



**GREATER
DANDENONG**
City of Opportunity

AGENDA

MONDAY 24 JULY 2023

Commencing at 7:00 PM

COUNCIL MEETING

At the time of printing this Agenda, the Council Meeting to be held on Monday 24 July 2023, will be open to the public to attend in person but will be subject to venue seating capacity.

This will be a hybrid meeting consisting of Councillors attending in person and remotely.

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

To view the webcast and stay informed of the status of Council Meetings please visit Council's [website](#).

The Civic Centre basement carpark will be opened to all members of the public during library opening hours. Any parking in this area will be subject to availability and time limits as notified by any signage posted.

COUNCIL CHAMBERS
225 Lonsdale Street, Dandenong VIC 3175

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1 MEETING OPENING

1.1 ATTENDANCE

Apologies

Cr Jim Memeti (Leave of Absence), Cr Angela Long (Leave of Absence).

1.2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LAND

We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respect to their Elders past and present.

We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respect and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.

1.3 OFFERING OF PRAYER, REFLECTION OR AFFIRMATION

As part of Council's commitment to recognising the cultural and spiritual diversity of our community, the prayer, reflection or affirmation this evening will be offered by Rajaratna Sarma Premakantha Kurukkal from the Hindu Community, a member of the Greater Dandenong Interfaith Network.

1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Meeting of Council held 10 July 2023.

Recommendation

That the minutes of the Meeting of Council held 10 July 2023 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.

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2 OFFICERS' REPORTS - PART ONE

2.1 DOCUMENTS FOR TABLING

2.1.1 Petitions and Joint Letters

File Id:	qA228025
Responsible Officer:	Manager Governance
Attachments:	Petitions and Joint Letters

1. 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. Recommendation Summary

This report recommends that the listed items in Attachment 1, and the current status of each, be received and noted.

2.1.1 Petitions and Joint Letters (Cont.)

3. Petitions and Joint Letters Tabled

Council received no new petitions and no joint letters prior to the Council Meeting of 24 July 2023.

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.

4. Recommendation

That this report and Attachment be received and noted.

2.1.1 Petitions and Joint Letters (Cont.)

DOCUMENTS FOR TABLING

PETITIONS AND JOINT LETTERS

ATTACHMENT 1

PETITIONS AND JOINT LETTERS

PAGES 6 (including cover)

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

2.1.1 Petitions and Joint Letters (Cont.)

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
23/05/23	<p>Please see this petition that 1,933 (now 1990) members of the community have signed: https://www.change.org/p/save-the-lunar-drive-in-make-it-a-heritage-site?redirect=false</p> <p>The petition is a call for Heritage Victoria to list the Lunar Drive-In as a heritage site, to ensure that it cannot be demolished in the years to come. With nearly two thousand community members having signed the petition, it is clear that the Lunar Drive-In means a lot to people and I am sure everyone that has signed would be devastated to see it demolished. Additionally, I am sure there are many people that frequent the Drive-In that have not seen the petition or do not use a computer. This is an urgent plea as the site has been sold and the soon to be owner intends on bulldozing the Drive-In to build factories. The council can support the case for the Drive-In to be listed as a heritage site. Lunar Drive-In is one of three drive ins left in Victoria and Heritage Victoria should ensure to protect the site as it has historical significance.</p> <p>Alternatively, the Council must take other action to preserve the Drive-In. It has been stated that the Council refused the Drive-In owner's pleas to reduce the land tax, putting the owner in a difficult position financially. The Council could stop the sale of the land and reduce the land tax to enable to current owner to continue operating the Drive-In.</p> <p>Lunar Drive-In is a popular destination for locals, as well as people from other areas. Therefore, the Council should do everything they can to ensure the Drive-In is not closed as it draws people into the area to boost the local economy.</p> <p>The below email was received by Council from the head petitioner on 28/05/23. It was provided to Council as additional information in support of the petition:</p> <p>Firstly, I would like to point out that the petition is continuing to increase in supporters, with now 1,977 members of the community having signed it. I would also like to draw the Council's attention to the signatories comments on the petition.</p>	<p>1990</p> <p>2033 as at 14/06/23</p> <p>2049 as at 21/06/23</p> <p>2053 as at 28/06/23</p> <p>2059 as at 05/07/23</p> <p>2084 as at 12/07/23</p>	Completed	<p>Responsible Officer: Director, City Planning, Design & Amenity.</p> <p>Acknowledgement letter sent 26/05/2023 to the head petitioner.</p> <p>Further response provided 05/06/2023 by Manager Strategic & Environmental Planning as below:</p> <p>"Thank you for your email regarding the Lunar Drive-In. I can advise that Council officers are currently investigating the potential options that Council could take in relation to this matter.</p> <p>Once we have completed this, and have a Council direction, I will provide a further update."</p> <p>Further response provided 04/07/2023 by Manager Strategic & Environmental Planning informing the petitioner that Council will not be pursuing heritage overlay for this site.</p>

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

2.1.1 Petitions and Joint Letters (Cont.)

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
	<p>These are linked here: https://www.change.org/p/save-the-lunar-drive-in-make-it-a-heritage-site/c and include comments such as "My whole life, I have had good times with family and friends at this relaxed and fun venue. I am horrified to hear that the government of all people are trying to shut it down. Lunar Drive-In may be privately owned, but it belongs to the people of the Greater Dandenong area. The site should absolutely retain its place in history and achieve heritage status" and "I love this place. I quite happily take the hour and a bit drive from my house with my kids to enjoy the atmosphere and movie deals they hold. Please don't close it there's not to many places like this around anymore." These comments, and all of the other comments, clearly show the community's support of the Drive-In and the outcry to prevent the Drive-In from closing down.</p> <p>Further, I have reviewed the criteria for Victorian heritage listing and believe that the Lunar Drive-In could potentially satisfy two of these. The two criteria I am referring to are:</p> <p>Criterion B - as there is a clear association to a time period of importance in Victoria's cultural history. The Drive-In is an example for future generations to see one of the most popular destinations for families in the 1950s-1980s. It was established before television. This is evident in the physical fabric of the Drive-In as it clearly demonstrates how movies were watched during this time period. Further, the place is rare and uncommon. There are only three drive-ins remaining in Victoria (there was once 22 of them), so there are very few places like this to demonstrate the important phase in our history. They are endangered to the point of rarity due to economic pressures on such places.</p> <p>AND</p> <p>Criterion G - there is a community who share a common interest and experience who live or meet in the same locality, either for the reason to experience the culturally significant drive in or to be in a social and family environment. It is clear from the uproar of this community (group of people) of the drive in potentially closing down that the attachment to the place is of high intensity. There is both a long time depth of attachment, as the drive in has been frequented by this community for several decades, as well as a more recent time depth of the attachment, which has been evident from the community's reaction to the closure.</p>			

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

2.1.1 Petitions and Joint Letters (Cont.)

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
	<p>The place is under threat so the attachment has become more prominent in the community. There is social value at the state level, which is evidenced by the community of people attached to the Drive-In not merely located in the local area, but also from all over Victoria. The drive in is associated with Victoria's identity due to its cultural significance but also because it is emerging in recent years as a popular destination for the younger generations. Many members of the community that are attached to this place would consider it part of Victoria's identity.</p> <p>I have also looked at the nomination process for Victorian heritage listing and am unsure as to how I am to provide some of the supporting documentation required, for example the title search. This would, I believe, require a fee to obtain. Therefore, I am hoping to gain some assistance in completing the submission. I am also requesting the Council to support the application. I have checked the current Victorian heritage listing database and have noticed that Dromana Drive-In is listed. The reasons provided for heritage listing of the Dromana Drive-In are all equally applicable to the Lunar Drive-In. Therefore, I see no reason as to why the application would be rejected. However, I am in need of assistance to ensure a timely submission of the application and I am sure the local Council's support would assist in the process.</p> <p>Alternatively, I am aware that places are able to be listed as local heritage, which is the responsibility of the local council to oversee. In addition to applying for the Lunar Drive-In to be listed on the Victorian heritage database, I would like the Council to consider listing the Lunar Drive-In as local heritage. I understand that places with heritage significance to a local area can be protected by a Heritage Overlay, which I believe should be done for the Lunar Drive-In. The reasons the Lunar Drive-In could satisfy the Victoria Heritage criteria are also reasons for satisfying the local heritage criteria.</p> <p>Additionally, I would like to provide the social media post that the Lunar Drive-In made recently announcing their closure as further support of the need to act. This can be found here: https://www.facebook.com/photo/?fbid=637023651791674&set=a.556216816539025 and include comments from members of the community such as "It's so sad there is an official closing date now. This was how I manages to see movies with my kids. The cinema is way too expensive. We will miss this place" and "I am so sad and blessed that I've had the opportunity to experience the Lunar drive in for the last 40 years" and "This absolutely breaks my heart."</p>			

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

2.1.1 Petitions and Joint Letters (Cont.)

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
	<p>Have been taking my children here since they were little. Still in disbelief that you're closing down. Once again government greed takes over." It is abundantly clear that members of the Greater Dandenong City Council rely on the Lunar Drive-In as a social and family outing that is within their price range and will be devastated if it is closed. Also, as pointed out by other commenters, it is one of the few options available for many people with disabilities to go out and enjoy themselves in a public environment where they can be comfortable. In my personal experience, I am on the autism spectrum and do not feel comfortable going to the cinemas but frequently go to the Lunar Drive-In as it is a much different environment. I have seen comments from other members of the community on the petition and on the Drive-In's facebook posts that are identical to my scenario.</p> <p>A further option for the Council would be to assist the current owner in exiting the contract for the sale of land and offering the current owner a land tax reduction or exemption so that operating the Drive-In is financially sustainable. In my view, this should have happened long ago, and should be essentially a simple fix to this issue. The local Council has the duty to represent the members of the local community, to listen to them, and to act in their best interests. I believe for the Council to satisfy this duty, it must act to ensure the Drive-In remains open and is protected for generations to come. There are several reasons for this, including the Drive-In's historical significance and the importance it evidently has to the community. The view of the local community in this situation is not ambiguous - every comment on any post, petition or article is expressing the same thing in essence - that we want the Lunar Drive-In to remain open and be protected for everyone to enjoy. With all of my research on this issue I have not come across any alternative view or wish from the community. The local community is asking its Council representatives to truly represent us and act on our behalf in keeping the Lunar Drive-In open.</p>			

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

2.1.1 Petitions and Joint Letters (Cont.)

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

2.2 STATUTORY PLANNING APPLICATIONS

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009)

File Id:	331275
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Assessed Plans/Documents Location of Objectors

Application Summary

Applicant:	The Band Booth Pty Ltd c/- On Tap Liquor Consulting
Proposal:	Use of the land as a Place of Assembly (Live Music Venue and Rehearsal Studio), a reduction to the car parking requirements, and alteration of access to a Transport Zone 2
Zone:	Industrial 1 Zone
Overlay:	Not applicable
Ward:	Dandenong

This application has been brought to a Council meeting as it has received five (5) objections.

The application proposes the use of the land as a Place of Assembly (Live Music Venue and Rehearsal Studio), a reduction to the car parking requirements, and alteration of access to a Transport Zone 2.

A previous permit, Planning Permit No. PLN06/0759 was issued for the subject site on 29 March 2007. The permit allowed for the use of the site for the purposes of a Place of Assembly (Rehearsal Studio) with a reduced car parking requirement under the Greater Dandenong Planning Scheme, in accordance with the endorsed plans. Pursuant to Condition 17.3, the permit will expire five (5) years from the date of the issue, and therefore the permit had expired on 29 March 2012.

Since the expiry of the permit, the use has continued to operate without planning permission. In October 2021, an application to amend planning permit PLN06/0759 was lodged with Council proposing the sale and consumption of liquor associated with the use. Through the application process, Council officers advised that the permit had expired and a new application for the use of the land must be lodged. As such, the applicant has lodged the subject application with a similar proposal to continue the use of the land. In this time, the use has not resulted in any formal complaints or compliance action.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

A permit is required pursuant to;

- Clause 33.01-1 (IN1Z) to use land for the purpose of a Place of Assembly;
- Clause 52.06-3 (Car Parking) to reduce the number of car parking spaces required under Clause 52.06-5; and
- Clause 52.29 (Land Adjacent to the Principal Road Network) to create or alter access to a road in a Transport Zone 2.

Objectors Summary

The original application was advertised to the surrounding area through the display of three (3) on-site notice and the mailing of notices to adjoining and surrounding owners and occupiers. Five (5) objections were received to the application. Issues raised generally relate to matters of:

- Patron behaviour and number of patrons;
- Car parking;
- Waste; and
- Consumption of liquor.

Since the application was advertised, the applicant formally amended proposal under pursuant to s57a of the *Planning and Environment Act 1987*. The amended proposal reduced the maximum number of patrons on site from 100 patrons to 26 patrons, and removed the proposed sale and consumption of liquor. The amended application was advertised and Council received submissions from three (3) of the original objectors. Additional issues raised relate to matters of:

- Live Music Venues.

These objections form supplementary submissions to the original objections.

Assessment Summary

The proposal has been assessed against the relevant provisions of the Greater Dandenong Planning Scheme, including the purpose and intent of the Industrial 1 Zone, the Planning Policy Framework, Local Planning Policy Framework and the particular provisions for live music venues and car parking.

The use of the land is considered to be appropriate in its location and will encourage a diversified economy by supporting creative industries and contribute to the local music scene.

This assessment recommends that the permit be amended subject to updated conditions restricting the proposed hours and patron numbers, together with the implementation of a Patron Management Plan. Subject to these conditions, Council officers find that the proposal would not result in any unacceptable adverse impacts to the safety and amenity of adjoining or surrounding land.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Recommendation Summary

As assessed, the proposal is consistent with and appropriately responds to the relevant provisions of the Greater Dandenong Planning Scheme. The proposal appropriately responds to strategic policy for live music and a diversified economy in the 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 be supported. Therefore, it is recommended Council supports this proposal and a Notice of Decision (which provides appeal rights to objectors) to grant a permit be issued containing the conditions as set out in the recommendation.

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.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Subject Site and Surrounds

Subject Site

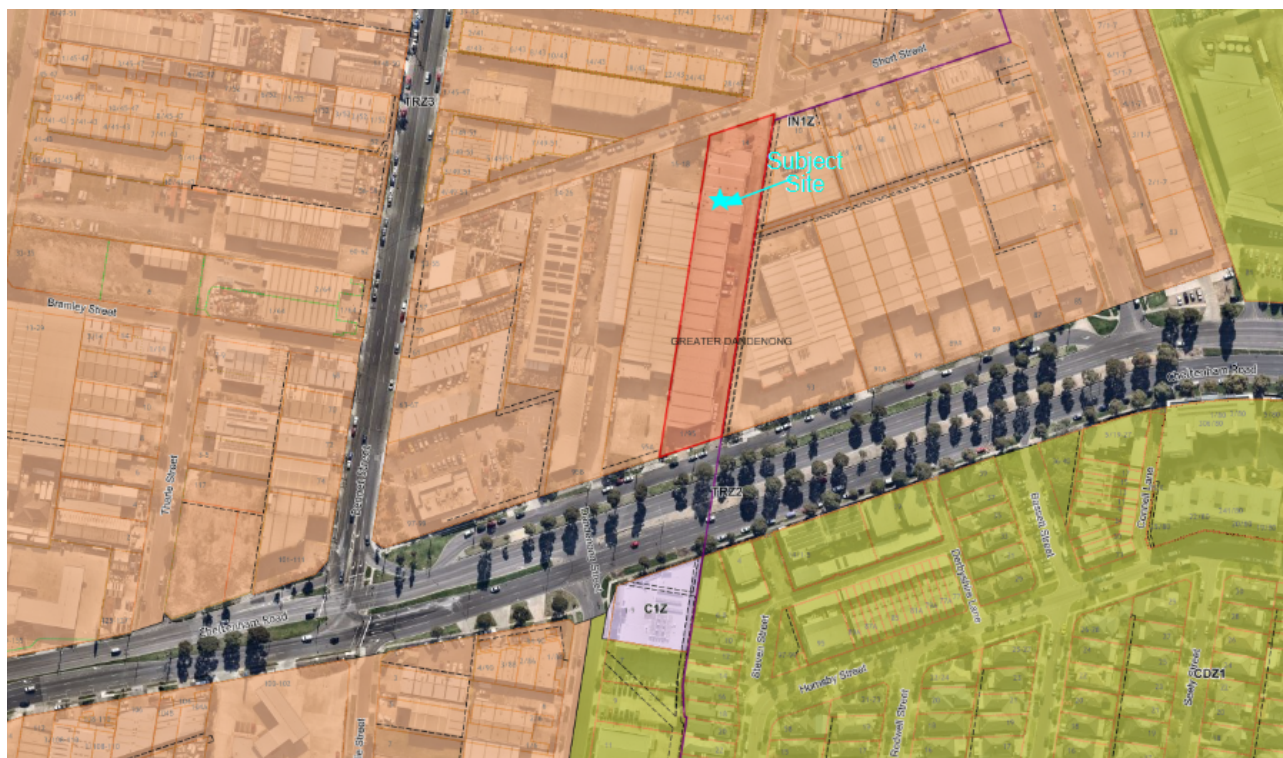
The subject site is located within an industrial building on the northern side of Cheltenham Road, approximately 160 metres east of the intersection with Bennet Street. The site forms part of eight (8) tenancies, used for motor repairs, warehousing and restricted retail within the larger site at 95 Cheltenham Road. Twenty-eight car parking spaces are provided on site, and of these spaces, three (3) spaces are allocated to Unit 7 and are located outside of the warehouse.

Access to the subject site is via Cheltenham Road to the south and Short Street to the north. The premise has a total site area of 363 square metres, and is situated towards the north of the site towards Short Street.

Surrounding Area

The surrounding area to the north, east and west is zoned and is predominantly utilised for light industrial manufacturing, warehousing and motor repairs. The land to the south across Cheltenham Road is the residential estate, Metro Village, and several offices and light industrial uses. In addition, the land to the east and south of the site form part of the Declared Area for the revitalisation of Central Dandenong.

Locality Plan



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Background

Previous Permits

A search of Council records revealed that Council has previously considered Planning Permit No. PLN06/0759 at the subject site.

This Planning Permit was issued on 29 March 2007 for the 'use of the site for the purposes of a Place of Assembly (Rehearsal Studio) with a reduced car parking requirement under the Greater Dandenong Planning Scheme, in accordance with the endorsed plans'.

The approved use comprised of:

- Live music recording and rehearsal;
- A maximum of 26 persons on site at any given time;
- One (1) staff member;
- Operating hours from 5.30pm to 12 midnight each day;
- Eight (8) rehearsal rooms; and
- Three (3) on site car parking spaces.

A reduction of five (5) car parking spaces was approved under the application.

The permit was restricted to five (5) years to enable a review to be carried out in consideration of the site's proximity to residential areas. Accordingly, Condition 17.3 of the permit refers to a permit expiry of five (5) years from the date of the issue of the permit, being 29 March 2012.

Since the expiry of the permit, the use has continued to operate without planning permission.

In October 2021, an application to amend planning permit PLN06/0759 via Section 72 of the *Planning and Environment Act 1987*, was lodged with Council. The application proposed the sale and consumption of liquor associated with the use. Through the application process, Council officers advised that the permit had expired and a new application for the use of the land must be lodged to continue the operations on site.

Since the permit was issued, the use has not resulted in any formal complaints or compliance action.

Subject Application

Proposal

The subject application proposes the use of the land as a Place of Assembly (Live Music Venue and Rehearsal Studio), a reduction to the car parking requirements, and alteration of access to a Transport Zone 2 (Cheltenham Road).

With regard to the previous permit aforementioned above, the applicant seeks to continue the use of the land for a rehearsal studio through the subject application. The proposal is similar however slightly modified to include live music performance.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

The operations of the proposed use include live music recording, rehearsal, and performance of music. The live performance of music will comprise of music launches associated with the rehearsal studio.

The use is proposed to operate:

- 10am to 12 midnight; and
- 7 days a week including public holidays.

A maximum of 26 patrons and six (6) staff are proposed on site at any given time.

Music rehearsals are proposed through a booking system in the following sessions:

- Early sessions are 6-hour bookings between 10am and 4:30pm; and
- Late sessions are 6-hour bookings between 5pm to 12 midnight.

Facilities include:

- Performance stage fitted with PA (Public Address) system, mixing wiring looms and lights;
- Six (6) soundproof rehearsal rooms individually fitted with PA speakers, multi-channel mixing consoles, microphones and microphones stands, air conditioning;
- Recording studio booth and control room;
- Kitchen area;
- Three (3) toilets, one of which fitted for disabled requirements;
- Three (3) allocated car parks;
- Two (2) secured door entrances and roller door;
- Security cameras and alarm system;
- Digital online booking system; and
- Office and storage rooms.

Acoustic measures in place for the facility include:

- All recording rooms insulated with sound proofing materials;
- All external doors fitted with automatic closures;
- Rollers doors remaining closed during performances;
- All speakers mounted on rubber fixed to the wall;
- Speaker management system limiting noise levels to 80 decibels;
- Internal noise meter to alarm at levels above 90 decibels; and
- Ceiling drapes to minimise sounds travelling beyond the roof area.

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

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Victorian Charter of Human Rights and Responsibilities

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

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

Financial Implications

No financial resources are impacted by this report.

Planning Scheme and Policy Frameworks

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

A permit is required pursuant to;

- Clause 33.01-1 (IN1Z) to use land for the purpose of a Place of Assembly;
- Clause 52.06-3 (Car Parking) to reduce the number of car parking spaces required under Clause 52.06-5; and
- Clause 52.29 (Land Adjacent to the Principal Road Network) to create or alter access to a road in a Transport Zone 2.

The relevant controls and policies are as follows:

Zoning Controls

The subject site is located in the Industrial 1 Zone, as is the surrounding land to the north, west and east. The adjoining land to the south is within a Transport Zone 2 (Cheltenham Road), and further south the land is zoned Commercial 1 Zone and Comprehensive Development Zone – Schedule 1.

The purpose of the Industrial 1 Zone outlined at Clause 33.01 is:

- *To implement the Municipal Planning Strategy and Planning Policy Framework.*
- *To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.*

Pursuant to Clause 33.01-1, a permit is required to use the land for a Place of Assembly.

Overlay Controls

No overlays affect the subject site or surrounding area.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Planning Policy Framework

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

In order to achieve these objectives, there are a number of more specific objectives contained within the Planning Policy Framework at Clause 10 that need to be considered under this application.

Clause 11 Settlement

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

Clause 11.02-1S Supply of Urban Land

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

Clause 13.05-1S Noise abatement

Clause 13.05-1S seeks to assist the control of noise effects on sensitive land uses. The policy documents include Environment Protection Regulations under the Environment Protection Act 2017 and Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues (Publication 1826.2, Environment Protection Authority, March 2021).

Clause 13.07-3S Live Music

Clause 13.07-3S seeks to encourage, create and protect opportunities for the enjoyment of live music. This is facilitated through identifying areas where live music venues are encouraged or where there are high concentrations of licensed premises or clusters of live music venues. In addition, the policy seeks to implement measures to ensure live music venues can co-exist with nearby residential and other noise sensitive land uses.

Clause 17 Economic Development

Under this Clause, it notes that planning is to provide for a strong and innovative economy, where all sectors of the economy are critical to economic prosperity, and planning is to contribute to the economic well-being of communities and the State as a whole by supporting and fostering economic growth and development by providing land, facilitating decisions, and resolving land use conflicts so that each district may build on its strengths and achieve its economic potential.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Clause 17.01-1S Diversified Economy

Clause 17.01-1S seeks to strengthen and diversify the economy by way of facilitating growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professional and technical services based on the emerging and existing strengths of each region. In addition, the policy seeks to improve access to jobs closer to where people live and protect and strengthen existing planned employment areas.

Clause 17.02-1 Business

Clause 17.02-1 has the objective to encourage development which meet's the community's needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

Clause 17.03-1S Industrial Land Supply

Clause 17.03-1S seeks to ensure availability of land for industry, including preserving locally significant industrial land for industrial or employment generating uses, unless long-term demand for these uses can be demonstrably met elsewhere.

Clause 18 Transport

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

Local Planning Policy Framework

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

The MSS is contained within Clause 21 of the Scheme.

A **Vision for Greater Dandenong** is outlined at **Clause 21.03**. Included in the vision are the following points of relevance:

- A municipality where central Dandenong functions as the sustainable economic heart of the City for retail, commercial and residential development complemented by a number of activity, where a range of high quality, appropriate, well-designed affordable high to medium density housing exists in harmony with a thriving retail and commercial sector and where sustainable modes of transport are highly accessible resulting in significantly less journeys by car.

The objectives and strategies of the MSS are under four (4) main themes including: land use; built form; open space and natural environment; and infrastructure and transportation (considered individually under Clauses 21.04 to 21.07). Of particular relevance to this application is Clause 21.07 (Infrastructure and Transport).

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Clause 21.07 – Infrastructure and Transportation relates to matters of: physical, community and cultural infrastructure; public transport; walking and cycling; cars and parking; and transport services are covered.

Within this clause, the following objective and strategies are of relevance:

Clause 21.07-1 Physical, community and cultural infrastructure

5. To provide for a range of community facilities and services appropriate to the needs of the diverse community of Greater Dandenong.

5.1 Encourage the type of community facilities, which respect the locality's population profile and residents' lifestyles.

5.2 Encourage the co-location of appropriate community facilities where possible with activity centres, community and transport nodes.

Clause 21.07-2 Public Transport

2. To integrate transport and land use.

2.1 Ensure residential, commercial and industrial development provides for safe and accessible pedestrian/bicycle movement to the public transport network.

Clause 21.07-4 Cars and Parking

1. To promote significant modal shift away from the car.

1.6 Reduce dependence on the use of motorised vehicles for transport by encouraging new development to locate in key transport corridors

Particular Provisions

Clause 52.06 – Car Parking

The purposes of this provision are:

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

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

The table to Clause 52.06-5 (Car parking – Number of car parking spaces required under Table 1) contains car parking ratios for different uses. The subject site is within the Principle Public Transport Network map area. Therefore, Column B of Clause 52.06-5 is applicable.

A Place of Assembly requires 0.3 car parking spaces to each patron permitted. There are 26 patrons proposed, thereby requiring 7 car spaces. Three (3) car parking spaces are provided on site, therefore a car parking reduction of four (4) car spaces is sought under this application.

Clause 52.29 – Land Adjacent to the Principal Road Network

The purpose of this provision are:

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

A permit is required to:

- alter access to roads in a Transport Zone 2 (Cheltenham Road)

The proposed use involves a minor increase in traffic volume to the surrounding road network.

An application to create or alter access to, among other things, must be referred to the Roads Corporation under Section 55 of the *Planning and Environment Act 1987*.

Clause 52.34 - Bicycle Facility

The purpose of this Clause is:

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

Clause 52.34-1 states that a new use must not commence or the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land.

Under Clause 52.34-2 states that a permit may be granted to vary, reduce or waive the requirements of Clause 52.34-3 and Clause 52.34-4. An application is exempt from the notice and decision requirements and appeal rights of some sections of the Act.

Under the table to Clause 52.34-3, a Place of Assembly requires 1 bicycle space to each 1500 square metres of net floor area and 2 plus 1 to each 1500 square metres of net floor area

As the area of the first floor is only 363 square metres, a bicycle space is not required.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Clause 53.06 – Live Music Entertainment Venues

The purposes of this provision are:

- *To recognise that live music is an important part of the State's culture and economy.*
- *To encourage the retention of existing and the development of new live music entertainment venues.*
- *To protect live music entertainment venues from the encroachment of noise sensitive residential uses.*
- *To ensure that noise sensitive residential uses are satisfactorily protected from unreasonable levels of live music and entertainment noise.*
- *To ensure that the primary responsibility for noise attenuation rests with the agent of change.*

This clause applies to an application required under any zone of this scheme to use land for, or to construct a building or construct or carry out works associated with a live music entertainment venue.

A live music entertainment venue is defined as (among other things) a rehearsal studio.

Pursuant to Clause 53.06-3, a live music entertainment venue must be designed, constructed and managed to minimise noise emissions from the premises.

The clause also requires a live music entertainment venue to provide acoustic attenuation measures that would protect a noise sensitive residential use within 50 metres of the venue. It is noted that there are no noise sensitive residential uses within 50 metres of the site. The nearest residential use is 180 metres to the south of the subject site.

General Provisions

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

Restrictive Covenants

There are no restrictive covenants registered on title.

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.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Community Safety

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

Safe Design Guidelines

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

Referrals

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

Referral Authority	Response
Head, Transport for Victoria	No objection, no conditions.

Internal

The application was internally referred to the following Council departments for their consideration (summarised):

Council Referrals	Response
Transport Planning	No objection, subject to amendments to patron numbers from 10am-5pm on weekdays and 10am-3pm on Saturdays. This will be further discussed below.

Advertising

The original application was advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by:

- Sending notices to the owners and occupiers of adjoining land.
- Placing three (3) signs on site.

The notification has been carried out correctly.

Council has received five (5) objections to application.

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

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Summary of Grounds of Submissions/Objections

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

- **Patron behaviour and number of patrons**

The applicant has submitted a Patron and Venue Management plan for endorsement to outline their commitments to prevent adverse impacts to adjoining properties. This includes procedures relating to management of disorderly behaviour, noise complaints, safety and security, waste management and staff training. Permit conditions can require implementation of the Patron Management Plan.

The number of patrons proposed at any given time is a maximum of 26 patrons. This was reduced as part of an amended application, which originally proposed a maximum of 100 patrons on site. In addition, the original application was amended to remove the sale and consumption of liquor on site. Therefore, liquor will not be served or consumed at the premises, which further lessens the risk of anti-social behaviour.

The dominant use of the land is proposed as a rehearsal studio which will operate through an appointment and booking system.

Patrons leaving the premises are not likely to pass through residential areas as the site is located within an industrial area on the northern side of Cheltenham Road. In addition, Dandenong train station and likely taxi and car pick up points would not require patrons to pass through residential areas.

Venues open after 11pm and premises with patron numbers exceeding 200 are often considered a greater risk to the surrounding area. However, in this instance, the applicant is proposing to operate from 10am to 12 midnight with a maximum of 26 patrons at any given time. Permit conditions can ensure the use does not operate beyond 12 midnight and that no more than the proposed 26 patrons are on site at any one time.

Furthermore, a search of Council's records confirm that Council have not received any complaints regarding this premise prior to the submission of this application. Anti-social behavior and disorderly conduct are a separate consideration to this current application and does not prevent the determination of this application.

- **Impact on car parking**

Pursuant to Clause 52.06-5 the following car parking rate is applicable:

<i>Use</i>	<i>Car parking rate</i>	<i>Car parking required</i>	<i>Car parking provided</i>
<i>Place of Assembly (Live Music Venue and Rehearsal Studio) (26 patrons)</i>	<i>0.3 spaces per patron</i>	<i>7</i>	<i>3</i>

The proposal seeks a car parking reduction of four (4) spaces pursuant to Clause 52.06-3.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Car parking will be accessed via crossovers from Short Street to the north and Cheltenham Road to the south.

The proposal does not seek to rely on allocated parking from other tenancies or common property car spaces, and would rely on street car parking along Cheltenham Road and Short street for any overflow car parking demand.

The application was referred to Councils Transport Planning Department with no objection to the application subject to permit conditions restricting patron numbers during business hours. This includes a maximum of 10 patrons between the hours of 10am to 5pm on weekdays and 10am to 3pm on Saturdays. Ten patrons require three (3) car spaces in accordance with the car parking rates in Clause 52.06-5. Therefore, during these periods, when other businesses in the surrounding area will be operating, the proposal complies with the car parking requirements, and does not seek a reduction during this time.

In addition, outside of the periods of peak parking demand, a maximum of 26 patrons will be on site at any given time. This equates to additional parking demand of four (4) spaces, which can be catered along Cheltenham Road and Short Street. Permit conditions will require a restriction on the number of patrons in accordance with the above.

Furthermore, a Parking Management Plan is recommended via permit condition to ensure parking is well managed and does not adversely impact on parking in the surrounding area.

Further consideration of this issue is discussed in the Assessment section below.

- **Live Music Venue**

The proposal is seeking to allow live music to be played in a small section of the premise.

The site is located approximately 180 metres from the nearest residential dwelling. This is well outside of the 50 metres where Clause 53.06 directs a specific need to consider the impact of music noise between a live music venue and a sensitive residential use.

The playing of live and amplified music is proposed to be an ancillary component of the rehearsal studio, which has a primary focus on recording and rehearsing music. It is considered that the playing of live music will further encourage and support the dominant use of the land as a rehearsal studio, that will allow musicians to perform their music to an audience.

As outlined in the Assessment below, it is considered that the proposal can provide for the appropriate management of noise impacts on amenity, ensure any impacts are not unreasonable and that Environment Protection Authority requirements are met.

- **Waste**

The application has provided areas for the disposal and storage of waste within the premise. Waste collection will be undertaken by private contractors. It is considered that the proposed development will be able to store and contain any proposed waste for all of the proposed uses within the building until collections are required.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

A Waste Management Plan has been submitted with the application and can be implemented via permit condition.

- **Liquor Consumption**

The application no longer proposes the sale and consumption of liquor as the proposal was amended to remove this component of the proposal. As such, liquor consumption is no longer a consideration of this application.

Assessment

Amended Proposal

The applicant has formally amended the plans under section 57a of the *Planning and Environment Act 1987*. The amended plans were in response to the original objections received to the application.

Key changes to the proposal since the application was lodged are as follows:

- Deletion of the sale and consumption of liquor component of the application; and
- Reduction in the maximum number of patrons permitted from 100 to 26 patrons.

The application is similar to the proposal under the previous permit PLN06/0759 with the exception of the live music performance component.

Use

Pursuant to Clause 33.01-1 a planning permit is required to use the land for a Place of Assembly (Live Music Venue and Rehearsal Studio).

The decision guidelines of Clause 33.01-1 state that before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate a number of matters as follows:

- If the proposal complies with the PPF, the MSS and local planning policies. The proposal would utilise an existing industrial site currently used for light industry, retail and motor repairs, located in close proximity to the Central Dandenong Activity Centre and good public transport. The proposal would encourage a diversified economy by supporting creative industries and local music scene within the municipality.
- The subject site is surrounded to the north, east and west by industrial and commercial uses and interfaces Cheltenham Road to the south. The majority of buildings to the west are currently utilised for motor repairs and restricted retail. The closest residential dwelling is located 180 metres to the south past Cheltenham Road. The application is supported through a Venue and Patron Management Plan which contains procedures to prevent adverse noise impacts to surrounding uses and management of patron behaviour. It is considered that the use proposed would not cause any undue material detriment to the residential dwellings through noise or traffic impacts. While noise protection measures are outlined in the application, an acoustic assessment will be required via permit condition to ensure noise is effectively managed in accordance with relevant requirements.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

- Subject to restrictions to patron numbers, the proposal seeks a minor reduction to the car parking requirements in Clause 52.06. Whilst the use will increase the number of people visiting the site, it is considered that the effect of traffic to be generated on roads can be absorbed into the surrounding road network. The application was referred to Head, Transport for Victoria, who had no objection to the proposal and no conditions. In addition, Council's Transport Department had no objection to the proposal subject to restrictions on patron numbers during certain times of the day.
- As the proposal is located within an existing lot within a long-established industrial area, services and connections to the subject site are already available. While the services may need to be improved by the relevant authority or by on-site provisions, they would be available for the proposed development. In addition, standard drainage conditions can be included as conditions of permit, if granted.

Overall, it is considered the proposed use will serve to rejuvenate the area and purposely serve as a venue to encourage creativity and contribute to the culture of the municipality and region. Whilst the use is located in an established industrial area, the proposal will not compromise on the zone noting that subject to conditions, the majority of patrons will be on site after business hours.

Car Parking

Car parking, loading and unloading and waste collection will be accessed via crossovers from Short Street to the north and Cheltenham Road to the south.

Pursuant to Clause 52.06-5 the following car parking rate is applicable:

<i>Use</i>	<i>Car parking rate</i>	<i>Car Parking Required</i>	<i>Car Parking provided</i>
<i>Place of Assembly (Live Music Venue and Rehearsal Studio)</i> <i>(26 patrons)</i>	<i>0.3 spaces per patron</i>	<i>7</i>	<i>3</i>

A car parking reduction of four (4) spaces is required for the use to reduce the on-site car parking requirement from the above provisions to the on-site car spaces currently provided.

The application was referred to Councils Transport Planning Department who recommend limiting patron numbers during business hours to resolve car parking concerns. The restriction is as follows:

- Weekday during 10am-5pm – 10 patrons
- Weekday 5pm onwards – 26 patrons
- Saturday 10am-3pm - 10 patrons
- Saturday 3pm onwards – 26 patrons
- Sunday – 26 patrons

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

The proposal will meet the car parking requirements associated with a Place of Assembly under Clause 52.06 during the restricted hours above. Ten patrons require three car spaces in accordance with the car parking rates in Clause 52.06-5. Therefore, on weekdays between 10am and 5pm and Saturdays between 10am and 3pm, when other businesses in the surrounding area will be operating, the proposal complies with the car parking requirements and does not seek a reduction during this time. Permit conditions will require a restriction on the number of patrons in accordance with the above recommendation.

The proposed reduction is considered appropriate as:

- Peak demand for on street parking occurs before 5pm on weekdays and before 3pm on Saturdays. Permit conditions will require a maximum of 10 patrons in these peak periods, which will only require three (3) car parking spaces (the site has three allocated spaces).
- Further to the above, permit conditions will facilitate the maximum attendance of patrons (26 patrons) to occur outside of the peak demand periods when adjoining industrial premises are generally closed, thereby making the on-street car parking available for overflow car parking.
- Rehearsal sessions are limited to two (2) sessions per day and are facilitated through appointment, thereby limiting the demand for parking spaces.
- The site is serviced by five (5) bus routes along Cheltenham Road, with the closest bus stop located 500m from the subject site.
- Dandenong train station and bus terminal is located 1.1km from the site, which services the Cranbourne and Pakenham Line.
- A Parking Management Plan is recommended via permit condition to ensure parking is well managed and does not adversely impact on parking in the surrounding area.

Overall, as the number of patrons permitted will not exceed 26 at any given time, it is reasonable to conclude that the car parking spaces on the site would ensure that the proposal will not result in any material detriment to the adjoining sites with respect to car parking.

It is considered that the nature of the proposed use would not create significant external amenity impacts with regard to vehicle movements or car parking. The intensity of car parking and vehicle movements on and within the immediate industrial area is expected to be less after normal working hours, when the maximum number of patrons are permitted to be in attendance.

Land Adjacent to a Road in a Transport Zone

The alteration of access of land adjacent to a road in a Transport Zone 2 (Cheltenham Road) have been referred to Head, Transport for Victoria at the Department of Transport, as a determining referral authority under Section 55 of the *Planning and Environment Act 1987*.

The Department of Transport have provided a response stating that they do not object to the proposal, and do not require any permit conditions. It is therefore considered that the proposed use and access is appropriate and will not negatively impact on the operation of the road and on public safety, and as such the proposal meets the purpose of Clause 52.29.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Conclusion

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

Overall, it is considered that the proposal is appropriate having regard to the consistency with the Planning Policy Framework, and strategic benefit to the municipality by way of a contribution to a diversified economy and support to the local music scene.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Recommendation

That Council resolves to issue a Notice of Decision to grant a planning permit in respect of the land known and described as 7/95 Cheltenham Road, Dandenong, for the purpose of Use of the land as a Place of Assembly (Live Music Venue and Rehearsal Studio), a reduction to the car parking requirements, and alteration of access to a Transport Zone 2, accordance with the plans submitted with the application subject to the following conditions:

- 1. Within two (2) months of the date of this permit, an amended Venue and Patron Management Plan (VPMP) must be submitted to the Responsible Authority for approval. The VPMP must be in accordance with the plans submitted with the application, but modified to show:**
 - 1.1 Trading hours in accordance with Condition 7;**
 - 1.2 Deletion of references to the licensed premises;**
 - 1.3 Location of the signage to be used to encourage responsible off-site patron behaviour;**
 - 1.4 Any changes required by the Acoustic Assessment under Condition 3; and**
 - 1.5 Any changes required by the Parking Management Plan under Condition 2.**

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

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

Except with the prior written consent of the Responsible Authority, the Venue and Patron Management Plan must not be modified.

- 2. Prior to the endorsement of plans pursuant to Condition 1, a Parking Management Plan must be submitted to and approved by the Responsible Authority. The Plan must be generally in accordance with the submitted application plans and must:**

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

- 2.1 Identify any allocations of parking space within the car park to any particular parties/groups;**
- 2.2 Identify safe pedestrian links between car parking areas and building entrances;**
- 2.3 Measures to ensure spaces are used for their intended purpose. (i.e. signage and or line marking).**
- 2.4 Identify all access ways and loading bays on the application plans, to ensure sufficient space is maintained for safe access to parking.**

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

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

- 3. Prior to the endorsement of plans pursuant to Condition 1, an acoustic report prepared by a suitably qualified acoustic engineer must be submitted to the Responsible Authority for approval. When approved, the report will be endorsed and will then form part of the permit. The report must:**

- 3.1 Identify all potential noise sources associated with the subject premises that will impact on adjoining or surrounding noise sensitive premises, having regard to the maximum operating conditions;**
- 3.2 Identify all potential noise sources associated with nearby industrial / commercial/ public transport premises that will impact on the subject premises, having regard to the maximum operating conditions of those premises;**
- 3.3 Provide details of all noise control measures to be incorporated into the development required to achieve compliance with relevant Environment Protection Regulations 2021.**

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Once approved, the site must be constructed and used in accordance with the recommendations of the endorsed acoustic report to the satisfaction of the Responsible Authority.

- 4. Except with the prior written consent of the Responsible Authority, the layout of the use shown on the endorsed plans must not be altered.**
- 5. Once the use is commenced, the land may only be used for the permitted use and the use must be conducted to the satisfaction of the Responsible Authority.**
- 6. Unless with the written consent of the Responsible Authority, the use of land must only operate:**
 - 6.1 10am to 12 midnight, each day.**
- 7. The maximum number of patrons on the site at any one (1) time must not exceed the following:**
 - 7.1 Ten (10) patrons between 10am and 5pm, Monday to Friday;**
 - 7.2 Twenty six (26) patrons between 5pm and 12 midnight, Monday to Friday;**
 - 7.3 Ten (10) patrons between 10am and 3pm, Saturday;**
 - 7.4 Twenty six (26) patrons between 3pm and 12 midnight, Saturday; and**
 - 7.5 Twenty six (26) patrons between 10am and 12 midnight, Sunday.**

The responsible authority may consent in writing to vary these requirements.

- 8. Except with the prior written consent of the Responsible Authority, the approved use and any associated activity must only be undertaken within the confines of the building as shown on the endorsed plans.**
- 9. The amenity of the area must not be detrimentally affected by the use hereby approved, though the:**

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

- 9.1 Transport of materials, good or commodities to or from the land;**
- 9.2 Appearance of any building, works or materials;**
- 9.3 Emissions of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;**
- 9.4 Presence of vermin; or**
- 9.5 Adverse behaviour of patrons to or from the premises.**
- 10. The operator or security staff of the premises must take reasonable steps to ensure that patrons leaving the premises act in an orderly manner and to the extent reasonably practicable must discourage patrons from loitering within the vicinity of surrounding residences.**
- 11. The permit holder must ensure adequate security and surveillance staff are provided so as to control the behaviour of patrons.**
- 12. Noise levels emanating from the land must not exceed the permissible noise levels stipulated in the Environment Protection Regulations under the Environment Protection Act 2017 and the Incorporated Noise Protocol (Publication 1826.4, Environment Protection Authority, May 2021) as may be amended from time to time to the satisfaction of the Responsible Authority.**
- 13. Amplified music (including background music) is not permitted to be played other than through a sound system calibrated to ensure compliance with the permissible noise levels stipulated in the Environment Protection Regulations under the Environment Protection Act 2017 and the Incorporated Noise Protocol (Publication 1826.4, Environment Protection Authority, May 2021), with details submitted demonstrating how compliance will be achieved to the satisfaction of the Responsible Authority.**
- 14. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.**
- 15. The site shall be kept in a neat and tidy condition at all times, all to the satisfaction of the Responsible Authority.**

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

- 16. All rubbish from the premises must be immediately collected and disposed of in an appropriate receptacle to the satisfaction of the Responsible Authority.**
- 17. Bins or other receptacles for any form of rubbish or refuse may not be placed or allowed to remain in the view of the public, and no adverse odour shall be emitted from any such receptacle.**
- 18. The provisions, recommendations and requirements of the endorsed Waste Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority.**
- 19. The operator under this permit must make all reasonable attempts to ensure that no vehicle under the operator's control, or the operator's staff, are parked in the streets nearby.**
- 20. The car parking provided on the land must always be made available for use by persons employed on or visiting the subject premises to the satisfaction of the responsible authority, and no measures restricting access by such persons to the car park may be taken without the prior permission of the responsible authority.**
- 21. Car spaces, access lanes, loading bays and driveways must be maintained (including line marking) and kept available for these purposes at all times.**
- 22. The car parking area must be lit if in use during the hours of darkness and all lights must be designed and fitted with suitable baffles. The lighting must be positioned to prevent any adverse effect on adjoining land and must not be considered excessive for the area, all to the satisfaction of the Responsible Authority.**
- 23. The loading and unloading of goods from vehicles must only be carried out on the land and must not disrupt the circulation and parking of vehicles on the land.**
- 24. This permit will expire if:-**
 - 24.1 The use does not start within two (2) years of the date of this permit, or**
 - 24.2 The use is discontinued for a period of two (2) years.**

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six (6) months afterwards.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

NOTES

- **Except where no permit is required under the provisions of the Planning Scheme, no sign, flashing or intermittent lights, bunting or advertising device may be erected or displayed on the land without the permission of the Responsible Authority.**

Prior to the erection of any advertising signs on the land, consultation should be made with officers of the Town Planning Department to determine the relevant Planning Scheme Controls.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 7/95 CHELTENHAM ROAD,
DANDENONG (PLANNING APPLICATION NO. PLN22/0009)**

ATTACHMENT 1

ASSESSED PLANS

PAGES 35 (including cover)

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

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

On Tap Liquor Consulting | Licensing Made Easy | www.ontapliquor.com.au

Patron and Venue Management Plan

The Band Booth

Factory 7/95 Cheltenham Rd,
Dandenong, 3175



On Tap Liquor Consulting | PO Box 7 Ballan 3342

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

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2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

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The Band Booth

MISSION STATEMENT

The Band Booth is a profit driven business that derives its capital from the service the music industry in the form of recording studios and rehearsal studios. Management realise that with the current community attitudes harm minimisation procedures, and have acted accordingly in the instigation of the plan and with the improved training of our staff.

MANAGEMENT PLAN

DISCLAIMER

This management plan here in after referred to, as the plan, has been formulated by On Tap Liquor Consulting as a guide. It shall not be construed to be admissible as evidence and in no way makes the licensee, his/her representatives, employees, contractors or connected persons in any way liable for any breach of its contents. The plan is simply a guideline for the management of the licensed premises known as The Band Booth.

THE BUSINESS SUMMARY

THE OPERATOR

M.E ALVAREZ & R.E LESLIE trading as The Band Booth
Factory 7/95 Cheltenham Rd,
Dandenong, 3175

TRADING HOURS

The venues operating hours are as follows:

- Monday to Sunday – 10am until 12 midnight

IN-HOUSE TRAINING

Management assures that each employee, before commencing employment within the premises, shall undergo training. This training shall comprise of, and is not limited to, the following.

TRAINING SUBJECTS

1. Customer service.
2. First aid availability.
3. Emergency evacuation procedures.
4. Location and type of fire extinguishing apparatus on site.
5. Identification of what is disorderly behaviour.
6. Minimum dress code for premises.

This premise has implemented an In-house documented training plan that ensures that staff are given uniform instructions on the above matters and are fully aware that they are accountable for their actions.



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MANAGEMENT OF EXTERNAL AREAS

There are not any external areas of the premises that are used as part of business operation.

DISORDERLY BEHAVIOR

Management reserves the right to adopt the following policy on disorderly or fighting patrons.

Offenders will be given one warning in the case of disorderly behaviour, if this is ignored they will be ejected from the premises. Extreme disorderly behaviour shall attract automatic ejection without warning.

This policy can in no way be waived and is not up to the discretion of the individual staff member. The approved manager shall have the final say on the ban being lifted, however this is an unlikely event.

PROCEDURES FOR RESPONSE TO COMPLAINTS FROM PATRONS OR NEIGHBOURS

NOISE COMPLAINTS

In all circumstances the Approved Manager is to handle all complaints no matter how trivial.

All complaints must be entered in the incident/complaint report book which is contained within the venue folder.

OTHER COMPLAINTS

Complainants are to be directed to the managing director. The complainant is then to be allowed to voice their grievances and then we will respond. If the request is reasonable and a trivial matter, it may be dealt with by the approved manager. However if the matter concerns the operational viability or is of a serious matter it should be recorded in writing and passed on to the Licensee.

The complainant should be advised that the licensee will respond to the complaint by way of writing within 14 days. The complainant should also be advised that if this is not satisfactory or the response is not going to alleviate the complaint the complainant should lodge a complaint with the Authorities or the local police. Both addresses shall be made available on request.

COMPLAINTS MANAGEMENT PROCEDURE

The following 'Complaints Management Procedure' will be implemented at the venue:

Complaints from neighbours, members of the general public or patrons:

1. Noise Complaints
 - a. In the event a noise complaint is received from a neighbour (business or residential), a member of the general public or a patron of the venue relating to noise issues, the Manager on duty at the time the complaint is made is to handle the matter.
 - b. The complaint is to be handled appropriately and professionally regardless of its nature (i.e. trivial complaints).
 - c. If considered appropriate to do so, adequate steps are to be taken immediately to reduce noise associated with the premises.



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- d. Any complaint received in relation to noise is to be entered into the 'Incident Register immediately upon receipt noting the complaint, the issues raised and the actions taken as a result of the complaint.
2. Other Complaints
- a. In the event a general complaint is received from a neighbour (business or residential), a member of the general public or a patron of the venue relating to the general operation of the venue, the Manager on duty at the time the complaint is made is to initially handle the matter.
 - b. The complainant is to be given ample opportunity to voice his/her concerns and/or demands.
 - c. If the complaint and expected outcome is reasonable and/or trivial, the Manager can deal with the matter appropriately noting all issues raised, actions taken and the end result of the matter within the 'Incident Register' prior to advising the club committee.
 - d. If however, the matter is of a serious nature or is relevant to the viability of the operation of the venue, details of the complainant need to be obtained and the matter handed over to the club committee.
 - i. If this is the case then the complainant should be advised that the licensee will respond to the complaint by way of writing within 14 days.
 - ii. The complainant should also be advised that if this is not satisfactory or the response is not going to alleviate the complaint the complainant should lodge a complaint with the Authorities or the local police. Both addresses shall be made available on request.

All staff and volunteers employed within the premises will be advised of the above complaints management policy and given a detailed description of its contents.

ACCOMMODATION NOTICE

These premises are licensed to hold strict numbers as below;

Overall Capacity: 26 patrons

These numbers are not to be exceeded at any stage.

DISPUTE RESOLUTION

In the event of any dispute arising (with regards to but not limited to dismissal, work conditions, discrimination & harassment etc.) that is unable to be resolved between the parties the following procedures should be considered:

1. In the first instance the employee shall endeavour to resolve the dispute with their immediate supervisor.
2. If the dispute is not resolved, the issue is to be referred {by the employee} to the company director (within 7 days) for an appointment.
3. If these further discussions do not result in a settlement and the situation is still left unresolved then either party may refer the matter for mediation with the relevant state authorities.



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2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

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Noise and Associated Amenity Impacts of the Proposal

There are several key areas of consideration in relation to the potential of negative impacts on the amenity of the area surrounding the location discussed within this report:

1. Music Noise
2. Patron Noise (Internal)
3. Patron Noise (External)
4. Access points to and from the venue
5. Refuse noise

Review of the Impacts of potential noise sources on the surrounding area:

Music Noise:

- a. Music is provided at the venue via amplified speakers positioned within the venue. Music will be linked to a noise limiter.
- b. It is the intention of the applicant to provide live or recorded amplified music other than background music.
- c. It is the intention of the applicant to maintain the current stereo or sound equipment.

With the above in mind, it is the opinion of the author that music noise associated with the applicant's proposal will have minimal to no negative impact on the amenity of the surrounding area.

Noise attenuation measures

Music limiters or other forms of noise attenuation methods will be utilised in order to reduce the potential impact of noise, both patrons and music, from the venue.

Music Limiter

The frequency and noise levels provided by live or amplified music will have noise limits set through constant operation of a sound level limiter, which records and controls the noise level emissions from a connected sound system, based on noise levels that it measures in the room that the sound system is serving.

- The limiter ensures that noise level do not exceed the pre-set and determined settings and will cut the system off.
- Any live or amplified music generated shall, at all times, comply with the standards set out in the State Environment Protection Policy N-2 (Control of Music Noise from Public Premises).
- Management, staff and security will ensure that all music entertainment shall be confined to within the premises.



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2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

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- No form of sound system shall be used to amplify music outside the premises.
- External doors are to remain closed, except when being used to enter or exit the building, after 10:00pm and all windows are to remain closed when music is amplified music is being performed.
- Management also undertake to display visual signage requesting patrons to respect the neighbours of the venue. A sign reading;

*WHEN OUTSIDE PLEASE BE MINDFUL OF OUR NEIGHBOURS AND KEEP
NOISE TO A MINIMUM.*

This sign will be displayed at external exit points and visible from a distance of 3 metres.

- When Engaged, Crowd Controllers, management and staff will monitor patron behaviour when entering and exiting the venue to ensure the amenity of neighbours is respected and protected.

Patron Noise (Internal)

- a. The proposed venue will be operated as a place of assembly with a capacity of 26 patrons.
- b. Other licensed venues similar to this venue operate with maximum capacities far in excess of the subject venue.
- c. As evident from the maximum patron capacities noted, the venue is a dedicated live music venue that caters to the music industry with rehearsals and recording being offered. Seating is provided in the venue for live performances.
- d. Senior staff at On Tap Liquor Consulting are former Compliance Inspectors with the Victorian Commission for Gambling and Liquor Regulation and have extensive experience with compliance activity relating to similar sized venues. It is the business opinion that a venue of similar size will have no negative impact on the amenity of the surrounding area as a result of external patron noise.

With the above in mind, it is the opinion of the author that internal patron noise associated with the applicant's proposal will have minimal to no negative impact on the amenity of the surrounding area.

Patron Noise (External)

The operators of the venue will not utilise any external areas.

The proposal provides for seating for up to 26 patrons inside.

- a. The operators of the venue will not allow queuing of patrons adjacent to the venue, instead advising patrons that no space is available when the venue is at capacity.

Noise associated with access points to and from the venue

- a. Entry/egress to and from the premises for members of the public and patrons of the venue is accessible via the driveway access off Cheltenham Rd.
- b. The front of the property is located in an Industrial zone and has been in position since 2007.



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2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

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With the above in mind, it is the opinion of the author that noise associated with access to and egress from the venue under the applicant's proposal will have minimal to no negative impact on the amenity of the surrounding area.

Refuse Noise

All bottles, rubbish and refuse generated by the use are stored within the premises and transferred to the waste storage area.

Bottles will be stored inside the premises before being transferred to the waste collection point. There will be no transfer of bottles to bins in large quantities between 7pm and 7am.

Waste collection will be managed by a private contractor during daylight hours only.

DISPLAY OF PATRON MANAGEMENT PLAN

This plan will be retained within the Compliance Folder associated with the venue and will be made available to any person requesting to see a copy.

SAFETY AND SECURITY

The safety and security of both staff and customers will be discussed with each staff member upon induction. Issues of note will also be discussed at regular staff meetings.

It is of paramount importance that staff have a safe working environment within the venue, and customers have a risk-free experience. As such, the venue manager, or other responsible person, will undertake a monthly check of the premises covering the general safety of the area including, but not limited to;

1. Floors (tripping hazards, broken tiles etc.).
2. Shelving, displays, racking and other furniture and fixtures.
3. Alarms and other safety equipment.
4. Stock loads and other manual handling procedures.

All staff are required to report any safety and/or security issues noted during their shift via the 'incident register' located in the compliance folder.

Staff will also be advised of the existing policies in place surrounding;

1. Opening and closing and shift change over procedures.
2. Cash handling (cashing up, change top ups etc.).
3. Accepting deliveries
4. Shoplifting
5. Any other relevant procedures

Any updates to these policies will be voiced during regular staff meetings.



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2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

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Crowd Controllers (When / if engaged)

Crowd controllers will be engaged on an as needed basis or as determined by management. All crowd controllers reporting for duty at the venue must have read and adhered to this Management Plan and any other relevant documents associated with the running of the venue.

Security have the following duties:

- To monitor the
 - exterior of the premises,
 - patrons that are arriving or in any queue which may be established to aid orderly entry,
 - patrons upon departure from the venue,
 - patron numbers, and
 - the behaviour of patrons within the premises.
- Crowd Controllers will be licensed in accordance with the Private Security Act 2004 and must adhere to the following conditions in line with business and legislative requirements, if a crowd controller is found to not be able to adhere to these conditions they will be relieved of duty;
 - Crowd Controllers will be required to be appropriately dressed to the standards of the venue in neat attire;
 - in possession of their Crowd Controllers Licence;
 - have signed the Crowd Controllers Register at the start and completion of their shift;
 - All Crowd controllers will be required to present their current Crowd Controller's Licence to the manager prior to commencing duty at each shift;
 - Victorian Legislation states that crowd controllers are to be the holders of valid and accredited RSA Certification when working on licensed premises; and
 - All crowd controllers engaged at the venue MUST wear a number in line with the legislative requirements.
- The Crowd Controllers Register will be kept in the manager's office and provided on request for completion.
- Crowd Controllers have the responsibility to ensure patron numbers are not exceeded and will keep count of numbers using a counter.
- Crowd controllers will be vigilant at the front entrance to monitor patrons seeking admission for early signs of intoxication, drugs or detection of minors. If there is "reasonable grounds" to believe that a patron is affected by liquor, drugs or underage, the patron is not to be admitted and the matter recorded in the venue incident register to show continued compliance.
 - All patron removals will be undertaken with minimal force.
 - Detailed in the Controller's Register and venue incident register as soon as possible



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2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

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- In the event of a forceful patron removal an Incident Report is to be prepared and security footage downloaded (if available) and filed for later use if required.
- Any removals should, where possible, avoid the use of force, and if required Victoria Police is to be contacted.

Crowd Controller engaged at the external doors that allow entry to the venue will assist in discouraging patrons and others from loitering near the entry/exit to the venue.

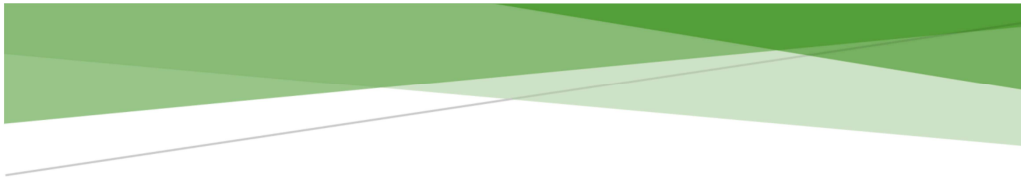
POLICY REVIEW

This policy will be reviewed on a 12 monthly basis or as required by the responsible authority.



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2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



WASTE MANAGEMENT PLAN

Factory 7/95 Cheltenham Rd, Dandenong, 3175

Waste Management Plan

Our reference: 13160423
On Tap Liquor Pty Ltd
PO Box 7
Ballan, Vic, 3342
(03) 5368 1881

Disclaimer:

On Tap Liquor Consulting have taken all professional care to ensure that this report is current at the time of writing. On Tap Liquor Consulting, their representatives, employees, contractors or connected persons are in no way liable for any errors within, or for any loss or damage resulting from reliance placed upon this reports contents.

On Tap Liquor Consulting
enquiries@ontapliquor.com.au

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Waste Management Plan
...

Waste Management Plan

Factory 7/95 Cheltenham Rd, Dandenong, 3175

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2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Waste Management Plan

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Introduction

Executive Summary

This document provides a detailed written waste management plans for the place of assembly (live music and rehearsal) at Factory 7/95 Cheltenham Rd, Dandenong, 3175.

The plan provides for the following:

- The venue proprietor is responsible for appropriate waste management at the premises, and for developing and implementing adequate safe operating procedures associated with on-site waste management.
- Waste is to be stored within the bounds of the subject site, hidden from view of the street.
- The venue proprietor will ensure that waste is sorted on site appropriately and that waste is disposed of within the appropriate collection bins.
- Waste is to be collected on grounds outside the roller doors
- The waste collectors are responsible for transferring bins between the subject property and the collection trucks.
- A private contractor may be employed to provide for appropriate and adequate waste collection services.

Project Outline:

Site:

Address:	Factory 7/95 Cheltenham Rd, Dandenong, 3175
Planning Permit	TBC
Property Size:	4714m ² (approx.) Leasable patron floor space 377sqm (Approx.)
LGA:	City of Greater Dandenong
Permitted Use:	Use of the land as a Place of Assembly (Live Music Venue and Rehearsal Studio), the sale of on premise liquor and a reduction to the car parking requirements.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Waste Management Plan

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Subject Site

The address of the venue is 7/95 Cheltenham Rd, Dandenong, which is on the northern side of the street and situated in a small complex of a commercial industrial area. The area contains a range of uses, with retail, and service being the predominant uses. The venue is part of a group of commercially operated venues within the area.

Waste Management

Collection Services

Municipal waste collection services are insufficient for the development as these are limited to a pair of weekly wheelie bins. Therefore, a private waste collection contractor, JJ Richards & Sons Pty Ltd, have been engaged to collect all waste from the site.

Regardless of this requirement, the ratable tenement is none the less liable for municipal charges irrespective of the level of collection services provided by Council.

General

The following is a list of the different categories of waste materials that are expected to be generated as a result of the proposal:

1. Recyclable Material (Co-Mingled); and
2. General Waste Material.

The proprietors aim is to recycle as many types of waste materials as possible. General waste must be bagged and tied while co-mingled waste must be deposited directly in the appropriate bins. The venue manager, or similar person (whose responsibility includes waste management), will be required to maintain the bin storage area in an appropriate manner.

All bins will be stored within the property boundaries on the northern side of the property. Each bin will be appropriately labelled in order to avoid waste cross contamination. The following image provides an indication of the waste storage location:



City of Greater Dandenong can assist in providing signage, it can be located on Sustainability Victoria's website: www.sustainability.vic.gov.au and signage may also be provided by the private waste contractor.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



Waste Generation

Waste Estimate Calculation

Waste generation rates (L/day) have been calculated at Licensed Club rates due to the fact that food is not produced on site.

Outlet type	Garbage	Recycling
Licensed Club	50L/100 m ² floor area/day	50L/100 m ² floor area/day

Waste volume calculation

Tenancy size	Garbage	Recycling
377 m ² – Unit 7/97	$188.5/100 \times 50L = 94.25 \text{ L/day}$	$188.5/100 \times 50L = 94.25 \text{ L/day}$
Total daily waste	94.25 L/day	94.25 L/day
Total weekly waste	659.75 L/week (7 days)	659.75 L/week (7 days)

Note: Only fill in rows required

Weekly waste = total L/day by number of operational days per week

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Waste Management Plan

• • •

Collection frequency, number and size of bins:

Recycling			
Collections per week	Bin size	No. Bins	Weekly Volume
1	240L	3	720L
		TOTAL	720L
Garbage			
Collections per week	Bin size	No. Bins	Weekly Volume
1	240L	3	720L
		Total	720L

Recyclable Material (Co-Mingled)

The estimated recyclable material (co-mingled) generation for the premises will not exceed 720 litres per week. Numbers of bins required:

- 3 x 240litre Co-Mingled recycle bin (Yellow Lid):



General Waste Material

The estimated general waste generation for the premises will not exceed 720 litres per week. Numbers of bins required:

- 3 x 240litre organic waste bin (Red Lid):

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



Waste Minimization

The venue is dedicated to maintaining guidelines to control the amount of waste produced by the venue. The proprietor will be responsible for communication between management, subcontractors and employees regarding minimisation requirements during internal meetings. Housekeeping activities will ensure minimisation of waste and maximize the amount of recycling. All staff will be kept updated with in house housekeeping and waste management programs.

Waste Removal

Users (venue staff) will transfer waste from internal bins to the external bins located within the waste storage area. Staff will ensure the orderly filling of bins to avoid a higher number of partially filled receptacles, rotating the bins so that users are able to reach them. At no time will bins or receptacles be overloaded.

The waste collection point for the venue will be on outside the roller doors of the venue onsite of the premises. The rear lift system will allow for fast and effective waste collection, minimising disruption to the surrounding area.

Rear lift vehicles are nominally 8 metres long, 2.5m wide and 3.4m high.

All collection associated with waste is undertaken during ordinary business hours between 9am and 7pm. All collection services are carried out in a manner which does not detrimentally affect the amenity of the surrounding area. For improved safety, waste collections and bin transfers shall be carried-out during off-peak traffic periods.

Odor, Vermin and Bin Cleaning Management

Professional bin washing contractors will be engaged on a regular, as needed basis. Maintaining this standard will be the responsibility of the venue manager, cleaners and/or contractors associated with the premises.

Waste/bin storage areas will provide for:

- Appropriate ventilation in accordance with the relevant Australian Standard (AS1668).
- Tight-fitting bin lids (all other openings shall have vermin-proof mesh or similar).
- Impervious surfaces (also, smooth, slip-resistant and appropriately drained).

Noise Minimisation

The following strategies will be employed to ensure noise associated with waste management is kept to a minimum:

- Collection bins will be fitted with rubber wheels for reduced noise during collection.

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

Waste Management Plan

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- Waste areas shall meet BCA and AS2107 acoustic requirements.
- Waste collection will not occur between:
 - 8pm Sunday and 7am the following Monday;
 - 8pm on any day between Monday and Friday and 7am on the following day; or
 - 8pm Saturday and 9am the following Sunday.
- Emptying of bottles into external bins will not occur between 8pm and 9am on any day.

Waste Management Plan Revisions

For any future Council request, changes in planning requirements, change of use (or the needs of the existing use), change of waste patterns (waste composition, volume or distribution), or to address unforeseen operational issues, the venue proprietor will be responsible for preparing, coordinating and implementing any necessary Waste Management Plan revisions, including (if required):

- A waste audit and new waste strategy.
- Revision of the waste system (bin size/quantity/streams/collection frequency).
- Re-education of users/staff.
- Revision of the services provided by the waste collector(s).
- Any necessary statutory approval(s).

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



901/5 Jersey Road
Artarmon NSW 2064
1300 651 258
info@fernway.net.au
www.fernway.net.au
ABN 38 475 511 899

January 2023

To whom it concerns,

**Parking Assessment for the Proposed Place of Assembly at 7/95
Cheltenham Road, Dandenong VIC 3175**

Fernway Engineering has been engaged by The Band Booth Creative to provide a parking assessment for the proposed place of assembly (rehearsal studio & live music venue) development at Unit 7, 95 Cheltenham Road in Dandenong ('subject unit'). This technical note outlines the key considerations in relation to the parking dispensation sought for the subject proposal.

Existing Conditions

The subject site is rectangular in shape with the subject unit, Factory 7, situated towards the north end. The subject site has vehicular access to both Cheltenham Road Service Road (to the south) and Short Street (to the north).

The site and the land within the immediate vicinity are zoned Industrial 1. Existing uses within the site vicinity are of light industrial nature.

Figure 1 illustrates the location of the site in aerial view.

Figure 2 illustrates the land-use zoning map for the site and the locality.



ABN 38 475 511 899
901/5 Jersey Rd, Artarmon NSW 2064

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www.fernway.net.au

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



Figure 1: Location of the Subject Site

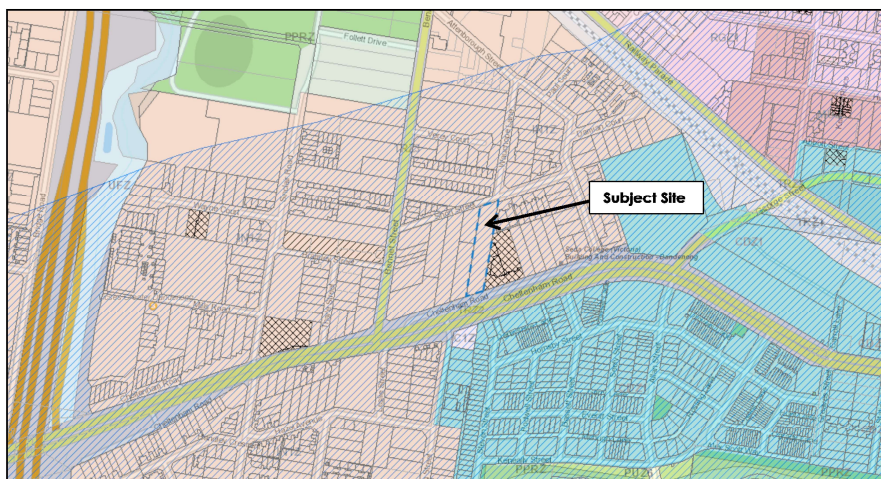


Figure 2: Land Use Zoning within the Site Locality



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



Background of the Proposal

The subject unit is a currently operating business that has been in place since 2007 and was previously assessed under PLN06/0759, now expired. This application therefore proposes to continue the use of the premises as a place of assembly.

Under this application, the hours of operation of the Band Booth are between 10:00am and Midnight, 7 days a week (including public holidays) and all bookings are divided into the following:

- Daytime Sessions are 6-Hour bookings between 10:00am and 6:00pm
- Evening Sessions are 6-Hour Bookings between 6:00pm to Midnight.

At any one time, the subject unit will accommodate a maximum of 26 patrons.

The subject unit has 3 allocated on-site car spaces within the on-site car park of the building, as shown in **Figure 3**.

The proposal does not seek to rely on allocated parking for other tenancies or common property car spaces.



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

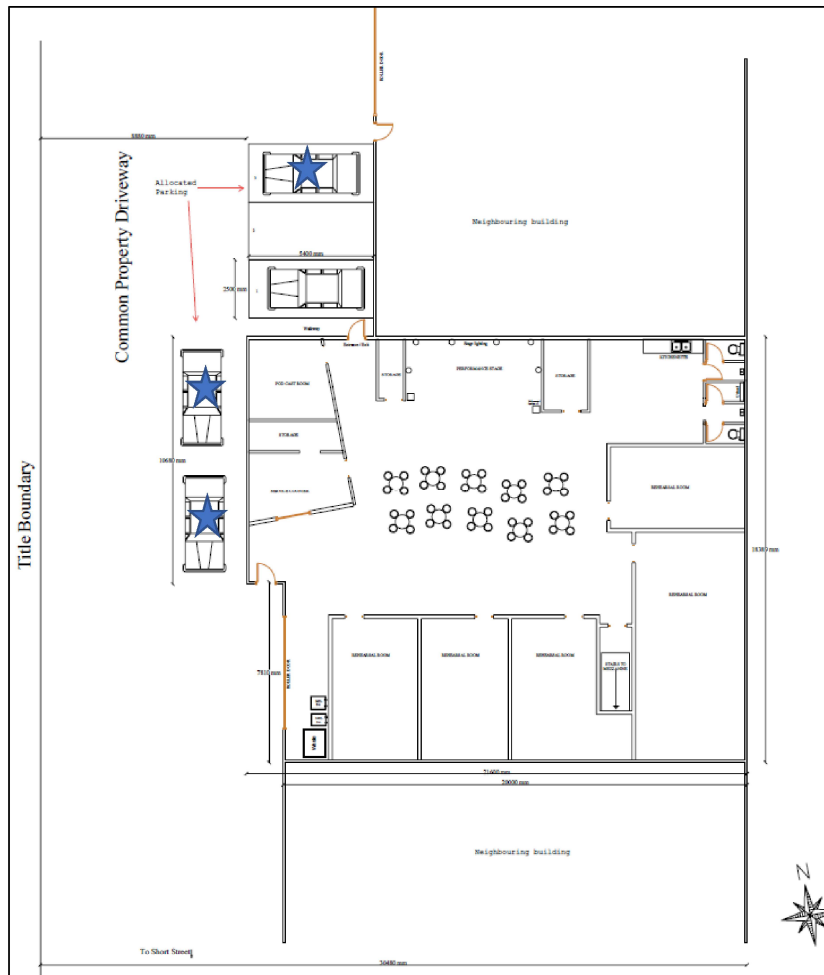


Figure 3: Location of the three allocated on-site car spaces



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



Accessibility by Modes other than Car
Walking and Cycling

Figure 4 shows the 20-minute walking catchment for the site. **Figure 5** shows the 20-minute cycling catchment for the site. These catchments include residential areas located beyond the industrial precinct the subject site is situated in.

Figure 6 shows the cycling routes within the site vicinity. It is noted that Cheltenham Road within the site vicinity provides an on-road marked bicycle lane.

As per the above, the patrons and staff members who reside within the immediate local area have the option of walking or cycling to access the site.



Figure 4: 20-Minute Walking Catchment of the Site



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

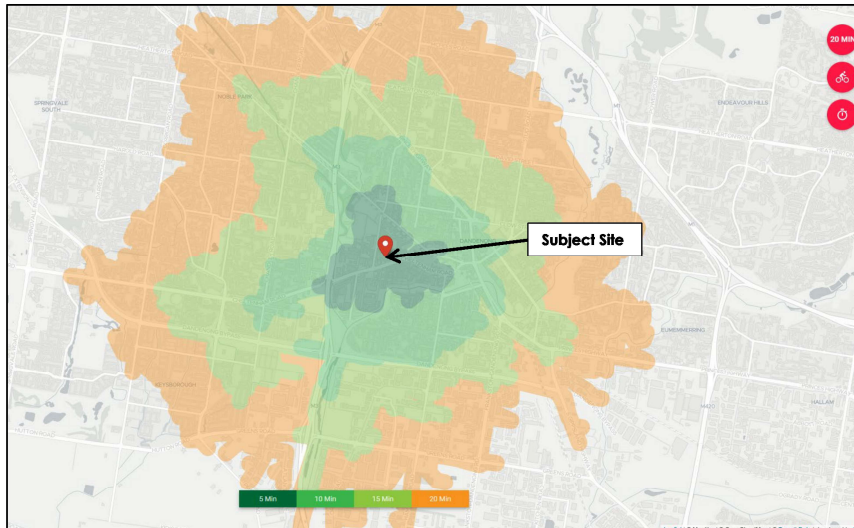


Figure 5: 20-Minute Cycling Catchment of the Site



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

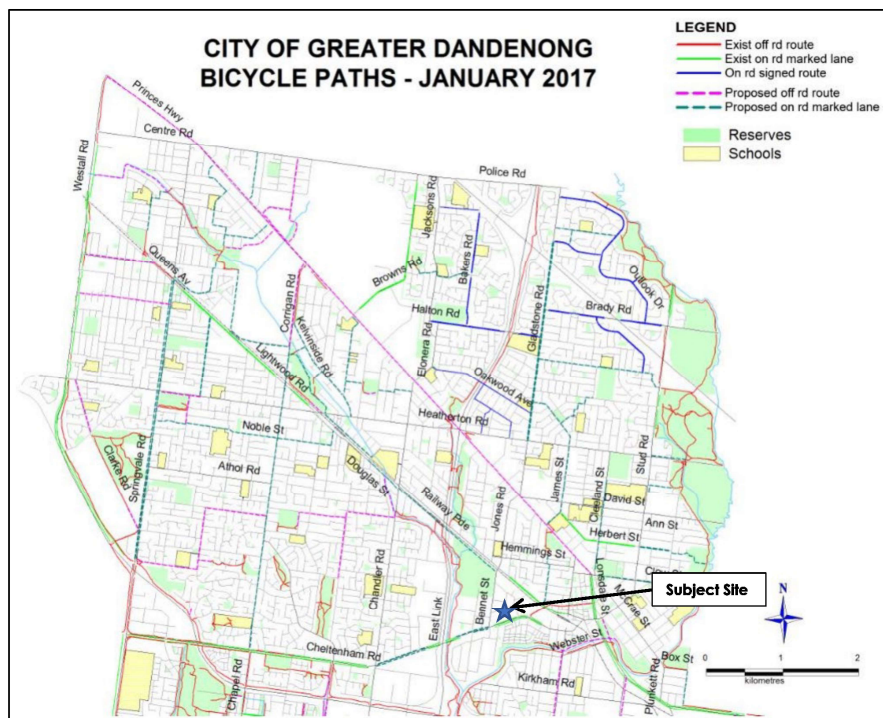


Figure 6: Bicycle Paths within the Site Vicinity

Public Transport

The site locality was investigated for the availability of public transport services. It was found that the site is located within walking distance of a number of bus services. In particular, the following services are accessible on George Street, approximately 500m (6-minute walk) from the subject site:

- Service 828: Hampton - Berwick Station via Southland SC & Dandenong
- Service 857: Chelsea Station - Dandenong Station via Patterson Lakes
- Service 890: Dandenong Station - Lynbrook Station
- Service 901: Frankston - Melbourne Airport (SMARTBUS Service)
- Service 979 (night bus): Clayton Station - Dandenong Station via Keysborough



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



In addition, the Dandenong train station is located within 1.1km (14-minute walk) of the site. This station services the Cranbourne Line and Pakenham Line. A plethora of other bus services also operate through the Dandenong train station.

As per the above, it is evident that the subject site has good access to public transport services.

Figure 7 shows the local public transport map for the subject site.

Figure 8 illustrates the 10-minute walking catchment area for the subject site.

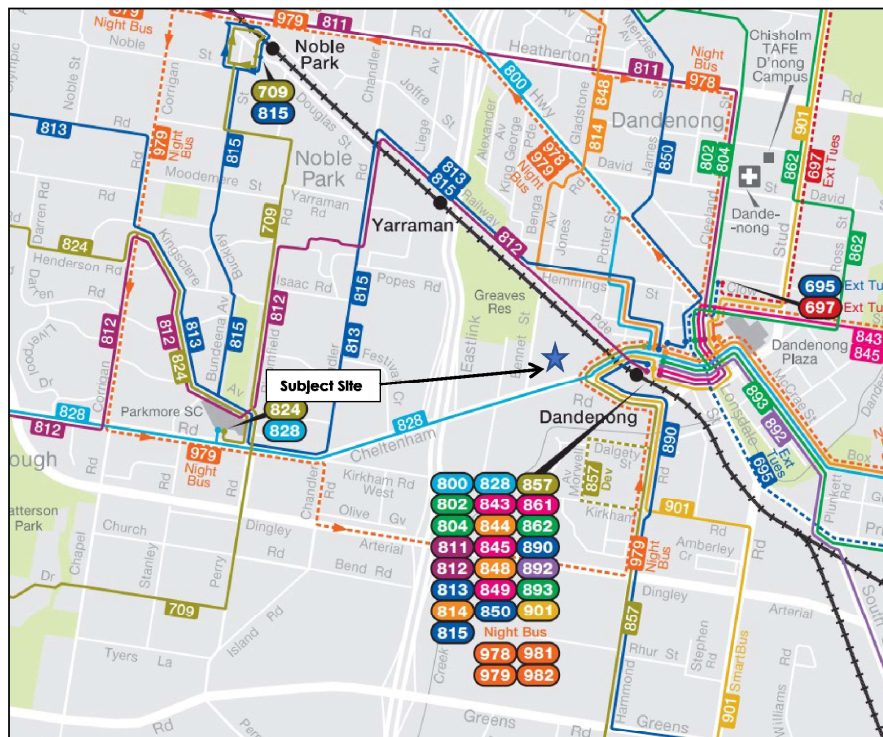


Figure 7: Public Transport Services within the Site Locality



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

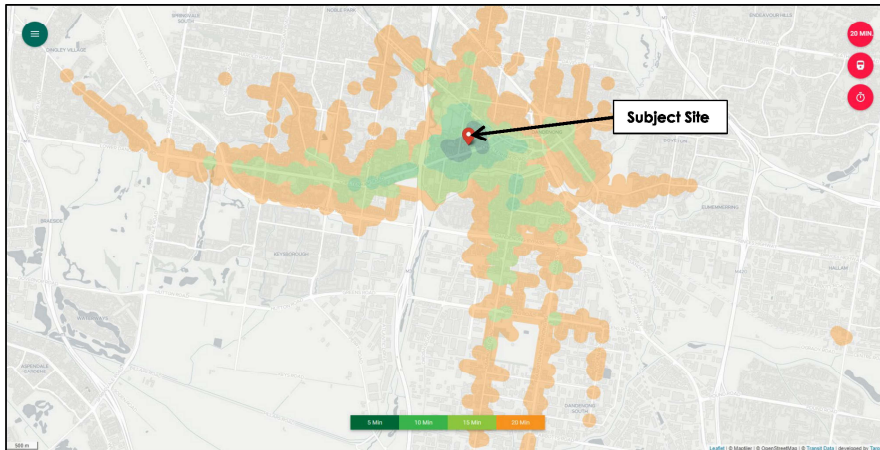


Figure 8: 20 Minute Public Transport Catchment for the Site



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



Statutory Car Parking Requirement

The use of the site can be categorised as a 'place of assembly' under the land uses identified within Table 1 of Clause 52.06. The subject site is situated within a Principal Public Transport Network (PPTN) Area. As such, Column B parking rates apply to the site.

Column B of Table 1 in Clause 52.06 states a requirement of 0.3 car spaces per patron for place of assembly uses. Application of the above rate to the proposed maximum capacity of 26 patrons leads to a requirement of 7 car spaces (rounded down to the nearest whole number as recommended in Clause 52.06).

Since the subject unit only has access to 3 allocated on-site car spaces, dispensation is sought for 4 car spaces as a part of this application.

Parking Survey Results

A parking survey was carried out on Friday the 4th of March 2020, between 10am to 8pm, considering all available on-street public parking spaces within 300m distance (4-minute walk) of the subject unit. The surveyed area is shown in **Figure 9**.



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

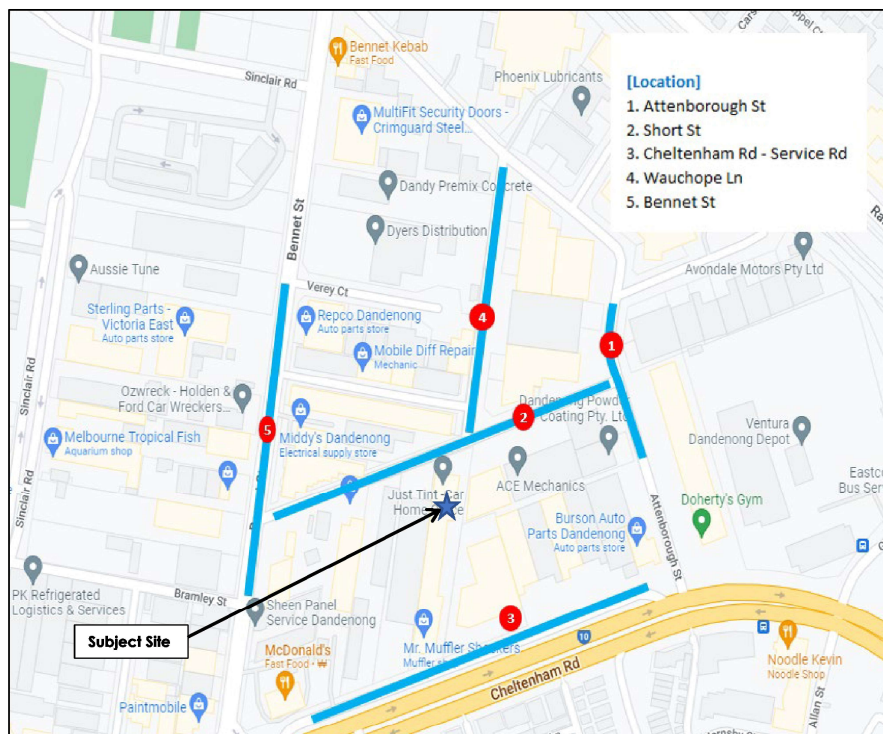


Figure 9: Area Considered in the Parking Survey

A summary of the parking survey findings is presented in **Table 1**. The detailed parking survey results are presented in **Attachment A**.

Table 1: Summary of Parking Survey Results

Street	Total Spaces	Number of Occupied Spaces										
		10am	11am	Noon	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm
Attenborough Street	22	21	19	20	19	20	20	18	17	16	15	15
Short Street	59	58	56	56	53	53	53	49	51	49	49	49
Wauchope Lane	18	18	18	18	18	18	18	18	18	18	17	17
Benet Street	34	33	33	32	33	34	34	29	34	33	31	31
Cheltenham Road (Service Road)	28	22	21	23	25	23	20	18	19	17	14	8
Total car spaces	161	152	147	149	148	148	145	132	139	133	126	120
Vacant spaces		9	14	12	13	13	16	29	22	28	35	41

11



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



As per the detailed results presented in **Attachment A**, it is evident that all on-street parking spaces within the site vicinity are time unrestricted. The results presented in **Table 1** indicate generally high occupancy levels during the daytime (i.e. before 5pm). The number of vacant car spaces increases after 5pm. This is due to the closure of other surrounding businesses at 5pm.

In summary, there are at least 9 vacant on-street car spaces between 10am to 5pm (peak occupancy level observed at 10am as per **Table 1**). Therefore, the shortfall of 4 car spaces for the proposal can be accommodated at the surrounding kerbside parking spaces, without exhausting the overall availability.

Other Considerations

The size of the subject unit is approximately 377sqm. While this size does not trigger the provision of any bicycle parking under Clause 52.34, it is recommended a bicycle rack be provided within the site to accommodate a minimum of 5 bicycles. This will encourage active transport modes to be adopted by staff and patrons.



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



Conclusions

Based on this assessment, the following can be concluded:

- The site is highly accessible by public transport, with numerous bus routes operating within walking distance.
- The current proposal has a statutory requirement of 7 car spaces.
- The subject unit includes 3 allocated on-site car spaces. As such, dispensation is sought for 4 car spaces as a part of this proposal.
- The parking survey carried out indicates high occupancy levels for existing kerbside public parking spaces within the site locality before 5pm. However, there are at least 9 vacant on-street car spaces at all times.
- Therefore, the shortfall of 4 car spaces for the proposal can be accommodated at the surrounding kerbside parking spaces, without exhausting the overall availability.
- It is recommended a bicycle rack be provided within the site to accommodate a minimum of 5 bicycles.

Should you require any further information relating to this assessment, please contact our office.

Yours sincerely,

Christopher J. Saunders

Director | Principal Traffic Engineer

Fernway Engineering Pty Ltd

M 0410 744 810 E chris.saunders@fernway.net.au



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

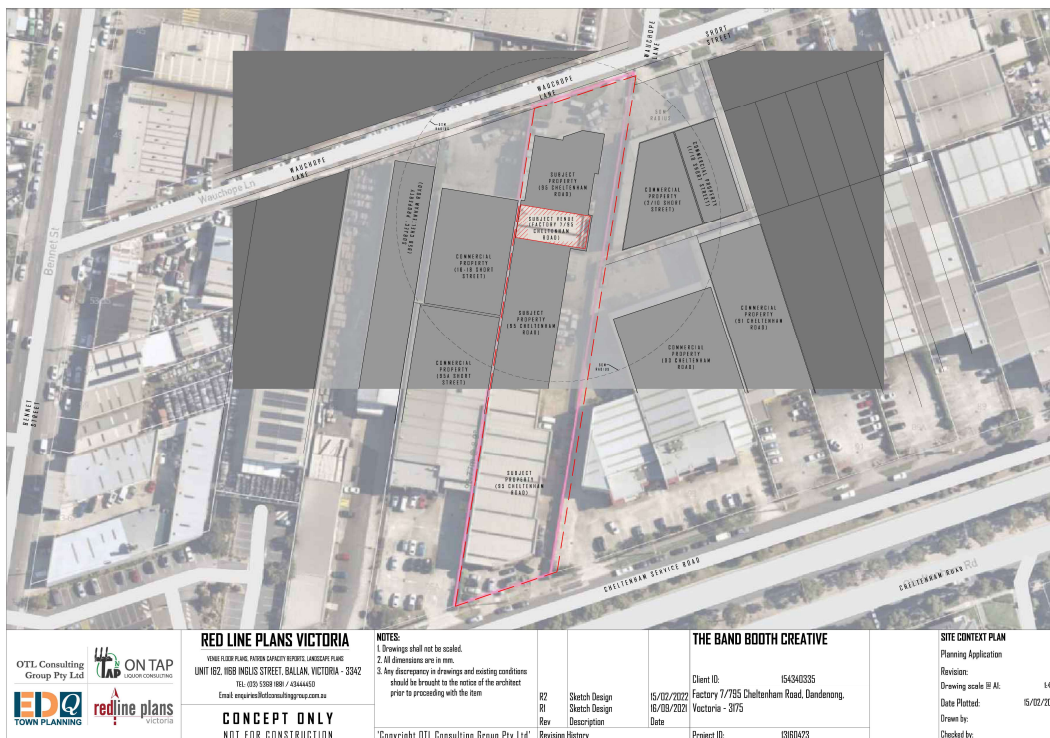


Attachment A – Detailed Parking Survey Results

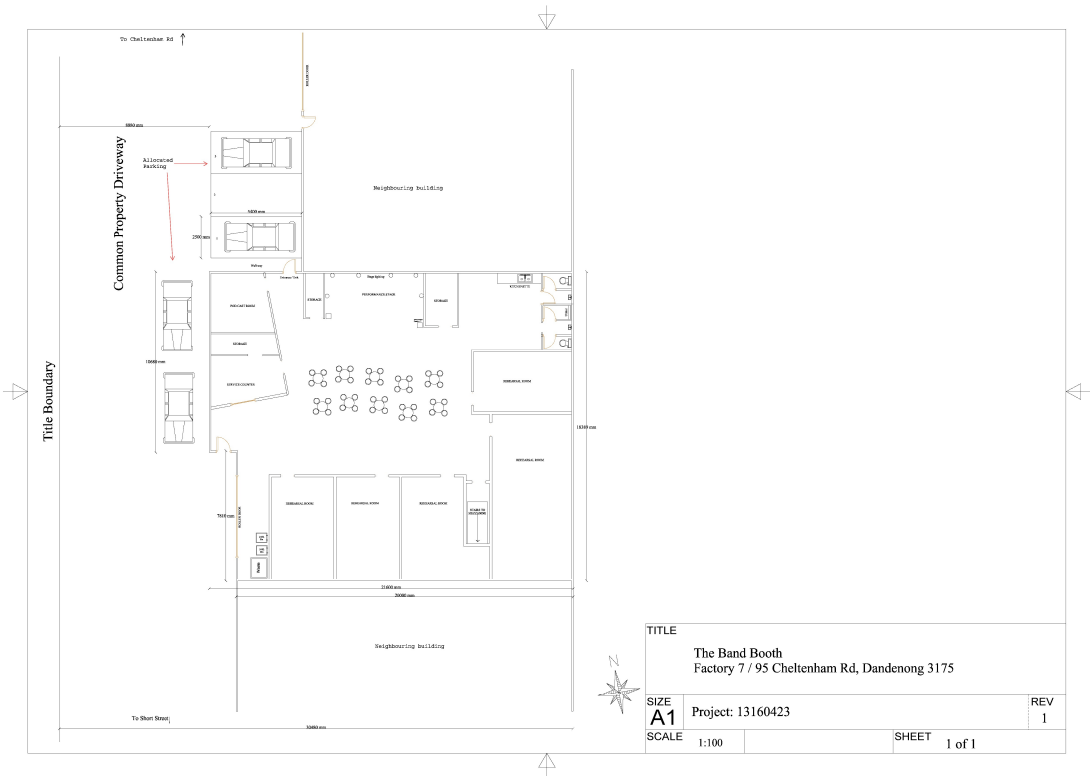
Street Name	Side of Street	Between	Restriction	Applicable Hours	Supply	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Attenborough St	West	House No. 4 & Short St	No Restriction		4	3	3	3	2	3	3	3	3	4	4	4
		Short St & opp Damian Ct	No Restriction		5	5	4	4	4	4	4	4	4	3	2	2
	East	Damian Ct & opp House No. 4	No Restriction		13	13	12	13	13	13	13	11	10	9	9	9
Total					22	21	19	20	19	20	20	18	17	16	15	15
% Capacity						95%	86%	91%	86%	91%	91%	82%	77%	73%	68%	68%
Short St	South	Attenborough St & Bennet St	No Restriction		12	12	12	11	11	12	12	11	9	8	8	8
			Narrow Rd	one way												
	North	Attenborough St & Wauchope Ln	No Restriction		16	16	15	16	14	15	14	14	14	14	14	14
Wauchope Ln & Bennet St		No Restriction		31	30	29	29	28	26	27	24	28	27	27	27	
Total					59	58	56	56	53	53	49	51	49	49	49	
% Capacity						98%	95%	95%	90%	90%	90%	83%	86%	83%	83%	83%
Wauchope Ln	West	Short St & Attenborough St	Private Parking													
			No Parking													
	East	Attenborough St & Short St	No Restriction		18	18	18	18	18	18	18	18	18	18	17	17
Total					18	18	18	18	18	18	18	18	18	18	17	17
% Capacity						100%	100%	100%	100%	100%	100%	100%	100%	100%	94%	94%
Bennet St	West	Bramley St & opp Verrey Ct	No Restriction		23	23	23	21	22	23	23	20	23	23	22	22
				Verrey Ct & Short St	No Restriction		7	7	7	7	7	7	5	7	6	6
	East	Short St & opp Bramley St	No Restriction		4	3	3	4	4	4	4	4	4	4	3	3
Total					34	33	33	32	33	34	34	29	34	33	31	31
% Capacity						97%	97%	94%	97%	100%	100%	85%	100%	97%	91%	91%
Cheltenham Rd (Service Road)	North	Bennet St & Attenborough St	No Restriction		28	22	21	23	25	23	20	18	19	17	14	8
	Total					28	22	21	23	25	23	20	18	19	17	14
% Capacity						79%	75%	82%	89%	82%	71%	64%	68%	61%	50%	29%



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 7/95 CHELTENHAM ROAD,
DANDENONG (PLANNING APPLICATION NO. PLN22/0009)**

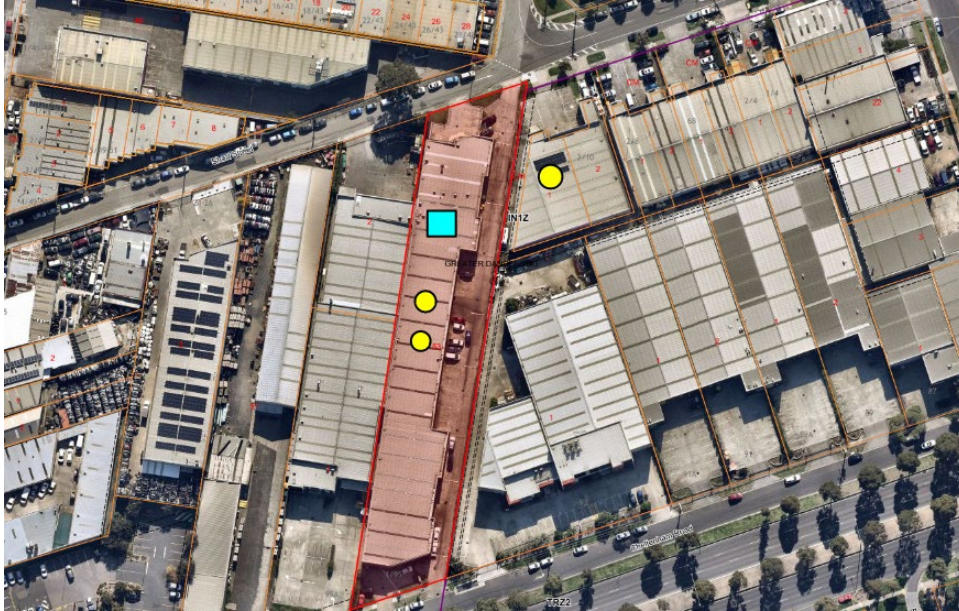
ATTACHMENT 2

LOCATION OF OBJECTORS

PAGES 2 (including cover)

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

2.2.1 Town Planning Application - No. 7/95 Cheltenham Road, Dandenong (Planning Application No. PLN22/0009) (Cont.)



Legend



Subject Site



Location of Objectors*

*All other objectors reside outside of the map area.

2.2.2 Planning Delegated Decisions Issued - June 2023

File Id:	qA280
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Planning Delegated Decisions Issued – June 2023

1. Report Summary

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

It provides a listing of Town Planning applications that were either decided or closed under delegation or withdrawn by applicants in June 2023.

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

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

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

2. Recommendation

That the items be received and noted.

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

STATUTORY PLANNING APPLICATIONS

**PLANNING DELEGATED DECISIONS ISSUED -
JUNE 2023**

ATTACHMENT 1

**PLANNING DELEGATED
DECISIONS ISSUED
JUNE 2023**

PAGES 13 (including cover)

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

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

City of Greater Dandenong

Planning Delegated Decisions Issued from 01/06/2023 to 30/06/2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA21/0632	PinAppAmd	No	73-85 Thomas Murrell Crescent DANDENONG SOUTH VIC 3175	Polytrade Recycling	AMENDMENT TO: Buildings & Works (Industrial Building) (PLN08/0667)	Amend permit preamble and endorsed plans to allow for storage of machinery	Applicant	Withdrawn	21/06/2023	Dandenong
PLA22/0036	PinAppAmd	No	427 Princes Highway NOBLE PARK VIC 3174	Jova Drafting Consultants	AMENDMENT TO: Use the land for the purpose of a Convenience Restaurant, display business identification signs, reduction in the car parking requirement under Clause 52.06 of the Greater Dandenong Planning Scheme and alteration to access to a Road Zone Category 1. (PLN18/0087)	Proposal fails to comply with Clause 15.01 (Built Environment), Clause 21.05 (Built Form), purposes and decision guidelines of Clause 32.08 (General Residential Zone) and Clause 65	Delegate	Refusal	23/06/2023	Yarraman
PLA22/0111	PinAppAmd	No	2 Commercial Drive DANDENONG SOUTH VIC 3175	Clark Planning Pty Ltd	Application to Amend Planning Permit 96/149 Amendment to: Buildings and works in excess of 7 metres in height and variation of car parking requirements specified under Clause 19 of the Planning Scheme and to use the site for the purpose of General Industry and Warehouse, in accordance with the attached endorsed plans.	Proposal would breach restrictive covenant, provide an unacceptable outcome regarding Clause 52.06 (Car Parking) fails to meet objectives of Clause 22.03 (Urban Design) and does not provide appropriate response to Clause 65.01	Delegate	Refusal	25/06/2023	Dandenong
EANTOS				1					03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA22/0112	PinAppAmd	No	Factory 4/10-36 Abbots Road DANDENONG SOUTH VIC 3175	Goodman Acquisitions (Aust) Pty Ltd	Amendment to PLN20/0141 issued for the development of the land for earthworks, three (3) warehouses, use and development of the land for a food and drink premises and office, removal of native vegetation, reduction to the car parking requirements of Clause 52.06, removal of restrictive covenants, removal of easements, creation of drainage and sewer easements and associated works, to allow for additional buildings and works and an additional warehouse	Amend the permit preamble relating to the wording of how many warehouses can be constructed and amend endorsed plans	Delegate	AmendPerm	16/06/2023	Dandenong
PLA23/0014	PinAppAmd	No	46-48 Elliott Road DANDENONG SOUTH VIC 3175	J J Richards & Sons Pty Ltd	AMENDMENT TO: Buildings and works comprising alterations and additions to the existing workshop and truck wash facility (PLN16/0006)	Removal of dead native tree	Delegate	AmendPerm	05/06/2023	Dandenong
PLA23/0024	PinAppAmd	No	171 Kingsclere Avenue KEYSBOROUGH VIC 3173	G Poon	AMENDMENT TO: Dental Surgery (97/263)	No response to further information request	Delegate	Lapsed	20/06/2023	Keysborough
PLA23/0035	PinAppAmd	No	Office 1-2/10-36 Abbots Road DANDENONG SOUTH VIC 3175	Goodman Property Services (Aust) Pty Ltd	AMENDMENT TO: To display internally illuminated and non-internally illuminated business identification signage (PLN23/0048)	Amend planning permit to amend condition 1.1 and 1.2 relating to the size of signage	Delegate	AmendPerm	13/06/2023	Dandenong
PLA23/0037	PinAppAmd	No	44 Cahill Street DANDENONG SOUTH VIC 3175	Metro Mix Concrete (Vic) Pty Ltd	AMENDMENT TO: The use and development of the land for Industry (concrete batching plant) (PLN17/0021)	Amend permit address to include all three subject sites and amend the endorsed plans to upgrade plant equipment and machinery relating to concrete batching	Applicant	Withdrawn	08/06/2023	Dandenong
EANTOS					2				03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA23/0041	PInAppAmd	No	45 Benga Avenue DANDENONG VIC 3175	KR Bogoda	AMENDMENT TO: Subdivision of the land into three (3) lots (PLN210547)	Delete condition 4 relating to building regulation 231	Delegate	AmendPerm	05/06/2023	Yarraman
PLA23/0042	PInAppAmd	No	143 Springvale Road SPRINGVALE VIC 3171	Abacus Design & Planning	AMENDMENT TO: Development of the land for four (4) double-storey dwellings and to alter access to a road in a Transport Zone 2 (PLN22/0138)	Delete condition 2.9 to allow the removal of a prohibited shrub species from the site	Delegate	AmendPerm	29/06/2023	Springvale North
PLN21/0497	PInApp	No	10 Southdean Street DANDENONG VIC 3175	MT Alizada	Development of the land for three dwellings (3) (two double storey dwellings and one single storey dwelling to the rear)	No response to further information request	Delegate	Lapsed	14/06/2023	Cleland
PLN21/0713	PInApp	No	Railway Line (Noble Park Station) 51A Douglas Street NOBLE PARK VIC 3174	Flametre Property Pty Ltd	Subdivision, use of land for retail premises, construction of a residential building with commercial uses at ground floor, removal of native vegetation, creation of an easement, and a reduction in car parking requirements		Delegate	PlanPermit	08/06/2023	Noble Park
PLN22/0039	PInApp	No	8 Romsey Street NOBLE PARK VIC 3174	Architekton Ltd	Development of the land for six (6) triple storey dwellings	General Residential 3 Zone, 738sqm	Delegate	NOD	14/06/2023	Noble Park
PLN22/0134	PInApp	No	57 Burden Street SPRINGVALE VIC 3171	Bello Designs Pty Ltd	Development of the land for three (3) double storey dwellings	General Residential 1 Zone, 650sqm	Delegate	NOD	27/06/2023	Springvale North
EANTOS					3				03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN22/0135	PInApp	No	34 Bowmore Road NOBLE PARK VIC 3174	P Yab	Development of the land for six (6) double storey dwellings	General Residential 1 Zone, 1189sqm	Delegate	NOD	26/06/2023	Springvale North
PLN22/0306	PInApp	No	3 Swift Way,DANDENONG SOUTH VIC 3175	Walaby Australia Pty Ltd	Change of Use (Transfer Station and Truck Depot) and associated building and works	No response to further information request	Delegate	Lapsed	13/06/2023	Dandenong
PLN22/0309	PInApp	No	17 Stella Avenue NOBLE PARK VIC 3174	Nobelius Land Surveyors Pty Ltd	Development of the land for four (4) dwellings (three (3) double storey dwellings, and one (1) single storey dwelling to the rear), and subdivision of the land into four (4) lots	General Residential 1 Zone, 807sqm	Delegate	NOD	08/06/2023	Noble Park
PLN22/0340	PInApp	No	1/61 Robinson Street DANDENONG VIC 3175	Con Tsourounakis	To reduce the number of car spaces and bicycle facilities associated with an Education Centre DECLARED AREA	Comprehensive Development 2 Zone, international business management	Delegate	PlanPermit	15/06/2023	Dandenong
PLN22/0360	PInApp	No	54A Railway Parade DANDENONG VIC 3175	Fatemiya Cultural Centre	Use and development of the land for a place of assembly and display of signage	General Residential 3 Zone, Community Centre, 20 patrons	Delegate	NOD	30/06/2023	Yarraman
PLN22/0385	PInApp	No	1 McNab Court DANDENONG VIC 3175	Nobelius Land Surveyors Pty Ltd	Subdivision of land into two (2) lots (SPEAR)	Residential	Applicant	Withdrawn	19/06/2023	Cleeland
EANTOS					4				03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN22/0435	PinApp	No	36 Victoria Avenue SPRINGVALE VIC 3171	KL Om	Development of the land for three (3) double storey dwellings	General Residential 3 Zone, 669sqm	Delegate	PlanPermit	01/06/2023	Springvale Central
PLN22/0457	PinApp	No	115 Foster Street DANDENONG VIC 3175	Odaa Cafe & Restaurant	Use of the land for the sale and consumption of liquor in association with an existing restaurant DECLARED AREA	Comprehensive Development 2 Zone, 55 patrons	Delegate	PlanPermit	26/06/2023	Dandenong
PLN22/0481	PinApp	No	1/18 Bando Road SPRINGVALE VIC 3171	Rooftop Architecture & Design	Buildings and works (mezzanine) and a reduction in the car parking requirements	Industrial 1 Zone, 599m2, new mezzanine floors and offices	Delegate	PlanPermit	15/06/2023	Springvale Central
PLN22/0493	PinApp	No	11-21 Lascelles Street SPRINGVALE VIC 3171	Just Commercial Automotive	Use the Land for the purpose of Motor Repairs (Panel Beating)	Industrial 1 Zone	Delegate	NOD	28/06/2023	Springvale North
EANTOS					5				03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN22/0497	PinApp	No	55 Sylvia Street DANDENONG NORTH VIC 3175	Universal Planning	Development of the land for a double storey dwelling to the rear of an existing single storey dwelling and alterations to the existing dwelling	Proposal fails to comply with Clause 15.01-1S, Clause 15.01-2S (Urban Design Objectives), Clause 21.05-1 (Urban Design, Character, Streetscapes and Landscapes), Clause 32.09 (Neighbourhood Residential Zone - Schedule 1), Clause 22.09-3.1 (General Design Principles), Clause 22.09-3.4 (Incremental Change Area), standards and objectives of Clause 55 and Clause 52.06 (Car Parking) and the decision guidelines of Clause 65	Delegate	Refusal	21/06/2023	Dandenong North
PLN22/0498	PinApp	No	6 Andrew Street SPRINGVALE VIC 3171	Architekton Ltd	Development of the land for three (3) double storey dwellings	General Residential 1 Zone, 568sqm	Delegate	NOD	09/06/2023	Springvale Central
PLN22/0518	PinApp	No	1C Kitham Road DANDENONG SOUTH VIC 3175	SLR Consulting Australia Pty Ltd	Development of the land for one (warehouse) building	Industrial 1 Zone, 1823.68sqm construction of warehouse with ancillary office	Delegate	PlanPermit	05/06/2023	Dandenong
PLN22/0553	PinApp	No	16 Hosken Street SPRINGVALE SOUTH VIC 3172	T Trinh	Buildings and works including alterations and additions to both ground and first floor	Commercial 1 Zone, alterations to the facade and internal works to building	Delegate	PlanPermit	07/06/2023	Springvale Central
PLN22/0564	PinApp	No	16 Taranto Drive NOBLE PARK VIC 3174	A Gawne	The development of the land for two (2) double-storey dwellings	General Residential 1 Zone, 586sqm	Delegate	PlanPermit	22/06/2023	Noble Park

EANTOS 6 03/07/2023

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN22/0576	PinApp	No	155 Princes Highway DANDENONG VIC 3175	Kee_Th Design Pty Ltd	Use and development of the land for a medical centre and creation and alteration of access to a road in a Transport Zone 2	The proposal fails to meet the objectives of Clause 15.01-1S, Clause 15.01-5S, Clause 21.05 (Built Form), Clause 65	Delegate	Refusal	16/06/2023	Yarraman
PLN22/0578	PinApp	No	10 Lucian Avenue SPRINGVALE VIC 3171	Abacus Design & Planning	Development of the land for five (5) double storey dwellings	General Residential 3 Zone, 840sqm	Delegate	PlanPermit	16/06/2023	Springvale North
PLN22/0580	PinApp	No	16-18 Bass Court KEYSBOROUGH VIC 3173	Stephen D'Andrea Pty Ltd	Development of the land for a Warehouse	Industrial 1 Zone, 1448sqm, construction of a warehouse with double storey ancillary office and car parking	Delegate	PlanPermit	16/06/2023	Keysborough South
PLN22/0603	PinApp	No	1/80-88 Rodeo Drive DANDENONG SOUTH VIC 3175	CS Town Planning	Use of the land for a place of worship and to reduce the car parking requirements and to reduce the bicycle facilities	Proposal is inconsistent with Clause 17.03 (Industry), Clause 21.04-3 (Industrial) and Clause 33.01 (INIZ), proposal fails to provide adequate car parking (Clause 52.06) and does not enable safe access to the site (Clause 52.06-10) and fails to satisfy Clause 65.01	Delegate	Refusal	30/06/2023	Dandenong
PLN22/0613	PinApp	No	47 Jones Road DANDENONG VIC 3175	AAVAS Consultants Pty Ltd	Development of the land for three (3) dwellings (One (1) double storey and one (1) single storey dwelling to the rear of the existing single storey dwelling)	General Residential 1 Zone, 975sqm	Delegate	PlanPermit	15/06/2023	Yarraman
EANTOS					7				03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0003	PInApp	No	35 Jesson Crescent DANDENONG VIC 3175	P Damangir	Development of the land for two (2) double storey dwellings	General Residential 1 Zone, 590sqm	Delegate	PlanPermit	23/06/2023	Cleeland
PLN23/0004	PInApp	No	33 Jesson Crescent DANDENONG VIC 3175	P Damangir	Development of the land for two (2) double storey dwellings	General Residential 1 Zone, 585sqm	Delegate	PlanPermit	26/06/2023	Cleeland
PLN23/0036	PInApp	No	66 Gamsworthy Street SPRINGVALE VIC 3171	G Cuciniello	Buildings and Works (Shed)	No response to further information request	Delegate	Lapsed	23/06/2023	Springvale North
PLN23/0075	PInApp	No	2 Abbots Road DANDENONG SOUTH VIC 3175	Stephen D'Andrea Pty Ltd	Removal of item (h) from restrictive covenant F453356 of Lot 1 on Plan of Subdivision 504524F	Industrial 1 Zone	Delegate	PlanPermit	26/06/2023	Dandenong
PLN23/0090	PInAppVic	Yes	51 Boyd Street DANDENONG NORTH VIC 3175	Map Land Surveyors Pty Ltd	Subdivision of the land into two (2) lots SPEAR (VICSMART)	Residential	Delegate	PlanPermit	09/06/2023	Cleeland
PLN23/0092	PInAppVic	Yes	41 Princes Highway DANDENONG SOUTH VIC 3175	K X Architecture Pty Ltd	Buildings and Works (Storage Extension) VICSMART	Commercial 2 Zone, warehouse storage extension	Delegate	PlanPermit	08/06/2023	Dandenong
EANTOS					8				03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0111	PInApp	No	64-68 Edison Road DANDENONG SOUTH VIC 3175	PPM Enterprises	Buildings and Works (Shed)	No response to further information request	Delegate	Lapsed	14/06/2023	Dandenong
PLN23/0113	PInApp	No	8 Birch Court BANGHOLME VIC 3175	Install a Veranda Pty Ltd	Buildings and Works (Verandah)	Green Wedge 1 Zone construction of verandah	Delegate	PlanPermit	28/06/2023	Keysborough South
PLN23/0124	PInApp	No	Parkmore Centre Management 317-321 Cheltenham Road KEYSBOROUGH VIC 3173	Knart Group	To display business identification signage	Commercial 1 Zone, Knart direct to boot parking and location signage	Delegate	PlanPermit	29/06/2023	Keysborough
PLN23/0141	PInApp	No	32 Hutton Street DANDENONG VIC 3175	Raven Land Surveyors	Subdivision of the land into four (4) lots SPEAR (DECLARED AREA)	Residential	Delegate	PlanPermit	09/06/2023	Dandenong
PLN23/0147	PInApp	No	232 Railway Parade NOBLE PARK VIC 3174	Elixir Lounge Cafe	Use of the land for a Place of Assembly (Shisha Lounge), to reduce the Car Parking Rate under Clause 52.06 and the waiver of the bicycle facilities requirement under Clause 52.34	Commercial 1 Zone, Shisha Lounge	Applicant	Withdrawn	23/06/2023	Yarraman
PLN23/0177	PInApp	No	86 Springvale Road SPRINGVALE VIC 3171	Nisison Noel & Holmes (Surveyors) Pty Ltd	Removal of two (2) easements (E-2 from Lot 2 LP37047 and E-1 from Lot 1 TP429276) SPEAR	Residential	Delegate	PlanPermit	19/06/2023	Springvale North
EANTOS					9				03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0179	PInApp	No	3 Crawford Avenue DANDENONG NORTH VIC 3175	M.J. Reddie Surveys Pty Ltd	Subdivision of the land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	13/06/2023	Noble Park North
PLN23/0183	PInApp	No	1/15 Erica Street SPRINGVALE VIC 3171	HL Tran	Subdivision of the land into two (2) lots SPEAR	Residential	Applicant	Withdrawn	22/06/2023	Springvale Central
PLN23/0185	PInAppVic	Yes	26 Booloora Road SPRINGVALE VIC 3171	M Zhang	Development of the land for a warehouse and to reduce the car parking requirements VICSMART	No response to further information request	Delegate	Lapsed	19/06/2023	Springvale Central
PLN23/0192	PInAppVic	Yes	4 Webster Street DANDENONG VIC 3175	A Memedovski	Buildings and works associated with a food truck VICSMART	Commercial 2 Zone, food truck	Delegate	PlanPermit	29/06/2023	Dandenong
PLN23/0193	PInApp	No	10 Goddard Street DANDENONG VIC 3175	EON Developments Pty Ltd	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	13/06/2023	Yarraman
PLN23/0196	PInApp	No	21 Masters Street DANDENONG VIC 3175	Karim Mohammad	Subdivision of the land into seven (7) lots SPEAR	Residential	Delegate	PlanPermit	21/06/2023	Dandenong
EANTOS					10				03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0204	PinApp	No	580-582 Springvale Road SPRINGVALE SOUTH VIC 3172	Harway Pty Ltd	To display one (1) internally illuminated business identification pylon sign	General Residential 1 Zone, freestanding pylon sign	Delegate	PlanPermit	29/06/2023	Springvale South
PLN23/0207	PinApp	No	43 Wilma Avenue DANDENONG VIC 3175	AMS Pty Ltd	Subdivision of the land into four (4) lots SPEAR	Residential	Delegate	PlanPermit	28/06/2023	Yarraman
PLN23/0214	PinAppVic	Yes	Shop 192-194 Lonsdale Street DANDENONG VIC 3175	Icon Interiors	Buildings and Works (Alterations to the existing building - glass sliding door) DECLARED AREA VICSMART	Comprehensive Development 2 Zone, installation of sliding door VICSMART	Delegate	PlanPermit	02/06/2023	Dandenong
PLN23/0228	PinAppVic	Yes	25-31 Bennet Street DANDENONG VIC 3175	Latrobe Valley Drafting Pty Ltd	Buildings and works (warehouse extension) and to display one (1) business identification sign VICSMART	Industrial 1 Zone, proposed office extension within an existing warehouse	Delegate	PlanPermit	30/06/2023	Dandenong
PLN23/0239	PinAppVic	Yes	4 Peter Court DANDENONG VIC 3175	V Zivak	Subdivision of the land into two (2) lots SPEAR VICSMART	Residential	Delegate	PlanPermit	15/06/2023	Cleeland
PLN23/0249	PinAppVic	Yes	77 Atlantic Drive KEYSBOROUGH VIC 3173	Install a Veranda Pty Ltd	Building and Works (Verandah) VICSMART	Industrial 1 Zone, construction of new veranda	Delegate	PlanPermit	22/06/2023	Keysborough South
EANTOS					11				03/07/2023	

2.2.2 Planning Delegated Decisions Issued - June 2023 (Cont.)

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
58										
EANTOS					12				03/07/2023	

2.2.3 Planning Decisions Issued by Planning Minister's Delegate - June 2023

File Id: qA280444
Responsible Officer: Director City Planning Design & Amenity
Attachments:

1. Report Summary

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

No decisions were reported for the month of June 2023.

2. Recommendation

That the report be noted.

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.

a) All such questions must be received in writing on the prescribed form or as provided for on Council's website and at Ordinary meetings of Council. Where there are more than three (3) questions received from any one individual person, the Chief Executive Officer will determine the three (3) questions to be considered at the meeting.

b) All such questions must clearly note a request to verbally present the question and must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than:

- i) the commencement time (7.00pm) of the Ordinary meeting if questions are submitted in person; or
- ii) noon on the day of the Ordinary meeting if questions are submitted by electronic medium.

c) A question can only be presented to the meeting if the Chairperson and/or Chief Executive Officer has determined that the question:

- i) does not relate to a matter of the type described in section 3(1) of the *Local Government Act 2020* (confidential information);
- ii) does not relate to a matter in respect of which Council or a Delegated Committee has no power to act;
- iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor, Delegated Member or Council officer; and
- iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting).

d) If the Chairperson and/or Chief Executive Officer has determined that the question may not be presented to the Council Meeting or Delegated Committee, then the Chairperson and/or Chief Executive Officer:

- i) must advise the Meeting accordingly; and
- ii) will make the question available to Councillors or Members upon request.

3 QUESTION TIME - PUBLIC (Cont.)

- e) The Chairperson shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish.
- f) The Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.
- g) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.
- h) 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).
- i) 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.
- j) 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 CONTRACTS

4.1.1 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch)

File Id:

Responsible Officer:

Director Business, Engineering & Major Projects

Attachments:

Tender Information CONFIDENTIAL s 3(1)(a) & (g) of *Local Government Act 2020*

1. Report Summary

This report summarises the tender process undertaken by Council to select a suitably qualified and experienced contractor for the lighting renewal and upgrade construction project at George Andrews Reserve in Dandenong South.

2. Recommendation Summary

This report recommends that Council awards Contract 2223-48 to **Commlec Services Pty Ltd (ABN 48 055 185 718)** for the lump sum price of Seven Hundred and Seventy-One Thousand, Nine Hundred and Twenty-Eight Dollars and Ninety-Six Cents (\$771,928.96) including GST of \$70,175.36.

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

4.1.1 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

3. Background

The lights on the eastern playing field at George Andrews Reserve are at the end of their useful serviceable life and no longer meet required industry standards. The proposed new lighting system is a complete reconstruction and upgrade project including lights, poles, wiring, switchboards and other related electrical infrastructure. The replacement system will be built to comply with the appropriate standards for training, competition and broadcast quality using LED luminaires to facilitate the sporting demand at the reserve. The proposed new lighting system is in accordance with Council's Sports Facilities Plan.

4. Tender Process

The tender was advertised on Saturday 20 May 2023 in The Age newspaper and Council's website. The tender closed at 2:00pm on Thursday 8 June 2023.

At the close of the tender advertising period, submissions were received from four (4) tenderers.

- Commlec Services Pty Ltd & ABN: 48 055 185 718
- Eco Electrical Services Pty Ltd & ABN: 93 101 239 118
- High Access Cabling Pty Ltd & ABN: 51 260 874 027
- Rees Electrical T/As Rees Sports Lighting & ABN: 59 088 295 792

4.1.1 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

5. Tender Evaluation

The tender evaluation panel comprised Coordinator Open Space Projects, Project Manager – Open Space, Project Manager and Contracts & Administration Officer. All panel members signed Council's probity forms declaring that they would evaluate tenders fairly and would disclose any conflict of interest.

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

	Evaluation Criteria	Weighting
1	Price	45%
2	Relevant Experience	20%
3	Capability	20%
3	Social Procurement	5%
4	Local Industry	5%
5	Statement of Environmental	5%
6	OH&S Systems	Pass / Fail
7	Environmental System	Pass / Fail

Points were awarded on a scale 0 – 5 based on the score parameters listed below.

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

4.1.1 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

The four (4) conforming submissions were assessed and ranked against all evaluation criteria, to ensure that each tenderer met the standards required for Council contractors. A fail in any criterion would automatically exclude a tenderer from further consideration for this contract. The weighted attribute points scores resulting from the assessment are shown in the following table:

Tenderer	Price Points	Non-Price Points	Total Score	OHS	EMS
Commlec Services Pty Ltd	1.12	2.27	3.39	Register & Compliant with Rapid Global*	
Rees Electrical T/As Rees Sports Lighting	1.14	2.15	3.30	Waiting for Compliant from Rapid Global*	
High Access Cabling Pty Ltd	1.06	2.11	3.17	Register & Compliant with Rapid Global*	
Eco Electrical Services Pty Ltd	1.13	1.81	2.94	Register & Compliant with Rapid Global*	

***Please Note:** Rapid Global is a third-party pre-qualification and verification system used by Council and six (6) other Victorian Councils enabling the sharing of OH&S data. It is a Risk and OH&S system where contractors can upload their Occupational Health & Safety, Risk and Environment Plans and Policies as well as up to date insurances

At the completion of the tender evaluation process described above, the Evaluation Panel agreed that the tender submission from **Commlec Pty Ltd** would provide the Best Value outcome for Council.

At the completion of the tender evaluation process described above, the Evaluation Panel agreed that the tender submission from **Commlec Pty Ltd** would provide the Best Value outcome for Council.

5.1 Relevant Projects and Experience

Similar projects recently completed for Council on time, within budget and to the required standards by Commlec Pty Ltd include the following:

- Sports field lighting project at Robert Booth Reserve in Dandenong
- Tennis court lighting project at Frederick Wachter Reserve in Noble Park
- Sports field lighting project at Ross Reserve in Noble Park

6. Financial Implications

The fixed lump sum contract price of \$771,928.96 including GST of \$70,175.36 is within the budget allocation for the project.

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

4.1.1 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

7. Social Procurement

Commlec Services Pty Ltd currently employs four (4) staff who reside within the Greater Dandenong Council boundary. They have adopted policies and training that allows them to engage with numerous cultural groups, this is relevant to the suppliers of materials that are based within the Greater Dandenong area and the association with business within this area.

8. Local Industry

Commlec Services will always work with and utilise all local suppliers/businesses (in the first instance) for materials to be procured under contract and with fostering relationships with local businesses. Commlec Services values the local Business Content and strongly encourages usage of the local businesses wherever possible on all of the projects. Local small businesses are always utilised in the first instance for local supply to the relevant project sites for daily food and water supplies, local garden supplies, local builder's equipment hire and any other required items for project use.

With regards to employment opportunities, Commlec Services will always seek to engage and reach out to the local community for all employment opportunities that may arise from being awarded Council Contracts within the City of Greater Dandenong.

They have adopted policies and training that allows for the engagement with numerous cultural groups, this is also relevant with the suppliers of materials and sub-contractors and there is an anticipated spend of approximately \$170,000.00.

9. Environmental Management

Commlec Services Pty Ltd is ISO14001 certified for Environmental Management System. Their Environmental Management Plan is subject to ongoing review and revision as part of a continuous improvement process that is an inherent part of an effective environmental management system. Details in this document will be monitored on an ongoing basis via observations and inspections and audits, to assess their effectiveness and application. Commlec Services Pty Ltd personnel, client and regulatory representatives are encouraged to provide feedback and input to the document so that procedures can be updated and improved, as necessary, to achieve the best environmental outcome.

10. Consultation

The sporting club located at George Andrews Reserve, Sport and Recreation Victoria (Providing a \$200,000 grant) and Council's Sport and Leisure Department have been widely engaged throughout the design process. Broader community consultation has been undertaken in various forms including Councils "Have Your Say Website", advisory signs in the park and a letter box drop to surrounding residents.

4.1.1 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

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

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

tender process is undertaken it is fundamentally underpinned by the following overarching governance principles:

- Section 9(a) of the LGA2020 - Council decisions are to be made and actions taken in accordance with the relevant law;
- Section 9(b) of the LGA2020 - Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- Section 9(c) of the LGA2020 - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- Section 9(e) of the LGA 2020 - innovation and continuous improvement is to be pursued;
- Section 9(f) of the LGA 2020 - collaboration with other councils and governments and statutory bodies is to be sought;
- Section 9(g) of the LGA2020 - the ongoing financial viability of the Council is to be ensured; and
- Section 9(i) of the LGA2020 - the transparency of Council decisions, actions and information is to be ensured.

In giving effect to the overarching governance principles above, the following supporting principles are also considered throughout any tender process:

- Section 89 of the LGA2020 - the strategic planning principles; and
- Section 101 of the LGA 2020 - the financial management principles.

12. 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.

Included in the tender submissions, successful contractors have completed the Modern Slavery Questionnaire, Questionnaire for Potential Contractors (Fair work) and the Victorian Child Safe Standards Questionnaire (Schedule 9).

The responses provided to these statements by all successful contractors were assessed and determined to be satisfactory in the context of the Victorian Charter of Human Rights and Responsibilities.

4.1.1 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

13. 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.

Included in the submission for this tender, contractors were required to address Councils Social Employment opportunities (Schedule 7B). This includes questions to address Council's Diversity, Access and Equity Policy.

The responses provided to these statements by all successful contractors were assessed and determined to be satisfactory in the context of the Gender Equality Act.

14. 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.

Existing light towers will be removed from site and sent to a recycling depository that recycles the steel which is then sent it to other metal fabricators for manufacturing of new light poles.

Existing light fittings will be removed from site and taken to Ecocycle to be environmentally recycled.

15. Conclusion

Following a thorough evaluation of the tender submissions the Tender Evaluation Panel concluded that the **Commlec Services Pty Ltd & ABN 48 055 185 718** proposal demonstrated best value to council for this project.

4.1.1 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

16. Recommendation

That Council:

- 1. approves the award of Contract No. 2223-48 Lighting Renewal and Upgrade – George Andrews Reserve (Eastern Pitch) to Commlec Services Pty Ltd (ABN 48 055 185 718) for the lump sum price of Seven Hundred and Seventy-One Thousand, Nine Hundred and Twenty-Eight Dollars and Ninety Six Cents (\$771,928.96) including GST of \$70,175.36; and**
- 2. authorises the Chief Executive Officer to execute the contract agreements and any associated documentation with the successful contractor.**

4.1.1 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

CONTRACTS

**CONTRACT NO. 2223-48 LIGHTING UPGRADE - GEORGE
ANDREWS RESERVE (EASTERN PITCH)**

ATTACHMENT 1

**TENDER INFORMATION
(CONFIDENTIAL)**

PAGES 2 (including cover)

This attachment has been deemed confidential by the Chief Executive Officer under section 3(1) of the
Local Government Act 2020 and has not been provided within the Public Agenda.

4.2 POLICY AND STRATEGY

4.2.1 Review of Council Policies - Policies for Abolition

File Id:

Responsible Officer:

Manager Governance

Attachments:

Policies for Abolition (x5)

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.

Council recently reviewed all its organisational policies and created a new Policy Register. Several policies were found to be irrelevant to Council's current operational requirements and/or are superseded and can now be abolished.

2. Recommendation Summary

This report recommends that the policies outlined in this report and provided in Attachment 1 be abolished.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)

3. Background

Essentially, policies developed by Council are aimed at ensuring good governance and decision-making processes, as well as the consistent, 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 to address specific matters and objectives as outlined in the Council Plan or as required by legislation. Policies promote consistency across the organisation and enable the community to be familiar with the principles behind administrative and Council decisions.

Existing Council policies are subject to an ongoing review process to ensure they remain up-to-date and comply with current legislation. Policies should be reviewed and updated if legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems are implemented.

Council policies should be read in conjunction with any related legislation, relevant internal policies, codes of practice or guidelines. A Council policy is considered to be automatically revoked upon readoption of the latest version of that policy.

A recent review of all organisational policies found several existing policies to be irrelevant, superseded or superfluous to Council's current operational requirements and, subsequently, can now be abolished.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)

4. Proposal

It is proposed that the following policies be abolished by Council for the reasons provided in the table below:

Policy Name	Reason for Abolition
Greater Dandenong Council Meeting Structure and Purpose Policy	This policy was developed in 2008 and was last endorsed by Council in 2010 under the <i>Local Government Act</i> 1989. It is no longer relevant to the sector environment under the <i>Local Government Act</i> 2020 and a Terms of Reference has been developed to guide activities at Councillor Briefing Sessions.
Language and Communication Policy	This policy has been superseded by the Diversity, Access and Equity policy. <i>(This policy was listed for abolition at the 13 February 2023 Council Meeting however it was not abolished at that time as some queries were raised by Cr Garad. These queries have now been addressed.)</i>
Mayoral Representation Policy	This policy was developed in 2009 and was last endorsed by Council in 2017. It is only relevant to multi-member wards and now that the <i>Local Government Act</i> 2020 provides for a Deputy Mayor (and Greater Dandenong has established an office of Deputy Mayor), this policy is no longer relevant. A protocol for attending events has been developed and will be presented to a Councillor Briefing Session in August 2023.
Naming of Places and Numbering of Roads Policy	This policy only states that the naming of places and numbering of roads by Council as a naming authority should comply with the associated Victorian legislation – the <i>Geographic Place Names Act</i> 1998, <u>Naming Rules for Places in Victoria</u> 2022; and <u>Australian Standard AS/NZS 4819:2003</u> Geographic information – Rural and urban addressing. There are no other requirements within the policy and Council must follow practices mandated by Department of Transport and Planning. The policy is not required.
Use of the Term “Mayoral” Policy	This policy was developed in 2006 and was last endorsed by Council in 2017. It has not however been utilised since its inception. It is considered that the <i>Local Government Act</i> 2020 defines the role of Mayor appropriately and adequately and that this policy does not add any value to the mayoral role. If it is found that some guidelines are required in future, then these will be developed accordingly.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)

6. Victorian Charter of Human Rights and Responsibilities

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

7. Financial Implications

No financial resources are impacted by this report.

8. Consultation

Prior to reporting to Council on the abolition of the policies outlined in this report the Policy Register was reviewed and evaluated by the Executive Team.

9. Recommendation

That the policies outlined in this report and provided in Attachment 1 be abolished and Council's Policy Register be updated accordingly.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)

POLICY AND STRATEGY

REVIEW OF COUNCIL POLICIES – POLICIES FOR ABOLITION

ATTACHMENT 1

POLICIES FOR ABOLITION (x5)

PAGES 24 (including cover)

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

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

Greater Dandenong Council Meeting Structure and Purpose

File Number:	A37049	Directorate:	Corporate Services
Authority:	Council	Responsible Officer:	Manager Governance & Customer Service
Policy Type:	Discretionary	Version Number:	2
1 st Adopted by Council:	September 2008 Minute No.	Last Adopted by Council:	9 March 2010 Minute No. 428
Review Period	Within 6 months of a Council Election	Next Review	December 2012

1. Purpose

The business of Council is to determine policies and make decisions that are important to the City of Greater Dandenong and its future.

This policy has been developed to ensure that Council's decision making processes remain transparent and accountable to the community.

This policy outlines the meeting structures and arrangements that support the decision making process.

2. Background

The City of Greater Dandenong is responsible for implementing many diverse programs, policies and regulations set by State and Federal Government, as well as responding to local community needs and managing finances and other resources in the best interest of the City and its community.

In order for council to maintain accountability and transparency throughout its decision making process as well as ensuring public confidence in the decision making process, Council strongly believes it is important for the public to understand its meeting structures and processes and why they exist.

Council may only make decisions at a properly convened Ordinary or Special Meeting of the Council in accordance with the provisions of the Local Government Act 1989 and Council's current Meeting Procedure Local Law No. 1.

Council holds a number of Councillor Briefing Sessions in conjunction with Ordinary and Special Meetings to allow Councillors the opportunity to obtain sufficient information and

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

an understanding of matters on forthcoming Agendas, particularly when the issues are of a complex nature. No decisions are made at Councillor Briefing Sessions.

In addition to Councillor Briefing Sessions occasionally a planned or scheduled meeting is convened comprising of at least three (3) councillors and one (1) member of staff, which may discuss matters that are intended or likely to be the decision of the Council or a decision under delegation. These meetings and Councillor Briefing Sessions are defined as Assemblies of Councillors as set out in Section 76AA of the Local Government Act. An Assembly of Councillors has no authority to make Council decisions.

3. Scope

This policy applies to the following Council forums only:

- Ordinary meetings
- Special Meetings
- Councillor Briefing Sessions
- Assemblies of Councillors

and should be read in conjunction with the current Meeting Procedure Local Law No. 1.

4. References

- Local Government Act 1989
- Current Greater Dandenong City Council Meeting Procedure Local Law No.1
- Current Councillors Code of Conduct
- Current Staff Code of Conduct

5. Definitions

'Ordinary Meeting'

A meeting at which general business of Council is transacted in accordance with Section 83 of the Local Government Act.

'Special Meeting'

A meeting called in accordance with Section 84 of the Local Government Act.

'Councillor Briefing Session'

Regular meetings of Councillors and Council Officers used to discuss and share information on matters of significance to Council. A Councillor Briefing Session is considered an Assembly of Councillors as defined under section 76AA of the Local Government Act 1989.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

'Assembly of Councillors'

A meeting of at least three (3) Councillors and one (1) member of staff which is planned or scheduled to discuss matters that are intended or likely to be the subject of a Council decision or a decision made under delegation as defined under Section 76AA of the Local Government Act 1989.

6. Council Policy

The City of Greater Dandenong can only make decisions either at an Ordinary or Special Meeting of Council, which are formally constituted meetings as set out under the Local Government Act 1989. These meetings are required to be open to the public, although maybe closed under certain circumstances as set out under Clause 89 (2) of the Act. This is the only forum in which Council can make decisions.

In addition to Ordinary or Special Meetings Council will hold regular Assemblies of Councillors or more commonly titled 'Councillor Briefing Sessions'. Councillor Briefing Sessions will be informal meetings at which Councillors are provided with sufficient knowledge and understanding on matters that are intended or likely to be the subject of a Council decision.

At both formal and informal meetings where more than three (3) Councillors and one (1), Council Officer is in attendance, all attendees will be recorded and Conflicts of Interest disclosed as required under Section 80A of the Local Government Act. This ensures that there is no conflict between personal interests and public duty.

Council may delegate some of its decision making powers to Special and Advisory Committees of the Council. In this instance Council retains control over who is a member and what the committee is empowered to do in Accordance with the Local Government Act 1989.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

1. Ordinary Meetings of Council

In accordance with Section 83 of the Local Government Act, Council holds 22 Ordinary Meetings per year at which general business of the Council is transacted. The Local Government Act and the Council Meeting Procedure Local Law No 1 prescribe the style and content of all 'Ordinary Meetings'.

The following are key features of an Ordinary Meeting of Council:

- a) Council meetings are required to be open to the public, except under certain circumstances, occasional items may be closed under Clause 89 (2) of the *Act*.
- b) A regular meeting cycle is scheduled by council and meeting details are publicly advertised.
- c) Council will only consider items listed on the agenda and which the public and members of the Council are on notice about, however Council's current Meeting Procedure Local Law No. 1 provides for consideration of urgent items of business.
- d) Agendas for Council Meetings will be made available to all Councillors, Council officers and the public at least 48 hours prior to the meeting.
- d) Provided a quorum is present, Council decisions are made by a majority of the Councillors at the meeting. If there is a tied vote the Mayor has a casting vote.
- e) All Councillors present at a council meeting must vote on every motion unless they declare a conflict of interest.
- f) Formal Minutes of the meeting will be recorded and made available to the public within one week of the meeting. The Minutes will be endorsed at the following Council meeting.
- g) Council meetings will be Webcast for the purpose of allowing community members to view the proceedings where they may not otherwise be able to attend in person.
- h) Webcast recordings will be referred to, as required, in the preparation of the formal Minutes of the Meeting, but the recording will not hold any status as a formal record of the Meeting.
- i) An archive of the last two Webcast meetings will be available to view on Council's website greaterdandenong.com.
- j) Councillors and the Executive Team are required to disclose or declare Conflicts of Interest and the nature of the interest. These will be recorded in the Minutes.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

- k) If council resolves to close a meeting to members of the public under Clause 89 (2) of the *Act*, the reason must be recorded in the minutes of the open meeting.

2. Special Meetings of Council

In accordance with Section 84 of the Local Government Act, Council holds a small number of Special Meetings each year for specific purposes.

The Local Government Act sets out the procedures by which a 'Special Meeting' can be convened and conducted.

The following are key features of a 'Special Meeting' of Council:

- a) The Mayor or at least three Councillors may by way of written notice given to the Chief Executive Office call a special meeting of the Council;
- b) The notice must specify the date and time of the special meeting and the business to be transacted;
- c) Unless all Councillors are present and unanimously agree to deal with another matter only the business specified in the notice calling the meeting can be transacted;
- d) Councillors and the Executive Team are required to declare Conflicts of Interest and the nature of the interest for matters raised in Special Meetings. These will be recorded in the Minutes.

Special Meetings are generally required to:

- Appoint the Mayor annually, swear in a new Council following an election or new Councillor(s) following a by-election;
- Discuss the Annual Report, Financial Plan and/or Council Plan;
- Discuss an item of urgent business that cannot be held over to the next scheduled Ordinary Meeting.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

3. Councillor Briefing Sessions

In accordance with section 76AA of the Local Government Act 1989, council holds regular Councillor Briefing Sessions which are considered an Assembly of Councillors. These meetings are of an informal nature during which time Council staff, and on occasions outside parties, provide Councillors with detailed information on matters that will, or are likely to, require a formal decision of Council sometime in the future.

The following are the key features of a Councillor Briefing Session (CBS):

- a) A Councillor Briefing Session has no delegated authority to make decisions on Council's behalf and no legally binding decisions are made in these forums. These forums are to provide Councillors with the opportunity to seek clarification, receive updates and if necessary be provided with additional information on matters before Council. Council Officers may use these forums to advise Councillors and receive direction on issues for which they have delegate authority.
- b) No formal minutes are recorded at Councillor Briefing Sessions; however attendances, apologies and non-attendance of Councillors will be recorded in regular summary reports presented to Council and on the Records of Assemblies Register maintained by the Chief Executive Officer and kept for a period of four (4) years.
- c) Councillors, the Executive Team and senior staff attending the Sessions will be required to disclose Conflicts of Interest and the nature of the interest for matters discussed at the Sessions. These will be recorded in the summary report to Council and on the Conflicts of Interest Register maintained by the Chief Executive Officer.
- d) All Items discussed at Councillor Briefing Sessions, including presentations from external parties, will only be included with the approval of the Chief Executive Officers.

The following are protocols which should be observed during all briefing sessions:

- a) punctual attendance
- b) disclosure of interests in accordance of the Local Government Act
- c) act in a business-like manner at all times
- d) respect the professionalism of staff and refrain from asking question on till the end of presentations unless input is sought during presentation

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

- e) ensure that all elected members have a fair and equal opportunity to participate in discussion by refraining from interruption or interjection when someone is speaking
- f) use judgement, common sense and tact when discussing issues.
- g) Where a matter is confidential all discussion, comment, opinion, information and material related to that confidential matter will also be deemed confidential

Note: All registers are available for public inspection'

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

4. Assembly of Councillors

In accordance with section 76AA of the Local Government Act 1989, Council on occasions Council may convene a planned or scheduled meeting, comprising of at least three (3) Councillors and one (1) member of Council staff. These meetings are of an informal nature where Councillors and staff may discuss matters that will or are likely to require a formal decision of Council.

The following are the key features of an Assembly of Councillors:

- a) A planned or scheduled meeting comprising at least three (3) Councillors and one (1) member of council staff that considers matters that are intended or likely to be the subject of a decision of the Council, or subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee
- b) An Assembly of Councillors has no delegated authority to make decisions on Council's behalf and no legally binding decisions are made in these forums.
- c) In accordance with section 80A of the Act a Councillor and Council Officer attending an Assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being discussed, if he or she knows that the particular matter is one that will or is likely to be considered by council.
- d) The names of all Councillors and members or council staff attending the meeting, the matters considered at the meeting, and any conflicts of interest or disclosures made at the meeting must be recorded in the 'Records of Assemblies Register' and kept by the Chief Executive Officer for a period of four (4) years.
- e) No formal minutes are recorded at an 'Assembly of Councillors'.

Note: An Assembly of Councillors does not include a meeting of the Council, a special committee of the Council, or any club, association, peak body, political part or other organization.'

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

Meeting Schedule

Council will operate a monthly meeting cycle utilising, as far as practicable, the following format:

Type	When	To be Noted
Ordinary Meeting	Second and Fourth Monday of the month	Exceptions will be made where public holidays fall on these days. The meeting would then be held on the Tuesday. Dates and times of scheduled meetings will be advertised in Council's newsletter and on the website and in local newspapers. Open to the public
Councillor Briefing Session	First and Third Monday of the month	Exceptions will be made where public holidays fall on these days. The session may be cancelled or rescheduled. Closed to the public
Special Meetings	Advertised additional meetings as required	Special Meetings are to be held in accordance with Section 83 and 84 of the Local Government Act 1989. Dates and times of statutory meetings will be advertised in Council's newsletter and on the website. Open to the public.
Assembly of Councillors	As required	Assemblies of Councillors are to be held in accordance with Section 76AA of the Local Government Act 1989 as required. Generally closed to the public. In some instances public consultation will be required.

7. Related Documents

- Council Meeting Report Templates

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

Language and Communication Policy

File Number:	A3704787	Authority:	Council
Directorate:	Community Services	Responsible Officer:	Manager Community Development, Facilities and Recreation
Policy Type:	Discretionary	Version No:	
1 st Adopted by Council	25 May 2015 Minute No.951	Last Adopted by Council:	25 May 2015 Minute No. 951
Review Period:	Four years	Next Review:	May 2019

1. Purpose

The City of Greater Dandenong is committed to improving access to Council information that supports residents', organisations' and visitors' English fluency, literacy and abilities.

This Language and Communication Policy aims to address the language needs of all people in the municipality, to enhance participation in community life and deliver services that are responsive and equitable for all.

The policy provides a framework for a range of language communication strategies, all directed toward the goal of building a more informed and engaged community, whilst ensuring effective use of public resources.

2. Background

Council acknowledges that:

- Access to information is the right of all people in Greater Dandenong.
- There are a significant number of people within the municipality for whom language and/or literacy is a barrier to accessing or receiving Council information and services.
- When dealing with Council, some people in the municipality also prefer to use a language other than English, therefore language and communications need to be fit for purpose and tailored according to audience needs.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

- Key groups in the municipality with language barriers include those from culturally and linguistically diverse backgrounds, people living with a disability, older residents, early school leavers, women and the long-term unemployed.
- Translated materials are simply one of a range of strategies required to communicate effectively with people with limited English abilities.
- Partnerships and community engagement are key strategies that Council has successfully adopted to communicate effectively with many of Greater Dandenong's culturally and linguistically diverse communities.

3. Scope

All Council staff and volunteers will be covered by this policy.

This Policy is to be read in conjunction with the Language and Communication Framework 2015 and Language and Communication Action Plan 2015.

4. Human Rights and Responsibilities Charter – Compatibility Statement

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

In relation to Council's Language and Communication Policy, relevant matters include the right to:

- freedom of expression
- vote and to participate in public life
- a fair hearing
- be free from discrimination and be equal before the law
- privacy.

As required by the Charter, this policy is therefore based on a human rights approach and designed to facilitate access to Council information and services for all people.

5. References

- Charter of Human Rights and Responsibilities Act 2006
- Victorian Multicultural Act 2011
- Victorian Office of Multicultural Affairs: Whole of Government Report 2002

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

- Victorian Government: Community Languages Online: Current Practice And Future Directions Of Multilingual Information On Victorian Government Websites 2007
- Victorian Government Guidelines on Policy and Procedures: Using Interpreter Services
- Victorian Government Guidelines on Policy and Procedures: Effective Translations
- Centre for Culture, Ethnicity & Health: Infosheets, accessed at www.ceh.org.au/resources/publications#LSinfosheets
- Superseding Policy Language and Communication Policy: adopted by Council 10 February 2003, last endorsed by Council 14 June 2005.

6. Definitions

Language Services

- A range of interpreting, translation, visual, audio and conversational tools to provide effective communication for communities where English is not the first language.

Interpreting

- The oral translation of speech between two different spoken languages.
- An interpreter is a professional who is qualified to convert speech accurately and objectively into a language other than English, acting in accordance with a code of ethics.

Translation

- Converting written information from one language to another. Conversion is not restricted to written text and can involve CD, DVD or sound file.

7. Council Policy

Council will adopt a planned and consultative approach and, where possible, will work with key community partners to prepare and disseminate information and facilitate effective communications, for example with ethnic media, peak ethno-specific organisations, community leaders and service providers.

Multicultural communities, especially new and emerging communities, tend to rely on ethnic media sources and conversation to receive information. By identifying relevant partners that are experts with their community's language, culture and needs, Council will reach broader range of people and communities.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

Council will consider providing tailored language services according to the differing needs of new, emerging and established communities and will endeavour to provide qualified interpreters and translated materials as necessary.

People should have access to professional interpreters and translators when required, to make significant decisions about their lives, be informed of their rights and/or where essential information needs to be communicated to inform decision-making. Council will investigate and implement the most appropriate communication and language options to communicate effectively. For example, materials can be presented in a range of formats such as written, pictorial, audio and audio-visual styles. These approaches are most effective when they are concise, simple and pictorial, regardless of a person's cultural and linguistic background.

Council staff will be assisted to adopt best practice when in responding to the complexity of language and literacy issues in Greater Dandenong.

Staff will be encouraged to use 'plain English' consistent with Council's Style Guide, Australian Standards universally understood symbols and to think creatively about the best medium to use to reach a target audience.

Language support and cultural competency are key elements of success in multicultural communications. Council will therefore support its multilingual staff and identify and develop best practice for them as language aides.

The following criteria will be used to determine which materials to translate:

- Any compliance, statutory and/or legal documents will be in English only
- Priority will be given to Council services
- Importance to community and the level of impact
- Level of interest and demand by the community
- Level of engagement according to Council's Community Engagement Policy and Framework.

8. Related Documents

- City of Greater Dandenong Council Plan 2013-17
- City of Greater Dandenong Community Wellbeing Plan 2010-13
- City of Greater Dandenong Community Engagement Policy 2013-17
- City of Greater Dandenong Asylum Seeker and Refugee Communities Action Plan 2014-17
- City of Greater Dandenong Disability Policy 2005
- City of Whittlesea Multicultural Communications Plan September 2014.
- City of Greater Dandenong Language and Communication Framework 2015
- City of Greater Dandenong Language and Communication Action Plan 2015

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

Mayoral Representation Policy

File Number:	A37053	Authority:	Council
Directorate:	Corporate Services	Responsible Officer:	Manager Governance & Customer Service
Policy Type:	Discretionary	Version No:	2
1 st Adopted by Council	12 October 2009 Minute No. 309	Last Adopted by Council:	9 October 2017 Minute No.408
Review Period:	Every 4 Years	Next Review:	October 2021

1. Purpose

The Mayor of the City of Greater Dandenong receives invitations to a multitude of community events and activities during their Mayoral term, often far more than can be realistically attended. This policy provides guidance in managing the Mayoral workload, and how other Councillors can represent the Mayor in order to manage the community expectations.

The policy also addresses the need that Councillors be made aware of events occurring within their respective Wards, even where an invitation may have only been extended to the Mayor.

2. Background

The Mayor of the City of Greater Dandenong is the civic leader of the City and represents all citizens of Greater Dandenong. The Mayor should always be given the highest level of recognition at community and public events and given precedence (in terms of recognition) over all others attending, regardless of their position.

The role of Mayor is viewed by the community as the City's 'figurehead' or 'leader', representing the community in matters of importance to them. Inviting the Mayor to be a guest speaker at community gatherings provides opportunities for informal and formal discussions and points of view to be shared.

Many community groups seek the involvement of the Mayor to add prestige to their events and activities. The Mayor is often invited to participate in fund raising events, festivals, celebration activities and other functions as the key representative of Council.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

While the Mayor of the Day attends many of these events, it is not always possible to attend them all. There are times when several invitations are extended for different events held on the same day, or time, as each other. It can be difficult to determine which event should be attended. There are times when a Mayor is unable to attend all of the daytime, evening or weekend requests received. Addressing this workload is a challenge, so having defined alternatives is necessary to assist the Mayor manage the pressures of the role.

3. Scope

This policy will apply to Mayor's, Councillors and staff supporting the Mayor and Councillors to perform their civic duties. It is prepared as a support to the Mayor.

The requirements of the Citizenship Act do not allow for a substitute Councillor to hear the pledges of new Citizens, therefore this policy cannot be used to cover the Mayor at Citizenship Ceremonies.

4. References

- Adopted at the Ordinary Council Meeting on 12 October 2009.
- Code of Conduct - Councillors
- Councillor Support and Reimbursement Policy
- Travel Policy
- Australian Citizenship Act 1973, as amended
- Meeting Procedure Local Law No 1, 2009.

5. Definitions

Not Applicable

6. Council Policy

1. Mayoral Representation Coverage

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

1.1 Greater Dandenong Based Community Events

The Mayor of the Day is elected as the first person to represent all citizens of the City of Greater Dandenong at community events. The Mayor, as the primary representative of the City will be invited to attend many formal and informal events throughout their Mayoral term. Staff involved in coordinating or liaising with organisers of community events, Ministerial visits or other activities where the Mayor is invited, will promote the need for the Mayor to receive pre-eminence in salutations before any other dignitaries, so that the Mayor's place as the leader of the City is recognised and acknowledged.

Where the Mayor is unable to attend a community event that is not Ward specific, the immediate past Mayor will be asked to attend in the Mayor's place in the first instance. Where the immediate past Mayor is unable to attend, the Mayor may then seek other nominations and appoint a substitute Councillor as the representative having regard to the interests and/or regional representative appointments of Councillors.

Where the Mayor is unable to attend a Ward specific community event, the invitation will be issued to all Ward Councillors in the first instance. Councillors should endeavour to resolve the request by discussion if more than one Ward Councillor wishes to represent the Mayor. If no decision can be reached then the Mayor will decide.

If Ward Councillors cannot attend and the community group is still keen to have a Councillor attend, the Mayor's Personal Assistant will liaise with remaining Councillors to determine if Councillor representation can be accommodated.

If there are no Councillors able to attend on the Mayor's behalf, the invitation will be declined.

1.2 Interstate or International Local Government or Sister City Events

A report will be prepared for Council resolution to cover invitations where the Mayor is unable to attend an Interstate or International Local Government or Sister City event. If there are no Councillors able to attend on the Mayor's behalf, the invitation will be declined and/or any bookings made will be cancelled.

1.3 Council Meetings or Briefings

If the Mayor is an apology or unable to attend a Council Ordinary or Special Meeting or a Councillor Briefing Meeting, the immediate past Mayor will Chair the meeting.

If the previous Mayor is unable to take the Chair for any reason, the Chief Executive Officer will call for nominations and the Council will decide on the acting Chair.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

2 Councillor Notification of Ward Events

There are occasions when invitations are only sent to the Mayor regarding community events in various Wards. A basic notification of the event will be given to the relevant Ward Councillors to advise them of the event occurring in their Ward.

Where an invitation is given to the Mayor that may be of interest to all Councillors, basic details of the event will be shared with all Councillors.

These notifications do not equate to an invitation and should not be construed as such. They are provided for information purposes only.

Councillors are free to attend any of the notified events that are open to the public. If however the event is by invitation only then attendance should only be made by the Mayor, or a nominated Councillor attending on the Mayor's behalf.

7. Related Documents

This policy must be read in conjunction with the requirements set out in the Meeting Procedure Local Law No 1 2009, the Councillor Support and Reimbursement Policy, the Travel Policy and the Code of Conduct – Councillors. These related policies set out requirements for standards of accommodation and forms of transport, coverage of spouses or partners and procedural requirements where Council approval is required to cover absences by the Mayor.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

Naming of Places and Naming and Numbering of Roads

File Number:	A1232878	Authority:	Council
Directorate:	Corporate Services	Responsible Officer:	Manager Governance and Commercial Property
Policy Type:	Compliance	Version No:	4
1 st Adopted by Council:	24 May 1999 Minute No. 674	Last Adopted by Council:	14 October 2013 Minute No. 339
Review Period:	Every 4 Years	Next Review:	August 2017

1. Purpose

The purpose of this policy is to provide a clear and consistent approach to the allocation and administration of the 'Naming of Places' and 'Naming and Numbering of Roads' throughout the City of Greater Dandenong (CGD).

The policy ensures that Council acts within the guidelines provided in *Guidelines for Geographic Names 2010* as set out by the Registrar of Geographic Names (Victoria) and in accordance with the *Local Government Act 1989* and the *Subdivision (Procedures) Regulations 2011*.

2. Background

Council, as a Naming Authority under the *Guidelines for Geographic Names 2010*, is required to resolve on all geographic place names in the municipal district of Greater Dandenong, with the exception of geographic places of regional, state or national significance. In the consideration of naming requests, Council is required to abide by the *Guidelines for Geographic Names 2010* and must undertake the procedures set out in those Guidelines.

Council, under the *Local Government Act 1989*, may require people to number their premises and to renew those numbers. Street numbering must adhere to the provisions set out in the AS/NZS4819 Geographic Information – Rural and Urban Addressing.

3. Scope

This policy applies to:

- the naming of places, including sports pavilions, reserves, features and roads according to the Guidelines for Geographic Names 2010 set out by the Registrar of Geographic Names (Victoria); and
- the numbering of all existing and proposed roads in the City of Greater Dandenong, inclusive of public and private roads.

This policy does not apply to the naming of internal rooms, structure and facilities within Council buildings.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

4. Human Rights and Responsibilities Charter – Compatibility Statement

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

5. References

- Victorian Geographic Place Names Act 1998
- Local Government Act 1989
- Subdivisions (Procedures) Regulations 2011
- Guidelines for Geographic Names 2010 set out by The Registrar of Geographic Names (Victoria)
- AS/NZS4819 Geographic Information – Rural and Urban Addressing
- Supersedes previous policy dated 22 August 2011

6. Definitions

For the purpose of this policy, a street is defined as an officially named thoroughfare. A comprehensive list of all road types is available in the *Guidelines for Geographic Names 2010*

7. Council Policy

As a Naming Authority, Council must abide by the *Guidelines for Geographic Names 2010*. Council's Commercial Property Unit, along with other relevant Council units, will generally manage the naming of places, features and roads and this will be carried out in a clear and consistent manner in line with those guidelines.

Application for the naming of places, features, sports pavilions and reserves after an individual worthy of merit and consistent with community expectations and the *Guidelines for Geographic Names 2010* will be considered by Council and must:

- comply with the Victorian Geographical Place Names Act 1998.
- conform to the principles set down in the *Guidelines for Geographic Names 2010* by The Registrar of Geographic Names (Victoria) .
- comply with Council's responsibilities with respect to the naming of places, features and roads as well as the numbering and renaming of roads.
- facilitate the quick and accurate location of properties by emergency services, postal services, visitors and general community.
- ensure that all properties can be uniquely identified for Public Utilities purposes.
- establish administrative procedures that ensure that owners, occupiers and all relevant authorities are notified of newly allocated street names and/or numbers.

All street numbers shall be allocated in accordance with the above and the *AS/NZS4819 Geographic Information – Rural and Urban Addressing* and shall be applied in any of the following circumstances:

- creation of new allotments (as per notification from Planning Department).
- physical changes to existing allotments (as per notification from Planning Department).
- changes in the number or disposition of tenements.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

- where a submission is received from any person or body affected alleging that property numbering is unsatisfactory.
- an owner applies for a street name and number change, e.g. a corner block where the entrance faces the side street.

Council will support the ANZAC Commemorative Naming Project conducted by the Victorian Government's Department of Environment and Primary Industries.

8. Related Documents

- This policy must be read in conjunction with the *Guidelines for Geographic Names 2010*. All procedures required to implement this policy are provided in the *Guidelines for Geographic Names 2010*.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

Use of term 'Mayoral'

File Number:	A37077	Authority:	Council
Directorate:	Corporate Services	Responsible Officer:	Manager Communications
Policy Type:	Discretionary	Version No:	2
1 st Adopted by Council	25 September 2006 Minute No. 316	Last Adopted by Council:	9 October 2017 Minute No. 408
Review Period:	Every 4 years	Next Review:	October 2021

1. Purpose

The term 'mayoral' is used locally to raise the profile and prestige of events. It is quite often associated with fundraising and, in this regard, assists in enabling greater community engagement and promotes goodwill. It also boosts awareness of and pride in our city.

The purpose of this policy is:

- To ensure that there are very clear guidelines around use of the term 'mayoral';
- To ensure the many positives associated with such a partnership are heightened, including promoting our city to a wider audience and raising funds for a local organisation, charity or service provider;
- To maximise opportunities to promote the city's image through appropriate use of the term;
- To ensure 'mayoral' events are well supported by Council's administrative functions;
- To ensure appropriate promotion and follow up of all such events, including full reports back to the community on outcomes; and
- To differentiate between events which require council funding input, and those that are run completely independently.

2. Background

Community groups and organisations frequently request the use of the term 'Mayoral' to raise the profile of a local event. Such events are usually fundraisers, from which the proceeds go to local charity groups. The need arose to place some parameters around the use of this term and council's expectations.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

3. Scope

This policy will apply to all community groups and organisations wanting to use the term 'mayor' or 'mayoral'.

4. References

- Adopted at the Ordinary Council Meeting on 25 September 2006.
- General Support Program – Guidelines and Information.

5. Definitions

Nil

6. Council Policy

Use of Mayoral Title with NO Funding Attachment

Approval can be given by the Council to the use of this title to local community events on the conditions that:

- Council's Media and Communications Department approve all marketing material and press releases;
- That the mayor be invited to and 'featured' in the event, including the opportunity to make a speech; and
- That the mayor be advised of who the recipients of any fundraising will be prior to any agreement being confirmed.

Use of Mayoral Title with Funding Attachment

Mayoral Brand and Funding of the Event

The use of the term Mayoral and associated funding will be subject to council approving and signing off on:

- A 'partnership agreement' be completed and signed off by both parties;
- All marketing material and press releases;
- A full event plan (detailing roles and responsibilities of Council and the partnering organisation);
- A full event program;
- Detailed time tabling of the event; and
- A full event budget, which has been provided up front detailing all anticipated income and expenses.

4.2.1 Review of Council Policies - Policies for Abolition (Cont.)



Greater Dandenong Policy

Other Requirements

- The event must be auspiced under a local non-profit organisation (as per community grants requirements);
- A post event reconciliation of all expenditure and income and amounts donated to charity to be provided to council within 4 weeks of the event taking place;
- Clear details be provided on expectations of the mayor's involvement;
- That the mayor be featured in all associated marketing and promotional material, as part of a pre-approved media plan;
- That the event be approved and overseen by Council's Festivals and Events Working Group, and a small internal (council) working party be set up for each event;
- A post media event be organised for the announcement and handover of funds raised; and
- That an annual application be made, which only covers the event for that year. This must also coincide with the mayoral term.

7. Related Documents

General Support Program – Guidelines and Information.

4.3 OTHER

4.3.1 Positive Ageing Advisory Committee Membership Endorsement

File Id:	A9908206
Responsible Officer:	Director Community Services
Attachments:	Positive Ageing Advisory Committee Membership Endorsement

1. Report Summary

Council endorsed the establishment of the Positive Ageing Advisory Committee for an initial two-year period of 2015-17. The initial committee's term was extended to finalise the Positive Ageing Strategy 2017-25. In 2018 the Terms of Reference were revised with the appointment of a new Committee for a period of four (4) years. In 2022, it was decided to appoint the committee for another four (4) years.

The Positive Ageing Advisory Committee continues to play a key role in the implementation of the Positive Ageing Strategy 2017-25 and will significantly contribute to the development of the next Positive Ageing Strategy.

Due to vacancies on the committee, new Committee members were sought in April 2023.

Recommendations for the membership of the Committee are now presented to Council for endorsement.

2. Recommendation Summary

This report recommends that Council endorsement of two proposed candidates outlined in 'Attachment 1' of this report as independent members for the Positive Ageing Advisory Committee.

4.3.1 Positive Ageing Advisory Committee Membership Endorsement (Cont.)

3. Background

The Positive Ageing Advisory Committee (PAAC) was established to provide advice to Council in relation to effective policy and service provision for older people in the community and issues regarding positive ageing. The establishment of the Advisory Committee provided an important forum for identifying current and future issues and advising Council about effective policy and longer-term strategic direction regarding older people in the City of Greater Dandenong. The Advisory Committee complements other forms of community engagement used by Council such as the newsletters, focus groups and invited consultations.

The PAAC provided significant input into the development of the Positive Ageing Strategy 2017-25. They have also had a key role in overseeing the implementation of the Action Plan providing an ongoing connection to the community and service providers. The committee will also be integral to community consultation as Council determines its role in aged care into the future.

4. Proposal

Advertising for Committee members commenced in April 2023 with promotion through local newspapers, social media and through networks including the e-news. Two (2) written applications were received for up to four (4) vacant positions. The selection process was undertaken in accordance with the Terms of Reference and one (1) applicant are recommended for Council endorsement. One (1) applicant withdrew their application.

The one (1) recommended individual for the Positive Ageing Advisory Committee outlined in 'Attachment 1' of this report represent widespread knowledge and strategic experience in positive ageing.

5. Financial Implications

There are no financial implications associated with this report.

6. Consultation

A public request for nominations occurred. All applicants were assessed against the selection criteria for the Positive Ageing Advisory Committee.

4.3.1 Positive Ageing Advisory Committee Membership Endorsement (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:

- Education, training, entrepreneurship and employment opportunities
- Embrace diversity and multiculturalism
- Mind, Body and Spirit

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 (4) 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 city that supports entrepreneurship, quality education and employment outcomes.

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 principles have been considered and are covered within this report.

4.3.1 Positive Ageing Advisory Committee Membership Endorsement (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).

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.

Specifically:

- Section 14 – Right to freedom of thought, conscience, religion and belief;
- Section 15 – Right to freedom of expression;
- Section 16 – Right to peaceful assembly and freedom of association; and
- Section 18 – Right to have the opportunity to take part in public life and to vote.

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 of this report is purely administrative in nature and does not benefit any one gender group over any other. However, this will be a significant focus in the development of a new Positive Ageing Strategy which this Committee will be responsible for.

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 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 as it is administrative in nature. However, this will be considered in the development of a new Positive Ageing Strategy which this Committee will be responsible for.

4.3.1 Positive Ageing Advisory Committee Membership Endorsement (Cont.)

12. Related Council Policies, Strategies or Frameworks

Related Council Policies, Strategies or Frameworks include the Disability Action Plan 2017-2023.

13. Conclusion

Applications were sought from the public for appointment as independent members of the Positive Ageing Advisory Committee. Two (2) applications were received and recommended as members of the Positive Ageing Advisory Committee 2023 to 2026 during which time they will contribute to the development of a new Positive Ageing Strategy.

14. Recommendation

That:

- 1. the one recommended applicant outlined in 'Attachment 1' of this report be endorsed as independent member of the Positive Ageing Advisory Committee 2023 to 2026; and**
- 2. the Mayor writes to the proposed applicant to confirm their appointment to the Positive Ageing Advisory Committee.**

4.3.1 Positive Ageing Advisory Committee Membership Endorsement (Cont.)

OTHER

**POSITIVE AGEING ADVISORY COMMITTEE MEMBERSHIP
ENDORSEMENT**

ATTACHMENT 1

**POSITIVE AGEING ADVISORY COMMITTEE
MEMBERSHIP ENDORSEMENT**

PAGES 2 (including cover)

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

4.3.1 Positive Ageing Advisory Committee Membership Endorsement (Cont.)

Jeanette Keane

Jeanette, a local resident, is president of the U3A Dandenong (an international self-help movement, run by and for retirees. It aims to create welcoming communities where over 50's can connect with each other, find stimulating retirement activities, learn new hobbies or develop old ones, make new friends and most importantly, enjoy life to the full) and is heavily involved in community activities and activities focused on social connections and wellbeing.

4.3.2 Draft Minutes of Disability Advisory Committee Meeting - 19 June 2023

File Id:

Responsible Officer: Director Community Services

Attachments: Draft Minutes of Disability Advisory Committee on 19 June 2023

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 Disability Advisory Committee meeting provided in Attachment 1 to this report be noted and endorsed by Council.

4.3.2 Draft Minutes of Disability Advisory Committee Meeting - 19 June 2023 (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:

- Education, training, entrepreneurship and employment opportunities
- Embrace diversity and multiculturalism
- Mind, Body and Spirit

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 (4) 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 city that supports entrepreneurship, quality education and employment outcomes

4.3.2 Draft Minutes of Disability Advisory Committee Meeting - 19 June 2023 (Cont.)

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 Disability 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 Disability Advisory Committee Meeting - 19 June 2023 (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 Disability Advisory Committee as provided in Attachment 1 to this report.

4.3.2 Draft Minutes of Disability Advisory Committee Meeting - 19 June 2023 (Cont.)

OTHER

**DRAFT MINUTES OF DISABILITY ADVISORY COMMITTEE
MEETING**

ATTACHMENT 1

**DRAFT MINUTES OF DISABILITY
ADVISORY COMMITTEE MEETING HELD
ON 19 JUNE 2023**

PAGES 4 (including cover)

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

4.3.2 Draft Minutes of Disability Advisory Committee Meeting - 19 June 2023 (Cont.)

Advisory Committee or Reference Group Name: Disability Advisory Committee (DAC) Meeting

Date of Meeting: Monday 19 June 2023

Time of Meeting: 4.00pm–5.30pm

Meeting Location: Dandenong Civic Centre - 225 Lonsdale St, Dandenong
Meeting Room 2NE/NW
Microsoft Teams

Attendees: Frank Cutuli (Chair), Pradeep Hewavitharana, Catherine Rampant, Norma Seip, Kristina Drmic, Lionel Gee, Imran Maniar, Manager Community Care (City of Greater Dandenong [CGD]), Coordinator Community Access (CGD), Cr Long (CGD), Director Community Strengthening (CGD), Environmental Planner (CGD), Inclusion Coach (CGD)

Apologies: Deborah Lee, Lyn Bates, Disability Planning Officer (CGD)

Minutes: Business Support Officer (CGD)

Item No.	Item	Action	Action By
1.	Welcome and Apologies <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i> <i>We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.</i> The Chair welcomed all present and apologises noted.		
2.	Previous Minutes and Business Arising No outstanding items.		
3.	Introduction of New Committee Members (Imran Maniar and Lionel Gee) and Director of Community Strengthening (Peta Gillies) All Committee members provided a brief introduction and their interest in joining the Disability Advisory Committee. Director of Community Strengthening provided her experience in the community services sector and passion to ensure our services are accessible and inclusive for our community.	For noting.	
4.	Climate Change Community Engagement The Environmental Planner discussed the development of Council's first <i>Climate Change</i>		

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

4.3.2 Draft Minutes of Disability Advisory Committee Meeting - 19 June 2023 (Cont.)

	<p><i>Community Engagement and Mobilisation Plan (CEMP).</i></p> <p>The community is encouraged to fill in a short survey to inform the development of the CEMP and guide Council's actions to help build our community that is more aware of and resilient to climate change.</p> <p>A further consultation process will occur with the community to seek feedback on the draft plan, with the final CEMP being taken to a Council meeting for adoption.</p>	Complete survey and encourage others to provide feedback by Monday 10 July.	Committee members
5.	<p>Update on Sports 4 All Project</p> <p>The inclusion Coach provided an update on the Sport4All program progress to date including:</p> <ul style="list-style-type: none"> • Emailing all primary, secondary, catholic and independent schools in the municipality • Emailing sporting clubs including leased, winter and summer allocations • Contacting 52 Winter clubs to discuss the program • Organising an article in Monash Health Healthy Schools newsletter • Promoted 'Come and Try' day with clubs <p>Discussed the need to attain and find the right contacts in schools and sporting clubs to explain the program. The Environmental Planner advised he has some contacts with school through his network. Director of Community Strengthening also recommended engaging with Deputy Mayor, Cr Formoso as a physical education teacher.</p>	Email Inclusion Coach contact details to Committee members.	Business Support Officer
6.	<p>CGD Disability Action Plan (DAP) 2017-2023</p> <p>Coordinator Community Access advised the final review of the Disability Action Plan 2017-2023 has been completed.</p> <p>The final review includes the outcomes and achievements of the DAP and identifies emerging issues, trends and opportunities to develop the new Plan.</p> <p>Discussion was held on the development of the next Plan including:</p> <ul style="list-style-type: none"> • Include CGD statistics • Photographs to break up the text • Engage in community consultation • Consider the consolidating the priorities and actions 	Add to next agenda for further discussion.	Coordinator Community Access
7.	<p>Aged Care Reform</p> <p>A copy of the Australian Government's 'Transitioning to the new in-home aged care program' factsheet and a copy of the letter to all</p>	Provide regular updates.	Manager Community Care

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

4.3.2 Draft Minutes of Disability Advisory Committee Meeting - 19 June 2023 (Cont.)

	<p>clients regarding Council's future role in aged and disability support services was distributed to the Committee.</p> <p>The Manager Community Care provided a summary of the aged care reform to date including:</p> <ul style="list-style-type: none"> • Confirmed that no decisions have been made to date as to Council's future in aged care and disability support services. • Further delayed implementation of the new Support at Home program now to commence on 1 July 2025 in response to stakeholder feedback and to allow time to further refine the program. • Several Victorian local governments have exited as a funded Commonwealth Home Support Programme (CHSP) provider, with 21 not accepting the 2022-23 contract extension and have ceased services on 30 June 2022. • Further 10 local governments have resolved to exit as a provider of CHSP ending on 30 June 2023. • Significant consultation process to be undertaken to include all key stakeholders to determine the current and future needs of our ageing community. • Council officers will present an Options Paper that is informed by the community consultation feedback to a Council meeting outlining in options available. 		
8.	<p>NDIS Updates/ Members Issues</p> <p>Cr Long will be an apology at August meeting.</p>	Noted.	
Meeting Closed at 5.30pm			

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

4.3.3 Draft Minutes of Springvale Community Hub Committee Meeting - 14 June 2023

File Id:

Responsible Officer: Director Community Services

Attachments: Draft Minutes of Springvale Community Hub Committee Meeting on 14 June 2023

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 Springvale Community Hub Committee meeting provided in Attachment 1 to this report be noted and endorsed by Council.

4.3.3 Draft Minutes of Springvale Community Hub Committee Meeting - 14 June 2023 (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). 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:

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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
- Sustainable environment
- Embrace diversity and multiculturalism
- 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 (4) 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 Council that demonstrates leadership and a commitment to investing in the community.

4.3.3 Draft Minutes of Springvale Community Hub Committee Meeting - 14 June 2023 (Cont.)

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 Springvale Community Hub 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.

4.3.3 Draft Minutes of Springvale Community Hub Committee Meeting - 14 June 2023 (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 the Springvale Community Hub Committee meeting as provided in Attachment 1 to this report.

4.3.3 Draft Minutes of Springvale Community Hub Committee Meeting - 14 June 2023 (Cont.)

OTHER

**DRAFT MINUTES OF SPRINGVALE COMMUNITY HUB
COMMITTEE MEETING**

ATTACHMENT 1

**DRAFT MINUTES OF SPRINGVALE
COMMUNITY HUB COMMITTEE
MEETING ON 14 JUNE 2023**

PAGES 4 (including cover)

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

4.3.3 Draft Minutes of Springvale Community Hub Committee Meeting - 14 June 2023 (Cont.)

Advisory Committee or Reference Group Name: Springvale Community Hub Committee Meeting

Date of Meeting: 14 June 2023

Time of Meeting: 5.30pm – 7.15pm

Meeting Location: Springvale Community Hub

Attendees: Dani Holl (DH), Sarita Kulkarni (SK), Chris Keys (CK), Gaye Guest (GG), Zoë Mohl (ZM), Louisa Willoughby (LW), Matthew Kirwan (MK), Vinh Luong (VL), Elena Sheldon (ES), Acting Manager Community Arts, Culture and Library Services (City of Greater Dandenong [CGD]), Acting Community Precincts Strategic Operations Coordinator (Chair) (CGD),

Apologies: Silvia Mastrogiovanni (SM), Cr Richard Lim (CGD), Cr Loi Truong (CGD)

Minutes: Acting Business Support Officer, Community Arts, Culture and Library Services (CGD)

Item No.	Item	Action	Action By
1	Acknowledgement of Country "We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present. We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey."		
2	Conflicts of Interest No conflicts of interest in relation to agenda.		
3	Endorsement of Minutes of Previous Meeting Committee did not endorse the previous meeting minutes.	Committee to review 13 December 2022 Minutes/Actions at next meeting.	Council Officers
4	Apologies, Introductions Apologies noted. Introductions – Committee members were asked to introduce themselves with the following question prompts: <ul style="list-style-type: none">• What is your name and why you joined the committee?• How do you currently connect/use the Hub?• What would you like to achieve as a committee by the end of your term?		

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

4.3.3 Draft Minutes of Springvale Community Hub Committee Meeting - 14 June 2023 (Cont.)

5	<p>Terms of Reference <u>Chair nomination process</u> Chair nomination process explained, and nominations will open between now and next meeting.</p> <p>Committee members asked to send nominations through email to nominate themselves as the Community Hub Committee chairperson.</p> <p><u>Strategic vs Operational</u> Aim is for the committee to focus on strategic planning and implementation as per Terms of Reference Officers would like to receive feedback from committee members about what is or isn't working/ what is being missed from the community.</p> <p>Officers require Committee members to advise on:</p> <ul style="list-style-type: none"> • Problems and issues • Clashes and roadblocks • Advice and feedback <p>Discussion around the vision of having more Community run programs, either independently or in partnership with Council, instead of Council run programs.</p>	Officers to add deputy chairperson to nomination form, this is not an official position as not part of the Terms of Reference.	Council Officers
6	<p>Springvale Community Hub Strategy and Action Plan Officers asked Committee members for feedback at the next meeting.</p> <p>Previous Action Plan was identified by community as having too many actions, so it has now been condensed.</p> <p>Discussions around the Strategy and Action Plan occurred by the Committee members.</p> <p>Timelines have been removed from the 2022 – 2025 Action Plan – if Council truly wants to engage with the community, timelines cannot be the driving factor of delivery.</p> <p>Committee members believe Springvale Community Hub could be a 'regional hub' – as people who attend the hub travel from different suburbs. Improve marketing of better events to break down the barrier between Springvale's bordering suburbs – such as Dandenong, Noble Park etc.</p>	Committee to review Action Plan and be prepared to raise areas in which the Committee can focus on.	Committee members
7	<p>Discussion topic: Youth engagement It was previously suggested that it would be beneficial to have a younger person on the Committee, either formally or at in a drop in capacity, as young people make up a large proportion of patrons visiting Springvale</p>	Connect with the youth leadership groups facilitated by Council's Youth Services and Children's Services.	Council Officers

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

4.3.3 Draft Minutes of Springvale Community Hub Committee Meeting - 14 June 2023 (Cont.)

	<p>Community Hub.</p> <p>Members discussed options to engage young people including:</p> <ul style="list-style-type: none">• Linking in with the young leaders program at Springvale Learning and Activities Centre (SLAC).• Formation of a young engagement working group.• Running targeted activities for young people/young adults to build relationships, with the view to encourage young people to join a youth engagement working group.	<p>Draft 'Youth Springvale Community Hub working group' Terms of Reference.</p>	<p>Council Officers</p>
<p>8</p>	<p>Next Meeting:</p> <p>Discussed meeting frequency proposed trialling bi-monthly.</p> <p>Next meeting date proposed for July 2023.</p>	<p>Officers to send out possible dates for Committee members to vote for next meeting date.</p>	<p>Council Officers</p>
<p>Meeting Closed at 7:15pm</p>			

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

4.3.4 Draft Minutes of Arts Advisory Board Meeting - 13 June 2023

File Id:

Responsible Officer: Director Community Services

Attachments: Draft Minutes of Arts Advisory Board Meeting on 13 June 2023

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 Arts Advisory Board meeting provided in Attachment 1 to this report be noted and endorsed by Council.

4.3.4 Draft Minutes of Arts Advisory Board Meeting - 13 June 2023 (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:

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

4.3.4 Draft Minutes of Arts Advisory Board Meeting - 13 June 2023 (Cont.)

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 (4) 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 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 Arts Advisory Board 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.

4.3.4 Draft Minutes of Arts Advisory Board Meeting - 13 June 2023 (Cont.)

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.

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 Arts Advisory Board as provided in Attachment 1 to this report.

4.3.4 Draft Minutes of Arts Advisory Board Meeting - 13 June 2023 (Cont.)

OTHER

DRAFT MINUTES OF ARTS ADVISORY BOARD MEETING

ATTACHMENT 1

**DRAFT MINUTES OF ARTS
ADVISORY BOARD MEETING ON 13
JUNE 2023**

PAGES 5 (including cover)

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

4.3.4 Draft Minutes of Arts Advisory Board Meeting - 13 June 2023 (Cont.)

Advisory Committee or Reference Group Name: Arts Advisory Board Meeting (AAB)

Date of Meeting: 13 June 2023

Time of Meeting: 6pm - 8pm

Meeting Location: Drum Theatre, Corner Lonsdale and Walker Streets, Dandenong 3175

Attendees: Roh Singh (Chair) (RS), Emily Siddons (ES), Mish Eisen (ME), Leng Te (LT), Acting Manager Community Arts, Culture and Library Services (City of Greater Dandenong [CGD]), Acting Coordinator Drum Theatre (CGD), Coordinator Arts and Cultural Development (CGD)

Apologies: Oz Malik (OM), Cr Rhonda Garad (CGD)

Minutes: Acting Business Support Officer, Community Arts, Culture and Library Services (CGD)

Item No.	Item	Action	Action By
1	Acknowledgement of Country "We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present. We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey."		
2	Conflicts of Interest No conflicts of interest in relation to agenda.		
3	Introductions, Apologies, Staffing Updates Apologies noted.		
4	Review of Minutes Arts Advisory Board (AAB) Meeting 28 February 2023. Moved: (ES) Seconded: (ME) Update given on completed actions. Tour of DNA and PEP rolled over until appropriate time. All other actions completed or listed as part of meeting agenda.	Tour of DNA and PEP to remain as pending action until appropriate time for visit.	Council Officers

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

4.3.4 Draft Minutes of Arts Advisory Board Meeting - 13 June 2023 (Cont.)

5	<p>Appointment of 2023 – 24 Chairperson & Working Group Representatives <u>AAB Chairperson Appointment</u> AAB Terms of Reference (TOR) states Chairperson to be elected annually by Committee. One nomination received prior to meeting (LT).</p> <p>Role of AAB Chairperson declared vacant. AAB Chairperson process undertaken. No further nominations from the floor.</p> <p>Appointment of LT as new AAB Chairperson put to voting members. Moved: (RS) Seconded: (ES) Unanimously supported.</p> <p><u>Creative Infrastructure Working Group</u> Draft Creative Infrastructure Working Group Terms of Reference was sent to Committee members to review.</p> <p>Motion to disband Drum Theatre Working Group and supersede with Creative Infrastructure Working Group: Moved: (RS) Seconded: (ME). Unanimously supported.</p> <p>Working Group Representatives Process for working group representative nominations circulated via email on 23 May 2023.</p> <p>All working group positions declared vacant.</p> <p><u>Creative Infrastructure Working Group</u> Nomination received for representative (ES). Nominee accepted. Moved: (ME) Seconded: (RS) Unanimously supported.</p> <p><u>Community Connections Working Group</u> Nomination received for representative (OM). Nominee accepted via phone. Moved: (ME) Seconded: (LT) Unanimously supported.</p> <p><u>Public Art Working Group</u> Nomination received for representative (ME). Nominee accepted. Moved: (ES) Seconded: (LT) Unanimously supported.</p>	<p>Officers to meet with incoming Chairperson to provide brief on role.</p> <p>Officers to contact Drum Working Group members to advise and offer invitation to Creative Infrastructure Working Group.</p> <p>Creative Infrastructure Working Group Representative to work with Officers to recruit working group volunteers.</p>	<p>Council Officers / Chairperson</p> <p>Council Officers</p> <p>Council Officers / Working Group Representative</p>
6	<p>Arts, Culture and Heritage Strategy Proposed as recurring discussion topic for all Arts Advisory Meetings. Focus on one of the strategic priority areas per</p>	<p>Officers to circulate poll of which strategic priority area to focus</p>	<p>Council Officers</p>

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

4.3.4 Draft Minutes of Arts Advisory Board Meeting - 13 June 2023 (Cont.)

	meeting. Opportunity to share insights and expertise.	on for next meeting.	
7	<p>Working Group Chair Reports</p> <p><u>Drum Theatre Working Group</u> No meeting occurred. Members advised via email that group may be superseded by new working group.</p> <p><u>Community Connection Working Group</u> Working Group Chair was an apology, so this item was not discussed.</p> <p><u>Public Art Working Group</u> No meeting occurred due to members unavailability. Update of public art activities given verbally by Working Group Representative. Key points included deaccession of <i>The Utilitarian</i> completed; update on Muderra Way First Nations artwork; update on Public Art Policy draft. Committee acknowledged and congratulated Public Art Lead in conclusion of artwork deaccession process and rebuilding of Council's relationship with artist – particularly given inherited challenges with project.</p>	Officer to pass on to Public Art Lead, AAB acknowledgement and congratulations on deaccession of <i>The Utilitarian</i> .	Council Officers
8	<p>Dandenong New Art (DNA) and Precinct Energy Plant (PEP) Projects</p> <p><u>DNA</u></p> <ul style="list-style-type: none"> Awaiting update about construction, staff working on operational processes in the meantime. Cleaning up of the site occurring. Updated signage will be erected onsite over coming weeks. <p><u>PEP / Creative Industry Space</u></p> <ul style="list-style-type: none"> Works progressing as part of interim activation grant: power, sewerage, , internal walls removed (ground floor). Investigative works revealed unforeseen issues, requiring re-designs and knock-on delays. Milestone dates adjusted and supported by funding body for both grants – still meeting acquittal dates. 		
9	<p>Service Updates & Discussion</p> <p><u>'At home gallery' (kids kits)</u></p> <ul style="list-style-type: none"> 'Take home' activity kits funded by VicHealth Jumpstart Grant. Originally planned for DNA but reimagined for use prior to DNA completion. Each kit contains four activity cards, blank paper, crayons and paint. 2000 kits will be created for distribution from council's cultural facilities. 		

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

4.3.4 Draft Minutes of Arts Advisory Board Meeting - 13 June 2023 (Cont.)

	<p><u>Wilam Biik Exhibition</u></p> <ul style="list-style-type: none"> Touring exhibition from Tarra Warra Museum originally planned for DNA, but reimagined for Walker Street Gallery. Partnership with NETS (National Exhibitions Touring Support) Victoria. First Nations exhibition curated by Staci Piper. Exhibition dates: Tuesday 25 July – Friday 8 September 2023 <p><u>Public Art Policy</u></p> <ul style="list-style-type: none"> Draft policy nearing completion. AAB will receive draft policy for review as part of public feedback process <p><u>Drum Theatre Artwork Display</u></p> <ul style="list-style-type: none"> Newly conceived project concept. For June Our Beat: A poet, dance crew and street artists will come together to create an interpretive, interdisciplinary art piece. The artwork that is created live during this piece will hang in the Drum Theatre foyer for 3 months with explanation of its creation and photographs of the live experience <p><u>Drum Theatre Upgrades</u></p> <ul style="list-style-type: none"> Working toward being more gas/energy efficient - LED light replacements. Removed panelling to allow for install of new PA System – allowing for additional rigging space. 	Officers to circulate Public Arts Policy for feedback when appropriate.	Council Officers
10	<p>Sector Updates</p> <p><u>Creative Australia (previously Australia Council)</u></p> <p>Recent funding rounds offered only 8-10% funding rate. Record number of applications but no increase of funds following Federal Government introduction of new functions within Creative Australia.</p> <p>New initiatives coming down pipeline, but yet to come to fruition.</p>		
11	<p>Other Business</p> <p><u>Love Your Local</u></p> <p>The <i>National Association for the Visual Arts (NAVA)</i> launched <i>Love Your Local</i>. A new toolkit designed to help artists, makers and designers engage with local government.</p>	Officer to email <i>Love Your Local</i> link to Committee members.	Council Officer
12	<p>Next Meeting:</p> <p>Proposed Tuesday 22 August 2023 at Walker Street Gallery from 6 – 8pm.</p>	Officers to investigate incorporating Wilam Biik exhibition tour.	Council Officer
Meeting Closed at 8pm			

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

4.3.5 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 June 2023

File Id:

Responsible Officer: Director Community Services

Attachments: Draft Minutes of Positive Ageing Advisory Committee on
8 June 2023

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.

4.3.5 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 June 2023 (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). 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:

- Education, training, entrepreneurship and employment opportunities
- Embrace diversity and multiculturalism
- Mind, Body and Spirit

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 (4) 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 city that supports entrepreneurship, quality education and employment outcomes

4.3.5 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 June 2023 (Cont.)

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.

4.3.5 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 June 2023 (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.

4.3.5 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 June 2023 (Cont.)

OTHER

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

ATTACHMENT 1

**DRAFT MINUTES OF POSITIVE AGEING
ADVISORY COMMITTEE MEETING
HELD ON 8 JUNE 2023**

PAGES 4 (including cover)

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

4.3.5 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 June 2023 (Cont.)

Advisory Committee or Reference Group Name: Positive Ageing Advisory Committee (PAAC)

Date of Meeting: 8 June 2023

Time of Meeting: 1.30pm–3.30pm

Meeting Location: Springvale Community Hub
5 Hillcrest Grove, Springvale
Community Rooms 6

Also via Microsoft Teams

Attendees: Lauris Attard, Maria Erdeg, Betty Gracias, Christine Green, Julie Klok, Erica Moulang, Manager Community Care (City of Greater Dandenong [CGD]), Coordinator Community Access (CGD) - Chair

Apologies: Jeff Carlin, Carol Drummond, Cr Loi Truong (CGD), Positive Ageing Team Leader (CGD)

Minutes: Positive Ageing Support Officer (CGD)

Item No.	Item	Action	Action By
1.	<p>Welcome & Apologies <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i></p> <p><i>We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.</i></p> <p>The Coordinator Community Access welcomed all present and apologies noted.</p>		
2.	<p>Previous Minutes & Business Arising April 2023 minutes were accepted – moved Erica Moulang and seconded Lauris Attard.</p>		
3.	<p>Community Grants The Coordinator Community Access discussed Council's Community Grant Program. The Community Grants team has identified an ongoing lack of applications from groups made up of predominantly older residents. Council is keen to receive applications from as many community groups and residents as possible that represent the diverse range of ages, culture, and interests of our community so that as many residents as possible can benefit from the program. The application process is simple, and the Community Grants team will help community groups apply. Next Community Grants funding round opens 17 July and close in August.</p>	Committee members to share the community grants information with local community groups they are aware of and encourage them to apply. The groups can contact Council for further assistance.	PAAC members

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

4.3.5 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 June 2023 (Cont.)

4.	<p>Home Library Program The Coordinator Community Access discussed the review that is being currently undertaken into Council's Home Library Program. Feedback to date has identified the need for clear eligibility criteria that can also be included in the printed and online information promoting the Program.</p> <p>The Committee discussed the variety of people that the program may benefit including those who are socially isolated, those who may have short term requirements that prevent them from accessing the physical library and those who want ongoing access to library items but find it challenging at times to visit the library to pick up their books/items.</p> <p>A member of the Committee is a Home Library volunteer and identified that social connection is not necessarily the primary reason for using the service for all users of the program. It was suggested that the application form could identify if people would like just the books delivered to their home or that they would also like the social connection provided by the Home Library volunteer as well.</p>	<p>Feedback from the discussion to be provided to the library.</p> <p>Committee members to promote the Home Library program.</p>	<p>Coordinator Community Access</p> <p>PAAC members</p>
5.	<p>Seniors Festival Update The Coordinator Community Care updated the Committee on the plans for 2023 CGD Seniors Festival. There will be a variety of activities offered, including shorter educational, health and wellbeing or social focused sessions, a wide range of longer day trips and activities conducted by the libraries. The Seniors Festival will start with an afternoon dance and conclude with an event celebrating members of the community who are 100 years of age or older. A booklet promoting Seniors groups will also be launched during the festival.</p> <p>The Coordinator Community Access also provided an update on the CGD Afternoon Seniors Dance to be held on Tuesday 18 July at the Springvale City Hall which still has capacity for more attendees.</p> <p>The Committee discussed that there have been some changes in our older residents' preferences for social activities since COVID where there seems to be some lingering hesitation regarding participation in larger social gatherings. Other factors identified as possible barriers to attendance included the potential need for transport and promotion of the event as an entertainment and social gathering rather than just focusing on the dancing aspect.</p> <p>The Coordinator Community Access summarised the results of the recent Social Connections Survey and explained that the design of the</p>	<p>Promote Seniors Festival information in the Living Well newsletter.</p> <p>Provide Committee with dance promotional material that they can distribute to their friends and networks and encourage them to attend.</p>	<p>Positive Ageing Team Leader</p> <p>Positive Ageing Support Officer</p>

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

4.3.5 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 June 2023 (Cont.)

	Seniors Festival was based on this feedback. The survey results showed us that people predominantly wanted day activities with a duration of less than 4 hours.		
6.	<p>Aged Care Reform The Manager Community Care updated the Committee on the Commonwealth Aged Care Reforms including the delay in implementation of the new combined In-Home Support Program until 1 July 2025, and that a report on the Aged Care Reforms was presented to Council in April. Council has now resolved to undertake significant community and stakeholder consultation which seeks to understand the current and future needs for older people in the CGD community.</p> <p>The feedback received will assist Council to identify what future service options will best meet the needs of our community. No decision has been made yet as to Council's future role in aged care and disability support services, and no changes are currently being made to the services. If any changes to services are deemed necessary, these will not take effect prior to June 2024, nor without a Council resolution.</p> <p>Information about the consultation and the aged care reforms will be on the Council website. https://www.greaterdandenong.vic.gov.au/aged-care-reforms</p> <p>The Manager Community Care also confirmed ongoing issues with workforce across the aged care industry. Staff working under the SCHADS award will receive a 15% pay rise from July which will hopefully attract more staff to the industry.</p>	<p>Provide regular updates.</p> <p>Participate in and promote the consultation.</p>	<p>Manager Community Care</p> <p>PAAC members</p>
7.	<p>General Updates: Community Bus Loop Trial The loop has commenced and will be expanded in July based on client and driver feedback.</p> <p>Chatty café models Work is progressing with an ongoing program to be launched during Seniors Festival.</p> <p>Extend PAAC meeting invitation The CEO and Director Community Strengthening have been invited to future meetings.</p>	<p>Provide regular updates.</p> <p>Send meeting invitation.</p>	<p>Positive Ageing Team Leader</p> <p>Manager Community Care</p>
8.	<p>Other Business A Committee member provided an update on the Sweltering Cities Project they participated in. The project focuses on prevention and minimisation of heat stress with the outcome being that people have healthier homes, suburbs, and communities to live in.</p>	For noting.	PAAC members
Meeting Closed 3.22 pm			

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

4.3.6 Disability Advisory Committee Membership Endorsement

File Id:	A9908839
Responsible Officer:	Director Community Services
Attachments:	Disability Advisory Committee Membership Endorsement

1. Report Summary

Council endorsed the establishment of the Disability Advisory Committee and Disability Community Reference Group in 2013 for an initial two (2) year period 2014-16. In 2015 these committees were merged into a single Disability Advisory Committee with revised terms of reference and the provision of 12 appointed members plus Councillor representation and the Manager Community Care. The initial committee's term was extended to finalise the development of the Disability Action Plan 2017-23. In 2017 the terms of reference were again revised with the appointment of a new committee for a period of four (4) years.

The Disability Advisory Committee continues to play a key role in the implementation of the Disability Action Plan 2017-23 and is providing significant contribution to a new Disability Action Plan beyond 2023.

To fill the remaining vacant position, new Committee members were sought in February 2023.

A recommendation for a new member of the Committee is now presented to Council for endorsement.

2. Recommendation Summary

This report recommends the endorsement of one (1) candidate as independent member for the Disability Advisory Committee.

4.3.6 Disability Advisory Committee Membership Endorsement (Cont.)

3. Background

The establishment of the Disability Advisory Committee and the Disability Community Reference Group was endorsed by Council on 25 November 2013, and they commenced meeting in 2014 following a selection process aligned with the Terms of Reference.

The Disability Advisory Committee provides advice to Council in relation to access and inclusion for people with disabilities in the community at a broad policy and strategic level. The Committee also provides an important forum for identifying current and future issues and advising Council about effective policy and longer-term strategic direction regarding people with disabilities in the City of Greater Dandenong.

The Disability Advisory Committee provided significant input into the development of the Disability Action Plan 2017-23. They continue to have a key role in the implementation of the Action Plan providing an ongoing connection to the community and service providers.

4. Proposal

Advertising for the Committee commenced in February 2023 with promotion through social media and through networks including the e-news. One (1) written application was received for the one (1) vacant position. The selection process was undertaken in accordance with the Terms of Reference and one (1) applicant is recommended for Council endorsement.

The recommended individual for the Disability Advisory Committee (Attachment 1) represents a widespread knowledge and strategic experience across the disability sector.

5. Financial Implications

There are no financial implications associated with this report.

6. Consultation

A public request for nominations occurred. All applicants were assessed in relation to the selection criteria for the Disability Advisory Committee.

4.3.6 Disability Advisory Committee Membership Endorsement (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.
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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:

- Education, training, entrepreneurship and employment opportunities
- Embrace diversity and multiculturalism
- Mind, Body and Spirit

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 (4) 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 city that supports entrepreneurship, quality education and employment outcomes

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 principles have been considered and are covered within this report.

4.3.6 Disability Advisory Committee Membership Endorsement (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).

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.

Specifically:

- Section 14 – Right to freedom of thought, conscience, religion and belief;
- Section 15 – Right to freedom of expression;
- Section 16 – Right to peaceful assembly and freedom of association;
- Section 18 – Right to have the opportunity to take part in public life and to vote;

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 of this report is purely administrative in its nature and does not have the potential to influence broader social norms and gender roles. However, this will be a significant focus in the development of a new Disability Action Plan which this Committee will be responsible for.

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 sustainability as it is administrative in nature. However, this will be considered in the development of a new Disability Action Plan which this Committee will be responsible for.

12. Related Council Policies, Strategies or Frameworks

Related Council Policies, Strategies or Frameworks include:

- Disability Action Plan 2017-2023
- Disability Policy

4.3.6 Disability Advisory Committee Membership Endorsement (Cont.)

13. Conclusion

Applications were sought from the public for appointment as independent members of the Disability Advisory Committee. One (1) application was received and considered, and one (1) applicant is recommended as a member of the Disability Advisory Committee 2023 to 2026 during which time they will contribute to the development of a new Disability Action Plan.

14. Recommendation

That:

- 1. the recommended applicant listed in Attachment 1 be endorsed as independent member of the Disability Advisory Committee; and**
- 2. the Mayor writes to the proposed applicant to confirm their appointment to the Disability Advisory Committee.**

4.3.6 Disability Advisory Committee Membership Endorsement (Cont.)

OTHER

DISABILITY ADVISORY COMMITTEE MEMBERSHIP ENDORSEMENT

ATTACHMENT 1

**DISABILITY ADVISORY COMMITTEE
MEMBERSHIP ENDORSEMENT**

PAGES 2 (including cover)

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

4.3.6 Disability Advisory Committee Membership Endorsement (Cont.)

Lisa Ashton

Lisa is currently working as the Family Violence and Disability Practice Leader at WAYSS, Dandenong. She brings to the committee experience in the intersection and effects of disability and family violence and an understanding of the complexity of this in our local community.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey

File Id:	A9923468
Responsible Officer:	Chief Executive Officer
Attachments:	Audit and Risk Committee Charter Revision Self-Assessment Survey 2023

1. Report Summary

Under the *Local Government Act 2020*, Council adopted a revised Audit and Risk Committee Charter before 1 September 2020. A full review of the Charter was subsequently conducted in June 2021 and adopted by Council in July 2021.

The Charter review is every two (2) years. The Audit and Risk Committee has now completed its revision with slight amendments and recommends to Council the adoption of the revised Charter provided in Attachment 1.

Section 54(4) a of the *Local Government Act 2020* requires that the Audit and Risk Committee undertake an annual assessment of its performance and under clause b) of that section provides the outcomes of this assessment to Council.

The Audit and Risk Committee completed the performance assessment at its meeting held 16 June 2023 and this report tables the outcome of that assessment to Council.

2. Recommendation Summary

This report recommends that Council adopt the revised Charter for the Audit and Risk Committee as provided in Attachment 1 to this report and notes the annual assessment of performance against the Charter by the Audit and Risk Committee in Attachment 2 to this report. This report also recommends the reappointment of an external member of the Committee and further recommends an increase in the allowance paid to external members.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

3. Background

3.1 Audit and Risk Committee Charter

Council's Audit and Risk Committee performs a valuable and independent oversight of Council's Finances and Risk.

The Committee is comprised of three (3) externally appointed independent members and two (2) Councillors. The Committee currently meets four (4) times per annum.

Following the introduction of the *Local Government Act 2020*, the Audit and Risk Committee made minor amendments to the previous Committee Charter to comply with the requirements of the Act. As part of the Committee's Annual Work Plan, it was determined that the Committee would undertake a full and comprehensive review of the Charter in June 2021. This was adopted by Council in July 2021.

The Charter is reviewed every two (2) years, and this has now been undertaken. Only slight amendments of the Charter have been recommended including administrative changes to headings and definitions.

Some changes of note for the benefit of Council include:

- Remuneration and Indemnity – clarity regarding insurance liability.
- Automatic indexation of the external members sitting fees in line with the rate cap.
- Quorum – amended to two (2) independent members and one (1) Councillor.
- Conduct – a summary of Committee Member Regulatory obligations inserted for guidance to members.

The Audit and Risk Committee considered the draft Charter at its meeting held 16 June 2023 and now recommends its adoption by Council.

3.2 Annual Self-Assessment Survey

Under Section 54 (4) (a) of the *Local Government Act 2020*, the Audit and Risk Committee must undertake an annual assessment of its performance against its Audit Committee Charter and provide a copy of this assessment to the Chief Executive Officer for tabling at the next Council meeting.

Following a request by the Committee, the survey questions and structure were reviewed and revised for this survey to ensure that the outcomes would provide greater insights as to areas of strong performance and areas where improvements may be required.

The survey population was 10 respondents, comprised of all Committee members and four (4) officers. Respondents were asked to indicate their level of support for the statements provided in the survey, with a rating of 5 being strongly positive and a rating of 1 being strongly negative. A rating of 3 was a neutral rating. Seven (7) survey participants completed the survey. Respondents were asked to provide comments on their ratings where appropriate and to provide suggestions for improvement. The questionnaire template is attached to this report. The survey was undertaken in May 2023.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

In broad terms the results of the survey were strongly positive in most areas but not unexpectedly there were some areas where the results suggest that improvement is required. A summary of the survey results is set out in the table below. The table shows the average of ratings across all respondents for each survey area (out of 5).

No	Key Area	Total Average outcome
1	Audit and Risk Committee Charter	4.4
2	Skills and Experience	4.3
3	Understanding The Business	4.2
4	Meeting Administration and Conduct	4.3
5	CEO and Council Communications	4.1
6	Management Commitment and Support	3.9
7	Internal Audit	4.3
8	External Audit	4.5

The three (3) areas which most strongly suggest that improvements are required were:

- Member understanding of Council business.
- CEO and Council communications.
- Management Commitment and support.

The key messages emerging from the survey are summarised below.

a) Committee members are not aware of any support/training mechanisms in place to support their role on the Committee.

b) The Committee's ability to understand Council's business and its risk exposures is significantly limited by the fact that Council cannot articulate its strategic and emerging risks, the control activities in place to mitigate risk exposures and less than ideal executive management commitment to embedding risk management thinking and decision making.

c) Limitations with Council's strategic risk management programme and reporting have significantly impacted the Committee's value adding potential.

d) The recent interim CEO arrangements have significantly impacted Council and the Committee's ability to value add to Council.

e) Resourcing constraints within Council are limiting the value-add potential of the Committee.

f) Committee members may not feel properly briefed on matters prior to Committee meetings.

g) Council systems for managing Committee meetings and recording minutes are sub-optimal and can be challenging to navigate.

h) Communication between the Committee and Council could be improved.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

The survey outcomes and key messages summarised above indicate that some improvement actions may be required in the areas identified above. The Committee agreed that the best approach to any desired changes arising from the survey is to await changes resulting from the CEO's 100-day report and to reassess improvement actions over the course of the next two (2) Committee meetings.

3.3 Audit and Risk Committee External Member sitting fees

Finally, this report further seeks Council consideration on an increase to the sitting fees currently paid to external members. Council set the fees for external members in November 2020, and they have remained unchanged since this point. The fees are currently \$2,000 per meeting for the chair and \$1,750 per meeting for the remaining external members. It is recommended that the fees be increased to \$2,500 per meeting for the chair and \$2,000 per meeting for the external members. This increase can be accommodated within Council's 2023-24 Budget and future sitting fees will be indexed by the rate cap.

Benchmarking on committee sitting fees reveals that the range for independent members for the Melbourne metro councils is \$1,000 to \$2,904 per annum. For the chair of the committee like data reveals a range of \$1,000 to \$3,872. Councils Audit and Risk Committee performs a valuable and independent oversight of Councils Finances and Risk. Discharging its oversight has increased in the areas financial reporting, risk management, maintenance of sound systems of internal control, assurance activities including internal and external audit and Council's performance with regard to legislative and regulatory compliance including its Codes of Conduct and governing principles. Oversight covers Council and its consolidated entities South East Leisure Pty Ltd and Dandenong Market Pty Ltd.

3.4 Reappointment of external member

Mr Geoff Harry, of Councils Audit and Risk Committee is due to complete his second three-year term with Council in October of this year. Mr Harry has added significant value to the Committee during this period and it is recommended to Council that Mr Harry be reappointed to the Committee for a further three-year period where he will reach the maximum continuous term of nine (9) years. This will be his final extension under the Charter.

4. Proposal

This report recommends that Council adopt the revised Charter for the Audit and Risk Committee and notes the annual assessment of performance against the Charter by the Audit and Risk Committee.

5. Financial Implications

There are no financial implications associated with this report.

6. Consultation

The Audit and Risk Committee considered these outcomes at its meeting held 16 June 2023 and now tables the review to Council in accordance with the Act.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (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.

7.2 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 (4) years. This report is consistent with the following strategic objectives:

- 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.

The Audit and Risk Committee Self-Assessment is largely administrative in nature, but it does establish a framework for the effective oversight of finance and risk management for Council and plays an important role in Council delivering on the financial management principles in the Act.

The tabling of this report to Council also follows the transparency principles in the Act.

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 given its administrative nature.

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

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (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.

Council’s Declaration on a Climate and Ecological Emergency, Council’s Climate Change Emergency Strategy 2020-2030 and the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability have been considered in the preparation of this report but are not relevant to its contents. This report is administrative in nature.

12. Recommendation

That Council:

- 1. adopts the revised Charter for the Audit and Risk Committee as provided in Attachment 1 to this report;**
- 2. notes the annual assessment of performance against the Charter by the Audit and Risk Committee in Attachment 2 to this report;**
- 3. sets the remuneration levels for external members at \$2,500 per meeting for the role of the Chair and \$2,000 per meeting for the remaining members from 1 July 2023; and**
- 4. re-appoints Mr Geoff Harry as an external member on Council’s Audit and Risk Committee commencing 10 October 2023.**

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

OTHER

**AUDIT AND RISK COMMITTEE CHARTER AND SELF ASSESSMENT
SURVEY**

ATTACHMENT 1

AUDIT AND RISK COMMITTEE CHARTER REVISION

PAGES 13 (including cover)

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

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)



Audit and Risk Committee Charter

Date Last Approved: 12 July 2021

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

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4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)



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4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)



1. PURPOSE

Council has established an independent Audit and Risk Committee (the Committee) pursuant to section 53 of the *Local Government Act 2020* (the Act). The primary purpose of the Committee is to support Council in discharging its oversight responsibilities related to financial reporting, risk management, maintenance of sound systems of internal control, assurance activities including internal and external audit and Council's performance with regard to legislative and regulatory compliance including its Codes of Conduct and governing principles. This includes Council's consolidated separate legal entities.

The Committee acts in this capacity by monitoring, reviewing, endorsing, and advising on matters as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

2. AUTHORITY

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority shall be temporary and may only relate to specific matters as directed by Council.

The Committee has authority to:

- endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a sound internal control environment;
- endorse for Council internal and external audit plans, including internal audit plans with an outlook greater than one year;
- provide advice and make recommendations to Council on matters within its areas of responsibility;
- subject to consultation with, and approval of, the CEO, retain appropriate independent specialists to advise the Committee or assist in the conduct of an investigation;
- seek any information it requires to properly discharge its responsibilities from Councillors, Council staff (including senior management, all of whom are directed to co-operate with the Committee's requests) and external parties; and
- meet with Council staff, internal and external auditors, or outside counsel, as necessary.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

3. MEMBERSHIP, TENURE AND APPOINTMENT

The Committee will comprise of five Members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee.

Details of membership and tenure are set out below:

- One (1) independent Chair;
- Two (2) independent Members; and
- Two (2) Councillors (plus option of one alternate Councillor).

All members shall have full and equal voting rights unless a member is unable to vote due to a conflict of interest.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

3.1 Independent Members

- 3.1.1 Independent members must collectively have senior business audit or financial management/reporting knowledge, risk management knowledge, be conversant with the financial and other reporting requirements of the Local Government sector and have experience in public sector management.
- 3.1.2 Independent members will be appointed for a maximum three-year term at their commencement subject to the needs noted below to stagger retirement dates.
- 3.1.3 Independent members may be reappointed for two additional three-year terms subject to mutual agreement and satisfactory performance. As far as possible, terms of appointment will be staggered to ensure membership retirement dates ensure that only one member retires at a single point in time.
- 3.1.4 The maximum continuous term of an external member shall be nine years.
- 3.1.5 Appointments of independent members shall be made by Council resolution
- 3.1.6 Prior to the retirement/resignation of an independent member, Council will establish an appropriate process to appoint a new independent member. A panel comprising the Chair of the Committee, the CEO and a senior Council Executive will be convened to make a recommendation on a suitable candidate to Council.
- 3.1.7 New independent member positions will be publicly advertised in appropriate places such as state-wide newspapers, Council's website, the online 'Directors Opportunities' listing provided by the Australian Institute of Company Directors and other channels.
- 3.1.8 If Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting

3.2 Councillor Members

- 3.2.1 Councillor members shall be appointed annually at the Council Meeting to elect the Mayor and also appoint Councillors to Committees.
- 3.2.2 The Mayor is automatically a member of the Audit and Risk Committee and Council shall appoint one Councillor as a member and has the option of appointing an alternate member should either the Mayor or the Councillor appointment be unable to attend the meetings.
- 3.2.3 Other Councillors may attend Audit and Risk Committee meetings in an observer capacity.

3.3 Chair

- 3.3.1 The Chair shall be an external independent member annually appointed by Council. The Chair shall have a casting vote on occasions where there is an equal tally of votes on a matter.
- 3.3.2 In the absence of the Chair from a meeting, the meeting will appoint an acting Chair.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)



4. REMUNERATION AND INDEMNITY

Independent members will be paid a sitting fee for each meeting with an additional amount paid to the Chair. Fees are set by Council with increases subject to annual increases in indexation in accordance with annual movements in the rate cap. Fees will be adjusted annually as at 1 July and rounded up so as to be divisible by the number of meetings each year.

Indemnity – Independent members are indemnified by the Councillors and officers' insurance liability cover.

5. ROLE OF THE CHAIR

The role of the Chair includes but is not limited to:

- 5.1 Meet with Management before and after each Committee meeting to assist with ensuring agendas and meetings are prepared and conducted effectively covering all required matters.
- 5.2 Chairing meetings of the Committee in accordance with the formal meeting agenda distributed by the Council's Governance Team.
- 5.3 Conduct meetings in a manner that promotes participation, communication, involvement, consensus, mutual respect and listening.
- 5.4 Providing time during Committee Meetings for any Committee member to raise any issue they believe relevant.
- 5.5 Review minutes of Committee meetings prior to their distribution to Committee members to ensure they accurately reflect agreed meeting outcomes.

6. MEETINGS

- 6.1 The Committee shall meet a minimum of four times per year and at least once every quarter. Additional meetings shall be convened at the discretion of the Chair, at the written request by a member of the Committee, or by the internal or external auditor. All Committee members are expected to attend each meeting.
- 6.2 A schedule of meetings will be developed and agreed to by the members annually. As an indicative guide, meetings will be arranged to coincide with relevant Council reporting deadlines.
- 6.3 Council shall provide administrative support to the Committee in the preparation of Agendas and Minutes. The Committee will frequently review matters that are confidential in nature and as such the meetings of the Committee are not open to the public.
- 6.4 The Agenda and supporting documentation will be circulated to members of the Committee at least one week in advance of each meeting.
- 6.5 The Chair will sign the minutes following confirmation of the minutes at a subsequent meeting. The unconfirmed minutes will be reported to Council within two months of the Committee meeting.
- 6.6 All Committee meetings, agenda papers and discussions are to be treated as confidential.
- 6.7 The Committee will develop and maintain an annual work plan.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)



6.8 Quorum

A quorum for meetings of the Committee shall be three (3) members, comprising two (2) external independent members and (1) councillor. If necessary, Committee members can attend the meeting via dial in or video conference and will be included as part of the quorum.

6.9 Officer in Attendance

6.9.1 The Chief Executive Officer and Internal auditor should attend all meetings, except when the Committee chooses to meet in camera. The Committee has the discretion to meet in camera without any Council officers in attendance. Other members of Council or Council staff may be invited to attend at the discretion of the Committee, to advise and provide information when required.

6.9.2 Representatives of the external auditor will be invited to attend at the discretion of the Committee but must attend meetings at which the draft annual financial report, annual performance statement and results of the external audit are considered

7. CONDUCT

Members of the Committee are required to comply with Sections 123, 125 and Part 6, Division 2: sections 126-131 of the Act, which includes, amongst other things, the following requirements.

- Members will submit six monthly interest returns on the form specified by Council, noting this is in accordance with good governance practices (for external members) rather than a legislative requirement under the Act.
- Members will declare and manage any conflicts of interest which arise in accordance with the Act.
- Members will not misuse their position on the Committee for personal benefit or to the detriment of Council.
- Members will not disclose confidential information obtained through their role on the Committee.
- Members of the Committee must be fully aware of their responsibilities with regard to management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper management of any conflicts of interest as they may arise;
- Members of the Committee must also be fully aware of the statutory definitions of general and material conflicts of interest as set out in Part 6 Division 2 of the Act

Failure to comply with the provisions of the Act with regard to conflicts of interest may result in prosecution and the member's appointment being terminated by Council.

Please also refer **Appendix A** – summary of Committee Member Regulatory Obligations.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

8. REPORTING AND PERFORMANCE

- 8.1 The Committee may report to Council on any matters of significance as determined by the Committee.
- 8.2 The Committee Chair must provide a bi-annual report to the Chief Executive Officer which summarises the activities of the Committee during the past six months, provide any findings and recommendations in relation to the functions of the Committee and request that the CEO table this report at the next Council meeting.
- 8.3 The Chair is entitled to attend any Councillor Briefing Session at any other time to bring any particular matters to the attention of Councillors which the Chair or Committee sees fit. Such meetings may be held with or without management present at the determination of the Chair following consultation with the Mayor.
- 8.4 The Committee Charter and details of its Members will be published on Council's website.
- 8.5 Council's Annual Report will contain information on the composition of the Committee, number of meetings held and attended by Committee members, audit processes, details of any remuneration paid to independent members during the reporting period and a summary of the work undertaken by the Committee for the year.
- 8.6 The Committee will evaluate its own performance on an annual basis and provide a report on the outcomes of the assessment.
- 8.7 A copy of the annual assessment will be provided to the Chief Executive Officer for tabling at the next Council meeting

9. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee include:

9.1 *Financial and Performance Reporting*

The Committee will:

- 9.1.1 review Council's draft annual financial report and annual performance statement focusing on:
- the reporting requirements of accounting policies and Approved Accounting Standards; and
 - changes to the reporting requirements due to changes in accounting policies and Approved Accounting Standards.
 - the assumptions used and processes applied in making significant accounting estimates.
 - significant adjustments to the annual financial report and the annual performance statement (if any) arising from the audit process; and
 - Compliance with accounting standards and other reporting requirements.
- 9.1.2 review and recommend adoption of the Annual Financial and Performance Statements to Council and review any significant changes and the reasons for the changes that may arise subsequent to any such recommendation but before the final report is signed; and
- 9.1.3 review the completeness of corporate governance processes as prescribed in the Governance and Management checklist of the Local Government (Planning and Reporting) Regulations.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

9.2 *External Audit*

The Committee will:

- 9.2.1 be briefed at least annually by the External Auditor on the audit strategy prior to the commencement of each year's audit process.
- 9.2.2 discuss and review with the External Auditor the scope and planning of the audit
- 9.2.3 discuss and review with the External Auditor issues arising from the audit, including all significant Management Letter items and the potential impact of those items on Council's system of internal control.
- 9.2.4 ensure significant findings and recommendations made by the external auditor and management's proposed responses are received, discussed, and appropriately actioned by management; and
- 9.2.5 review on an annual basis the performance of the External Auditor.
- 9.2.6 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor the responses provided by Council.

9.3 *Systems of Internal Control*

The Committee will:

- 9.3.1 assess the findings and maintain an awareness of local government performance audits undertaken by VAGO and any other relevant reviews undertaken by Australian and Victorian public sector integrity bodies, including Australian National Audit Office, the Independent Broad-Based Anti-Corruption Commission (IBAC), the Local Government Inspectorate and Victorian Ombudsman and consider relevant recommendations for action or implementation where appropriate,
- 9.3.2 confirm that management are aware of these external reviews and have considered the relevant recommendations for action or implementation.
- 9.3.3 review the adequacy and effectiveness of key systems and controls as a basis for providing a sound internal control framework; and
- 9.3.4 monitor the compliance of Council policies and procedures with the overarching governance principles, the *Local Government Act 2020* and regulations and Ministerial directions.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

9.4 *Internal Audit*

The Committee will:

- 9.4.1 be kept informed by Council officers of any process to appoint or terminate Council's internal audit service provider.
- 9.4.2 review the level of resources allocated to internal audit and the scope of its authority
- 9.4.3 review the scope of the internal audit plan and programme and the effectiveness of the function. This review should consider whether over a period of three years the internal audit plan systematically addresses:
 - internal controls over significant areas of risk, including non-financial management control systems.
 - internal controls over revenue, expenditure, assets, and liability processes.
 - the efficiency, effectiveness, and economy of significant Council programmes; and
 - compliance with regulations, policies, best practice guidelines, instructions, and contractual arrangements.
- 9.4.4 recommend to Council the approval of the Internal Audit Plan for the coming three-year period,
- 9.4.5 review any special internal audit assignments undertaken by internal audit at the request of Council or the Chief Executive Officer,
- 9.4.6 review internal audits reports and monitor the implementation of recommendations by management.
- 9.4.7 facilitate the liaison between Internal Audit and External Auditors to promote compatibility, to the extent appropriate, between their audit programmes;
- 9.4.8 critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal controls, financial reporting and other accountability or governance issues and any other matters relevant under the Committee's Charter. Review management's response to, and actions undertaken because of the issues raised
- 9.4.9 Review, on an annual basis, the performance of the Internal Auditor, including adherence to appropriate professional and quality standards, and where performance is not considered satisfactory, report to Council and make recommendations, which may, in extreme cases, include a recommendation that Council terminate the Internal Audit contract and undertake the tender process for the appointment of a new Internal Auditor; and
- 9.4.10 ensure that representatives of the Committee and a member of the Council's Executive Leadership team, not directly involved in the management of the Internal Audit Contract are included on the tender evaluation panel tasked with making recommendations to Council for the appointment of a new Internal Auditor.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)



9.5 ***Risk Management***

The Committee will:

- 9.5.1 monitor Council's risk profile and changes therein and the plans to mitigate risk by determining if management has appropriate processes and adequate information systems in place.
- 9.5.2 monitor the implementation of recommendations arising from reports presented and review the effectiveness of Council's internal control systems; and
- 9.5.3 annually review the effectiveness of the Enterprise Risk Management Framework to enable effective risk management.
- 9.5.4 review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.
- 9.5.5 review the insurance programme annually prior to renewal.

9.6 ***Fraud Prevention and Control***

The Committee will:

- 9.6.1 review Council's fraud prevention policies and controls including fraud awareness programs including reports regarding actual or suspected instances of fraud, corruption or serious misconduct.
- 9.6.2 recommend any specific measures or investigations identified as necessary or desirable by the Committee to the Council and/or management,
- 9.6.3 monitor and provide advice on fraud prevention systems and controls; and
- 9.6.4 monitor any subsequent investigation, including the investigation of any suspected cases of fraud, corruption, serious misconduct, or breaches of conflict of interest.

9.7 ***Matters Referred to the Committee by Council***

The Committee will address issues brought to its attention, including responding to requests from Council for advice.

10. REVIEW OF COMMITTEE CHARTER

The Committee will review the Committee Charter at least every two years, or as required following changes to the Act or other related Acts and Regulations and recommend any changes to Council for approval.

The next review date will be June 2025.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

APPENDIX A – COMMITTEE MEMBER REGULATORY OBLIGATIONS

LGA Section LGA Requirement - Extract for Guidance to Members

MISUSE OF POSITIONS	
123(A)	A Committee member must not intentionally misuse their position to: a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or b) Cause, or attempt to cause, detriment to the Council or another person
123(3)	Circumstances involving misuse of a position by a member of the Committee include: a) Making improper use of information acquired as a result of being a member of the Committee; or b) Disclosing information that is confidential information; or Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or e) Using public funds or resources in a manner that is improper or unauthorised; or f) Participating in a decision on a matter in which the member has a conflict of interest.
CONFIDENTIAL INFORMATION	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
CONFLICTS OF INTEREST	
126	A member of the Committee has a conflict of interest if the member has: a) A general conflict of interest as described in Section 127; or b) A material conflict of interest as described in Section 128.
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

OTHER

**AUDIT AND RISK COMMITTEE CHARTER AND SELF ASSESSMENT
SURVEY**

ATTACHMENT 1

SELF-ASSESSMENT SURVEY 2023

PAGES 4 (including cover)

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

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

**City of Greater Dandenong
Audit & Risk Committee
Outcomes of the Performance Self-Assessment Survey
June 2023**

Context

The Audit & Risk Committee [ARC] Charter and the Local Government Act 2020 (LGA) require that the Committee annually assess its performance and reports the outcomes of the assessment to Council.

The Committee does this by asking Committee members and senior officers who regularly interact with it to complete a survey and the results are collated anonymously. The survey for the current year has recently been completed. This report provides a summary of the outcomes and considers areas where the survey suggests that the Committee could consider improvements.

The Survey

The survey population was 10 respondents, comprised of all Committee members and four officers. Respondents were asked to indicate their level of support for the statements provided in the survey, with a rating of 5 being strongly positive and a rating of 1 being strongly negative. A rating of 3 was a neutral rating. Seven survey participants completed the survey. Respondents were asked to provide comments on their ratings where appropriate and to provide suggestions for improvement. The questionnaire template is attached to this report. The survey was undertaken in May 2023.

Following a request by the Committee, the survey questions and structure were reviewed and revised for this survey to ensure that the outcomes would provide greater insights as to areas of strong performance and areas where improvements may be required. This change means that it is not possible to compare the results of this survey with the prior year to identify year on year trends.

Survey Outcomes

1. Overall Survey Results

In broad terms the results of the survey were strongly positive in most areas but not unexpectedly there were some areas where the results suggest that improvement is required. A summary of the survey results are set out in the table below. The table shows the average of ratings across all respondents for each survey area.

Summary of Survey Outcomes

	Survey Area	Scoring Average
1	Committee Charter	4.4
2	Member Skills and Experience	4.3
3	Member Understanding of Council's Business	4.2
4	Meeting Administration and Conduct	4.3
5	CEO and Council Communications	4.1
6	Management Commitment and Support	3.9
7	Internal Audit	4.3
8	External Audit	4.5
	Whole of Survey Average Score	4.3

The three areas which most strongly suggest that improvements are required were:

- Member understanding of Council business.
- CEO and Council communications.
- Management Commitment and support.

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

2. *Individual Question Average Scores*

There were 11 survey questions (out of a total of 44 questions) where the average scores were 4.0 or lower. These questions are noted below:

Question	Survey Area	Question	Score
2.3	Skills and Experience	There is a clear process that Committee members can follow to access advice and/or training to improve their skills and knowledge	3.6
3.1	Understanding the Business	The Committee has sufficient understanding and appreciation of Council's Risk Management Framework	3.7
3.2		The Committee has sufficient understanding and appreciation of Council's Control Framework to mitigate significant risks	3.9
3.5		The Committee receives appropriate briefings on current and emerging business risks	4.0
4.5	Meeting Administration & Conduct	Committee members have the opportunity to be effectively briefed prior to meetings	3.7
4.8		Committee minutes are appropriately maintained and of good quality	3.9
5.2	CEO and Council Communications	The CEO and Council are well informed, on a timely basis, of the Committee's deliberations and decisions	4.0
6.1	Management Commitment & Support	Information and briefing papers presented by management meet the Committee's expectations in respect of Council's strategic risk profile, including risk identification and assessment and related mitigation strategy	3.1
6.2		Information and briefing papers presented by management meet the Committee's expectations in respect of the internal control framework including fraud risks	4.0
6.3		Information and briefing papers presented by management meet the Committee's expectations in respect of arrangements established by management to ensure compliance with regulations and internal policies	4.0
7.2	Internal Audit	The Committee considered the adequacy of internal audit resources	4.0

3. *Respondent Comments and Suggestions*

In regard to the above lower scores, the following comments were provided by respondents.

Survey Area	Respondent Comments
Skills and Experience	I am not aware of a process to follow to access advice and/or training for the Committee
	Risk management is developing and does not seem to be embraced by the organisation; materials presented to the Committee are the efforts of an individual (or two) without evidence of executive oversight/sponsorship. This has limited the Committee to probe more strategically
Understanding the Business	As indicated earlier, I think the Committee struggles with the Risk Management Framework – it seems to be in a state of constant review and change. Compliance management reporting has improved, but still a ways to go.
	The interim nature of the CEO/ET over the past year has tended to put business and emerging risk matters on the "backburner". Not sure that the Committee is as well briefed on these matters as it should be
	I don't believe Council's risk framework is adequate or widely known across the organisation and I don't think (Committee) members know this because it is not conveyed to them in an articulate way.
Meeting Administration & Conduct	At times minutes are very late. Still struggle with the concept that the minutes can be 70+ pages long
	Appreciate the work that has been done with the Committee work plan, policy and control framework schedule

4.3.7 Audit and Risk Committee Charter and Self Assessment Survey (Cont.)

Survey Area	Respondent Comments
CEO and Council Communications	Over the last year caretaker period, I'm not sure that comms between ARC and Council have been as effective as they could have been. I cannot comment on how quickly minutes and activity reports are provided to Council
Management Commitment & Support	Looking forward to increased executive engagement and in turn the Committee providing more value add.
Internal Audit	<p>The hiatus in the internal audit plan resulting from the tender for IA services has severely impacted the momentum of the IA programme. This has resulted in reduced IA activity, although it is acknowledged that recently there are signs that momentum will lift in the next three months.</p> <p>Change of internal auditors slowed down the internal audit process in the first half of the 2022/23 year however this has picked up substantially with the internal audit in full motion.</p>

4. Key Messages from the Survey

The key messages emerging from the survey are summarised below.

- a) Committee members are not aware of any support/training mechanisms in place to support their role on the Committee.
- b) The Committee's ability to understand Council's business and its risk exposures is significantly limited by the fact that Council cannot articulate its strategic and emerging risks, the control activities in place to mitigate risk exposures and less than ideal executive management commitment to embedding risk management thinking and decision making.
- c) Limitations with Council's strategic risk management programme and reporting have significantly impacted the Committee's value adding potential.
- d) The recent interim CEO arrangements have significantly impacted Council and the Committee's ability to value add to Council.
- e) Resourcing constraints within Council are limiting the value-add potential of the Committee.
- f) Committee members may not feel properly briefed on matters prior to Committee meetings.
- g) Council systems for managing Committee meetings and recording minutes are sub-optimal and can be challenging to navigate.
- h) Communication between the Committee and Council could be improved.

Action Plan

The survey outcomes and key messages summarised above indicate that some improvement actions may be required in the areas identified above. Following completion of the CEO's 100 Day report, it is clear that Council will undergo structural change in the short term. As a result of this, the Committee agreed that the best approach to any desired changes arising from the survey is to await these changes and to reassess improvement actions over the course of the next two Committee meetings.

An area of change that the Committee was advised about at the meeting today was the replacement of Council's meeting software (Objective Connect) with Docs on Tap. The Committee was pleased to learn about this change due to the challenges experienced by members during preparation for, attendance at and participation in Committee meetings.

Recommendations

That Council note this report on the outcomes of the assessment of the Audit and Risk Committee's performance.

Geoff Harry
Chair, Audit & Risk Committee
16 June 2023

4.3.8 Temporary Extension of Director - Dandenong Market Pty Ltd (DMPL)

File Id: A9942686

Responsible Officer: Executive Manager Communications & Customer Service

Attachments:

1. Report Summary

Dandenong Market Pty Ltd (DMPL) is a wholly owned subsidiary company of Greater Dandenong City Council established for the purposes of operating the Dandenong Market.

The Constitution governing Dandenong Market provides that the Board of Management controlling the company is to be comprised of between two (2) and five (5) Directors. At present the Board is operating with a full complement of five (5) Directors.

This report recommends the temporary extension of one Director, Mr Tom Mollenkopf, for a period of up to six (6) months while recruitment for a replacement Director is undertaken.

2. Recommendation Summary

This report recommends that Council temporarily extend Mr Tom Mollenkopf as a Non-Executive Director of Dandenong Market Pty Ltd for a period of six (6) months from 25 August 2023 while recruitment for a replacement Director commences.

4.3.8 Temporary Extension of Director - Dandenong Market Pty Ltd (DMPL) (Cont.)

3. Background

Dandenong Market Pty Ltd (DMPL) was established in September 2012 as a means of Council establishing a skills-based Board to drive the strategic direction and operations of the Dandenong Market. Since then, the Board has provided an extremely valuable service to Council and the Market has continued to evolve and develop including initiatives such as the introduction of Sunday trading, the trialling of night markets and a full program of festivals and events.

The Market is an extremely valuable asset, not only to the City of Greater Dandenong, but also to the region, and acts as an important community networking vehicle that brings together people from all different backgrounds in the one location.

DMPL originally consisted of five (5) Directors which were appointed by Council under the terms of the DMPL Constitution (which requires Director appointments to be made by the Shareholder (Council)). Mr Mollenkopf is the longest serving of the current five (5) directors and has expressed his willingness to continue serving DMPL for a further six (6) months which will allow for the recruitment of a replacement Director with similar specialist skills to be undertaken and for a period of handover to occur. Mr Mollenkopf is also Chairman of the Audit and Risk Committee, therefore it's critical that the best and most suitable candidate be found to fulfil this role.

4. Proposal

It is proposed that Council temporarily extend Mr Tom Mollenkopf as Non-Executive Director to the DMPL Board for a period of up to six (6) months from 25 August 2023 while recruitment for a replacement Director is undertaken.

5. Financial Implications

There are no financial implications associated with this report.

6. Consultation

As this is a limited tenure reappointment, the position of Non-Executive Director has only been discussed between the Chairperson, members of the DMPL Board and the General Manager Dandenong Market.

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.

4.3.8 Temporary Extension of Director - Dandenong Market Pty Ltd (DMPL) (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
- Embrace diversity and multiculturalism

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 (4) 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 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 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. the ongoing financial viability of the Council is to be ensured;
- d. the transparency of Council decisions, actions and information is to be ensured.

And also takes into account the following supporting principles:

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

This report forms part of Council's ongoing commitment to responding to the overarching governance principles of the *Local Government Act 2020* and delivers equitable, accessible and responsive services of good value to the community and services that are effectively monitored and continuously improved.

4.3.8 Temporary Extension of Director - Dandenong Market Pty Ltd (DMPL) (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).

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.

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 topic and content 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. Whilst this report is largely administrative in nature, the recruitment and selection of relevant DMPL board members is conducted with a view to having a gender and diversity balance on the Committee, along with relevant expertise. There are currently two female and three male directors.

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 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.

4.3.8 Temporary Extension of Director - Dandenong Market Pty Ltd (DMPL) (Cont.)

12. Conclusion

Under the Constitution that governs Dandenong Market Pty Ltd (DMPL), Clause 9.1 provides that the number of company directors shall be not less than two nor more than five. It further provides that the Shareholder (Council) may, by resolution, appoint a person as a Director for a term up to three (3) years.

DMPL currently operates with five (5) Director positions, one (1) of which will reach the conclusion of their term in August 2023. The purpose of this report is to recommend the temporary extension of that Director role for a period of up to six (6) months while a replacement Director and Chairperson of the Audit and Risk Committee with suitable skills and experience is recruited.

13. Recommendation

That Council temporarily extends Mr Tom Mollenkopf as a Non-Executive Director of Dandenong Market Pty Ltd for a period of six (6) months from 25 August 2023 while recruitment for a replacement Director is undertaken, and that recruitment commences immediately.

4.3.9 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings

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 during the period 19 June – 3 July 2023.

2. Recommendation Summary

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

4.3.9 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings (Cont.)

3. Background

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

To ensure transparency in this process matters discussed at Councillor Briefing Sessions and Pre-Council Meetings (other than those matters designated to be confidential under the *Local Government Act 2020*) are reported on at Council Meetings. This report represents matters discussed at the Councillor Briefing Sessions & Pre-Council Meetings during the period 19 June – 3 July 2023. (Note: there were no Councillor Briefing Sessions or Pre-Council Meetings held during 6-16 June 2023.)

4. Matters Presented for Discussion

Item		Councillor Briefing Session/Pre-Council Meeting
1.	Update on Community Safety A Victoria Police representative provided Councillors with a verbal update on current VicPol operations and activities within Greater Dandenong.	Councillor Briefing Session (CBS) – 19 June 2023
2.	Emergency Management Update Councillors were provided with an update on recent incidents in Greater Dandenong and Council's involvement in the management of those incidents.	CBS – 19 June 2023
3.	Update on Hybrid Working Arrangements Councillors were provided with details about the Future of Flex project will review current working arrangements, identify perceptions of inequity and explore the questions posed when employing a contemporary workforce post-COVID.	CBS - 19 June 2023

4.3.9 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings (Cont.)

Item		Councillor Briefing Session/Pre-Council Meeting
4.	<p>General Discussion</p> <p>Councillors and Council officers briefly discussed the following items:</p> <ul style="list-style-type: none"> a. town planning permit application in Douglas Street, Noble Park being approved by the Minister for Planning; b. Victoria Police interaction with Councillors and Council staff; and c. Agenda items for the Council Meeting of 26 June 2023. 	CBS - 19 June 2023
5.	<p>General Discussion</p> <p>Councillors and Council officers briefly discussed the following items:</p> <ul style="list-style-type: none"> a. aged care reform to be discussed at next Councillor Briefing Session; b. Council's immunisation team winning national award; c. iCook Foods Update - CONFIDENTIAL ITEM under section 3(1)(e) of the Local Government Act 2020 (Councillors and CEO only); and d. Agenda items for the Council Meeting of 26 June 2023. 	Pre-Council Meeting – 26 June 2023
6.	<p>Dandenong Arts Gallery Update</p> <p>Councillors were provided with an update on the next steps for construction and an overall timeframe for the Dandenong new Art Gallery.</p>	CBS – 3 July 2023
7.	<p>Aged Care Reform Consultation Framework</p> <p>A comprehensive community consultation framework was outlined to Councillors prior to any options being presented to Council to determine its future role and investment in aged care services. Consultation will occur between now and November.</p>	CBS – 3 July 2023

4.3.9 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings (Cont.)

Item		Councillor Briefing Session/Pre-Council Meeting
8.	<p><i>Councillor Briefing Sessions – Terms of Reference</i></p> <p>A draft Terms of Reference for Councillor Briefing Sessions was presented to Councillors to clarify purpose, roles and responsibilities, content, legislative requirements, reporting, conduct and improvements.</p>	<i>CBS – 3 July 2023</i>
9.	<p><i>General Discussion</i></p> <p>Councillors and Council officers briefly discussed the following items:</p> <ul style="list-style-type: none">a. Community organisation use of a Council facility;b. timing for electoral boundary review;c. Dandenong Table Tennis Club;d. number 8 multideck car park;e. SnowFest and how we engage performers; andf. Agenda items for the Council Meeting of 10 July 2023	<i>CBS – 3 July 2023</i>

5. Apologies

- Councillors Eden Foster and Jim Memeti submitted apologies for the Councillor Briefing Session held on 19 June 2023.
- Councillor Jim Memeti submitted an apology for the Pre-Council Meeting held on 26 June 2023.
- Councillors Tim Dark, Lana Formoso and Jim Memeti submitted apologies for the Councillor Briefing Session held on 3 July 2023.

6. 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.

4.3.9 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings (Cont.)

7. Recommendation

That:

- 1. the information contained in this report be received and noted; and**
- 2. the information discussed at the above listed Pre-Council Meeting of 26 June 2023 that was declared confidential under section 3(1)(e) of the *Local Government Act 2020* in Item 5c above remains confidential until further advisement unless that information forms the subject of a subsequent Council report.**

4.3.10 Aged Care Reform Consultation Framework

File Id:	A9947778
Responsible Officer:	Director Community Strengthening
Attachments:	Aged Care Reform Report as noted by Council on 11 April 2023 Planned engagement activities

1. Report Summary

The Commonwealth Government has been working through a significant reform agenda for in home support services and residential aged care. ("the Reforms").

As a current provider of the Commonwealth funded services, Council is currently working to understand the impact the Reforms will have on our community, and what options exist to help Council identify its future role in Aged and Community Care service provision.

Council have now prepared the consultation framework that will be used to develop the Options Paper.

The inclusion of a deliberative consultation process as part of the framework requires additional time to undertake, and hence the Options Paper will be tabled in December 2023 instead of August 2023 as currently scheduled.

2. Recommendation Summary

That Council notes the planned consultation activities and that to enable a comprehensive deliberation process, the Options Paper will be tabled in December 2023.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

3. Background

In response to the Commonwealth Governments' Aged Care Reforms, (refer attachment 1 – Aged Care Reform Report as noted by Council on 11 April 2023), Greater Dandenong City Council is currently undertaking a review to determine its future role and investment in the delivery of Aged and Community Care services.

Informed by the current and future needs of our community, the project seeks to identify a range of feasible options for Council consideration.

4. Proposal

The 4 key stages in the development of the options are:

1. Broad Community Consultation

- Understanding current and future needs from a variety of service users, non-service users, Carers and community partners.
- Commences July 2023.

2. Identifying Local Solutions/Options

- Preparation of three (3) to four (4) options for further consideration through the deliberative process. Options to be based on desired community outcomes overlayed with possible or identified operating models.

3. Community Deliberation on Preferred Options

- Working through a process of deliberation, consideration of the advantages and disadvantages of identified local solutions, ranked in order of least to most preferred.
- Deliberation process September through to October 2023.

4. Options Presented for Council Consideration

- December 2023

Attachment 2 further outlines the planned engagement phases, key stakeholders, engagement methods and measures of success relating to the development of the Options Paper.

5. Financial Implications

The costs associated with the development of the Options Paper do not have an impact on current operating budgets. Per the Long-Term Financial Plan, the '*Aged Care General Reserve*' has been established for this purpose and can be drawn down to fund the required resources.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

6. Consultation

This report directly relates to Council's Community Engagement Policy under the *Local Government Act 2020* and Council's Community Engagement Planning Framework.

The consultation framework proposed in this report incorporates extensive consultation, including broad, all-of-community consultations as well as an extensive deliberative process with representation across the Community including diversity of age, gender, culture and service level experience.

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
- Embrace diversity and multiculturalism
- Mind, Body and Spirit

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 (4) years. This report is consistent with the following strategic objectives:

- A socially connected, safe and healthy city
- A city of accessible, vibrant centres and neighbourhoods
- A green city committed to a sustainable future
- A Council that demonstrates leadership and a commitment to investing in the community.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

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 gives expression to these principles by:

- ***Seeking the best outcomes for the municipal community, including future generations (S. 9b).*** In particular, the Report seeks to ensure that all residents and key stakeholders are accorded respect, and that considerations of their needs, preferences and circumstances influence the development of Councils future services, plans and policies.
- ***Addressing the economic, social and environmental sustainability of the municipal district, including efforts to ease the impact of climate change and lessen its risks (S. 9c).*** This Report will have no direct economic and environmental impact upon the community, as it is a report for noting only that outlines Councils process for identifying the impact that the Commonwealth Aged Care Reforms will have on Council and the community.
- ***Ensuring the municipal community is included in strategic planning and strategic decision making (S. 9d and S.56).*** The Community Engagement Framework emphasises participation in decision-making and engagement by the community, including residents of diverse genders, ages, abilities, cultural background, spoken languages, race and socioeconomic circumstances. The Options Paper will be developed in line with the Community Engagement Framework to ensure all stakeholders can be heard and their views considered.
- ***Maintaining innovation and continuous improvement (S. 9e).*** The Options Paper will consider opportunities to identify innovative ways of supporting our older residents to live in their own homes safely whilst continuing to participate in community life to maintain social connection.
- ***Supporting transparency of Council decisions, actions and information (S. 9i and S. 58 and S.106).*** The development of the Options Paper will be guided by the principles of transparency, including a comprehensive consultation process informing the development of the Options Paper to be tabled at Council in December 2023.

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. The Report preparation emphasises the right of all members of the community to be consulted and heard by Council, to freely express their views and concerns, to give unstifled and open expression to their culture and other aspects of their personal identity, and to enjoy as equals, the opportunity to participate in all cultural, social, economic and civic aspects of community life.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

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 requirement to conduct a Gender Impact Assessment applies to policies, programs and services for review. Therefore, a Gender Impact Assessment will be required as part of the development of the Options Paper.

The principles of Council's Diversity, Access and Equity Policy will also be considered in the development of the Aged Services Options Paper.

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.

Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 and the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability will be considered in the development of the Options Paper.

12. Related Council Policies, Strategies or Frameworks

- Positive Ageing Strategy 2017-2025
- Disability Action Plan 2017- 2023
- Diversity, Access and Equity Policy 2021-2025

13. Recommendation

That Council notes that the Aged Care Options Paper will now be tabled in December 2023 to allow adequate deliberative consultation activities as outlined in Attachment 1.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

OTHER

AGED CARE REFORM CONSULTATION FRAMEWORK

ATTACHMENT 1

**AGED CARE REFORM REPORT AS NOTED
BY COUNCIL ON 11 APRIL 2023**

PAGES 10 (including cover)

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

4.3.10 Aged Care Reform Consultation Framework (Cont.)

Greater Dandenong City Council
COUNCIL MEETING - MINUTES

TUESDAY 11 APRIL 2023

4.2 OTHER

4.2.1 Aged Care Reform

File Id: A9595529
Responsible Officer: Director Community Services
Attachments:

1. Report Summary

- The Commonwealth Government has been working through a significant reform agenda for Aged Care for almost a decade for both in home support services and residential aged care.
- Council is contracted to services to eligible residents over the age of 65 years under the Commonwealth Home Support Programme (CHSP) that aims to keep older residents safe and healthy in their own home for as long as possible.
- The current aged care system is complex and confusing, and the reforms intend to deliver a simplified and consistent aged care system, however the implementation date of the reforms have been extended many times since 2018.
- The Commonwealth Government has now announced that the major reform of In-Home Support Services which sees the combining of all existing home support Programs will be implemented 1 July 2024.
- Council must now consider what the implementation of these reforms will impact on Council's provision of Commonwealth funded Aged Services and the associated impact on our community.

2. Recommendation Summary

This report is for noting.

Additionally, the report recommends that in response to the implementation of the Commonwealth Aged Care Reforms, Council undertake the development of an Options Paper to assist in consideration of all future opportunities in aged care services post June 2024.

In the process of developing this paper, Council aims to promote greater awareness and understanding of the impact of the Commonwealth reforms as part of the significant consultation with clients, affected staff and unions, other key stakeholders and the broader community.

The Options Paper will then be presented to Council for their consideration by the end of August 2023.

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4.3.10 Aged Care Reform Consultation Framework (Cont.)

Greater Dandenong City Council
COUNCIL MEETING - MINUTES

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4.2.1 Aged Care Reform (Cont.)

3. Background

Over the past decade, Australia's aged care system has undergone significant reform. With a growing focus on client choice, proposed reforms have prioritised competition and marketisation of the service system to increase the capacity of the system and pursued national consistency.

These aged care reforms have occurred at the same time as the aged care sector contends with an ageing population and widespread workforce shortages which have been further exacerbated by the COVID-19 pandemic due to the reliance on immigrants pre-2020 to undertake the low paid caring roles in both residential aged care and in home care.

Over the past 10 years the Coalition Commonwealth Government has been planning to transition the block-funded Commonwealth Home Support Programme (CHSP) to a client-directed care model, where funding is assigned to the client rather than the service provider delivering services based on predetermined targets. This proposed new model, known as the Support at Home program, was slated to commence from 1 July 2023. This date has since been pushed back to 1 July 2024 by the new Albanese Labour Commonwealth Government.

With the further delayed implementation of the new Support at Home program until July 2024, the Commonwealth Government's commitment to consulting with the aged care sector and broader community in general, together with the recent media attention regarding some Victorian local governments who have exited as a provider of CHSP, it is timely to provide Council with an update.

4. Discussion and Options

For the past three (3) years a focus for the Commonwealth Government has been responding to the major challenges in residential aged care that came into sharp focus during the COVID-19 pandemic. The current three (3) key aged care programs the Commonwealth Government are responsible for are as follows.

- **Commonwealth Home Support Programme (CHSP)**
Provides entry level support to keep older people safe and healthy in their own homes.
- **Home Care Packages (HCP)**
There are four (4) levels of support for older people with more complex needs who wish to remain in their own homes.
- **Residential Aged Care (RAS)**
This by far is the most expensive form of care and for people that are deemed unable to live safely in their own home.

During the COVID-19 pandemic, additional funding was allocated to residential care and Home Care Packages (HCP), however there has been little discussion about CHSP. It is interesting to note that CHSP has by far the most clients of the three (3) main Commonwealth subsidised aged care programs, however it costs significantly less per client than HCP and Residential Aged Care.

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4.3.10 Aged Care Reform Consultation Framework (Cont.)

Greater Dandenong City Council
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4.2.1 Aged Care Reform (Cont.)

The key change the Commonwealth has signalled in response to the Aged Care Royal Commission together with client and provider feedback is the combining of all In Home Support Services into one (1) program eg CHSP and HCP, currently referred to as the Support at Home Program. There is general agreement that this is a positive and necessary reform as there will be one (1) In Home Support program that can provide entry level to complex level care based on the need of the client rather than having to move from one (1) program to another as a client's needs increase.

To adapt to expected changes, councils across Victoria who primarily provide CHSP have been individually assessing their ability to continue to deliver services under the future service model. These decisions are usually made through intensive consultation with clients, the community and staff and include detailed assessment of local service systems and council capacity.

Council also currently provides the State Government funded In Home Support Services to residents under the age of 65 years who have a disability but are not eligible for the National Disability Insurance Scheme (NDIS) called the Home and Community Care Program for Younger People (HACC-PYP). This is a significantly smaller program than CHSP and there would need to be consideration of Council's role in this program as part of the broader review into Council's role in Aged Care.

For CGD, some of the key considerations are:

1. **The significant level of socio-economic disadvantage in our municipality, together with a high level of cultural diversity. Will other providers be interested in being a provider in CGD?**

CGD has a high proportion of complex needs in our community, eg family violence, poverty, insecure housing, experience of trauma in some of our newly arrived refugees, together with cultural diversity which can make communication and provision of information more challenging and time consuming between clients and staff. This in turn can increase the cost to deliver the service.

2. **The difference in staffing costs between Council employed staff and staff employed in both the not for profit and profit sectors makes it more difficult to minimise Council's contribution to the service if a decision is made to remain as a provider.**

Local Government is required to pay staff under the Victorian Local Government Authorities Award whereas other providers pay staff primarily under the Social, Community, Home Care and Disability Services Award (SCHADS).

3. During the COVID-19 pandemic, as a **CHSP** and Home and Community Care Program **for Younger People (HACC-PYP)** provider, Council's Community Care staff were able to assist our community by working in partnership with the Emergency Management team to assist in providing necessary supports to residents in isolation, ie offering delivered meals at very short notice. Due to Council's Community Care staff working out in the community, they have significant knowledge of the local service system which was invaluable during the pandemic.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

Greater Dandenong City Council
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4.2.1 Aged Care Reform (Cont.)

4. **There is also a concurrent Commonwealth Government reform regarding Assessment Services.** The intended reform for assessment is to combine the Regional Assessment Service (RAS) and the Aged Care Assessment Service (ACAS), which is generally seen as a positive reform. However, the way in which it is likely to be configured (ie a very small number of contracts in each State) could mean that local government would have difficulty remaining as a provider. If local government cannot be a contracted Assessment provider, many councils are considering the need to fund a local 'navigator' resource within Council to continue to assist their community to find the services they need. In our municipality, the work of the Assessment Team in assisting the community in referring and linking the community to services is invaluable.
5. **The new funding and business model for In Home Care.** How would Council ensure as a provider we are sustainable into the future?
6. **The regulatory environment for aged services is increasing in response to the recommendations of the Royal Commission into Aged Care Quality and Safety.** Whilst this is necessary to ensure the health and safety of all users of Commonwealth funded aged care, new provider governance responsibilities are being introduced. More information is needed to understand the implications for Council if they remain a provider.

5. Proposal

To develop an Options Paper for Council's consideration on what Council's future role post June 2024 in Commonwealth aged care funded In Home Support Services should be, together with options for Council's consideration on how Council can support our older residents to participate in community life.

6. Financial Implications

There are no financial implications associated with this report. Cost associated with the development of the Options Paper will be undertaken within the existing Community Care Operational Budget.

7. Consultation

Consultation regarding the development of an Aged Care Options Paper is subject to Council's Community Engagement Policy and the *Local Government Act 2020* community engagement principles. As this project has a direct impact on the community and relates to potential service changes of a sensitive and complex nature, it is recommended that Council undertakes a deliberative process for consultation. This would allow for considered and evidence-based discussions and an opportunity for the community to be closer to the decision-making processes of Council. Broader consultation activities would also be conducted to gain feedback which would inform the deliberative process. A consultation plan will be developed outlining the proposed activities once confirmation of next steps.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

Greater Dandenong City Council
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4.2.1 Aged Care Reform (Cont.)

8. 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.

8.1 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

8.2 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 (4) 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 city that supports entrepreneurship, quality education and employment outcomes
- A Council that demonstrates leadership and a commitment to investing in the community.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

Greater Dandenong City Council
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4.2.1 Aged Care Reform (Cont.)

9. 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 gives expression to these principles by:

- seeking the best outcomes for the municipal community, including future generations (S. 9b). In particular, the Report seeks to ensure that all residents and key stakeholders are accorded respect, and that considerations of their needs, preferences and circumstances influences the development of Council services, plans and policies. The development of the Options Paper will take into account all of the above considerations.
- addressing the economic, social and environmental sustainability of the municipal district, including efforts to ease the impact of climate change and lessen its risks (S. 9c). This Report will have no direct economic and environmental impact upon the community, as it is a report for noting that outlines the Commonwealth Aged Care Reforms and the steps Council will be taking to understand the impacts for council and the community. There will be a further report back to Council in August that will identify the options for council to consider our future role in aged services.
- ensuring the municipal community is included in strategic planning and strategic decision making (S. 9d and S.56). The Community Engagement Framework emphasises participation in decision-making and engagement by the community, including residents of diverse genders, ages, abilities, cultural background, spoken languages, race and socioeconomic circumstances. The Aged Care Options Paper will be developed in line with the Community Engagement Framework to ensure all stakeholders can be heard and their views considered.
- maintaining innovation and continuous improvement (S. 9e). The Aged Care Options Paper will consider opportunities to identify innovative ways of supporting our older residents to live in their own homes safely whilst continuing to participate in community life to maintain social connection.
- supporting transparency of council decisions, actions and information (S. 9i and S. 58 and S. 106). The development of the Aged Care Options Paper will be guided by the principles of transparency, together with the commitment to tabling the completed Options Paper at Council in the second half of 2023.

Transparency will be reflected in the development of the Options Paper which will be informed after consultation with the community and other key stakeholders.

10. 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.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

Greater Dandenong City Council
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4.2.1 Aged Care Reform (Cont.)

The Report preparation emphasises the right of all members of the community to be consulted and heard by Council, to freely express their views and concerns, to give unstifled and open expression to their culture and other aspects of their personal identity, and to enjoy as equals, the opportunity to participate in all cultural, social, economic and civic aspects of community life.

Accordingly, this Report is consistent with the following sections of the Charter:

- Section 14 – Right to freedom of thought, conscience, religion and belief;
- Section 15 – Right to freedom of expression;
- Section 16 – Right to peaceful assembly and freedom of association;
- Section 17 – Right to the protection of families and children;
- Section 18 – Right to have the opportunity to take part in public life and to vote;
- Section 19 – Right to enjoy one's culture, practice religion or use one's own language and in the case of Aboriginal persons, the right to have distinct cultural rights;
- Section 24 - Right to a fair hearing.

11. 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.

In this regard, the objects of the *Gender Equality Act 2020* must be considered in the development of this report if the issue/topic of this report has a direct and significant impact on members of the public. The objects of the Act are as follows:

- a. to promote, encourage and facilitate the achievement of gender equality and improvement in the status of women; and
- b. to support the identification and elimination of systemic causes of gender inequality in policy, programs and delivery of services in workplaces and communities; and
- c. to recognise that gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes; and
- d. to redress disadvantage, address stigma, stereotyping, prejudice and violence, and accommodate persons of different genders by way of structural change; and
- e. to enhance economic and social participation by persons of different genders; and
- f. to further promote the right to equality set out in the Victorian Charter of Human Rights and Responsibilities and the Convention on the Elimination of All Forms of Discrimination against Women.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

Greater Dandenong City Council
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4.2.1 Aged Care Reform (Cont.)

The requirement to conduct a Gender Impact Assessment applies to policies, programs and services for review. In general services up for review within the following areas will require a Gender Impact Assessment: aged care, childcare, health care, safety, environment, emergency and waste management, open space planning, libraries, recreation and other public facilities. Therefore, a Gender Impact Assessment will be required as part of the development of the Aged Services Options Paper.

The principles of Council's Diversity, Access and Equity Policy will also be considered in the development of the Aged Services Options Paper.

12. 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.

Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 and the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability will be considered in the preparation of the Aged Services Options Paper.

13. Related Council Policies, Strategies or Frameworks

- Positive Ageing Strategy 2017-2025
- Disability Action Plan 2017- 2023
- Diversity, Access and Equity Policy 2021-2025

14. Conclusion

The current Aged Care system is complex and difficult to navigate. In response the Commonwealth Government is implementing a range of reforms to the aged care system that particularly impact on In Home Support Services from July 2024. This report provides an update on the major aged care reforms.

4.3.10 Aged Care Reform Consultation Framework (Cont.)

Greater Dandenong City Council
COUNCIL MEETING - MINUTES

TUESDAY 11 APRIL 2023

4.2.1 Aged Care Reform (Cont.)

15. Recommendation

That Council notes this report in response to the implementation of the Commonwealth Aged Care Reforms, Council undertakes the development of an Options Paper to assist in consideration of all future opportunities in aged care services post June 2024.

The Options Paper will then be presented to Council for their consideration by the end of August 2023.

MINUTE 727

Moved by: Cr Rhonda Garad
Seconded by: Cr Sophie Tan

That Council notes this report in response to the implementation of the Commonwealth Aged Care Reforms, Council undertakes the development of an Options Paper to assist in consideration of all future opportunities in aged care services post June 2024.

The Options Paper will then be presented to Council for their consideration by the end of August 2023.

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4.3.10 Aged Care Reform Consultation Framework (Cont.)

OTHER

AGED CARE REFORM CONSULTATION FRAMEWORK

ATTACHMENT 2

PLANNED ENGAGEMENT ACTIVITIES

PAGES 15 (including cover)

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

4.3.10 Aged Care Reform Consultation Framework (Cont.)



4.3.10 Aged Care Reform Consultation Framework (Cont.)



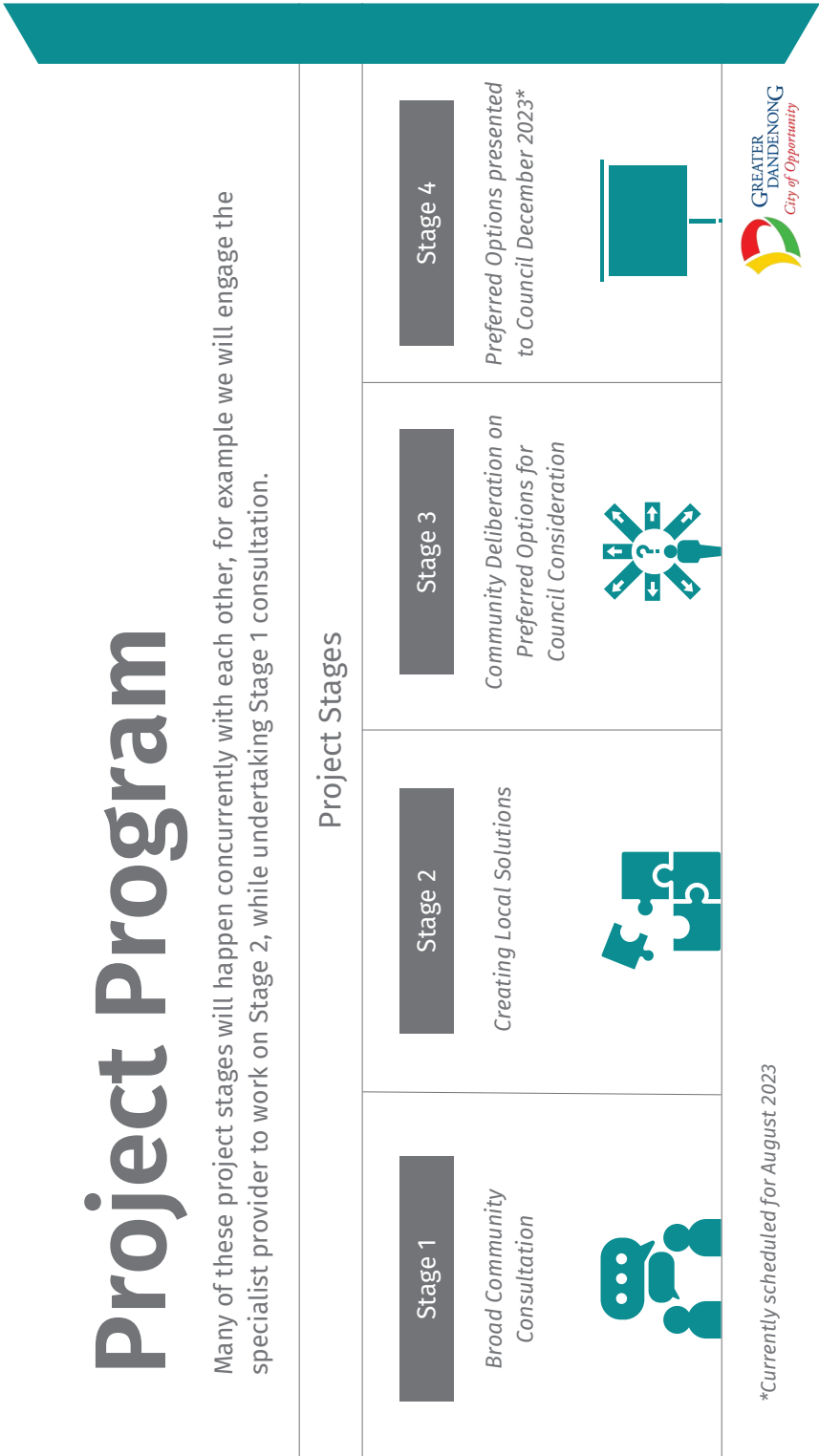
Engagement Phases, Stakeholders, Methods and Measures of Success

In response to the Commonwealth Governments' Aged Care Reforms, Greater Dandenong City Council is currently undertaking a review to determine its future role and investment in the delivery of Aged and Community Care services.

Informed by the current and future needs of our community, the project seeks to identify a range of feasible options for Council consideration.



4.3.10 Aged Care Reform Consultation Framework (Cont.)



4.3.10 Aged Care Reform Consultation Framework (Cont.)



Measures of Success

Measures of success will inform the evaluation plan for this project.

Other measures of success will be developed and attributed to the implementation phase of the decision.

Additional measures of success may be added as the project progresses.



4.3.10 Aged Care Reform Consultation Framework (Cont.)



Measures of Success

- Participation from community members with a broad range of health needs (no service use, light use, to complex needs).
- Participation of Carers and family supports.
- Representative participation from across the municipality, across multiple demographic markers.
- Education throughout the process (Impetus for change, partnered delivery, other services on offer to support active ageing).
- Positive Ageing team engagement – engagement with shared materials, participation in engagement activities, support with facilitation etc.
- Staff engagement with the approach

Related metrics to be developed and benchmarked





How will we know if this project has been successful?

4.3.10 Aged Care Reform Consultation Framework (Cont.)



Stage 1

Broad Community Consultation

Understanding current and future needs from
a variety of service users, non-service users,
Carers and community partners.

Commences July 2023.

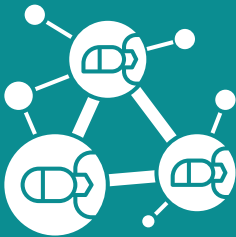


4.3.10 Aged Care Reform Consultation Framework (Cont.)

Stage 1

Broad Community Consultation

Stakeholders



Who are the people, groups
of people that will be
interested and affected?

- Clients, families & Carers
 - Staff (indirect & direct)
 - Council
 - Local Seniors clubs & groups
 - Contractors
 - Multicultural leaders
 - Funding bodies
 - Other existing or emerging providers
- All ages with and without services experience
 - State and federal MPs
 - Monash Health, Community Health
 - Municipal Association of Victoria (MAV)
 - Australian Services Union (ASU)
 - Current and future elected representatives (Councillors)



4.3.10 Aged Care Reform Consultation Framework (Cont.)

Stage 1

Broad Community Consultation

Engagement Methods



Methods to reach those interested and affected, supported by a detailed communications plan.

- Interviews
- Direct Mailers
- Focus Groups
- Community Info Sessions
- Outreach Pop-ups (Events, Dandenong Market, South East Leisure etc)
- Community Guided Kits
- Online Engagement
- Collection Boxes
- Meetings with existing Council Advisory Groups
- Internal – E News, Intranet, CEO Updates, Internal Screens, Lunch and Learns, Director Updates, Focus Groups, Team Meetings, FAQs etc



4.3.10 Aged Care Reform Consultation Framework (Cont.)



Stage 2

Creating Local Solutions

Preparation of three to four options for further consideration through the deliberation. Options to be based on desired community outcomes overlayed with possible or identified operating models.

Technical consultant will be onboarded in July to commence the review of possible operating models and feasibility.



600 residents are of Aboriginal and Torres Strait Islander Heritage

154 birthplaces

over the ,00,000

27% of people born overseas

24,000 migrants have arrived since 2014

Disability

8% of people live with a severe or profound disability (55% female, 44% male)

Language

17.8K

20.0K

28.9K

40.4K

235

4.3.10 Aged Care Reform Consultation Framework (Cont.)



4.3.10 Aged Care Reform Consultation Framework (Cont.)



Stage 3

Deliberation Process

Working through a process of deliberation, consideration of the advantages and disadvantages of identified local solutions, ranked in order or least to most preferred.

Deliberation process September through to October 2023.



4.3.10 Aged Care Reform Consultation Framework (Cont.)

Stage 3
Deliberation Process

Representative Recruitment

- Size: Likely <35
- Ages: 18 +
- Gender representation
- Ward representation
- Cultural representation
- Service level experience



Targeted recruitment strategy



4.3.10 Aged Care Reform Consultation Framework (Cont.)

Stage 3
Deliberation Process



4.3.10 Aged Care Reform Consultation Framework (Cont.)



4.3.11 List of Registered Correspondence to Mayor and Councillors

File Id:	qA283304
Responsible Officer:	Manager Governance
Attachments:	Correspondence Received 3-14 July 2023

1. 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 3-14 July 2023.

2. Recommendation

That the listed items provided in Attachment 1 for the period 3-14 July 2023 be received and noted.

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

OTHER

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

ATTACHMENT 1

**CORRESPONDENCE RECEIVED
3-14 JULY 2023**

PAGES 3 (including cover)

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

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

Objective

CONNECTED COLLABORATIVE COMMUNITY

Correspondences addressed to the Mayor and Councillors received between 03/07/23 & 14/07/23 - for officer action - total = TBA

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
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NB: Users assigned may have changed by the time of the Council Meeting. Correct at time of report production only.

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

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 03/07/23 & 14/07/23 - for information only - total = TBA

Correspondence Name

Correspondence Dated

Date Record Created

Objective ID

User Assigned

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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.

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.