



# Agenda

## Council Meeting

Monday 22 January 2024, 7:00 pm

Dandenong Civic Centre, 225 Lonsdale Street,  
Dandenong, Victoria 3175

[greaterdandenong.vic.gov.au](http://greaterdandenong.vic.gov.au)





## Council Meeting Details

At the time of printing this Agenda, the Council Meeting to be held on Monday 22 January 2024, 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 Lana Formoso](#)

[Cr Sean O'Reilly](#)

[Deputy Mayor Richard Lim OAM](#)

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

[Cr Tim Dark](#)

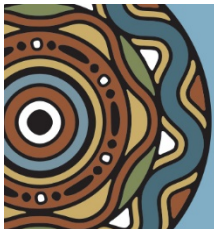
[Cr Loi Truong](#)

[Cr Rhonda Garad](#)

[Cr Angela Long](#)

[Cr Jim Memeti](#)

[Cr Bob Milkovic](#)



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.



(03) 8571 1000



[council@cgd.vic.gov.au](mailto:council@cgd.vic.gov.au)



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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 2021-25 (Council Plan 2021-25 | 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 neighbourhoods*
- *A green city committed to a sustainable future*
- *A city that supports entrepreneurship, quality education and employment outcomes*
- *A Council that demonstrates leadership and a commitment to investing in the community.*

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.



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## 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.



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## 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 MAYOR

### 1.2 ATTENDANCE

#### **Apologies**

Cr Sean O'Reilly.





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### **1.3 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF LAND**

Those in the Chamber may stand for this item.

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 Anita Davine, Interfaith Network President.



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## 1.5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Meeting of Council held 11 December 2023.

### Recommendation

**That the Minutes of the Meeting of Council held 11 December 2023 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](http://www.legislation.vic.gov.au).

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

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 1 December 2023 and Minutes of this meeting, as summarised in the following table, were presented to Council for adoption.

Item	Topic
1.	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"><li>• Internal Audit Status Report</li><li>• Strategic Internal Audit Plan</li></ul>
2.	The Audit and Risk Committee discussed the following Internal Control and Compliance management reports: <ul style="list-style-type: none"><li>• South East Leisure Pty Ltd (SEL) – Financial and Report of Operations</li><li>• Procurement Exemptions</li><li>• Policy Compliance Register Update</li></ul>
3.	The Audit and Risk Committee reviewed its Annual Work Plan and Council's rolling Internal Control Environment Four Year Plan.
4.	The Audit and Risk Committee reviewed, discussed and noted a number of internal Council reports including: <ul style="list-style-type: none"><li>• Risk Management Report</li><li>• Integrity Body Reports</li><li>• Summary Financial Report 1 July 2023 – 30 September 2023</li></ul>

### Recommendation

**That the unconfirmed minutes of the Audit and Risk Committee meeting held on 1 December 2023 be adopted.**



## 2 OFFICERS REPORTS - PART 1

### 2.1 DOCUMENTS FOR SEALING

#### 2.1.1 Documents for Sealing

**Responsible Officer:** Manager Governance, Legal & Risk

**Attachments:** Nil

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



## Item Summary

3. There are seven (7) items being presented to Council's meeting of 22 January 2024 for signing and sealing as follows:
- a) A letter of acknowledgement and appreciation to Eden Foster for her time as Councillor of Yarraman Ward from November 2020-November 2023;
  - b) A Deed of Renewal of Lease between Greater Dandenong City Council and Aliti Flowers PTY LTD for 1/225 Lonsdale Street, Dandenong VIC 3175;
  - c) A letter of recognition to Ana Martinez, Community Strengthening for 20 years of service to the Greater Dandenong City Council;
  - d) A letter of recognition to Tham Pham, Community Strengthening for 10 years of service to the Greater Dandenong City Council;
  - e) A letter of recognition to Hannah Hsu, Community Strengthening for 30 years of service to the Greater Dandenong City Council;
  - f) A letter of recognition to Melissa Vartanian, Corporate Services for 10 years of service to the Greater Dandenong City Council; and
  - g) 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 Decriminalisation Act 2022* 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:
    - Lachlan Huynh

## Recommendation

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





## 2.2 DOCUMENTS FOR TABLING

### 2.2.1 Documents for Tabling

**Responsible Officer:** Manager Governance, Legal & Risk

**Attachments:** Nil

#### Executive Summary

1. Council receives various documents such as annual reports and minutes of committee meetings that deal with a variety of issues that are relevant to the City.
2. This report recommends that the listed items be received.



### List of Reports

Author	Title
Emerson School	50 Years of Emerson 1973-2023

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

### Recommendation

**That the listed items be received.**



## 2.3 STATUTORY PLANNING APPLICATIONS

### 2.3.1 Town Planning Application - No. 23/31 Fiveways Boulevard, Keysborough (Planning Application No. PLN23/0291)

**Responsible Officer:** Executive Director City Futures

**Attachments:**

1. Alcohol Management Strategy [2.3.1.1 - 1 page]
2. Assessed Redline Plan [2.3.1.2 - 1 page]
3. Proposed Floor Plan [2.3.1.3 - 1 page]

#### Application Summary

**Applicant:** Alpha Impact Pty Ltd

**Proposal:** Use of the land for the sale of packaged liquor (remote sellers)

**Zone:** Commercial 2 Zone (C2Z)

**Overlay:** No overlays apply to the site

**Ward:** Keysborough

1. This application has been brought before the Council as the proposal seeks to use the land to sell liquor (remote sellers packaged liquor license) that is not associated with a food and drink premises.
2. A remote sellers packaged liquor license is defined by the Victorian Commission for Gambling and Liquor Regulation (VCGLR), as a license which allows:
  - *People or business to sell alcohol to people not currently on the licensed premise. This includes sales over the phone, via the internet or through an app, and delivered to customers to consume off-premises.*
  - *The remote seller's licenced premises is where the liquor is supplied from, such as the warehouse where alcohol products are shipped from.*
3. A planning permit is required under the Greater Dandenong Planning Scheme, pursuant to:
  - Clause 52.27 (Licenced Premises) to use the land to sell or consume liquor, if a license is required under the *Liquor Control Reform Act 1998*. A remote sellers packaged liquor license is a license required under the *Liquor Control Reform Act 1998*.

#### Objectors Summary

4. In accordance with the requirements of the *Planning and Environment Act 1987*, notification of the application was undertaken through the erection of a notice sign on-site and the mailing of notice letters to adjoining and surrounding owners and occupiers.
5. No objections to the proposal have been received by Council to date.



## Recommendation Summary

6. As assessed, the proposal is consistent with, and appropriately responds to the provisions of the Greater Dandenong Planning Scheme. The proposal is a suitable outcome noting the strategic policy for Clause 52.27 Licensed Premises, by responding to the purposes of the particular provision, as well as the policy objectives within the Municipal Strategic Statement and Planning Policy Framework. Therefore, this report is recommending that the application be supported, and that a Permit be granted subject to conditions as set out in the recommendation.
7. If the application was to be appealed to the Victorian Civil and Administrative Tribunal (VCAT) is it the officer's view that it is highly likely that VCAT would also issue a planning permit for this proposal.



## **Subject Site and Surrounds**

### ***Subject Site***

8. The subject site is legally known as Lot 23 on PS443263 and is located to the east of Fiveways Boulevarde in Keysborough.
9. The site is rectangular in shape.
10. The subject site has a front and rear boundary width of 15 metres, with side boundaries of 19.6 metres.
11. The overall site area is 294 square metres.
12. The subject site currently contains one (1) existing warehouse. There are no other buildings existing within the subject site.
13. Access to the subject site is provided via common property, which connects to a double width crossover, providing access to a common property road that connects to Keysborough Close from the east.
14. The seven (7) car parking spaces allocated to the existing warehouse (via a body corporate agreement) are located outside of the subject site boundaries within common property.

### ***Surrounding Area***

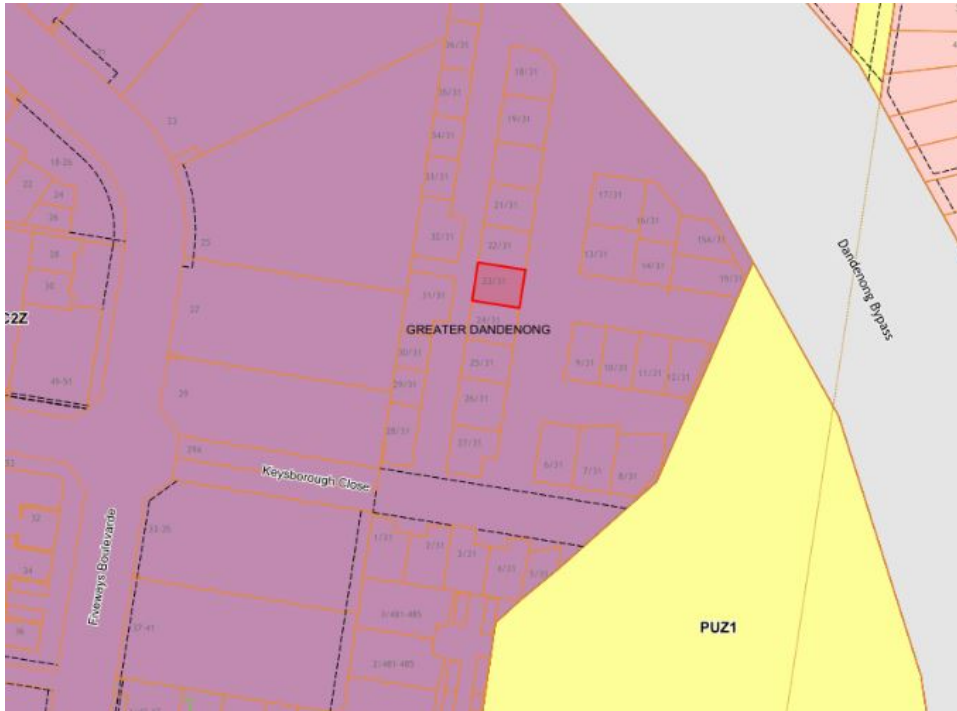
15. The surrounding sites are also zoned Commercial 2 Zone.
16. A Mixed Use Zone is located approximately 285 metres south of the subject site, on the far side of Cheltenham Road.
17. The nearest residential zone (Neighbourhood Residential Zone, Schedule 1) is located approximately 160 metres to the north-east of the subject site, on the far side of the Dandenong Bypass.
18. Existing development within the immediate area consists of similar industrial buildings and warehouses that are used for a variety of commercial and industrial uses.
19. The subject site is located within a group of existing warehouses that are provided with a common accessway.
20. The Springvale Activity Centre is located approximately 1.5 kilometres to the east of the subject site.





### Locality Plan

21. A zoning map of the subject site and the surrounding area is provided below



22. An aerial photograph of the subject site and the surrounding area, highlighted in red below (Nearmaps, October 2023).





## Background

### Previous Applications

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

Planning permit ref. no.	For:	Outcome:
PLN04/0065	Subdivision (x4)	Permit issued on 26/07/2004

### Proposal

24. The application proposes to use part of the existing building on the land for a licensed premises (remote sellers packaged liquor license).
25. The use of the land for a licensed premises will be utilised in conjunction with the existing use of the land for a warehouse and ancillary office.
26. The subject building is currently operated by a recruitment agency. The warehouse component of the building is used to store 'GoWear' clothing, tools and office stationery supplies associated with the agency. The warehouse does not currently stock alcohol that is related to the proposed liquor licence.
27. No buildings and works are proposed within the application. The operation of the site for a licensed premises will consist of the selling of packaged liquor to individuals and/or businesses, via sales over the phone, internet or through a mobile app. The product will be delivered to customers off-premises. The packaged liquor will be stored within the existing warehouse and distributed to customers via courier and mail services off-premises. Collection will not be available on-site by members of the public.
28. The application was amended via S57A of the Planning and Environment Act 1987 on 12 December 2023 to include 'rapid delivery' (i.e. under 2 hours) and promotions. The amended application also included the required alcohol management strategy that details ways the operator intends to reduce harm associated with the supplying of liquor in this manner.
29. The proposed trading hours for orders to be packed for delivery and collected by third-party couriers are the following:
- Monday to Saturday: 9am – 11pm
  - Sunday: 10am – 11pm.
30. No signage is proposed and no additional car parking is required.
31. A copy of the submitted Red Line Plan are provided in Attachment 1 in this report.
32. A copy of the submitted plans is provided in Attachment 1 to this report.



## Financial Implications

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

## Planning Scheme and Policy Frameworks

34. A planning permit is required, under the Greater Dandenong Planning Scheme, pursuant to:
- *Clause 52.27 Licensed Premises, to use the land to sell or consume liquor if a license is required under the Liquor Control Reform Act 1998.*
35. Pursuant to the *Liquor Control Reform Act 1998*, a remote sellers packaged liquor licence is a licence included under *the Act 1998*.

## Zoning Controls

36. The subject site is located in a Commercial 2 Zone (C2Z), as is the surrounding area.
37. The purpose of the Commercial 2 Zone, outlined at Clause 34.02, is:
- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies*
  - *To encourage commercial areas for offices, appropriate manufacturing and industries, bulky goods retailing, other retail uses, and associated business and commercial services.*
  - *To ensure that uses do not affect the safety and amenity of adjacent, more sensitive uses.*
38. It is noted that a planning permit is not required for the use of the land for a licensed premises under the Commercial 2 Zone. Furthermore, the existing use of the land for a Warehouse is not proposed to be changed.

## Overlay Controls

39. No overlays affect the subject site or surrounding area.

## State Planning Policy Framework

40. The Operation of the State Planning Policy Framework outlined at Clause 10 seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development. The objectives of Planning in Victoria are noted as:
- a) To provide for the fair, orderly, economic and sustainable use, and development of land.*
  - b) To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity.*
  - c) To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.*
  - d) To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.*
  - e) To protect public utilities and other facilities for the benefit of the community.*
  - f) To facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e).*
  - g) To balance the present and future interests of all Victorians.*



41. In order to achieve those objectives, there are a number of more specific objectives contained within the State Planning Policy Framework that need to be considered under this application.
42. **Clause 17 (Economic Development)** contains two (2) key objectives and can be summarised in emphasising the need for planning to provide for a strong and innovative economy, and to contribute to the economic wellbeing of the state to allow for municipalities to build upon regional strengths and economic potential.
43. These objectives are further explored within the following subclauses under Clause 17 Economic Development. **Clause 17.01-1S Diversified economy** seeks to strengthen and diversify the economy, by facilitating growth in a range of employment sectors and to improve access to jobs closer to where people live.

#### **Local Planning Policy Framework**

44. The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies.
45. The MSS is contained within Clause 21 of the Scheme. The MSS at Clause 21.02 focuses on the Municipal Profile, within which the following is noted:
  - *Greater Dandenong is a net provider of jobs, with a resident workforce of 53,000, and local businesses providing approximately 74,000 jobs. Greater Dandenong businesses provide the third highest number of jobs in metropolitan Melbourne, with the employment sector largely orientated towards manufacturing occupations. Within the metropolitan Melbourne area, Greater Dandenong is ranked – in terms of job stock – first in manufacturing, second in storage, third in road transport and fourth in wholesale trade. The extension of the Urban Growth Boundary by the State Government will facilitate further industrial development in Dandenong and some 25,000 new jobs, to maintain Greater Dandenong’s pivotal role in the State economy.*
46. A Vision for Greater Dandenong is outlined at Clause 21.03, within which the following is noted:
  - *A nationally and internationally competitive city; a pre-eminent industrial centre for Melbourne’s south-east with a significant high-tech/knowledge industrial component; a centre for government, multi-national investment and employment; vibrant commercial and retail sector and a state of the art inter-modal transport interchange for south eastern Victoria.*

#### **Particular Provisions**

47. The purpose of **Clause 52.27 Licensed Premises** needs to be considered to determine the appropriateness of the proposal to use the land for a licensed premises.
48. The purpose of Clause 52.27 Licensed Premises is as follows:
  - *To ensure that licensed premises are situated in appropriate locations.*
  - *To ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.*





49. Pursuant to Clause 52.27 Licensed Premises, the responsible authority must consider before deciding on an application (in addition to the decision guidelines in Clause 65), the following decision guidelines:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The impact of the sale or consumption of liquor permitted by the liquor licence on the amenity of the surrounding area.*
- *The impact of the hours of operation on the amenity of the surrounding area.*
- *The impact of the number of patrons on the amenity of the surrounding area.*
- *The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area.*

### **General Provisions**

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

### **Restrictive Covenants**

51. No covenants or any restrictive measures are registered on the Certificate of Title for the subject site.

### **Diversity, Access and Equity**

52. It is not considered that the planning assessment of this application raises any diversity issues. The application itself does not have a direct and significant impact on the wider Greater Dandenong community.

### **Community Safety**

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

### **Safe Design Guidelines**

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

### **Referrals**

55. The application was not required to be referred to any external referral authorities pursuant to Section 55 of the *Planning and Environment Act 1987*, however Council referred the application for comment only (under Section 52 of the *Planning and Environment Act 1987*) to the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

56. The application was externally referred to the following for their consideration (summarised):

<b>External Authority</b>	<b>Response</b>
VCGLR	No comment
Victoria Police	No comment





## Internal

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

Council Referrals	Response
Community Services	No objection

## Advertising

58. The application has been advertised pursuant to section 52 of the *Planning and Environment Act 1987*, by:

- sending notices to the owners and occupiers of adjoining land; and
- placing a sign upon the subject site frontage facing the internal accessway.

59. The notification has been carried out correctly. Council has received zero (0) objections to date.

## Assessment

60. The proposal for the use of the land for a licensed premises has been assessed against the relevant clauses and decision guidelines within the Greater Dandenong Planning Scheme.

## Use

61. The proposal has been assessed against the relevant provisions of the Greater Dandenong Planning Scheme, including the Planning Policy Framework, Local Planning Policy Framework, the Particular Provision for Liquor Licencing at Clause 52.27 and Clause 65 – Decision Guidelines.
62. The subject site is located within an established Commercial 2 Zone with the immediately adjoining lots used for a variety of commercial and warehouse uses, with no adverse impacts to the surrounding area anticipated as a result of the proposal.
63. The subject site is considered an appropriate location for the use of the land for a licensed premises given the subject site contains an existing warehouse and ancillary office. The site is currently operated by a recruitment agency and used store items related to their business, including clothing and tools. In addition, no changes to the existing use of the land for a warehouse are proposed, nor any changes to the existing structure of the built form.
64. The nearest Residential Zone (Neighbourhood Residential Zone, Schedule 1) is located to the north-east of the subject site on the far side of the Dandenong Bypass, at a distance of approximately 160 metres. Therefore, it is considered that the use of the land for a licensed premises (remote sellers packaged liquor licence) will not adversely impact the existing amenity of the closest established residential area.
65. The current proposal to use the land for a licensed premises will have little impact on the existing traffic of the surrounding area.
66. The packaged liquor for sale will be stored internally within the existing warehouse (in the area marked 'liquor' on the proposed red line plan) in an orderly manner. The liquor will be loaded onto the third-party courier/mail services collecting the orders on-site, either at the rear of the warehouse adjacent to the roller doors, or inside the warehouse, with little impact on the functionality of the existing car parking area or the common property. Conditions can be imposed on any permit issued to ensure vehicles related to his use do not impede the accessway.



67. The warehouse will maintain the following hours for the packing and delivering of liquor:

- Monday to Saturday: 9am – 11pm
- Sunday: 10am – 11pm.

It is noted that the proposed hours are within the hours that VCGLR detail that they will allow under any remote sellers packaged liquor licenses issued by them.

68. No sale of the packaged liquor will occur on-site, with all sales to be conducted and received online, via an app or over the phone. No collection of the packaged liquor from the customer will occur, with all sales of the packaged liquor to be delivered via a third-party courier/mail service to other locations.

69. There will be no consumption of alcohol on the site, therefore negating any risk of alcohol related to anti-social behaviour. For this reason, the proposed licenced premises would also not contribute in any way to the cumulative impact (and associated negative/detrimental amenity and public safety impacts) of any nearby licensed premises clusters in the surrounding area.

70. The proposal complies with the relevant objectives within the Municipal Planning Strategy and Planning Policy Framework within the Greater Dandenong Planning Scheme. It is considered that the proposal would improve services on the site and provide a benefit to the community by way of employment, without compromising the local amenity of the surrounding land uses. The proposal meets the objectives of Clause 17 (Economic Development) and Clause 17.01-1S (Diversified Economy) of the Planning Policy Framework in that it is considered to meet the community's needs for accessible facilities located within the municipality

71. The cumulative impact of the proposal was assessed, to demonstrate both positive and negative impacts that can result from any cluster of existing licensed premises with the surrounding area. A search of existing licensed premises within a 100 metre and 500 metre radius of the subject site was conducted.

There are no examples of existing licensed premises within a 100 metre radius of the subject site.

Within a 500 metre radius is the following existing licensed premises:

License no.	Category	Premises	Property Address
32334594	Restaurant and café licence	Royal East Restaurant	No. 503-509 Cheltenham Road Keysborough 3173
32068868	Packaged Liquor Licence	Aldi Stores	No. 448-476 Cheltenham Road Keysborough 3173

72. As demonstrated above, there are no existing licensed premises located within 100 metres of the subject site and only two (2) existing licensed premises located within 500 metres of the subject site. Therefore, it is not considered that there is cluster of licensed premises within close proximity to the site, as defined by Clause 52.27 (Licensed Premises).



73. It is worth noting that the Victorian Commission for Gambling and Liquor Regulation (VCGLR) requires an alcohol management strategy to be provided if the following applies to the remote sellers packaged liquor licence sought:
- (if the operator of the license) offers delivery within 2 hours of an order being placed; or
  - conducts liquor sale promotions for purchases (including discounts for multiple purchases, gift with purchases etc.)
74. The application was amended via S57A of the Planning and Environment Act 1987 on 12 December 2023 to include 'rapid delivery' (i.e. under 2 hours) and promotions. Therefore, the amended application also included the required alcohol management strategy that details ways the operator intends to reduce harm associated with the supplying of liquor in this manner.
75. It is considered that rapid alcohol delivery, especially later in the evening can significantly increase the likelihood of alcohol related harm occurring. Therefore, a condition will be placed on any permit to be issued to prohibit the collection of alcohol for rapid delivery after 10pm, to mitigate these risks.
76. As per the Victorian Liquor Commission (supported by Liquor Control Victoria), licensees who sell and deliver packaged liquor bought off-premises via phone or online sales (operating under a remote sellers packaged liquor licence) must keep and supply records regarding their failed deliveries of purchased packaged liquor. This is in the instance that the following scenarios occur which are relevant to this application:
- The recipient was a minor and/or could not produce photo identification; or
  - The recipient was intoxicated or there was a substantial risk they were intoxicated.
77. The record must be maintained to detail the date and time of each failed delivery, the postcode of the location where the refusal occurred and/or the total number of successful deliveries made during the relevant period.
78. It is worth noting that the remote sellers packaged liquor license sought within this application will be subject to standard practices by the relevant bodies to ensure the ongoing safety and wellbeing of the community.
79. Based on the above, it is considered that the proposal is appropriately located and would be managed to avoid any impact on the amenity of the surrounding area and community.

## Conclusion

80. The application has been assessed against the relevant sections of the Greater Dandenong Planning Scheme, including the Planning Policy Framework, Local Planning Policy Framework, Municipal Strategic Statement, Clause 52.27 and Clause 65.
81. Overall, it is considered that the proposal is appropriate having regard to the site's location within a Commercial 2 Zone.



## Recommendation

**That Council resolves to grant a planning permit in respect of the land known and described as No. 23/31 Fiveways Boulevard KEYSBOROUGH VIC 3173 (Lot 23 PS443263) for the purpose of the use of the land to sell liquor (remote sellers packaged liquor licence) in accordance with the plans submitted with the application subject to the following conditions:**

- 1. The licensed area shown on the endorsed Redline plan must not be altered without the prior written consent of the Responsible Authority and VCGLR (Victorian Commission for Gambling and Liquor Regulation).**
- 2. Rubbish, including bottles and packaging material, must at all times be stored within the building and screened from external view (except when collection is to occur the following morning).**
- 3. The applicant must maintain and supply a delivery record, as per the requirements of the *Liquor Control Reform Act 1998*, for each instance of refusal to deliver packaged liquor.**
- 4. The collection of alcohol for rapid delivery (two hour delivery or less) must not occur after 10pm, without the prior written consent of the Responsible Authority.**
- 5. The amenity of the area must not be detrimentally affected by the use of land, including through the:**
  - 4.1 transportation of materials, goods or commodities to or from the land;**
  - 4.2 appearance of any building, works or materials;**
  - 4.3 emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, girt or oil;**
  - 4.4 presence of vermin; or**
  - 4.5 in any other way.****to the satisfaction of the Responsible Authority.**
- 5. Liquor is to be picked and packed during the following hours only:**
  - 5.1 9 am to 11 pm Monday to Saturday; and**
  - 5.2 10 am to 11 pm Sunday**
- 6. Orders for packaged liquor is to be delivered during the following hours only:**
  - 6.1 9 am to 11 pm Monday to Saturday; and**
  - 6.2 10 am to 11 pm Sunday**
- 7. The trading hours within Condition 5 – 6 of the planning permit must not be altered without the prior written consent of the Responsible Authority and VCGLR.**



- 8. Delivery vehicles must not obstruct the common accessway during deliveries and/or collections, or any other time, to the satisfaction of the Responsible Authority.**
- 9. This permit will expire if one (1) of the following circumstances applies:**
  - 9.1. the use does not start within two (2) years of the date of this permit; or**
  - 9.2. the use is discontinued for a period of two (2) years.**

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

## **Alcohol Management Strategy for Rapid Delivery of Liquor and Promotions**

### Staff Training and Support

Our staff members will receive comprehensive training on the state's laws, regulations, and policies that govern responsible alcohol service, and delivery. They will also be instructed on recognizing signs of intoxication and dealing with intoxicated customers. The training will include instructing the staff on the appropriate circumstances to refuse alcohol to customers and provide advice on alternative options. We will also provide our staff with the necessary tools and resources to verify the customer's age and ensure that they are not providing alcohol to minors. Lastly, our staff will be continuously trained and receive updates on the laws relating to alcohol service in Victoria.

### Risk Management

To mitigate the risk of harm associated with delivering alcohol, we will set limits on the amount of alcohol that can be ordered at a time to avoid excessive consumption by customers. This approach is in line with the state's policy to prevent overconsumption of alcohol and mitigate the risk of harms associated with it such as lowering the risk of drink driving and alcohol addiction. We will also set time restrictions on when we can take orders for rapid delivery to avoid delivering alcohol when it might not be appropriate or safe. Additionally, we will require that all orders for rapid delivery must be paid for upfront to eliminate the potential for delivering alcohol without payment.

### Age Verification

We will maintain strict procedures to guarantee that only customers who are of legal drinking age may receive deliveries. Before any alcohol is delivered, our delivery drivers must confirm the legal age of the person receiving the delivery and verify this by requesting valid identification such as a driver's license, passport, or proof of age card. To improve the accuracy of age verification, our delivery team will be supplied with up-to-date training on age verification methods, like examining ID or using an online verification service.

### Managing Intoxicated Customers

If our delivery drivers encounter a customer they believe to be intoxicated, they will not attempt to deliver alcohol. Instead, the driver will explain in a respectful and helpful manner why the delivery cannot be made. If necessary, we will involve law enforcement and other relevant agencies to ensure the safety of our delivery team and other customers. We will also have policies in place to identify and report customers who repeatedly attempt to order alcohol while intoxicated.

### Delivery Management

We will have reliable protocols in place to verify delivery recipients to guarantee that alcohol is not left unattended and falling into the wrong hands. Deliveries will need a signature from the person receiving the alcohol, and the delivery driver must check that the recipient's ID checks out and matches the name on the delivery order. Any delivery requests from customers that do not meet these safety requirements will not be completed. The delivery driver will also require that the person receiving the delivery must be of legal drinking age and not intoxicated.

### Discounting and Promotions

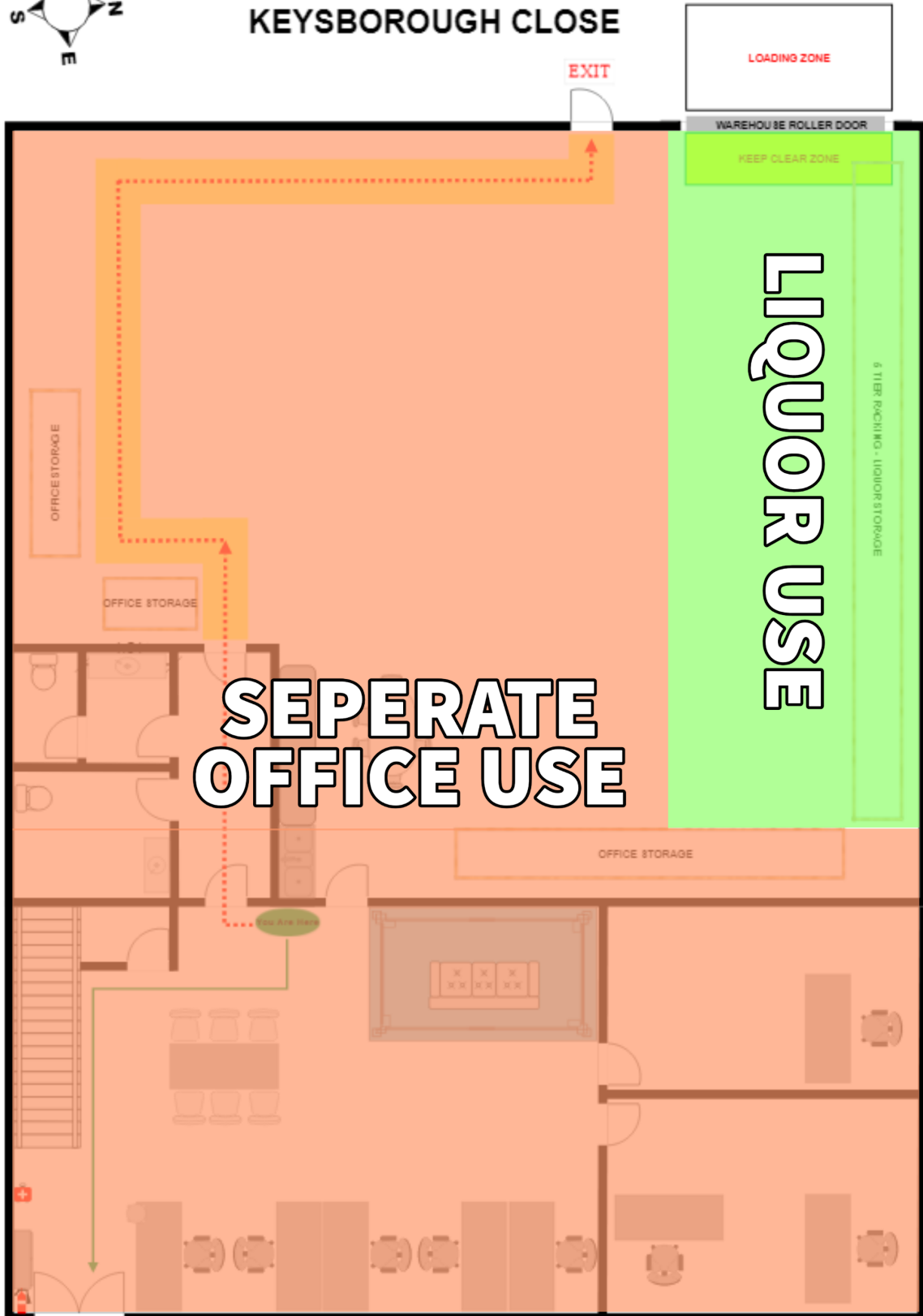
If we intend to undertake any promotions, we will ensure they comply with all relevant state and federal laws and regulations and do not promote excessive alcohol consumption, targeting vulnerable populations, or under-age drinking. Additionally, promotions and discounts will not breach the state's alcohol laws, such as serving free alcohol as a promotion or giving gifts of alcohol to underage customers. All promotions, if and when attempted, will comply with advertising rules, and the limit on maximum alcohol consumption that is advised.







KEYSBOROUGH CLOSE



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## 2.3.2 Planning Delegated Decisions Issued - November & December 2023

**Responsible Officer:** Executive Director City Futures

**Attachments:** 1. Planning Delegated Decisions Issued - November & December 2023 [2.3.2.1 - 18 pages]

### 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 November and December 2023.
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.

### Recommendation

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

## Planning Delegated Decisions Issued from 01/11/2023 to 31/12/2023

City of Greater Dandenong

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA22/0071	PlnAppAmd	No	46-50 Thomas Murrell Crescent DANDENONG SOUTH VIC 3175	Haulaway Services Pty Ltd	AMENDMENT TO: The use and development of the land for the purpose of materials recycling and transfer station and reduction in car parking requirements (PLN15/0588)	Amend endorsed plans	Delegate	AmendPerm	21/12/2023	Dandenong
PLA22/0103	PlnAppAmd	No	345-385 Perry Road DANDENONG SOUTH VIC 3175	Fautari Properties Pty Ltd	AMENDMENT TO: To construct a warehouse and the reduction in the car parking requirement pursuant to Clause 52.06 of the Greater Dandenong Planning Scheme, all in accordance with the endorsed plans (PLN14/0317)	Amend endorsed plans to modify the trailer parking and car parking layout	Delegate	AmendPerm	30/11/2023	Keysborough South
PLA23/0019	PlnAppAmd	No	211 Chapel Road KEYSBOROUGH VIC 3173	WP Holdings Australia Pty Ltd	AMENDMENT TO: the use and development of the land for a car wash, the development of the land for a first floor caretaker's house, a reduction in the car parking requirement, to display business identification and promotion signage and to alter access to a Road Zone Category 1 road'. (PLN19/0245)	Proposal fails to comply with Clause 21.05 (Built Form, Clause 54.02-2 (Neighbourhood Character Objectives), Clause 54.04-2 (Walls on Boundaries), Clause 54.4-6 (Overlooking Objective), Clause 65 (Decision) and DPO5.01	Delegate	Refusal	22/12/2023	Keysborough South
PLA23/0032	PlnAppAmd	No	59 Victoria Court SPRINGVALE VIC 3171	Abacus Designs and Planning	AMENDMENT TO: Development of the land for three (3) double storey dwellings (PLN19/0206)	Amend permit to allow for three double storey dwellings	Delegate	NOD	14/11/2023	Springvale Central

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA23/0038	PlnAppAmd	No	50 Dandenong Street DANDENONG VIC 3175	Universal Planning	AMENDMENT TO Planning Permit (PLN06/0452), which allowed for Place of Worship. The amendment seeks to amend the preamble to include a reduction in car parking requirements and buildings and works, to amend condition 4 to reduce patron numbers and to amend the endorsed plans	Amend endorsed plans to allow for a multi-purpose hall	Delegate	AmendPerm	08/12/2023	Dandenong
PLA23/0050	PlnAppAmd	No	National Water Sports Centre 1-3 Riverend Road BANGHOLME VIC 3175	Melbourne Cable Park Pty Ltd	AMENDMENT TO: The use and development of the land for an Outdoor Recreation Facility (water sports lakes, climbing facility, canoe, kayak, slalom, mini golf and a visitor's centre), the display of business identification signage, a waiver of the loading bay requirements, and associated earthworks (PLN15/0156)	Amend permit preamble to allow increased scope to include mini golf	Delegate	AmendPerm	24/11/2023	Keysborough South
PLA23/0055	PlnAppAmd	No	2 Luxford Court SPRINGVALE VIC 3171	Abacus Design & Planning	AMENDMENT TO: Development of the land for eight (8) double storey dwellings (PLN21/0663)	Amend endorsed plans to allow various changes to layout	Delegate	AmendPerm	15/12/2023	Springvale Central
PLA23/0067	PlnAppAmd	No	1/26 Dunblane Road NOBLE PARK VIC 3174	Lasting Solutions	AMENDMENT TO Development of the land for six (6) dwellings comprising five (5) double storey dwellings and one (1) single storey dwelling (PLN19/0305)	Amend endorsed plans to reflect what was constructed on the site	Delegate	AmendPerm	13/12/2023	Yarraman

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA23/0068	PlnAppAmd	No	Ground 1/148 Logis Boulevard DANDENONG SOUTH VIC 3175	Logis Property Investments Pty Ltd	AMENDMENT TO: The use and development of the land for warehousing, offices, medical centre, convenience restaurant and food and drink Premises; Buildings and works in association with a service station, and alteration to access to a road in a Road Zone, Category 1, to display three (3) internally illuminated business identification signs and a reduction in the car parking requirement associated with a medical centre (PLN16/0046) (247-263 Greens Road, Keysborough)	Amend permit preamble to allow reduction in car parking requirements and increase in persons permitted to provide health services	Delegate	AmendPerm	14/11/2023	Dandenong
PLA23/0077	PlnAppAmd	No	341-343 Princes Highway NOBLE PARK VIC 3174	Bensons Property Group Pty Ltd	AMENDMENT TO: Use and Development of the land for a Child Care Centre, to create or alter access to a Transport 2 Zone and to develop and display business identification signage (PLN22/0290)	Amend permit conditions and endorsed plans to allow increase in capacity of children	Delegate	AmendPerm	27/12/2023	Yarraman
PLA23/0082	PlnAppAmd	No	30-32 Brady Road DANDENONG NORTH VIC 3175	ASL Real Estate	AMENDMENT TO: Use and development of the land for a child care centre and to display internally illuminated business identification signage (PLN21/0434)	Amend endorsed plans to construct disability ramp	Delegate	AmendPerm	29/11/2023	Dandenong North
PLA23/0084	PlnAppAmd	No	6 Dennis Street DANDENONG VIC 3175	AD Design & Drafting Pty Ltd	AMENDMENT TO: Use and Development of the land for motor vehicle sales (PLN21/0506)	Amend endorsed plans to include a verandah	Delegate	AmendPerm	18/12/2023	Dandenong
PLA23/0091	PlnAppAmd	No	15 Aegean Court KEYSBOROUGH VIC 3173	Bayside Architects	AMENDMENT TO: The development of the land for a building with a reduction of the car parking requirement (PLN21/0007)	Amend endorsed plans to extend the first floor office and for one additional car space	Delegate	AmendPerm	28/12/2023	Keysborough South

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ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA23/0093	PlnAppAmd	No	18 Latham Crescent DANDENONG NORTH VIC 3175	AMS Pty Ltd	AMENDMENT TO: Subdivision of the land into three (3) lots (PLN22/0101) SPEAR	Delete permit Condition 4 relating to the planning permit	Delegate	AmendPerm	23/11/2023	Cleeland
PLN21/0362	PlnApp	No	8 James Street NOBLE PARK VIC 3174	BLDE Architecture	Development of the land for two (2) single storey dwellings	General Residential 1 Zone, 613sqm	Delegate	PlanPermit	16/11/2023	Noble Park
PLN21/0521	PlnApp	No	2-106 Bayliss Road DANDENONG SOUTH VIC 3175	Salta Properties (Lyndhurst) Pty Ltd	Subdivision of the land and creation of easements SPEAR	Industrial	Delegate	PlanPermit	22/12/2023	Dandenong
PLN21/0531	PlnApp	No	36 Wilma Avenue DANDENONG VIC 3175	D'Orio Architects Group	Development of the land for three (3) double storey dwellings	General Residential 1 Zone, 863sqm	Delegate	PlanPermit	01/12/2023	Yarraman
PLN22/0380	PlnApp	No	5 Briggs Crescent NOBLE PARK VIC 3174	P Damangir	Development of the land for four (4) dwellings (three (3) double storey dwellings and one (1) single storey dwelling to the rear)	General Residential 1 Zone, 1152sqm	Delegate	NOD	01/12/2023	Yarraman
PLN22/0388	PlnApp	No	42 Dawn Avenue DANDENONG VIC 3175	MZ Hanifi	Development of the land for two (2) double storey dwellings	General Residential 1 Zone, 637sqm	Delegate	NOD	20/11/2023	Dandenong

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ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN22/0394	PlnApp	No	80 South Gippsland Highway DANDENONG SOUTH VIC 3175	BB Design Group Pty Ltd	Construction of buildings and works, the display of business identification signage and to alter access to a Transport Zone 2	Transport 2 Zone, Industrial 1 Zone, 570sqm two storey office	Delegate	PlanPermit	29/11/2023	Dandenong
PLN22/0460	PlnApp	No	12 Jeffrey Street DANDENONG NORTH VIC 3175	A Khorrami	Development of the land for two (2) double storey dwellings	General Residential 1 Zone, 663sqm	Delegate	PlanPermit	27/12/2023	Cleeland
PLN22/0468	PlnApp	No	3 Maple Street SPRINGVALE VIC 3171	Abacus Design & Planning	Development of the land for five (5) double-storey dwellings	General Residential 3 Zone, 836sqm	Delegate	NOD	30/11/2023	Springvale North
PLN22/0494	PlnApp	No	19 Royal Avenue SPRINGVALE VIC 3171	M & D Town Planning Pty Ltd	Development of the land for six (6) triple storey dwellings	Residential Growth 2 Zone, 919sqm	Delegate	PlanPermit	01/12/2023	Springvale Central
PLN22/0495	PlnApp	No	15 Haresta Avenue DANDENONG VIC 3175	M Arifoski	Development of the land for two (2) double-storey dwellings	General Residential 1 Zone, 584sqm	Delegate	PlanPermit	30/11/2023	Dandenong
PLN22/0531	PlnApp	No	30 Jenkins Street NOBLE PARK VIC 3174	Dreamplan Design Drafting Service	Development of the land for two (2) double storey dwellings	General Residential 1 Zone, 585sqm	Delegate	NOD	09/11/2023	Yarraman



ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0012	PlnApp	No	138 Police Road SPRINGVALE VIC 3171	PC Infrastructure Pty Ltd	Use and development of the land for a Service Station, alteration of access to a road in a Transport Zone 2 and to display signage	Proposal fails to satisfy relevant State Planning Policy Framework including Clauses 71.02 (Operation), 11.02-1S (Supply of urban land), 15 (Built Environment and Heritage), 17.02-1S (Business) and 17.02-2S (Out-of-centre development), fails to meet objectives of Clauses 21.05 (Built form), 22.11 (Advertising signs), fails to comply with neighbourhood character objectives in GR1Z, fails to meet the purpose of Clauses 32.08 (GRZ) and 52.05 (Signs), fails to ensure appropriate access to Police Road and is refused by Head, Transport for Victoria as proposed access is incompatible with operation of Police Road and will result in unacceptable safety outcomes	Delegate	Refusal	30/11/2023	Springvale North
PLN23/0029	PlnApp	No	29 Ingrid Street DANDENONG VIC 3175	A Siriwardena	Development of the land for one (1) double-storey dwelling on a lot less than 300 square metres	General Residential 1 Zone, 109sqm	Delegate	PlanPermit	16/11/2023	Cleeland
PLN23/0053	PlnApp	No	37 Osborne Avenue SPRINGVALE VIC 3171	ABS Design & Construction Services	Development of the land for four (4) double storey dwellings	General Residential 3 Zone, 831sqm	Delegate	NOD	24/11/2023	Springvale Central

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0058	PlnApp	No	32 First Avenue DANDENONG NORTH VIC 3175	Digitech Design Building Consultant	Development of the land for two (2) single storey dwellings to the rear of an existing single storey dwelling	Neighbourhood Residential 1 Zone, 906sqm	Delegate	PlanPermit	27/12/2023	Dandenong North
PLN23/0078	PlnApp	No	7/1695-1703 Centre Road SPRINGVALE VIC 3171	MainSP Pty Ltd	Use of the land for Service Industry (Motor Repairs) in association with existing Truck and Bus Sales, buildings and works comprising a roller door and ramp and a reduction in the car parking requirement	Industrial 1 Zone, 18582sqm, construction of an opening for a roller shutter door and ramp	Delegate	PlanPermit	30/11/2023	Springvale North
PLN23/0095	PlnApp	No	23 David Street NOBLE PARK VIC 3174	Z.Kia Pty Ltd	Development of the land for three (3) double storey dwellings	General Residential 1 Zone, 883sqm	Delegate	NOD	17/11/2023	Noble Park
PLN23/0098	PlnApp	No	4 Podmore Street DANDENONG VIC 3175	Jova Drafting Consultants	Development of the land for four (4) double-storey dwellings	General Residential 1 Zone, 954sqm	Delegate	NOD	28/12/2023	Dandenong
PLN23/0132	PlnApp	No	24 Elm Grove SPRINGVALE VIC 3171	Abacus Design & Planning	Development of four (4) double storey dwellings	General Residential 3 Zone, 664sqm	Delegate	PlanPermit	20/12/2023	Springvale Central
PLN23/0160	PlnApp	No	64 Gove Street SPRINGVALE VIC 3171	Abacus Design & Planning	Development of the land for a double storey dwelling to the rear of an existing single storey dwelling, and alterations and additions to the existing dwelling	General Residential 1 Zone, 648sqm	Delegate	NOD	03/11/2023	Springvale North

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ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0186	PlnAppVic	Yes	88-92 Kirkham Road West KEYSBOROUGH VIC 3173	Stephen D'Andrea Pty Ltd	Buildings and Works (Warehouse Extension) and reduction in car parking requirements VICSMART	Industrial 1 Zone, extension to existing warehouse for storage purposes	Delegate	PlanPermit	20/12/2023	Keysborough
PLN23/0187	PlnApp	No	102 Assembly Drive DANDENONG SOUTH VIC 3175	Axiom Plus Pty Ltd	Development of the land for an Industrial building (warehouse) and a car parking reduction	Commercial 2 Zone, 2202sqm, construction of building for marine related manufacture and repair and reduction in car parking requirement by 10	Delegate	PlanPermit	30/11/2023	Dandenong
PLN23/0201	PlnApp	No	89 Bowmore Road NOBLE PARK VIC 3174	Ultimate Design & Drafting Pty Ltd	Development of the land for three (3) double storey dwellings on a lot	No response to further information request	Delegate	Lapsed	05/12/2023	Yarraman
PLN23/0209	PlnApp	No	10/19-21 Park Drive DANDENONG SOUTH VIC 3175	Jamy Group Pty Ltd	Use of the land for a restricted recreation facility (Martial Arts/Gymnasium)	Industrial 1 Zone, gym and martial arts training facility	Delegate	NOD	03/11/2023	Dandenong
PLN23/0213	PlnApp	No	13 Burden Street SPRINGVALE VIC 3171	RD Design and Drafting Pty Ltd	Development of the land for one (1) double and one (1) single storey dwelling to the rear of one (1) existing triple storey dwelling	General Residential 1 Zone, 929sqm	Delegate	NOD	24/11/2023	Springvale North
PLN23/0233	PlnApp	No	41-45 Cheltenham Road DANDENONG VIC 3175	Stihl Shop Dandenong	To display internally illuminated and non-internally illuminated business identification signage DECLARED AREA	Comprehensive Development 2 Zone, fascia signage and non illuminated window graphics	Delegate	PlanPermit	03/11/2023	Dandenong

ADARK

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02/01/2024

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0238	PlnAppVic	Yes	442-448 Springvale Road SPRINGVALE SOUTH VIC 3172	Bayside Town Planning Pty Ltd	Construct buildings and works comprising an extension to the existing building (VICSMART)	General Residential 1 Zone	Delegate	PlanPermit	23/11/2023	Springvale South
PLN23/0246	PlnApp	No	89 Ordish Road DANDENONG SOUTH VIC 3175	Re.Group Australia Pty Ltd	Use of land for a Transfer Station and a reduction in car parking requirements	Industrial 2 Zone, 4235sqm	Applicant	Withdrawn	29/12/2023	Dandenong
PLN23/0247	PlnApp	No	3/2 Kirkham Road West KEYSBOROUGH VIC 3173	Nest Grower Pty Ltd	Use of the land for the purpose of a Commercial Display Area	No permit is required	Delegate	NotRequire	29/11/2023	Keysborough
PLN23/0253	PlnApp	No	218-220 Hammond Road DANDENONG SOUTH VIC 3175	N Matthews	Use of the land for a Transfer Station and Materials Recycling	Industrial 2 Zone	Delegate	PlanPermit	16/11/2023	Dandenong
PLN23/0254	PlnApp	No	382 Greens Road KEYSBOROUGH VIC 3173	382 Greens Road Pty Ltd	AMENDMENT RECEIVED: Subdivision of the land into five (5) lots and removal of easement E1 on PS836955X in accordance with the endorsed plans SPEAR (SEE PLA23/0096)	Industrial	Delegate	PlanPermit	13/11/2023	Keysborough South
PLN23/0265	PlnApp	No	23 Jellicoe Street NOBLE PARK VIC 3174	LV Noble Pty Ltd	Development of a single storey dwelling and alterations and additions to an existing dwelling	General Residential 1 Zone, 642sqm	Delegate	NOD	14/11/2023	Yarraman

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0275	PlnApp	No	30 Elms Road BANGHOLME VIC 3175	Alston Coaches	Use and development of the land for a Vehicle Store and a reduction to the car parking rate	No response to further information request	Delegate	Lapsed	03/11/2023	Keysborough South
PLN23/0281	PlnApp	No	35-45 Frankston Dandenong Road DANDENONG SOUTH VIC 3175	R Davies	Buildings and Works (Car Park)	Industrial 1 Zone, 2695sqm, construction of bitumen car park	Delegate	PlanPermit	01/12/2023	Dandenong
PLN23/0283	PlnApp	No	2B/55-67 Frankston Dandenong Road DANDENONG SOUTH VIC 3175	Revo Fitness	Use of the land for a restricted recreation facility and to display business identification signage	Industrial 1 Zone, use as 24 hour gym and installation of associated business identification signage	Applicant	Withdrawn	22/12/2023	Dandenong
PLN23/0300	PlnApp	No	118 Logis Boulevard DANDENONG SOUTH VIC 3175	JemPLAN Pty Ltd	Displaying seven (7) business identification signage	Industrial 3 Zone, non-illuminated pylon sign	Delegate	PlanPermit	12/12/2023	Dandenong
PLN23/0303	PlnApp	No	504-520 Princes Highway NOBLE PARK NORTH VIC 3174	504 Group Pty Ltd	Two (2) lot subdivision SPEAR	Commercial	Delegate	NOD	29/11/2023	Noble Park North
PLN23/0322	PlnApp	No	12 Comber Street NOBLE PARK VIC 3174	TT Thien	Development of the land for two (2) double storey dwellings	No response to further information request	Delegate	Lapsed	16/11/2023	Springvale Central

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0326	PlnApp	No	15/792-806 Heatherton Road SPRINGVALE SOUTH VIC 3172	TCT Hua	Use of the land for the sale and consumption of liquor (Restaurant and Café Licence) in association with the existing Convenience Restaurant	Mixed Use Zone	Delegate	PlanPermit	22/11/2023	Springvale South
PLN23/0333	PlnApp	No	2/1024 Heatherton Road NOBLE PARK VIC 3174	McCready Pty Ltd	To construct a dwelling (on a lot less than 300sqm)	General Residential 1 Zone, 160sqm	Delegate	PlanPermit	17/11/2023	Springvale Central
PLN23/0341	PlnApp	No	921 Taylors Road DANDENONG SOUTH VIC 3175	Stephen D'Andrea Pty Ltd	Development of the land for a Warehouse and a reduction of the car parking requirement	Industrial 1 Zone, 11382sqm, warehouse development with double storey ancillary	Delegate	PlanPermit	14/12/2023	Dandenong
PLN23/0342	PlnApp	No	16 Jamieson Way DANDENONG SOUTH VIC 3175	Stephen D'Andrea Pty Ltd	Development of the land for a warehouse building	Industrial 1 Zone, 3680sqm, construction of warehouse and ancillary office, reduction in car parking requirements	Delegate	PlanPermit	29/12/2023	Dandenong
PLN23/0349	PlnApp	No	16 Hillcrest Grove SPRINGVALE VIC 3171	Abacus Design & Planning	Use of the land for a Home based business (Beauty Salon) and associated buildings and works	No permit is required	Delegate	NotRequire	27/11/2023	Springvale Central
PLN23/0354	PlnAppVic	Yes	1/158-168 Browns Road NOBLE PARK NORTH VIC 3174	Green Gates Drafting	Buildings and works (mezzanine) and a reduction in car parking requirements VICSMART	Commercial 2 Zone, construction of two mezzanine areas and reduction in car parking requirements	Delegate	PlanPermit	13/11/2023	Noble Park North

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0359	PlnApp	No	Hub Arcade 23-24/15-23 Langhorne Street DANDENONG VIC 3175	Terry White Chemmart	Building and Works (External alterations to a shop) and to display two (2) internally illuminated signage within a DECLARED AREA.	No response to further information request	Delegate	Lapsed	28/11/2023	Dandenong
PLN23/0365	PlnApp	No	13-37 Lonsdale Street DANDENONG VIC 3175	Harding Architects Pty Ltd	Building and Works (Infill entrance canopy) and Signage (Internally illuminated signage)	Commercial 2 Zone, Industrial 1 Zone, glazed infill to existing canopy, led illuminate sign	Delegate	PlanPermit	20/12/2023	Dandenong
PLN23/0378	PlnApp	No	2-106 Bayliss Road DANDENONG SOUTH VIC 3175	Salta Properties (Lyndhurst) Pty Ltd	Development of the land for a warehouse building and a reduction in the car parking requirement	Industrial 1 Zone, 852036sqm, construction of warehouse with office areas and reduce number of car parking spaces	Delegate	PlanPermit	23/11/2023	Dandenong
PLN23/0379	PlnApp	No	3/58 Greens Road DANDENONG SOUTH VIC 3175	Batteryzone	To display one (1) illuminated sign, and non-illuminated business identification signage	Industrial 1 Zone, business identification signage	Delegate	PlanPermit	24/11/2023	Dandenong
PLN23/0389	PlnApp	No	4 Jayne Court DANDENONG SOUTH VIC 3175	Jayne Court Holding Pty Ltd AFT Jayne Crit Property Trust C/- KLM Spatial	Subdivision of the land into two (2) lots SPEAR	Commercial	Delegate	PlanPermit	12/12/2023	Dandenong
PLN23/0399	PlnApp	No	1450 Heatherton Road DANDENONG VIC 3175	Dickson Hearn Pty Ltd - Melbourne	Subdivision of the land into three (3) lots adjacent to a road in a Transport Zone 2 SPEAR	Residential	Delegate	PlanPermit	27/11/2023	Cleeland



ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0400	PlnApp	No	30 Springvalley Crescent KEYSBOROUGH VIC 3173	MG Land Surveyors	Subdivision of the land into three (3) lots adjacent to a road in a Transport Zone 2 SPEAR	Residential	Delegate	PlanPermit	27/11/2023	Keysborough
PLN23/0408	PlnAppVic	Yes	18 Kelly Court SPRINGVALE VIC 3171	P & M's Structures Victoria Pty Ltd	Subdivision of the land into two (2) lots SPEAR (VICSMART)	Industrial	Delegate	PlanPermit	24/11/2023	Springvale North
PLN23/0416	PlnApp	No	13-37 Lonsdale Street DANDENONG VIC 3175	Harding Architects Pty Ltd	Buildings and works (fascia) and display of two (2) internally illuminated business identification signs	Commercial 2 Zone, Industrial 1 Zone, 1062sqm, alterations to existing fascia, 2 x new LED illuminated signage	Delegate	PlanPermit	28/12/2023	Dandenong
PLN23/0428	PlnApp	No	5 McFarlane Crescent DANDENONG VIC 3175	AMS Pty Ltd	Subdivision of the land into six (6) lots SPEAR	Residential	Delegate	PlanPermit	16/11/2023	Cleeland
PLN23/0433	PlnAppVic	Yes	27-29 Pultney Street DANDENONG VIC 3175	Marchi Design Group Pty Ltd	Buildings and works (façade alteration) and business identification signage DECLARED AREA (VICSMART)	Comprehensive Development 2 Zone, facade material upgrade and repositioning of signage	Delegate	PlanPermit	04/12/2023	Dandenong
PLN23/0439	PlnAppVic	Yes	442-448 Springvale Road SPRINGVALE SOUTH VIC 3172	Bayside Town Planning Pty Ltd	Construct buildings and works comprising three (3) vergolas and one (1) display room (VICSMART)	General Residential 1 Zone	Delegate	PlanPermit	23/11/2023	Springvale South

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0440	PlnApp	No	1037 Heatherton Road NOBLE PARK VIC 3174	M.J. Reddie Surveys Pty Ltd	Subdivision of the land into three (3) lots adjacent to a road in a Transport Zone 2 SPEAR	Residential	Delegate	PlanPermit	27/11/2023	Springvale Central
PLN23/0445	PlnApp	No	26A Westall Road SPRINGVALE VIC 3171	Bayside Town Planning Pty Ltd	Use and development of the land for a store and caretaker's house	The proposal is inconsistent with Section 4 and fails to meet objectives of Clause 13.04-1S (contaminated and potentially contaminated land), Clause 13.07-1S (land use compatibility), Clause 13.05-1S (noise management), Clause 13.06-1S (air quality management), Clause 14.02-2S (water quality), Clause 19.03-3S (integrated water management), Clause 15.03-2S (Aboriginal Cultural Heritage), Clause 18.01-1S (land use and transport integration), Clause 21.04-3 (Industrial) and Clause 22.03-4 (Urban design in commercial and industrial areas), Clause 52.06-5 (car parking) and Clause 65 of the Planning Scheme	Delegate	Refusal	22/11/2023	Springvale North
PLN23/0452	PlnAppVic	Yes	17 Federation Road DANDENONG SOUTH VIC 3175	Erect A Rack	Buildings and Works (Mezzanine) and reduction in car parking requirement VICSMART	Industrial 3 Zone, internal mezzanine floor in existing warehouse for storage of goods	Delegate	PlanPermit	14/12/2023	Dandenong

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0455	PlnApp	No	927-937 Springvale Road KEYSBOROUGH VIC 3173	Van Damme Design	Buildings and Works (Toilet block)	General Residential 1 Zone, 29sqm, construction of amenities building on existing school site	Delegate	PlanPermit	16/11/2023	Keysborough South
PLN23/0456	PlnApp	No	11 Kelly Court SPRINGVALE VIC 3171	Linear Land Surveying Pty Ltd	Subdivision of the land into two (2) lots SPEAR	Industrial	Delegate	PlanPermit	27/11/2023	Springvale North
PLN23/0468	PlnApp	No	5 Eckford Street DANDENONG VIC 3175	Meridian Land Surveyors Pty Ltd	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	17/11/2023	Dandenong
PLN23/0474	PlnApp	No	235-237 Thomas Street DANDENONG VIC 3175	Jova Drafting Consultants	Buildings and Works (Outdoor Seating) DECLARED AREA	Permit is not required for buildings and works under Clause 62.02-1	Delegate	NotRequire	15/12/2023	Dandenong
PLN23/0477	PlnApp	No	Parkmore Shop Z11-Z12 11Z-12Z/317-321 Cheltenham Road KEYSBOROUGH VIC 3173	T-A Square Architects	To display one (1) internally illuminated business identification sign	Commercial 1 Zone, internally illuminated sign	Delegate	PlanPermit	30/11/2023	Keysborough
PLN23/0479	PlnAppVic	Yes	34-78 South Park Drive DANDENONG SOUTH VIC 3175	Marcos Jose Pty Ltd	Construction of buildings and works (truck canopy, roller door, internal cool room, external plant area) and reduction in car parking requirements VICSMART	Industrial 2 Zone, canopy extension and installation of roller shutters, reduce number of car parking spaces by 7	Delegate	PlanPermit	19/12/2023	Dandenong

ADARK

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ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0482	PlnApp	No	Paddy O'Donoghue Centre 18-34 Buckley Street NOBLE PARK VIC 3174	City of Greater Dandenong	To externally paint an unpainted surface in a Heritage Overlay	Residential Growth 2 Zone, Commercial 1 Zone, community painting of pavers in adjacent laneway	Delegate	PlanPermit	05/12/2023	Noble Park
PLN23/0485	PlnAppVic	Yes	19 Jennings Street NOBLE PARK VIC 3174	Multi Surveying	Subdivision of the land into two (2) lots SPEAR (VICSMART)	No response to further information request	Delegate	Lapsed	27/12/2023	Springvale Central
PLN23/0487	PlnAppVic	Yes	107 Herbert Street DANDENONG VIC 3175	CLR Surveys	Subdivision of the land into three (3) lots SPEAR (VICSMART)	Residential	Applicant	Withdrawn	21/11/2023	Cleeland
PLN23/0489	PlnApp	No	15 Stephenson Street SPRINGVALE VIC 3171	M Kyaw, YY Mun	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	14/12/2023	Springvale North
PLN23/0493	PlnApp	No	12/308-310 Springvale Road SPRINGVALE VIC 3171	Rooftop Architecture & Design	Display of three (3) non-internally illuminated business identification and three (3) internally illuminated business identification signage	Commercial 1 Zone, Illuminated and non-illuminated 3D letters and menu panel	Delegate	PlanPermit	29/12/2023	Springvale Central
PLN23/0496	PlnApp	No	8 Birdwood Avenue DANDENONG VIC 3175	Geomatics Engineers Melbourne Pty Ltd	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	14/12/2023	Yarraman

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0501	PlnApp	No	1/2 Springfield Court NOBLE PARK NORTH VIC 3174	S Topalovic, D Bozic	Boundary Re-Alignment SPEAR	Residential	Delegate	PlanPermit	15/12/2023	Noble Park North
PLN23/0502	PlnAppVic	Yes	73-87 Monash Drive DANDENONG SOUTH VIC 3175	Pellicano Investments 3 Pty Ltd	To construct works VICSMART	Commercial 2 Zone, 10898sqm, 15 additional loading docks and 2 loading bays	Delegate	PlanPermit	23/11/2023	Dandenong
PLN23/0509	PlnApp	No	23 Liege Avenue NOBLE PARK VIC 3174	Geomatics Engineers Melbourne Pty Ltd	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	22/12/2023	Yarraman
PLN23/0518	PlnAppVic	Yes	2 Holly Avenue DANDENONG NORTH VIC 3175	Nilsson Noel & Holmes (Surveyors) Pty Ltd	Subdivision of the land into two (2) lots SPEAR (VICSMART)	Residential	Delegate	PlanPermit	30/11/2023	Noble Park North
PLN23/0521	PlnAppVic	Yes	16 Hilton Street DANDENONG VIC 3175	Safety Steel Structures	Development of the land for a Warehouse VICSMART	Industrial 1 Zone, 725sqm, construct a warehouse	Delegate	PlanPermit	13/12/2023	Dandenong
PLN23/0522	PlnApp	No	63 Herbert Street DANDENONG VIC 3175	Nilsson Noel & Holmes (Surveyors) Pty Ltd	Subdivision of the land into four (4) lots SPEAR	Residential	Delegate	PlanPermit	22/12/2023	Cleeland

ATT 2.3.2.1 Planning Delegated Decisions Issued - Novemeber & December 2023

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN23/0525	PlnAppVic	Yes	107 Herbert Street DANDENONG VIC 3175	CLR Surveys	Subdivision of the land into three (3) lots SPEAR (VICSMART)	Residential	Delegate	PlanPermit	12/12/2023	Cleeland
PLN23/0530	PlnAppVic	Yes	7 Agana Avenue NOBLE PARK VIC 3174	LR Tarlamis	Subdivision of the land into two (2) lots SPEAR (VICSMART)	Residential	Delegate	PlanPermit	08/12/2023	Noble Park

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### 2.3.3 Planning Decisions Issued by Planning Minister's Delegate – November & December 2023

**Responsible Officer:** Executive Director City Futures

**Attachments:** 1. Planning Declared Area Delegated Decisions - November & December 2023 [2.3.3.1 - 1 page]

#### Executive Summary

1. This report provides Council with an update on the exercise of delegation by Planning Minister's delegate.
2. It provides a listing of Town Planning applications that were either decided or closed under delegation or withdrawn by applicants in November and December 2023.
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 PDA#.01 or similar, are applications making amendments to previously approved planning permits.

#### Recommendation

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



## PDA Delegated Decisions Issued 01/11/2023 to 31/12/2023

## City of Greater Dandenong

Application ID	PropertyAddress	Applicant	Description	Notes	Authority	Decision	Decision Notified	Ward
PDA12/0007.03	69 McCrae Street DANDENONG VIC 3175	Urbis Pty Ltd	AMENDMENT TO: Buildings and works associated with the construction of a four storey (plus semi basement) building and a reduction in the carparking requirements	Change of use at ground floor to medical centre; 17 community care units in lieu of 32 apartments	Delegate	AmendPerm	14/11/2023	Dandenong
PDA23/0002	39-41 Pultney Street DANDENONG VIC 3175	New Edge Studio Pty Ltd	Mixed Use Development (Office, Child Care Centre, 4 x Apartments) 5 levels (PA2302384)	Insufficient response to further information request	Delegate	Lapsed	27/11/2023	Dandenong
PDA10/0020.01	27 Scott Street DANDENONG VIC 3175	Urbis Pty Ltd	AMENDMENT TO: Mixed Use Development (112 x apartments, 6 x retail) 14 levels	Amend permit preamble to reference use 'shops' and reduction in the car parking requirement; new condition to formalise the allocation of car parking spaces	Delegate	AmendPerm	30/11/2023	Dandenong
<b>Total :</b>							<b>3</b>	



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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 - Policies for Abolition

**Responsible Officer:** Manager Governance, Legal & Risk

**Attachments:** 1. Policies for Abolition (x 3) [4.1.1.1 - 14 pages]

#### Executive Summary

1. Council policies are in place to ensure accordance with relevant legislation, regulations and best practice. They provide a consistent approach to Council's operational requirements and promote accountability and transparency of Council decisions and actions.
2. Council continually reviews its organisational policies and recently created a policy register. Several Council policies have been found to be irrelevant to Council's operational requirements and/or are superseded and can now be abolished.
3. This report recommends that the policies outlined in this report and provided in Attachment 1 be abolished.



## Background

4. Essentially, policies developed by Council are aimed at ensuring good governance and decision-making processes, as well as the consistent, effective and efficient management of community resources and the day-to-day business of Council. They help govern how Council operates and provide a clear set of principles that provide a definite direction for Council.
5. Each policy is developed to address specific matters and objectives as outlined in the Council Plan 2021-25 or as required by legislation.
6. Existing council policies are subject to an ongoing review process to ensure they remain up-to-date and comply with current legislation. Policies are also reviewed and updated if legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems are implemented.
7. Council policies should be read in conjunction with any related legislation, relevant internal policies, codes of practice or guidelines. A Council policy is considered to be automatically revoked upon readoption of the latest version of that policy.
8. Ongoing review of all organisational Council policies has found several existing policies to be irrelevant, superseded or superfluous to Council's current operational requirements and can now be abolished. I.

## Proposal

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

<b>Policy Name</b>	<b>Reason for Abolition</b>
Risk Management - Assessment Claims for Financial Hardship Policy	This policy was developed in 2008 (last reviewed and adopted in 2015) in relation to insurance claims. Its details are now contained within the Risk Management Policy and Framework and are no longer relevant.
Management of Legal Advice Policy	This policy was developed in 2014 and is no longer relevant. Its contents will be better considered as guidelines when a Legal Support Services Unit is established within Council.
Oder of Precedence/Hosting of Dignitaries Policy	This policy was developed in 2019 and is due for review. It is considered that the contents of this policy are better served by a set of guidelines that can be placed on Council's Intranet working in conjunction with the Guidelines for Councillors Attending Council and External Events.

## Financial Implications

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



### **Community and Stakeholder Consultation**

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

### **Recommendation**

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



# Greater Dandenong Policy

## RISK MANAGEMENT

### Assessment of Claims for Financial Hardship

EDRMS Objective No.	A37084	Authority:	CEO
Directorate:	Corporate Services	Responsible Officer:	Manager Organisational Sustainability
Policy Type:	Discretionary	Version Number:	03
First Adopted by Council:	13 October 2008 Minute No. 1101	Last Adopted by Council:	11 November 2013 Minute No. 382
Review Period:	Biennially	Next Review:	November 2015

#### 1. Purpose

This Policy applies in cases where a person or persons have made an Insurance Claim against Council, the claim has been investigated and a decision made that Council is not liable and the person or persons have further requested that Council consider compensation on the basis of financial hardship.

#### 2. Background

Council cannot be held liable under all circumstances for damage or loss that might occur to members of the community. The community themselves carry certain obligations to be aware of measures that they can take to minimize the potential for financial hardship. Some of these obligations are legislated, as in the case of the Road Safety Act where Road Users...*"must drive in a safe manner having regard to all relevant factors"*.

Council is however responsible to the broader community and is mindful that hardship cases may exist and accordingly may consider applications for assistance in cases of genuine financial hardship in accordance with the criteria outlined in this Policy.

There are a number of Council and other State or federally funded services which may be able to assist a person(s) meeting the criteria. The Department of Human Services (DHS) sometimes makes available "Personal Hardship Grants" to assist individuals and families affected by a significant storm event or emergency.



# Greater Dandenong Policy

## 3. Scope

This Policy will only apply where a person or persons has made an insurance Claim against Council and have had their claim denied.

## 4. References

- Risk Management Policy
- Risk Management Strategy

## 5. Definitions

Not applicable

## 6. Council Policy

The following sections describe the criteria of persons who will be considered for financial assistance and the associated decision making process.

### ***Financial Hardship Assistance Criteria***

Applicants seeking assistance on claims of financial hardship will be considered where they fall into the following criteria:

- People in receipt of the following assistance
  - Government pension, ie., disability or aged
  - Unemployment benefits
  - Youth allowance
  - Health care card holder
  - On arrival papers (refugees or newly arrived); and
- Local City of Greater Dandenong resident

Working aged persons in employment will generally only be considered for assistance in exceptional circumstances.

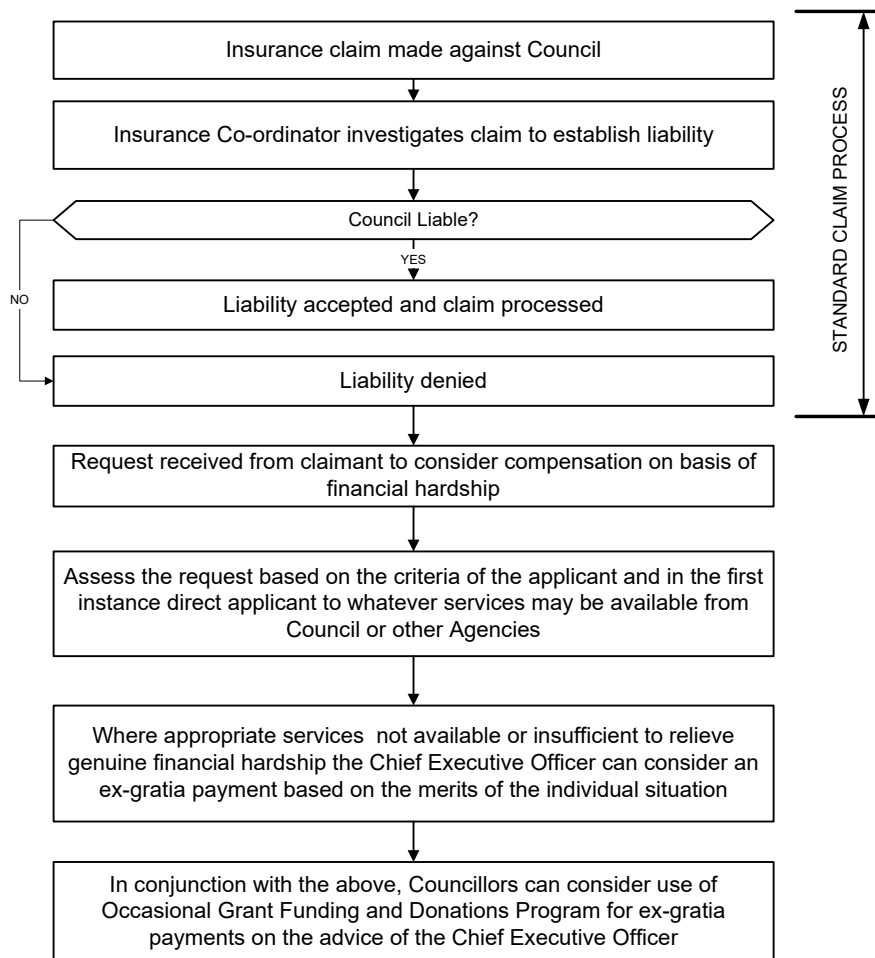




# Greater Dandenong Policy

## Process Chart

The following Process Chart sets out the administrative steps that will be followed in assessing claims for financial hardship.



## 7. Related Documents

No related documents



# Greater Dandenong Policy

## Management of Legal Advice

File Number:		Authority:	Council
Directorate:	Corporate Services	Responsible Officer:	Manager Governance and Commercial Property
Policy Type:	Discretionary	Version No:	001
1 <sup>st</sup> Adopted by Council	14 July 2014	Last Adopted by Council:	14 July 2014
Review Period:	Every 4 Years	Next Review:	May 2018

### 1. Purpose

This Policy has been developed to provide a consistent and structured approach to the management and handling of legal advice secured by the Greater Dandenong City Council and to protect the interests of Council.

### 2. Background

Council is a Corporation – it can sue or be sued and invariably, in this context, it will secure legal advice to protect the interests and actions of Council as an entity or Corporation and its delegates. The vast majority of legal advice sought by Council will be of this nature and is provided by legal providers in a manner which is written for the use only by Council.

This information is protected by legal privilege and cannot be accessed by other parties unless Council elects to waive this privilege.

In other circumstances, Council may also act as a facilitator of 'community service obligations' and in this context may secure legal advice to supplement or support a community need for information that is less corporate in nature but more informative to the broader community.

As a corporation, Council is not responsible for funding legal advice in which one or a group in the community may have an interest. However if it is determined that there is sufficient public interest to secure legal advice, Council will need to take into consideration both its ethical and professional responsibilities prior to the dissemination of such information into the public domain.

As the owner of intellectual property, Council is responsible for ensuring that the necessary legislative requirements, as set out under the *Freedom of Information Act 1982*, *Information Privacy Act 2000*, and *Local Government Act 1989* are adhered to in regard to the disclosure and use of all corporate information.



# Greater Dandenong Policy

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## 3. Scope

This policy applies to all legal advice secured by Council prior to the consideration of its dissemination into the public domain.

Legal advice is to be treated as 'Confidential' at all times and must not be released to the public unless authorisation is granted by the Chief Executive Officer. All information released must first meet the requirements of the *Information Privacy Act 2000*.

## 4. References

- *Information Privacy Act 2000*
- *Health Records Act 2001*
- *Freedom of Information Act 1982*
- *Public Records Act 1973*
- *Crimes Act 1958*
- City of Greater Dandenong Risk Management Policy

## 5. Definitions

"Legal Advice" for the purpose of this policy means the formal opinion regarding the substance or procedure of the law secured by Council from a solicitor, barrister or lawyer. The advice may be received in either written or verbal communications.

## 6. Council Policy

While Council is strongly committed to an open and transparent style of Government there is a need to place restrictions on the disclosure of official information/legal advice to ensure that Council interests as a Corporation are protected at all times.

For any legal information sought, the lawyer must be briefed in relation to the objective and the possible direction or distribution of the advice (if any).

For the purpose of ensuring continuity in the management of the significant majority of legal advice secured by Council for consideration by the corporation, such advice has been categorised in to 5 distinct types.

Legal matters secured under Categories 1 – 4 should always remain confidential to Council and are exempt from public release under Section 30(1)(a) and (b), 31(1)(a) and (c), 32(1) , 33(1) and (9), 35(1)(b) of the *Freedom of Information Act 1982* .

Legal advice secured under Category 5 may be considered for dissemination into the public domain.



# Greater Dandenong Policy

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## Categories 1 – 4 (Confidential to Council)

**Category 1** – Advice secured to facilitate Council’s decision making and in the exercise of powers and responsibilities under legislation – this is considered a responsibility of a Corporation.

*Example - sale of public land, lease agreements or licenses.*

**Category 2** – Advice secured to direct Council in legislative compliance issues and protect Council from prosecution or damages to its reputation. This is considered a responsibility of a Corporation.

*Example - where the legislation says ‘Council shall’ rather than ‘Council may’ and could include ‘electoral matters’ or ‘rating matters’.*

**Category 3** – Advice secured to support Council in its prosecution of a matter or in response to legal action against Council. This is considered a responsibility of a Corporation.

*Example – Legal action is commenced against Council or Council seeks to prosecute a party for a legislative/regulatory breach.*

**Category 4** – Advice secured in relation to staffing or contractual matters for which delegations exist. This is considered a responsibility of a Corporation.

*Example - Industrial relations advice*

## Category 5 (Consideration for Public)

**Category 5** – Advice secured to establish an informed basis on which advice may be placed in the public domain. This is considered to be a community service obligation. Note in this category, the author of the legal advice should be advised prior to its provision of Councils intended use of the advice in a public domain sense.

*Example – Advice in respect of a policy position of another level of government, statutory authority.*

## Release of Advice

Categories 1-4 above are considered to be privileged information and will not be released to the public domain in any format. (Legal privilege is described further within this document.)

Category 5 information may be released by Council’s delegate only after discussion with, and consideration by, the Chief Executive Officer (CEO). In addition to this, release of any information under this category may only occur once the final format and content has been approved by Council’s solicitors.



# Greater Dandenong Policy

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## **Legal Privilege**

Legal advice received by Council is protected by legal privilege and is not available to other parties unless Council voids this privilege. Legal privilege can be voided either by a deliberate decision of Council to release legal advice or involuntarily by referring publicly to this advice.

Legal professional privilege may be deemed to be waived if Council discloses the advice or the existence of the advice to a third party. Disclosure may include telling a person/entity about the content, substance, legal conclusion or by providing a short summary of any legal advice secured.

Once legal professional privilege is lost in any context it cannot be recovered and it may also potentially waive privilege over other related documents.

## **Delegation to Seek Legal Advice**

Under Council Delegations the power to obtain legal advice is restricted to the CEO, Directors, Managers and the Team Leaders of Statutory Planning and Strategic Planning.

Only the CEO can secure legal advice which falls under Category 5 rating as indicated above.

Employees may obtain legal advice on behalf of a Delegated Officer, but must first obtain the appropriate authorisation from that officer.



# Greater Dandenong Policy

## Order of Precedence/Hosting of Dignitaries Policy

Policy Endorsement:	Endorsement required by Council		
Policies superseded by this policy:	Not applicable		
Directorate:	Corporate Services		
Responsible Officer:	Manager Governance		
Policy Type:	Discretionary		
File Number:	A3453821	Version No:	001
1 <sup>st</sup> Adopted by Council	9 September 2019 Minute No.1173	Last Adopted by Council:	9 September 2019 Minute No.1173
Review Period:	Every 4 years	Next Review:	September 2023

### 1. Purpose

This policy has been developed to define the order of precedence at Council sponsored and organised events and functions and enhances the efficiency and effectiveness of the official proceedings at such events. It also provides guidelines for:

- acknowledging, addressing and seating Councillors, executive staff, dignitaries and guests at Council-organised functions and events; and
- acknowledging, addressing and seating Councillors and executive staff at external events.

### 2. Background

Both Federal and State Governments in Australia generally have an Order of Precedence Protocol to consistently guide the ceremonial status of arrangements and the correct order in which introductions, acknowledgements and seating arrangements are to be made.

Greater Dandenong City Council sponsors and organises numerous meetings, ceremonies and events each year and extends invitations to VIP's, dignitaries and guests of honour. Given Greater Dandenong Council's participation in, and organisation of, many varied events in and around the municipality, it is prudent to provide a consistent approach to the acknowledgment of the Mayor and Councillors, VIPs, dignitaries and guests in attendance at Council functions and events. It is also prudent to consider the provision of guidelines to external groups when they are inviting the Mayor Councillors to attend external functions and events.

As there is no official protocol on the order of precedence at a Local Government level, this policy has been developed to define the order of precedence that should be followed at Council-sponsored and Council-run events.

This policy identifies the Mayor of the City of Greater Dandenong as the official representative of the municipality and as the host for all Council-organised events when in attendance. As a result, the Mayor should be ranked highest in the order of precedence despite the order listed under the protocols for both the State and Federal governments.



# Greater Dandenong Policy

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The guidelines in this policy have been developed specifically for Council-organised events and external events to which the Mayor and Councillors are invited and should be used with a flexible approach.

## 3. Scope

This policy applies to:

- all Council organised events in which the Mayor and Councillors, VIPs, executive staff and/or dignitaries may be in attendance;
- all Council sponsored events where Council contributions are greater than \$5,000. (e.g. the Springvale Lunar Festival, where the event is organised by an external organisation but Council's contribution exceeds \$5,000);
- external events at which the Mayor, Councillors or executive staff are attending.

Where the State or Federal Government are also a major sponsor of, or in attendance at, a Council-organised event, Council officers must liaise directly with the relevant Minister's office in relation to the Order of Precedence, however this policy will serve as the overarching guideline.

During the period preceding either a State or Federal Government election the Department of Prime Minister and Cabinet and the Department of Premier and Cabinet Caretaker Convention Guidelines must be adhered to when considering public events either organised or sponsored by Council. During such periods, Council officers should ensure that Council's apolitical nature is upheld and parliamentarians are not invited to speak on any matters other than those relating to the event. No campaigning will be permitted at Council events during a Federal or State Election caretaker period.

## 4. Human Rights and Responsibilities Charter – Compatibility Statement

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

## 5. References

- Table of Precedence for the Commonwealth of Australia as Gazetted in Special Gazette No. S206 on Tuesday 5 October 1982.
- Department of Prime Minister and Cabinet Caretaker Convention Guidelines
- Department of Premier and Cabinet Caretaker Convention Guidelines



# Greater Dandenong Policy

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## 6. Definitions

- Order of Precedence** is a sequential hierarchy of perceived importance of people. It is most often used in the context of people by many organisations and governments for formal and state occasions and especially where diplomats are present. Note that a person's position in an order of precedence is not necessarily an indication of functional importance but rather an indication of ceremonial or historical relevance.
- Principal Speaker** is usually a VIP or dignitary especially invited to the event, such as the Premier or a Minister.
- Guest of Honour** is usually someone who is being honoured for their achievements or contributions to the event.

## 7. Council Policy

### Order of Precedence at Greater Dandenong City Council-Organised Events

The Mayor is the official representative of the City of Greater Dandenong and, as such, should be recognised as the official host of all Council-organised events, if attending the event.

The Mayor should be introduced first at Council-organised events if in attendance, even in the presence of State and Federal elected Members of Parliament. In this instance the running sheet should be provided to any Members of Parliament attending to ensure the Order of Precedence proposed is acceptable to them. Common sense does need to prevail and at times the Order of Precedence may need to be changed based on the person, purpose and events at hand.

Assuming that a Member of the Royal Family is not present, the following order of precedence for speakers would normally apply to those attending:

1. Introduction by the Master of Ceremonies (MC);
2. Welcome by the Mayor;
3. Introduction of the principal speaker or guest of honour (by MC);
4. Main speech by principal speaker or guest of honour;
5. Speeches by other dignitaries;
6. Conclusion by MC;

Note that this may need to vary from time to time, for example when both State and Federal politicians are in attendance and speaking.





# Greater Dandenong Policy

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## Seating, Welcomes and Introductions

The order of precedence outlined in this policy applies equally to welcoming guests, seating arrangements and introductions of official parties at Council-organised events.

As a general rule for Council-organised functions and events, dignitaries should be recognised or welcomed in the following order:

- Mayor of the Municipality or Councillor representing the Mayor
- Premier of Victoria
- Ministers
- Members of Parliament
- Other Councillors
- Guests of Honour
- Council Executive
- Other guests

Where a significant community event within the municipality has been organised by Council, all Councillors present at the official ceremony should be seated prominently with any dignitaries, even if they are not speaking as part of the official proceedings.

## Community Grant Sponsored Events

Where Council has contributed \$5,000 or above to a community event but Council is not the organiser, the order of precedence outlined in this policy should equally apply to the event and made part of the requirements of the grant.

## External Community Events

Where the Mayor and Councillors or executive staff have been invited to an external community event within the municipality, the order of precedence may be altered to firstly acknowledge the officials within the organisation managing the event. The order of precedence for speakers may then be as follows:

1. Introduction by the Master of Ceremonies (MC);
2. Welcome by the host's official representative/patron;
3. Introduction to/welcome by the Mayor;
4. Introduction of the principal speaker or guest of honour (by MC);
5. Main speech by principal speaker or guest of honour;
6. Speeches by other dignitaries;
7. Conclusion by MC;



# Greater Dandenong Policy

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As a general rule for external events, dignitaries should be recognised or welcomed in the following order:

- Host Organisation's Officials
- Premier of Victoria
- Mayor of the Municipality or Councillor representing the Mayor
- Ministers
- Members of Parliament
- Other Councillors
- Guests of Honour
- Council Executive

The order of precedence at external community events will take the form that the host organisation chooses, however, due honour and respect should be given to the Mayor as the first citizen of the municipality.

It is important to understand that external events and functions organised by State and Federal government departments are conducted under their own orders of precedence and in some instances, these events may not acknowledge the requirements of this policy when inviting Greater Dandenong City Council's Mayor, Councillors or executive staff to these events.

## Important Points to Note

Note that in all instances, if the Prime Minister is in attendance, then they must always be welcomed or introduced first (before the Mayor).

Introductions or speeches by other dignitaries should take place in order of hierarchy (elected officials followed by appointed officials). If there is no distinction in hierarchy, then speeches/introductions should take place at the discretion of the event organiser in consultation with a council representative from the Governance Business Unit.

Although not recommended, on occasions it may be necessary to reverse the order of precedence so that the highest ranked officials/guests of honour are introduced last. This will depend on the format of the event however and should not be done without the consent of those who will be impacted or their representative.

A person acting on behalf of any of another dignitary shall enjoy the precedence of the person for whom he/she is acting with the understanding that, if there is more than one person holding the same level of stature as the person acting on behalf of another, then they will take precedence after other persons with the same stature who are attending in their own right.

State or Federal representatives invited to local functions might insist on being accorded the same degree of precedence they enjoy on a government list, so it is extremely important that questions of precedence be determined prior to any event.

Attendance and correct names, titles and pronunciation should be confirmed in advance to avoid offending participants.

If in doubt, please contact the Governance Business Unit on telephone 8571 5216 for advice.



# Greater Dandenong Policy

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## 8. Related Documents

- CGD's Civic Event Guide
- CGD's Plaques, Memorials and Interpretive Signage Policy
- Appendix 1 (to this document) - CGD's General Guide to the Order of Precedence at Local Functions and Events (Handout)



# Greater Dandenong Policy

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## 9. Appendix 1



### QUICK GUIDE TO THE ORDER OF PRECEDENCE AT GREATER DANDENONG EVENTS

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It is important that when conducting a function or event that due honour and respect is accorded to invited guests and dignitaries when determining seating and introduction arrangements.

As first citizen of the municipality and the elected representative of the ratepayers of the Greater Dandenong City Council, the Mayor, as a general rule, takes precedence at Council organised and sponsored local functions and events before any other person.

However, this order of precedence does not apply to official functions conducted by State or Federal Government departments. In this instance the State or Federal Member would take precedence.

As a general rule for Council-organised functions and events, dignitaries should be recognised in the following order:

- Mayor of the Municipality or Councillor representing the Mayor;
- Premier of Victoria
- Ministers;
- Members of Parliament;
- Other Councillors;
- Guests of Honour
- Council Executive
- Other Guests

Introductions and seating arrangements should be made in order of hierarchy. If there is no distinction in hierarchy after the Mayor then introductions, speeches and seating should take place at the discretion of the event organiser in consultation with a council representative from the Governance Business Unit.

If the Prime Minister is in attendance the order of precedence must be changed and they must be welcomed and introduced first.

If you have invited the Prime Minister, Premier or a Minister to your function, there are several protocols that may need to be observed during the event. Further guidance is best sought by contacting the relevant dignitary's office.

A person acting on behalf of any of another dignitary shall enjoy the precedence of the person for whom he/she is acting with the understanding that, if there is more than one person holding the same level of stature as the person acting on behalf of another, then they will take precedence after other persons with the same stature who are attending in their own right.

State or Federal representatives invited to local functions might insist on being accorded the same degree of precedence they enjoy on a government list, so it is extremely important that questions of precedence be determined prior to any event.

Federal and State Election Caretaker periods must be considered when planning Council organised or sponsored events at which Parliamentarians are invited to speak.

If you have any questions please contact the Office of the Mayor on 8571 5230 or Council's Governance Unit on 8571 5347 or read the entire policy at [www.greaterdandenong.com](http://www.greaterdandenong.com). For a details regarding the Victorian Government's Order of Precedence protocols go to: [www.dpc.vic.gov.au/index.php/policies/protocol/victorian-table-of-precedence](http://www.dpc.vic.gov.au/index.php/policies/protocol/victorian-table-of-precedence)



## 4.2 OTHER

### 4.2.1 Community Safety Advisory Committee Meeting Minutes

**Responsible Officer:** Executive Director Community Strengthening

**Attachments:** 1. CSAC Meeting Minutes 8 November 2023 Final [4.2.1.1 - 5 pages]

#### 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 Community Safety Advisory Committee meeting held on 8 November 2023 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(s) 1 to this report.
6. There are no financial implications associated with the development and submission of this report.

## Links to the Community Vision and Council Plan

7. This report is consistent with the following principles in the Community Vision 2040:
  - Safe and peaceful community.
8. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
  - A socially connected, safe and healthy city.

## Recommendation

**That Council notes the Draft Minutes of the Community Safety Advisory Committee meeting on 8 November 2023 as provided in Attachment 1 to this report.**

**Advisory Committee or Reference Group Name:** Community Safety Advisory Committee (CSAC)

**Date of Meeting:** 8 November 2023

**Time of Meeting:** 3-4.30pm

**Meeting Location:** Microsoft Teams Online

**Attendees:**

Coordinator Community Advocacy (CGD), Community Advocacy Officer (CGD), Coordinator Emergency Management (CGD), Emergency Management Officer (CGD), Jade Mulholland, Senior Program Officer for Crime Prevention (Department of Justice and Community Safety [DJCS]), Katrina Bould, Crime Prevention Manager Southern Region (Youth Support Advocacy Services [YSAS]), Coordinator Youth and Family Services(CGD), Place Making Officer (CGD), Fiona Jacobi, Assertive Outreach Coordinator Rough Sleepers Response (Launch Housing).

**Apologies:**

Cr Richard Lim (CGD), Executive Manager Communications and Customer Service (CGD), Manager Community Development, Sport and Recreation (CGD), Place Making Officer.

No further formal apologies were tabled.

**Minutes:**

Community Advocacy Officer (CGD)

Item No.	Item	Action	Action By
1.	<p><b>Welcome, and Acknowledgement</b></p> <p>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</p> <p>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.</p>		
2.	<p><b>Minutes of Previous Meeting and Business Arising</b></p> <p><b>a. Update re Community Safety Structure and Plan</b></p> <ul style="list-style-type: none"> <li>There has been a major restructure in the Council. Community Safety will become a separate unit and sit within a renamed Department and report to the Manager Safe, Active and Connected Communities.</li> <li>Emergency Management has also been shifted to this Department, and is alongside Sports &amp; Recreation, Community Partnerships and Volunteers, and Community Advocacy Units.</li> </ul>		

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

	<ul style="list-style-type: none"> <li>• New Position Descriptions are being drafted for the coordinator and other positions.</li> <li>• The new unit will increase community engagement around safety matters.</li> <li>• The Community Safety Action Plan which has been drafted since 2022 will continue to be on hold until the new unit is fully established and active.</li> </ul>		
3.	<p><b>Department of Justice and Community Safety (DJCS) Grants Updates</b></p> <p><b>Building Safer Communities Grant - \$219,000</b> Work associated with this grant was finalised at the end of June 2023.</p> <p><b>Empowering Communities Initiative - \$700,000</b> The Dandenong West Community Action Group is progressing with its three projects:</p> <p><u>Rooming House Engagement Project:</u></p> <ul style="list-style-type: none"> <li>• Capire Consulting Group was nominated as the successful candidate to lead the Rooming House Engagement Project after a highly competitive tender process. Main factors contributing to Capire's success included the firm's experience in engaging with social and public housing tenants, commitment to co-designing the engagement plan with the Action Group, and ability to produce high-level reports within this space.</li> <li>• Currently, Capire is working on a desktop review to map out the legislative landscape that rooming houses fall under.</li> </ul> <p><u>Community Garden:</u></p> <ul style="list-style-type: none"> <li>• West Alchemy Collective (a newly formed incorporated association by members of the Action Group) is leading the development of a community garden at 6 Cadle Street, Dandenong.</li> <li>• Council is currently assisting the group in sourcing water connection and fencing quotes to prepare the site for immediate occupancy as a community garden.</li> </ul> <p><u>Hemmings Street Farmers Market:</u></p> <ul style="list-style-type: none"> <li>• West Alchemy Collective is leading the creation of a farmers' market at the Hemmings Street parking lot opposite the shopping strip. The farmer's market is set for a March 2024 launch and will be held on a quarterly basis.</li> <li>• The project will seek to activate the Hemmings Street area and strengthen the shopping strip's identity and economic value amongst the Greater Dandenong community.</li> </ul>		
5.	<p><b>Service Provider Updates</b></p> <p><b>Homelessness Sector – Launch Housing</b></p> <ul style="list-style-type: none"> <li>• Limited resource capacity as only one assertive outreach worker is actioning the referrals.</li> </ul>		

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



	<ul style="list-style-type: none"> <li>• Have added seven people to the By Name List (BNL) that will need follow up.</li> <li>• A new Bolton Clarke nurse has been hired. The previous nurse resigned and has finished up.</li> <li>• Undertaking a review of how to respond to people declining in their mental health – this is following changes under Section 351 of the Mental Health and Wellbeing Act. With this change people have more autonomy around choosing whether or not they want treatment.</li> <li>• Recommended that in the next CSAC meeting there be an update on the Public Intoxication Reform and mental health update.</li> </ul> <p><b>Homelessness Sector – WAYSS – No updates</b> (Representative not available).</p> <p><b>Youth Sector – YSAS</b></p> <ul style="list-style-type: none"> <li>• There has been younger cohort aged 10-14 coming through requiring support around crime prevention, and upskilling of staff in childhood development is taking place.</li> <li>• Pilot program had its age dropped for this region with the aim to be able to accept referrals for 10-year-olds. This is so an early intervention program by support services can support repeat offenders and their families to get young people and their families back on track.</li> <li>• Working alongside VicPol on the youth crime gangs to engage young people at early stages of intervention.</li> <li>• Receiving many referrals requesting support but due to limitations to the programs there is a huge waiting list.</li> <li>• Alcohol and Other Drugs (AOD) team working with younger cohorts of people when they need support.</li> </ul>	<p>Update on public intoxication trail and mental health</p>	<p>Monash Health and VicPol</p>
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*If the details of the attachment are unclear please contact Governance on 8571 5235.*

<p>6.</p>	<p><b>Roundtable Updates</b></p> <p><b>CGD Council – Youth Sector</b></p> <ul style="list-style-type: none"> <li>• Receiving requests from primary schools regarding transitioning support for young people re school disengagement and mental health support.</li> <li>• Supporting people with suicide prevention and postvention work.</li> <li>• A postvention protocol has been developed.</li> <li>• An advisory committee has been set up by the Primary Health Network (PHN) to look at a strategic overlay.</li> <li>• Working with VicPol and Monash Health as well as with Jesuit Social Services (JSS) on youth crime prevention and health issues.</li> </ul> <p><b>CGD Council: Dandenong Zero</b></p> <ul style="list-style-type: none"> <li>• Dandenong Zero all tiers, hotspots, service coordination, service improvement and executive meetings going well.</li> <li>• A strategic planning meeting has been rescheduled for mid-November.</li> <li>• The next Executive meeting will be an in-person meeting and will discuss high-level advocacy options for those on the By Name List (BNL) and how they can secure permanent housing.</li> <li>• There are 59 people active on the BNL. Of those who are active, 12 live in temporary stable housing and nine in respite accommodation. On the BNL four people have identified as Aboriginal or Torres Strait Islander, two persons identified over 55 and 10 are women.</li> <li>• Throughout the whole project 135 people have been identified as homeless. 17 have been housed into long term secure housing, 64 have become inactive due to various reasons.</li> <li>• 13 people are on the Victorian Housing Register (VHR) waiting for housing and the remainder are in the process of application.</li> <li>• There are many people on the BNL requiring case management but due to insufficient stakeholder resources delays will be experienced until they are case managed.</li> <li>• In addition to the BNL, there are 21 active hotspots in Greater Dandenong. Nine in Dandenong, two in Noble Park and 10 in Springvale. 63 hotspots have become inactive throughout the project period.</li> <li>• A submission on the National Housing and Homelessness Plan Issues Paper was submitted on behalf of all Zero projects by Launch Housing.</li> </ul> <p><b>CGD Council – Regulatory Services No updates</b> (Representative not available).</p> <p><b>Victoria Police – No updates</b> (Representative not available).</p> <p><b>DFFH – No update</b> (Representative not available).</p>		
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*If the details of the attachment are unclear please contact Governance on 8571 5235.*

	<p><b>Dandenong Market – No update</b> (Representative not available)</p> <p><b>Neighbourhood Watch Dandenong – No update</b> (Representative not available)</p> <p><b>Monash Health – No update</b> (Representative not available)</p> <p><b>CGD – Coordinator Emergency Management</b></p> <ul style="list-style-type: none"> <li>• Received 18 requests over the long weekend for various incidents.</li> <li>• COVID cases on the rise and distribution of free RATs and masks is taking place at various community events and centres. Funding support provided through Local Government Victoria (LGV).</li> <li>• Conducted a Heatwave exercise in September.</li> <li>• Fire season has not been declared yet and awaiting CFA to confirm date.</li> </ul> <p><b>CGD – Executive Manager Communications and Customer Service – No update</b> (Representative not available)</p>		
<p>7.</p>	<p><b>Meeting Closed:</b> 3.49pm  <b>Next meeting:</b> 8 February 2024, 3-4:30pm  <b>Location:</b> Microsoft Teams Online</p>		

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



## 4.2.2 Draft Minutes of Multicultural and People Seeking Asylum Advisory Committee

**Responsible Officer:** Executive Director Community Strengthening  
**Attachments:** 1. Draft MAPSAAC Meeting Minutes 5 December 2023  
[4.2.2.1 - 2 pages]

### 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 5 December 2023 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 the Community Vision and Council Plan

7. This report is consistent with the following principles in the Community Vision 2040:
  - Safe and peaceful community.
  - Embrace diversity and multiculturalism.
8. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
  - A city that respects and celebrates diversity, our history and the arts.

## 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*.

## Recommendation

**That Council notes the Draft Minutes of the meeting for the Multicultural and People Seeking Asylum Advisory Committee as provided in Attachment 1 to this report.**

**Advisory Committee or Reference Group Name:** Multicultural and People Seeking Asylum Advisory Committee (MAPSAAC)

**Date of Meeting:** 5 December 2023

**Time of Meeting:** 9.30am-11.35am

**Meeting Location:** Springvale Community Hub, Community Rooms 2 and 3

**Chairperson:** Kylie Reid (Chisholm Institute – Foundation College)

**Attendees:**

Sri Samy (Friends of Refugees), Ifrin Fitlock (Sisterworks), Chaw Po (Community Member), Ali Al Lawati (Community Member), Qutbiallam Timor (Refugee Resource Hub - Asylum Seeker Resource Centre), Aran Mylvaganam (South East Monash Legal Service), Roz Blades AM (Community Member), Lauren Riddle (Life Without Barriers), Liz Mulqueeny (Life Without Barriers), Lauren Blanch (Australian Red Cross), Hamed Saberi (Victorian Afghan Association Network [VAAN]), Coordinator Community Advocacy (Greater Dandenong City Council [CGD]), Community Advocacy Officer (CGD)

**Apologies:**

Mayor Cr Lana Formoso (CGD), Jennifer Sinclair (Life Without Barriers), Nazir Yousafi (VAAN), Peter McNamara (South East Community Links [SECL]), Adwin Town (Voice of Outer South East), Jacque McBride (Monash Health), Rachel Hashemi (Australian Red Cross), and Kate Beveridge (CGD).

Item No.	Item	Action
1.	<p><b>Welcome and Acknowledgement of Country</b>                      Chair welcomed new members and acknowledged Country –</p> <p><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><b>Roundtable Introductions</b>                      All attendees provided a brief self-introduction.</p>	-
3.	<p><b>Multicultural Community Network – Discussion</b></p> <ul style="list-style-type: none"> <li>• The Greater Dandenong Multicultural Communities Network (MCN) has been established to assist Council in its ability to receive community advice and feedback on its plans, strategies, frameworks and policies where community consultation is sought.</li> <li>• The informal structure of the Network enables greater community accessibility for several reasons. These include uncapped membership numbers, a commitment to a broad representation of community members, and the use of various communication channels – email, phone, and face-to-face.</li> <li>• MCN Members will have the opportunity to provide advice and feedback to the MAPSAAC and other Council Advisory Committees on matters relevant to the communities they represent.</li> <li>• Committee members agreed that the Network needs more active promotion and member recruitment to achieve the Network’s purpose.</li> <li>• Committee members recommended that the MCN not be organised through MAPSAAC due to current limited resourcing and that this be coordinated via Council’s Community Engagement Lead position. Members would be able to provide support with the future recruitment to expand MCN.</li> <li>• Members expressed interest in Council’s future plans with community engagement and hearing from the new Community Engagement Lead officer at a future MAPSAAC meeting.</li> </ul>	<p>MAPSAAC recommendation to be shared with CGD’s Community Engagement Lead for discussion and consideration.</p>

<p>4.</p>	<p><b>Multicultural and People Seeking Asylum Thematic Plan – Discussion</b></p> <ul style="list-style-type: none"> <li>Members raised gaps and emerging issues for consideration, including transport and access to employment for new settlers.</li> <li>Chair informed of transport advocacy being undertaken by Dandenong Skills and Jobs Network via the Greater Dandenong GameChange initiative.</li> <li>In the Education space, the Jobs Victoria Engineering Project delivers a free buddy and mentoring program for students; Hospitality Skillset training equips students with experience and job ready skills.</li> <li>Life Without Barriers' representatives raised that there is a lack of promotion and publicly accessible information about eligibility changes to free TAFE for people seeking asylum.</li> <li>Navigating community service information was also raised as a challenge. Some service providers are registered for the Ask Izzy platform; however, there are obvious information gaps. It was suggested that local services are requested to update/join Ask Izzy to improve access to community information.</li> <li>An updated listing for Material Aid Support for December 2023- January 2024 will be available from the Council website at <a href="http://www.greaterdandenong.vic.gov.au/material-aid">www.greaterdandenong.vic.gov.au/material-aid</a>.</li> </ul>	<p>Further details about the mentioned initiatives to be shared with members – Community Advocacy Officer (CGD).</p>										
<p>5.</p>	<p><b>MAPSAAC 2024 - Discussion and Evaluation</b></p> <ul style="list-style-type: none"> <li>Members shared their experience with MAPSAAC so far and indicated that they find value in: <ul style="list-style-type: none"> <li>The information sharing about local initiatives and opportunities;</li> <li>The opportunity to provide feedback to Council;</li> <li>The ability to leverage off the networks that have been formed.</li> </ul> </li> <li>Other feedback included the use of IT to support communication - Members agreed to trial the use of WhatsApp for information sharing, updates and more timely communications outside of meetings.</li> <li>2024 meeting schedule and agenda was agreed as below (quarterly, in person meetings occurring the second Tuesday of the month):</li> </ul> <table border="1" data-bbox="312 1234 1099 1848"> <thead> <tr> <th>Date and Time</th> <th>Presentation/discussion topic by</th> </tr> </thead> <tbody> <tr> <td>Tuesday 13 February 9.30-11.30am in person</td> <td>1. Chisholm Institute - Kylie Reid 2. South East Monash Legal Service - Aran Mylvaganam 3. Ali Al Lawati</td> </tr> <tr> <td>Tuesday 14 May 9.30-11.30am in person</td> <td>1. Sisterworks - Ifrin Fitlock 2. Australian Red Cross – Lauren Blanch 3. VAAN – Hamed Saberi 4. Refugee Resource Hub – Qutbiallyam Timor</td> </tr> <tr> <td>Tuesday 13 August 9.30-11.30am in person</td> <td>1. Life Without Barriers – Liz/Lauren 2. Roz Blades <b>AM</b> 3. Monash Health - Jacquie McBride 4. Friends of Refugees – Sri Samy</td> </tr> <tr> <td>Tuesday 12 November 9.30-11.30am in person</td> <td>1. SECL – Peter McNamara 2. Voice of the Outer South East – Adwin Town 3. Chaw Po</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Kylie re-elected by consensus as Chairperson for 2024.</li> </ul>	Date and Time	Presentation/discussion topic by	Tuesday 13 February 9.30-11.30am in person	1. Chisholm Institute - Kylie Reid 2. South East Monash Legal Service - Aran Mylvaganam 3. Ali Al Lawati	Tuesday 14 May 9.30-11.30am in person	1. Sisterworks - Ifrin Fitlock 2. Australian Red Cross – Lauren Blanch 3. VAAN – Hamed Saberi 4. Refugee Resource Hub – Qutbiallyam Timor	Tuesday 13 August 9.30-11.30am in person	1. Life Without Barriers – Liz/Lauren 2. Roz Blades <b>AM</b> 3. Monash Health - Jacquie McBride 4. Friends of Refugees – Sri Samy	Tuesday 12 November 9.30-11.30am in person	1. SECL – Peter McNamara 2. Voice of the Outer South East – Adwin Town 3. Chaw Po	<p>Set up a WhatsApp group for MAPSAAC and invite members – Community Advocacy Officer (CGD).</p> <p>Calendar invitations to be sent to members – Community Advocacy Officer (CGD).</p>
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<p>6.</p>	<p><b>Meeting closed 11.35am</b></p>	<p>-</p>										



### 4.2.3 Draft Minutes Springvale Community Hub Committee Meeting - 23 October 2023

**Responsible Officer:** Executive Director Community Strengthening  
**Attachments:** 1. Draft Minutes Springvale Community Hub Committee 20231123 [4.2.3.1 - 5 pages]

#### 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 Springvale Community Hub Committee meeting held on Monday 23 October 2023 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 the 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 2021-25:
  - A socially connected, safe and healthy city.
  - A city that respects and celebrates diversity, our history and the arts.
  - A city of accessible, vibrant centres and neighbourhoods.
  - A Council that demonstrates leadership and a commitment to investing in the community.

## 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*.
  - Climate Change and Sustainability.



### **Recommendation**

**That Council notes the Draft Minutes of the meeting for the Springvale Community Hub Committee as provided in Attachment 1 to this report.**

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

**Date of Meeting:** 23 November 2023

**Time of Meeting:** 5.45pm – 7.30pm

**Meeting Location:** Springvale Community Hub

**Attendees:** Louisa Willoughby (Chair) (LW), Matthew Kirwan (MK) (Deputy Chair), Chris Keys (CK), Gaye Guest (GG), Zoë Mohl (ZM), Vinh Luong (VL), Silvia Mastrogiovanni (SM), Acting Manager Community Arts, Culture and Library Services (CGD), Acting Community Precincts Strategic Operations Coordinator (CGD), Acting Community Development Officer - Springvale Community Hub (CGD)

**Apologies:**

Dani Holl (DH), Cr Richard Lim [City of Greater Dandenong (CGD)].

**Minutes:**

Item No.	Item	Action	Action By
1	<p><b>Acknowledgement of Country</b>  <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>		Chair
2.	<p><b>Apologies</b>                      Apologies noted.</p>		Chair
3.	<p><b>Minutes</b></p> <ul style="list-style-type: none"> <li>Endorsement of the previous Minutes for meeting held on 5 October 2023.</li> </ul> <p>Minutes <b>Moved</b> VL <b>Seconded</b> ZM</p>	LW's Monash email address to be added to email list.	Council Officers
4.	<p><b>Conflicts of Interest</b>                      No conflicts of interest in relation to agenda.</p>		

<p>5.</p>	<p><b>SCH Report</b>                  Discussion occurred around increased visitations to the Hub and library programs.</p> <p>Discussion around Smith Family Community Hubs in Schools event on Wednesday 15 November; clarification was sought about the nature of the event. Found the name of the program unclear as it could be confused with physical community hubs in CGD.</p> <p>Noted that Community Hubs Australia hired the space for a private event to celebrate the work they had done in CGD.</p> <p>Discussion on door counters:                  Request for statistics on the door counter figures on the different Hub entrances to ascertain whether the Springvale Road entrance should be open.</p> <p>Discussion around open-air movies including limitations of weather, availability of films, licensing rights and use of café for refreshments.</p>	<p>Investigate with IT whether the door counter statistics can be separated by entrances.</p>	<p>Council Officers</p>
<p>6.</p>	<p><b>Update - Fees and Charges Working Group</b>                  Working Group Members - LW, CK, MK, ZM.</p> <p>Working Group provided an update to the Committee about the Fees and Charges Working Group, including discussion that benchmarking doesn't make sense if occupancy rates are unknown. Working Group concluded what is more relevant is what works best for our community. It recommends a free trial for individuals and community groups not currently using a Council facility (with associated public liability insurance) rather than trial with reduced room rates. Commercial rates to remain unchanged.</p> <p><u>Discussion around Fees and Charges of Hub Community Rooms</u></p> <p>Arguments in favour of a free trial:                  The Hub is three years old, cost \$35 million and the community meeting rooms are empty a lot of the time. Will work to improve marketing to encourage new users and groups to the rooms.                  Community groups are meeting in their own homes or in businesses because Council venues are too expensive.                  Removing financial/administrative barriers to using rooms is likely to encourage more new groups/users.                  Trial is needed to see whether fees are a barrier to whether community groups use the space.</p> <p>Arguments against:                  Need to see hiring rates of other facilities.                  Concerned that other facilities relying on revenue from room hire will be negatively affected.</p>		

	<p>Concerned what happens after the free trial and about the administration and process for the trial. Also concerned about the length of the trial. More detail is needed about the proposed fees at the end of the trial.</p> <p>Officers noted: Explanation of 'competitive neutrality'. Council can't offer a service if it might undercut similar services in the community. Can't draw users/hirers away from other community service providers. Council charges hiring fees for venue use. If community groups partner with SCH, they are generally offered free use or discounted fees.</p> <p>Officers noted further information is needed to identify the community groups the Working Group wants to attract to the Hub.</p> <p>Reminded Committee of authority constraints in the ToR. Committee can make recommendations but can't make formal decisions. Proposal needs further discussion with management and potentially taken to Council for CBS before proceeding further.</p> <p>Informal spaces are available to groups. Council is preparing physical advertisements to promote rooms. Discussion about the Springvale Community Hub Strategic Action Plan and partnership framework. Closed versus open nature of community groups. Inclusivity versus exclusivity.</p>		
<p>7.</p>	<p><b>Workshop – Fees and Charges Proposal</b> Proposal 1: The Springvale Community Hub launch a 6-month trial of free room hire for individuals and community groups. The trial should commence as soon as practical in Quarter 1 (2024), with individuals and community groups (not already regular hirers of other facilities in CGD) eligible for up to 3 hours a week or one full day a month of free hiring and associated public liability insurance.</p> <p>Chair sought agreement with proposal via Committee vote. Six members voted in favour of proposal. One member voted against proposal.</p> <p>Discussion about other venues, their fees and charges and comparison with SCH's.</p> <p>Discussion about next steps in process and whether Working Group should continue to discuss finer details of proposal or wait to hear from Council before proceeding.</p> <p>Outcome: Chair invited members to form a working group to discuss implementation plan for free trial.</p>		

	<p>ZM, CK, LW, MK agreed to be on group. Agreed to delegate the development of an implementation plan to this group. Committee agreed to discuss offline meeting times/delivery format. Some members expressed disappointment about the nature of the fees and charges discussion.</p> <p>Officers – are happy to progress the proposal, but officers expressed the view that no mention has been made of the Action Plan and its relationship to the issue of fees and charges. LW proposed that the Action Plan be explored at the next Committee meeting.</p>		
<p>8.</p>	<p><b>End of Year Review</b>                  Officers – Reflection: Exhibition space has been a great outcome, increased expansion of programming and engagement of the space.                  Challenges: Better marketing, including internal communications.                  Opportunities: Increase engagement partnerships with external agencies, activate outdoor space and increase intergenerational activities.</p> <p>Discussion around presence of COVID and how to continue to educate community.</p> <p>Discussion around the cessation of Art Club. Officers explained that the initial plan with Art Club was to trial the activity with the view for the facilitator to continue on as a private business (and charging a small fee). The facilitator no longer had capacity to continue with Art Club either as a contractor or as their own business. Rather than run continual free programs, the Hub aim to complement the programs already on offer in the community and focus on capacity building of the community and businesses.</p> <p>Discussion about the strategic action going forward with community arts and crafts programs in The Studio space.</p> <p>Officers - The Studio Space is used for a variety of activities including Libraries At Dusk, which is a partnership between the Arts/Culture and the Libraries team. Weekly craft group. Some arts programs are pop-ups, whilst others are ongoing. These are often coordinated by the Arts/Culture team but might be led by Libraries or the Hub team.</p> <p>Feedback received on TryBooking system. Not possible for patrons to cancel tickets for an event online (have to call the library). The option to cancel online would reduce no shows and allow waitlisted people to attend more events.</p>	<p>Feedback to Libraries team around the TryBooking platform</p>	<p>Council Officers</p>

<p><b>9.</b></p>	<p><b>Booking System Update</b>                  Officers – Booking system is progressing, procurement is underway. Likely to be implemented early 2024.</p> <p>Discussion about the opportunities and challenges around the implementation of the new booking process. MK noted the need for a non-online booking option.</p> <p>Officers confirmed that this will be an option.</p>		<p>All</p>
<p><b>10.</b></p>	<p><b>Café at The Hub</b>                  Officers - No new updates.</p>		
<p><b>11.</b></p>	<p><b>Next Meeting</b>                  Next meeting Thursday 8 February 2024 (5:45pm – 7.30pm).</p> <p>LW – Suggested to run meetings in a rhythm of first week in the month, then the third week in the next month.</p> <p>Canvased for meeting day: those present liked Thursdays, but we noted that since this meeting was on a Thursday those whom Thursdays don't suit unlikely to be there.</p>	<p>Officer to send out a calendar invite to Committee Members with the next meeting date.</p> <p>Officers to canvas Committee Members re: preferred meeting night.</p>	<p>Council Officers</p> <p>Council Officers</p>
<p><b>Meeting closed: 7:39pm</b></p>			



#### 4.2.4 Draft Minutes of Disability Advisory Committee Meeting - 16 October 2023

**Responsible Officer:** Executive Director Community Strengthening

**Attachments:** 1. Draft Minutes of Disability Advisory Committee Meeting 16 October 2023 [4.2.4.1 - 4 pages]

#### 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 Disability Advisory Committee meeting held on 16 October 2023 as provided in Attachment 1 to this report be noted by Council.





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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.
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  - Education, training, entrepreneurship and employment opportunities.
  - Embrace diversity and multiculturalism.
  - Mind, body and spirit.
8. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
  - A socially connected, safe and healthy city.
  - A city that respects and celebrates diversity, our history and the arts.
  - A city of accessible, vibrant centres and neighbourhoods.
  - A city that supports entrepreneurship, quality education and employment outcomes.

## 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*.
  - *Victorian Charter of Human Rights and Responsibilities 2006*.
  - Related Council Policies, Strategies or Frameworks.



### **Recommendation**

**That Council notes the Draft Minutes of the meeting for the Disability Advisory Committee as provided in Attachment 1 to this report.**

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

**Date of Meeting:** Monday 16 October 2023

**Time of Meeting:** 4.00pm–5.30pm

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

**Attendees:** Frank Cutuli (Chair), Pradeep Hewavitharana, Lionel Gee, Norma Seip, Catherine Rampant, Lyn Bates, Sharon Harris, Imran Maniar, Tam Nguyen, Lisa Ashton, Manager Community Care (City of Greater Dandenong [CGD]), Coordinator Community Access (CGD), Disability Planning Officer (CGD)

**Apologies:** Deborah Lee, Kristina Drmic, Cr Long (CGD)

**Minutes:** Business Support Officer (CGD)

Item No.	Item	Action	Action By
1.	<p><b>Welcome and Apologies</b>  <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i></p> <p><i>We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.</i></p> <p>The Chair welcomed all present and apologies noted.</p>		
2.	<p><b>Previous Minutes and Business Arising</b>            No outstanding items.</p>		
3.	<p><b>Update on the Current Aged and Disability Review</b>            The Manager Community Care provided a summary of Council's Aged and Disability Review including:</p> <ul style="list-style-type: none"> <li>• Extensive community consultation over 4 weeks has been concluded with engagement from a range of participants including clients, key stakeholders and the broader community</li> <li>• Community consultation included online and hardcopy surveys, telephone interviews, community pop up events, staff workshops and focus groups</li> <li>• A summary report on the community consultation process is underway with key findings to be reviewed at the Community Deliberative Panel sessions</li> <li>• Community Deliberative Panel sessions are scheduled to take place on Wednesday 25 October, Saturday 28 October and Saturday</li> </ul>	Provide regular updates and information on the aged and disability review.	Manager Community Care

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

	<p>11 November with a panel of 35 to 40 participants being selected by an independent consultant</p> <ul style="list-style-type: none"> <li>• Council has resolved to undertake the development of an options paper to assist in consideration of all future opportunities for Council in aged care services post June 2024 presented at a Council Meeting in February 2024</li> </ul>		
<p>4.</p>	<p><b>CGD Disability Action Plan (DAP) 2017-2023</b></p> <p>Three summarised documents were distributed to the Committee for discussing including:</p> <ul style="list-style-type: none"> <li>• <a href="#">Final Report – Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability</a></li> <li>• Extract from Royal Commission Report</li> <li>• <a href="#">NDIS Review Round-Up: 19 September 2023</a></li> </ul> <p>The Disability Planning Officer provided an update on priorities to consider in the development of the next Plan including:</p> <ul style="list-style-type: none"> <li>• Hidden Disability – commitment to making sure people with a disability have access to opportunities and support so they can participate fully in the community, including those with non-visible disabilities. Discussed the '<a href="#">Invisible Disability Campaign</a>' from Merri-bek City Council which involves:             <ol style="list-style-type: none"> <li>1. Providing resources for invisible disability education and support</li> <li>2. Installation of footpath decals across the municipality featuring the campaign slogan: <i>Don't assume – most disabilities are invisible</i></li> <li>3. Showcasing video stories from community members with an invisible disability</li> </ol> </li> <li>• Universal Design – ensure policies, buildings, environment, programs and services are accessible to as many people as possible, inclusive of age, level of ability or any other differentiating factors. Discussed Mornington Peninsula Shire's '<a href="#">Universal Design Policy</a>' and how they are supporting other local government agencies to address issues.</li> </ul> <p>The Coordinator Community Access discussed the <a href="#">Hidden Disabilities Sunflower Program</a> which helps create a positive change to support people living with non-visible disabilities in their communities by raising awareness, training businesses and sharing stories to help create a more inclusive, understanding society.</p> <p>The Sunflower lanyard, badge or wristband is a simple way to share that you have a hidden disability voluntarily. Simply by wearing the Sunflower, you're just letting everyone know that you might need additional help, understanding, or a little more time.</p>	<p>Email information discussed to the Committee.</p> <p>Organise representative from Mornington Peninsula Shire to discuss Universal Design at DAC.</p> <p>Provide information Hidden Disabilities Sunflower Program to the Committee.</p>	<p>Business Support Officer</p> <p>Disability Planning Officer</p> <p>Coordinator Community Access</p>

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

	<p>Since its launch in 2016, businesses from every sector have been joining the global Sunflower network - ranging from retail, travel and tourism, transport including over 200 airports. Council is in the process of joining the Sunflower network.</p> <p>Council is seeking to engage an intern through the Australian Network on Disability's Stepping into Internship Program, a paid internship scheme for university students with a disability to gain vital work experience to assist Council with various tasks related to the Disability Action Plan review.</p> <p>Findings from the consultations undertaken as part of the Aged and Disability Services Review will also contribute to the development of Council's next Disability Action Plan that is due for completion in the first half of 2024.</p>	Provide update on intern appointment.	Disability Planning Officer
5.	<p><b>NDIS Review</b></p> <p>The Disability Planning Officer provided an update on the NDIS Review including the ten areas identified to be featured in the final report.</p> <p>The final report will be delivered to the Disability Ministers at the end of October.</p>		
6.	<p><b>Royal Commission into Disability</b></p> <p>Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability (DRC) tabled the Final Report in the Australian Parliament on 29 September 2023.</p> <p>The Final Report contains 222 recommendations to promote a more inclusive society that supports the independence of people with disability and their right to live free from violence, abuse, neglect and exploitation.</p> <p>Service providers are currently reviewing the recommendations including reforms to education. All commissioners agree that mainstream schools require major change to overcome inclusive education, however the views on how this should be achieved are divided.</p> <p>Three commissions propose phasing out special schools over a generation, with no more to be built from 2025 and no students to remain in segregated schooling by the end of 2051. The remaining three commissions recommend that existing special schools be relocated near mainstream schools to facilitate regular interchange and participation between the schools and their students.</p> <p>The Royal Commission has recommended the Australian Government and state and territory governments publish written responses to the Final report by 31 March 2024.</p>	<p>Provide summary regarding the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability (DRC) Final Report to Committee.</p> <p>Provide update on agencies review and provide feedback at next meeting.</p>	<p>Coordinator Community Access</p> <p>Committee members</p>

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

<p>7.</p>	<p><b>NDIS Updates/ Members Issues</b></p> <p>Committee member advised the South Eastern Polio Support Group have an event on Wednesday 25 October with a representative from My Aged Care.</p> <p>Council will be holding an event to celebrate the centenarians during Senior's Festival on Friday 27 October.</p> <p>Council's nominations for the Greater Dandenong Australia Day Awards 2024 are currently open and will be closed 27 October 2023.</p> <p>Nominations can be submitted online or via hard copy (to be returned via email or post) but must be received by Festival and Events prior to the closing date.</p> <p>International Day for People with Disability is on Sunday 3 December. Council is looking to acknowledge this important day with an activity that aims to raise community awareness of some of the issues and challenges our residents with a disability experience.</p>	<p>For more information contact Council's Positive Ageing Team.</p> <p>Provide Australia Day Awards 2024 information to Committee.</p> <p>Provide any ideas on activities to the Coordinator Community Access.</p>	<p>Committee Members</p> <p>Business Support Officer</p> <p>Committee Members</p>
<p><b>Meeting Closed at 5.26pm</b></p>			

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



## 4.2.5 Draft Minutes of Positive Ageing Advisory Committee Meeting - 12 October 2023

**Responsible Officer:** Executive Director Community Strengthening  
**Attachments:** 1. Draft Minutes of Positive Ageing Advisory Committee Meeting 12 October 2023 [4.2.5.1 - 4 pages]

### 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 Positive Ageing Advisory Committee meeting held on 12 October 2023 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 the 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.
8. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
  - A socially connected, safe and healthy city.
  - A city that respects and celebrates diversity, our history and the arts.
  - A city of accessible, vibrant centres and neighbourhoods.
  - A city that supports entrepreneurship, quality education and employment outcomes.

## 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*.
  - *Victorian Charter of Human Rights and Responsibilities 2006*.
  - Related Council Policies, Strategies or Frameworks.





### **Recommendation**

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

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

**Date of Meeting:** 12 October 2023

**Time of Meeting:** 1.30pm–3.30pm

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

Also via Microsoft Teams

**Attendees:** Lauris Attard, Carol Drummond, Betty Gracias, Christine Green Jeanette Keane, Erica Moulang (Chair), Manager Community Care (City of Greater Dandenong [CGD]), Coordinator Community Access (CGD), Positive Ageing Team Leader (CGD)

**Apologies:** Julie Klok, Jeff Carlin, Maria Erdeg

**Minutes:** Positive Ageing Support Officer (CGD)

Item No.	Item	Action	Action By
1.	<p><b>Welcome &amp; Apologies</b>  <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i></p> <p><i>We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.</i></p> <p>The chair welcomed all present and apologies noted.</p>		
2.	<p><b>Previous Minutes &amp; Business Arising</b>                      August 2023 minutes were accepted – moved Jeanette Keane and seconded Erica Moulang.</p>		
3.	<p><b>Update on the Current Aged and Disability Review</b>                      The Manager Community Care provided a summary of the Aged and Disability Services Review including:</p> <ul style="list-style-type: none"> <li>• Extensive community consultation over four weeks has been concluded with engagement from a range of participants including clients, key stakeholders and the broader community</li> <li>• Community consultation included online and hardcopy surveys, telephone interviews, community pop up events, staff workshops and focus groups</li> <li>• A summary report on the community consultation process will be developed</li> </ul>	Provide regular updates.	Manager Community Care

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

	<p>The report will summarise all of the feedback received through the process, and will help Council and the Deliberative Panel understand what our stakeholders consider to be the current and future services needs and priorities</p> <ul style="list-style-type: none"> <li>• Community Deliberative Panel sessions are scheduled to take place on Wednesday 25 October, Saturday 28 October and Saturday 11 November with a panel of approximately 35 to 40 participants</li> <li>• The panel members will learn about the changes to the Commonwealth funded services, the feedback from the consultation and the viable future options that have been developed for Council to consider</li> <li>• The panel will then be asked to review each of the options and prepare feedback on each option to help inform Council's final decision making on the future role it will have in Aged and Disability Services. It is anticipated a report will go to Council in early February 2024 for Council to make their decision</li> </ul>		
<p>4.</p>	<p><b>My Aged Care</b>          Coordinator Community Access discussed the regular feedback received regarding the lack of community understanding of the Aged Care system that has been a consistent theme also identified through Council's Aged and Disability Review consultations. The need for support on how best to navigate the Aged Care system has been a consistent theme across CGD and other local government areas as it seems despite information being provided by the Commonwealth Government the system is still seen as confusing.</p> <p>The Committee discussed what various methods and communication opportunities could be put in place to support older people and their families.</p>	<p>For noting.</p>	
<p>5.</p>	<p><b>The Care Finder Program</b>          The Commonwealth Government's new Care Finder Program has been introduced to help older people access an Aged Care assessment or a service that otherwise might have fallen through the gaps, ie; assistance in navigating the Aged Care system. This may be in the provision of a short-term case manager and may involve setting up and accompanying them to appointments. However there is a strict eligibility criteria so unfortunately only a small percentage of older people will be eligible to access the service.</p>	<p>Contact a local Carefinder organisation to present at a future meeting.</p>	<p>Coordinator Community Access</p>

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

	There are five Care finder providers in the area coordinated through the South East Primary Health Network.		
6.	<p><b>Seniors Festival</b> An update was provided on the progress of the Seniors Festival. Many activities are being offered in the libraries together with the events advertised in the Living Well newsletter.</p> <p>The day trips for the October-November period were all fully subscribed within days of being opened up for bookings.</p> <p>There were 200 people attended the Seniors Dance on 9 October at Menzies Hall. Positive feedback was received regarding the event with the only concerns being lack of adequate car parking and the limit of only 200 participants being allowed due to the size of the Menzies Hall.</p> <p>The last Seniors dance for the year will be held on Tuesday 12 December at Springvale Town Hall which accommodates more people than the Menzies Hall. More Seniors Dances will be scheduled in 2024, with the Positive Ageing Team hoping to schedule a Dance bi-monthly.</p> <p>The Centenarian Mayoral Morning Tea is booked for Friday 27 October where we will acknowledge our oldest residents.</p>	Provide regular updates.	Positive Ageing Team Leader
7.	<p><b>Social Connections booklet</b> In response to a significant number of enquiries from older residents and other local agencies, Council's Positive Ageing Team is developing a <i>CGD Social Connections</i> booklet. The booklet aims to list groups and clubs in Greater Dandenong where local community members, particularly older residents can go to meet with other local residents and thereby decrease social isolation. It is anticipated the booklet will be available early in 2024, and the information provided will be updated regularly. It will be available on Council's website and also be available in hard copy.</p> <p>The Positive Ageing Team have received some feedback from prospective new members mentioning that some groups are not always welcoming of new members as walking into a room where everybody else already know each other can be a bit intimidating. The Positive Ageing Team will be working with clubs on ways to ensure that their groups are welcoming to new members early in 2024.</p> <p>Media have taken on board the issue of representing older people in images and have gone back to the designers. The Committee</p>	Provide regular updates, invite Media and Comms to our next meeting.	Positive Ageing Team Leader

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

	suggested Media and Communications Team could attend a meeting to speak to our members with experience about positive images of older Australians.		
8.	<p><b>Community Transport</b> Council is about to commence advertising for Community Bus drivers. Additional staff will allow the Positive Ageing team to further trial the loop model and other models of transport as well as providing additional day trips and outings.</p>	Provide regular updates.	Positive Ageing Team Leader
9.	<p><b>Other Business</b>  <b>Hearing issues in the meeting room</b> Some member of the PAAC have expressed some difficulty in hearing the meeting presentations and discussions. The Positive Ageing Team will work with Springvale hub staff to investigate the best solution.</p> <p><b>Australia Day Awards</b> Manager Community Care asked all present to remind people that nominations for the Australia Day Awards close Friday 27 October.</p> <p><b>Lifts not working in Dandenong Market</b> Committee members provided feedback that the lifts at Dandenong Market were fixed but have broken down again. The Positive Ageing Team Leader has a meeting scheduled with the Dandenong Market Group and will bring up this issue with them and report back at our next meeting.</p>	<p>Test the new meeting room.</p> <p>Email Award details to members.</p> <p>Address lift problem with Dandenong Market Group.</p>	<p>Coordinator Community Access</p> <p>Manager Community Care</p> <p>Positive Ageing Team Leader</p>
Meeting Closed 3.14 pm			

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



## 4.2.6 Appointment of Non-Executive Director - Dandenong Market Pty Ltd (DMPL)

**Responsible Officer:** Executive Director Corporate Development  
**Attachments:** Nil

### Executive Summary

1. The Dandenong Market Pty Ltd (DMPL) Board is comprised of five appointed Non-Executive Directors. With the recent retirement of one of the Directors (Mr Tom Mollenkopf) who has served his maximum term, a vacancy exists on the DMPL Board. The vacancy was advertised, and interviews were conducted.
2. This report recommends to Council that the position of Non-Executive Director of DMPL be awarded to Mr Jim Cooper for a period of three (3) years commencing 30 January 2024.



## Background

3. 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.
4. DMPL originally consisted of five (5) Directors which were appointed by Council under the terms of the DMPL Constitution (which requires Director appointments to be made by the Shareholder (Council)).
5. With the recent retirement of Mr Tom Mollenkopf (served his maximum term of nine (9) years), an executive search company was engaged to manage the search for the position of Non-Executive Director with Dandenong Market Pty Ltd. Formal expressions of interest were received. Candidates were interviewed and a short list presented to an interview panel comprising of Council and DMPL representatives.

## Key Points / Issues / Discussion

6. Following an interview process, it is recommended to Council that Mr Jim Cooper be appointed to the role as Non-Executive Director of DMPL for a period of three (3) years.
7. In reaching this recommendation, the interview panel comprising of Donna McMaster Chair of the DMPL Board and Director, Jacqui Weatherill, Council's Chief Executive Officer and Michelle Hansen, Interim Executive Director Corporate Development were cognisant of the current skill set of the existing Board members. Specifically, to maintain an appropriate balance of skills to meet the DMPL Board Skills Matrix, the new Director should have skills across legal, contemporary corporate governance, risk management and compliance. In addition, experience and capacity to assume the role of Chair, Audit and Risk Committee was also considered.
8. Mr Cooper was determined to best meet this criterion with a background in law, economics and accounting and presented extensive experience in the role of Non-Executive Director across several Boards including Board member and Deputy Chairman of Ports Australia, Board member of Portland District Hospital and serving as a member across various Victorian Government Ministerial Advisory Committees.
9. The interview committee recommends to Council that Mr Cooper be appointed to the role of Non-Executive Director to the DMPL Board for a three-year period.

## Financial Implications

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

## Community and Stakeholder Consultation

11. The position of Non-Executive Director was managed through an executive search company, Galvin Rowley Executive, and 35 expressions of interest were received.



### Links to the Community Vision and Council Plan

12. 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.
13. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
  - A socially connected, safe and healthy city.
  - A city that respects and celebrates diversity, our history and the arts.
  - A city of accessible, vibrant centres and neighbourhoods.
  - A green city committed to a sustainable future.
  - A city that supports entrepreneurship, quality education and employment outcomes.
  - A Council that demonstrates leadership and a commitment to investing in the community.

### Legislative and Policy Obligations

14. 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.

### Conclusion

15. Under the Constitution that governs Dandenong Market Pty Ltd (DMPL), Clause 9.1 provides that the number of company directors shall be not less than two (2) nor more than five (5). It further provides that the Shareholder (Council) may, by resolution, appoint a person as a director for a term up to three (3) years. A total continuous term of appointment as a director cannot be more than nine (9) years.
16. DMPL currently operates with five (5) Director positions. With a recent vacancy occurring, the purpose of this report is to recommend the appointment of one new Director for three (3) years under the rules of the DMPL Constitution.
17. Mr Cooper presented as an excellent candidate for the role of Non-Executive Director and with a skill set that best meet the needs of the existing Board and assume Chair of the DMPL Audit and Risk Committee.





### **Recommendation**

**That Council appoints Mr Jim Cooper as a Non-Executive Director of the Dandenong Market Pty Ltd (DMPL) Board for a period of three (3) years commencing on 30 January 2024 and concluding on 29 January 2027 (inclusive).**



## 4.2.7 Report on Matters Discussed at Councillor Briefing Sessions and Pre-Council Meetings

**Responsible Officer:** Manager Governance, Legal & Risk

**Attachments:** Nil

### 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 4 December 2023 – 8 January 2024.
3. This report recommends that the information contained within it be received and noted.



## Background

4. 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.
5. 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 4 December 2023 – 8 January 2024.

## Matters Presented for Discussion

Item		Councillor Briefing Session/Pre-Council Meeting
1	<p><b>Aged and Disability Services Reform</b> Councillors were provided with an update on the Aged and Disability Services Review, prior to the commencement of the Community Deliberative Panel process.</p>	4 December 2023 – Councillor Briefing Session (CBS)
2	<p><b>Dandenong Wellbeing Centre Procurement Update (Confidential)</b> <i>Confidential under section 3(1)(g) of the Local Government Act 2020</i></p>	4 December 2023 - CBS
3	<p><b>Advanced Waste Processing</b> Councillors were provided with an update on developments in the Advanced Waste Processing space.</p>	4 December 2023 - CBS
4	<p><b>Potential Council Land Sale (Confidential)</b> <i>Confidential under section 3(1)(a) of the Local Government Act 2020</i></p>	4 December 2023 - CBS
5	<p><b>General Discussion</b> Councillors and Council officers briefly discussed the following topics: (a) attendance at recent Council events; (b) distribution schedule for Council calendar; (c) upcoming Councillor and Executive team strategic weekend; (d) City Improvement Program budget timelines; and (e) Agenda items – Council Meeting 11 December 2023.</p>	4 December 2023 - CBS
6	<p><b>General Discussion</b> Councillors and Council officers briefly discussed the following topics: (a) Council News distribution schedule; (b) Council event notification timelines; (c) upcoming Councillor and Executive team strategic weekend venue; and (d) Agenda items – Council Meeting 11 December 2023.</p>	11 December 2023 – Pre-Council Meeting



## Apologies

6. Cr Jim Memeti submitted an apology for the Councillor Briefing Session on 4 December 2023.
7. Cr Sean O'Reilly and Cr Loi Truong submitted apologies for the Pre-Council Meeting on 11 December 2023.

## Legislative and Policy Obligations

8. 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.
9. 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.

## Recommendation

**That:**

- a) **the information contained in this report be received and noted; and**
- b) **the information discussed at the above listed Councillor Briefing Session that was declared confidential under section 3(1) of the *Local Government Act 2020* in Items 2 & 4 above remains confidential until further advisement unless that information forms the subject of a subsequent Council report.**



## 4.2.8 List of Registered Correspondence to Mayor and Councillors

**Responsible Officer:** Manager Governance, Legal & Risk

**Attachments:** 1. Correspondence Received 4 December 2023 - 12 January 2024 [4.2.8.1 - 2 pages]

### Executive Summary

1. Subsequent to past Council resolutions in relation to the listing of registered incoming correspondence addressed to the Mayor and Councillors, Attachment 1 to this report provides a list of this correspondence for the period 4 December 2023 – 12 January 2024.

### Recommendation

**That the listed items for the period 4 December 2023 – 12 January 2024 provided in Attachment 1 to this report be received and noted.**

## Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

### Correspondences addressed to the Mayor and Councillors received between 04/12/23 & 12/01/24 - for officer action - total = 9

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
A letter to the Mayor from Rachel Payne MP offering support in relation to the proposals for a Stud Road pedestrian crossing.	22-Dec-23	28-Dec-23	fA301377	Mayor & Councillors
A complaint to the Mayor in relation to the Palestinian flag being raised in Harmony Square.	01-Jan-24	02-Jan-24	fA301698	Corporate Development Executive
Correspondence from a Keysborough resident detailing their disappointment in Council's motion to publicly support Palestine.	02-Dec-23	04-Dec-23	fA298620	Governance
A complaint regarding the process of settlement of a property in Dunblane Road, Noble Park.	06-Dec-23	06-Dec-23	fA298885	Building & Compliance Services
A complaint from Dandenong Thunder Football Club regarding delays for soccer facilities.	02-Dec-23	07-Dec-23	fA299053	Sport & Recreation
A letter from a concerned resident regarding hazardous materials in and around Mile Creek, Noble Park, specifically in the Chandler Road area.	26-Dec-23	27-Dec-23	fA301216	Infrastructure Services
A letter from Cornerstone regarding support required to stay in church premises.	09-Jan-24	10-Jan-24	fA302856	Mayor & Councillors
A letter to the Mayor from the Greater Dandenong Environment Group regarding the draft Concept Plan for 218 Railway Parade, Noble Park.	29-Dec-23	02-Jan-24	fA301536	Environmental Planning
A complaint in relation to anti-social behaviours from a resident regarding a property in Stud Road, Dandenong.	01-Jan-24	08-Jan-24	fA302603	Community Amenity

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 04/12/23 & 12/01/24 - for information only - total = 14

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
Congratulation to the newly elected Mayor from the Stella Clavisque Club along with an invitation to a training game event.	04-Dec-23	05-Dec-23	A10417789	Mayor & Councillors
A letter from the Minister for Planning regarding consultation and the establishment of an Advisory Committee for Draft Amendment C229gdan to the Greater Dandenong Planning Scheme.	12-Dec-23	18-Dec-23	A10460131	Mayor & Councillors
A letter from the Vietnamese Evangelical Church regarding an incident which occurred at Council's Carols in the Park event.	19-Dec-23	19-Dec-23	A10466579	Community Wellbeing
Invitation to the Mayor to the 2024 Australian Local Government Association National General Assembly.	15-Dec-23	20-Dec-23	A10468662	Mayor & Councillors
An objection to a planning proposal in Joffre Street, Noble Park from a local resident.	19-Dec-23	19-Dec-23	A10468085	Mayor & Councillors
A letter of thanks to the Mayor for attending the memorial service for David Colgan (SES).	13-Dec-23	21-Dec-23	A10473610	Mayor & Councillors
An annual update from Dementia Australia.	21-Dec-23	22-Dec-23	A10481790	Mayor & Councillors
Letters of congratulations from the Federal Member for Hotham to the Mayor and Deputy Mayor on being elected.	19-Dec-23	27-Dec-23	A10485371 A10485372	Mayor & Councillors
A letter from an ICU nurse asking Council to advocate to the State Government against the Grand Prix being held at Albert Park.	04-Jan-24	04-Jan-24	A10509318	Mayor & Councillors
A letter in support of Council's Notice of Motion re the Hamaz-Gaza conflict.	06-Jan-24	08-Jan-24	A10516710	Mayor & Councillors
A letter to all councils and MPs from a concerned citizen regarding a failure to install safety bollards at the site of the Daylesford tragedy.	06-Jan-24	08-Jan-24	A10516604	Mayor & Councillors
Apparent failure of a Council to protect our environment (development in Torquay)	06-Jan-24	08-Jan-24	A10516667	Mayor & Councillors
A letter to the Mayor from a Noble Park North resident regarding public transport fare evaders and bus routes.	08-Jan-24	09-Jan-24	A10524668	Mayor & Councillors
An invitation to the Mayor and Cr Tan from the Teo Chew Chinese Association of Vic. Inc to attend its Thanksgiving at the end of its Lunar Year.	10-Jan-24	10-Jan-24	A10532394	Mayor & Councillors

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. 34 - DISPLAY OF THE PALESTINIAN FLAG ON THE GREATER DANDENONG PEACE FLAG POLE UNTIL A PERMANENT CEASEFIRE IS IN PLACE IN GAZA

**Responsible Officer:** Executive Director Community Strengthening  
Executive Director Corporate Development

**Author:** Cr Rhonda Garad, Cr Jim Memeti.

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#### Preamble

1. This Notice of Motion proposes that the Greater Dandenong City Council continuously displays the Palestinian Flag until a permanent ceasefire is achieved in Gaza.
2. Recognising our community's rich diversity and commitment to multicultural inclusivity, this Council proposes the continuous display of the Palestinian flag on the newly established Greater Dandenong Peace flag pole. This gesture symbolises our solidarity with those affected by the ongoing conflict and serves as a poignant call for peace. The flag will be flown as a representation of our collective hope for a swift and enduring ceasefire in the region, and our unwavering support for conflict resolution and harmony.

#### Context

3. As of January 13th, 2024, the Israeli Military Assault on Gaza has led to significant human and infrastructural losses. This includes:
    - 31,497 Palestinian casualties, 92% of whom are civilians;
    - 12,345 children affected, many with life-threatening injuries;
    - 6,471 women affected;
    - 295 health workers, 41 civil defence staff, and 113 journalists impacted;
    - 61,079 Palestinians injured, many critically;
    - Children disproportionately targeted, with risks including starvation, lack of water, and the prevalence of "WCNSF" (Wounded Child, No Surviving Family); and
    - Impact on Population and Infrastructure:
      - 85% of Gaza's population affected;
      - 69,700 housing units completely destroyed; 187,300 units partially damaged
      - 320 schools, 1,671 industrial facilities, 183 health facilities, 239 mosques, three churches, and 170 press offices targeted.

(Source: Euro-Med Human Rights Monitor, Oxfam, UNICEF)
  4. Blinne Ní Ghrálaigh, a prominent Irish lawyer, emphasises the urgency of halting Israeli military activities to prevent further destruction. The Dandenong City Council, as part of the Australian Government, has a role in supporting peace and must stand in solidarity with the affected.
-





5. The urgency of this motion is further underscored by the need to mitigate the increase in antisemitic attacks, a phenomenon corroborated by numerous studies, including a significant report by the European Union Agency for Fundamental Rights, which indicates that events in the Middle East often catalyse antisemitic sentiment.
6. The rationale for the permanent display of the Palestinian Flag is to be a:
  - **Symbol of Inclusivity:** The display of the Palestinian flag would signify our commitment to inclusivity and recognition of the diverse cultural backgrounds within our community;
  - **Promotion of Understanding:** The presence of the Palestinian flag contributes to the promotion of understanding and appreciation of different cultures, fostering a sense of unity among residents; and
  - **Expression of Solidarity:** Displaying the Palestinian flag demonstrates our solidarity with communities locally and globally, emphasizing our commitment to peace, justice, and human rights associated with the urgent request for a ceasefire in Gaza.

## Motion

### That Council:

1. **authorises the display of the Palestinian flag on the *Greater Dandenong Peace flag pole*, to be located prominently at 174 Lonsdale St, Dandenong VIC 3175. This authorisation shall remain in effect until a permanent ceasefire in Gaza is established. Additionally, officers will expedite the installation of the flagpole and accompanying explanatory notice clarifying the reasons for flying the Palestinian flag;**
2. **acknowledges the projected expense for the installation of the *Greater Dandenong Peace flag pole* is under \$5,000, a figure that falls within the Council's minor expenditure threshold, thereby negating the need for a detailed feasibility report to be submitted to Council;**
3. **develops and implements a comprehensive communication plan aimed at informing the community about this decision. The plan should underscore the Council's unwavering commitment to diversity, inclusivity and peace; and**
4. **reaffirms that as a diverse, multicultural and multi-faith community, the Greater Dandenong City Council resolutely condemns all forms of racism, including, but not limited to, Islamophobia and Anti-Semitism. Council remains steadfast in its dedication to fostering a community environment that is safe and welcoming for all.**



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## **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.



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## 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.



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## 8 CLOSE OF BUSINESS