6,120,000)	0	(6,120,000)	
Savings in interest expense due to \$6.12 million Keysborough South Community Hub borrowings deferred to 2022-23	8	Ongoing	0	(2,411)	2,411	
Interest return on investments - unfavourable adjustment	20	1 year	(200,000)	0	(200,000)	COVID
Pandemic costs - specialised cleaning and sanitising services, protective barriers and QR signs, etc	21	1 year	0	45,000	(45,000)	COVID
Sub-total Non Directorate			(296,462)	6,023,689	(6,320,151)	
CORPORATE SERVICES DIRECTORATE						
People and Procurement Services						
Limited tenure Organisational Development Officer position (0.6 EFT, Band 7)	22	1 year	0	33,880	(33,880)	
Emergency Management program - grant funding	23	3 years	48,800	48,800	0	
Insurance premium - increase	24	Ongoing	0	145,000	(145,000)	
New Contract Management system (Vendor Panel partnership with eBMS Nimblex) - implementation (\$46,000 ongoing)	25	1 year	0	81,750	(81,750)	
New Pulse onboarding and e-recruitment module	26	Ongoing	0	23,221	(23,221)	
Risk Management - event public liability insurance fee income - unfavourable	27	1 year	(14,739)	0	(14,739)	COVID
Risk Management - favourable recovery income and cost savings	28	1 year	6,400	(6,325)	12,725	
Organisational Development Executive - increase in overtime	29	1 year	0	20,000	(20,000)	
			40,461	312,446	(271,985)	
Communications and Customer Service						
Call and Service Centres - savings in salaries	30	1 year	0	(41,708)	41,708	
Civic Facilities - rental income loss partly offset by operating cost savings	31	1 year	(583,520)	(208,000)	(375,520)	COVID
			(583,520)	(249,708)	(333,812)	
Finance and Information Technology (IT)						
Finance - cost savings in training and conferences	32	1 year	0	(6,000)	6,000	COVID
IT - cost savings	33	1 year	5,000	(20,000)	25,000	
IT - savings in printer usage	34	1 year	0	(25,000)	25,000	COVID
			5,000	(51,000)	56,000	

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment B

City of Greater Dandenong
2021-22 MID YEAR BUDGET ADJUSTMENTS

DESCRIPTION	NOTE	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$	COVID ITEMS
ADJUSTMENTS - OPERATING (CASH) (continued)						
Governance						
Governance and Members of Council - savings in catering of meetings	35	1 year	0	(25,514)	25,514	COVID
Records Management - savings in postage and temporary agency staff	36	1 year	0	(82,500)	82,500	COVID
Members of Council - cost savings	37	1 year	0	(7,000)	7,000	
Dandenong Market - new Management Services Agreement	10	1 year	(617,620)	0	(617,620)	
Dandenong Market - COVID-19 support	38	1 year	(540,000)	0	(540,000)	COVID
ALDI rental income - reduction	39	Ongoing	(111,595)	0	(111,595)	
Property Management - loss in commercial property rental income	40	1 year	(141,466)	0	(141,466)	COVID
			(1,410,681)	(115,014)	(1,295,667)	
Sub-total Corporate Services			(1,948,740)	(69,396)	(1,879,344)	
BUSINESS, ENGINEERING AND MAJOR PROJECTS DIRECTORATE						
Infrastructure Services and Planning						
Living Rivers Fotheringham Billabong grant funding	41	1 year	12,193	12,193	0	
Dandenong Creek Arts Trail - grant funding	41	1 year	75,000	75,000	0	
LXRA maintenance expenditure in Parks, Works and Cleansing (funded by transfer from LXRA future maintenance reserve)	18	1 year	336,474	336,474	0	
Asset Management System implementation - employee contract costs (funded by transfer from capital)	11	1 year	0	150,000	(150,000)	
Asset Management - savings in street lighting tariff	42	1 year	0	(57,344)	57,344	
Cleansing - cost savings	43	1 year	0	(16,899)	16,899	
Fleet Management - cost savings (mainly fuel, servicing, electrical and e-TAG)	44	1 year	0	(261,718)	261,718	COVID
Infrastructure Services and Planning Executive - salary savings	45	1 year	0	(15,000)	15,000	
Parks - cost savings in salaries and water	46	1 year	0	(190,000)	190,000	
Parks - savings in electricity on BBQs	47	1 year	0	(10,000)	10,000	COVID
Roads and Drains - savings in salaries and software maintenance	48	1 year	0	(54,339)	54,339	
Spring Valley Landfill - increased cap work costs 80.12% offset by partner council recoveries	49	1 year	291,515	363,849	(72,334)	
Spring Valley Landfill - transfer from reserves for Council's share of increased cap work costs	49	1 year	72,334	0	72,334	
Spring Valley Landfill - legal costs	50	1 year	0	126,730	(126,730)	
Spring Valley Landfill - temple works	51	Ongoing	0	40,516	(40,516)	
			787,516	499,461	288,055	
Transport and Civil Development						
Strategic Transport Planning - one off lease income	52	1 year	48,703	0	48,703	
			48,703	0	48,703	
Economic Development						
Cost savings in consultants, promotions and newsletter printing	53	1 year	0	(75,000)	75,000	COVID
			0	(75,000)	75,000	

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment B

City of Greater Dandenong
2021-22 MID YEAR BUDGET ADJUSTMENTS

DESCRIPTION	NOTE	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$	COVID ITEMS
ADJUSTMENTS - OPERATING (CASH) (continued)						
Major Projects						
South East Melbourne Executive Officer position secondment has ceased	54	1 year	(80,985)	(80,985)	0	
Dandenong Sports and Events Centre - Feasibility Review and Business Case - grant funding	55	1 year	50,000	50,000	0	
			(30,985)	(30,985)	0	
Business Networks						
Community Revitalisation project (Main) - additional grant funding	56	1 year	18,000	18,000	0	
Community Revitalisation project (SPEP) - additional grant funding	56	1 year	300,000	300,000	0	
Business Networks (loss in workshop event income partly offset by event cost savings)	57	1 year	(20,000)	(5,000)	(15,000)	COVID
			298,000	313,000	(15,000)	
Sub-total Business, Engineering and Major Projects			1,103,234	706,476	396,758	
CITY PLANNING, DESIGN AND AMENITY DIRECTORATE						
Building and Compliance Services						
Building and Compliance Services Administration Officer (1 EFT, Band 4, ongoing) - new position	58	1 year	0	71,933	(71,933)	
Planning Compliance - lower fine income	59	1 year	(89,496)	0	(89,496)	COVID
Planning Compliance - higher temporary agency staff costs	60	1 year	0	21,948	(21,948)	
Building Services - lower fee income and higher software maintenance costs	61	1 year	(125,570)	9,000	(134,570)	COVID
Health - lower income	62	1 year	(193,379)	0	(193,379)	COVID
Health - legal and audit costs	63	1 year	0	200,000	(200,000)	
			(408,445)	302,881	(711,326)	
Planning and Design						
Statutory Planning - lower fee income	64	1 year	(10,000)	0	(10,000)	COVID
Statutory Planning - salary savings	65	1 year	0	(10,000)	10,000	
Strategic Design and Sustainability Planning - consultant savings	66	1 year	0	(20,000)	20,000	COVID
			(10,000)	(30,000)	20,000	
Regulatory Services						
Animal Management - lower income	67	1 year	(78,500)	0	(78,500)	COVID
Animal Management - salary savings	68	1 year	0	(19,698)	19,698	
Car Parks - lower income	69	1 year	(90,273)	0	(90,273)	COVID
General Law Enforcement - lower statutory fee and fine income	70	1 year	(65,000)	0	(65,000)	COVID
General Law Enforcement - salary savings	71	1 year	0	(15,000)	15,000	
Public Safety and Security - salary savings	72	1 year	0	(20,000)	20,000	
Regulatory Services Administration - lower fine income	73	1 year	(5,000)	0	(5,000)	COVID
Regulatory Services Administration - salary savings	74	1 year	0	(20,000)	20,000	
Parking Management - lower parking ticket machine income	75	1 year	(700,000)	0	(700,000)	COVID
Parking Management - net parking fine income and lodgement costs	76	1 year	(160,000)	(50,000)	(110,000)	COVID
Parking Management - salary savings	77	1 year	0	(20,000)	20,000	
			(1,098,773)	(144,698)	(954,074)	
Sub-total City Planning, Design and Amenity			(1,517,218)	128,183	(1,645,401)	

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment B

City of Greater Dandenong
2021-22 MID YEAR BUDGET ADJUSTMENTS

DESCRIPTION	NOTE	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$	COVID ITEMS
ADJUSTMENTS - OPERATING (CASH) (continued)						
COMMUNITY SERVICES DIRECTORATE						
Community Care						
Planned Activity Group - lower income partly offset by cost savings	79	1 year	(225,726)	(37,743)	(187,983)	COVID
Community Transport - salary savings	80	1 year	0	(25,566)	25,566	COVID
Senior Citizens Centres - lower grant costs	81	1 year	0	(10,000)	10,000	
Senior Citizens Centres - lower event costs	82	1 year	0	(5,316)	5,316	COVID
Home and Community Care (HACC) - higher income partly offset by higher temporary agency staff costs	83	1 year	771,944	120,000	651,944	
Home Maintenance - higher income combined with lower costs	84	1 year	4,630	(10,000)	14,630	
HACC Coordination - lower income and higher legal costs	85	1 year	(45,540)	6,963	(52,503)	
Food Services - higher fee income	86	1 year	10,000	0	10,000	COVID
			515,308	38,338	476,969	
Community Wellbeing						
Drug Strategy - grant funding extension	78	1 year	136,038	136,038	0	
COVID-19 Vaccination Community Engagement program - additional grant funding	78	1 year	20,000	20,000	0	
Child First - additional grant funding	78	1 year	367,995	367,995	0	
Childrens Support Services - CALD Outreach Support - grant funding extension	78	1 year	58,940	58,940	0	
Noble Park English Language School (NPELS) Immunisation program - extension of grant funding	78	1 year	42,678	42,678	0	
Refugee Immunisation program - extension of grant funding	78	1 year	55,023	55,023	0	
Family Day Care - additional income offset by educator costs	78	1 year	578,481	578,481	0	COVID
Youth Development - savings in salaries	87	1 year	0	(40,650)	40,650	
Immunisation - higher salary costs	88	1 year	0	26,742	(26,742)	COVID
Festivals and Events - lower event income	89	1 year	(5,000)	0	(5,000)	COVID
Festivals and Events - salary savings mostly offset by trademark costs	90	1 year	0	(1,923)	1,923	
39A Clow Street - lower income partly offset by cost savings	91	1 year	(15,000)	(9,733)	(5,267)	COVID
			1,239,156	1,233,591	5,564	
Community Development, Sport and Recreation						
Leisure Centres - higher contract costs	92	1 year	0	486,767	(486,767)	COVID
Dandenong Indoor Sports Stadium - lower rental income	93	1 year	(52,500)	0	(52,500)	COVID
Sports Planning - lower income and higher costs	94	1 year	(147,239)	23,580	(170,819)	COVID
Community Property - lower rental income	95	1 year	(14,175)	0	(14,175)	COVID
			(213,914)	510,347	(724,261)	

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment B

City of Greater Dandenong
2021-22 MID YEAR BUDGET ADJUSTMENTS

DESCRIPTION	NOTE	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$	COVID ITEMS
ADJUSTMENTS - OPERATING (CASH) (continued)						
Community Arts, Cultural and Library						
Libraries - Innovation Grant - grant extension	78	1 year	69,750	69,750	0	
Libraries - Let's Read - grant extension	78	1 year	170,450	170,450	0	
Libraries - Local History Program - new grant funding	78	1 year	15,000	15,000	0	
Libraries - Premiers Reading Challenge - grant extension	78	1 year	20,141	20,141	0	
Cultural Development - NETS Victoria Exhibition Development Fund (EDF) - new grant funding	78	1 year	9,200	9,200	0	
Cultural Venues - cost savings	96	1 year	0	(4,659)	4,659	COVID
Library and Information Services - lower income and cost savings	97	1 year	(107,111)	(76,112)	(30,999)	COVID
Library and Information Services - higher Public Libraries grant income	98	1 year	63,057	0	63,057	
Drum Theatre - lower income partly offset by cost savings	99	1 year	(602,252)	(71,136)	(531,116)	COVID
			(361,765)	132,634	(494,399)	
Sub-total Community Services			1,178,784	1,914,910	(736,126)	
TOTAL ADJUSTMENTS - OPERATING (CASH)			(1,480,402)	8,703,862	(10,184,264)	
GRAND TOTAL OF ALL ADJUSTMENTS			868,331	4,106,812	(3,238,481)	

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

Summary				
Residual surplus available at 30 June 2021				1,880,000
Capital - net outcome		4,154,101	(4,597,050)	8,751,151
(Increase)/decrease in transfers to reserves - capital		0	0	0
Increase/(decrease) in transfers from reserves - capital		(1,805,368)	0	(1,805,368)
Subtotal - Capital variations (net of reserve transfers)		2,348,733	(4,597,050)	6,945,783
Operating - net outcome		2,934,690	3,274,773	(340,083)
(Increase)/decrease in transfers to reserves - operating		0	5,431,500	(5,431,500)
Increase/(decrease) in transfers from reserves - operating		1,704,908	0	1,704,908
Subtotal - Operating variations (net of reserve transfers)		4,639,598	8,706,273	(4,066,675)
Loan proceeds - reduction		(6,120,000)	0	(6,120,000)
Interest on borrowings - savings		0	(2,411)	2,411
Subtotal - Loans and borrowings		(6,120,000)	(2,411)	(6,117,589)
Transfer part of COVID-19 contingency fund from Major Projects reserve	100	1,358,481	0	1,358,481
Subtotal - Reserve transfers		1,358,481	0	1,358,481
Residual surplus/(deficit) available				0
Total COVID-19 related impacts		(3,797,465)	170,572	(3,968,037)

COVID

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

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4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

NOTES TO ATTACHMENT B – ADJUSTMENTS

These notes explain the additional income and expenditure line items identified after the approval of the 2021-22 Original and Amended Budget.

Adjustments – Capital (cash)

Additional Council contribution required due to new grants

1. ***Police Paddocks (Softball) - Fencing and Dugouts Upgrade (diamonds 2, 4 & 5) (\$291,400)*** – Council was successful in securing a \$25,000 grant for this project that requires a Council contribution of \$291,400.
2. ***Hemmings Street Precinct (\$124,320)*** – Council was successful in securing a \$219,000 grant for this project that requires a Council contribution of \$124,320.

Reduction in Council contribution required due to new grants

3. ***Burden Park Tennis Redevelopment - new grant (\$349,000 saving)*** – Council was successful in securing a \$1 million grant for this project that reduces the required funding from Council rates by \$349,000.
4. ***Parkfield Reserve Cricket Net - new grant (\$100,000 saving)*** – Council was successful in securing two grants totalling \$130,000 for this project that reduces the required funding from Council rates by \$100,000.

Capital expenditure (reserve funded)

5. ***DCP land acquisition - 140 and 150 Coleman Road, Dandenong (reserve funded) (\$20,600 capital expenditure offset by transfer from reserves – nil cash impact)*** – Required Development Contribution Plan (DCP) land under road acquisition to be funded from the DCP reserve.
6. ***Precinct Energy Project (PEP) building - detailed design (reserve funded) (\$350,000 capital expenditure offset by transfer from reserves – nil cash impact)*** – Detailed design of the PEP building to be funded from the Dandenong Activity Precinct - Parking and Development reserve.
7. ***Level Crossing Removal Authority (LXRA) fencing works - Heatherton Road Activities Node (reserve funded) (\$54,000 capital expenditure offset by transfer from reserves – nil cash impact)*** – Required fencing works to be funded from the Future Maintenance (LXRA) reserve.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

Other capital project adjustments

8. **Deferral of Keysborough South Community Hub (KSCH) capital expenditure to 2022-23** – The majority of the project expenditure for KSCH has been delayed to 2022-23 which also defers the timing of new borrowings and other funding sources such as grants, DCP contributions and reserve transfers to next financial year. Overall, \$11.26 million capital expenditure budget will be deferred to 2022-23 leaving a 2021-22 capital expenditure budget of \$1.49 million. There is a small favourable impact on the cash result due to interest expense savings on the new borrowings (\$2,000).
9. **Noble Park Revitalisation - remove 2021-22 grant expenditure spent and grant income recognised in 2020-21 (Douglas Street works in advance of 2021-22) (\$222,503 savings)** – This adjustment reflects expenditure incurred in 2020-21 (combined with some associated grant income) but budgeted in 2021-22. This represents a saving as the net expenditure was included in the 2020-21 actual result.
10. **Dandenong Market Pty Ltd (DMPL) – new Management Services Agreement (net cost \$198,000)** – Under the new Management Services Agreement, the rental return from DMPL to Council has reduced by \$618,000. This cost is offset by capital expenditure savings of \$420,000 as DMPL is now responsible for managing its capital projects.

Transfers between capital and operating (nil impact)

11. **Building renewal project management budget - transfer to Asset Management System (AMS) implementation project in operating (\$150,000 transfer from capital – nil impact)** – A transfer from the capital building renewal budget to the operating AMS implementation labour resources budget to fund required Business Analyst/Data Analyst positions in 2021-22. These labour resources are not capital in nature.

New, additional funding or unsuccessful funding (nil impact)

12. **Successful capital project grant funding – various projects (\$5.91 million income and expenditure)** – Funding secured for the following projects:
 - \$828,000 - Federal Black Spot Program (3 projects)
 - \$2.04 million - Local Road and Community Infrastructure (LRCI) Program – phase 3 (projects yet to be determined)
 - \$1.75 million – Ross Reserve Synthetic Soccer Pitch *
 - \$900,000 – Springvale Road Boulevard
 - \$250,000 – Tatterson Park Oval 1 Lighting *
 - \$123,750 – Police Paddocks (Softball) – Batting Cage *
 - \$25,000 – Burdent Park Tennis Redevelopment – Club contribution brought forward from 2022-23

* Note – the required Council contributions for these grant funded projects were funded from the 2020-21 result.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

13. **Reduction in anticipated capital project grant funding (\$95,000 reduction in income and expenditure)** – Grant funding amounts confirmed post budget adoption were less than anticipated for the following projects:
- \$25,000 – Frank Street Open Space Development
 - \$70,000 – Ian Street Streetscape
- The \$310,000 capital expenditure budget funded by rates for the Noble Park Revitalisation project has been reduced by \$95,000 to offset the lower than anticipated grant funding.
14. **Hemmings Street Neighbourhood Precinct – grant income and expenditure recognised in 2020-21 (\$40,000 reduction in income and expenditure)** – This capital expenditure and associated grant income were recognised in 2020-21 but were budgeted in 2021-22. Nil cash impact.

Adjustments – operating (cash)

Non-Directorate

15. **Financial Assistance Grant allocation – increase in funding (\$242,438)** – Increase in the final Financial Assistance Grant funding allocation to be received via the Victoria Local Government Grants Commission for 2021-22.
16. **Workcover premium saving (\$746,500)** – Lower than anticipated Workcover premium for 2021-22. Given the MAV Work Care Scheme ceased to operate on 30 June 2021, Council is now insuring workcover matters with the regulator WorkSafe. This saving will be transferred to the Insurance reserve and part funds the current year wind up contribution required and any future calls.
17. **No penalty rate interest payable on outstanding rates until 30 November 2021 (\$200,000)** – Council approved the deferral of any penalty rate interest payable on outstanding rates from 1 July 2021 to 31 December 2021 to provide additional support to ratepayers during the continuing pandemic.
18. **Level Crossing Removal Authority (LXRA) contribution income transferred to Future Maintenance (LXRA) reserve (\$4.69 million) and associated maintenance expenditure for 2021-22 (\$336,474) funded by the reserve** – The LXRA has agreed to provide \$4.685 million in funding to Council who will assume responsibility for maintenance requirements of assets created as part of the LXRA project. The funding is anticipated to cover the next ten years, after which Council will be responsible for funding any maintenance requirements. This income will be transferred to the Future Maintenance (LXRA) reserve (nil cash impact).
- The first year of maintenance costs (funded by a transfer from the Future Maintenance (LXRA) reserve) are estimated at \$336,474 and will be managed by the Parks, Works and Cleansing teams.
19. **MAV Work Care Scheme wind-down payment (reserve funded) (\$1.30 million)** – Council was required to make a payment to the Municipal Association of Victoria (MAV) Workcover Scheme which ceased at 30 June 2021, following the decision by Work Safe Victoria not to renew the license of the MAV Work Care Scheme. Greater Dandenong was a member of the Scheme. The MAV Work Care Scheme was Victoria's only local government workers' compensation self-insurance scheme. The financial impost is \$1.30

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

million which has been funded from a mix of Council's self-insurance reserve and current premium savings.

Claims estimates of unpaid, open claims ("case estimates") and member premiums have been used to estimate the financial shortfall. Essentially Council would have paid this through annual premiums if the Scheme had continued rather than paying this in one lump sum.

- 20. **Interest return on investments – unfavourable adjustment (\$200,000)** – Based on lower than anticipated interest returns experienced in the first quarter due to record low interest rate returns in the continued COVID-19 environment. The return on Council's investments is expected to be significantly unfavourable against the current budget.
- 21. **Pandemic costs (\$45,000)** – Unbudgeted expenditure due to the continued pandemic associated with specialised cleaning and sanitising services, protective barriers and QR signs.

Corporate Services Directorate

People and Procurement Services

- 22. **Limited tenure Organisational Development Officer position (\$33,880)** – Limited tenure position through to October 2022.
- 23. **Emergency Management program – grant funding (\$48,800)** – This item relates to grant funding for 2020-21 received late (in 2021-22) for the Municipal Emergency Resourcing Program (MERP) from the Department of Environment, Land, Water and Planning. The MERP provides funding to councils to support their strategic emergency management work. The grant funding will be used to part fund an Emergency Management Support Officer position that was not included in the budget.
- 24. **Insurance premium – increase (\$145,000)** – Higher than budgeted insurance premiums mainly due to higher premiums for Liability Mutual Insurance.
- 25. **New Contract Management system (Vendor Panel in partnership with eBMS Nimblex – implementation (\$81,750)** – Implementation of new contract management system. Requires \$81,750 in the first year for implementation and ongoing costs are estimated at \$46,000 per annum.
- 26. **New Pulse onboarding and e-recruitment software module (\$23,221)** – Implementation of new onboarding and e-recruitment module.
- 27. **Risk Management – event public liability insurance fee income – unfavourable (\$14,739)** – lower fee income due to COVID-19 impact on events.
- 28. **Risk Management – favourable recovery income and cost savings (\$12,725)** – higher than anticipated insurance claim recovery income to date combined with savings forecast in legal costs.
- 29. **Organisational Development Executive – overtime (\$20,000)** – Higher than anticipated overtime incurred due to work required implementing the *Local Government Act 2020*.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

Communications and Customer Service

- 30. **Call and Service Centres – savings in salaries (\$41,708)** – Permanent salary savings due to vacant positions and lower than anticipated use of casual staff, partly offset by higher temporary agency staff costs.
- 31. **Civic Facilities – rental income loss partly offset by operating cost savings (\$375,520)** – Loss in venue hire income due to closures as required by the latest COVID-19 lockdown restrictions, partly offset by savings in salaries, overtime, casual salaries, temporary staff, electricity and materials and consumables.

Finance and Information Technology (IT)

- 32. **Finance – cost savings in training and conferences (\$6,000)** – Savings in training and conferences due to COVID-19.
- 33. **IT – savings (\$25,000)** – Unbudgeted recovery income combined with savings in temporary agency staff and telephone costs. Not COVID-19 related.
- 34. **IT – savings in printer usage (\$25,000)** – Lower printer usage costs due to COVID-19.

Governance

- 35. **Governance and Members of Council – savings in catering of meetings (\$25,514)** – Savings in catering of meetings due to increased use of virtual meetings to comply with Victoria's COVID-19 social distancing requirements.
- 36. **Records Management – savings in postage and temporary agency staff (\$82,500)** – Savings in postage due to staff working from home as per Victoria's stage six restrictions and the consequent reduction in mail out requirements combined with lower use of temporary agency staff.
- 37. **Members of Council – cost savings (\$7,000)** – Lower forecast consultant costs. Not COVID-19 related.
- 38. **Dandenong Market – COVID-19 support (\$540,000)** – The ongoing restrictions will see the non-food stalls remain closed until approximately 5 November. It is expected that DMPL will need to continue offering traders abatements for the next 2-3 months. DMPL has continued to work with the traders during the latest restrictions and will separately communicate to Council the likely financial impacts on the financial performance of the Market. DMPL will also draw down on retained earnings and it is also not expected that DMPL will be in a position to pay Council any financial return for 2021-22 at a cost to Council of a further \$540,000 (under the new Management Services Agreement).
- 39. **ALDI rental income – reduction (\$111,595)** – Under the new Management Services Agreement between DMPL and Council, DMPL will be responsible for the lease of the building currently occupied by ALDI. This will result in a rental income loss to Council of \$112,000 in 2021-22 (ongoing impact approximately \$500,000 annually). Not COVID-19 related.
- 40. **Property Management – loss in commercial property rental income (\$141,466)** – Rents on commercial leased facilities continue to be fully suspended where business have closed or discounted due to COVID-19.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

Business, Engineering and Major Projects Directorate

Infrastructure Services and Planning

41. **Grant funding and associated expenditure** – Council has been successful in securing grant funding for the following projects in 2021-22 which will be offset by associated project expenditure:
 - Living Rivers Fotheringham Billabong grant funding (\$12,193)
 - Dandenong Creek Arts Trail (\$75,000)
42. **Asset Management – savings in street lighting tariff (\$57,344)** – Savings in street lighting tariff costs based on a review of first quarter and prior year actuals. Not COVID-19 related.
43. **Cleansing – cost savings (\$16,899)** – Cost savings relating to training and conferences and improved public toilet cleaning contract following tender process. Not COVID-19 related.
44. **Fleet Management – cost savings (\$261,718)** – Mainly relates to fuel, servicing of vehicles, electrical works and e-TAG savings due to lower vehicle use as a result of COVID-19 and remote working.
45. **Infrastructure Services and Planning Executive – salary savings (\$15,000)** – Salary savings due to vacant positions and a delay in recruitment.
46. **Parks – cost savings in salaries and water (\$190,000)** – Lower than anticipated salaries to date due to vacant positions and a delay in recruitment combined with lower forecast water usage due to higher than average seasonal rainfall this year. Not COVID-19 related.
47. **Parks – savings in electricity on BBQs (\$10,000)** - Lower than anticipated costs for an electricity on BBQs which haven't been used due to COVID-19 restrictions.
48. **Roads and Drains – savings in salaries and software maintenance (\$54,339)** – Lower than anticipated salaries to date due to vacant positions and delay in recruitment combined with a delay in Assetic software system customisation delayed to 2022-23. Not COVID-19 related.
49. **Spring Valley Landfill – higher cap works costs offset by recovery income and reserves (\$363,849 additional costs, \$291,515 recovery income and \$72,334 reserve transfer – nil cash impact)** – Higher cap works costs due to time delays which meant that the original material (clays and topsoils) wasn't available when needed, requiring Council to go back out to the market. In addition, asbestos was found on site. These costs are 80.12% recoverable from partner councils and the City of Greater Dandenong's share (19.88%) is funded by the Spring Valley Landfill reserve.
50. **Spring Valley Landfill – legal costs (\$126,730)** – Unbudgeted legal costs due to a matter relating to the joint responsibility of member councils in the costs relating to the ongoing monitoring and aftercare management of Spring Valley Landfill.
51. **Spring Valley Landfill – temple works (\$40,516)** – Ongoing costs for works relating to landfill impacts on the adjacent temple at the site. These costs are not recovered from partner councils and have therefore been separated from the cap works in item 49 above.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

Transport and Civil Development

52. **Strategic Transport Planning – one off lease income (\$48,703)** – Represents a ten-month lease relating to the occupation of land at 67 Cheltenham Road until March 2022.

Economic Development

53. **Cost savings in consultants, promotions and newsletter printing (\$75,000)** – Cost savings are forecast in relation to these areas due to COVID-19 impacts.

Major Projects

54. **South East Melbourne Inc. Executive Officer position secondment has ceased (reduction in income and expenditure \$80,985)** – The secondment of a Council employee to the Executive Officer position at South East Melbourne Inc. ceased on 3 July 2021. The adjustment removes the salary costs budgeted as well as the associated recovery income.
55. **Dandenong Sports and Events Centre - Feasibility Review and Business Case - grant funding (\$50,000)** – This represents the second instalment of \$100,000 total grant funding secured.

Business Networks

56. **Community Revitalisation projects (Main and SPEP) – additional grant funding (\$18,000 and \$300,000)** – The Community Revitalisation project has been extended to 31 December 2021 with \$18,000 of additional funding to that forecast in the 2021-22 Budget. Council has also secured grant funding of over \$700,000 for another Community Revitalisation project – SPEP (Strengthening Pathways to Economic Participation). \$300,000 is expected to be received in 2021-22. Both grants will be offset by associated program expenditure.
57. **Business Networks – loss in workshop event income partly offset by event cost savings (\$15,000)** – Due to COVID-19 restrictions, the Business Networks events/activities income will not be received partly offset by lower event costs.

City Planning, Design and Amenity Directorate

Building and Compliance Services

58. **Building and Compliance Services Administration Officer (1 EFT, Band 4, ongoing) – new position (\$71,933)** – This new position was created to help the team to meet service demand.
59. **Planning Compliance – lower fine income (\$89,496)** – Lower fine income forecast due to COVID-19 restrictions.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

- 60. **Planning Compliance – higher temporary agency staff costs (\$21,948)** – Unbudgeted temporary agency staff usage to cover staff leave and implement a project on removing illegal vehicles from our industrial areas.
- 61. **Building Services – lower fee income and higher software maintenance costs (\$134,570)** – Lower building permit application and building inspection fee income, combined with higher software maintenance due to officers undertaking increased amounts of desktop assessments for compliance as they are unable to enter private property under COVID-19 restrictions resulting in an increased requirement for detailed aerial imagery.
- 62. **Health – lower income (\$184,379)** – Lower forecast food/health registration fee income combined with Streatrader and statutory fines income due to reduced enforcement activity and COVID-19 restrictions. Includes a reduction of \$9,000 for COVID-19 support provided by Council to business premises for pro-rata registration fees in 2021-22.
- 63. **Health – legal and audit costs (\$200,000)** – Higher than anticipated health/food audit requirements and legal costs.

Planning and Design

- 64. **Statutory Planning – lower fee income (\$10,000)** – Reduction in fee income due to a slowdown in enquiries to date due to COVID-19.
- 65. **Statutory Planning – salary savings (\$10,000)** – Salary savings based on year to date actuals. Not COVID-19 related.
- 66. **Strategic Design and Sustainability Planning – consultant savings (\$20,000)** – Forecast some savings in consultants due to COVID-19 restrictions.

Regulatory Services

- 67. **Animal Management – lower fine income (\$78,500)** – Forecast lower fine income due to COVID-19.
- 68. **Animal Management – salary savings (\$19,698)** – Salary savings due to vacant positions and a delay in recruitment. Not COVID-19 related.
- 69. **Car Parks – lower income (\$90,273)** – Due to COVID-19 restrictions lower car park permit and ticket machine income is forecast. Mainly relates to ticket machine income and the non-charging of salary sacrifice of car park permits for Council staff at present.
- 70. **General Law Enforcement – lower income (\$65,000)** - As per Council's COVID-19 pandemic response, outdoor dining permits and associated permits will not be charged, thereby reducing local law permit fee income.
- 71. **General Law Enforcement – salary savings (\$15,000)** – Salary savings based on year to date actuals. Not COVID-19 related.
- 72. **Public Safety and Security – salary savings (\$20,000)** – Salary savings based on year to date actuals. Not COVID-19 related.
- 73. **Regulatory Services Administration – lower fine income (\$5,000)** – Lower forecast fine income due to COVID-19.
- 74. **Regulatory Services Administration – salary savings (\$20,000)** – Salary savings based on year to date actuals. Not COVID-19 related.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

75. **Parking Management – lower parking ticket machine (\$700,000)** – Lower on-street parking meter fee income based on prior year COVID-19 impacted result and the first quarter of this financial year.
76. **Parking Management – net parking fine income and lodgement costs (\$110,000)** – Lower forecast parking fine income due to COVID-19 restrictions based on last year's COVID-19 impacted result in this area. Partly offsetting the unfavourable fine income variance is savings in statutory lodgement fee costs with Fines Victoria.
77. **Parking Management – salary savings (\$20,000)** – Salary savings based on year to date actuals. Not COVID-19 related.

Community Services

78. **Additional or new grant funding in 2021-22 with offsetting expenditure (nil cash effect). Confirmation received after development of the 2021-22 Adopted Budget for the following programs:**
- Family Day Care (\$578,481)
 - Child First (\$367,995)
 - Libraries – Let's Read (\$170,450)
 - Drug Strategy (\$136,038)
 - Libraries Innovation Grant (\$69,750)
 - Childrens' Support Services – CALD Outreach Support (\$58,940)
 - Refugee Immunisation program (\$55,023)
 - Noble Park English Language School Immunisation program (\$42,678)
 - Libraries – Premier's Reading Challenge (\$20,141)
 - COVID-19 Vaccination Community Engagement program (\$20,000)
 - Libraries – Local History program (\$15,000)
 - Cultural Development – NETS Victoria Exhibition Development Fund (\$9,200)

Community Care

79. **Planned Activity Group – lower income partly offset by cost savings (\$187,983 net loss)** – The Planned Activity Group program has been suspended due to COVID-19 lockdown requirements which has severely impacted the ability to meet budgeted targets. Revised budget based on 40% of anticipated achievement of target. The lower income is partly offset by salary savings due to delay in recruitment as a result of suspended program.
80. **Community Transport – salary savings (\$25,566)** – Savings in salaries due to delay in recruitment and suspension of Community Transport activities during COVID-19 which has led to less use of casual bus drivers.
81. **Senior Citizens Centres – lower grant costs (\$10,000)** – Reduction based on review of prior year actuals. Not COVID-19 related.
82. **Senior Citizens Centres – lower event costs (\$5,316)** – Lower forecast event costs due to COVID-19.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

**City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES**

- 83. Home and Community Care (HACC) – higher income partly offset by higher costs (\$651,944)** – Revised grant income projections based on anticipated target achievement and confirmation from the funding body about greater flexibility for combining the general, personal and respite targets and income streams. Current trends and service demand have also been factored into these estimates. Higher target achievement is forecast due to increases in temporary agency staff and a new traineeship program employing 20 trainees which provides Council with a 50% subsidy.
- 84. Home Maintenance – higher income combined with lower costs (\$14,630)** – Forecast fee income is expected to be slightly higher based on current trend and service demands, combined with salary savings. Not COVID-19 related.
- 85. HACC Coordination – lower income and higher legal costs (\$52,503)** – Lower grant income due to transfer of Heat Planning grant to the Emergency Management sub activity combined with unbudgeted legal costs due to an employee matter. Not COVID-19 related.
- 86. Food Services – higher income (\$10,000)** – Forecast increase in fee income based on current trend and service demand.

Community Wellbeing

- 87. Youth Development – salary savings (\$40,650)** – Lower salaries due to vacant positions and a delay in recruitment. Not COVID-19 related.
- 88. Immunisation – higher salary costs (\$26,742)** – Additional resources required to manage COVID-19 requirements.
- 89. Festivals and Events – lower event income (\$5,000)** – Lower event income from Little Day Out event which was hosted online due to COVID-19 restrictions.
- 90. Festivals and Events – salary savings mostly offset by trademark costs (\$1,923)** – Savings in salaries mostly offset by trademark costs for SnowFest event.
- 91. 39A Clow Street – lower income partly offset by cost savings (\$5,267 net loss)** – Due to lower rental income as a result of COVID-19, partly offset by savings in electricity.

Community Development, Sport and Recreation

- 92. Leisure Centres – higher costs (\$486,767)** – Mainly due to higher contract management costs due to COVID-19 impacted forecasts based on a range of assumptions and other factors such as memberships being on hold and limits on classes.
- 93. Dandenong Indoor Sports Stadium – lower rental income (\$52,500)** – Loss of rental income forecast at this facility due to rental waivers provided by Council due to COVID-19.
- 94. Sports Planning – lower income and higher costs (\$170,819 net loss)** – Mainly due to loss of seasonal sporting club ground charges and turf income combined with Council subsidising utility costs until December 2021.
- 95. Community Property – lower income (\$14,175)** – Lower rental income due to rental waivers as a result of COVID-19 support provided by Council.

4.1.1 Mid-Year Budget Review 2021-22 (Cont.)

Attachment C

City of Greater Dandenong
2021-22 MID YEAR BUDGET REVIEW - NOTES

Community Arts, Cultural and Library

96. **Cultural Venues – cost savings (\$4,659)** – Forecast savings in electricity due to lower utilisation during COVID-19 restrictions.
97. **Library and Information Services – lower income partly offset by cost savings (\$30,999 net cost)** – Mainly due to lower recovery income based on prior year result, partly offset by savings in salaries and overtime due to closure of library facilities as per COVID-19 restrictions.
98. **Library and Information Services – higher Public Libraries grant income (\$63,057)** – Higher than anticipated funding allocation for 2021-22. Not COVID-19 related.
99. **Drum Theatre – lower income partly offset by cost savings (\$531,116 net loss)** – Net loss forecast for the Drum Theatre assuming similar to last year's COVID-19 impacted result. Loss in theatre income streams based on the assumption that theatre operations will not resume until 2022, partly offset by savings in professional services, electricity, gas and promotions.

OTHER ADJUSTMENTS

Reserve transfer

100. **Transfer from Major Projects Reserve \$1.35 million (COVID-19 contingency fund of \$2 million created in 2020-21)** – Council's actual financial result for the year ended 30 June 2021 was better than anticipated and as a result, a \$2 million COVID-19 contingency fund was created by transferring \$2 million to the Major Projects Reserve.
- COVID-19 financial losses in this report total nearly \$4 million. Reducing this unfavourable outcome are favourable non-COVID-19 related budget adjustments (\$730,000) and the surplus available at 30 June 2021 (\$1.88 million). This leaves a cash deficit of \$1.35 million. The equivalent amount will be transferred from the Major Projects Reserve to offset the forecast financial impact of COVID-19 in 2021-22 and balance the Mid-Year Budget.

4.2 POLICY AND STRATEGY

4.2.1 Complaints Policy

File Id:	A8254516
Responsible Officer:	Executive Manager Communications & Customer Service
Attachments:	DRAFT Complaints Policy

1. Report Summary

Under the *Local Government Act 2020*, Council must develop and maintain a Complaints Policy by 1 January 2022.

At a minimum this must include a process for dealing with complaints made to the Council; a process for reviewing any action, decision or service in respect of which the complaint is made; and a discretion for the Council to refuse to deal with a complaint which is otherwise subject to statutory review.

Council has always had a complaints resolution process published on our website, but this essentially formalises that into a Policy document and framework.

2. Recommendation Summary

This report recommends that Council adopt in principle the draft Complaints Policy, as attached, prior to a period of public consultation being undertaken in February 2022.

4.2.1 Complaints Policy (Cont.)

3. Background

The *Local Government Act 2020* requires Councils to develop a Complaints Policy that outlines the process for complaint handling. The Act defines a complaint and stipulates the need for the complaints process to remain independent.

Local Government Victoria (LGV) has worked closely with the Victorian Ombudsman who has developed a [Good Practice Guide](#) which provides advice on implementing the new legislative requirements for complaint handling. Information sessions were also held to assist council staff in understanding the requirements of the Act and in developing a policy document.

The Victorian Ombudsman's *Good Practice Guide* has been consulted in the preparation of the draft Complaints Policy and is consistent with the advice and examples it provides.

4. Proposal

This report proposes that even though Council meets the requirements of the Act by developing a policy and placing it on the website by 1 January 2022, it is considered that a more transparent practice would be to also go out to the community for a 28 day period of public consultation on the policy. This will allow our community to see and be more confident in Council's Complaints Resolution process, and for Councillors to then be made aware of any feedback from the community.

5. Financial Implications

There are no financial implications associated with this report.

6. Consultation

Consultation has occurred with other Victorian local government colleagues, all of whom are developing a policy at the same time. Staff also consulted the Victorian Ombudsman's *Good Practice Guide* and attended LGV information sessions in order to develop this Policy document.

A 28 day consultation process is proposed for February 2022, which will be made available to the Greater Dandenong community and undertaken in accordance with Council's Community Engagement Policy and Framework.

7. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.

4.2.1 Complaints Policy (Cont.)

Welcome to our exciting and peaceful community.

7.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Education, training, entrepreneurship and employment opportunities
- Sustainable environment
- Embrace diversity and multiculturalism
- Mind, Body and Spirit
- Art and Culture

7.2 Council Plan 2021-25

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 strategic objectives:

- A socially connected, safe and healthy city
- A city that respects and celebrates diversity, our history and the arts
- A city of accessible, vibrant centres and neighbourhoods
- A green city committed to a sustainable future
- A city that supports entrepreneurship, quality education and employment outcomes
- A Council that demonstrates leadership and a commitment to investing in the community.

8. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* states that a Council must in the performance of its role give effect to the overarching governance principles.

This report addresses the following principles:

- a. Council decisions are to be made and actions taken in accordance with the relevant law;
- b. priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c. the municipal community is to be engaged in strategic planning and strategic decision making;
- d. innovation and continuous improvement is to be pursued;
- e. collaboration with other Councils and Governments and statutory bodies is to be sought;
- f. regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- g. the transparency of Council decisions, actions and information is to be ensured.

It also takes into account the following supporting principles:

- a. the community engagement principles (section 56);

4.2.1 Complaints Policy (Cont.)

- b. the public transparency principles (section 58);
- c. the strategic planning principles (section 89);
- d. the service performance principles (section 106).

The Complaints Policy considers and responds to the overarching governance principles by being made available to the people it affects; being subject to a specific community engagement process; and delivers equitable, accessible and responsive services of good value to the community that are effectively monitored and continuously improved.

9. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

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. In particular, the following sections:

- Section 13 – Right to privacy and reputation;
- Section 14 – Right to freedom of thought, conscience, religion and belief;
- Section 15 – Right to freedom of expression;
- Section 24 - Right to a fair hearing;

10. The Gender Equality Act 2020

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

The *Gender Equality Act 2020* has been considered in the preparation of this policy but is not relevant to its contents as it is purely administrative in nature and does not benefit any one gender group over any other.

11. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a “Climate and Ecological Emergency” and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

4.2.1 Complaints Policy (Cont.)

This report has no impact on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability. It is purely administrative in nature.

12. Related Council Policies, Strategies or Frameworks

The following documents are relevant to Greater Dandenong City Council's Complaints Policy:

- Greater Dandenong City Council Access, Diversity and Equity Policy
- Greater Dandenong City Councillor Code of Conduct
- Greater Dandenong City Council Privacy and Personal Information Policy
- Greater Dandenong City Council Staff Code of Conduct
- Victorian Ombudsman – Council and complaints – A good practice guide 2nd edition July 2021

13. Recommendation

That Council adopt in principle the draft Complaints Policy, as attached, prior to a period of public consultation being undertaken in February 2022.

4.2.1 Complaints Policy (Cont.)

POLICY AND STRATEGY

COMPLAINTS POLICY

ATTACHMENT 1

DRAFT COMPLAINTS POLICY

PAGES 14 (including cover)

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

4.2.1 Complaints Policy (Cont.)



Complaints Policy

Policy Endorsement:	December 2021		
Policy Superseded by this Policy:	Nil		
Directorate:	Corporate Services		
Responsible Officer:	Executive Manager Communications & Customer Service		
Policy Type:			
File Number:		Version No: 1	
1 st Adopted by Council	Minute No.	Last Adopted by Council:	Minute No.
Review Period:		Next Review:	

4.2.1 Complaints Policy (Cont.)

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4.2.1 Complaints Policy (Cont.)



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4.2.1 Complaints Policy (Cont.)

1. POLICY OBJECTIVE (OR PURPOSE)

This *Complaints Policy* outlines Greater Dandenong City Council's approach to providing a fair, transparent, and consistent process for managing complaints about a service, action, decision, or policy made by Council, Council staff and Council contractors.

2. BACKGROUND

Under Section 107 of the *Local Government Act 2020* Council has an obligation to develop and maintain a complaints policy. This policy has been developed with guidance from the Victorian Ombudsman – Council and complaints – A good practice guide 2nd edition July 2021.

3. SCOPE

This policy provides a framework for how Greater Dandenong City Council manages complaints. Complaints provide Council with valuable feedback and insight into how the organisation is performing and provides an opportunity to review services, procedures, practices and policies and make changes where needed. This *Complaints Policy* applies to complaints from members of the public about Council staff, Council contractors and Council decisions. It does not apply to complaints about individual Councillors.

There are also some issues that may be raised that will not initially be considered as a complaint under this policy. These issues will be recorded as a request and include:

- A request for works or a service to be provided (e.g.: rubbish collection, tree pruning)
- Reports of damaged or faulty infrastructure (e.g.: damaged roads, playground equipment)
- Reports of hazards (e.g.: downed trees)
- Reports about nuisances or neighbours (e.g.: excessive noise, unauthorised building works)

If however, Council fails to adequately address the request it may subsequently be actioned under this policy.

Where a customer's complaint falls outside the scope of this policy and needs to be managed under a specific Council policy or by a separate statutory or legislative appeal process the customer will be referred to the relevant alternate mechanism. Examples of these include the lodgement of an appeal in response to receiving an infringement or an objection to a development application.

4. DEFINITIONS

Unless otherwise specified within the policy, the following words and phrases below are defined to mean the following in terms of this policy.

Complaint refers to a communication by a person to Council either verbally or in writing, expressing dissatisfaction about:

- The quality of an action, decision or service provided by Council staff or a Council Contractor
- A delay by Council staff or Council Contractor in taking an action, making a decision or delivering a service
- A policy or decision made by the Council, Council staff or a Council Contractor

4.2.1 Complaints Policy (Cont.)



Complainant refers to the person making the complaint

Customer refers to a person or group who avails themselves of a council service

Council means a body constituted under the Local Government Act 2020

Councillor means a person democratically elected by residents and ratepayers of a municipality who is responsible for reviewing matters and debating issues before their Council

Council staff is any persons employed by the Council to carry out the functions of the Council, including the CEO

Council contractor means a third-party engaged by the Council to carry out functions on the Council's behalf

Request for service means a request made by a member of the public for a service to be provided or for an action to be taken

5. POLICY

How to make a complaint

Any member of the public can make a complaint to Greater Dandenong City Council. Complaints can be made by:

Telephone: 8571 1000
Online: www.greaterdandenong.vic.gov.au/report
Email: council@cgd.vic.gov.au
Post: City of Greater Dandenong, PO Box 200, Dandenong, Victoria 3175

In Person: Dandenong Civic Centre
Level 2, 225 Lonsdale Street, Dandenong

Springvale Community Hub
5 Hillcrest Grove, Springvale

Customer Service Centre Parkmore
Shop A7 Parkmore Shopping Centre
317 Cheltenham Road, Keysborough

We are committed to ensuring that our complaints process is accessible to everyone. Tell us if you have specific communication needs or barriers, and we can assist you by:

- Using an assistance service, such as an interpreter or TTY (for free)
- Talking with you if you have trouble reading or writing
- Communicating with another person authorised to act on your behalf if you cannot make the complaint yourself

4.2.1 Complaints Policy (Cont.)



Information to include when making a complaint

When making a complaint it is important to provide as much relevant information as possible. Please provide the following information:

- Your name, address, and contact details
- A brief description of the issue and why you are dissatisfied
- Relevant details such as dates, times, locations, and any reference numbers
- The outcome you are seeking
- If you have any communication needs

Sometimes we may request a complaint be provided in writing to ensure that all the facts and issues are clear, especially in cases that are complex or may require escalation. Council can provide assistance to do this if needed.

Privacy

Greater Dandenong City Council respects your privacy. All personal and health information collected by Council is handled in accordance with Council's *Privacy and Personal Information Policy* which has been developed to meet the requirements of the *Privacy and Data Protection Act 2014*. This policy regulates how Council uses personal information.

Anonymous complaints

To thoroughly investigate a complaint Council may need to contact the complainant to gather further evidence and information. While you can make a complaint anonymously this will limit how Council can respond. While Council will do its best to review and act on anonymous complaints, without being able to consult the complainant it may not be able to fully investigate the issue.

How we investigate complaints

Greater Dandenong City Council takes a 4-Level approach to investigating complaints.

Level 1 – First point triage and resolution

Most issues can be resolved relatively quickly and where possible, Council will resolve a complaint when first contacted. When a complaint is received, Council staff will assess it to decide how to best deal with it. This may happen while talking to a staff member. After an initial assessment Council may decide the following:

- Take direct action to resolve your complaint
- Triage your complaint to the relevant team or Council contractor for resolution
- Decline to deal with your complaint if your complaint needs to be managed under a specific Council policy or by a separate statutory or legislative appeal process
- Refer you to another agency if your complaint doesn't fall within Council's remit

4.2.1 Complaints Policy (Cont.)



Level 2 – Escalation to a senior officer, Manager or Director

When Council is unable to resolve a complaint at Level 1 or if a complainant is dissatisfied with the solution we will, on request, escalate the complaint to be reviewed by a more senior officer. The nature of the complaint will determine who the issue is escalated to. A complaint will also be escalated when:

- The complaint is about a staff member
- The complaint is about a contractor
- The complaint is outside the staff member's area of expertise

If a complaint is about a staff member, Council will manage the complaint in line with our *Employee Code of Conduct*. We will inform the complainant about the process however we may not be able to advise details on outcome or actions taken with respect to the staff member.

Level 3 – Internal review

If a complainant is dissatisfied with the outcome of Level 2, they may apply for an internal review to the Chief Executive Officer (CEO). The CEO will delegate an independent officer to undertake an investigation and make recommendations to them. You will then be advised of the outcome.

Level 4 – External review

If the complainant is still not satisfied with an internal review of their complaint, or at any stage of the complaints process, the complainant may contact the Victorian Ombudsman for an external review. The Ombudsman is an independent body set up to review administrative action taken by government agencies and local government. This includes failure to consider human rights or failure to act compatibly with a human right under the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

The Ombudsman can be contacted in writing at Level 2, 570 Bourke Street, Melbourne VIC 300 or by phone on (03) 9613 6222. Further information is available on their website www.ombudsman.vic.gov.au

Dealing with your dispute

When dealing with your dispute Greater Dandenong City Council will:

- Treat it in confidence
- Treat you with respect and fairness
- Acknowledge and endeavour to resolve verbal complaints immediately
- Acknowledge written complaints within 5 working days
- If unable to resolve immediately, Council will investigate and respond within 15 working days, except for complicated issues where we will keep you regularly updated and advise you of when you can expect a response.

Recording and tracking of complaints

Complaints that fall within the scope of this policy will generally be recorded on Council's customer relationship manager (CRM) system, or electronic document management system. However, there may be exceptions to this if, for example, there is a requirement to protect the privacy of individuals involved in the

4.2.1 Complaints Policy (Cont.)



complaint. Business unit managers are responsible for tracking complaints related to their areas and ensuring that timeframes are met.

Unreasonable conduct

In rare instances complainants may act in ways that are inappropriate and unacceptable. Unreasonable conduct is conduct that by its nature raises substantial health, safety, resource or equity issues for Council, Council staff, contractors and/or other customers.

Depending on its nature, Council may decide to deal with unreasonable conduct in one or more ways. This can include the following:

- If a customer demonstrates unreasonable persistence or demands, their access may be restricted to a delegated staff member.
- If a customer persists to engage in unreasonable requests about issues that have been comprehensively addressed, restrictions may apply to further raising the issue.
- If a customer is persistently rude, threatening, abusive or aggressive and/or unreasonably demanding on Council's time and resources, Council may restrict when, where and/or how the customer can communicate with Council.

Other complaints

Infringements

Infringements (after the internal statutory review process as per the Infringements Act 2006) can be referred to the Magistrates Court of Victoria
www.mcv.vic.gov.au

Planning

Disputes and appeals about planning permits can be referred to the Victorian Civil & Administrative Tribunal (VCAT)
www.vcat.vic.gov.au

Building

Building related complaints subject to statutory review can be referred to the Victorian Building Authority
www.vba.vic.gov.au

Privacy

After an investigation by Council's Privacy Officer, complaints can be referred to the Office of the Victorian Information Commissioner (OVIC)
www.ovic.vic.gov.au

Freedom of Information

Complaints about the outcome of a Freedom of Information application can be referred to the Office of the Victorian Information commissioner (OVIC)
www.ovic.vic.gov.au

Local Government Act

Breaches of the Local Government Act can be referred to the Local Government Inspectorate
www.lgi.vic.gov.au

4.2.1 Complaints Policy (Cont.)



Human Rights

Human Rights and discrimination complaints can be referred to the Victorian Human Rights and Equal Opportunity Commission (VHREOC)
www.humanrights.vic.gov.au

Council Elections

Complaints and feedback on Victorian council elections can be referred to the Victorian Electoral Commission
www.vec.vic.gov.au

Corruption

Allegations of corruption, fraud or other criminal behaviour can be referred to the Independent Broad-based Anti-corruption Commission (IBAC)
www.ibac.vic.gov.au

Complaints about the Mayor or Councillors

Where a complaint is received from the public in respect of a Councillor or Deputy Mayor, the matter will be referred to the Mayor for consideration and handled according to the *Councillor Code of Conduct*.

Where the complaint involves the Mayor, the complaint will be referred to the Deputy Mayor for consideration who will handle the complaint according to the *Councillor Code of Conduct*.
<https://www.greaterdandenong.vic.gov.au/councillor-code-conduct>

Complaints about the CEO

Where a complaint is received from the public in respect to the CEO, the matter will be referred to the Mayor for assessment and, if necessary, referred to the Local Government Inspectorate.
<https://www.lgi.vic.gov.au/make-complaint-local-government-inspectorate>

Other assistance

The following agencies may also be able to assist members of the public with complaints and other issues that Council is unable to assist with.

Consumer Affairs

Consumer Affairs (CA) advise and assist on topics including renting and accommodation, real estate agents, building, shopping and trading.
www.consumer.vic.gov.au

Dispute Settlement Centre of Victoria

The Dispute Settlement Centre of Victoria (DSCV) provides free dispute resolution services across Victoria, as well as training and accrediting mediators to national standards. DSCV's purpose is to empower and assist the Victorian community to prevent and appropriately resolve issues, alleviate pressure on the judicial system and help the community to thrive.
www.disputes.vic.gov.au

4.2.1 Complaints Policy (Cont.)

6. RESPONSE TO THE OVERARCHING GOVERNANCE PRINCIPLES OF THE LOCAL GOVERNMENT ACT 2020

In accordance with Section 9 of the *Local Government Act 2020* this policy considers and responds to the following overarching governance principles:

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;
- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- (c) innovation and continuous improvement is to be pursued;
- (d) the transparency of Council decisions, actions and information is to be ensured.

This policy makes the process of lodging a complaint more transparent to all those who are affected and provides an opportunity for members of the community to be involved in the continuous improvement of Greater Dandenong City Council services. This policy aligns with the *Council Plan 2021-25*, in particular the following priorities:

- Provide meaningful engagement opportunities which capture the voices of all ages, genders and cultures within the city
- Encourage an organisational culture of innovation and leadership
- Ensure compliance with the Local Government Act 2020, Councillor and Staff Codes of Conduct, Council policies and all legislation relevant to Council

7. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 – COMPATIBILITY STATEMENT

The *Victorian Charter of Human Rights and Responsibilities Act 2006* has been considered in relation to whether any human right under the Charter is restricted or interfered with in anyway by enacting any part of this policy. It is considered that this policy is consistent with the rights outlined in the Charter.

8. RESPONSE TO THE GENDER EQUALITY ACT 2020

The Gender Equality Act 2020 has been considered in the preparation of this policy but is not relevant to its contents as it is purely administrative in nature and does not benefit any one gender group over any other.

9. CONSIDERATION OF CLIMATE CHANGE AND SUSTAINABILITY

This policy has no impact on Council's Declaration of a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030, or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability because the protective and administrative measures in this Policy do not touch on the natural environment and do not seek to change any built environment.

4.2.1 Complaints Policy (Cont.)



10. RESPONSIBILITIES

Role	Responsibilities
Chief Executive Officer	<ul style="list-style-type: none"> • Promoting positive behaviours and practices relating to enabling, responding to and learning from complaints • Supporting service improvements that arise from complaints • Reviewing and publishing complaint data
Senior leaders and managers	<ul style="list-style-type: none"> • Recruiting, training and empowering staff to resolve complaints promptly and in accordance with Council's policies and procedures • Managing conflicts of interest in the complaint process • Reporting on and identifying improvements from complaint data • Supporting staff who deal with complaints
All Council staff	<ul style="list-style-type: none"> • Familiarising themselves with this policy and the Council's complaint process • Assisting members of the public to make a complaint • Treating members of the public respectfully and professionally
Councillors	<ul style="list-style-type: none"> • Familiarising themselves with this policy and the Council's complaint process • Referring complaints to Council staff to be dealt with in accordance with our processes
Contractors	<ul style="list-style-type: none"> • Familiarising themselves with this policy and the Council's complaint process • Cooperating with the Council's complaint handling processes

11. REPORTING, MONITORING AND REVIEW

Performance reporting

Council will report on complaints and complaint handling performance with the following indicators

- a) Number of complaints recorded
- b) Number of complaints closed
- c) Number of complaints closed within 15 working days

These outcomes will be published in Greater Dandenong City Council's Annual Report and reported quarterly within Council.

How we learn from complaints

Greater Dandenong City Council recognises that complaints provide valuable feedback and insight into our performance. Analysing data from complaints allows Council to identify trends and helps uncover potential issues that may require further attention. Council will use this information to create solutions and ongoing improvements to our services.

4.2.1 Complaints Policy (Cont.)



12. REFERENCES AND RELATED DOCUMENTS

Legislation (in alpha order)

- *Charter of Human Rights and Responsibilities Act 2006*
- *Gender Equality Act 2020*
- *Information Privacy Act 2000*
- *Local Government Act 2020*
- *Protected Disclosure Act 2012*

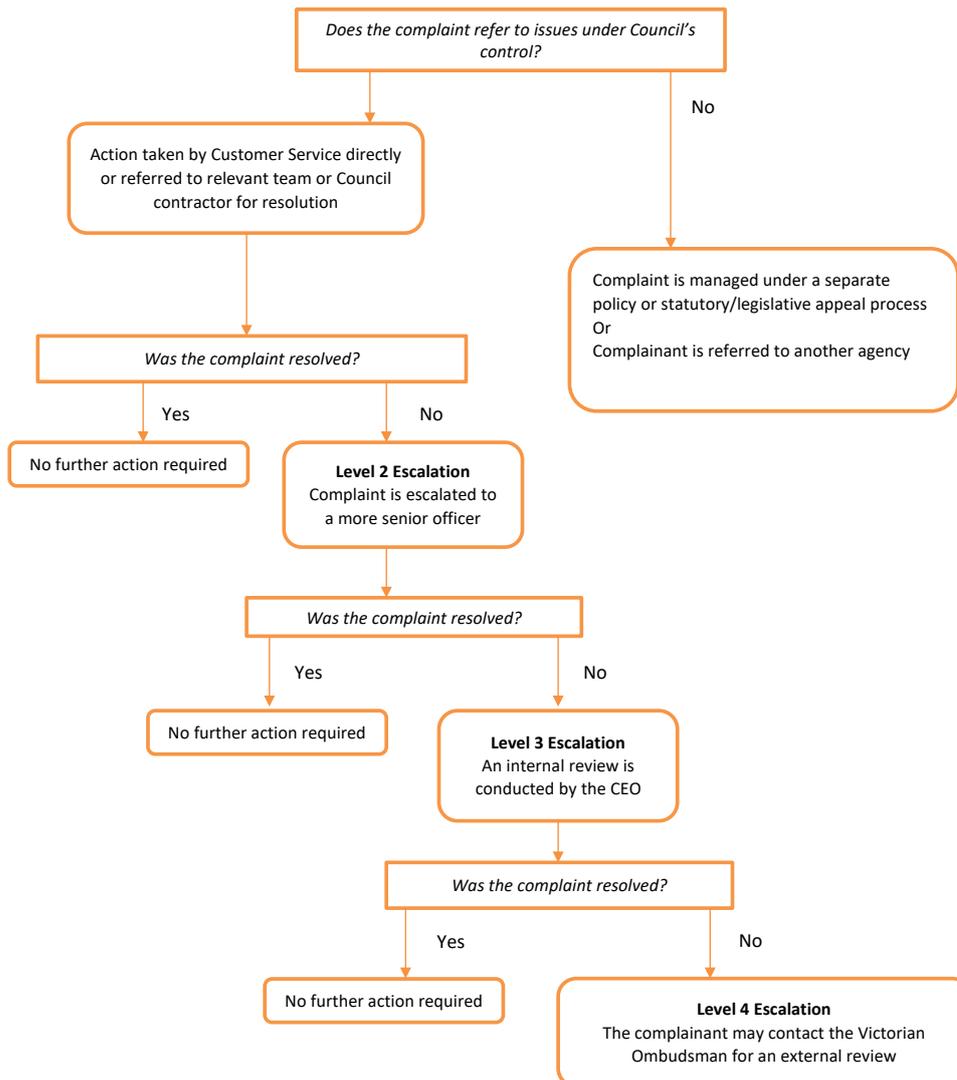
Related Council and Other Policies, Procedures, Strategies, Protocols, Guidelines (in alpha order)

- Greater Dandenong City Council Access, Diversity and Equity Policy
- Greater Dandenong City Councillor Code of Conduct
- Greater Dandenong City Council Privacy and Personal Information Policy
- Greater Dandenong City Council Staff Code of Conduct
- Victorian Ombudsman – Council and complaints – A good practice guide 2nd edition July 2021

4.2.1 Complaints Policy (Cont.)



Investigating Complaints Flowchart



4.2.2 CEO Employment and Remuneration Policy

File Id:	A8261143
Responsible Officer:	Manager People, Culture and Innovation
Attachments:	CEO Employment and Remuneration Policy

1. Report Summary

Council policies are in place to ensure accordance with relevant legislation, regulations, and best practices. They provide a consistent approach to Council's operational requirements and promote accountability and transparency of Council decisions and actions.

The CEO Employment and Remuneration Policy is a new policy for Council and has been developed to address new legislative requirements outlined in the Local Government Act 2020.

The Policy is now submitted to Council for adoption.

2. Recommendation Summary

This report recommends that the CEO Employment and Remuneration Policy is adopted as per Attachment 1.

4.2.2 CEO Employment and Remuneration Policy (Cont.)

3. Background

Essentially, policies developed by Council are aimed at ensuring good governance and decision-making processes, as well as the effective and efficient management of community resources and the day-to-day business of Council. They help govern how Council operates and provide a clear set of principles that provide a definite direction for Council.

Each policy is developed in order to address specific matters and objectives as outlined in the Council Plan 2021-25 or as required by legislation. The Local Government Act 2020 requires Council to “develop, adopt and keep in force” a Chief Executive Officer Employment and Remuneration Policy.

The policy has been developed to support the requirements of the *Local Government Act 2020* relating to CEO employment and remuneration and is required to be adopted by Council before 1 January 2022.

The Council is responsible for the appointment of the Chief Executive Officer (CEO), determining (with the CEO) the CEO’s Performance Plan, assessing the CEO’s performance against that plan and determining the CEO’s contract conditions including remuneration.

4. Proposal

The Policy has been developed in accordance with section 45 of the *Local Government Act 2020* and provides for the following matters which Council is responsible for under the Act or as a requirement of this policy:

- a. the recruitment and appointment of the Chief Executive Officer;
- b. approving the Contract of Employment entered into between Council and the Chief Executive Officer;
- c. the provision of independent professional advice in relation to the matters dealt with in the policy;
- d. the monitoring of the Chief Executive Officer’s performance;
- e. an annual review of the Chief Executive Officer’s performance; and
- f. determining the Chief Executive Officer’s remuneration.

5. Financial Implications

There are no financial implications associated with this report.

6. Consultation

Prior to reporting to Council, the CEO Employment and Remuneration Policy was reviewed by members of the CEO Performance Review Committee.

4.2.2 CEO Employment and Remuneration Policy (Cont.)

7. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.
Welcome to our exciting and peaceful community.

7.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Education, training, entrepreneurship and employment opportunities
- Sustainable environment
- Embrace diversity and multiculturalism
- Mind, Body and Spirit
- Art and Culture

7.2 Council Plan 2021-25

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 strategic objectives:

- A socially connected, safe and healthy city
- A city that respects and celebrates diversity, our history and the arts
- A city of accessible, vibrant centres and neighbourhoods
- A green city committed to a sustainable future
- A city that supports entrepreneurship, quality education and employment outcomes
- A Council that demonstrates leadership and a commitment to investing in the community.

8. The Overarching Governance Principles of the *Local Government Act 2020*

The report is consistent with the overarching governance principles of the Local Government Act 2020 and specifically section 45 which sets out the requirements for the policy. The attached Policy is a new policy for Council and sets out a transparent, fair and equitable process for how a CEO will be recruited, their performance monitored and assessed and how they will be remunerated. These are in accordance with the principles set out in the Act and all relevant laws.

4.2.2 CEO Employment and Remuneration Policy (Cont.)

9. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

The *Charter of Human Rights and Responsibilities Act 2006* has been considered in the preparation of the report. The report is compatible with relevant rights enshrined in the Charter in that it provides for:

- equal and effective protection against discrimination in the employment and remuneration of a CEO;
- ensuring all job applications and recruitment decisions are merit based; and
- protection of each person's right to privacy and to not have their reputation unlawfully attacked.

10. The Gender Equality Act 2020

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

The *Gender Equality Act 2020* has been considered in the preparation of this report and does not benefit any one gender group over any other.

11. Consideration of Climate Change and Sustainability

This report has no impact on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 or the requirements of the Local Government Act 2020 in relation to the overarching governance principle on climate change and sustainability, because the administrative measures contained in this policy do not touch on the natural environment and do not seek to change any built environment.

12. Related Council Policies, Strategies or Frameworks

The report is consistent with and has regard to the following Council policies, strategies and or frameworks as it effectively outlines processes and guidance over the employment lifecycle of a Chief Executive Officer:

- Greater Dandenong Council Plan
- Greater Dandenong City Council Disability Action Policy and Plan
- Greater Dandenong City Council Diversity, Access and Equity Policy
- Greater Dandenong City Council Appropriate Workplace Behaviours Policy
- Greater Dandenong City Council Child Safe Policy
- Greater Dandenong City Council Injury Management Occupational Rehabilitation & Return to Work Procedure
- Workplace Adjustment Guidelines

4.2.2 CEO Employment and Remuneration Policy (Cont.)

- Code of Conduct – Staff
- Code of Conduct – Councillors
- Greater Dandenong Recruitment Policy - Staff

13. Conclusion

As required by section 45 of the Local Government Act 2020 the CEO Employment and Remuneration Policy has been developed and is now presented to Council for adoption. The principal objectives of the development process was to ensure that the policy meets legislative requirements and provides clear guidance in managing and monitoring the employment relationship of the critical role of the Chief Executive Officer.

14. Recommendation

That the CEO Employment and Remuneration Policy be adopted as per Attachment 1.

4.2.2 CEO Employment and Remuneration Policy (Cont.)

POLICY AND STRATEGY

CEO EMPLOYMENT AND REMUNERATION POLICY

ATTACHMENT 1

**CEO EMPLOYMENT AND REMUNERATION
POLICY**

PAGES 13 (including cover)

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

4.2.2 CEO Employment and Remuneration Policy (Cont.)



CEO Employment and Remuneration Policy

Policy Endorsement:	Council		
Policy Superseded by this Policy:	Not applicable		
Directorate:	CEO/Corporate Services		
Responsible Officer:	Manager People Culture and Innovation		
Policy Type:	Required by <i>Local Government Act 2020</i>		
File Number:		Version No:	
1 st Adopted by Council	Minute No.	Last Adopted by Council:	Minute No.
Review Period:		Next Review:	

4.2.2 CEO Employment and Remuneration Policy (Cont.)

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4.2.2 CEO Employment and Remuneration Policy (Cont.)



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4.2.2 CEO Employment and Remuneration Policy (Cont.)



1. POLICY OBJECTIVE

This is the Chief Executive Officer Employment and Remuneration Policy of Greater Dandenong City Council (**Council**), made in accordance with section 45 of the *Local Government Act 2020*.

This policy provides for the following matters which Council is responsible for under the Act or as a requirement of this policy:

- a) the recruitment and appointment of the Chief Executive Officer;
- b) approving the Contract of Employment entered into between Council and the Chief Executive Officer;
- c) the provision of independent professional advice in relation to the matters dealt with in the policy;
- d) the monitoring of the Chief Executive Officer's performance;
- e) an annual review of the Chief Executive Officer's performance; and
- f) determining the Chief Executive Officer's remuneration.

2. BACKGROUND

The *Local Government Act 2020* requires Council to "develop, adopt and keep in force" a Chief Executive Officer Employment and Remuneration Policy. The policy is required to be adopted by Council before 1 January 2022.

3. SCOPE

The Council is responsible for the appointment of the Chief Executive Officer (CEO), determining (with the CEO) the CEO's Performance Plan, assessing the CEO's performance against that plan and determining the CEO's contract conditions including remuneration.

This policy has been developed to support the requirements of the *Local Government Act 2020* relating to CEO employment and remuneration.

The responsibility for assisting Council with its obligations regarding CEO employment, performance and remuneration will be delivered through the CEO Employment and Remuneration Committee.

4. DEFINITIONS

In this policy, unless the context suggests otherwise the following words and phrases mean:

Act means the *Local Government Act 2020*.

Annual Review Report has the meaning given in section 5.9 of this policy.

Chief Executive Officer or **CEO** means the Chief Executive Officer of Council.

Committee means the CEO Employment and Remuneration Committee established under this policy.

Contract of Employment means the contract of employment between Council and the CEO, including any schedules.

4.2.2 CEO Employment and Remuneration Policy (Cont.)



Council means Greater Dandenong City Council.

Councillors means the individuals holding the office of a member of Greater Dandenong City Council.

Council meeting has the same meaning as in the Act.

Executive Search Consultant means a consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles.

Independent Advisor means the consultant appointed by Council from time to time to provide independent advice in accordance with section 45(2)(a) of the Act.

KPIs means Key Performance Indicators or performance criteria however described.

Mayor means the Mayor of Council.

Performance Plan means the annual performance plan setting out KPIs for the CEO.

Policy means this CEO Employment and Remuneration Policy adopted in accordance with section 45 of the Act.

Public Sector Wages Determination means any Determination that is currently in effect under section 21 of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* in relation to remuneration bands for executives employed in public service bodies.

Recruitment Policy means the recruitment policy adopted by the CEO under section 48(2) of the Act.

Regulations means the Regulations made under Division 7 of Part 2 of the Act.

Remuneration Package means the total gross remuneration package paid to the CEO pursuant to the Contract of Employment.

Resolution means a resolution of Council made at a properly constituted Council meeting.

5. POLICY

5.1 OVERVIEW

This policy outlines the mechanisms which support Council in fulfilling its obligations regarding the CEO's employment and under the Act.

The aims of Council (including via the Committee) in relation to this policy are to:

1. establish the Committee;
2. provide processes for the recruitment of a natural person, and their appointment, to the position of CEO;
3. draft and approve the Contract of Employment entered into between Council and the CEO;
4. seek and be guided by independent professional advice in relation to the matters dealt with in this policy;
5. provide processes for determining and reviewing the CEO's Remuneration Package;

4.2.2 CEO Employment and Remuneration Policy (Cont.)

- 
6. provide processes for the monitoring of the CEO's performance including setting the Performance Plan and conducting an annual review; and
 7. determine, as required, whether any variations to the Remuneration Package and terms and conditions of employment of the CEO.

The aims of the CEO in relation to this policy are to:

1. work collaboratively with the Committee in determining the Performance Plan on an annual basis;
2. actively participate in the performance appraisal process as required by the Committee;
3. make use of constructive feedback from Councillors and Committee Members in relation to performance appraisals;
4. undertake professional development on an as needed basis, or as part of the Performance Plan; and
5. promptly draw the Committee's attention to any situation where any variation of the Performance Plan may be required in light of the current circumstances.

5.2 CEO EMPLOYMENT AND REMUNERATION COMMITTEE

Council will establish a CEO Employment and Remuneration Committee (Committee). The Committee will be an advisory committee to Council.

The purposes of the Committee are to consider, and make recommendations to Council with respect to the:

1. selection and appointment of the Independent Advisor;
2. independent advice received from time to time from the Independent Advisor;
3. performance monitoring of the CEO, including with respect to achievement of the KPIs;
4. annual review of the CEO's performance, including against the KPIs;
5. CEO's remuneration;
6. recruitment and appointment of a CEO, if required;
7. provisions to be included in the Contract of Employment from time to time; and
8. implementation of this policy.

The Committee must include at least the Mayor and two Councillors. The Committee is to be chaired by:

1. the Mayor; or
2. if the Mayor is absent, a Councillor who is present at the Committee meeting and is appointed by the members of the Committee who are also present.

The Committee is to hold meetings as often as is necessary (provided that the Committee meets at least twice in each year) to:

1. prepare documentation relevant to the CEO's employment and remuneration, including Council reports and contractual documents, for the approval of Council;
2. conduct and maintain appropriate records regarding performance reviews of the CEO; and
3. review the Remuneration Package and conditions of employment of the CEO..

The Committee will provide a report to Councillors at a Councillor Briefing Session (CBS) following each meeting describing its activities and making recommendations about any action to be taken by Council.

The Committee will determine its procedures at its first meeting, which will include:

4.2.2 CEO Employment and Remuneration Policy (Cont.)

- 
1. the rules for its meetings, noting that meetings should be conducted with as little formality and technicality as appropriate to fulfil the Committee's purposes;
 2. how often the Committee will meet, provided that the Committee meets at least twice in each year;
 3. quorum, provided that the quorum is not less than the Mayor and two Councillors;
 4. means of attendance at Committee meetings (e.g. in person or electronically);
 5. the taking of the minutes of the Committee meetings; and
 6. How reporting to Council will be managed, including which matters may proceed to a confidential briefing of Councillors and which matters must be reported to a public council meeting.

The Committee will communicate the procedures to Councillors.

5.3 RECRUITMENT OF CEO

The Committee will establish and manage the process to recruit the CEO, designed to ensure that Council can select the best available candidate from a short list of preferred candidates (with or without a recommendation from the Committee).

The Committee will determine, and make a recommendation to Councillors at a CBS, as to:

1. whether there is a need to engage an Executive Search Consultant to run the recruitment process; and, if so
2. the Executive Search Consultant to be appointed to run the recruitment process.

If an Executive Search Consultant is engaged, the Committee must liaise with the Executive Search Consultant in connection with the recruitment process.

The Committee must have regard to Council's Recruitment Policy when considering the recruitment of the position of CEO to:

1. ensure that the recruitment decision is based on merit;
2. support transparency in the recruitment process and the public advertising of the position; and
3. ensure that regard is had to gender equity, diversity and inclusiveness.

The Committee must ensure that the Executive Search Consultant publicly advertises the CEO role.

The Committee must direct the Executive Search Consultant to prepare, and provide to Councillors at a CBS, a schedule of dates for key selection decisions.

All other reporting steps will be determined in accordance with the Committee recommendations to a confidential briefing.

5.4 APPOINTMENT OF THE CEO

Council will receive a report from the Committee on the completion of its role in the recruitment process, and Council will proceed to decide on a preferred candidate with the support of the Committee to negotiate and finalise the Contract of Employment.

4.2.2 CEO Employment and Remuneration Policy (Cont.)



The Committee will provide a recommendation to Council on the provisions to be contained in the proposed Contract of Employment.

The appointment of the CEO must be made by a resolution of Council passed at a public Council meeting

5.5 REAPPOINTMENT OF THE CEO

Within 6 months prior to the expiry of the current CEO's Contract of Employment, the Committee will provide a recommendation to Council on:

1. whether the CEO should be reappointed under a new Contract of Employment; and
2. if the recommendation is to reappoint the CEO, the proposed provisions of the further Contract of Employment.

Any reappointment of the current CEO must be made by a resolution of Council.

5.6 CONTRACT OF EMPLOYMENT

The Contract of Employment is to be read in conjunction with this policy (but the terms of the policy are not incorporated into the Contract of Employment).

The Contract of Employment will, at a minimum, outline the following:

1. the employment term, which must not exceed five (5) years in accordance with section 44(2) of the Act;
2. the responsibilities and duties of the position, including compliance with the Act and the Code of Conduct;
3. the conflict of interest management requirements;
4. the CEO's Remuneration Package and other entitlements;
5. any legislative and contractual obligations, including those during and continuing after appointment;
6. the CEO's leave entitlements;
7. dispute resolution procedures;
8. processes for managing unsatisfactory performance;
9. processes for early termination, including notice of termination provisions with notice of termination by Council being restricted to a maximum of six [6] months; and
10. any other matters required to be contained in the Contract of Employment by the Regulations.

The Contract of Employment may only be varied by a resolution of Council and accepted by the CEO, recorded in a deed of variation.

5.7 REMUNERATION AND EXPENSES

The Remuneration Package provided to the CEO will form part of the Committee's annual review, having regard to (in accordance with section 45(3) of the Act):

1. any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
2. any Public Sector Wages Determination.

4.2.2 CEO Employment and Remuneration Policy (Cont.)



Remuneration will be reviewed on an annual basis, in accordance with the CEO's Performance Plan and contractual requirements.

Council will meet expenses incurred by the CEO in relation to:

1. membership and subscription fees payable to professional associations which are reasonably necessary in order to carry out duties;
2. reasonable costs incurred where attending conferences, seminars or other networking functions; and
3. reasonable costs incurred in performance of required duties.

5.8 PERFORMANCE MONITORING

Council will adopt an annual Performance Plan for the CEO, which will include KPIs. The Performance Plan must be developed collaboratively between the CEO and the Committee.

The CEO is to provide progress reports against the Performance Plan to the Committee on a annual/quarterly/bi-annual basis as determined by the Committee.

The Committee may meet with the CEO following each progress report to discuss the matters contained in the progress report.

Following the initial three (3) or six (6) months of the CEO's term, a workshop with Councillors and the CEO should be coordinated so that:

1. the CEO can prepare and present an overview of their findings during the early months, and highlight any projections or forecasts of relevance to Council during their tenure;
2. Councillors can provide feedback to the CEO on their perspective of the CEO's performance during the initial period; and
3. Council and CEO can agree to projects and priorities for inclusion in the CEO's Performance Plan and KPIs.

Nothing in this policy prevents the Committee and/or Council from monitoring the CEO's performance on an ongoing basis.

5.9 ANNUAL REVIEW

In preparation for Council's review, the Committee is required to submit an annual review report (**Annual Review Report**) to Councillors which includes recommendations on the following:

1. whether, and to what extent, the CEO has met the KPIs under the Performance Plan;
2. whether any KPIs or other criteria ought to be varied under the Performance Plan;
3. whether the Remuneration Package ought to be varied; and
4. any other necessary matters.

The Committee will provide the Annual Review Report to Councillors only after meeting with the CEO to discuss the Committee's proposed recommendations.

Council shall, after receipt of the Annual Review Report, review the recommendations in the Annual Review Report and advise the CEO of the outcomes of the review process.

4.2.2 CEO Employment and Remuneration Policy (Cont.)

5.9 INDEPENDENT ADVICE

The Independent Advisor is responsible for providing independent professional advice in relation to the matters dealt with under this policy in accordance with section 45(2)(a) of the Act.

The Independent Advisor will be appointed on the recommendation of the Committee following a process to seek experienced and suitably qualified persons but must not be the Executive Search Consultant appointed by Council to assist in the recruitment process.

Council will determine the:

1. term of appointment of the Independent Advisor; and
2. remuneration of the Independent Advisor.

Council, or the Committee, can, on an as needed basis, obtain additional independent professional advice in relation to the matters dealt with under this policy.

5.10 INTERACTION WITH ACT AND REGULATIONS

This policy applies subject to any inconsistent obligations in the Act or the Regulations.

5.11 CONFIDENTIALITY

Council is not required to disclose any personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

5.12 DELEGATIONS

Council must not delegate the power to appoint the CEO, whether on a permanent or acting basis, however, it may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days (sections 11(2)(d) and 11(3) of the Act).

Council must not delegate the power to make any decision in relation to the employment, dismissal or removal of the CEO (section 11(2)(e) of the Act).

6. RESPONSE TO THE OVERARCHING GOVERNANCE PRINCIPLES OF THE LOCAL GOVERNMENT ACT 2020

The policy has been developed in accordance with the overarching governance principles of the *Local Government Act 2020* and specifically clause 45 which sets out the requirements for the policy. This is a new policy for Council and sets out a transparent, fair and equitable process for how a CEO will be recruited, their performance monitored and assessed and how they will be remunerated. These are in accordance with the principles set out in the Act and all relevant laws.

7. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 – COMPATIBILITY STATEMENT

The *Charter of Human Rights and Responsibilities Act 2006* has been considered in preparing this policy. The policy is compatible with relevant rights enshrined in the Charter in that it is designed to:

4.2.2 CEO Employment and Remuneration Policy (Cont.)

- 
1. provide equal and effective protection against discrimination in the employment and remuneration of a CEO;
 2. ensure all job applications and recruitment decisions are merit based; and
 3. protect each person's right to privacy and to not have their reputation unlawfully attacked.

8. RESPONSE TO THE GENDER EQUALITY ACT 2020

The *Gender Equality Act 2020* has been considered in the preparation of this policy and does not benefit any one gender group over any other.

9. CONSIDERATION OF CLIMATE CHANGE AND SUSTAINABILITY

This policy has no impact on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 or the requirements of the Local Government Act 2020 in relation to the overarching governance principle on climate change and sustainability, because the administrative measures contained in this policy do not touch on the natural environment and do not seek to change any built environment.

10. RESPONSIBILITIES

The Councillors who are members of the CEO Employment and Remuneration Committee are responsible for implementing this policy.

11. REPORTING, MONITORING AND REVIEW

This policy will be reviewed within six (6) months of its adoption by Council.

This policy will thereafter be reviewed at least every three (3) years by the Committee and within six (6) months of each Council election and the Committee will make a recommendation to Council with respect to any suggested changes.

12. REFERENCES AND RELATED DOCUMENTS

Victorian Legislation, Principles and other References (as amended from time to time)

- *Equal Opportunity Act 2010*
- *Gender Equality Act 2020*
- *Local Government Act 2020*
- *Occupational Health and Safety Act 2004*
- *The Charter of Human Rights and Responsibilities Act 2006*
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 (Vic)*
- Remuneration bands for executives employed in public service bodies (Victoria) Determinations

Commonwealth Legislation, schemes and guidelines (as amended or replaced from time to time)

- *Privacy and Data Protection Act 2014*
- *Public Records Act 1973*

4.2.2 CEO Employment and Remuneration Policy (Cont.)

- 
- *Racial and Religious Tolerance Act*
 - *Worker Screening Act 2020*

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

- Greater Dandenong City Council Appropriate Workplace Behaviours Policy
- Greater Dandenong Council Plan
- Greater Dandenong City Council Child Safe Policy
- Greater Dandenong City Council Disability Action Policy and Plan
- Greater Dandenong City Council Diversity, Access and Equity Policy
- Greater Dandenong City Council Enterprise Agreement
- Greater Dandenong City Council Position Descriptions
- Greater Dandenong City Council Positive Aging Strategy
- Greater Dandenong City Council Reconciliation Action Plan
- Greater Dandenong City Council Record Management Policy
- Greater Dandenong City Council Recruitment Tools
- Greater Dandenong City Council Staff Grievance Resolution Policy
- Greater Dandenong City Council Injury Management Occupational Rehabilitation & Return to Work Procedure
- Working with Children Check Guidelines
- Workplace Adjustment Guidelines
- Code of Conduct -Staff
- Code of Conduct - Councillors

4.3 OTHER

4.3.1 2021-22 Local Sports Infrastructure Fund

File Id: A8187095
Responsible Officer: Director Community Services

1. Report Summary

Council has the opportunity to submit applications as part of the Victorian Governments' 2021-22 Local Sport Infrastructure Fund (LSIF) which was released in October 2021. The fund is a state-wide competitive Victorian Government investment program that funds the development of high quality, accessible community sport and active recreation infrastructure.

2. Recommendation Summary

This report recommends that Council submit grant applications and that Council confirms that the projects are supported, ready to proceed to construction within six (6) months of agreeing to the funding agreement/s and that Council funding is available within the appropriate timeframes to deliver the project.

4.3.1 2021-22 Local Sports Infrastructure Fund (Cont.)

3. Background

The 2021-22 Local Sports Infrastructure Fund (LSIF) reflects the Victorian Government's commitment to securing the many benefits of participating in sport and active recreation. This includes supporting Victorians, particularly disadvantaged communities to achieve better health, wellbeing, social, and economic outcomes through the construction, programming and activation of community sport and active recreation infrastructure.

The LSIF will invest in proposals that can demonstrate commitment to the following outcomes:

- Increase participation opportunities in sport and active recreation through the development of new or existing infrastructure.
- Improve participation of under-represented groups and improve physical and mental health and wellbeing in communities experiencing long-term socio-economic disadvantage, growth areas and areas affected by natural disaster.
- Support gender equality and inclusive participation of women and girls in local sport by investing in well-designed and high-quality facilities.
- Support strategic planning to ensure infrastructure investment is sustainable and build a road to recovery.
- Develop local economic activity through the planning, building, management, and activation of redeveloped or new infrastructure.
- Develop local economic activity through the planning, building, management and activation of new or redeveloped infrastructure.

Applications are to be submitted by 7 February 2022 and successful applications will be announced from late May/June 2022. All successful projects must commence construction within six (6) months of approval and that Council funding is available within the appropriate timeframes to deliver the projects.

There are five funding streams available, which are for shovel-ready project for:

- Indoor Stadiums/ Aquatic Facilities – Up to \$2 million, based on a funding ratio of 1:3 (State Government: Council).
- Female Friendly Facilities – Up to \$800,000, based on a funding ratio of 1:1.
- Community Sports Lighting – Up to \$250,000, based on a funding ratio of 1:1
- Community Facilities – Up to \$250,000, based on a funding ratio of 1:1
- Planning – Up to \$30,000 for municipal plan or \$50,000 for a regional plan, based on a funding ratio of 1:1

The Dandenong Wellness Centre will be shovel ready in 2022-23, however Council is pursuing a Budget Bid with the State Government as opposed to the Indoor Stadium/ Aquatic Facilities stream which has a maximum limit of \$2 million. Council does not intend to apply for the Planning stream, as part of the 2021-22 LSIF, as there are no relevant shovel-ready projects available that would meet the application criteria.

4.3.1 2021-22 Local Sports Infrastructure Fund (Cont.)

The below projects are proposed to be submitted:

Funding Stream	Project	Costs
Female Friendly Facilities	Thomas Carroll Reserve – East Oval Lighting Renewal	Total: \$285,142 <i>(Grant: \$142,571 CGD: \$142,571)</i>
Community Sports Lighting	Frederick Wachter Reserve - Keysborough Tennis Lighting Renewal	Total: \$404,481 <i>(Grant: \$202,240.50 CGD: \$202,240.50)</i>
Community Facilities	Ross Reserve - Electronic Scoreboards for Ovals 1 & 2 and the Synthetic Soccer Pitch	Total: \$200,000 <i>(Grant: \$100,000 CGD: \$100,000)</i>

The Thomas Carroll Reserve East Oval Lighting renewal project is to renew the oval lighting to LED 100 lux training standards. This will allow for the Dandenong Stingrays Football Club's U18 and U16 female teams to train, as their home ground, Shepley Oval, is used for premier cricket at this time. The oval would also service soccer during the winter months increasing the capacity for the sport in the municipality. The existing lights are at the end of their service life and no longer meet industry standards. The project is complimented by the new sports pavilion which is currently being constructed to female friendly standards. The project is a recommended action from the Sports Facilities Plan – Implementation Plan 2018.

The Keysborough Tennis Lighting renewal project, Frederick Wachter Reserve, is to renew the lighting on the tennis courts to LED 350 lux club competition standards. The existing lights are at the end of their service life and no longer meet industry standards. The lights are currently costing Council more than \$40,000 per annum in maintenance costs. This project includes all new LED lights, wiring and lighting masts installation and connections and will be connected to the Tennis Australia Book a Court system. The project is a recommended action from the Frederick Wachter Reserve Master Plan and Sports Facilities Plan – Implementation Plan 2018.

The Ross Reserve Electronic Scoreboards project includes the provision of three electronic scoreboards with one to be installed on each of the three sporting grounds (Oval 1, Oval 2 and the new synthetic soccer pitch), serviced by the new Ross Reserve Sports Pavilion. Oval 1 has an existing manual-operated scoreboard. The new scoreboards will improve the amenity for sporting clubs,

4.3.1 2021-22 Local Sports Infrastructure Fund (Cont.)

spectators and make it easier for volunteers. It will also provide the clubs and events conducted on these grounds to better promote their activities and sponsors. The project is a recommended action from the Sports Facilities Plan – Implementation Plan 2018.

4. Proposal

It is proposed that Council submit grant applications as part of the Victorian Government's 2021-22 Local Sports Infrastructure Fund for the following projects:

- Thomas Carroll Reserve – East Oval Lighting Renewal (Female Friendly Facilities).
- Frederick Wachter Reserve - Keysborough Tennis Lighting Renewal (Community Sports Lighting).
- Ross Reserve – Electronic Scoreboards (Community Facilities)

Should Council agree to submit the applications Council confirms that the projects are supported, ready to proceed to construction within six (6) months of approval and that Council funding is available within the appropriate timeframes to deliver the project.

Please note that it is a requirement of this funding program that a Council resolution confirming the above is submitted with the funding application.

5. Financial Implications

There are no current financial implications included within the Annual Budget for this purpose. Consideration will need to be referred to the next Annual Budget process.

The projects are listed for consideration in the 2022-2032 Long Term Financial Plan, and if successful, would reduce the total cost of the projects to Council.

6. Consultation

Extensive consultation for the proposed projects has taken place as follows:

Thomas Carroll Reserve – East Oval Lighting Renewal

The scope and design for the lighting renewal project has been consulted with the following organisations:

- St Johns Collegians Football Club
- Dandenong Stingrays Football Club
- AFL Victoria
- Football Victoria

Community consultation has also been carried out for the proposed project which was conducted from the 19 August to 20 September 2021. This included exhibition of the project via the Council website, on social media, signage placed at the reserve and via a letterbox drop of the 150 households which are on the boundary of Thomas Carroll Reserve. No responses were received.

4.3.1 2021-22 Local Sports Infrastructure Fund (Cont.)

Frederick Wachter Reserve - Keysborough Tennis Lighting Renewal

The scope and design for the lighting renewal project has been consulted with the following organisations:

- Keysborough Tennis Club
- Tennis Victoria

This project was a recommendation from the Council-endorsed Master Plan for Frederick Wachter Reserve, that was developed following extensive community and stakeholder consultation.

Community consultation has also been carried out for the proposed project which was conducted from the 19 August to 20 September 2021. This included exhibition of the project via the Council website, on social media, signage placed at the reserve and via a letterbox drop of the 150 households which are on the boundary of Frederick Wachter Reserve. Nine responses were received which were all supportive of the project.

Ross Reserve – Electronic Scoreboards

The scope and design for the electronic scoreboards have been consulted with the following organisations:

- Sandown Lions Football Club
- Springvale City Football Club
- Noble Park Junior Football Club
- Noble Park Cricket Club
- EMC Cricket Club
- Parkfield Cricket Club
- Springvale Cricket Club
- AFL Victoria
- Cricket Victoria
- Football Victoria
- Noble Park Community Centre

Community consultation has also been carried out for the proposed project which was conducted from the 19 August to 20 September 2021. This included exhibition of the project via the Council website, on social media, signage placed at the reserve and via a letterbox drop of the 200 households which are on the boundary of Ross Reserve. No responses were received.

4.3.1 2021-22 Local Sports Infrastructure Fund (Cont.)

7. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.
Welcome to our exciting and peaceful community.

7.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Education, training, entrepreneurship and employment opportunities
- Sustainable environment
- Embrace diversity and multiculturalism
- Mind, Body and Spirit
- Art and Culture

7.2 Council Plan 2021-25

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 strategic objectives:

- A socially connected, safe and healthy city
- A city that respects and celebrates diversity, our history and the arts
- A city of accessible, vibrant centres and neighbourhoods
- A green city committed to a sustainable future
- A city that supports entrepreneurship, quality education and employment outcomes
- A Council that demonstrates leadership and a commitment to investing in the community.

8. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* states that a Council must in the performance of its role give effect to the overarching governance principles.

These are:

- a. Council decisions are to be made and actions taken in accordance with the relevant law;

4.3.1 2021-22 Local Sports Infrastructure Fund (Cont.)

- b. priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c. the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- d. the municipal community is to be engaged in strategic planning and strategic decision making;
- e. innovation and continuous improvement is to be pursued;
- f. collaboration with other Councils and Governments and statutory bodies is to be sought;
- g. the ongoing financial viability of the Council is to be ensured;
- h. regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- i. the transparency of Council decisions, actions and information is to be ensured.

Also, in giving effect to the overarching governance principles above, a Council must take into account the following supporting principles:

- a. the community engagement principles (section 56);
- b. the public transparency principles (section 58);
- c. the strategic planning principles (section 89);
- d. the financial management principles (section 101);
- e. the service performance principles (section 106).

All of the above principles are elaborated on within the *Local Government Act 2020* which can be found at the following link: [Local Government Act 2020](#)

9. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

The *Charter of Human Rights and Responsibilities Act 2006* has been considered in the preparation of this report but is not relevant to its contents.

10. The Gender Equality Act 2020

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this report but are not relevant to its contents.

The content/topic/issue (of this report) is purely administrative in nature and does not benefit any one gender group over any other.

4.3.1 2021-22 Local Sports Infrastructure Fund (Cont.)

11. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a “Climate and Ecological Emergency” and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

The Frederick Wachter Reserve – Keysborough Tennis Lighting Renewal and the Thomas Carrol Reserve – East Oval Renewal projects involve the capital renewal of these existing sporting grounds lighting and upgrading to most durable, energy efficient and technologically advanced LED infrastructure.

This aligns with the following themes:

- Theme 2: Community Wellbeing & Culture by providing opportunities for physical activity for the community, particularly through improved provision of lighting in the evenings when temperatures are cooler. As heat wave events increase in frequency and severity, this will enable the community to maintain physical activity at alternate times to avoid the hottest part of the day.
- Theme 4: Energy & Buildings by improving energy efficiency of Council assets, reducing energy consumption and carbon emissions, bring Council operations closer to net zero carbon emissions.
- Theme 7: Assets, Infrastructure & Land Development by improving the efficiency and durability of Council assets for the long-term future.
- Theme 8: Waste & Resources by replacing existing lighting with LED bulbs which have an extended lifespan of 10 years, reducing unnecessary generation of waste associated with traditional lightbulbs utilised in these reserves.

12. Related Council Policies, Strategies or Frameworks

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

- Community Wellbeing Plan 2017-2021
- Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030
- Sports Facilities Plan – Implementation Plan 2018
- Frederick Wachter Reserve Master Plan
- Ross Reserve Master Plan

13. Conclusion

It is proposed that Council submit these three applications as part for the 2021-22 Local Sports Infrastructure Fund.

4.3.1 2021-22 Local Sports Infrastructure Fund (Cont.)

14. Recommendation

That Council:

- 1. submits grant applications for: Thomas Carroll Reserve, Dandenong – East Oval Lighting Renewal; Frederick Wachter Reserve, Keysborough – Tennis Court Lighting Renewal; Ross Reserve, Noble Park – Electronic Scoreboards; and**
- 2. further confirms that the projects are supported, ready to proceed to construction within six (6) months of approval and the Council funding is available within the appropriate timeframes to deliver the projects including any additional funding, as required, to complete the projects.**

4.3.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 14 October 2021

File Id:

Responsible Officer:

Director Community Services

Attachments:

Draft Minutes of Positive Ageing Advisory
Committee Meeting on 14 October 2021

1. 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 also allowed interested Councillors (and those that attend these Committees and Reference Groups) to speak to the meeting about items discussed at these meetings.

2. Recommendation Summary

This report recommends that the draft Minutes of the Positive Ageing Advisory Committee meeting provided in Attachment 1 to this report be noted and endorsed by Council.

4.3.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 14 October 2021 (Cont.)

3. Background and Proposal

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 Annual meeting to elect the Mayor and Deputy Mayor 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 information purposes, for noting and for endorsement (not adoption).

As such, the draft Minutes are provided as Attachment 1 to this report.

There are no financial implications associated with the development and submission of this report.

4. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.
Welcome to our exciting and peaceful community.

4.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Education, training, entrepreneurship and employment opportunities
- Sustainable environment
- Embrace diversity and multiculturalism
- Mind, Body and Spirit
- Art and Culture

4.2 Council Plan 2021-25

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 strategic objectives:

- A socially connected, safe and healthy city
- A city that respects and celebrates diversity, our history and the arts

4.3.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 14 October 2021 (Cont.)

- A city of accessible, vibrant centres and neighbourhoods
- A green city committed to a sustainable future
- A city that supports entrepreneurship, quality education and employment outcomes
- A Council that demonstrates leadership and a commitment to investing in the community.

5. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* (LGA2020) states that a Council must in the performance of its role give effect to the overarching governance principles.

The establishment of the Positive Ageing Advisory Committee and the work that it undertakes gives particular consideration to the following overarching governance principles:

- priority is given to achieving the best outcomes for the municipal community, including future generations (section 9(b) of the LGA2020);
- the municipal community is engaged in strategic planning and strategic decision making – many advisory committees and reference groups have community members as participants (section 9(d) of the LGA2020);
- innovation and continuous improvement is pursued (section 9(e) of the LGA2020);
- collaboration with other councils, governments and statutory bodies is sought – many advisory committees and reference groups have representatives attending from these organisations (section 9(f) of the LGA2020);
- the ongoing financial viability of Council is ensured (section 9(g) of the LGA2020);
- regional, state and national plans and policies are taken into account in strategic planning and decision making – diverse representation within these groups ensures this occurs (section 9(h) of the LGA2020); and
- the transparency of Council decisions, actions and information is ensured by this regular reporting mechanism (section 9(i) of the LGA2020).

6. Victorian Charter of Human Rights and Responsibilities

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

7. The *Gender Equality Act 2020*

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this report but are not relevant to its contents because it is a reporting mechanism only.

The report does not have the potential to influence broader social norms and gender roles nor does it benefit any one gender group over any other.

4.3.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 14 October 2021 (Cont.)

8. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a “Climate and Ecological Emergency” and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

This report has no impact on Council’s Declaration on a Climate and Ecological Emergency, Council’s Climate Change Emergency Strategy 2020-2030 or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability because it is purely administrative in nature and is a reporting mechanism only.

9. Recommendation

That Council notes the draft Minutes of meeting for the Positive Ageing Advisory Committee as provided in Attachment 1 to this report.

4.3.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 14 October 2021 (Cont.)

OTHER

**DRAFT MINUTES OF POSITIVE AGEING ADVISORY COMMITTEE
MEETING**

ATTACHMENT 1

**POSITIVE AGEING ADVISORY
COMMITTEE MEETING
HELD ON 14 OCTOBER 2021**

PAGES 5 (including cover)

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

4.3.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 14 October 2021 (Cont.)

Advisory Committee or Reference Group Name: Positive Ageing Advisory Committee
Date of Meeting: 14 October 2021
Time of Meeting: 1.30-3.30pm
Meeting Location: Virtually via Microsoft Teams

Attendees:

Committee: Julie Klok, Erica Moulang, Shirley Constantine (part)

Council Officers: Deputy Mayor Cr Sophie Tan, Mandy Gatliff, Jayne Kierce, Tracey Macleod, Jenny Vong (minute taker)

Apologies: Carol Drummond, Morrie Hartman, Milena France

Guest speaker: Wendy Dunstan (Outside the Square Creative Consulting)

Minutes:

Item No.	Item	Action	Action By
1.	Welcome and Introductions Welcome from the Chair		
2.	Previous Minutes & Business Arising <ul style="list-style-type: none"> • Due to lack of quorum, draft August 2021 minutes noted only • Apologies noted 		
3.	Tribute to Merle Mitchell The chair gave a lovely tribute to Merle: <i>On behalf of the City of Greater Dandenong Positive Ageing Advisory Committee, I pay tribute to Merle. Jon Faine's beautiful obituary captured the essence of Merle's life and contribution to so many aspects of community life. In addition to the many contributions she made to the City of Greater Dandenong, Merle was the driving force for Council to reestablish the Positive Ageing Advisory Committee, and we have benefited greatly from her guidance and input, particularly into issues relating to aged care, and the Council's response to the Aged Care Royal Commission. We also learned a lot about what life in an aged care facility is like through Merle's lived experience, sadly as her health deteriorated and she moved into her facility. We will always remember her passionate article "This is not my home". What stays with me is her humility – and the sunshine of her smile. Thank you Merle.</i> The funeral is still accessible via the link.		

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

ORDINARY COUNCIL MEETING - AGENDA

4.3.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 14 October 2021 (Cont.)

4.	<p>Central Dandenong Community Hub – Community Consultation</p> <p>The Consultant provided an overview on the Dandenong Community Hub with the concept design now at the community consultation phase of the project.</p> <p>The Consultant presented the floor plans and discussed the facilities proposed for the Hub including:</p> <p><i>Outdoor Space</i></p> <ul style="list-style-type: none"> • Shaded seating • Playground <p><i>Ground Floor</i></p> <ul style="list-style-type: none"> • Community Based – accessible, free and open plan • Two entry points • Concierge area in the middle • Zoned areas including active studio, community kitchen, community activities rooms x 3, makers spaces x 3, café and community lounge <p><i>First Floor</i></p> <ul style="list-style-type: none"> • Early Years services facilities including Maternal and Child Health, Kindergarten, Childcare and outdoor play areas • Secured and accessible to the community only utilising these services <p>The Committee contributed feedback on the concept design such as:</p> <ul style="list-style-type: none"> • Community gardens outdoors where the community can try herbs and vegetables • Incorporate quiet areas • Toilets and amenities need to be reviewed to allow accessibility if one side of the building is closed off • More toilets required with unisex toilets and family restrooms • Community kitchen should be bigger • Lockable storage available for regular activities • Community lockers • Openable windows in makers space and active studio to allow for air ventilation • Makers space needs a wet area that is easy to clean • Small kitchenette in a number of spaces to include preparation bench, small fridge and hot water facilities 	Provide any further ideas to the Manager Community Care, through Council's website or to the Consultant	Committee Members
5.	<p>Update on Transport Project</p> <p>The Coordinator Community Access provided an update on the Transport Project as endorsed at Council in 2020.</p>	Implementation of Community Transport Project	Coordinator Community Access

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

ORDINARY COUNCIL MEETING - AGENDA

4.3.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 14 October 2021 (Cont.)

	<p>Due to lockdown, the project has been on hold. Once restrictions ease, an area-based loop program will be trialled. A project worker will also be employed to provide education about all transport options available to connect older people with the range of transport supports offered through different programs.</p> <p>The trialling and review of the new loop model and ongoing consultation with the community and transport service providers will inform the strategic direction of CGD Community Transport into the future.</p>		
6.	<p>Respite Discussion was held on suggestions on how to improve our respite supports to give the client and carer a break for a short period of time.</p> <p>The Coordinator Community Access asked the Committee to think about what people would be interested in, activity ideas and how to encourage people to utilise respite supports.</p> <p>Erica to discuss with Carol her experiences and issues in receiving respite services.</p>	Provide any further ideas to the Coordinator Community Access	Committee Members
7.	<p>Positive Ageing Newsletter The Coordinator Community Access announced the Positive Ageing newsletter will soon launch with the first edition to be released in November.</p> <p>The quarterly newsletter will feature news articles relating to ageing issues and promote local activities to our older community.</p> <p>The newsletter will be emailed, accessible on Council's website and several printed copies available at Council's customer service centres.</p>	Circulate first Positive Ageing Newsletter to Committee	Coordinator Community Access
8.	<p>Ageism Awareness Campaign The Manager of Community Care thanked the Committee members who sent through their pledge selfie photos, these will be part of the first Positive Ageing newsletter.</p>		
9.	<p>Positive Ageing Update The Positive Team Leader provided an update on the projects the team are current working on such as:</p> <ul style="list-style-type: none"> - Positive Ageing newsletter - Planning of recommencing day trips in line with COVID safe practices. Several clients have asked whether they need to be fully vaccinated to attend with many venues requiring individuals to be fully vaccinated - Providing continued weekly bus trips to the vaccination hub to support local groups to get vaccinated in partnership 		

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

ORDINARY COUNCIL MEETING - AGENDA

4.3.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 14 October 2021 (Cont.)

	with Monash Health, Enliven and South East Community Links. Cr Tan enquired about how other community groups could arrange access to transport to the vaccination hubs.	Provide details to Manager of Community Care	Cr Tan
10.	<p>Other business: A new volunteer initiative linked with the home library services has proven to be a well-received program where the volunteer contacts a client weekly to chat, helping to alleviate social isolation.</p> <p>Manager Community Care thanked Cr Tan for providing details about the Victorian Government \$250 power saving bonus to compare power bills to eligible residents. A resident passed on their thanks for the information and advised their application which has been successful.</p> <p>Cr Tan provided an update on Council matters including:</p> <ul style="list-style-type: none"> - Vaccination pop up centres - Chandler Road Reserve Community Garden has been approved by Council and construction will commence soon - Council endorsed the new art gallery name, Dandenong New Art (DNA) with construction to be completed by 2022 - Keysborough South Community Hub to commence construction mid-2022 - All Abilities Playground toilets at Ross Reserve to be completed by November <p>Applications for expression of interest to join the Positive Ageing Advisory Committee is currently open.</p>	Promote and recommend new members	Committee Members
11.	Next Meeting Thursday 9 December		
Meeting Closed 3.15pm			

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

4.3.3 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 8, 15 & 22 November 2021

File Id: fA25545
Responsible Officer: Manager Governance

1. 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 Council meetings.

The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings in November 2021.

2. Recommendation Summary

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

4.3.3 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 8, 15 & 22 November 2021 (Cont.)

3. Background

The Executive Management Team and associated staff at Greater Dandenong City Council host Councillor Briefing Sessions and Pre-Council Meeting on a regular basis (weekly) to inform Councillors about the work officers are undertaking, share information, obtain feedback and discuss strategies and options for current and future work.

To ensure transparency in this process matters discussed at Councillor Briefing Sessions and Pre-Council Meetings (other than those matters designated to be confidential under the *Local Government Act 2020*) are reported on at Council meetings. This report represents matters discussed at the Councillor Briefing Sessions & Pre-Council Meetings in November 2021.

4. Matters Presented for Discussion

Item		Councillor Briefing Session/Pre-Council Meeting
1	<p><i>Dandenong Wellbeing Centre – Community Engagement</i></p> <p>Councillors were provided with details of the upcoming public exhibition of the draft Dandenong Wellbeing Centre design. Further community feedback is sought prior to completion of the schematic design phase of the project.</p>	8 November 2021
2	<p><i>Procurement Policy</i></p> <p>Councillors were provided with details of the revised procurement policy prior to its adoption at the 29 November 2021 Council Meeting.</p>	8 November 2021
3	<p><i>Complaints Policy</i></p> <p>Councillors were provided with an overview of the proposed Complaints Policy. This policy must be developed and maintained under the <i>Local Government Act 2020</i>. This policy is scheduled for public consultation for January-February 2022.</p>	8 November 2021

ORDINARY COUNCIL MEETING - AGENDA

4.3.3 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 8, 15 & 22 November 2021 (Cont.)

4	<p>General Discussion</p> <p>Councillors and Council officers briefly discussed the following items:</p> <ul style="list-style-type: none"> a) Current COVID-19 status. b) South East Leisure Board Update. c) Recent weather events and the impact on Council's Operation Centre. d) Open space acquisitions (Confidential). e) Recent grant funding received by Council. f) Agenda items for the Council Meeting of 15 November 2021. 	8 November 2021
5	<p>General Discussion</p> <p>Councillors and Council officers briefly discussed the following items:</p> <ul style="list-style-type: none"> a) Current COVID-19 status. b) Proposed new Taxation Bill and its potential impacts on Council and planning scheme amendment process. c) Agenda items for the Council Meeting of 15 November 2021. 	15 November 2021
6	<p>Events Update</p> <p>Councillors were provided with an overview of upcoming events scheduled to take place within the municipality.</p>	22 November 2021
7	<p>Walker Street Gallery Sale Update</p> <p>Councillors were presented with an update on the proposed sale of the Walker Street Gallery. Discussion was held about the anticipated opening date of the new gallery and timing of the Precinct Energy Plant (PEP) development. (Cr Dark disclosed a Conflict of Interest in this item and left the meeting during its discussion.)</p>	22 November 2021
8	<p>Tree Protection</p> <p>Councillor support was sought to determine if Council wishes to pursue a potential tree protection local law and commence the statutory local law implementation process.</p>	22 November 2021

4.3.3 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 8, 15 & 22 November 2021 (Cont.)

9	<i>Mid-Year Budget Review</i> Council in principle support was sought of the proposed adjustments to the 2021-22 Amended Budget to form a Mid-Year Budget for management reporting purposes.	<i>22 November 2021</i>
10	<i>Advanced Waste Processing Update</i> Councillors were provided with an update on the Advanced Waste Processing Contract procurement process.	<i>22 November 2021</i>
11	<i>General Discussion</i> Councillors and Council officers briefly discussed the following items: a) Current COVID-19 status. b) Contractual issues with Dandenong Art Gallery development in Halpin Way, Dandenong (Confidential). (Cr Dark disclosed a Conflict of Interest in this item and left the meeting during its discussion.) c) Proposed exemption for social housing from Council rates and its financial impacts. d) Proposed past Mayoral donation. e) Agenda items for the Council Meeting of 29 November 2021.	<i>22 November 2021</i>

5. Apologies

- Cr Bob Milkovic & Cr Tim Dark submitted apologies for the Councillor Briefing Session on 8 November 2021.

6. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

- The City of Greater Dandenong is a home to all.
- It's a city where you can enjoy and embrace life through celebration and equal opportunity.
- We harmonise the community by valuing multiculturalism and the individual.
- Our community is healthy, vibrant, innovative and creative.
- Our growing city is committed to environmental sustainability.
- Welcome to our exciting and peaceful community.

4.3.3 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 8, 15 & 22 November 2021 (Cont.)

6.1 Community Vision 2040

This report is consistent with the Community Vision 2040.

6.2 Council Plan 2021-25

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 strategic objectives:

- A Council that demonstrates leadership and a commitment to investing in the community.

7. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* (LGA2020) states that a Council must in the performance of its role give effect to the overarching governance principles.

Reporting on matters discussed at Councillor Briefing Sessions and Pre-Council Meetings gives effect to the overarching governance principles (in particular, section 9(i) of the *Local Government Act 2020*) in that the transparency of Council actions and information is ensured.

8. Victorian Charter of Human Rights and Responsibilities

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

9. The *Gender Equality Act 2020*

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this report but are not relevant to its contents because it is a reporting mechanism only. The report does not have the potential to influence broader social norms and gender roles nor does it benefit any one gender group over any other.

10. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a "Climate and Ecological Emergency" and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

4.3.3 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 8, 15 & 22 November 2021 (Cont.)

This report has no impact on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability because it is purely administrative in nature and is a reporting mechanism only.

11. 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 4(d) & 11(b) 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.**

4.3.4 List of Registered Correspondence to Mayor and Councillors

File Id:	qA283304
Responsible Officer:	Manager Governance
Attachments:	Correspondence Received 22 November – 3 December 2021

Report Summary

Subsequent to resolutions made by Council on 11 November 2013 and 25 February 2014 in relation to a listing of incoming correspondence addressed to the Mayor and Councillors, Attachment 1 provides a list of this correspondence for the period 22 November – 3 December 2021.

Recommendation

That the listed items provided in Attachment 1 for the period 22 November – 3 December 2021 be received and noted.

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

OTHER

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

ATTACHMENT 1

**CORRESPONDENCE RECEIVED
22 NOVEMBER – 3 DECEMBER 2021**

PAGES 3 (including cover)

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

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



Correspondences addressed to the Mayor and Councillors received between 22/11/21 & 03/12/21 - for officer action - total = 2

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
A request to the Mayor from a Noble Park resident regarding a payment plan for rates under Council's Rates Hardship Policy.	22-Nov-21	26-Nov-21	FA231131	Mayor & Councillors EA
A request to the Mayor from a delegate of the Shrikailasa Nation for a conference call with the Mayor to share their nation's vision and also seeking an agreement with Greater Dandenong City Council.	26-Nov-21	26-Nov-21	FA231172	Mayor & Councillors EA

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

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



Correspondences addressed to the Mayor and Councillors received between 22/11/21 & 03/12/21 - for information only - total = 4

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
A letter to the Mayor from Thrive by Five seeking Council's support for its campaign for early learning reform.	19-Nov-21	22-Nov-21	A8252879	Mayor & Councillors EA
A letter of congratulations to the Mayor from the Federal Member for Hotham.	23-Nov-21	23-Nov-21	A8256799	Mayor & Councillors EA
A letter to the Mayor from the Minister for Senior Australians and Aged Care Services regarding funding for the Dandenong Wellbeing Centre.	11-Nov-21	24-Nov-21	A8261019	Mayor & Councillors EA
An invitation to the Mayor or his Councillor delegate to attend an opening of a new beauty store in Noble Park on 4 December 2021.	20-Nov-21	30-Nov-21	A8280554	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, signed by a Councillor, and be lodged with the Chief Executive Officer in sufficient time for him or her to give each Councillor at least 72 hours notice of such notice.

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

5.1 Notice of Motion No. 16 - Hard Copy Council Meeting Agendas and Minutes

File Id:

Responsible Officer:

Manager Governance

Author:

Cr Lana Formoso

Preamble

In January 2020, this Council joined a growing number of cities around Australia and declared a “Climate and Ecological Emergency” and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate. This applies to us as Councillors, it applies to staff and it applies to all of our residents.

One of the fundamental overarching governance principles of the *Local Government Act 2020* also states that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Furthermore, our own Council Expenses, Support and Accountability Policy which Council endorsed just last year, expressly makes reference to this commitment and encourages Councillors to avoid the generation and use of hard copy paper-based products wherever possible. Regardless of this, Councillors and Executive Members continue to use hard copy Council Meeting Agendas at Council Meetings and when the public are in attendance a number of hard copy versions are provided for them also.

Council Meeting Agendas are significantly large documents and the printing of them not only takes up significant time and resources, it also uses a vast amount of paper when in fact, we can all use electronic devices and tools as an alternative. The courier delivery of these documents every week to Councillors is also a significant cost to Council.

Changing from hard copy formats, which require substantial paper usage, to electronic documents will have significant cost and environmental benefits. The avoidance of the use of fuel and transport for delivery of hard copy documents would also have a positive environmental outcome. Council has

5.1 Notice of Motion No. 16 - Hard Copy Council Meeting Agendas and Minutes (Cont.)

assessed this proposal and verified that estimated efficiencies and savings could total approximately \$33,000 per annum if a fully electronic based solution is implemented. It is however recognised that existing machinery leases, new equipment, and possibly software, may be required to implement the proposal which could offset savings in the first years of implementation.

It is noted that Council Meeting Agendas are, and will continue to be, available on Council's website and accessible at Council libraries in an electronic format.

It is also understood that each person has different needs and abilities when using technology to access documentation. For this reason, consultation to assess everybody's skills and requirements should be undertaken to understand the transitional requirements of each person currently receiving a hard copy Agenda so they can transfer to electronic documentation over the coming year.

Motion

That Council:

- 1. formally resolves to completely phase out the production of hard copy Council Meeting Agendas and Minutes prior to 30 June 2022 (excluding a hard copy Agenda Summary for members of the public – noting that Council already uses recycled product);**
- 2. officers consult with all those who currently use hard copy Agendas and work with them to accommodate their needs into the future; and**
- 3. officers ensure Councillors, Executive Team members and members of the public receive the appropriate encouragement, training, tools and support necessary to access relevant documents.**

6 REPORTS FROM COUNCILLORS/DELEGATED MEMBERS AND COUNCILLORS' QUESTIONS

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

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

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

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

7 URGENT BUSINESS

No business may be admitted as urgent business unless it:

- a. Relates to or arises out of a matter which has arisen since distribution of the Agenda.
- 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.