



Agenda

Council Meeting

Monday 12 August 2024, 7:00 pm

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



Council Meeting Details

At the time of printing this Agenda, the Council Meeting to be held on Monday 12 August 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 Bob Milkovic](#)

[Deputy Mayor Richard Lim OAM](#)

[Cr Sean O'Reilly](#)

[Cr Phillip Danh](#)

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

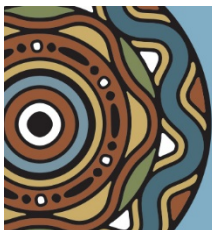
[Cr Tim Dark](#)

[Cr Loi Truong](#)

[Cr Rhonda Garad](#)

[Cr Angela Long](#)

[Cr Jim Memeti](#)



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

We recognise and respect their continuing connections to climate, Culture, Country and waters.

 (03) 8571 1000

 council@cgd.vic.gov.au

 greaterdandenong.vic.gov.au



TTY: 133 677

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Online: relayservice.gov.au



TIS: 13 14 50



Acknowledging
Bunurong Country

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COUNCIL OBLIGATIONS AND AGENDA REPORTS

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

Community Vision 2040 (Community Vision | Greater Dandenong Council)

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

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

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

The Council Plan 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.



The Gender Equality Act 2020

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

- a) to promote, encourage and facilitate the achievement of gender equality and improvement in the status of women; and
- b) to support the identification and elimination of systemic causes of gender inequality in policy, programs and delivery of services in workplaces and communities; and
- c) to recognise that gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes; and
- d) to redress disadvantage, address stigma, stereotyping, prejudice and violence, and accommodate persons of different genders by way of structural change; and
- e) to enhance economic and social participation by persons of different genders; and
- f) to further promote the right to equality set out in the Victorian Charter of Human Rights and Responsibilities and the Convention on the Elimination of All Forms of Discrimination against Women.

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

Victorian Charter of Human Rights and Responsibilities

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

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

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



Consideration of Climate Change and Sustainability

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

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

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

Related Council Policies, Strategies or Frameworks

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



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1 MEETING OPENING

1.1 OPENING OF MEETING BY MAYOR

1.2 ATTENDANCE



1.3 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF LAND

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

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

1.4 OFFERING OF PRAYER, REFLECTION OR AFFIRMATION

As part of Council's commitment to recognising the cultural and spiritual diversity of our community, the prayer, reflection or affirmation this evening will be offered by Very Rev. Father Savic.



1.5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Meeting of Council held 22 July 2024.

Recommendation

That the Minutes of the Meeting of Council held 22 July 2024 be confirmed.

1.6 DISCLOSURES OF INTEREST

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

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

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

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



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 12 August 2024 for signing and sealing as follows:
- a) A letter of recognition to Dona Macik, Community Strengthening for 20 years of service to the Greater Dandenong City Council;
 - b) A letter of recognition to Ethan Dang, Community Strengthening for 20 years of service to the Greater Dandenong City Council;
 - c) A letter of recognition to Teresa Galea, Community Strengthening for 20 years of service to the Greater Dandenong City Council;
 - d) A letter of recognition to Vickie Lawless, Community Strengthening for 20 years of service to the Greater Dandenong City Council;
 - e) A letter of recognition to Robyn Brown, Corporate Development for 20 years of service to the Greater Dandenong City Council;
 - f) A letter of recognition to Vivienne Madeira, Community Strengthening for 10 years of service to the Greater Dandenong City Council; and
 - g) A letter of recognition to Marissa Nathaniel, Community Strengthening for 10 years of service to the Greater Dandenong City Council.

Officer Recommendation

That the listed documents be signed and sealed.



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.



-
- 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 End of Year Performance Report 2023-24

Responsible Officer: Executive Manager Strategy Growth & Advocacy

Attachments: 1. Council Performance Report 2023-24 [4.1.1.1 - 51 pages]

Executive Summary

1. This report details Council's progress against performance targets outlined in the Council Plan 2021-25 and Annual Plan 2023-24.
2. This report recommends that Council notes the achievements against the Council Plan indicators and the CEO's Reshaping Greater Dandenong report.



Background

3. Council formally adopted the Council Plan 2021-25, and Annual Plan 2023-24 on Monday 26 June 2023.
4. The Council Plan 2021-25 outlines the vision and objectives of the current Council over the four years of its term in office. This document guides service delivery, innovation and good governance, and provides the foundation for the corporate planning framework for all business activities. The Council Plan also guides the budget, service delivery priorities and the continuous improvement of our services.
5. The Council Plan 2021-25, Annual Plan 2023-24 and Budget 2023-24 are made available to residents through the Customer Service Centres, libraries and on Council's website at www.greaterdandenong.vic.gov.au

Key Points / Issues / Discussion

6. The End of Year Performance Report provides a summary of key highlights for the 2023-24 financial year against the Council Plan, Reshaping Greater Dandenong and the Capital Works program.
7. Progress against the Council Plan priorities and Annual Plan actions is outlined in the attachment to this report and details the achievements for the Council Plan strategic objectives for the period 1 July 2023 – 30 June 2024.

Financial Implications

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

Community and Stakeholder Consultation

9. The Chief Executive Officer, Directors and staff responsible for reporting were consulted.

Links to the Community Vision and Council Plan

10. 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.
 - Sustainable environment.
 - Mind, body and spirit.
 - Art and culture.
11. 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

12. 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.
- Related Council Policies, Strategies or Frameworks.

Conclusion

13. Greater Dandenong City Council provides a performance report against organisational objectives on a quarterly basis. The reporting procedures and systems in place provide Councillors and the community with the opportunity to monitor progress against the Council Plan indicators. This ensures that all resources are managed effectively and accountably.

Officer Recommendation

That Council NOTES the progress against the priorities outlined in the Council Plan 2021-25 and Annual Plan 2023-24 for the period 1 July 2023 – 30 June 2024 (refer Attachment 1).



2023-24 Performance Report

- Bangholme
- Dandenong
- Dandenong North
- Dandenong South
- Keysborough
- Keysborough South
- Lyndhurst
- Noble Park
- Noble Park North
- Springvale
- Springvale South



2023-24





Acknowledgement of Country

Greater Dandenong City Council acknowledges and pays respects to the Bunurong people of the Kulin Nation, as the Traditional Custodians of the lands and waters in and around Greater Dandenong.

We value and recognise local Aboriginal and Torres Strait Islander Cultures, heritage, and connection to land as a proud part of a shared identity for Greater Dandenong.

Greater Dandenong City Council pays respect to Elders past and present and recognises their importance in maintaining knowledge, traditions, and Culture in our Community.

Greater Dandenong City Council also respectfully acknowledges the Bunurong Land Council as the Registered Aboriginal Party responsible for managing the Aboriginal Cultural heritage of the land and waters where Greater Dandenong is situated.

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Part A: Annual Plan and
Reshaping Greater
Dandenong Progress

Message from the CEO



2024-25 has been a busy year for Greater Dandenong City Council and I am proud to share our many achievements with the community.

I would like to welcome our new Chief Information Officer, Yuri Guzman to our Executive Team. Yuri's focus will be on progressing the technology priorities outlined in my 100 Day Report – Reshaping Greater Dandenong. He will build the digital capability of our organisation to enhance our service delivery.

Over the past 12 months we have been focused on our financial stability, as well as addressing the challenges of rising costs and higher service demands. Our financial sustainability is critical to ensure we can continue delivering services for our community now and into the future. Our Long Term Financial Plan and Annual Budget were endorsed by Council on Monday 24 June. These important documents confirm our commitment to maintaining and improving services as well as continuing to invest in parks, reserves and other important infrastructure projects which are valued by our community.

At the end of the financial year we have completed 83 per cent of our actions outlined in the Annual Plan and have made great progress towards achieving the priorities of our four year Council Plan 2021-25. Some of our building projects have experienced delays with construction and major projects are currently under review. We have also seen 5 per cent of our actions for 2023-24 affected by external impacts such as planning decisions which were outside Council's control.

The new Annual Plan for 2024-25 was endorsed by Council in June and work has been underway on the development of our new Council Plan 2025-29. This project has seen Council engage with over 2,500 people so far across our community including 1,400 people from over 75 community groups. The feedback received will form part of a deliberative community panel to be held in October and November and will be key to the development of Council's priorities for the next four years.

Highlights for this year have included:

- Council resolved to continue to deliver Aged and Disability Services.
- Successful advocacy for the reduction of the posted speed limit on Stud Road, Dandenong North to encourage safer driving conditions.
- The Back Your Neighbour campaign has continued to gain support with 43 Councils now members of the Mayoral Taskforce Supporting People Seeking Asylum.

- Council was the recipient of three Local Government awards this year:
 - The Wominjeka Project – Four Aboriginal artists, three Bunurong and one Arrente, designed welcome flags for the Drum Theatre. The project was guided by the Bunurong Land Council and driven by a commitment to fostering cultural inclusivity, bridging communities, and nurturing a profound understanding of Aboriginal and Torres Strait Islander art and culture.
 - Two LGPro Awards for Excellence for the First Nations Partnership Initiative Category – New Directions Mothers and Babies Project, and Service Delivery for the Refugee Immunisation project.
- 11 major festivals and events were held across the municipality engaging more than 78,000 people
- Visitations to Council’s facilities increased with 813,506 people attending Greater Dandenong Libraries and over 87,000 people using our arts and cultural facilities.
- The construction of the Keysborough South Community Hub continues with an expected opening in 2025.
- Council’s commitment to environmental sustainability and tackling the impacts of climate change continues to be a priority and recent assessment of our tree canopy has seen it rise from 9 per cent in 2021 to 14.1 per cent in 2023.

As we move into the new financial year and approach the Local Government elections in October, I look forward to working with Council and the community to achieve great outcomes for our municipality.

CEO, Jacqui Weatherill



Wominjeka Flag Launch

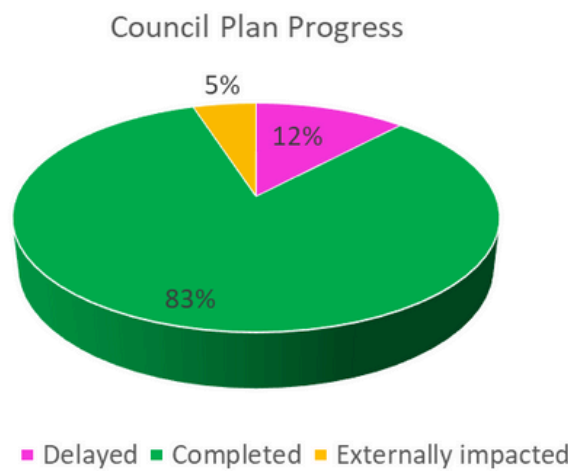


World Environment Day Planting Event

Performance Summary

Council Plan Progress

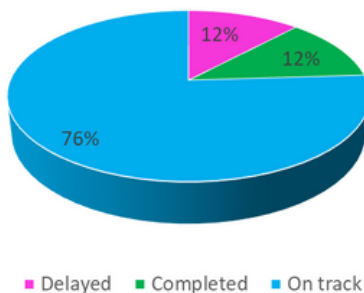
The Annual Plan 2023–24 outlines Council’s key activities to deliver on the Council Plan 2021–25. At the end of Q4, 83 per cent of the actions have been achieved for the financial year and 12 per cent have been delayed. A small number of actions continue to be affected by external factors such as government reforms and planning decisions.



Reshaping Greater Dandenong

Council is progressing well against the actions outlined in the CEO’s 100 Day Report – Reshaping Greater Dandenong.

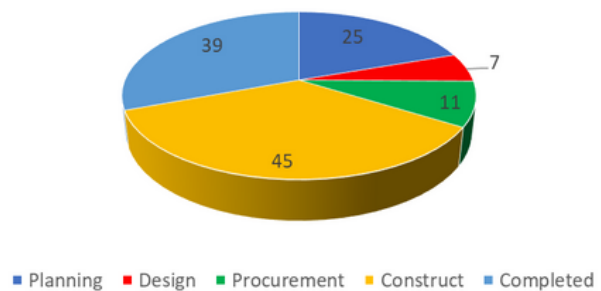
Reshaping Greater Dandenong Progress



Capital Works Program

Over 70 per cent of our capital works projects are in the procurement or construction phases or are completed as at the end of this quarter. The current process will be reviewed once a Project Management Office has been established. Below’s graph highlights the number of projects by status.

Program Status as at May 2024



Highlights



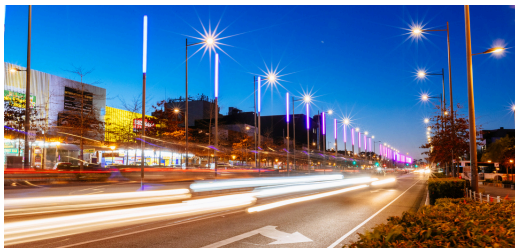
Strategic Objective 1: A socially connected, safe and healthy city

- Council resolved to continue to deliver Aged and Disability Services.
- 195 families vulnerable families were supported through 14,738 contact hours.
- Springvale Community Hub has seen an increase this year in visitation by 54,000. Visits to the hub are now over 450,000.
- The Dandenong Zero project has successfully moved 23 individuals into long-term secure funding.
- 136 students were given an opportunity to be involved and have their say on the future planning for Council.
- A formal memorandum of understanding has been established with Council, City in the Community and Melbourne City Football Club.

Strategic Objective 2: A city that respects and celebrates diversity, our history and the arts

- Council won two LGPro Awards for Excellence – First Nations Partnership Initiative Category (New Directions Project) and Service Delivery (Refugee Immunisation).
- The Mayoral Taskforce Supporting People Seeking Asylum, chaired by Council, now has 43 member Councils supporting the Back Your Neighbour campaign.
- 11 major festivals, events and programs were held across the municipality engaging 78,539 people.
- Council's arts and cultural facilities had over 87,000 visitors.
- Attendance at Council's libraries was 813,506 representing a 14.2 per cent increase on last year.

Highlights



Strategic Objective 3: A city of accessible, vibrant centres and neighbourhoods

- The Keysborough South Community Hub construction has progressed with the steel frame erected and phase one roofing installed.
- The Abbots Road duplication is complete.
- Funding has been allocated in the State Government's budget to extend the frequency and operating hours of the route 800 bus.
- The Springvale Revitalisation Action Plan has been endorsed by Council with works scheduled for the next financial year.
- Council's advocacy for transport safety improvements was successful with changes to the speed limit on Stud Road, Dandenong North complete.



Strategic Objective 4: A green city committed to a sustainable future

- The Sustainability Festival was held on Sunday 25 February and was a huge success with over 1,500 people in attendance.
- Council's commitment to the climate emergency continues with a number of initiatives implemented this year including the CERES Student Environmental Leadership Summit and the acquisition of the community environmental education electric van.
- The Cat Curfew was endorsed by Council and community education activities delivered.
- Park projects were completed at many sites across the municipality including Frederick Wachter Reserve, Bakers Reserve, Springvale Reserve, and Spring Valley Reserve.
- Council's tree canopy coverage has increased from 9 per cent in 2021 to 14.1 per cent in 2023.

Highlights



Strategic Objective 5: A city that supports entrepreneurship, quality education and employment outcomes

- The 'Try a Trade' Careers Expo was held in May and attracted over 1,000 students and teachers from local high schools.
- Over 35 workshops and business events were delivered throughout the year.
- 33 network sessions, 3 workshop series and 15 program sessions were delivered to businesses in the manufacturing sector.
- 11,240 contacts were made across a range of programs which promote the voice of youth, build leadership capability and skills that enhance employment.
- 62 businesses and suppliers were supported through the Business Grants program.



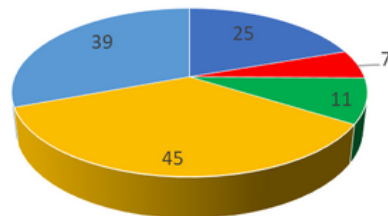
Strategic Objective 6: A Council that demonstrates leadership and a commitment to investing in the community

- Parking sensor delivery in Springvale is complete.
- A review of Council's information technology systems is complete and work is now underway to create a roadmap to uplift Council's digital capability.
- Council's Executive Team recruitment was finalised with the appointment of a new Chief Information Officer, Yuri Guzman.
- Council's Long Term Financial Plan, Annual Budget and Annual Plan 2024-25 were endorsed.
- Community engagement activities were conducted for the upcoming Council Plan 2025-29 with over 2,500 people providing feedback and support from 14 community champions.
- 84 students from 20 primary schools attended the 8th annual Children's Forum.

Capital Works Summary

Project Updates

Program Status as at May 2024



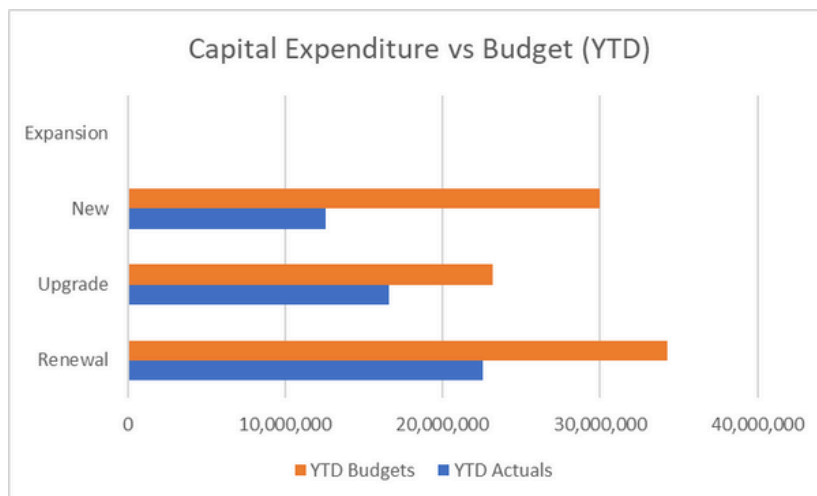
■ Planning ■ Design ■ Procurement ■ Construct ■ Completed

- Keysborough South Community Hub – Earthworks and in-ground works are in progress. Council has advised the contractor to commence the steel fabrication and major mechanical and electrical items procurement. Council is awaiting the issuance of a Stage 2 Building Permit however this will not delay the project.



- Dandenong Wellbeing Centre – The Design for the DWC facility has been completed. The project is awaiting endorsement to proceed with the procurement phase of the project.

Expenditure

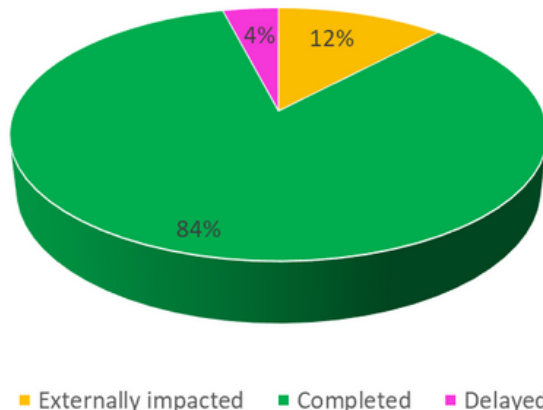




These figures are interim results at the time of writing this report. The 2023–24 capital program has experienced underspend due to project delays including required permits and third party approvals. Major projects are under review and are subject to change.






Part A:




Annual Plan Progress




Strategic Objective 1: A socially connected, safe and healthy city



Action	Comment	Progress
<p>Implement the Year Four actions of the 'Make Your Move' Greater Dandenong Physical Activity Strategy 2020-30 to improve health outcomes for our diverse and multicultural community</p>	<p>Year 4 actions are complete. Key initiatives included:</p> <ul style="list-style-type: none"> • GO Soccer Mums programs at Ross Reserve • Volleyball and basketball programs • Soccer program in partnership with Melbourne City and Crimestoppers • Active and healthy families event at Springers • Empowering women in CGD at Noble Park Aquatic Centre <p>Work is underway to confirm Year 5 actions.</p>	
<p>Partner with Melbourne City Football Club and City in the Community to develop and deliver aligned programs that focus on community outreach, engagement, participation and business networking.</p>	<p>A formal MOU has been established between Council, City In The Community (CITC) and Melbourne FC in Jan 2024, to facilitate a range of social, community and football outcomes to help overcome social disadvantage and improve the health and wellbeing of the community. Council officers have recently worked with Melbourne City FC to deliver a soccer clinic at Ross Reserve for the April school holidays. Melbourne City FC have also been activating the newly branded multi-use court at George Street in partnership with Crime Stoppers. This is a free weekly soccer program for young people aged 12-24 to learn new skills as well as link in with local youth employment services.</p>	



Action	Comment	Progress
<p>Commence implementation of the Climate Change Community Engagement and Mobilisation Plan (CEMP)</p>	<p>The draft Climate Change Community Engagement and Mobilisation Plan is currently out for public exhibition and is intended to be tabled at a Council meeting in the first quarter of 2024-25.</p>	
<p>Increase and promote meaningful volunteering opportunities within Council and recruit, support and recognise Council volunteers</p>	<p>Volunteering opportunities increased and additional volunteers were recruited with six in Q4. Volunteers participated in Council Plan community consultations, Reconciliation Week activities and 159 knitted items were made by the Karma Knitters and donated to local agencies. Two appreciation events were held in National Volunteer week.</p>	
<p>Actively collaborate with the Orange Door and Southern Area Family Partnership to support vulnerable families to address/prevent family violence</p>	<p>Monthly governance meetings were held for the Southern Area Children and Family Services Alliance, with sub working groups on family violence, demand management, family preservation and unification. Regular meetings with the Orange Door were held to obtain referrals to support vulnerable families presenting with family violence and other risk indicators. A total of 195 families were serviced with 14,738 hours of support for vulnerable families.</p>	
<p>Implement the Youth and Family Services Strategy Year Three action plan</p>	<p>Projects and programs delivered – 22 Number of events delivered – 17 Presentations and workshops – 40 Reach of social media – 38,462 Number of youth contacts – 16,033 Number of family support contacts – 195 referrals 14,738 contact hours</p>	
<p>Implement Year Three of the Children’s Plan</p>	<ul style="list-style-type: none"> • Child and Family Partnership network assembled 118 individuals and 43 key agencies to support children and families. • The New Directions initiative, Health Yarners, and Yarning Groups engaged Aboriginal and Torres Strait Islander families in dental checks, Bush Tucker workshops, and mental health initiatives. • Preschool Field Officers worked with local early years services to support 270 children with additional needs to participate in kindergarten. • Facilitated the Children’s Advisory Group and Junior Advisory Group, 136 students, to ‘have their say’ in local planning. • Delivered outreach playgroups, Sleep and Setting programs, storytime sessions, and Maternal and Child Health services. 	



Action	Comment	Progress
<p>Provide information and support to local residents with a disability and their families to successfully find the necessary supports to assist them to actively participate in community life including employment opportunities, how to access the NDIS and support for carers.</p>	<p>Short-term HACC PYP funding has resulted in support for several clients to transition to the NDIS, therefore accessing additional services and supports. Council is participating in several local disability networks focused on increasing access to supports and employment, including those led by people with lived experience of disability. Council has become a member of the Sunflower Program which supports people with a hidden disability to access Council programs and services.</p>	
<p>Deliver preventative health activities to Aboriginal and Torres Strait Islander families through the New Directions project</p>	<p>Dandenong Yarning Groups continue at Clow St Dandenong and Dandenong and Districts Aborigines Co-Operative and are supported by the New Directions team. 467 mums and carers attended groups, 111 mums attended Kirrup Playgroup, and 30 mums and 16 pregnant mums reported completed key ages and stages checks. Bubup Swim and Yarn sessions had 64 participants and 35 champions undertook Balit Booboop Narrkwarren Baby Makes Three Training. Health Yarning was supported in partnership with New Directions, Koorie Maternity Services Dandenong and District Aborigines Co-Operative Limited, Bunurong Health, Peninsula Health Koorie Maternity Services, Regional Maternal and Child Health, Immunisation, and Monash Aboriginal Midwives.</p>	
<p>Work with strategic partners and key stakeholders including the Department of Health, Monash Health and the South East Public Health Unit to address Victorian and local health priorities</p>	<p>Council collaborated with the Department of Health, Monash Health, Women's Health in the South East (WHISE), the South East Public Health Unit (SEPHU) and other health stakeholders within the local prevention system to improve the strategic planning of local health and wellbeing priorities. Planning is underway to include the work of these partnerships to inform the development of the next Municipal Public Health and Wellbeing Plan (incorporated into the Council Plan 2025-29). Greater Dandenong also contributed to the SEPHU Population Health Catchment Plan Advisory Committee and Regional Expert Advisory Groups for priority action areas including, reducing vaping (e-cigarette) and tobacco use and related harms, and falls prevention.</p>	

Action	Comment	Progress
<p>Implement the agreed key recommendations from the Future Directions for Council's Community Transport Program Project</p>	<p>An increased number of day trips, additional shopping trips and targeted location-based community transport has been utilised by eligible Greater Dandenong residents as part of the community transport program. Loop models and other transport options have been trialed and refined with analysis of bookings and client feedback influencing ongoing offerings. A record number of day trips, outings, education sessions and luncheons were provided as part of Seniors Festival 2023. Several vehicles in the community bus fleet have been updated ensuring accessibility to the local community.</p>	
<p>Undertake community consultation and development of an Options Paper that determines the future role of Council in the provision of home support services</p>	<p>A report on the future directions of Council's role in Aged and Disability Services was presented to the 25 March Council meeting where it was resolved that Council would continue the current contracted CHSP and HACCPYP services subject to continuing Commonwealth Government funding. Council also endorsed that further detailed analysis be undertaken for Council's potential entry into the new Support at Home program. Initial planning for the Business Case Report for Council's consideration has commenced however the final details and costings of the new Support at Home program from the Commonwealth Government are required before detailed analysis can be undertaken.</p>	
<p>Support and encourage older residents to understand the importance of developing and maintaining social connection through support to seniors clubs and groups and increasing the range and number of social activities provided by Council.</p>	<p>The Seniors Festival 2023 returned to in-person activities, after feedback from older people, with an afternoon dance, several social and informative activities and the inaugural celebration of local centenarians. Day trips have continued to be very popular with an increased number of options offered. The bimonthly Living Well newsletter, which promotes various opportunities for social connection and education, is now available in electronic and printed formats to cater to the differing needs of older people and how they want to receive information. Community educational talks, hosted in the libraries and focused on older people, have continued to grow. Seniors groups participated in workshops focusing on resources and responsibilities of incorporated associations.</p>	

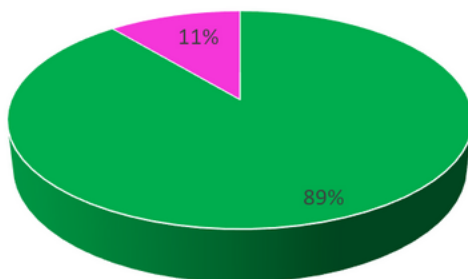
Action	Comment	Progress
<p>Implement the VicHealth Local Government Partnership health promotion modules, incorporating the Vic Kids Eat Well and Healthy Kids Advisor initiatives</p>	<p>The VicHealth Local Government Partnership is into its third year of operation with the formal extension of the program agreement finalised and the extension until November 2025. Multiple health promotion modules continue to be delivered including the development of a local anti-racism network, support of the Connecting to Country program for young local First Nations people, delivery of the local 'Get Active Get Moving' campaign to support active travel among children, and delivery of a local 'This Girl Can' campaign each year.</p>	
<p>Support the mental and physical health of children, young people and their families through preventative health initiatives and responsive interventions</p>	<p>195 referrals from The Orange Door resulted in 14,738 contact hours of support of vulnerable families .</p> <p>The Happiness project was delivered to support vulnerable children transitioning to year 7.</p> <p>Three iterations of the Martial Arts Therapy (MAT) program for vulnerable families were delivered to help build resilience and develop skills in social and emotional regulation.</p> <p>The #Proud2be Project was delivered supporting young people to create a campaign that challenges stigma and discrimination against culturally diverse LGBTIQ+ communities. Total: 15,821</p>	
<p>Work with the Alliance for Gambling Reform to implement initiatives that reduce the level of gambling harm</p>	<p>Support has been provided to the Alliance for Gambling Reform including consultations about pre-commitment and monitoring of electronic gambling machines. Information about gambling conditions and their impact upon communities has been shared with Council's government partners. Submissions have been prepared on pre-commitment and on sports betting.</p>	
<p>Promote gender equity and support and implement initiatives to address and prevent family violence with the municipality.</p>	<p>Information about family violence incidents in Victorian municipalities, mental health issues for women, and findings of the Personal Safety Survey have been distributed to relevant local agencies and partners in local government. 'Say NO to Family Violence' signs have been restored to NPAC and Oasis. Support has been provided to Women's Health in the South-east and funding has been supplied to selected local community projects to advance gender equality and prevent family violence. Consultations with key local agencies engaged in responding to, or preventing, family violence are currently being planned.</p>	

Action	Comment	Progress
<p>Proactively deliver and support initiatives that raise young people’s awareness of harmful alcohol, vape/tobacco and other drugs use</p>	<p>Social media content was designed to educate young people about the harms of alcohol, drugs and vaping. Party Safe workshops were delivered in local tertiary education facilities that increased young people’s awareness of harmful alcohol, vape/tobacco and other drugs use. Total: 3,564 contacts.</p>	
<p>Coordinate tobacco control activities to meet service and funding requirements in accordance with the Municipal Association of Victoria service agreement</p>	<p>A fantastic year with a higher number of inspections than required under funding from MAV. Low purchase rates verify that education visits at outdoor dining venues, retail venues, hospitals, Council’s sporting facilities and festivals and events has been successful. High compliance rates have been achieved.</p>	
<p>Work with key stakeholders to deliver a ‘Functional Zero’ model of homelessness in Greater Dandenong</p>	<p>Council is collaborating with key stakeholders, including Launch Housing, to implement the ‘Functional Zero’ model of homelessness in the municipality. This initiative involves regular coordination through Service Coordination, Hotspots, and Improvement meetings with specific service providers to offer case management and support. Despite the program’s efforts, the lack of suitable accommodation and the limited capacity of specialist support services are significant challenges. These issues are impeding long-term housing outcomes however, the Dandenong Zero project has successfully moved 23 individuals into long-term secure housing. Dandenong Zero is also supporting a consultancy firm, Common Cause, engaged by the regional charter group of councils to develop effective advocacy messages for more social and affordable housing. Additionally, a focus group discussion and survey on public perceptions of social housing have been conducted in partnership with other regional councils.</p>	

Action	Comment	Progress
<p>Increase access and availability of social housing stock in the city by activation of Council and community assets for delivery of social housing, and advocate for increased State and Federal Government provision</p>	<p>Increased supply of emergency, crisis and transitional housing within the municipality continues to be affected by external factors such as high rental demand, low supply of available rentals and increased demand for homelessness services. Construction of four single level units to be managed by homelessness service provider Wayss on Council owned land has commenced and will provide housing support for women and families affected by family violence. A submission was made on the Federal Government's National Housing and Homelessness Plan Issues Paper by the Regional Local Government Charter Group of Councils in late October.</p>	
<p>Complete Keysborough South Community Hub Strategy and develop an Action Plan</p>	<p>The draft Keysborough South Community Hub Strategic Plan went out for community consultation from March to May 2024 and a final report has now been completed for Council endorsement. Council will now move towards developing the Action plan in anticipation of the opening of the hub in 2025.</p>	
<p>Implement the Springvale Community Hub Action Plan</p>	<p>The delivery of the Springvale Community Hub Action Plan continues to be on track, with a range of successful programs and activations across the last 12 months, including Harmony Week; Refugee Week and Reconciliation Week Activities; Christmas and Easter workshops and activities; and Dragon displays for Lunar New Year. A range of activities were delivered to also support the health and wellbeing of the local community including the Hearing Bus and Food bank. Overall the presence and awareness of the hub, including the community connecting more, has increased the visitation of the hub by over 54,000 people in the last financial year. Visits to the hub are now over 450,000.</p>	



Action	Comment	Progress
<p>Improve the lives of those experiencing poverty in our community through implementation of Council's Anti-Poverty Strategy</p>	<p>Council has worked closely with consortium partners to raise awareness and bring additional supports to the community. The rising cost of living and lack of affordable housing has impacted the work and agencies continue to find it difficult to attract volunteers and donations. Advocacy to State and Federal government is required to attract additional funds for place based community development. Housing first must be an advocacy priority to be able to advance Anti-Poverty measures.</p>	
<p>Create safer spaces and improve actual and perceived levels of community safety within the municipality</p>	<p>A dedicated Community Safety Unit has been established within Council. A draft Community Safety Plan has been developed and is out for first round of stakeholder consultation. This will inform the direction of priorities for the Community Safety Team in the next financial year. Council has continued its collaboration efforts with partnership agencies, stakeholders and the wider community in identifying community safety themes within the municipality.</p>	



Strategic Objective 2: A city that respects and celebrates diversity, our history and the arts






■ Completed ■ Delayed

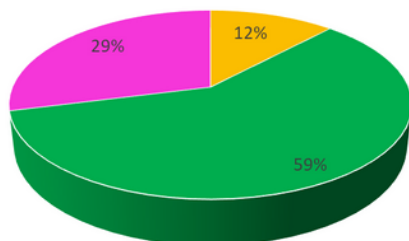
Action	Comment	Progress
<p>Deliver a range of major festivals, events and program across the City which celebrate the diversity of cultures within our community.</p>	<p>11 major festivals, events and programs were delivered across the municipality including Springvale Snow Fest, Greater Dandenong Children's Festival, Little Day Out, Deckchair Movies, Carols and New Year's Eve Fireworks, Australia Day Awards Ceremony and Fun Run, Open Air Movies, Noble Park Community Fun Day and Keysborough's Big Picnic, engaging a total of 78,539 people. Additionally Council also supported the delivery of smaller events such as: Halloween in the Park, ANZAC Day events, Dandy-Con, and Reconciliation Week events (Flag Raising Ceremony and Now More Than Ever).</p>	<p>●</p>
<p>Support appropriate event applications from community/corporate event organisers in planning and delivering festivals and events across the municipality</p>	<p>Council supported 251 event applications in Greater Dandenong including 158 community events and 93 council led events. 162 of these events were delivered and 89 were cancelled, postponed, or changed during the event permit process. The team also delivered two Event Organisers Network (EON) meetings and twelve EON e-newsletters to support event organisers in planning festivals and events.</p>	<p>●</p>

Action	Comment	Progress
<p>Support and promote LGBTQIA+, anti-racism and gender equitable initiatives throughout the community.</p>	<p>Council has strived to promote a socially cohesive, respectful and harmonious community through a number of initiatives this year. These have included working to establish the Southeast Anti-Racism Support Network as an independent and sustainable network, through its role on the Steering Committee.</p> <p>Council also supported LGBTQIA+ communities through its involvement in events for Wear It Purple Day, Midsumma Pride March, IDAHOBIT and Pride Month.</p>	
<p>Support and advocate for the rights of people seeking asylum and refugees as part of the 'Back Your Neighbour' campaign</p>	<p>The Mayoral Taskforce Supporting People Seeking Asylum now has 43 Member Councils, with two new Councils from South Australia and one from New South Wales joining the Executive membership level. The Taskforce developed, and has been implementing, its new Back Your Neighbour campaign strategy and communications plan, including raising awareness at public events, engaging marginal seat Councils and MPs, growing a network of supporter organisations and partnering with the Refugee Council of Australia on aligned advocacy priorities.</p>	

Action	Comment	Progress
<p>Promote reconciliation by implementing Council's Reconciliation Action Plan (RAP)</p>	<p>This year has seen a significant strengthening in Council's ongoing relationship, partnership and collaboration with Bunurong Land Council. Some highlights include:</p> <ul style="list-style-type: none"> • Municipality Flag Raising event, with 300 people. • National Aboriginal and Torres Strait Islander Children's Day event in partnership with VACCA, Casey Council and Casey Gathering Place with over 800 children attending. • Hosting the Wominjeka Project event at The Drum - which subsequently won the National Local Government Award 2024 - Indigenous Recognition category. • LGPro Local Government Sector 2024 award winner - Partnership Initiative Category, for Council's Indigenous Australians' Health Program - New Directions Mothers and Babies Project, Balit Booboop Narrkwarren. • Reconciliation Victoria Maggolee Award winner 2024 - Indigenous Recognition Category- Balit Booboop Narrkwarren. • NAIDOC Week celebrations in partnership with Dandenong Market. 	
<p>Progress the Dandenong New Art Gallery and associated PEP redevelopment</p>	<p>Dandenong New Art (DNA) - In ground rectification works were completed in April. Any future construction has a funding shortfall of up to \$6.24m, with a report prepared for Council with a funding strategy to seek a decision on how to proceed.</p> <p>Precinct Energy Plant (PEP) - Level 1 activation works are continuing so the ground level of the facility can be used. Externally funded concept design is progressing for the upgrade of the building.</p>	




Action	Comment	Progress
<p>Implement the Arts, Culture and Heritage Strategy 2022-26</p>	<ul style="list-style-type: none"> • Secured partnership with ACMI • The Wominjeka Project won the 2024 National Awards for Local Government • Secured funding for Pillars of Freedom public art • Started Arts Tour Bus with other Councils • Visitation at Walker Street Gallery was 29,861 double last year's 14,500, across 5 exhibitions, 21 events, and 23 workshops • Drum Theatre had 56,241 across 219 events (109 performances and 110 activities) and Heritage Hill had 1,039 visitors across 4 exhibitions, 6 programs, and 38 tours • 41 heritage research requests were completed and one heritage grant was submitted. • Supported artists via creative RISE and Artist in Residency • Arts and Drum social media reach was up 41%, • Heritage collection views were 4,207 and Heritage Hill social media reach was 31,989. 	
<p>Complete a review of the existing sites covered by the Heritage Overlay within the Planning Scheme</p>	<p>A review of the existing sites covered by the Heritage Overlay within the Planning Scheme has been completed and reported to Council on 26 June. The report to Council recommended the commencement of a Planning Scheme Amendment implementing Stage 2 of the project, the updating of Heritage Overlay sites. Affected property owners have been notified of proposed alterations to Heritage Overlay descriptions or status.</p>	
<p>Implement the Greater Dandenong Libraries Strategy 2022-26</p>	<p>Attendance at Springvale Library was 447,139 and Dandenong 366,367. Total visitation was 813,506, representing a 14.2% increase. The Little Library at Dandenong North has had 760 loans with a second locker at Noble Park due for installation early next quarter. Libraries have run 1,670 programs with 28,596 attendees (1,185 Outreach visits). An Engagement and Marketing Plan has been completed with implementation commencing in 2024-25.</p>	




Strategic Objective 3: A city of accessible, vibrant centres and neighbourhoods







■ Externally impacted ■ Completed ■ Delayed


Action	Comment	Progress
<p>Conduct a comprehensive review of the Dandenong Visitor Attraction Action Plan (DVAP) and implement actions identified that will increase the number of visitors to the city in support of local businesses and the economy, raise awareness of the City as a destination, and promote the unique features and attractions to potential visitors.</p>	<p>Between October 2023 and March 2024 the DVAP was updated by a cross Council working group and half of the eight themes in the Plan were reviewed and re-written. In May 2024 the comprehensive review of the DVAP was paused.</p> <p>The topic of visitation will be incorporated into the new Place and Economy Strategy, which is currently being developed. Once there is a clear strategic direction coming out of the Place and Economy Strategy it will be clearer how the DVAP and visitation will be best addressed.</p>	<p style="text-align: center;">●</p>
<p>Deliver the Greater Dandenong Regional Food Strategy through the successful implementation of the 12 month action plan for 2023-24</p>	<p>354 businesses have been engaged with and assisted via information sharing or facilitating connections.</p> <p>Partnerships with Food Innovation Australia and SEMMA have allowed for the delivery of specific food related programs for our business community.</p> <p>Commercial kitchen options have been investigated to assist those looking for cooking and food preparation facilities for their business.</p>	<p style="text-align: center;">●</p>

Action	Comment	Progress
<p>Deliver the Tourism Strategy through the successful implementation of the 12 month action plan for 2023-24</p>	<ul style="list-style-type: none"> • Promotion of CGD and visitor attraction strategies have continued with a focus on promotion and visitor attraction. • A dinner and show deal was introduced to encourage visitors to the Drum theatre to dine locally in Dandenong before or after watching a show. • Sponsorship opportunities have been facilitated, with Holiday Inn sponsoring the Drum Theatre and the Market. • Channel 7 filmed a segment on their new 'Melbourne Weekender' show, focusing on Vietnamese cuisine with the potential to feature Little India and the Afghan precinct. • It has been a difficult year for industry but connections between Council and businesses remains strong and support has been well received. 	
<p>Commence construction of a new aquatic and wellbeing centre to replace Dandenong Oasis at Mills Reserve subject to Council funding approval.</p>	<p>Council officers have prepared recommendations on project phasing and funding options for all major projects. The project is awaiting Council approval on funding allocations.</p>	
<p>Continue to plan for the development of a new table tennis centre in Greater Dandenong in partnership with key stakeholders.</p>	<p>This project is awaiting Council approval on funding allocations for the Dandenong Wellbeing Centre.</p>	

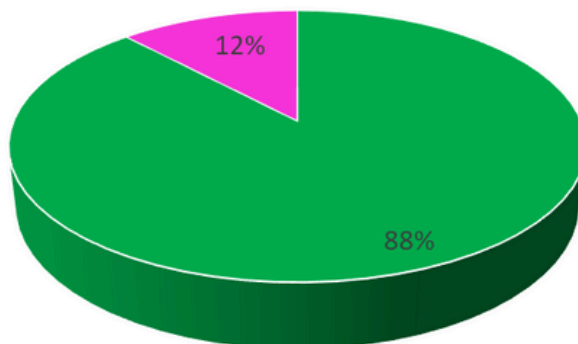
Action	Comment	Progress
<p>Advocate to the State Government to create a State and Local Government Task Force to address inconsistencies in the standards of social housing providers</p>	<p>Recent changes to the Victorian Planning Provisions to allow for the introduction of small second dwellings; the introduction of Federal Government NDIS funding for provision of assisted living accommodation premises; and the Big Housing Build Program from the State Government that encourages the provision of affordable and social housing have all attributed to resolving this issue. The introduction of the Rooming House Operators Minimum Standards introduced in 2023 will ensure an uplift in social housing within the city. Council will still have a role in monitoring all registered and unregistered rooming houses and will continue to notify Consumer Affairs Victoria if properties not meeting the minimum standards are found.</p>	
<p>Progress the Environmentally Sustainable Design 2.0 Planning Scheme Amendment</p>	<p>The Environmentally Sustainable Design 2.0 Planning Scheme Amendment was submitted to the Minister for Planning for authorisation in July 2022. The Minister for Planning has advised that the Planning Scheme Amendment remains under active consideration although further time will be required prior to a decision by the Minister.</p>	
<p>Develop a Place Activation Plan to increase the attractiveness and vibrancy of Greater Dandenong's activity centres</p>	<p>Springvale Revitalisation Action Plan was finalised and adopted by Council in May.</p> <p>The Dandenong Visitor Attraction Plan (DVAP) continues to inform investments in central Dandenong. The DVAP review has been paused pending its incorporation into the new Place and Economy Strategy currently being developed.</p>	

Action	Comment	Progress
<p>Progress the Sandown Redevelopment Planning Scheme Amendment</p>	<p>The Minister for Planning has "called in" the Sandown Redevelopment Planning Scheme Amendment (SRPSA) and constituted an Advisory Committee (AC) to examine and provide a report on the SRPSA. DTP have progressed the planning process on behalf of the Minister for Planning as the responsible authority. The Minister for planning exercised ministerial prerogative to authorise the public exhibition commencing on 20 May and ending on 24 June. Council has provided a submission in response to the exhibited material. The AC will assess the submissions with a directions hearing scheduled for 17 July and the hearing commencing on 12 August. The AC will provide a report for the Minister for Planning's consideration on the PSA proposal in mid-November.</p>	
<p>Advocate for public transport initiatives identified in Council's Greater Dandenong Public Transport Advocacy Statement</p>	<p>Council has continued to advocate on priorities identified in Council's Greater Dandenong Public Transport Advocacy Statement as opportunities arise. Primarily this is via regional groups such as the Eastern Transport Coalition and Southeast Metropolitan Integrated Transport Group. The recent state budget announcements included funding to extend the frequency and operating hours of the route 800 bus. This is included in the Greater Dandenong Public Transport Advocacy Statement and was driven by a community led initiative "Fix 800 Bus".</p>	
<p>Roll-out a high priority local road program within Dandenong South, including the Dandenong South Industrial Area Extension Structure Plan's Transport Network</p>	<p>The Abbotts Road duplication project is complete. The Taylors Road project (delivered by developers) is underway and planning for the delivery of Bayliss Road and Glasscocks Road (developer delivered) has progressed.</p>	



Action	Comment	Progress
<p>Advocate for, plan and deliver improved active transport networks and initiatives</p>	<p>The IP43 Safe System Pedestrian Infrastructure Program, for detailed design of improvements for pedestrian crossings around Dandenong Market and along Cleeland St, has the design agreement signed and funding has been received. Road Safety Victoria has indicated construction funding is likely to be available under this program for the improvements around the Dandenong Markets.</p> <p>Whilst TAC funding has been received for upgrading the Lindsey-Williams Crossing zebra crossing in Springvale, the scope has not been approved. This project is now being re-scoped to seek an acceptable design solution and will then need TAC approval for the modified scope.</p>	
<p>Review the Municipal Early Years Infrastructure Plan to continue the delivery of three and four-year-old kindergarten at 15 hours working to 30 hours by 2030</p>	<p>The Municipal Early Years Infrastructure Plan has been reviewed and updated to reflect the change in population predictions; kindergarten demand for both three and four year kindergarten places; and new infrastructure planned to meet the roll out of 30 hours by 2032 and continued 15 hours of three year old kindergarten across the municipality.</p>	
<p>Advocate for, and deliver, transport safety improvements and initiatives to improve road safety awareness and to mitigate road safety risks</p>	<p>A number of Council Local Area Traffic Management projects and Federal Blackspot funded projects have been successfully delivered. Applications have been submitted for future funding through State and Federal Programs. The advocacy focus on Stud Road / McFees Road saw a signalisation project funded within the Victorian State Budget.</p>	





Action	Comment	Progress
<p>Facilitate Development Victoria/Capital Alliance investment project in the Revitalising Central Dandenong Foster Street precinct</p>	<p>Capital Alliance has developed a masterplan for the Foster Steet/Dandenong station precinct with input from Council and the community. This masterplan has informed a planning scheme amendment request which is under consideration by the Department of Transport and Planning (DTP) and the Minister for Planning. Council has advocated through various channels for this project to advance.</p>	
<p>Implement the Springvale Revitalisation Action Plan to improve the physical and social environment to enhance the quality of life for residents, workers and visitors, encourage economic development and investment, and foster a sense of community and social cohesion in the Springvale activity centre</p>	<p>The SRAP was endorsed by Council on 13 May. Planning is underway for the first round of projects identified in the plan as priorities, with works scheduled for 2024-25.</p>	
<p>Develop and implement the Noble Park Revitalisation program to enhance the quality of life for residents, workers and visitors by improving their physical and social environment, encouraging investment and economic development, and fostering a sense of community and social cohesion within the Noble Park activity centre</p>	<p>The State government has concluded the revitalisation board program. Since 2020, the Board has endorsed \$3.99m towards 41 projects with a total project value of \$8.92m, not including the additional projects recently endorsed by the Board. At the Council Meeting on 11 June, a resolution was passed for continuation of the Board Membership as a Noble Park Revitalisation Advisory Committee until 31 December 2024, to ensure continuity of existing projects and activities associated with the former Board.</p>	




Strategic Objective 4: A green city committed to a sustainable future










■ Completed ■ Delayed

Action	Comment	Progress
<p>Finalise review and update the Waste and Litter Strategy</p>	<p>A revised draft strategy incorporating recent changes in the waste and recycling sector was finalised however this is now being reconsidered as part of the Environmental Strategy streamlining process.</p>	
<p>Implement the Open Space Strategy 2020-30</p>	<p>Projects completed this year have resulted in a range of open space reserve improvements and playground upgrades that fulfil Council's objective of improving the quality and amenity of our reserves. Community and stakeholder consultation and engagement with school children has been an important input into each project's design. All of the projects include new tree planting to increase the tree canopy coverage. The park projects completed include elements such as park furniture, informal recreation and landscaping as per each park's designs. These have been implemented at Bakers Reserve, Madison Reserve, Springvale Reserve, Frederick Wachter Reserve, Spring Valley Reserve, Rowley Allan Reserve, Warner Reserve, Glendale Reserve, Thomas Carroll Reserve, 218 Railway Parade and 86-88 Clow Street. The playground projects completed were at Pitman Reserve, George Andrews Reserve, Springvale Reserve and Browns Reserve. Keneally Street Reserve has a new dog off leash area.</p>	

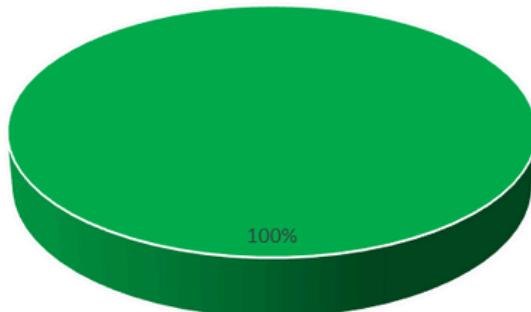
Action	Comment	Progress
<p>Undertake tree canopy coverage audit</p>	<p>The outcomes of the 2023 canopy coverage audit, as required by Council's Greening Our Neighbourhoods Strategy 2021–28, were tabled at the Council meeting on 27 May. The audit has shown an increase in canopy coverage across the municipality. The previous audits in 2016 and 2021 confirmed a municipal wide canopy coverage of 9.9% and 9% respectively. The 2023 audit has confirmed an increase in canopy coverage to 14.1% across the municipality.</p>	
<p>Implement the Urban Forest Strategy 2021–28 and Green Wedge Management Plan</p>	<p>The implementation of the Green Wedge Management Plan is supported by the planning for equestrian trails and supporting DEECA's proposed Patterson River Master Plan which envisages the naturalisation of Patterson River and lower reaches of the Dandenong Creek inclusive of connective paths. The implementation of the park and playground projects in this year's capital works program included tree planting to significantly increase tree canopy coverage within each park.</p>	
<p>Implement the Tree Protection on Private Land Local Law and undertake a community education program</p>	<p>Implementation of the Tree Protection on Private Land Local Law has been successful. Community Education is still taking place at events.</p>	
<p>Implement the Biodiversity Action Plan 2021–26</p>	<p>The Biodiversity Action Plan Year 1 is complete and a progress report on all actions has been uploaded to Council's website. Ongoing conservation works programs and environmental engagement programs continued and included key highlights such as One Tree Per Child school planting day, National Tree Day events, community planting days, Gardens for Wildlife garden assessments, bushland management programs, and State Government grant programs for weed control and revegetation.</p>	

Action	Comment	Progress
Implement the Cat Curfew in line with the Domestic Animal Management Act	Implementation of the Cat Curfew has been successfully endorsed at Council. Education and Enforcement initiatives began in April throughout the community to ensure compliance and understanding.	
Develop a strategic register of sites for potential open space acquisition	Officers have acquired a software product that is able to identify properties as they become available for sale. A fortnightly report is now being produced to identify potential strategic property purchases in areas identified as gaps within the Open Space Strategy.	
Commence the review of the Playground Strategy 2013-23	The review of the Playground Strategy has commenced. Background research being undertaken includes the strategic review of all playground assets, analysis and assessment of the existing playground strategy and current best practice approaches to playground strategies. This information will be used to inform the development of a revised Playground Plan in 2024-25.	
Implement year six of the Greening Our City: Urban Tree Strategy 2018-28	Implementation of Council's Urban Forest Strategy for year six has been completed. Council's tree management software 'Forestreet' has been implemented and further software development will be undertaken in 2024-25. Council's Annual Tree Inspection Program has been completed and planning has been finalised for the delivery of the annual street and park tree planting program. Planting has commenced and will continue through to October.	



Action	Comment	Progress
<p>Implement the Electric Vehicle Transition Plan</p>	<p>The focus has been on collecting data on vehicle/ plant usage, through the rollout of telematics and manually, and using the data to determine the best options to reduce total emissions of Council's fleet.</p>	
<p>Work with partners and key stakeholders to support increased community awareness of climate change risks and their ability to respond</p>	<p>Council has made significant progress in raising community awareness of climate change risks and enhancing its ability to respond. Key initiatives included the public exhibition of the Draft Community Climate Change Engagement and Mobilisation Plan 2024–29, the 'urban heat' themed Sustainability Festival, engaging workshops such as the 'Design Your Own Climate Change Superhero' at the Children's Forum, and a heatwave preparedness drill in collaboration with the Emergency Management team. These efforts have leveraged partnerships to promote proactive climate risk management and resilience.</p>	
<p>Support local business efforts to respond to their climate change risks by informing them of relevant State and Federal Government policies and programs</p>	<p>Council has continued to support businesses by providing up to date information on State and Federal Government policies, programs and grants aimed at climate resilience. Information was provided via updates and insights into initiatives for small businesses to mitigate climate risks, ensuring they stay informed and empowered to adopt sustainable practices. By bridging the gap between government policies and local business needs proactive responses to climate challenges have been enabled.</p>	
<p>Deliver the Sustainability Festival</p>	<p>The 2024 Sustainability Festival was successfully delivered on 25 February and was a great success. Over 1,500 people attended and engaged with the environmental activities on offer with positive feedback received.</p>	




Action	Comment	Progress
<p>Implement the Climate Emergency Strategy, Sustainability Strategy and climate emergency declaration</p>	<p>Council's commitment to the Climate Emergency Strategy, Sustainability Strategy, and Climate Emergency Declaration has continued throughout the year. Key achievements include the CERES Student Environmental Leadership Summit, the successful Sustainability Festival, participation in the 'Business Renewables Buying Group,' and the acquisition of the Community Environmental Education Electric Van.</p>	
<p>Working with key internal and external partners provide our older residents and residents with a disability with information on the impacts of climate change and possible ways to mitigate these impacts</p>	<p>The provision of information to older residents and residents with a disability regarding the impacts of climate change is now embedded into service provision planning, eg; sending out fact sheets on how to prepare for coping with heat each year just before summer, and more broadly including a regular article in Council's quarterly "Ageing Positively" newsletter.</p>	
<p>Advocate to the Environment Protection Agency to undertake regular air and water quality assessments to protect the health of our community</p>	<p>Over many years the EPA has conducted scientific air quality monitoring and has taken further samples from individual residences throughout the city to gather a more complete picture of the air quality situation. The results showed that further to the extensive tests undertaken in 2011, and annually from that point on, there are no air quality impacts on the residential areas of the city from our industrial uses. The work the EPA has undertaken will continue in regulating the industries known to cause odours and ensure they are working towards further reduction in emissions.</p>	




Strategic Objective 5: A city that supports entrepreneurship, quality education and employment outcomes





■ Completed

Action	Comment	Progress
<p>Drive the ongoing implementation of the Local Economic and Employment Development Strategy</p>	<p>The focus has been on skill development with various partnerships formed. The annual business survey was undertaken to understand the education and skill requirements for businesses. In addition, pre-work for a new strategy has commenced including an Economic and Place profile and the development of a content and channel strategy.</p> <p>The Business Grants program was successfully delivered with the program supporting 62 businesses and suppliers.</p> <p>The Business Permit Support Service received a total of 730 enquiries.</p> <p>The Talking Business magazine format was changed and a webpage on Council's website featuring business news has been created to provide relevant and up to date information to businesses.</p>	
<p>Manage, support and deliver activities that strengthen the capability and capacity and jobseekers in our community facing multiple barriers to employment.</p>	<p>The Greater Dandenong Regional Employment Taskforce, comprising key local employment organisations and all tiers of Government, has worked collectively and collaboratively throughout the year to share and address both challenges and opportunities to improve employment pathways for local job seekers. The Taskforce also has governance of the highly successful Community Revitalisation GameChange project.</p> <p>Council has participated in the GSEM Jobs and Skills summit and the GameChange Career and Support expo to provide support and facilitate pathways to employment.</p>	

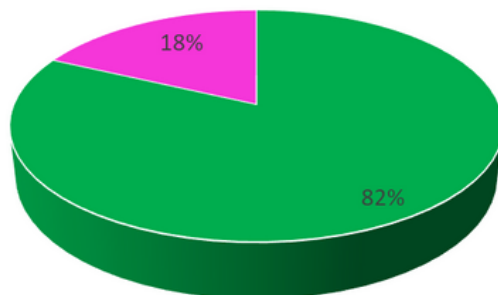
Action	Comment	Progress
<p>Deliver youth programs and initiatives that promote youth voice, build leadership capability and skills that enhance employment</p>	<p>A range of programs were facilitated to promote youth voice, build leadership capability and skills that enhance employment including:</p> <ul style="list-style-type: none"> - FReeZA events committee meetings, events and skills based training. The committee led 5 youth stages as part of broader community events. - The 2023 Young Leaders program culminated in October resulting in two community projects. - Lunch Time Jam Sessions pilot program, focusing on performing arts in secondary schools. - A career expo and mock interview programs for local secondary schools were supported. - Seven youth consultation workshops were facilitated including Keysborough South Community Hub Youth Consultation Workshops, Springvale Reserve Consultation and the Council Plan <p>Total: 11,240 contacts</p>	
<p>Maintain support, collaboration and board participation of SEMMA</p>	<p>Council continues to maintain support and collaboration with SEMMA via the board and have assisted with relevant business data requests throughout the year to enable them to advocate for the manufacturing sector.</p>	
<p>Deliver a range of networks, common interest groups and targeted activities that have relevance and impact for local manufacturers, including exposure to global issues and international opportunities</p>	<p>This year has seen the successful delivery of the network program, with 33 Network sessions, 3 Workshop Series, 15 Program sessions and 9 key events.</p> <p>A diverse range of topics, themes and site visits, addressing relevant issues impacting the manufacturing sector both today and in the future, were featured throughout the year. In addition to the networks, two Lean Manufacturing programs were held with 14 participants completing the program.</p>	

Action	Comment	Progress
<p>Deliver key events that showcase women in business including International Women's Day and facilitate the SEBN Women in Business Network</p>	<p>The International Women's Day event was a success with 120 attendees.</p> <p>The WIB network and showcasing events are an important component of the SEBN activities and a safe place for Women in Business to share and learn from each other and strengthen their capability and confidence. Three showcasing events and seven network meetings have been held. The creation of the steering committee has enabled SEBN to engage with businesswomen further and bring forth relevant themes and topics at the network meetings and events.</p>	
<p>Review the Family Day Care Business and Marketing Plans to maintain market share and community expectation</p>	<p>The Business and Marketing Plan and the professional development calendar have been reviewed and updated based on feedback and survey results from educators and families.</p> <p>120 educators have completed all mandatory training set for the financial year, including child safety, cultural awareness, manual handling, safe sleep and transportation.</p> <p>Increased business support has allowed educators to feel more supported in their roles as professionals.</p>	
<p>Guide the 'collective impact' phase of CR #2: GameChange towards a community-led jobs and skills system, strengthening pathways to economic participation (SPEP)</p>	<p>Major partners in collaboration, projects and events this year have included the City of Casey, SELLEN, ACFE, GSEM and the Local Jobs Program.</p> <p>GameChange continues to pursue its own and Council's strategic goals through persistent, resilient, community-led change. Evidence suggests, through 'early-win' indicators, that change is starting to happen and shows how Council's (through GameChange) connection to community, organisations and employers has influenced all levels of Government and supported employers and jobseekers to better employment outcomes/wider participation.</p>	

Action	Comment	Progress
<p>Successfully deliver an annual Ignite Program for local entrepreneurs who have recently started their business or are looking to get a business idea off the ground</p>	<p>Council has continued to collaborate with partners to deliver 35 workshops and business events throughout the year. These initiatives aim to support small businesses at various stages of their growth.</p> <p>The Kickstarter Program (formerly Ignite program) and other business workshops played a crucial role in building networks and promoting new opportunities to aid business ventures. These workshops provided an opportunity to assess business needs, identify growth opportunities, and offer additional support through further workshops, mentoring with business advisors, and assistance with navigating business permits. These workshops are continuously reviewed and assessed to ensure they align with the evolving needs of the business community, maintaining their relevance and impact.</p>	
<p>Deliver initiatives which provide opportunities for young people to gain skills and experience that enhance their employment opportunities, including Schools-Industry 'Lunch with the Winners' annual event with SELLEN</p>	<p>A successful 'Lunch with the Winners' was held for secondary schools across the region with the theme being 'Returning to Manufacturing' with Bosch as the keynote speaker and Marcus Barber presenting on the future of work in this sector. EDU and SEBN participated in the SELLEN 'Try a Trade career expo' which resulted in a successful day showcasing the job pathways into Council. Through the GameChange program, SEBN participated in the Gamechange Support and Careers Expo.</p>	
<p>Facilitate and deliver the fundraising event 'Take a Swing for Charity' Golf Day in collaboration with industry partners</p>	<p>The 'Take a Swing for Charity' Golf Day, held at Kingston Heath Golf Club raised an incredible \$51,000 + for the Cornerstone Community Centre. The funds raised were made possible by a small group of generous and dedicated sponsors and the local business community.</p>	





Action	Comment	Progress
<p>Partner with SEMMA, the Chamber of Commerce, local business and industry to facilitate and inform the business community on the transition to a net zero economy.</p>	<p>Council continues to work with businesses to encourage and support sustainable practices. The Aspire platform has allowed small to medium businesses to use the platform to exchange waste products.</p> <p>ESG will be a primary platform globally to demonstrate best practice and will be a key feature of activities in the transition towards a net zero economy.</p>	
<p>Advocate for the establishment of a Revitalising Central Dandenong Taskforce/Board with representation from Government, agencies and other influential stakeholders, to identify, support, and deliver targeted renewal initiatives for improved economic and social outcomes</p>	<p>Greater South East Melbourne (GSEM) launched its decentralisation report in November 2023 "unlocking the potential investment in Greater South East Melbourne". The report highlights the benefits of locating new government jobs in activity centres. Advocacy has focused on the Capital Alliance masterplan approval via the State Government for central Dandenong. The broader issue of a Taskforce/Board will be the subject of further consideration in 2024-25.</p>	

Strategic Objective 6: A Council that demonstrates leadership and a commitment to investing in the community











■ Completed ■ Delayed

Action	Comment	Progress
Improve access to, from, and within major Activity Centres, including the management of parking, harnessing modern and smart technologies to build on existing capacity	Parking sensor delivery in Springvale is complete. Minor amendments to the Parking Fee Structure were adopted in Council's budget. Project Planning for modernisation of parking meters, online / app payment options etc. has been undertaken.	●
Conduct a comprehensive review of the 10-year Activity Centre Capital Improvement Program including evaluation of ongoing projects, identification of any changes in community needs or priorities, and ensure the program is aligned with the strategic goals and objectives of Council.	A benchmarking exercise was undertaken capturing external stakeholder interviews and documenting insights from relevant departments across council. An updated presentation of the three Activity Centres incorporating stakeholder insights, priorities and challenges has been prepared. Maps of the three Activity Centres showing major projects, activity drivers, development sites and council owned land have been prepared. A 'by centre' Plan for Greater Dandenong has been drafted for review and direction on next steps pending broader conversations on Asset Management and the CGD wide CIP program in 2024-25.	●

Action	Comment	Progress
<p>Encourage the voice of children and young people through the facilitation of the children's and youth forums and advisory groups to inform planning and policy development.</p>	<p>Council held 30 consultation sessions (for 12 planning projects) specifically designed to engage children.</p> <p>Children's Services hosted the 8th annual Children's Forum, which was attended by 84 students in Grades 5 and 6 from 20 primary schools.</p> <p>Council supported the formation and coordination of a Children's Advisory Group and Junior Children's Advisory Group. In total, 136 students were engaged from 21 primary schools. Across a total of eight meetings each, Advisory Groups met with different Council teams about projects in the city and contributed to planning and design.</p>	
<p>Enhance Council's customer interactions through the development of a Customer Experience (CX) Strategy</p>	<p>Benchmarking Council's performance against other Councils and conducting an internal Customer Centricity survey are priorities. CSBA will lead the benchmarking project. Progress towards developing a Customer Experience Strategy is well underway. In February it was identified that the original approach had several shortcomings, primarily due to a lack of robust evidence to benchmark the current position and understand the key 'pain points' for customers. A CX Maturity Assessment has been undertaken and a comprehensive Customer Experience Benchmarking exercise. These will be complimented by an analysis of our Customer Service channels and some sample customer journey mapping. In the second half of 2024, Council will be well advanced towards the CX Strategy, Channel Plan, and updated charter.</p>	
<p>Undertake a review of Council's information technology systems to identify gaps in the organisation's digital capability</p>	<p>Following the completion of Stages 1 and 2 of the review by Digital Frontier Partners, the Chief Information Officer (CIO) will now examine all findings to aid in the creation of a Digital Technology roadmap.</p>	
<p>Review the Business Classification System to better meet Council's record keeping practices and responsibilities</p>	<p>The review of the Business Classification Scheme used in Objective is at final draft stage. After final review by relevant business units, it will be implemented in the next financial year.</p>	






Action	Comment	Progress
Completion of Council's annual approved Capital Works Program	As of the end of May 2024, Council has completed the construction of \$41.7m of works, with purchase orders raised / contracts awarded and works in progress for further commitments of \$23.3m. This equates to \$65m, which is 74% of the total capital program of \$87.4m for the year.	
Develop an investment attraction program to encourage investment within the Dandenong, Springvale and Noble Park activity centres	The Economic and Place profile provides a snapshot of the local economy and identifies key areas of focus to support future economic prosperity for CGD. The Brand Dandenong Channel Strategy will assist Council to understand the best way to communicate and disperse information to our diverse business community. Both documents, and the new Economic Development Strategy, will be the foundation for the development of an Investment Attraction Plan.	
Pilot new wearable technology to prevent musculoskeletal disorders and injuries	The Pilot Program was completed in 2023 and additional funding sought to continue the program in 2024. Due to the success of the pilot, the program has been expanded to further embed this injury prevention measure across Council.	
Introduce psychosocial programs to identify hazards to manual handling and psychological health	Council has engaged with the ASU Health and Safety Team and Worksafe to present a number of information and training sessions across the organisation.	
Drive innovation through Council's Service Improvement Program	There have been a number of improvements achieved from the review of current business processes. These have included an expected reduction in the average time to recruit following a comprehensive review of the internal business process. Council has also commenced a project exploring how flexible work can be most effective in balancing customer, Council and employee needs.	
Implement a Policy Development Program to ensure the currency of Council policies	The number of policies has been reduced by 30% since the Policy Register was introduced. Further work continues to reassess and streamline policy development and review, to align with the Community Vision and Council Plan activity.	

Action	Comment	Progress
Maintain transparency of Councillor expenses as required under the Council Expenses, Support and Accountability Policy.	Councillor expenses are updated as soon as they are received on a spreadsheet that is available to be viewed on Council's website.	
Comply with the auditing and reporting requirements of the Gender Equality Act 2020 including the implementation of the Gender Equality Action Plan	The compulsory Commission for Gender Equality in the Public Sector (CGEPS) reporting template was completed and submitted on time, including endorsement from the Executive Team and reported to Council. The outcomes of the audit and survey have been communicated to employees.	
Comply with the requirements of the Child Safe Standards	The Executive Team approved a revised Code of Conduct that was updated to include the 11 Child Safe Standards. A new resource to focus on the implementation of actions from a recent Child Safety Audit has been included in the 2024-25 Budget to keep these actions moving forward and improving compliance.	
Meet budget revenue targets for all commercial properties.	Revenue is expected to be slightly under budget for the year due to rental vacancies.	
Develop a Strategy Framework to streamline Council's planning and future focus	Work is progressing on the consolidation of key strategies and policies across the organisation. Future work to be undertaken includes the completion of the draft framework and the development of guidance documents to assist Council in its future planning.	
Review Council's Long Term Financial Plan	Council adopted the 2025-2034 Long Term Financial Plan at its meeting on 24 June.	






Action	Comment	Progress
<p>With the community, strengthen engagement, build capacity and accessibility to Council's grants programs</p>	<ul style="list-style-type: none"> • A new Grants Program Policy was endorsed on 11 December 2023. • New Small, Medium, and Large Grants Guidelines were developed and implemented, with administrative forms aligned to the new policy. • The Outcomes Engine Framework was reviewed and updated. • 20 community members were recruited for Community Grants Panels. • Regular contract meetings were conducted with the Interfaith Network and Greater Dandenong Volunteer Resource Service. • Monthly acquittal review meetings monitored and reviewed grant project performance. • The review of Neighbourhood Houses and Community Centres was completed, and recommendations were endorsed by Council on 13 May. 	
<p>Implement a Revenue Optimisation Plan to enhance existing revenue streams and identify new options</p>	<p>A report on potential options was presented to Council at a briefing session in January.</p>	
<p>Coordinate and conduct four Municipal Emergency Management Planning Committee (MEMPC) meetings with key stakeholders and agencies</p>	<p>Quarterly MEMPC meetings were conducted throughout the financial year with a focus on completing the Community Emergency Risk Assessment (CERA) and updating the Municipal Emergency Management Plans (MEMP).</p>	
<p>Implement, monitor and review progress on mitigation strategies to risks identified via the Community Emergency Risk Assessment (CERA) – Heat/Health, Floods and Storms, and Pandemic</p>	<p>The Community Emergency Risk Assessment identified that Heatwaves, Storms, Floods, large Industrial Fires and a large Health Emergency (Pandemic) are the biggest emergency risks to the whole of Greater Dandenong.</p>	

Reshaping Greater Dandenong




■ Completed ■ On Track ■ Delayed

Action	Comment	Progress
SUSTAINABILITY – We will deliver on our community vision in a financially sustainable manner		
1.1 Undertake a review of Council's 2 major projects (Dandenong Wellbeing Centre – DWC and Dandenong Community Hub – DCH) with a view of postponing one and to ensure Major Projects remain within budget parameters.	A comprehensive review of Dandenong Wellbeing Centre and Dandenong Community Hub was completed and Councillors briefed in May 2024.	
1.2 Explore new revenue streams/optimize existing revenue streams to implement a Revenue Optimisation Plan.	An issues and options report was completed and presented at a Councillor Briefing Session in January. These revenue options are currently being worked on for consideration by the incoming Council.	
1.3 Explore Private Public Sector Partnership (PPP) model for major projects e.g. Dandenong Community Hub (DCH)/Multicultural Hub.	This project was deferred to 2024–25 due to a comprehensive review of funding of major (Icon) projects for Council. Once completed, projects potentially suitable for a PPP model will be identified and options explored.	
1.4 Explore Strategic Asset Sales.	Given the strategic nature of this issue asset sales will form part of Council's future planning discussions post election. A report to commence a strategic asset sale of a carpark was presented in March 2024 but Council requested further sites be explored. The MAV/City of Greater Dandenong Housing Project, funded by a \$500K Federal Government Grant is expected to identify potential sites for use on Housing Projects.	
1.5 Develop a Model of Service Review/Improvement.	Engagement with service managers is underway to develop the Service Planning Framework. Following its endorsement in September, draft Service Plans will be developed between September 2024 and January 2025, incorporating input from the community through deliberative engagement sessions held between October and November 2024. The Service Plans, along with the Asset Plan and Council Plan, will be finalised in June 2025. Once endorsed, service reviews will be conducted every four years.	




Reshaping Greater Dandenong

Action	Comment	Progress
CUSTOMER EXPERIENCE - Improve customer experience across all touchpoints		
2.1 Undertake a Review of Customer Experience to identify current situation and assess multicultural effectiveness,	A review of customer experience maturity has been completed which will now inform an improvement roadmap going forward.	
2.2 Implement a Customer Experience Action Plan: <ul style="list-style-type: none"> • digital technology • KPI's - feedback system 	Progress towards developing a Customer Experience Strategy is well underway. Several shortcomings in the methodology are being addressed by establishing baseline benchmarks and conducting process mapping to identify any gaps in the customer experience. The Customer Experience Action Plan will be an integral part of the CX Strategy, guiding Council towards enhanced service delivery. A more methodical, rigorous approach to establishing a new Charter, CX Strategy and priorities will provide a more solid foundation for proceeding in future towards greater CX maturity.	
PEOPLE AND CULTURE - Ensure we have the right number of the right people and right ability in the right roles		
3.1 Recruitment of Director Community Strengthening	Achieved - Peta Gillies commenced in April	
3.2 Create and roll out an updated employee value proposition	The current Future of Flex project which has commenced and is due for completion in 2024-25 will provide a valuable pillar into the work already undertaken in preparing a revised EVP.	
3.3 Develop and implement a People Plan for the organisation:	Work will commence on a new people strategy with the appointment of key management personnel now complete.	






Reshaping Greater Dandenong

Action	Comment	Progress
PEOPLE AND CULTURE - Ensure we have the right number of the right people and right ability in the right roles		
3.4 Review organisational structure and workforce plan with focus on staff shortages and skills	The new Organisational structure is complete with all key executive roles appointed.	
3.5 Refresh the Workplace Culture Development Strategy	Work has commenced on a workforce culture development strategy.	
3.6 Create a Workplace Diversity Strategy	Work continues on developing a Workplace Diversity Strategy	





Reshaping Greater Dandenong

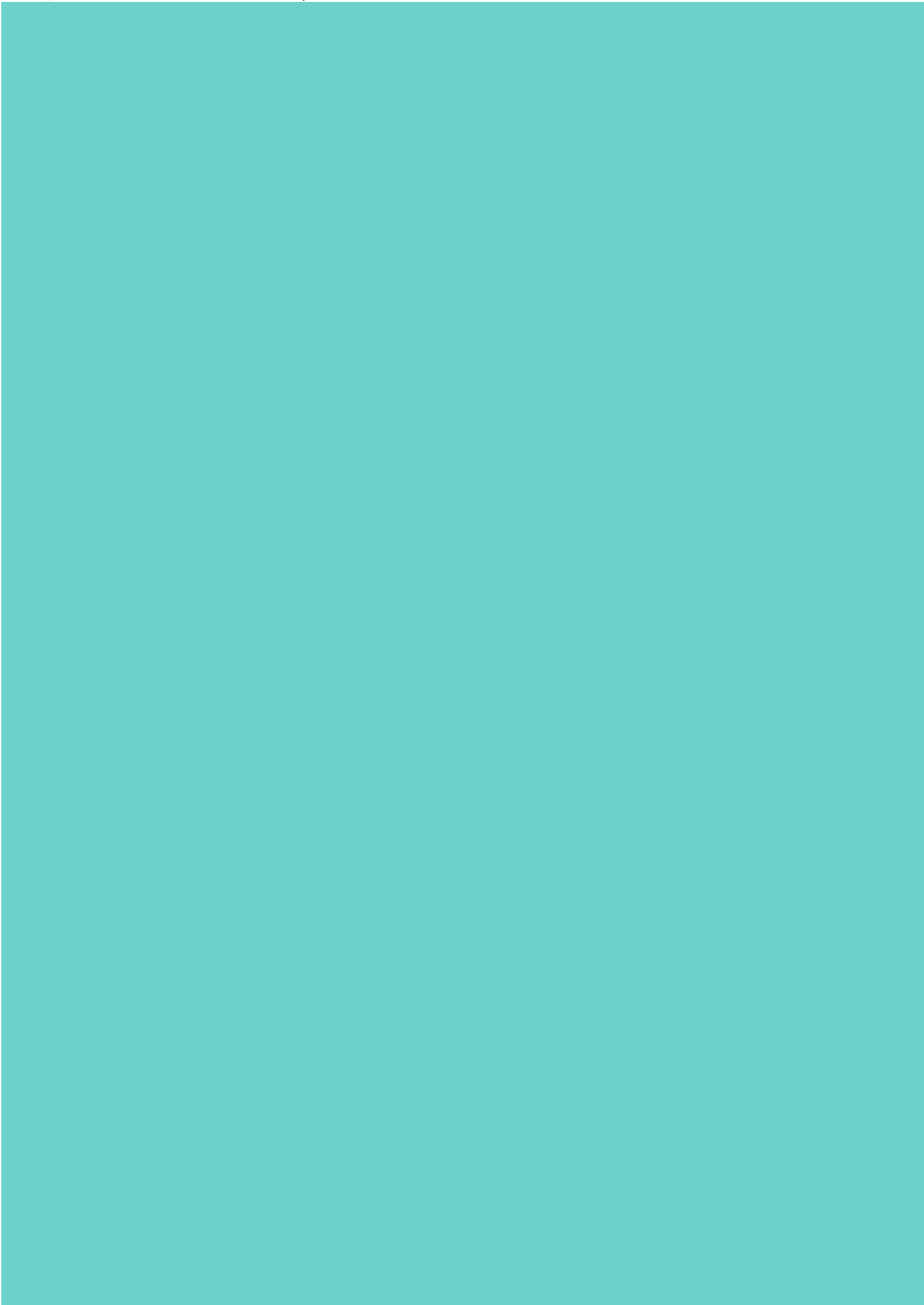
Action	Comment	Progress
<p>COMMUNICATION, ENGAGEMENT AND ADVOCACY - National leader in communication and engagement with diverse communities</p>		
<p>4.1 Develop a Community Engagement Resourcing Plan, incorporating benchmarking of other LGA's</p>	<p>Council has implemented Social Pinpoint, a digital platform that has improved Council's ability to listen and understand the community's concerns, needs and aspirations in various formats. It has already been used in community consultation for a number of Council projects.</p>	
<p>4.2 Investigate translation software, use of and strategies to enhance translation services</p>	<p>The pilot of translation software to be embedded in the IVR system was completed. The 2024-25 Business Plan includes further exploration of translated communications as part of improving the customer experience.</p>	
<p>4.3 Explore options for the community newsletter in line with enhanced community engagement/communication</p>	<p>The future of the Council News magazine will be explored with the executive team and the new Council. The Metropolis report commissioned in late 2023 and the Customer Satisfaction Survey in 2024 both showed very favourable satisfaction with the News and rated it highly as a preferred way of receiving Council communications. It is an expensive publication to produce and distribute and there may be bias in the surveys, meaning we are not reaching well into non-English speaking background communities.</p>	

Reshaping Greater Dandenong

Action	Comment	Progress
SYSTEMS AND PROCESSES – Fit for purpose processes, systems and technology in place for our objectives to be enabled		
5.1 Update financial delegations and thresholds to enhance speed of decision making/ effectiveness	Financial delegations were updated in October and this action is now complete.	
5.2 Assess the capturing of Councillor correspondence in Oracle to ensure tracking of 100% of all queries	This action has been delayed as a new system is yet to be implemented.	
5.3 Progress our target to be a paper less organisation by 2026	Council continues to review its paper consumption and has made improvements across the organisation with the introduction of online meeting minutes and agendas, increased use of digital platforms for community engagement and the transfer of many forms to online formats.	
5.4 Launch customer portal/dashboard	The organisation has successfully launched a new customer portal, allowing residents to access and manage their accounts online. Promoted through the Rates notice and the September 2023 issue of Greater Dandenong News, it has reached a wide audience. The portal has attracted significant interest and engagement. User feedback has been overwhelmingly positive, indicating that the portal meets their needs and expectations. The organisation is dedicated to the continuous enhancement of the portal, planning to introduce more features and services for residents' advantage. The number of customer portal users has consistently risen each quarter, reaching a total of 2,120. This consistent growth aligns with our projections and marks a successful first year for the customer portal.	
5.5 Investigate new models for a Councillor intranet	This action is yet to commence.	

Reshaping Greater Dandenong

Action	Comment	Progress
<p>5.6 Assess our current digital capability and invest in contemporary technology and digital systems to facilitate identified opportunities for system and process improvements.</p>	<p>The review of Digital and IT Capacity, including cyber security, is complete and has been presented at a Councillor Briefing Session. IT and cyber security improvement actions linked to a high level roadmap have commenced. Yuri Guzman has been appointed to the role of CIO and further work on this action will continue into 2024-25.</p>	
<p>STRATEGY AND FUTURE PLANNING</p>		
<p>6.1 Review Council's performance measures</p>	<p>Council's performance measures will be reviewed as part of the Council Plan process for 2025-29 .</p>	
<p>6.2 Develop a set of organisational KPIs which track progress against the recommendations of the 100 Day Report</p>	<p>Performance against the 100 Day Report actions will be presented quarterly to Council and the community. Further work will be undertaken regarding specific KPIs as the actions progress.</p>	
<p>6.3 Create a framework for Council's strategies and plans which provides an integrated approach to their development and clearly articulates alignment with Council's strategic and operational priorities</p>	<p>Work has commenced on developing a strategy and policy framework and initial discussions have been held regarding possible consolidation opportunities. Decision making frameworks have been created to assist with the development of new documents and further work will be undertaken this year.</p>	





4.1.2 Election Policy - Part 6 Governance Rules

Responsible Officer:	Chief Executive Officer Executive Director Corporate Development Manager Governance, Legal & Risk
Attachments:	<ol style="list-style-type: none">1. Election Period Policy - Final Version for presentation to Council 12 August 2024 [4.1.2.1 - 18 pages]2. Summary of Submissions (13) [4.1.2.2 - 1 page]3. Governance Rules under the Local Government Act 2020 [4.1.2.3 - 44 pages]4. Amendments made to revised policy following community consultation [4.1.2.4 - 2 pages]

Executive Summary

1. The revised Election Period Policy (Attachment 1) is presented to Council for adoption as required under section 69 of the Local Government Act 2020 (the Act).
2. The Election Period Policy limits Council's decision making during the election period being 17 September 2024 to 26 October 2024.
3. In addition to providing guidance at an operational level to ensure compliance with statutory requirements, the revised Policy enhances greater transparency and accountability of the Council, Councillors and staff during the election period as well ensuring that an incoming Council is not unreasonably bound by the decisions of the current Council and that all candidates receive the same level of information and assistance.
4. On 8 July 2024, the Council endorsed a revised Election Period Policy for the purpose of public consultation. The public consultation called for written submissions for a period of 28 days, between 9 July and 5 August 2024. Thirteen (13) submissions were received by the public (Attachment 2).
5. This report recommends that Council Council adopts the revised Election Period Policy as required under 69 of the Act and notes that the policy will be imbedded in the Governance Rules as required under the Act.
6. If adopted the revised Election Period Policy will automatically supersede the previous version adopted by Council on 22 August 2022 and be made available on Council's website and for inspection at Council's Civic Centre, 225 Lonsdale Street, Dandenong.



Background

7. Under the Act, all Victorian councils must have an election period policy, that ensures councils are transparent and accountable during the election process. The policy must provide details on how Council will conduct a fair, misuse of council resources and inappropriate decision making.
8. The Election Period Policy will replace the existing policy contained in section 6 of the current Governance Rules (Attachment 3). In addition to meeting legislative requirement the policy has two main functions:
 - 1) Ensuring strategic decisions are not made by an outgoing council in a way that would unfairly bind an incoming Council.
 - 2) Ensure councillors who are candidates for election are not advantaged over candidates who are not current councillors

Key Points / Issues / Discussion

9. Under section 60 of the Act, Council must develop, adopt and keep in force Governance Rules for or with respect to an election period policy in accordance with section 69.
10. The election period is the period that starts from the last day that nominations for that election can be received and ends at 6pm on Election Day.
11. The 2024 Election Period is from 12noon on Tuesday 17 September 2024 to 6pm on Saturday 26 October 2024.

Community and Stakeholder Consultation

12. Section 60(4) of the Act requires Council to ensure that a process of community consultation is followed when amending the Governance rules, which the Election Period Policy forms part of.
13. Council endorsed the revised Election Period Policy on 8 July 2024 for the purpose of community consultation between the 9 July to 5 August 2024 inclusive in accordance with section 60(4) of the Act.
14. Advertisements calling for community feedback on the revised Governance Rules (Election Period Policy only) were placed on Council's website for a period of 28 days in accordance with Council's Community Engagement Policy.
15. Thirteen submissions were received during this period.
16. Responses from public submissions focused predominantly on the proposed suspension of Notices of Motion, Public Question Time, Inwards Correspondence and Petitions and Joint Letters.
17. Public submissions were taken into consideration, resulting in several amendments to the revised policy. A summary of the amendments is provided in attachment four (4) or this report.

Financial Implications

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



Links to the Community Vision and Council Plan

19. This report is consistent with the following principles in the Community Vision 2040:
- Not Applicable
20. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
- Not Applicable

Legislative and Policy Obligations

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

Conclusion

22. The Election Period Policy covers all requirements stated under the Local Government Act 2020 and provides a set of procedures and limitations to govern the activities of Council during the election period and assists Councillors, Candidates, staff and others, understand the importance of having open and ethical processes which adhere to the law and stand up in scrutiny.

Officer Recommendation

That Council:

1. **ADOPTS** the Election Period Policy, required under section 69 of the *Local Government Act 2020* (Attachment 1);
2. **NOTES** the Election Policy will be imbedded in the Governance Rules as required under section 69 of the *Local Government Act 2020*; and
3. **Makes available** the Governance Rules on Council's Website and for inspection at Council's Civic Centre, 225 Lonsdale Steet, Dandenong.

Chapter 6 – Election Period (Caretaker) Policy

Section 60(e) of the Act states that a Council must develop, adopt and keep in force Governance Rules with respect to an Election Period Policy in accordance with section 69. Section 69(1) of the Act states that a Council must include an Election Period Policy in its Governance Rules.

The Chief Executive Officer will ensure that all employees are informed of the requirements of this Election Period Policy at least 30 days prior to the commencement of it.

Councillors will:

- a. will continue to fulfil their Councillor Duties (unless they are granted leave of absence);
- b. will continue to engage, and communicate with, the community in their Councillor role;
- c. must comply with the Act and the Councillor Code of Conduct; and
- d. must not use their position to influence Council officers, or access Council resources or information, in support of any election campaign or candidacy.

6.1 Purpose

The Election Period Policy (Policy) has been developed in accordance with the Local Government Act 2020 (Act), in order to ensure the Greater Dandenong general elections and by-elections are conducted in a manner that is ethical, fair and equitable and are publicly perceived as such.

During an election period, local government goes into ‘caretaker’ mode, avoiding actions and decisions which could be seen to be influencing voters or which will have a significant impact on the incoming Council.

The Act requires councils to have a Policy to explain to their communities how they will conduct their business immediately prior to an election. This is to ensure council elections are not compromised by inappropriate electioneering by existing councillors and to safeguard the authority of the new council.

The policy also provides guidance at an operational level to ensure compliance with legislative requirements, demonstrates the Council’s commitment to probity in its elections and ensures transparency and accountability of the Council, Councillors and staff during the election period.

6.2 What is this policy designed to achieve?

This Policy applies during an ‘election period’ (refer below for definition) to cover:

- a) decisions that are made by Council, a delegated committee or a person acting under delegation by Council
- b) any material that is published by the Council or on Council’s behalf
- c) protocols for Council and Committee meetings
- d) limits on public consultation and scheduling of Council events

- attendance and participation in functions and events
- e) the use of Council resources
- f) access to Council information
- g) media and media services.

6.3 Operation of policy (Election Period)

This Policy applies during the election period, which:

- (a) commences at the time that nominations close on Nomination Day for that election; and
- (b) concludes at 6pm on Election Day.

6.4 Scope

This policy applies to all Councillors and Council staff and includes contractors and volunteers carrying out work for or on behalf of the Greater Dandenong City Council.

External candidates for election are expected to comply with the obligations of this policy where applicable.

6.5 Accountability

6.5.1 Role of Councillors

During the Election Period, Councillors:

- (a) will continue to fulfil their Councillor Duties (unless they are granted leave of absence);
- (b) will continue to engage, and communicate with, the community in their Councillor role;
- (c) must comply with the Act and the Councillor Code of Conduct and this Policy; and
- (d) must not use their position to influence Council officers, or access Council resources or
- (e) information, in support of any election campaign or candidacy.

6.5.2 Role of the Chief Executive Officer

During the election period, the Chief Executive Officer (or their delegate) will:

- (a) inform all Councillors and Council employees of this Policy at least 30 days prior to the commencement of the Election Period;
- (b) support all Councillors and Council employees in the application of this Policy during the Election Period; and
- (c) reschedule matters of Council business requiring decisions prohibited during the Election Period by this Policy or the Act to Council meetings before or after the Election Period, as appropriate.

6.5.3 Role of staff

An important part of the Greater Dandenong City Council integrity is that all staff need to remain impartial at all times.

During the lead up to (not just the election period) staff need to maintain impartiality by avoiding making any comment or expressing an opinion, in any context which is public or may become public, in relation to candidates, potential candidates or policy debates in the lead up to an election.

This is particularly the case where employees are identified as a Greater Dandenong City Council staff or representing Greater Dandenong City Council in the public arena. Social media use of this kind also requires extreme caution and judgement, and employees are discouraged from engaging with candidate hosted online media platforms.

Staff also need to avoid working on any task that could be seen to relate to the candidates for the election or to any role that current Councillors may play in the election, particularly when representing the City of Greater Dandenong.

6.6 Decisions during the election period

Council, a delegated committee of Council or a person acting under delegation given by the Council must not make prohibited decisions during the election period for a general election.

6.6.1 Prohibited decisions

Provisions under section 69 of the Act prohibit Council from making certain decisions during the election period for a general election. A prohibited decision is one that:

- (a) Relates to the appointment or remuneration of a CEO but not to the appointment or remuneration of an Acting CEO; or
- (b) Commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- (c) The Council considers could be reasonably deferred until the next Council is in place; or
- (d) The Council considers should not be made during an election period; or
- (e) Would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election (this also applies to by-elections).

Any Council decision made in contravention of 6.6.1(a) and (b) above, is invalid.

Any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is invalid by virtue of section 69(4) of the Act, is entitled to compensation from the Council for that loss or damage.

6.6.2 Other types of decisions that will be avoided (inappropriate decisions)

Inappropriate decisions are defined as meaning decisions that would affect voting in an election or decisions that may unreasonably bind an incoming Council and could reasonably be made after the election.

The following inappropriate decisions, whether made by Council, a Delegated Committee or an Officer acting under delegated authority, will be avoided during the election period:

- (a) Acquisition of land;
- (b) Adoption or amendment of the Greater Dandenong Planning Scheme;
- (c) Adoption or amendment of policies, protocols, strategies, master plans or frameworks;
- (d) Adoption or amendment of the Council Plan;
- (e) Adoption of a revised budget;
- (f) Adoption or amendment of a Local Law;
- (g) Allocation of grants or awards to individuals or organisations;
- (h) Appointing representatives to Council committees;
- (i) Disposal of land or assets;
- (j) Endorsing submissions to government or public bodies;
- (k) Employment matters pertaining to the CEO;
- (l) Entering into a contract or entrepreneurial agreement exceeding the prescribed amount;
- (m) Entering into agreements (excluding an Enterprise Agreement), deeds or leases;
- (n) Naming or re-naming of roads, reserves or features;
- (o) Reviewing of programs or service provision; and
- (p) Any other decision that the CEO considers should be made outside of the election period.

6.6.3 Considerations for officers with delegated authority

Council decisions are not just made at Council meetings, significant decision-making power is formally delegated to staff and the decision of a delegate is 'deemed' to be a decision by Council.

Because a delegate's decision is the same as a Council decision, the same constraints that apply to decisions made in Council and Delegated Committee meetings apply when delegates make decisions. Delegates should therefore give careful consideration to the exercise of their powers during the election period.

Should a delegate be required to make a decision(s) under delegation in the ordinary course of Council business during the election period, the delegate must satisfy themselves beforehand that the decision is not a prohibited decision and should consider the following:

- whether the decision is prohibited, or falls within the 'other types of decisions to be avoided' category
- the urgency of the issue (that is, can it wait until after the election?)
- the possibility of financial repercussions if it is deferred
- whether the decision is likely to be controversial or influence voters
- within the best interests of Council.

Officers requiring assistance in determining whether a decision is likely to be inappropriate should seek advice from the Manager Governance, Legal and Risk in the first instance.

6.7 Meetings

6.7.1 Council and Delegated Committee meetings

Council and Delegated Committee meetings will continue to take place during the election period, however the following modifications to standard protocols will be made:

6.7.1.1 Audio and video recordings of Council and Committee meetings

While notice of meetings, Council and Committee agenda papers, minutes and livestreaming (attendance by electronic means) are considered to be part of normal Council business, audio and visual recordings of these meetings are not. As such, audio and visual recordings of meetings which take place during the election period will not be made available on Council's website until after the election period has concluded.

6.7.1.2 Election period statement in reports

All reports to Council and Delegated Committees will be assessed by the Chief Executive Officer, in accordance with the Act and this policy, and if approved, will include an election period policy statement in the form as follows:

'The recommended decision is not a prohibited decision as defined in section 69 of the Local Government Act 2020 or an inappropriate decision within the meaning of the Election Period Policy.'

6.7.1.3 Notices of motion by Councillors

Councillors commit to refraining from submitting Notice of Motion at Council Meetings that could potentially influence voting at the election. The CEO will include a statement in the agenda to confirm the Notice of Motion is not seeking a prohibited decision

6.7.1.4 Public question time

Members of the public will be able to make written submissions to Council during the Election Period. No verbal questions will be heard and public questions that are intended or likely to affect voting at the election will be taken on notice. The questioner is to be notified of the reason(s) for which their question was not accepted.

6.7.1.5 Reports by Councillor Delegates

Reports by Councillor Delegates will be suspended during the election period.

6.7.1.6 Correspondence

Inwards correspondence received that could potentially influence voting at the election will be taken on notice and deferred to Council after the election period ceases. The sender is to be notified of the reason(s) for which their question was not accepted.

6.7.1.7 Tabling petitions and joint letters

Petitions or joint letters received that could potentially influence voting at the election will be taken on notice and deferred to Council after the election period ceases. The nominated person or first signatory that appears on the petition or joint letter will be notified of the reason(s) for which the petition or joint letter was deferred.

6.7.2 Council Advisory, Reference Committees and Working Groups

Apart from the Audit and Risk Committee, the operation of Council Advisory and Reference Committees and Working Groups shall be suspended upon the commencement of the Election Period ahead of a general election.

Such Council Committees and Working Groups shall resume meeting (subject to review), following the election and the appointment by the incoming Council of Councillors to each committee.

6.7.3 Councillor representation on external committees

Where a Councillor has been appointed to an external committee or board it is expected that they will attend meetings of the committee or board during the election period.

A Councillor must not attend an external committee or board meeting, where they are a Councillor representative, in their capacity as a candidate.

A Councillor must be mindful of their obligations under this Policy, and not conduct any electoral campaigning activities at the meeting.

6.7.4 Councillor Briefing Sessions

Councillor Briefing sessions will not be held during the election period.

6.7.5 Pre-Council Meetings

Pre-Council Meetings will continue during the election period.

6.8. Council publications during the election period

During the election period (and where appropriate or necessary immediately preceding it) the Chief Executive Officer (or their delegate) will cause all Council communications, including social media, all Council managed websites and printed and/or published material, to be subject to review to ensure consistency and compliance with this Policy and the Act.

6.8.1 Prohibition on publishing materials during the election period

Council must not publish material containing electoral matter that may influence, or be seen to influence, people's voting decisions.

Electoral matter is defined in the Act as *'matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purpose of conducting an election.'*

Council will not:

- print, publish or distribute, or
- cause, permit or authorise others to print, publish or distribute on behalf of the Council, any advertisement, handbill, pamphlet or notice that contains 'electoral matter' during the election period.

Publication should be read broadly to include electronic information and web-based productions. A publication is taken to contain electoral matter if it contains an express or implicit reference to, or comment on:

- the election; or
- a candidate in the election; or
- an issue submitted to, or otherwise before, the voters in connection with the election.

Some examples include publishing material which:

- sets out the strengths or weaknesses of a candidate
- advocates the policies of the Council or a candidate
- responds to claims made by a candidate
- sets out the achievements of the elected Council or Councillor.

The controls do not cover electoral material produced by, or on behalf of, the Election Manager for the purposes of conducting an election or advertisements/posts which simply announce the holding of a meeting or the election process itself.

6.8.2 Process for review and approval of Council publications

Relevant Council publications will be approved by the Chief Executive Officer (or their delegate), before they may be printed, published or distributed during the election period, whether by Council or anyone acting for Council.

The approval process is to apply to any documents produced for the purpose of communicating with people in the community. This may mean some material requires approval before the commencement of the election period in order for it to be issued/disseminated during the election period.

All material will be submitted to the Governance, Legal and Risk department (within a time frame to be determined) for vetting. Staff will be notified by return email once approval has been provided (all effort will be made to ensure approval is provided in line with specified deadlines).

All documentation in relation to the approval process will be retained on Council records. Material that may be affected includes, but is not limited to:

- new material on Council websites
- social media posts
- Council newsletters, brochures, flyers and magazines
- material available in libraries and Council offices
- media releases
- public speeches
- brochures on service/facilities
- advertisements (including job advertisements)
- Council newspapers
- mail outs to multiple addresses
- material publicising a function or event.

[6. 8.3 Information about the election](#)

Council may provide information, education and publicity designed only to promote public participation in the electoral process.

[6. 8.4 Publication of Council and Committee agenda papers and minutes](#)

Council is required by the Governance Rules to:

- Give public notice of Council meetings and Delegated Committee meetings; and
- Produce and make available agendas and minutes of Council meetings and Delegated Committee meetings.

To enable Council compliance with our statutory obligations and the Governance Rules, both of the above categories of documents will continue to be published during the election period and will be reviewed in accordance with section 6.8.2.

6. 8.5 Council Annual Report

Due to the publication date of the Annual Report generally occurring during the election period, it is affected by the legislative restrictions on publications and therefore information about Councillors will be restricted to what is required by the Local Government (Planning and Reporting) Regulations 2020, a photograph of the Councillor, and membership of special committees and other bodies to which they have been appointed by the Council. The Annual Report will not contain a Foreword from the Mayor.

6. 8.6 Council websites

During the election period Council's websites will not contain material which contravenes this policy. Any references to the election will only relate to the election process.

Councillor profiles will be restricted to:

- names
- photographs
- contact details
- titles.

6. 8.7 General Council publications

Information about Councillors will be restricted in Council publications, consistent with section 6.8.6 above.

6. 8.8 Social Media

Social media includes, but is not limited to:

- Facebook
- X (formerly Twitter)
- YouTube
- LinkedIn
- Pinterest.

In accordance with section 6.8.2, any publications on social media sites under the auspices of Council during the election period require approval, prior to publication. This may mean messages and/or responses to questions may not be posted as quickly as normal.

Council's Communications and Customer Experience Department will monitor the mainstream platforms, any staff member who manages a social media or online channel as part of their role must also adhere to the restrictions outlined in this policy.

6. 9. Public consultation and engagement

Consultation and engagement is an integral part of Council's policy development process and

operations. For the purposes of this section, public consultation and/or engagement means a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

Surveys, blogs, invitations to put forward submissions, and other community engagement activities should be avoided during the election period.

9.1 Postponing consultation and engagement

In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right where possible and practicable, to postpone public consultation and engagement and any associated decisions where the matter is considered likely to affect voting in the election.

Council will not continue or commence public consultation on prohibited decisions, contentious or politically sensitive matters after the commencement of the election period. However, some public consultation activities may be necessary during the election period to facilitate the day-to-day business of Council and shall only proceed if prior approval is given by the Chief Executive Officer.

Where public consultation/engagement is approved to occur prior to or during the election period the results of that consultation will not be reported to Council until after the election period, except where approved by the Chief Executive Officer.

Any public consultation that does proceed during the election period will be vetted for electoral matter and express or implicit links to the election.

The requirements of this section do not apply to public consultation required under the Planning and Environment Act 1987 or matters subject to section 223 of the Local Government Act 1989.

6.10. Media and media services

Council's media services are intended to promote Council activity or initiatives and must not be used in any way that might favour a candidate/s.

6.10.1 Media advice

Any requests for media advice or assistance from Councillors during the election period will be channelled through the CEO. No media advice or assistance will be provided in relation to election issues or in regard to publicity that involves specific Councillors.

6.10.2 Media releases/spokespersons

Media releases will not refer to specific Councillors. Where it is necessary to identify a spokesperson in relation to an issue, the CEO will determine the appropriate person.

6.10.3 Publicity campaigns

During the election period, publicity campaigns, other than for the purpose of conducting the election will be avoided wherever possible.

Where a publicity campaign is deemed necessary for a Council activity, it must be approved by the CEO.

Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and will not involve specific Councillors.

6.10.4 Councillors

Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of an election campaign.

6.10.5 Council employees

During the election period no Council employee may make any public statement that relates to an election issue unless statements have been approved by the CEO.

6.11. Attendance at functions & events during the election period

In this part, reference to events and functions means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Council and its community and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions of any kind.

6.11.1 Public events staged by external bodies

Councillors may continue to attend events and functions during the election period.

Councillors are not permitted to use events they are attending in an official Councillor capacity, for electioneering purposes.

6.11.2 Council events and functions

Council organised events and functions held during the election period will be reduced to only those essential to the operation of the Council.

Any civic or ceremonial Council event held during the election period should meet one or more of the following criteria:

- It is a planned event endorsed by the current Council Plan;
- It is routinely held at the same time of year;
- It is a commemorative or anniversary event held on or near the anniversary date;
- It demonstrates a clear community benefit, or serves an educational or welfare purpose; or
- It contributes to cultural development, social awareness or sense of community identity.

6.11.3 Speeches and keynote addresses

Councillors who have nominated as a candidate in the election must not give speeches or keynote addresses at Council organised or sponsored events and functions during the election period.

Councillors who are formally invited to attend external events and functions during the election period, may give speeches however the speech must not have any political reference which may be construed as giving a sitting Councillor any advantage during the election period.

6.11.4 Publication of promotional material

In preparing any material concerning a Council organised or sponsored function or event which will be published or distributed during the election period, such preparation must be consistent with the controls under section 8 of this Policy.

6.12. Council resources

The Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard. Council staff must avoid assisting Councillors in ways that could create a perception that they are being used for electoral purposes.

In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the CEO.

6.12.1 Councillor Requests

Councillors may only make operational requests to the Chief Executive Officer, Directors or the Manager Governance, Legal and Risk during the Election Period.

6.12.2 Councillor Correspondence

General correspondence (including email) addressed to Councillors will be answered as usual.

However, Councillors will only respond to the necessary minimum correspondence during the election period and correspondence in respect to significant, sensitive or controversial matters should be responded to by the CEO, or their delegate.

6.12.3 Title of Councillor

Councillors may continue to use the title 'Councillor' in their election material, as they hold that position during the election period. However, Councillors should ensure that any election material using the title clearly indicates that it is their own material and does not represent Council.

6.12.4 Use of Council facilities

Council facilities that are normally available for public hire will be able to be hired by candidates (including councillor candidates) at the normal hire rate, terms and conditions of hire set for the facility.

No promotional material related to an election event, apart from simple directional signage, is to be displayed in the common public areas of a Council facility being hired.

6.12.5 Cessation of Ward Meetings

Any ward meetings and ward-specific publications will not be conducted/distributed during the Election Period.

6.12.6 Use of Council equipment and services by Councillors

Councillors may continue to use any Council equipment and services provided to them to facilitate *their performance of normal Council duties in line with the Councillor Expense, Support and Accountability Policy.*

Council-issued resources, including offices, vehicles, hospitality services, mobile phones and numbers, laptops and council email addresses, computers or printers, are not to be used in connection with any election campaign.

Councillors should also be mindful to manage any perceived conflicts even where a direct expense isn't incurred, this may include for example:

- Where campaign-related emails are received in a Council email account, send any responses from a private email and encourage the correspondent to use that account in future.
- Where campaign-related calls are received on a Council device, provide and encourage the caller to use a non-council number for future calls.

6.12.7 Reimbursement of expenses incurred by Councillors

Reimbursement of expenses and costs incurred by Councillors during the election period must only relate to the conduct of normal Council duties and not electoral purposes.

6.12.8 Council branding and stationery

No Council logos, letterheads, or other Greater Dandenong City Council branding will be used for, or linked in anyway, to a candidate's election campaign.

6.12.9 Support to the Mayor, Deputy Mayor and Councillors

No staff, including support staff for the Mayor, Deputy Mayor and Councillors must be asked to undertake any tasks connected directly or indirectly with an election campaign.

6.12.10 Councillor photographs

Councillors are not permitted to use photos or images taken by, or provided by Council, for the purposes of their election campaign (including photographs appearing on Council websites).

6.12.11 Council data

Databases and mailing lists held by the organisation remain the property of the Council and are subject to the requirements of the Privacy and Data Protection Act 2014 and are not available to members of the public, candidates or to Councillors.

6.13. Electoral signage on council-controlled land and property

Candidates and their supporters are not permitted to affix, attach or place advertising signs/electoral material on Council-controlled land, assets or a Council Road, in the lead up to, or during the election period.

6.14. Equity in assistance to candidates

The Council affirms that all candidates for the Council election will be treated equally and recognises candidates have certain rights to information relevant to their election campaigns from the Council administration subject to legislative constraints such as:

- Sections 123 of the Act which prohibit Councillor-candidates from misusing or inappropriately making use of their position; and
- the Privacy and Data Protection Act 2014.

Councillors will continue to be provided with information to enable them to perform their current role and function as a Councillor. Beyond that, only information that is readily available to any member of the community will be provided to any candidate.

6.14.1 Information Request Register

An Information Request Register will be maintained by the Governance, Legal and Risk department during the Election Period.

This Register will be a public document that records all requests relating to electoral matters and non-routine requests for information by Councillors and candidates, and the response given those requests.

6.14.2 Information for candidates

Council will make the following information available on its website for prospective candidates:

- Information about this Policy.
- Information about nominating as a candidate (with links to relevant sites).
- Key dates and activities, including dates of induction activity and briefing meetings postelection.
- Information about election campaign donation returns
- Any other relevant information.

6.14.3 Staff as candidates

A staff member is not prevented from nominating as a candidate at an election. Upon becoming a candidate in a Greater Dandenong City Council election, the staff member must:

- Inform the Chief Executive Officer;
- Take leave from their duties at least for the duration of the election period in accordance with sections 34 and 256 the Act;

- Return any Council equipment (including, but not limited to, motor vehicles, telephones and computers), documents or information that is not available to the public at least for the duration of the election period.
- If elected, immediately resign from their employed position at Council prior to taking the oath or affirmation of office, in accordance with sections 34 and 256 of the Act.

6.14.4 Member of Council Delegated or Advisory Committees

Upon becoming a candidate, any person who is a member of one of Council's Delegated Committees or Advisory committees is expected to:

- Comply with this Policy;
- Inform the Chief Executive Officer;
- Take leave from the Delegated Committee or Advisory Committee;
- Return any Council equipment, documents or information which is not available to the public for
- the duration of their candidacy and/or the election period; and
- If elected, immediately resign from the Delegated Committee or Advisory committee.

6.14.5 Election process enquiries

All election process related enquiries from candidates, whether sitting Councillors or not, will be directed to the Election Manager or, where the matter is outside the responsibilities of the election manager, to the Manager Governance, Legal and Risk.

6.15. Suspension of matters during election period

In accordance with the Act, any applications made, or proceedings before a Councillor Conduct Panel or the Victorian Civil and Administrative Tribunal regarding the serious or gross misconduct of a person who is a Councillor, must be suspended during the election period.

6.16. Breaches

6.16.1 Misuse of position

Section 123 of the Act prohibits current or former Councillors or members of delegated committees from using their position to gain access to information or resources that would otherwise not be available.

The Act specifies the following circumstances as a misuse of position:

- making improper use of information acquired as a result of the position he or she held or holds;
- disclosing information that is confidential information within the meaning of section 3(1) of the Act;
- directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff;
- exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform;

- using public funds or resources in a manner that is improper or unauthorised; or
- participating in a decision on a matter in which the person has a conflict of interest.

A breach of section 123 of the Act attracts serious penalties, including possible imprisonment.

Allegations of breaches of the Act are independently received and investigated by the Local Government Inspectorate.

6.16.2 Prohibition on Councillor or member of Council staff

Section 304 of the Act prohibits Councillors or a member of Council staff from using resources in a way that is intended to or likely to affect the result of an election under the Act.

In addition, section 304 of the Act also prohibits Councillors or a member of Council staff from using Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

6.16.3 Breach of this Policy

Any breach of this Policy relating to staff conduct is to be referred to the CEO.

Allegations of breaches of this Policy by Councillors will be dealt with under the Dispute Resolution Procedures of the Councillor Code of Conduct. The Chief Executive Officer will take the place of the Mayor in managing complaints received under the Election Period Policy.

Complaints must be directed to the Chief Executive Officer in writing, providing details of the alleged contravention, when it occurred and who it involved. The Chief Executive Officer will assess the information and follow the provisions of the Dispute Resolution Procedures of the Councillor Code of Conduct.

Alleged breaches relating to all other matters are to be referred to the Local Government Investigations and Compliance Inspectorate at email address inspectorate@lgi.vic.gov.au or phone 1800 469 359.

6.17. By-elections

This policy shall be observed during any by-election, except sections 6.6.1(a) to (d).

Other provisions of relevance to the municipality as a whole shall be limited in application to the ward in which the by-election applies to.

6.18. Administrative updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document.

Where an update does not materially alter this, such a change may be made administratively.

Examples include a change to the name of a department within the organisational structure or, position or title change of a staff member, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact.

Any change or update which materially alters this document must be made with the approval of Executive Team or where required, resolution of Council.

6.19. Monitoring, Evaluation and Review

This Policy will be reviewed not later than 12 months before the commencement of each subsequent general election.

6.20. Related legislation and documentation

Local Government Act 2020

Local Government Act 1989

Local Government (Electoral) Regulations 2020

Local Government (Governance and Integrity) Regulations 2020

Privacy and Data Protection Act 2014

Victorian Electoral Act 2002

Greater Dandenong City Council – Code of Conduct for Councillors

Greater Dandenong City Council – Code of Conduct for Staff

Greater Dandenong City Council – Community Engagement Policy

Greater Dandenong City Council – Council Expenses, Support & Accountability Policy

Greater Dandenong City Council – Media Policy

Greater Dandenong City Council – Diversity Access & Equity Policy

6.21. Definitions

Key terms and definitions used in this Policy include:

Act	<i>Local Government Act 2020</i>
Candidate	A person who has nominated as a candidate for an election under section 256 of the <i>Local Government Act 2020</i>
Chief Executive Officer	The person appointed by a Council under section 44 to be its Chief Executive Officer or any person acting in that position.
Council	Means Greater Dandenong City Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 2020</i> (also referred to as the City of Greater Dandenong).
Delegated Committee	(a) a delegated committee established by a Council under section 63; or (b) a joint delegated committee established by 2 or more Councils under section 64; or (c) a committee, other than a Community Asset Committee, exercising any power of a Council under this Act or any other Act delegated to the committee under this Act or any other Act.
Election Manager	(a) the VEC; or (b) a person appointed in writing by the VEC.

Staff, Council staff or staff member Means any employee of Council whether permanent or temporary or casual, and includes contractors, and volunteers carrying out work for or on behalf of the Greater Dandenong City Council.

Election Period Policy - Submissions Received

1	<p>Public question time is to be suspended, public petitions will not be tabled and letters sent to the Council will not be listed in agendas and minutes.</p> <p>WHY?</p> <p>Does the world stop for elections?</p> <p>What would happen if for the next 4 months the USA stops for the lead up to the election of a new President?</p> <p>Would the fighting in the Gaza stop for the period?</p> <p>Who is running the Council? Obviously the unelected Officers?</p> <p>Madness!</p>
2	<p>From being one of the most open, transparent and publicly accessible Councils in Melbourne, the slide to corporatism of Greater Dandenong Council, which this year has manifested itself in numerous unjustified confidential items, continues with their proposed election period policy currently out for consultation.</p> <p>1.that I disagree with the suspension of public question time, public petitions can't be tabled and letters sent to the Council won't be listed in agendas and minutes during caretaker mode as all residents (except if they are candidates for up coming council election .) should have a right to raise local issues as they arise at all times publicly</p>
3	<p>I submit that the proposed change 2 be scrapped as it is an attack on democratic transparency</p>
4	<p>I oppose these changes as they effect the general public ability to be properly involved in council decisions, as well the right to heard.</p>
5	<p>I'm concerned that public question time will be suspended, public petitions can't be tabled and letters sent to the Council won't be listed in agendas and minutes. I am concerned that this is a sign that our local democracy is being undermined, which is particularly concerning considering the demographics of our communities, who are already excluded from political processes.</p>
6	<p>From being one of the most open, transparent and publicly accessible Councils in Melbourne, the slide to corporatism of Greater Dandenong Council, which this year has manifested itself in numerous unjustified confidential items, continues with their proposed election period policy currently out for consultation. All public questions should be allowed to be asked in person , public petitions and letters sent to the Council should be in the agendas during caretaker mode except if they are from someone who is a candidate in the up coming council election. The residents must be heard as too many applications to council and decisions are flying under the radar and not in public notice because onn major issues council goes "in camera" eg Keysborough Uniting Church and Dandenong wellness centre to name two,</p>
7	<p>Removing public question time, correspondence and tabling of letter and petitions effectively removes public input to council - seems a very problematic approach and not terribly democratic! The council is there to serve the people of the area, don't remove their voice.</p>
8	<p>Suspending public question time during caretaker mode is an overreaction. It's already the convention to not allow candidates to ask questions, why not just stick with that? Residents should be able to ask questions about matters of concern to them at all times.</p>
9	<p>This is unacceptable. Transparency and accountability are key for Council, and this cannot move forward.</p>
10	<p>I strongly disagree with the suspension of Public Question Time, Correspondence and Petitions/Joint Letters. Caretaker period doesn't necessitate suspension of democracy and public voice.</p>
11	<p>Yes I do</p> <p>Firstly the opening of the consultation process is July 9th, closing on August 5th. Hardly time for a proper and genuine consultation around some serious electoral issues.</p> <p>The main reason for the caretaker period is that decisions around capital expenditure are not made, including large and expensive staff appointments.</p> <p>That the elected group do not use any council resources for the purpose of their re-election</p> <p>That councillors do not ask staff for assistance in matters which could pertain to their re-election. With this in mind, organisationally you could appoint/allocate specific election staff.</p> <p>Every council has to deal with elections four yearly so and should run pretty much normally</p> <p>I fail to see how cancelling question time and questions by councillors is democratic. Residents should not be penalised. So this would mean that every public question in a four year term is electioneering!</p> <p>I also don't how see how correspondence and reports by councillor delegates affects the conduct of an election either. Especially if councillors have been attending their committees and want to report on what occurred. That is what normally occurs. The community has an expectation here.</p> <p>Surely residents can table petitions and joint letters. That is the democratic right of our residents. If there is a legitimate issue out there in the community, it doesn't change or lessen because there is an election. Councillors are elected and I expect them to do their job until the election is called unencumbered.</p> <p>I agree that there shouldn't be any advertising in the City News for which could benefit candidates, but that is standard practice.</p> <p>Whilst you certainly have control over your own council website, I fail to see what controls you can have over councillors individual facebook and web accounts in a democracy.</p> <p>And the thought of banning councillors from keynote addresses because they are a candidate is totally laughable and unfair. Councillors who are candidates have a right to speak at events, especially if they are giving out awards, etc., They are then being disadvantaged, as candidates who are not elected may be allowed to speak at community events. Additionally, I read you are considering not putting the mayoral photo on your reports, which is patently ludicrous. The Mayor of any City is the first person of that City. It seems to me that the lines are completely blurred between the organisational and elected components of council. I would also ask what your corporate responsibilities are when councillors are asking officers questions about a particular issue. Are you employing more staff to deal with specific issues, so that residents are properly looked after. And during the election what is your responsibility to the act when councillors</p>
12	<p>By suspending public question time will that mean the question posed during the election period will not be answered at all? Or, will they be answered directly back to the questioner via email? Might like to make this more clear please.</p> <p>With two council meetings during the election period that is up to six weeks where resident issues are not able to be raised at a meeting. Will there be another method by which to question council services and going on during this time?</p> <p>Most of the meeting has been cut out, what's the point of having them at all during the election period?</p>
13	<p>Why are you suspending public question time?</p> <p>This has nothing to do with councillors but the actions of the council itself.</p>

Governance Rules

Version 002, 22 August 2022



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CHAPTER 1 – INTRODUCTION

1.1 GOVERNANCE RULES AND THE LOCAL GOVERNMENT ACT 2020

Under the Local Government Act 2020;

- (1) A Council must develop, adopt and keep in force Governance Rules for or with respect to the following-
 - (a) the conduct of Council meetings;
 - (b) the conduct of meetings of delegated committees;
 - (c) the form and availability of meeting records;
 - (d) the election of the Mayor and the Deputy Mayor;
 - (da) the appointment of an Acting Mayor;
 - (e) an election period policy in accordance with section 69;
 - (f) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee under section 130;
 - (g) the procedure for the disclosure of a conflict of interest by a Councillor under section 131;
 - (h) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1);
 - (i) any other matters prescribed by the regulations.
- (2) The Governance Rules must provide for a Council to:
 - (a) consider and make decisions on any matter being considered by the Council fairly and on the merits; and
 - (b) institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.
- (3) A Council may amend its Governance Rules.
- (4) Subject to subsection (5), a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules.
- (5) Subsection (4) does not apply if the Council is developing and adopting or amending a Governance Rule that only adopts a good practice guideline issued by the Minister under section 87.
- (6) A Council must comply with its Governance Rules.
- (7) A Council must adopt the first Governance Rules under this section on or before 1 September 2020.
- (8) Until a Council adopts Governance Rules under this section, the Local Law Meeting Procedures made by the Council under the *Local Government Act 1989* apply as if the Local Law Meeting Procedures had been adopted as Governance Rules under this section.

CHAPTER 2 – DEFINITIONS

Unless otherwise specified within these Governance, the following words and phrases are defined to mean the following in terms of these Rules.

Act (or “the Act”)	The <i>Local Government Act 2020</i> unless otherwise specified.
Advisory Committee	A committee established by Council that is not a Delegated Committee, which provides advice to Council or to a member of Council staff who has been delegated a power, duty or function of Council.
Agenda	A document containing the date, time and place of a Meeting along with details of the business to be transacted at the Meeting.
Authorised Officer	An officer appointed for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of Council.
Chair	The Chairperson of a Meeting and includes an acting, temporary or substitute Chairperson.
Chamber	Any room where a Council Meeting is held.
Chief Executive Officer (CEO)	The person occupying the office of Chief Executive Officer of Council and includes a person acting as Chief Executive Officer.
Councillor Code of Conduct	A document required under the Act outlining the standards of conduct expected from Councillors in the performance of their duties and functions as Councillors.
Council	The Greater Dandenong City Council.
Councillor	An elected representative (Councillor) of Council.
Council Meeting	A meeting of Council convened in accordance with these Governance Rules. In these Rules, Council Meetings include Delegated Committee Meetings unless otherwise specified. A Council Meeting includes a scheduled or unscheduled meeting that may be held as a face-to-face (in person) meeting at a set location or via electronic means (virtual or remote) or in a hybrid format that mixes in person and virtual (remote) attendance.
Delegated Committee	A delegated committee, other than a Community Asset Committee, established by Council under section 63 of the <i>Local Government Act 2020</i> or by two or more Councils under section 64 of the Act.
Delegated Committee Meeting	A meeting of a Delegated Committee convened in accordance with these Governance Rules. A Delegated Committee Meeting includes a scheduled or unscheduled meeting that may be held as a face-to-face (in person) meeting at a set location or via electronic means (virtual or remote) or in a hybrid format that mixes in person and virtual (remote) attendance.
Deputy Mayor	The Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor.
Determination by Lot	The casting or drawing of objects from a receptacle to decide something (e.g. to choose a person by lot). A procedure used when a deadlock is to be resolved by the drawing of lots.
Disorder	Any conduct of a Councillor, Delegated Committee Member, Council staff member or member of the public that includes making comments that are disrespectful, inflammatory, defamatory, malicious, abusive or offensive, interjecting in breach of these Rules, refusing to leave the Chamber when directed to do so or engaging in any other conduct which prevents the orderly conduct of the business of a Council Meeting.

Division	A formal count and recording of those voting for and those voting against a motion. This is a formal method of voting in which the vote of each member is specifically declared and recorded in the Minutes.
Election Period	Also known as Caretaker Period. In relation to Council Elections, means the period that: <ul style="list-style-type: none"> a) starts on the last day on which nominations for that election can be received; and b) ends at 6.00pm on Election Day.
Electoral Advertisement	Each article or paragraph in the proprietor's newspaper containing electoral matter, the insertion: <ul style="list-style-type: none"> a) of which is, or is to be, paid for; or b) for which any reward or compensation or promise of reward or compensation is, or is to be, made.
Electoral Material	An advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.
Gallery	The area within a Chamber in which member of the public are seated.
Majority	Represents half the number of Councillors present at a meeting plus one.
Mayor	The Mayor of Council and any person appointed by Council to be acting as Mayor.
Meeting	A Council Meeting or a Delegated Committee Meeting.
Member	A member of any committee to which these Governance Rules apply.
Minister	The Minister for Local Government.
Minutes	The formal record of proceedings and decisions of a meeting.
Motion	A proposal from a Councillor framed in a way that will result in the opinion and desire of Council being expressed and a Council decision being made once it has been adopted (passed or carried) at a Council Meeting.
Municipal District (Municipality)	The area comprising the municipal district of Greater Dandenong.
Municipal Offices	The Civic Offices of the Greater Dandenong City Council.
Notice of Motion	A notice setting out the precise words of a motion which a Councillor proposes to move at Council meeting.
Penalty Unit	has the meaning set out in section 110 of the <i>Sentencing Act 1991</i> .
Point of Order	A procedural point made to the Chair about how the Meeting is being conducted or alleging some irregularity in proceedings.
Procedural Motion	means a motion which relates to a procedural matter only. It is not designed to produce any substantive decision but used as a formal procedural measure to assist the business of the meeting.
Public Consultation	A process that involves inviting individuals, groups or organisations or the community in general to comment on an issue or proposed action or proposed policy, and which includes discussion of that matter with the public.

Publish	To publish or present by any means, including in a public forum, verbally or by publication on the internet or social media.
Quorum	The minimum number of Councillors or Delegated Members required at a Meeting in order for it to commence and continue. A quorum is defined within the Act as an absolute majority.
Recommendation	A proposal from a Council officer framed in a way that will result in the opinion and desire of Council being expressed and a Council decision being made once it has been adopted (passed or carried) at a Council Meeting.
Resolution	A decision made at any Council Meeting or Delegated Committee.
Ratepayer	A person who pays Council rates for a property within the municipal district of Greater Dandenong and who may or may not reside within the municipal district.
Resident	A person who lives within the municipal district of Greater Dandenong.
Senior Officer	An officer of Council as defined by section 3 of the <i>Local Government Act 1989</i> .
Significant Decision	An irrevocable decision that commits an incoming Council to substantial financial expenditure, major operational actions or limits the freedom of an incoming Council to make a decision, or a decision that will significantly impact upon the municipality.
Substantive Motion	A motion being considered at a Council Meeting or Delegated Committee dealing with the opinion and desire of Council being expressed, a Council decision being made once adopted and resulting in operational and/or strategic actions of Council or Council officers (as distinct from a procedural motion).
Suspension of Standing Order	means the suspension of the provisions of a Council Meeting Agenda or these Governance Rules to facilitate full discussion on an issue without formal constraints.
Urgent Business	Matters that have arisen since the distribution of a Council Meeting Agenda which require a decision from Council or a Delegated Committee and cannot safely or conveniently be deferred until the next meeting.
Webcast	The live or archived broadcast of a Council Meeting on Council's internet website.
Written	Describes correspondence or notices that may be printed, hand-written, emailed, duplicated, photocopied, photographed or typed.

CHAPTER 3 – CONFLICTS OF INTEREST

3.1 LOCAL GOVERNMENT ACT 1989

The following is valid under the *Local Government Act 1989* until the 24 October 2020.

Section 77A of the *Local Government Act 1989* defines when a Councillor will have a direct or indirect conflict of interest. The onus is on the Councillor to identify any conflicts of interest in matters before Council. Councillors must comply with the requirements of Section 79 of the *Local Government Act 1989* until provision of the *Local Government Act 2020* in relation to material or general conflicts of interest come into force on 24 October 2020.

A Councillor who has a conflict of interest in a matter before Council:

- a) must complete a 'Disclosure of Conflict of Interest Form' and lodge it with the Chief Executive Officer prior to the commencement of a Council Meeting;
- b) must disclose any conflict of interest which they have in an item of business at the time specified on the Agenda;
- c) must disclose the nature of the conflict of interest immediately before the consideration of the relevant matter;
- d) must notify the Chair that they are leaving the Chamber and then leave the Chamber; and
- e) must remain outside the Chamber or any other area in view or hearing of the Chamber until the vote has been taken.

In the event that the Chair has disclosed a conflict of interest they must vacate the Chair and the Deputy Mayor must take the Chair, or in their absence a temporary Chair must be nominated and elected.

Where a Councillor has vacated the room after disclosing a conflict of interest, the Councillor must be called back into the room before the Meeting can advance to the next item of business.

A member of Council staff must also comply with section 80B and 80C of the *Local Government Act 1989*.

Under the *Local Government Act 1989*, a Councillor must comply with direct and indirect conflict of interest provisions and if they fail to do so may be found guilty of an offence which is punishable under the Act.

3.2 LOCAL GOVERNMENT ACT 2020

The following is valid under the *Local Government Act 2020* after the 24 October 2020.

Section 130 of the *Local Government Act 2020* defines when a Councillor or Member of a Delegated Committee will have a material or general conflict of interest. The onus is on the Councillor or Delegated Committee Member to identify any conflicts of interest in matters before Council or a Delegated Committee. Councillors or Delegated Committee Members must comply with the requirements of Section 130 of the *Local Government Act 2020*.

A Councillor or Delegated Committee Member who has a conflict of interest in a matter before Council or a Delegated Committee:

- a) must complete a 'Disclosure of Conflict of Interest Form' and lodge it with the Chief Executive Officer or Chair prior to the commencement of a Council Meeting;
- b) must disclose any conflict of interest which they have in an item of business at the time specified on the Agenda;
- c) must disclose the nature of the conflict of interest immediately before the consideration of the relevant matter;
- d) must notify the Chair that they are leaving the Chamber and then leave the Chamber; and
- e) must remain outside the Chamber or any other area in view or hearing of the Chamber until the vote has been taken.

In the event that the Chair has disclosed a conflict of interest at a Council Meeting they must vacate the Chair and the Deputy Mayor must take the Chair, or in their absence a temporary Chair must be nominated and elected. In the event that the Chair has disclosed a conflict of interest at a Delegated Committee Meeting they must vacate the Chair and a temporary Chair must be nominated and elected.

Where a Councillor or Delegated Committee Member has vacated the room after disclosing a conflict of interest, the Councillor or Delegated Committee Member must be called back into the room before the Meeting can advance to the next item of business.

ATT 4.1.2.3 Governance Rules under the Local Government Act 2020

Under the *Local Government Act 2020*, section 130 mentioned above applies to all relevant persons, which includes Councillors, Delegated Committee Members and members of Council Staff. Under the *Local Government Act 2020*, a relevant person must comply with material and conflict of interest provisions and if they fail to do so may be found guilty of an offence which is punishable under the Act.

CHAPTER 4 – COUNCIL MEETINGS AND MEETING PROCEDURES

4.1 INTRODUCTION

These Meeting Procedures ensure that transparent, efficient and effective processes are in place to conduct the business of Council through scheduled meetings which are open to the public in accordance with the *Local Government Act 2020* (the Act). Meetings will only be closed to the public if there are clear reasons for matters to remain confidential under the Act, the meeting is required to be closed for security reasons or if it is necessary to enable the meeting to proceed in an ordinary manner. The Procedures regulate proceedings and provide for orderly and fair conduct at all Council meetings, Delegated Committee meetings, Joint Delegated Committee meetings, Audit and Risk Committee meetings and any other meetings conducted by or on behalf of Council under the Act.

4.2 NOTIFICATION OF MEETINGS AND AGENDAS

4.2.1 Date, Time and Place of Meetings

Council will fix the dates, times and place of all Council meetings for a twelve-month period at the Annual Meeting of Council which is to be held no earlier than the first Saturday in November and no later than the last Saturday in November. The date, time and place of all Council meetings must be made available to the public.

Reasonable notice of Council Meetings is given by advertising in local newspapers, on Council's website and in Council's publications (including social media). This is done either annually, or at various times throughout the year, or just prior to each meeting.

Council may, by resolution, at a Council Meeting, alter the day, time and place at which any Council Meeting will be held, and must provide reasonable notice of the change to the public. Reasonable notice of Council Meetings is considered to be at least three (3) business days before a scheduled meeting.

4.2.2 Notice of Meetings

The Public

An Agenda, which includes the date, time, place, mode of attendance and business of a scheduled meeting, will be made available to the public via Council's website three (3) business days before that meeting.

Councillors and Delegated Members

An Agenda which includes the date, time, place, mode of attendance and business of a scheduled meeting must be delivered by courier, post, electronic medium or otherwise to each Councillor's or Delegated Committee Member's place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor. An Agenda for any scheduled meeting will be served on every Councillor and Delegated Member no less than three (3) business days before that meeting.

It will not be necessary for a notice of a meeting or Agenda to be served on any Councillor who has been granted leave of absence, unless the Councillor has requested in writing to the Chief Executive Officer to continue to give notice of any meeting to be held during the period of his or her absence.

4.3 MEETINGS OPEN TO THE PUBLIC

In accordance with section 66(1) and (2) of the *Local Government Act 2020* all meetings of Council or Delegated Committees must be open to the public unless the Council or Delegated Committee considers it necessary to close the meeting to the public because it:

- is to consider confidential information as prescribed under section 66(5) of the Act; or
- is to be closed for security reasons; or
- is necessary to close the meeting to enable it to proceed in an orderly manner.

In the event that a Council Meeting is held virtually (and is not held in person) as prescribed under section 4.20 of these Rules, members of the public can watch the live webcast of the Council Meeting at www.greaterdandenong.vic.gov.au

4.4 QUORUM

The quorum for any Council meeting must be half plus one, which is the majority of the number of Councillors. A quorum is required for the entire meeting and if at any point during a meeting a quorum is not maintained, the meeting shall be adjourned until such point as a quorum can be achieved.

The quorum for any Delegated Committee Meeting must be half plus one, which is the majority of the number of Committee Members with voting rights.

If a quorum is not present within thirty (30) minutes of the time appointed for the commencement of any Meeting, those Councillors or Members present, or if there are no Councillors or Members present, the Chief Executive Officer, or in their absence, a Senior Officer, must adjourn the Meeting for a period not exceeding seven (7) days from the date of the adjournment. (See section 4.14 in these Rules.

4.4.1 Inability to Maintain a Quorum

If during any Meeting a quorum cannot be achieved and maintained, those Councillors or Delegated Committee Members present or, if there are no Councillors or Members present, the Chief Executive Officer, or in their absence, a Senior Officer, must adjourn the Meeting for a period not exceeding seven (7) days from the date of the adjournment.

Section 67 of the *Local Government Act 2020* provides for the event of Council not being able to maintain a quorum because the number of Councillors who have disclosed a conflict of interest in an item prevents a quorum from being maintained. If during any Meeting it becomes apparent to the Chair that it will not be possible to maintain a quorum due to the number of Councillors who cannot vote on the item because of a disclosed conflict of interest, Council may:

- a) determine the matter be considered in separate parts if a quorum can be maintained for each separate part of the item; or
- b) delegate the decision to be made by the Chief Executive Officer or by a Delegated Committee established for the purpose of determining the matter and comprised of those Councillors who have not disclosed a conflict of interest and any other person(s) that Council considers suitable; or
- c) determine that the item of business will lie on the table and be considered at the next available Meeting when a quorum can be reached.

Any decision made under delegation by the Chief Executive Officer or a Delegated Committee in this instance will be reported to the next Council Meeting.

4.5 BUSINESS AT MEETINGS

This section can be generally applied to all meetings of Council conferred under the *Local Government Act 2020*. This includes Delegated Committee Meetings and joint meetings of councils. Where a difference is warranted, then that is expressly stated within the text.

4.5.1 Meeting Agendas – Order of Business

The general order of business to be transacted at a Council Meeting is contained in the Agenda provided to Councillors and Delegated Committee Members available to the public on Council's website. The Chief Executive Officer oversees preparation of an Agenda and determines the content and order of business to facilitate open, efficient and effective processes of government in consultation with the Mayor.

The Chief Executive Officer may include any matter on an Agenda that they believe should be considered by Council.

Unless otherwise resolved by Council, the general order of business at a Council Meeting will be listed as follows:

- a) Meeting opening/Acknowledgement of traditional owners of the land/Attendance/Apologies (including Leaves of Absence);
- b) Offering of Prayer;
- c) Mayoral Presentation (Optional – see section 4.6.3 of these Rules);
- d) Confirmation of Minutes of previous Meetings (see section 4.18 of these Rules);
- e) Deputations (see section 4.6.5 of these Rules);
- f) Disclosure of Conflicts of Interest (see Chapter 3 of these Rules);
- g) Officer's Reports - Routine and Town Planning Reports (see section 4.6.7 of these Rules). Routine reports include:
 - i) Documents for Sealing;
 - ii) Documents for Tabling; and
 - iii) Petitions/Joint Letters (see section 4.6.9 of these Rules);
- h) Public Question Time (see section 4.6.8 of these Rules);
- i) Officer's Reports – Other (see section 4.6.9 of these Rules);
- j) Notices of Motions (see section 4.6.11 of these Rules);
- k) Councillor Reports and Councillor Questions (see sections 4.6.12 and 4.6.13 of these Rules); and
- l) Urgent Business (see section 4.6.14 of these Rules).

4.5.2 Attendances and Apologies (including Leave of Absence)

A Councillor or Delegated Committee Member is required to submit an apology if they will knowingly be absent from a Council Meeting. Written apologies should be submitted to the Chief Executive Officer at the earliest possible time before non-attendance at any Council Meeting with a copy provided to the Mayor, the Executive Assistant to the Mayor and the Governance Unit. The apology will be noted in the Minutes of that Meeting.

Any Councillor may request a leave of absence in writing submitted to the Chief Executive Officer or Mayor and state the dates of each meeting for which leave is sought and reason for the leave. In accordance with section 35(4) of the *Local Government Act 2020*, Council must grant any reasonable request for leave. Requests for a leave of absence must be received by 12 noon, at least ten (10) business days prior to the Council Meeting at which leave is sought to ensure it is listed as a general report item within the Agenda.

Section 35(1)(e) of the *Local Government Act 2020* states that a Councillor will cease to hold office if they are absent from Council Meetings for a period of four consecutive months without leave obtained from the Council.

4.5.3 Mayoral Presentation

From time to time, the Mayor may give a short presentation or make a statement relating to issues of interest or importance to the municipality or the region.

4.5.4 Changes to the Order of Business

Once an Agenda has been prepared and sent to Councillors, the order of the business for that Meeting may only be altered by resolution of Council. This includes the request for an item to be brought forward (see section 4.13 of these Rules).

4.5.5 Deputations

A deputation wishing to be heard at a meeting of Council must make a written request to the Chief Executive Officer who will refer the request to Council for consideration. In order for requests to be considered, they must be submitted at least ten (10) working days prior to a Council Meeting.

If Council agrees to hear a deputation, it will not hear more than two speakers on behalf of any deputation and time limits will be set as to the length of the address prior to the meeting. Councillors may question the deputation on matters raised before Council for the purpose of clarification, but no discussion will be entered into.

The Chief Executive Officer must, in writing, advise the signatory of the written request (or, if more than one, the first signatory), of the date, time, venue and time limits applying for Council to hear the deputation.

4.5.6 Inwards Correspondence

Unless otherwise directed by Council, the Chief Executive Officer determines what inwards correspondence should be placed before Council for its decision or information. Correspondence addressed to any Councillor personally which requires a decision of, or a direction from, Council must be referred by that Councillor to the Chief Executive Officer.

A regular report listing correspondence received by the Mayor and Councillors will be included in Council Meeting Agendas in Officer's Reports - Other. No correspondence can be read in full at any Council Meeting unless the Chair allows that an item or items of correspondence be so read.

4.5.7 Officer's Reports – Routine and Statutory Planning Reports

Statutory Planning and routine reports will not be read in full at any Council Meeting unless Council resolves to the contrary. Routine reports include Documents for Sealing, Documents for Tabling and Petitions or Joint Letters received.

4.5.8 Public Question Time

- a) 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 Chair at his/her discretion may determine only the first question may be presented verbally with others deferred to be managed in the same manner as public questions not verbally presented. Priority will be given to questions that relate to items on the Council Agenda for that meeting. Questions including any preamble should not exceed 300 words.
- b) All such questions must be received in writing on the prescribed form or as provided for on Council's website and at Council Meetings. Where there are more than three (3) questions received from any one individual person, the Chief Executive Officer will determine the three (3) questions to be considered at the meeting.
- c) All such questions must clearly note a request to verbally present the question and must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than:
 - i) the commencement time (7.00pm) of the Council Meeting if questions are submitted in person; or
 - ii) noon on the day of the Council Meeting if questions are submitted by electronic medium.
- d) A question can only be presented to the meeting if the Chair and/or Chief Executive Officer has determined that the question:
 - i) does not relate to a matter of the type described in section 3(1) of the *Local Government Act 2020* (confidential information);
 - ii) does not relate to a matter in respect of which Council or a Delegated Committee has no power to act;
 - iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor, Delegated Member or Council officer; and
 - iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting).
- e) If the Chair and/or Chief Executive Officer has determined that the question may not be presented to the Council Meeting or Delegated Committee, then the Chair and/or Chief Executive Officer:
 - i) must advise the Meeting accordingly; and
 - ii) will make the question available to Councillors or Members upon request.
- f) The Chair shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish.
- g) The Chair, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.
- h) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.

- i) A Councillor, Delegated Committee Member or member of Council staff nominated to answer a question may:
 - i) seek clarification of the question from the person who submitted it;
 - ii) seek the assistance of another person in answering the question; and
 - iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the Meeting (the question thereby being taken on notice).
- j) Question time for verbal presentations is limited in duration to not more than twenty (20) minutes. If it appears likely that this time is to be exceeded then a resolution from Council will be required to extend that time if it is deemed appropriate to complete this item.
- k) The text of each question asked and the response will be recorded in the minutes of the Meeting.
- l) In the event that a Council Meeting is held virtually (and not in person) under section 4.20 of these Rules, questions submitted by members of the public prior to the Council Meeting (in accordance with these Rules above) will be read out on behalf of the submitter.

4.5.9 Officer's Reports – Other

Other reports will not be read in full at any Council Meeting unless Council resolves to the contrary. Other reports include those in relation to contracts, finance, budget, policy, strategy and any other matters requiring the consideration and a decision of Council.

4.5.10 Petitions and Joint Letters

Petitions and Joint Letters are regularly received and tabled at Council Meetings for noting. Lodgement and other requirements are as follows:

- a) Petitions and joint letters received by Councillors and/or council officers must be lodged with the Chief Executive Officer for inclusion in an Agenda no later than 12 noon at least three (3) business days before a Council Meeting; and
- b) Petitions or joint letters received after the above deadline will be held over for inclusion in the Agenda of the next Council Meeting.
- c) A petition or joint letter:
 - i) may be submitted either in hard copy or in an on-line format provided that it is legible;
 - ii) cannot be defamatory, indecent, abusive or objectionable in language or content;
 - iii) cannot relate to matters beyond the powers of Council;
 - iv) must bear the whole of the petition or request upon each page of the petition; and
 - v) if in hard copy, must consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.
- d) Any petitions or joint letters that do not comply with sub-clause (c) or of these Rules will not be tabled at a Council Meeting.
- e) A petition or joint letter may nominate a person to whom a reply must be sent, but if no person is nominated Council may reply to the first signatory which appears on the petition (head petitioner).

The status and progress of petitions and joint letters received will be regularly reported against in the Council Meeting Agenda and Minutes until they have been fully addressed by Council officers. The difference between on-line and hard copy petitions will be indicated in the Council Meeting Agenda and Minutes.

4.5.11 Notices of Motion

- a) A Notice of Motion must be in writing, dated and signed by the intending mover and lodged with the Chief Executive Officer no later than 12 noon at least three (3) business days before the meeting.
- b) A Notice of Motion cannot be accepted by the Chair unless the full text of motion has been listed on the Agenda for the Council meeting at which it is proposed to be moved.

- c) Where a Notice of Motion seeks to substantially affect the level of Council services, commit Council to expenditure in excess of \$5,000 that has not been included in the adopted Budget, commit Council to any contractual arrangement, or is likely to require more than five (5) days' work by a member of Council staff, then a formal report must be prepared and presented to Council in response to the Notice of Motion. Where practicable the report should be presented to next Council Meeting.
- d) The Chief Executive Officer must cause all Notices of Motion to be numbered sequentially, dated and entered in the Notice of Motion register in the order in which they were received.
- e) Except by leave of Council, Notices of Motion before any Council meeting must be considered in the order in which they were entered in the Notice of Motion register.
- f) If a Councillor who has given a Notice of Motion:
 - i) is absent from the Meeting; or
 - ii) fails to move the motion when called upon by the Chairperson.any other Councillor may himself/herself move the motion. If the Notice of Motion is not moved (and seconded) it lapses.
- g) If a Councillor proposing a Notice of Motion wishes to amend the Notice of Motion, they may do so by seeking leave of Council to amend the Notice of Motion prior to it being seconded.
- h) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with clauses 57 - 63 of this Local Law, except for confirmation of a previous resolution.
- i) If a Notice of Motion, whether amended or not, is lost, a similar motion cannot again be put before Council for a period of three (3) calendar months from the date it was lost.
- j) A Notice of Motion cannot be submitted in relation to a matter that was the subject of a rescission motion within three (3) calendar months of the rescission motion having been dealt with.
- k) A preamble to a Notice of Motion is an explanatory statement that explains the purpose of the Notice of Motion. A Councillor lodging a Notice of Motion must ensure that the content of any preamble provided remains factual. Reports from Councillors/Delegates & Councillor Questions

4.5.12 Councillor Reports

At each Ordinary meeting, Councillors will have the opportunity to speak on any meetings, conferences or events which they have recently attended. The duration of any report from a Councillor will be limited to four (4) minutes.

If a Councillor chooses to speak, the name of the conference/event will be recorded in the minutes for that Meeting. If a Councillor requires any additional information to be listed in the minutes the Councillor must table the additional information at this point in the Meeting. Councillors may use this opportunity to table a list of conferences/events that they have attended since the last Council Meeting for inclusion in the Meeting Minutes without speaking on the item. Councillors may also table their views on matters discussed under Officer Reports and other Agenda items for inclusion in the Minutes. This tabled item must be electronically received by Governance no later than 12 noon the day following the Council meeting. Any item tabled under this clause will be included in the Minutes precisely as it is provided and no amendments will be made. A tabled report cannot be defamatory, indecent, abusive or objectionable in language or substance, or be used to specifically embarrass another Councillor or Council officer.

4.5.13 Councillor Questions

There must be a question time at every Council Meeting to enable Councillors to address questions to members of Council staff. The duration of question time for each Councillor will be limited to fifteen (15) minutes. The Chair has the discretion to increase this time by a maximum of three (3) minutes in order to provide any questions asked with the opportunity of a response. Councillors may further table any additional questions which have not been asked. Responses to any tabled questions will be included in the Minutes of the Meeting. Questions may be asked with or without notice but must not:

- a) relate to a matter of the type described in section 3(1) of the *Local Government Act 2020* (confidential information);
- b) relate to a matter in respect of which Council has no power to act;

- c) be defamatory, indecent, abusive or objectionable in language or substance, or be asked to specifically embarrass another Councillor, Delegated Member, Council officer or member of the public;
- d) be repetitive of a question already asked or answered (whether at the same or an earlier Meeting); or
- e) raise an issue which might more appropriately be dealt with by way of Notice of Motion.

An answer will only be given if the Chair has determined that the relevant question does not breach any of points a) to e) above.

A Councillor may contribute to an answer to a question made by a member of Council staff.

A member of Council staff is not obliged to answer a question without notice. A member of Council staff who elects to take a question on notice by indicating that they require further time to research their answer must ensure that a response is provided to Councillors within ten (10) working days following the meeting.

Council may:

- a) of its own volition; or
- b) upon the advice of a member of a Council staff;

resolve to close the Meeting to members of the public under section 66(5) of the *Local Government Act 2020* in order that an answer to a question asked by a Councillor may be given if the information is deemed to be confidential information under the Act.

Debate or discussion of questions or answers is not permitted and all questions and answers must be as brief as possible.

4.5.14 Urgent Business

- a) Business which has not been listed on a Council Meeting Agenda may only be raised as urgent by resolution of Council.
- b) Notwithstanding anything to the contrary in these Rules, a Councillor (with the agreement of the meeting) may at a Council meeting submit or propose an item of Urgent Business if the matter relates to business which does not:
 - i) substantially affect the levels of Council service or;
 - ii) commit Council to expenditure exceeding \$5,000 and not included in the adopted Budget; or
 - iii) establish or amend Council policy; or
 - iv) commit Council to any contractual arrangement; or
 - v) require, pursuant to other policy determined by Council from time to time, the giving of prior notice.
- c) Business must not be admitted as urgent business unless it:
 - i) is deemed to be urgent business by Council; and
 - ii) cannot safely or conveniently be deferred until the next Council Meeting.

4.5.15 Time Limit for Meetings

A Council Meeting or Delegated Committee Meeting must not continue longer than four (4) hours from its commencement unless a majority of Councillors present vote in favour of its continuance. If a continuance is agreed to extend the meeting after four hours then it will be limited to not more than one 30-minute extension.

In the absence of any continuance, the Meeting must stand adjourned to a time, date and place to be then and there announced by the Chair. (*See section 4.14 in these Rules.*)

4.6 RESPONSIBILITIES AT MEETING

4.6.1 Chairing the Meeting

In accordance with sections 61 and 63 of the *Local Government Act 2020*, the Mayor must take the Chair at all Council Meetings at which they are present unless precluded from doing so because of a conflict of interest. If the Mayor is absent the Deputy Mayor must take the Chair and if both are absent, Council must elect one of the Councillors as Meeting Chair.

The Act provides for the Mayor or the Delegated Committee to appoint a Councillor as the Chair of a Delegated Committee and any such appointment prevails over any appointment made by Council. If the Mayor exercises that power, while there are no limitations on this, they must always act in a way that is consistent with the adopted Code of Conduct – Councillors and the transparency commitments of Council.

The Chair plays a significant role in good governance and facilitates orderly, respectful, transparent and constructive Meetings by ensuring all Councillors and Delegated Committee Members have the opportunity to be heard, that matters are adequately discussed, meeting procedures are followed and statutory requirements are complied with.

The Chair is an independent leader of Meetings and generally does not participate in debate or move and second motions except where provisions are made to do so within these Rules. Other specific duties and discretions of the Chair are outlined throughout these Rules.

4.6.2 Addressing the Meeting

Each Councillor and Member at a Council Meeting has an obligation to contribute to good decision-making. This can be facilitated by reading the Council Meeting Agenda prior to the Meeting, seeking views of community members and demonstrating due respect and consideration to those views and the professional advice provided by Council officers in the Agenda, attending Meetings and participating in debate and discussion, demonstrating respect for the role of Chair and the rights of other Councillors and Members to participate and contribute to the decision-making process and conducting themselves in a professional and orderly manner.

Any Councillor, Member or person who addresses the Council Meeting must stand to speak and direct all remarks through the Chair, unless they are attending the meeting virtually. The Chair, however, has the discretion to permit any Councillor or person to remain seated while addressing the meeting.

The Chair may address a Meeting, however if the Chair wishes to debate a particular motion or move any motion or amendment on any matter under discussion, they must advise Council of that intention and vacate the Chair on such occasions for the duration of the item under discussion.

If the Chair vacates the Chair, a temporary Chair must be appointed and take the Chair until the item has been voted on. In most cases this will be the Deputy Mayor unless the Deputy Mayor is absent from the Meeting.

Any person addressing the Chair may refer to the Chair as:

- Mayor or Deputy Mayor (as the case may be); or
- Chair; or
- Chairperson

When speaking, Councillors and members of Council staff must address each other by their titles of Councillor or Officer as the case may be.

4.6.3 Chief Executive Officer

The Chief Executive Officer, or delegate, may participate in the meeting to provide support to the Chair. The Chief Executive Officer should:

- a) immediately advise, to the best of their knowledge, if a proposed resolution or action is contrary to the law;
- b) advise if there are operational, financial or risk implications arising from a proposed resolution;
- c) help clarify the intent of any unclear resolution to facilitate implementation;
- d) Facilitate disclosures of interest, public question time and other administrative items outlined in these Rules; and
- e) on request, assist with procedural issues that may arise;

4.6.4 Community

Council meetings are decision making forums and they are open to the community to attend and/or view proceedings. Community members may only participate in Council Meetings in accordance with these Rules and may not address the Meeting outside of Public Question Time. Community members may seek to inform individual Councillors of their views by contacting them directly in advance of Meetings.

Members of the public in the Gallery are to remain seated with mobile phones switched to mute. Members of the public in the Gallery may display placards or posters within the Gallery but any posters or placards must not:

- a) display any offensive, indecent, insulting or objectionable item or words; or
- b) obstruct the entrance to the Council Chamber or a building where a Meeting is being, or is about to be, held; or
- c) obstruct the view or physically impede any person.

The Chair may order and cause the removal of any placard or poster that is deemed by the Chair to be objectionable, disrespectful or otherwise inappropriate. Members of the public must not interject or offensively act or gesticulate during the Meeting. The Chair may direct any member of the public to stop interjecting or acting offensively or disrespectfully. If that member of the public continues to interject or act offensively or disrespectfully the Chair may ask the Chief Executive Officer, an Authorised Officer or a member of the Victoria Police to remove the person from the Meeting.

Members of the public in the Gallery must not operate any recording or other equipment to reproduce sound or images at any Council Meeting without first obtaining consent from the Chief Executive Officer. This consent must be applied for at least three (3) business days prior to the Council Meeting by contacting Council's Governance Unit on telephone 8571 5100. This consent must not be unreasonably withheld but may be revoked at any time during the course of the relevant Meeting if it in any way impedes the business of the Council Meeting.

4.7 VOTING

4.7.1 Voting – How Determined

To determine an item before a Council Meeting, the Chair will call for any opposition from voting. If there is no opposition then the motion will be deemed as carried. If there is opposition, then debate will ensue (*see section 4.9.5 of these Rules*).

A Councillor has the right to abstain from voting. A Councillor who abstains from voting and remains in the Chamber will be deemed to have voted against the motion. Abstaining from voting does not constitute cause for debate. Any abstention from voting will be recorded in the Meeting Minutes.

Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again. The Chair, without being so requested, may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer) to read the question, motion or amendment to the Meeting before the vote is taken.

Unless Council resolves otherwise, voting on any matter will be by a clear show of hands so that the Chair can easily record the count. The Chair must declare the result of the vote or division as soon as it is taken.

Councillors must remain seated in silence while a vote is being taken. The Chair may direct that the vote be recounted as often as may be necessary to be satisfied of the result.

4.7.2 Opposed Motions

The division of the vote for any motion that is debated or opposed, will automatically be recorded in the Meeting Minutes. (There is no need for any Councillor to call for a division.)

After each debated item the Chair will;

- a) first ask each Councillor wishing to vote for the item to raise a hand and, upon such request being made, each Councillor wishing to vote for the item must raise one of their hands. The Chair must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer) must record in the Minutes, the names of those Councillors for the item (in the affirmative); and
- b) then ask each Councillor wishing to vote against the item to raise a hand and, upon such request being made, each Councillor wishing to vote against the item must raise one of their hands. The Chair must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer) must record in the Minutes, the names of those Councillors against the item (in the negative).

If there is no debate, any Councillor may ask that his/her opposition to a motion adopted by the Meeting be recorded. It must then be recorded in the minutes of the Meeting.

4.7.3 Casting Vote

In the event of an equality of votes, the Chair has a casting vote, except in cases where the Act provides that a matter or amendment is to be determined by lot (*see section 4.7.10 in these Rules*).

4.8 MOTIONS AND AMENDMENTS

4.8.1 Form of Motion

A motion or an amendment must:

- a) relate to the powers or functions of Council;
- b) be in writing, if requested by the Chair; and
- c) except in the case of urgent business, be relevant to an item of business on the Agenda.

A motion or amendment must not be defamatory or objectionable in language or nature. The Chair may refuse to accept any motion or amendment which contravenes this clause.

If a Councillor wishes to move an alternate motion to an officer's recommendation as placed in the Council Meeting Agenda, and where the motion is lengthy, complicated or the exact intention of the motion is unclear, the Chair may request the Councillor to submit their motion in writing. The Chair may suspend the Meeting while the motion is being written or request Council to defer the matter until the motion has been written, allowing the Meeting to proceed uninterrupted.

4.8.2 Moving a Motion

The procedure for any motion or amendment is:

- a) the mover must state the substance of the motion or amendment, and then move it without speaking to it;
- b) the Chair must call for a seconder unless the motion is a call to enforce a point of order; and
- c) if the motion is not seconded, the motion will lapse for want of a seconder.

4.8.3 Withdrawing a Motion

Before any motion is put to the vote, it may be withdrawn by the leave of Council or by resolution of Council.

4.8.4 Unopposed Motion or Amendment

If a motion or an amendment is seconded the Chair must first ask if there are any questions and then if there is any opposition (*see section 4.8 in these Rules*).

If no Councillor indicates opposition, it must be declared to be carried. The mover of any motion once confirmed may, by leave of the Chair, talk to that motion for two (2) minutes. The Chair may permit other Councillors to speak on a matter after the mover for a maximum of two minutes each.

4.8.5 Debating a Motion

Debate must always be relevant to the question before the Chair, and if not, the Chair must request the speaker to confine debate to the subject matter. If after being told to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chair may disallow the speaker any further opportunity to debate or comment in respect to the matter before the Chair. Adequate debate is required where a matter is contentious in nature. In such cases, every Councillor must be given the opportunity to debate (*see section 4.11.1 in these Rules*).

4.8.6 Debate from the Chair

The Chair of the meeting should seek to refrain from debate on motions. The Chair may however choose to exercise a right to speak in favour or against a motion and where this is the case, the Chair will stand to speak to distinguish between this role and that of the Chair. Where the Chair wishes to move or second a motion, they must temporarily vacate the Chair before the motion is considered by Council.

4.8.7 Adjourned Debate

A motion to adjourn debate is a procedural (formal) motion as follows:

“That the debate be adjourned”

The motion may state a date and time for resumption of the debate. Debate can be adjourned indefinitely.

The effect of the motion is that the particular matter being debated is adjourned, but that the Meeting still continues to deal with all other business. If debate is adjourned indefinitely, some indication must be given to the Chief Executive Officer as to when the matter should be re-listed, otherwise it will be decided at the discretion of the Chief Executive Officer, or upon the subsequent resolution of Council, whichever occurs first (*see section 4.10 in these Rules*).

4.8.8 Resumption of Adjourned Debate

The business to which the debate relates must be placed on the Council Meeting Agenda to which it is adjourned. Adjourned business should have priority over any other business except formal business. If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless they have already spoken to the motion or amendment.

4.8.9 Course of Debate of Opposed Motion

If any Councillor indicates opposition to a motion which has been seconded:

- a) the Chair must call upon the mover to address the Meeting;
- b) after the mover has spoken, the Chair must call upon the seconder to address the Meeting;
- c) after the seconder has addressed the meeting (or after the mover if the seconder does not wish to speak) the Chair must call upon the first opposition to address the Meeting;
- d) after the mover, seconder and first opposition have had the opportunity to address the Meeting, the Chair will call for speakers for and against the motion in alternate sequence until the sequence of speakers is exhausted;
- e) a Councillor may speak once on the motion except for the mover of the motion who has a right of reply after which the motion must be put to the vote (*see section 4.9.1 in these Rules*);
- f) motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.

A Councillor calling the attention of the Chair to a point of order is not regarded as speaking to the motion. Except that the mover of an unamended motion has the right of reply and that any Councillor may take a point of order or offer a personal explanation, a Councillor must not speak more than once to the same motion or amendment (*see section 4.12 in these Rules*).

4.8.10 Right of Reply

The mover of an original motion which has not been amended may, once debate has been exhausted, exercise a right of reply to matters raised during the debate. After right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate. A Councillor must not digress from the subject matter of the motion or business under discussion. No new debate or subject matter is to be introduced with a right of reply.

4.8.11 Agreed Alterations of Motion

With the leave of the Chair, both the mover and seconder of a motion may agree to an alteration to the original motion proposed by any other Councillor. This would not then necessitate the recording of an amendment into the Meeting Minutes as the alteration would then form part of the substantive motion. (i.e., no notice need be given of any amendment in this instance.)

4.8.12 Proposing Amendment(s) to a Motion

An original motion, having been moved and seconded, may be amended by any Councillor other than the mover and seconder of the original motion by leaving out, inserting or adding words which must be relevant to the original motion and framed so as to complement it as an intelligible and consistent whole. (An amendment to an original motion should be designed to improve the original motion without contradicting it.) Any Councillor moving an amendment to a motion will be allocated thirty (30) seconds to explain the reasons for the amendment. This explanation will not entertain the benefits or detriments of the amendment or the original motion.

Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time.

A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of. If any Councillor intends to move a second or subsequent amendment, he or she must give notice of that intention prior to the right of reply of the original motion being exercised. A Councillor cannot move more than two (2) amendments in succession.

4.8.13 Debating an Amendment to a Motion

Any Councillor may address the meeting once on any amendment, whether or not they have spoken to, moved or seconded the original motion, but debate must be confined only to the amendment. (If the mover or seconder of the original motion wishes to speak to the amendment, they should indicate that they intend to speak only to the amendment and this does not bar them from the right of reply or debate on the original motion once the amendment is resolved.)

4.8.14 Right of Reply to an Amendment to a Motion

No right of reply is available to the mover (only) of an amendment when an amendment is before Council.

4.8.15 An Amendment to a Motion Once Carried

If an amendment is adopted it becomes part of the amended and substantive motion which must still be put to the vote by the Chair but only after Councillors who did not speak to the original (or substantive) motion have exercised their right to do so. (In this instance the mover of the original motion must be offered the right of reply to the original or substantive motion. This is affording the original mover of the substantive motion natural justice.)

4.8.16 Foreshadowing a Motion

At any time during debate, a Councillor may foreshadow a motion to inform the Council of their intention to move a motion at a later stage in the Meeting, but this does not extend any special rights to the foreshadowed motion. A foreshadowed motion may be prefaced with a statement that in the event a particular motion before the Chair is resolved in a certain way a Councillor intends to move an alternative or additional motion. A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the Meeting. The Chief Executive Officer or other person authorised by the Chief Executive Officer would not be expected to record a foreshadowed motion in the minutes until the foreshadowed motion is formally moved but may do so if thought appropriate.

4.8.17 Separation of a Motion

Where a motion contains more than one part, a Councillor may request the Chair to put the motion to the vote in separate (several) parts. Where a motion contains several parts/segments or is complicated, it may be separated to avoid difficulties, particularly if different Councillors have differing views about various parts of the motion or conflicts of interests arising among Councillors lead to an inability to maintain a quorum.

4.8.18 Deferral of a Motion

Council may defer an item until later in the Meeting or until another Meeting as appropriate if further consideration or clarification is required prior to a decision being made. The decision to defer a motion is a substantive motion and may be debated.

4.8.19 Call for Supporting Documentation

A Councillor may request at a Council Meeting to immediately make available any documents kept in the municipal offices and relevant to the business being considered. Upon any request being made, the Chief Executive Officer must use their best endeavours to make the documents available.

4.8.20 Rescission Motion Notification

A Rescission Motion is a motion to reverse a previous decision of Council. Where a Rescission Motion is put, the Councillor should also include an Alternate Motion that Council will then consider as a second part to the Motion should the primary part (rescission) be passed by Council. Any Councillor may propose a Notice of Rescission Motion at the next subsequent meeting provided:

- a) the resolution proposed has not been acted on (see clause 74). For this reason, Councillors must foreshadow to the CEO their INTENTION to move a Rescission Motion before 12.00 noon on the day after the original pertaining motion was moved.
- b) the Notice of Rescission Motion is received by the Chief Executive Officer in writing no later than 12 noon the Wednesday prior to the next subsequent meeting.
- c) all Councillors have had 3 business days prior notice of the notice of rescission.

A Rescission Motion listed on the agenda may be moved by any Councillor present but may not be amended. A motion to rescind or alter a previous resolution must be passed by a majority of elected members. A second or subsequent notice to rescind or alter an earlier resolution must not be accepted by the Chief Executive Officer until a period of three (3) months (ninety (90) days) has elapsed since the date of the Meeting at which the original motion of rescission or alteration was dealt with, unless Council resolves that the matter be dealt with at a future meeting.

4.8.21 When a Resolution is Acted On

A resolution, or part thereof, will be considered as having been acted on:

- a) once its details have been formally communicated in writing to either internal or external parties affected by or reliant on the resolution; or
- b) where a statutory procedure has been carried out, so as to vest enforceable rights in, or obligations on, Council or any other person.

While the Chief Executive Officer or other relevant member of Council staff may initiate action or cause action to be initiated on any Council resolution, or part thereof, at any time after the close of the Meeting at which it was carried, generally no action will be taken until 12.00 noon following the day of the Council Meeting at which the motion was moved.

However, if an *intention to rescind a motion* is formally foreshadowed to the Chief Executive Officer or other member of Council staff no later than noon on the day following the resolution, then the Chief Executive Officer or relevant member of Council staff will ensure that no action in relation to that resolution, in full or in part, is taken unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

Where a resolution can be broken down into parts and some parts of the resolution have not been acted upon, then any proposed change to those remaining parts is to be treated as an amendment of the resolution unless the substance of the change is to reverse the resolution when considered as a whole.

4.9 PROCEDURAL (FORMAL) MOTIONS

A procedural motion is one dealing with the conduct of the Meeting itself and takes precedence of a substantive motion.

4.9.1 Moving a Procedural Motion

Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair. A procedural motion does not require the Chair's call.

The mover/seconded of a procedural motion must not have moved, seconded or spoken to the current matter being debated or any amendment of it before the Chair. A procedural motion cannot be moved by the Chair.

4.9.2 Debate and Amendments to Procedural Motions

Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.

Note: Deferral of a motion is not a procedural (formal) motion and maybe debated. Unless otherwise provided a procedural motion cannot be amended.

4.9.3 Closure of a Motion (The Motion be Put)

A motion "*That the motion now be put*":

- a) is a procedural motion which, if carried, requires that the original motion must be put to the vote immediately without any further debate, discussion or amendment;
- b) if carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and if lost allows debate on the original motion to continue; and
- c) if lost, allows debate to continue unaffected.

The Chair has the discretion to reject such a motion for closure if the motion proposed has not been sufficiently debated. A closure motion may not be put until the mover, seconder and first opposition have spoken on a matter. If the Chair rejects that a motion be put, then debate on the motion must continue as it was left (unaffected).

4.9.4 The Previous Question

A motion "*That the motion now not be put*":

- a) is a procedural motion which, if carried, automatically disposes of a matter without a vote being taken (until it is placed on the Agenda for a later meeting) and the Meeting may then proceed to the next business without any further discussion or amendment;
- b) is prohibited when an amendment is before Council; and
- c) if lost, allows debate to continue unaffected.

4.9.5 Proceed to Next Question

A motion "*That the Meeting proceeds to the next business*"

- a) is a procedural motion which, if carried in respect of an original motion, requires that the Meeting move immediately to the next business without any further debate, discussion, amendment or vote being taken on it;
- b) if carried in respect to an amendment, Council considers the motion without reference to the amendment; and
- c) if lost, allows debate to continue unaffected.

4.9.6 Adjournment of Debate

A motion "*That the motion and/or amendments now before the meeting be adjourned until a later hour or date*":

- a) is a procedural motion which, if carried in respect of an original motion or amendment, requires that the Meeting disposes of the matter before the Chair so that debate can resume at a later hour and/or date and the Meeting moves on to the next item of business on the Agenda; and
- b) if lost, allows debate to continue unaffected.

4.9.7 Adjournment of Meeting

A motion "*That the meeting be adjourned until a later hour or date*":

- a) is a procedural motion which if carried in respect of an original motion or amendment, requires that the Meeting be adjourned to a later hour and/or date; and
- b) if lost, allows debate to continue unaffected.

4.9.8 That the Question Lay on the Table

A motion "*That the question lay on the table*":

- a) is a procedural motion which, if carried in respect of an original motion or amendment, ceases any further discussion or voting on the matter until Council either:
 - i) resolves to take the question from the table at the same Meeting; or
 - ii) places the matter on an Agenda and Council resolves to take the question from the table; and
- b) if lost, allows debate to continue unaffected.

4.10 SPEAKING TO THE MEETING

4.10.1 Speaking Times

A Councillor must not speak longer than the time set out below with only the stipulated extensions being granted by Council.

- a) a mover of a motion – five (5) minutes with only a single two (2) minute extension permitted;
- b) the seconder of a motion – four (4) minutes with only a single two (2) minute extension permitted;
- c) any other Councillor – four (4) minutes with only a single two (2) minute extension permitted; and
- d) the mover of a motion when exercising their right of reply – four (4) minutes (no extensions permitted).

Following a Council resolution on an unopposed motion, a Councillor may speak for the duration of time set out below:

- a) the mover – two (2) minutes; and
- b) any other Councillor once confirmed – two (2) minutes.

Extensions of speaking time are set out above however a further extension of speaking time may be granted by the Chair. Only one (1) extension is permitted for each speaker on any motion. The Chair has the discretion to alter an extension to speaking times if they deem it to be necessary to the subject matter.

4.10.2 Councillor Must Stand When Speaking

Except in the case of sickness, infirmity or virtual attendance, a Councillor must stand when speaking at a Council Meeting. The Chair may remain seated when speaking at a Council Meeting. It is not necessary to stand when speaking at a meeting that is not a Council Meeting under the terms of these Rules.

4.10.3 Interruptions, Interjections and Relevance

A Councillor must not be interrupted except by the Chair or upon a point of order or personal explanation. If a Councillor is interrupted by the Chair or upon a point of order then they must take their seat and remain silent until the Councillor raising the point of order has been heard and the question disposed of (*see sections 4.9.5 and 4.12 in these Rules*).

In the case of competition for the right to speak, the Chair must decide the order in which the Councillors concerned will be heard.

4.11 POINTS OF ORDER

A point of order is taken when a person formally draws the attention of the Chair of a Meeting to an alleged irregularity in the proceedings such as a speaker's remarks being irrelevant to the subject matter or to an act of disorder or a Councillor allegedly being out of order.

4.11.1 Procedure for a Point of Order

A Councillor who is addressing the Meeting must not be interrupted unless called to order.

A point of order is taken by standing and stating, "*Point of Order*" and then providing a brief explanation as to why the point of order has been called. The point of order must be taken immediately after it has been brought to the attention of the Chair. A point of order takes precedence over all other business, including procedural motions.

When called to order, a Councillor must sit down and remain silent until the point of order is decided unless they are requested by the Chair to provide an explanation. The Chair may adjourn the Meeting to consider a point of order but must otherwise rule upon it as soon as it is taken. All matters before Council are suspended until the point of order is decided. The decision of the Chair in respect to a point of order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present at the Meeting support a motion of dissent.

A valid point of order may be raised in relation to:

- a) a motion which has not been accepted by the Chair;
- b) a question of procedure;
- c) a Councillor who is not conducting themselves in accordance with the Code of Conduct - Councillors;
- d) debate that is irrelevant to the matter under consideration;
- e) a matter that is outside the powers of Council; or
- f) any act of disorder.

Rising to express a mere difference of opinion or to contradict a speaker is not a point of order.

4.11.2 Motion of Dissent

When a motion of dissent is moved and seconded, the Chair must leave the Chair and a temporary Chair must take their place.

The temporary Chair must invite the mover to state the reasons for their dissent and the Chair may then reply. The temporary Chair then puts the motion in the following form:

"That the Chair's ruling be upheld".

- a) if the vote is carried (in the affirmative), the Chair resumes the Chair and the Meeting proceeds;
- b) if the vote is not carried (in the negative), the Chair resumes the Chair, reverses his or her previous ruling and then proceeds.

The defeat of the Chair's ruling is in no way a motion of censure or non-confidence and should not be so regarded by the Meeting (see section 4.7.1 in these Rules).

4.12 SUSPENSION OF STANDING ORDER

The provisions of these Rules may be suspended for a particular purpose by resolution of Council.

4.12.1 Changing the Order of Business

The suspension of the standing order (of the Agenda) should be used to change the order of business and bring items listed in the Agenda forward or backward if required and when it is in the best interest of the flow of business for that Meeting.

An appropriate motion would be:

"That the standing order be suspended to bring item___ forward".

Once the item has been disposed of and before the next item can be heard the resumption of the standing order will be necessary. An appropriate motion would be:

"That the standing order be resumed".

4.12.2 Suspension of the Standing Order for the Purpose of Discussion

The suspension of the standing order should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

An appropriate motion would be:

"That the standing order be suspended to enable discussion on _____".

Once the discussion has taken place and before any motion can be put the resumption of the standing order will be necessary.

An appropriate motion would be:

"That the standing order be resumed".

No motion may be accepted by the Chair or be lawfully dealt with during any suspension of the standing order unless resolved by Council to do so.

4.13 ADJOURNMENTS

4.13.1 Adjourning a Meeting

Once a Meeting is declared open, Council may, from time to time, resolve to adjourn the Meeting if:

- a) a quorum is not present within half an hour after the time appointed for the Meeting;
- b) at any time throughout a meeting a quorum is lost;
- c) the Meeting becomes excessively disorderly and order cannot be restored or retained;
- d) there is a need to allow for additional information to be presented to a Meeting; or
- e) any other situation arises where an adjournment could aid the progress of the Meeting.

A Meeting cannot be adjourned for a period exceeding seven days from the date of the adjournment. An appropriate motion would be:

"That the Meeting be adjourned until a _____" time and date specified". (which does not exceed seven (7) days)

No discussion is allowed on any motion for adjournment of the Meeting, but if on being put the motion is lost, the subject then under consideration for the next item on the Agenda or any other matter that may be allowed precedence must be resolved before any subsequent motion for adjournment is made.

4.13.2 Notice for an Adjourned Meeting

If a Meeting is adjourned, the Chief Executive Officer must ensure that the Agenda for such a Meeting is identical to the Agenda for the Meeting which was resolved to be adjourned. Except where a Meeting is adjourned until later on the same day, the Chief Executive Officer must give all Councillors written notice of a new date for the continuation of the adjourned Meeting and every reasonable attempt must be made to advise the public of the new Meeting date. Where it is not practical to provide written notice to Councillors because time does not permit that to occur then a reasonable attempt must be made to contact each Councillor.

4.13.3 Lapsed Meeting

A Meeting is deemed to have lapsed if a meeting does not commence and therefore no resolution can be carried to adjourn the Meeting. If a Council Meeting lapses, the undisposed-of business must be included in the Agenda for the next Council Meeting. The business of the lapsed Meeting must be dealt with prior to any other business, and in the same order as the original Meeting papers.

4.14 CONDUCT DURING A COUNCIL MEETING

The provisions of these Rules are applicable to all Council Meetings and Delegated Committee Meetings and any other public meetings conferred under the Act which are called by the Mayor or Council, with appropriate modifications. [Section 2.14](#) does not prevent any person from addressing a meeting if permitted to do so by the Chair.

Also, section 19(1)(b) of the Local Government Act 2020, provides the power to the Mayor to direct a Councillor, subject to the any procedures or limitations specified in these Rules, to leave a Council Meeting if the behaviour of the Councillor is preventing the Council from conducting its business.

4.14.1 Councillor Conduct

Councillors must conduct themselves in a courteous, orderly and respectful manner and must respect the authority of the Chair at all times. Councillors must adhere to the Code of Conduct - Councillors at all times.

Where a Councillor engages in improper or disorderly conduct, or acts in a way that otherwise disrupts the Meeting, and prevents the conduct of Council business:

- a) Council may, by resolution, suspend that Councillor from a portion of the Meeting or from the balance of the Meeting where the Chair has warned the Councillor to cease that behaviour; or
- b) the Chair (if the Mayor), under section 19 of the Act, having previously warned the Councillor to cease that behaviour, may direct a Councillor to leave the meeting for a period of time or for the balance of the Meeting.

Where Council suspends a Councillor for a portion of a Meeting or the Chair (if the Mayor) directs a Councillor to leave for the remainder of the Meeting as above, the Councillor will take no active part in the portion of the Meeting from which they have been suspended. If a Councillor has been suspended from a meeting or directed to leave by the Chair (if the Mayor), the Chair may ask the Chief Executive Officer, an Authorised Officer or a member of Victoria Police to remove the Councillor.

4.14.2 Ordering Withdrawal of Remark

Whenever any Councillor makes use of any expression or remark that is disorderly or capable of being applied offensively to any other Councillor or member of Council staff, the offending Councillor must be required by the Chair to withdraw the expression or remark and to make a satisfactory apology to the Meeting. The Chair may require a Councillor to withdraw any remark which is defamatory, indecent, abusive or offensive in language or substance.

A Councillor required to withdraw a remark must do so immediately without qualification or explanation. Any Councillor using defamatory, indecent, abusive or offensive language, and having been twice called to order or to apologise for such conduct and refusing to do so, is guilty of an offence.

4.14.3 Personal Explanation

A Councillor may, at a time convenient to Council, make a brief personal explanation in respect of any statement (whether made at a Council meeting or not) affecting him or her as a Councillor.

A personal explanation arising out of a statement at a Council Meeting must be made as soon as possible after that statement was made. A personal explanation must not be debated except upon a motion to censure the Councillor who has made it.

4.14.4 Public Conduct

Members of the public must not interject or take part in the debate and silence must be maintained in the Gallery at all times.

4.14.5 Call to Order/Removal from Council Chamber

The Chair may call to order any person present in the Council Chamber whose actions are disruptive to the business of Council and are impeding its orderly conduct. If thereafter a person continues to impede the conduct of business, the Chair may order them to leave the Council Chamber for a period of time or for the remainder of the Meeting. The Chair may ask any Authorised Officer or member of Victoria Police to remove any person from the Council Chamber who acts in breach of these Rules or whom the Chair has ordered to be removed from the Chamber.

4.14.6 Chairperson May Adjourn Disorderly Meeting

If the Chair is of the opinion that disorder among the Councillors or in the Gallery makes it desirable to adjourn the Meeting, they may adjourn the Meeting to a later time on the same day, or to some later day and time prior to the next Council Meeting. *See section 4.14 in these Rules.*

4.14.7 Breach of Conduct Provisions at Council Meetings

Any person who refuses to leave the Council Chamber after being ordered to do so by the Chair is guilty of an offence under the Governance Local Law No. 1 of 2020.

4.15 PROVISION TO RECORD COUNCIL MEETINGS

The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may conduct a live webcast and recording of the proceedings of a Council Meeting. Recordings will be retained as a public record of the meeting and are available to the public for viewing on www@greaterdandenong.com.

Members of the public are advised (via appropriate signage) that the Meeting is being filmed and is streamed live and as an archive on Council's website www.greaterdandenong.com.au. Members of the public are advised by venue signage that while filming, although all care is taken to maintain a person's privacy, as an attendee in the Gallery, they may be recorded on the webcast.

Members of the public should note that webcasts supplied by Greater Dandenong City Council or made available on www.greaterdandenong.com are the only official audio-visual recording of the Greater Dandenong City Council Meeting process.

4.15.1 Consent Required to Film or Photograph Council Meetings

Media representatives, with the consent of the Chief Executive Officer, or person authorised by the Chief Executive Officer, may be permitted to record any part of a Council Meeting. This consent must be applied for at least three (3) business days prior to the Council Meeting by contacting Council's Governance Unit on telephone 8571 5100. This consent must not be unreasonably withheld but may be revoked at any time during the course of the relevant Meeting if it in any way impedes the business of the Council Meeting.

4.16 ELECTION OF THE MAYOR

4.16.1 When Required

Under the *Local Government Act 2020*, a Mayor is to be elected at a Council Meeting no later than one month after the date of a general election. Before the election, a Council must determine by resolution whether the Mayor is to be elected for a one (1) year or two (2) year term. If the Mayor is elected for a one (1) year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the one (1) year term as reasonably practicable. If the Mayor is elected for a two (2) year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the two (2) year term as reasonably practicable.

The Mayor is to be elected within one month after any vacancy in the office of Mayor occurs.

4.16.2 Outgoing Mayor

The outgoing Mayor will give an outgoing speech at the last Council Meeting of their mayoral term. There will be no time provided at the Council Meeting held for the election of the Mayor for a speech for the outgoing Mayor. The Council Meeting held for the election of the Mayor will be focused on the new Mayor and the term ahead.

4.16.3 Eligibility

Any Councillor is eligible for election or re-election to the office of Mayor.

4.16.4 Agenda Content

The Agenda for the Council Meeting for the election of the Mayor must include:

- a) the appointment of the second temporary Chair;
- b) the election of the Mayor;

- c) the election of the Deputy Mayor;
- d) appointments of Council representatives to Committees, Peak Industry Bodies, regional and community-based organisations; and
- e) the fixing of the dates, times and place of all Council meetings for a twelve-month period.

4.16.5 First Temporary Chair (Returning Officer)

The Chief Executive Officer will be the first temporary Chair of the Council Meeting at which the election of the Mayor is to be conducted but will have no voting rights. In other words, the Chief Executive Officer will be the Returning Officer for the election of the Mayor.

4.16.6 Second Temporary Chair

The Chief Executive Officer must invite nominations for a second temporary Chair. If there is only one nomination, the candidate nominated is deemed to have been elected. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates by a show of hands (or by such other method as Council determines), and the candidate receiving a majority of the votes must be declared to have been duly elected.

4.16.7 Nominations for Office of Mayor

The second temporary Chair must invite nominations for the office of Mayor. If there is only one nomination (which must be seconded), the candidate nominated is deemed to be elected Mayor until the next Council Meeting to elect the Mayor.

4.16.8 Method of Voting

The election of the Mayor will be carried out by a show of hands unless determined by lot.

4.16.9 Determining the Election of Mayor

If there is more than one nomination (each of which must be seconded), the Councillors present at the Meeting must vote for one of the candidates by a show of hands. In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.

In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the Meeting must then vote for one of the remaining candidates by a show of hands.

If one (1) of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates by a show of hands must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected.

In the event of two (2) or more candidates having an equality of votes and one (1) of them having to be declared:

- a) a defeated candidate; or
- b) duly elected;

the temporary Chair shall have no second or casting vote, and the result will be determined by lot. *See clause 134 – Determining by Lot.*

Note: Any Councillor nominated may refuse nomination.

4.16.10 Determining By Lot

If a lot is required, the Chief Executive Officer will conduct the lot and the following provisions will apply:

- a) each candidate shall draw one (1) lot;

- b) the order of drawing lots shall be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors' surnames are identical, the order shall be determined by the alphabetical order of the Councillors' first name;
- c) as many identical pieces of paper as there are Councillors who received an equal number of votes shall be placed in a receptacle provided by the Chief Executive Officer;
- d) If the lot is being conducted to determine which candidate is to be duly elected, the word 'Elected' shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word 'Elected' written on it shall be declared to have been duly elected.

4.16.11 Mayor to Take Chair

After the election of the Mayor is determined, the Mayor must take the Chair. The Mayor must take the Chair at all meetings of Council at which he or she is present unless precluded from doing so because of a conflict of interest.

4.16.12 Election of Deputy Mayor

Under section 27 of the *Local Government Act 2020*, Council must elect a Deputy Mayor. Clauses 2.17.1 - 2.17.10 above apply to the election of a Deputy Mayor as if any reference in those sections to the Mayor was a reference to the Deputy Mayor.

4.17 MINUTES

4.17.1 Keeping of Minutes

The Chief Executive Officer is responsible for arranging the keeping of the Minutes on behalf of Council. Each item in the Minutes must be clearly headed with a subject title and allocated a minute number. Minutes must be consecutive, commencing at one (1) at the beginning of each four (4) year term of Council. The Minutes must be signed by the Chair of the Meeting at which they have been confirmed.

4.17.2 Content of Minutes

The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the Meeting and to take the minutes of such meeting) must keep minutes of each Council meeting and those minutes must record:

- a) the date and time the Meeting was commenced, adjourned, resumed and concluded;
- b) the names of Councillors and whether they are PRESENT, an APOLOGY, or have obtained a LEAVE OF ABSENCE or other details as provided;
- c) the names and organisation titles of members of Council staff in attendance;
- d) arrival and departure times (including temporary departures) of Councillors during the course of the Meeting;
- e) each motion and amendment moved, including the mover and seconder of the motion or amendment;
- f) the outcome of every motion and amendment, whether it was put to the vote and the result (namely, CARRIED, LOST, WITHDRAWN, LAPSED FOR THE WANT OF A SECONDER, or AMENDED);
- g) where there is debate of an item, a table of the names of every Councillor and the way their vote was cast (either FOR or AGAINST a motion);
- h) details of a failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;
- i) a summary of all deputations made to Council;
- j) a summary of reports from Councillors/Delegates and any responses provided at the Meeting;
- k) the time and reason for any adjournment of the Meeting or suspension of Standing Orders;
- l) closure of the Meeting to members of the public and the reason for such closure as required under the provisions of the *Local Government Act 2020*;
- m) disclosure of any conflicts of interest made by a Councillor or member of staff; and
- n) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the Meeting or the reading of the minutes.

Note: Debate on items is not recorded within the Minutes but is available via webcast on www.greaterdandenong.com.

During preparation of the Minutes, Council officers may, from time to time, correct minor typographical errors, without changing the intent of those minutes. A Council resolution is not required to correct minor typographical errors.

4.17.3 Confirmation of Minutes

Confirmation of the Minutes of a Council Meeting is a formal declaration that the Minutes are an accurate record of that meeting. Advice that the Minutes are available must be provided to all Councillors no later than 72 hours before the next scheduled Meeting. At every Council Meeting the Minutes of the preceding meeting(s) must be listed on the Agenda for confirmation. Minutes must be confirmed by resolution of Council. The motion confirming the Minutes can be moved and seconded by any Councillor who was present at the Meeting and believes the minutes to be an accurate record of that meeting. Following confirmation of the Minutes, with or without amendment, they must be signed by the Chair of the Meeting at which they were confirmed.

4.17.4 Objection to Confirmation of Minutes

If a Councillor is dissatisfied with the accuracy of the Minutes, they must:

- a) state the item or items with which they are dissatisfied;
- b) propose a motion clearly outlining the alternative wording to amend the Minutes; and
- c) state the item(s) objected to separately in the order in which it (or they) appear in the Minutes.

No discussion or debate on the confirmation of the Minutes will be permitted, except where their accuracy as a record of the proceedings of the Meeting to which they relate, is questioned.

4.17.5 Deferral of Confirmation of Minutes

Council may defer the confirmation of the Minutes until later in the Meeting or until the next meeting as appropriate.

4.18 PROCEDURE NOT PROVIDED FOR

In all cases not specifically provided for within these Rules, reference must be sought from the rules, forms and usages of the Legislative Council of the Victorian Parliament so far as the same are capable of being applied to Council Meeting proceedings.

4.19 SUSPENSION OF MEETING PROCEDURE

The operation of any clause of Chapter 2 of these Rules may be suspended temporarily at a Council Meeting by a majority of Councillors present resolving to so suspend it, unless such suspension of operation would be inconsistent with the *Local Government Act 2020*. A reason for the proposed suspension of the operation of any clause in Chapter 2 of these Rules must be given in the motion to suspend the operation of the clause.

4.20 PROVISIONS MADE FOR REMOTE (VIRTUAL) COUNCIL MEETINGS

In the event that Council needs to conduct a Council Meeting remotely, such as during a pandemic or emergency situation (as experienced throughout the COVID-19 pandemic), the *Regulatory Legislation Amendment (Reform) Act 2022*, which received Royal Assent on 29 March 2022, provides reforms relating to virtual Council Meetings. These reforms will be incorporated into Part 3, Division 2 of the *Local Government Act 2020* from 2 September 2022 and relate to procedures for decision making and the holding of virtual meetings (either Council Meetings, Joint Meetings of Councils, Delegated Committee Meetings and Joint Delegated Committee Meetings).

Notwithstanding any protocols or guidelines developed and provided to all participants of a Council Meeting (and which do not form part of these Rules), the following outlines how any Meeting is to be conducted and what procedures participants must follow under the *Local Government Act 2020* to ensure a consistent and transparent approach is maintained throughout any virtual Meeting. All reasonable technological support and advice will be provided to participants attending a Council Meeting virtually. This section of these Governance Rules applies to all Council Meetings, Joint Meetings of Councils, Delegated Committee Meetings and Joint Delegated Committee Meetings.

Note that protocols or guidelines may change from time to time as information technology improvements are made.

4.20.1 Mode of Attendance

Each Notice of Meeting (Agenda) must indicate whether the relevant Council Meeting is to be conducted:

- a) wholly in person;
- b) wholly by electronic means; or
- c) partially in person and partially by electronic means.

The indication in the Notice of Meeting (Agenda) must be consistent with any Resolution of Council that has expressed a preference for, or otherwise specified, when those Council Meetings are to be conducted:

- a) wholly in person;
- b) wholly by electronic means; or
- c) partially in person and partially by electronic means.

4.20.2 Request to Attend Meeting Virtually

If a Council Meeting is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means. Any request made under this clause must:

- a) be in writing;
- b) be given to the Chief Executive Officer or Chair no later than 24 hours prior to the commencement of the relevant Council Meeting; and
- c) specify the reasons why the Councillor is unable or does not wish to attend the Council Meeting in person.

The Chief Executive Officer or Meeting Chair must ensure that any request received in accordance with the above and any other request received from a Councillor to attend by electronic means is made known at the commencement of the relevant Council Meeting.

Council may approve and must not unreasonably refuse any request.

4.20.3 Responsibilities of Attending Meeting Virtually

A Councillor who is attending a Council Meeting by electronic means is responsible for ensuring that they are able to access such equipment and are present in such an environment that facilitates participation in the Council Meeting.

Without detracting from anything said in the above clause, a Councillor who is attending a meeting by electronic means must be able to:

- a) hear the proceedings;
- b) see all Councillors and members of Council staff who are also attending the Council Meeting, at least while a Councillor or member of Council staff is speaking;
- c) be seen by all Councillors, members of Council staff and members of the public who are physically present at the Council Meeting; and
- d) be heard when they speak.

If these conditions cannot be met by one or more Councillors attending a Council Meeting, whether because of technical difficulties or otherwise:

- a) the Council Meeting will nonetheless proceed as long as a quorum is present; and
- b) the relevant Councillor (or Councillors) will be treated as being absent from the Council Meeting or that part of the Council Meeting.

unless the Meeting has been adjourned in accordance with these Rules.

Nothing in this section prevents a Councillor from joining (or re-joining) a Council Meeting at the time that they achieve compliance with the above even if the Council Meeting has already commenced or has continued in their absence.

4.20.4 Meetings Conducted Remotely

If a Council Meeting is conducted wholly or partially by electronic means, the Chair may, with the consent of the Meeting, modify the application of any of these Rules to facilitate the more efficient and effective transaction of the business of the Meeting.

CHAPTER 5 – OTHER MEETINGS OF COUNCIL

5.1 JOINT MEETINGS OF COUNCILS

Section 62 of the *Local Government Act 2020* provides for Joint Meetings of Councils. Section 62 of the Act states that:

- (1) Two or more Councils may determine to hold a Joint Meeting.
- (2) A Joint Meeting is a Council Meeting of each Council for the purposes of this Act and the provisions of this Act, except section 61(3), (4) and (5)(d), apply accordingly.
- (3) A Joint Meeting is to be constituted by the Councillors of the Councils holding the Joint Meeting consisting of:
 - (a) the total number of Councillors determined by the Councils holding the Joint Meeting; and
 - (b) at least 3 Councillors from each of the Councils holding the Joint Meeting.
- (4) A quorum at a Joint Meeting is constituted by the number of Councillors that is equal to at least a majority of the Councillors from each of the Councils holding the Joint Meeting.
- (5) Subject to subsections (2) and (6), the procedures for conducting a Joint Meeting are to be determined by the Councils holding the Joint Meeting.
- (6) A Joint Meeting must comply with any requirements prescribed by the regulations.

Unless otherwise stated within these Rules, the Chapters 1, 2, 3, 5 and 6 and of these Rules apply to all Joint Meetings of Councils. Chapter 4 of these Rules may apply to a Joint Meeting of Councils if Members of that Joint Meeting resolve to adopt Chapter 4 of these Rules for the purposes of that Meeting.

5.2 DELEGATED COMMITTEES

Section 63 of the *Local Government Act 2020* provides for Delegated Committees. Section 63 of the Act states that:

- (1) A Delegated Committee established by a Council:
 - (a) must include at least 2 Councillors; and
 - (b) may include any other persons appointed to the Delegated Committee by the Council who are entitled to vote.
- (2) A Meeting of a Delegated Committee established by a Council must be chaired by:
 - (a) a Councillor appointed by the Council or the Mayor to chair meetings of the Delegated Committee; or
 - (b) if the Councillor appointed by the Council or the Mayor to chair meetings of the Delegated Committee is not present at the meeting, a Councillor who is present at the Meeting and is appointed by the Members of the Delegated Committee who are present at the meeting.
- (3) Section 61 applies to a Meeting of a Delegated Committee as if the Members were Councillors.

Unless otherwise stated within these Rules, Chapters 1-6 of these Rules apply to Delegated Committee Meetings of Council.

5.3 JOINT DELEGATED COMMITTEES

Section 64 of the *Local Government Act 2020* provides for Joint Delegated Committees. Section 64 of the Act states that:

- (1) Two or more Councils may resolve to establish a Joint delegated committee.
- (2) A Joint Delegated Committee is a delegated committee of each Council that has resolved to establish the joint delegated committee for the purposes of this Act and the provisions of this Act, except section 61(3), (4) and (5)(d), apply accordingly.
- (3) A Joint Delegated Committee must include at least one Councillor from each of the Councils that has resolved to establish the Joint Delegated Committee.

- (4) A meeting of a Joint Delegated Committee must be chaired by a Councillor from one of the Councils that has resolved to establish the Joint Delegated Committee who is present at the meeting and is appointed by the members of the Joint Delegated Committee who are present at the meeting.
- (5) A quorum at a meeting of a Joint Delegated Committee is constituted by the number of members that is equal to at least a majority of the members constituting the Joint Delegated Committee.
- (6) Subject to subsection (2) and (7), the procedures for conducting a meeting of a Joint Delegated Committee are to be determined by the Councils that have resolved to establish the Joint Delegated Committee.
- (7) A Joint Delegated Committee must comply with any requirements prescribed by the regulations.

Unless otherwise stated within these Rules, Chapters 1, 2, 3, 5 and 6 of these Rules apply to all Joint Delegated Committees. Chapter 4 of these Rules may apply to a Joint Delegated Committee Meeting if Members of that Meeting resolve to adopt Chapter 4 of these Rules for the purposes of that Meeting.

5.4 AUDIT AND RISK COMMITTEE

Section 53 of the *Local Government Act 2020* states that Council must establish an Audit and Risk Committee. An Audit and Risk Committee is not a Delegated Committee.

The Audit and Risk Committee will operate under its own Charter in accordance with the *Local Government Act 2020*, however, unless otherwise stated within these Rules, Chapters 3 and 6 of these Rules apply to the Audit and Risk Committee.

5.5 COMMUNITY ASSET COMMITTEE

Section 65 of the *Local Government Act 2020* states that Council may establish a Community Asset Committee and appoint as many members to that Committee as the Council considers necessary to enable the Community Asset to achieve the purpose of managing the assets in the municipality.

Unless otherwise stated within these Rules, Chapter 3 and 6 of these Rules apply to any Community Asset Committee. When establishing a Community Asset Committee, Council may then resolve which other Chapters of these Rules may also apply to the Committee.

CHAPTER 6 – ELECTION PERIOD (CARETAKER) POLICY

Section 60(e) of the *Local Government Act 2020* states that a Council must develop, adopt and keep in force Governance Rules with respect to an Election Period Policy in accordance with section 69 of the Act. Section 69(1) of the Act states that a Council must include an Election Period Policy in its Governance Rules.

Greater Dandenong City Council adopted its current Election Period (Caretaker) Policy under the Local Government Act 1989 on 28 January 2020 prior to the *Local Government Act 2020* coming into effect.

The policy contained within Chapter 6 of these Rules is the same as the Election Period (Caretaker) Policy adopted by Council on 28 January 2020 but it includes amendments required under the new *Local Government Act 2020*.

6.1 ELECTION (CARETAKER) PERIOD

The Election Period for Victorian Local Government General Elections commences on the last day on which nominations for that election can be received and ceases at 6.00pm on Election Day. During the Election Period, Council will be deemed to be in election or caretaker mode.

The areas of Council's operations that will be impacted during the Election Period by the caretaker provisions are:

- a) decision making (including major contract and policy decisions or decisions relating to the employment of the Chief Executive Officer);
- b) use of council resources;
- c) events;
- d) media;
- e) publications;
- f) public consultation;
- g) requests for information;
- h) Councillor expenditure;
- i) grants funding; and
- j) contact with staff.

The Chief Executive Officer will ensure that all employees are informed of the requirements of the Election Period at least 30 days prior to the commencement of it.

6.1.1 Misuse of Position

Councillors and candidates must be given equal access to support and information in the lead up to an election. Under section 123 of the *Local Government Act 2020*, Councillors and Delegated Committee Members cannot intentionally misuse their position to gain or attempt to gain, either directly or indirectly, an advantage for themselves or any other person.

Councillors must not use their position as an elected representative or their access to Council resources to gain media attention specifically in support of an election campaign.

No member of staff, when working as an employee of Greater Dandenong City Council and during work time, including the Mayor and Councillors Executive Assistant, can undertake any tasks connected directly or indirectly with a Councillor's election campaign. What a staff member can do in their own personal time (as a private citizen) has been clarified in [Appendix 1 – Guide for Staff Participating in Election Activities Outside Their Role Within Council](#)

Under the Act, the penalty for misuse of position is 600 penalty units or imprisonment for five (5) years.

6.1.2 Contact with Staff

The Chief Executive Officer or any staff member, when working as an employee of Greater Dandenong City Council and during work time, cannot be asked to undertake any tasks connected directly or indirectly with electioneering. Similarly, all candidates must respect the privacy and wishes of staff when they are not at work (i.e., not all staff wish to be approached in any way outside of business hours.)

All queries and requests for access to information during the Election Period are to be directed through the Executive Management Team or the Manager Governance.

Council staff must act with integrity at all times. Any staff member who considers that they have been asked to undertake any task connected directly or indirectly with electioneering must advise their Manager, the Manager Governance and their Director immediately.

6.1.3 Expenditure

During the Election Period, claims for reimbursement of expenses must be used exclusively within the requirements set out in the Expenses, Support, and Reimbursement Policy and under no circumstance used in relation to any election campaigning or activities.

Councillors and Delegated Committee Members shall not participate in any interstate or overseas travel or undertake training or professional development activities in their capacity as a Councillor or Delegated Committee Member during the Election Period.

6.1.4 Council Resources

Public resources must not be used in a manner that may influence voting in an election or provide an undue advantage or disadvantage to a candidate.

During the Election Period, Council resources including offices, vehicles, staff, hospitality, services, property, equipment, stationery, Council logos, photos or images must be used exclusively for the purposes of the day-to-day operations of Council and under no circumstances used in relation to any election campaigning or activities.

In the event that Council resources may be perceived as being related to election campaigning, advice should be sought from the Chief Executive Officer.

6.1.5 Community Grants Program Funding

Assessment of all Community Grants applications will be suspended during the Election Period. Council will still accept applications during this time, but they will not be considered until after Election Day (*see Community Grants policies*).

6.1.6 Decision Making

Council will continue to hold Council Meetings during the Election Period to ensure Council continues to meet the needs of the community.

The following designated decisions are prohibited pursuant to section 69 of the *Local Government Act 2020*.

- a) decisions relating to the appointment or remuneration of the Chief Executive Officer but not to the appointment or recruitment of an Acting Chief Executive Officer; or
- b) decisions that commit the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- c) decisions the Council considers could be reasonably deferred until the next Council is in place; or
- d) decisions the Council considers should not be made during an election period.

During the Election Period, Council will also not make any major policy decisions or any significant decisions that may be perceived to inappropriately bind the incoming Council or any decisions that could reasonably be made after the Council Elections.

6.1.7 Caretaker Statement

During the Election Period the Chief Executive Officer will ensure that a Caretaker Statement is included in every report submitted to a Council Meeting for decision. The Caretaker Statement will be as follows:

- a) the recommended decision is not a decision as defined in Section 69 of the *Local Government Act 2020*, or a significant decision within the meaning of Council's Election Period (Caretaker) Policy.

6.1.8 Community Engagement

Any community engagement or public consultations should be avoided during the Election Period with the exception of public consultation required under the *Planning and Environment Act 1987* or matters subject to section 223 of the *Local Government Act 1989*.

If it is imperative to the day-to-day operations of Council that if community engagement needs to be conducted during the Election Period, it must be authorised in writing by the Chief Executive Officer.

Should Council be required to conduct community engagement during the Election Period, that engagement must not express any links to the election. In the likelihood that the engagement process is to become contentious or politically sensitive it should not proceed.

6.1.9 Council Communications and Publications

Council communications and publications in all formats (with the exception of Council's newsletter "*the Council News*") will remain distributed and accessible during the Election Period, however they will be limited to promoting normal Council services and activities.

Under no circumstances are Council communications and/or publications that might influence voting or provide an undue advantage for a candidate to be distributed during the Election Period. This limitation does not apply to information that is only about the process of the election.

A Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute, or cause, permit or authorise to be printed, published or distributed any electoral matter in the name of Council or using Council resources during the Election Period. Council must not print, publish or distribute a publication during the Caretaker Period unless it has been approved by the Manager Governance acting on behalf of the Chief Executive Officer.

Under these provisions and during the Election Period, Council will not publish its October edition of *the Council News*, Greater Dandenong's monthly magazine.

A Council employee must not make any public statement that could be construed as influencing the election. Statements of clarification may be required from time to time and these must be approved by the Chief Executive Officer.

In the event that a Council spokesperson is required for a statement, the Chief Executive Officer will fulfil that role.

During the Election Period, Councillor profiles on Council's Website will be limited to a name and contact details only, for the purpose of their day-to-day role as an existing Councillor.

6.1.10 Social Media

Council cannot publish any notices on social media without approval from the Manager Governance acting on behalf of the Chief Executive Officer.

Social Media includes, but is not limited to Facebook, Twitter; YouTube, and blogs.

Any subject matter that is posted on council-controlled social media sites during the Election Period (including any posts by members of the public) that could be viewed as electoral or campaigning material will be removed, such as photos of Councillors at publicity events as well as Councillor profiles from Council's website (excluding Councillor contact details).

The site will be monitored regularly during business hours and any material deemed to be election campaign material by the CEO or his delegate will be removed as soon as practicable. Postings over the weekend will be monitored, however, removal may be delayed until the following business day.

While Councillors still undertake duties of their office during the Election Period, they must not use Council-related material, opinion or commentary within their own personal social media sites during that period.

No media advice or assistance will be provided to Councillors in relation to election campaign matters.

6.1.11 Functions and Events

Normal Council events are not prohibited during the Election Period, however it is position under these Rules that Council keeps them to a minimum.

Any event or function held during the Election Period shall relate only to the normal annual business of Council and shall not be used in connection with any election activity. All publicity, invitations and speeches prepared for use as part of a Council event or function held during the Caretaker Period must be approved by the Manager Governance on behalf of the Chief Executive Officer.

Where possible, the Chief Executive Officer, or delegate, will preside over any Council event or function held during the Election Period. Councillors should avoid making speeches at any Council event or function during the Election Period. Where circumstances require a Councillor to speak, the speech must not contain any political references, nor shall it provide, or be perceived to provide, an undue advantage to the Councillor in relation to the upcoming elections.

The following events will have variations:

- a) Mayors Annual Event – which may be scheduled earlier in the year, so it is not held during the Election Period; and
- b) Citizenship Ceremonies – will not be conducted during the Election Period.

Councillors must be reminded that if representing Council at a function or event during the Election Period that they are representing the Council and must not use the opportunity for electioneering.

Functions and events for the purpose of electioneering must not, and will not be, resourced or publicised by Council.

6.1.12 Access to Information

During the Election Period, Councillors and candidates shall not request or receive information or advice from Council staff to support election campaigns, nor shall staff provide such information.

While it remains important that sitting Councillors continue to have access to information or advice that is necessary to fulfil their existing roles, the provision of this information must be exercised with caution and limited to current matters that relate to the day-to-day operations of Council as required by the Councillor in the performance of their duties as a Councillor.

Council will ensure transparency in the provision of all information and advice during the Election Period. Information and briefing material prepared by staff for Councillors during the Election Period will relate only to factual matters or to existing services to assist Councillors in maintaining the day-to-day operations and activities of Council.

All enquiries from candidates (including sitting Councillors) in relation to the conduct of the election will be directed to the Election Manager (previously called the Returning Officer).

Section 123 of the *Local Government Act 2020* prescribes serious penalties for any Councillor of Delegated Committee Member who intentionally misuses their position to advantage or disadvantage any person.

Any Freedom of Information applications required to be processed during the Election Period on matters, costs or expenses relating to sitting Councillors will be dealt with in accordance with the *Freedom of Information Act 1982* but, where possible, outside of the Election Period.

6.1.13 Candidate Information

In conjunction with the Victorian Electoral Commission and Local Government sector industry bodies, Council will provide candidates with a Councillor Candidate Information Kit and opportunities to attend a Candidate Information Session to assist them in running and nominating for Council.

The Information Kits and Candidate Information Session will outline the obligations and requirements of nominating at the 2020 Local Government Elections.

6.1.14 Information Request Register

Council recognises that all election candidates have equal rights to public information from Council Administration subject to the *Privacy and Data Protection Act 2014* which may prevent disclosure of certain information.

To ensure Council maintains complete transparency in the provision of all information and advice during the Election Period, the Governance Unit will maintain an Elections Information Request Register during the Election Period. The Elections Information Request Register will be a public document that records all requests relating to electoral matters and non-routine requests for information by Councillors and candidates and the response given to those requests.

Responses to requests for information by candidates should only be responded to by a Manager, Director or Chief Executive Officer and should be in writing.

All requests relating directly to electoral process or campaigning matters will be referred to the Election Manager.

6.1.15 Role of Election Manager

All election related enquires from candidates, whether sitting Councillors or not, will be directed to the Election Manager. Where the matter is outside the responsibilities of the Election Manager, candidates will be referred to the Greater Dandenong City Council's Chief Executive Officer or his delegate.

6.1.16 Grievances

Council confirms that all candidates for the 2020 General Elections will be treated equally. Any complaints or grievances in relation to these Rules should be referred to the Manager Governance. Any complaints or grievances in relation to the conduct of the elections should be referred to the Election Manager appointed by the Victorian Electoral Commission.

6.1.17 Disclaimer

These Rules should be used as a guide only and are not a substitute for legal advice. If necessary, legal advice should be sought independently to clarify the relevant aspect of *the Local Government Act 2020* and/or any other relevant regulations relating to the 2020 Council Elections Election Period.

6.2 GUIDE FOR STAFF PARTICIPATING IN ELECTION ACTIVITIES OUTSIDE THEIR ROLE WITHIN COUNCIL

It is understood that members of staff may live within the municipality and participate in Greater Dandenong City Council elections as part of their normal community affairs as a private citizen. Some members of staff may choose to electioneer for candidates in Greater Dandenong City Council elections.

If a member of staff has a significant role in an election candidate's campaign, there is potential for a conflict of interest between taking a position on issues and impartially performing their official Council duties. In such circumstances, the employee should discuss such potential conflicts of interest with the Manager People and Procurement or Manager Governance.

Members of staff should also be aware that there are obligations in relation to conflicts of interest under the *Local Government Act 2020* and the Greater Dandenong City Council Code of Conduct – Staff.

If a member of staff is involved in electioneering activities, they should make it clear that they are not undertaking these activities in their capacity as an employee of Council. This includes not using Council's email address, email footer or letterhead, and not wearing any council uniform or logo while undertaking those electioneering activities. In addition:

- a) Staff must not use any Council resources in undertaking electioneering activities.
- b) Staff must not undertake electioneering activities during work time.
- c) Staff must ensure that their electioneering activities do not influence or interfere with their performance at work.

Staff must also ensure that, if undertaking electioneering activities and making comment on Council activities that they are involved in, they make it clear that they are expressing their own views as a private citizen and not making an official comment on behalf of Council as an employee.

6.3 APPROVAL PROCESS FOR COUNCIL PUBLICATIONS

- a) Please understand and read through Chapter 6 of these Rules.
- b) If you are intending to print, publish or distribute any advertisement, handbill, pamphlet or notice during the election period then read through the document you have produced carefully and check that it does not contain any electoral or electoral related matter.
- c) The document must be approved by the Manager Governance on behalf of the Chief Executive Officer.
- d) Please email the objective reference of any publication intended to be distributed during the Election Period to zzCaretaker@cgd.vic.gov.au so that the document can be approved. This DOES NOT include operational letters to residents from Council officers that respond to queries, registrations, requests for permits, payments, immunisations, etc. Normal operations of Council continue during an Election Period. However, if you are uncertain, send your publication to the email address above. The Manager Governance will read the proposed publication and check that no election material is present.
- e) The Manager Governance will advise you whether the document is approved for general circulation during the Election Period and what is to be included or changed in the document (if changes are required).
- f) Governance will arrange for a copy (alias) of the document to be saved in a specific election period folder within Objective.

Please do not send documents directly to the CEO. Turnaround time (maximum) for having responses back is two working days. Governance will always ensure that urgent material is prioritised.

Your request to Governance

This could read something like:

This material has been checked and does not contain any electoral or electoral related matter to the best of my knowledge. Could you please arrange to have the material approved and advise me accordingly?

Amendments made to revised policy following community consultation

Additional wording added to the introduction of the policy

Councillors:

- a. will continue to fulfil their Councillor Duties (unless they are granted leave of absence);
- b. will continue to engage, and communicate with, the community in their Councillor role;
- c. must comply with the Act and the Councillor Code of Conduct; and
- d. must not use their position to influence Council officers, or access Council resources or information, in support of any election campaign or candidacy.

Amendments made to the section 6 of the revised Governance Rules (Election Period Policy)

6.7.1.3 Notices of motion by Councillors

~~All Notices of Motion by Councillors will be suspended during the election period.~~

Councillors commit to refraining from submitting Notice of Motion at Council Meetings that could potentially influence voting at the election. The CEO will include a statement in the agenda to confirm the Notice of Motion is not seeking a prohibited decision

6.7.1.4 Public question time

~~Public Question time will be suspended at all Council and Delegated Committee meetings during the election period.~~

Members of the public will be able to make written submissions to Council during the Election Period. No verbal questions will be heard and public questions that are intended or likely to affect voting at the election will be taken on notice. The questioner is to be notified of the reason(s) for which their question was not accepted.

6.7.1.6 Correspondence

~~Tabling of correspondence will be suspended during the election period.~~

Inwards correspondence received that could potentially influence voting at the election will be taken on notice and deferred to Council after the election period ceases. The sender is to be notified of the reason(s) for which their question was not accepted.

6.7.1.7 Tabling petitions and joint letters

~~Tabling of petitions or joint letters will be suspended during the election period.~~

Petitions or joint letters received that could potentially influence voting at the election will be taken on notice and deferred to Council after the election period ceases. The nominated person or first signatory that appears on the petition or joint letter will be notified of the reason(s) for which the petition or joint letter was deferred.

6.11.3 Speeches and keynote addresses

~~Councillors who are candidates in the election must not give speeches or keynote addresses at Council organised or sponsored events and functions during the election period.~~

~~Councillors may make short welcome speeches at Council organised or sponsored events and functions during the election period, subject to prior approval from the Chief Executive Officer.~~

Councillors who have nominated as a candidate in the election must not give speeches or keynote addresses at Council organised or sponsored events and functions during the election period.

Councillors who are formally invited to attend external events and functions during the election period, may give speeches however the speech must not have any political reference which may be construed as giving a sitting Councillor any advantage during the election period.



4.2 OTHER

4.2.1 Response to Notice of Motion No. 22 - Establishment of a SE Councils' Biodiversity Network

- Responsible Officer:** Executive Director City Futures
Deputy Director Chief Engineer & Major Projects
- Attachments:**
1. CONFIDENTIAL REDACTED - Exploring Establishment of the SECBN Final Report [4.2.1.1 - 29 pages]
 2. CONFIDENTIAL REDACTED - Helen Steel - South- East Council Biodiversity Network [4.2.1.2 - 1 page]
 3. CONFIDENTIAL REDACTED - Discussion Paper - SECCCA Biodiversity Consideration [4.2.1.3 - 3 pages]
- This report contains an attachment which is deemed confidential under s 3(1)(f)&(g) of the *Local Government Act* 2020. It contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. It contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets; or, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Executive Summary

1. This report outlines the proposed establishment of the South Eastern Councils Biodiversity Network (SECBN) in response to Notice of Motion No. 22. After thorough exploration, it is recommended to convene SECBN as an annual roundtable event under the auspice of the South Eastern Councils Climate Change Alliance (SECCCA). This approach aims to enhance collaboration, information sharing, and advocacy among the councils while being resource and time efficient.
2. This report recommends that the Council formally supports SECCCA to host the inaugural biodiversity roundtable event in early 2025 and actively participates in the event, providing feedback for the feasibility evaluation of SECCCA's ongoing role in biodiversity initiatives.



Purpose

3. This report outlines the discussions and progress relating to the establishment of a South Eastern Council Biodiversity Network (SECBN) in response to Notice of Motion No. 22:

“That Council receives a report at its 12 December 2022 Council Meeting exploring the establishment of a South Eastern Councils Biodiversity Network (consisting of the cities of Bayside, Greater Dandenong, Frankston, Kingston, Melbourne, Mornington Peninsula Shire and Port Phillip). The network to comprise Councillors and Council officers from the network councils in the South Eastern metropolitan region, with the purpose of:

- 1. information sharing*
- 2. collaboration in relation to joint projects*
- 3. advocacy in relation to common objectives*
- 4. working with State and Federal Governments on environment initiatives*
- 5. exploring wildlife corridors across the region*
- 6. engaging with traditional owners across the region”*

Background

4. In response to NoM No.22 - Establishment of a South Eastern Councils Biodiversity Network, Council officers have been working closely with a group of other interested councils as well as other agencies who auspice biodiversity networks. There has been varying views about whether there is a need for an additional network, given the various existing forums that are already in place, including the South East Councils Climate Change Alliance ('SECCCA'), the LG Pro Biodiversity Planning Network, Melbourne Waters Living Links and Living Melbourne forums.
5. Drawing together the findings of the SECBN exploration, it has been determined that no network in its current state encompasses both a prioritisation of biodiversity as well as a Councillor and Council officer participation mechanism. Further, no existing networks have indicated an immediate ability to widen their respective scope to either include biodiversity as a priority together with a formalised Councillor Advisory Group.
6. Given the challenges regarding the ability of all councils to dedicate additional resources to the establishment of a new network, the feedback from participating Councils has been to instead pursue the realisation of the SECBN outcomes through a forum such as an annual roundtable event.
7. Convening the SECBN as a regular roundtable event could support achievement of the SECBN objectives as outlined in the NoM in both a resource and time efficient way, while also augmenting the current network landscape. The benefits of this approach will include:
- cost savings to participating councils as compared to individual network participation contributions
 - complement rather than duplicate existing related networks
 - fill the current gap by providing an advocacy forum for Councillors to align and prioritise biodiversity agendas



- provide a forum for Councillors, Council officers, and network convenors to participate in biodiversity knowledge sharing
 - provide a forum to showcase both existing cross-council and networks program delivery
 - support Councillors and Council officers to collaborate on aligned council strategic biodiversity goals
 - facilitate engagement across networks through the participation of network convenors
 - engage Traditional Owners in a participatory forum
 - provide a channel to explore efficiencies of scale by drawing on existing council biodiversity-related strategies, as well as learnings from developing and implementing these strategies.
8. It is noted that the frequency and nature of these events will need to be further explored with the potential network/agency in due course. To progress, the report recommends that Council confirms the number of interested councils proceeding and identifies the network that would best fit as the potential auspice organisation.
9. To ensure an efficient use of resources in the planning and delivery of the event, it is recommended that this be incorporated into the scope of an existing network, consistent with the recommendations from the report.
10. Council's preferred approach is to incorporate the network within the SECCCA umbrella. There are strong links between the biodiversity focus of the SECBN and the climate focus of SECCCA, and whether it be a sub-committee or working group, there are a few potential pathways that SECCCA could pursue.
11. Given SECCCA is Council funded and comprises most of the councils who have passed the NoM, it is the pathway that can most easily and efficiently accommodate a future biodiversity focused event.
12. As there is a Councillor Advisory Group established for SECCCA, it is recommended that Council writes to SECCCA formally supporting the proposal for SECCCA to host an inaugural biodiversity roundtable, to potentially be held in early 2025.

Key strategic questions / considerations

13. Drawing together the findings of the SECBN exploration, it has been determined that no network in its current state encompasses both a prioritisation of biodiversity as well as a Councillor and Council officer participation mechanism. Further, no existing networks have indicated an immediate ability to widen their respective scope to either include biodiversity as a priority together with a formalised Councillor Advisory Group.
14. Given the challenges regarding the ability of all councils to dedicate additional resources to the establishment of a new network, the feedback from participating Councils has been to instead pursue the realisation of the SECBN outcomes through a forum such as an annual roundtable event.
15. Convening the SECBN as a regular roundtable event could support achievement of the SECBN objectives as outlined in the NOM in both a resource and time efficient way, while also augmenting the current network landscape.



Key Issues / Discussion

16. Given the operating model of SECCCA, with the support of the member councils there does not appear to be any significant barriers that will prevent this from occurring. There are established governance, reporting and communication pathways established through SECCCA that can support the biodiversity objectives that have effective Councillor oversight and are able to be reported through Council's existing oversight processes.
17. Initial feedback from SECCCA has indicated a willingness to host an inaugural biodiversity roundtable event and propose to evaluate the feasibility of their role in any ongoing activity relating to biodiversity post-event.
18. Should a different pathway continued to be explored, it is unlikely that all interested councils will be able to allocate resources to the establishment of the network and it will require a significantly higher financial contribution shared across a smaller number of councils.
19. SECCCA have not yet indicated if the inaugural round table event will incur additional costs. This is unknown at this stage until other Council's express their support/commitment to participate.

Financial Implications

20. There are no financial implications associated with this report.
21. SECCCA have not yet indicated if the inaugural round table event will incur additional costs. This is unknown at this stage until other Council's express their support/commitment to participate

Community and Stakeholder Consultation

22. There was no requirement for community consultation.

Links to the Community Vision and Council Plan

23. This report is consistent with the following principles in the Community Vision 2040:
 - Sustainable environment.
24. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
 - A green city committed to a sustainable future.

Legislative and Policy Obligations

25. 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:
 - Climate Change and Sustainability.



Conclusion

26. The exploration of the South Eastern Councils Biodiversity Network (SECBN) has highlighted the need for a dedicated forum that prioritises biodiversity and involves both Councillors and Council officers. Existing networks do not currently meet these criteria. Given the resource constraints and the feedback from participating councils, the proposed approach of convening SECBN as an annual roundtable event within the SECCCA framework is both practical and strategic. This method will foster collaboration, enhance biodiversity initiatives, and provide a platform for Councillors and Council officers to align their efforts. The inaugural event, supported by SECCCA, will be an essential step towards realising the SECBN's objectives effectively and efficiently.

Officer Recommendation

That Council:

1. **WRITES to the South Eastern Councils Climate Change Alliance (SECCCA) formally supporting the proposal for SECCCA to host an inaugural biodiversity roundtable, to potentially be held in early 2025; and**
2. **PARTICIPATES in the inaugural biodiversity roundtable event and provides feedback to assist in the feasibility evaluation, post-event, which will determine SECCCA's role in any ongoing activity relating to biodiversity.**



4.2.2 Electronic Surveillance and Security Services Contract Extension

Responsible Officer: Chief Engineer Major Projects

Attachments:

1. CONFIDENTIAL REDACTED - Report Security Contract July 24 [4.2.2.1 - 1 page]
2. CONFIDENTIAL REDACTED - Confidential - EBN Business Profile Aug 24 [4.2.2.2 - 1 page]

This report contains an attachment which is deemed confidential under s 3(1)(g) of the *Local Government Act* 2020. It contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets; or, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Executive Summary

1. This report outlines the process and evaluation for the contract extension for the experienced contractor for the provision of **Electronic Surveillance and Security Services Contract 2021-49** for the City of Greater Dandenong (CGD).
2. EBN Protective Services Pty Ltd trading as Protection Pacific Security is an Australian owned company established in 1992, was awarded the Electronic Monitoring and Mobile Security Services contract in October 2021 on an initial contract period of 2 years with 3 contract extension options of 12 months at the sole and absolute discretion of Council. The current contract extension is due to expire on 30 September 2024.
3. This report recommends that Council approves the Electronic Surveillance and Security Services contract extension to **EBN Protective Services Pty Ltd trading as Protection Pacific Security** for a further 12 months from 1 October 2024 to 30 September 2025.



Background

4. City of Greater Dandenong has installed Access Control, CCTV and Electronic Alarm Systems at most facilities which require monitoring and maintenance on a continuous basis. For the purposes of monitoring this equipment, Council requires a company to maintain an in-house Control Room with current ASIAL grading or that complies with AS 2201.2-2004.
5. EBN Protective Services Pty Ltd full-service encompasses technical support, security patrol services, lock and unlock services, ad hoc guard services, CCTV, security system, access control installation and ongoing maintenance across all Councils' assets.
6. EBN Protective Services Pty Ltd places strong emphasis particularly on OH&S and risk management and has the management system and tools in place to ensure safety of their staff and compliance with OHS / Risk Management / Environmental Management requirements.
7. EBN Protective Services Pty Ltd has a team of patrolmen and technical specialists with a registered monitoring control room (monitoring of alarm systems of buildings) which enable measurable and reliable outcomes in their performance under the contract.
8. Work requests and maintenance of hardware and software are performed satisfactorily in accordance with our service levels and requirements. Reporting of adverse events and patrol runs (electronic tagged) are timely and reliable and prompt responses provided when required.
9. Please refer to the confidential attachment to this report of details of contractual / commercial rates, and benchmarking / cost comparisons to industry rates offered within the current market.
10. KPI Performance
 - Locking/unlocking of reserves gates, public toilets and multi-storey car parks are performed reliably and timely (time electronically tagged)
 - Satisfactory annual maintenance servicing of hardware equipment.
 - Provision of daily and weekly reports
 - Reactionary responses are carried out within acceptable timeframes.

Financial Implications

11. The contract has an anticipated annual spend in the order of \$1.8 million (excluding GST) which is accommodated within existing Council operating budgets for building maintenance.

Community and Stakeholder Consultation

12. There was no requirement for community consultation.

Links to the Community Vision and Council Plan

13. Links to strategic objectives from the Council Plan 2021-25:
 - Improve access to quality infrastructure and spaces that enhance community participation, encourage visitors and deliver positive health outcomes for current and future generations.
 - Maintain Council's resources effectively and efficiently to ensure financial sustainability.



Legislative and Policy Obligations

14. The CCTV internal building cameras are monitored directly by the building maintenance team. Council has an “Public Space CCTV Policy & Protocols” for managing CCTV access requests and CCTV footage.
15. The CCTV Code of Practice and Protocols, set out strict guidelines for the maintenance, management and security of applicable CCTV systems, including access to recorded material, management of control rooms, control and operation of cameras.

Business Profile - Financial and Performance Assessment

16. Council conducted an independent standard financial and performance assessment on EBN Protective Services Pty Ltd. This assessment provides information on the business profile, directors, financial position, ability to service the contract, recently completed projects, and occupational health and safety and quality assurance.

A summary of this assessment is provided as a confidential attachment to this report.

Conclusion

17. EBN Protective Services Pty Ltd places strong emphasis particularly on OH&S and risk management and has the management system and tools in place to ensure safety of their staff and compliance with OHS/Risk Management/Environmental Management requirements. It has a good reliable team of patrolmen and technical specialists with registered monitoring control room which enable measurable and reliable outcomes in their performance under the contract.
18. Work requests and maintenance of hardware and software are performed satisfactorily in accordance with our service levels and requirements. Reporting of adverse events and patrol runs (electronic tagged) are timely and reliable and prompt responses provided when required. It has continued to provide service based on integrity and understand the significance of providing a quality and reliable service at a fair and competitive price.

Officer Recommendation

That Council:

1. **APPROVES the Electronic Surveillance and Security Services contract extension to EBN Protective Services Pty Ltd trading as Protection Pacific Security for another 12 months from 1 October 2024 to 30 September 2025;**
2. **AUTHORISES the Chief Executive Officer to execute the contract agreements, and any associated documentation with the above contractor;**
3. **NOTES that a review will be undertaken by the CEO prior to any future new electronic surveillance and security services contracts; and**
4. **NOTES that the CEO will provide a tender recommendation report to Council for consideration for any future new electronic surveillance and security services contracts.**



4.2.3 Revitalising Central Dandenong Capital Alliance Update

Responsible Officer: Executive Director City Futures
Attachments: Nil

Executive Summary

1. This report provides an update on the Revitalising Central Dandenong project being delivered in partnership with the State Government (Development Victoria) to develop sites 11-15 in the Foster Street precinct adjacent to the Dandenong railway station.
2. This report is for noting.



Background

3. In 2020 the Victorian Government announced Melbourne developer Capital Alliance will invest \$600 million to develop the area by the Dandenong transport hub – creating more than 2600 jobs during construction and close to 5000 ongoing positions when the development is complete.
4. Construction on the first stage of the development is expected to deliver a supermarket, food market hall and residential development alongside new Little India.
5. Capital Alliance prepared a master plan which was the subject of community engagement in March and October 2022. The master plan is a high-level strategic document that details the guiding principles and vision of Sites 11 to 15. It establishes a framework for how the precinct will grow and develop including direction on transport, connectivity and movement, urban design, architecture, sustainability objectives and land uses.
6. Capital Alliance submitted the master plan to the Department of Transport and Planning in January 2023, noting that the Minister for Planning is the responsible authority for central Dandenong, seeking a planning scheme amendment to obtain a Development Plan Overlay (DPO) and subsequent Development Plan (DP), before seeking a permit for Stage 1 of the project.

Key Points / Issues / Discussion

7. The Minister for Planning has approved under section 20(4) of the Planning and Environment Act 1987 amendment C248gdan to the Greater Dandenong Planning Scheme to apply Schedule 16 to Clause 43.04 Development Plan Overlay to sites 11 to 15 of the Revitalising Central Dandenong initiative to guide the future use and development of the land.
8. The amendment will come into effect when notice of its approval is published in the Victorian Government Gazette.
9. The principal objective of DPO16 is to provide for the integrated planning and development of the precinct, encouraging a range of uses with a priority focus on maximising housing supply (including the provision of affordable housing), retail, commercial, recreational, hospital and community spaces that will attract and retain people and activity across the day and evening.
10. The application of the DPO16 to the land will require a Development Plan to be prepared and approved by the responsible authority, Minister for Planning. The Development Plan will provide land use, siting and built form framework, giving relevant stakeholders an extent of certainty on the development outcomes to be achieved on the land. Thereafter, any Planning Permit issued for the land must be generally in accordance with the approved Development Plan.
11. We understand that the concurrent lodgement of a Development Plan to address the requirements of the Development Plan Overlay is currently under review by the Department of Planning and Transport.
12. Capital Alliance will be required to prepare and lodge a planning application to the Department of Transport and Planning/Minister for Planning for stage 1, and each subsequent stage, of development.



Financial Implications

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

Community and Stakeholder Consultation

14. The master plan which is the basis of the Development Plan Overlay and Development Plan was the subject of community engagement via Capital Alliance in March and October 2022. This consultation was overseen by Development Victoria.
15. It is anticipated that Capital Alliance will seek to promote this project milestone in collaboration with Development Victoria and Council.

Links to the Community Vision and Council Plan

16. 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.
 - Sustainable environment.
17. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
- A city of accessible, vibrant centres and neighbourhoods.
 - A city that supports entrepreneurship, quality education and employment outcomes.

Legislative and Policy Obligations

18. 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:
- Related Council Policies, Strategies or Frameworks include the Central Dandenong Local Planning Policy (Clause 22.07 Greater Dandenong Planning Scheme), Revitalising Central Dandenong – A Shared Vision and Activity Centres Placemaking Framework.

Conclusion

19. This important milestone provides Capital Alliance with certainty regarding the nature of a use or development for the land.



Officer Recommendation

That Council:

- 1. NOTES that the Minister for Planning has approved under section 20(4) of the Planning and Environment Act 1987 amendment C248gdan to the Greater Dandenong Planning Scheme to apply Schedule 16 to Clause 43.04 Development Plan Overlay to sites 11 to 15 of the Revitalising Central Dandenong initiative to guide the future use and development of the land; and**
- 2. NOTES that this amendment will allow Capital Alliance to progress towards development of the sites 11-15 of the Revitalising Central Dandenong Initiative, which will create additional housing, renewed growth and jobs in the Central Dandenong area.**



4.2.4 South East Councils Climate Change Alliance (SECCCA) - MoU

Responsible Officer: Executive Director City Futures

Attachments:

1. SECCCA Mo U 2024-28 CGD revised [4.2.4.1 - 6 pages]
2. SECCCA Funding Agreement 2024-28 CGD revised [4.2.4.2 - 2 pages]

Executive Summary

1. The South East Councils Climate Change Alliance (SECCCA) is a group of eight (8) councils in Melbourne's southeast who work collaboratively on climate action. The Greater Dandenong City Council has been a member of SECCCA since 2013.
2. The current Memorandum of Understanding (MoU) expired on 30 June 2024, and SECCCA have now requested Council sign a new MoU and supporting Funding Agreement for the period of 1 July 2024 to 30 June 2028.
3. This report recommends that Council authorise the CEO, on behalf of Greater Dandenong City Council, to sign the MoU and Funding Agreement for a period of one year only, at which time Council will further review its membership with SECCCA.



Background

4. The South East Councils Climate Change Alliance (SECCCA) is a group of eight councils in Melbourne's southeast, working collaboratively on climate action. SECCCA began as the Westernport Alliance for Greenhouse Action in 2004 before pivoting to its current model and name in 2009. Greater Dandenong City Council has been a member of SECCCA since 1 July 2013.
5. The current Council members are:
 - Bass Coast
 - Bayside
 - Cardinia
 - Casey
 - Greater Dandenong
 - Kingston
 - Mornington Peninsula
 - Port Philip

Frankston was previously a member, however they have recently determined not to continue their membership.

6. SECCCA had a current MoU with all member Councils until 30 June 2024. SECCCA have now developed a new MoU, Funding Agreement and strategic plan for 2024-28. The strategic plan includes a number of priority projects, which sets out the direction for SECCCA and its Council members over the next four (4) years. These priority projects are:
 - Community Resilience Communications Plan Template – Communications templates to support community awareness and preparedness to climate change.
 - Brief Ezy Tool – Outlines sustainability requirements for Council building projects.
 - Advocacy – Builds upon relationships with key state and federal stakeholders.
 - Business Energy Support Program – Supports businesses transition to net zero.
 - Residential Resilience Ratings Pilot Project – Trial tool to assess and rate a homes ability to withstand climate impacts, and to provide recommendations for improvements.
 - Climate Risk Program – Enables Council executives to understand climate risk and how to mitigate the risk.
 - Asset Vulnerability Assessments: Phase 2 – Support Council capacity building to ensure the value of Phase 1 of this project is maximised.
7. The new MoU is for the period from 1 July 2024 to 30 June 2028, and requires each Council to pay an annual membership fee of \$40,682 (which will be indexed annually at CPI).
8. In addition to the MoU, a new Funding Agreement has been developed to support the implementation of the priority projects listed above. This agreement requires each Council to pay a new annual project fee of \$75,000.
9. In 2024/25, this would result in a total cost of \$115,682 for Council.



Key Points / Issues / Discussion

10. Over the next 12 months, Council will review value for money from its investment in SECCCA, and as such whether it is appropriate to commit to a further four-year term.
11. SECCCA has recently undergone significant internal changes, including appointing a new CEO. As such, Council officers are of the view that Council should continue its membership for a period of one-year at this time. This will allow Council time to assess the outcomes from these internal changes. Following this one-year period, Council can then further consider its involvement in SECCCA.
12. Council officers have discussed this one-year option with SECCCA, and they have amended the MoU and Funding Agreement accordingly to allow Council to undertake a review of its membership in one year, and to terminate its membership at that time, should it wish to do so.
13. Council officers recommend that Council resolve to authorise the CEO to sign both the MoU and Funding Agreement for a period of one year only. Council can then review its membership at that time.
14. In terms of funding, the membership fees of \$40,682 are included in the existing 2024/25 budget, and as such can be accommodated. However, the newly introduced project fee of \$75,000 per year is not currently within the 2024/25 budget.
15. A further bid for the project fees can be put forward as part of the mid-year budget process. If this is not successful, this amount will need to be offset against any savings achieved across the City Futures directorate in 2024/25.

Financial Implications

16. The financial implications associated with this report involve a cost in the current financial year of \$115,682.
17. If Council determined to commit to the following three (3) years of the MoU and Funding Agreement, anticipated ongoing costs in future years of \$116,699 in 2025/26, \$117,741 in 2026/27, and \$118,809 would be required.
18. The current year financial cost compares to the amount included in the Annual Budget of \$40,682. Future year costs will need to be considered in Council's Long Term Financial Plan.

Community and Stakeholder Consultation

19. Council has undertaken several community consultation processes in recent years relating to climate change matters. These consultations regularly identify that the community is aware of the importance of climate change, and that the community believe that Council should take action to address these challenges.
20. No specific community or stakeholder consultation was required for this matter.

Links to the Community Vision and Council Plan

21. This report is consistent with the following principles in the Community Vision 2040:
 - Sustainable environment.
22. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
 - A green city committed to a sustainable future.



Legislative and Policy Obligations

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

- Climate Change and Sustainability.

Conclusion

24. Greater Dandenong has been a long-standing member of SECCCA, and for the reasons outlined in this report, it is recommended that Council extend its membership for a further year, after which time it can further consider its membership.

Officer Recommendation

That Council:

1. **APPROVES and AUTHORISES the CEO, on behalf of Greater Dandenong City Council, to enter into a Memorandum of Understanding and Funding Agreement with South East Councils Climate Change Alliance (SECCCA) for the period of 1 July 2024 to 30 June 2025; and**
2. **NOTES that Officers will undertake a Review of the City of Greater Dandenong's membership with SECCCA prior to 30 June 2025 for the formal consideration by the incoming Council.**



MEMORANDUM OF UNDERSTANDING

BETWEEN

South East Councils Climate Change Alliance Incorporated (SECCCA Inc)

AND

CITY OF GREATER DANDENONG

1 **Parties to this agreement**

- 11 This MEMORANDUM OF UNDERSTANDING (MoU) is hereby made and entered into by and between the South East Councils Climate Change Alliance Incorporated (SECCCA) and the CITY OF GREATER DANDENONG as of the 1st July 2024 and is effective through to June 30, 2028 at which time it will expire unless extended.
- 12 This MoU describes the nature of the relationship between SECCCA and CITY OF GREATER DANDENONG.
- 13 This MoU operates within the provisions of the RULES for the South East Councils Climate Change Alliance (SECCCA) Incorporated.

2 **Scope and Purpose**

- 21 The MoU promotes co-operation and mutual obligation between SECCCA and its Member Councils to deliver strategies, projects and advocacy that drive a zero emissions economy and build community resilience to the impacts of climate change.
- 22 The purpose of this MoU is to:
 - 221 Define how the Member Council will work collaboratively to assist in achieving SECCCA objectives;
 - 222 Outline the responsibilities of SECCCA to the Member Council;
 - 223 Outline the accountabilities and commitments of the Member Council;
 - 224 Commit Member Councils to maintaining active involvement in SECCCA over time; and
 - 225 Define timelines over which this MoU will apply.

3 **Background**

31 The Greenhouse Alliances model was first formed in 2000 with the Victorian Government funding the development of alliances across the state through the Regional Partnerships Program in its Victorian Greenhouse Strategy (2002).

32 SECCCA was established in 2004 as the Westernport Greenhouse Alliance.

33 In 2009 to reflect its expanding membership the name was changed to South East Councils Climate Change Alliance (SECCCA).

34 Today, SECCCA supports members to increase their capacity to respond to climate change; enhances members' ability to undertake projects collaboratively that would otherwise be unviable for them individually; and advocates to local, regional, state and national stakeholders for effective responses to climate change through their actions and policies.

4 **Governance**

41 SECCCA is an association of member local government councils.

42 SECCCA's affairs are conducted through a Management Committee comprising at least one representative of each member council. As an incorporated association the Committee must have a President; Secretary and Treasurer (Office Bearers).

43 Functions of the SECCCA Inc Management Committee

 The SECCCA Management Committee will:

431 Be comprised of officers nominated by their Member Councils;

432 Elect from their number the Office Bearers of the Association;

433 Provide good governance to the operations of SECCCA;

434 Ensure good financial management of the organization;

435 Members agree to abide by the Rules of Incorporation for the South East Climate Change Alliance (SECCCA) Incorporated;

436 Ensure SECCCA's work delivers on the Strategic Plan.

44 The day-to-day operations of the association will be conducted by the SECCCA Executive Team as outlined in the Strategic Plan.

5 **Obligations of membership**

51 SECCCA members agree to:

51.1 Actively contribute to SECCCA's strategic direction, informing the shared goals of the Alliance and ensuring continued alignment to member Council's strategic objectives;

51.2 Attend meetings of the Management Committee and contribute to discussion; providing robust governance of SECCCA activities and efficient delivery of joint projects;

- 5.13 Pay the annual membership fee and any agreed project contributions in a timely manner; to ensure SECCCA can continue to deliver shared services to its members;
- 5.14 Act in good faith, with the best interests of SECCCA when making decisions;
- 5.15 Ensure that all Members have equal opportunity to participate in projects;
- 5.16 Ensure that all projects undertaken are in keeping with the strategic direction of the organisation;
- 5.17 Members agree to join SECCCA in a spirit of collaboration and collegiality, recognising that the full participation of each council in SECCCA's work shares the load equitably across all member councils. This includes attendance at meetings of Management Committee and participation in sub-committees;
- 5.18 When capacity exists and needs arise, make available to SECCCA staff co-working facilities such that they can 'hot desk' or reasonably conduct SECCCA business.

6 Operational Arrangements and Performance Standards

6.1 SECCCA Management Committee

- 6.1.1 The Management Committee will operate as per the Terms of Reference and in accordance with the Rules of Incorporation;
- 6.1.2 Management Committee office bearers will be appointed annually by nomination and election at the AGM;
- 6.1.3 A properly constituted meeting of the Management Committee requires a quorum of half the members plus one;
- 6.1.4 SECCCA Management Committee will meet at least six (6) times in the calendar year;
- 6.1.5 Management Committee representatives attend a minimum four (4) of the six (6) meetings annually;
- 6.1.6 The agenda and associated papers will be circulated at least five (5) days prior to each meeting and minutes will be kept and circulated to all members following each meeting;
- 6.1.7 The Management Committee will provide an annual report to Council Members to update on progress or as reasonably required.

6.2 SECCCA Sub-Committees

- 6.2.1 Sub-committees of the Management Committee exist to support effective day-to-day management of SECCCA business;
- 6.2.2 Sub-committees representative as nominated by the management committee (annually at the AGM);
- 6.2.3 Each subcommittee elects a chair;
- 6.2.4 Each subcommittee operates under specific terms of reference;
- 6.2.5 All sub-committees are to provide a report to each Management meeting;

626 SECCCA is to have at least one subcommittee with a focus on governance,
financial management and risk.

7 **Information Sharing**

71 Members must not allow, make or cause any disclosure of or in relation to the
confidential information without the prior written consent of the other members.
Other members may give consent for information to be released or withheld, or given
with conditions, at their sole discretion.

72 The members must not:

721 Use or permit any person to use the confidential information for any purpose
other than for a purpose agreed by the members which is in accordance with
this MoU;

722 Disclose or in any way communicate to any other person any of the
confidential information except as authorised by the party who has disclosed
the confidential information;

723 Permit unauthorised persons to have access to places where confidential
information is displayed, reproduced or stored;

724 Make or assist any person to make any unauthorised use of the confidential
information.

8 **Modification and termination**

81 This MoU will become effective when signed by both parties.

82 This MoU may be terminated by the Member Council providing ninety (90) days
written notice to the other Member Councils and SECCCA. Terminating members are
not eligible for a refund of membership.

821 The City of Greater Dandenong will undertake a review of the membership
to SECCCA in 2025. Subject to outcome of a council decision, Council may
elect to terminate in accordance with section 8.2.

83 SECCCA members may terminate a Member Council should the conduct of the
Council be deemed contrary to the objectives of SECCCA, with the provision of
(90) days written notice.

84 A terminated Member Council may have ongoing involvement in a SECCCA
project, beyond the membership arrangement. Those projects and any related
activities will be considered on a case-by-case basis.

85 The terms of the MoU may be modified periodically, with agreement by Member
Councils and for the purpose of improving SECCCA.

9. **Dispute Resolution**

9.1 Member Councils agree to notify each other through the SECCCA Management Committee of any problems or issues as they arise and agree to consult in good faith to determine any unresolved disputes in order to achieve the objectives of this MoU.

9.2 The SECCCA Management Committee is the forum where all disputes are to be discussed and resolved by vote. Disputes will be addressed through the provisions of the RULES for the South East Councils Climate Change Alliance (SECCCA).

10 **Fees**

10.1 To support SECCCA activities, member councils pay an annual membership fee to allow for the employment of staff and to cover operating costs. To keep in line with a minimum CPI, an additional 2.5% is included annually. *(The annual CPI will be reviewed annually).*

10.2 To support SECCCA delivering on the Strategic Plan, Members will contribute to an annual projects fee, in addition to the annual membership fee. (See In-Principle Project Funding Agreement). This ensures the delivery of the priority projects outlined in the Strategic Plan. Further project fees may be incurred based upon further opportunities that arise and the agreement of the member councils.

10.3 This document recognises that Member Councils may not be able to confirm financial membership commitments beyond financial years due to Council budget processes. By signing this MOU Member Councils are committed to applying for SECCCA annual membership fees in their annual budget process.

10.4 Membership Fee:

2024/25 - \$40,682

2025/26 - \$41,699

2026/27 - \$42,741

2027/28 - \$43,809

(note that CPI adjusted rate has been agreed as 2.5%)

11 **Commencement/Expiration date**

This MoU is executed as of the 1st July 2024 and is effective through June 30, 2028 at which time it will expire unless extended.

IN WITNESS WHEREOF the parties have executed this MoU.

SIGNED for and on behalf of SOUTH EAST COUNCILS CLIMATE CHANGE ALLIANCE Incorporated (SECCCA Inc)

c/- City of Casey, 2 Patrick NE Dr, Narre Warren VIC 3805

_____ Signature of Authorised Officer

_____ Name of Authorised Officer (Print)

SIGNED for and on behalf of the CITY OF GREATER DANDENONG

225 Lonsdale St, Dandenong VIC 3175

_____ Signature of Authorised Officer

_____ Name of Authorised Officer (Print)



IN-PRINCIPLE PROJECT FUNDING AGREEMENT – CITY OF GREATER DANDENONG

2024 - 2028

To support SECCCA delivering on the Strategic Plan 2024-28, SECCCA requests member councils pay an annual projects fee, **in addition to the annual membership fee** over the course of the new Strategic Plan (project fee not subject to CPI increase). This provides the baseline funding to enable SECCCA to deliver the key projects identified in the Strategic Plan and as outlined below. Further project fees may be incurred based upon changes to the scope of these projects, future opportunities that may arise, and the agreement of the member councils.

Fee schedule

Key Project	Timeframe (approx.)	Total Cost
Community Resilience Communications Plan Template	2 years	\$150,000
Brief Ezy	4 years	\$400,000
Advocacy	4 years	\$600,000
Business Energy Support Program (Projects from Zero Carbon Roadmap)	4 years	\$850,000
Residential Resilience Ratings Pilot Project	12 months	\$150,000
Climate Risk Program	4 years	\$100,000
AVA Phase 2: Support	2 years	\$100,000
Carbon Sink Project [^]	TBC	TBC
EV/Hydrogen Heavy Duty Truck Project [^]	TBC	TBC
Small Business Climate Adaptation Toolkit [^]	TBC	TBC
TOTAL		\$2,350,000*
Total per council per year		\$75,000

**Indicative budget and subject to change with member agreement*

[^] Project development currently subject to additional funding being sourced



1. Terms and Conditions

- This is an in-principle guide for SECCCA to deliver the key projects agreed to over a four year period (2024-28), and timeframes and project outputs are subject to change by agreement of SECCCA members in keeping with the Project Terms of Reference. The City of Greater Dandenong will undertake a review of the membership to SECCCA in 2025. Subject to outcome of a council decision, Council may elect to terminate this agreement.
- This project agreement and associated costs are in addition to SECCCA membership fees (see MoU). The membership fee is allocated to cover operational costs. The project fee covers the baselines costs associated with the delivery and implementation of key projects as listed above.
- The project budgets identified are indicative costs only and are subject to change. In the event that additional funding is required, SECCCA will seek advice from members and identify external funding sources where possible.
- In the event that SECCCA secures external funding to cover the baseline costs associated with the delivery of key projects, SECCCA reserves the right to reallocate direct funding from councils towards other projects.
- This list of Key Projects is not exhaustive and SECCCA reserves the right to consider opportunistic projects that may arise that are aligned with the SECCCA strategic plan, with guidance from the Projects Subcommittee.
- Workplan and budgets to be assessed and reviewed annually, with periodic reports to be developed and delivered to members where applicable and in line with annual reporting requirements.
- Any changes to project plans are subject to SECCCA Projects Subcommittee and Management Committee approval.
- SECCCA will invoice councils \$75,000 + GST annually for a four year period (2024-28).
- This document recognises that Councils may not be able to confirm financial commitments beyond financial years due to Council budget processes. By signing this agreement Member Councils are committed to applying for SECCCA project fees in their annual budget process.

2. Commencement/Expiration date

This in-principle Project Funding Agreement is executed as of the 1st July 2024 and is effective through June 30, 2028 at which time it will expire unless extended.

SIGNED for and on behalf of **SOUTH EAST COUNCILS CLIMATE CHANGE ALLIANCE** Incorporated (SECCCA Inc)

c/- City of Casey, 2 Patrick NE Dr, Narre Warren VIC 3805

_____ Signature of Authorised Officer

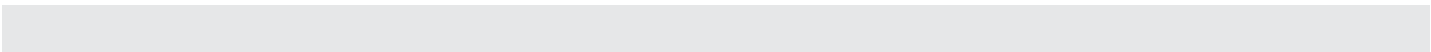
_____ Name of Authorised Officer (Print)

SIGNED for and on behalf of the **CITY OF GREATER DANDENONG**

225 Lonsdale St, Dandenong VIC 3175

_____ Signature of Authorised Officer

_____ Name of Authorised Officer (Print)





4.2.5 List of Registered Correspondence to Mayor Councillors

Responsible Officer: Executive Director Corporate Development
Attachments: 1. Correspondence Received 15 July - 2 August 2024
[4.2.5.1 - 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 15 July – 2 August 2024.

Officer Recommendation

That the listed items for the period 15 July – 2 August 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 15/07/24 & 02/08/24 - for officer action - total = 3

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
An invitation from Dandenong North Primary School to attend a discussion on the role of Local Government in the community.	16-Jul-24	16-Jul-24	fA322338	Mayor & Councillors Office
A letter from a resident regarding safety and congestion concerns around the Progress Street, Dandenong closure.	25-Jul-24	25-Jul-24	fA324538	Mayor & Councillors Office
An invitation to an African Women's and Families Network Inc event.	26-Jul-24	26-Jul-24	fA324674	Mayor & Councillors Office

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

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 15/07/24 & 02/08/24 - for information only - total = 7

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
An email from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts: For information only: Electromagnetic Energy (EME) Program - Stakeholder Toolkit.	15-Jul-24	15-Jul-24	A11146325	Mayor & Councillors Office
A letter to the Mayor regarding the trees at 51 Douglas Street, Noble Park.	17-Jul-24	17-Jul-24	A11152942	Mayor & Councillors Office
A letter from the Victorian Local Government Association (VLGA) to the Mayor congratulating her appointment to the Board.	17-Jul-24	17-Jul-24	A11153684	Mayor & Councillors Office
An invitation to the Mayor from the Australian Local Government Association (ALGA) to the first National Local Government Housing Summit.	18-Jul-24	18-Jul-24	A11157798	Mayor & Councillors Office
A letter from a resident in Dandenong North raising concerns regarding hard rubbish collection, green waste and plastics.	25-Jul-24	25-Jul-24	A11178891	Mayor & Councillors Office
An email to the Mayor from the Shanghai Huangpu District Cultural and Tourism Bureau requesting a goodwill visit from their delegation.	29-Jul-24	30-Jul-24	A11192474	Mayor & Councillors Office
An email to the Mayor from the Bakhtar Community Organisation thanking her for her kind words and well wishes.	31-Jul-24	2-Aug-24	A11208966	Mayor & Councillors Office

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



5 NOTICES OF MOTION

A Notice of Motion is a notice setting out the text of a motion proposed to be moved at the next relevant meeting. It must be in writing, signed by a Councillor, and be lodged with the Chief Executive Officer in sufficient time for them to give each Councillor at least 72-hours notice of such notice.

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



6 REPORTS FROM COUNCILLORS/DELEGATED MEMBERS AND COUNCILLORS' QUESTIONS

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

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

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

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



7 URGENT BUSINESS

No business may be admitted as urgent business unless it:

- a) relates to or arises out of a matter which has arisen since distribution of the Agenda; and
- b) cannot safely or conveniently be deferred until the next ordinary meeting and unless agreed to by a majority of those Councillors present at the meeting.



8 CONFIDENTIAL BUSINESS

Officer Recommendation

That, under section 66(2) of the *Local Government Act 2020* (the Act) Council:

1. **RESOLVES** to hear the following item:

8.1 Notice of Motion No. 40 - Rescission Motion in relation to Award of Contract Waste Management Services - CONFIDENTIAL

in camera on the grounds that the information contained within the reports is deemed confidential under section 3(1)(g) of the Act; and

2. **NOTES** that the information is deemed confidential because it contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets; or, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The meeting will be closed to the public.



9 CLOSE OF BUSINESS