



Agenda

Council Meeting

Monday 20 April 2026, 7:00 pm
Dandenong Civic Centre, 225 Lonsdale Street,
Dandenong, Victoria 3175



Council Meeting Details

At the time of printing this Agenda, the Council Meeting to be held on Monday 20 April 2026, 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 about 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.

Your Councillors

[Mayor Sophaneth \(Sophie\) Tan](#)

[Cr Bob Milkovic](#)

[Deputy Mayor Phillip Danh](#)

[Cr Sean O'Reilly](#)

[Cr Isabella Do](#)

[Cr Loi Truong](#)

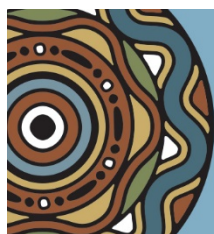
[Cr Lana Formoso](#)

[Cr Melinda Yim](#)

[Cr Rhonda Garad](#)

[Cr Alice Phuong Le](#)

[Cr Jim Memeti](#)



We acknowledge the Traditional Owners and 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.



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Bunurong Country

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COUNCIL OBLIGATIONS AND AGENDA REPORTS

Council has several obligations in relation to its Community Vision, Council Plan, Instruments of Legislation and Council policy. These are summarily considered in each Agenda report and further details are added as required. The obligations are as follows:

Community Vision 2040 (Community Vision | Greater Dandenong Council)

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.*

Reports in this Agenda will identify when any of the above principles are relevant.

The Council Plan 2025-29 (Council Plan 2025-29 | Greater Dandenong Council)

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. The Council Plan has the following key 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 places*
- *A green city committed to a sustainable future*
- *A city that supports business, entrepreneurship, quality education and employment outcomes*
- *A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.*

Reports in this Agenda will identify when any of the above principles are relevant.

The Overarching Governance Principles of the Local Government Act 2020

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

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

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

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

Reports in this Agenda will identify when any of the above principles are relevant.



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 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.

Council is obligated to think about how its programs and services affect different people and different communities and how we can avoid reinforcing unintentional inequalities. Reports authors must consider the requirements of the *Gender Equality Act 2020* and Council's Diversity, Access and Equity Policy when asking Council to consider or review any issues which have a direct or significant impact on members of the Greater Dandenong community.

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 is founded on the following principles:

- human rights are essential in a democratic and inclusive society that respects the rule of law, human dignity, equality and freedom;
- human rights belong to all people without discrimination, and the diversity of the people of Victoria enhances our community;
- human rights come with responsibilities and must be exercised in a way that respects the human rights of others;
- human rights have a special importance for the Aboriginal people of Victoria, as descendants of Australia's first people, with their diverse spiritual, social, cultural and economic relationship with their traditional lands and waters.

Given this municipality's diversity and inclusiveness, when developing or preparing a report for Council consideration, report authors are required to ensure their report is consistent with the standards set by the Charter.



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.

When developing or preparing a report for Council consideration, report authors are required to consider what impacts their issue has on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy and the requirements of the *Local Government Act 2020* in relation to the overarching principle on climate change and sustainability.

Related Council Policies, Strategies or Frameworks

Report authors will consider how their report aligns with existing Council policies, strategies, frameworks or other documents, how they may affect the decision of this report or are relevant to this process.



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1 MEETING OPENING

1.1 OPENING OF MEETING BY CHAIR

1.2 ATTENDANCE



1.3 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF LAND

Those who wish to stand for the acknowledgement to country are welcome to do so.

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.

1.4 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 Very Rev. Protopresbyter Aleksandar Savic, Dean, a member of the Orthodox Christian faith.



1.5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Meeting of Council held 16 March 2026.

Recommendation

That the Minutes of the Meeting of Council held 16 March 2026 be confirmed.

1.6 DISCLOSURES OF INTEREST

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

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

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

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



1.7 ADOPTION OF THE AUDIT AND RISK COMMITTEE MEETING MINUTES

The Audit and Risk Committee held a meeting on 5 March 2026 and Minutes of this meeting, as summarised in the following table, are presented to Council for adoption.

Item	Topic
1.	The Audit and Risk Committee reviewed actions arising from previous meetings.
2.	The Audit and Risk Committee reviewed, discussed and noted the following reports with Council officers: <ul style="list-style-type: none">• Audit & Risk Committee Self-Assessment• Chief Executive Officer's Report• Risk Management Update• Risk Management Framework & Policy• Local Government Performance Reporting Framework 2025-26 - Half Yearly Results• Quarterly Financial and Performance Report – Q2 2025-26• Internal Audit and Contract Tender Panel• Privacy and Data Governance Status Update• Core Systems Renewal (CSR)• Development of Security Strategy• Artificial Intelligence (AI) Update• People, Safety & Culture Review Overview• Procurement Exemptions
3.	The Audit and Risk Committee reviewed, discussed and noted the following reports with Council officers and the External auditor: <ul style="list-style-type: none">• Victorian Auditor General's Office (VAGO) Audit Strategy Memorandum: Financial year ending 30 June 2026
4.	The Audit and Risk Committee reviewed, discussed and noted the following reports with Council officers and the internal auditor: <ul style="list-style-type: none">• HLB Mann Judd - Internal Audit Status Report• GDCC - Review of Relevance, Veracity & Effectiveness of Outstanding Actions• GDCC - Review of Financial Controls• GDCC - Review of Fleet Management• GDCC - Scope of South East Leisure Cyber Security• GDCC - Scope of Dandenong Market Asset Maintenance Management• GDCC - Scope of Review of (Internal) Infringements Appeals Process• GDCC – South East Leisure Finalisation of Actions from 2025 Child Safety Standards Audit• Integrity Body Reports

Officer Recommendation

That the unconfirmed minutes of the Audit and Risk Committee meeting held on 5 March 2026 be adopted.



2 OFFICERS REPORTS - PART 1

2.1 DOCUMENTS FOR SEALING

2.1.1 Documents for Sealing

Responsible Officer: Manager Governance, Integrity, Legal & Risk

Attachments: Nil

Officer Recommendation

That the listed documents be signed and sealed.

Executive Summary

1. Under the *Local Government Act 2020*, each Council is a body corporate and a legal entity in its own right. Each Council must therefore have a common seal (like any corporate entity) that is an official sanction of that Council. Sealing a document makes it an official document of Council as a corporate body. Documents that require sealing include agreements, contracts, leases or any other contractual or legally binding document that binds Council to another party.

Item Summary

2. There is 1 item being presented to Council's meeting of 20 April 2026 for signing and sealing as follows:

a) Planning Compliance Officer

An Instrument of Appointment of Authorised Officer under the provisions of the *Local Government Act 1989*, the *Local Government Act 2020*, the *Environment Protection Act 2017*, the *Infringements Act 2006*, the *Planning and Environment Act 1987*, the *Public Health and Wellbeing Act 2008*, the *Road Management Act 2004*, the *Road Safety Act 1986*, the *Sex Work Act 1994*, Parts 2 and 3 of the *Subdivisions Act 1988*, the *Summary Offences Act 1966*, the *Victorian Civil and Administrative Tribunal Act 1998* and the Regulations made under each of those Acts; the Local Laws made under the *Local Government Act 1989* and the *Local Government Act 2020*; and any other Act, Regulation or delegated legislation (including the Greater Dandenong Planning Scheme) which relates to the powers of the Council made under the provisions and enactments described. This instrument enables the following Council officer to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:

- Anthony Kevin Ball



2.2 PETITIONS AND JOINT LETTERS

2.2.1 Petitions and Joint Letters

Responsible Officer: Manager Governance, Legal & Risk
Attachments: 1. Petitions & Joint Letters [2.2.1.1 - 1 page]

Officer Recommendation

That this report and its attachment be received and noted.

Executive Summary

1. 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.
2. Issues raised by petitions and joint letters will be investigated and reported back to Council if required.
3. A table containing all details relevant to current petitions and joint letters is provided in Attachment 1. It includes:
 - a) the full text of any petitions or joint letters received;
 - b) petitions or joint letters still being considered for Council response as pending a final response along with the date they were received; and
 - c) 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.

Petitions and Joint Letters Tabled

4. Council received three (3) new joint letters prior to the Council Meeting of 20 April 2026 as follows:
 - 111 proponents are raising concerns regarding new ticket machine for parking out the front of their shop in Langhorne Street, Dandenong. This joint letter has been referred to the relevant Council Business Unit/s for consideration.
 - 13 proponents are raising concerns regarding ongoing noise nuisance from a vehicle at a property on Stud Road, Dandenong. This joint letter has been referred to the relevant Council Business Unit/s for consideration.
 - 140 proponents request Council retain the squash court facilities at Dandenong Oasis. This joint letter has been referred to the relevant Council Business Unit/s for consideration.

Note: 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.

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
16/03/2026	<p>Parking Issues at Osborne Street, Dandenong</p> <p>Local residents have raised concerns about ongoing parking issues in Osborne Street. These concerns fall under the remit of a number of departments within Greater Dandenong City Council.</p>	23 proponents	In Progress	Responsible officer: Executive Director City Futures
08/04/2026	<p>Parking Machine Issues Langhorne Street, Dandenong</p> <p>Local residents, along with a local business owner, have raised concerns about issues associated with the new parking machine installation on Langhorne Street, Dandenong including the inaccessibility for residents.</p>	111 proponents	In Progress	Responsible officer: Executive Director City Futures
10/04/2026	<p>Noise Nuisance from Vehicle Stud Road, Dandenong</p> <p>Local residents have raised concerns regarding noise nuisance coming from a vehicle located at a property on Stud Road, Dandenong.</p>	13 proponents	In Progress	Responsible officer: Executive Director City Futures
15/04/2026	<p>Retention of Squash Court Facilities at Dandenong Oasis</p> <p>Community members are requesting the retention of the squash court facilities at Dandenong Oasis.</p>	140 proponents	In Progress	Responsible officer: Executive Director Community Strengthening



2.3 STATUTORY PLANNING APPLICATIONS

2.3.1 Planning Delegated Decisions Issued – March 2026

Responsible Officer: Executive Director City Futures

Attachments: 1. Planning Delegated Decisions Issued – March 2026.pdf
[2.3.1.1 - 11 pages]

Officer Recommendation

That the listed items in Attachment 1 to this report be received and noted.

Executive Summary

1. This report provides Council with an update on the exercise of delegation by Council officers.
2. It provides a listing of Town Planning applications that were either decided or closed under delegation or withdrawn by applicants in March 2026.
3. 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 Greater Dandenong Planning Scheme and Council's policies.
4. Application numbers with a PLA#, PLN#.01 or similar, are applications making amendments to previously approved planning permits.
5. 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.

Planning Delegated Decisions Issued from 1/03/2026 to 31/03/2026

City of Greater Dandenong

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA24/0048	PlnAppAmd	No	17-19 Elliott Road DANDENONG SOUTH VIC 3175	Infrabuild Recycling Pty Ltd	AMENDMENT TO: To carry out buildings and works and to use the land for the purpose of Materials Recycling with a waiver of the bicycle parking requirements under Clause 52.34 of the Greater Dandenong Planning Scheme (PLN07/0093)	Amend endorsed plans to reflect what was constructed on the site	Delegate	AmendPerm	23/03/2026	Dandenong
PLA25/0031	PlnAppAmd	No	43 Whitworth Avenue SPRINGVALE VIC 3171	Joesika Design Pty Ltd	AMENDMENT TO: Development of the land for a double-storey dwelling to the rear of an existing dwelling, with alterations and additions to the existing dwelling, including a first floor extension (PLN21/0410)	Amend endorsed plans	Delegate	AmendPerm	06/03/2026	Springvale North
PLA25/0236	PlnAppAmd	No	27 Nicholas Drive DANDENONG SOUTH VIC 3175	D Farrington	AMENDMENT TO: The use and development of the land for Materials Recycling (motor car wrecking, salvage and recycling), the variation of a restriction from Title (Item (i) of Covenant P795726P) and a reduction of the car parking requirement (PLA24/0078)	Amend endorsed plans	Delegate	AmendPerm	31/03/2026	Dandenong
PLA25/0240	PlnAppAmd	No	1/34 Cahill Street DANDENONG SOUTH VIC 3175	Cleanaway Daniels Services Pty Ltd	AMENDMENT TO Use and development of the land for materials recycling (PLN22/0411)	Amend endorsed plans	Delegate	AmendPerm	10/03/2026	Dandenong
PLA25/0252	PlnAppAmd	No	28 Dawn Avenue DANDENONG VIC 3175	Milan Ristanovic Town Planning	AMENDMENT TO : Multi-Unit Development (1 x Existing Dwelling with Alterations and 1 x New Dwelling) (PLN16/0466)	Amend endorsed plans to reflect what was constructed on the site	Delegate	AmendPerm	31/03/2026	Dandenong

ATT 2.3.1.1 Planning Delegated Decisions Issued – March 2026.pdf

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA26/0006	PlnAppAmd	No	11 Neale Street SPRINGVALE VIC 3171	ABS Design & Construction	AMENDMENT TO: Development of the land for two (2) double storey dwellings (PLN22/0183)	Amend permit conditions and plans	Delegate	AmendPerm	31/03/2026	Springvale Central
PLA26/0007	PlnAppAmd	No	342-368 Hammond Road DANDENONG SOUTH VIC 3175	Metropol Planning Solutions	AMENDMENT TO: Use and development of the land for an abattoir and a reduction in the car parking requirements (PLN14/0358)	Amend endorsed plans	Delegate	AmendPerm	31/03/2026	Dandenong
PLA26/0019	PlnAppAmd	No	21-23 Red Gum Drive DANDENONG SOUTH VIC 3175	Dandy Vic Pty Ltd	AMENDMENT TO: Use of the land for materials recycling (vehicle recycling) and transfer station (PLN25/0377)	Amend planning permit conditions and endorsed plans	Delegate	AmendPerm	26/03/2026	Dandenong
PLN24/0059	PlnApp	No	4 John Street DANDENONG VIC 3175	SMART Town Planning Pty Ltd	Use the land for the purpose of a Warehouse (store) within 30m of a Residential Zone and buildings and works	Proposal fails to comply with Clause 13.07-1S and Clause 13.07-1L (Land Use Compatibility), Clause 13.05-1S (Noise Management), Clause 13.061S (Air Quality Management), Clause 15.011L (Urban Design in Commercial and Industrial Areas)	Delegate	Refusal	31/03/2026	Dandenong
PLN24/0229	PlnApp	No	2 Loma Street NOBLE PARK VIC 3174	T Pham	Development of the land for two (2) double storey dwellings	General Residential 1 Zone, 723sqm	Delegate	PlanPermit	23/03/2026	Springvale Central

ATT 2.3.1.1 Planning Delegated Decisions Issued – March 2026.pdf

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN24/0418	PlnApp	No	1 Belmont Court SPRINGVALE VIC 3171	Architekton Ltd	Construction of two (2) double storey dwellings, two (2) lot subdivision and removal of a canopy tree	General Residential 1 Zone, 575sqm	Delegate	PlanPermit	20/03/2026	Springvale Central
PLN25/0114	PlnApp	No	1/48-50 Bennet Street DANDENONG VIC 3175	Carson Development Consultants Pty Ltd	Subdivision of the land into four (4) lots SPEAR	Industrial	Delegate	PlanPermit	17/03/2026	Dandenong
PLN25/0121	PlnApp	No	38 Virginia Street SPRINGVALE VIC 3171	RD Design and Drafting Pty Ltd	Development of the land for four (4) double storey dwellings	General Residential 3 Zone, 698sqm	Delegate	PlanPermit	20/03/2026	Springvale North
PLN25/0174	PlnApp	No	18 Hammond Road DANDENONG VIC 3175	SMART Town Planning Pty Ltd	Use and development of the land for motor vehicle sales DECLARED AREA	Comprehensive Development Zone	Delegate	NOD	17/03/2026	Dandenong
PLN25/0180	PlnApp	No	36 Wilma Avenue DANDENONG VIC 3175	SPD Building Design Pty Ltd	Development of the land for three (3) double storey dwellings	General Residential 1 Zone, 864sqm	Delegate	PlanPermit	31/03/2026	Yarraman
PLN25/0211	PlnApp	No	8 Ebden Street NOBLE PARK NORTH VIC 3174	J Richard Design	Alterations and additions to the existing/retained single-storey dwelling, together with the construction of one (1) new double storey dwelling to the rear of the land	Neighbourhood Residential 1 Zone, 534sqm	Delegate	PlanPermit	26/03/2026	Noble Park North

ATT 2.3.1.1 Planning Delegated Decisions Issued – March 2026.pdf

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN25/0250	PlnApp	No	21 Whitworth Avenue SPRINGVALE VIC 3171	RHAX architecture studio	Development of the land for two (2) double storey dwellings	General Residential 1 Zone, 404sqm	Delegate	PlanPermit	25/03/2026	Springvale North
PLN25/0280	PlnApp	No	54-56 Cambria Road KEYSBOROUGH VIC 3173	Stephen D'Andrea Pty Ltd	Development of the land for Industry (food production) and a reduction in the car parking requirements	Industrial 1 Zone, reduction in the number of car parking spaces	Delegate	PlanPermit	23/03/2026	Noble Park
PLN25/0310	PlnApp	No	3-7 Noble Street NOBLE PARK VIC 3174	Great Oaks Pty Ltd	Use of the land as a childcare centre and restricted recreation facility (gymnasium), development of the land for a four-storey mixed use building (plus two basement levels) and a reduction to the car parking requirements of Clause 52.06-5	Commercial 1 Zone	Delegate	PlanPermit	06/03/2026	Noble Park
PLN25/0333	PlnApp	No	4/433-435 Hammond Road DANDENONG SOUTH VIC 3175	AS Planning	Use of the land for retail premises (motor vehicle sales)	Industrial 1 Zone	Delegate	PlanPermit	31/03/2026	Dandenong
PLN25/0338	PlnApp	No	7-9 Cahill Street DANDENONG SOUTH VIC 3175	Evergreen Environmental C/- KLM Spatial	Use and development of the land for materials recycling and to reduce the car parking requirement	Industrial 2 Zone, 9604 sqm, Soil Recycling	Delegate	PlanPermit	13/03/2026	Dandenong
PLN25/0349	PlnApp	No	185-211 Keys Road KEYSBOROUGH VIC 3173	Phil Bernardo Drafting Pty Ltd	Development of the land for an outbuilding	Green Wedge A 1 Zone	Delegate	PlanPermit	23/03/2026	Keysborough South

ATT 2.3.1.1 Planning Delegated Decisions Issued – March 2026.pdf

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN25/0383	PlnApp	No	3 Ericksen Street SPRINGVALE VIC 3171	RD Design and Drafting Pty Ltd	Development of the land for three (3) double storey dwellings	General Residential 1 Zone 747sqm	Delegate	PlanPermit	24/03/2026	Springvale North
PLN25/0395	PlnApp	No	1/35-37 Stud Road DANDENONG VIC 3175	Kostic & Associates Pty Ltd	Construction of a fence	No response to further information request	Delegate	Lapsed	23/03/2026	Cleeland
PLN25/0439	PlnAppVic	Yes	82 Ross Street DANDENONG VIC 3175	Jesse Ant Architects	Development of the land for two (2) double storey dwellings VICSMART	General Residential 1 Zone, 533sqm	Delegate	PlanPermit	25/03/2026	Cleeland
PLN25/0442	PlnApp	No	25 Newburgh Street KEYSBOROUGH VIC 3173	AMT Consultants Pty Ltd	Building and Works (Veranda)	General Residential 2 Zone, 568sqm	Applicant	Withdrawn	06/03/2026	Keysborough South
PLN25/0484	PlnApp	No	73-87 Monash Drive DANDENONG SOUTH VIC 3175	Insigns Pty Ltd	Business Identification Signage	Commercial 2 Zone	Delegate	PlanPermit	06/03/2026	Dandenong
PLN25/0494	PlnAppVic	Yes	855-891 Springvale Road KEYSBOROUGH VIC 3173	Urbis Pty Ltd	Removal of two (2) Canopy Trees VICSMART	General Residential Zone 1	Applicant	Withdrawn	31/03/2026	Keysborough South

ATT 2.3.1.1 Planning Delegated Decisions Issued – March 2026.pdf

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN25/0502	PlnAppVic	Yes	1 Lascelles Street SPRINGVALE VIC 3171	Squareback Planning Pty Ltd	Development of the land for two (2) double storey dwellings VICSMART	General Residential 3 Zone, 585sqm	Delegate	PlanPermit	19/03/2026	Springvale North
PLN25/0508	PlnApp	No	40 Bowmore Road NOBLE PARK VIC 3174	Nilsson Noel & Holmes (Surveyors) Pty Ltd	Subdivision of the land into four (4) lots SPEAR	Residential	Delegate	PlanPermit	26/03/2026	Yarraman
PLN26/0007	PlnAppVic	Yes	55 Liege Avenue NOBLE PARK VIC 3174	VicSurvey	Subdivision of the land into two lots VICSMART SPEAR	Residential	Delegate	PlanPermit	06/03/2026	Yarraman
PLN26/0010	PlnAppVic	Yes	12 Clement Street DANDENONG VIC 3175	TL Congues, BF Congues	Subdivision of the land into two (2) lots SPEAR (VICSMART)	Residential	Delegate	PlanPermit	17/03/2026	Cleeland
PLN26/0019	PlnApp	No	1043 Heatherton Road NOBLE PARK VIC 3174	M J Reddie Surveys Pty Ltd	Subdivision of the land into two (2) lots adjacent to a road in a Transport Zone 2 SPEAR	Residential	Delegate	PlanPermit	26/03/2026	Springvale Central
PLN26/0024	PlnAppVic	Yes	2 Briggs Crescent NOBLE PARK VIC 3174	KR Projects Pty Ltd	Subdivision of the land into two (2) lots (VICSMART) SPEAR	Residential	Delegate	PlanPermit	18/03/2026	Yarraman

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Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN26/0026	PlnApp	No	85 Callander Road NOBLE PARK VIC 3174	S Waihiga	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	25/03/2026	Yarraman
PLN26/0029	PlnAppVic	Yes	52 Drummond Circuit SPRINGVALE SOUTH VIC 3172	A Luu	Building and Works (Verandah) VICSMART	Neighbourhood Residential 1 Zone 450sqm	Delegate	PlanPermit	25/03/2026	Springvale South
PLN26/0031	PlnAppVic	Yes	98 Keys Road KEYSBOROUGH VIC 3173	Anthony Larne Constructions	Construct a building or construct or carry out works comprising a garage, gymnasium, sauna and mudroom to a dwelling on the land VICSMART	Green Wedge 1 Zone	Delegate	PlanPermit	18/03/2026	Keysborough South
PLN26/0032	PlnAppVic	Yes	1/453-455 Hammond Road DANDENONG SOUTH VIC 3175	Metromotion Pty Ltd	Building and Works (Front boundary fence) VICSMART	No response to further information request	Delegate	Lapsed	23/03/2026	Dandenong
PLN26/0033	PlnAppVic	Yes	965 Taylors Road DANDENONG SOUTH VIC 3175	Pellicano Investments 3 Pty Ltd	To construct a building or construct or carry out works comprising a mezzanine floor, widening of roller doors and car parking VICSMART	Industrial 1 Zone	Delegate	PlanPermit	04/03/2026	Dandenong
PLN26/0034	PlnAppVic	Yes	1 Morris Court SPRINGVALE VIC 3171	W WD Subdivision and Planning Solutions	Development of the land for two (2) double storey dwellings VICSMART	General Residential 1 Zone, 598sqm	Delegate	PlanPermit	27/03/2026	Springvale North

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Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN26/0041	PlnAppVic	Yes	1/1A Mather Road NOBLE PARK VIC 3174	Architekton Ltd	Re-Subdivision of the land into two (2) lots VICSMART	Residential	Delegate	PlanPermit	23/03/2026	Noble Park
PLN26/0043	PlnAppVic	Yes	26-44 Monash Drive DANDENONG SOUTH VIC 3175	MiTek Australia Ltd	construct buildings and works comprising of hardstand area, roller doors and a canopy VICSMART	Commercial 2 Zone	Delegate	PlanPermit	18/03/2026	Dandenong
PLN26/0049	PlnAppVic	Yes	Ground 1/14 Mason Street DANDENONG VIC 3175	National Disability Insurance Agency (NDIA)	Building and Works (Internal Alterations) VICSMART DECLARED AREA	Comprehensive Development 2 Zone	Delegate	PlanPermit	12/03/2026	Dandenong
PLN26/0050	PlnApp	No	1/4 Third Avenue DANDENONG NORTH VIC 3175	Australis Family Pty Ltd	Subdivision of the land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	26/03/2026	Dandenong North
PLN26/0052	PlnAppVic	Yes	19 Pamir Street DANDENONG NORTH VIC 3175	CM Bunao	Remove a canopy tree in the Neighbourhood Residential Zone VICSMART	Neighbourhood Residential 1 Zone	Delegate	PlanPermit	06/03/2026	Dandenong North
PLN26/0059	PlnAppVic	Yes	Fourth Floor 126 Walker Street DANDENONG VIC 3175	SD Planning	Reduction in car parking requirements VICSMART DECLARED AREA	Comprehensive Development 2 Zone	Delegate	PlanPermit	04/03/2026	Dandenong

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Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN26/0062	PlnAppVic	Yes	50 Gray Street SPRINGVALE VIC 3171	Property Subdivision	Subdivision of the land into two lots VICSMART	Residential	Delegate	PlanPermit	10/03/2026	Springvale North
PLN26/0063	PlnAppVic	Yes	39 Phillip Avenue SPRINGVALE VIC 3171	S Chopra	Subdivision of the land into two (2) lots VICSMART SPEAR	Residential	Delegate	PlanPermit	04/03/2026	Springvale North
PLN26/0068	PlnAppVic	Yes	25 Newcomen Road SPRINGVALE VIC 3171	DSTK Group Pty Ltd	Subdivision x 2 SPEAR VICSMART	Residential	Delegate	PlanPermit	10/03/2026	Springvale North
PLN26/0071	PlnAppVic	Yes	397 Chandler Road KEYSBOROUGH VIC 3173	EL Putt	To remove one (1) canopy tree VICSMART	Neighbourhood Residential 1 Zone	Delegate	PlanPermit	26/03/2026	Keysborough
PLN26/0075	PlnAppVic	Yes	7 Northgate Drive SPRINGVALE SOUTH VIC 3172	A Li Santi	Development of the land for two (2) double storey dwellings VICSMART	General Residential 1 Zone, 531sqm	Applicant	Withdrawn	24/03/2026	Springvale South
PLN26/0077	PlnAppVic	Yes	26-44 Monash Drive DANDENONG SOUTH VIC 3175	Office Design Contracts C/- Devcon Planning Services P/L	Building and Works VICSMART	Commercial 2 Zone	Delegate	PlanPermit	17/03/2026	Dandenong

ATT 2.3.1.1 Planning Delegated Decisions Issued – March 2026.pdf

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN26/0079	PlnAppVic	Yes	20 Fowler Road DANDENONG SOUTH VIC 3175	C Vlug	Removal of Boundary Canopy Tree/s VICSMART	Commercial 2 Zone	Applicant	Withdrawn	16/03/2026	Dandenong
PLN26/0080	PlnAppVic	Yes	1/11 Ingrid Street DANDENONG VIC 3175	GD Ranasinghe	To remove one (1) canopy tree VICSMART	General Residential 1 Zone 341sqm	Delegate	PlanPermit	17/03/2026	Cleeland
PLN26/0081	PlnAppVic	Yes	32-34 Surrey Road DANDENONG NORTH VIC 3175	A Jujic, S Vikic	Subdivision of the land into two (2) lots (SPEAR) VICSMART	Neighbourhood Residential 1 Zone 861sqm	Delegate	PlanPermit	27/03/2026	Dandenong North
PLN26/0082	PlnAppVic	Yes	32-34 Surrey Road DANDENONG NORTH VIC 3175	A Jujic, S Vikic	Subdivision of the land into two (2) lots (SPEAR) VICSMART	Neighbourhood Residential 1 Zone 861sqm	Delegate	PlanPermit	27/03/2026	Dandenong North
PLN26/0099	PlnApp	No	31 Mollison Street DANDENONG NORTH VIC 3175	BFC Builders Pty Ltd	Vegetation Removal	General Residential 1 Zone	Applicant	Withdrawn	27/03/2026	Noble Park North
PLN26/0110	PlnAppVic	Yes	1/9 Marlene Court SPRINGVALE VIC 3171	P Dang	Subdivision of the land into two (2) lots SPEAR VICSMART	Residential	Delegate	PlanPermit	30/03/2026	Springvale North

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
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3 PUBLIC QUESTION TIME

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.
 - iii) The Chairperson shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish.
- e) The Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.



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- f) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.
 - g) 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).
 - h) 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.
 - i) The text of each question asked and the response will be recorded in the minutes of the Meeting.



4 OFFICERS REPORTS - PART 2

4.1 POLICY AND STRATEGY

4.1.1 Review of Council Policies

Responsible Officer:	Executive Director City Futures Manager Governance, Integrity, Legal & Risk Executive Director Strategy & Corporate Services
Attachments:	<ol style="list-style-type: none">1. Abolished Policy - Legislative Compliance - 2023 03 - CM April 2026 (A 6576504) [4.1.1.1 - 17 pages]2. Abolished Policy - Community Gardens on Council Owned Public Open Space - 2025 09 - overdue - CM Apr [4.1.1.2 - 12 pages]

Officer Recommendation

That Council:

1. **ABOLISHES** the following policies attached to this report; and
 - **Legislative Compliance Policy**
 - **Community Gardens on Council Owned Public Open Space Policy**
2. **NOTES** that the policies are superfluous to Council's needs.

Executive Summary

1. The policies identified in this report have been reviewed as part of the scheduled policy review program. The review identified that each policy is no longer required as a standalone Council policy and therefore superfluous to Council's needs.
2. Operational frameworks and internal procedures can adequately support the compliance and decision-making requirements contained within each policy.
3. Abolishing the policies will streamline Council's policy framework, reduce administrative burden and appropriate operational oversight can be maintained through current internal documents and systems.

Background

4. The **Legislative Compliance Policy** was developed to outline Council's approach to ensuring compliance with relevant legislation. The processes and controls described in the policy are embedded into existing internal governance frameworks, including risk management processes, internal audit activities, and Council's compliance software program Reliansys, which is utilised to ensure Council's obligations to comply with relevant legislation and monitor compliance with internal audit obligations.
5. The **Community Gardens on Council Owned Public Open Space Policy** was adopted in 2021 to guide the establishment and management of community gardens on Council land. Since adoption, the policy has been used infrequently and relates to a low-volume operational matter concerning land use permissions and licensing. These matters can be effectively



managed through an internal Operational Framework rather than a formal policy requiring Council approval.

6. Policies that are superfluous to Council's needs require formal abolition by Council. Abolishing such policies reduces unnecessary documentation and streamlines the Council's policy framework. It also assists in reducing administrative workload and increases clarity by ensuring Council's policy suite contains only documents of strategic importance or operational control not provided for in other documents or Council systems.

Consultation

7. Internal consultation has occurred with the Governance Integrity Legal and Risk, and Parks and Open Space Departments and the Executive Team.
8. No external consultation is required as they policies relate to operation matters.

Governance Compliance

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

9. There are no financial implications associated with this report.

Asset Implications

10. This item does not affect any existing assets.

Legal/Risk Implications

11. The policies are not mandated by legislation and there are no legal / risk implications relevant to this report.
12. Abolishing the policies does not affect Council's compliance obligations. Compliance will continue to be managed through internal processes, risk frameworks and established reporting arrangements.

Environmental Implications

13. There are no environmental implications relevant to this report.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

14. This report is consistent with the following principles in the Community Vision 2040:
Not Applicable
15. This report is consistent with the following strategic objectives from the Council Plan 2025-29:
Not Applicable

Legislative and Policy Obligations

16. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:
 - The Overarching Governance Principles of the *Local Government Act 2020*.
 - Related Council Policies, Strategies or Frameworks.



Legislative Compliance Policy

Policy Endorsement:	Endorsement required by Council		
Policy Superseded by this Policy:	Not applicable		
Directorate:	Corporate Services		
Responsible Officer:	Manager Governance		
Policy Type:	Discretionary on recommendation by Internal Auditor		
File Number:	A6576504	Version No:	001
1 st Adopted by Council	26/07/2021 Minute No. 227	Last Adopted by Council:	26/07/2021 Minute No. 227
Review Period:	Bi-ennially	Next Review:	March-July 2023

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1. POLICY PURPOSE

This policy:

- responds to an internal audit recommendation to formalise existing Council processes and practices in legislative compliance and the administration of delegations;
- provides a uniform framework approach to ensure compliance with all laws, regulations, industry and internal codes of conduct relevant to Council and which impact on the day-to-day activities of Council;
- promotes a functional compliance culture at Council by outlining the compliance responsibilities of those within the organisation;
- upholds and promotes best practice governance practices within Council; and
- provides assurance to Council and the wider community that the organisation is actively attentive to its legislative compliance obligations, considers impacts of changes and ensures that these are embedded in practice and procedures across the organisation.

2. BACKGROUND

Greater Dandenong City Council has a responsibility to identify and comply with a range of legislative and regulatory requirements.

The Australian Standard ISO 19600:2015 (Compliance Management Systems) states that:

“An effective, organisation-wide compliance management system enables an organisation to demonstrate its commitment to compliance with relevant laws, including legislative requirements, industry codes and organisational standards, as well as standards of good corporate governance, best practices, ethics and community expectations.”

Council’s internal auditor reviewed Council’s legislative compliance practices and processes in July 2019 and recommended that both a legislative compliance policy and delegation policy be developed and implemented to formalise and represent Council’s existing legislative compliance and delegation practices and processes. This policy responds to those internal audit recommendations by incorporating the two policy requirements into one holistic policy.

Council is committed to conducting its business and activities lawfully and in a manner that will enhance the core values defined by its REACH principles. Council’s REACH principles outline how we interact with our community. They are Respectful, Engaged, Accountable, Creative and Honest. These particularly embody Council’s willingness to be seen as an organisation of integrity, fairness and excellence. All members of staff are expected to adhere to high ethical standards when acting on behalf of Council and to strictly comply with all relevant legislation. Legislative and governance processes and systems can ensure this compliance and in turn assist the community to understand that the organisation always acts in accordance with its REACH principles.

Council’s legislative compliance framework consists of:

- this policy (Legislative Compliance Policy) which outlines the scope and objective of the legislative requirements and compliance management framework, accountabilities and responsibilities to maintain that framework and the management process of reviewing and updating Council’s Instruments of Delegation;

- supporting procedures, forms and registers that are a legislative requirement for Council and complement management and administrative governance functions;
- responsibilities for ensuring compliance with particular legislative obligations; and
- responsibilities for ensuring compliance with internal audit recommendations to ensure best practice and continuous improvement.

3. SCOPE

This policy applies predominantly to the Chief Executive Officer and all staff of Greater Dandenong City Council.

The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community and must, in the performance of its role, give effect to the overarching governance principles outlined in the *Local Government Act 2020*. As elected representatives, Councillors are required to act in accordance with the Councillor Code of Conduct and the *Local Government Act 1989* and *Local Government Act 2020*. This policy therefore provides the elected representatives of Council with an assurance that the organisation's legislative requirements are being met with a coordinated, consistent and considered approach.

This policy primarily covers the major instruments of legislation that Council operates under. Appendix 1 lists the wide range of legislative instruments and regulatory statutes that Council must comply with. This list is subject to change as instruments of legislation are developed, updated and amended regularly.

Council's Compliance Register sets obligations for many instruments of legislation across Council particularly those in areas of higher risk such as the *Local Government Act 1989* and the *Local Government Act 2020*. At the time of this policy development the Compliance Register does not cover the *Building Act 1993* or the *Planning and Environment Act 1987*. The number of legislative compliance obligations is currently determined by resources available.

4. DEFINITIONS

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

Authorisation	A member of staff is appointed to a particular statutory position and then has certain powers by virtue of that position. They are then an "authorised" officer for the purposes of carrying out certain powers under a particular instrument of legislation.
Council	The 11 elected councillors representing the City of Greater Dandenong.
Delegation	A member of Council staff is empowered to take action on Council's behalf. The decision of the delegate is "deemed" to be a decision of Council.
Compliance Register	RelianSys software utilised to monitor Council's compliance with relevant instruments of legislation, monitor compliance with internal audit obligations, track updated required delegations and track updated required authorisations.

Obligation	An action within the Compliance Register that is allocated to a Responsible Officer for action and sign off attestation about how it has been completed (if an actual obligation) or understood (if an awareness obligation). Note that some obligations are only for the awareness of Responsible Officers and do not require any action. Obligations are repeated on a regular cycle (developed in accordance with the risk and requirements of the obligation by the Governance Unit) so that sign off attestations are required on a cyclical basis.
Responsible Officer	A member of Council staff who has been allocated an obligation from the Compliance Register.
Sign Off Attestation	Clear, articulate and meaningful details about how an obligation has been completed (complies) so that the Executive Management Team and Audit and Risk Committee will understand and be assured that the Responsible Officer has undertaken their responsibilities in relation to the obligation.

5. POLICY

5.1 LEGISLATIVE OBLIGATION MANAGEMENT

As a large and complex statutory authority, Council has a significant number of compliance obligations. Council must comply with over 100 statutory acts and their associated regulations. The *Local Government Act 1989* and the *Local Government Act 2020* and associated regulations are the principal governing instruments of legislation relevant to Council.

To ensure that Council can comply with its obligations, it is important to identify all the legislative instruments which impose a legislative obligation. Compliance obligations may require, but are not limited to, reporting, accreditation, registration, licensing, compliance with deadlines, provision of services, restrictions, limitations or financial obligations. Council's obligations are maintained in an on-line Compliance Register with each obligation allocated to the responsible officer. The Compliance Register maps Council's obligations to Responsible Officers, maps changes or amendments in the legislation, provides a sign-off attestation process for Responsible Officers and also provides a complete audit trail for each obligation.

The register is reviewed quarterly to:

- monitor substantive changes in legislative requirements;
- assess time frames for signing off obligations;
- allocate new obligations; and
- follow-up overdue obligations, particularly those in areas of potential risk.

5.2 INTERNAL AUDIT OBLIGATION MANAGEMENT

Council has a structured internal audit program undertaken by an independent auditor which regularly reviews and audits Council's services, programs and processes in line with a strategic continuous improvement plan set by the Executive Management team in conjunction with the Audit and Risk Committee.

For each audit, Council's internal auditor makes a number of recommendations that are added to the Compliance Register as internal audit obligations. The Compliance Register maps these internal audit actions to each Responsible Officer, provides a quarterly sign off attestation for Responsible Officers and provides a complete audit trail for each obligation until it is completed (complies).

5.3 MANAGEMENT OF THE COMPLIANCE REGISTER

The Compliance Register is managed, administered and maintained by Council's Governance Unit on behalf of the Chief Executive Officer.

5.4 MANAGEMENT OF OTHER REGISTERS

In conjunction with the *Local Government Act 2020*, the Governance Unit manages, administers and maintains statutory registers or summaries, including, but not limited to, the following:

- Authorisations Register;
- Conflicts of Interest Register;
- Councillor Gift Register;
- Delegations Register;
- Inspection of Documents Register;
- Staff Gift Register;
- Summary of Personal Interest Returns; and
- Travel Register.

Public access to these documents is prescribed under the *Local Government Act 2020* and Council's Public Transparency Policy.

5.5 DELEGATIONS AND AUTHORISATIONS

Council is responsible for carrying out various duties, functions and powers under a range of State legislation and Council's Local Laws. The practice of delegation originates in the need to remove formal Council consideration of matters that are essentially of a routine nature or of such a nature that a professionally qualified person must undertake them. As such, delegation is an important administrative tool which allows for the efficient and effective function of the organisation.

Section 11 of the *Local Government Act 2020* provides for Council, by Instrument of Delegation to delegate to the CEO or members of a delegated committee and power, duty or function under this Act or any other Act (other than certain powers, duties and functions as specified in the Act). Council therefore delegates many duties, functions and powers to the CEO.

Section 47 of the *Local Government Act 2020* provides for the CEO to then delegate, by Instrument of Delegation, any power, duty or function conferred by this Act or any other Act that has been delegated to the CEO by Council, to a member of Council staff. (This action was previously called sub-delegation.)

In conjunction with, but not the same as, delegations, authorisations are also required so that professional council officers can be appointed to particular statutory positions and are "authorised" with certain powers by virtue of that position.

Council engages two external services on a biannual basis to provide updated advice on legislation affecting Council's various Instruments of Delegation and Authorisation. Legal advice ensures that all acts that are relevant to Council's operations are covered regularly and RelianSys software provides a management tool and templates for the Instruments to be generated in different formats and as required.

Council keeps updated Instruments of Delegation (Delegations Register) and makes them available to all staff on its Intranet. The Governance Unit monitors legislation for any changes to ensure all areas of Council are not exposed to any risk.

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

Section 9 of the *Local Government Act 2020* (the Act) states that Council must, in the performance of its role, give effect to the overarching governance principles. This policy gives effect to these principles by:

- complying with the relevant law (section 9(a) of the Act);
- giving priority to achieving the best outcomes for the municipality, including future generations (section 9b of the Act). This policy ensures that in relation to the *Local Government Act 1989* and *Local Government Act 2020* and other instruments of legislation, Councillors and Council officers are continually made aware of their legislative obligations and Council's internal audit program ensures an organisation-wide mechanism for the continued improvement of Council's programs and services;
- the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is promoted (section 9(c) of the Act). This policy has no impact on the economic and social sustainability of the municipal district as it is essentially an organisation operational policy but has considered climate change and sustainability in its preparation (see section 9 of this policy);
- innovation and continuous improvement have been pursued (section 9(e) of the Act). This policy incorporates monitoring and tracking of Council's internal audit program which specifically looks to review and improve Council services, processes and programs. It has also made provision for evaluation, monitoring and review of the policy (see section 11 of this policy);
- collaboration with other Councils and Governments and statutory bodies has been sought (section 9(f) of the Act). A number of best practice model policies were consulted in developing this policy along with Australian Standards as referenced in section 12 of this policy; and
- transparency of Council decisions, actions and information is ensured by the enactment of this policy (section 9(i) of the Act). The policy will be made available to the public on Council's website once endorsed by Council.

In giving effect to the overarching governance principles, a Council must also take into account the community engagement principles (section 56 of the Act), the public transparency principles (section 58 of the Act), the strategic planning principles (section 89 of the Act), the financial management principles (section 101 of the Act), and the service performance principles (section 106 of the Act).

This policy is essentially operational and discretionary and responds to an internal audit recommendation. While it is crucial that Council decisions are transparent and open to scrutiny, there is no legal requirement for consultation with the community, however under Council's Public Transparency Policy, it will be published on Council's website once it is endorsed. This policy has no financial impact on Council and the resources required to manage and administer it are allocated from existing resource budgets.

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

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

8. RESPONSE TO THE GENDER EQUALITY ACT 2020

The *Gender Equality Act 2020* and Council's Diversity, Action and Inclusion Policy have been considered in the preparation of this policy but are not relevant to its contents as it is purely administrative in nature. No particular groups that are based on gender are considered to be impacted either positively or negatively by this policy.

9. CONSIDERATION OF CLIMATE CHANGE AND SUSTAINABILITY

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 policy but are not relevant to its contents. The policy is purely administrative in nature and the methods by which this policy is implemented are purely driven by electronic means. No paper needs to be generated to action any of the reporting requirements within this policy.

10. RESPONSIBILITIES

The following details the key actions, reviews and reports required by Council's Legislative Compliance Framework. It details who is responsible for each activity and the required timing. Independent review may be sought from time to time to confirm that Council's approach to compliance is consistent with best practice.

10.1 COUNCILLORS

As elected representatives, Councillors are required to act in accordance with the Councillor Code of Conduct and the *Local Government Acts 1989 and 2020*. The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community and must, in the performance of its role, give effect to the overarching governance principles outlined in the *Local Government Act 2020*. This policy provides Council with assurance that the organisation's legislative requirements are being met.

10.2 CHIEF EXECUTIVE OFFICER (CEO) AND EXECUTIVE MANAGEMENT TEAM

The Chief Executive Officer (CEO) has the ultimate delegated responsibility for legislative compliance across and within the organisation. The CEO is responsible for leading a compliance culture across the organisation through promoting and supporting the Legislative Compliance Policy. In order to efficiently discharge these responsibilities, the CEO delegates some of the powers, duties and functions required to other staff within

the organisation. The CEO and Executive Management Team will annually review compliance activities for the coming year and identify any key risk management issues.

10.3 MANAGER GOVERNANCE

The Manager Governance, on behalf of the CEO, has overall responsibility for the control and coordination of the Compliance Register and coordinating the broad and general legislative compliance framework across the organisation. Specifically, the Manager Governance is responsible for:

- managing and maintaining Council’s Compliance Register and Instruments of Delegation;
- managing and maintaining Council’s statutory registers referred to in this policy;
- developing and implementing Council’s Legislative Compliance Framework under this policy;
- identifying, in conjunction with Managers and Responsible Officers, compliance requirements and training needs and promoting awareness of compliance obligations;
- providing advice to relevant staff and Responsible Officers about new or changed legislation, its content and application to Council where appropriate;
- identifying and reviewing legislative obligations and the nomination of Responsible Officers;
- reporting compliance breaches to the Chief Executive Officer and ensuring that appropriate and timely corrective actions are undertaken;
- reviewing the currency and effectiveness of this policy;
- reviewing the current status of compliance actions, potential or actual breaches of legislation or this policy and other relevant issues of high risk;
- ensure staff are aware of Council’s Legislative Compliance Policy and their obligations under this policy;
- conducting regular compliance audits as required by the CEO; and
- reporting to the Chief Executive Officer and Audit & Risk Committee in the manner outlined within this policy or in any manner requested.

10.4 MANAGER PEOPLE AND PROCUREMENT SERVICES

The Manager People and Procurement Services has responsibility for ensuring that Council’s position descriptions refer to a role’s legislative requirements, compliance obligations and any delegated powers, duties or functions relevant to a particular role.

10.5 AUDIT AND RISK COMMITTEE

Under the *Local Government Act 2020*, the Audit and Risk Committee must monitor the compliance of Council policies, monitor Council financial and performance reporting, monitor and provide advice on risk management and fraud prevention systems and controls and oversee internal and external audit functions.

10.6 DIRECTORS AND MANAGERS

Directors and senior managers are responsible for ensuring that appropriate resources, systems and processes are in place to implement this policy across the organisation, comply with legislative and regulatory requirements within their specific areas of operational responsibility and ensure that any potential or actual legislative non-compliance has been identified and is being managed appropriately. Specifically they are responsible for:

- promoting an ethical and positive compliance culture in relation to the organisation's legislative responsibilities and encouraging behaviours that create and support Council's Legislative Compliance Policy;
- ensuring those in their directorate and/or unit are made aware that they are expected to comply with this policy, are aware of its existence and understand what is required of them;
- remaining aware of the compliance obligations (including monitoring for changes in legislation and regulation) within their areas of control;
- ensuring that compliance continues to be maintained, including providing advice to other staff within their units as required;
- ensuring appropriate education and training for those required to implement, oversee and comply with legislative compliance;
- reporting non-compliance or potential non-compliance to the Manager Governance;
- developing specific controls and strategies or corrective actions to manage significant risks of non-compliance or breaches in their unit in a timely manner;
- certifying compliance for their area of control if and when required;
- identifying and reviewing legislative obligations and nomination of Responsible Officers when requested to do so by the CEO or Manager Governance;
- monitoring legislative compliance responsibilities in position descriptions and in relevant discussions at performance reviews; and
- monitoring compliance with the relevant legislation and related Council policies.

Commitment must be demonstrated by all senior officers by making themselves fully aware of the organisation's legislative obligations within their area of accountability or span of control.

10.7 RESPONSIBLE OFFICERS

In addition to the above responsibilities, Responsible Officers will work closely with the Manager Governance and have direct responsibility for responding to legislative obligations within the Compliance Register. Specifically, they will:

- monitor identified legislation and regulations for change and ensure that compliance continues to be maintained, including providing advice to other staff within their units as required;
- signing-off on all obligations (both legislative and internal audit) allocated to them in a timely manner and seeking assistance and guidance from their direct manager when needed to ensure they understand the requirements and legislation they must comply with to undertake their duties;
- remaining aware of the compliance obligations (including monitoring for changes in legislation and regulation) within their areas of control;
- assisting the Manager Governance to allocate any obligations and advise on appropriate timeline and frequency of those obligations; and
- assisting to promote an ethical and positive compliance culture in relation to the organisation's legislative responsibilities and encourage behaviours that create and support Council's Legislative Compliance Policy.

10.8 ALL STAFF

All staff generally have a responsibility to ensure that their activities on behalf of Council comply with all applicable laws. All staff are responsible for:

- compliance with all relevant legislation;
- adherence to the compliance obligations relevant to their position;

- performing their duties in a lawful and safe manner;
- undertaking training as required on compliance activities and initiatives;
- undertaking corrective actions to compliance breaches in a timely manner;
- reporting and escalating compliance concerns, issues, complaints and failures;
- referring to relevant Council policies or having a discussion with their manager before acting if they are uncertain as to what is legally compliant behaviour in a given situation; and
- familiarising themselves with Council policies concerning compliance within specific areas of legislation that affect their workplace and activities.

11. REPORTING, MONITORING AND REVIEW

11.1 REPORTING

The Compliance Register monitors all major legislative obligations as outlined in this policy and a compliance report will be submitted to the Executive Management Team and the Audit and Risk Committee annually.

The Compliance Register monitors and manages all internal audit obligations until they are completed and a progress report against all internal audit obligations is provided to the Executive Management Team and the Audit and Risk Committee quarterly.

11.2 MONITORING AND REVIEW

Regular reporting to both the Executive Management Team and Audit and Risk Committee will provide regular indicators of the effectiveness of this policy in raising awareness levels and developing a functional compliance culture across the organisation. The policy will be reviewed every two years to ensure it remains current with any legislative requirements and a survey will be undertaken of staff prior to review so that any improvements or adaptations can be incorporated.

12. REFERENCES AND RELATED DOCUMENTS

12.1 LEGISLATION

- *Local Government Act 1989*
- *Local Government Act 2020*

12.2 RELATED COUNCIL AND OTHER POLICIES, PROCEDURES, STRATEGIES, PROTOCOLS, GUIDELINES

- AS ISO 19600:2015 *Compliance Management Systems*
- Crowe Horwath Legislative Compliance Review, July 2019
- Greater Dandenong City Council Staff Code of Conduct
- Greater Dandenong City Council Instruments of Delegation
- Greater Dandenong City Council Public Transparency Policy
- Greater Dandenong Enterprise Bargaining Agreement

13. APPENDIX 1 – MAJOR INSTRUMENTS OF STATE LEGISLATION RELEVANT TO COUNCIL

The major instruments of State legislation that Council operates under are listed, but are not limited to, the below. Instruments of legislation are updated from time to time, names may change and requirements may be altered. New legislation may also be developed that becomes relevant to Council.

- *Aboriginal Heritage Act 2006*
- *Associations Incorporation Reform Act 2012*
- *Building Act 1993*
- *Building Interim Regulations 2017*
- *Building Regulations 2018*
- *Catchment and Land Protection Act 1994*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Child Wellbeing and Safety Act 2005*
- *Children Youth and Families Act 2005*
- *Climate Change Act 2010*
- *Climate Change Act 2017*
- *Conservations, Forest and Lands Act 1987*
- *Country Fire Authority Act 1958*
- *Country Fire Authority Regulations 2014*
- *Cultural and Recreational Lands Act 1963*
- *Dangerous Goods Act 1985*
- *Dangerous Goods (Explosives) Regulations 2011*
- *Development Victoria Act 2003*
- *Disability Act 2006*
- *Domestic Animals Act 1994*
- *Domestic Building Contracts Act 1995*
- *Drugs Poisons and Controlled Substances Regulations 2017*
- *Education and Care Services National Law Act 2010*
- *Educations and Training Reform Act 2006*
- *Electoral Act 2002*
- *Electrical Safety Act 1998*
- *Emergency Management Act 1986*
- *Emergency Management Act 2013*
- *Environment Protection Act 1970*
- *Equal Opportunity Act 2010*
- *Estate Agents Act 1980*
- *Family Violence Protection Act 2008*
- *Fences Act 1968*
- *Filming Approval Act 2014*
- *Fines Reform Act 2014*
- *Fires Services Property Levy Act 2012*
- *Flora and Fauna Guarantee Act 1984*
- *Food Act 1984*
- *Freedom of Information Act 1982*
- *Gambling Regulation Act 2003*
- *Gender Equality Act 2020*
- *Graffiti Prevention Act 2007*
- *Health Records Act 2001*
- *Heavy Vehicle National Law Application Act 2013*
- *Heritage Act 1995*
- *Housing Act 1983*

- *Impounding of Livestock Act 1994*
- *Independent Broad-Based Anti-Corruption Commission Act 2011*
- *Infringements Act 2006*
- *Infringement Regulations 2016*
- *Land Acquisition and Compensation Act 1986*
- *Land Acquisition and Compensation Regulations 2010*
- *Land Act 1958*
- *Liquor Control Reform Act 1998*
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Local Government (General) Regulations 2015*
- *Local Government (Governance and Integrity) Regulations 2020*
- *Local Government (Long Service Leave) Regulations 2012*
- *Local Government (Planning and Reporting) Regulations 2014*
- *Magistrates Court Act 1989*
- *Major Transport Projects Facilitation Act 2009*
- *Mineral Resources (Sustainable Development) Act 1990*
- *National Parks Act 1975*
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Occupational Health and Safety Regulations 2017*
- *Pipelines Act 2005*
- *Planning and Environment Act 1987*
- *Planning and Environment (Fees) Regulations 2016*
- *Planning and Environment Regulations 2015*
- *Privacy and Data Protection Act 2014*
- *Public Interest Disclosures Act 2012*
- *Public Health and Wellbeing Act 2009*
- *Public Health and Wellbeing Regulation 2009*
- *Public Records Act 1973*
- *Racial and Religious Tolerance Act 2001*
- *Rail Safety Act 2006*
- *Residential Tenancies Act 1997*
- *Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2010*
- *Road Management Act 2004*
- *Road Management (General) Regulations 2016*
- *Road Management (Works and Infrastructure) Regulations 2015*
- *Road Safety Act 1986*
- *Road Safety Road Rules 2009*
- *Road Safety Road Rules 2017*
- *Road Safety (General) Regulations 2009*
- *Road Safety (Traffic Management) Regulations 2009*
- *Road Safety (Vehicles) Regulations 2009*
- *Rooming House Operators Act 2016*
- *Second-Hand Dealers and Pawnbrokers Act 1989*
- *Sex Work Act 1994*
- *Sheriff Act 2009*
- *Sport and Recreation Act 1972*
- *Subdivision Act 1986*
- *Subdivision (Fees) Regulations 2016*
- *Subdivision (Procedures) Regulations 2011*
- *Subdivisions (Registrar's Requirements) Regulations 2011*
- *Summary Offences Act 1966*
- *Taxation Administration Act 1997*

- *Transfer of Land Act 1958*
- *Transport (Safety Schemes Compliance and Enforcement) Act 2014*
- *Urban Renewal Authority Victoria Act 2003*
- *Valuation of Land Act 1960*
- *Victoria Grants Commission Act 1976*
- *Victorian Data Sharing Act 2017*
- *Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017*
- *Victorian Environmental Assessment Council Act 2001*
- *Victorian Inspectorate Act 2011*
- *Victorian Planning Authority Act 2017*
- *Victorian State Emergency Service Act 2005*
- *Water Act 1989*

14. APPENDIX 2 – MAJOR INSTRUMENTS OF FEDERAL LEGISLATION RELEVANT TO COUNCIL

The major instruments of Federal legislation that Council operates under are listed, but are not limited to, the below. Instruments of legislation are updated from time to time, names may change and requirements may be altered. New legislation may also be developed that becomes relevant to Council.

- *Age Discrimination Act 2004*
- *Australian Human Rights Commission Act 1986*
- *Disability Discrimination Act 1992*
- *Fair Work Act 2009*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Work Health and Safety Act 2011*

15. APPENDIX 3 – IMPLEMENTING COUNCIL’S LEGISLATIVE COMPLIANCE FRAMEWORK





Community Gardens on Council Owned Public Open Space Policy

Policy Endorsement:	Endorsement required by Council		
Policy Superseded by this Policy:	n/a		
Directorate:	City Planning, Design & Amenity		
Responsible Officer:	Manager Planning & Design		
Policy Type:	Discretionary		
File Number:	A6897114	Version No:	1
1 st Adopted by Council	13 September 2021 Minute No. 261	Last Adopted by Council:	13 September 2021 Minute No. 261
Review Period:	Every four years	Next Review:	September 2025

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1. POLICY OBJECTIVE

The objectives of this Policy are to:

- support the development of the community's capacity to grow local food and other plant growing activities;
- outline Council's position and objectives in relation to community gardens on Council owned and/or managed public open space land;
- define Council's role and responsibilities in supporting the development of community gardens on Council owned and/or managed public open space land; and
- define the role and responsibilities of community garden organisations.

2. BACKGROUND

Council recognises that community gardens can play an important role in community development. Community gardens provide a valuable sustainable living option and a way for people to get involved with their local community. Community gardens contribute to health and wellbeing, learning, social connections, and environmental education and can improve local food security through access to fresh food. Building strong partnerships between Council and community organisations in the local community is key to the long-term success of community gardens.

This policy is consistent with several Council strategies and plans that encourage residents to be active and engaged in their community and promote healthy, liveable, and sustainable communities, including the:

- Council Plan 2017-2021 (Revised 2020);
- Community Wellbeing Plan 2017-21;
- Sustainability Strategy 2016-2030;
- Greater Dandenong Climate Emergency Strategy 2020-2030; and
- Greater Dandenong Open Space Strategy 2020-2030.

3. SCOPE

This policy applies to all proposed community gardens on Council owned, proposed Council owned or Council managed public open space land.

This policy does not apply to community gardens or plantings that are:

- Council operated;
- on Crown land, Department of Education and Early Childhood Development land or private land, except where Council has entered into an agreement with the owners to manage the property (land and/or building) and
- on a street reserve (verge/nature strip) between the carriageway and the boundary of adjacent lots within Greater Dandenong.

4. DEFINITIONS

Community Garden – Community gardens are generally not-for-profit, local spaces that operate on designated land for residents and volunteers to grow fresh food and other plants, participate in sustainable urban gardening, improve food literacy, learn horticultural skills and build community connections through shared activities.

There are two types of community gardens as defined by Sustainability Victoria:

- Shared gardens - where gardeners have responsibility for the entire garden, working together to care for the plants and taking a share of what is produced.
- Allotment gardens - where gardeners each have their own plot and use it as they wish.

Many community gardens combine both shared and allotment gardens.

Community Garden Organisations – Not-for-profit organisations which collectively manage plots on private or public land to produce plants grown for food or recreation.

Council Owned Land – Land which is owned by Council.

Incorporated Association - A registered legal entity usually established for recreational, cultural or charitable purposes.

Proposed Council Owned Land – Land which is intended for transfer to Council ownership (including land that is part of a new estate or development which will be handed over to Council when development is complete).

Council Managed Land - Land owned by another party, with an agreement/lease in place for Council to manage the land on behalf of the landowner.

Public Open Space - Land that provides outdoor recreation, leisure and/or environmental benefits and/or visual amenity (as defined by the Victorian Planning Authority).

5. POLICY

Council will support, where appropriate, the community's capacity for local food and other plant growing activities on Council owned, proposed Council owned or Council managed public open space land such as community gardens.

Council will support new community gardens which give due consideration to all Council policies and strategies. Any direct involvement by Council is subject to available resources.

Council will only enter into agreements with an incorporated association for community gardens to be established on Council owned public open space land.

Council will ensure the establishment of new community gardens on public open space land does not adversely impact the use and accessibility of open space for the broader community.

Council will assess community garden proposals against a range of criteria and considerations as outlined in the Community Gardens on Council Owned Public Open Space Guidelines (Appendix 1), including but not limited to, Council policies, procedures and strategies.

Council will not acquire land solely for the purpose of a community operated community garden.

Community Garden organisations will be responsible for all costs associated with the development, construction and ongoing operation of community gardens.

Council will only consider funding requests under the Community Funding Program to establish new community gardens where in-principle support for the location and type of garden has been determined by Council (if eligible).

5.1 A COMMUNITY DEVELOPMENT APPROACH

Council takes a community development approach to community gardens where community garden organisations, with the support of Council and other partnering organisations, manage the gardens themselves and are financially self-sufficient.

5.2 BUILDING THE CAPACITY OF COMMUNITY GARDENING ORGANISATIONS

Council recognises that there are varying degrees of community capacity and skills available to establish and maintain community gardens. As a result, Council recognises it has an important role to play in identifying opportunities, building community capacity and supporting communities to establish, self-manage and maintain community gardens.

5.7 MITIGATE IMPACTS OF CLIMATE CHANGE

Community gardens should establish and maintain a range of sustainable gardening practices to benefit the environment, help people connect with nature and mitigate the impacts of climate change. This could include composting, harvesting of rainwater, non-use of pesticides/herbicides, solar power, sustainably sourced/recycled building materials. Council supports community gardens to increase the community's gardening knowledge and expertise. Fostering sustainable community gardens also contributes to reducing urban heat island impacts on urban areas, diversifying the use of open space and increasing plant diversity which can expand the habitat for urban wildlife.

5.3 FOSTERING A DIVERSE AND GEOGRAPHIC SPREAD OF COMMUNITY GARDENS

Council aims to foster a mix of community garden types and activities to meet diverse community needs and achieve vibrant gardens across the whole Council area. Council will take a strategic approach to the location and type of community gardens it fosters.

5.4 BALANCING COMMUNITY DEMAND FOR PUBLIC OPEN SPACE

Council seeks to ensure the recreational needs of existing residents and future generations are met by balancing the availability of public open space such that the development of community gardens does not adversely impact existing uses and functions of public open space and will allow adequate public open space for the broader community.

5.5 ENCOURAGING ACCESSIBLE AND INCLUSIVE COMMUNITY GARDENS

Community gardens should be accessible to all members of the community. Council encourages community garden organisations to support a wide cross-section of the community to participate in its operation and management. This includes people of all ages, ability, gender, cultural and language backgrounds.

5.6 IMPROVING HEALTH AND WELLBEING AND COMMUNITY CONNECTIONS

Council recognises the importance of providing opportunities for the community to increase their ability to grow their own fruit and vegetables and the health and wellbeing benefits of healthy eating and increased social connections. Council encourages community gardens to help increase food security and enable members of our CALD (Cultural and Linguistically Diverse) communities' access to their preferred foods.

5.8 BUILDING AND FACILITATING PARTNERSHIPS

Council encourages partnerships between new and existing community gardening organisations and will assist these organisations to connect with relevant agencies, local organisations, neighbourhood centres, schools, businesses, funding bodies and other community gardens to provide opportunities for forming mutually beneficial partnerships.

5.9 SECURITY OF TENURE FOR COMMUNITY GARDENS

Community gardening organisations should have the potential for security of tenure so they can plan for the long-term future and viability of the garden. The allocation of Council owned public open space land for community gardens will be formalised through a lease or license agreement. The complexity of the agreement will be proportionate to the scale of the community garden proposed.

5.10 MINIMISING EXPENSES FOR COMMUNITY GARDENS

Council will charge a nominal annual lease or license fee to community garden organisations on the understanding that they are run by volunteers on a not-for-profit basis for the benefit of the community. Council will assist community garden organisations by providing Public Liability insurance under Council's Public Liability Insurance Policy; and waiving the planning permit application fee.

Community gardening organisations are responsible for all other ongoing community garden expenses in accordance with the lease or license agreement.

5.11 ENSURING COMMUNITY GARDENS ARE VISUALLY APPEALING

Council requires community garden organisations to ensure their community gardens are visually appealing, tidy and well maintained.

6. RESPONSE TO 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. As such, the overarching governance principles of the *Local Government Act 2020* have been considered in the preparation of this policy in the following regard:

- this policy ensures that priority is given to local communities to achieve a best outcome in establishing new community gardens for existing communities and future generations;
- community gardens promote social and environmental sustainability for local communities;
- all new community garden proposals will undertake community engagement in accordance with Council's Community Engagement Policy and/ or the Planning & Environment Act 1987 to engage local communities in strategic planning and decision making for community gardens;
- establishing community gardens will be a collaborative effort between community, Council and other organisations and will contribute to community health and wellbeing, learning, social connections and environmental education while improving local food security through access to fresh food.

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

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).

This policy is consistent with the standards set by the *Charter of Human Rights and Responsibilities Act 2006* in particular:

- 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;

The *Charter of Human Rights and Responsibilities Act 2006* has been considered in the preparation of this policy and it ensures all new community gardens provide equal access for all members of the community.

8. RESPONSE TO THE GENDER EQUALITY ACT 2020

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires that Councils take positive action towards achieving workplace gender equality and promote gender equality in their policies, programs and services. In this regard, the objectives of the *Gender Equality Act 2020* have been considered in the development of this policy as follows:

- ensuring inclusive stakeholder engagement provides everyone with an opportunity to participate and recognises the diversity within each community and of individuals, in accordance with Council's Community Engagement Policy.
- Lease/license agreements between Council and community garden organisations will require the community garden organisations to pursue gender equality and ensure that their membership structures are accessible and inclusive for all.

9. CONSIDERATION OF CLIMATE CHANGE AND SUSTAINABILITY

The policy supports 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 by:

- supporting community gardening organisation members and the broader community to learn and use sustainable gardening practices;
- reducing food waste and unnecessary packaging associated with commercially prepared food;
- reducing food miles and carbon emissions associated with commercial production of food by providing opportunities for the community to increase their ability to grow their own fruit and vegetables locally;
- supporting community gardening organisation members and the broader community to increase their resilience by helping achieve beneficial outcomes such as lower food costs, improved food security and improved community connections;
- providing support that facilitates accessible and equitable climate responses for our community; and
- working with key stakeholders and the community to facilitate increased awareness and capacity to respond to climate change.

10. RESPONSIBILITIES

10.1 COMMUNITY GARDEN ORGANISATIONS' RESPONSIBILITIES

Community garden organisations will:

- identify potential site/s and provide an Expression of Interest and Application Form for Council to determine the suitability of a site for a community garden;
- be prepared to become an incorporated association or auspiced by an incorporated association and refer to the requirements of the *Associations Incorporation Reform Act 2012*;
- be self-governed and take legal and financial responsibility for the establishment and ongoing operation of a community garden;
- be responsible for all costs associated with the development, construction and operation of a community garden;
- give due consideration to Council policies, procedures and strategies;
- consult and engage with all members of the community including surrounding residents about the design and management of the proposed garden;
- enter into a lease/licence agreement with Council for the use of a site on Council owned or managed public open space land;
- adhere to the conditions of the lease/license agreement with Council, including but not limited to:
 - obtaining planning and/or building permits for the use of the land and structures and approvals where required;
 - ensuring insurance coverage under Council's Public Liability Insurance Policy are met;
 - installing and maintaining signage and up-to-date contact details; and ensuring the construction of the garden and associated infrastructure is to Council's satisfaction, and meets all relevant standards and specifications.
- be responsible for the maintenance and management of the community garden and associated assets, including the management of compost and waste;
- ensure that the management and governance of the organisation:
 - does not discriminate against anyone due to differences in disability, race, culture, sexuality, age or gender;
 - welcomes visitors to the garden and provides opportunities for residents not directly involved in the garden to be provided with access;
 - allows for fair, transparent and inclusive decision making; and
 - includes a conflict resolution process.

- ensure that the safety and amenity of the neighbouring community and significant flora and fauna is not adversely impacted by the ongoing operation of the community garden;
- acknowledge Council's contribution through communications and media as opportunities arise;
- be willing to collaborate with Council and the community (on all matters pertaining to the community garden);
- identify and manage risks associated with the ongoing operation of the community garden, including all Occupational Health and Safety requirements;
- be responsible for the removal of the garden when it is no longer in use or at the end of lease or licence agreement and for restoring the land to its original state if required;
- provide an annual report to Council which Council will assist with (if required);
- ensure all adult participants and members of the community garden have Working with Children Checks;
- strictly adhere to any practices and/or restrictions in place as outlined by the Victorian Chief Medical Officer.
- report any vandalism or anti-social activities occurring at a community garden immediately to Victoria Police and Council; and
- allow for the safe and appropriate storage of all materials.

10.2 COUNCIL'S RESPONSIBILITIES

Council will:

- establish, review and where necessary update procedures and information on how to apply for a community garden on Council owned public open space land within the City of Greater Dandenong;
- provide information and advice to interested groups and residents on the suitability of potential sites, funding opportunities, establishment and ongoing operation of a community garden;
- determine the suitability of a proposed site for a new community garden by considering this policy and other relevant Council requirements;
- provide advice on whether planning and/or building permits are required;
- provide insurance under Council's Public Liability Insurance Policy;
- consider improvements to existing infrastructure;
- consult and engage with all members of the community including surrounding residents, and relevant authorities where required, about the design and management of the proposed garden;
- undertake the development and ongoing management of a lease/licence agreement for community gardens on Council owned public open space land to ensure they are operating in accordance with the policies and strategies of Council;
- develop lease/licence agreements that consider applications on a case by case basis, specific user needs, site considerations and constraints;
- provide advice and support with the ongoing operation of the community garden, subject to available resources;
- adhere to the conditions of the lease/licence agreement;
- provide advance notification to users in circumstances where a redevelopment is to occur that would impact on the operation of the community garden;
- conduct a fair and transparent process to terminate lease or licence agreements or remove gardens, when disused, or when not adequately maintained or abandoned;
- maintain a register of all community garden organisations, sites, lease agreements and enquiries regarding the establishment of new community gardens;
- provide guidance, support and assistance to community garden organisations with dispute resolutions and

- provide guidance, support and assistance to community garden organisations with annual reporting requirements.

11. REPORTING, MONITORING AND REVIEW

The success of this policy will be measured by:

- the number of new community gardens in Greater Dandenong; and
- results of a biennial survey of community garden organisations.

This policy will be reviewed in 2025 and updated as required to ensure on-going compliance with relevant legislation.

Upon review of this policy, Council will:

- ensure that this policy remains compliant with relevant legislation and relevant Council strategies and documents;
- provide a summary of the applications and outcomes for new community gardens;
- provide an overview of the success, impact and on-going sustainability of community gardens; and
- identify where improvements can be made.

12. REFERENCES AND RELATED DOCUMENTS

Legislation

- *Associations Incorporation Reform Act 2012*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Local Government Act 2020*
- *Planning and Environment Act 1987*
- *Occupational Health and Safety Act 2004*
- *Gender Equality Act 2020*

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

- Greater Dandenong City Council Asset Management Policy
- Greater Dandenong City Council Community Engagement Policy
- Greater Dandenong City Council Community Funding Policy
- Greater Dandenong City Council Community Gardens on Council Owned Public Open Space Guidelines
- Greater Dandenong City Council Community Wellbeing Plan 2017-2021
- Greater Dandenong City Council Climate Emergency Strategy 2020-2030
- Greater Dandenong City Council Diversity, Access and Equality Policy 2021
- Greater Dandenong City Council Local Law No. 2 Municipal Amenity
- Greater Dandenong City Council Local Law No. 4 Municipal Places
- Greater Dandenong City Council Open Space Strategy 2020-2030
- Greater Dandenong City Council Plan 2017-2021
- Greater Dandenong City Council Positive Ageing Strategy
- Greater Dandenong City Council Public Transparency Policy
- Greater Dandenong City Council Sustainability Strategy 2016-2030
- Greater Dandenong City Council Waste Management Strategy

13. APPENDIX 1 – COMMUNITY GARDENS ON COUNCIL OWNED PUBLIC OPEN SPACE - GUIDELINES



4.1.2 Community Facilities Access and Use Policy

Responsible Officer:	Executive Director Community Strengthening
Attachments:	<ol style="list-style-type: none">1. Attachment 1 Draft Community Facilities Access and Use Policy [4.1.2.1 - 14 pages]2. Attachment 2 Final Gender Impact Assessment [4.1.2.2 - 3 pages]

Officer Recommendation

That Council:

1. **APPROVES** the Community Facilities Access and Use Policy, per Attachment 1;
2. **ABOLISHES** the Community Facilities Management Policy 2013; and
3. **ABOLISHES** the Multipurpose Use of Council Community and Civic Facilities Policy 2011.

Executive Summary

1. This report advises on the outcomes of the community consultation relating to the draft Community Facilities Access and Use Policy and seeks endorsement for related actions, including the abolition of the Community Facilities Management Policy 2013 and the Multipurpose Use of Council Community and Civic Facilities Policy 2011.

Background

2. Council is committed to improving access to community facilities.
3. Feedback from the community has highlighted several challenges faced when trying to access facilities. The key themes of feedback can be summarised as follows:
 - Difficulty navigating the booking process and understanding the fees and charges.
 - Difficulty applying for financial support, waivers or discounts to support their group.
 - Inability to access some spaces / venues due to being dominated by one or two groups.
 - Lack of understanding of Council's commitment to providing affordable and equitable access for all community space.
 - Inequities between what some groups were receiving from Council compared to other groups, including fees, hours and support.
4. Early in 2023, it was identified internally that Council had multiple service delivery models across community facilities and precincts, and their associated roles were spread across multiple departments and directorates within Council. This was accompanied by a range of policies which while they may link together, are all significantly outdated.
5. In June 2023, Council undertook a review of these various models of delivery, with the aim of developing an (internal) Community Facilities Framework. The framework was to include:
 - A vision for Community Facilities and Hubs.
 - Potential for a new staffing structure that reduced duplication and leveraged opportunities for enhanced service provision.



- Opportunities for improvement to current utilisation, community use, equity across groups and the fees and charges structure.
 - Identification of opportunities to improve the client journey through booking any Council space.
 - Define what community facilities are incorporated into the new framework / policy/s.
 - Utilise existing feedback from the community, while also benchmarking with other Local Government Councils with similar facilities / hubs.
6. In early 2024, the Community Facilities Framework was finalised with 28 recommendations including the delivery of improved staffing structures, policy updates, and highlighted the need for significant improvements to improve the customer journey and the collation of feedback.
7. In October 2024, the recommendation relating to a restructure of the Community Arts, Culture and Library Services Department was implemented. Now well established as the Creative and Engaged Cities department, this restructure included the integration of the Civic and Community Facilities team (which formally sat in Corporate Services) into a single department, enabling service efficiencies, streamlined customer service and integrated service delivery.
8. The draft Community Facilities Access and Use Policy responds to several recommendations in the Community Facilities Framework and will enable Council to more consistently and transparently address the access challenges and concerns faced by the community.
9. The Community Facilities Framework identified the need to combine the Community Facilities Management Policy and Multipurpose Use of Council Community and Civic Facilities Policy and to incorporate:
- A vision and purpose for community facilities.
 - Council's commitment to development and/or operation of community facilities on a multipurpose use basis.
 - Guiding principles to inform access and use.
 - Definition of the various categories of use/hire.
 - Rationale and aim for fees & charges including various rates for the categories of hire.
 - Fee subsidies, waivers and reductions and the relationship to community grants, including in-kind support to ensure equity and accessibility.
 - Strengthened priority of access for categories of hire that builds on the Community Facilities Management Policy section: Community Access and Benefit.
10. The development of the policy incorporated a review including:
- Benchmarking other Local Government policies and procedures, including City of Casey, City of Hume, Brimbank City Council, Cardinia Shire, Latrobe Council, City of Melton, City of Moonee Valley, Kingston Arts, Geelong City Council, Knox City Council, City of Maroondah and City of Manningham.
 - Identifying which community facilities were within scope and those outside of scope.
 - Interconnecting policies.
 - Priority of Access.
 - Fees and Charges definitions and categories.
 - How the community can apply for Special Considerations (fees / waivers).
 - Requests for Exclusive Use.



- Restrictions on hire / refusal to hire.
- Gender Impact Assessment (Attachment 2).

Key Issues and Discussion

11. The Community Facilities Access and Use Policy has been informed by a broader body of feedback gathered through Council's ongoing work with community groups and facility users over several years. Officers regularly receive input from community organisations, regular hirers and service users through venue bookings, fee waiver and subsidy applications, complaints, grant processes, engagement activities, and day-to-day service delivery.
12. This feedback has consistently highlighted issues relating to equitable access, priority of use, affordability, fee waivers and subsidies, and the usability of Council's booking systems. These matters have informed the development of the policy and have helped shape its principles, access categories and supporting provisions.
13. The public consultation period for the draft Community Facilities Access and Use Policy occurred for an extended period of time from 1 December 2025 to 30 January 2026, with the aim to Inform the community that we have heard their feedback and are looking to improve access to community facilities, and ensure Council hasn't missed anything in how we improve support to groups accessing community facilities.
14. Options were available to provide feedback included:
 - Via online and in-person consultation sessions.
 - All current regular hirers of Council facilities were sent a direct invite to participate in the community consultation (over 210 groups).
 - Two drop-in sessions were available for the community to partake in; one located at Springvale Community Hub and the other Dandenong Civic Centre.
15. Feedback provided by the community was supportive of the policy and only some small changes were required around wording.
16. All responses were reviewed and assessed to determine whether amendments to the policy were required; common topics of feedback included:
17. In addition to the feedback gathered through Council's ongoing work with community groups and facility users over several years, feedback reiterated the need to improve communication and procedures on how to book a venue (i.e. Bookable), easy instructions for groups on how to apply for fee waivers, discounts or special considerations, and how to promote facilities to the community.
18. Community feedback also continues to reflect strong appreciation for Council's venues and the importance of service provided, with many users valuing the role these facilities play in supporting community connection, cultural activity and local events.
19. Officers consider that the policy reflects both the outcomes of the public consultation process and the practical insights gained through the ongoing management and use of Council facilities, providing a considered response to community needs and operational experience.
20. Based on feedback from the community, the following actions are being undertaken alongside the Policy development:
 - Updating information on Council's website, including venue hire information – including easy links to Bookable system.



- Easy access to information on the website and forms required, to apply for fee discounts, waivers and special considerations.
- How to guide for Bookable – uploaded to the website and available to be sent to groups.
- Sessions with regular hirers, including Seniors Groups on how to use Bookable, with over 50% of groups already having attended a session with our Council’s Venue Booking Officers.
- Promotion of venues for hire, within venues themselves (i.e. Springvale Community Hub), as well as Social Media and other tools.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

21. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

22. This item does not currently have an impact on operating budgets; however, future budgets may be impacted depending on the number of fee waivers, subsidies and special consideration requests from the community.

Asset Implications

23. This item does not affect any existing assets.

Legal/Risk Implications

24. There are no legal / risk implications relevant to this report.

Environmental Implications

25. There are no environmental implications relevant to this report.

Gender Impact Assessment

26. The draft Community Facilities Access and Use Policy values and respects the diversity of the Greater Dandenong community, including cultural backgrounds, spoken languages and fluency in spoken English, abilities, values, beliefs and lifestyles, and the implications of these factors for Council’s community facilities.

27. This document is available in Attachment 2 – Final Gender Impact Assessment Community Facilities Access and Use Policy.

Community Consultation

Purpose	<p>The Community Facilities Access and Use Policy has been informed by a broader body of feedback gathered through Council’s ongoing work with community groups and facility users over several years. Officers regularly receive input from community organisations, regular hirers and service users through venue bookings, fee waiver and subsidy applications, complaints, grant processes, engagement activities, and day-to-day service delivery.</p> <p>This feedback has consistently highlighted issues relating to equitable access, priority of use, affordability, fee waivers and</p>
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	<p>subsidies, and the usability of Council’s booking systems. These matters have informed the development of the policy and have helped shape its principles, access categories and supporting provisions.</p> <p>The purpose of consulting on the final draft Policy was therefore to:</p> <ul style="list-style-type: none"> - Inform the community that we have heard their feedback and are looking to improve access to community facilities. - Ensure Council hasn’t missed anything in how we improve support to groups accessing community facilities.
Engagement period	The final draft policy incorporating feedback received over several years was shared for public consultation from 1 December 2025 to 30 January 2026.
Level of Influence:	Consult

Links to Community Vision, Council Plan, Strategy, Notice of Motion

28. This report is consistent with the following principles in the Community Vision 2040:

- Safe and peaceful community.
- Embrace diversity and multiculturalism.
- Mind, body and spirit.
- Art and culture.

29. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- 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 places.
- A city that supports business, entrepreneurship, quality education and employment outcomes.
- A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

30. This report has considered Council’s legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

- The Overarching Governance Principles of the *Local Government Act 2020*.
- Related Council Policies, Strategies or Frameworks.

Community Facilities Access and Use Policy August 2025 (Draft)



Document Control

Date Created: March 2026

Objective ID:

Date of Endorsement: New policy

Version No: 001

Policy Superseded by this Policy:

- Multipurpose Use of Council Community and Civic Facilities Policy 2011
- Community Facilities Management Policy 2013

Responsible Department: Creative and Engaged City

Responsible Directorate: Community Strengthening

Policy Type: Discretionary

Next Review: 2028

Document Compliance

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* (<https://content.legislation.vic.gov.au/sites/default/files/2020-04/06-43aa014%20authorised.pdf>) and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

Greater Dandenong City Council policies comply with the Victorian Charter of Human Rights and Responsibilities, the *Gender Equality Act 2020*, the *Climate Change Act 2017*, the Child Safe Standards contained in the *Child Wellbeing and Safety Act 2005* (Amended), the *Privacy and Data Protection Act 2014*, and the Overarching Governance Principles specified in section 9(2) of the *Local Government Act 2020*.

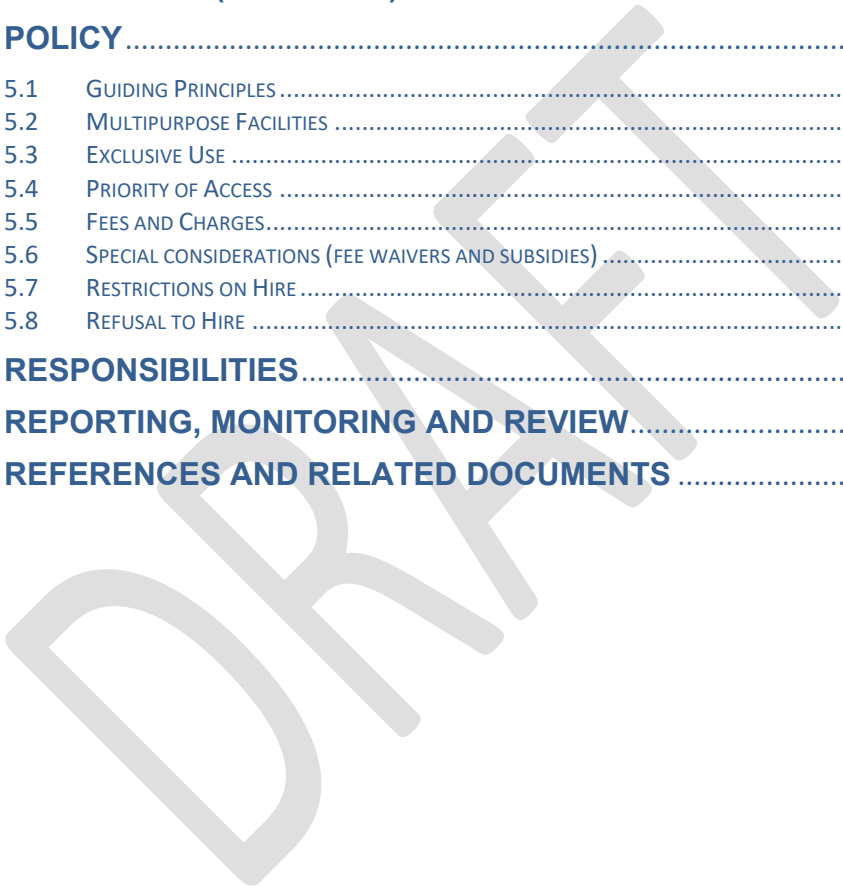
Acknowledgment of Country

Greater Dandenong City Council acknowledges the Traditional Custodians of this land, the Bunurong People, and pays respect to their Elders past and present. We recognise and respect their continuing connections to climate, culture, Country and waters.



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1 POLICY OBJECTIVE (OR PURPOSE)

The City of Greater Dandenong is dedicated to creating community facilities that serve as inclusive and welcoming spaces for everyone. These hubs promote social inclusion and connectedness, providing places where established groups can thrive, and new connections can be forged. By offering multipurpose amenities and diverse programs, these facilities ensure that all community members feel valued and engaged, fostering a vibrant and cohesive community where everyone belongs.

Community Facilities are far more than just buildings and can be:

- provided for people to participate in the life of the community,
- available to the community to hold their own activities and celebrations,
- well programmed and activated places that offer spaces, activities and resources that are needed by, and of interest to, the local community.

This Policy defines Council's position in relation to the objectives and use of community facilities, which provides the basis for a consistent approach to their management and use.

2 BACKGROUND

This policy has been developed to provide a clear and consistent management framework for a range of community facilities that are managed by the City of Greater Dandenong Council.

The policy replaces the former Multipurpose Use of Council Community and Civic Facilities Policy and the Community Facilities Management Policy.

3 SCOPE

3.1 PRINCIPLES

This Policy applies to community members, groups and other organisations (such as commercial hirers, government and non-government education providers) seeking regular or casual use of Council's community facilities through community facility hire agreement, including but not limited to the following facilities:

Type of Facility	Description
Community Hubs / Civic Centre	These include Community Hubs owned and managed by Council including Dandenong Civic Centre, Springvale and Keysborough Community Hub and any future built community hubs.
Community Facility Spaces	Includes community halls, Seniors Centres and community centres.
Arts and Cultural spaces	These include Walker Street Gallery and Arts Centre, The Drum Theatre and Heritage Hill Museum and Historic Gardens.

Library Spaces	These are community rooms of varying capacity located within the library operated spaces and are used for library programs, events, studying and available for general public use to Library visitors when not booked.
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3.2 EXCLUSIONS

This policy does not include:

- The management of seasonally allocated sports grounds and pavilions located within the City of Greater Dandenong including Dandenong Police Paddocks. *Please see the Sports Grounds and Pavilion Allocation Policy 2023.*
- The management of leased sports and leisure facilities that hold lease, licence or management agreements. *Please see Leasing and Licensing of Community Facilities Policy 2014.*
- The management of leased or licensed community facilities or spaces such as kindergarten, childcare, community centres or neighbourhood houses. *Please see Leasing and Licensing of Community Facilities Policy 2014.*
- The management of Councils Leisure Centres and Indoor Stadiums under a management contract with South East Leisure.

4 DEFINITIONS

Unless otherwise specified within this policy, the following words and phrases are defined to mean the following:

Council	Greater Dandenong City Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 2020</i> .
Councillors	The individuals holding the office of a member of the Greater Dandenong City Council.
Council Officers	The Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Council Advisory Committee	Advisory committees advise Council about strategic or policy issues. They also enhance communication between Council and the community. They complement other parts of community engagement.
Community Space	A space designated for hire for a range of user groups.
Council Plan	The Council Plan, incorporating the Municipal Public Health and Wellbeing Plan, outlines the key priorities for Council over a four-year period including how Council will protect, improve, and promote public health and wellbeing within the municipality.
Individuals	Individual community members using facilities for private functions, celebrations and activities.

Non-insured Activities	Activities that are covered under Council's corporate public liability insurance for facility hire. Such activities include commercial or sporting activities, festivals or events or activities involving attendance of greater than 1000 people.
Hire agreements	An agreement between Council and the Hirer for use of a facility on a casual or occasional basis for a fee, where a hire agreement will define the Conditions of Use, Fees and Bond Payable and responsibilities of the Hirer.
Lease Agreement	An agreement used for the exclusive occupancy (the tenant has sole use of the premises).
Licence Agreement	An agreement use for a non-exclusive occupancy (Council may grant the use of the premises to another party for joint occupancy).
Memorandum of Understanding (MOU)	An agreement between two or more parties that defines the working relationship, expectations, responsibilities and common purpose or intent of the partnership.
Seasonal Ground Allocation	The allocation of sports grounds, pavilions or reserves to Sporting Groups for a season or fixed period of time.
User/s or Hirer/s	This refers to an individual, group or organisation who hire a space or building from Council for their activities, services or programs.

5 POLICY

Community facilities are focal points for community interaction, places where the community can gather, build relationships and community identity, where people can meet and participate in activities, where residents can access community services and information and where the place strengthens the life of the community.

Council has invested significantly into the establishment, management, operations and activation of community facilities.

5.1 GUIDING PRINCIPLES

Council aims to improve standards of access and inclusion at community facilities and deliver services that support equity and fairness across the city.

In prioritising access and use of community facilities, Council will have regard to the following principles:

Community Focus

- Participation
- Connections
- Strengthening

The aim of this principle is to support the community in participating in formal programs and activities or informal use, to increase or strengthen their connection to others in the community, improve health and wellbeing, explore diversity or cultural heritage, or celebrate special occasions.

Universally welcoming

- Equitable and Fair
- Accessible and Inclusive

The aim of this principle is to ensure that all community members whether individually or part of a group have the same opportunity to access and use a particular community space, while ensuring that spaces and programs are accessible and inclusive to all.

Optimise Use

- Diverse activities
- Affordable and cost-effective

The aim of this principle is to ensure that Council's community facilities are well utilised by a wide range of individuals and groups, celebrating and embracing the diversity of the Greater Dandenong community, by ensuring that fees and charges are affordable and transparent, while also providing options to reduce these if there is benefit to the community.

5.2 MULTIPURPOSE FACILITIES

To manage demand and provide for a range of activities, facilities will be available for shared use by a number of hirers and will not be used exclusively by any one group. Where a user cannot be granted access at their preferred community facility, and Council has similar facilities available, Council will support the user to find an alternative community facility deemed suitable for their needs.

Council will design and manage facilities, so they have the flexibility to accommodate a broad range of activities and users and can be operated through agreements on a multipurpose use basis.

If a community group seeks funding and/or land from Council, and Council contributes to the cost of building a special purpose facility, the community group will need to demonstrate a multipurpose use arrangement equivalent with Council's contribution.

5.3 EXCLUSIVE USE

To ensure Council can meet the purpose and guiding principles of community facilities, it aims to ensure that facilities are available and used by a wide variety of groups.

Requests for Exclusive Use

Council may be requested by community groups or users for exclusive use of a space, to support the group's activities and use. When receiving requests Council will consider:

Community facilities guidelines will be developed and made publicly available and provided to any groups requesting exclusive use. The guidelines will provide detailed information about:

- The application process.
- Support available for applicants.
- Eligibility and assessment criteria.
- The assessment criteria.
- Timelines.
- Feedback on application process and outcome.

Concluding Exclusive Use

If an existing group who has exclusive use, decides to forego an extension of a lease or licence arrangement with Council, the facility / space being used will be returned to Council's managed pool of community facilities and will become available for hire from the broader community.

Likewise, if a group is failing to meet the requirements under the Lease and Licensing Policy, this facility / space may return to the pool of managed community facilities as well.

5.4 PRIORITY OF ACCESS

Council has three key priorities of access. These are detailed below, and Table 1 identifies the relevant groups and the applicable fees and charges category.

In line with Council's Diversity, Access and Equity Policy, every effort shall be made to ensure equitable access to people of every age, gender, ability, financial means, culture and other attributes.

Priority One – Council services and use

Council provides a range of direct services to the community and will have primary and exclusive use of its community facilities where appropriate and receiving the highest priority for access and allocation.

If there is an increase in demand for Council's capacity to deliver services, Council may need to cancel existing hire agreements with community users. Council will attempt to offer different or alternative options for existing hirers and support them to access other facilities or spaces.

Some community facilities are primarily for Council related functions. When not being used for this purpose, these spaces are made available for the community to hire.

Priority Two – Community

This category is for not-for-profit community-based groups, organisations, and agencies that provide services to community members that live, work, or have a connection with Greater Dandenong.

These groups deliver or align programs that support community outcomes, including fostering community well-being, promoting social inclusion, enhancing access to essential services, and encouraging civic participation.

Hirers that fall within this category will have priority of access to spaces for community hire over those that fall within the standard rate, but after primary users.

Priority Three – Standard

This category is defined as commercial and private hirers who provide services or programs aimed at gaining a profit.

Hirers that fall within this category, who have an existing booking and hire agreement in place, won't be subject to lose this booking due to other requests.

Emergency Management

If Council's Municipal Emergency Management Plan is enacted, Council has the right to access all Council owned facilities and to enter and remain in these buildings without prior notice and for the duration of the emergency.

5.5 FEES AND CHARGES

Council aims to establish fees, charges, and bonds which are affordable, transparent, and equitable. These considerations take into account the type, use, function, and purpose of the facility, the financial means of those seeking to hire facilities, including the lower incomes of residents who rely on government benefits. Additionally, Council acknowledges the lesser average incomes of women and other circumstances.

The fees and charges which may be imposed by Council include:

- Fees for Hire of the facility
- Security bonds (Council may retain the bond for breach of the 'conditions of hire' including any costs associated with cleaning, breaches of security, damage to Council property or loss of keys or security passes. The bond is refundable after the hire, less any charges for cleaning or damage).
- Insurance (Council requires hirers to keep in force, during the term of the agreement, a Public Liability Insurance Policy with a Limit of Indemnity of not less than \$20,000,000).
- Charges for hire of facility equipment (e.g. audio/visual equipment)
- Miscellaneous charges (e.g. venue/attendance staff)

**Table 1
Definitions of Hirers**

Hire rate category	Definition
Council services and use Exemptions for Council services, use and staff meetings.	<p><i>Council services and programs</i> Where Council staff provide a direct service to the community.</p> <p><i>Council and staff meetings</i> Internal meetings to enable Councillors and Council officers to conduct Council business.</p> <p><i>Council advisory, committee and reference meetings</i></p>

	<p>These meetings are providing a direct service and advisory function to Council.</p>
<p>Community rate:</p> <p>Not-for-profit community-based groups and organisations (with incorporation or charity status) that provide services to community members that live, work or have a connection with Greater Dandenong.</p> <p>Community Service organisations and agencies.</p>	<p><i>Community group</i> Any community-based group or organisation whose primary objective is to provide and engage in activities and accessible services that benefit the Greater Dandenong community.</p> <p><i>Member based organisations:</i> Any community-based group or organisation whose primary objective is to provide services and activities to the benefit of their membership.</p> <p><i>Community Service Organisations (CSO):</i> Not-for-profit organisations and agencies that deliver services/programs in response to specific community issues.</p> <p><i>Schools and education</i> Primary, Secondary and Tertiary educational institutions (except for private vocational or extra-curricular education).</p> <p><i>Health Care providers</i> Health Care providers providing services via Medicare rebates with no gap.</p> <p><i>Partnerships</i> Operating in partnership with Council or supported to cofacilitate programs, services, information sessions, events and activities for the Greater Dandenong community.</p> <p><i>Faith services and programs</i> Faith and religious groups and organisations providing community programs that are inclusive and accessible to all community members.</p>
<p>Standard rate:</p> <p>Commercial hirers conducting activities for the purposes of deriving a profit.</p> <p>Private hirers</p>	<p><i>Commercial</i> A business or organisation conducting activities or services for the purposes of deriving a profit.</p> <p><i>Organisations and groups without community/not-for-profit eligibility</i> including Dance Schools, private vocational and extra-curricular education organisations.</p> <p><i>Private</i></p>

	<p>Invitation only activities or celebrations that are not available to the general public or for community benefit.</p> <p><i>Private health care providers</i></p> <p>Private health care providers with a gap fee to clients.</p>
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5.6 SPECIAL CONSIDERATIONS (FEE WAIVERS AND SUBSIDIES)

Council seeks to encourage and maximise participation at community facilities.

In doing so, the following circumstances can be considered for special consideration:

- Financial hardship – individuals or users who can prove that they are unable to pay their hire fees or that payment of their hire fees would lead to financial hardship may be granted a discount or fee waiver. Where relevant and evident, consideration shall be given to the lesser financial resources of certain segments of the community, including those without paid employment, lower income working residents, women, people living with disability and others.
- New not-for-profit community groups who are not yet incorporated and that may not hold their own public liability insurance may apply to be covered by Council's corporate public liability insurance for a period of 6 months, up to a maximum of 10 bookings. To be eligible for this support, the group must register to work with Council staff to gain assistance to become incorporated. They may also apply to receive support from Council for facility hire if they meet the criteria below.

Criteria for receiving discounted / waived hire fees:

Hirers may apply for discounted / waived hire fees/ increased hours, by providing evidence that:

- They are a community hirer / community group / Community Service Organisation that:
 - Does not operate for profit or personal gain of an individual or group of people.
 - Have limited resources or capacity to generate income.
 - Are based locally within Greater Dandenong and / or have 50% or more proportion of their membership base living in Greater Dandenong.
- And that their intended hire / use:
 - Meets a broader community need and is of benefit to residents of Greater Dandenong.
 - Encourages local community participation.
 - Increases community access to activities and services, particularly access by First Nations, disadvantaged and socially isolated groups, including residents living with disability, those facing the challenges of recent settlement, women caring for children, people in receipt of low incomes, and others.
 - Supports access / reduces barriers to participation (i.e. does not have an entry fee or fee for participation).
- Offer opportunities to partner with Council to deliver key strategic outcomes, identified in relevant Council plans and strategies, in particular supporting women's only programs (may require submission to Community Grant program).

- Fundraising activities – for one-off fundraising activities.
- Commercial entities that demonstrate community demand, whose activity aligns with the Council Plan and who can provide evidence that they are not collecting sufficient customer fees to cover the commercial hire fees.
- Hirers may apply to have an increase on the maximum available hours of hire at the same venue/facility, if their current request is over the threshold limits in the restrictions for hire section.

5.7 RESTRICTIONS ON HIRE

The allocation of spaces for hire / use will be reasonable with respect to the range of users.

Council may limit the use of space (amount of time allocated) to some groups / organisations to ensure that facilities are not dominated by one type of user group, or program type, and to ensure spaces are able to meet the diverse needs of the Greater Dandenong community.

To achieve this, the following restrictions will apply:

- Not-for-profit community groups and community service organisations can make application for no more than 25 hours of room hire per month at any one facility.
- Commercial / private individuals and government organisations can make application for no more than 15 hours of room hire per month at any one facility.

Council reserves the right to review each application individually and adjust hiring limits to greater or lesser than these thresholds if there is expressed need.

These restrictions do not apply to Hirers and organisations under contract to provide specific services on Council's behalf.

Council reserves the right to prohibit alcohol consumption at any of its facilities.

5.8 REFUSAL TO HIRE

Council reserves the right to refuse hire where:

- The user group has not adhered to hiring terms and conditions in the past or has failed to adhere to relevant Council policies, procedures, or processes in making bookings.
- The group, individual, or entity has an unacquitted grant or debt to Council.
- The group or entity's program, event, or service may contain content that is obscene, improper, offensive, or does not align with Council's policies or values.
- The group or entity's core objectives, principles, or policies conflict with Council's own adopted plans, strategies, or positions.

6 RESPONSIBILITIES

Responsibility will rest with the Creative and Engaged City department for informing Council staff, residents and hirers about the content and meaning of the policy, including how it may impact any current hire agreements.

This may entail a range of marketing and promotions, including Council's website, emails, print and social media and updating of current hire information and agreements.

The department will also monitor levels of knowledge and understanding of Council staff, residents and hirers as required.

7 REPORTING, MONITORING AND REVIEW

Reporting	The Creative and Engaged City will monitor reporting, breaches and issues against operating practices. As required, reports will be provided to Council.
Monitoring	The Creative and Engaged City will review the policy every six months to understand how it is impacting current and future hiring.
Review	The policy will be reviewed after two years and will consider the following: <ul style="list-style-type: none"> • The utilisation trends of community facilities, including hours of hire, increased community development and community capacity. • The impact the Policy has on the community, including the ease of accessing community facilities. The cost to Council for the provision of special considerations and, in general, community facilities. • Benchmarking against other municipalities.
Stakeholder Engagement	The review process will involve stakeholders across all of Council, including any team with a related Council Policy or Procedure.

8 REFERENCES AND RELATED DOCUMENTS

Legislation

[Charter of Human Rights and Responsibilities Act 2006](#)

[Gender Equality Act 2020](#)

[Climate Change Act 2017](#)

[Child Wellbeing and Safety Act 2005 \(Amended\)](#)

[Freedom of Information Act 1982](#)

[Local Government Act 2020.](#)

[Privacy and Data Protection Act 2014](#)

[Public Records Act 1973](#)

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

- Children's Plan 2021-26
- Climate Change Emergency Strategy and Action Plan 2020-30
- Code of Conduct - Councillors
- Code of Conduct - Contractors
- Code of Conduct – Staff

- Community Grants Guidelines 2023
- Council Plan (The Plan) 2021-25 which incorporates the Municipal Public Health and Wellbeing Plan
- Community Development Framework 2021
- Community Engagement Planning Framework 2022
- Diversity, Access, and Equity Policy, 2021
- Gambling Policy 2022
- Gender Equality Action Plan 2021-25
- Greater Dandenong Libraries Strategy 2022-26
- Greater Dandenong Arts, Culture and Heritage Strategy 2022-26
- Indigenous Policy
- Leasing and Licensing of Community Facilities Policy 2014
- Positive Ageing Strategy 2017-25
- Privacy and Personal Information Policy
- Reconciliation Action Plan 2021-23
- Risk Management Policy
- Sporting Grounds and Pavilion Allocation Policy 2023
- Springvale Community Hub Strategic Plan 2022-26
- Sustainability Strategy 2016-30
- Youth and Family Strategy 2021-26.

Administrative Updates

It is recognised that from time to time, circumstances may change, leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to an existing policy or document referred to in this policy, and minor updates to legislation and the like which do not have a material impact. All changes or updates which materially alter this policy must be by resolution of Council.

Date	Update

Gender Impact Assessment:
Community Facilities Access and Use Policy
July 2024

The Consultation Process

The City of Greater Dandenong prepared the Community Facilities Access and Use Policy in draft form in 2024, a process which incorporated discussions with individual staff and business units, as well as members of the community.

The consultations included workshops, external benchmarking and review of previous feedback from the community to Council, undertaken in the period June 2023 to February 2024.

These steps were supplemented by community consultations conducted throughout August 2024, including avenues for feedback online, in-person drop-in sessions and solicitation of feedback from Council's various advisory groups and community groups.

In accord with Council's Diversity, Access and Equity Policy, every effort was made to seek ensure equitable feedback to people of every age, gender ability, financial means, English fluency, culture and other attributes.

The Content and Nature of the Community Facilities Access and Use Policy

The draft Community Facilities Access and Use Policy, values and respects for the diversity of the Greater Dandenong community, including their cultural backgrounds, spoken languages and fluency in the use of spoken English, abilities, values, beliefs and lifestyles, and in this context, their implications Council's community facilities.

The Policy acknowledges that diversity of individuals and among segments of the community may include differences in gender, ability, health, birthplace, language, culture, faith, sexual orientation, income and education levels.

Further, it outlines the purpose of Community Facilities, which are far more than just a building, for they can be:

- provided for people to participate in the life of the community,
- available to the community to hold their own activities and celebrations,
- well programmed and activated places that offer spaces, activities and resources that are needed by, and of interest to, the local community.

The Policy aims to improve the levels of access and inclusion at Community Facilities and deliver services that support equity and fairness across the city. Accordingly, in considering access and use of community facilities, Council will have regard to the following principles:

- Community Focus – Participation, Connections, Strengthening
- Universally welcoming - Equitable and Fair, Accessible and Inclusive
- Optimise Use - Diverse activities, Affordable and cost effective

The Policy stipulates that Council will give expression to these principles by enhancing the community development approach across community facilities. To this end, a priority of access model will be applied, which aims to prioritise what is delivered including the following Categories of Council Use and Programs, Community and Standard, thereby ensuring a higher level of access and service provision for people who live, work or otherwise have a connection with Greater Dandenong.

In a related consideration, the Policy then outlines the proposed new fee definitions, intended to make spaces more affordable for the community.

Gender-related Issues for Consideration during Consultations

Prior to the commencement of consultations, a variety of considerations of potential relevance to female community members, and therefore, of relevance to our subsequent inquiries, were considered.

Among them was the lower average earnings of women, at a median of \$482 compared with \$989 among male in 2021 – conditions which may set women’s groups or individual at a disadvantage in hiring venues.

A further consideration was that of personal safety in public places – including in the vicinity of community facilities, or in their use of public transport to travel to such locations - a more widespread concern among women than men as evidenced by the findings of public surveys about this subject – at 46% compared with 20% among males, in the most recent municipal-level survey.

Another matter to be weighed was the access to facilities at a time of day which would enable women with child-caring responsibilities to accommodate such obligations, while still participating in activities at community facilities. Relevantly, in 2021, 51% of women aged over 15, and 39% of males aged 25-54, provided unpaid childcare to their own or others’ children; moreover, women account for approximately six in seven sole parents, with predominant or exclusive responsibility for the care off their children.

Consultation Findings

Internal review and consultation determined that the Policy clearly affirmed the goal of ensuring Community Facilities are accessible to all members of the community and that this goal was explicitly recounted in the Community Facilities Framework, which included the information now incorporated into the Policy.

When applying an additional lens of supporting women to access community facilities it emerged that indeed, many women held concerns about safety, cost and fees, access to women only programs, timetabling of programs to allow women to participate, and the availability of women’s support programs.

It was confirmed that public consultation may provide an additional avenue of feedback from the community, which were incorporated in the updating of the Draft Policy.

Adjustments to the Policy to Reflect Consultation Findings

In light of the views, perceptions and insights elicited in the course of these consultations, several adjustments were made to the policy; among them:

- Additional comments in the Special Considerations (fee waivers and subsidies) about increasing access to activities and services, particularly access by disadvantaged and social isolated groups, including residents living with disability, those facing the challenges of recent settlement, women caring for children, women and others in receipt of low incomes, and others.
- Further observations in the Special Considerations (fee waivers and subsidies), partnership section concerning partnering with service providers or individuals wishing to deliver women's-only programs or services.

Further considerations that emerged in the consultations, but which could not be fully addressed within the contents of this policy alone, will be taken into account in its implementation, to ensure that women and men enjoy equal, and to the extent possible, unimpeded, access to Council facilities.



4.1.3 Volunteer Policy Review

Responsible Officer: Executive Director Community Strengthening
Attachments: 1. Volunteer Policy 2026 [4.1.3.1 - 15 pages]
Volunteer Policy 2026

Officer Recommendation

That Council APPROVES the proposed Volunteer Policy as outlined in Attachment 1.

Executive Summary

1. This report reviews and updates Council's Volunteer Policy.
2. The updated policy strengthens Council's commitment to inclusive, safe, and effective volunteer engagement, aligning with national standards.

Background

Council Volunteer Policy

3. The Volunteer Policy outlines Council's commitment to ethical, inclusive and strategic volunteer engagement and aligns with the National Standards for Volunteer Involvement. It also recognises the social, economic, and health benefits of volunteering and its role in increasing social inclusion, physical and psychological health and well-being, and career opportunities.
4. The updated policy enhances governance, compliance and support structures for volunteers and volunteer coordinators. It adopts an inclusive approach and applies comprehensively to all Council volunteers, including those engaged on committees, panels, and reference groups.
5. Due for review in 2025, the revised Volunteer Policy is informed by national trends, local data, and best practices. This evidence-based approach positions Council to address current and emerging challenges in volunteering through a responsive, inclusive, and community-aligned policy.

Key Issues and Discussion

National Volunteering Trends

6. National data indicates a 19% decline in formal volunteering since 2016, a trend significantly accelerated by the COVID-19 pandemic. Despite modest recent improvements, volunteering levels have not returned to their pre-pandemic state. Many individuals have transitioned to informal or online volunteering roles, with persistent barriers including time constraints, limited flexibility, and administrative requirements. Nevertheless, informal volunteering remains robust, particularly within sectors such as sport, religion, and education, areas which continue to experience notable volunteer shortages.



Greater Dandenong Volunteering Trends and Local Demand

7. Local trends mirror national patterns. Formal volunteering dropped from 11.9% in 2016 to 7.6% in 2021—well below the Victorian average. However, informal volunteering is notably higher among residents from non-English speaking backgrounds, indicating underreported community contributions. In addition, the estimated value of volunteering in Greater Dandenong in 2025 was approximately \$243 million, based on population-adjusted estimates from Adelaide University.
8. A Council survey of Volunteer Involving Organisations (VIOs) found that 73% need more volunteers, with over half requiring 6–20 additional people. These findings highlight a clear gap between supply and demand.

Local Government Practices in Volunteering

9. Consultations with other councils reveal varied volunteer management approaches, but the most effective outcomes stem from centralised internal programs. These models ensure better alignment with organisational goals, stronger volunteer integration, and higher standards of safety and compliance. They also enhance volunteer satisfaction and retention by fostering a sense of belonging—highlighting the strategic value of maintaining a strong internal volunteer program within Council.

Review of Council Volunteer Policy

10. The draft Volunteer Policy reaffirms Council's commitment to fostering civic participation and community wellbeing through volunteering. Aligned with the Council Plan and Volunteering Australia's National Standards, it provides a clear governance framework for volunteer engagement across Council and the broader community. It clarifies rights and responsibilities, compliance requirements, and Council's relationship with external volunteer involving organisations, while affirming that volunteers do not replace paid staff.
11. This Policy applies to all Council managed volunteer programs, registered volunteers, and the Council officers or contract staff responsible for supervising them. The new policy also covers individuals who volunteer as part of Council appointed advisory committees, reference groups and community panels, recognising them as internal volunteers under this Policy.
12. The policy is guided by principles of:
 - Inclusive Participation: Volunteering as a pathway to social inclusion and civic engagement.
 - Best Practice and Continuous Improvement: Alignment with National Standards and ongoing program review.
 - Support for Staff and Volunteer Leaders: Training and resources for effective supervision.
 - Community Capacity Building: Partnerships and support for local volunteer organizations.
 - Civic Engagement by Staff: Encouragement of staff volunteering through paid leave programs.
13. Council commits to creating respectful, safe, and inclusive environments; providing meaningful roles, fair treatment, training, and recognition; supporting supervisors and ensuring transparency in expectations. It also upholds child safety and gender equity, promotes equity, inclusion, and accessibility (including reasonable workplace adjustments), and ensuring volunteers do not replace paid staff.
14. The new policy also ensures consistent safety and compliance standards, including mandatory checks and adherence to Child Safe Standards, across all volunteer roles within Council.

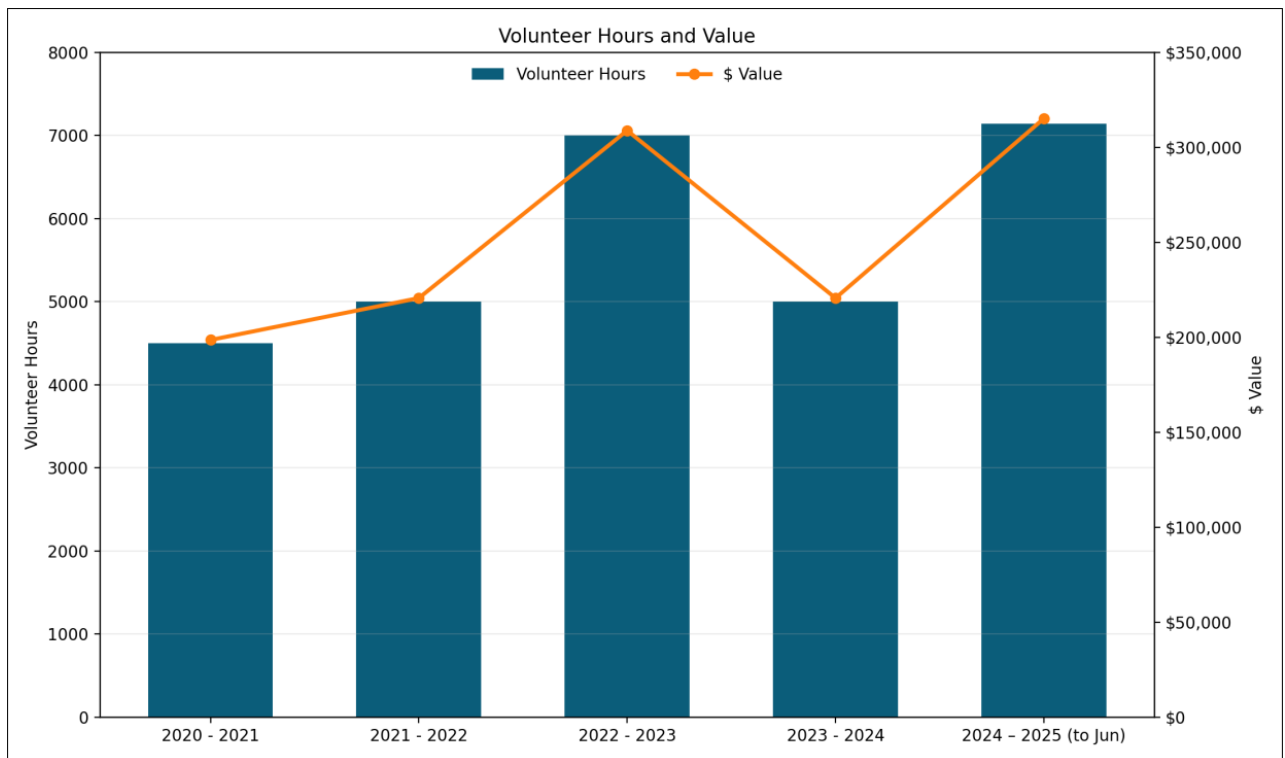


Overview of Council Volunteer Program

15. Over the past two decades, the Council Volunteer Program has evolved into a cross-organisational initiative supporting 15 internal programs across all directorates. Volunteers contribute to diverse areas such as community care, arts, libraries, environment, and advisory groups—playing a vital role in service delivery and community connection.

Impact of Council Volunteer Program

16. Council's Volunteer Program remains a cornerstone of community engagement and service delivery. Currently, 113 registered volunteers support a wide range of initiatives, with an additional 85 contributing to advisory groups and panels. Youth and Family Services also engages 48 youth leaders, fostering early civic participation.
17. Whilst volunteer numbers have declined from 236 in 2020 to 113 in 2025, the overall impact remains strong. In 2024–2025, 113 volunteers contributed over 7,143 hours — valued at over \$315,000 *—demonstrating sustained commitment and high-quality engagement. This reflects a shift toward fewer but more dedicated volunteers, reinforcing the program's continued value to Council and the community.



**Hours are calculated for the Volunteer Program volunteers only and exclude the hours contributed by volunteers who participate in the advisory groups and youth volunteers.*



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

18. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

19. To support ongoing program delivery and efficiency, options to improve the Volunteer Management System will be explored in collaboration with Council's IT team. Any enhancements or alternative solutions will be managed within the current Community Partnerships and Volunteers Team budget.

Asset Implications

20. This item does not affect any existing assets.

Legal/Risk Implications

21. There are no legal / risk implications relevant to this report.

Environmental Implications

22. There are no environmental implications relevant to this report.

Community Consultation

23. The draft Volunteer Policy was shaped by community input and a review of relevant volunteering policies and trends across all levels of government. It aligns with the Council's Vision 2040 and strategic priorities.

24. Consultation activities included a volunteer survey (61 responses), focus groups with 18 volunteers and 16 Council staff who supervise volunteers, and interviews with 11 individuals from Council and Greater Dandenong Volunteer Resource Service. The policy also draws on national and state volunteering strategies and standards and includes benchmarking with other local governments.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

25. This report is consistent with the following principles in the Community Vision 2040:

- Safe and peaceful community.
- Education, training, entrepreneurship and employment opportunities.
- Embrace diversity and multiculturalism.
- Mind, body and spirit.

26. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- 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.



Legislative and Policy Obligations

27. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

- The Overarching Governance Principles of the *Local Government Act 2020*.
- *Victorian Charter of Human Rights and Responsibilities 2006*.
- Related Council Policies, Strategies or Frameworks.

Volunteer Policy

March 2026

(Draft)



Document Control

Date Created:

Objective ID:

Date of Endorsement:

Version No:

Policy Superseded by this Policy: Volunteer Policy 2020

Responsible Department: Safe, Active and Connected Communities

Responsible Directorate: Community Strengthening

Policy Type: Discretionary

Next Review: August 2029

Document Compliance

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* https://content.legislation.vic.gov.au/sites/default/files/2020-04/06-43aa014_authorized.pdf and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

Greater Dandenong City Council Policies comply with the Victorian Charter of Human Rights and Responsibilities, the *Gender Equality Act 2020*, the *Climate Change Act 2017*, the Child Safe Standards contained in the *Child Wellbeing and Safety Act 2005* (Amended) and the Overarching Governance Principles specified in 9(2) of the *Local Government Act 2020*.

Acknowledgment of Country

Greater Dandenong City Council acknowledges the Traditional Custodians of this land, the Bunurong People and pays respect to their Elders past and present. We recognise and respect their continuing connections to climate, Culture, Country and waters.

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1. POLICY OBJECTIVE (OR PURPOSE)

The purpose of the Volunteer Policy is to:

- Provide a strategic framework for the support, development and governance of volunteering across Council.
- Outline Council's commitment to ethical, inclusive and sustainable volunteer engagement that is aligned with Volunteering Australia's National Standards for Volunteer Involvement.
- Affirm the value of volunteers and ensure consistency and accountability in volunteer management.
- Clarify Council's relationship with external volunteer-involving organisations.
- Reinforce the message that volunteering is a meaningful and complementary contribution to civic life – not a replacement for paid employment.

2. BACKGROUND

Greater Dandenong City Council has a long-standing commitment to supporting volunteering as a vital contributor to community wellbeing. Volunteering is recognised as an integral part of life for many in the Greater Dandenong community, offering positive social, cultural, and economic impacts.

This policy underpins Council's role in fostering volunteering across a wide range of programs, services, initiatives, and activities. It supports the development of diverse, vibrant, safe, and resilient communities by encouraging formal volunteering.

Council demonstrates its commitment to best practice in volunteer management through its membership with Volunteering Victoria, the state peak body for volunteering, which provides sector-wide resources and support. At the national level, Volunteering Australia provides leadership through the National Standards for Volunteer Involvement, which guide the ethical recruitment, engagement, and recognition of volunteers.

Council volunteer programs align with these National Standards and reflect a whole-of-Council approach to inclusive, ethical and sustainable volunteer engagement.

3. SCOPE

This policy outlines Council's approach to managing and supporting volunteering across the organisation. It includes the policy context, guiding principles, volunteers' rights and responsibilities and Council's responsibilities in delivering volunteer engagement.

The Policy also defines Council's relationship with external volunteer-involving organisations and community groups operating on Council-managed land or receiving Council support, ensuring a consistent and best-practice approach to volunteer involvement.

This policy applies to:

- All internal Council-managed volunteer programs.
- Registered volunteers and the Council officers or contract staff responsible for supervising them.
- Councillors and members of Council-appointed advisory committees, reference groups, or community panels serving in a volunteer capacity.

This policy does not apply to:

- Volunteers involved in Council funded programs that are managed externally and/or do not operate on Council Land or in Council facilities.
- Other forms of unpaid engagement such as student placements, internships, or work experience.
- Council employees undertaking voluntary work for Council or another organisation outside of their employment duties.

Note: Provisions related to Council's Paid Volunteer Leave Program are outlined separately in the *Paid Volunteer Leave Guidelines*. Participation by Council staff in Council-wide volunteer activities outside of work hours is considered a private, unpaid engagement and does not form part of an individual's employment relationship with Council.

4. DEFINITIONS

Key Terms	Definition
<i>Council Volunteer</i>	An individual who: <ul style="list-style-type: none"> • Is aged 18 years or older; • Holds current and valid Police and Working with Children Checks; • Has completed all mandatory training and demonstrates understanding of the Child Safe Standards; • Is formally registered and has been onboarded through the Council Volunteer Program; and • Is actively engaged in an approved volunteer role directly supporting a Council service or program.
<i>Volunteering</i>	As defined by Volunteering Australia (2015), volunteering is time willingly given for the common good and without financial gain. It must: <ul style="list-style-type: none"> • Benefit both the community and the volunteer; • Be undertaken of the volunteer's own free will and without coercion; • Occur within designated volunteer roles, guided by a position description or Terms of Reference; and • Not replace paid employment or be used to fill workforce gaps.
<i>Council Volunteer Program</i>	Council's centralised program that: <ul style="list-style-type: none"> • Promotes, recruits, onboards, supports, retains, and recognises volunteers across all Council departments. • Is guided by the <i>National Standards for Volunteer Involvement</i>; • Is informed by the <i>National Strategy for Volunteering 2023–2033</i>; and • Provides supports to Council staff in the effective supervision and engagement of volunteers.
<i>Volunteering Victoria</i>	The state peak body for volunteering in Victoria, providing sector-wide resources, advocacy, and support to volunteer-involving organisations.
<i>Volunteering Australia</i>	The national peak body for volunteering, responsible for defining volunteering, developing the <i>National Standards for Volunteer Involvement</i> , and providing strategic leadership and guidance on volunteer engagement, recruitment, and recognition.
<i>Council advisory committee, reference groups or panel members</i>	Individuals appointed by Council resolution or by delegation from Council's CEO/Directors to provide input from a broad range of perspectives. These members contribute to informed decision-making and support Council in progressing its strategic priorities.

<i>Not for profit service and community group</i>	An organisation that does not operate for the profit, personal gain, or other benefit of particular individuals (e.g. their members, staff or associates).
<i>Volunteer-involving organisations</i>	Organisations that provide opportunities for volunteering as part of their operation. These may include local councils, government departments, grassroots collectives, community groups and local sports clubs
<i>Code of Conduct</i>	The Volunteer Code of Conduct, which includes a Child Safe Code of Conduct.

5. POLICY

Greater Dandenong City Council recognises the vital role that volunteers play in enhancing Council services, supporting community groups, and strengthening local community connections. Volunteering contributes significantly to individual wellbeing, civic participation, and a personal sense of belonging.

Council offers a diverse range of volunteer opportunities. Council is committed to clearly communicating the types of roles available and making reasonable adjustments to ensure that our volunteer programs are inclusive, accessible, and equitable for all.

Council also acknowledges the importance of supporting staff who work with volunteers. It is committed to strengthening volunteer program management through improved systems, training and ongoing support, thereby ensuring a safe, positive and effective experience for both volunteers and staff.

5.1. Principles

This Policy is guided by the following Volunteer Engagement Principles:

- ***Inclusive Participation:*** Council champions volunteering as a pathway to social inclusion, wellbeing and civic engagement. Volunteer opportunities are designed to be meaningful, accessible, and reflective of the diverse strengths and interests of the Greater Dandenong community.
- ***Best Practice and Continuous Improvement:*** Council is committed to delivering a high-quality, organisation-wide volunteer program. Volunteer engagement is guided by the *National Standards for Volunteer Involvement* and informed by the *National Strategy for Volunteering 2023–2033*. Programs are regularly reviewed to ensure alignment with best practice.
- ***Support for Staff and Volunteer Leaders:*** Council recognises the important role of staff and volunteer leaders in creating positive volunteer experiences. Training, systems, and resources are provided to support effective volunteer supervision and program delivery.
- ***Community Capacity Building:*** Council supports local not-for-profit organisations and volunteer-led groups through partnerships, funding, and access to a local Volunteer Resource Service. This includes sharing resources, facilitating collaboration, and strengthening the capacity of the sector to attract and retain volunteers.
- ***Civic Engagement by Council Staff:*** Council encourages staff participation in volunteering through the *Paid Volunteer Leave Program*, fostering a culture of community contribution within the organisation.

5.2. Volunteers Internal to Council

Greater Dandenong City Council values the contributions of volunteers and is committed to fostering a respectful, safe, and inclusive environment for all participants in Council-managed volunteer programs.

This policy outlines the rights and responsibilities of volunteers who are recruited, engaged and supported by Council officers to deliver tasks that enhance Council services and community outcomes.

Volunteers can expect:

- Meaningful and clearly defined roles.
- Fair and respectful treatment.
- Access to appropriate training and support.
- Recognition of their contribution

Volunteers are expected to:

- Act in accordance with Council's values and policies.
- Prioritise safety and wellbeing for themselves, their colleagues, and the community.
- Maintain confidentiality and professionalism.
- Participate in required training and comply with relevant checks and standards.
- Handle Personal Information in accordance with the Privacy and Data Protection Act.

By clearly defining these expectations, Council aims to promote transparency, mutual respect, and a shared commitment to excellence in service.

5.3. Volunteer Rights

Council volunteers have the right to:

- Engage in satisfying work that considers their interests, temperament, capabilities and available time.
- Be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation.
- Receive a job description and agreed working hours.
- Be provided with a copy of their signed Volunteer Agreement Form.
- Understand what work is expected and to whom they are accountable.
- Receive an orientation to the program in which they are working.
- Access sufficient training to perform their role, including ongoing training opportunities.
- Have choices and the right to decline tasks that do not suit them or that they feel they are unable to perform.
- Be heard and have their views respected.
- Receive support and constructive feedback from colleagues and supervisors.
- Be reimbursed for authorised out-of-pocket expenses where appropriate.
- Have personal and confidential information managed in accordance with the Privacy and Data Protection Act 2014.
- Work in a healthy and safe environment.
- Be adequately covered by insurance relevant to their role.
- Access grievance procedures.

5.4. Volunteer Responsibilities

Council volunteers are expected to:

- Act in a manner which ensures the safety and wellbeing of themselves and others, and follow all occupational health and safety rules instituted by Council.
- Sign the Volunteer Agreement, confirming their commitment to Council's Volunteer Code of Conduct and policies and procedures.

- Adhere to all applicable policies and procedures, including the Volunteer Code of Conduct and any requirements outlined in Volunteer Handbook.
- Report any concerns to the Program Supervisor or Volunteer Program staff.
- Complete all required legal checks and compulsory training prior to commencement, such as Child Safe Standards and program-specific training.
- Inform the Volunteer Program of any health conditions or limitations that may affect their ability to perform tasks, including changes over time.
- Carry out tasks responsibly and to a standard that reflects positively on themselves and Council.
- Refrain from making public statements on behalf of or about Council, including on social media.
- While volunteering on behalf of Council, devote their full attention to volunteer activities and refrain from engaging in other activities or bringing unregistered friends or family members to the activity.
- Notify their Program Supervisor as soon as possible if unable to attend rostered duties.

5.5. Health, Safety and Insurance

Under Work Health and Safety legislation, volunteers are considered “workers,” meaning that they share similar rights and responsibilities as Council staff.

5.5.1. COUNCIL RESPONSIBILITIES

Council is committed to providing a safe, inclusive, and respectful work environment for all volunteers. This includes:

- Maintaining a workplace free from discrimination and sexual harassment.
- Offering support for domestic and family violence.
- Providing appropriate equipment and safe work procedures.
- Conducting regular risk assessments to identify and mitigate hazards.

5.5.2. VOLUNTEER RESPONSIBILITIES

Volunteers are expected to:

- Take reasonable care of their own health and safety.
- Ensure their actions do not harm others.
- Follow all relevant policies, procedures, and instructions.
- Report incidents, injuries, or near misses to their program supervisor immediately.
- Provide three weeks notification when resigning and return all formal council garments and volunteer name badges.

5.5.3. INSURANCE COVERAGE

Council-appointed volunteers are covered by:

- Voluntary Workers (Personal Accident) Insurance.
- There is limited coverage under the Voluntary Workers policy for those aged 75+, with details available upon request.
- Public Liability Insurance for third-party injury or property damage.

5.6. Volunteer Conduct

Volunteers are expected to uphold the highest standards of integrity, professionalism, and respect while representing Council. This includes:

- **Respecting Diversity:** Embrace and value the diverse backgrounds, experiences, and perspectives within the community.
- **Living Council Values:** Demonstrate behaviours aligned with Council's REACH (Respectful, Engaged, Accountable, Creative, Honest) values in all volunteer activities.

- **Following Guidelines:** Adhere to the Volunteer Handbook and Volunteer Code of Conduct as relevant to your role.
- **Committee Participation:** For advisory committees, reference groups, and panels, comply with the applicable Terms of Reference.
- **Fulfilling Role Expectations:** Carry out tasks as outlined in your volunteer position description and follow all instructions provided.
- **Professional Behaviour:** Maintain a professional manner and comply with all Council policies and procedures.
- **Confidentiality and Privacy:** Protect the confidentiality of Council and client information and respect the privacy rights of all individuals.
- **Uniform Standards:** Wear the designated uniform if required and be mindful that you are representing Council whilst in uniform.
- **Conflict of Interest:** Avoid situations where personal interests conflict with your volunteer duties. Disclose any potential or actual conflicts of interest to your Program Supervisor as soon as they arise.

5.7. Volunteer Training and Compliance

To ensure volunteers are well-prepared and operate safely and effectively within Council programs, the following training and compliance expectations apply:

- **Induction and Mandatory Training:** Participate in the induction process and complete all mandatory training relevant to your volunteer role.
- **Legislative and Policy Awareness:** Understand and acknowledge the requirements of applicable legislation, Council policies, and guidelines.
- **Supervision and Direction:** Operate under the guidance and supervision of Council personnel to achieve program objectives.
- **Time Commitment:** Make and maintain a realistic and reliable time commitment to your volunteer role.
- **Child Safety Compliance:** Adhere to child safety and wellbeing standards in accordance with the Child Safe Policy and the Child Wellbeing and Safety Act 2005.
- **Background Checks:** Undertake required background screening checks as outlined in your Position Description.

5.8. Council's Advisory Committees, Reference Groups and Panels

Council's Advisory Committees, Reference Groups, and Panels operate under clearly defined Terms of Reference and convene to provide informed advice on key issues affecting the community.

These groups offer meaningful opportunities for Council to engage with individuals who bring lived experience and subject matter expertise, thereby helping to shape effective policies and programs. Members contribute their time and insights voluntarily and are expected to uphold the following standards:

5.8.1. CONDUCT AND RESPONSIBILITIES

Members of Council's Advisory Committees, Reference Groups and Panels are expected to:

- Provide objective and independent advice and/or recommendations to Council.
- Act in the best interest of Council and for the benefit and wellbeing of the Greater Dandenong community.
- Act in good faith with honesty and integrity and apply their skills and expertise with diligence and care.
- Uphold Council's REACH values.

- Respect the ideas and beliefs of all members and foster an inclusive environment where everyone feels comfortable to participate.
- Declare any actual, potential, or perceived conflicts of interest.
- Abide by Council's Volunteer Code of Conduct and the relevant Terms of Reference.
- Not make public comments regarding matters discussed in meetings. In accordance with Council's Media Policy, the Mayor and the CEO are the official spokespeople, and any public comment should be directed to Council's Media and Communications Unit.
- Maintain confidentiality in accordance with the Local Government Act 2020.

5.9. Council's Responsibilities to Internal Volunteers

Greater Dandenong City Council is committed to ensuring that all internal volunteers - including members of advisory committees, reference groups, and panels - are appropriately recruited, inducted, supported, and recognised throughout their engagement with Council.

To uphold this commitment, Council is responsible for:

- **Ethical and Inclusive Recruitment:** Ensuring recruitment practices are fair, transparent, and aligned with the National Standards for Volunteer Involvement.
- **Clear Role Definition:** Providing accurate and accessible role descriptions and expectations for all volunteer positions.
- **Training and Induction:** Delivering comprehensive induction and ongoing training, including compliance with Child Safe Standards and Occupational Health and Safety requirements.
- **Support and Supervision:** Ensuring volunteers have access to appropriate resources, supervision, and guidance throughout their engagement.
- **Feedback and Exit Processes:** Facilitating opportunities for volunteers to provide feedback and participate in exit processes to support continuous improvement.
- **Insurance and Reimbursement:** Maintaining appropriate insurance coverage and reimbursement mechanisms, such as the Petrol Reimbursement Form.
- **Accessibility and Inclusion:** Supporting digital and remote volunteering arrangements and ensuring accessibility, including language support, where needed.

These responsibilities are operationalised through the Council's Volunteer Management Structure, which includes the key documents and tools listed in section: 9.3.

5.9.1. COUNCIL'S COMMITMENTS

Greater Dandenong City Council is committed to creating a safe, inclusive, and supportive environment for all volunteers. Council acknowledges that every individual has unique needs and will take reasonable steps to ensure that volunteering opportunities are accessible and meaningful for all.

Council's commitment include:

- **Equity and Inclusion:** Ensuring volunteering opportunities are inclusive and responsive to individual needs, with active efforts to reduce barriers to participation.
- **Role Integrity:** Volunteers will not be engaged to replace paid staff or fill positions previously held by paid employees.
- **Clarity of Role:** Providing a clear volunteer position description outlining duties, responsibilities, prohibited actions, and working environment.
- **Fair and Respectful Recruitment:** Conducting volunteer interviews based on skills, experience, ability, and interests.

- **Safety and Compliance:** Ensuring volunteers are cleared of any security or safety compliance matters relevant to their role.
- **Training and Induction:** Providing induction, training, relevant documentation, and resources to enable volunteers to perform their roles safely and effectively.
- **Ongoing Support and Supervision:** Offering appropriate support, supervision, and direction through designated Volunteer Program Supervisors. Ensuring that Volunteer Program Supervisors follow the Volunteer Management Guidelines., which outline best practice and legislative requirements.
- **Information Management:** Maintaining secure record-keeping of all volunteer information.
- **Access to Policies and Procedures:** Providing volunteers with relevant policies and procedures, including this Policy, the Volunteer Code of Conduct, complaints process, and termination procedure.
- **Recognition and Celebration:** Recognising and celebrating the contributions of volunteers.

5.9.2. ACCESS TO RESOURCES AND RELEVANT INFORMATION

- Council will provide updated resources, guidelines, and toolkits relevant to the Volunteering Sector which will be accessible through Council's internal website and where applicable will be uploaded onto Council's webpage. These resources will be in accordance with the standards provided by Government Legislation and Volunteering Australia.
- As required, Council will provide translations, easy English versions and/or simplified visual version of the policy.

5.9.3. WORKPLACE ADJUSTMENTS

- Under the Disability Discrimination Act 1992 (Cth) and the Equal Opportunity Act 2010 (Vic) Council is obligated to make workplace adjustments to accommodate individuals or groups who may experience barriers due to disability, health conditions, communication difference or other factors. Council is committed to ensuring all volunteer programs are inclusive of people with disability. Where applicable and appropriate, reasonable adjustments should be considered, to enable volunteers to fulfil the essential requirements of the role.

5.9.4. CHILD SAFE ORGANISATION

- Greater Dandenong City Council has zero tolerance for child abuse. Council is a committed Child Safe organisation and requires volunteers to understand and activate their role in preventing, detecting, responding, and reporting any suspicions of child abuse to the relevant authorities, and to maintain a child safe culture. All Council-appointed Volunteers are to adhere to child safety and wellbeing standards in accordance with:
 - The Child Safety and Wellbeing Policy.
 - The Child Wellbeing and Safety Act 2005
- Volunteer Supervisors are responsible for providing volunteers with the relevant policies and practices and to ensure that volunteers understand and comply with these policies and practices.

5.9.5. GENDER EQUITY

Greater Dandenong City Council is committed to advancing gender equality across all aspects of its volunteer programs. This commitment is guided by the principles of the Victorian Gender Equality Act 2020, which requires public sector organisations to take positive action to eliminate systemic disadvantage and promote equal participation.

- **Policy Development and Review:** Gender equality considerations have been embedded in the development of this Volunteer Policy to ensure that it does not unintentionally reinforce inequalities. The policy aligns with Council's broader strategic objectives to promote diversity, access, and inclusion across all programs and services.
- **Equitable Practices:** Council acknowledges that historical and social disadvantage means women, gender diverse, and non-binary individuals may not have equal access to decision-making, resources, or opportunities. As such, Council is committed to using equitable practices to ensure all volunteers can participate meaningfully and safely.
- **Inclusive Volunteering Culture:** The principles, rights, and obligations outlined in this policy aim to foster a volunteering culture that is inclusive, respectful, and reflective of the diverse community we serve. This includes ensuring equal access to opportunities, resources, and recognition for all volunteers, regardless of gender identity.
- **Monitoring and Accountability:** Council will continue to monitor volunteer engagement practices to identify and address any barriers to gender equity. This includes ensuring diverse representation in volunteer recruitment, training, and leadership pathways.

5.10. Volunteers External to Council

There are a range of volunteer activities that are not managed by Council that operate within a Council facility or on Council land. As separate entities to Council they are responsible for the independent management of their volunteers.

5.11. Engagement of Volunteer-Involving Not-for-profit Community Groups and Services

Greater Dandenong City Council is committed to strengthening the capacity of the local community sector by connecting volunteers with meaningful opportunities across the municipality. Council or a contracted third party will provide volunteer-facing services to fulfil this commitment. These services may include:

- **Volunteer matching and referral services**, ensuring volunteers are placed in roles that suit their skills and interests.
- **Support** for both volunteers and Volunteer Involving Organisations (VIOs), helping to reduce barriers to participation and improve retention.
- **Training and capacity-building** for community organisations, including tailored workshops and networking events.

6. RESPONSIBILITIES

Department	Role and Responsibilities	Timelines
Councillors	Elected community representatives providing leadership. Custodian and stewards of the Policy and its implementation.	Ongoing
CEO and Executive Team (ET)	Ensure Council meets Policy objectives and standards. Promote and support implementation across the organisation and community.	Ongoing
Volunteer Program	Provide guidance, resources, and support to ensure organisational compliance. Facilitate	Ongoing

	education and engagement initiatives and promote volunteering.	
Other Internal Council Business Units	Supervise volunteers, deliver training and induction, maintain records, and ensure a safe and inclusive environment through OHS compliance and risk management.	Ongoing

7. REPORTING, MONITORING AND REVIEW

Reporting	Executive Team
Monitoring	Community Partnerships and Volunteers is responsible for the monitoring of this Policy
Review	This Policy will be reviewed every four (4) years or where required under relevant legislation by the Community Partnerships and Volunteers Business Unit.
Stakeholder Engagement	<ul style="list-style-type: none"> ▪ Governance Legal Risk ▪ Executive Team ▪ Council Volunteer Program ▪ Relevant Council Department and Business Unit who engage and work with volunteers, including but not limited to: Creative and Engaged City, Community Wellbeing, Community Care, Safe Active and Connected Communities, Strategic Growth and Advocacy, Strategic and Environmental Planning, Business Development and Investment, ▪ Council Volunteers ▪ Volunteering Victoria ▪ Volunteering Australia

8. BREACH OF THIS POLICY

Volunteers and Council officers are expected to uphold the standards outlined in this policy. Breaches may lead to corrective actions such as retraining, suspension, or termination of volunteer engagement. Serious breaches, such as those involving safety, misconduct, or legal non-compliance will be escalated to the relevant Council department and addressed in line with Council's grievance and disciplinary procedures.

9. REFERENCES AND RELATED DOCUMENTS

9.1. Legislation

- *Charter of Human Rights and Responsibilities Act 2006*
- *Gender Equality Act 2020*
- *Climate Change Act 2017*
- *Child Wellbeing and Safety Act 2005 (Amended)*
- *Local Government Act 2020.*
- *Privacy and Data Protection Act 2014*
- *Public Interest Disclosures Act 2012*
- *Equal Opportunity Act 2010*

- *Working with Children Act 2005*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Disability Discrimination Act 1992*

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

- *Appropriate Workplace Behaviour Policy.*
- *Anti-Poverty Strategy 2022-2025.*
- *Arts, Culture and Heritage Strategy 2022-2026.*
- *Climate Change Emergency Strategy and Action Plan 2020-2030.*
- *Child Safety and Wellbeing Policy.*
- *Community Development Framework 2021.*
- *Community Engagement Strategy 2021*
- *Greater Dandenong Community Engagement Planning Framework 2022.*
- *Greater Dandenong Diversity, Access and Equity Policy 2021.*
- *Complaints Policy.*
- *Gender Equality Action Plan 2021-2025.*
- *Positive Ageing Strategy 2025-2029.*
- *Prevention of Bullying and Violence in the Workplace Policy.*
- *Human Rights and Equal Opportunity Policy.*
- *Police Check Policy.*
- *Privacy and Personal Information Policy*
- *Risk Management Policy.*
- *Risk Management Procedure.*
- *Sustainability Strategy 2016-2030.*
- *Youth and Family Strategy 2021-2026.*
- *Occupational Health and Safety Policy.*
- *Media Policy.*
- *Social Media Policy.*

9.3. Related Council Procedures, Forms, Handbooks, and Documents

The following procedures and tools support the consistent, safe, and effective implementation of this Policy, ensuring volunteers are well-informed, protected, and aligned with Council standards:

- *Volunteer Position Descriptions.*
- *Volunteer Application Form.*
- *Volunteer Code of Conduct – Handbook*
- *Volunteer Induction Kit.*
- *Volunteer Manual*
- *Volunteers Rights and Responsibilities.*
- *Volunteer Agreement Form.*
- *Volunteer Police Checks.*
- *Volunteer Working with Children Checks.*
- *Volunteer Exit and Feedback Process.*
- *Digital and Remote Volunteering Statement.*
- *Accessibility and Language Support Statement.*
- *Child Safe Standards Training.*

- *Volunteer Insurance Coverage.*
- *Petrol Reimbursement Form.*
- *REACH Principles.*

10. ADMINISTRATIVE UPDATES

Minor administrative changes to this document may be made without Council resolution, provided that they do not materially alter its intent or content. Examples include updates to department names, referenced policies, or minor legislative amendments. Any changes that materially impact the Policy must be approved by Council resolution.

Date	Update

DRAFT



4.1.4 Procurement Policy Review

Responsible Officer: Chief Financial Officer

Attachments:

1. Summary of Changes to Policy [4.1.4.1 - 2 pages]
2. Draft Procurement Policy 2026-2030 [4.1.4.2 - 39 pages]
3. Existing Procurement Policy [4.1.4.3 - 23 pages]

Officer Recommendation

That Council:

1. **APPROVES** the updated Procurement Policy 2026-2030 (the Policy) for the Greater Dandenong City Council, per Attachment 2; and
2. **NOTES** that the updated and approved Procurement Policy 2026-2030 will have an effective date of policy commencement from the 1 July 2026 for Council wide implementation.

Executive Summary

1. Victorian local governments are required to prepare, adopt, review, and comply with a Procurement Policy that sets out the principles, processes, and thresholds for procurement activity in each four-year term of Council.
2. The attached Procurement Policy 2026-2030 has been developed using the sector's contemporary best practice guidance and template resources.
3. The policy strengthens Council's procurement governance by clarifying requirements around value for money, probity, tender/expression of interest (EOI) thresholds, exemptions, and auditability, consistent with legislative requirements and sector guidance.
4. This policy was presented at a Councillor Briefing Session on 30 March 2026 where feedback was sought on the strategic and governance settings (including risk appetite, oversight, transparency expectations and implementation approach) before the policy was finalised.
5. The attached Procurement Policy is to be accepted in full, without adjustments or recommendations to be able to be endorsed, accepted and implemented by council beginning 1 July 2026.
6. The policy does not request additional budget funding through this report; however, it has material governance and financial control implications because it sets the framework that influences value for money outcomes, contract management discipline and compliance across Council's total procurement spend.

Background

7. Section 108 of the *Local Government Act 2020* (the Act) requires Council to prepare and adopt a Procurement Policy that specifies principles, processes, and procedures for the purchase of goods, services and works and that promotes open and fair competition and value for money.
8. The Act also requires the policy to include key matters such as:
 - The contract value above which Council must invite tenders or seek expressions of interest
 - Value for money evaluation criteria



- Collaboration with other councils/public bodies
 - Exemptions (conditions to purchase without tender/EOI)
 - The process for inviting a public tender/EOI
9. A policy review must be undertaken every 4 years in accordance with the Council-term.
10. Section 109 of the Act requires Council to comply with its Procurement Policy before entering procurement contracts and requires the CEO to ensure relevant Council reports include information about collaboration opportunities where applicable.
11. The Municipal Association of Victoria (MAV) has published Best Practice Procurement Guidelines and a Policy Template to assist councils to implement these legislative requirements and strengthen probity, transparency, and value for money outcomes.

Key Issues and Discussion

What is changing (high level)?

12. This is a material policy uplift. The draft Policy is intended to be clearer, more auditable, and easier to apply consistently across the organisation by:
- Setting out Council's procurement principles and governance expectations.
 - Clearly articulating thresholds and decision pathways for quotes/tenders/EOIs.
 - Clarifying the circumstances and documentation required for exemptions.
 - Strengthening value for money criteria and decision transparency.
 - Modernising the policy foundation by transitioning from the South East Regional Group of Councils (SERGC) regional policy model to a Council-specific policy aligned to MAV best-practice guidance and explicitly embedding a Quadruple Bottom Line (QBL) approach to value for money (economic, environmental, social, and governance/ethical considerations).
 - Reinforcing probity, conflicts of interest and ethical conduct controls (including expectations for planning, evaluation, and contract management).
 - Embedding requirements that support auditability and compliance, including record keeping and traceability of decisions.
13. The draft Policy has been further strengthened in the following areas:
- Child Safety obligations embedded across procurement planning, evaluation, and contract management.
 - Information security and data privacy requirements, aligned with Office of the Victorian Information Commissioner (OVIC) and Victorian Protective Data Security standards.
 - Clear, enforceable policy direction on contract variations and financial delegations, addressing prior audit ambiguity.
 - Strengthened ethical compliance and integrity language, reinforcing probity, transparency, and public accountability.
 - Enhanced focus on risk management, conflicts of interest, and probity controls, consistent with sector and audit expectations.



Financial governance and control

14. Procurement is a key lever for Council's financial sustainability because it influences:
- The price Council pays and the quality outcomes it receives (value for money).
 - The discipline applied to contract variations and scope changes.
 - Consistency of procurement practice across directorates.
 - Exposure to probity, compliance, and reputational risks where processes are not transparent or auditable.
15. The draft Policy is designed to reduce these risks by strengthening decision rules, documentation expectations, and transparency in line with legislative and sector guidance.
16. This Policy aligns with Council's broader procurement maturity objectives, including:
- Establishment of a Procurement Steering Committee in partnership with Business Units.
 - Rollout of Procurement Process Guidelines and a Procurement Framework to operationalise the policy by 30 June 2026.
 - Consolidation of procurement reforms delivered over the past two years, including implementation of over 42 internal audit recommendations.

Implementation approach

17. If adopted by Council, implementation will focus on:
- Communicating the Policy requirements to staff who initiate, manage, or approve procurement;
 - Ensuring supporting procedures, templates and guidance materials align to the Policy (so the Policy can be applied consistently); and
 - Monitoring compliance through business partnering, periodic reporting / assurance activities (e.g., internal reviews and audit actions as relevant).

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

18. The Policy itself does not create additional positions; however, it will require appropriate internal communication and training for consistent application across Council.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

19. This report does not request additional budget funding.
20. The Policy establishes Council's procurement governance framework, which supports improved value for money outcomes, strengthens control over contract variations and reduces the likelihood of non-compliance, audit findings and reputational risk associated with procurement activity.

Asset Implications

21. This item does not affect any existing assets.
22. The Policy does not directly change Council's asset base; however, it applies to procurement decisions that may relate to asset acquisition, delivery, and contract management (where applicable).



Legal/Risk Implications

23. Procurement is a recognised high-risk activity in local government, with potential financial, probity, compliance and reputational impacts if not governed effectively.
24. The policy supports Council's compliance obligations under sections 108 and 109 of the *Local Government Act 2020*, and strengthens governance controls relating to transparency, probity, tender and exemption processes, financial delegations, and documentation requirements.
25. Adoption of the policy mitigates procurement-related risks by improving auditability, decision-making clarity, and organisational consistency.

Environmental Implications

26. There are no direct environmental implications relevant to this report.
27. Where applicable, the policy framework supports procurement decisions that can incorporate sustainability considerations consistent with Council's broader strategic settings.

Gender Impact Assessment

28. Gender equality considerations were incorporated into the procurement policy review to ensure alignment with Council's commitment to inclusive and equitable practices.
29. While a formal Gender Impact Assessment was not undertaken, the review acknowledged the potential influence of procurement on employment, supplier diversity, and economic participation, and applied an intersectional lens to identify opportunities to support gender equity.

Community Consultation

30. Community consultation is not typically undertaken for internal governance policies of this nature; however, the draft Policy has been informed through sector guidance and benchmarking, internal stakeholder review, and governance/audit considerations.

Key Stakeholders and Guidance Consulted	<ul style="list-style-type: none"> • Benchmarking with other Local Government bodies. • Relevant Council staff involved in procurement activity. • MAV Sector Group Council review. • Extensive consultation with the sector. • ARC Blue Procurement specialist review and procurement subject matter experts. • Alignment with the South East Metro Region Group of Council's. • Local Government Best Practice Guidelines.
If this is a policy, has it been reviewed by the Staff Consultative Committee?	No – not applicable. However, this has been reviewed by key Council stakeholders over several months in an extensive process.



If this is a policy, has it been reviewed by the Audit and Risk Committee (ARC)?	Yes, it was distributed to the ARC out of session for two weeks of feedback in October 2025.
Has this been reviewed by Governance?	Governance has been consulted in relation to financial delegations and the use of GST inclusive or exclusive amounts. The final Policy will be provided to Governance prior to Council adoption.
Has this been presented at a council briefing session	Yes, it was presented on 30 March 2026 and noted with no question or changes recommended to date

Links to Community Vision, Council Plan, Strategy, Notice of Motion

31. This report is consistent with the following tier of the Integrated Planning Framework:

- Tier 1 – Council Plan and Municipal Public Health and Wellbeing Plan
- Tier 2 – Annual Plan, Long Term Financial Plan, Asset Plan, Workforce Plan
- Tier 3 – Priority Strategies, Mandated Policies and Other Documents, Strategic Land Use Plans, Asset, and Infrastructure Documents
- Tier 4 – Supporting Plans, Discretionary Policies, Procedures, and other Guidelines

32. This report is consistent with the following principles in the Community Vision 2040:

- Not Applicable

33. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

34. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

- The Overarching Governance Principles of the *Local Government Act 2020*.
- The *Gender Equality Act 2020*.
- *Victorian Charter of Human Rights and Responsibilities 2006*.
- Related Council Policies, Strategies or Frameworks.

Procurement Policy

SUMMARY OF CHANGES

No.	Policy Area	Existing Policy (2021–2025)	Updated Policy (2026–2030)
1	Policy framework & governance	SERGC* collaborative policy; Tender Board oversight; fewer explicit governance bodies. * South East Regional Group of Councils - a partnership of south-east Melbourne councils that previously collaborated on shared procurement policies and joint tendering arrangements.	Standalone Greater Dandenong policy aligned to Municipal Association of Victoria (MAV) template; introduces Procurement Steering Committee replacing Tender Board; clearer governance escalation.
2	Strategic focus	Value for money with sustainability and social procurement embedded.	Explicit Quadruple Bottom Line (QBL)** embedded across planning, evaluation and reporting. ** QBL means Quadruple Bottom Line. It's a way of making decisions that looks beyond cost alone and asks four simple questions: <ol style="list-style-type: none"> 1. Economic – Is it good value for money and financially responsible? 2. Environmental – Does it reduce harm to the environment or support sustainability? 3. Social – Does it benefit the community (e.g. local jobs, inclusion, safety)? 4. Governance / Ethics – Is it ethical, transparent, lawful and well-governed?
3	Scope & applicability	Applies to Councillors, staff and agents; procurement and disposal lifecycle.	Expanded scope including mandatory training, clearer central procurement leadership and decentralised delivery model.
4	Probity & accountability	Probity principles and optional probity advisors for high-risk procurements.	Stronger probity controls; mandatory declarations before any procurement; clearer breach consequences and escalation.

Procurement Policy

No.	Policy Area	Existing Policy (2021–2025)	Updated Policy (2026–2030)
5	Child safety & social safeguards	General social responsibility references.	New explicit child safety requirements embedded in planning, evaluation and contracts, aligned to Child Safe Standards.
6	Procurement thresholds	Thresholds inclusive of GST with simpler quote/tender bands.	Revised thresholds excluding GST; more granular bands; stronger linkage to VendorPanel and documentation requirements.
7	Exemptions & sole sourcing	Defined exemption list with reporting to Executive Management Team and Audit and Risk Committee.	Expanded, risk-based exemption framework with stricter approval pathways, documentation, and rejection consequences.
8	Collaborative procurement	Encouraged collaboration via SERGC and MAV.	Strengthened requirement to actively assess and report on collaboration opportunities in all procurements.
9	Contract management & variations	General contract management expectations; variation controls embedded.	Detailed contract variation definitions, limits and workflows aligned to financial delegations.
10	Reporting & performance	Annual indicators reported to Audit and Risk Committee.	Expanded performance indicators covering efficiency, local economy, social procurement, sustainability and QBL outcomes.

Procurement Policy 2026-2030

March 2026

DRAFT



Document Control

Date Created: 2026 Version 3

Objective ID: TBC

Date of Endorsement: 9 December 2021

Version No: 8

Policy Superseded by this Policy: Procurement Policy 2021-2025, Version 7

Responsible Department: Procurement

Responsible Directorate: Chief Financial Officer

Policy Type: Mandated - Local Government Act 2020

Next Review: March 2030 (every four years)

Document Compliance

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

Greater Dandenong City Council Policies comply with the Victorian Charter of Human Rights and Responsibilities, the *Gender Equality Act 2020*, the *Climate Change Act 2017*, the Child Safe Standards contained in the *Child Wellbeing and Safety Act 2005*, (Amended) the *Privacy and Data Protection Act 2014* and the Overarching Governance Principles specified in 9(2) of the *Local Government Act 2020*.

Acknowledgment of Country

Greater Dandenong City Council acknowledges the Traditional Custodians of this land, the Bunurong People and pays respect to their Elders past and present. We recognise and respect their continuing connections to climate, Culture, Country and waters.

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1. PURPOSE

This Procurement Policy outlines the framework for the City of Greater Dandenong (Council) to:

- Provide a procurement framework for the Council to achieve value for money in the procurement of goods, services and works and upholds the principles of transparency, probity and accountability.
- Guide procurement activities in a manner that promotes open and fair competition.
- Prioritise the achievement of Council's strategic objectives as stated in the Council Plan and policies with focus on social, local and sustainable development
- Prioritise the Council's economic development, sustainability and social goal
- Ensure procurement is ethical, transparent and accountable to the community
- Specify the thresholds and criteria for public tender or expression of interest purchases.
- Use resource efficiently and effectively for the benefit of the community.

To achieve these objectives, procurement and contract management must:

- Support the Council's strategies and goals.
- Take a long-term, strategic view of procurement needs, with regular reviews.
- Consider the full lifecycle of acquisitions, from concept to disposal.
- Identify, assess, and manage risks at every stage.
- Be conducted impartially, fairly, and ethically.
- Pursue continual improvement through innovation and technology.
- Support local businesses when possible.

The Policy sets the strategic direction for procurement governance, to be followed alongside the Procurement Manual, which details mandatory processes and procedures. This Policy guides procurement activities throughout the pre-planning, sourcing, contract management, and close-out phases, excluding accounts payable processes.

2. BACKGROUND

Council is required under sections 108 and 109 of the Local Government Act 2020 (The Act) to prepare, adopt and comply with its procurement policy for purchasing goods, services and works that must include:

- Thresholds for competitive tender.
- Criteria for evaluating value for money.
- Approach to collaborating with councils and public bodies.
- Conditions for purchasing without a public tender or Expression of Interest (EOI).
- Process for inviting a public tender or EOI.
- Policy reviews to be conducted every 4-year term of the Council (or earlier if required).

A strategic Procurement Framework has been developed collaboratively by the Municipal Association of Victoria (MAV) in partnership with a working group of procurement professionals across the Victorian Local Government Procurement Sector. This policy has clear, precise, and relevant policy, customised from the best practice template from the

Municipal Association of Victoria (MAV). It also builds upon previous policies developed by both the Northern and Southern Regions group of Councils with the aim of supporting effective and consistent collaborative procurement practices aligned with legislative requirements.

While based on a shared template, this policy has been tailored to reflect the specific needs and context of Greater Dandenong and may differ slightly from policies adopted by other Council's. It applies solely to procurement activities undertaken by Greater Dandenong and that align with our Procurement Framework.

3. SCOPE

This policy applies to all procurement activities undertaken by Council and is binding upon all Council Officers, Councillors, Contractors, Consultants and or third parties acting on behalf of Council to comply with the principles and framework set out in this policy.

The Policy covers the entire procurement process, from identifying a need to the delivery and completion of the contract, including management and closure. The Policy is enabled through the Procurement Management function but does not extend to related accounts payable processes.

The Council must comply with this Policy before purchasing and/or entering contracts for goods, services or works. The procurement function is centrally led for strategic, leadership, compliance, and policy purposes, while purchasing and contract management are decentralised. This Policy applies to all Council purchases, regardless of funding source.

Key terms used throughout this policy are defined in the Definitions section within this policy.

Training

All staff involved in procurement must complete mandatory Procurement training before undertaking any procurement activity on behalf of Council. Staff must have read and acknowledged the Council's Staff Code of Conduct.

4. DEFINITIONS

Term	Definition
Aggregate Purchasing	Is the strategic consolidation of procurement activities for identical or similar goods, services, or works across multiple departments, projects, or entities. This approach is intended to optimise Value for Money by leveraging combined purchasing power, improving contract outcomes, and reducing duplication of effort.
Authorised Agent	A person or organisation formally empowered to act on behalf of the Council in relation to procurement activities
Best Practice	As defined in the Local Government Best Practice Procurement Guidelines or any other document specified by Council.
Collaborative Procurement – also known as Approved Purchasing Scheme	<p>Refers to a pre-established arrangement with an internal or external panel of contractors or contractors, formed through a select tender or public tender process in accordance with the <i>Local Government Act 2020 (Vic)</i>, associated regulations and relevant procurement thresholds.</p> <p>These arrangements may be established by:</p> <ul style="list-style-type: none"> • Individual Councils. • A group of Councils or public bodies working collaboratively; or • Recognised external agents such as Procurement Australia, Municipal Association of Victoria or State Government Agencies. <p>Collaborative procurement Councils to procure goods, services, or works without undertaking a full tender process, provided the engagement complies with the scheme's terms and conditions.</p>
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of the Council or another party (e.g., prices, discounts, rebates, profits, methodologies, and process information etc.)
Conflict of Interest	Any general or material conflict as defined in sections 127–128 of the Act, where personal, professional, or financial interests may, or may appear to, influence impartial decision-making.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, to deliver the contract objectives and provide Value for Money.

Term	Definition
Contract Variation	A Contract Variation refers to any modification made to the original terms and conditions of an executed contract. Variations may be financial or non-financial in nature and must be managed transparently, appropriately documented and assessed to ensure they do not undermine the principles of value for money, probity, equity, or open and fair competition.
Contract Variation - Financial	A variation that alters the contract's monetary value. This includes: <ul style="list-style-type: none"> • Increases or decreases in contract costs, • Whether within or exceeding approved contingencies, • Subject to approval in line with the Council's financial delegation limits and governance requirements
Contract Variation - Non-Financial	A variation that does not result in a financial adjustment but alters other contractual parameters, such as: <ul style="list-style-type: none"> • Project timelines or milestones, • Scope, specifications or design details, • Working hours or access arrangements, • Location or quantity changes or • Any other aspect of the contract provided it doesn't impact cost
Council	Means Greater Dandenong Council
Council Officer	Any Council employee, contractor or consultant authorised to act on behalf of the Council, including Councillors in their official capacity.
Emergency	A sudden or unexpected event requiring immediate action including the occurrence of a natural disaster, flooding, or fire event at a Council property; the unforeseen cessation of trading of a core service provider; any other situation which is liable to constitute a risk to life or property.
Information and Data	Personal information - means information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion including, but not limited to: <ul style="list-style-type: none"> • name; • date of birth

Term	Definition
	<ul style="list-style-type: none"> • blood type, DNA code, fingerprints; • home/work address, contact number/s and email address; • credit card details; • drivers licence; • photographs and video footage
Local Business (Services & Goods)	<p>Defined as a commercial business that meets at least one of the following criteria:</p> <ol style="list-style-type: none"> 1. Maintains an operational premises that is physically located within the municipal boundaries of Council; or 2. Delivers, sources, or undertakes the majority of their goods, services or works within the Council area; or 3. is located within our municipality (and where applicable surrounding councils) whereas the geographic proximity clearly contributes to our local economy and culture
Material breach	<p>Any breach of this policy that may also represent a breach of legislation such as procurement thresholds, fraud or corruption, and occupational health and safety.</p>
Panel Contract	<p>A panel contract (or standing offer arrangement) is a procurement method where a council selects multiple contractors through a tender process for works, goods, and services on a regular basis over a specified time. They allow Council staff to purchase from these panel contractors without a public procurement process for each individual purchase.</p> <p>Refer to the Rules of Use/ Buyers Guide for each panel contract or Council's Procurement Manual, whichever is relevant.</p> <p>Panel contracts cannot be used to purchase works, goods or services that fall outside the scope of the original arrangement. Any other service outside of the original scope would need to be procured via a different procurement process.</p>
Probity	<p>Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness, and honesty in a particular process.</p> <p>Probity is a defensible process which can withstand internal and external scrutiny, which achieves both accountability and transparency, providing respondents with fair and equitable treatment.</p>
Procurement	<p>Refers to the end-to-end process of acquiring external goods, services, and works. It encompasses the entire lifecycle, from initial planning and concept development through to contract</p>

Term	Definition
	completion, asset disposal, or the conclusion of a service. Procurement also includes the organisational structures, governance, and compliance frameworks that support and guide procurement activities within the council operations.
Procurement Manual	Supporting documents to the Procurement Policy. It provides detailed procedures, guidance, tools, and templates to assist staff in implementing the Policy. It outlines the "how to" for undertaking procurement activities in a compliant, efficient, and consistent manner across the organisation.
Procurement Steering Committee	<p>A body established to provide leadership support and strategic guidance to Procurement and to govern certain tender projects. The objectives, composition, role, and authorities of the Procurement Steering Committee shall be set out in Procurement Steering Committee Terms of Reference.</p> <p>Governance Transition – Tender Board to Procurement Steering Committee - The Tender Board, previously responsible for reviewing and endorsing procurement activities within the relevant delegation range, is being progressively replaced by the Procurement Steering Committee (PSC).</p> <p>The PSC will assume the governance and oversight functions for procurement activities within the \$500,000 to \$1,000,000 range, in alignment with updated procurement practices and organisational governance.</p> <p>During the transition period, the Tender Board will continue to operate to ensure continuity of oversight and compliance. Once the PSC is fully established, it will formally take over these responsibilities.</p>
Purchase Order	A form of contract, which is an official document used to authorise and record the purchase of goods or services or works by a buyer. It is the prime reference confirming the contractual situation between the buyer and contractor. A purchase order may be used in conjunction with an agreement for the supply of goods, services or works, or to instigate supply against an agreement.
the Act	<i>Local Government Act 2020</i>
Total Contract Sum (excluding GST) for financial calculations	<p>The potential total value of the contract including:</p> <ul style="list-style-type: none"> • costs for the full term of the contract, including any options for either party to extend the contract • applicable goods and services tax (GST) • anticipated contingency allowances or variations • all other known, anticipated and reasonably foreseeable costs.

Term	Definition
	<ul style="list-style-type: none"> • Thresholds and contract delegations will now match to be excluding GST for consistency and understanding
Value for Money	<p>Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:</p> <p>Non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, service, and support; and cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining, and disposing of the goods, services or works or works. Value for money guidelines are to be referenced.</p>

5. GUIDING PRINCIPLES

5.1 Treatment of Goods and Services Tax (GST)

All monetary values stated in this policy exclude GST unless specifically stated otherwise.

When obtaining quotations and/or tenders the GST component must be clearly identified as a separate amount from the quoted/tendered price. Contractors may still submit total prices but will need to show a component of the GST breakdown to match our procurement thresholds and financial delegations.

5.2 Procurement during the Caretaker period

In accordance with section 69 of The Act, Council must not make major procurement decisions during the caretaker period that could influence the outcome of an election or bind an incoming Council.

All procurement activities during the caretaker period must:

- Be assessed for political or commercial risk.
- Be clearly and appropriately documented; and
- Comply with all relevant probity principles and legislative requirements.

Further guidance will be provided by Council through caretaker period protocols and/or be referenced within Council's procurement manual or guidelines.

5.3 Information and Privacy Policy

For council to align its principles and requirements of the Office of the Victorian Information Commissioner (OVIC) guidelines, particularly the Victorian Protective Data Security Framework (VPDSF) and Victorian Protective Data Security Standards (VPDSS), Greater Dandenong implements the following policy, procedural, and procurement measures - those being:

- third-party oversight and data security across the lifecycle of arrangements such as contracts,
- Memorandum Of Understanding (MOUs), and
- information sharing agreements.

The above principles require the contractor and council to ethically comply within referenced acts, policies, and any mentioned procurement manual, guidelines standards and frameworks of Greater Dandenong.

5.4 Child Safety

This Policy also considers the broader social impact of procurement decisions, including the promotion of child safety in line with Council's commitment to the following:

Council is committed to promoting child safety and ensuring compliance with the Victorian Child Safe Standards. As a Child Safe organisation, Council will formally review contractors who are undertaking work on behalf of Council and who may have direct or incidental contact with children.

Child safety and wellbeing considerations are embedded in all procurement activities. Where relevant, the Reportable Conduct Scheme, Child Safe Standards, and Working with Children Checks are incorporated into procurement planning, evaluation, and contract management. These requirements are also reflected in contract clauses and monitored throughout the contract lifecycle.

All schedules of tenders include a Child Safety questionnaire which must be answered by the contractor and made accountable by the Project Manager.

See Council's Procurement Manual for further detail.

5.5 Probity, Accountability and Transparency

Council is committed to upholding the highest standards of probity, accountability, and transparency in all procurement activities, in line with The Act, and the Victorian Best Practice Procurement Guidelines.

All Councillors, Council officers and authorised agents involved in procurement activities must act ethically, impartially and in public interest. They are individually accountable for their decisions and the outcomes of procurement processes undertaken on behalf of Council.

All procurement activities must be conducted in a manner that:

- Complies with The Act, this Procurement Policy, associated procurement manual or guidelines, relevant legislation, applicable standards and frameworks.
- Demonstrates integrity, fairness, and transparency.
- Is defensible under internal and external scrutiny.
- Manages conflicts of interest and maintains public trust.

- Prevents and mitigates risks such as fraud, corruption or collusion.

Where procurement activities are carried out by authorised agents on Council's behalf (e.g. external parties, consultants, contractors), they must comply with the same legal, ethical and procedural obligations as Council officers.

To support probity and accountability, Council will:

- Apply consistent and transparent processes that ensure fair and equitable treatment of all contractors.
- Ensure procurement criteria and conditions are not changed after public release unless formally approved in line with policy or procedure.
- Require all participants involved in procurement activities to act in good faith, declare and manage conflicts of interest, and adhere to relevant codes of conduct and ethical standards.
- Prohibit the acceptance of any gifts, benefits or hospitality from current or prospective contractors in accordance with Council's Gifts, Benefit's and Hospitality policy

All staff are required to complete conflict of interest, probity and confidentiality agreements prior to **ANY** procurement being undertaken unless otherwise directed by the Procurement team. Please see the Procurement Manual for further information.

5.6 Disclosure of information

Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure location. Councillors and Council Staff must take all reasonable measures to maintain confidentiality of:

- Information submitted by contractors in tenders, quotations or during tender negotiations as per section 5.3 of this policy; and
- Information that is marked confidential, or reasonably understood to be confidential due to its nature; and
- Any details related to current or proposed contracts, particularly where disclosure could compromise Council's position or breach probity.

Confidentiality agreements as per section 5.5 of this policy are a mandatory requirement of all staff carrying out procurement at Greater Dandenong.

Discussion with potential contractors during tender evaluations should not go beyond the extent necessary to resolve doubts on what is being offered by that contractor.

All contractors must be treated equal regarding information and policy requirements.

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre- contract negotiations. This can result in non-conformance and a breach of policy with conduct reviews.

5.7 Strategic Procurement

Council adopts a strategic approach to procurement to maximise value and efficiency. Each procurement activity will be planned with consideration of:

- opportunities for aggregated purchasing across Council or with other entities through approved purchasing schemes.
- Collaborative or joint procurement arrangements.
- utilisation of existing internal and external contractor panels or contracts; and
- alternative contracting models that best support the delivery of outcomes.
- Guidance materials and procurement planning templates are available to support council officers in applying these principles effectively throughout the procurement process.

Staff are required to forward plan with Procurement, focusing on a structured Procurement plan document. See Procurement manual for further details.

5.8 Value For Money and Quadruple Bottom Line (QBL)

Council is committed to achieving Value for Money in all procurement decisions. This means selecting the option that offers the best overall outcome - not just the lowest price, but based on a balanced assessment of cost, quality, risk, sustainability and social impact over the entire lifecycle of the goods, services or works

Council's approach to Value for Money includes integration of Quadruple Bottom Line (QBL) principles which means ensuring that economic, environmental, social, and ethical considerations are embedded into procurement planning and decisions wherever practical and proportionate.

In applying the Value for Money principle, Council will:

Consider Whole-of-Life Costs: including mandatory planning, acquisition, operation, maintenance, and disposal.

Optimise Quality and Performance: ensuring goods, services, and works are fit for purpose, durable, and supported by service warranties where appropriate.

Deliver Broader Community Benefits: encouraging procurement outcomes that generate positive social, economic, and environmental impacts, including through support of local, social, Indigenous, and inclusive contractors.

Champion Social and Ethical Procurement: engaging contractors who demonstrate compliance with fair, ethical, and socially responsible labour practices, and who meet legislative and regulatory obligations, including workplace safety and modern slavery to employees. Prioritising local business and supporting Council's economic development.

Minimise Environmental Impact: selecting products and services that reduce resource consumption, emissions, waste, and environmental degradation.

Support Innovation: encouraging new solutions, technologies, or delivery models that improve outcomes or efficiencies.

Promote Fair Competition and Efficiency: ensuring open, transparent procurement processes that support innovation and reduce duplication.

Enable Collaboration and Aggregation: leveraging shared services, panel arrangements, and approved purchasing schemes where appropriate.

Support long-term financial sustainability: it is essential that Council ensures competitive tension through fair and open competition in all procurement activities

Please see the Procurement Manual for further information.

5.9 Quadruple Bottom Line (QBL)

In Australian local government procurement, the QBL is a foundational framework used to guide sustainable and responsible purchasing decisions. It expands on the traditional triple bottom line (economic, environmental, and social) by adding a fourth dimension: governance.

The following QBL principles are applied in local government procurement:

1. Economic

- Support local contractors (as defined in this policy's definition), small to medium enterprises (SMEs), and regional businesses.
- Create local jobs and stimulate economic development within the Council area and nominated surrounding regions.
- Consider long-term value and cost-effectiveness, not just upfront price.

2. Environmental

- Reduce waste, greenhouse gas emissions, and resource use.
- Prioritise recycled, energy-efficient, or sustainably made goods and services.
- Support the circular economy and climate resilience through environmentally responsible purchasing.

3. Social

- Promote diversity, equity, and inclusion across supply chains.
- Support Indigenous-owned businesses, disability enterprises, and certified social benefit contractors.
- Provide employment and training opportunities for disadvantaged or marginalised groups.

4. Ethical Governance

- Work with contractors who follow ethical practices including fair labour, safe workplaces and compliance with modern slavery laws.
- Maintain transparency, integrity, and compliance in all procurement activities.

5. Modern Slavery

- Council is committed to preventing, detecting, and eliminating modern slavery in its operations and supply chains in accordance with the Modern Slavery Act 2018 (Cth).
- All procurement activities must assess modern slavery risk during planning and sourcing, particularly for high-risk categories such as construction, cleaning, and textiles.
- Suppliers are required to implement measures to identify and mitigate modern slavery risks, maintain transparent supply chains, and report any suspected incidents promptly.

Application in Practice

Greater Dandenong embeds QBL into procurement by:

- Requiring all procurement decisions to assess and plan QBL impacts.
- Use the Procurement Planning and Advanced Evaluations Module to refine the customised QBL needed for each procurement.
- Using tools like life cycle assessments and sustainability scorecards.
- Providing training and resources aligned with ISO 20400 Sustainable Procurement Guidelines.
- Adhering to all schedules in procurement contract suites and other procurement templates in our central contract management system.

For operational guidance on how to apply Value for Money and Quadruple Bottom Line principles, including evaluation weightings and engagement strategies, refer to Council's Procurement Manual.

5.10 Risk Management

Procurement activities must be carefully planned and executed to protect Council from risks including but not limited to; personal injury, property damage, financial loss, reputational harm, legal exposure, and disruption to the delivery of goods, conflict of interest, probity, confidentiality services, or works.

To minimise procurement-related risks and uphold best practice, Council implements the following risk mitigation strategies:

Procurement Planning: allowing sufficient time for procurement preparation, market engagement, and internal approvals to reduce the risk of rushed or non-compliant processes

Conflict of Interest and Probity: ensuring all conflicts are declared and agreements signed for engaging, evaluating and entering into agreements with a contractor.

Standardised Contract Documentation: using Council approved templates that include legally reviewed terms and conditions to ensure consistency and reduce contractual ambiguity.

Securities: requiring appropriate security deposits such as bank guarantees to protect against contractor non-performance or contract default

Due diligence Checks: undertaking financial and reference checks on new and existing contractors, with periodic reviews as needed to ensure ongoing capability and compliance.

Subject Matter Expert input: referring complex or technical specifications to qualified internal or external subject matter experts to ensure clarity, feasibility, and risk mitigation.

Contract Execution before Commencement: ensuring that all contracts are fully executed and documented before any goods are delivered, services commenced, or payments issued.

Standards and Compliance: incorporating relevant Australian Standards, legislative requirements, and industry best practices into specifications and contract terms.

Ongoing Contract Management: requiring contract managers to actively monitor contractor performance, deliverables, and compliance throughout the contract term, with issues documented and addressed promptly.

6. POLICY

6.1 Procurement structure, process and procedure

Council maintains a procurement function responsible for:

- Maintaining the Procurement Policy and associated guidelines, frameworks processes and procedures.
- Maintaining appropriate purchasing, procurement, and contract management systems and tools.
- Providing procurement-related advice and support to the organisation as required.
- Building organisational procurement and contract management capability (including delivery of training and provision of guidance materials).
- Promoting awareness and monitoring of compliance with this Policy.
- Ensuring legislation is followed, reporting breaches and corrective actions in a timely manner.
- Collaborating with other councils and organisations to identify best practice in and achieving better value from procurement.

Council will maintain internal procurement control documents detailing the processes, procedures and systems related to procurement including maintaining details of tendered contracts.

6.2 Procurement methods

The standard methods for procurement activities are:

- Purchase Order (preferred method) with contract, statement of works or services references.
- Purchasing Card (controlled as per council's delegations and approved limits).
- Request for Quotation (RFQ) process, followed by a Contract and or Purchase Order.
- Request for Tender (RFT) process, followed by a Contract and or Purchase Order.
- Approved Purchasing Schemes or Panel Contracts (internal and external).

All procurement activities must:

- Be supported by identified and available funding.
- Recurring expenses or annual payment methods on purchasing cards (and policy) should not circumvent – align and add.
- Be authorised in accordance with Council's approved financial delegations and thresholds.
- Involve more than one person with appropriate documentation and approvals to ensure transparency and accountability.

All Requests for Tender (RFT), Expressions of Interest (EOI) and Requests for Quotes (RFQ's) must be published on Council's online tendering portal (Vendor Panel) (see thresholds). RFT's and EOI's may also be advertised through additional channels such as state or local newspapers, industry publications, and web-based forums depending on the scale and audience of the procurement. These are not mandatory but advised as per each individual procurement.

In accordance with the Local Government Act 2020, Council must publish details of awarded tenders that meet or exceed prescribed thresholds on its public website to ensure legislative compliance, transparency, and community awareness.

6.3 Expressions of interest (EOI)

Expressions of Interest may be used where:

- Multiple contractors are likely.
- Full tendering is burdensome, or procurement is complex.
- Vendor interest or capability is uncertain.
- Council seeks preliminary advice from the market.

6.4 Alternative approaches following an unsuccessful tender

If a public tender process concludes with no submissions received, Council may consider alternative procurement approaches, including:

- Reissuing the tender in its original form.
- Revising the scope or requirements and reissuing the tender.
- Inviting a limited number of suitable contractors to submit proposals (Select Sourcing).
- Entering direct negotiations with a contractor (Sole Sourcing).

Any alternative procurement approach must be:

- Supported by documented market analysis and a clear rationale for the selected approach
- Demonstrated to achieve Value for Money, fairness, and probity, in line with The Act, this Policy, and best practice procurement principles

Where public tendered procurement is not pursued, only Council endorsed panels or approved purchasing schemes established through a compliant public tender process may be used as an alternative procurement method.

6.5 Collaborative procurement

In accordance with Section 108 (c) of the Act, Council will actively seek opportunities to collaborate with other councils and public bodies in the procurement of goods, services or works, where such collaboration can deliver economies of scale, improved value for money, or other strategic benefits.

Council officers must give due consideration to collaborative procurement opportunities as part of the planning phase for all procurement activities.

Where a procurement recommendation is brought before the Council, the accompanying report must include:

- An outline of any potential collaborative procurement opportunities identified, including the public bodies or councils involved; and
- A statement explaining why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

Collaborative procurement includes: a pre-established arrangement with an internal or external panel of contractors or contractors, formed through a select tender or public tender process in accordance with the Local Government Act 2020.

6.6 Tender evaluation

Council is committed to ensuring a fair, consistent, and transparent approach to the evaluation of tenders. To uphold these principles:

- Late tenders will not be accepted under any circumstances to ensure procedural fairness and integrity unless stated in the procurement planning stage.
- Tender evaluation criteria and weightings will be documented and approved prior to issuing any tender to ensure transparency and consistency in assessment.
- An Evaluation Panel comprising appropriately qualified and briefed members will be established for each tender process. The panel will assess submissions objectively against the pre-determined criteria.
- Where beneficial, external representatives with relevant expertise may be included on the Evaluation Panel or engaged as advisors to enhance capability and ensure appropriate oversight.
- All panel members must complete a Conflict-of-Interest declaration before commencing any evaluation activities. Identified conflicts must be managed in accordance with Council's policies and procedures.
- The evaluation process will be conducted in a manner that is robust, unbiased, and able to withstand internal and external scrutiny.
- A Probity Advisor should be engaged, and a Probity Plan developed for complex, high-value or high-risk procurements, particularly those exceeding \$1,000,000 million (\$AU), excluding GST. This will be agreed by the Tender Evaluation Panel (TEP).
- All evaluations will be guided by our Value for Money criteria including sustainable and ethical procurement considerations, including but not limited to environmental sustainability, social impact, indigenous engagement, child safety as per our relevant policy and practice to each subject.

6.7 Contract negotiations and Best And Final Offer (BAFO) process

To ensure the best value outcome for Council, contract negotiations may be conducted with one or more shortlisted tenderers, provided such negotiations remain consistent with the original scope, intent, and probity principles of the tender process.

Council may also implement a shortlisting process as part of the evaluation. Where appropriate, shortlisted tenderers may be invited to submit a Best and Final Offer (BAFO) to allow Council to clarify, refine, or enhance proposals prior to final contract award. Any negotiation or BAFO process will be conducted in a fair, transparent, and equitable manner, in line with The Act, relevant procurement best practice guidelines and Council's procurement manual.

6.8 Exemptions and sole sourcing

Council recognises that in defined and limited circumstances, procurement activities may be exempt from the standard requirements to seek tenders, quotations or expressions of interest.

Sole sourcing is the engagement of a single contractor without seeking competitive offers and is considered a procurement exemption under this policy. It is permitted only in exceptional circumstances where:

- The market is restricted (e.g. licensing software, intellectual property rights, regulatory exclusivity).
- Procurement related to art, culture, heritage, and creative practice fundamentally differs from commercial procurement. A risk based approach following delegations still applies.
- Council has jointly developed or co-owns the relevant intellectual property.
- There is an urgent public interest or emergency requiring immediate procurement.
- A thorough market analysis and value for money assessment have demonstrated no viable alternatives exist or that a prior public tender process was unsuccessful and Council proceeds to an alternative sourcing approach in accordance with Section 6.4

A number of defined procurement exemption justifications have been identified and are detailed Appendix 5 of this policy. All exemptions must be:

- Endorsed in accordance with the published Financial Delegations.
- Justified and documented using the approved exemption form or process for monitoring, reporting and auditing purposes.
- An approved Value for Money assessment has been submitted by the business unit and approved by the Procurement Manager and endorsed by the Manager, Director and Chief Executive Officer.
- A Manager, Executive Director and Chief Executive Officer can reject any exemption based on the above. All exemptions are to be approved by the council management and directors. Our approved exemption forms will follow delegated approvals.
- Procurement exemptions rejected or not yet approved that proceed without permissions are in breach of this policy and can have severe consequences under our code of conduct. The procurement would also be paused, removed and reviewed if the process was not followed and adhered to.

6.9 Select sourcing and panel arrangements

Council may, in specific circumstances, engage a limited number of contractors without conducting a full public tendering process. This select sourcing approach is permitted under this Policy where it is appropriate to the procurement's value, risk, and complexity, and where one or more of the following conditions apply:

- Contractors are pre-qualified under a panel contract, approved purchasing scheme or collaborative contract (e.g. MAV, Procurement Australia, State Purchase Contracts).

- The market is limited in capacity, expertise or geographical reach (e.g. niche categories or regional delivery constraints).
- An existing agreement provides clear rationale for continued engagement within defined parameters.
- Defined parameters include software and or hardware for councils that allows Council to renew software licenses and maintenance and support, or upgrade existing systems, (where a public tender, request for quote was completed for the original engagement) and there is only one incumbent contractor of the current software, who holds the intellectual property rights to the software.
- Exemptions must come with fit for purpose and robust governance, including:
- The procurement risk, value, and complexity are proportionate to a streamlined sourcing approach, supported by a documented rationale.
- A previous public tender process was unsuccessful, and Council proceeds to a limited sourcing approach in accordance with section 6.4 and section 6.8.

Where Council has established an internal panel or is accessing a collaborative panel contract or approved purchasing scheme, the following provisions apply:

- Council may approve alternate procurement thresholds and sourcing methodologies specific to the panel.
- These must be documented at the time of panel formation (e.g. Panel Award Report or relevant process per Procurement Manual), approval is sought by the appropriate Financial Delegate, and sourcing methodologies for the panel are documented.
- Endorsement follows council's thresholds and delegation being Manager, Executive Director, Chief Executive Officer and Council approval as per governance requirements.
- Once endorsed, these thresholds override the standard thresholds set out in Appendix 1 for all procurement conducted under the panel.
- All procurement activities must align with the panel's scope, terms of use, use approved templates and processes in accordance with Council's Procurement Manual
- These are to be reviewed with appropriate conflict of interest guidelines, probity and all value for money market methodology.

A procurement exemption may be required only where the procurement exceeds the panel's approved scope or deviates from usage rules. This is to be determined by either the Procurement Manager, Chief Financial Officer and or Chief Executive Officer.

Assessments of Exemptions along with Value for Money assessments apply if the panel deviated from approved rules.

7. RELEVANT LEGISLATION POLICY AND OTHER DOCUMENTS

Council's procurement activities shall be undertaken to a high professional standard and in full compliance with the *Local Government Act 2020 (Vic)*, associated regulations, and all applicable internal and external policies, procedures, and codes of conduct.

Procurement integrity and ethical standards are required to be followed, and any breach of relevant legislation and other documents can have serious consequences that align with our code of conducts at Greater Dandenong. If you are unsure of these please contact the Procurement Team, Chief Financial Officer and or the Chief Executive Officer for clarification.

All Council procurement must also be consistent with Council's broader policy framework and strategic plans. This policy has clear links to a range of legislation, standards, and strategic documents including:

Legislation and Guidelines

Local Government Act 2020

Local Government (Planning and Reporting) Regulations 2020

Local Government (Governance and Integrity) Regulations 2020

Local Government Best Practice Procurement Guidelines 2024

Competition and Consumer Act 2010 (Cth)

Charter of Human Rights and Responsibilities Act 2006 (Vic)

Gender Equality Act 2020

Modern Slavery Act 2018 (Cth)

National Competition Policy

Occupational Health and Safety Act 2004

Working with Children Act 2005 and 2020

Freedom of Information Act 1982

Privacy and Data Protection Act 2014

Public Records Act 1973

Building & Construction Industry Security of Payment Act 2002

Other relevant Australian Standards or legislation.

Internal Policies and Frameworks

Council Plan, Annual Budget and Long-Term Financial Plan

Fraud and Corruption Policy

Conflict of Interest Policy

Local, Social, Sustainable and Procurement Framework (LSS) (QBL)

Procurement Framework

Procurement Manual

Privacy and Personal Information Policy

Risk Management Plan

Risk Management Framework

Corporate Purchasing Card Policy

8. REPORTING, MONITORING AND REVIEW

Council is committed to transparency, accountability, and continuous improvement in all procurement activities.

The Procurement Team is responsible for monitoring procurement performance and compliance with this policy. This includes oversight of:

- Procurement activities and trends.
- Contractor due diligence and reporting.
- Use of Procurement exemptions
- Alignment with procurement thresholds and financial delegations.
- Value for Money assessments (including exemption requests)
- Procurement Steering Committee Terms of Reference.
- Documentation and record keeping practices.

Ongoing Review and Reporting

Detailed reporting and monitoring provisions, including documentation standards and escalation protocols, are provided in the appendices to this Policy and further supported by the Procurement Manual.

These processes will be reviewed periodically to ensure they remain aligned with legislative obligations and sector best practice.

This Policy will be reviewed at least once every four (4) years in accordance with the Local Government Act 2020 (Vic), or earlier if required.

Reporting	The Procurement Manager, Chief Financial Officer, Procurement Steering Committee, Governance, Audit and Risk Committee and Council will be notified of any changes, reviews and variations.
Monitoring	The policy will be maintained by the Procurement Team through the planning and execution process of all procurement. Any non-compliance will be monitored through our central contract management system and through the Procurement Steering Committee reports.
Review	This will be reviewed every 4 years (or earlier if required) as per governance requirements by the Procurement Manager, Chief Financial Officer, Procurement Steering Committee, Governance, Audit and Risk Committee and Council.
Stakeholder Engagement	Procurement Manager, Chief Financial Officer, Procurement Steering Committee, Governance, Audit and Risk Committee and Council.



Administrative Updates

It is recognised that from time to time, circumstance may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, the change to an existing policy or document referred to in this policy and minor updates to legislation and the like which does not have a material impact. All changes or updates which materially alter this policy must be by resolution of Council.

Date	Update

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9. BREACH OF THIS POLICY

Council Officers must comply with this Policy. Non-compliance is a breach of the Local Government Act 2020 and may lead to disciplinary actions, including dismissal, or a breach of the Council Code of Conduct. It may also affect contract validity and result in criminal or civil penalties for fraud, corruption, bribery, or violations of Australian Consumer Laws.

Non-compliance Management:

Any breaches of any policy, guidelines, manual or framework can result in the following after investigation with the project manager, contractor or any other council staff member involved in the procurement process

The following applies:

- Minor or administrative non-compliance will be addressed by relevant council staff in leadership positions, with a focus on education and corrective action.
- Serious or repeated breaches, or matters involving probity, integrity, or public interest concerns, will be escalated to the relevant manager, director or executive and reported to Council where required.

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10. APPENDICES

The following appendices are designed as modular, plug and play tools that support the implementation of this policy specific to Greater Dandenong. They provide pre-populated examples and tables which Council may adapt to reflect their specific operational needs.

This has been tailored by Greater Dandenong based on:

*Organisational structure and governance model
Procurement Principles
Procurement Maturity and Risk profile
Systems, tools and resourcing
Strategic priorities and community priorities
Policy Guidelines
Policy References
Procurement Risk Management
Value for Money
Best Practice Templates
Procurement Framework
Procurement Manual*

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APPENDIX 1 - Procurement Thresholds

Value of purchase (Exc GST)	Minimum Procurement Requirement	Additional Guidance (Methodologies) All references exclude GST
\$0 - \$1,000	One (1) verbal quote or written quote (preferred), to be obtained	Use standard purchase order or purchase card. Council Officers are encouraged to prioritise local or pre-approved contractors where practical. It is advised to use Vendor Panel, but it is not mandatory.
\$1,001 - \$15,000	Minimum of (1) written quotes as RFQ, RFT or joint EOI process - Vendor Panel	At least one quote should be obtained. This procurement will be completed through VendorPanel, or alternatively by using the standard purchase order or purchase card process if approved or exemptions apply. Council Officers are encouraged to prioritise local suppliers or pre-approved contractors wherever practical. While the use of VendorPanel is recommended for efficiency and compliance, it is not mandatory. All purchasing activities must be properly recorded and filed via email and in Objective to ensure transparency and audit readiness.
\$15,001 - \$50,000	Minimum two (2) written quotes as RFQ, RFT or joint EOI process - Vendor Panel	At least two quotes should be sought (prioritised) from a local contractor where available. This Procurement is to be entered into and completed using Vendor Panel. Retain quotation evidence and correspondence in the Records Management System and attach to the purchase order within the finance system.
\$50,001 - \$300,000	Minimum three (3) written quotes as RFQ, RFT or joint EOI process Vendor Panel	At least three quotes should be sought (prioritised) from a local contractor (prioritised) where available. This Procurement is to be entered into and completed using Vendor Panel. Retain quotation evidence and correspondence in the Records Management System and attach to the purchase order within the finance system.
Over \$300,000	Public Tender required as an RFQ, RFT or joint EOI process Vendor Panel	A publicly advertised open tender process must be undertaken, unless procurement is conducted through an existing panel, collaborative arrangement, or exemption has been approved.

General principles

Contractor thresholds created after procurement is awarded must be drawn upon when creating a purchase order. You must use a contract number, Vendor Panel Number or an agree Statement of Work Number as the reference on your purchase order for tracing, audit and invoice reconciliation processes. No references may result in paused and reviewed procurement with your manager.

Thresholds refer to the total contract sum, including any extension options and recurrent spend with the same contractor.

Thresholds represent the minimum standards – Council officers may choose a more rigorous approach if it is in the best interests of Council

Procurement transactions must not be split to circumvent the above thresholds.

Cumulative spend for a 12-month period will be reported on and may change the threshold you will need to use at Procurement's discretion.

Where Council has established panels, alternate thresholds and methodologies may apply as approved at the time of panel formation.

Where it is difficult to obtain sufficient quotations (e.g. due to limited contractors or specialised work), an approved Procurement Exemption may be applied in accordance with 6.8 and 6.9.

If a local business (as per our definition) can't be obtained as per the thresholds, this needs to be documented. QBL Guidelines are applied at all thresholds on a customised basis as per the procurement requirement, risk assessment, planning and contract management.

APPENDIX 2 - Purchase Order (PO) Requirement

Council operates under a strict "No PO or Claim, No Payment" policy. A Council Purchase Order or correct claim must be created and provided to a contractor before commencement of any engagement for the supply of goods, services or works. Council will not be able to pay contractors if they do not have a Purchase Order. This policy ensures financial control, transparency, and compliance with procurement and budgetary requirements.

APPENDIX 3 - Exemptions from raising a Purchase Order

While certain categories of expenditure — such as utilities and other payments — may be exempt from requiring a purchase order, the use of purchase orders is still strongly encouraged wherever practicable. Raising a purchase order helps streamline processing, ensures compliance with financial delegations, and provides a clear audit trail.

For all exempt items, staff are expected to consider whether a purchase order can be reasonably raised in advance. Purchase order raised after invoice date are reported to the Procurement Steering Committee and consider the below exempt expenditure types below.

- Australia Post
- Community Grants and Sponsorships
- Councillor and Mayoral allowances
- Couriers
- Day Care and Educator payments
- Fees paid to committee members
- Goods/service purchased on a corporate purchasing card
- Half cost fencing
- Insurance claims
- Investments / term deposits / borrowings
- Land Council Works (Bunurong Land Council)
- Medical accounts where applicable and approved
- Memberships and subscriptions
- Payments to statutory authorities, including legislatively required audits (e.g. VAGO, Ombudsman, Valuer General)
- Petty cash
- Planning applications as per approval process/
- Property and lease arrangements, bank fees and other transactional charges facilitated via pre-authorised direct deposits (including property purchases)
- Procurement related to art, culture, heritage, and creative practice
- Recruitment Salary Invoices and Employee Re-Imbursements
- Royalties
- Seminars, conferences and travel arrangements
- Staff salaries or wages
- Sundry refunds and refunds of bonds and customer council rates (including community care clients)
- Taxation / superannuation / workcover / payroll deductions
- Utilities - water, telephone, mobile, gas, electricity, sewerage charges.

APPENDIX 4 - Financial Delegations

Tender Board to Procurement Steering Committee – Governance transition

The Tender Board, previously responsible for reviewing and endorsing procurement activities within the relevant delegation range, is being progressively replaced by the Procurement Steering Committee (PSC).

The PSC will assume the governance and oversight functions for procurement activities within the **\$500,000 to \$1,000,000 range (Exc GST)**, in alignment with updated procurement practices and organisational governance.

During the transition period, the Tender Board will continue to operate to ensure continuity of oversight and compliance. Once the PSC is fully established, it will formally take over these responsibilities.

This transition does not alter the CEO’s delegation limit of \$1,000,000, as approved by Council. The PSC acts as a governance and advisory body within this delegation framework.

Section A: Financial Delegation Limits

The financial delegation limits are current as published on The Source. Please check for The Source for latest information as delegation limits can change.

Schedule	Position title	Financial Delegation Limit (Excluding GST)
	Council	Unlimited
	Chief Executive Officer (check for updates)	\$1 million or less
A	Executive Director City Futures Chief Financial Officer (check for updates)	\$500,000 or less
Other	As per current titles on our Intranet (Check for updates)	\$250,000 or less

Section B: Procurement Contract Variation Limits

These procurement-specific limits apply to contract variations and are separate from general financial delegation limits. They are designed to streamline approvals while maintaining oversight. All expenditure must remain within the approved budget.

Position Title	Contract Variation Limit	Conditions
Council	Unlimited	—
Chief Executive Officer	Up to 15% (maximum limit under delegation)	Must be within approved budget otherwise escalate
Executive Director City Futures Chief Financial Officer	Up to 10% (max \$100,000 cumulative)	Must be within approved budget otherwise escalate
Schedule B officers	Up to 10% (max \$75,000 Cumulative)	Must be within approved budget otherwise escalate

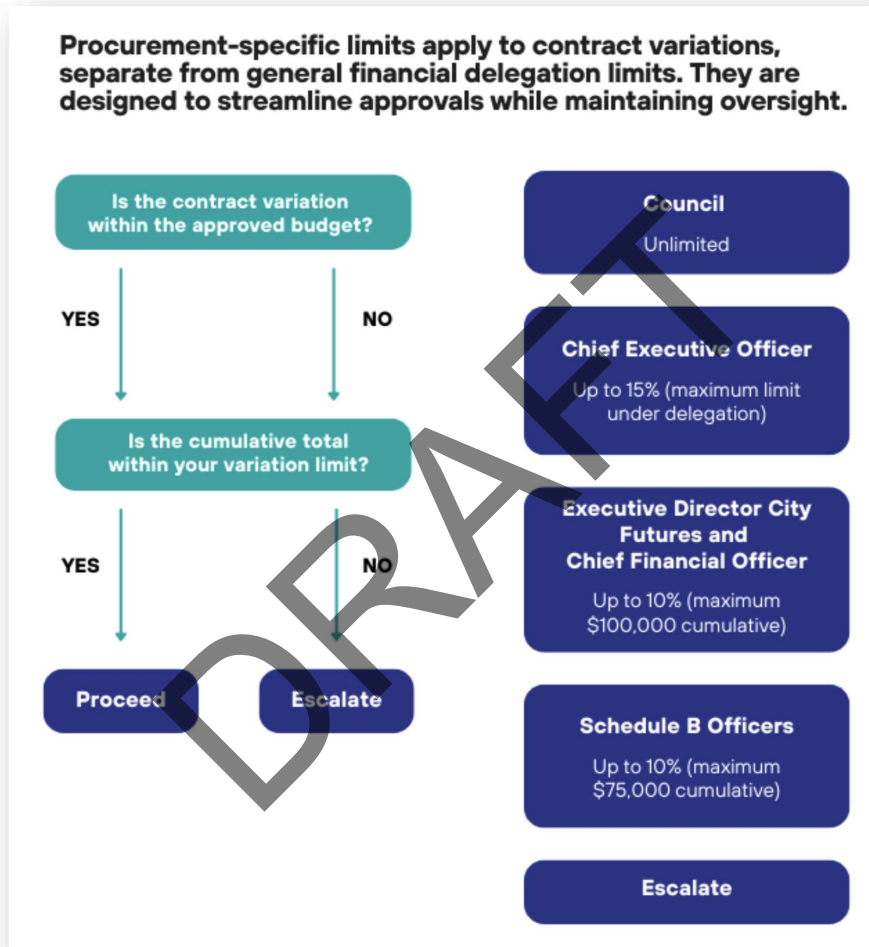
* Cumulative means the total value of all contract variations against a contract.

*Excluding GST

Where cumulative variation thresholds are exceeded, escalation to the next level of authority is required. *“All contract variations must be within both the delegated variation limit **and** the approved budget. Where a variation causes the total expenditure to exceed the approved budget, the matter must be escalated for further approval, regardless of delegation limits – typically to Council.”*

Section B: Procurement Contract Variation Limits - continued

Workflow diagram



APPENDIX 5 - Procurement Exemption Justifications and Exemption Lists

Exemption Justification	Explanation
<p>Art: Culture, heritage, and creative practice</p>	<p>Procurement related to art, culture, heritage, and creative practice being: - When it is:</p> <ul style="list-style-type: none"> • unique • non-substitutable • based on artistic merit, cultural significance, and community relevance • impossible to evaluate through commodity-style competition • Competitive tendering or VendorPanel cannot provide a like-for-like comparison for artistic or cultural engagements. <p>Depending on the cost and threshold being used: <u>Clear Criteria for When Exemptions Should Apply</u> The exemption should apply to procurement involving:</p> <ul style="list-style-type: none"> • Artists and creative practitioners • Curators and creative producers • Performers, composers, public art specialists • Cultural and heritage researchers • Creative organisations, arts institutions, cultural advice • Commissioning or acquiring public art, exhibitions, • As well as performances and cultural programs
<p>Day Care and Educator payments</p>	<p>Family Day Care and Educator Gap fee Payments.</p>

Exemption Justification	Explanation
<p>Genuine Emergency, Disaster or Hardship</p>	<p>Allows a contract to be entered into where the CEO, or an internally delegated officer, considers it necessary because of an emergency (e.g., to provide immediate response to a natural disaster, declared emergency, etc.).</p> <p>An emergency is defined as:</p> <ul style="list-style-type: none"> • A state disaster declared under the Emergency Management Act 1986 or by the Premier. • A local/regional disaster declared by the CEO, activating Council's Business Continuity or Emergency Management Plan. • Urgent circumstances posing a risk to public health and/or safety. • A Council or CEO resolution to enter a contract due to a declared emergency or disaster. • The failure of a key service provider (e.g., Waste Collection Service). • Significant damage to a municipal building. • Major business disruptions, such as a large IT failure affecting services to the community.
<p>Extension of contracts while Council is at market to ensure continuation of supply of goods, services and works</p>	<p>Allows the extension of an existing contract where the procurement activity to replace the contract has commenced (or is imminent) and where the establishment of an interim short-term arrangement with an alternative contractor would lead to Council achieving lesser value for money or an adverse effect on public interest.</p>
<p>Market Analysis inconclusive</p>	<p>A thorough market analysis and value for money assessment has demonstrated no viable alternatives exist or that a prior public tender process was unsuccessful and Council proceeds to an alternative sourcing approach in accordance with section 6.4 and 6.8.</p>
<p>Professional Services unsuitable for tendering</p>	<p>Allows the procuring of the following engagements:</p> <ul style="list-style-type: none"> • Issuance of insurances (excluding brokerage services) • Payments with statutory/legislative obligations e.g., Australian Taxation Officer, Emergency Services Volunteers Fund levy) • Work cover and injury management related expenditure • Non contestable elements and services and works from utility and service owners (e.g., water, electricity, gas, telecommunications, ISPs) • Legal services

Exemption Justification	Explanation
	<ul style="list-style-type: none"> • Purchase of land
Novated Contract	Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party
Operating Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.
Information technology resellers and software developers	The expenditure related to purchases from information technology resellers and software developers (e.g., for renewal of software licenses/upgrades, etc.) where there is a sole contractor who holds the intellectual property rights to the software
Sole Sourcing	<p>The engagement of a single contractor without seeking competitive offers, permitted only in defined and exceptional circumstances such as where:</p> <p>(a) the market is restricted (e.g., IP ownership, licensing, regulation).</p> <p>(b) no viable alternatives exist following a failed tender.</p> <p>(c) a joint IP arrangement exists; or (d) direct negotiation has been deemed necessary based on a documented market analysis.</p> <p>Sole sourcing must be approved in line with Council's Financial Delegations, fully documented, and demonstrate alignment with value for money, probity, and public interest.</p>
Other specific Council exemptions	<p>Engagement of Traditional Owners where the primary purpose is to gather information relating to Aboriginal culturally sensitive issues, including land management considerations pursuant to the Aboriginal Heritage Act 2006.</p> <p>Regional Waste and Recovery Group.</p> <p>Additional delivery of goods, services and works that are intended either as replacement parts, extensions or continuing services for existing equipment.</p>

Regular forward planning, market analysis and market testing is required to leverage council's position and to best determine any future exemptions. Exemptions need to be tested and assessed with a Value for Money Assessment and approved by Procurement, your Manager, Director and then Chief Executive Officer and or councillors (where applicable) before any procurement is undertaken – failure to adhere to the above will result in a breach of policy with possible conduct reviews as well as pausing and or removal of the procurement in order for it to go through our procurement procedures mentioned in Section 5.6 of this Policy.

Emergency events and post-emergency procurement activities should meet all requirements of the Disaster Recovery Funding Arrangements. In addition, the Value for Money principals will still be applicable.

Where Council expenditure is funded from State or Federal Government grant monies the requirement to comply with Division 2 Section 108 of the Act remains unless there are grant conditions which provide alternative arrangements.

Should the nature of the requirement and the characteristics of the market be such that it is considered a public tender process is not possible, an exemption as outlined in Section 108 3 (d) may be sought from Council.

If a state of emergency/disaster/pandemic event is in place within Victoria, this exemption can be approved by the Chief Executive Officer.

Regarding Art: Culture, heritage and creative practice:

In all cases, exemptions apply when:

- The service or outcome is unique or non-substitutable
- The work requires specific cultural or creative expertise
- The procurement relates to cultural knowledge, creative identity, or artistic authorship including:

Mandatory Controls Procurement maintains visibility and probity and can investigate further if needed to ensure ethical and fair practices are being kept

Some reporting mechanism on these exemptions from P.O's

- When reports are provided in forward planning a notation for our commentary to the ARC and Council Reports
- Why their work meets the project's cultural or creative objectives
- Any trends on using the same suppliers (cumulative spend)

The Directorate must consider:

1. Cultural significance
2. Artistic merit
3. Community benefit
4. Delivery capacity & Supporting documentation
5. Cultural authority or specialist expertise

Conflict of Interest Declaration and Probity

- As per Council's Code of Conduct these continue as a manual process if not centralised for buyers. They will be recorded and presented in reporting

Approval within Delegations

- Must still travel through the correct authority pathway
- CEO delegation for high value creative exemptions remains unchanged

Audit Ready Recordkeeping

- Briefs – Emails and Objective
- Approvals – Normal Threshold approvals apply and rationale when needed

APPENDIX 6 - Procurement Performance Indicators

Council will seek to improve its procurement performance by measuring, analysing, and reporting on procurement activity against the key performance indicators below (or other indicators as endorsed by the Executive Team). Performance will be monitored annually and used to inform procurement planning, capability development, and continuous improvement initiatives.

Category	Key Performance Indicators Examples
<p>Procurement Performance and Efficiency</p> <p>These indicators measure the overall effectiveness, efficiency, and compliance of the procurement function.</p>	<ul style="list-style-type: none"> • Extent of contracts delivered on time and on budget. • Purchase Order Compliance – purchase order before invoice (%). • Procure to pay efficiency rates. • Percentage (%) of spend under contract. • Source-to-contract completion time. • Value of savings and benefits achieved through procurement activities. • Number of new collaborative procurement contracts established. • Level of compliance with the Procurement Policy.
<p>Local Economic Development</p> <p>These indicators track the extent to which Council is supporting local businesses and the regional economy.</p>	<ul style="list-style-type: none"> • Number of local contractors engaged through procurement processes. • Proportion of total procurement spend with local businesses (percentage %). • Increase in local contractor participation in tenders or quote requests. • Average payment timeframe for local contractors.
<p>Social Procurement</p> <p>These indicators demonstrate Council’s contribution to social value creation through procurement.</p>	<ul style="list-style-type: none"> • Percentage (%) of contracts awarded to social enterprises, Aboriginal businesses, or Australian Disability Enterprises. • Number of employment opportunities, apprenticeships, or traineeships created via procurement contracts. • Number of contracts requiring delivery of measurable social outcomes. • Number of tenders that included social procurement criteria or weighting. • Contractor reporting on social value outcomes and impact.
<p>Sustainable Procurement</p> <p>These indicators measure environmentally</p>	<ul style="list-style-type: none"> • Annual spend on sustainable or environmentally preferred goods and services. • Percentage (%) of RFQs/RFTs that include circular economy or reuse/repair criteria. • Number of contracts that include take-back schemes or repair/refurbishment requirements. • Number of contractors certified to recognised environmental



Category	Key Performance Indicators Examples
responsible procurement practices aligned with Council's sustainability goals.	standards (e.g., ISO 14001, GECA, FSC). <ul style="list-style-type: none"> • Estimated reduction in waste, emissions, or resource use via procured goods/services. • Number of contracts promoting reuse, repair, recycling, or low-impact solutions. • Percentage (%) of contractors using electric or low-emissions vehicles in contract delivery. • QBL checklists in planning modules. • QBL surveys in contracts. • Project close-outs.

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APPENDIX 7 - Quadruple Bottom Line (QBL) Checklist and definitions

Council aims to promote healthier partnerships and reduce reliance on harmful industries (alcohol, tobacco, gambling) by encouraging procurement from suppliers whose activities align with Council's health, wellbeing, and social responsibility commitments:

Aligned with community wellbeing objectives

✓ Non-prescriptive — avoid becoming a prohibited industry list

✓ Complies with Local Government Act (focus on community benefit, not moral policing)

Quadruple Bottom Line (QBL) Procurement Checklist

1. Economic Sustainability

- Evaluate whole-of-life costs (purchase, maintenance, disposal)
- Assess value for money beyond lowest price
- Support local businesses and SMEs
- Identify and mitigate financial risks
- Ensure supply chain resilience

2. Environmental Sustainability

- Minimise emissions, waste, and resource use
- Promote energy and water efficiency
- Support circular economy practices (reuse, recycle)
- Use certified eco-labels and standards (e.g., ISO 20400)
- Consider biodiversity and ecological impact

3. Social Sustainability

- Create community benefits (employment, inclusion)
- Ensure ethical sourcing and fair labour practices
- Avoid modern slavery and exploitative conditions
- Respect Indigenous and local cultural values
- Promote diversity and social cohesion

4. Governance

- Maintain transparency and accountability in decisions
- Ensure compliance with relevant legislation
- Document procurement processes and decisions
- Demonstrate ethical leadership and integrity
- Align with public sector procurement policies

Training, Road Maps and Process Maps are linked to this policy but policy does not outline the previously stated items.



Procurement Policy 2021-2025

South East Regional Group of Councils

A collaboration between Bayside City Council, Cardinia Shire Council, Frankston City Council, Glen Eira City Council, Greater Dandenong City Council, Mornington Peninsula Shire Council and Stonnington City Council.

Policy Endorsement:	Council		
Policy Superseded by this Policy:	Not Applicable		
Directorate:	CEO/Corporate		
Responsible Officer:	Manager People, Culture and Innovation		
Policy Type:	Legislated - <i>Local Government Act 2020</i>		
File Number:	A1166220	Version No:	007
1 st Adopted by Council	9 November 2009 Minute No. 334	Last Adopted by Council:	9 December 2021 Minute No.345
Review Period:	Every 4 years	Next Review:	June 2025

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Council recognises procurement is more than a transaction. It can help affect real change. Council is a major buyer within the City and across Melbourne's SE region. As such, it has a social responsibility to ensure its procurement adds to community wealth building and economic development. Namely, that it assists drive down inequality and increase the quality of living for our community.

1. Definitions and Abbreviations

Best Practice	As defined in the <i>Local Government Best Practice Procurement Guidelines</i> or any other document specified by Council.
Collaborative Procurement Arrangement	A contract established by the Council, government or a nominated agent, such as Municipal Association of Victoria (MAV), Procurement Australasia (PA), South East Regional Group of Councils (SERGC)) or local government entity, for the benefit of numerous state, federal and/or local government entities that achieves best value by leveraging combined economies of scale.
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of Council or another party, e.g. prices, discounts, rebates, profits, methodologies and process information, etc.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
Council	Greater Dandenong City Council.
Emergency	A sudden or unexpected event requiring immediate action including the occurrence of a natural disaster, flooding or fire event at a Council property; the unforeseen cessation of trading of a core service provider; any other situation which is liable to constitute a risk to life or property.
Local Supplier	A commercial business with an operational premise that is physically located within the municipal borders of the participating South East Regional Councils or performs the majority of their goods/services in this region.
Material Breach	Any breach of this policy that may also represent a breach of legislation such as procurement thresholds, fraud or corruption and occupational health and safety.
Probity	Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honesty in a particular process. Probity is a defensible process which is able to withstand internal and external scrutiny, achieves both accountability and transparency, providing respondents with fair and equitable treatment.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract. It also includes the organisational and governance frameworks that underpin the procurement function.
Reasonably Practicable	That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.
South East Regional Group of Councils (SERGC)	The 11 Councils comprising the SERGC being the Cities of Bayside, Boroondara, Casey, Dandenong, Frankston, Glen Eira, Kingston, Port Phillip, Stonnington and Shires of Cardinia and Mornington Peninsula.

Total Contract Sum	<p>The potential total value of the contract including:</p> <ul style="list-style-type: none"> • costs for the full term of the contract, including any options for either party to extend the contract; • applicable goods and services tax (GST); • anticipated contingency allowances or variations; and • all other known, anticipated and reasonably foreseeable costs.
Value for Money	<p>Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:</p> <ul style="list-style-type: none"> • Non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, service and support; and • Cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

2. Purpose

Council purchases goods, services and works to support service delivery and the maintenance and development of infrastructure. Council is required under sections 108 and 109 of the [Local Government Act 2020](#) (the Act) to prepare, adopt and comply with its procurement policy. In accordance with the Act, this policy sets out the key principles, processes and procedures applied to all purchases of goods, services and works by Council.

This policy has been developed collaboratively by the South East Regional Group of Councils (SERGC) with a view to facilitating effective collaborative procurement processes consistent with the Act. This policy also incorporates content that is specific to the named Council and may differ slightly from that of the other SERGC councils and is intended to apply only to procurement practices involving Greater Dandenong City Council.

3. Applicability

This policy applies to all contracting and procurement activities conducted at each Council and is applicable to all Councillors, Council staff and other persons undertaking procurement on Greater Dandenong City Council's behalf.

It is recognised this will enhance achievement of each Council's objectives such as sustainable and socially responsible procurement, supporting local economies and obtaining value for money, leading to a better result in the provision of goods, services and works for the benefit of the community.

This policy provides direction on the conduct of procurement activities throughout the sourcing, management and disposal phases. It also covers the general procurement framework but does not extend to the related accounts payable processes.

Each Council must comply with this Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.

4. Guiding Principles

Council's procurement processes are based on the following principles, irrespective of the value and complexity of that procurement:

4.1 Strategic Procurement

Council's procurement processes will be based on the principles of strategic procurement. Planning for an individual procurement exercise will include consideration of collaborative procurement opportunities, access to suppliers under existing contracts and analysis of alternative contract models. Guidance and procurement planning templates are available from the Contracts Unit

4.2 Value for Money

Council will weigh the benefits of the procurement against the costs necessary for the optimum result for Council and the local community. While Council is not required to accept the lowest price, it is required to take into account several factors such as quality, cost, warranties, accessibility of the service and other factors relevant to both the overall procurement objectives and the Act.

In terms of the contracting process, value for money requires Council to apply appropriate weighting for quality and price with as much transparency as is reasonably achievable. In this context, price should take into account the whole life cost of the provision as far as is practicable.

To achieve value for money for the community, Council will look beyond upfront costs to make purchasing decisions based on the entire life cycle of goods and services or works, and take into account related costs, environmental/circular economy and social risks and benefits, and broader social and environmental implications.

Council will seek to conduct sustainable procurement through measures including, but not limited to:

- a) adopting any Federal, State or Local Government policies, targets and strategies that avoid unnecessary consumption and help to manage demand;
- b) giving consideration to the purchase of goods and infrastructure that can be reused, repaired and recycled, and that include recycled content;
- c) giving consideration to the purchase of goods, services or works that benefit local suppliers or social enterprises;
- d) minimising environmental impacts over the life of the goods and services by choosing products or services that have lower adverse impacts associated with their production, use or disposal;
- e) fostering innovation in sustainable products and services through the design and implementation of procurements;
- f) pursuit of fair and ethical sourcing practices that require suppliers to comply with socially responsible practices, including legislative obligations to employees.

Achieving value for money shall be the basis of all procurement decisions within Council.

4.3 Assessing the Evaluation Criteria - Value for Money

Council's procurement activities will be carried out on the basis of obtaining value for money consistent with acceptable quality, reliability and delivery considerations.

Value for money in Council procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:

- a) non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, social and environmental impacts, service and support; and
- b) cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works

Value for money is best achieved by:

- a) developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the procurement lifecycle;
- b) aggregating purchasing whenever possible; and
- c) undertaking competitive procurement processes.

The Council may include the following evaluation criteria categories to determine whether a proposed contract provides value for money:

- Mandatory compliance criteria (e.g. ABN registration, OH&S, Fair Work Act);
- Tendered price;

- Capacity and capability of the respondent to provide the goods and/or services and/or works;
- Demonstration of sustainable procurement impact; and
- Any other criteria relevant to the goods and/or services and/or works being procured.

5. Council Policy

5.1 Procurement Structure, Processes, Procedures and Systems

Council maintains a procurement function responsible for:

- a) Maintaining the Procurement Policy and associated guidelines, processes and procedures;
- b) Maintaining appropriate purchasing, procurement and contract management systems and tools;
- c) Providing procurement-related advice and support to the organisation as required;
- d) Building organisational procurement and contract management capability (including delivery of training and provision of guidance materials);
- e) Promoting awareness of and monitoring compliance with this Policy;
- f) Ensuring legislation is followed, reporting breaches and corrective actions in a timely manner; and
- g) Collaborating with other councils and organisations to identify best practice in and achieving better value from procurement.

Councillors, Council staff and persons undertaking procurement on Council's behalf are responsible for complying with this policy.

Council will maintain a *Procurement and Contracts Guidelines* document detailing the processes, procedures and systems related to procurement.

Council will maintain details of contracts entered into.

Whenever practicable, Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand.

5.2 Probity, Accountability and Transparency

All people undertaking procurement activities on Council's behalf are responsible for the actions and decisions they take in relation to procurement and for the resulting outcomes.

Therefore, the processes by which all procurement activities are conducted will be in accordance with Council's procurement policies, associated policies and procedures as set out in this policy, relevant legislation, relevant Australian Standards, commercial law and the *Local Government Act 2020*.

Where a third-party agent is engaged to procure goods, services or works on behalf of Council, they must ensure they are compliant with the relevant legislation including the Act.

a) Probity

Council has a responsibility to obtain value for money and this must be achieved by acting with probity. Procurement probity is a defensible process, able to withstand internal and external scrutiny, one which achieves accountability, transparency and provides tenderers with fair and equitable treatment. Probity is about ensuring the procedural integrity of the procurement process, guarding against collusion and fraud and anti-competitive conduct, and not receiving personal gain.

Council may choose to engage probity services depending on the nature, complexity, risk and value of a procurement activity. Please refer to Appendix 9 for further guidance on the engagement of probity services

b) Risk Management

The principles of risk management are to be appropriately applied at all stages of procurement activities, which will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from personal injury, property damage, reputational loss, financial exposure and interruption to the supply of goods, services and works.

The provision of goods, services and works by a supplier or contractor potentially exposes Council to risk. Council will minimise its risk exposure through a number of processes and practices (refer to Appendix 4).

5.3 Procurement Methods

The standard methods for procurement will be via:

- a) purchasing card;
- b) purchase order;
- c) a quotation process (refer Appendix 1);
- d) a tender process, followed by contract; or
- e) under approved purchasing schemes (Panel contracts).

The source of funds must be identified and the procurement authorised in accordance with Council's Instrument of Financial Delegation, before any commitment to purchase is made.

More than one person will be involved in, and responsible for, each transaction with appropriate delegations obtained and documented.

Council may seek Expressions of Interest where:

- a) there are likely to be many tenderers; and/or
- b) tendering will be costly, or the procurement is complex and Council does not wish to impose the costs of preparing full tenders on all tenderers; and/or
- c) there is uncertainty as to the willingness and/or interest of vendors to offer the required procurement; and/or
- d) Council requires advice from the market regarding how best to address a particular need.

All Expressions of Interest and public tenders invited by Council will be published via Council's eTendering Portal.

Information regarding current tenders and awarded tenders will be published on Council's website.

Panel contracts include Greater Dandenong Council panel contracts, eligible State Government panel contracts including the Construction Supplier Register and approved schemes including MAV Procurement and Procurement Australasia.

For procurements where there is an existing panel contract, staff are required to:

- a) obtain the relevant number of quotes from suitable panel members, in line with this policy;
- b) raise a purchase order including the relevant information, e.g. must use VendorPanel process and register rules, or internal panels/pre-approved supplier lists.

Council will identify and actively investigate relevant collaborative procurement opportunities, where the procurement objectives are focussed on collaborative benefits, and/or shared services that align within the public tender thresholds among the SERGC.

5.4 Collaborative Procurement

In accordance with Section 108(c) of the Act, Council will seek to collaborate with other Councils, especially the SERGC and public bodies in the procurement of goods, services and works in order to take advantage of economies of scale.

Council staff must consider any opportunities for collaborative procurement in relation to a procurement process undertaken by Council. Any Council report that recommends entering into a procurement arrangement must set out information relating to opportunities for collaborative procurement, including:

- the nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- why Council did, or did not, pursue the identified opportunities for collaboration in relation that procurement process.

When proposing to engage in a Collaborative Procurement Arrangement, Council will do so in accordance with the following process:

- a heads of agreement, agency appointment or other similar arrangement (including on a non-binding basis) will be established, which among other things, will aim to set out a lead participant to act as each participant's agent in the Collaborative Procurement Arrangement (unless alternative arrangements are set out in the heads of agreement/agency appointment); and
- each of the participants will be able to participate in the Collaborative Procurement Arrangement through a contracting model as agreed under the heads of agreement or agency appointment document, which may include a model whereby participants enter into a contract using "jump in/opt-in" contract provisions during the contract term.

Each participant of the Collaborative Procurement Arrangement must be involved in:

- the initial decision to undertake the Collaborative Procurement Arrangement;
- preparation of, and agreement to, the specifications;
- ensuring probity for the Collaborative Procurement Arrangement; and
- the acceptance of the competitive procurement process response(s) and awarding of contract(s).

Council may collaborate with other Councils to procure goods, services or works, or utilise MAV Procurement, State or Commonwealth Government and Procurement Australasia contracts for the procurement of goods, services or works established through a public tender process where it provides an advantageous, value for money outcome for the Council.

Where a procurement for services or works is 100% funded by a State or Commonwealth grant it may be exempt from collaborative procurement dependant on the nature of the grant conditions.

5.5 Procurement Processes, Thresholds and Competition

Section 108 of the Act details that each Council will set the public tender threshold circumstances when tenders for contracts must be publicly invited.

Guidelines will be determined from time to time for minimum spend thresholds associated with Council's procurement activities. These will be decided by analysing the historical size and complexity of the procurement activity and of proposed procurement activities.

Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services, building and construction works in accordance with the thresholds listed in Appendix 1 of this policy to ensure compliance with the Act. These thresholds will only be varied with approval from within each particular Council. The thresholds must represent the estimated value of the whole term of the contract i.e. the initial term plus any options to extend the initial contract term and are to be inclusive of GST.

The options for a procurement process compliant with the public tendering requirements contained in the Act include:

- a) Council running its own publicly advertised tender process, a variety of advertising mediums may be chosen from, including national newspapers, local newspapers and web-based forums;
- b) Council participating in collaborative tender processes for similar services in conjunction with other councils, including councils in the SERGC;
- c) Council appointing an external agent to run a tender process on its behalf. Organisations such as Procurement Australasia and Municipal Association of Victoria (MAV) Procurement are active in this area;

- d) Council accessing Victorian State Government contracts (e.g. State Purchase Contracts, Whole-of-Government contracts) that have been made available to Local Government and which Local Government can access without the need to comply with the requirements of Division 2 Section 108 (1) of the Act;
- e) Council accessing contracts for panels of suppliers where those panels have been put in place through a compliant tender process. For example, these panel contracts may have been put in place through a Council-run tender process, a tender process run for Council by an external agent or be a Victorian State Government panel made available to Local Government; or
- f) seeking an exemption as outlined in section 108 3 (d) of the Act (refer to section 5.10 of this policy).

5.6 Procurement Principles

Council will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:

- value for money;
- sustainability (social, economic and environmental);
- open and fair competition;
- accountability;
- risk management; and
- probity and transparency.

5.7 Tender Evaluation and Negotiation

Late tenders will not be accepted.

The tender selection criteria and weighting for each criterion will be documented prior to the requesting of tenders.

An appropriately qualified and briefed evaluation panel will be established to evaluate each tender submission against the tender selection criteria.

External representatives may be part of, or an advisor to, the panel to ensure appropriate skills, experience and/or probity.

The evaluation process must be robust, transparent and unbiased. Each panel member will be required to formally declare any conflicts of interest (in line with Greater Dandenong's City Council's Conflict of Interest Policy), prior to commencing their evaluations.

A Tender Evaluation and Probity Plan must be developed for all high value and/or high-risk procurements.

Contract negotiations can be conducted to obtain the best outcome for Council, providing negotiations remain within the intent and scope of the tender.

Council may conduct a shortlisting process. Shortlisted tenderers may be invited by the Council to submit a best and final offer

The results of the tender evaluation and demonstration of the robustness of the process must be documented in a tender evaluation report approved by the relevant delegate.

The tender evaluation process should take into consideration the whole-of-life cost of the goods/services/works.

5.8 Corporate Social Responsibility (Sustainable and Ethical Procurement)

Council will support sustainability through its purchasing activity and prioritise purchases that minimise waste generation and maximise energy efficiency, water conservation and reductions in greenhouse gas emissions.

Value for money purchasing decisions made by Council are made based on whole-of-life cost and non-price factors including contribution to Council's sustainability objectives.

Council prefers to purchase sustainable, recycled and environmentally preferred products whenever they achieve the same function and value for money outcomes. Council may spend up to ten percent more for products that provide environmentally sustainable benefits.

Council will support products and new industries which provide sustainable and social benefits.

Council will monitor and report on Council procurement activities and programs that have an impact on or contribute to the wellbeing and sustainability of the environment.

5.9 Economic, Environmental and Social Objectives

Council will seek to advance economic, environmental and social objectives to benefit the community directly by purchasing from for-social benefit entities and indirectly by including social clauses in its contracts with private sector providers and screening supply chains for ethical considerations.

Council may apply a preference of up to 10% in the evaluation of proposals that:

- a) are from social enterprises or include social enterprises in their supply chain; and/or
- b) are from Indigenous suppliers or include Indigenous suppliers in their supply chain.

Council will also give regard to the following elements when making procurement decisions:

1. **Economic Sustainability** - Council supports local businesses and economic diversity by encouraging purchases that:
 - are made from local suppliers and small to medium enterprises;
 - generate local employment; and
 - consider the cost vs. life cycle/durability of purchases.
2. **Environmental Sustainability/Circular Economy** - Council seeks to make procurement decisions that reduce natural resource and biodiversity depletion by promoting:
 - green purchasing (i.e. making purchases that use materials made of recycled content, are energy efficient and greenhouse friendly, are from a social enterprise or are second hand/refurbished);
 - reduced greenhouse gas emissions;
 - reduced waste to landfill and the increase of the amount of waste recycled;
 - reduced water consumption and the improvement of water management;
 - improved environmental management in Council's supply chain;
 - the selection of products/services that have minimal effect on the depletion of natural resources and biodiversity; and
 - improved adaptability to climate change.
3. **Social Sustainability** - Council seeks to address disadvantage by encouraging diversity, acceptance, fairness, compassion, inclusiveness and access for people of all abilities in its purchasing by seeking to:
 - create new jobs and opportunities for people who may be struggling to find work;
 - target cohorts that may be experiencing economic exclusion;
 - reinvigorate depressed or marginalised communities; and
 - improve equity of access to opportunities.

As part of its corporate social responsibility objectives and to achieve the objectives of Council strategies and plans, a minimum tender weighting of 15% for socially responsible procurement will be applied to all tenders. Socially responsible procurement is procurement that has the most positive environmental, social, economic impacts possible across the entire life cycle and that strives to minimise adverse impacts.

- Social procurement aspects (e.g. social enterprises, fair trade, and social responsibility)

- Local economic development and employment aspects (e.g. businesses operating in the municipality, or have a presence in the municipality, employing staff from the municipality)
- Environmental and sustainability aspects (use of recycled materials, innovation to reduce wastage or use sustainable materials such as crushed concrete, disposal of waste, reduced water use, reduced carbon emissions and reduced pollution etc.)

Not all three sub-criteria will be applied to all categories equally, it will be determined at the pre-planning stage after consideration of relevant Council strategies and plans and in consultation with the Contracts Unit and approved by the relevant Director.

5.10 Exemptions and Breaches

The following circumstances are exempt from the general tender, proposal, quotation and expression of interest requirements. Use of any exemption must be endorsed in accordance with the current Instrument of Financial Delegations.

Exemption Name	Explanation, Limitations, Responsibilities and Approvals
A contract made because of genuine emergency or hardship	Where Council has resolved that the contract must be entered into because of an emergency event (e.g. to provide immediate response to a natural disaster) or where the Victorian Government has declared a State of Emergency.
A contract made with, or a purchase from a contract made by another government entity, government-owned entity or other approved third party	This general exemption allows engagements with another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government. Contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australasia (PA).
Exemption from public tendering	Where the contract is entered into in accordance with arrangements approved by the Minister and where Council must demonstrate to the Minister for Local Government that it is not a viable option to undertake a public tender.
Extension of contracts while Council is conducting a market tender	Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or have taken longer than expected. This exemption may be used when the establishment of an interim short-term arrangement is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.
Professional services unsuitable for tendering	Legal Services. Insurance.
Novated contracts	Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party.
Information technology resellers and software developers	Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, (where a public tender was completed for the original contract) and there is only one incumbent supplier of the software, who holds the intellectual property rights to the software.
Utility companies	When utility authorities are required to undertake work on their assets.
Regional waste management groups	Situations where a regional waste management group constituted under section 50F of the <i>Environment Protection Act 1970</i> had already conducted a public tender for and on behalf of its member councils.
Operating Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.

Exemption Name	Explanation, Limitations, Responsibilities and Approvals
Variations under contract	<p>Where a variation occurs, the delegation is not defined by the value of the variation, but by the value of the whole contract. An officer with a sub-delegation from the Chief Executive Officer or Council may vary a contract to the limit in the Instrument of Sub-Delegation.</p> <p>Approved budget must be available for all variations.</p>
Contract over expenditure	<p>Variation above the approved contract value is deemed a contract over expenditure. Any variation, single or cumulative, that exceeds the public tender threshold or 10% of the original contract value is subject to a council resolution. An officer with a sub-delegation from the Chief Executive Officer or Council may vary a contract to the limit to the public tender threshold or 10% of the original contract value.</p>
Other specific Council exemptions	<p>Defined in Appendix 4.</p> <p>Specific Council exemptions will be reviewed and updated from time to time.</p>

Spend breaches will be reported to Council’s Executive Management Team on a quarterly basis as part of a Procurement Update and the Contracts Unit is to sign off on the deviations to say they meet value for money principles.

Emergency events and post-emergency procurement should meet all requirements of the Disaster Recovery Funding Arrangements. In addition, the value for money principles will still be applicable.

Where Council expenditure is funded from State or Federal Government grant monies the requirement to comply with Division 2, Section 108 of the Act remains unless there are grant conditions which provide alternative arrangements.

Should the nature of the requirement and the characteristics of the market be such that it is considered a public tender process is not possible, an exemption as outlined in Section 108(3)(d) may be sought from Council.

If a state of emergency/disaster/pandemic event is in place within Victoria, this exemption can be approved by the Chief Executive Officer.

5.11 Sole or Select Sourcing

Supply of goods, services or works can be sought from one supplier (sole sourcing) or a restricted group of suppliers (select sourcing) without tenders, expressions of interest, proposals or quotes where it is consistent with this policy and either:

- a) is in the public interest; or
- b) the marketplace is restricted by statement of license or third-party ownership of an asset (including when utility authorities are required to undertake work on their assets); or
- c) Council is party to a joint arrangement where Council jointly owns the intellectual property with a third-party provider.

If there is a current procurement or disposal process in place, that process must be terminated prior to sole sourcing being implemented.

Sole or select sourcing is subject to existing financial delegations.

6. Relevant Legislation, Policy and other Documents

Council's procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with the Act and applicable policies and procedures including Codes of Conduct for Councillors, Council staff and others.

Compliance will be monitored by Council's Contracts Unit and minor issues will be appropriately addressed by Council staff in leadership positions. Where required, serious compliance issues will be reported to the Audit and Risk Committee and Council.

The Victorian Charter of Human Rights and Responsibilities has been considered in the preparation of this policy.

Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this policy. While it is predominantly administrative in its nature and does not have the potential to influence broader social norms and gender roles, this policy contains considerations for all gender groups.

This policy complies with the overarching principles of the *Local Government Act 2020* in that:

- (a) it has been developed in accordance with the relevant law;
- (b) priority has been given to achieving the best outcomes for the municipal community, including future generations;
- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks has been considered and promoted;
- (d) it ensures that innovation and continuous improvement will be pursued;
- (e) collaboration has been sought and undertaken with other Councils, governments and statutory bodies;
- (f) the ongoing financial viability of Council has been considered;
- (g) it ensures that regional, state and national plans and policies are considered in tender planning and decision making; and
- (h) it ensures the transparency of Council decisions, actions and information.

This policy has clear linkages to a range of codes, charters, legislation and Council documents including:

- a) *Local Government Act 2020*;
- b) *Competition and Consumer Act 2010 (Cth)* – relevant provisions;
- c) Greater Dandenong City Council Conflict of Interest Policy
- d) Greater Dandenong City Council Procurement Procedures and Guidelines;
- e) Greater Dandenong City Council Purchasing and Accounts Payable Manuals;
- f) Greater Dandenong City Council Councillor Code of Conduct
- g) Greater Dandenong City Council Staff Code of Conduct (including Supplier Code of Conduct);
- h) Greater Dandenong City Council Contract Management Guidelines;
- i) *Working with Children Act 2005* and associated regulations;
- j) *Occupational Health and Safety Act 2004*; and
- k) Australian Standards – relevant provisions.

7. Monitoring Review and Audit

The Contracts Unit will monitor procurement activity on an ongoing basis with respect to annual procurement activity and compliance with key internal controls. Council is committed to continuous improvement and will review this policy in accordance with the requirements of the Act to ensure that it continues to meet its wider strategic objectives.

This policy is subject to amendment at any time if required and is to be reviewed at least once in every four (4) year Council term as required by the Act.

Responsible officer: Manager People, Culture And Innovation

Department: People and Procurement

Approval date: 29 November 2021

Approved by: Greater Dandenong City Council

Review date: June 2025 (for November)

Expiry date: 31/12/2025

Version number: 1.0

8. Procurement Policy Enquiries and Contact Details

For further information on the policy, please contact the individual Council Procurement Teams as detailed in the table below.

Council	Email address	Phone
Bayside City Council		
Cardinia Shire Council	procurement@cardinia.vic.gov.au	1300 787 624
Frankston City Council		
Glen Eira City Council		
Greater Dandenong City Council	procurement@cgd.vic.gov.au	(03) 8571 1000
Mornington Peninsula Shire Council	procurement@mornpen.vic.gov.au	(03) 5950 1000
Stonnington City Council	procurement@stonnington.vic.gov.au	(03) 8290 1333

APPENDICES

All policy requirements contained within these Appendices are only applicable to Greater Dandenong City Council.

APPENDIX 1. Council Procurement Thresholds

Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services, building and construction works in accordance with the thresholds listed below:

Procurement Threshold (incl. GST)	Procurement Methodology
<\$10,000	Obtain at least one written quotation.
\$10,001 - \$100,000	At least two written quotations are to be invited from suppliers who are considered able to meet the requirements. Where only one quotation is received from those invited, Value for Money must be demonstrated. When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability or local suppliers.
\$100,001 - \$300,000	Obtain a Contract Number. Undertake a formal Request for Quotation process by following the process within Council's eTendering Portal. Where only one quotation is received from those invited, Value for Money must be demonstrated. When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability or local suppliers.
>\$300,000	Obtain a Contract Number. A formal Request for Tender process must be undertaken by Council's Contract's Unit using Council's eTendering Portal.

Procurement transactions will not be split to circumvent the above thresholds, this includes cumulative expenditure over a (12) month period. Obtaining sufficient quotations can sometimes be difficult, e.g. if there are few suppliers for the goods, services or building and construction works being sought, or where the work is highly specialised. In such cases an Exemption from Procurement Process Form will be required to waive the requirement to request three quotations.

APPENDIX 2. Council Performance Indicators

Council will seek to improve its procurement performance by capturing and analysing data on key performance indicators including:

- extent of contracts delivered on time and on budget;
- new collaborative procurement contracts;
- new preferred supplier (panel) contracts;
- the number of Local Businesses engaged and proportion of local spend;
- value of savings and benefits achieved;
- level of compliance with the Procurement Policy;
- annual spend on sustainable goods and services; and
- the return on procurement investment.

A memorandum detailing actual performance against these indicators will be presented annually to Council's Audit & Risk Committee.

APPENDIX 3. Council Specific Exemptions

In addition to the general exemptions to the public tender threshold beyond those detailed in section 5.3 of the policy, Greater Dandenong City Council has determined for the purposes of this section the following transactions are not considered to be procurements of goods and services and are exempt from the requirements to raise purchase orders/ seek quotations or procure under a tender process:

- Rate Refunds
- Refunds to Community Care clients
- Trust Refunds
- Employee Re-imbursments
- Utilities - water, telephone, mobile, gas, electricity, sewerage charges.
- Australia Post
- Community Grants and Sponsorships
- Memberships and Subscriptions
- Couriers
- Petty Cash
- Seminars and conferences
- Travel related expenses
- Goods/service purchased on a corporate purchasing card
- Insurance claims
- Planning application/Building
- Medical accounts
- Purchase of property

The Chief Executive Officer may approve ad-hoc exemptions in exceptional circumstances where it can be demonstrated that it is in the best interests of the community to do so and must include an assessment the expenditure represents value for money .

The public tender threshold and related exemptions also apply to collaborative procurements.

APPENDIX 4. Council Risk Management

Council shall have in place consistent strategies for managing risks associated with all procurement processes.

- a) providing sufficient planning and lead-time for procurement preparation and consideration;
- b) using appropriate Council standard-form contracts provided by Council's Contracts Unit which include current, relevant clauses to mitigate risk to Council;
- c) all contract departures will be reviewed and negotiated by Council's Counsel prior to the award of the contract. Copies of all communication between Council's Counsel and the preferred contractor or supplier will be saved in Council's Electronic Document and Records Management System (Objective) as evidence of review and approval of non-standard contracts;
- d) Council's Counsel will review all non-standard contracts, as well as standard contracts that have agreed departures included, prior to the contract being disseminated for execution;
- e) requiring security deposits where appropriate;
- f) referring specifications to relevant experts;
- g) all Contracts must be executed and a copy provided to the Contracts Unit before allowing the commencement of procurement of any goods, services or work;
- h) ongoing and timely Contract management; and
- i) effectively managing the contract including monitoring and enforcing performance.

APPENDIX 5. Conflict of Interest

Councillors and Council staff shall at all times avoid situations which may give rise to an actual or perceived conflict of interest. A conflict of interest may be a 'general' or a 'material' conflict of interest.

A Councillor or a member of Council staff (relevant person) has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

A relevant person 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. The benefit or loss may be direct or indirect and pecuniary or non-pecuniary. Affected persons include, among others, the member of Council Staff and their family members.

Council staff involved in the procurement process, however remotely, in particular those preparing tender documentation, writing tender specifications, opening tenders, participating in tender evaluation panels, preparing a recommendation report; and Councillors and Council staff awarding tenders must:

- **comply** with Greater Dandenong City Council's Conflict of Interest Policy;
- **Avoid** conflicts of interest wherever possible, whether material or general or actual, potential or perceived;
- **Declare** when they do not have a conflict of interest in respect of the procurement process. All relevant persons participating in tender processes must complete a probity declaration. All relevant persons participating in tender evaluation panels must complete a Conflict of Interest declaration and provide it to the Governance Unit. All relevant persons must declare any actual or perceived conflicts in line with Council's internal processes for reporting conflicts of interest; and
- **Observe** prevailing Council and Government guidelines on how to prevent or deal with conflict of interest situations and not take advantage of any tender related information whether or not for personal gain.

APPENDIX 6. Disclosure of Information

Commercial in Confidence information received by the Council must not be disclosed and is to be stored in a secure location.

Councillors and Council staff must take all reasonable measures to maintain confidentiality of:

- Information disclosed by organisations in tenders, quotations or during tender negotiations; and
- *Commercial in Confidence* information.

Breaches of confidentiality will be dealt with in accordance with the *Local Government Act 2020*.

Councillors and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

APPENDIX 7. Council Sustainable Procurement

Council commits to applying principles of sustainability to all of its decision-making and activities. In addition, Council applies sound contracting principles to its procurement activity. The following economic, environmental and social objectives have been determined in line with these principles.

Area	Principles	Objectives
Economic	<p>Council is committed to procurement that supports local business and economic diversity in the SERGC. Where practicable and applicable, Council will actively seek quotes and tenders from local businesses in the SERGC whilst ensuring value for money outcomes.</p> <p>Council’s economic procurement will be underpinned by the following principles:</p> <ul style="list-style-type: none"> • Ensuring open and effective competition and development of competitive local business and industry; • Fostering innovation and emerging sectors; and • Where practicable Council will give preference to goods manufactured or produced in Australia and New Zealand. <p><i>Note: Local in the context of this policy denotes the municipalities of Bayside, Casey, Cardinia, Dandenong, Frankston, Glen Eira, Kingston, Mornington Peninsula, Port Phillip and Stonnington.</i></p>	<p>Council’s economic sustainability commitment and approach aims to:</p> <ul style="list-style-type: none"> • Achieve value for money on a whole-of-life (including disposal) basis, rather than just initial cost; • Consider life cycle impacts of products purchased; • Ensure probity and accountability in the procurement process; • Commit to source locally; • Build relationships with local businesses and encourage purchasing from local suppliers to help build their capacity and • Increase local employment.

Area	Principles	Objectives
Environmental	<p>Where applicable, Council will include appropriate criteria in request for quotes and tenders to deliver environmentally preferable outcomes and deliver strategies to avoid and reduce waste generation and drive energy efficiency.</p> <p>To support the achievement of objectives and targets within Council’s sustainability strategies, Council is committed to minimise its impact on the environment by:</p> <ul style="list-style-type: none"> • Purchasing goods, services and construction which avoid air, water and soil pollution; • Minimising natural resource and biodiversity depletion; • Supporting suppliers to reduce carbon emissions in the supply chain; • Purchasing environmentally preferred goods and services whenever they present an acceptable value for money outcome and • Contributing to sustainable waste management (with reference to the waste hierarchy and circular economy principles). 	<p>Councils environmental sustainability commitment and approach aims to:</p> <ul style="list-style-type: none"> • Maximise energy efficiency and reducing greenhouse gas emissions and contribute towards Council’s carbon neutral status; • Minimise waste production by: <ul style="list-style-type: none"> - Reduced usage of non-renewable resources; and - Reduced demand for raw materials and natural resources; • Promote a market for recycled materials and • Reduce water consumption and activities that impact diversity.
Social	<p>Council is committed to building stronger communities and meeting social objectives which benefit the community and commits to integration of measures in its procurement processes and documentation which promote improved social outcomes.</p> <p>Council’s sustainability strategies will be underpinned by:</p> <ul style="list-style-type: none"> • Creation of training and employment opportunities for unemployed, disadvantaged municipal residents or marginalised job seekers; • Creation of opportunities for small, medium and social enterprises, Indigenous and disability employment enterprises; • Promotion of equity, diversity and equal opportunity; and • Provision for broad public involvement on issues that affect the community such as addressing complex local challenges such as intergeneration employment, crime, vandalism and economic decline. 	<p>Councils social sustainability commitment and approach aims to:</p> <ul style="list-style-type: none"> • Ensure vendors do not exploit workers and provide fair wages, including inclusive and sustainable business practices; • Maintain a social procurement program to increase social procurement spend across the South Eastern Region; • Ensure sourced products are accessible by all segments of the community; • Increase employment opportunities for Indigenous people, disabled people, disadvantaged people and long term unemployed; • Increase gender equity; and • Prevent, detect and remove modern slavery from Council’s supply chain.

APPENDIX 8. In-Kind Contributions

An in-kind contribution is defined as a donation of goods, materials, services, time or expertise, by a community group or club that assists a tenderer to deliver their contractual obligations to Greater Dandenong City Council. Where a community group or club wishes to provide an in-kind contribution to a Greater Dandenong City Council funded project, and the value of the project is such that Greater Dandenong City Council's policy requires a competitive arrangement, then the community group or club may elect to either:

- tender direct to Greater Dandenong City Council for the entire project (noting that Greater Dandenong City Council's conditions of contract and protocols will apply), or
- engage with the tenderer(s) for the provision of the in-kind contribution for the project and the tenderer submits the Tender to Greater Dandenong City Council.

In either scenario the tenderer must be capable of performing the work. This would include having the required skills, regulatory registrations and financial capacity to undertake the works. The tenderer will be assessed on their ability to complete the project to the satisfaction of Greater Dandenong City Council within the contract price, and in doing so, will bear total contractual liability for the delivery of the project including the in-kind contribution.

APPENDIX 9. Probity Services

Recent integrity body reports indicate organisations need to have clear guidance in managing probity during procurement process – including the use of Probity Advisors and Probity Auditors.

To maximise the integrity of procurement, Council may appoint an independent Probity Advisor and / or Probity Auditor. The Probity Advisor and Probity Auditor must be independent from Council and must not be the same person or organisation.

Circumstances where a Probity Advisor and / or Probity Auditor must be engaged include procurement with an expected value of \$5 million or over.

Other circumstances where a Probity Advisor and / or Probity Auditor must be engaged include procurement with an expected value of \$1 million, and are:

- a) deemed high risk; or
- b) deemed by the Executive Management Team to be complex or sensitive in nature; or
- c) considered politically sensitive or subject to a high degree of public scrutiny.

Council's contract initiation forms will provide for the relevant Director to review and recommend the appointment of a probity advisor or probity auditor where deemed necessary.

Further guidance on the engagement for probity services to be provided by the Contracts Unit.



4.1.5 Vehicle Charging Infrastructure Policy

Responsible Officer:	Executive Director City Futures
Attachments:	Public Car Share and Public Electric Vehicle Charging Infrastructure Policy (proposed) Public Car Share Policy (superseded) Electric Vehicle Charging Infrastructure Policy (superseded)

Officer Recommendation

That Council:

- 1. APPROVES the Public Car Share and Public Electric Vehicle Charging Infrastructure Policy 2026 per Attachment 1;**
- 2. ABOLISHES the superseded Public Car Share Policy 2022 and Electric Vehicle Charging Infrastructure Policy 2022; and**
- 3. NOTES the additional initiatives proposed to further drive uptake of Car Share Services and Electric Vehicle Charging Infrastructure within the City of Greater Dandenong.**

Executive Summary

- A review of two of Councils policies relating to parking management has been undertaken, these are:
 - Public Car Share Policy
 - Public Electric Vehicle Charging Infrastructure Policy
- The review assessed both the success of the existing policies and the opportunity to reduce the number of and simplify structure of Councils policy suite.
- The documents are proposed to be consolidated into a single policy due to the aligned purpose and objectives. A review period set to align with a review of Councils Municipal Parking Strategy is proposed to provide opportunity for further consolidation in future.
- No other substantive changes to the policies are proposed currently.
- In addition to the policy, further actions officers are pursuing relating to Car Share and Public Electric Vehicle Charging Infrastructure are noted as to be undertaken during the policy term:
 - Market testing and potential procurement of public electric vehicle charging infrastructure where cost neutral or positive to Council only.
 - Increased promotion of Car Share Services in recent and upcoming higher density development areas.



Background

6. The creation of two Council policies relating to Public Car Share and Public Electric Vehicle Charging Infrastructure was a commitment made within Councils Municipal Parking Strategy in 2017. The policies were first adopted in 2019.
7. The two policies are very similar in that they:
 - Address the interface between Council and providers of vehicular/parking services which can be enhanced through location within the public realm.
 - Are aimed at ensuring Council is not a blocker to the provision of services which can provide significant social, economic and environmental benefits to the community, through consideration of waiving and partly waiving fees and providing certainty / security to providers.
8. Both markets are maturing within the private sector, and similar review periods were set on these policies to enable Council to consider growth in the market and determine whether further intervention is required to boost service provision. At the last review of the policy no further direct intervention was pursued.

Key Issues and Discussion

Opportunity for consolidation

9. Due to significant overlap and aligned purpose of the two policies, consolidation is recommended. This provides the benefit of reducing the number of Council policies and simplifying Councils suite of policies.
10. Further opportunity to consolidate is offered by aligning the next review of the policy with the review of Councils Municipal Parking Strategy, with the potential to consolidate a broader number of Councils parking policies into a single document at that time.
11. Based on management of the two separate policies to date, it is not considered that this change will impact providers detrimentally.

Review of Public Car Share Policy to date

12. Upon initial adoption in 2019 the Public Car Share Policy was a success, with five car share pods installed within a few months of policy adoption, all with a single provider GoGet.
13. Since 2019 the number of car share pods on Council managed land within Greater Dandenong has fluctuated between five and nine. The number of pods at the moment is five, with a further five on private property (but publicly accessible) within the municipality.
14. There have been no operational issues in managing the policy to date, and while only one service provider is currently utilising the policy, there do not appear to be barriers to other providers expanding to the area also. However, most other providers in Melbourne have not extended far from the inner city.
15. As a result of the above, no changes to the content of the policy are proposed.
16. Out with the scope of the policy, the recent and imminent development of a number of higher density residential buildings in and around Dandenong present opportunities to expand these services. Council officers will proactively facilitate discussions between these developments and car share providers.



Review of Public Electric Vehicle Charging Infrastructure Policy to date

17. Councils Public Electric Vehicle Charging Infrastructure Policy was designed as mechanism to ensure Council is not a blocker to expedited update of electric vehicle ownership within the region through providing public space for charging stations if needed. By the time Electric Vehicles are common, most charging will be undertaken at home or at work, as the range of these vehicles will comfortably cater for daily use.
18. Public electric vehicle charging stations in the longer term will likely only be utilised by those undertaking longer trips (either greater distances or staying away from home). At this time higher profile public spaces will be less appropriate for public electric vehicle charging.
19. As a result, the key period of time for public charging stations in higher profile locations provides most benefit only during the period of transition to electric vehicles (roughly 2020-2035 i.e. now). The benefits provided during this period are:
 - Potential reduction in perceived range anxiety issues.
 - Promotion and awareness of electric vehicles.
 - Catering for older (early) electric vehicles with lower range.
20. Also critical to the review of the appropriateness of the policy is monitoring trends out with Council control. Some critical trends to note are:
 - Industry and manufacturer advice that a greater proportion of charging takes place at home and at work and less elsewhere.
 - Around 30 public electric vehicle charging stations are now available within Greater Dandenong on private property with around 20 of these installed since the last policy review. A further two or three stations are anticipated imminently. Importantly the above includes a number of very high-speed chargers at service stations.
 - Councils who have been financially subsidising public electric vehicle charging infrastructure proposals are witnessing a shift in community demand / requests towards specifically free rapid charging options.
 - “Slow” home and workplace charging stations remain relatively low-cost infrastructure, while genuinely “fast” charging stations are still very expensive.
21. Given the apparent ability for the private sector to provide the more sustainable approach to meeting rapid electric vehicle charging demand, and the inability for Council to significantly expedite uptake without intolerable financial subsidy, it is recommended that further Council intervention in this space is restrained at this time, and that no changes to the content of the policy are made.
22. The actions Council can take out with the scope of the policy are to continue to test the market for cost neutral or cost positive installation of “rapid” charging stations (with costs recovered through user charging and/or tolerable advertising etc.). This could cover new locations or enable sustainable renewal at existing Council managed public electric vehicle charging locations.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

23. This item does not have an impact on existing human resources.



Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

24. There are no financial implications associated with this report.

Asset Implications

25. This item does not affect any existing assets.

Legal/Risk Implications

26. There are no legal / risk implications relevant to this report.

Environmental Implications

27. There are no environmental implications relevant to this report.

Gender Impact Assessment

28. A gender impact assessment is not required.

Community Consultation

29. There was no requirement for community consultation.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

30. This report is consistent with the following principles in the Community Vision 2040:

- Embrace diversity and multiculturalism.
- Sustainable environment.

31. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- 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 places.
- A green city committed to a sustainable future.
- A city that supports business, entrepreneurship, quality education and employment outcomes.
- A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

32. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

- The Overarching Governance Principles of the *Local Government Act 2020*.
- Climate Change and Sustainability.

Public Car Share and Public Electric Vehicle Charging Infrastructure Policy April 2026



Document Control

Date Created: [April 2026](#)

Objective ID:

Date of Endorsement: [April 2026](#)

Version No: 1

Policy Superseded by this Policy: Public Car Share Policy and Public Electric Vehicle Charging Infrastructure Policy

Responsible Department: Infrastructure Strategy

Responsible Directorate: City Futures

Policy Type: [Discretionary](#)

Next Review: [April 2028 or upon adoption of new Municipal Parking Strategy](#)

Document Compliance

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* https://content.legislation.vic.gov.au/sites/default/files/2020-04/06-43aa014_authorized.pdf and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

Greater Dandenong City Council Policies comply with the Victorian Charter of Human Rights and Responsibilities, the *Gender Equality Act 2020*, the *Climate Change Act 2017*, the Child Safe Standards contained in the *Child Wellbeing and Safety Act 2005*, (Amended) the *Privacy and Data Protection Act 2014* and the Overarching Governance Principles specified in 9(2) of the *Local Government Act 2020*.

Acknowledgment of Country

Greater Dandenong City Council acknowledges the Traditional Custodians of this land, the Bunurong People and pays respect to their Elders past and present. We recognise and respect their continuing connections to climate, Culture, Country and waters.



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DRAFT

1. POLICY OBJECTIVE

This policy sits within the suite of Councils Parking Strategies and Policies and is aimed to ensure that when external providers seek to utilise Council managed car parking spaces in a manner which provides a desirable service to the Greater Dandenong community, they are able to do so with confidence and clarity.

The Policy is primarily targeted two types of providers:

- Public Car Share Companies
- Electric Vehicle Charging Infrastructure Companies

Both provide services of a type which Council supports uptake and expansion, as improved social, economic and environmental outcomes can be realised, through:

- Improved access to vehicles for those without regular access to private vehicles
- Reduced car ownership
- Reduced emissions

This policy is a framework to facilitate the increased provision and uptake of these services for residents, businesses and visitors to City of Greater Dandenong.

The policy applies to the provision of services by these providers within public land within the City of Greater Dandenong. It does not provide direction relating to the provision of these services where operated and managed within the private realm.

2. BACKGROUND

Car Share:

Car sharing is a mode of car rental where people can rent a car for a number of hours or up to a few days. Commercial car share providers will operate a vehicle out of an allocated parking space known as a car share pod. Users of these services can book the car online, using an app or over the phone and then go to the pod to pick up the car. Once they are done with the car they return it to the pod ready for the next person.

Personal benefits of the provision of car share services;

- Users have the flexibility of private transportation without having to pay for ongoing car ownership fees including registration, maintenance, fuel, etc. The average running cost of a personal car in Victoria can be prohibitive for some.
- Encourages car share users to consider active transport (walking and cycling) and public transport whilst still having a flexible private transport option.
- Households can use car share services to provide an alternative to getting a second car

Community benefits of the provision of car share services:

- Complement nearby public transport services by providing a last mile transport option to connect to destinations in the local area
- Research indicates one car share vehicle has the ability to reduce the number of cars on our roads by approximately 10 cars – resulting in:

- Reduced traffic and parking congestion on our roads.
- Fewer cars on the road also resulting in reduced greenhouse gas emissions. (The average Victorian car generates over 2.5t of greenhouse gas per year)
- Increased opportunity for patronage to an area bringing more activity and commerce.

Public Electric Vehicle Charging Infrastructure:

Electric vehicles are anticipated to make up 22% to 64% of new vehicles sold in Australia by 2030. Current new electric vehicle price trends anticipate that electric vehicle prices will reach parity with petrol vehicles within a few years and be cheaper by the early 2030s. As such it is important to be able to provide the required electric vehicle charging infrastructure to support the growth in electric vehicles both to encourage early adoption and to be ready for the market shift.

By providing or facilitating the provision of electric vehicle charging facilities in public spaces, City of Greater Dandenong will be ready to support this change in vehicle mix and ensure that the municipality remains a sustainable and attractive place to live and visit.

Electric vehicles produce no emissions to run and as electricity generation continues to move to cleaner technologies will have a reduced environmental impact when charging. Even with existing power generation emissions from charging electric vehicles generate less emissions than petrol vehicles.

Additionally, as electric vehicles do not produce emissions and generate less noise, in areas they replace petrol vehicles it will result in better air quality and reduced noise pollution.

Electric vehicles and public charging facilities provide the following benefits:

- Electric vehicle charging costs are less than half the average fuel of petrol vehicles
- Public charging facilities provide convenient topping up location for keeping electric vehicles charged improving confidence and convenience for users
- Public charging facilities make locations more appealing to electric vehicle users which can benefit businesses
- Less emissions
- Improved air quality
- Reduced noise

3. SCOPE

This policy applies to the provision of Car Share facilities or Public Electric Vehicle Charging Infrastructure within public land within the City of Greater Dandenong. It is aimed at enabling consistent and mutually beneficial agreements between Council and service providers.

4. DEFINITIONS

Car share pod: the dedicated parking space that the car share vehicle is allocated the exclusive use of.

Car share provider: company that runs the car share service.

Car share service: a car rental arrangement that allows for users to rent a car by the hour or day via online, app and/or phone booking. These cars are available from car share pods and must be returned to the same pod at the end of the hire.

Public Electric Vehicle Charging Infrastructure: infrastructure provided for the purpose of charging electric cars (may be free or at cost to users) which can be accessed by the general public

Public Electric Vehicle Charging Infrastructure provider: company which operates and maintains public electrical charging infrastructure

Service: either a Car Share service or Public Electric Vehicle Charging Infrastructure

Service provider: either a Car Share provider or a Public Electric Vehicle Charging Infrastructure provider

5. POLICY

Application:

The provision of car share pods or public electric vehicle charging infrastructure on public land within City of Greater Dandenong is subject to approval by the City of Greater Dandenong Council.

Car share pods are to be leased for a minimum period of two years by the car share provider, with the option to renew the lease for a period of one or two years thereafter.

Electric vehicle charging facilities will be installed based on agreements reached between suppliers and Council and are likely to involve longer term (nine or ten year) arrangements. These agreements will address all aspects from installation to operation of charging facilities.

The City of Greater Dandenong will work with service providers to notify nearby property occupiers prior to the provision of a service in accordance with Council's consultation approach to any municipal parking changes. This notification will provide an opportunity for stakeholders to provide feedback on the provision of the service. All feedback will be considered by Council in the assessment of any proposal.

Council's Parking Review Committee will determine the area to be covered, being the area within which there may be legitimate concerns or objections to the proposal.

Considerations:

The following considerations must to be taken into account for the placement of services:

- to be provided in areas maximising opportunity to end users including but not limited to; high pedestrian and vehicular traffic areas and activity generators such as employment centres, activity centres and community centres.
- consideration must be given to the personal safety of end users with areas of high surveillance and lighting preferable.
- placement of services must not adversely impact road safety. Consideration must be given to traffic conditions of the area.
- placement of services must not adversely impact residential and commercial parking amenity.
- Council will consider other locations where there is a demonstrated demand services.

Requirements:

Service providers must provide;

- Details of any supporting infrastructure and its compliance with current Australian and industry standards
- Details for the proposed locations for services and justification for their implementation. Justification must address considerations listed above.
- Report outlining the business model for their service.
- Confirmation of appropriate public liability insurance.

Cancellation:

Should it be required to suspend or relocate a service, Council will work with the relevant providers(s) to find a suitable alternative location or facilitate safe and efficient service removal.

Financial Costs:

To encourage the use of sustainable transport options, City of Greater Dandenong may consider waiving or partly waiving fees associated with the leasing of a publicly available parking space for any service covered by this policy. Any fees associated with the use of a publicly available parking space will consider the benefits to the community of the service provided, alongside any administrative or lost revenue costs to Council.

Council will undertake the conversion and re-purposing costs of a parking bay including regulatory signs and line marking.

Council will maintain the parking space as per the maintenance schedule in accordance with Council's current Road Management Plan, but Council will not maintain any infrastructure or assets owned by the service provider.

Council will enforce applicable parking restrictions as part of Councils normal parking management operations.

Where a service provider wishes to provide additional signage, advertisements, road markings this cost is borne by the car share provider, including on-going costs such as maintenance. Noting that this may require agreement with Council and/or a planning permit.

Performance Reporting:

Service providers are required to report performance figures to City of Greater Dandenong on a biannual basis.

The data collected will assist Council in assessing the use and demand for services within the municipality and inform future decisions regarding services.

Data that could allow for the identification of specific users of services will not be requested.

6. RESPONSIBILITIES

Management and implementation of this policy will be undertaken by Councils Infrastructure Strategy Department.

7. REPORTING, MONITORING AND REVIEW

Reporting	Upon policy review only
Monitoring	The number of car share pods and public electric vehicle charging facilities within the municipality is regularly monitored by Councils Infrastructure Strategy Department and is public information
Review	Review to be undertaken alongside next review of Councils Municipal Parking Strategy
Stakeholder Engagement	To be reviewed as part of updated to Councils Municipal Parking Strategy with broad engagement

8. REFERENCES AND RELATED DOCUMENTS**Legislation**

[Charter of Human Rights and Responsibilities Act 2006](#)

[Gender Equality Act 2020](#)

[Climate Change Act 2017](#)

[Child Wellbeing and Safety Act 2005 \(Amended\)](#)

[Freedom of Information Act 1982](#)

[Local Government Act 2020.](#)

[Privacy and Data Protection Act 2014](#)

[Public Records Act 1973](#)

[Road Management Act 2004](#)

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

- [Greater Dandenong Website – Municipal Parking Strategy](#)
- [Greater Dandenong Website – Sustainability, Climate and Energy](#)



Administrative Updates

It is recognised that from time to time, circumstance may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, the change to an existing policy or document referred to in this policy and minor updates to legislation and the like which does not have a material impact. All changes or updates which materially alter this policy must be by resolution of Council.

Date	Update

DRAFT

Public Car Share Policy

Policy Endorsement:	Endorsement required by Council		
Policy Superseded by this Policy:	Not Applicable		
Directorate:	Business, Engineering and Major Projects		
Responsible Officer:	Manager, Transport and Civil Development		
Policy Type:	Discretionary		
File Number:	A6274077	Version No:	2
1 st Adopted by Council	25 November 2019 Minute No. 1275	Last Adopted by Council:	26 April 2022 Minuts No. 447
Review Period:	3 years	Next Review:	April 2025

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1. POLICY PURPOSE

The Vision of the Greater Dandenong Sustainability Strategy is that the City of Greater Dandenong is one of the most sustainable cities in Australia by 2030.

This Car Share Policy highlights a Council commitment to encourage the use of sustainable transport options.

The purpose of this policy is to create a framework to facilitate the increased provision and uptake of car sharing facilities for residents, businesses and visitors to City of Greater Dandenong.

The policy applies to the provision of Car Share facilities within public land within the City of Greater Dandenong. It does not provide direction relating to the provision of car share facilities operated and managed within the private realm.

2. BACKGROUND

Car sharing is a mode of car rental where people can rent a car for a number of hours or up to a few days. Commercial car share providers will operate a vehicle out of an allocated parking space known as a car share pod. Users of these services can book the car online, using an app or over the phone and then go to the pod to pick up the car. Once they are done with the car they return it to the pod ready for the next person.

Personal benefits of the provision of car share services;

- Users have the flexibility of private transportation without having to pay for ongoing car ownership fees including registration, maintenance, fuel, etc. The average running cost of a personal car in Victoria in 2018 was \$209.50 per week.
- Encourages car share users to consider active transport (walking and cycling) and public transport whilst still having a flexible private transport option.
- Households can use car share services to provide an alternative to getting a second car

Community benefits of the provision of car share services:

- Complement nearby public transport services by providing a last mile transport option to connect to destinations in the local area
- Research indicates one car share vehicle has the ability to reduce the number of cars on our roads by approximately 10 cars – resulting in:
 - Reduced traffic and parking congestion on our roads.
 - Fewer cars on the road also resulting in reduced greenhouse gas emissions. (The average Victorian car generates over 2.5t of greenhouse gas per year)
- Increased opportunity for patronage to an area bringing more activity and commerce.

3. SCOPE

This policy applies to the provision of Car Share facilities within public land within the City of Greater Dandenong. It is aimed at enabling consistent and mutually beneficial agreements between Council and Car Share providers.

4. DEFINITIONS

Car share pod: the dedicated parking space that the car share vehicle is allocated the exclusive use of.

Car share provider: company that runs the car share service.

Car share service: a car rental arrangement that allows for users to rent a car by the hour or day via online, app and/or phone booking. These cars are available from car share pods and must be returned to the same pod at the end of the hire.

5. POLICY

Application

The provision of car share pods on public land within City of Greater Dandenong is subject to approval by the City of Greater Dandenong Council.

Car share pods are to be leased for a minimum period of two years by the car share provider, with the option to renew the lease for a period of one or two years thereafter.

The City of Greater Dandenong will work with car share providers to notify nearby property occupiers prior to the provision of a car share pod in accordance with Council's consultation approach to any municipal parking changes. This notification will provide an opportunity for stakeholders to provide feedback on the provision of a car share pod. All feedback will be considered by Council in the assessment of a car share pod.

Council's Parking Review Committee will determine the area to be covered, being the area within which there may be legitimate concerns or objections to the proposal.

Considerations

The following considerations must be taken into account for the placement of car share pods:

- Car share pods are to be provided in areas maximising opportunity to end users including but not limited to; high pedestrian and vehicular traffic areas and activity generators such as employment centres, activity centres and community centres.
- Consideration must be given to the convenience of end users such that their proximity to a car share pod is no more than a 500 metre radius and/or no longer than a 10 minute walk from another car share pod or a train station or bus stop.
- Consideration must be given to the personal safety of end users with areas of high surveillance and lighting preferable.
- Placement of car share pods must not adversely impact road safety. Consideration must be given to traffic conditions of the area.
- Placement of car share pods must not adversely impact residential and commercial parking amenity.

Council will consider other locations where there is a demonstrated demand for car sharing facilities.

Requirements

Car share providers must provide;

- Details for the proposed locations for car share pods and justification for their implementation. Justification must address considerations listed above.
- Report outlining the business model for their car sharing service.
- Confirmation of appropriate public liability insurance.

Car share pods are to be leased for a minimum period of two year by the car share provider. Car share providers will have the option to renew the lease for a period of one or two years subject to Council discretion.

Cancellation

Should it be required to suspend or relocate a car share pod, Council will work with the relevant providers(s) to find a suitable alternative location.

Council may cancel the car share pod lease with six months written notice outlining the reasons for the cancellation. The car share provider will not be entitled to any compensation or damages of any kind from Council.

Council will always seek to work with car share providers to find a suitable alternative or resolve any issues before cancelling a car share pod lease.

Financial Costs

To encourage the use of sustainable transport options, City of Greater Dandenong will not charge a fee for the leasing of a publicly available parking space for the use of a car share pod.

Council will absorb costs associated with lost revenue from parking spaces as well as the conversion and re-purposing costs of a parking bay including regulatory signs and line marking.

Council will maintain the car share pod as per the maintenance schedule in accordance with Council's Road Management Plan 2017-2021.

Council will enforce applicable parking restrictions as part of Councils normal parking management operations.

Where a car share provider wishes to provide additional signage, advertisements, road markings this cost is borne by the car share provider, including on-going costs such as maintenance. Noting that this may require agreement with Council and/or a planning permit.

Performance Reporting

Car share providers are required to report performance figures to City of Greater Dandenong on a biannual basis.

The data collected will assist Council in assessing the use and demand for car share services within the municipality and inform future decisions regarding car sharing services.

Data that could allow for the identification of specific users of car share services will not be requested.

6. RESPONSE TO 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 review of this Policy has demonstrated Councils commitment to ensuring:

- (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 economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- (d) innovation and continuous improvement is to be pursued;
- (e) collaboration with other Councils and Governments and statutory bodies is to be sought;
- (f) the ongoing financial viability of the Council is to be ensured;
- (g) the transparency of Council decisions, actions and information is to be ensured.

This is achieved through:

- the Policy is clear and focussed on matters managed by Council (on street parking management)
- the Policy clearly meets objectives of several Council Strategies, including Councils Sustainability Strategy
- the Policy considers economic, social and environmental sustainability and is anticipated to achieve its goals with minimal financial impact to Council

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

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. The preparation of this report proposes the extension of a policy which has not impacted any of the rights set within the Charter.

8. RESPONSE TO THE GENDER EQUALITY ACT 2020

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

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

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

9. 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 relates to a policy which is targeted at achieving Sustainable Transport outcomes for the City of Greater Dandenong and is anticipated to increase community resilience and reduce emissions through:

- Increased travel choice, particularly for those that cannot afford a car
- Reduced need to own a second car
- Reduced congestion
- Reduced emissions

Consideration was given to additional incentives to increase provision of Car Share services through this policy. This is not recommended as providing good value at this time as organic growth is anticipated at an appropriate rate and further incentives would provide limited benefit.

10. RESPONSIBILITIES

Decisions regarding management / allocation of on street parking spaces are made by Councils Transport and Civil Development Unit within the Business, Engineering and Major Projects Directorate. Application of the policy will be undertaken by this Unit as part of this process.

11. REPORTING, MONITORING AND REVIEW

Effectiveness of the policy will be undertaken through review of collected data and usage detailed in the Performance Reporting component of the policy.

Review at the end of this policy duration is anticipated to consider whether Council should:

- Limit / control expansion of car share services to protect other uses;
- Generate income from providing land for car share services; or
- Further incentivise provision of car share services.

12. REFERENCES AND RELATED DOCUMENTS

Legislation

Local Government Act 2020
Road Management Act 2004
Road Management (General) Regulations 2016

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

Greater Dandenong Integrated Transport Plan 2017-22
Greater Dandenong Municipal Parking Strategy 2017-2027
Greater Dandenong Sustainability Strategy 2016-2030



Public Electric Vehicle Charging Infrastructure Policy

Policy Endorsement:	Endorsement required by Council		
Policy Superseded by this Policy:	Not Applicable		
Directorate:	Business, Engineering and Major Projects		
Responsible Officer:	Manager, Transport and Civil Development		
Policy Type:	Discretionary		
File Number:	A5912585	Version No:	2
1 st Adopted by Council	25 November 2019 Minute No. 1276	Last Adopted by Council:	26 April 2022 Minute No. 448
Review Period:	3 years	Next Review:	April 2025

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1. POLICY PURPOSE

The Vision of the Greater Dandenong Sustainability Strategy is that the City of Greater Dandenong is one of the most sustainable cities in Australia by 2030.

This Public Electric Vehicle Charging Policy highlights a Council commitment to encourage the use of sustainable transport options.

The purpose of this policy is to create a framework to facilitate the provision and use of electric vehicle charging facilities on public land for residents, businesses and visitors to City of Greater Dandenong.

This policy provides guidance for the provision of electric vehicle charging facilities within public land within the City of Greater Dandenong. It is aimed at enabling consistent and mutually beneficial agreements between Council and Electric Vehicle Charging Facility providers.

2. BACKGROUND

Electric vehicles are anticipated to make up 22% to 64% of new vehicles sold in Australia by 2030. Current new electric vehicle price trends anticipate that electric vehicle prices will reach parity with petrol vehicles by 2025 and be 15% cheaper by 2030. As such it is important to be able to provide the required electric vehicle charging infrastructure to support the growth in electric vehicles both to encourage early adoption and to be ready for the market shift.

By providing or facilitating the provision of electric vehicle charging facilities in public spaces, City of Greater Dandenong will be ready to support this change in vehicle mix and ensure that the municipality remains a sustainable and attractive place to live and visit.

Electric vehicles produce no emissions to run and as electricity generation continues to move to cleaner technologies will have a reduced environmental impact when charging. Even with existing power generation emissions from charging electric vehicles generate less emissions than petrol vehicles.

Additionally as electric vehicles do not produce emissions and generate less noise, in areas they replace petrol vehicles it will result in better air quality and reduced noise pollution.

Electric vehicles and public charging facilities provide the following benefits:

- Electric vehicle charging costs are less than half the average fuel of petrol vehicles
- Public charging facilities provide convenient topping up location for keeping electric vehicles charged improving confidence and convenience for users
- Public charging facilities make locations more appealing to electric vehicle users which can benefit businesses
- Less emissions
- Improved air quality
- Reduced noise

3. SCOPE

This policy provides guidance to the provision of electric vehicle charging facilities within public land within the City of Greater Dandenong. It is aimed at enabling consistent and mutually beneficial agreements between Council and Electric Vehicle Charging Facility providers.

It does not consider the provision of electric vehicle charging facilities on private land or the promotion of electric vehicle use (including within Council's vehicle fleet).

4. POLICY

Application

The provision of electric vehicle charging facilities on public land within City of Greater Dandenong is subject to approval by the City of Greater Dandenong Council.

Electric vehicle charging facilities will be installed based on agreements reached between suppliers and Council. These agreements will address all aspects from installation to operation of charging facilities.

City of Greater Dandenong will work with charging facility suppliers to notify nearby property occupiers prior to the installation of charging facilities. This notification will invite opportunity for stakeholders to provide feedback. All feedback will be considered by Council before the installation of a charging facility.

Council's Parking Review Committee will also review the application.

Considerations

The following considerations must be taken into account before the installation of an electric vehicle charging facility:

- Charging facilities are to be provided in areas maximising opportunity to end users including but not limited to;
 - high pedestrian and vehicular traffic areas,
 - activity generators such as employment centres, activity centres and community centres.
- Consideration must be given to the personal safety of end users with areas of high surveillance and lighting preferable.
- Placement of charging facilities must not adversely impact road safety. Consideration must be given to traffic conditions of the area.
- Placement of electric vehicle charging facilities must not adversely impact residential and commercial parking amenity.
- Council will consider other locations where there is a demonstrated demand for electric vehicle charging.

Requirements

Electric vehicle charging facility suppliers must provide;

- Details of the proposed electric vehicle charging facility specifications. These must be in accordance with current Australian and industry standards.
- Details for the proposed location. This must address the considerations above.
- Confirmation that electricity supply is available and the anticipated impacts on this supply.
- Report outlining business model for the charging service.
- Confirmation of appropriate liability insurance.

It is desirable that electric vehicle charging facilities are compatible with existing and future parking restrictions. This requires considering the charging speed of the charging facilities.

Council will negotiate with electric vehicle charging facilities suppliers to come to an agreement that will meet Council and supplier requirements, including provisions for removal and/or relocation before installation occurs.

Financial Costs

To encourage the use of sustainable transport options, City of Greater Dandenong will absorb costs associated with conversion and re-purposing costs of allocating parking bays for exclusive use of electric vehicles, including any potential lost revenue from parking, regulatory signs and line marking.

Where costs are minimal, Council will give consideration to waiving the cost of power for these facilities.

Council will maintain the parking spaces as per the maintenance schedule in accordance with Council's current Road Management Plan.

Council will enforce applicable parking restrictions as part of Council's normal parking management operations.

The installation, maintenance and operation of a charging facility will be the responsibility of the charging facility supplier unless otherwise agreed with Council.

Where an electric charging facility supplier wishes to provide additional signage, advertisements or road markings this cost is to be borne by the charging facility supplier, including on-going costs such as maintenance. Noting that this may require agreement with Council and/or a planning permit.

Any electric vehicle charging facilities proposed to be installed and owned by Council will need to be funded by a capital works program and comply with Council's procurement policies.

Performance Reporting

Electric vehicle charging facilities suppliers are required to report performance figures to City of Greater Dandenong on a biannual basis.

5. RESPONSE TO 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 review of this Policy has demonstrated Council's commitment to ensuring:

- (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 economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- (d) innovation and continuous improvement is to be pursued;
- (e) collaboration with other Councils and Governments and statutory bodies is to be sought;
- (f) the ongoing financial viability of the Council is to be ensured;
- (g) the transparency of Council decisions, actions and information is to be ensured.

This is achieved through:

- the Policy is clear and focussed on matters managed by Council (on street parking management)
- the Policy clearly meets objectives of several Council Strategies, including Council's Sustainability Strategy

- the Policy considers economic, social and environmental sustainability and is anticipated to achieve its goals with minimal financial impact to Council

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

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. The preparation of this report proposes the extension of a policy which has not impacted any of the rights set within the Charter.

7. RESPONSE TO 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. The location of these services within highly visible and accessible locations addresses concerns raised by women associated with community safety. DDA access to parking spaces affects all parking spaces and is addressed by Council's Municipal Parking Strategy.

The content/topic/issue (of this report) is purely administrative in nature and does not benefit any one 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 relates to a policy which is targeted at achieving Sustainable Transport outcomes for the City of Greater Dandenong and is anticipated to reduce emissions.

Consideration was given to additional incentives to increase provision of Electric Vehicle Charging services through this policy. Additional provision of Electric Vehicle Charging facilities escalated through provision of Council funding through its own budget process will be considered in future budgets within this policy duration – noting that the biggest benefit in terms of facilitating increased uptake and ownership is anticipated in around the 2024-2027 period.

9. RESPONSIBILITIES

Decisions regarding management / allocation of on street parking spaces are made by Councils Transport and Civil Development Unit within the Business, Engineering and Major Projects Directorate. Application of the policy will be undertaken by this Unit as part of this process.

10. REPORTING, MONITORING AND REVIEW

Effectiveness of the policy will be undertaken through review of collected data and usage detailed in the Performance Reporting component of the policy.

Review at the end of this policy duration is anticipated to consider whether Council should:

- Limit / control expansion of on street electric vehicle charging services to protect other uses (such as non-exclusive signage);
- Generate income from providing land for electric vehicle charging; or
- Further incentivise provision of electric vehicle charging facilities.

11. REFERENCES AND RELATED DOCUMENTS

Legislation

Local Government Act 2020
Road Management Act 2004
Road Management (General) Regulations 2016

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

Greater Dandenong Integrated Transport Plan 2017-22
Greater Dandenong Municipal Parking Strategy 2017-2027
Greater Dandenong Sustainability Strategy 2016-2030
Community Plan
Climate Change Action Plan
Road Management Plan



4.2 OTHER

4.2.1 Recommended Appointments for Membership of Disability Advisory Committee

Responsible Officer:	Executive Director Community Strengthening
Attachments:	1. Recommended Appointments for Membership of Disability Advisory Committee [4.2.1.1 - 2 pages]

Officer Recommendation

That Council:

1. **APPOINTS the 12 applicants (per Attachment 1) as independent members of the Disability Advisory Committee for a two (2) year term from 20 April 2026 to 19 April 2028; and**
2. **NOTES that the Mayor of the City of Greater Dandenong will write to the proposed 12 applicants to confirm their appointment to the Disability Advisory Committee for a two (2) year term from 20 April 2026 to 19 April 2028.**

Executive Summary

1. This report outlines the process undertaken to appoint new members to the Disability Advisory Committee for the 2026-2028 term and seeks endorsement of the 12 recommended applicants as listed in Attachment 1.

Background

2. The Disability Advisory Committee has been established to provide advice to the City of Greater Dandenong Council in relation to access, inclusion and services in the community and on the development or implementation of the Disability Action Plan.
3. The Disability Advisory Committee supports the Greater Dandenong Council Plan 2025–29 and the goals of the Community Engagement Policy and Framework. It reflects Council's commitment to meaningful community engagement by leveraging local knowledge, expertise, and stakeholder input to inform decision-making.

Key Issues and Discussion

4. An Expression of Interest (EOI) process to recruit members for the Disability Advisory Committee was conducted from 16 December 2025 until 28 February 2026. The EOI was promoted through multiple channels including Council's website, social media platforms, e-News, local community groups, and targeted engagement via professional disability networks.
5. The selection process was undertaken in accordance with the Committee's Terms of Reference. A total of 12 applications were received and assessed against the selection criteria.
6. A selection panel was convened to assess the applicants and make a recommendation to Council for consideration and endorsement.
7. The 12 applicants listed in Attachment 1 represents a widespread knowledge and strategic experience across the disability sector.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

8. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

9. There are no financial implications associated with this report.

Asset Implications

10. This item does not affect any existing assets.

Legal/Risk Implications

11. Identify if there are any legal or risk implications.

Environmental Implications

12. There are no environmental implications relevant to this report.

Gender Impact Assessment

13. The Disability Advisory Committee is open to all genders, ages, and backgrounds. The EOI process provided equal opportunity to all genders to apply by promoting the opportunity to a variety of networks across Greater Dandenong. Promotional materials were presented in clear, gender inclusive language that is accessible for all. The recruitment process aimed to be representative of the Greater Dandenong community.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

14. This report is consistent with the following principles in the Community Vision 2040:

- Education, training, entrepreneurship and employment opportunities.
- Embrace diversity and multiculturalism.
- Mind, body and spirit.

15. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- A socially connected, safe and healthy city.

Legislative and Policy Obligations

16. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

- The Overarching Governance Principles of the *Local Government Act 2020*.
- *Victorian Charter of Human Rights and Responsibilities 2006*.
- Related Council Policies, Strategies or Frameworks.



Recommended Appointments for Membership of Disability Advisory Committee

<p>Catherine Rampant</p> <p>Catherine is a Greater Dandenong resident and been actively involved in the local community through service providers focused on health and disability. Catherine has previously been a member of the Disability Advisory Committee.</p>
<p>Chris Ferdinands</p> <p>Chris works for a disability service provider that has connections to the Greater Dandenong area and is involved in various community groups.</p>
<p>Frank Cutuli</p> <p>Frank has strong connections to the Greater Dandenong community and community venues, particularly Noble Park Community Centre. Additionally, he is involved in a number of organisations that support people with a disability. Frank has previously been a member of the Disability Advisory Committee.</p>
<p>Imran Maniar</p> <p>Imran is a Greater Dandenong resident who also works as an allied health professional. Imran has previously been a member of the Disability Advisory Committee.</p>
<p>Jean Silk</p> <p>Jean is a Greater Dandenong resident and is heavily involved in carer activities in the local area.</p>
<p>Lisa Ashton</p> <p>Lisa works for a local service provider with her role focusing on family violence and disability. Lisa has previously been a member of the Disability Advisory Committee.</p>
<p>Michael Florenti</p> <p>Michael is a Greater Dandenong resident and has connections to local disability groups and networks.</p>
<p>Nicole Stribbles</p> <p>Nicole works for a local disability organisation supporting people to engage with employment and build skills.</p>
<p>Norma Seip</p> <p>Norma is heavily involved in the Greater Dandenong community, serving on a variety of local, regional and statewide committees and advisory groups. Norma has previously been a member of the Disability Advisory Committee.</p>
<p>Pradeep Hewavitharana</p> <p>Pradeep is a Greater Dandenong resident who is involved in a variety of local and statewide networks focusing on disability and community participation. Pradeep has previously been a member of the Disability Advisory Committee.</p>



Recommended Appointments for Membership of Disability Advisory Committee

Sharon Harris

Sharon is a Greater Dandenong resident and has been heavily involved in the local area through various committees and networks focusing on access. She is also a previous Councillor at the City of Greater Dandenong. Sharon has previously been a member of the Disability Advisory Committee.

Tam Nguyen

Tam is a returning member of the Disability Advisory Committee, having been a member for some years. He works for a disability service organisation and represents people with a disability transitioning to employment and independent living. He is particularly interested in supporting people from CALD communities.



4.2.2 Advisory Committee Meetings Draft Minutes

Responsible Officer:	Executive Director Community Strengthening
Attachments:	<ol style="list-style-type: none">1. Draft Minutes of Disability Advisory Committee Meeting 9 February 2026 [4.2.2.1 - 2 pages]2. Draft Minutes of Positive Ageing Advisory Committee Meeting 12 February 2026 [4.2.2.2 - 2 pages]3. Draft Minutes of Arts Advisory Board 5 March 2026 [4.2.2.3 - 3 pages]4. Draft Minutes of Cultural Heritage Advisory Committee Meeting 26 February 2026 [4.2.2.4 - 3 pages]

Officer Recommendation

That Council:

1. **NOTES the Draft Minutes of the meeting for Disability Advisory Committee held on 9 February 2026 (per Attachment 1);**
2. **NOTES the Draft Minutes of the meeting for Positive Ageing Advisory Committee held on 12 February 2026 (per Attachment 2);**
3. **NOTES the Draft Minutes of the meeting for Cultural Heritage Advisory Committee held on 26 February 2026 (per Attachment 3); and**
4. **NOTES the Draft Minutes of the meeting for Arts Advisory Board held on 5 March 2026 (per Attachment 4).**

Executive Summary

1. 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. This report recommends that the Draft Minutes of the following Advisory Committee meetings be noted by Council:
 - a. Draft Minutes of the meeting for Disability Advisory Committee held on 9 February 2026 (per Attachment 1);
 - b. Draft Minutes of the meeting for Positive Ageing Advisory Committee held on 12 February 2026 (per Attachment 2);
 - c. Draft Minutes of the meeting for Cultural Heritage Advisory Committee held on 26 February 2026 (per Attachment 3); and
 - d. Draft Minutes of the meeting for Arts Advisory Board held on 5 March 2026 (per Attachment 4).



Background

3. 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 Meeting to elect the Mayor and Deputy Mayor and is available via Council's website.
4. The resolution of Council made on 23 April 2018 provides for Minutes of meetings held by Advisory Committees or Reference Groups to be submitted to Council for information purposes and for noting. To ensure they are provided to Council in a timely manner, Minutes of these Advisory Committees or Reference Groups are submitted to Council typically in a draft form (in that they have not yet been adopted by the relevant Committee). If significant material changes occur when they are adopted by the Advisory Committee or Reference Group, then those particular Minutes would then be resubmitted to Council for noting.
5. As such, Draft Minutes are provided as attachments to this report.
6. There are no financial implications associated with the development and submission of this report.

Links to Community Vision and Council Plan

7. This report is consistent with the following principles in the Community Vision 2040:
 - Education, training, entrepreneurship and employment opportunities.
 - Embrace diversity and multiculturalism.
 - Mind, body and spirit.
 - Art and culture.
8. This report is consistent with the following strategic objectives from the Council Plan 2025-29:
 - 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 places.
 - A city that supports business, entrepreneurship, quality education and employment outcomes.

Legislative and Policy Obligations

9. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:
 - The Overarching Governance Principles of the *Local Government Act 2020*.
 - The *Gender Equality Act 2020*.
 - *Victorian Charter of Human Rights and Responsibilities 2006*.
 - Related Council Policies, Strategies or Frameworks.



Disability Advisory Committee Meeting Minutes

Date	Monday 9 February 2026		
Time	4pm–5.30pm		
Venue	Dandenong Civic Centre - 225 Lonsdale St, Dandenong Meeting Room 2NE/NW and Microsoft Teams		
Chair	Frank Cutuli		
Attendees	Sharon Harris, Pradeep Hewavitharana, Catherine Rampant, Deborah Lee, Imran Maniar, Cr Melinda Yim (City of Greater Dandenong [CGD]), Coordinator Community Access (CGD), Disability Planning Officer (CGD)		
Apologies	Manager Community Care (CGD), Norma Seip, Lisa Ashton		
Minutes	Business Support Officer (CGD)		
	ITEM	ACTION	ACTION BY
1.	<p>Welcome - Acknowledgement of Country <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>		
2.	<p>Welcome and Introductions – New Manager Community Care Due to the manager’s apology, the introduction of the new Manager Community Care will be deferred to the next meeting.</p>		
3.	<p>Business arising from previous minutes Palm Plaza Accessibility Hazards The Disability Planning Officer advised that once draft designs are available, consultation with the DAC will be arranged to ensure community input is considered in improving accessibility within the area.</p> <p>Snap Send Solve Members were reminded that <i>Snap Send Solve</i> is the easiest and most effective way to report local issues—such as potholes, dumped rubbish, accessibility hazards, or damaged infrastructure. This allows issues to be sent directly to the responsible authority through a quick photo and location-based report, ensuring they reach the correct council or service provider for timely action.</p>	Provide further updates.	Disability Planning Officer
4.	<p>Update on Disability Action Plan (DAP) The Coordinator Community Access provided an update on some of the planned consultation methods for the DAP:</p> <ul style="list-style-type: none"> • A survey on Council’s website, supported by printed copies for distribution • Face-to-face engagement at locations such as the Dandenong Market, libraries, Oasis, and Noble Park Aquatic Centre • Engagement with neighbourhood houses and other groups where high community participation is expected <p>The Committee suggested that Customer Service could help promote</p>	<p>Provide further updates on the DAP.</p> <p>Committee members to provide suggestions for businesses and organisations to consult with.</p>	Coordinator Community Access



	participation by asking visitors if they would like to complete the survey.		
5.	<p>Presentation of Certificate of Appreciation</p> <p>Cr Yim assisted in presenting recognition letters to Committee members in acknowledgment of their service over the four-year term. The letters expressed appreciation for members lived experience, contributions, and ongoing commitment to improving accessibility and inclusion in the City of Greater Dandenong. Members' insights were acknowledged as instrumental in shaping policy, identifying barriers, and strengthening outcomes for people with disability. They were also encouraged to remain connected and continue contributing to disability matters within the community.</p>		
6.	<p>Expression of Interest</p> <p>Committee members were reminded and encouraged to reapply for the next term of the Disability Advisory Committee. Expressions of interest are now open until 5pm, Friday 27 February and can be submitted via Council's website.</p> <p>An interview process will be undertaken as part of the assessment of nominations, with shortlisted applicants invited to participate before final recommendations are made to Council.</p>		
7.	<p>Disability matters/issues identified by the community</p> <p>The Committee discussed ongoing challenges with taxis and rideshare services refusing passengers with assistance dogs. Members shared recent incidents and noted that complaints are currently being made individually. Concerns were raised about limited enforcement following industry deregulation and the absence of formal driver training.</p> <p>Unlawful refusal of access to transport and venues was acknowledged as a common problem, often linked to poor understanding of assistance-animal rights. The Committee agreed to develop information and an article for Council's News magazine to support community education.</p> <p>Members noted that this issue is not unique to Greater Dandenong and is regularly raised through the Disability Planners Network, a statewide network convened by the Municipal Association of Victoria where local government disability planners meet to share issues, collaborate, and advocate for improved access and inclusion across councils. The State Disability Action Plan and the national strategy also identified assistance-dog discrimination as an ongoing concern. The Committee highlighted that vulnerable community members, particularly those unable to advocate for themselves, are often left stranded when refusals occur.</p>	Develop an article for inclusion in Council's News magazine on Assistance Animals.	Disability Planning Officer
8.	<p>General Business</p> <p>No items raised.</p>		
Meeting Closed at 4.55pm			



Positive Ageing Advisory Committee Minutes

Date	Thursday 12 February		
Time	1.30pm-3pm		
Venue	Springvale Community Hub – Community Room 1 and Microsoft Teams		
Chair	Jeanette Keane		
Attendees	Manager Community Care (City of Greater Dandenong [CGD]), Coordinator Community Access (CGD), Positive Ageing Team Leader (CGD), Lauris Attard, Carol Drummond, Christine Green, Julie Klok, Erica Moulang, Mark Osborn		
Apologies	Vinh Luong		
Minutes	Positive Ageing Engagement Officer (CGD)		
	AGENDA ITEM	ACTION	ACTION BY
1.	<p>Welcome - Acknowledgement of Country <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>		
2.	<p>Business arising from previous minutes Question about CGD contribution to Monash Volunteers Transport program – advised that this service is no longer active.</p> <p>December 2025 minutes were accepted – moved Erica Moulang and seconded Julie Klok.</p>		
3.	<p>Introductions – Manager and Members The new Manager of Community Care introduced herself with a short summary of her prior work. All members of the PAAC provided brief introductions.</p>		
4.	<p>Update Aged Care Reforms (standing item) The implementation of the aged care reform continues with clients and providers transitioning through the changes. Discussions noted that:</p> <ul style="list-style-type: none"> • The implementation of the new Act is causing some Support at Home recipients to adjust or reduce their services while others are accessing additional services that were previously unavailable • There continues to be significant waiting periods for assessments, reassessments and services in many areas • A senate inquiry into the Commonwealth Home Support Programme transition to Support at Home has commenced 	Provide input into advocacy opportunities.	PAAC Members



5.	<p>Review of Positive Ageing Strategy Coordinator Community Access summarised the actions addressed in the current strategy and outlined expected process and timeline for strategy writing and community consultation.</p>	Send a copy of Positive Ageing Strategy Review to PAAC Members.	Coordinator Community Access
6.	<p>Other Business The committee discussed the desire to have a presenter from Council or Department of Health and Ageing for community education about navigating myAgedCare.</p>	Identify options for presentations.	Positive Ageing Team Leader
7.	<p>2026 Meeting Dates:</p> <ul style="list-style-type: none"> • 9 April • 11 June • 13 August • 8 October • 10 December <p>Next meeting will be held on Thursday 9 April.</p>		
Meeting Closed at 2.56pm			

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Arts Advisory Board Meeting Minutes			
Date	Thursday 5 March, 2026		
Time	6pm–8pm		
Venue	Keysborough Community Hub		
Chair	Leng Te		
Attendees	Leng Te (LT), Roh Singh (RS), Mish Eisen (ME), Emily Siddons (ES), Sam Kariotis (SK), Councillor Isabella Do (ID) City of Greater Dandenong (CGD), Manager Creative and Engaged City (CGD), Acting Team Leader Programming and Cultural Development (CGD), Public Art Projects Lead (CGD)		
Apologies	Councillor Isabella Do; Coordinator Experiences and Partnerships (CGD)		
Minutes	Public Art Project Lead (CGD)		
Item No	Item	Action by	Time
1.	Welcome - Acknowledgement of Country <i>"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 pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples, and their Elders present here today, in acknowledging their journey."</i>	Chair	1
2.	Tour at Keysborough Community Hub Delivered a tour showcasing the new Hub and its public artworks.	Chair	20
3.	Conflicts of Interest: No	Chair	2
4.	Apologies: Councillor Isabella Do; Coordinator Experiences and Partnerships (CGD)	Chair	1
5.	Review of Minutes Moved: ES Second: ME	Chair	2
6.	Update on the new Arts Strategy EOIs have been received and are currently being assessed for the development of a city-wide, service-based Creative and Cultural Strategy that will integrate and replace the existing Libraries Strategy and the Arts, Culture and Heritage Strategy.	All	10
7.	Pathway development <ul style="list-style-type: none"> Creative Access Program: Building on the success of long-term relationships with community performance groups like Sangham and Fusion Theatre, the Creative Access Program seeks to empower local artists and organisations to develop high-quality events, programs and performances. 	All	25



	<p>It aims to support work that demonstrates excellence, enriches our programming, and benefits from strategic alignment with the Creative and Engaged City team. EOI is now open until March 23.</p> <ul style="list-style-type: none"> • Artist in Residency for Encore: Our <i>Artist in Residence (AiR): Creative Space – Morning Melodies</i> program is one of the ways the team is addressing a gap in the market and responding to community interest in culturally connected storytelling through music. Following a pilot Expression of Interest (EOI) process, the team received four strong applications. The selected artist is Giovanni Adams, who proposed a program paying tribute to Motown’s cultural legacy through storytelling and music. The concept blends personal memory with historical context and influence, positioning music as the emotional soundtrack to lived experience. The program is particularly well suited to our daytime Encore audience. 		
8.	<p>Service Update and Discussion</p> <ul style="list-style-type: none"> • Upcoming programs: the program brochure has been shared with members. • <i>The Maze</i> exhibition includes workshops with local artists and Dandenong High School. It features two exhibitions—one contemporary exhibition at Walker Street Gallery and one museum collection exhibition at Heritage Hill Museum. • <i>9 by 5</i> artworks are coming in strongly: 57 artists entered, 225 artworks submitted, and 33 interstate artists participating. The opening event will be held on 21 March. • Creative Studio Hub is progressing well. • Technical discussion for DNA: recent updates to the floor plan and design were shared, and the Board provided suggestions regarding the loading door size and the service lift weight limit. 	All	25
9.	<p>Working Group Chair Reports</p> <ul style="list-style-type: none"> • Call-out close date has been extended. • Public art updates: <ul style="list-style-type: none"> ○ Local Government Public Art Network reached 46 members across LGAs. ○ Drum Theatre Hoarding: Artwork will reflect the diverse performing arts presented at the Drum from past to present. ○ Drum Façade Public Artwork: Scheduled for completion this year. <i>Journey Lines</i> mural and light sculpture are designed by artists Murrup Biik (Chris Joy & Kim Wandin). ○ Partnership activities with RMIT Future Play Lab and Swinburne University of Technology are progressing as planned. ○ Muderra Way public art celebration is scheduled for Friday 17 April. ○ Council has received National Science Week funding to support the winter exhibition’s public art installation and associated programs. 	Chair	15
10.	<p>Sector Updates</p>	All	10



<p>11.</p>	<p>Other Business</p> <ul style="list-style-type: none"> • Confirmation of 2026 AAB meeting dates <p>Members agree with the upcoming meeting dates:</p> <ul style="list-style-type: none"> • Thursday 14 May • Thursday 20 August • Thursday 19 November 	<p>All</p>	<p>5</p>
<p>12.</p>	<p>Next Meeting: Time: 14 May 2026 Location: TBC</p>	<p>All</p>	<p>1</p>

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Cultural Heritage Advisory Committee Meeting Minutes

Date	Thursday 26 February 2026		
Time	5.30-7.30pm		
Venue	Springvale Community Hub – 5 Hillcrest Grove, Springvale Community Room 6		
Chair	Christine Keys (CK) - President Dandenong & District Historical Society, President Springvale & District Historical Society Grissel Walmaggia		
Attendees	Chris Keys (CK), Robyn Robie (RR), Cr Rhonda Garad (CGD), Elise Jordan (EJ), Grissel Walmaggia (GW), Jayani De Silva (JDS), Yin Cheng Jin (YCJ), Cr Rhonda Garad (CGD), Manager Creative and Engaged City (CGD), Coordinator Experiences and Partnerships (CGD), Cultural Heritage Program Lead (CGD), Community Engagement Lead (CGD)		
Apologies			
Minutes	Coordinator Experiences and Partnerships (CGD), Cultural Heritage Program Lead (CGD)		
	ITEM	ACTION	ACTION BY
1.	<p>Welcome - Acknowledgement of Country <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>		
2.	<p>Conflicts of Interest The Committee declared no conflicts of interest.</p>		
3.	<p>Previous Meeting Minutes</p> <ul style="list-style-type: none"> Clarification requested re: Terms of Reference (ToR) and chairperson requirements. ToR to be re-circulated to committee for review. <p>Minutes endorsed.</p> <ul style="list-style-type: none"> Moved: Chris Keys Seconded: Robyn Robie 	Circulate updated ToR and link to the Heritage Hill Interpretation Plan.	Council Officer
4.	<p>Community Engagement Framework</p> <ul style="list-style-type: none"> Presentation by Israel Adeseko (Community Engagement Lead). Discussion on how CHAC can contribute to consultation processes. The Committee is open to being consulted on relevant Council projects. 	Circulate link to the Community Engagement Policy and "Have your Say" page.	Council Officer
5.	<p>Committee Objective and Membership</p> <ul style="list-style-type: none"> Chairperson Nomination: <ul style="list-style-type: none"> Nominee: Grissel Walmaggia Seconded: Cr. Garad Outcome: Approved unanimously. Acknowledgement of Chris Keys' contribution as Chairperson and recent Living Treasure award. Induction documents were received and noted. 		



	<ul style="list-style-type: none"> Roundtable introductions were conducted. 		
6.	<p>Grant Opportunities</p> <ul style="list-style-type: none"> The National Library of Australia Community Heritage Grants opening early March. Historical Societies to apply for a Significance Assessment. CHAC supports a joint Historical Societies application and will provide a Letter of Support if required. 	<p>Share grant link and confirm key dates.</p> <p>Arrange a visit/tour to the Archive and Morwell Parade for Committee members.</p>	Council Officer
7.	<p>Service Updates</p> <ul style="list-style-type: none"> The Heritage Hill Interpretation Plan presented (link to be re-circulated). <p>Upcoming Exhibitions:</p> <ul style="list-style-type: none"> <i>The Maze</i> (joint exhibition with Walker Street Gallery, March - May). Collection-focused exhibition (June–Sept). CHAC suggested community engagement to help develop exhibition content. <i>Secret Life of Gardens</i> (Sept–Dec). An update on progress toward the Creative & Cultural Strategy and review of the Civic/Cultural Heritage Collection Policy. 	<p>Re-circulate Dropbox link for the Interpretation Plan.</p> <p>Officers to engage the Committee during strategy development.</p>	Council Officer
8.	<p>Historical Society Updates</p> <p>Dandenong Historical Society (DHHS):</p> <ul style="list-style-type: none"> 519 items uploaded to Victorian Collections. Software and hardware upgrade needed (\$19K quote). Pursuing funding opportunities including Bendigo Bank community grants. New <i>Gippsland Gate</i> publication released; next issue scheduled May 2026. <p>Springvale Historical Society (SDHS):</p> <ul style="list-style-type: none"> Digitising photos; currently using InMagic but exploring transition to Victorian Collections. 		<p>Council Officer</p> <p>CK</p>
9.	<p>Other Business</p> <ul style="list-style-type: none"> Springvale cultural heritage narratives (including the South Springvale site) to be explored further. Meeting scheduled with Jan Tresize (mid-March) regarding an interpretive signage proposal. Suggestion to restructure future agendas using ToR categories. Interest expressed in establishing a stronger relationship with the Bunurong Land Council for cultural guidance. 	<p>Officers to meet with Jan Tresize and report back.</p> <p>Officers to explore attendance of Aboriginal liaison staff/Bunurong representatives at future meetings.</p>	Council Officer
10.	<p>Sector Updates</p> <ul style="list-style-type: none"> Members shared case studies and relevant sector news (heritage) 	JDS to present findings of	JDS



	overlays, community interpretation). <ul style="list-style-type: none"> Members were invited to bring short sector insights to each meeting. 	comparison between CGD and Baw Baw Council heritage overlays.	Committee Members
11.	Next Meeting Date: Thursday 28 May 2026 Time: 5.30pm-7.30pm Venue: Keysborough Community Hub		Committee Members
Meeting closed at 7.32pm			

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4.2.3 Multicultural and People Seeking Asylum Advisory Committee Draft Minutes

Responsible Officer:	Executive Director Strategy & Corporate Services
Attachments:	1. Multicultural and People Seeking Asylum Committee Meeting Draft Minutes - 10 February 2026 [4.2.3.1 - 6 pages]

Officer Recommendation

That Council NOTES the Draft Minutes of the meeting for the Multicultural and People Seeking Advisory Committee as provided in Attachment 1 to this report.

Executive Summary

1. 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. This report recommends that the Draft Minutes of the Multicultural and People Seeking Asylum Advisory Committee meeting held on 10 February 2026 as provided in Attachment 1 to this report be noted by Council.

Background

3. 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 Meeting to elect the Mayor and Deputy Mayor and is available via Council's website.
4. The resolution of Council made on 23 April 2018 provides for Minutes of meetings held by Advisory Committees or Reference Groups to be submitted to Council for information purposes and for noting. To ensure they are provided to Council in a timely manner, Minutes of these Advisory Committees or Reference Groups are submitted to Council typically in a draft form (in that they have not yet been adopted by the relevant Committee). If significant material changes occur when they are adopted by the Advisory Committee or Reference Group, then those particular Minutes would then be resubmitted to Council for noting.
5. As such, Draft Minutes are provided as Attachment 1 to this report.
6. There are no financial implications associated with the development and submission of this report.



Links to Community Vision and Council Plan

8. This report is consistent with the following principles in the Community Vision 2040:
 - Safe and peaceful community.
 - Education, training, entrepreneurship and employment opportunities.
 - Embrace diversity and multiculturalism.
9. This report is consistent with the following strategic objectives from the Council Plan 2025-29:
 - A socially connected, safe and healthy city.
 - A city that respects and celebrates diversity, our history and the arts.
 - A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

10. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:
 - The Overarching Governance Principles of the *Local Government Act 2020*.



Multicultural and People Seeking Asylum Advisory Committee Minutes			
Date	Tuesday 10 February 2026		
Time	9.30 – 11.30am		
Venue	Dandenong Civic Centre, Formal Meeting Room, 225 Lonsdale Street, Dandenong		
Chair	Kylie Reid (Chisholm Institute),		
Attendees:	<p>Marcia Hawkins (South-East Community Links [SECL]), Lauren Riddle (Life Without Barriers), Ifrin Fitlock (Sisterworks), Farisa Ibrahim (Victorian Afghan Association Network [VAAN]), Abdul Wahid Niazi (Community Member), Adwin Town (Voice of Outer South East), Diversity and Literacy Librarian (CGD), Coordinator Community Advocacy (CGD), Community Advocacy Officer (CGD).</p> <p>Guest: Dr Mario Peucker (Associate Professor and Principal Research Fellow – Victoria University), Jordan Comerford (Court Services Manager).</p>		
Apologies	<p>Chaw Po (Community Member, Jacquie McBride (Monash Health), Dhileepan Amirthalingam (Justice and Freedom for Ceylon Tamils), Vinay Lakshman (South-East Monash Legal Service), Mayor, Cr Sophie Tan (CGD), Marziah Razi (Settlement Service International [SSI]), Abbas Amiry (Refugee Resource Hub - Asylum Seeker Resource Centre [ASRC])</p>		
	AGENDA ITEM	Action	LEAD
1.	<p>Welcome - Acknowledgement of Country <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>		
2.	<p>Confirmation of Previous Minutes Minutes were passed.</p>		
3.	<p>Guest Presenter – Dr Mario Peucker, Victoria University (Anti-Racism Initiatives)</p> <p>Overview Dr Peucker provided an overview of the development, purpose and operation of the Anti-Racism Network (ARN) in the South East region. The network was modelled on earlier projects in Wyndham and Whittlesea and funded locally by Greater Dandenong City Council and Casey City Council.</p> <p>Rationale & Community Needs</p> <ul style="list-style-type: none"> • Anti-racism work is broad and overwhelming; therefore, the project focused specifically on helping people who experience racism feel safe, supported, and confident to speak out. • Research conducted with communities in Casey and Greater Dandenong identified major barriers to reporting racism, including: <ul style="list-style-type: none"> ○ fear of not being believed ○ lack of trust ○ uncertainty about where to get help 		



<ul style="list-style-type: none"> ○ negative past experiences ○ belief that “nothing will change”. • Communities indicated they wanted trusted, community-led spaces with advocacy-oriented emotional support, not just formal complaint pathways. <p>The Anti-Racism Network ARN (South East) The ARN is coordinated by four trusted local organisations:</p> <ul style="list-style-type: none"> • Centre for Multicultural Youth (CMY) • South-East Community Links (SECL) • Southern Migrant & Refugee Centre (SMRC) • Wellsprings for Women <p>These agencies received specialised training and now operate as safe contact points where individuals can speak about their experiences of racism, receive support, and explore possible next steps.</p> <p>Key Achievements</p> <ul style="list-style-type: none"> • In its first operational year, hundreds of people have disclosed racist incidents—many for the first time. • The ARN has significantly reduced the “silencing effect” by providing safe, culturally appropriate spaces. • De-identified data is being collected (with participant consent), helping to build local evidence about where and how racism occurs. <p>Importance of Local Evidence</p> <ul style="list-style-type: none"> • National data on racism exists, but local patterns (e.g., specific shopping centres, public transport locations) allow targeted responses. • This evidence enables Councils and ARN partners to: <ul style="list-style-type: none"> ○ negotiate with shopping centre management and security ○ implement bystander or cultural safety training ○ address systemic gaps rather than relying on symbolic campaigns. <p>Sustainability & Funding</p> <ul style="list-style-type: none"> • The network requires ongoing funding and is exploring local, state and federal funding pathways. • Demand for support is increasing, and racism appears to be rising across community contexts. <p>Social Cohesion & Anti-Racism</p> <ul style="list-style-type: none"> • Dr Peucker highlighted limitations of the current national framing of “social cohesion”, which can overlook inequities by focusing on harmony. • He advocated for: <ul style="list-style-type: none"> ○ a conflict-aware model acknowledging structural racism ○ community empowerment, not top-down consultation ○ recognising that true cohesion requires addressing racism openly, not avoiding discomfort. <p>Q&A Discussion</p> <ul style="list-style-type: none"> • Members discussed: <ul style="list-style-type: none"> ○ how anti-racism and social cohesion intersect ○ the need for clear pathways for community members when racism occurs 		
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	<ul style="list-style-type: none"> ○ possible future involvement of ARN lead agencies in MAPSAAC. ● Dr Peucker encouraged local organisations to build ownership of the network and suggested future presentations from the four ARN lead agencies. <p>Conclusion MAPSAAC thanked Dr Peucker for his presentation and contributions to regional anti-racism work.</p>		
<p>4.</p>	<p>Guest Presenter – Jordan Comerford (Dandenong Magistrates Court – Therapeutic Court Program)</p> <p>Overview Jordan provided an overview of therapeutic programs shifting from adversarial approaches toward rehabilitation, support, and community safety—grounded in therapeutic jurisprudence.</p> <p>Specialist Court Programs:</p> <ul style="list-style-type: none"> ● CISP – Court Integrated Services Program <ul style="list-style-type: none"> ○ Bail support for people with underlying needs linked to offending (e.g., homelessness, AOD, mental health). ○ Case management, community linkages, monthly judicial monitoring. ○ Indicative local capacity: ~3 case managers, each 15–25 participants (capacity influenced by bail policy climate). ● ARC – Assessment & Referral Court <ul style="list-style-type: none"> ○ Pre-sentence, non-adversarial round-table for people with significant mental health and/or cognitive disability. ○ Magistrate sits at the table with participant, police prosecutor, legal rep, and ARC case manager. ○ Up to 12 months; intensive case plan + monthly judicial monitoring. Voluntary; exiting returns matter to mainstream court without penalty but sentencing reverts to mainstream processes. ○ Indicative local cap ~30 across ~2 case managers (acknowledging intensity/complexity). ● Specialist Family Violence Practitioners <ul style="list-style-type: none"> ○ Applicants (AFMs/victim-survivors): immediate safety/risk assessment, safety planning, referrals (e.g., The Orange Door). Dedicated safe entrance/waiting areas at Dandenong. ○ Respondents (perpetrators): accountability-focused engagement, risk assessment, referrals to court-mandated counselling (e.g., Men’s Behaviour Change Programs – MBCP). ○ Courts consider culturally specific MBCPs (e.g., Victorian Afghan Associations Network – VAAN) where available; current default referrals include Family Life where appropriate. ● Koori Court (Adults) 		



	<ul style="list-style-type: none"> ○ For First Nations participants; Elders/Respected Persons sit with magistrate to provide cultural guidance and community accountability. ○ Emphasis on cultural safety; outcomes can be firm when warranted. ○ Partnerships include organisations such as Dardi Munwurro. Dedicated Koori Court Officer: Amanda Cox. <p>Discussion highlights</p> <ul style="list-style-type: none"> • Police & bail: Police powers and prosecutorial positions influence bail, but legislation strongly shapes magistrates' decisions; current climate affects throughput to CISP. • Engagement/compliance: Programs voluntary; magistrates may exercise flexibility on missed appointments but can exit non-engaging participants. • Housing barriers: <ul style="list-style-type: none"> ○ Courts partner with Salvation Army for quick IAP/emergency options; general housing scarcity (esp. safe/stable) undermines rehabilitation. ○ Acknowledged risks of rooming houses; strong housing link to AOD use and re-offending patterns. • Youth vs adults: Programs are primarily for adults (18+); Youth Justice supports are preferred for under-18s. 	<p>Jordan's presentation to be circulated</p>	<p>Council Advocacy Officer</p>
<p>5.</p>	<p>Information Sharing</p> <p>South- East Community Links (SECL) – Housing & “Bring Your Bills Day”</p> <p>Marcia Hawkins, Head of Housing & Homelessness (SECL) shared:</p> <ul style="list-style-type: none"> • SECL supports clients into housing pathways and case-manages transitional housing (with WAYSS). • Trends: more employed people unable to retain housing; increased family violence; pervasive mental health issues. • Oversees: <ul style="list-style-type: none"> ○ Community Connectors (stations; anti-social behaviour de-escalation; links to support; ex-prisoners commonly encountered and needing reconnection). ○ Youth Housing (16–24): private rental support; transitional housing often >12 months due to limited exits; public housing when appropriate. • Bring Your Bills Day: 24 February 2026; ~24 partners (banks/utilities). <ul style="list-style-type: none"> ○ Aim: bill relief, concessions, hardship programs. ○ Flyers and translated materials to be shared digitally/hard copy. ○ Politicians invited; coordination with local anti-poverty advocacy requested. • Youth Volunteer Placement Pathway <ul style="list-style-type: none"> ○ New 6–12-month volunteer placements for 18–30-year-olds (priority: newly arrived). 		



	<ul style="list-style-type: none"> ○ Features: business engagement, mentoring/monitoring, equitable practices, references on completion; supports entry to paid work. <p>Regional Advisory Committees (RAC) – Changes</p> <ul style="list-style-type: none"> • Victorian Multicultural Commission’s RAC’s to be disbanded in September 2026. • Proposal: establish/repurpose a South Eastern regional mechanism (Councils plus government agencies) to hear community voice and coordinate responses (employment, safety, racism). • Note: existing networks (Multicultural Community Engagement Network, Ethnic Communities Council of Victoria Southeast) could be leveraged to avoid duplication. <p>Council Update</p> <ul style="list-style-type: none"> • State Election Advocacy Pack in development; priorities: <ul style="list-style-type: none"> ○ Housing & homelessness ○ Anti-poverty ○ Refugee/People Seeking Asylum policy (via Back Your Neighbour advocacy campaign) ○ 43 councils have signed onto campaign. • Council Medium Grants Round <ul style="list-style-type: none"> ○ Open: 10 Feb 2026 → Close: 10 Mar 2026 ○ Committee encouraged to promote to community groups. ○ Details on Council website. https://www.greaterdandenong.vic.gov.au/medium-grants-program <p>Dandenong Employment Hub</p> <ul style="list-style-type: none"> • Employment Hub Lead recruitment is open. • Location: Former Bendigo Bank, beneath Council offices (high foot-traffic). • Opening: Wednesday 1 July 2026. Support officer roles to follow. <p>Chisholm Institute</p> <ul style="list-style-type: none"> • Semester commenced with over 170 classes across locations. • Evening classes (6–9pm) expanding (including Berwick) to accommodate working learners; teacher availability remains a constraint. • Discussion: eligibility for training for community members without visa status: <ul style="list-style-type: none"> ○ Skills First subsidies require eligible citizenship/visa. ○ Full-fee may be technically possible, but identity verification, work placement checks (e.g., Working with Children Check, Police Check) and work rights constraints apply. ○ Non-accredited training via community/NGO providers may be a more feasible skills pathway for undocumented cohorts. 	<p>Clarify enrolment eligibility and report back.</p>	<p>Chisholm</p>
<p>6.</p>	<p>Other Business</p> <ul style="list-style-type: none"> • Members reiterated the need to reduce consultation fatigue, build trust, and support culturally safe, survivor-centred engagement. 		



	<ul style="list-style-type: none"> Agreement to invite one or more ARN lead agencies (Centre for Multicultural Youth, SECL, Southern Migrant Resource Centre, Wellsprings for Women) to a future MAPSAAC meeting to outline community-facing processes. 	To extend invitation	Council Advocacy Officer
7.	<p>Close of Meeting 11.48am Next Meeting Tuesday 12 May 2026.</p>		

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4.2.4 Dandenong Market Pty Ltd (DMPL) - Chairperson and Director Appointment

Responsible Officer: Executive Director City Futures

Attachments: Nil

Officer Recommendation

That Council APPOINTS Ms Allison Smith as Chairperson and Non-Executive Director of Dandenong Market for a three (3) year period commencing 23 May 2026 and concluding on 22 May 2029.

Executive Summary

1. Dandenong Market Pty Ltd (DMPL) is a wholly owned subsidiary company of the Greater Dandenong City Council. Under the DMPL constitution, Council remains responsible for the appointment of Directors to the Board of DMPL.
2. The Board currently comprises of five (5) Board positions with a vacancy arising with the conclusion of the appointment of the Chair and Non-Executive Director, Ms Donna McMaster after a nine (9) year tenure on 22 May 2026.
3. This report recommends that Council approves to appoint Ms Allison Smith as Chair and Non-Executive of Dandenong Market Pty Ltd for a three (3) year period commencing 23 May 2026.

Background

4. 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, night markets and a full program of festivals and events.
5. The Market is an extremely valuable asset, not only to the City of Greater Dandenong, but also the region, and acts as an important community networking vehicle that brings together people from all different backgrounds in the one (1) location. It also remains a reliable source of fresh produce and goods at a very reasonable price.
6. Dandenong Market Pty Ltd (DMPL) consists 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)). In May 2026, Ms Donna McMaster will reach the conclusion of her term of appointment, thereby creating a vacancy.
7. DMPL appointed Galvin-Rowley Executive to conduct a search for suitable candidates. In February 2026 the position was advertised and Council received numerous applications. A field of candidates were then short listed and interviewed. The interview panel, comprised of Donna McMaster (Chair and Non-Executive Director, DMPL), Sanjay Manivasagasivam (Executive Director, City Futures, City of Greater Dandenong) and Jacqui Weatherill (Chief Executive Officer, City of Greater Dandenong) who unanimously determined that Allison Smith be appointed into the position.
8. Allison is an accomplished governance professional and senior executive with a proven track record in strategic leadership and stakeholder engagement, particularly within consumer-focused sectors. She is highly regarded for her ability to lead teams, shape organisational strategy, and drive high-impact initiatives in complex environments.



9. Allison holds the Graduate of the Australian Institute of Company Directors (GAICD) designation, which highlights her strong governance expertise and dedication to maintaining high standards of board performance. Throughout her career, she has taken on senior leadership roles in strategic communications, marketing, brand strategy, and customer experience programs, working with major public, private, and not-for-profit organisations.
10. Her reputation for building consensus, championing organisational change, and connecting with diverse stakeholders is well established. Currently, Allison is the Deputy Chair of the Ambulance Victoria Board, Chair of the Forensicare Board, and Principal of Retail Transformation. In addition, she has held senior positions at NAK Hair, Peninsula Health, and BWX.

Key Issues and Discussion

11. It is proposed the Council appoints Ms Allison Smith as Chair and Non-Executive Director of Dandenong Market Pty Ltd (DMPL) for a three (3) year period commencing 23 May 2026.
12. Under the Constitution that governs Dandenong Market Pty Ltd (DMPL), Clause 9.1 provides that the number of company directors shall not be less than two (2) nor more than five (5). It further provides that Shareholder (Council) may by resolution, appoint a person as a Director for a term up to three (3) years.
13. It also allows for a Director who has reached the end of the term of their appointment to be eligible for re-appointment, provided that their total continuous term of appointment as a Director is not more than nine (9) years. In May 2026, Ms Donna McMaster will reach her continuous term of appointment of nine (9) years therefore creating a vacancy.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

14. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

15. There are no financial implications associated with this report.

Asset Implications

16. This item does not affect any existing assets.

Legal/Risk Implications

17. There are no legal / risk implications relevant to this report.

Environmental Implications

18. There are no environmental implications relevant to this report.

Gender Impact Assessment

19. A gender impact assessment is not required.

Community Consultation

20. This position of the Chair and Non-Executive Director was widely advertised and Council received a number of quality applications for the role. Following a short-listing process, interviews were then conducted and Ms Allison Smith was selected as the preferred candidate.



Links to Community Vision, Council Plan, Strategy, Notice of Motion

21. This report is consistent with the following principles in the Community Vision 2040:

- Safe and peaceful community.
- Education, training, entrepreneurship and employment opportunities.
- Embrace diversity and multiculturalism.

22. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- 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 places.
- A green city committed to a sustainable future.
- A city that supports business, entrepreneurship, quality education and employment outcomes.
- A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

23. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda.

The applicable obligations considered and applied are: Not Applicable



4.2.5 LGBTIQ+ Action Plan 2026-2028 Draft

Responsible Officer: Executive Director Strategy & Corporate Services
Attachments: 1. Draft LGBTIQ A+ Action Plan 2026-28 [4.2.5.1 - 28 pages]

Officer Recommendation

That Council:

1. **NOTES** that the Draft LGBTIQ+ Action Plan 2026-28 (per Attachment 1) has been prepared through extensive consultation with the LGBTIQ+ Advisory Committee and subsidiary Working Group subcommittee;
2. **ENDORSES** the Draft LGBTIQ+ Action Plan 2026-28 for the purposes of public consultation commencing 21 April until 19 May; and
3. **PROVIDES** feedback on the Draft Action Plan, to be considered alongside feedback received from the community and targeted consultation.

Executive Summary

1. The Draft LGBTIQ+ Action Plan has been developed through extensive consultation and collaboration with LGBTIQ+ Advisory Committee and associated Working Group subcommittee.
2. The Plan is seeking Council endorsement for the purposes of public consultation commencing 21 April until 19 May.
3. Council feedback is requested on the Draft, to be considered alongside feedback received from the community and targeted consultation.

Background

4. A Notice of Motion was endorsed by Council on 8 July 2024 to establish an LGBTIQ+ Advisory Committee and nominated members were endorsed by Council on 9 Dec 2024 in accordance with an approved Terms of Reference (ToR).
5. The ToR provides scope for the creation of an Action Plan and/or other initiatives that will respond appropriately to the needs, challenges, and aspirations of LGBTIQ+ communities within the municipality.
6. The 13 May 2025 Minutes of the LGBTIQ+ Advisory Committee noted that a draft Action Plan was being commenced with support from Council Officers and informed through consultation with key sector stakeholders and the Pride Plan Working Group. The Working Group was formed from members of the Advisory Committee in accordance with the ToR stipulations.
7. Benchmarking was conducted with other Victorian local governments and LGBTIQ+-specific organisations to identify best-practice approaches. Council staff's Pride Working Group also contributed insights to inform the development of the Draft Action Plan.
8. Council endorsement is being sought at the 20 April Council Meeting for the Draft Action Plan to go out for public consultation. The community consultation is scheduled to commence 21 April and conclude 19 May, pending Council approval.



9. Feedback from the public consultation phase will be analysed and, where appropriate, incorporated into the final Draft Plan for Council endorsement at the 20 July Council Meeting. A launch date has been provisionally scheduled between 22 -29 July.

Key Issues and Discussion

10. Council officer support has already been committed to the facilitation of the LGBTIQA+ Advisory Committee work, and a large portion of the Action Plan deliverables can be absorbed with this dedicated officer allocation.
11. The remaining deliverables allocated to other departments across the organisation require a modest and flexible EFT reallocation over the life of the Plan to deliver the outcomes required.
12. These resource requirements can be absorbed within existing workload and departmental business plans, and no additional new EFT or funds are required to complete.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

13. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

14. There are no immediate financial implications beyond existing budget provision associated with this report. Funding in future years will be subject to annual budget approval and allocation.

Asset Implications

15. This item does not affect any existing assets.

Legal/Risk Implications

16. There are no legal implications relevant to this report. However, it should be noted there is a reputational risk if the Action Plan is not endorsed by Council given the Advisory Committee's recommendation, and involvement in its creation.

Environmental Implications

17. There are no environmental implications relevant to this report.

Gender Impact Assessment

18. A Gender Impact Assessment will be completed as part the development of this Draft Action Plan.

Community Consultation

Purpose	Support Council to gain a clear understanding of the real challenges, needs and aspirations of LGBTIQA+ community members and relevant stakeholders, ensuring the Action Plan is inclusive, relevant, and aligned with community expectations, with scope for refinement prior to finalisation.
Engagement period	21 April – 19 May
Level of Influence:	Consult



Engagement Activities:	<ul style="list-style-type: none"> • Online survey promoted through Council channels and partner networks • In-Person engagement with community and external stakeholders • Pop-up engagement stalls at libraries, festivals • Drop-in sessions for LGBTIQA+ community members and allies
Communication reach and engagement numbers:	Intended for broad reach across the community. Analysis of engagement will be completed once consultation is finalised.
Summary of feedback:	To be provided once consultation is complete.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

19. This report is consistent with the following principles in the Community Vision 2040:

- Safe and peaceful community.
- Embrace diversity and multiculturalism.
- Mind, body and spirit.

20. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- 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 places.
- A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

21. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

- The Overarching Governance Principles of the *Local Government Act 2020*.
- The *Gender Equality Act 2020*.
- *Victorian Charter of Human Rights and Responsibilities 2006*.
- Related Council Policies, Strategies or Frameworks.

Greater Dandenong City Council's LGBTIQA+ Action Plan

2026-2028



Acknowledgement of Country

Greater Dandenong City Council acknowledges and pays respects to the Bunurong people of the Kulin Nation, as the Traditional Custodians of the lands and waters in and around Greater Dandenong.

We value and recognise local Aboriginal and Torres Strait Islander Cultures, heritage, and connection to land as a proud part of a shared identity for Greater Dandenong.

Greater Dandenong City Council pays respect to Elders past and present and recognises their importance in maintaining knowledge, traditions, and Culture in our Community.

Greater Dandenong City Council also respectfully acknowledges the Bunurong Land Council Aboriginal Corporation (BLCAC) as the Registered Aboriginal Party responsible for managing the Aboriginal Cultural heritage of the land and waters where Greater Dandenong is situated.



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LGBTIQA+ Inclusion Statement

(endorsed by Council 9 December 2019)



Greater Dandenong Council is proud to support the rights and ambitions of our Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Asexual (LGBTIQA+) communities. As a diverse and vibrant municipality, we are enriched by the social, cultural and economic contributions made by LGBTIQA+ people who live in, work in and visit the City of Greater Dandenong.

As an inclusive organisation, Council is dedicated to ensuring our City is safe, respectful and welcoming for our LGBTIQA+ residents and visitors. Council recognises there are real struggles facing LGBTIQA+ communities, particularly by those who experience other forms of discrimination and marginalisation. Council is a strong advocate for inclusion and equality and is committed to building a more equitable future for our LGBTIQA+ communities. To this end, as your ally and partner, Council will:

- Challenge discriminatory and antagonistic behaviours towards LGBTIQA+ communities;
- Engage with LGBTIQA+ communities in a manner that provides genuine opportunities for:
 - a) participation in decision making;
 - b) providing input into the responsiveness of existing services;
 - c) finding solutions to current unmet needs;
 - d) developing community leaders to foster positive change;
- Collaborate with service providers and organisations to support the needs of LGBTIQA+ communities;
- Advocate to state and federal governments for appropriate supports and services to meet the needs of LGBTIQA+ communities.

What does LGBTIQA+ Mean?

LGBTIQA+ is an inclusive acronym that stands for **Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual, and the plus sign (+) acknowledges the inclusion of other diverse sexual orientations and gender identities** that are not explicitly represented by the initial letters.

Each letter represents a distinct community within the larger spectrum of sexual and gender diversity.

- **L (Lesbian):** A woman (or non-binary person) primarily attracted to women.
- **G (Gay):** A person attracted to people of the same gender.
- **B (Bisexual):** A person attracted to more than one gender.
- **T (Transgender):** An umbrella term for people whose gender identity differs from the sex they were assigned at birth.
- **I (Intersex):** People born with sex traits, anatomy, or chromosomes that do not fit typical binary definitions of male or female.
- **Q (Queer and Questioning):** "Queer" is an umbrella term for sexual/gender minorities, while "Questioning" refers to exploring one's sexual orientation or gender identity.
- **A (Asexual and Aromantic):** Asexual people experience little or no sexual attraction. Aromantic means low/no romantic attraction, and agender refers to not having a gender.
- **+ (Plus):** Acknowledges other identities like pansexual, non-binary, genderqueer, or polysexual.

Mayoral Message

I am proud to introduce the City of Greater Dandenong's inaugural LGBTIQ+ Action Plan 2026–2028, a key step toward ensuring every resident feels safe, valued, and included.

Greater Dandenong is known as Australia's most culturally diverse municipality, home to residents from more than 150 nationalities, with over 61.4% of people born overseas. Within this diverse community, an estimated 17,000 residents identify as LGBTIQ+, yet many have historically reported feeling excluded or unseen.

This Plan sets out practical actions across four priority areas:

- **Health and Wellbeing** – Improving access to inclusive health information, strengthening support for LGBTQIA+ young people, and exploring Rainbow Tick accreditation.
- **Safety and Pride** – Creating safe environments through partnerships, inclusive spaces, staff training, and visible recognition of Pride.
- **Awareness and Representation** – Enhancing visibility through inclusive communication, a dedicated LGBTQIA+ webpage, and celebrating key days of significance.
- **Intersectional Inclusion** – Ensuring multicultural, refugee, disability, and Aboriginal and Torres Strait Islander LGBTIQ+ communities are supported through culturally safe, co-designed initiatives.

This Action Plan reflects our shared commitment to fostering a community where everyone belongs. I thank the Advisory Committee, community members and partners whose voices shaped this important work.

With pride,

Councillor Sophie Tan
Mayor

LGBTIQA+ Advisory Committee Message

The LGBTIQA+ Advisory Committee has played a key role in supporting the development of Greater Dandenong's first LGBTIQA+ Action Plan, recognising the need for strengthened advocacy and a coordinated approach to advancing inclusion.

The Committee extends its sincere appreciation to Council for its commitment to working collaboratively with the LGBTIQA+ community, its recognition of the importance of meaningful advocacy, and its support for the establishment of this Action Plan.

The Committee acknowledges that this Action Plan is an important first step and is confident that future versions will continue to grow in line with the community's evolving needs.

Through collaboration, shared purpose, and ongoing dialogue, the Committee and Council have developed a plan that responds to community needs, upholds diverse voices, and establishes a strong foundation for a more inclusive and equitable Greater Dandenong.



Introduction

The Greater Dandenong LGBTIQ+ Action Plan outlines Council's commitment to creating a city where LGBTIQ+ people are safe, visible, included and able to thrive. Grounded in human rights and equity, the Plan builds on Council's earlier work to strengthen LGBTIQ+ inclusion, including actions highlighted in the 2019 progress report—such as community consultations, developing an inclusion statement, hosting LGBTIQ+ events, advocating for inclusive services and improving community understanding.

This work also informs and supports the establishment of the LGBTIQ+ Advisory Committee, commencing in 2025, which provides a formal mechanism for lived experience to guide Council's decisions and shape this Action Plan.

The Plan aligns with key statewide frameworks, including *Pride in Our Future: Victoria's LGBTIQ+ Strategy 2022–2032* and the *Rainbow Ready Roadmap*, which emphasise safety, visibility, intersectionality and strong community leadership.

Structured around four priorities—Health and Wellbeing, Safety and Pride, Awareness and Representation, and Intersectional Inclusion—the Plan provides a clear pathway for strengthening inclusion across Greater Dandenong and supporting LGBTIQ+ people to fully participate in community life.



LGBTIQA+ Action Plan Strategic Alignment



The **LGBTIQ+ Action Plan** supports Community Vision 2040 by translating Council’s high-level strategic goals into focused, practical actions that strengthen inclusion and wellbeing, guided by ongoing community engagement and accountable governance.



The **LGBTIQ+ Action Plan** strengthens Council’s strategic objectives by helping build a socially connected, safe and healthy city where diversity is valued and celebrated. It also contributes to creating vibrant, accessible places and a community grounded in respect and accountability, ensuring inclusion is embedded across the city’s long-term aspirations.



LGBTIQ+ Community Profile

Demographics



Among age 16–24,

10–18%

identify with a sexuality other than straight, and around 2% have a different gender than the one recorded at birth.

National [16+]

approx.
910,000
920,000
people identify as LGBTIQ+

Victoria [16+]

approx.
300,000
330,000
people identify as LGBTIQ+

Greater Dandenong [16+] approx.

16,000
17,000
people identify as LGBTIQ+

5–12%

of Australians are estimated to be LGBTIQ+.

Actual numbers are likely higher, especially among younger people and people from migrant and refugee backgrounds, due to under-reporting and gaps in national datasets.

Experiences of First Nations LGBTIQ+ people



First Nations LGBTIQ+ people must frequently choose between getting care that supports them as a First Nations person or as LGBTIQ+. This often means having to hide part of who they are.



In 2023,

43%

of young First Nations people reported hearing rude or hurtful comments about their First Nations identity when accessing LGBTIQ+ health services.

Older LGBTI people



Older LGBTI people are more likely to feel lonely when they have limited connection with other LGBTI people.

69%

prefer mixed-age or intergenerational activities

58%

want these activities to be LGBTI-focused.

LGBTIQ+ people who have come to Australia because they are not able to live safely in their country of origin

In 2023, LGBTIQ+ people who came to Australia for safety reported high levels of discrimination:



69%

experienced LGBTIQ+ discrimination.

85%

experienced racism or migration-related discrimination.

Discrimination was most commonly reported in:

69%

Employment



53%

Education



51%

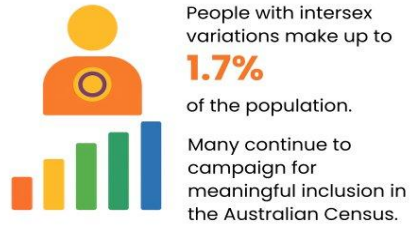
Housing



Australian Human Rights Commission. (2025). Stats & Facts: LGBTIQ+.

LGBTIQ+ Community Profile

People with intersex variations



Acceptance and inclusion

- 3/5** LGBTIQ people felt accepted at work.
- Over **1/3** felt accepted at social or community events.
- Over **1/2** felt accepted in educational settings.
- Over **2/5** felt accepted when using health or support services.

Experiencing homelessness



Living together and marriage



Mental health



In a 2023 survey of young First Nations LGBTQA+ people:

- Nearly **70%** said they experienced or had been diagnosed with depression
- 64%** had generalised anxiety
- 35%** had an eating disorder



75%

of LGB+ people have experienced a mental disorder at some point, compared with

42%

of heterosexual people

People who reported in a 2020 survey experiencing psychological distress at over four times the rate reported by the general population:

- Trans men
- Non-binary people
- People who are pansexual
- People who are asexual

Australian Human Rights Commission. (2025). Stats & Facts: LGBTIQ+.

Challenges and Opportunities Facing Council



Key Challenges

1. Discrimination and Safety Concerns

LGBTIQ+ communities continue to experience stigma, safety concerns in some public spaces, and poorer mental health linked to minority stress.

2. Intersectional Barriers

People who are LGBTIQ+ and culturally diverse, faith-based, disabled, young or newly arrived face additional obstacles accessing inclusive health and wellbeing services.

3. Need for Stronger Representation

Council aims to increase visibility and ensure diverse voices are represented through the new LGBTIQ+ Advisory Committee, with ongoing effort needed to sustain engagement.

4. Broader Social Pressures

Economic, social, political and environmental pressures impact community cohesion and increase risks of exclusion for minority groups.

5. Community Expectations for Inclusive Services

Council must ensure consistent, high-quality inclusive practice across all departments to meet expectations for equitable and welcoming services.

Opportunities Through the Action Plan

1. Increase Visibility and Celebration

Expand LGBTIQ+ events, promote Council's Inclusion Statement, partner with libraries and youth services, and co-design engagement through the Advisory Committee.

2. Strengthen Inclusive Health Partnerships

Work with local health organisations to deliver joint campaigns, workforce training, programs for at-risk groups, and inclusive education for young people.

3. Improve Staff Capability and Cultural Safety

Implement intersectional gender lens training, active bystander training, and broader capability building to ensure safe and affirming service delivery.

4. Co-Design Programs with the Advisory Committee

Use the committee to identify emerging needs, test new initiatives and strengthen accountability.

5. Build Cross-Sector Collaboration

Partner with multicultural and multifaith organisations to reduce stigma and promote social cohesion.

6. Strengthen Policy Alignment

Integrate LGBTIQ+ goals across Council plans and embed measurable inclusion outcomes into service standards.

Overall Summary

Council has strong foundations to advance LGBTIQ+ inclusion. Success will depend on co-design, partnerships, building internal capability, and continuing to promote visibility and belonging—ensuring LGBTIQ+ residents feel safe, valued and represented.

Consultation

Consultations to inform the LGBTIQ+ Action Plan 2026–28 will be held between Tuesday 21 April and Tuesday 19 May 2026, involving a diverse range of participants across all life stages, including older adults, culturally and linguistically diverse communities, people with disabilities, families, volunteers, and allies. Throughout the consultation period, measures will be implemented to ensure that LGBTIQ+ community members and allies can engage in a safe, respectful, and inclusive environment.

Phase One – Benchmarking and Internal Engagement

- Benchmarking was conducted with other Victorian local governments and LGBTIQ+-specific organisations to identify best-practice approaches.
- The LGBTIQ+ Advisory Committee Action Plan Working Group played an instrumental role in shaping the benchmarking process.
- The Council Staff Pride Working Group also contributed insights to inform the development of the draft Action Plan.

Implementation, Monitoring and Reporting

Effective implementation of the LGBTIQ A+ Action Plan relies on clear governance, coordinated action across Council, and consistent monitoring to ensure progress is measurable, transparent and aligned with community needs. The following framework outlines the approach to implementation, monitoring and reporting over the life of the Action Plan.

Implementation

Implementation of the LGBTIQ A+ Action Plan will be coordinated by the Community Advocacy team, in partnership with relevant Council departments. Each action within the plan will be assigned to a responsible business unit, with defined timelines, required resources and performance indicators. The LGBTIQ A+ Advisory Committee and the Council Staff Pride Working Group will continue to play a key role in guiding implementation, validating priorities and supporting ongoing alignment with lived experience and best practice.

Monitoring

Council will adopt a structured monitoring approach to track progress and identify areas requiring further attention. Monitoring will ensure that implementation remains adaptive, responsive and accountable to the community. Monitoring activities will include:

- Quarterly internal progress reviews conducted by responsible business units, reporting on action status, achievements, emerging risks and next steps.
- Consultation checkpoints with the LGBTIQ A+ Advisory Committee to ensure the ongoing relevance and impact of actions.
- Data collection and analysis measuring participation, community feedback, service engagement and outcomes for LGBTIQ A+ communities.
- Cross-departmental coordination, ensuring actions are integrated across Council's broader diversity, inclusion and wellbeing priorities.

Reporting

Council will provide transparent reporting on the progress of the LGBTIQ A+ Action Plan through:

- Annual Public Progress Report

A summary of achievements, challenges and next steps will be published annually on Council's website and shared with the LGBTIQ A+ Advisory Committee, community stakeholders and internal staff.

- End-of-Term Evaluation

A comprehensive evaluation will be completed at the end of the Action Plan term. This will assess the overall outcomes, effectiveness of actions, impact on LGBTIQ A+ communities, and recommendations for future planning

LGBTIQA+ Action Plan Strategic Alignment

<p>Greater Dandenong</p>	<p>Community Vision 2040 Council Plan 2025-29 Municipal Public Health and Wellbeing Plan (embedded in the Council Plan) Gender Equality and Gender Impact Assessment Framework Community Engagement Policy & Inclusion Principles Innovate Reconciliation Action Plan (RAP) 2026-29 (draft) Multicultural and Refugee Strategic Approaches Youth Strategy and Children & Families Plans Community Safety Strategies Arts, Culture and Events Strategies Disability Action and Inclusion Strategy Organisational Workforce & Capability Strategies</p>
<p>Victoria</p>	<p>Pride in our future Victoria’s LGBTIQA+ STRATEGY 2022-32 Victorian Public Health and Wellbeing Plan 2023-27 <i>Local Government Act 2020</i> <i>Equal Opportunity Act 201</i> <i>Gender Equality Act 2020</i> <i>Charter of Human Rights and Responsibilities Act 2016</i></p>
<p>National</p>	<p>National Action Plan for the Health and Wellbeing of LGBTIQA+ People 2025–2035 <i>Sex Discrimination Act 1984 (Cth)</i> Australian Human Rights Commission – LGBTIQA+ Rights Framework National Mental Health and Suicide Prevention Frameworks National LGBTIQA+ Policy Guide (The Equality Project – nationally recognised policy) LGBTIQ+ Health Australia – Strategic Plan 2024–2029 National Priorities for LGBTIQ+ Health and Wellbeing (LGBTI+ Health Australia Federal Priorities)</p>

Progress Pride Flag

The **Progress Pride Flag** is more than just a symbol—it's a powerful representation of diversity, inclusion, and the ongoing fight for equality. Evolving from the original rainbow flag, the Progress Pride Flag incorporates additional colours to honour marginalised communities and

The **Progress Pride Flag** is more than just a symbol—it's a powerful representation of diversity, inclusion, and the ongoing fight for equality. Evolving from the original rainbow flag, the Progress Pride Flag incorporates additional colours to honour marginalized communities and emphasize the importance of progress. Each stripe carries a unique meaning, reflecting values of love, unity, and resilience within the LGBTQIA+ community.



communities and emphasize the importance of progress. Each stripe carries a unique meaning, reflecting values of love, unity, and resilience within the LGBTQIA+ community.

Why Pronouns Matter

Pronouns: Respecting Identity in Our Community

What Are Pronouns?

Pronouns are the words we use instead of someone's name — like **she**, **he**, or **they**. Using the pronouns someone shares helps everyone feel included and respected.



How to Ask About Pronouns

Make it easy by starting with your own:
"Hi, I'm Sam. I use he/him pronouns."

If you need to ask someone else:
"Can I check what pronouns you use?"

Why Pronouns Matter

Identity

Pronouns reflect who a person is and how they want to be addressed.

Inclusion

Correct pronoun use creates safe, welcoming spaces in a diverse community.

Respect

Using someone's pronouns shows dignity, care, and acknowledgment.

Common Pronouns

Gender-Neutral	Gender-Specific
They / Them/ Their Ze / Hir	She / Her He / Him

Everyone's pronouns may change over time.

If You Make a Mistake

Mistakes happen!

- Apologise briefly.
- Correct yourself.
- Keep going.



Example:



Everyday Examples



"Aisha said they will bring the forms."



"Jordan confirmed she will attend."



"Kai mentioned hir artwork is ready."

Normalising Pronouns

- ✓ Add pronouns to name badges and email signatures.
- ✓ Offer optional pronoun introductions in meetings.
- ✓ Avoid assuming someone's pronouns.
- ✓ Respect people who choose not to share pronouns.



Greater Dandenong LGBTIQ+ Actions 2026-2028

PRIORITY AREA 1. Health and Wellbeing			
Goal Focus: Promote physical, mental and social wellbeing, and sexual and reproductive health of LGBTIQ+ communities.			
	Actions	Responsibility	Timelines
1.1	Promote LGBTIQ+ specific health resources to all Council services and to the wider community. <ul style="list-style-type: none"> Measure: Number of LGBTIQ+ health resources promoted across Council services. Target: At least 3 new partnerships with LGBTIQ+ inclusive organisations established within 2 years. 	Advocacy	Jul 2026 – Jun 2028
1.2	Promote opportunities for LGBTIQ+ young people to voice their lived experience to Council. <ul style="list-style-type: none"> Measure: Number of Council-wide opportunities and participation rates of LGBTIQ+ young people, with Youth Services promoting and supporting their engagement. Target: Annual increase in both opportunities and youth participation. 	Advocacy lead with other relevant Depts	Jul 2026 – Jun 2028
1.3	Develop partnerships with LGBTIQ+ inclusive sports and recreation organisations to support local sporting groups. <ul style="list-style-type: none"> Measure: Monitor the number of partnerships established with LGBTIQ+-inclusive sports and recreation organisations that provide support to local sporting groups. Target: Establish an active partnership with LGBTIQ+-inclusive organisations within two years. 	Sport and Rec	Jul 2026 – Feb 2028
1.4	Explore the requirements and feasibility of obtaining Rainbow Tick accreditation for Council services.	Advocacy	Jul 2026 – Jul 2027



	<ul style="list-style-type: none">• Measure: Assess and document the requirements, processes and resource implications involved in achieving Rainbow Tick accreditation for relevant Council services.• Target: Complete a feasibility assessment outlining accreditation requirements, costs and readiness within the Action Plan period.		
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PRIORITY AREA 2. Safety and Pride

Goal Focus:
Creating safe, inclusive environments and celebrating identity.

	Actions	Responsibility	Timelines
2.1	Explore development of an all-gender bathroom and changeroom design guide. <ul style="list-style-type: none"> • Measure: Assess the needs, standards and practical requirements for developing an all-gender bathroom and changeroom design guide. • Target: Produce a feasibility summary outlining options and recommendations within the Action Plan period. 	Advocacy	Jul 2026 – Jan 2028
2.2	Establish a partnership with Victoria Police, specifically LGBTIQ+ Liaison Officers, and conduct risk assessments and deliver targeted community safety sessions that ensure safe and inclusive environments for LGBTQIA+ events. <ul style="list-style-type: none"> • Measure: Track the establishment of formal collaboration with LGBTIQ+ Liaison Officers and the delivery of safety assessments and education sessions. • Target: Formalise the partnership and deliver a risk assessment and a targeted safety session each year. 	Advocacy	Jul 2026 – Jun 2027
2.3	Deliver inclusion programs in Community Safety Month and 16 Days of Activism. <ul style="list-style-type: none"> • Measure: Number of safety initiatives co-delivered with Victoria Police. • Target: At least 1 safety-focused initiative delivered annually. 	Community Safety	Jul 2026 – Jan 2027 Jul 2027 – Jan 2028
2.4	Update the Gender Impact Assessment toolkit with LGBTQIA+ lens. <ul style="list-style-type: none"> • Measure: Review and revise the Gender Impact Assessment toolkit to include guidance specific to LGBTQIA+ inclusion. • Target: Release an updated toolkit incorporating an LGBTQIA+ lens within the Action Plan timeframe. 	People and Culture	Mar 2028



2.5	Install inclusive signage at Council public facing facilities. <ul style="list-style-type: none"> • Measure: Installation of inclusive signage in Council facilities. • Target: All key Council customer-facing facilities to install inclusive signage by Year 2. 	Advocacy/Building Maintenance	Aug 2027
2.6	Development and implement online Council staff training re LGBTIQ+ awareness raising. <ul style="list-style-type: none"> • Measure: Number of staff completing LGBTIQ+ awareness training. • Target: 70% of Council staff to complete LGBTIQ+ awareness training. 	People and Culture	Mar – June 2028
2.7	Deliver inclusive youth programs that promote allyship and respect. <ul style="list-style-type: none"> • Measure: Track delivery of youth programs that embed LGBTIQ+ inclusion, allyship and respectful behaviour. • Target: Deliver a LGBTIQ+ inclusive program each year. 	Youth Services	2026 & 2027 school year calendar





PRIORITY AREA 3. Awareness and Representation

Goal Focus:

Visibility, education, and inclusion in public life and council processes.

	Actions	Responsibility	Timelines
3.1	<p>Feature a dedicated LGBTQIA+ landing page on the Council website that provides up-to-date resources, services, and information for the LGBTQIA+ community, and increase visibility and promotion of LGBTQIA+ events across all Council online platforms.</p> <p>Measure: Track the development, maintenance and visibility of a dedicated LGBTQIA+ landing page and online promotion of LGBTQIA+ events across Council platforms.</p> <p>Target: Launch the landing page and ensure regular promotion of LGBTQIA+ events across all Council digital channels within the Action Plan period.</p>	Advocacy/ Media	Sep 2026
3.2	<p>Promote inclusive language, intersectional themes and imagery across Council newsletter, social media and strategic documents, and regularly include LGBTQIA+ content in The City magazine to highlight community stories, events and initiatives.</p> <ul style="list-style-type: none"> • Measure: Monitor the use of inclusive language, intersectional imagery and frequency of LGBTQIA+ content in newsletters, social media and The City magazine. • Target: Ensure LGBTQIA+ stories, events and initiatives are featured across Council communications at least quarterly. 	Advocacy	Oct 2026 and ongoing
3.3	<p>Promote LGBTQIA+ Awareness Days—such as PRIDE March, IDAHOBIT, Transgender Day of Remembrance and Wear It Purple—through engaging activities like short film galas, flag-raising ceremonies and community events, and raise the LGBTQIA+ progress flag at Council community flagpoles to visibly mark these days of significance.</p> <ul style="list-style-type: none"> • Measure: Track the delivery of activities, events and flag-raising ceremonies aligned with LGBTQIA+ Awareness Days. 	Advocacy & Media	Jul 2026 - Jun 2028

	<ul style="list-style-type: none"> • Target: Deliver at least four LGBTQIA+ Awareness Day activations annually, including raising the Progress Pride flag at community flagpoles. 		
3.4	<p>Host co designed events with trusted partners, for multicultural and refugee LGBTQIA+ community members, using a Cultural Safety & Accessibility Checklist covering interpreter support, refugee/asylum seeker inclusion, disability access, faith sensitive planning, and clear cultural safety expectations.</p> <ul style="list-style-type: none"> • Measure: Monitor the number of co-designed events delivered with partners using the Cultural Safety & Accessibility Checklist. • Target: Deliver at least one culturally safe and accessible event for multicultural and refugee LGBTQIA+ communities each year. 	Advocacy	Jan 2027- Dec 2027
3.5	<p>Celebrate Visibility and Leadership through Youth-Led LGBTQIA+ Initiatives</p> <ul style="list-style-type: none"> • Measure: Track delivery of youth-led initiatives that promote LGBTQIA+ visibility, leadership and empowerment. • Target: Support and deliver one youth-led LGBTQIA+ initiatives annually. 	Youth Services	2026 & 2027 school year calendar





PRIORITY AREA 4. Intersectional Inclusion

Goal Focus:

Promote inclusive communication, culturally safe practices and equitable participation for LGBTQIA+ people from multicultural, refugee, newly arrived, faith-based and disability communities.

	Actions	Responsibility	Timelines
4.1	<p>Promote inclusive communication by translating key LGBTIQIA+ resources into top community language and adding intersectional stories to Council’s social media and newsletters.</p> <ul style="list-style-type: none"> • Measure: Track the translation of LGBTIQIA+ resources into priority community languages and the inclusion of intersectional stories in Council communications. • Target: Translate key resources and feature intersectional LGBTIQIA+ content in social media and newsletters at least quarterly. 	Media	Aug 2027
4.2	<p>Establish formal partnerships with LGBTIQIA+ multicultural and disability organisations for co-designed programs.</p> <ul style="list-style-type: none"> • Measure: Monitor the formation and effectiveness of formal partnerships with multicultural and disability-focused LGBTIQIA+ organisations. • Target: Establish at least two formal partnerships to co-design and deliver inclusive programs within the Action Plan period. 	Advocacy	Oct 2026 – Apr 2027
4.3	<p>Deliver intersectionality and cultural safety training and focus groups for Council staff, advisory members, in partnership with multicultural LGBTIQIA+ organisations.</p> <ul style="list-style-type: none"> • Measure: Track participation in intersectionality and cultural safety training and focus groups delivered with multicultural LGBTIQIA+ partner organisations. • Target: Ensure staff and advisory members participate in learning opportunities that strengthen awareness of intersectional and culturally safe practice. 	People and Culture lead with Advocacy	Jun 2028

<p>4.4</p>	<p>Promote a Multicultural LGBTIQ+ Experience Snapshot documenting barriers and needs of queer multicultural, newly arrived, and refugee communities:</p> <ul style="list-style-type: none"> ○ Codesigned with community members. ○ Developed in partnership with organisations such as Many Coloured Sky (MCS), Southern Migrant Resource Centre (SMRC), Australian GLBTIQ Multicultural Council (AGMC) and local multicultural groups. ○ Used to inform advisory group and shape future policy. <ul style="list-style-type: none"> • Measure: Monitor the co-design, development and promotion of the Multicultural LGBTIQ+ Experience Snapshot with community and partner organisations. • Target: Produce and publicly promote the Snapshot within the Action Plan period and use its findings to inform advisory group priorities and Council policy. 	<p>Advocacy</p>	<p>Mar 2027 – Jun 2028</p>
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4.2.6 Naming the Dandenong Wellbeing Centre

Responsible Officer: Executive Director Strategy & Corporate Services
Attachments: Nil

Officer Recommendation

That Council:

1. **ADOPTS 'Oasis Aquatics and Wellbeing' as the name for the new wellbeing centre located at Cleeland Street Dandenong; and**
2. **ENDORSES the submission of 'Oasis Aquatics and Wellbeing' to Geographic Names Victoria for formal registration.**

Executive Summary

1. In 2025, Council undertook in-depth community engagement activities to gather qualitative feedback on naming options for the new wellbeing centre in Dandenong. Participants at these engagement activities represented a diverse cross-section of the municipality.
2. These activities led to a short list of two names.
3. At the Council meeting on 16 February 2026, Council endorsed additional consultation with the community, to seek feedback on the shortlisted names 'Oasis Aquatics and Wellbeing' and 'Oasis Pools and Wellbeing'.
4. The additional consultation ran from 19 February to 20 March 2026. There was a clear majority preference for the name 'Oasis Aquatics and Wellbeing', with around 77% in support, compared to 23% favouring 'Oasis Pools and Wellbeing.' There were 226 survey contributions.

Background

5. Feedback across all engagement activities and age groups in 2025 demonstrated strong and consistent support for retaining the name 'Oasis' in the new facility. This reflects the community's connection to the existing Dandenong Oasis facility that the new centre will replace.
6. People of all ages, genders and backgrounds spoke of the sense of place and connection evoked by the word Oasis, the alignment of the meaning of Oasis with the intentions for the new facility, and that it is a short, lovely, memorable word. In considering other options, most people compared them less favourably to Oasis.
7. The two name options reflect the sense of community connection, are short and suitable for marketing, and explain what the facility is for.
8. The evolution of the name from 'Dandenong Oasis' to 'Oasis Pools and Wellbeing' or 'Oasis Aquatics and Wellbeing' reflects the upcoming transition to a new, contemporary facility while preserving a clear link to the former centre. The options to include 'Pools' or 'Aquatics' communicate that the facility would contain multiple pools designed for a range of uses, and that 'Wellbeing' highlighted the broader objectives of increasing participation in physical activity, supporting health and wellbeing and strengthening community connections.
9. In-principal support from Geographic Names Victoria was sought and received for the two proposed names, based on an assessment that both names comply with the Naming Rules for places in Victoria.



10. Council is the formal naming authority and will make the final determination on the facility name.

Key Issues and Discussion

11. At a Council meeting on 16 February 2025⁶, Council endorsed two names for further community consideration and adopted the recommendation that 30 days of open community consultation on the two-name options was undertaken. This step is also required for the name to be formally registered with Geographic Names Victoria.
12. The two options – ‘Oasis Pools and Wellbeing’ or ‘Oasis Aquatics and Wellbeing’ – were subsequently presented to the broader community for comment. This consultation was hosted on Greater Dandenong City Council’s YourSay platform and was undertaken in accordance with the requirements of the Naming Rules for Places in Victoria
13. The project’s YourSay page received 570 views from 478 visitors, with a total of 226 contributions from 200 contributors. 173 (76.55%) selected ‘Oasis Aquatics and Wellbeing’ and 53 (23.45%) selected ‘Oasis Pools and Aquatics’.
14. Participants were also invited to provide feedback on their reasons for making their selection and provide any other comments about the naming of the new centre. These comments offered insights into the preferences within the community.
15. In general, those who preferred the option with ‘Pools’ in the name thought this was a nostalgic, simple, relaxed version of the name. Those who preferred ‘Aquatics’ commented that this reflects the broad range of experiences the new centre will offer, that it sounds more professional, links to the Noble Park Aquatic Centre, and is consistent with names of other similar facilities around greater Melbourne.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

16. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

17. There are no financial implications associated with this report.

Asset Implications

18. This item does not affect any existing assets. Provision has already been made for installing naming signage on the new facility.

Legal/Risk Implications

19. This naming process complies with the requirements set out in the Naming Rules for registration of a place name in Victoria.

Environmental Implications

20. There are no environmental implications relevant to this report.

Gender Impact Assessment

21. There are no gender impacts from this name. Women were slightly over-represented in the focus groups that shortlisted the names. A group of new mothers formed one focus group.

However, feedback and discussion on name options was consistent across people of all ages and genders.



Community Consultation

Purpose	Seek community input into the name of the new wellbeing facility.
Engagement period	Late 2025 to March 2026.
Level of Influence:	Based on the IAP2 Public Participation Spectrum: Involve
Engagement Activities:	Focus groups were undertaken over a number of weeks in late 2025. These included young people, new parents, Oasis members and an open invitation to all community members. Later, a community-wide survey was undertaken for 30 days across February-March 2026.
Communication reach and engagement numbers:	Opportunities to participate were undertaken by mass email out, social media and email invitations.
Summary of feedback:	In the final round of consultation on the shortlisted names, a strong preference (77%) for the name Oasis Aquatics and Wellbeing was heard.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

22. This report is consistent with the following principles in the Community Vision 2040:

- Mind, body and spirit.

23. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- A socially connected, safe and healthy city.
- A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

24. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

- The Overarching Governance Principles of the *Local Government Act 2020*
- *Geographic Place Names Act 1998*



4.2.7 Audit and Risk Committee Self Assessment Survey

Responsible Officer: Executive Director Strategy & Corporate Services
Attachments: Nil

Officer Recommendation

That Council NOTES the Audit and Risk Committee's annual self-assessment of performance.

Executive Summary

1. In accordance with Section 54(4) of the *Local Government Act 2020*, the Audit and Risk Committee has completed its annual self-assessment of performance. The assessment confirms that the Committee is operating effectively and continues to provide appropriate independent oversight to Council.

Background

2. The Audit and Risk Committee is required under the *Local Government Act 2020* to undertake an annual assessment of its performance against its Charter and to report the outcomes to Council.
3. The self-assessment was conducted using a survey-based approach issued to Committee members and relevant Council officers. The assessment considered the Committee's effectiveness across key governance and oversight functions, including risk management, financial reporting, audit oversight and engagement with management.
4. The purpose of the self-assessment is to support transparency, accountability and continuous improvement in the Committee's operations.

Key Issues and Discussion

5. The self-assessment results indicate a strong overall level of performance across the Committee's functions include:
 - Feedback highlights effective meeting practices.
 - Constructive relationships with management and auditors.
 - Clear communication and engagement.
6. The assessment also identifies opportunities for ongoing improvement in areas such as:
 - capability development.
 - meeting efficiency.
 - presentation of information to support oversight.
7. 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).



Key Area	Total Average outcome
<i>Composition & Skills</i>	4.27
<i>Member Conduct & Development</i>	3.91
<i>Leadership & Structure</i>	4.05
<i>Risk Oversight</i>	4.11
<i>Meeting Operations</i>	3.94
<i>Audit Relationships</i>	4.19
<i>Financial Reporting</i>	4.16
<i>Reporting & Engagement</i>	4.02
<i>Composition & Skills</i>	4.27

8. These matters will be considered through the Committee's routine planning and review processes as part of its commitment to continuous improvement.
9. No material issues of concern were identified through the assessment.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

10. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

11. There are no financial implications associated with this report.

Asset Implications

12. This item does not affect any existing assets.

Legal/Risk Implications

13. There are no legal / risk implications relevant to this report.

Environmental Implications

14. There are no environmental implications relevant to this report.

Gender Impact Assessment

15. A gender impact assessment is not required.



Community Consultation

16. There was no requirement for community consultation.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

17. This report is consistent with the following principles in the Community Vision 2040:

- Safe and peaceful community.
- Education, training, entrepreneurship and employment opportunities.
- Sustainable environment.

18. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- A city that supports business, entrepreneurship, quality education and employment outcomes.
- A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

19. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

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



4.2.8 Burbank 64 Cheltenham Road, Dandenong - Variation to Section 173 Agreement

Responsible Officer: Executive Director City Futures

Attachments:

1. CONFIDENTIAL REDACTED - BU Alto Dandenong Concept Dec 25 [4.2.8.1 - 4 pages]

This report contains an attachment which is deemed confidential under s 3(1)(g) of the *Local Government Act* 2020. It contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets; or, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Officer Recommendation

That Council:

1. **APPROVES** a request by Burbank to vary the existing agreement under section 173 of the Planning and Environment Act 1987 entered between Council and Burbank Land Corporation Pty LTD in respect to the site at 64 Cheltenham Road, Dandenong;
2. **EXTENDS** the date by which Burbank is required to substantially commence the development on the parcel from 1 July 2026 to 1 July 2028;
3. **APPROVES** “in principle” a proposed 3-storey town house product – which would require either an amendment to the existing permit, or a new planning permit approval.
4. **NOTES** a corresponding variation to the Call Option agreement between the parties to update an operative date by which the developer must obtain finance for the proposed development; and
5. **AUTHORISES** the Chief Executive Officer or her delegate to execute replacement section 173 agreement and deed of variation of call option to give effect to the changes.

Executive Summary

1. Burbank has sought to amend the proposed development and to amend the dates in the Section 173 Agreement for a lot purchased from Council located in the Metro Village 3175 Estate. This report provides an overview of the history including their request to progress an alternative development proposal and recommends support.

Background

2. Council via Places Victoria (now Development Victoria) sold Lot 617 (which encompasses the subdivided parcel located at 64 Cheltenham Road) to Burbank in 2015.
3. The lot is subject to a Section 173 Agreement which included Owner Covenants for:
 - Substantial Commencement
 - Practical Completion
 - Compliance with Urban Design Guidelines
 - Compliance with Approval Process
4. The lot is subject to a Call Option in favour of Council, which gives Council the option to purchase the land back from Burbank at a fixed price (less than current market value).



5. Burbank is seeking a two (2) year extension to the Section 173 Agreement for commencement and completion of the lot. Their reason for the extension is that this time is required to seek planning approval, undertake presales and develop the site.
6. Burbank is also proposing to construct an alternative proposed development, being three (3) storey town houses on the site in lieu of the currently approved multi-storey apartment building.
7. Burbank has provided further details in respect to their proposed new development; however, this information is deemed “confidential” - attachment 1.

Key Issues and Discussion.

8. Burbank is confident that a 3-storey town house development (total of approximately 18 dwellings each with 3 bedrooms will provide an affordable proven product in the local setting) and is feasible in the current property market conditions.
9. This scale of development would be consistent with the adjacent constructed 3 storey townhouses to the northwest and southeast of the site.
10. The alternative development proposal aligns with the draft Housing Strategy which seeks to deliver 3 bedroom housing options.
11. Improvement works to the pocket park (which incorporates a large river red gum) will occur as part of the construction – allowing the park which is currently fenced off to be opened for public use.
12. It is likely that Burbank will seek to lodge a new planning application with Council to seek approval for the town house product. The planning process would seek to achieve high urban design outcomes for the site.
13. This site is the last vacant block in the Metro Village 3175 estate located to the south of Cheltenham Road and would conclude a successful relationship with Burbank who have constructed a significant proportion of dwellings in the estate of the past two decades.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

14. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

15. There are no financial implications associated with this report.

Asset Implications

16. This item increases the use of council assets. The ongoing maintenance costs have not yet been considered – via the opening of the pocket park for which the land is in Council ownership to the public.

Legal/Risk Implications

17. There are no legal / risk implications relevant to this report.

Environmental Implications

18. There are no environmental implications relevant to this report.

Gender Impact Assessment

19. A gender impact assessment is not required.



Community Consultation

20. There was no requirement for community consultation.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

21. This report is consistent with the following principles in the Community Vision 2040:

- Education, training, entrepreneurship and employment opportunities.
- Embrace diversity and multiculturalism.
- Sustainable environment.

22. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- A socially connected, safe and healthy city.
- A city of accessible, vibrant centres and places.
- A city that supports business, entrepreneurship, quality education and employment outcomes.

Legislative and Policy Obligations

23. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

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



4.2.9 Report on Matters Discussed at Councillor Briefing Sessions and Pre Council Meetings

Responsible Officer: Executive Director Strategy & Corporate Services

Attachments: Nil

Officer Recommendation

That Council **RECEIVES** and **NOTES** the information contained in this report.

Executive Summary

1. 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.
2. The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings during the period 10 March 2026 – 7 April 2026.

Background

3. 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.
4. 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 10 March 2026 – 7 April 2026.

Matters Presented for Discussion

Item		Councillor Briefing Session/Pre-Council Meeting
1	Proposed MAV Notice of Motions Councillors were briefed on Proposed MAV Notices of Motion. This covered proposed motions for submission to the MAV State Council Meeting on 29 May 2026 and the process for refining wording or updating motions to reflect emerging issues prior to lodgement.	Councillor Briefing Session (CBS) – 10 March 2026
2	Large Grants Program 2026 Councillors were briefed on the Large Grants Program 2026. This covered funding recommendations for Strategic Projects, Partnerships and Festivals & Events Sponsorship categories, outlining proposed recipients for the 2026–27 and 2027–28 grant rounds and providing an	Councillor Briefing Session (CBS) – 10 March 2026



	overview of the Community Grants Panel's assessment outcomes.	
3	Dandenong Employment Hub Councillors were briefed on the Dandenong Employment Hub with funding secured, implementation underway, recruitment progressing, stakeholder engagement commenced and fit-out planning advancing. Core plans will follow appointment of the Program Lead. The Hub will use a connector model with partners to support priority cohorts.	Councillor Briefing Session (CBS) – 10 March 2026
4	Rates and Charges Hardship Policy Councillors were briefed on the Rates and Charges Hardship Policy and its alignment with new Ministerial Guidelines. This includes updates to eligibility and recovery processes, safeguards for vulnerable ratepayers and financial impacts ahead of formal adoption.	Councillor Briefing Session (CBS) – 10 March 2026
5	Melbourne Water Flood Mapping Project Councillors were briefed on the Melbourne Water Flood Mapping Project. Items covered included the upcoming release of updated flood modelling for Greater Dandenong, anticipated increases in flood-affected properties, associated risks and costs and Council's proposed approach to community support, data analysis, advocacy and integration into long-term planning.	Councillor Briefing Session (CBS) – 10 March 2026
6	2026-27 Fees and Charges - Financial Sustainability Options for Discussion CONFIDENTIAL under s 3(1) of the Local Government Act 2020.	Councillor Briefing Session (CBS) – 10 March 2026
7	General Discussion Councillors and Council officers briefly discussed the following items; <ul style="list-style-type: none">a. Upcoming Neighbourhood Police Forum;b. Appointment of Council Rep on SEL Board in upcoming Agenda; and Agenda items for the Council Meeting of 16 March 2026.	Councillor Briefing Session (CBS) – 10 March 2026
9	General Discussion Councillors and Council officers briefly discussed the following items: <ul style="list-style-type: none">a. Victoria Police Safety Forum;b. Youth Crime Forum;c. Update on Multi-Employer Bargaining Update; and Agenda items for the Council Meeting 16 March 2026.	Pre-Council Meeting (PCM) 16 March 2026



10	<p>Presentation from Russell Kennedy Lawyers</p> <p>Councillors and Council officers observed a presentation from an experienced practitioner of Russell Kennedy Lawyers in relation to the following matters:</p> <ol style="list-style-type: none">Management of the CEO's employment;Obligations under the Model Councillor Code of Conduct;Obligations under the Occupational Health and Safety Act 2004; andConsequences.	<p>Councillor Briefing Session (CBS) – 23 March 2026</p>
11	<p>Councillor Professional Development Training – Creating and Maintaining a Safe Workplace</p> <p>Education was provided on the following topics:</p> <ol style="list-style-type: none">Occupational violence;Online abuse/bullying;Councillor Staff Interaction Protocol; andCEO Recruitment and Performance Management Committee.	<p>Councillor Briefing Session (CBS) – 23 March 2026</p>
12	<p>Complaints Policy</p> <p>Councillors were briefed on the Complaints Policy. This included highlighting legislative alignment, improved clarity and transparency and consistency with best-practice standards. This Policy will proceed to community consultation before final approval at an upcoming Council meeting.</p>	<p>Councillor Briefing Session (CBS) – 30 March 2026</p>
13	<p>Penetration Testing Result (Cybersecurity)</p> <p>CONFIDENTIAL under s 3(1) of the Local Government Act 2020.</p>	<p>Councillor Briefing Session (CBS) – 30 March 2026</p>
14	<p>Tree Protection on Private Land – Local Law Review</p> <p>Councillors were briefed on Tree Protection on Private Land – Local Law Review. This addressed a review of the existing tree protection local law and proposed amendments to remove its application in residential zones, following new planning scheme controls that now protect trees under state planning policy.</p>	<p>Councillor Briefing Session (CBS) – 30 March 2026</p>
15	<p>Taylor's Road Landfill/Resource Recovery Precinct Update</p> <p>Councillors were briefed on the Taylor's Road Landfill/Resource Recovery Precinct Update. This included an outline on the site's history, current operations and status, its role as Melbourne's sole hazardous waste landfill and Veolia's shift towards increased recycling and reuse of contaminated materials rather than landfill disposal.</p>	<p>Councillor Briefing Session (CBS) – 30 March 2026</p>



16	2026-2030 Gender Equality Action Plan (for feedback and endorsement for Community Consultation) Councillors were briefed on the 2026–2030 Gender Equality Action Plan (for feedback and endorsement for Community Consultation). This included an outline of Council’s obligations under the Gender Equality Act 2020, progress on key deliverables and sought feedback on proposed strategies to inform the 2026–2030 plan ahead of community consultation.	Councillor Briefing Session (CBS) – 30 March 2026
17	General Discussion Councillors were briefed on the following policies: <ul style="list-style-type: none">a. Procurement Policy Review;b. LGBTIQ+ Action Plan;c. Community Facilities Access and Use Policy;d. Volunteer Policy Review; ande. Vehicle Charging Infrastructure Policy.	Councillor Briefing Session (CBS) – 30 March 2026
18	Core Systems Replacement (known as ERP) CONFIDENTIAL under s 3(1) of the Local Government Act 2020.	Councillor Briefing Session (CBS) – 7 April 2026
19	2026-27 Budget Councillors and Council officers were briefed on an overview of the proposed 2026-27 Budget.	Councillor Briefing Session (CBS) – 7 April 2026



Apologies

5. Councillor Lana Formoso, Councillor Bob Milkovic, Councillor Loi Truong and Councillor Isabella Do submitted apologies for the Councillor Briefing Session on 10 March 2026.
6. Councillor Lana Formoso submitted an apology for the Pre-Council Meeting on 16 March 2026.
7. Councillor Lana Formoso submitted an apology for the Councillor Briefing Session on 23 March 2026.
8. Councillor Lana Formoso and Councillor Bob Milkovic submitted apologies for the Councillor Briefing Session on 30 March 2026.
9. Councillor Lana Formoso and Councillor Loi Truong submitted apologies for the Councillor Briefing Session on 7 April 2026.

Legislative and Policy Obligations

10. 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.
11. 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.



4.2.10 List of Registered Correspondence to Mayor and Councillors

- Responsible Officer:** Manager Governance, Integrity, Legal & Risk
- Attachments:**
1. List of Registered Correspondence to Mayor and Councillors [4.2.10.1 - 3 pages]

Officer Recommendation

That the listed items for the period 2 March 2026 to 3 April 2026 provided in Attachment 1 to this report be received and noted.

Executive Summary

1. Consistent with Council resolutions regarding registered incoming correspondence addressed to the Mayor and Councillors, Attachment 1 to this report provides a list of this correspondence for the period 2 March 2026 to 3 April 2026.

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 02/03/2026-03/04/2026 - for officer action - total = 1

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
An email from the Victorian Deputy Leader of the Liberal Party seeking council housing completion projections to inform opposition to state planning and housing policy.	11-Mar-26	11-Mar-26	fA381031	Mayor & Councillors Office

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

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 02/03/2026 - 03/04/2026 for information only total = 18

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
A formal complaint from a local resident to a Councillor regarding noise impacts and amenity concerns from external religious broadcasts.	2-Mar-26	2-Mar-26	A13515914	Mayor & Councillors Office
A letter from the President of Ankoorshristi Incorporated inviting the Mayor of Greater Dandenong to attend a cultural evening as Chief Guest.	4-Mar-26	4-Mar-26	A13526118	Mayor & Councillors Office
An email from St John's Regional College inviting the Mayor and Councillors of Greater Dandenong to attend a Sports Academy Evening focused on youth athlete development.	4-Mar-26	4-Mar-26	A13526857	Mayor & Councillors Office
A letter from RISE Ex-Detainees seeking Council consideration and support for a proposed pop-up social enterprise café to train and employ at-risk refugee youth in Dandenong.	4-Mar-26	5-Mar-26	A13530266	Mayor & Councillors Office
An email from Springvale Neighbourhood House inviting the Mayor and Councillors to attend the 2026 Harmony Festival celebrating multicultural community inclusion.	5-Mar-26	6-Mar-26	A13533196	Mayor & Councillors Office
An email from Skylark Foundation Australia requesting the Mayor's attendance and keynote participation in an International Women's Month and Harmony Week celebration.	11-Mar-26	11-Mar-26	A13542849	Mayor & Councillors Office
An invitation from the President of the Nepalese Association of South East Melbourne inviting the Mayor to attend and participate in the Nepalese New Year 2083 celebration.	12-Mar-26	12-Mar-26	A13545514	Mayor & Councillors Office
An introductory email from the Director of Signal & Strategy Tasmania offering independent CEO performance review services and seeking discussion with Greater Dandenong Council.	14-Mar-26	16-Mar-26	A13552310	Mayor & Councillors Office

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

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 02/03/2026 - 03/04/2026 for information only total = 18

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
An email from the Victorian Afghan Associations Network seeking Council reconsideration of reduced funding for the Nowruz Festival and advocating continued or increased financial support.	16-Mar-26	16-Mar-26	A13555618	Mayor & Councillors Office
An invitation from the Principal of Cornish College inviting the Mayor and Councillors to attend the College's 2026 ANZAC Assembly commemorative service.	16-Mar-26	17-Mar-26	A13558178	Mayor & Councillors Office
An inquiry from a representative of Ya'an City, Sichuan Province, China, requesting a meeting with the Mayor to discuss economic development and potential cooperation opportunities.	18-Mar-26	18-Mar-26	A13563206	Mayor & Councillors Office
An email from the ACLG 2026 Conference Secretariat inviting Greater Dandenong Council to nominate a representative to attend the Australian Council of Local Government 2026 forum.	20-Mar-26	20-Mar-26	A13569007	Mayor & Councillors Office
An email from Future Makers inviting Greater Dandenong Council representatives to attend an online webinar on building strategic and legal foundations for women in business.	24-Mar-26	24-Mar-26	A13577506	Mayor & Councillors Office
An invitation from the President of the Afghan Australian Philanthropic Association inviting a Councillor to attend the closing ceremony of a youth community volleyball tournament.	25-Mar-26	26-Mar-26	A13583861	Mayor & Councillors Office
An email from the Victorian Afghan Associations Network confirming councillor invitations and providing event details and parking passes for the Nowruz Festival 2026 at Dandenong Park.	26-Mar-26	26-Mar-26	A13586566	Mayor & Councillors Office
A letter from the President of the Dandenong Cranbourne RSL Sub Branch inviting the Mayor to attend and participate in local ANZAC Day services and commemorative marches.	31-Mar-26	31-Mar-26	A13595645	Mayor & Councillors Office

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



5 NOTICES OF MOTION

5.1 NOTICE OF MOTION NO. 18 - PLANNING THE FUTURE OF CULTURAL INFRASTRUCTURE AT BURDEN PARK

Responsible Officer: Executive Director Community Strengthening

Author: Cr Phillip Danh

Preamble

1. The City of Greater Dandenong is the most multicultural community in Australia, with a long-standing commitment to multiculturalism, social cohesion and community inclusion.
2. According to the 2021 Census, the Vietnamese-Australian community has the second largest population in Greater Dandenong of ancestry by country of birth of parents.
3. The Vietnamese-Australian community has made a significant contribution to Greater Dandenong's social, cultural, and economic life.
4. Despite the large population size, there is currently no dedicated community centre within Greater Dandenong to provide appropriate spaces for service delivery, intergenerational engagement and community connection.
5. The South-Eastern Melbourne Vietnamese Association Council (SEMVAC) has initiated a proposal to establish a community centre, with formal support from respected local community organisations, demonstrating broad support for the project through letters of support from:
 - a. Australian Vietnamese Women's Association;
 - b. Hoa Nghiem Buddhist Temple;
 - c. Vietnamese Australian Seniors Association; and
 - d. St Joseph's Parish, Springvale.
6. Further, on 8 December 2025, the Mayor affirmed via correspondence to SEMVAC that Council is supportive of the establishment of a Vietnamese Community Centre.
7. SEMVAC's existing premises are located within the Burden Park precinct, which is subject to future redevelopment under Council's adopted masterplan.
8. The Commonwealth Government's Infrastructure for Multicultural Communities grants program is a current grant opportunity that supports the delivery of community infrastructure such as multicultural hubs and centres. The program requires applicants to demonstrate project readiness, including evidence of site availability or permission to use land.



Motion

THAT Council:

1. **NOTES** the significant size, history, and contribution of the Vietnamese-Australian community within Greater Dandenong;
2. **RECOGNISES** that over time, SEMVAC will need to vacate or transition from its current location with no backup plan, creating uncertainty for community members who rely on SEMVAC's services and support;
3. **NOTES** the availability of external funding opportunities, including the Commonwealth Government's Infrastructure for Multicultural Communities grants program, which supports community-led multicultural infrastructure projects;
4. **ACKNOWLEDGES** that timely engagement is required to enable applicants to prepare a competitive grant application;
5. **REQUESTS** that Council officers work with SEMVAC to to extend their lease at the current premises within the Burden Park precinct, in alignment with the Burden Park Master Plan implementation;
6. **REQUESTS** Council officers to advise SEMVAC of any potential Council-owned assets or land identified for sale through the Asset Realisation Project over the next 18 months, in accordance with Council's policies.
7. **NOTES** that SEMVAC can independently apply for Commonwealth and State funding and has the capacity to contribute their own funds to fundraise and generate revenue streams.
8. **NOTES** that Council is not being asked to commit to construction funding or ongoing operational costs, and that any future consideration of site selection, leasing arrangements, or partnerships would be subject to a separate report and decision of Council; and
9. **REQUESTS** Council officers to meet with SEMVAC by 11 May 2026 to discuss:
 - a) the extension of their current lease at the Burden Park precinct; and
 - b) the suitability of potential private sites within Greater Dandenong which may be considered by SEMVAC.



5.2 NOTICE OF MOTION NO. 19 - SOLIDARITY WITH LEBANESE RESIDENTS

Responsible Officer: Executive Director Strategy & Corporate Services
Author: Cr Rhonda Garad

Background

1. Lebanese migration to Australia dates back to the late 1800s, with early settlers establishing small businesses and communities in cities including Melbourne.
2. The community grew significantly after World War II and, most notably, during the Lebanese Civil War from 1975 to 1990, when more than 30,000 Lebanese refugees arrived in Australia.
3. Today, around 250,000 Australians claim Lebanese ancestry, with a strong presence in Victoria.
4. Over generations, the Lebanese community has made a significant contribution to Australia's social, cultural and economic life, and remains an integral part of the diverse fabric of communities such as Greater Dandenong.

Context

1. Council notes that while conflict inflicted on Lebanon is longstanding, the recent invasion of Lebanon by Israel in 2026 represents a grave and unacceptable escalation.
2. This has been characterised by sustained, high-intensity bombardment, including reported waves of up to 100 airstrikes within minutes and mass-casualty events in which hundreds of civilians have been killed within 24 hours.
3. Civilian harm has been extensive and disproportionate, with women, children and non-combatants forming a significant proportion of those killed, alongside ambulance workers and civil defence personnel killed while undertaking rescue operations.
4. Entire towns and villages in southern Lebanon, including Al-Khiyam, have been devastated within weeks, with residential areas destroyed and rendered uninhabitable.
5. Critical civilian infrastructure—including bridges over the Litani River, major roads, hospitals, schools, and water and electricity systems—has been repeatedly targeted and destroyed, severely restricting access to medical care, humanitarian aid and basic services.
6. The scale and pattern of destruction has driven mass displacement, with large numbers of civilians unable to return due to the loss of homes, ongoing bombardment and the expansion of military operations and control extending to the Litani River.
7. Council further notes that the scale of civilian harm, the destruction of essential infrastructure, and the killing of medical and emergency personnel raise serious concerns of breaches of international humanitarian law, including the principles of distinction and proportionality.
8. These actions have created a deepening humanitarian crisis in which recovery and reconstruction are not currently possible.



Motion

THAT Council:

- 1. ACKNOWLEDGES** the profound distress experienced by residents of Lebanese heritage within the City of Greater Dandenong, many of whom have deep personal, cultural and familial ties to Lebanon;
- 2. RECOGNISES** the long history and significant contribution of the Lebanese community to Australia and to Greater Dandenong, including migration during the Lebanese Civil War, which saw around 30,000 Lebanese people seek refuge in Australia, and the growth of a vibrant community now numbering close to 250,000 Australians of Lebanese ancestry;
- 3. NOTES** the strong presence of Lebanese culture within Greater Dandenong, reflected in local small businesses, community institutions, places of worship, and cultural events, and the role this community plays across sectors including business, arts, public service and civic life;
- 4. EXPRESSES** its solidarity with Lebanese residents during this period of grief and uncertainty, and affirms Council's commitment to inclusion, respect and the wellbeing of all community members;
- 5. CALLS** on the Australian Government to publicly advocate for an immediate and permanent ceasefire, the protection of civilians, and full compliance with international humanitarian law, including the protection of medical personnel, civilian infrastructure and humanitarian access;
- 6. CALLS** on the Australian Government to work through the United Nations and with international partners to support urgent de-escalation, accountability for violations of international law, and a pathway to a just and lasting peace;
- 7. CALLS** on the Australian Government to increase humanitarian assistance to civilians affected by the conflict in Lebanon; and
- 8. REQUESTS** that Council continue to support community cohesion initiatives and provide culturally appropriate support services for affected residents during this period.



6 REPORTS FROM COUNCILLORS/DELEGATED MEMBERS AND COUNCILLORS' QUESTIONS

The principal 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; and
- 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.



8 CLOSE OF BUSINESS