



Agenda

Council Meeting

Monday 9 December 2024, 7:00 pm

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

greaterdandenong.vic.gov.au



Council Meeting Details

At the time of printing this Agenda, the Council Meeting to be held on Monday 9 December 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 Jim Memeti](#)

[Cr Bob Milkovic](#)

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

[Cr Sean O'Reilly](#)

[Cr Phillip Danh](#)

[Cr Loi Truong](#)

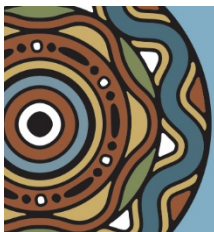
[Cr Isabella Do](#)

[Cr Melinda Yim](#)

[Cr Lana Formoso](#)

[Cr Rhonda Garad](#)

[Cr Alice Phuong Le](#)



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

Speak and listen: 1300 555 727

Online: relayservice.gov.au



TIS: 13 14 50



Acknowledging
Bunurong Country

Follow us:





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.



TABLE OF CONTENTS

1	MEETING OPENING	8
1.1	OPENING OF MEETING BY THE CHAIR.....	8
1.2	ATTENDANCE.....	8
1.3	ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF LAND.....	9
1.4	OFFERING OF PRAYER, REFLECTION OR AFFIRMATION.....	9
1.5	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	10
1.6	DISCLOSURES OF INTEREST.....	10
2	OFFICERS REPORTS - PART 1	11
2.1	DOCUMENTS FOR SEALING.....	11
2.1.1	Documents for Sealing.....	11
2.2	PETITIONS AND JOINT LETTERS.....	12
2.2.1	Petitions and Joint Letters.....	12
2.3	STATUTORY PLANNING APPLICATIONS.....	17
2.3.1	Town Planning Application - No. 76 Kingsclere Avenue, Keysborough (Planning Application No. PLN24/0052).....	17
3	PUBLIC QUESTION TIME	106
4	OFFICERS REPORTS - PART 2	108
4.1	OTHER.....	108
4.1.1	Large Grants Program 2024-2025 and 2025-2026 (Partnership Category).....	108
4.1.2	Reconciliation Action Plan 3rd Innovate 2025-2027.....	116
4.1.3	Consideration and endorsement of LGBTIQA+ Advisory Committee membership.....	139
4.1.4	Audit and Risk Committee – Biannual Activity Report.....	158
4.1.5	Report on Matters Discussed at Councillor Briefing Sessions and Pre-Council Meetings.....	166
4.1.6	List of Registered Correspondence to Mayor and Councillors.....	169
4.1.7	Draft Minutes of Advisory Committee Meetings.....	173
5	NOTICES OF MOTION	181
5.1	NOTICE OF MOTION NO. 1 - ADDRESSING CLEANLINESS AND ODOUR ISSUES IN SPRINGVALE ACTIVITY CENTRE.....	181



6	REPORTS FROM COUNCILLORS/DELEGATED MEMBERS AND COUNCILLORS' QUESTIONS.....	183
7	URGENT BUSINESS	184
8	CLOSE OF BUSINESS	185



1 MEETING OPENING

1.1 OPENING OF MEETING BY THE CHAIR

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 Reverend Berlin Guerrero, a member of the Greater Dandenong Interfaith Network.



1.5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Meeting of Council held 25 November 2024.

Recommendation

That the Minutes of the Meeting of Council held 25 November 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

Officer Recommendation

That the listed documents be signed and sealed.

Executive Summary

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

Item Summary

2. There is one (1) item being presented to Council's meeting of 9 December 2024 for signing and sealing as follows:
 - a) A Letter of Recognition in Honor of Angela Long's Retirement from Office.



2.2 PETITIONS AND JOINT LETTERS

2.2.1 Petitions and Joint Letters

Responsible Officer: Manager Governance, Legal & Risk
Attachments: 1. Petitions & Joint Letters [2.2.1.1 - 4 pages]

Officer Recommendation

That this report and its attachment be received and noted.

Executive Summary

1. Council receives a number of petitions and joint letters on a regular basis that deal with a variety of issues which have an impact upon the City.
2. Issues raised by petitions and joint letters will be investigated and reported back to Council if required.
3. A table containing all details relevant to current petitions and joint letters is provided in Attachment 1. It includes:
 - a) the full text of any petitions or joint letters received;
 - b) petitions or joint letters still being considered for Council response as pending a final response along with the date they were received; and
 - c) the final complete response to any outstanding petition or joint letter previously tabled along with the full text of the original petition or joint letter and the date it was responded to.

Petitions and Joint Letters Tabled

4. Council received one (1) new petition and no submissions prior to the Council Meeting of 9 December 2024.
 - A petition was received from 20 residents regarding Raymond Street, Noble Park to change the parking to permanently be on only one side of the street. This petition has been referred to the relevant Council Business unit/s for action.

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
16/10/2024	<p>Complaint Regarding Parking recently added to Church Road creating hazards</p> <p>I am writing to formally lodge a complaint regarding the parking of cars and trucks in the designated parking areas on Church Road, specifically in the marked section in the attached graphic where visibility for passing vehicles is significantly reduced.</p> <p>I would like to outline the following key reasons why this issue requires immediate attention and action by the Council:</p> <p>Increased risk of accidents: The presence of large trucks (and cars to a slightly lesser degree), in this area obstructs sightlines for drivers, creating a substantial hazard for motorists, cyclists, and pedestrians.</p> <p>The limited visibility significantly increases the risk of accidents, particularly at intersections and pedestrian crossings, where quick reactions and clear visibility are critical for safety.</p> <p>Due to the number of car parks created, it's very difficult to see when turning into Church road exactly how many spots are being utilised and therefore hard to time when drivers can safely pull out to drive on the wrong side of the road to pass the parking bays, this is exacerbated when trucks park in the closest spots to the intersection.</p> <p>Traffic congestion and accessibility issues: Church Road serves as a vital thoroughfare for local traffic, including the 100+ homes in and connecting to Bentley Park Estate.</p>	72 Residents 2 Proponents	In Progress	Responsible Officer: Chief Engineer and Major Projects Acknowledgment letter sent 22/10/2024 to the head petitioner.

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
	<p>The road provides access to several main roads and acts as a key connection point for the surrounding neighbourhoods. The issue is the demand of this road is high, as a major side street, with no traffic lights, many cars choose this route as opposed to any alternative route.</p> <p>The parking of trucks and cars in this area impedes the smooth flow of traffic, creating congestion and making it difficult for vehicles, including emergency services, to pass through.</p> <p>Passing motorists are forced to drive on the wrong side of the road, preventing traffic which belongs on that side from passing until the traffic has cleared. The sightlines are also poor due to the car parks, so moving onto the wrong side of the road is dangerous.</p> <p>As there are only one or two alternate routes, which are less direct or logical for locals, it means adding time to the commute due to several traffic lights at the alternative route, this exacerbates the problem and further increases the likelihood of delays and accidents on Church Road.</p> <p>Lack of logic in current parking arrangements: I find it difficult to understand the rationale behind allowing trucks and cars to park in this section, particularly when considering the significant safety risks and the limited road space, and the clear alternative to use the very wide nature strip slightly further along the same road on the opposite side to the car parks, or having residents use their driveways which are more than ample to fit 2 cars. The current parking layout, with marked car park lines in an area where visibility is compromised, seems to contradict</p>			

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
	<p>the intent of creating a safe and accessible roadway for all users.</p> <p>Given the severity of the issue and its impact on the safety and functionality of this major thoroughfare, I respectfully urge the Council to take prompt action by enforcing stricter parking restrictions or revising the parking layout in this area. A restriction could be added with signage preventing trucks to park here, or a time limit sign only allowing cars and trucks to park at particular hours of the day which (like not having cars there in peak hours 8-11 am and 3-6pm - or similar).</p> <p>Preventing cars and especially trucks from parking in the marked section would greatly enhance visibility, reduce traffic congestion, and improve overall safety for everyone using this road.</p> <p>Thank you for your attention to this matter. I look forward to your response and the Council's timely action to address this concern.</p> <p>I have canvassed the local residents of the Bentley Park Estate and attach the confirmation and details of the 70 residents who have agreed to co-sign this complaint letter urging action, as they feel just as concerned about this area as I do. I also attach some photos of the issue as well as the above mentioned graphic.</p>			

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
22/11/2024	<p>Parking on Raymond Street, Noble Park</p> <p>With recently being notified that a planning permit is in place to build three [3] two storey units at 20 Raymond Street, not only will the street be congested during the building of the units but also once built this will increase the number of cars being parked in an already overcrowded street making it more difficult for the flow of cars up and down the street as well as for people backing out of their driveways which on many days is a nightmare.</p> <p>Also adding to the congestion is that there are two schools, Noble Park Primary School and St Anthony's with parents parking to pick up their children.</p> <p>A proposal to be sent to the Council to have parking permanently only on one side of the street in the hope that will make traffic flow more manageable as well as for people trying to get out of their driveways.</p>	20 Residents	In Progress	<p>Responsible Officer: Chief Engineer and Major Projects</p> <p>Acknowledgment letter sent 26/11/2024 to the head petitioner.</p>



2.3 STATUTORY PLANNING APPLICATIONS

2.3.1 Town Planning Application - No. 76 Kingsclere Avenue, Keysborough (Planning Application No. PLN24/0052)

Responsible Officer:	Executive Director City Futures
Attachments:	<ol style="list-style-type: none">1. Assessed Plans [2.3.1.1 - 11 pages]2. Location of objectors [2.3.1.2 - 1 page]3. Clause 22.09 assessment [2.3.1.3 - 11 pages]4. Clause 52.06 assessment [2.3.1.4 - 4 pages]5. Clause 55 assessment [2.3.1.5 - 39 pages]

Application Summary

Applicant:	ARPC Pty Ltd - Architects
Proposal:	Development of the land for two (2) double storey dwellings
Zone:	Neighbourhood Residential Zone, Schedule 1
Overlay:	No overlays
Ward:	Keysborough

1. The application is brought before the Council as it has received five (5) objections.
2. The application proposes the development of the land for two (2) double storey dwellings.
3. A permit is required under the Greater Dandenong Planning Scheme pursuant to:
 - Clause 32.09-7 (Neighbourhood Residential Zone, Schedule 1) to construct two or more dwellings on a lot.

Objectors Summary

4. The application was advertised to the surrounding area through the erection of a notice on-site and the mailing of notices to adjoining and surrounding owners and occupiers. Five (5) objections were received to the application. Issues raised generally relate to matters of:
 - Overshadowing
 - Overlooking
 - Visual bulk
 - Noise impacts
 - Traffic impacts
 - Accessway configuration
 - Safety of pedestrians
 - Tree impacts
 - Bin collection



Recommendation Summary

5. The site is located within an established residential area and is well suited for medium density housing, given that the site is zoned for Limited Change. The proposal seeks to provide a medium density development which is consistent with the emerging pattern of development and surrounding neighbourhood character.
6. The development complies with Clause 55, responding to the site context and the site circumstances, whilst respecting the existing and preferred neighbourhood character envisaged by Clause 22.09.
7. As assessed, the proposal is consistent with and appropriately responds to the provisions of the Greater Dandenong Planning Scheme. The proposal appropriately responds to strategic policy for residential development for the area with this report recommending that the application be supported, and a Notice of Decision (which provides appeal rights to objectors) to grant a permit be issued containing the conditions as set out in the recommendation.
8. If the application was to be appealed to the Victorian Civil and Administrative Tribunal (VCAT), it is the officer's view that it is highly likely that VCAT would also issue a planning permit for this proposal. The cost to Council to defend the application if council officers recommendation is not carried would start at approximately \$15,000.



Subject Site and Surrounds

Subject Site

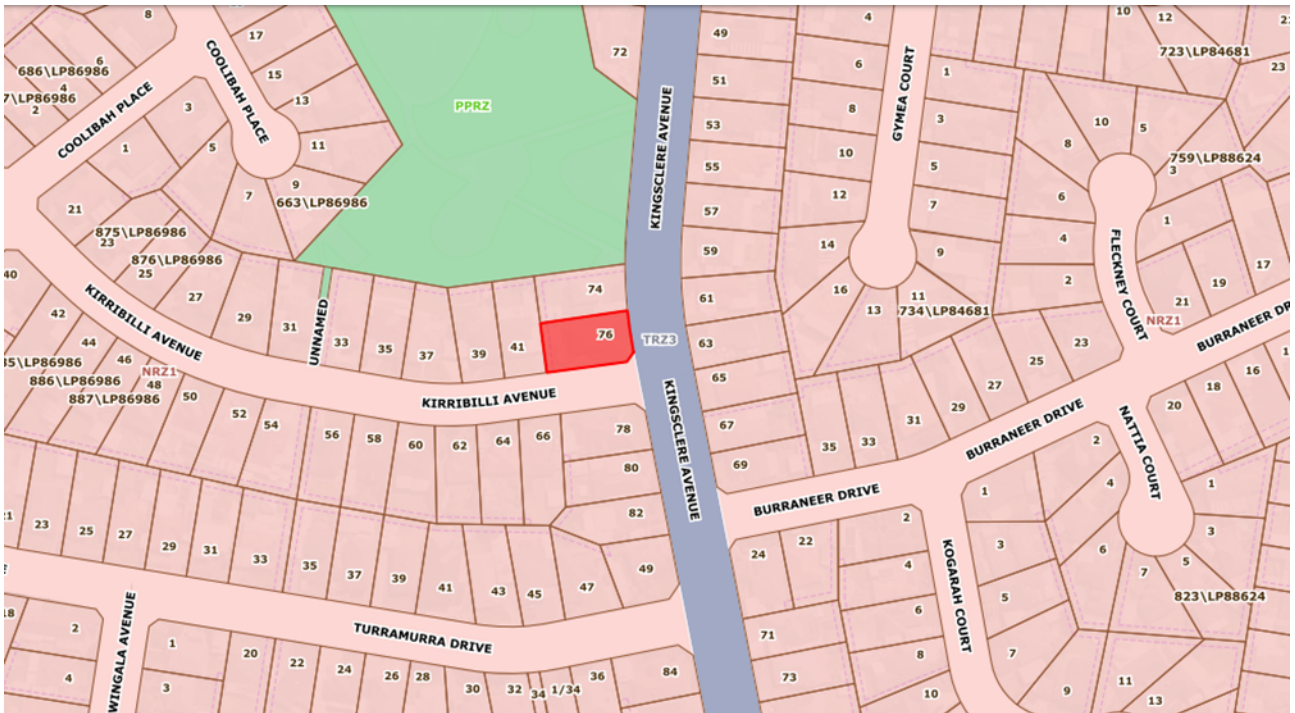
9. The subject site is located on the corner of Kingsclere Avenue and Kirribilli Avenue.
10. The land is rectangular in shape with a frontage of 16.15 metres, a length of 39.51 metres and a total land area of 638 square metres.
11. The site is currently developed for the purposes of one dwelling on the lot with outbuildings.
12. Vehicle access to the site is provided via an existing crossover on Kirribilli Avenue, located to the south western boundary.
13. A 2.44 metre wide drainage and sewerage easement is located along the rear corner of the land extending 2.44 metres into the land.
14. The site is relatively flat in topography and has two (2) existing trees present on site proposed to be retained as a part of the proposal.

Surrounding Area

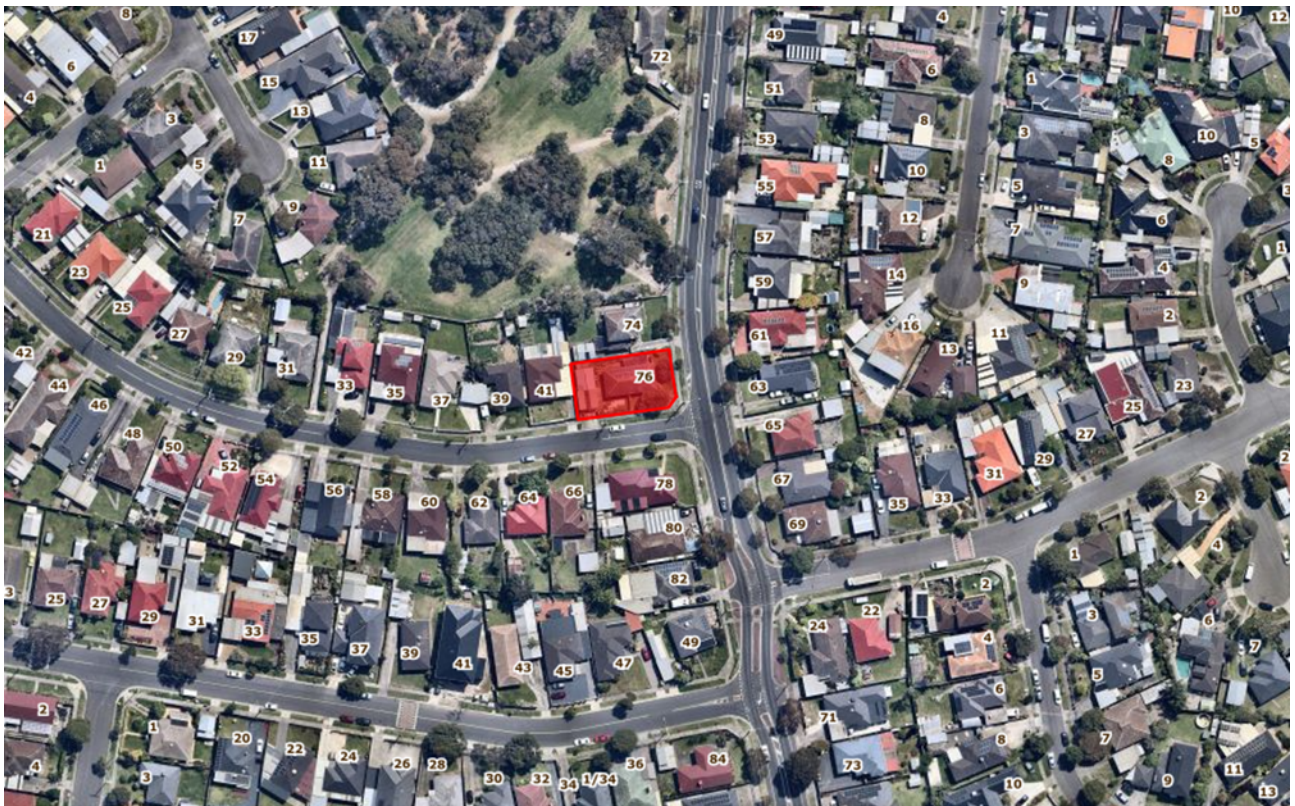
15. The site and surrounding land are located within the Neighbourhood Residential Zone, Schedule 1.
16. The surrounding development is a mixture of single and double storey in height.
17. Double storey multi-unit development exists within close proximity to the subject site, located at:
 - No. 20 Maroubra Avenue, developed for two (2) double storey dwellings to the corner of Maroubra and Kingsclere Avenue in a similar configuration as proposed. 1 Norris Street, containing three (3) double storey dwellings and one (1) single storey
 - No. 7 Taronga Court, developed for two (2) double storey dwellings in a side by side configuration.
 - No. 34 Turranmurra Drive, developed for two (2) single storey dwellings in a linear formation.
 - It is noted that the neighbouring site directly north of the subject land to No. 74 Kingsclere Avenue has also been developed for a double storey dwelling, corresponding with the same built form as proposed.
18. The Parkmore Activity Centre is located 575 metres to the south.

Locality Plan

19. Zoning map of the site and surrounding area:



20. Aerial photograph of the site and surrounding properties (October 2024):





Background

Previous Applications

21. A search of Council records revealed that Council has previously considered the following planning applications for the site:
- Planning Application No. PLN23/0511 proposed the development of the land for two (2) double storey dwellings lapsed from a failure to provide the further information requested within the relevant timeframe.

Proposal

22. The application proposes the development of the land for two (2) double storey dwellings, as follows:

Type of proposal	Multi dwellings
Number of dwellings	Two (2)
Number of bedrooms	Both dwellings 1 and 2 are four (4) bedrooms each
Levels	Both dwellings 1 and 2 are double storey
Maximum height	7.515 metres
Oriented to	Dwelling 1 to the east connecting to Kingsclere Avenue Dwelling 2 to the south connecting to Kirribilli Avenue
External materials	A mixture of render and light cladding and brick face across the development at both levels
Setbacks	Minimum ground floor setbacks: North (side) – 1 metre to 1.3 metres South (frontage to Kirribilli) – 3 metres East (frontage to Kingsclere) – 7.5 metres West (side) – 3.5 metres to 5.2 metres Minimum first floor setbacks: North (side) – 1.705 metres South (frontage to Kirribilli) – 3.1 metres to 3.8 metres East (frontage to Kingsclere) – 7.5 metres West (side) – 4 metres
Open Space Type	Dwelling one Private open space total: 171.58 sqm (including frontage which has an area of 130 sqm) Secluded private open space: 41 sqm with a minimum dimension of 5.2 metres and convenient access to the living room.



	<p>Dwelling two</p> <p>Private open space total: 66.1 sqm (including frontage)</p> <p>Secluded private open space: 40.56 sqm, with a minimum dimension of 5 metres and convenient access to the living room.</p>
Number of car parking spaces provided	<p>Dwelling 1 is provided with a double garage and an additional space within the driveway for a total of three (3) spaces.</p> <p>Dwelling 2 is provided with a single garage and separate car parking space to the side for a total of two (2) spaces.</p> <p>In total, the development is provided with five (5) car spaces on-site.</p>
Number of car parking spaces required	<p>Dwelling 1 and 2 both contain a maximum of two (2) bedrooms.</p> <p>Therefore, each dwelling requires at least one (1) car space to be provided, with the development requiring a total three (3) car spaces to be provided on-site.</p>
Access	<p>Dwelling 1 is provided with a 3 metre single width crossover, connecting to Kingsclere Avenue to the east.</p> <p>Dwelling 2 is provided with an existing 5.75 metre crossover to the south connecting to Kirribilli Avenue to the south.</p>
Front fence	<p>A 1 metre high front fence is proposed along both the eastern and southern interfaces, semi transparent with slats and brick piers.</p>

Garden area:	
Provided	248.1 square metres, or 43.83% of the total site area
Required	At least 167.15 square metres, or a minimum 30% of the total site area (557.18 square metres)

23. A copy of the submitted plans is provided in Attachment 1 to this report.

Financial Implications

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

Planning Scheme and Policy Frameworks

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

- Under Clause 32.09-7 Neighbourhood Residential Zone Schedule 1 to construct two or more dwellings on a lot.

26. The relevant controls and policies are as follows:



Zoning Controls

27. The subject site is located in a Neighbourhood Residential Zone, Schedule 1, as is the surrounding area.
28. The purposes of the Neighbourhood Residential Zone, outlined at Clause 32.09, are:
 - *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
 - *To recognise areas of predominantly single and double storey residential development.*
 - *To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.*
 - *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*
29. Within Schedule 1 to the Neighbourhood Residential Zone, a variation of requirements to Clause 55 are set out as follows:
 - Standard B8 (Site Coverage) – *Maximum of 50%.*
 - Standard B9 (Permeability) – *Minimum 40%.*
 - Standard B13 (Landscaping) – *70% of ground level front setback, and side and rear setbacks, planted with substantial landscaping and canopy trees.*
 - Standard B28 (Private Open Space) – *An area of 60 square metres, with one part to consist of secluded private open space at the side or rear of the dwelling or dwelling with a minimum area of 40 square metres, a minimum dimension of 5 metres and convenient access from a living room; or, a balcony with a minimum area of 10 square metres with a minimum width of 2 metres and convenient access from a living room; or, a roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room.*
 - Standard B32 (Front Fence Height) – *Maximum 1.5 metre height in streets in a Transport Zone 2; 1.2 metre maximum height for other streets.*

Overlay Controls

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

State Planning Policy Framework

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



- b) *To protect public utilities and other facilities for the benefit of the community.*
 - *To facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e).*
 - c) *To balance the present and future interests of all Victorians.*
32. In order to achieve those objectives, there are a number of more specific objectives contained within the State Planning Policy Framework that need to be considered under this application.
33. The **Operation of the Planning Policy Framework** outlined at Clause 71.02 seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development.
34. In order to achieve these objectives, there are a number of more specific objectives contained within the Planning Policy Framework that need to be considered under this application.
35. **Clause 11 (Settlement)** encourages planning to facilitate sustainable development that takes full advantage of existing settlement patterns and investment in transport, utility, social, community and commercial infrastructure and services. It also encourages planning to contribute towards diversity of choice, energy efficiency, a high standard of urban design and amenity, and land use and transport integration.
36. Further guidance is provided by **Clause 11.01-1R (Settlement)**, which seeks to promote the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements. It includes strategies to develop compact urban areas that are based around existing or planned activity centres to maximise accessibility to facilities and services.
37. **Clause 15 (Built Environment and Heritage)** states that planning is to recognise the role of urban design, building design, heritage and energy and resource efficiency in delivering liveable and sustainable cities, towns and neighbourhoods.
38. It adds that planning should ensure all land use and development appropriately responds to its surrounding landscape and character, valued built form and cultural context. Planning should promote development that is environmentally sustainable and should minimise detrimental impacts on the built and natural environment.
39. According to the clause, planning should promote excellence in the built environment and create places that:
- *Are enjoyable, engaging and comfortable to be in.*
 - *Accommodate people of abilities, ages and cultures.*
 - *Contribute positively to local character and sense of place.*
 - *Reflect the particular characteristics and cultural identity of the community.*
 - *Enhance the function, amenity and safety of the public realm.*
40. These overall objectives are reinforced by a number of sub-clauses, including **Clause 15.01-1S (Urban design)** and **Clause 15.01-1R (Urban design – Metropolitan Melbourne)**, which seek to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.



41. **Clause 15.01-2S (Building design)** aims to achieve building design outcomes that contribute positively to the local context and enhance the public realm, while Clause 15.01-5S (Neighbourhood character) has an objective to recognise, support and protect neighbourhood character, cultural identity, and sense of place.
42. **Clause 15.01-4S (Healthy neighbourhoods)** has an objective to achieve neighbourhoods that foster healthy and active living and community wellbeing. **Clause 15.01-4R (Healthy neighbourhoods - Metropolitan Melbourne)** reinforces this, with a strategy to create a city of 20-minute neighbourhoods that give people the ability to meet most of their everyday needs within a 20-minute walk, cycle or local public transport trip from their home.
43. **Clause 16 (Housing)** contains two key objectives, which can be summarised as relating to housing diversity, sustainability of housing and the provision of land for affordable housing.
44. These objectives are reinforced by a number of sub-clauses, including **Clause 16.01-1S (Housing Supply)**, which seeks to facilitate well-located, integrated and diverse housing that meets community needs, and **Clause 16.01-2S (Housing affordability)** which seeks to deliver more affordable housing closer to jobs, transport and services.
45. **Clause 16.01-1R (Housing supply – Metropolitan Melbourne)**, includes several strategies to manage the supply of new housing including increased housing in established areas to create a city of 20-minute neighbourhoods close to existing services, jobs, public transport; as well as a strategy that allows for a range of minimal, incremental and high change residential areas that balance the need to protect valued areas with the need to ensure choice and growth in housing.
46. **Clause 18.01-1S (Land use and transport planning)** has a strategy to plan urban development to make jobs and community services more accessible by ensuring access is provided to developments in accordance with forecast demand, taking advantage of all available modes of transport and to minimise adverse impacts on existing transport networks and the amenity of surrounding areas.

Local Planning Policy Framework

47. The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies.
48. The MSS is contained within Clause 21 of the Scheme. The MSS at **Clause 21.02** focuses on the Municipal Profile, within which the following is noted:
 - *There is considerable diversity within Greater Dandenong's housing stock. Most housing stock is aged between 30 to 50 years old, though there are some areas with dwellings in excess of 100 years old. Areas of newer housing are located in the north-east and central-southern areas, with in-fill development occurring across the municipality (Clause 21.02-3).*
 - *Higher density housing is generally located in proximity to railway stations and major shopping centres, in particular in central Dandenong (Clause 21.02-3).*
 - *Whilst there is a clear pre-dominance of single detached dwellings, there are a range of other types of dwellings including dual occupancies, villa-units, town houses and apartments. The highest concentration of older villa units and apartments and more recent multi-unit redevelopments have occurred around central Dandenong, Springvale and Noble Park activity centres (Clause 21.02-4).*



- *With diverse cultural groups that call Greater Dandenong home, there are certain distinct precincts that are emerging that have their own character. Their built form is characterised by buildings with flat unarticulated facades, prominent balconies, limited frontage/side setbacks, limited or no landscaping (Clause 21.02-4).*
49. A Vision for Greater Dandenong is outlined at **Clause 21.03**. The vision is that Greater Dandenong will be a municipality where housing diversity and choice is promoted in its various attractive neighbourhoods.
50. The objectives and strategies of the MSS are under four (4) main themes including: land use; built form; open space and natural environment; and, infrastructure and transportation (considered individually under Clauses 21.04 to 21.07). Of particular relevance to this application are Clauses 21.04 – Land Use and 21.05 – Built Form:
51. **Clause 21.04-1** Housing and community:
- *Greater Dandenong's population is expected to rise by 22 percent, from 147,000 to 179,000 in the decade to 2024, placing pressure on transport networks, infrastructure, services and public open space.*
 - *Approximately 9,950 new households will need to be accommodated across the municipality by 2024 (Greater Dandenong Housing Strategy 2014-2024).*
 - *Supporting urban consolidation and providing housing in existing areas close to activity centres means that people do not need to travel as far to work, shop or to take part in sports/leisure activities thus reducing the environmental impacts of transport.*
 - *Increases in housing density must be balanced by adequate provision of open space, good urban design and improvements to the public realm.*
 - *Encourage the provision of housing that is adaptable to support the needs of the changing needs of present and future residents.*
 - *Encourage innovative redevelopment and renewal of deteriorating housing stock and older styled higher-density apartments and multi-unit developments.*
 - *Encourage new residential development that incorporates adequate space for the planting and the long term viability and safe retention of canopy trees.*
 - *Respect the valued, existing neighbourhood character within incremental and minimal change areas.*
 - *Requiring medium-density developments to be site and locality responsive and to respect existing and proposed neighbourhood character.*
52. **Clause 21.05-1** – Urban design, character, streetscapes and landscapes – contains the following relevant objectives and strategies:
53. To facilitate high quality building design and architecture.
- *Ensure building design is consistent with the identified future character of an area and fully integrates with surrounding environment.*
 - *Encourage high standards of building design and architecture, which allows for flexibility and adaptation in use.*
 - *Encourage innovative architecture and building design.*
 - *Encourage development to incorporate sustainable design elements that enhance occupant comfort and environmental performance.*



54. To facilitate high quality development, which has regard for the surrounding environment and built form.
- *Promote views of high-quality landscapes and pleasing vistas from both the public and private realm.*
 - *Promote all aspects of character – physical, environmental, social and cultural.*
 - *Encourage planting and landscape themes, which complement and improve the environment.*
 - *Encourage developments to provide for canopy trees.*
 - *Recognising valued existing neighbourhood character and promoting identified future character as defined in the Residential Development and Neighbourhood Character Policy at Clause 22.09.*
55. To protect and improve streetscapes.
- *Ensure that new developments improve streetscapes through generous landscape setbacks and canopy tree planting.*
 - *Ensure landscaping within private property that complements and improves the streetscapes and landscaping of public areas.*
56. To ensure landscaping that enhances the built environment.
- *Encourage new developments to establish a landscape setting, which reflects the local and wider landscape character.*
 - *Encourage landscaping that integrates canopy trees and an appropriate mix of shrubs and ground covers and complements and integrates with existing or proposed landscaping in public areas.*
57. **Clause 22.09 – Residential Development & Neighbourhood Character Policy** – contains the following objectives at Clause 22.09-2:
- *To guide the location and design of different types of residential development within Greater Dandenong, having regard to State and local planning policies, while respecting the valued characteristics and identified future character of residential neighbourhoods.*
 - *To ensure that new residential development is consistent with the identified future character and preferred built form envisaged for the three Future Change Areas.*
 - *To provide certainty about which areas are identified for, or protected from, increased residential development consistent with the purpose of the applicable zone.*
 - *To facilitate high quality, well designed residential development and on-site landscaping.*
 - *To promote a range of housing types to accommodate the future needs of the municipality's changing population.*
58. To ensure that residential development uses innovative, responsive and functional siting and design solutions that:
- *Achieve high quality internal amenity and private open space outcomes for future residents;*
 - *Make a positive contribution to the streetscape through quality design, contextual responsiveness and visual interest;*
 - *Promote public realm safety by maximising passive surveillance;*



- *Demonstrate responsiveness to the site, adjoining interfaces, streetscape and landscape context;*
 - *Respect the amenity of adjoining residents and the reasonable development potential of adjoining properties;*
 - *Achieve environmentally sustainable design outcomes;*
 - *Use quality, durable building materials that are integrated into the overall building form and façade; and*
 - *Minimise the visual dominance of vehicle accessways and storage facilities, such as garages, car ports and basement entrances.*
59. Clause 22.09-3.1 (Design Principles) provides design principles, which apply to all Future Change Areas.
60. Clause 22.09-3.4 (Limited Change Areas) provides design principles, some of which also relate to the variances to the requirements of standards to Clause 55 under the schedule to the Neighbourhood Residential Zone. The guidelines consider matters such as the preferred housing type, building height, landscaping, car parking, setbacks, front boundary and width, private open space and bulk and built form.
61. An assessment of Clause 22.09 is included at Attachment 3 to this report.

Particular Provisions

62. **Car Parking (Clause 52.06)** is relevant to this application.
63. The purposes of this provision are:
- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*
 - *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
 - *To support sustainable transport alternatives to the motor car.*
 - *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
 - *To ensure that car parking does not adversely affect the amenity of the locality.*
 - *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*
64. Clause 52.06-2 notes that a new use must not commence, or the floor area of an existing use must not be increased until the required car spaces have been provided on the land.
65. The required spaces are identified in the table to Clause 52.06-5. Clause 52.06-3 further notes that a permit may be granted to reduce or waive the number of car spaces required by the table.
66. The site is not within the Principal Public Transport Network. Therefore, the car parking rate in Column A of 52.06-5 is applicable.
67. The table in Column A at Clause 52.06-5 notes that a dwelling with 1 or 2 bedrooms requires 1 car space and a dwelling with 3 or more bedrooms requires 2 spaces to each dwelling. 1 visitor car space is required for visitors to every 5 dwellings for developments of 5 or more dwellings.



68. Car parking is to be designed and constructed in accordance with the requirements of Clause 52.06-9 and 52.06-11 of the Scheme.
69. An assessment against Clause 52.06 is included as Attachment 4 to this report.
70. **Clause 55 Two or more dwellings on a lot and residential buildings** is relevant to this application.
71. Pursuant to Clause 55 of the Greater Dandenong Planning Scheme, the provisions of this Clause apply to an application:
 - *To construct two or more dwellings on a lot.*
72. The purposes of Clause 55 are:
 - *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
 - *To achieve residential development that respects the existing neighbourhood character, or which contributes to a preferred neighbourhood character.*
 - *To encourage residential development that provides reasonable standards of amenity for existing and new residents.*
 - *To encourage residential development that is responsive to the site and the neighbourhood.*
73. A development:
 - *Must meet all of the objectives of this clause.*
 - *Should meet all of the standards of this clause.*
74. If a zone or a schedule to a zone specifies a requirement of a standard different from a requirement set out in this clause, the requirement in the zone or a schedule to the zone applies.
75. An assessment against Clause 55 is included at Attachment 5 of this report.

General Provisions

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

Restrictive Covenants

77. No covenants or Section 173 Agreements are registered on the certificate of Title for the subject site.

Links to the Community Vision and Council Plan

78. The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. In accordance with the commitment in Council's Annual Plan, all applications are considered on their merits.



Diversity, Access and Equity

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

Community Safety

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

Safe Design Guidelines

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

Referrals

82. The application was not required to be referred to any external referral authorities pursuant to section 55 of the *Planning and Environment Act 1987*.
83. The application was internally referred to the following Council departments for their consideration:

Internal Department	Response
Bushland and Gardening (Including Arborist)	No objection, subject to conditions.
Transport Planning	No objection, no conditions.
Sustainability Planning	No objection, subject to conditions.
Civil Development	No objection, subject to conditions.

84. The comments provided were considered in the assessment section of the application.

Advertising

85. The application has been advertised pursuant to section 52 of the *Planning and Environment Act 1987*, by:
- sending notices to the owners and occupiers of adjoining land; and
 - placing two (2) signs on site, one (1) facing Kirribilli Street to the south and one (1) facing Kingsclere Avenue to the east.
86. The notification has been carried out correctly.
87. Council has received five (5) objections to date.
88. The location of objectors/submitters is shown in Attachment 2 to this report.



Summary of Grounds of Submissions/Objections

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

90. **Overshadowing**

- *An objector raised concerns at the potential overshadowing caused by the development to existing areas of open space.*
- *The proposal was assessed against Clause 55.04-5 (Overshadowing open space objective) Standard B21, to ensure buildings do not significantly overshadow existing secluded private open space. Shadowing diagrams have been submitted with the application demonstrating compliance with no overshadowing caused to any area of open space within 9am – 3pm on Sept 22nd equinox, which is considered to be the worst case scenario for shadowing.*
- *Therefore, the proposal complies with the standard and objective.*

91. **Overlooking**

- *Concerns were raised at the potential overlooking caused by the first floor of the proposed development into the neighbouring sites.*
- *The proposal was assessed against Clause 55.04-6 (Overlooking objective) Standard B22 to ensure that the development has limited views into existing secluded private open space and existing habitable room windows of neighbouring sites. All first floor windows facing north and west, towards the neighbouring properties, are all obscured or highlighted to at least 1.7 metres above the finished floor level to avoid any direct views. Additionally, the finished floor levels of the ground floor are less than 0.8 metres above the natural ground level with a boundary fence of at least 1.8 metres to the north and west, restricting any potential views at the ground floor.*
- *Therefore, the proposal complies with the standard and objective.*

92. **Visual bulk**

- *Concerns are raised by an objector at the visual bulk of the development being out of character to the area.*
- *The proposal is to construct two (2) double storey dwellings to a corner site of Kingsclere Avenue and Kirribilli Avenue, with each dwelling individually fronting a street. Both dwellings are provided with suitable articulation, pitched roof forms, and a variety of colours and materials at different levels to reduce the visual impact of the build and lessen the built form impacts.*
- *Additionally, the development has been suitably sited on the land with the larger elements to the centre of the site, well set back from the front, side and rear boundaries, to allow for substantial landscaping opportunities. This assists to screen the built form and encourage landscaping to grow to full maturity. It is noted that the surrounding character encompasses a range of single and double storey dwellings, including a double storey dwelling of similar size directly to the north of the subject land.*
- *Furthermore, the proposal has been adequately assessed against the relevant standards and objectives of the planning scheme relating to neighbourhood character.*
- *It is considered that the proposal is acceptable to the site, surrounding area and is of a suitable size and scale.*

93. **Noise impacts**

- *Concerns are raised at the potential noise impacts caused by the development.*
- *The development of two (2) dwellings is not uncommon in a residential zone and is not expected to cause unreasonable noise outcomes to the area.*



94. Traffic impacts, accessway configuration and pedestrian safety

- *Concerns are raised by objectors relating to increased traffic impacts caused by the development to the surrounding streets.*
- *A concern was also raised relating to the safety of pedestrians with the proposed location of the crossover and accessway to dwelling one.*
- *The proposal has been assessed against the design principles of Clause 52.06-9 (Car parking). Access to the site is considered appropriate, utilising the existing crossover with one additional crossover proposed along Kingsclere Avenue, to accommodate dwelling one. It is considered that visibility lines for safe entry and exit of the site are all considered to be suitable for the development with adequate splay areas provided, clearly dimensioned, and clear of all obstructions.*
- *An adequate number of on street parking spaces are proposed with two (2) spaces provided to each dwelling.*
- *The application was assessed by Council's Transport Planning team who did not raise concerns regarding any increase of traffic or traffic hazard as a result of the proposed development. It is considered that the existing road network is capable of supporting the minor increase in vehicle movements and would not impact on the ability for emergency vehicles to access the site or surrounding properties.*

95. Tree impacts

- *Concerns are raised the future development will potentially reduce canopy cover of the area.*
- *As demonstrated in the provided landscaping plan, the development provides a landscaped character that is compatible with the existing and preferred neighbourhood character of the area. Notably, the existing canopy trees along Kingsclere Avenue are both proposed to be retained as a part of the application.*
- *Additional side and rear boundary landscaping is provided within each area of private open space, as well as within the front setback and along the vehicular accessways. Each private open space area on site is provided with at least one canopy tree, with a minimum planting height of 1.5 metres, increasing the canopy cover of the site.*

96. Bin collection

- *Concerns are raised as to if the proposal can accommodate bin collection for both dwellings. It is considered that ample space is provided along both nature strips to Kingsclere Avenue and Kirribilli Avenue that would be able to accommodate bin collection to both of the two (2) dwellings.*

Assessment

Use

97. As outlined in Clause 32.09-2 (Neighbourhood Residential Zone, Schedule 1), a 'Dwelling' is listed as a Section 1 use and does not trigger a planning permit for the use. However, a planning permit is required for the development, which is discussed below



Development

Planning Policy Framework / Local Planning Policy Framework.

98. With regard to the above preferred character, the proposal delivers on the objectives of clauses 15.01 (Urban Environment) and 21.05-1 (Built Form), which require development to respond to urban design, character, streetscape and landscape issues. The development includes adequate side and rear setbacks for landscaping opportunities, a strong design theme that reinforces the residential nature of the area and the incorporation of other measures to minimise visual impacts and amenity concerns.
99. The subject site is located within an established residential area and is well suited for the development of medium density housing given that the site is located in Noble Park within easy walking distance of many community facilities and public transport, as required by the objective of Clause 16.01-1S Housing Supply.
100. The proposal also seeks to reduce pressure on the urban fringe by providing two (2) dwellings where previously only one (1) existed through the redevelopment of the site, thereby ensuring that the housing required for the growing population is facilitated in accordance with the strategies of Clause 11.02 Managing Growth. The proposal also provides housing choice that meets the needs of the community, in accordance with Clause 16.01-1R Housing Supply – Metropolitan Melbourne.
101. The proposal's consistency with the identified future character and preferred built form also means that it is in accordance with Clause 21.05-1 (Urban design, character, streetscapes and landscapes) and Clause (21.04-1 Housing and community), which reinforce the expectation for development to achieve high quality outcomes that has regard for the surrounding environment and built form.

Clause 22.09 - Residential Development and Neighbourhood Character Policy

102. Clause 22.09 (Residential Development and Neighbourhood Character Policy) identifies existing character, preferred future character and provides design principles across three 'future change areas': Substantial, Incremental and Limited.
103. The subject site forms part of the 'limited change area'. The 'identified future character' outlined under Clause 22.09-3.4 states the following:
 - *'The future character of limited change areas will evolve over time to contain a relatively limited number of well designed and site responsive detached and infill residential developments that respect the existing neighbourhood character. Residential development will be a mix of one and two storey dwellings with separation between dwellings, at the upper level at least, with main living areas and private open space at ground level. Generous landscaping will make a significant contribution to the future character of these areas.'*
 - *Residential development will give particular consideration to providing appropriate setbacks and private open space areas and high quality landscaping, including the planting of canopy trees, to protect the amenity of adjoining dwellings and to contribute to the landscape character.*
104. Design principles for all residential development are set out at Clause 22.09-3.1 and the design principles for the limited change areas are set out at Clause 22.09-3.4.
105. The proposal meets all design principles within Clause 22.09-3.1 and 3.4, with a full assessment against Clause 22.09 included at Attachment 3 of this report.



Clause 55 - Two or more dwellings on a lot and residential buildings

106. The proposal has been assessed against all of the objectives and standards of Clause 55, as well as the variations in Schedule 1 to the Neighbourhood Residential Zone.
107. The development meets all standards of Clause 55, with the exception of the following:
108. Clause 55.03-1: Standard B6 (Street Setback):
- The identified front street to the development is Kingsclere Avenue which, under Standard B6, should have a street setback of either 9 metres or the same as the directly adjoining (whichever the lesser).
 - The directly adjoining dwelling has a street setback of 8.2 metres, therefore, 8.2 metres should be provided. The proposed front wall of dwelling 1 is staggered, with the majority of the wall setback 7.7 metres, the southern section setback 7.9 metres and the middle section 7.5 metres setback. This falls short of this standard by 0.3 - 0.7 metres.
 - This variation of this standard is suitable in this instance for the following reasons:
 - The visual impact of the dwelling will be less than the existing with an increased setback as the existing dwelling is setback 6.1 metres from Kingsclere Avenue.
 - The proposal has retained all existing vegetation within the street setback, including two (2) canopy trees, and proposes to plant an additional two (2) canopy trees along the street interface, respecting and responding to the existing character.
 - The surrounding street setbacks to existing dwellings along Kingsclere Avenue are inconsistent with varying distances from 8.2 metres to 6 metres, therefore the proposed 7.5m is correspondent with this character.
 - Additionally, the side wall to dwelling 1 along the southern interface is proposed to be setback 3 metres, where a lesser setback of 2 metres would meet the standard requirements. Therefore, the proposal has exceeded the setback along one side by 1 metre and varied the setback by encroaching 0.3 - 0.7 metres into the other side.
 - Overall, the setbacks provided along both interfaces are considered suitable for the surrounding character and would enhance landscaping opportunities to positively contribute to the streetscape.
 - The proposal was well considered against the decision guidelines to the Clause and meets the objective to Standard B6 (Street Setback).
109. The development meets all other standards and all of the objectives to Clause 55, with a full assessment provided at Attachment 5.

Car-Parking

Clause 52.06 - Car Parking

110. The proposed development provides five (5) on site car parking spaces.
111. As per Clause 52.06-5, a dwelling requires one (1) car space to each one or two bedroom dwelling and two (2) car parking spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedroom, plus 1 car parking space for visitors to every 5 dwellings for developments of 5 more dwellings).
112. As each dwelling has four (4) bedrooms, two (2) car parking spaces to each dwelling are required.



113. The proposal has provided a double car garage with additional space for a third car parking space within the accessway, for a total of three (3) spaces for dwelling 1 via a single width crossover along Kingsclere Avenue.
114. The proposal has also provided two (2) car parking spaces to dwelling 2 via the existing crossover and accessway along Kirribilli Avenue in the form of a single car garage and an open car parking space. This proposed format mirrors the existing double crossover and paving within the front setback to the existing dwelling.
115. No visitor parking is required or provided.
116. The number of car spaces for both dwellings 1 and 2 complies with the minimum requirements pursuant to Clause 52.06.
117. The application has been assessed against the design standards of Clause 52.06-9, with the proposal complying with the design standards. The assessment against Clause 52.06 is provided at Attachment 4 of this report

Vegetation and Tree Impact (Site and Surrounds)

118. The site is proposing to retain all canopy trees as a part of the proposed development.
119. An arborists report has been submitted detailing adequate tree and structural root protection zones which have been clearly identified on the proposed plans.
120. The submitted landscape plan provides an appropriate additional landscaping, with canopy trees in the front and in the rear yards of each dwelling and smaller plantings along the accessways and along the side and rear boundaries alongside the retention of existing trees. This accumulates to an additional four (4) mature canopy trees being planted on site for a total of six (6) canopy trees.
121. Tree protection measures are included on the landscape plan detailing tree protection fencing, and pier and beam footings within the structural root zones of the existing mature tree within the front setback of dwelling 1.
122. A Tree Protection Management Plan is to be submitted to adequately depict all measures to be taken at each stage of development to ensure the retention of these trees.

Conclusion

123. Subject to conditions, the proposed development of two (2) dwellings is considered acceptable and is of an appropriate design response in terms of height, scale, setbacks, private open space, car parking and landscaping with minimal amenity impacts on the adjoining residential properties and surrounding area.
124. The application has been assessed against the relevant sections of the Greater Dandenong Planning Scheme, including the Planning Policy Framework, Local Planning Policy Framework and Municipal Strategic Statement as set out in this assessment. It is considered that the application complies with these policies, and it is therefore recommended that the proposal is approved with conditions.



Officer Recommendation

That Council resolves to issue a Notice of Decision to grant a permit in respect of the land known and described as 76 Kingsclere Avenue KEYSBOROUGH VIC 3173 for the purpose of the development of the land for two (2) double storey dwellings, in accordance with the plans submitted with the application subject to the following conditions:

- 1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended plans must be drawn to scale with dimensions. The amended plans must be generally in accordance with the plans submitted and assessed with the application but modified to show:
 - 1.1. A reference to the Tree Protection Management Plan (TPMP) in accordance with Condition 8;**
When approved, these plans will be endorsed and will form part of the permit.**
- 2. Concurrent with the submitted plans under Condition 1, and before any trees or vegetation are removed, an amended landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended landscape plan must be prepared by a person or firm with suitable qualifications to the satisfaction of the Responsible Authority, drawn to scale with dimensions. The amended landscape plan must be generally in accordance with the landscape plan submitted with the application but modified to show:
 - 2.1. Plans to accord with Condition 1 of this permit.**
 - 2.2. All canopy trees must be a native tree species selected from the City of Greater Dandenong Tree Selection and Planning.**
When approved, the amended landscape plan will be endorsed and will form part of this permit.**
- 3. The provisions, recommendations and requirements of the landscape plan must be implemented and complied with to the satisfaction of the Responsible Authority.**
- 4. Landscaping in accordance with the endorsed landscaping plan and schedule must be completed before the building is occupied.**
- 5. Except with the prior written consent of the Responsible Authority, the layout of the land and the size, design and location of the buildings and works permitted must always accord with the endorsed plan and must not be altered or modified.**
- 6. Except with the prior written consent of the Responsible Authority, the approved building must not be occupied until all buildings and works and the conditions of this permit have been complied with.**
- 8. Prior to the endorsement of the plans under Condition 1, the applicant is to submit a Tree Protection Management Plan (TPMP) report (including a Tree Protection Plan annotated and to scale), using the Arboricultural Impact Assessment prepared by Constructive Arboriculture (February 2024) to the satisfaction of the Responsible Authority. The TPMP must:
 - 8.1. Depict and annotate tree protection requirements at each stage of the development process to ensure all trees to be retained are adequately protected and remain viable in the landscape;****



- 8.2. **Trees accurately located and numbered as per the arborist report with TPZs and SRZs represented to scale;**
- 8.3. **A clear image of trees required to be retained - prior to commencement of works;**
- 8.4. **The type, installation and maintenance of tree protection fencing;**
- 8.5. **Requirements for movement in/out and throughout the site by vehicles, machinery equipment and workers that may affect management of any TPZ;**
- 8.6. **The protection of trunks and crowns of any specified tree;**
- 8.7. **Specific details of any works proposed within any TPZ and how arboricultural impacts will be mitigated;**
- 8.8. **How tree crowns will be managed, including any pruning requirements;**
Location and size of any roots to be pruned to facilitate the proposed works with justification of how the tree will remain viable following the specified root pruning
- 8.9. **Excavation within or near a TPZ;**
- 8.10. **Specific methodologies and management for installation of services including, but not limited to, gas, electricity, telecommunications, storm water and sewerage;**
- 8.11. **Maintenance of TPZs in accordance with AS 4970-2009, including mulching, watering and prohibited activities;**
- 8.12. **Remedial works as required;**
- 8.13. **Schedule of Project Arborist inspections; and**
- 8.14. **A detailed plan is to be included demonstrating pier and beam footings within the TPZ and SRZ of Tree 4 and ongoing supervision from the project arborist that works are constructed in accordance with this plan.**

When approved, the TPMP will be endorsed and form part of this permit.

9. **The tree protection measures set out in the TPMP must be implemented to the satisfaction of the Responsible Authority, unless by prior written consent of the Responsible Authority.**
10. **Any building footings located within the Tree Protection Zones must be constructed using a tree sensitive design (e.g. a pier and beam with the beam at grade, screw piles, a waffle pad or a slab without an edge beam). The locations of all pier holes within the Tree Protection Zones must be identified and hand dug under the supervision of a qualified Arborist to the satisfaction of the Responsible Authority.**
11. **Provision must be made for the drainage of the site including landscaped and pavement areas, all to the satisfaction of the Responsible Authority.**
12. **The connection of the internal drainage infrastructure to the Legal Point of Discharge (LPD) must be to the satisfaction of the Responsible Authority.**
13. **Collected stormwater must be retained onsite and discharged into the drainage system at pre-development peak discharge rates as stated in the LPD approval letter. Approval of drainage plan including any retention system within the property boundary is required.**



14. **Before the approved building is occupied, all piping and ducting above the ground floor storey of the building, except downpipes, must be concealed to the satisfaction of the Responsible Authority.**
15. **Except with the prior written consent of the Responsible Authority, floor levels shown on the endorsed plan/s must not be altered or modified.**
16. **Before the approved building is occupied, the development must be provided with external lighting capable of illuminating access to each garage, car parking space and pedestrian walkway. Lighting must be located, directed and shielded to the satisfaction of the Responsible Authority so as to prevent any adverse effect outside the land.**
17. **Before the approved building is occupied, the obscure glazing to the windows shown on the endorsed plans must be provided through frosted glass or similarly treated glass. Adhesive film or similar removable material must not be used.**
All glazing must at all times be maintained to the satisfaction of the Responsible Authority.
18. **Before the approved building is occupied, the privacy screens and other measures to prevent overlooking as shown on the endorsed plans must be installed to the satisfaction of the Responsible Authority.**
All privacy screens and other measures to prevent overlooking as shown on the endorsed plans must at all times be maintained to the satisfaction of the Responsible Authority.
19. **Before the approved building is occupied, all boundary walls in the development must be constructed, cleaned and finished to the satisfaction of the Responsible Authority.**
20. **Letterboxes and all other structures (including visually obstructive fencing and landscaping) must be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) along the frontage road at access points in accordance with Dandenong Planning Scheme Clause 52.06-9.**
21. **This permit will expire if:**

21.1. **The development or any stage of it does not start within two (2) years of the date of this permit, or**

21.2. **The development or any stage of it is not completed within four (4) years of the date of this permit.**

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

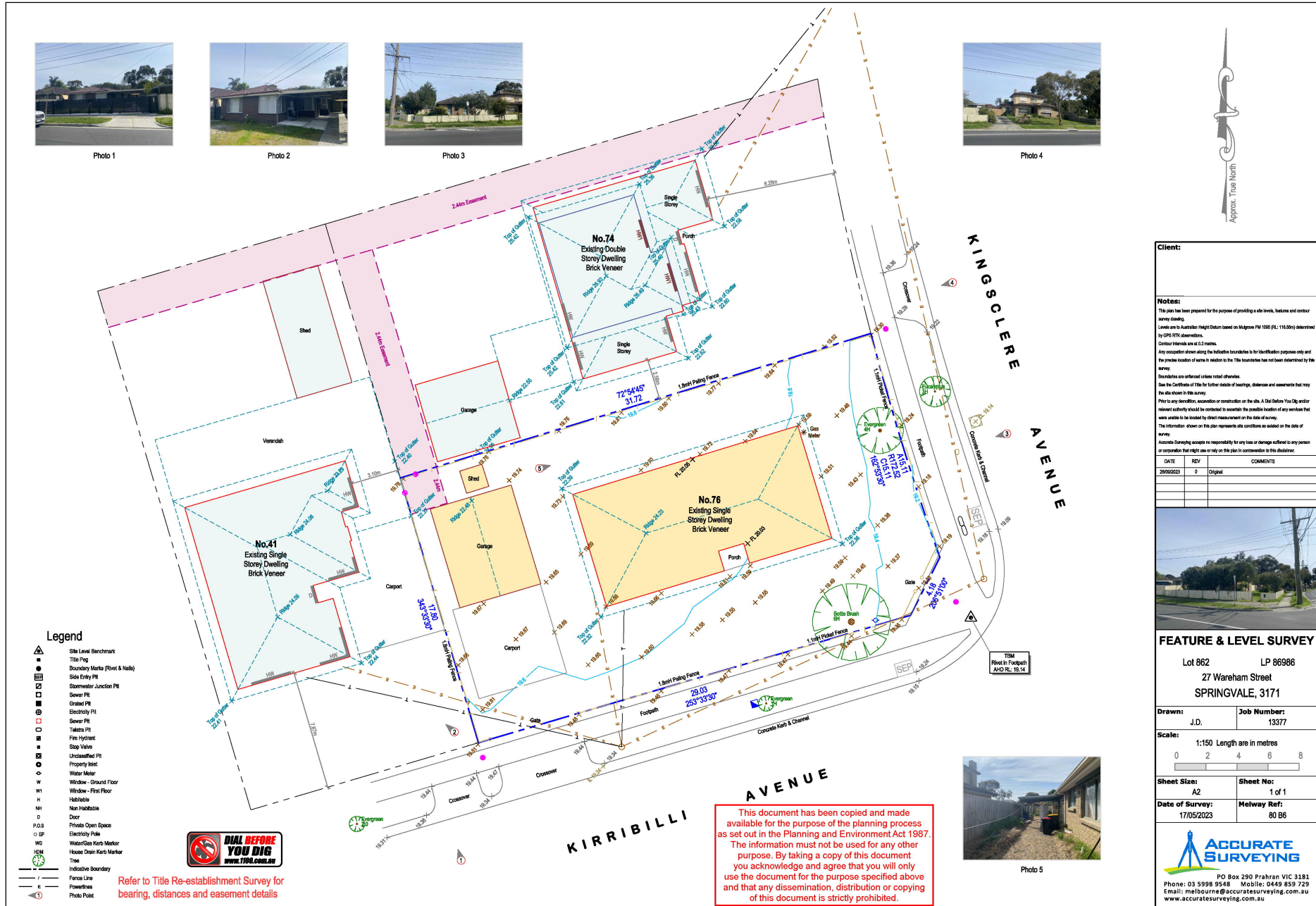
The owner or occupier of the land may in writing request the Responsible Authority to extend the expiry date to complete the development or a stage of the development if:

- **the request for the extension is made within twelve (12) months after the permit expires; and**
- **the development or stage started lawfully before the permit expired.**



Notes

- **A drainage plan approval fee is to be paid to Council prior to the issue of approved drainage plans. Please contact the Civil Development department for the current schedule of fees.**
- **Any works undertaken within the road reservation and easements will require the developer to obtain a Civil Works Permit from Council.**
- **Prior to works commencing the developer will need to obtain an Asset Protection Permit from Council.**
- **A Building Approval is required prior to the commencement of the approved development. This planning permit does not constitute any building approval.**
- **Approval of any retention system within the property boundary is required by the relevant building surveyor.**
- **Before commencement of the development occurs, the applicant should contact the City of Greater Dandenong's Civil Development and Design Unit regarding legal point of discharge, new crossings, building over easements, etc.**
- **As this is an established site, the proposed internal drainage should be connected to the existing legal point of discharge. The applicant may apply for local drainage information, if available; otherwise on site verification should be undertaken by the applicant.**
- **A Vehicle Crossing Permit must be obtained from Council for all vehicular crossings prior to construction of the crossings. You may be required to apply for a Asset Protection Permit from Council's engineering services. Queries regarding engineering requirements can be directed to Council's general phone number on 8571 1000.**



Client:

Notes:

This plan has been prepared for the purpose of providing a site levels, features and contour survey (sheet)

Levels are to Australian Height Datum based on MGRN PM 100 (RL: 118.0m) determined by GPS RTK observations.

Corner markers are at 0.2 metres.

Any occupation shown along the indicative boundaries is for identification purposes only and the precise location of same in relation to the Title boundaries has not been determined by the survey.

Boundaries are uncoloured unless noted otherwise.

See the Certificate of this for further details of findings, disclaimers and statements that may be shown in this survey.

Please be aware that any excavation, excavation or construction on the site. A Date before You Dig and/or other authority should be contacted to ascertain the possible location of any services that were unable to be located by direct measurement on the date of survey.

The information shown on this plan represents site conditions as related on the date of survey.

Accurate Surveying accepts no responsibility for any loss or damage suffered to any person or corporation that might use or rely on this plan in connection to this disclaimer.

DATE	REV	COMMENTS
28/05/2023	0	Original



FEATURE & LEVEL SURVEY

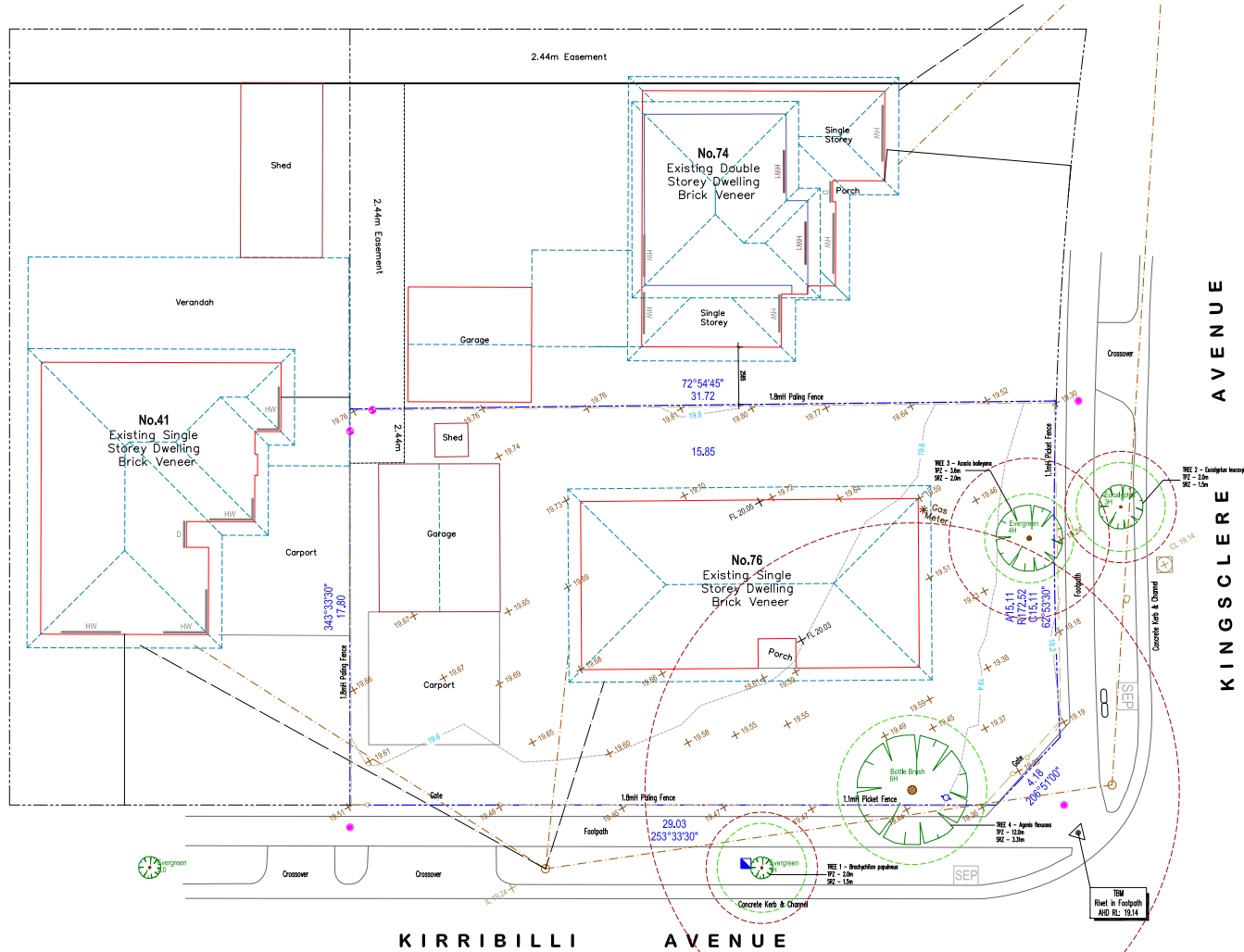
Lot 862 LP 86988
27 Wareham Street
SPRINGVALE, 3171

Drawn: J.D.	Job Number: 13377
Scale: 1:150 Length are in metres	
Sheet Size: A2	Sheet No: 1 of 1
Date of Survey: 17/05/2023	Melway Ref: 80 B6

ACCURATE SURVEYING

PO Box 290 Prahran VIC 3181
Phone: 03 5998 9548 Mobile: 0449 859 729
Email: melbourne@accuratesurveying.com.au
www.accuratesurveying.com.au

ATT 2.3.1.1 Assessed Plans



- ### Legend
- Site Level Benchmark
 - Title Peg
 - Boundary Marks (Rivet & Nails)
 - Side Entry Pit
 - Stormwater Junction Pit
 - Sewer Pit
 - Grated Pit
 - Electricity Pit
 - Sewer Pit
 - Telstra Pit
 - Fire Hydrant
 - Stop Valve
 - Unclassified Pit
 - Property Inlet
 - Water Meter
 - Window - Ground Floor
 - Window - First Floor
 - Habitable
 - Non Habitable
 - Door
 - Private Open Space
 - Electricity Pole
 - Water/Gas Kerb Marker
 - House Drain Kerb Marker
 - Tree
 - Indicative Boundary
 - Fence Line
 - Powerlines



- ### TREE PROTECTION ZONES
- TPZ - Tree Protection Zone
 - SRZ - Structural Root Zone

This document has been copied and made available for the purpose of the planning process as set out in the Planning and Environment Act 1987. The information must not be used for any other purpose. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.

EXISTING SITE PLAN
Scale 1:100

NO	ITEM	DATE
E	Further Information	09-05-24
D	Further Information	17-04-24
C	Further Information	08-04-24
B	Further Information	25-02-24
A	Further Information	04-02-24
NO	REVISIONS	

NOTES

ARPC ARCHITECTS COPYRIGHT ©

Copyright. This document remains the property of ARPC Pty Ltd. Reproduction in whole or in part forbidden. Verify All dimensions before commencing work and shop drawings

CONTRACT ARCHITECT :

ARPC PTY LTD

ARCHITECTS

T: 0417 031 064

PROJECT TITLE:

PROPOSED RESIDENTIAL DEVELOPMENT AT 76, KINGSCLERE AVENUE, KEYSBOROUGH.

PROJECT ADDRESS:

76, KINGSCLERE AVENUE, KEYSBOROUGH.

DRAWING:

EXISTING SITE PLAN

TYPE:

TOWN PLANING DRAWING

SCALE:

1:100 @ A1

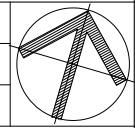
DATE:

OCT 2023

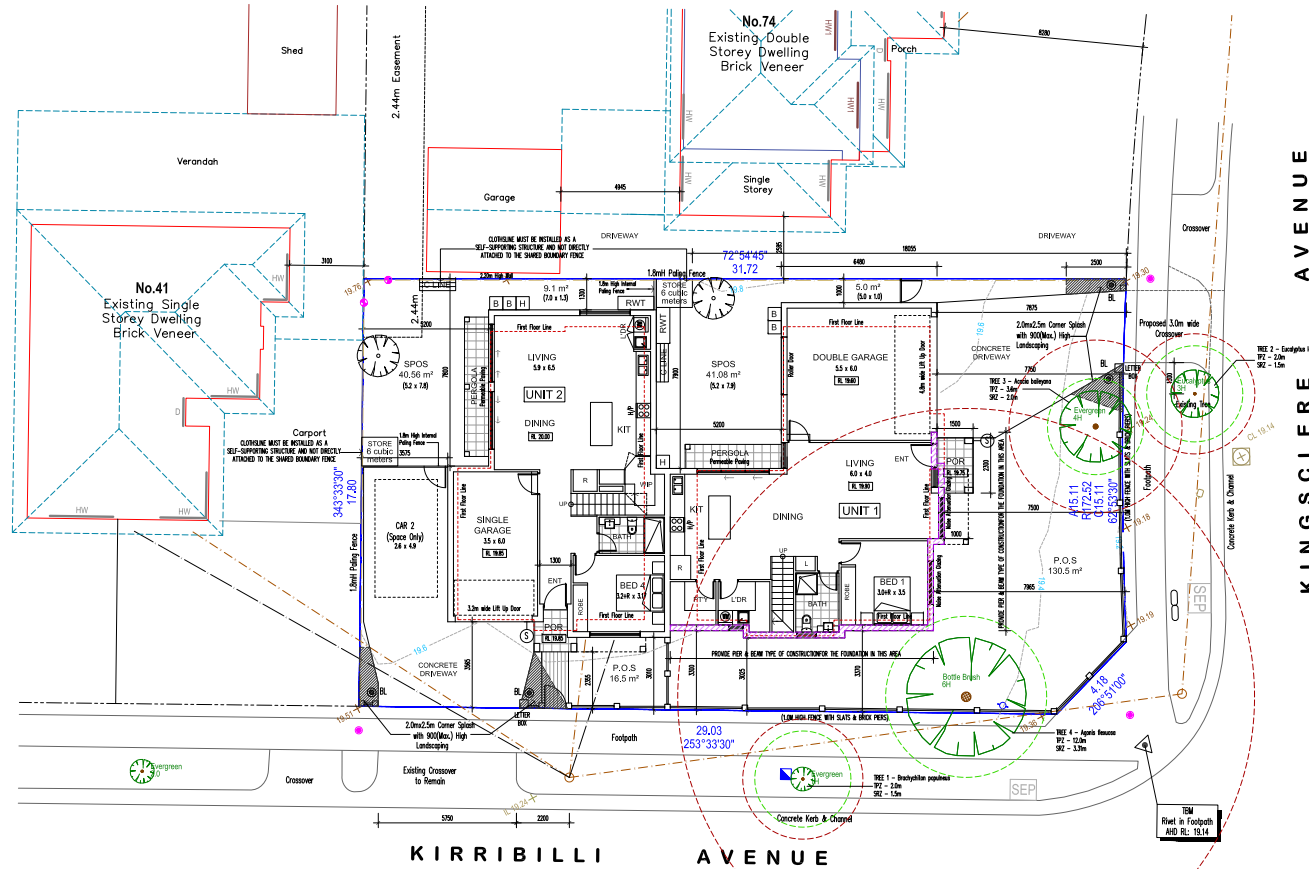
DRAWN:

TP 01 E

SHEET NUMBER: REVISION:



ATT 2.3.1.1 Assessed Plans



LEGEND

- CLOTH LINE
- GARBAGE BIN
- HEATING & A/C UNIT
- RAIN WATER TANK (2000 L) 2000(L)x600(W)x200(H)
- HLW - HIGH LEVEL WINDOW
- O.G - OBSCURE GLAZING
- BOLLARD LIGHTS
- HIGH MOUNTED SENSOR LIGHTING
- TREES TO BE RETAINED
- PERMEABLE PAVING
- PROVIDE PIER & BEAM TYPE OF CONSTRUCTION FOR THE FOUNDATION IN THIS AREA

"Refer to Arborist Report for Tree Protection Details"

TREE PROTECTION ZONES

- TPZ - Tree Protection Zone
- SRZ - Structural Root Zone

This document has been copied and made available for the purpose of the planning process as set out in the Planning and Environment Act 1987. The information must not be used for any other purpose. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.

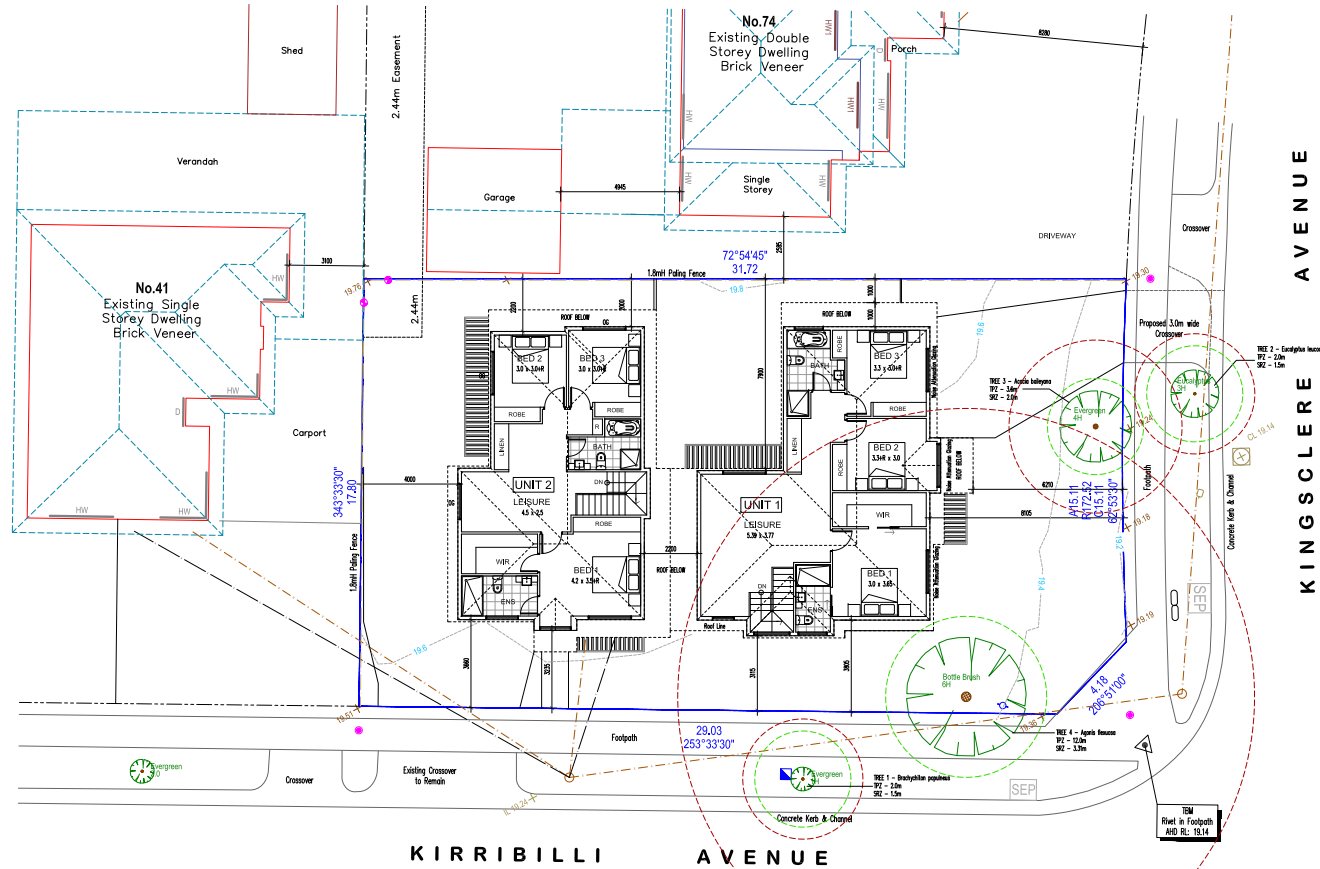
GROUND FLOOR PLAN
Scale 1:100

UNIT	No of BED RMs	Car Spaces	Floor Area (m ²)			PORCH (m ²)	BAL (m ²)	CAR (m ²)	POS (m ²)			
			GD	UP	TOTAL				SPOS	REST	TOTAL	
1	1(Gr.fl) 3 (Up.fl)	Standard Liv.	2 Cars	85.1	100.0	185.1	3.1	-	37.1	41.1	137.0	178.1
2	1(Gr.fl) 3 (Up.fl)	Standard Liv.	2 Cars	82.9	87.2	170.1	2.5	-	23.9	40.6	25.6	66.2

AREA ANALYSIS.
 LAND AREA - 566.0m²
 SITE COVER - 234.6 m² (41.45%)
 PERMEABILITY - 566.0-(234.6+79.5) 251.9 (44.50%)
 GARDEN AREA - 248.1 (43.83%)

NOTES		<p>ARPC ARCHITECTS COPYRIGHT ©</p> <p>Copyright. This document remains the property of ARPC Pty Ltd. Reproduction in whole or in part forbidden. Verify All dimensions before commencing work and shop drawings</p>	CONTRACT ARCHITECT : <p>ARPC PTY LTD</p> <p>ARCHITECTS</p> <p>T: 0417 031 064</p>		PROJECT TITLE: PROPOSED RESIDENTIAL DEVELOPMENT AT 76, KINGSCLERE AVENUE, KEYSBOROUGH.		PROJECT ADDRESS: 76, KINGSCLERE AVENUE, KEYSBOROUGH.		SCALE: 1:100 @ A1 DATE: OCT 2023 DRAWN: GROUND FLOOR PLAN		
DATE REVISIONS			TYPE: TOWN PLANING DRAWING		DRAWING: GROUND FLOOR PLAN		TYPE: TOWN PLANING DRAWING		TP 04 E SHEET NUMBER: REVISION:		

ATT 2.3.1.1 Assessed Plans



LEGEND

- CLOTH LINE
- GARBAGE BIN
- HEATING & A/C UNIT
- RAIN WATER TANK (2000 L)
2000(L)X600(W)X200(H)
- HLW - HIGH LEVEL WINDOW
- O.G - OBSCURE GLAZING
- BOLLARD LIGHTS
- HIGH MOUNTED SENSOR LIGHTING
- TREES TO BE RETAINED
- PERMEABLE PAVING

"Refer to Arborist Report for Tree Protection Details"

TREE PROTECTION ZONES

- TPZ - Tree Protection Zone
- SRZ - Structural Root Zone

This document has been copied and made available for the purpose of the planning process as set out in the Planning and Environment Act 1987. The information must not be used for any other purpose. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.

FIRST FLOOR PLAN
Scale 1:100

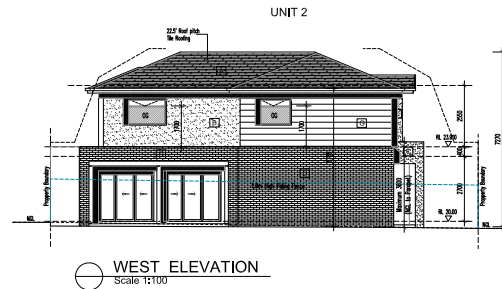
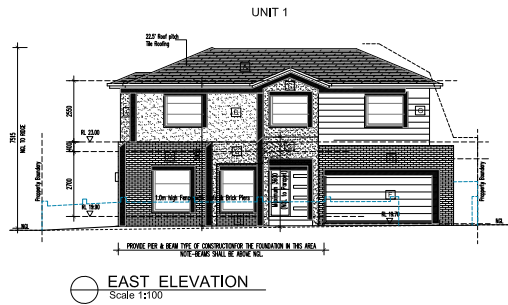
UNIT	No of BED RMs	Car Spaces	Floor Area (m ²)			PORCH (m ²)	BAL (m ²)	CAR (m ²)	POS (m ²)			
			GD	UP	TOTAL				SPOS	REST	TOTAL	
1	1(Gr.fl) 3 (Up.fl)	Standard Liv.	2 Cars	85.1	100.0	185.1	3.1	-	37.1	41.1	137.0	178.1
2	1(Gr.fl) 3 (Up.fl)	Standard Liv.	2 Cars	82.9	87.2	170.1	2.5	-	23.9	40.6	25.6	66.2

AREA ANALYSIS.

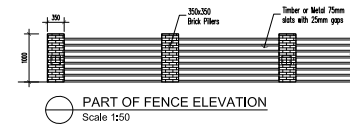
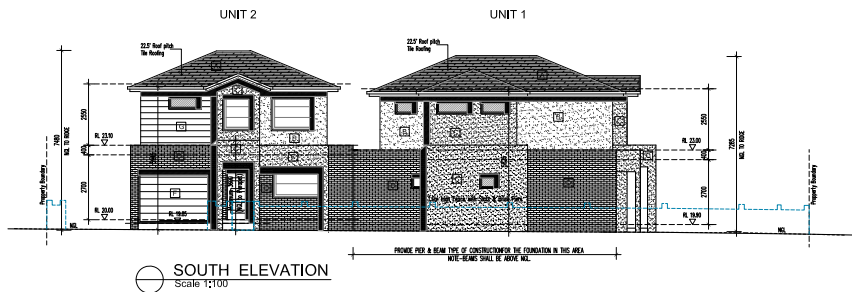
LAND AREA	- 566.0m ²
SITE COVER	- 234.6 m ² (41.45%)
PERMEABILITY	- 566.0-(234.6+79.5) 251.9 (44.50%)
GARDEN AREA	- 248.1 (43.83%)

NOTES		<p>ARPC ARCHITECTS COPYRIGHT ©</p> <p>Copyright. This document remains the property of ARPC Pty Ltd. Reproduction in whole or in part forbidden. Verify All dimensions before commencing work and shop drawings</p>	CONTRACT ARCHITECT :		<p>PROJECT TITLE: PROPOSED RESIDENTIAL DEVELOPMENT AT 76, KINGSCLERE AVENUE, KEYSBOROUGH.</p>	<p>PROJECT ADDRESS: 76, KINGSCLERE AVENUE, KEYSBOROUGH.</p> <p>DRAWING: FIRST FLOOR PLAN</p> <p>TYPE: TOWN PLANING DRAWING</p>	SCALE: 1:100 @ A1	
			<p>ARPC PTY LTD</p> <p>ARCHITECTS</p> <p>T: 0417 031 064</p>				DATE: OCT 2023	
REVISIONS							DRAWN:	

ATT 2.3.1.1 Assessed Plans



NOTE:
* UPPER FLOOR HABITABLE ROOM WINDOWS TO BE PROVIDED WITH FIXED OBSCURE GLAZING UP TO 1.7M HEIGHT ABOVE F.F.L TO RESTRICT OVERLOOKING

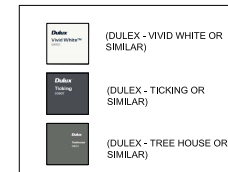


This document has been copied and made available for the purpose of the planning process as set out in the Planning and Environment Act 1987. The information must not be used for any other purpose. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.

LEGEND (MATERIALS & COLOURS)

- A - Flat Roof Tiles - Grey (DULEX - TICKING OR SIMILAR)
- B - Rendered walls - White (DULEX - VIVID WHITE OR SIMILAR)
- C - Rendered walls - Grey (DULEX - TICKING OR SIMILAR)
- D - Face Brick work
- E - Obscure Glazing
- F - Roller Door - Grey (DULEX - TICKING OR SIMILAR)
- G - Hardies 'Sycon' Cladding - Light Grey (DULEX - TEE HOUSE OR SIMILAR)
- H - Down Pipes - Grey (DULEX - TICKING OR SIMILAR)
- I - Front Fence - Brick Piers - Grey (DULEX - TICKING OR SIMILAR)
- Slats - Light Grey (DULEX - TEE HOUSE OR SIMILAR)
- J - Mail Boxes - Grey (DULEX - TICKING OR SIMILAR)

COLOUR SWATCH



NO	ITEM	DATE
REVISIONS		
E	Further Information	09-05-24
D	Further Information	17-04-24
C	Further Information	08-04-24
B	Further Information	25-02-24
A	Further Information	04-02-24

NOTES

ARPC ARCHITECTS COPYRIGHT ©
Copyright. This document remains the property of ARPC Pty Ltd. Reproduction in whole or in part forbidden. Verify All dimensions before commencing work and shop drawings

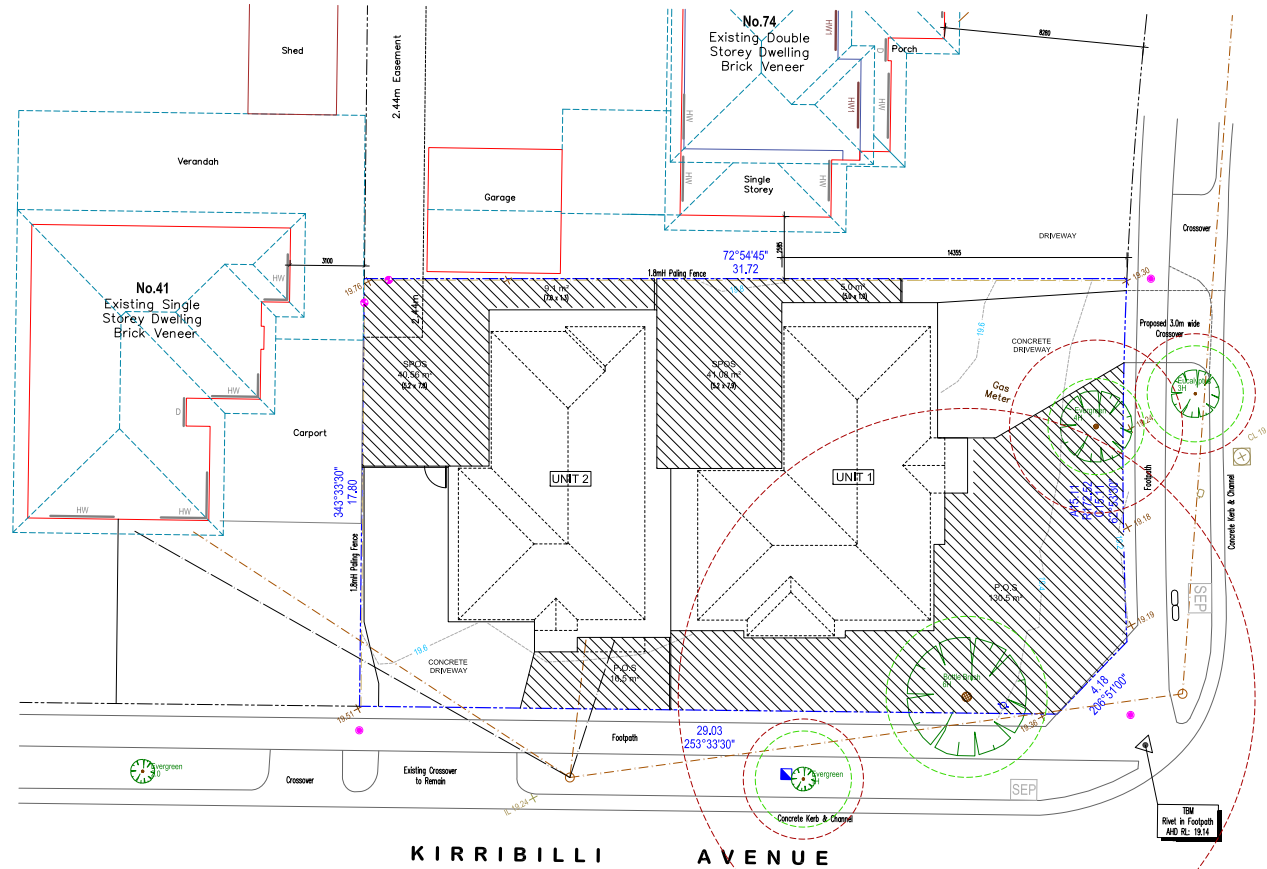
CONTRACT ARCHITECT :
ARPC PTY LTD
ARCHITECTS
T: 0417 031 064

PROJECT TITLE:
PROPOSED RESIDENTIAL DEVELOPMENT AT 76, KINGSLERE AVENUE, KEYSBOROUGH.

PROJECT ADDRESS:
76, KINGSLERE AVENUE, KEYSBOROUGH.
DRAWING:
PROPOSED ELEVATIONS
TYPE:
TOWN PLANING DRAWING

SCALE:
1:100 @ A1
DATE:
OCT 2023
DRAWN:
TP 06 E
SHEET NUMBER: REVISION:

ATT 2.3.1.1 Assessed Plans



KINGSLERE AVENUE

KIRRIBILLI AVENUE

This document has been copied and made available for the purpose of the planning process as set out in the Planning and Environment Act 1987. The information must not be used for any other purpose. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.

GARDEN AREA
Scale 1:100

AREA ANALYSIS:	
LAND AREA	- 566.0m ²
SITE COVER	- 234.6 m ² (41.45%)
PERMEABILITY	- 566.0-(234.6+79.5) 251.9 (44.50%)
GARDEN AREA	- 248.1 (43.83%)
(MINIMUM 1M WIDTH)	

NO	ITEM	DATE	REVISIONS

NOTES

ARPC ARCHITECTS COPYRIGHT ©

Copyright. This document remains the property of ARPC Pty Ltd. Reproduction in whole or in part forbidden. Verify All dimensions before commencing work and shop drawings

CONTRACT ARCHITECT :

ARPC PTY LTD

ARCHITECTS

T: 0417 031 064

PROJECT TITLE:

PROPOSED RESIDENTIAL DEVELOPMENT
AT 76, KINGSLERE AVENUE,
KEYSBOROUGH.

PROJECT ADDRESS:

**76, KINGSLERE AVENUE,
KEYSBOROUGH.**

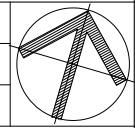
DRAWING:

GARDEN AREA

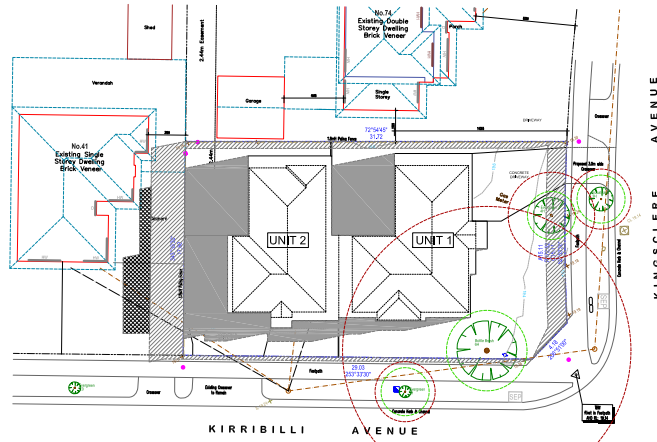
TYPE:

TOWN PLANING DRAWING

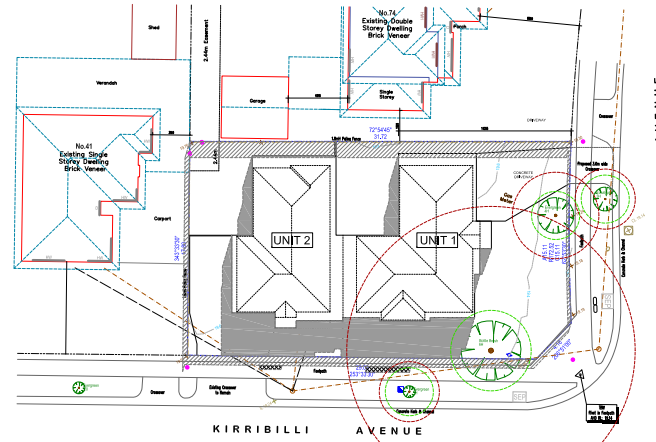
SCALE:	1:100 @ A1
DATE:	OCT 2023
DRAWN:	
TP 07	E
SHEET NUMBER:	REVISION:



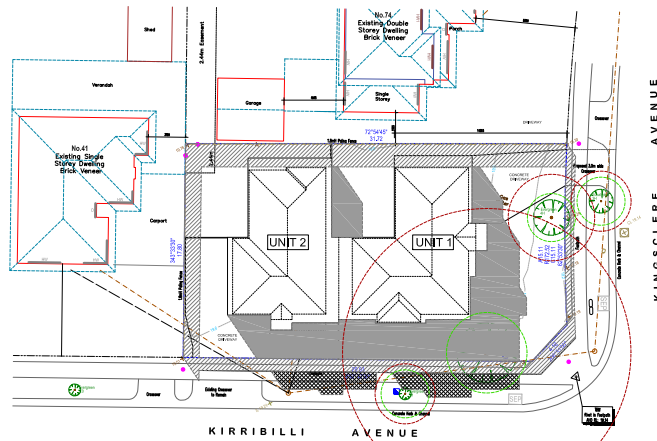
ATT 2.3.1.1 Assessed Plans



SHADOW DIAGRAM - 9.00 AM
Scale 1:200



SHADOW DIAGRAM - 12.00 PM
Scale 1:200



SHADOW DIAGRAM - 3.00 PM
Scale 1:200

This document has been copied and made available for the purpose of the planning process as set out in the Planning and Environment Act 1987. The information must not be used for any other purpose. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.

LEGEND

	DENOTES ADJOINING AFFECTED AREAS FROM OVERSHADOWING
	DENOTES AREA OF SHADOW
	DENOTES AREA OF SHADOW (FENCE)

NO	ITEM	DATE
E	Further Information	09-05-24
D	Further Information	18-04-24
C	Further Information	08-04-24
B	Further Information	25-02-24
A	Further Information	04-02-24
NO	REVISIONS	

NOTES

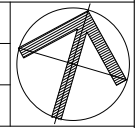
ARPC ARCHITECTS COPYRIGHT ©
Copyright. This document remains the property of ARPC Pty Ltd. Reproduction in whole or in part forbidden. Verify All dimensions before commencing work and shop drawings.

CONTRACT ARCHITECT :
ARPC PTY LTD
ARCHITECTS
T: 0417 031 064

PROJECT TITLE:
PROPOSED RESIDENTIAL DEVELOPMENT AT 76, KINGSLERE AVENUE, KEYSBOROUGH.

PROJECT ADDRESS:
76, KINGSLERE AVENUE, KEYSBOROUGH.
DRAWING:
SHADOW DIAGRAM
TYPE:
TOWN PLANING DRAWING

SCALE:
1:200 @ A1
DATE:
OCT 2023
DRAWN:
TP 08 E
SHEET NUMBER: REVISION:



ATT 2.3.1.1 Assessed Plans

LEGEND

- EXISTING TREES TO BE REMOVED
- EXISTING TREES TO BE RETAINED
- PROPOSED TREE
- PROPOSED SHRUB
- PROPOSED GROUND COVERS
- PRE-CAST CONCRETE STOPPERS
- MULCH GARDEN BED
- CRUSHED ROCK PATH
- CONCRETE PAVEMENT
- LAWN AREA
- FIBREL MULCH
- PERMEABLE PAVING (PERMEABLE SURFACE)

This document has been copied and made available for the purpose of the planning process as set out in the Planning and Environment Act 1987. The information must not be used for any other purpose. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.

TREE PROTECTION ZONES

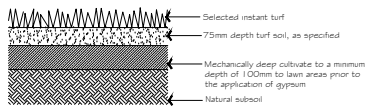
- LOCATION OF TREE PROTECTION ZONES (TPZ) ON PLAN
- LOCATION OF STRUCTURAL ROOT ZONES (SRZ) ON PLAN

SPECIFICATION NOTES

- Contractor to verify location of all underground services prior to commencement of work.
- Remove weeds from all areas shown on the drawings as garden bed and lawn, herbicide to be used sparingly.
- Grade site into garden beds, lawn or gravel areas, adjust grading accordingly when water tracks or ponding is apparent.
- Determine pH of soil using pH kit available at most nurseries, the soil should have a pH slightly acidic to neutral (pH: 5.5 to 7.0). If outside of this range contact your local nursery to obtain advice on improving the pH level, plant tolerance of high or low pH varies.
- Clay soils should be checked for responsiveness to gypsum which can allow plant roots to penetrate the soil. If required, add gypsum according to manufacturer's directions.
- Minimize cultivation of existing soil and improve with organic material such as well rotted manures, soil improvers or compost prepared to AS:454-2003. Top dress existing soil with the matter and cover with mulch. If existing topsoil is not available then imported topsoil that complies with AS:454-2003 should be used.
- Any imported topsoil to be free of weeds, rubble and other materials deleterious to plant growth and is to be of a medium texture (sandy loam) with a pH of 6.0-7.0. Any imported top soil is to be laid over a prepared sub-base and to be spread to the appropriate depth and cultivated into the existing site soil to a minimum depth of 150mm.
- Imported top soil is to be lightly and uniformly compacted in 150mm layers to a minimum depth of 100mm on lawn areas, 300mm on excavated planting beds and 450mm in tree planting areas.
- Plant selection shall be as per the plant schedule in locations as shown on the drawings. Plant quantities are to be confirmed by the contractor and any discrepancies between the plant schedule and plan are to be reported to the landscape architect before proceeding. All trees must comply with Australian Standard AS3203:2015 'Tree Stock for Landscape Use'. Plants are to have well developed root systems and be free of pest and disease.
- Irrigation is to be supplied to all garden beds in the form of an automatic drip irrigation system. Irrigation lines are to be placed below the mulch layer and the entire system is to meet manufacturer's specifications.
- Apply organic mulch to all garden bed areas to a depth of 75mm as per planting details. Recommended species of mulch should be pine or local common eucalyptus. Rare timbers such as Red Gum or Jarrah should not be used.
- Season is an ideal fertilizer to apply upon initial planting. Season targets root and promotes healthy & balanced growth. Phosphorus is an ideal liquid fertilizer that can be applied to the entire garden every three months. Individual plant species have varying requirements, consult your local nursery for advice.
- All timber products to be treated pine, recycled or plantation grown, stake trees for one to two years as per detail. Use two or three 50x50x1800mm stakes per tree and fasten with 50mm fabric tape.
- Use timber edging as per detail using 100x50 finished treated pine, fixed with hardwood pegs between all garden beds, crushed rock paths & lawn areas.
- Lawn is to be installed to areas as shown. For best results, areas shown as lawn to the dig to a depth of 100mm to 150mm. Then rake in a turf soil with lawn starter fertilizer to optimize, to a depth of 75mm. Rake and smooth the soil removing any rocks, roots and large clods. Roll and consolidate the soil lightly, this will firm the soil surface and reveal any low areas that need more soil. Keep the soil level 20mm below paths etc. water the prepared area to settle the soil and provide a moist base for the turf.
- Install your lawn immediately upon delivery by rolling out the instant turf. Butt and push edges and end against each other tightly, without stretching. Avoid gaps or over lapping, stagger the joints in each row in a brick like fashion, using a large knife to trim corners etc. Rolling turf after laying is important. After installing the turf, roll the lawn with a lawn roller to improve turf to soil contact and remove air pockets. Lawn must be watered within half an hour of laying instant grass and water daily or more often, keeping turf moist until it is firmly rooted (about 2 weeks). After two weeks, regular and deeper watering should begin until grass is fully established.
- Follow-up maintenance should be undertaken every 4-6 weeks for 1 year following establishment. Dead or diseased plants should be replaced. Continue to monitor for weed species and remove as required. Eradicate any pest animals or insects. Continue to water plants according to individual species' moisture needs and seasonal conditions and as advised by local water authority. All plants and trees to be monitored and pruned as required, according to AS 4373 (pruning of amenity trees), mulch to be replenished annually in spring.

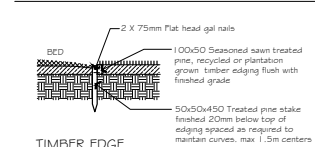
PLANT SCHEDULE

TREES	CODE	BOTANIC NAME	COMMON NAME	H	W	PLANTED SIZE	QTY
AV	Albizia salicaria	DROOPING SILK-OAK	10.00	5.00	1.50M TALL	1	
TL	Tristanopsis laurina	KANOOKA WATER GUM	7.00	4.00	1.50M TALL	1	
ST	Lagotis linearis	SHRUB GREYS MARBLE	4.00	3.00	1.50M TALL	2	
GROUND COVERS	CODE	BOTANIC NAME	COMMON NAME	H	W	PLANTED SIZE	QTY
AG	Argemone holboellii	KANGAROO FWAYS	0.50	0.50	150 DIA POT	22	
CN	Cornus reflexa var. Nana	CORREA DUSKY BELLS	0.20	1.00	150 DIA POT	12	
CR	Crocosmia aurea	YELLOW BUTTONS	0.30	0.50	150 DIA POT	10	
LT	Lonicera selysiana	LOMANERA TANKA	0.20	0.20	150 DIA POT	12	
SHRUBS	CODE	BOTANIC NAME	COMMON NAME	H	W	PLANTED SIZE	QTY
CD	Cornus reflexa hybrid	DUSKY BELL	0.20	1.00	150 DIA POT	4	
HT	Hebe stricta	HEBE	1.00	1.00	150 DIA POT	18	
SP	Syringa paniculata	MAJESTIC SYRINGA	2.00	1.00	200 DIA POT	7	
WF	Wisteria floribunda	FLAT IR	0.30	1.00	150 DIA POT	7	

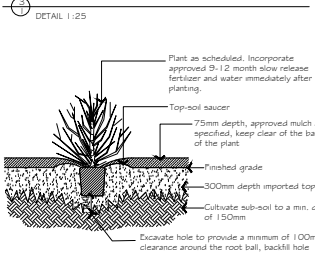


INSTANT TURF DETAIL
DETAIL 1:10

PLANTING DETAILS

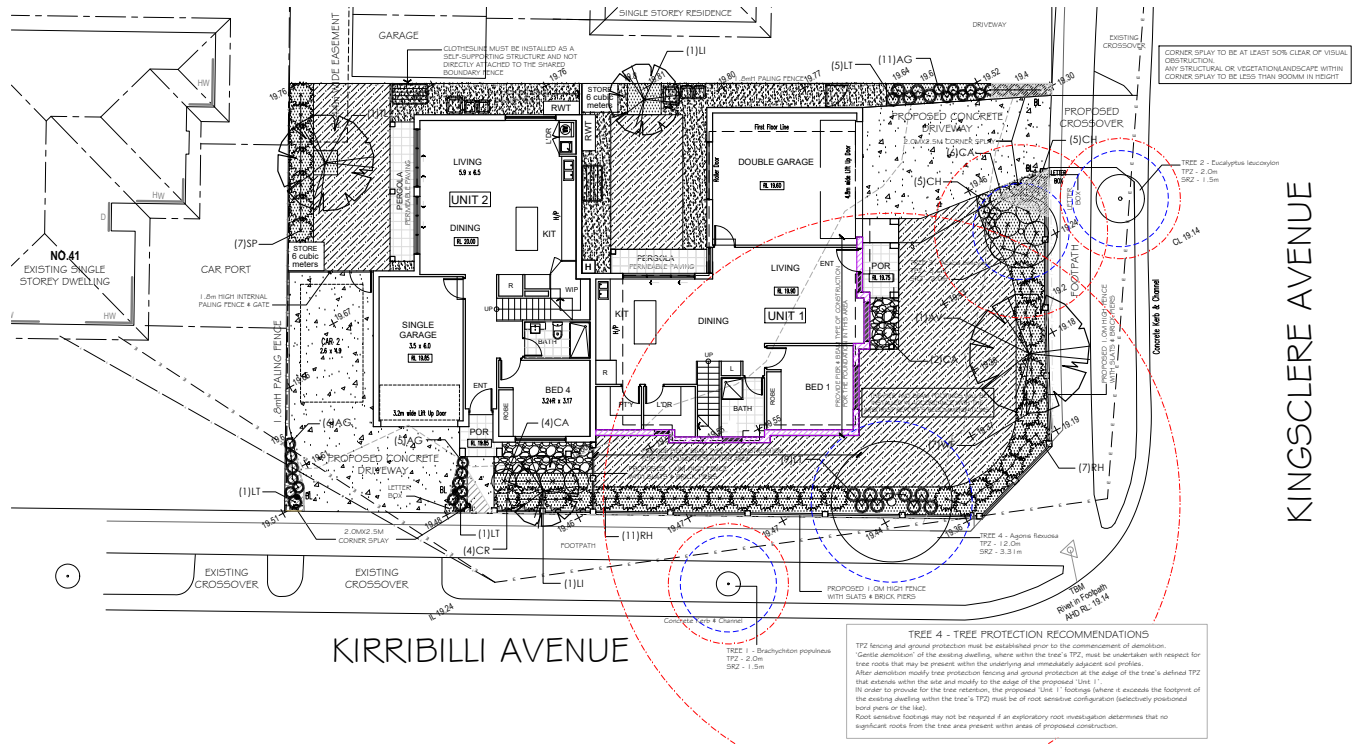


TIMBER EDGE
DETAIL 1:25



SHRUB PLANTING DETAIL
DETAIL 1:25

LANDSCAPE PLAN 1:100



TREE 4 - TREE PROTECTION RECOMMENDATIONS
TPZ fencing and ground protection must be established prior to the commencement of demolition. Gentle demolition of the existing dwelling, where within the tree's TPZ, must be undertaken with respect for tree roots that may be present within the underlying and immediately adjacent soil profiles. After demolition ready tree protection fencing and ground protection at the edge of the tree's defined TPZ that extends within the site and mostly to the edge of the proposed 'Unit 1'.
In order to provide for the tree relative to the proposed 'Unit 1' Trenching below a suitable footprint of the existing dwelling within the tree's TPZ must be of rock sensitive configuration (selectively positioned bore pits or the like).
Rock sensitive footings may not be required if an exploratory root investigation determines that no significant roots from the tree area present within areas of proposed construction.



TITLE
CONCEPT LANDSCAPE PLAN

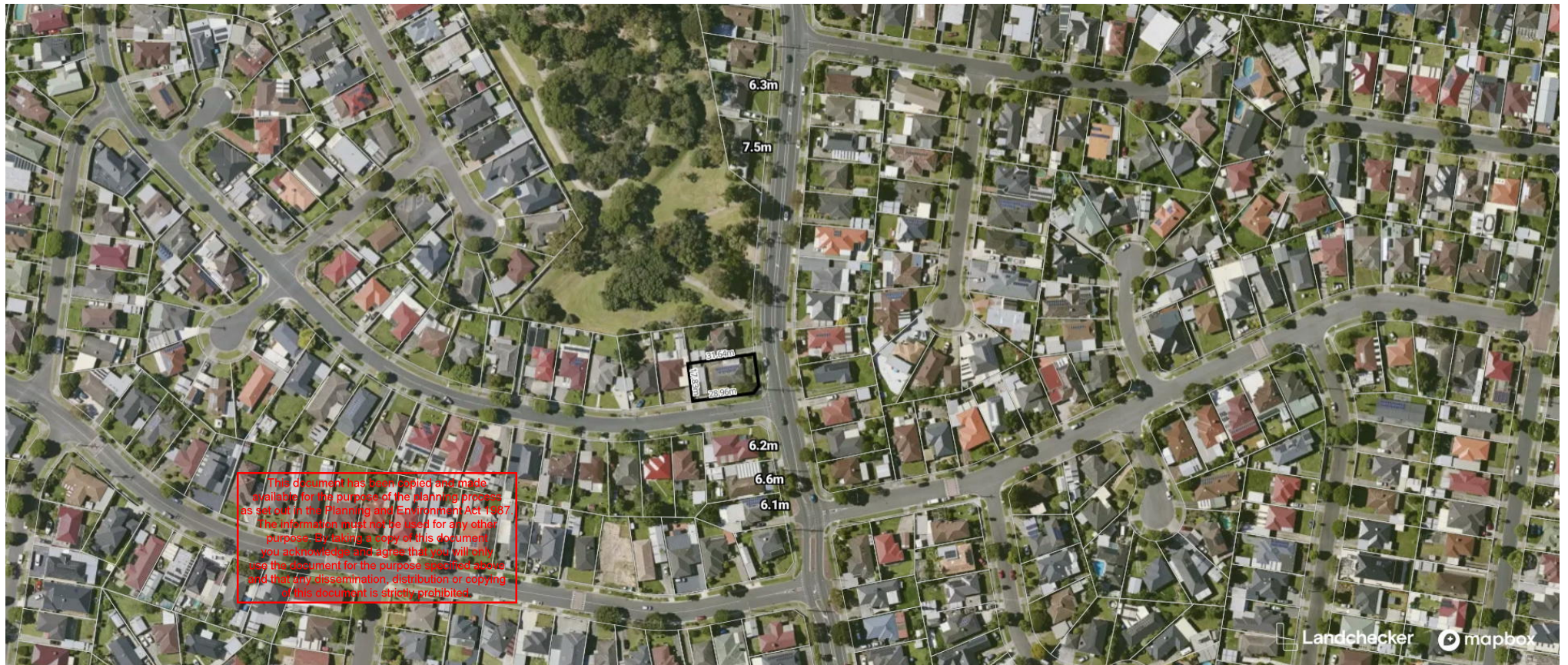
CLIENT
K. ODROBINSKI

ADDRESS
76 KINGSCLERE AVENUE
KEYSBOROUGH



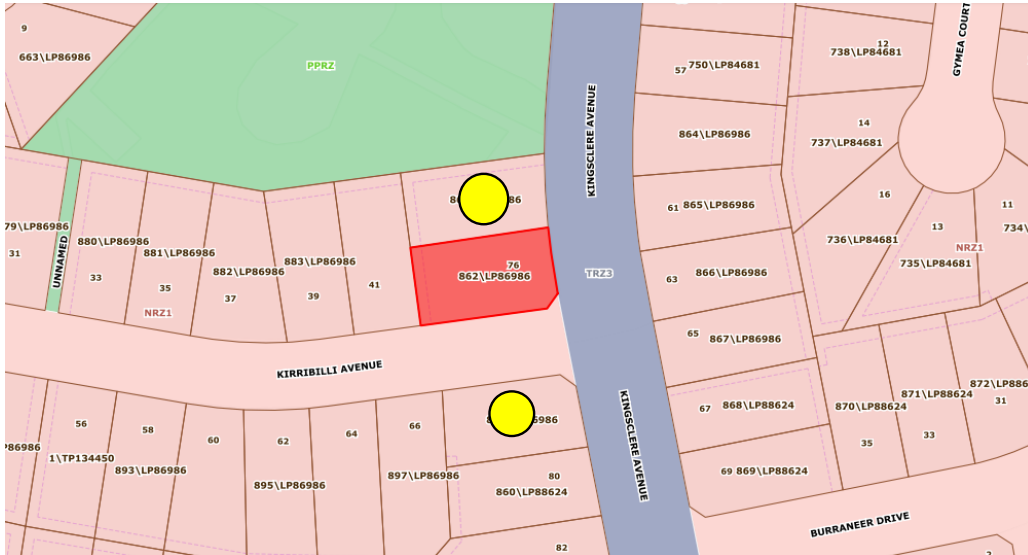
DRAWN: RJ
SCALE: 1:100
DATE: 09.02.2024
DRAWING SIZE: A1
PROJECT REFERENCE: 2024 - 202
ISSUE: B
SHEET NO: 1

DATE	ISSUE	DESCRIPTION
09.02.2024	A	CONCEPT PROPOSAL FOR THE PRELIMINARY ASSOCIATED
22.04.2024	B	LANDSCAPE PLAN AND PLANTING PLAN REVISION

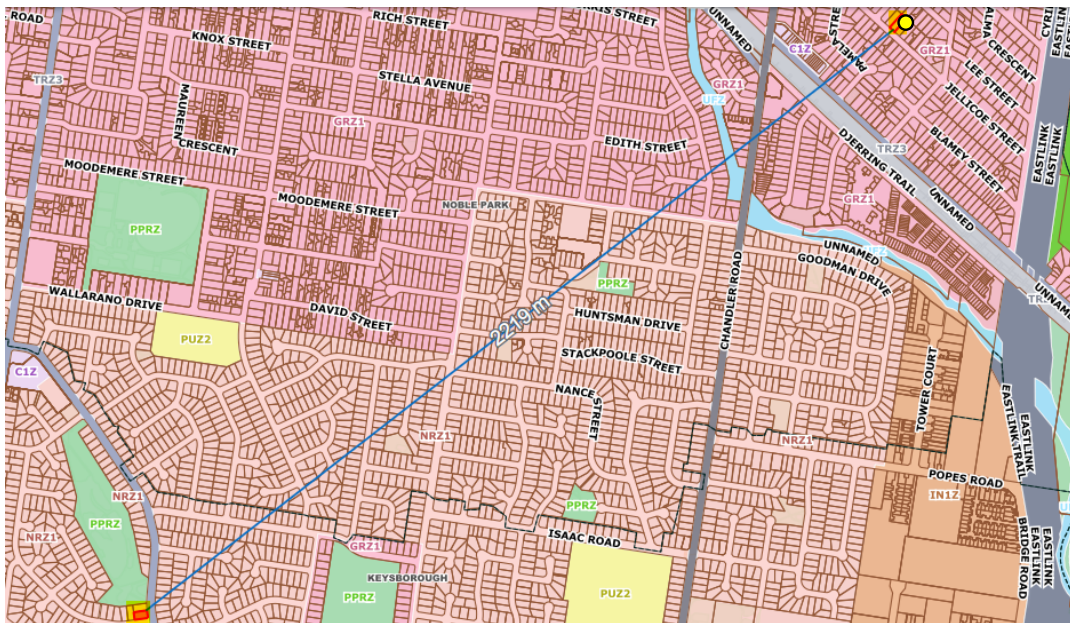




A total of five (5) objections were received to the application, of that;

- Two (2) are located well outside of the municipality boundaries, within Cranbourne East and Korumburra.
- Two (2) are located within close proximity to the subject land as detailed below:



- One (1) is located approximately 2.2 km away to the northeast of the land (as the crow flies), in Noble Park, as detailed below:



Legend	
Subject site	
Location of objectors	

Clause 22.09-3.1 Design Principles for all residential developments

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Safety	To encourage the provision of safer residential neighbourhoods, new development should enable passive surveillance through designs that:	
	Incorporate active frontages including ground floor habitable room windows.	<p>✓ Principle met</p> <p>The development is provided with habitable room windows on the ground floor levels of the dwellings which incorporates an active frontage for the site.</p>
	Maximise the number of habitable room windows on all levels of residential buildings that overlook the public realm, streets, laneways, internal access ways and car parking areas.	<p>✓ Principle met</p> <p>The development is provided with habitable room windows on both ground and first floor levels that overlook the public realm, the streetscape and the internal accessway.</p>
	Use semi-transparent fences to the street frontage.	<p>NA</p> <p>No front fence proposed.</p>
	Light communal spaces including main entrances and car parking areas with high mounted sensor-lights.	<p>✓ Principle met</p> <p>The development is provided with high-mounted sensor lighting along the internal accessway, near the car parking facilities and entries to the dwellings.</p>
	Ensure that all main entrances are visible and easily identifiable from the street.	<p>✓ Principle met</p> <p>Main entrances to the dwellings are both visible and easily identifiable from the street and internal accessway.</p>
	Locate non-habitable rooms such as bathrooms, away from entrances and street frontage.	<p>✓ Principle met</p> <p>No non-habitable rooms are located within close proximity to the entries of the dwellings or the street frontage.</p>
Landscaping	Residential development should:	

	<p>Provide substantial, high quality on-site landscaping, including screen planting and canopy trees along ground level front and side and rear boundaries.</p>	<p>✓ Principle met</p> <p>The development is provided with a landscaped character that is reflective of the existing and preferred neighbourhood character of the area.</p> <p>Landscaping is provided within the front setback, along the side and rear boundaries and along the vehicular accessways.</p> <p>Each private open space is provided with landscaping, including a minimum one (1) canopy tree to be planted with a minimum height of 1.5 metres.</p>
	<p>Provide substantial, high quality landscaping along vehicular accessways.</p>	<p>✓ Principle met</p> <p>Low scale landscaping is provided along the vehicular accessway.</p>
	<p>Include the planting of at least one substantial canopy tree to each front setback and ground level secluded private open space area.</p>	<p>✓ Principle met</p> <p>The front setback is provided with two (2) existing canopy trees to be retained and two (2) additional trees to be planted. Each secluded private open space is provided with one (1) canopy tree.</p>
	<p>Planting trees that are common to and perform well in the area.</p>	<p>✓ Principle met</p>
	<p>Avoid the removal of existing mature trees by incorporating their retention into the site design.</p>	<p>✓ Principle met</p> <p>The development is provided with new canopy tree planting.</p>
	<p>Use landscaping to soften the appearance of the built form when viewed from the street and to respect the amenity of adjoining properties.</p>	<p>✓ Principle met</p> <p>Landscaping is provided along the front, side and rear boundaries of the development, to assist in softening the appearance of bulk and built form, when viewed from the street and adjoining lots.</p>
	<p>Ensure that landscaping also addresses the Safety Design Principles.</p>	<p>✓ Principle met</p>

	Canopy trees should be planted in well proportioned setbacks/private open space that are sufficient to accommodate their future growth to maturity.	<p>✓ Principle met</p> <p>The positioning of the canopy trees within the secluded private open space allows for the future growth to maturity of the trees.</p>
	Landscaping should minimise the impact of increased storm water runoff through water sensitive urban design and reduced impervious surfaces.	<p>✓ Principle met</p>
	Landscaping should be sustainable, drought tolerant, and include indigenous species and be supported through the provision of rainwater tanks.	<p>✓ Principle met</p> <p>Each dwelling is provided with a minimum 2,000 litre rainwater tank within the secluded private open spaces.</p>
Car parking	The existing level of on-street car parking should be maintained by avoiding second crossovers on allotments with frontage widths less than 17 metres.	<p>✓ Principle met</p> <p>The proposal retains the existing crossover along the southern frontage of the side to accommodate dwelling 2</p> <p>Additionally, a second crossover is proposed along the eastern side to accommodate dwelling 1, along a no standing zone with no existing parking possibilities to the street</p> <p>One crossover and accessway per frontage is suitable as no impacts are caused to on street parking or street trees</p>
	<p>On-site car parking should be:</p> <ul style="list-style-type: none"> Well integrated into the design of the building, Generally hidden from view or appropriately screened where necessary, Located to the side or rear of the site so as to not dominate the streetscape and to maximise soft landscaping opportunities at ground level. 	<p>✓ Principle met</p> <p>The on-site car parking facilities provided to the development are visually integrated into the design of the dwellings, hidden from view from the street and do not dominate the streetscape.</p>
	<p>Where car parking is located within the front setback it should be:</p> <ul style="list-style-type: none"> Fully located within the site boundary; and Capable of fully accommodating a vehicle between a garage or carport and the site boundary. 	<p>NA</p> <p>No car parking is proposed within the front setback.</p>

	Developments with basement car parking should consider flooding concerns where applicable.	NA No basement parking proposed.
Setbacks, front boundary and width	Residential developments should:	
	Provide a front setback with fence design and height in keeping with the predominant street pattern.	✓ Principle met 1 metre high front fence proposed along the southern and eastern boundaries, semi transparent with slats and brick piers
	Maintain the apparent frontage width pattern.	✓ Principle met One dwelling fronting each street frontage is suitable to the existing width pattern
	Provide appropriate side setbacks between buildings to enable screen planting where required, and at least one generous side setback to enable the retention of trees and/or the planting and future growth of trees to maturity.	✓ Principle met The side and rear setbacks provided to the development allow for landscaping along the boundaries and within the secluded private open spaces. The setbacks also allow for the planting and growth to maturity of canopy trees.
	Provide open or low scale front fences to allow a visual connection between landscaping in front gardens and street tree planting.	✓ Principle met
Private open space	All residential developments should provide good quality, useable private open space for each dwelling directly accessible from the main living area.	✓ Principle met Each private open space is directly accessible via the main ground floor living spaces.
	Ground level private open space areas should be able to accommodate boundary landscaping, domestic services and outdoor furniture so as to maximise the useability of the space.	✓ Principle met The areas provided to the secluded private open spaces allow for boundary landscaping, domestic services and outdoor furniture.
	Private open space should be positioned to maximise solar access.	✓ Principle met Each secluded private open space is positioned with northern solar access

	Upper floor levels of the same dwelling should avoid encroaching secluded private open space areas to ensure the solar access, useability and amenity of the space is not adversely affected.	<p>✓ Principle met</p> <p>No cantilevering of the upper floor levels over the secluded private open spaces is proposed.</p>
	Upper level dwellings should avoid encroaching the secluded private open space of a separate lower level dwelling so as to ensure good solar access and amenity for the lower level dwelling.	<p>✓ Principle met</p>
Bulk & Built Form	<p>All residential developments should respect the dominant façade pattern of the streetscape by:</p> <ul style="list-style-type: none"> • Using similarly proportioned roof forms, windows, doors, and verandahs, and • Maintaining the proportion of wall space to windows and door openings. 	<p>✓ Principle met</p> <p>The design of the buildings is in keeping with the rhythm of the street, by providing each dwelling with hipped roof forms, façade articulation and visual interest via a mix of materials and finishes on both levels.</p> <p>Windows and doors facing the street are similar in scale and proportions and respect the existing and preferred neighbourhood character of the area.</p>
	Balconies should be designed to reduce the need for screening from adjoining dwellings and properties.	<p>NA</p> <p>No balconies proposed.</p>
	<p>The development of new dwellings to the rear of existing retained dwellings is discouraged where:</p> <ul style="list-style-type: none"> • The siting of the retained dwelling would not enable an acceptable future site layout for either the proposed or future dwelling; or • The retention of the existing dwelling detracts from the identified future character. 	<p>NA</p> <p>The proposal does not retain the existing dwelling.</p>
	<p>On sites adjacent to identified heritage buildings, infill development should respect the adjoining heritage by:</p> <ul style="list-style-type: none"> • Not exceeding the height of the neighbouring significant building; • Minimising the visibility of higher sections of the new building; and • Setting higher sections back at least the depth of one room from the frontage. 	<p>NA</p> <p>The site is not adjoining identified heritage buildings.</p>
Site Design	Residential development should:	

	<p>Preserve the amenity of adjoining dwellings through responsive site design that considers the privacy, solar access and outlook of adjoining properties.</p>	<p>✓ Principle met</p> <p>The development considers to the amenity of the adjoining dwellings, by providing compliant first floor side and rear setbacks, and screening of habitable room windows that face existing sensitive interfaces.</p> <p>As demonstrated in the Clause 55 assessments, the proposal complies with Standard B21 and Standard B22 Overshadowing and Overlooking objectives.</p>
	<p>Maximise thermal performance and energy efficiency of the built form by addressing orientation, passive design and fabric performance</p>	<p>✓ Principle met</p> <p>Each dwelling is provided with habitable room windows on both ground and first floor levels, that will receive solar access during the day.</p> <p>Each private open space is positioned to the north of the site for maximised sunlight to these spaces during the day.</p>
	<p>Ensure that building height, massing articulation responds sensitively to existing residential interfaces, site circumstances, setbacks and streetscape and reduces the need for screening.</p>	<p>✓ Principle met</p> <p>The majority of bulk and built form of the development is proposed within the front and centre of the site.</p> <p>The upper levels of each dwelling are separated by 2.2 metres to assist in the break-up of built form.</p> <p>The ground and first floor setbacks provided do not require excessive screening to preserve the amenity of the adjoining lots.</p>
	<p>Provide sufficient setbacks (including the location of basements) to ensure the retention of existing trees and to accommodate the future growth of new trees.</p>	<p>✓ Principle met</p> <p>The ground floor setbacks provided to the development allow for the planting of new canopy trees.</p>
	<p>Provide suitable storage provisions for the management of operational waste</p>	<p>✓ Principle met</p> <p>The development is provided with storage provisions for operational waste.</p>

	Appropriately located suitable facilities to encourage public transport use, cycling and walking.	✓ Principle met
Materials & Finishes	Residential development should:	
	Use quality, durable building materials and finishes that are designed for residential purposes.	✓ Principle met The materials and finishes selected are suitable for residential development.
	Avoid the use of commercial or industrial style building materials and finishes.	✓ Principle met As above.
	Avoid using materials such as rendered cement sheeting, unarticulated surfaces, and excessive repetitive use of materials.	✓ Principle met A variation in material and finishes on both ground and first floor levels create visual interest and avoids blank walls and repetition.
	Use a consistent simple palette of materials, colours, finishes and architectural detailing.	✓ Principle met
	Maximise the ongoing affordability and sustainability of residential developments through the selection of low maintenance, resource and energy efficient materials and finishes that can be reasonably expected to endure for the life of the building.	✓ Principle met
Domestic services normal to a dwelling and Building services	In order to minimise the impact of domestic and building services on the streetscape, adjacent properties, public realm and amenity of future residents, new residential development should:	
	Ensure that all domestic and building services are visually integrated into the design of the building and appropriately positioned or screened so as to not be seen from the street or adjoining properties.	✓ Principle met The domestic and building services provided to the development are visually integrated into the design of the dwellings, and do not require excessive screening.
	Be designed to avoid the location of domestic and building services: <ul style="list-style-type: none"> • Within secluded private open space areas, including balconies; and • Where they may have noise impacts on adjoining habitable rooms and secluded private open space areas. 	✓ Principle met

Internal Amenity	Residential development should:	
	Ensure that dwelling layouts have connectivity between the main living area and private open space.	<p>✓ Principle met</p> <p>Each secluded private open space is directly accessible via the main ground floor living spaces.</p>
	Be designed to avoid reliance on borrowed light to habitable rooms.	<p>✓ Principle met</p>
	Ensure that balconies and habitable room windows are designed and located to reduce the need for excessive screening.	<p>✓ Principle met</p> <p>The habitable room windows provided to the development are designed and located on-site to avoid the need for excessive screening.</p>
	Ensure that dwellings without ground level main living areas meet the Standards of Clauses 55.03-5, 55.04-1, 6 & 7, 55.05-3, 4 & 5.	<p>✓ Principle met</p>

Clause 22.09-3.3 Design principles for Limited Change Areas – Neighbourhood Residential Zone

Preferred housing type	The preferred housing type for the Limited Change Area is low density.	<p>✓ Principle met</p> <p>The development results in a yield of one (1) dwelling on the site, and a total density of two (2) dwellings. This is considered to be a limited change, as is appropriate for the Neighbourhood Residential Zone.</p>
Building Height	The maximum building height for land within the NRZ1 is up to 2 storeys, including ground level.	<p>✓ Principle met</p> <p>Maximum building height does not exceed 2 storeys.</p>

Landscaping	Residential development should incorporate substantial landscaping to create a landscaped character, particularly canopy trees in front and rear gardens; and to protect the outlook of adjoining properties.	<p>✓ Principle met</p> <p>The proposed retention of the canopy trees with the inclusion of new landscaping is considered suitable and acceptable for the site to protect outlooks of adjoining properties and correspond with existing landscape character</p>
Car Parking	Garages and car parking areas should be located behind buildings, generally hidden from view or recessed so as to not dominate the streetscape.	<p>✓ Principle met</p> <p>Car parking is well located to the sides of dwellings</p>
Setbacks, front boundary and width	Parking, paving and car access within the front boundary setback should be limited in order to maximise the opportunity for soft landscaping and prevent the over dominance of carports and garages in the street.	<p>✓ Principle met</p> <p>Car access and paving within the front setback has been kept to a minimum.</p>
Private open space	Residential development should provide ground level secluded private open space at the side or rear of each dwelling to avoid the need for excessive screening or high front fencing.	<p>✓ Principle met</p> <p>The ground level SPOS areas have been provided to the side and rear of the dwellings.</p>
Bulk & Built Form	<p>Residential development should:</p> <p>Ensure that the built form respects the scale of existing prevailing built form character and responds to site circumstances and streetscape;</p>	<p>✓ Principle met</p> <p>The proposed built form of the development is site responsive and respects the existing character or protect sensitive interfaces.</p> <p>The surrounding character is made of a combination of older and newer style stock with single and double storey dwellings that feature ground floor open space and open landscaped spines to the rear of properties.</p> <p>The proposed development is responsive to the existing character with ample space for substantial landscaping or screening planting along the front, sides and rear of the development. Additionally, the proposal has retained two (2) canopy trees existing on site, corresponding with the surrounding character.</p>

	Provide separation between dwellings at the upper level;	<p>✓ Principle met</p> <p>Separation between the two dwellings has been provided at the upper level.</p>
	Retain spines of open space at the rear of properties to maximise landscaping opportunities and protect private secluded open space;	<p>✓ Principle met</p> <p>A rear spine of open space has been retained.</p>
	Position more intense and higher elements of built form towards the front and centre of a site, transitioning to single storey elements to the rear of the lot.	<p>✓ Principle met</p> <p>More intense double storey elements are located to the front and centre of the site.</p>

	<p>The rearmost dwelling on a lot should be single storey to ensure the identified future character of the area and the amenity of adjoining properties is respected by maximising landscaping opportunities and protecting the amenity of adjoining private secluded open space.</p> <p>Two storey dwellings to the rear of a lot may be considered where:</p> <ul style="list-style-type: none"> • The visual impact of the building bulk does not adversely affect the identified future character of the area; • Overlooking and/or overshadowing does not adversely affect the amenity of neighbouring properties; • The building bulk does not adversely affect the planting and future growth of canopy trees to maturity; • Sufficient side and rear boundary landscaping can be provided to screen adjoining properties; • Upper storey components are well recessed from adjoining sensitive interfaces. 	<p>✓ Principle met</p> <p>The proposal includes two double storey dwellings, therefore has not provided a single storey dwelling to the rear of the land.</p> <p>However, it is considered that the principle is met.</p> <p>Considering the suitability of a double storey design to the rear of the land, the following is noted:</p> <ul style="list-style-type: none"> • The visual impact is compatible to the immediate character with a double storey dwelling with a similar built form response directly to the north of the land. • The neighbouring sites to the north and to the west both have accessways and garages adjoining the subject land with areas of open space located well setback from the proposed development. • There are no overlooking or overshadowing impacts caused by the development to neighbouring sites. • Substantial landscaping opportunities have been provided along the front site and rear boundaries, including the new planting of canopy trees and retention of two canopy trees on the site to enhance the existing landscape to the land and correspond with existing character. • Upper storey components are suitably setback from the side boundaries and recessed from the adjoining neighbouring sites.
	<p>Be well articulated through the use of contrast, texture, variation in forms, materials and colours</p>	<p>✓ Principle met</p> <p>Variations in colours and materials are proposed with articulation across the development to break up the built form and enhance visual interest.</p>

Note: Other requirements also apply. These can be found at the schedule to the applicable zone.

Clause 52.06-9 Design standards for car parking

Plans prepared in accordance with Clause 52.06-8 must meet the design standards of Clause 52.06-9, unless the responsible authority agrees otherwise.

Design standards 1, 3, 6 and 7 do not apply to an application to construct one dwelling on a lot.

Design Standards	Assessment	Requirement met/Requirement not met/NA
Design standard 1 - Accessways	Accessways must: <ul style="list-style-type: none"> • Be at least 3 metres wide. 	✓ Standard met The proposal retains an existing crossover and accessway to dwelling 2 with a minimum width of 5.75m and a new crossover to dwelling 1 with a minimum width of 3m
	<ul style="list-style-type: none"> • Have an internal radius of at least 4 metres at changes of direction or intersection or be at least 4.2 metres wide. 	NA
	<ul style="list-style-type: none"> • Allow vehicles parked in the last space of a dead-end accessway in public car parks to exit in a forward direction with one manoeuvre. 	NA
	<ul style="list-style-type: none"> • Provide at least 2.1 metres headroom beneath overhead obstructions, calculated for a vehicle with a wheel base of 2.8 metres. 	✓ Standard met Car parking spaces are clear of all obstructions
	<ul style="list-style-type: none"> • If the accessway serves four or more car spaces or connects to a road in a Road Zone, the accessway must be designed to that cars can exit the site in a forward direction. 	NA The accessways serves a total of two (2) car spaces each.
	<ul style="list-style-type: none"> • Provide a passing area at the entrance at least 5 metres wide and 7 metres long if the accessway serves ten or more car parking spaces and is either more than 50 metres long or connects to a road in Road Zone. 	NA
	<ul style="list-style-type: none"> • Have a corner splay or area at least 50 percent clear of visual obstructions extending at least 2 metres along the frontage road from the edge of an exit lane and 2.5 metres along the exit lane from the frontage, to provide a clear view of pedestrians on the footpath of the frontage road. The area clear of visual obstructions may include an adjacent entry or exit lane where more than one lane is provided, or adjacent landscaped areas, provided the landscaping in those areas is less than 900mm in height. 	✓ Standard met Landscaping and mailboxes located within the corner splays of the accessways are annotated at a maximum height of 0.9 metres.
	If an accessway to four or more car parking spaces is from land in a Road Zone, the access to the car spaces must be at least 6 metres from the road carriageway.	NA The accessway is not connected to a road in a Transport Road Zone 2 or 3.
If entry to the car space is from a road, the width of the accessway may include the road.	✓ Standard met	

Design standard 2 – Car parking spaces

Car parking spaces and accessways must have the minimum dimensions as outlined in Table 2.

Table 2: Minimum dimensions of car parking spaces and accessways

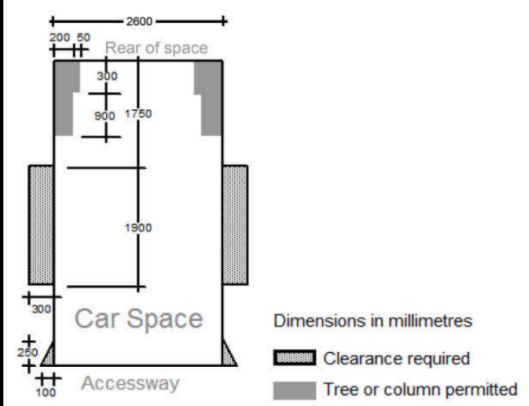
Angle of car parking spaces to access way	Accessway width	Car space width	Car space length
Parallel	3.6 m	2.3 m	6.7 m
45°	3.5 m	2.6 m	4.9 m
60°	4.9 m	2.6 m	4.9 m
90°	6.4 m	2.6 m	4.9 m
	5.8 m	2.8 m	4.9 m
	5.2 m	3.0 m	4.9 m
	4.8 m	3.2 m	4.9 m

Note to Table 2: Some dimensions in Table 2 vary from those shown in the Australian Standard AS2890.1-2004 (off street). The dimensions shown in Table 2 allocate more space to aisle widths and less to marked spaces to provide improved operation and access. The dimensions in Table 2 are to be used in preference to the Australian Standard AS2890.1-2004 (off street) except for disabled spaces which must achieve Australian Standard AS2890.6-2009 (disabled).

A wall, fence, column, tree, tree guard or any other structure that abuts a car space must not encroach into the area marked 'clearance required' on Diagram 1, other than:

- A column, tree or tree guard, which may project into a space if it is within the area marked 'tree or column permitted' on Diagram 1.
- A structure, which may project into the space if it is at least 2.1 metres above the space.

Diagram 1 Clearance to car parking spaces



✓ **Standard met**
Dwelling 1 is provided with a double car garage dimensioned 5.5 x 6m

Dwelling 2 is provided with a single car garage dimensioned 3.5 x 6m and an open car space dimensioned 2.6 x 4.9m

✓ **Standard met**
Each car parking space is clear of all obstructions with the exception of the following doors:

- Dwelling 1 garage door connecting internal to the dwelling
- Dwelling 2 garage door connecting internal to the dwelling
- Dwelling 2 SPOS fence opening over the open car space

All three doors are to open outside of the relevant car parking space, into the relevant dwelling or SPOS area to avoid obstructions to the car spaces.

	Car spaces in garages or carports must be at least 6 metres long and 3.5 metres wide for a single space and 5.5 metres wide for a double space measured inside the garage or carport.	✓ Standard met													
	Where parking spaces are provided in tandem (one space behind the other) an additional 500mm in length must be provided between each space.	NA No tandem car spaces proposed.													
	Where two or more car parking spaces are provided for a dwelling, at least one space must be under cover.	✓ Standard met Two car parking spaces provided per dwelling with at least one being under cover each													
	Disabled car parking spaces must be designed in accordance with Australian Standard AS2890.6-2009 (disabled) and the Building Code of Australia. Disabled car parking spaces may encroach into an accessway width specified in Table 2 by 500mm.	NA No disabled car parking proposed.													
Design standard 3: Gradients	Accessway grades must not be steeper than 1:10 (10 per cent) within 5 metres of the frontage to ensure safety for pedestrians and vehicles. The design must have regard to the wheelbase of the vehicle being designed for; pedestrian and vehicular traffic volumes; the nature of the car park; and the slope and configuration of the vehicle crossover at the site frontage. This does not apply to accessways serving three dwellings or less.	NA the site is relatively flat in topography													
	Ramps (except within 5 metres of the frontage) must have the maximum grades as outlined in Table 3 and be designed for vehicles travelling in a forward direction.	NA No ramps are proposed.													
	<p>Table 3: Ramp gradients</p> <table border="1"> <thead> <tr> <th>Type of car park</th> <th>Length of ramp</th> <th>Maximum grade</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Public car parks</td> <td>20 metres or less</td> <td>1:5 (20%)</td> </tr> <tr> <td>longer than 20 metres</td> <td>1:6 (16.7%)</td> </tr> <tr> <td rowspan="2">Private or residential car parks</td> <td>20 metres or less</td> <td>1:4 (25%)</td> </tr> <tr> <td>longer than 20 metres</td> <td>1:5 (20%)</td> </tr> </tbody> </table>	Type of car park	Length of ramp	Maximum grade	Public car parks	20 metres or less	1:5 (20%)	longer than 20 metres	1:6 (16.7%)	Private or residential car parks	20 metres or less	1:4 (25%)	longer than 20 metres	1:5 (20%)	
	Type of car park	Length of ramp	Maximum grade												
Public car parks	20 metres or less	1:5 (20%)													
	longer than 20 metres	1:6 (16.7%)													
Private or residential car parks	20 metres or less	1:4 (25%)													
	longer than 20 metres	1:5 (20%)													
Where the difference in grade between two sections of ramp or floor is greater than 1:8 (12.5 per cent) for a summit grade change, or greater than 1:6.7 (15 per cent) for a sag grade change, the ramp must include a transition section of at least 2 metres to prevent vehicles scraping or bottoming.	NA														
Plans must include an assessment of grade changes of greater than 1:5.6 (18 per cent) or less than 3 metres apart for clearances, to the satisfaction of the responsible authority.	NA														
Design standard 4: Mechanical parking	Mechanical parking may be used to meet the car parking requirement provided: <ul style="list-style-type: none"> At least 25 per cent of the mechanical car parking spaces can accommodate a vehicle clearance height of at least 1.8 metres. 	NA No mechanical parking proposed.													

ATT 2.3.1.4 Clause 52.06 assessment

	<ul style="list-style-type: none"> • Car parking spaces the require the operation of the system are not allowed to visitors unless used in a valet parking situation. 	NA
	<ul style="list-style-type: none"> • The design and operation is to the satisfaction of the responsible authority. 	NA
Design standard 5: Urban design	Ground level car parking, garage doors and accessways must not visually dominate public space.	✓ Standard met The car spaces provided to the development are visually integrated into the design of the dwellings.
	Car parking within buildings (including visible portions of partly submerged basements) must be screened or obscured where possible, including through the use of occupied tenancies, landscaping, architectural treatments and artworks.	NA No car parking is proposed within buildings.
	Design of car parks must take into account their use as entry points to the site.	✓ Standard met
	Design of new internal streets in developments must maximise on street parking opportunities.	NA
Design standard 6: Safety	Car parking must be well lit and clearly signed.	✓ Standard met The development is provided with high-mounted sensor lighting near the car spaces and entries of the dwellings.
	The design of car parks must maximise natural surveillance and pedestrian visibility from adjacent buildings.	✓ Standard met
	Pedestrian access to car parking areas from the street must be convenient.	✓ Standard met Pedestrian access to the car spaces on-site from the street are convenient.
	Pedestrian routes through car parking areas and building entries and other destination points must be clearly marked and separated from traffic in high activity parking areas.	NA
Design standard 7: Landscaping	The layout of car parking areas must provide for water sensitive urban design treatment and landscaping.	✓ Standard met Car parking areas have suitably considered landscaping along either sides of accessways
	Landscaping and trees must be planted to provide shade and shelter, soften the appearance of ground level car parking and aid in the clear identification of pedestrian paths.	✓ Standard met
	Ground level car parking spaces must include trees planted with flush grilles. Spacing of trees must be determined having regard to the expected size of the selected species at maturity.	✓ Standard met

Clause 55.02-1 Neighbourhood character objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B1	The design response must be appropriate to the neighbourhood and the site.	<p>✓ Standard met</p> <p>The design response is appropriate to the existing site circumstances and the surrounding neighbourhood, located within Schedule 1 of the Neighbourhood Residential Zone.</p>
	The proposed design response must respect the existing or preferred neighbourhood character and respond to the features of the site.	<p>✓ Standard met</p> <p>The design response respects the existing and preferred neighbourhood character of the area, and the features of the site.</p> <p>As demonstrated in the Clause 22.09 assessment provided, the design response reflects the design principles as required within Clause 22.09-3.1 and Clause 22.09-3.4.</p>
Decision Guidelines	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p> <p>The neighbourhood and site description.</p> <p>The design response.</p>	
Objectives	To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.	<p>✓ Objective met</p>
	To ensure that development responds to the features of the site and the surrounding area.	

Clause 55.02-2 Residential policy objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B2	An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the PPF and the LPPF, including the MSS and local planning policies.	<p>✓ Standard met</p> <p>A written assessment of the proposal against the standards of Clause 55 Two or more dwellings on a lot and residential buildings, Clause 22.09 Residential Development and Neighbourhood Character Policy and Clause 52.06 Car Parking has been provided alongside the application, to the satisfaction of the Responsible Authority.</p>
Decision Guidelines	The PPF and the LPPF including the MSS and local planning policies.	
Objectives	<p>The design response.</p> <p>To ensure that residential development is provided in accordance with any policy for housing in the PPF and the LPPF, including the MSS and local planning policies.</p> <p>To support medium densities in areas where development can take advantage of public and community infrastructure and services.</p>	<p>✓ Objective met</p>

Clause 55.02-3 Dwelling diversity objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B3	Developments of ten or more dwellings should provide a range of dwelling sizes and types, including: <ul style="list-style-type: none"> • Dwellings with a different number of bedrooms. • At least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level. 	NA The development is for two (2) dwellings on a lot.
Objective	To encourage a range of dwellings sizes and types in developments of ten or more dwellings.	

Clause 55.02-4 Infrastructure objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B4	Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available.	✓ Standard met The development will be connected to the reticulated services.
	Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.	✓ Standard met The development for two (2) dwellings will not unreasonably exceed the capacity of utility services and infrastructure.

	In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure.	NA The site is within an established residential area.
Decision Guidelines	The capacity of the existing infrastructure.	
	In the absence of reticulated sewerage, the capacity of the development to treat and retain all wastewater in accordance with the SEPP (Waters of Victoria) under the EPA 1970.	
	If the drainage system has little or no spare capacity, the capacity of the development to provide for stormwater drainage mitigation or upgrading of the local drainage system.	
Objectives	To ensure development is provided with appropriate utility services and infrastructure.	✓ Objective met
	To ensure development does not unreasonably overload the capacity of utility services and infrastructure.	

Clause 55.02-5 Integration with the street objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B5	Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility.	✓ Standard met The development provides adequate vehicle and pedestrian links to maintain and enhance local accessibility.

	Developments should be oriented to front existing and proposed streets.	✓ Standard met Dwelling 1 orientated towards Kingsclere Avenue and dwelling 2 towards Kirribilli Avenue
	High fencing in front of dwellings should be avoided if practicable.	✓ Standard met A 1 metre high fence is proposed along both frontages to the corner site, slats with brick piers
	Development next to existing public open space should be laid out to complement the open space.	NA The site does not adjoin existing public open space.
Decision Guidelines	Any relevant urban design objective, policy or statement set out in this scheme.	
	The design response.	
Objective	To integrate the layout of development with the street.	✓ Objective met

Clause 55.03-1 Street setback objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B6	Walls of buildings should be set back from streets: <ul style="list-style-type: none"> At least the distance specified in a schedule to the zone, or If no distance is specified in a schedule to the zone, the distance specified in Table B1. 	✗ Standard not met NRZ1 Site is located on a corner <u>Front street = Kingsclere Avenue</u> Front walls are to be 9m or the same as adjoining

	<p>Porches, pergolas, and verandahs that are less than 3.6 metres high and eaves may encroach not more than 2.5 metres into the setbacks of this standard</p> <p>Table B1 Street setback</p> <table border="1"> <thead> <tr> <th>Development context</th> <th>Minimum setback from front street (metres)</th> <th>Minimum setback from a side street (metres)</th> </tr> </thead> <tbody> <tr> <td>There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner.</td> <td>The average distance of the setbacks of the front walls of the existing buildings on the abutting allotments facing the front street or 9 metres, whichever is the lesser.</td> <td>Not applicable</td> </tr> <tr> <td>There is an existing building on one abutting allotment facing the same street and no existing building on the other abutting allotment facing the same street, and the site is not on a corner.</td> <td>The same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser.</td> <td>Not applicable</td> </tr> <tr> <td>There is no existing building on either of the abutting allotments facing the same street, and the site is not on a corner.</td> <td>6 metres for streets in a Transport Zone 2 and 4 metres for other streets.</td> <td>Not applicable</td> </tr> <tr> <td>The site is on a corner.</td> <td>If there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser. If there is no building on the abutting allotment facing the front street, 6 metres for streets in a Transport Zone 2 and 4 metres for other streets.</td> <td>Front walls of new development fronting the side street of a corner site should be setback at least the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 3 metres, whichever is the lesser. Side walls of new development on a corner site should be setback the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 2 metres, whichever is the lesser.</td> </tr> </tbody> </table>	Development context	Minimum setback from front street (metres)	Minimum setback from a side street (metres)	There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner.	The average distance of the setbacks of the front walls of the existing buildings on the abutting allotments facing the front street or 9 metres, whichever is the lesser.	Not applicable	There is an existing building on one abutting allotment facing the same street and no existing building on the other abutting allotment facing the same street, and the site is not on a corner.	The same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser.	Not applicable	There is no existing building on either of the abutting allotments facing the same street, and the site is not on a corner.	6 metres for streets in a Transport Zone 2 and 4 metres for other streets.	Not applicable	The site is on a corner.	If there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser. If there is no building on the abutting allotment facing the front street, 6 metres for streets in a Transport Zone 2 and 4 metres for other streets.	Front walls of new development fronting the side street of a corner site should be setback at least the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 3 metres, whichever is the lesser. Side walls of new development on a corner site should be setback the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 2 metres, whichever is the lesser.	<ul style="list-style-type: none"> • Front wall of dwelling 1 setback 7.5m • Adjoining dwelling is 8.2m <p>Does not comply with the standard</p> <p><u>Side street = Kirribilli Avenue</u></p> <p>Front walls are to be 3m or the same as adjoining</p> <ul style="list-style-type: none"> • Front wall of dwelling 2 setback 3m <p>Side walls are to be 2m or the same as adjoining</p> <ul style="list-style-type: none"> • Side wall of dwelling 1 setback 3m <p>Complies</p>
Development context	Minimum setback from front street (metres)	Minimum setback from a side street (metres)															
There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner.	The average distance of the setbacks of the front walls of the existing buildings on the abutting allotments facing the front street or 9 metres, whichever is the lesser.	Not applicable															
There is an existing building on one abutting allotment facing the same street and no existing building on the other abutting allotment facing the same street, and the site is not on a corner.	The same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser.	Not applicable															
There is no existing building on either of the abutting allotments facing the same street, and the site is not on a corner.	6 metres for streets in a Transport Zone 2 and 4 metres for other streets.	Not applicable															
The site is on a corner.	If there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser. If there is no building on the abutting allotment facing the front street, 6 metres for streets in a Transport Zone 2 and 4 metres for other streets.	Front walls of new development fronting the side street of a corner site should be setback at least the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 3 metres, whichever is the lesser. Side walls of new development on a corner site should be setback the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 2 metres, whichever is the lesser.															
<p>Decision Guidelines</p>	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p> <p>The design response.</p> <p>Whether a different setback would be more appropriate taking into account the prevailing setbacks of existing buildings on nearby lots.</p>	<p>The front wall of dwelling 1 does not comply with the standard of either 9m or the same as the adjoining, however this variation to be 7.5m is suitable in this instance for the following reasons:</p>															

	The visual impact of the building when viewed from the street and from adjoining properties.	<ul style="list-style-type: none"> • The existing dwelling is setback 6.1m from Kingsclere Avenue • The visual impact of the dwelling will be less than the existing with an increased setback • The proposal has retained all vegetation within the street setback, corresponding with existing character • The surrounding street setbacks to existing dwellings vary from 8.2m to 6m, therefore the proposed 7.5m is correspondent with the character along Kingsclere
	The value of retaining vegetation within the front setback.	
Objective	To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.	<p>✓ Objective met</p> <p>The proposed setbacks of buildings are respectful and respondent to the existing and preferred character to the corner site</p>

Clause 55.03-2 Building height objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B7	The maximum building height should not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land.	<p>✓ Standard met</p> <p>NRZ1 = 9m (2 storeys)</p> <p>Maximum proposed height is 7.515m (2 storeys)</p> <p>Complies</p>

	If no maximum height is specified in the zone, schedule to the zone or an overlay, the maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres.	
Decision Guidelines	Any relevant neighbourhood character objective, policy or statement set out in this scheme.	
	Any maximum building height specified in the zone, a schedule to the zone or an overlay applying to the land.	
	The design response.	
	The effect of the slope of the site on the height of the building.	
	The relationship between the proposed building height and the height of existing adjacent buildings.	
	The visual impact of the building when viewed from the street and from adjoining properties.	
Objective	To ensure that the height of buildings respects the existing or preferred neighbourhood character	✓ Objective met

Clause 55.03-3 Site coverage objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B8	The site area covered by buildings should not exceed: <ul style="list-style-type: none"> • The maximum site coverage specified in a schedule to the zone, or • If no maximum site coverage is specified in a schedule to the zone, 60 per cent. <u>NRZ1: 50%</u>	✓ Standard met NRZ1 = maximum of 50% site coverage Subject site is 557.18sqm in size Proposed site coverage of 234.6sqm = 41.45% Complies
Decision Guidelines	Any relevant neighbourhood character objective, policy or statement set out in this scheme. The design response. The existing site coverage and any constraints imposed by existing development or the features of the site. The site coverage of adjacent properties The effect of the visual bulk of the building and whether this is acceptable in the neighbourhood.	
Objective	To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.	✓ Objective met

Clause 55.03-4 Permeability and stormwater management objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B9	<p>The site area covered by the pervious surfaces should be at least:</p> <ul style="list-style-type: none"> • The minimum areas specified in a schedule to the zone, or • If no minimum is specified in a schedule to the zone, 20 per cent of the site. • The stormwater management system should be designed to: <ul style="list-style-type: none"> • Meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater - Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999). • Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces. 	<p>✓ Standard met</p> <p>NRZ1 = minimum of 40%</p> <p>Subject site is 557.18sqm in size</p> <p>251.9sqm proposed = 44.5%</p> <p>Complies</p>
Decision Guidelines	<p>The design response.</p> <hr/> <p>The capacity of the site to incorporate stormwater retention and reuse.</p> <hr/> <p>The existing site coverage and any constraints imposed by existing development.</p> <hr/> <p>The capacity of the drainage network to accommodate additional stormwater.</p> <hr/> <p>The capacity of the site to absorb run-off.</p> <hr/> <p>The practicality of achieving the minimum site coverage of pervious surfaces, particularly on lots of less than 300 square metres.</p> <hr/> <p>Whether the owner has entered into an agreement to contribute to off-site stormwater management in lieu of providing an on-site stormwater management system.</p>	
Objectives	<p>To reduce the impact of increased stormwater run-off on the drainage system.</p>	<p>✓ Objective met</p>

	To facilitate on-site stormwater infiltration.	
	To encourage stormwater management that maximises the retention and reuse of stormwater	

Clause 55.03-5 Energy efficiency objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B10	Buildings should be: <ul style="list-style-type: none"> • Oriented to make appropriate use of solar energy. • Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced. • Sited and designed to ensure that the performance of existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Neighbourhood Residential Zone or Township Zone are not unreasonably reduced. The existing rooftop solar energy system must exist at the date the application is lodged. 	<p>✓ Standard met</p> <p>The proposed development has been designed to ensure the energy efficacy of existing dwellings on adjoining lots is not unreasonably reduced. The site to the north and west are both unaffected by the design by shadowing and neither sites have solar panels to the respective roofs (aerial oct 2024).</p>
	Living areas and private open space should be located on the north side of the development, if practicable.	<p>✓ Standard met</p> <p>Living areas and secluded private open space areas are orientated to the north of the site to maximise solar availability</p>
	Developments should be designed so that solar access to north-facing windows is maximised.	<p>✓ Standard met</p> <p>North facing windows are maximised at ground and first floor to both dwellings</p>

Decision Guidelines	The design response.	
	The size, orientation and slope of the lot.	
	The existing amount of solar access to abutting properties.	
	The availability of solar access to north-facing windows on the site.	
	The extent to which an existing rooftop solar energy system on an adjoining lot is overshadowed by existing buildings or other permanent structures.	
	Whether the existing rooftop solar energy system on an adjoining lot is appropriately located	
	The effect of overshadowing on an existing rooftop solar energy system on an adjoining lot.	
Objectives	To achieve and protect energy efficient dwellings and residential buildings.	✓ Objective met
	To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.	

Clause 55.03-6 Open space objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B11	<p>If any public or communal open space is provided on site, it should:</p> <ul style="list-style-type: none"> • Be substantially fronted by dwellings, where appropriate. • Provide outlook for as many dwellings as practicable. • Be designed to protect any natural features on the site. • Be accessible and useable. 	<p>NA</p> <p>No public or communal open space is proposed for the development.</p>

Decision Guidelines	Any relevant plan or policy for open space in the PPF and the LPPF, including the MSS and local planning policies.	
	The design response.	
Objective	To integrate the layout of development with any public and communal open space provided in or adjacent to the development.	

Clause 55.03-7 Safety objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B12	Entrances to dwellings and residential buildings should not be obscured or isolated from the street and internal accessways.	<p>✓ Standard met</p> <p>Entrances to both dwellings are clearly visible from the street, are not obscured or isolated.</p>
	Planting which creates unsafe spaces along streets and accessways should be avoided.	<p>✓ Standard met</p> <p>No planting that creates unsafe spaces is proposed.</p>
	Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways.	<p>✓ Standard met</p> <p>Each dwelling is provided with high mounted sensor lighting above each entrance.</p>
	Private spaces within developments should be protected from inappropriate use as public thoroughfares.	<p>✓ Standard met</p> <p>The private spaces within developments will not be used as public thoroughfares.</p>
Decision Guidelines	The design response.	

Objectives	To ensure the layout of development provides for the safety and security of residents and property.	✓ Objective met
-------------------	---	------------------------

Clause 55.03-8 Landscaping objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B13	<p>The landscape layout and design should:</p> <ul style="list-style-type: none"> • Protect any predominant landscape features of the neighbourhood. • Take into account the soil type and drainage patterns of the site. • Allow for intended vegetation growth and structural protection of buildings. • In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals. • Provide a safe, attractive and functional environment for residents. 	<p>✓ Standard met</p> <p>The landscape plan demonstrates a level of landscaped character that is compatible with the existing and preferred neighbourhood character of the area with proposed and the retention of existing canopy trees.</p> <p>The development is provided with landscaping within the front, side and rear boundaries. The private open spaces provided to each dwelling will accommodate at least one (1) canopy tree, with a minimum planting height of at least 1.5 metres. Landscaping is also provided along the vehicular accessway.</p>
	Development should provide for the retention or planting of trees, where these are part of the character of the neighbourhood.	<p>✓ Standard met</p> <p>All existing canopy trees are proposed to be retained as a part of the proposal</p>
	Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made	<p>✓ Standard met</p> <p>No removal has occurred in the last 12 months</p>

	The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.	<p>✓ Standard met</p> <p>A planting schedule and legend is provided on the landscape plans.</p>
	<p>Development should meet any additional landscape requirements specified in a schedule to the zone.</p> <p><i>All schedules to all residential zones:</i></p> <p><i>“70% of ground level front setback, and side and rear setbacks, planted with substantial landscaping and canopy trees.”</i></p>	<p>✓ Standard met</p> <p>Over 80% of each frontage is provided with landscaping opportunities with one crossover and accessway provided</p>
Decision Guidelines	Any relevant neighbourhood character objective, policy or statement set out in this scheme.	
	Any relevant plan or policy for landscape design in the PPF and the LPPF, including the MSS and local planning policies.	
	The design response.	
	The location and size of gardens and the predominant plant types in the neighbourhood.	
	The health of any trees to be removed.	
	Whether a tree was removed to gain a development advantage.	
Objectives	To encourage development that respects the landscape character of the neighbourhood.	<p>✓ Objective met</p>
	To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance.	
	To provide appropriate landscaping.	
	To encourage the retention of mature vegetation on the site.	

Clause 55.03-9 Access objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B14	The width of accessways or car spaces should not exceed: <ul style="list-style-type: none"> • 33 per cent of the street frontage, or • if the width of the street frontage is less than 20 metres, 40 per cent of the street frontage. 	✓ Standard met Frontage to Kingsclere is 15.11m with a proposed 3m crossover = 19.8% Frontage to Kirribilli is 29.03m with an existing 5.75m crossover = 19.8% Complies
	No more than one single-width crossover should be provided for each dwelling fronting a street.	✓ Standard met One crossover proposed per frontage
	The location of crossovers should maximise retention of on-street car parking spaces.	✓ Standard met The proposal is to retain an existing crossover along Kirribilli Avenue and construct a second crossover to Kingsclere Avenue. The proposed crossover is in 'no standing' zone, therefore will not be reducing any on street parking spaces
	The number of access points to a road in a Transport Zone 2 or a Transport Zone 3 should be minimised.	NA
	Developments must provide for access for service, emergency and delivery vehicles.	✓ Standard met The 3m and 5.7m accessways are able to accommodate for emergency services and deliveries
Decision Guidelines	The design response.	
	The impact on neighbourhood character.	

	The reduction of on-street car parking spaces.	
	The effect on any significant vegetation on the site and footpath.	
Objectives	To ensure the number and design of vehicle crossovers respects the neighbourhood character.	✓ Objective met

Clause 55.03-10 Parking location objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B15	Car parking facilities should: <ul style="list-style-type: none"> • Be reasonably close and convenient to dwellings and residential buildings. • Be secure. • Be well ventilated if enclosed. 	✓ Standard met All car spaces provided to the development are located close and convenient to the dwellings.
	Shared accessways or car parks of other dwellings and residential buildings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway.	NA No shared accessways proposed
Decision Guidelines	The design response.	
Objectives	To provide convenient parking for residents and visitors vehicles.	✓ Objective met
	To protect residents from vehicular noise within developments.	

Clause 55.04-1 Side and rear setbacks objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
<p>Standard B17</p>	<p>A new building not on or within 200mm of a boundary should be setback from side or rear boundaries:</p> <ul style="list-style-type: none"> At least the distance specified in a schedule to the zone, or <i>NRZ1: "A building wall opposite an area of secluded private open space or a window to a living room of an existing dwelling should be setback a minimum of 2 metres."</i> If no distance is specified in a schedule to the zone, 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres. <p>Diagram B1 Side and rear setbacks</p>	<p>✓ Standard met</p> <p>East and south are street setbacks therefore not applicable.</p> <p>The development does not directly adjoin an area of secluded private open space or a habitable room window to the north or west.</p> <p>Therefore, a minimum of 1m is required to the ground level.</p> <p>Minimum ground floor setbacks</p> <p>North (side) = 1m and 1.3m</p> <p>West (side) = 3.575m</p> <p>Complies</p> <p>Minimum first floor setbacks</p> <p>North (side) = 2m and 2.2m</p> <p>West (side) = 4m</p> <p>Complies</p>

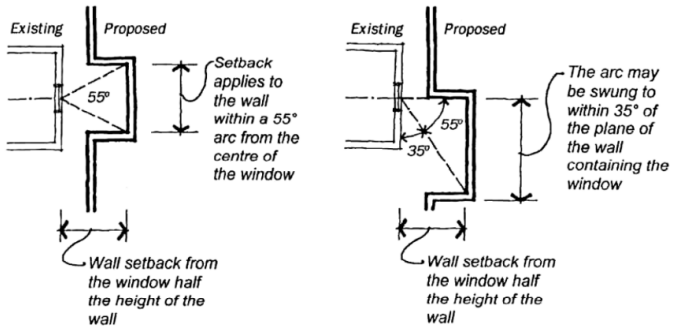
	Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the setbacks of this standard.	
	Landings having an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard.	
Decision Guidelines	Any relevant neighbourhood character objective, policy or statement set out in this scheme.	
	The design response.	
	The impact on the amenity of the habitable room windows and secluded private open space of existing dwellings.	
	Whether the wall is opposite an existing or simultaneously constructed wall built to the boundary.	
	Whether the wall abuts a side or rear lane.	
Objectives	To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.	✓ Objective met

Clause 55.04-2 Walls on boundaries objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B18	<p>A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of lot should not abut the boundary:</p> <ul style="list-style-type: none"> • For a length of more than the distance specified in the schedule to the zone; or • If no distance is specified in a schedule to the zone, for a length of more than: <ul style="list-style-type: none"> - 10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or - Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports, whichever is the greater. 	<p>NA</p> <p>No walls proposed on boundaries.</p>
	<p>A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres on the abutting property.</p>	<p>NA</p>
	<p>A building on a boundary includes a building set back up to 200mm from a boundary.</p>	
	<p>The height of a new wall constructed on or within 200 mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary should not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.</p>	<p>NA</p>

Decision Guidelines	Any relevant neighbourhood character objective, policy or statement set out in this scheme.	
	The design response.	
	The extent to which walls on boundaries are part of the neighbourhood character.	
	The impact on the amenity of existing dwellings.	
	The opportunity to minimise the length of walls on boundaries by aligning a new wall on a boundary with an existing wall on a lot of an adjoining property.	
	The orientation of the boundary that the wall is being built on.	
	The width of the lot.	
	The extent to which the slope and retaining walls or fences reduce the effective height of the wall.	
	Whether the wall abuts a side or rear lane.	
	The need to increase the wall height to screen a box gutter.	
Objectives	To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.	

Clause 55.04-3 Daylight to existing windows objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
<p>Standard B19</p>	<p>Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky. The calculation of the area may include land on the abutting lot.</p>	<p>✓ Standard met</p> <p>There are no habitable room windows within 3 metres of a boundary</p>
	<p>Walls or carports more than 3 metres in height opposite an existing habitable room window should be set back from the window at least 50 per cent of the height of the new wall if the wall is within a 55 degree arc from the centre of the existing window. The arc may be swung to within 35 degrees of the plane of the wall containing the existing window.</p> <p>Diagram B2 Daylight to existing windows</p>  <p>Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window.</p>	<p>NA</p> <p>No walls or carports more than 3 metres in height are proposed within close proximity to existing habitable room windows.</p>
	<p>The design response.</p>	

Decision Guidelines	The extent to which the existing dwelling has provided for reasonable daylight access to its habitable rooms through the siting and orientation of its habitable room windows.	
	The impact on the amenity of existing dwellings.	
Objective	To allow adequate daylight into existing habitable room windows.	✓ Objective met

Clause 55.04-4 North-facing windows objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B20	If a north-facing habitable room window of an existing dwelling is within 3 metres of a boundary on an abutting lot, a building should be setback from the boundary 1 metre, plus 0.6 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres, for a distance of 3 metres from the edge of each side of the window.	✓ Standard met There are no north facing habitable room windows within 3 metres of a boundary

	<p>Diagram B3 North-facing windows</p> <p>A north facing window is a window with an axis perpendicular to its surface orientated north 20 degrees west to north 30 degrees east.</p> <p>Applies where existing HRW is between 20° west and 30° east from north</p>	
	<p>A north facing window is a window with an axis perpendicular to its surface orientated north 20 degrees west to north 30 degrees east.</p> <p>Applies where existing HRW is between 20° west and 30° east from north</p>	

Decision Guidelines	The design response.	
	Existing sunlight to the north-facing habitable room window of the existing dwelling.	
	The impact on the amenity of existing dwellings.	
Objective	To allow adequate solar access to existing north-facing habitable room windows.	✓ Objective met

Clause 55.04-5 Overshadowing open space objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B21	Where sunlight to the secluded private open space of an existing dwelling is reduced, at least 75 per cent, or 40 square metres with a minimum dimension of 3 metres, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9am and 3pm on 22 Sept.	✓ Standard met Shadowing diagrams have been submitted with the application demonstrating compliance with no overshadowing caused to any area of open space within 9am – 3pm on Sept 22 nd equinox
	If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced.	NA
Decision Guidelines	The design response.	
	The impact on the amenity of existing dwellings.	
	Existing sunlight penetration to the secluded private open space of the existing dwelling.	

	The time of day that sunlight will be available to the secluded private open space of the existing dwelling.	
	The effect of a reduction in sunlight on the existing use of the existing secluded private open space.	
Objective	To ensure buildings do not significantly overshadow existing secluded private open space.	

Clause 55.04-6 Overlooking objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B22	<p>A habitable room window, balcony, terrace, deck, or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level.</p> <p>Diagram B4 Overlooking open space</p>	<p>✓ Standard met</p> <p>All first floor windows facing north or west (towards neighbouring sites) are adequately screened, highlighted or obscured to at least 1.7 metres above FFL</p> <p>The FFL of ground level is less than 0.8 metres above the NGL and a 1.8 metre high paling fence is proposed along the northern and western boundaries to prevent any possible views</p> <p>Complies</p>

<p>A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio should be either:</p> <ul style="list-style-type: none"> • Offset a minimum of 1.5 metres from the edge of one window to the edge of the other. • Have sill heights of at least 1.7 metres above floor level. • Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level. • Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent. 	<p>✓ Standard met</p>	
<p>Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.</p>	<p>✓ Standard met</p>	
<p>Screens used to obscure a view should be:</p> <ul style="list-style-type: none"> • Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels. • Permanent, fixed, and durable. • Designed and coloured to blend in with the development. 	<p>✓ Standard met</p>	

	The standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary.	✓ Standard met
Decision Guidelines	The design response.	
	The impact on the amenity of the secluded private open space or habitable room window.	
	The existing extent of overlooking into the secluded private open space and habitable room window of existing dwellings.	
	The internal daylight to and amenity of the proposed dwelling or residential building.	
Objective	To limit views into existing secluded private open space and habitable room windows.	✓ Objective met

Clause 55.04-7 Internal views objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B23	Windows and balconies should be designed to prevent overlooking of more than 50 per cent of the secluded private open space of a lower-level dwelling or residential building directly below and within the same development.	✓ Standard met No internal views possible
Decision Guidelines	The design response.	

Objective	To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development.	✓ Objective met
------------------	---	------------------------

Clause 55.04-8 Noise impacts objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B24	Noise sources, such as mechanical plant, should not be located near bedrooms of immediately adjacent existing dwellings.	✓ Standard met No noise sources are positioned near existing bedrooms of the adjoining dwellings.
	Noise sensitive rooms and secluded private open spaces of new dwellings and residential buildings should take into account of noise sources on immediately adjacent properties.	✓ Standard met
	Dwellings and residential buildings close to busy roads, railway lines or industry should be designed to limit noise levels in habitable rooms.	NA The site is not within close proximity to busy roads, railway lines or existing industry uses.
Decision Guidelines	The design response.	
Objectives	To contain noise sources within development that may affect existing dwellings.	✓ Objective met
	To protect residents from external noise.	

Clause 55.05-1 Accessibility objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B25	The dwelling entries of the ground floor of dwellings and residential buildings should be accessible or able to be easily made accessible to people with limited mobility.	<p>✓ Standard met</p> <p>The entries to the dwellings are accessible to people with limited mobility.</p>
Objective	To encourage the consideration of the needs of people with limited mobility in the design of developments.	<p>✓ Objective met</p>

Clause 55.05-2 Dwelling entry objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B26	Entries to dwellings and residential buildings should: <ul style="list-style-type: none"> • Be visible and easily identifiable from streets and other public areas. • Provide shelter, a sense of personal address and a transitional space around the entry. 	<p>✓ Standard met</p> <p>All entries are visible and easily identifiable from the street.</p>
Objective	To provide each dwelling or residential building with its own sense of identity.	<p>✓ Objective met</p>

Clause 55.05-3 Daylight to new windows objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B27	<p>A window in a habitable room should be located to face:</p> <ul style="list-style-type: none"> • An outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky, not including land on an abutting lot, or • A verandah provided it is open for at least on third of its perimeter, or • A carport provided it has two or more open sides and is open for at least on third of its perimeter. 	<p>✓ Standard met</p> <p>All new windows are provided with a minimum 1 metre outdoor space clear to the sky, and a light court area of a minimum 3 square metres.</p>
Decision Guidelines	<p>The design response.</p> <hr/> <p>Whether there are other windows in the habitable room which have access to daylight.</p>	
Objective	To allow adequate daylight into new habitable room windows.	✓ Objective met

Clause 55.05-4 Private open space objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B28	<p>A dwelling or residential building should have private open space of an area and dimensions specified in a schedule to the zone.</p> <p><i>NRZ1: “An area of 60 square metres of ground level, private open space, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 40 square metres and a minimum dimension of 5 metres and convenient access from a living room.”</i></p>	<p>✓ Standard met</p> <p>Dwelling one</p> <p>Private open space total: 171.58 sqm (including frontage which has an area of 130 sqm)</p> <p>Secluded private open space: 41 sqm with a minimum dimension of 5.2 metres and convenient access to the living room.</p> <p>Dwelling two</p> <p>Private open space total: 66.1 sqm (including frontage)</p> <p>Secluded private open space: 40.56 sqm, with a minimum dimension of 5 metres and convenient access to the living room.</p> <p>Complies</p>

	<p>If no area or dimensions are specified in a schedule to the zone, a dwelling or residential building should have private open space consisting of:</p> <ul style="list-style-type: none"> • An area of 40 square metres, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 25 square metres, a minimum dimension of 3 metres and convenient access from a living room, or • A balcony of 8 square metres with a minimum width of 1.6 metres and convenient access from a living room, or • A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room. <p>The balcony requirements in Clause 55.05-4 do not apply to an apartment development.</p>	<p>(RGZ1 only) NA</p>
<p>Decision Guidelines</p>	<p>The design response.</p> <p>The useability of the private open space, including its size and accessibility.</p> <p>The availability of and access to public or communal open space.</p> <p>The orientation of the lot to the street and the sun.</p>	
<p>Objective</p>	<p>To provide adequate private open space for the reasonable recreation and service needs of residents.</p>	<p>✓ Objective met</p>

Clause 55.05-5 Solar access to open space objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
<p>Standard B29</p>	<p>The private open space should be located on the north side of the dwelling or residential building, if appropriate.</p>	<p>✓ Standard met</p> <p>Private open spaces are positioned to the north of the site.</p>
	<p>The southern boundary of secluded private open space should be set back from any wall on the north of the space at least $(2 + 0.9h)$ metres, where 'h' is the height of the wall.</p> <p>Diagram B5 Solar access to open space</p>	<p>NA</p> <p>No north walls are located within the secluded private open spaces on site.</p>
<p>Decision Guidelines</p>	<p>The design response.</p> <p>The useability and amenity of the secluded private open space based on the sunlight it will receive.</p>	
<p>Objective</p>	<p>To allow solar access into the secluded private open space of new dwellings and residential buildings.</p>	<p>✓ Objective met</p>

Clause 55.05-6 Storage objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B30	Each dwelling should have convenient access to at least 6 cubic metres of externally accessible, secure storage space.	<p>✓ Standard met</p> <p>Each dwelling is provided with 6 cubic metres of external storage.</p>
Objective	To provide adequate storage facilities for each dwelling.	✓ Objective met

Clause 55.06-1 Design detail objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B31	<p>The design of buildings, including:</p> <ul style="list-style-type: none"> • Façade articulation and detailing, • Window and door proportions, • Roof form, and • Verandahs, eaves, and parapets, <p>should respect the existing or preferred neighbourhood character.</p>	<p>✓ Standard met</p> <p>The design of the buildings is in keeping with the rhythm of the street, by providing each dwelling with hipped roof forms, façade articulation and visual interest via a mix of materials and finishes on both levels.</p> <p>Windows and doors facing the street are similar in scale and proportions, and respect the existing and preferred neighbourhood character of the area.</p>

	Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character.	<p>✓ Standard met</p> <p>The car parking facilities are visually integrated into the development and do not dominate the site when viewed from the street and adjoining dwellings. Therefore, the design response reflects the existing and preferred neighbourhood character of the area.</p>
Decision Guidelines	Any relevant neighbourhood character objective, policy or statement set out in this scheme.	
	The design response.	
	The effect on the visual bulk of the building and whether this is acceptable in the neighbourhood setting.	
	Whether the design is innovative and of a high architectural standard.	
Objective	To encourage design detail that respects the existing or preferred neighbourhood character.	<p>✓ Objective met</p>

Clause 55.06-2 Front fences objective

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA						
	<p>A front fence within 3 metres of a street should not exceed:</p> <ul style="list-style-type: none"> The maximum height specified in a schedule to the zone, or <i>All schedules to all residential zones:</i> <i>“Maximum 1.5 metre height in streets in Transport Road Zone 2</i> <i>1.2 metre maximum height for other streets”</i> If no maximum height is specified in a schedule to the zone, the maximum height specified in Table B3. Table B3 Maximum front fence height <table border="1" data-bbox="566 746 1245 842"> <thead> <tr> <th>Street Context</th> <th>Maximum front fence height</th> </tr> </thead> <tbody> <tr> <td>Streets in a Transport Zone 2</td> <td>2 metres</td> </tr> <tr> <td>Other streets</td> <td>1.5 metres</td> </tr> </tbody> </table> <ul style="list-style-type: none"> 	Street Context	Maximum front fence height	Streets in a Transport Zone 2	2 metres	Other streets	1.5 metres	<p>✓ Standard met</p> <p>A 1 metre high fence is provided along the front boundary, with slats and brick piers, semi visually transparent</p>
Street Context	Maximum front fence height							
Streets in a Transport Zone 2	2 metres							
Other streets	1.5 metres							
<p>Decision Guidelines</p>	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p> <p>The design response.</p> <p>The setback, height and appearance of front fences on adjacent properties.</p> <p>The extent to which slope and retaining walls reduce the effective height of the front fence.</p> <p>Whether the fence is needed to minimise noise intrusion.</p>							
<p>Objective</p>	<p>To encourage front fence design that respects the existing or preferred neighbourhood character.</p>	<p>✓ Objective met</p>						

Clause 55.06-3 Common property objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B33	Developments should clearly delineate public, communal, and private areas.	✓ Standard met No common property proposed
	Common property, where provided, should be functional and capable of efficient management.	✓ Standard met
Objectives	To ensure that communal open space, car parking, access areas and site facilities are practical, attractive, and easily maintained.	✓ Objective met
	To avoid future management difficulties in areas of common ownership.	

Clause 55.06-4 Site services objectives

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B34	The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically.	✓ Standard met The design and layout of the dwellings allow for services to be installed and maintained.
	Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development.	✓ Standard met Bins and mailboxes are integrated into the design of the development.
	Bin and recycling enclosures should be located for convenient access by residents.	✓ Standard met Bins are located for convenient access by residents.

	Mailboxes should be provided and located for convenient access as required by Australia Post.	<p>✓ Standard met</p> <p>Mailboxes are positioned for convenient access as required by Australia Post.</p>
Decision Guidelines	The design response.	
Objectives	To ensure that site services can be installed and easily maintained.	✓ Objective met
	To ensure that site facilities are accessible, adequate, and attractive.	



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 OTHER

4.1.1 Large Grants Program 2024-2025 and 2025-2026 (Partnership Category)

Responsible Officer:	Executive Director Community Strengthening
Attachments:	1. Large Grants Program Criteria [4.1.1.1 - 1 page] 2. Partnerships Grants 2024-2025 and 2025-2026 [4.1.1.2 - 3 pages]

Officer Recommendation

That Council APPROVES the awarding of the Large Grants Program 2024-2025 and 2025-2026, in the Partnerships category, to recommended recipients as outlined in Attachment 2.

Executive Summary

1. This briefing note provides an overview of the Community Grants Panel funding recommendations for Large Grants Program – Partnerships category for 2024-2025 and 2025-2026.

Background

2. On 11 December 2023 Council endorsed a new consolidated Community Grants Policy to provide funding to community groups, and individuals that deliver services and activities consistent with Council's strategic objectives as outlined in the Council Plan. The new policy was informed by significant community consultation and incorporates strategic, governance, and operational improvements and responds to emerging community needs.
3. The Large Grants Program 2024-2025 and 2025-2026, which included Festivals and Events Sponsorship and Strategic Project categories, was open for applications from 1 March to 2 April 2024. The Partnerships category was delayed pending the Review of Neighbourhood Houses and Community Centres. This funding opened for applications from 7 June to 7 July 2024.
4. Both rounds were widely promoted via electronic and printed material, through Council networks and social media.
5. Grant information and writing workshops were offered in person and via online platforms. Applicants also had opportunity to access face-to-face and remote support from Council officers to assist them develop grant applications. Past applicants were provided feedback on their previous applications to assist improved future applications. Applicants were also connected with relevant Council technical officers for specific advice on their proposals.

Large Grants Program 2024-2025 and 2025-2026

6. The newly endorsed Large Grants Program has three (3) grant categories:
7. Festivals and Events Sponsorship Grants – one-off grants up to \$40,000 per year for up to two (2) years of funding to support activities or projects that create social and/or environmental benefit, healthy partnerships and raise the profile of, and/or deliver clear economic benefit for the City of Greater Dandenong. Endorsed by Council on 8 July 2024.



8. Strategic Project Grants – one-off grants up to \$80,000 per year for up to two (2) years of funding to support self-identified projects, initiatives and activities that directly contribute outcomes towards the delivery of Councils strategic objectives and health and wellbeing priorities as outlined in the Council Plan. Endorsed by Council on 8 July 2024.
9. Partnership Grants - one-off grants of up to \$50,000 per year for up to two (2) years of funding to contribute to the operations of not-for-profit organisations that provide continuous and significant service to the community, where their programs align with Council strategic objectives and builds community capacity, social inclusion, and healthy partnerships.

Key Issues and Discussion

Eligibility Check

10. Applications made to the Large Grants Program undergo an eligibility check by Council officers to ensure that applicants:
 - Are incorporated non-profit organisations.
 - Meet key compliance requirements of Consumer Affairs Victoria.
 - Have met past grants acquittal reporting requirements of Council.
11. Applications deemed *eligible* are progressed for assessment. *Ineligible* applications do not progress, and officers contact unsuccessful and ineligible applicants upon final allocation of funding to provide detailed feedback and to support applicants to submit improved future applications.

Community Grants Assessment Panels

12. Community Grants Assessment Panels include three (3) community representatives, and two (2) council officers with broad experience and diverse knowledge.
13. The 2023 policy review noted that grant decision makers should be independent from the assessors who prepare recommendations, as highlighted by the Victorian Auditor General's Report to Parliament on Fraud Control Over Local Government Grants 2022. It also recommends that Councillors on Community Grants Assessment panels should not be involved in both assessing and approving grant applications. Should Councillors opt to be on the grant panel, they cannot participate in the final Council decision. However, Councillors can attend Grants Assessment Panel meetings as observers without contributing to or influencing the Panel's recommendations.
14. Panels members are governed by a Terms of Reference and a signed code of conduct. Each member has completed a grants induction process, with officers available to support throughout the process. No conflicts of interest were declared.
15. For each grant category five (5) individual panel members were tasked to complete an initial online assessment. Assessment scores were consolidated and presented to a scheduled panel meeting for qualitative discussion and final recommendations.



Partnership Grants Applications and Assessment

16. Table 1 – Partnership Grants - summarising funding requests received, available funding and panel recommended funding allocations.

	2024-25	2025-26
Total Funding requests received (17) applications	\$558,212	\$542,146
Available Funding	\$150,000	\$150,000
Panel recommended for funding	\$150,000	\$150,000
Underspent (or unallocated)	\$0	\$0

17. A total of seventeen (17) applications were submitted to the program requesting \$558,212 in 2024-2025 and \$542,146 in 2025-2026. Five (5) applications were ruled ineligible because either their revenue was over \$1 million dollars and/or they did not demonstrate at least five years of service for the residents of the City; or the applicant received a grant for the same activity from other Council funding. Additionally, sports, social and recreational groups are not eligible to apply under Partnership Grants. These five (5) applicants could apply for other categories of Council's Funding Programs.

18. The Community Grants Assessment Panel members individually assessed applications online from 29 July to 9 August 2024. The Panel convened on 13 August 2024 to discuss the consolidated applications and make final recommendations. The five (5) applications recommended for funding were the highest-scoring submission. Based on the Panel assessment they closely aligned with Council's strategic priorities and best met the set criteria for the Partnership Grants.

19. The Criteria for the Partnership Grants is outlined as Attachment 1. The evaluation matrix of the agreed scores for the Community Grants Assessment Panel is included in the Attachment 2.

20. The panel has recommended funding:

- Five (5) applications for total funding of **\$150,000** in 2024-25.
- Five (5) applications for total funding of **\$150,000** in 2025-26.

21. There are no budget savings or underspend associated with the Partnership Grants funding category.

Grants Orientation Workshop

22. Successful grant recipients under the Large Grants Program 2024-2025 and 2025-2026 will be required to attend a Grant Orientation workshop.

23. The workshop will include information on reporting requirements, promotion of success stories, advise of the process to invite councillors to appropriate activities, and an opportunity to collectively network.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

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



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

Operating Budget Implications

25. The funding recommendations made in this report can be achieved within the projected Partnership Grants budgets for 2024-2025 and 2025-2026.
26. There are no budget savings or underspend associated with the Partnerships Grants funding category.

Asset Implications

27. This item does not affect any existing assets.

Legal/Risk Implications

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

Environmental Implications

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

Community Consultation

30. During the assessment process Council Officers consulted with staff from across the organisations to seek information and advice regarding the merits of all funding applications.
31. The Community Funding Program and Policy Review, conducted from April to December 2023, included comprehensive community consultations to gather feedback from various stakeholder, such as grant applicants and recipients, potential applicants, Neighbourhood Houses and Community Centres, community grants panel members, council officer's and external stakeholders. This process involved online surveys, focused group discussions and interviews aimed at improving the efficiency, effectiveness, transparency, and compliance of the Community Grants Program.
32. The feedback collected focused on participants' experiences, applications barriers, and suggestions for enhancing program administration and alignment with key policy principles. The review led to the creation of a new consolidated Community Grants Policy and an updated program that incorporates strategic, governance, and operational improvements, addressing emerging community needs. The Large Grants program is informed by the above consultation.

Links to Council Plan, Strategy, Notice of Motion

33. A new consolidated Community Grants Policy provides funding to community groups, and individuals that deliver services and activities consistent with Council's strategic objectives as outlined in the Council Plan.

Partnerships Criteria

Applications will be assessed on the criteria outlined below:

Funding Streams	Weighting
Demonstrated need for support	
The application demonstrates an established history of serving or responding to current/emerging needs within the City of Greater Dandenong, including: <ul style="list-style-type: none"> • A minimum of five years of service. • Open to the wider community or provide services and programs for diverse and vulnerable communities • Support the provision of social inclusion, community development and local learning opportunities for people at all stages of life. • Number of hours open to the community. 	15%
The application demonstrates that the service is essential to the health and wellbeing of the community and assists Council to fill a strategic gap.	15%
Operational Sustainability	
The application demonstrates a need for growth and/or support to become sustainable. <ul style="list-style-type: none"> • Require longer-term operation to maximise community and client engagement and/or. • May require a longer-term funding commitment to support the recruitment and/or retention of qualified personnel. 	15%
The application demonstrates a commitment to increasing efficiency and effectiveness through the delivery of strategies to support the organisation's sustainability.	10%
Outcomes Focused	
<ul style="list-style-type: none"> • The application outlines outcome-focused key performance indicators and deliverables that are linked to the achievement of Council Plan Strategic Objectives. • The application outlines how evaluation of the deliverables will be undertaken. 	15%
The application demonstrates a commitment to working in partnership to support the values and initiatives of the City of Greater Dandenong.	10%
Project represents value for money to Council	
The application demonstrates that the operational budget is clear, fit-for-purpose and well-costed.	20%

Partnerships Grants 2024-2025 and 2025-2026

Recommended Applications

Applicant Name	Project Title	Agreed Scores	Total Recommendation	Year 1	Year 2
Afghan Women's Organisation Victoria (AWOV)	Ashiana: Afghan Women's Organisation Victoria Community Hub	80	\$79,704.48	\$36,229.31	\$43,475.17
Bakhtar Community Organisation	Bakhtar Refugee Resettlement & Afghan Women Empowerment Process	68	\$43,295.52	\$18,770.69	\$24,524.83
Cornerstone Contact Centre Inc.	Cornerstone Contact Centre Support Services for Homeless and Disadvantaged	76	\$70,000	\$35,000	\$35,000
The Cambodian Association of Victoria Inc.	Promoting Integration and Resilience of Cambodian Community in Victoria	78	\$25,000	\$18,000	\$7,000
We Care Community Services Inc.	Providing Food and Essentials to Families in Need	70	\$82,000	\$42,000	\$40,000
Five Applications			\$300,000	\$150,000	\$150,000

Brief Project Summary and anticipated outcomes:

1. Afghan Women's Organisation Victoria (AWOV):

- Provision of community hub (foster social connections and build support networks).
- Provision of settlement programs (offer essentials service, health information and skills development).

Anticipated outcome:

- Increase social cohesion.
- Increase appropriate services.
- Increase access to affordable, healthy, and culturally appropriate services.

2. Bakhtar Community Organisation:

- 8-week employability clinics run every term.
- Fortnightly yarnning sessions for women and elderly.

Anticipated outcome:

- Increase skill development for newly arrived communities.
- Reduce family violence.
- Increase access to affordable, healthy and culturally appropriate services.

3. Cornerstone Contact Centre Inc:

- Increase access hours and services by increasing staffing.
- Increase capacity of Cornerstone to better meet the needs of people who experience homelessness.
- Reduce the impact of social disadvantage.

Anticipated outcome:

- Increase resilience of Greater Dandenong Communities.
- Increase feeling of safety.

4. The Cambodian Association of Victoria Inc:

- Provide relevant support services and referrals.
- Provide sessions in Khmer for the driving and citizenship test.

- Provide sessions on child protection, family violence, basic health information etc.
- Provide support services to the elderly population.

Anticipated outcome:

- Increase access to affordable, healthy, and culturally appropriate services.
- Increase resilience of Greater Dandenong Communities.
- Increase engagement in learning.
- Increase knowledge and appreciation of Our First Nations Culture and History.

5. We Care Community Services Inc:

- Distribute 66+ ton of food per year.
- Reduce vehicle repair and maintenance costs.

Anticipated outcome:

- Increase access to affordable, healthy, and culturally appropriate services.
- Increase social cohesion.
- Increase resilience of Greater Dandenong Communities.
- Increase food security.
- Increase organizational capacity.



4.1.2 Reconciliation Action Plan 3rd Innovate 2025-2027

Responsible Officer:	Executive Manager Strategy Growth & Advocacy
Attachments:	<ol style="list-style-type: none">1. RAP Redevelopment 2025-27 Timelines [4.1.2.1 - 1 page]2. 2025-27 Draft EOI RAP Reference Group [4.1.2.2 - 2 pages]3. 2025-27 Draft TOR RAP Reference Group [4.1.2.3 - 10 pages]4. 2025-27 Draft TOR Internal Reconciliation Action Plan Steering Committee [4.1.2.4 - 4 pages]

Officer Recommendation

That Council:

1. **APPROVES** the proposed approach for development of the Reconciliation Action Plan (RAP) 2025-27 and suggested timeline;
2. **APPROVES** the proposed governance structure including the executive and senior management leadership role in the development of the RAP and support for the implementation and delivery of Reconciliation Outcomes across Council business;
3. **APPROVES** the draft Terms of Reference and Expression of Interest for the Reconciliation Action Plan Aboriginal and Torres Strait Islander Reference Group; and
4. **APPROVES** Terms of Reference for the establishment of the Reconciliation Action Plan Steering Committee.

Executive Summary

1. Council's last Reconciliation Action Plan 2021-23 expired in December 2023. Council development and implementation of a third Innovate Reconciliation Action Plan will enable it to continue to embed reconciliation across Council business and to continue advocacy and promotion of reconciliation across the City of Greater Dandenong.
2. The proposed community engagement plan, timelines, and governance structure align with Reconciliation Australia's requirements and will ensure successful implementation and delivery of reconciliation outcomes across Council.

Background

3. The four progressive RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously strengthen reconciliation commitments and constantly strive to apply learnings in new ways.
4. Gaining experience and reflecting on pertinent learnings ensure the sustainability of Council's future RAPs and associated reconciliation initiatives, providing meaningful impact toward Australia's reconciliation journey.



City of Greater Dandenong journey in Reconciliation

5. In July 1995, Council adopted a formal Statement of Commitment to Aboriginal and Torres Strait Islander peoples. This Statement expressed Council's commitment to Aboriginal and Torres Strait Islander communities and acknowledged their right to live self-determining lives.
6. In 2008, Council made a formal statement of apology in relation to past governmental policies and the forcible removal of Aboriginal and Torres Strait Islander children from their parents.
7. Council's first 2-year Innovate RAP, endorsed on 27 November 2017, aimed to increase Council's understanding of Aboriginal and Torres Strait Islander histories, develop initiatives that engaged staff and stakeholders in reconciliation, and implement actions that fostered respect for Aboriginal and Torres Strait Islander cultures, experiences, and knowledge.
8. In 2019, Council endorsed its second 2-year Innovate RAP and from 1 July 2021 the Victorian Heritage Council formally varied Traditional Owner boundaries and recognised Bunurong people as the Traditional Custodians of all the land on which the City of Greater Dandenong sits. This decision saw a huge demand on Bunurong Land Council, with an increase of another 22 local government areas, due to the boundary realignment.
9. During the last Innovate RAP 2021-2023, Council worked closely with the Bunurong Land Council, in support of their growth and capacity building.
10. Council has also continued to maintain a strong partnership with the Woi Wurrung Wurundjeri Land Council, who represent the Wurundjeri peoples of the Kulin Nation, as the former Traditional Custodians of the disputed Greater Dandenong area.
11. Council has been recognised for its reconciliation work at National, State and Local Government levels illustrating best practise in the work done with both Traditional Custodians and the wider Aboriginal and Torres Strait Islander Community. Awards and other important highlights from the last RAP include:
 - a. Winner of the National Local Government Award - Indigenous Category Wominjeka flags project.
 - b. Winner of the LG Pro 2024 Local Government Award - Indigenous Category service delivery - Balit Balit Narrkwarren Indigenous Health Partnerships Initiative program.
 - c. Winner of the 2024 Reconciliation Victoria Maggollee Awards- Indigenous Category for the Balit Balit Narrkwarren Indigenous Health Partnerships Initiative program.
 - d. The Waa and Bulln Fire Pit was awarded the LG Pro Award for Excellence in First Nations Community Partnership Initiative. This initiative was in partnership with the Bunurong and Wurundjeri Land Councils.
 - e. 2023 Mayoral Notice of Motion passed - Council declares support of the Uluru Statement of the Heart in its entirety and declared support of YES Vote National referendum Aboriginal and Torres Strait Islander Voice to Parliament.
 - f. The Council being lead in a submission via the Living Links project in securing funding to be provided to Bunurong Land Council via Parks and Conservation program - with regards to the Police Paddocks cultural sites of significance. Funded included the undertaking of Lidar Cultural Heritage Site assessment for the Police Paddocks cultural area.



Council third Innovate Reconciliation Action Plan redevelopment

12. Incorporated in the new RAP will be all outstanding RAP actions from Second Innovate RAP 2021-23. Example of outstanding deliverables include development of an Aboriginal and Torres Strait Islander Employment Strategy, an enhanced procurement policy acknowledging the opportunity with indigenous businesses, and the establishment of an Aboriginal and Torres Strait Islander Advisory Committee to Council.

Key Issues and Discussion

RAP Requirements

13. Reconciliation Australia requires effective organisational governance for agreed RAP commitments be maintained to ensure successful implementation of Council's RAP. Council is required to report on the following:
 - a. Annual review of RAP resourcing requirements undertaken.
 - b. Councillors and Executive Team engagement in the delivery of the RAP commitments outlined within the RAP document.
14. Council currently does not have a Governance mechanism in place to be able to monitor, evaluate and ensure ongoing implementation of RAP deliverables.
15. Council is legislatively required under the Local Government Act 2020, to undertake deliberative consultation with Aboriginal and Torres Strait Islander peoples in relation to matters that affect them.
16. Council is legislatively required under the Victorian Aboriginal and Local Government Strategy 2023-26, to engage and undertake joint decision making and partnership with Traditional Custodians.
17. Council currently does not have an Aboriginal and Torres Strait Islander Advisory Committee, whose role would be to provide direct advice and feedback to Council across all Council business areas to support shared decision making.
18. The establishment of a Reconciliation Action Plan Aboriginal and Torres Strait Islander Reference Group, via an expression of interest process, would ensure that Council is able to maintain compliance to legislative requirements and facilitate meaningful engagement with all community to enable needs to be met and voices and wishes heard.
19. The establishment of a Reconciliation Action Plan Internal Steering Committee would ensure that Council has the appropriate internal mechanism in place to strengthen and drive reconciliation advancement, both internally and externally. Thus, extending Council's sphere of influence in this area.



2025-27 RAP Governance Structure

Reconciliation Action Plan Internal Steering Committee

- Internal group of Executive and Departmental Management - those with the greatest influence, to drive and oversee the redevelopment and implementation of Council's RAP.

Reconciliation Action Plan Internal Working Group

- This is the grassroots on the ground group whose members work directly with community in the implementation and actioning of the RAP Plan. They are the operational champions embedding and engaging reconciliation within their service delivery areas.

Reconciliation Action Plan Aboriginal and Torres Strait Islander Reference Group (External)

- This is an external group of members from the wider local Aboriginal and Torres Strait Islander community, comprising of Elders, youth and representing local stakeholders. This group will guide Council on local priorities and matters impacting Aboriginal and Torres Strait Islander community.
- The Group will provide direct feedback to the Internal Steering Group, in ensuring self-determined and empowered decision making.
- It will support and ensure self-determination and act as a voice to community needs, wishes and acts as a connection for Council to the Aboriginal and Torres Strait Islander community.

Bunurong Land Council - representatives of the Bunurong people

- As Traditional Custodians of the lands and waters on which City of Greater Dandenong sits, it is important that Bunurong people have a voice and input into matters relating to them, to their Culture, Country, and Community.
- Ongoing consultation and engagement with Traditional Custodians builds trust and partnership and supports the development of strong, meaningful relationships between Traditional Custodians and Local Government. It also supports better self-determined outcomes for Aboriginal and Torres Strait Islander Community.

All community

- Reconciliation is everyone's business and Council has a role in engaging, educating, and supporting ongoing learnings and connections of our wider community to advance reconciliation.
- All community has a role to play in the advancement of reconciliation and it starts from within. Council supporting exposure, connection and immersion experiences with facilitate truth telling and aid healing for all community.



RAP redevelopment timelines – refer Attachment 2025-27 Innovate RAP Redevelopment Timeline for full details

- RAP Artwork Expression of Interest and production: Late January - April 2025
- RAP Reference Group EOI advertising and establishment: Late January – February 2025
- Internal RAP Steering Committee first meeting: February 2025
- Bunurong consultation and broader community consultation: March - September 2025
- First draft of RAP to Reconciliation Australia: May 2025
- RAP Launch: November 2025

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

20. This item affects EFT allocation for the position and will increase the current workload of the Community Advocacy Unit and the officer allocated by approximately 0.2EFT ongoing. A Mid-Year budget bid has been submitted for the additional 0.2EFT component.

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

Operating Budget Implications

21. There are financial implications associated with this report. Mid-Year Budget bids have been submitted for additional EFT component and funding required for the RAP Artwork.

Asset Implications

22. This item does not affect any existing assets.

Legal/Risk Implications

23. There are no formal legal / risk implications relevant to this report. Council does however have obligations under the *Local Government Act 2020* Ministerial Good Practice Guideline and General Guidance for Councils Engaging with Aboriginal Victorians. The Guideline requires councils to take reasonable steps to give effect to the engagement principles contained within the Guideline when seeking advice and guidance from Traditional Owners when developing and maintaining their community engagement policy under the *Local Government Act 2020*.

Environmental Implications

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



Community Consultation

Purpose	To develop meaningful actions and deliverables, as part of Council's Third Innovate Reconciliation Action Plan, by engaging and consulting the whole community - in consideration that Reconciliation is everyone's business.
Engagement period	Deliberative consultation with Aboriginal and Torres Strait Islander community members and stakeholders commencing March 2025 Wider Community engagement - Formal 'Have Your Say' Consultation held June 2025.
Level of Influence:	Based on IAP2 Public Participation Spectrum: Collaborate and empower
Engagement Activities:	Online survey In person e.g., meetings Yarning circles Video with First Nations leaders Pops up e.g., gathering place or Koorie Events Staff use of existing networks Online survey

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

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

- Safe and peaceful community.
- Embrace diversity and multiculturalism.
- Art and culture.

26. 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.

Legislative and Policy Obligations

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

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

2025-27 Innovate RAP Redevelopment Timeline

PROJECT LEAD - Siobhan Meechan														
RAP Redevelopment 2024-25	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
ET Report/Meeting	06-Nov													
Councillor Briefing Session - Presentation		02-Dec												
Council Meeting Meeting - Report		09-Dec												
RAP Internal Working Group Meeting	Nov-24	Mid Dec	Late Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Internal Steering Committee Meeting				Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EOI Bunurong RAP artwork			Late Jan											
EOI RAP Reference Group			Late Jan											
Shortlisting/selection Bunurong RAP artist			Late Jan	Late Feb										
Shortlisting EOI RAP reference group			Late Jan	Late Feb										
Bunurong Land Council (BLCAC) Consultations					Mar									
RAP Reference Group Consultations					Mar									
RAP Working Group Consultations					Mar									
Internal Steering Committee Consultations					Mar									
RAP Artwork completed/final design						April								
1st RAP Designed Draft created						April								
Reconciliation Australia Consultations- review 1st draft							May							
Implement feedback Reconciliation Australia							May							
Community Engagement/Consultation								June						
Community engagement consultation feedback gathered								June						
Bunurong Land Council (BLCAC) Consultations									Jul					
RAP Reference Group Consultations									Jul					
RAP Working Group Consultations									Jul					
Internal Steering Committee Consultations									Jul					
2nd Draft RAP created										Aug				
2nd Draft sent Reconciliation Australia (RA)										Aug				
Feedback from RA implemented										Aug				
Bunurong Land Council (BLCAC) Consultations											Sep			
RAP Reference Group Consultations											Sep			
RAP Working Group Consultations											Sep			
Internal Steering Committee Consultations											Sep			
3rd Final RAP Draft sent to RA											Sep			
Feedback from RA												Oct		
RA Final RAP Ratification												Oct		
2025-27 Innovate RAP Launched													Nov	

**Calling for Expressions of Interest to join
Greater Dandenong City Council Reconciliation Action Plan Reference Group**

"At its heart, reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians." - Reconciliation Australia

Greater Dandenong City Council is embarking on the development of their third Innovate Reconciliation Action Plan, which will continue the journey towards Reconciliation.

To support and embed self-determination for Aboriginal and Torres Strait Islander people, Council is seeking the engagement of our Aboriginal and Torres Strait Islander community to be part of Greater Dandenong City Council Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group.

The Reconciliation Action Plan Reference Group will uphold the rights to truth, justice, equality, and self-determination of Aboriginal and Torres Strait Islander people. The Reference Group will:

- provide Aboriginal and Torres Strait Islander advice to Council on Council's Reconciliation Action Plan.
- Support ongoing engagement between Aboriginal and non-Aboriginal communities and Council on how Reconciliation can be achieved.
- Advise Greater Dandenong City Council, on matters that affect Aboriginal and Torres Strait Islander peoples in Greater Dandenong.

In fulfilling its purpose, the Reference Group will exercise a collaborative approach, along with Council's consultation and engagement with Traditional Custodians, Bunurong Land Council, and broader community, to support the development, implementation and delivery of Council's Third Innovate Reconciliation Action Plan.

We would love to hear from you:

- If you are Aboriginal and or Torres Strait Islander living, working and or studying within the City of Greater Dandenong, Bunurong Country.
- If you are Aboriginal and or Torres Strait Islander with links to the City of Greater Dandenong, Bunurong Country.
- If you are Aboriginal and or Torres Strait Islander who would like to support the development of Greater Dandenong City Council Third Reconciliation Action Plan.

We aim to have a cross sector of the Community join us, so we welcome interest from all community.

Reconciliation Action Plan Reference Group members will be required to participate in three scheduled meetings during 2025. They are nominally scheduled for March, July, and September. The sole focus of the Reference Group is the development and endorsement of Council's Third Innovate Reconciliation Action Plan.

The reference group will consist of:

- Minimum of six community Elders/members who are.
 - Aboriginal and Torres Strait Islander people working and or studying within the City of Greater Dandenong.
 - Aboriginal and Torres Strait Islander Community with links to Bunurong Country.
 - and or all Aboriginal and or Torres Strait Islander who would like to support the development of Greater Dandenong Third Reconciliation Action Plan.
- Up to five members from relevant community groups and Aboriginal Community Controlled Health Organisations and Aboriginal Controlled Community Organisations.
- Coordinator Community Advocacy, Strategic Growth and Advocacy Department and Reconciliation Action Plan Advocate, Community Advocacy.

Aboriginal and Torres Strait Islander Reconciliation Reference Group members will receive sittings fees for their commitment, participation and reimbursement of travel expenses.

If you would like to know more about the Reference Group, please contact Siobhan Meechan, Reconciliation Action Plan Advocate on 03 8571 5429/ 0479 188 356 and or via email Siobhan.Meechan@cgd.vic.gov.au

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.

Aboriginal and Torres Strait Reconciliation Reference Group

Terms of Reference

Date Adopted: December 2024

Review Date: November 2025



[12347: 26738994_1]

Table of Contents

1. Purpose	1
2. Objectives	1
3. Membership Criteria	2
4. Term of Appointment	3
5. Role of Aboriginal and Torres Strait Islander Reference Group	3
Chairperson Role	3
Council’s Reconciliation Action Plan Working Group Role	3
6. Selection Process	4
Call for Expression of Interest and Nominations	4
7. Meetings	4
8. Reporting of Minutes	4
Administrative Support and Distribution of Agendas and Minutes	5
Attendance and Record of Minutes	5
9. Evaluation and Review	5
10. Policy Adherence	6
Confidentiality	6
Freedom of Information	6
Breaches	6
Conflict of Interest	6
Media Protocols	6
Terms and Conditions	7
Disclosure of Personal Details	7
Code of Conduct	7
Authority Constraints	7
11. Contact Details	7
Terms and Conditions	8

1. Purpose

The Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group (RAPRG), has been established to uphold the rights to truth, justice, equality, and self-determination of Aboriginal and Torres Strait Islander people. It will provide Aboriginal and Torres Strait Islander led, advice to Council on Council's development of its third Innovate Reconciliation Action Plan. It will further support the Aboriginal and Torres Strait Islander community to have a voice in relation to matters that affect them.

It will act as a mechanism of consultation within the Reconciliation Action Plan framework.

It will ensure self-determination, in relation to decision making and add value to other forms of community engagement used by Council to consult with and engage on issues relating Aboriginal and Torres Strait Islander local communities.

In fulfilling its purpose, The Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group will exercise a collaborative approach, along with Council's consultation and engagement with Traditional Custodians Bunurong Land Council, in engaging and supporting the delivery of Council's third Innovate Reconciliation Action Plan.

2. Objectives

The objectives of The Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group are to:

1. To support and embed self-determination for Aboriginal and Torres Strait Islander people, in ensuring the voice Aboriginal and Torres Strait Islander Elders and community is within Council's decision-making processes, relevant to Council's development of its third Innovate Reconciliation Action Plan.
2. To support and develop a shared understanding among all City of Greater Dandenong residents of the impact of colonisation, as well as the diversity, strength, and resilience of all Aboriginal and Torres Strait Islanders' cultures.
3. Guide, consider and provide advice on the development of Council's third Innovate Reconciliation Action.
4. Consider and provide advice on the impact of key government initiatives, issues, and programs, so Council can advocate to all levels of government.
5. Seek to address issues impacting all Aboriginal and Torres Strait Islander people and communities.
6. Identify, and where appropriate, implement, effective ways to support engagement, interaction, and capacity-building with the Greater Dandenong community.
7. Offer advice and support to Council on implementation of its third Innovate Reconciliation Action Plan.

8. Celebrate and promote the achievements of our local Aboriginal and Torres Strait Islander community and the broader Aboriginal and Torres Strait Islander communities and residents, and the work of The Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group (RAPRG)
9. Develop strategic partnerships in the community, to strengthen and support self-determination, to support the future implementation of Council's Third Innovate Reconciliation Action Plan.
10. Act in a primary partnership role with Council and the community, endeavouring to increase the understanding across the wider community of the opportunities and challenges for our Aboriginal and Torres Strait Islander Community and the wider community.

3. Membership Criteria

The Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group (RAPRG), will consist of a minimum of six Aboriginal and Torres Strait Islander community members and will include representatives from the following:

- Aboriginal and Torres Strait Islander people working and or studying within the City of Greater Dandenong, those with links to Bunurong Country and or Aboriginal and or Torres Strait Islander people, who would like to support the development of Greater Dandenong Third Reconciliation Action Plan.
- Up to five members from relevant community groups and Aboriginal Community Controlled Health Organisations and Aboriginal Controlled Community Organisations.
- Coordinator of Community Advocacy, Strategic Growth and Advocacy department.

Council staff will provide administrative support and Council officers, and staff will act in accordance with the Staff Code of Conduct.

Membership of The Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group (RAPRG), is via an Expression of Interest, with all members to be over the age of 18 years.

Members of The Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group (RAPRG) may resign at any time. Vacancies which arise due to resignation or inability to attend all meetings shall be advertised through a time limited Expression of Interest process on Council's website.

A request received by Council for membership in addition to the appointed members will only be considered if a vacancy exists. The selection of members will be upon review and assessment of the Executive Manager Strategic Growth and Advocacy, in collaboration with Coordinator Community Advocacy.

4. Term of Appointment

The Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group (RAPRG) selection and appointment is for a time limited tenure from January 2025 until the ratification and launch of Council's Third Innovate Reconciliation Action Plan at the end of November 2025.

The ongoing functions of the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group (RAPRG), to be reviewed at the end of November 2025.

5. Role of Aboriginal and Torres Strait Islander Reference Group

- Committee members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at, and active participation in, meetings and other activities. This also includes providing written feedback and endorsing minutes from previous meetings.
- It is required that each member of The Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group (RAPRG) will attend all meetings for the purpose of the redevelopment of Council's Third Innovate Reconciliation Action Plan.
- At all times, act in the best interests of Council and the community.
- Act with integrity, confidentiality, and objectivity.
- No members will disseminate, disclose, or share confidential or personal information that is discussed at the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group meetings.

Chairperson Role

- The chair will be nominated by members of the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group and supported and or co-chair will be Council's Coordinator Community Advocacy. In the absence of the Chair, the Chair will nominate an appropriate replacement.
- The Chair is responsible for guiding the meeting according to the agenda and time available and reviewing and approving the draft minutes before distribution.

Council's Reconciliation Action Plan Working Group Role

Councils' Internal Reconciliation Action Plan working group, will connect with and support the implementation of feedback and determined actions and deliverables within Council's third Innovate Reconciliation Action Plan, as guided by the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group

and Bunurong Land Council as the Traditional Custodians of the land on which the City of Greater Dandenong sits.

The Internal Reconciliation Action Plan Working Group, or the Reconciliation Action Plan Advocate at Council, will regularly liaise with the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group, in supporting feedback and updates pertaining to the Reconciliation Action Plan development.

6. Selection Process

Call for Expression of Interest and Nominations

Membership of Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group will be achieved by calling for nominations. For the initial intake, an advertisement will be placed in the local media and on Council's website. Specific representatives may also be invited to nominate.

Applicants can verbally contact the Reconciliation Action Plan Advocate to express their interest in the opportunity. This process is to ensure access and barriers for community are alleviated and they are supported to make application.

7. Meetings

Greater Dandenong Aboriginal and Torres Strait Islander Reconciliation Reference Group will be required to participate in three scheduled meetings 2025. Nominally scheduled for March, July, and September.

It is imperative that all members can attend all scheduled meetings. These meetings will be in person meetings, unless advised otherwise.

Aboriginal and Torres Strait Islander Reconciliation Reference Group members will receive sittings fees for their commitment, participation, and reimbursement of travel expenses, in attending all meetings.

8. Reporting of Minutes

All meetings will have an agenda. Minutes of the meeting will record attendees, apologies, decisions, and actions.

The Chairperson will oversee the preparation of the agenda in consultation with Council staff. Any member may submit agenda items prior to the finalisation and distribution of the agenda.

Council staff will provide administrative support and service expertise to the Advisory Committee and will ensure the timely preparation and distribution of agendas and minutes.

Administrative Support and Distribution of Agendas and Minutes

The management of the Aboriginal and Torres Strait Islander Reconciliation Reference Group will be overseen by the Coordinator Community Advocacy, Strategic Growth and Advocacy department.

Administration support will be provided by Council's Reconciliation Action Plan Advocate and or Council business support officers. Council staff will assist the Aboriginal and Torres Strait Islander Reconciliation Reference Group to function efficiently and effectively, including but not limited to servicing all scheduled Reference Group meetings and the timely preparation and distribution Agendas and Minutes.

All Reference Group Members can submit an Agenda item in accordance with the Terms of Reference.

Agenda items must be submitted to Council's Reconciliation Action Plan Advocate and or Council business support officers, no less than five (5) working days prior to the finalisation and distribution of the agenda.

Council's Reconciliation Action Plan Advocate and or Council business support officers will be responsible for coordinating the preparation and distribution of Agendas.

Agendas will be made available to Reference Group Members no less than five (5) working days prior to a scheduled reference group meeting.

Minutes will be distributed in a timely manner to all members to ensure accuracy prior to formal endorsement by the reference group at a subsequent meeting.

Attendance and Record of Minutes

All attendance, apologies, conflicts of interests, recommendations and outcomes will be recorded in the Minutes of all meetings held.

The meeting will be recorded for minute taking purposes.

9. Evaluation and Review

A review of the Aboriginal and Torres Strait Islander Reconciliation Reference Group, will be undertaken before the end of the tenure, to determine if this reference group, will continue. The decision making and assessment of organisational needs, will be undertaken and as advised by the Executive Manager, Strategic Growth and Advocacy.

Such decision making will review and consider the purpose, membership and operations of the reference group to remain effective and in line with Council objectives.

10. Policy Adherence

Confidentiality

Information discussed, received, used, or created by the Aboriginal and Torres Strait Islander Reconciliation Reference Group, deemed confidential, must not be disclosed to any person who is not a member of the committee.

Any member who discloses information that they know or should know to be confidential will be found in breach of the Terms of Reference.

The Aboriginal and Torres Strait Islander Reconciliation Reference Group, must act in accordance with Council's Transparency Policy and the Public Transparency Principles as outlined in the *Local Government Act 2020*

Freedom of Information

All documents produced by or relating to the Aboriginal and Torres Strait Islander Reconciliation Reference Group, that are not publicly available or deemed confidential are subject to the *Freedom of Information Act 1982*.

Breaches

The City of Greater Dandenong by resolution of Council may terminate a reference group member's appointment for breaching the Terms of Reference set out in this document and/or Council's Code of Conduct – Staff/Councillor.

All members of the Aboriginal and Torres Strait Islander Reconciliation Reference Group, will be required to accept and sign the Terms and Conditions statement.

Conflict of Interest

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed.

Media Protocols

All Reference Group members must act in accordance with Council's Media Policy and refer all media enquiries to Council's Media and Communication Department for a response.

The mayor of the day remains the spokesperson for all Council activities, reference group members are not to represent the reference group or Council to the media or on social media, unless approved by the Manager Media and Communications.

Terms and Conditions

All members of the Aboriginal and Torres Strait Islander Reconciliation Reference Group, will be required to accept and sign the agreed Terms and Conditions as part of their membership.

Disclosure of Personal Details

In accordance with Council's Transparency Policy, members name, qualifications and current reference group position will be listed on Council's website.

Code of Conduct

All members of the Aboriginal and Torres Strait Islander Reconciliation Reference Group, will be required to abide by Council's Code of Conduct - Staff (which includes volunteers) or Code of Conduct - Councillors.

Authority Constraints

The Aboriginal and Torres Strait Islander Reconciliation Reference Group, has no authority to:

- Act on decisions or advice without Council Approval
- Expend money on behalf of Council
- Commit Council or its resources to any arrangements
- Consider any matter outside its area of reference
- Direct Council Officers in the performance of their duties.

11. Contact Details

Peter Johnstone
Coordinator Community Advocacy
City of Greater Dandenong
225 Lonsdale Street, Dandenong
PO Box 200
Dandenong 3175
Tel: 8571 1624
council@cgd.vic.gov.au

Terms and Conditions

I agree to:

- Attend Reference Group meetings and provide apologies in advance where attendance is not possible.
- Act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into community perspectives.
- Seek at all times to obtain and represent the views of the broader community.
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
- Contribute in a positive way to finding solutions to issues or concerns.
- At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care.
- Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group.
- Notify Council of any potential conflict of interest that may arise with respect to my participation on the Reference Group.
- Allow Council to promote my participation in the Reference Group to facilitate community feedback and participation.
- Not disseminate confidential information that is discussed at the Reference Group meetings as advised by the Reference Group chair.
- At all times act in accordance with the Agreed Meeting Etiquette.
- No members will disseminate, disclose, or share confidential or personal information that is discussed at The Aboriginal and Torres Strait Islander Reconciliation Reference Group
- No members should make public comments regarding what is discussed at The Aboriginal and Torres Strait Islander Reconciliation Reference Group
- As per Council's Media Policy, the Mayor and the CEO are the official spokespeople on behalf of Council and any public comment that the Reference Group wishes to make should be discussed with Council's Media and Communications Unit in the first instance.
- Give consent for my name and email address to be made available in the public realm as a direct result of my involvement on The Aboriginal and Torres Strait Islander Reconciliation Reference Group

Greater Dandenong City Council is required to comply with the Privacy and Data Protection Act 2014 (Vic) in relation to the collection, use, storage, security, and disclosure of personal information. If you have any questions or concerns about how Council handles your personal information, please contact Council's Privacy Officer on 8571 5100 a copy of Council's Privacy and Personal Information Policy is available on Council's website www.greaterdandenong.vic.gov.au.

Modification or withdrawal of consent may be made in writing at any time to Council's Privacy Officer, however any changes to the use of your name or email will only apply from the date Council receives your withdrawal or modification of the consent, any information published prior is unable to be withdrawn from publication.

Signed: _____ Name: _____

Date: _____

Internal Reconciliation Action Plan Steering Committee

Purpose and Objectives

The purpose of the Internal Reconciliation Action Plan (RAP) Steering Committee is to lead and champion Council's ongoing commitment to Reconciliation. It will act as the pivotal point within Council, fostering partnership between Traditional Custodians Bunurong Land Council, the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference group and Council's internal RAP working group.

The Committee will:

- lead the development of Council's third Innovate Reconciliation Action Plan.
- have significant oversight in an ongoing capacity to Council's implementation of the deliverables of the Plan.
- be accountable to the evaluation, reporting and outcomes of Council's performance against key RAP deliverables, as identified by Bunurong Land Council and the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference group.
- address and ensure barriers which may pose a risk to the delivery of RAP actions are removed.
- ensure the appropriate budgetary considerations and resourcing is afforded to support the successful delivery of Council's ongoing Reconciliation commitments.
- act as an enabler of self-determination in relation to Council's RAP, in managing the feedback of the Bunurong Land Council and the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference group and ensure transparent and open communication between Council's Reconciliation partners.
- act as a conduit between Council and Bunurong Land Council, the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference Group and First Nations Communities; to enable the two-way flow of information between Aboriginal and Torres Strait Islander Communities, Reconciliation Stakeholders, Council Officers, and Councillors.

The Committee will be a standing advisory for the Executive Team (ET). It acts in a consultative capacity to ET and does not have decision making powers outside of those prescribed in representatives position descriptions.

Composition

Chair

- The Executive Manager Strategic Growth and Advocacy will Chair the Internal Reconciliation Action Plan Steering Committee for the first 12-months of the establishment of the Internal Steering Committee.
- In the absence of the Chair, the Chair will nominate an appropriate proxy.
- The Executive Manager Strategic Growth and Advocacy approves the membership composition of the Committee.
- The Chair is responsible for approving meeting agendas, guiding the meeting according to the agenda and time available and reviewing the draft meeting minutes for distribution to Committee members.

Secretariat

- The Secretariat function will be held by the Community Advocacy Officer who serves as the Reconciliation Plan Advocate.
- The Secretariat provides administrative support to the Internal Reconciliation Action Plan Steering Committee including preparation and distribution of the agenda and other meeting documents.
 - Coordinate meeting invitations, including inviting management/external specialists to attend meetings when required
 - Taking notes of proceedings and distributing minutes

Membership

Membership of the Internal Reconciliation Action Plan Steering Committee will be limited to 12 people (not including Chair), and be comprised of:

- Selected departmental managers covering such areas as: Community Wellbeing, Art and Culture, People and Change, Procurement, Communications and Customer Experience, Business Development and Investment, Strategic and Environmental Planning, Infrastructure Services.
- the Coordinator Community Advocacy
- Community Advocacy Officer who serves as the Reconciliation Plan Advocate
- two members from the internal Reconciliation Action Plan working group.
- The Internal Reconciliation Action Plan Steering Committee members will be appointed on an annual basis; all members are eligible for reappointment.
- The membership of the Internal Reconciliation Action Plan Steering Committee will be reviewed annually. New members may be invited, to ensure the steering group has innovative ideas as well as continuity.
- The Internal Reconciliation Action Plan Steering Committee will also endeavour to have representation from Aboriginal and Torres Strait Islander staff working within council, who wish to be involved.

Meetings

- Meetings will be held according to the RAP Development Timeline (nominally bi-monthly during the redevelopment of Council's Third Innovate Reconciliation Action Plan) and then bi-monthly after the launch to monitor its progress.
- There will be a fixed-Chair Executive Manager Strategic Growth and Advocacy, whilst Council's Third Innovate Reconciliation Action Plan is being developed. Once Reconciliation Action Plan is ratified by Reconciliation Australia and following its launch, the chair, will be rotating. Members can volunteer to chair upcoming meetings.
- Members of the Reconciliation Action Plan Steering Committee will be asked to submit any item relating to the core business of the group, at-least one week prior to the meetings.
- The Secretariat of the Committee will circulate the approved minutes no more than two-days after the meeting.

Reporting

- The Committee will report directly to the Chair of this group; on the progress of Council's Third Innovate Reconciliation Action Plan development and implementation.

- The Committee is responsible for liaising with all relevant Business Units to complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia, with the support of the Reconciliation Action Plan Advocate.
- The Committee will also be responsible for publishing an annual Reconciliation Report on Council's website, in collaboration with the Reconciliation Action Plan Advocate, Community Advocacy.

Responsibilities of the Steering Committee in developing and implementing the RAP

- Internal Reconciliation Action Plan Steering Committee will work closely with Reconciliation Australia during the Innovate Reconciliation Action Plan development to ensure the plan includes all minimum elements for endorsement.
- The final designed draft Innovate Reconciliation Action Plan will be submitted to Reconciliation Australia for official ratification, with a launch event to celebrate the plan's development and to engage organisational staff, City of Greater Dandenong wider community and all stakeholders within the municipality, in joining Council's Reconciliation journey.
- There will be a public announcement and reiteration of Council's commitments under Reconciliation and engagement to join the walk with Council, in Reconciliation.

Specifically, the following activities will be carried out by the Reconciliation Action Plan Steering Committee:

1. Develop a Third Innovate Reconciliation Action Plan within the context of Council's core business and in-line with:
 - Council Plan 2025-29 and Council's Health and Well Being Plan 2025-29 along with all overarching strategic, corporate, and business plans.
 - Any existing Aboriginal and/or Torres Strait Islander employment strategies.
 - In line with the Victorian Aboriginal and Local Government Strategy 2022-26.
 - In line with the Federal Government's National Close the Gap Agreement, State Government's Self Determination Framework, State Government's Truth Telling process via the Yoorook Truth Telling Commission and State Government's advancement of Treaty for Victoria.
 - Council's Diversity, Access and Equity Policy.
 - Other relevant equity and diversity policies.
2. Establish a collaborative/consultative process for engaging all staff across the organisation so that they can provide:
 - Support in the creation of Council's vision for Reconciliation, to align with Council Plan objectives and with the framework of Truth, Treaty, and self-determination.
 - Recommend practical ideas for Council, at both a strategic and operational level, in recommending and prioritising all actions and deliverables with the Reconciliation Action Plan.
 - Provide feedback and comments on all formulated draft versions of Council's Third Innovate Reconciliation Action Plan.

- Regularly liaise with relevant business units and key stakeholder to review progress of actions of the Third Innovate Reconciliation Action Plan.
 - Report Progress to Reconciliation Australia annually.
 - Report to Council's Executive Management Team and Councillors on progress, as per organisational requirements.
 - Report on Council's Third Innovate Reconciliation Action Plan progress to Bunurong Land Council, Aboriginal and Torres Strait Islander Reconciliation Action Reference Group and all relevant Aboriginal and Torres Strait Islander stakeholders.
 - Reflect on key learnings in the development of Council's Third Innovate Reconciliation Action Plan.
 - Consider council's Reconciliation Action Plan implementation issues and consult with relevant business units to find solutions.
 - Liaise with internal or external designers to finalise the Reconciliation Action Plan document and register it on the Reconciliation Australia website.
Instigate development of a new Reconciliation Action Plan when the current plan expires.
3. Council's Reconciliation Action Plan Advocate, Community Advocacy officer, will develop a project plan and timeline to outline/ reflect/progress the development, launch, and implementation of the RAP, including consultation with Reconciliation Australia at regular intervals.
4. Council's Reconciliation Action Plan Advocate, Community Advocacy officer, will coordinate all actions within the timeline, directly reporting back to the Executive Manager Strategic Growth and Advocacy on progress and or barriers to meeting the timeline for completion.

Process for the approval of the RAP

- The draft Innovate Reconciliation Action Plan will be circulated to all members of Council's Internal Reconciliation Action Plan Steering Committee, Bunurong Land Council, and the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference group for approval. In addition to this, a Senior Leader from each of Council's Business Units are required to approve the plan, as per their delegations against the plan deliverables.
- This draft will then be open to community consultation and feedback for 28 days, to finalise a final draft version of Council's Third Innovate Reconciliation Action Plan, in embedding the voice of all community.
- The final draft Innovate Reconciliation Action Plan will again be sent to Council's Internal Reconciliation Action Plan Steering Committee, the Bunurong Land Council and the Aboriginal and Torres Strait Islander Reconciliation Action Plan Reference, after consideration of feedback from City of Greater Dandenong wider community.
- This process will be followed according to the RAP development timeline, until a final draft is recommended by Reconciliation Australia, pending amendments as per Reconciliation Australia direction.



4.1.3 Consideration and endorsement of LGBTIQ+ Advisory Committee membership

Responsible Officer:	Executive Manager Strategy Growth & Advocacy
Attachments:	1. LGBTIQ+ Advisory Committee nominees [4.1.3.1 - 1 page] 2. LGBTIQ+ Advisory Committee Terms of Reference [4.1.3.2 - 15 pages]

Officer Recommendation

That Council APPROVES the proposed membership of the LGBTIQ+ Advisory Committee as detailed in Attachment 1 of this report.

Executive Summary

1. The proposed membership of the LGBTIQ+ Advisory Committee has been prepared in accordance with the Terms of Reference.

Background

2. As part of a community engagement session in June 2024, Council hosted the Pride Month Morning Tea for LGBTIQ+ communities. During the session, community members voiced their preference for the establishment of a Greater Dandenong LGBTIQ+ Advisory Committee.
3. A Notice of Motion was subsequently endorsed by Council on 8 July 2024 to establish an LGBTIQ+ Advisory Committee.
4. In response, a draft Terms of Reference was developed by Council Officers and endorsed for public consultation by Council commencing on 24 July 2024.
5. Community feedback was received over a 28-day period on the draft Terms of Reference through focus group sessions, an online survey and email, which was then collated by Officers and presented to Council for endorsement on 26 August 2024.
6. A 28-day expression of interest followed suit, where community members and organisations were encouraged to apply to join the LGBTIQ+ Advisory Committee. Notifications were via Council's social media channels and website, as well as the Star Journal publication.
7. This approach resulted in 11 expressions of interest for the Committee being received from:
8. Three representatives from local community organisations working closely with LGBTIQ+ communities. These organisations included Springvale Monash Legal Service, Many Coloured Sky and Connection Art Space.
 - a. Eight individual community members.
9. A Council panel made up of a Community Advocacy Officer, Coordinator Community Advocacy and Executive Manager Strategic Growth and Advocacy interviewed all 11 applicants.
10. In accordance with the Terms of Reference, 9 candidates have been proposed for endorsement as members of the LGBTIQ+ Advisory Committee.



Key Issues and Discussion

11. The LGBTIQA+ Advisory Committee will engage with LGBTIQA+ communities and report to Council by providing appropriate advice and recommendations on matters relevant to the community in order to assist in the facilitation of informed and effective decision making.
12. The Terms of Reference outlines that membership of the Advisory Committee comprise of:
13. Up to 2 Councillor Representatives – appointed at Council's Annual Statutory Meeting.
 - a. Up to 2 Council Officers – from the Strategic Growth & Advocacy Department appointed by the Executive Manager Strategic Growth & Advocacy.
 - b. Up to 9 Community Representatives – appointed by resolution of Council.
14. A review of all expressions of interest was undertaken by a panel comprising of the Executive Manager Strategic Growth & Advocacy, Coordinator Community Advocacy and Community Advocacy Officer. Expressions of interest were of a high calibre with all applicants either being a member of the LGBTIQA+ community or a committed ally.
15. Candidates were assessed based on their written application and on their responses during their interview with the selection panel. Broad representation of age, ethnicity, sexuality and gender was also taken into consideration in selecting the final candidates for membership.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

16. As detailed in the 22 July 2024 Council report there are no immediate financial implications associated with commencing the Greater Dandenong LGBTIQA+ Advisory Committee that cannot be accommodated within existing budgets.
17. However, once established in February 2025, there will be resource implications associated with the day-to-day operation of the Advisory Committee.
18. It is estimated that the below officer time will be allocated for the day-to-day operation of the Advisory Committee:
 - Community Advocacy Officer responsible for administrative support (Band 6): Approximately 60 hours per year for agenda drafting, minutes taking, Council report drafting, and member support.
 - Executive Manager Strategic Growth and Advocacy: Approximately 20 hours per year for meeting coordination, agenda and minutes review, and Council report review.
 - It is estimated the total resource cost for general meetings, excluding additional hours for subcommittee assignments (if applicable) will be approximately \$4,000 per year.

Asset Implications

19. This item does not affect any existing assets.

Legal/Risk Implications

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

Environmental Implications

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



Community Consultation

22. There was no requirement for community consultation.

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

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

- Embrace diversity and multiculturalism.

24. This report is consistent with the following strategic objectives from the Council Plan 2021-25:

- A socially connected, safe and healthy city.
- A city that respects and celebrates diversity, our history and the arts.
- A city of accessible, vibrant centres and neighbourhoods.
- A Council that demonstrates leadership and a commitment to investing in the community.

25. This report relates to Notice of Motion No. 38 – LGBTIQA+ Advisory Committee.

Legislative and Policy Obligations

26. 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*.

Attachment 1 – LGBTIQA+ Advisory Committee Nominees

Proposed membership for the LGBTIQA+ Advisory Committee:

- Kye Aziz (Many Coloured Sky)
- Ian Balducci (Community Member)
- Vibol Hy (Community Member)
- Sam Kariotis (Connection Art Space)
- Phillip Lamaro (Community Member)
- Daniel Mersin (Community Member)
- Celesty Perez (Community Member)
- Fiona Vuong (Springvale Monash Legal Service)
- Brad Woodford (Community Member)

LGBTIQA+ Advisory Committee Terms of Reference

Date Adopted: 26 August 2024

Review Date: 30 November 2026

Contents

1. Purpose	1
2. Objectives.....	1
3. Term of Appointment.....	1
4. Role of Advisory Committee	2
5. Councillor Representatives.....	2
6. Chairperson.....	2
7. Council Officer Representative.....	3
8. Committee Member Responsibilities.....	3
Conflicts of Interest	3
Media Protocols	4
Terms and Conditions	4
Disclosure of Personal Details.....	4
Code of conduct.....	4
Authority Constraints.....	4
9. Membership and appointment of Community Representatives	4
Membership	4
Appointment of Community Representatives	5
Appointment of Community Organisation/Group Representatives.....	5
Resignation, Removal and Vacancies	5
Induction.....	6
Co-opted Members and Non-Member Attendance.....	6
10. Selection Criteria for Community Members.....	6
11. Community Representation Selection Process	7
12. Community Member Selection Panel	7
13. Voting Rights and Decision Making	8
Quorum.....	8
Voting.....	8
14. Scheduled Meetings and Participation.....	8
15. Administration and Reporting of Minutes and Recommendations to Council	9
Administration Support and Distribution of Agendas and Minutes	9
Attendance and Record of Meetings.....	9
16. Working Groups.....	10
17. Reporting and Requirements	10

18. Confidentiality 10
19. Freedom of Information 11
20. Breaches 11
21. Evaluation and Review 11
22. Contact 11

1. Purpose

Establishment of the LGBTIQA+ Advisory Committee aligns with the Greater Dandenong Council Plan and the objectives of Council's Community Engagement Policy and Framework and contributes to Council's strong commitment to engaging LGBTIQA+ communities in a genuine and meaningful way by bringing together local knowledge, expertise, and stakeholders to support Council's decision-making process.

2. Objectives

The objectives of the LGBTIQA+ Advisory Committee are to:

- bring Lesbian, Gay, Bisexual, Transgender and Gender Diverse, Intersex, Queer, Asexual and Aromantic perspectives to Council's decision-making process.
- promote and support Council's roles through engagement and advocacy.
- assist Council to identify, articulate and respond appropriately to the needs, challenges, and aspirations of LGBTIQA+ communities. This may include identifying opportunities for advocacy, projects and partnerships that respond to these needs and aspirations.
- assist in the development and implementation of policies, plans and programs that benefit the community.
- provide input, advice, expertise, lived experience and specialised knowledge to support Council decision making process in timely and effective manner on issues relating to LGBTIQA+ communities.
- give greater prominence and visibility to intersectional LGBTIQA+ community members.
- inform, consult, and collaborate with relevant Advisory Committees on issues affecting and relating to LGBTIQA+ communities.

3. Term of Appointment

The nominal Term of the Advisory Committee is two years and at the conclusion of their term members may re-apply for membership but may only be appointed for 3 consecutive terms before retiring, unless otherwise resolved by Council.

An individual who has held membership for 3 consecutive terms must take a 12 month break before being eligible for re-appointment.

Requirements for re-appointment of Advisory Committee Members will follow the same selection process as set out in this Terms of Reference.

Members terms of appointment are to be endorsed at an Ordinary Meeting of Council.

4. Role of Advisory Committee

The role of the LGBTIQA+ Advisory Committee is to engage with LGBTIQA+ communities and report to Council by providing appropriate advice and recommendations on matters relevant to the Terms of Reference in order to assist in the facilitation of informed and effective decision-making.

All recommendations made by the Advisory Committee require consideration and endorsement at an Ordinary Meeting of Council before being acted on.

5. Councillor Representatives

The nominated Councillor Representative/s to the LGBTIQA+ Advisory Committee will:

- be appointed by Council at the Annual Statutory Meeting of Council.
- actively participate in Advisory Committee Meetings.
- facilitate communication between the Committee and Council.
- act in accordance with Council's Code of Conduct – Councillors.
- champion the rights of LGBTIQA+ communities.

6. Chairperson

The Chairperson shall be an external non-council member elected by the Committee. The term of the Chair is aligned with the term of the Advisory Committee.

The role of the Chairperson is to ensure:

- all meetings are conducted in accordance with Council's Governance Rules.
- liaise with Council's Executive Manager for Strategic Growth & Advocacy and administrative support officer for the purpose of Agenda and Minute preparation.
- obtain consensus from all advisory committee members when developing recommendations to Council.
- foster a positive working relationship amongst all Advisory Committee members.
- ensure all members are given equal opportunity to participate in Committee discussions.
- keep members informed of developments and activities between meetings.
- present recommendations and feedback to Council as required.
- act in accordance with Council's Code of Conduct – Staff.

7. Council Officer Representative

The Role of the Council Officer (s) representative with voting rights is to:

- liaise with the Chairperson and Council's administrative support officer for the purpose of Agenda and Minute preparation.
- foster a positive working relationship amongst Advisory Committee members and Council.
- keep members informed of developments and activities between meetings.
- present recommendations and feedback to Council as required.
- advise the committee on the progress or outcomes of matters before Council.
- actively participate in Advisory Committee Meetings.
- act in accordance with Council's Code of Conduct – Staff.

8. Committee Member Responsibilities

Specific responsibilities of the LGBTIQA+ Advisory Committee members are to:

- prepare for, attend, actively participate and be punctual to meetings.
- provide advice and feedback on issues relevant to their communities.
- contribute expertise, lived experience and knowledge to Council plans, strategies, policies and frameworks.
- identify opportunities for advocacy, projects and partnerships that respond to the needs and aspirations of LGBTIQA+ communities.
- assist in the development and codesign of events, programs, and initiatives for LGBTIQA+ communities.
- annually evaluate the performance and review the Committee's priorities for the following year.

Conflicts of Interest

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed. Disclosure must include the nature of the relevant interest.

A member who has a direct or indirect conflict of interest (i.e. Interest by close association, financial interest, conflicting duty, personal gain or loss) regarding an item to be considered or discussed by the Committee, must leave the meeting and remain absent until the conclusion of the discussion.

The conflict of interest, including the nature of the interest will be recorded in the meeting minutes including the time the member left the meeting and the time they re-joined the meeting.

If a community member nominates for Local State or Federal elections, they must stand down from their position from the time they declare they have nominated until the results of the election are announced. If a member is elected, they will be required to resign from their current position on the Committee.

Media Protocols

All Advisory Committee members must act in accordance with Council's Media Policy and refer all media enquiries to Council's Media and Communication Department for a response.

The Mayor of the day remains the spokesperson for all Council activities, Advisory Committee members are not to represent the Committee or Council to the media or on social media, unless approved by the Manager Media and Communications.

Terms and Conditions

All members of the LGBTIQA+ Advisory Committee will be required to accept and sign the agreed Terms and Conditions as part of their membership.

Disclosure of Personal Details

In accordance with Council's Transparency Policy, member's name, qualifications, and current committee position will be listed on Council's website.

Code of conduct

All members of the LGBTIQA+ Advisory Committee will be required to abide by Council's Code of Conduct - Staff (which includes volunteers).

Authority Constraints

The LGBTIQA+ Advisory Committee has no authority to:

- Expend money on behalf of Council.
- Commit Council to any arrangements.
- Consider any matter outside its area of reference.
- Direct Council Officer in the performance of their duties.

9. Membership and appointment of Community Representatives

Membership

Membership of the Advisory Committee is voluntary, and all members must be over 18 years of age.

The Membership will comprise of:

- Up to 2 Councillor Representatives – appointed at Councils Annual Statutory Meeting.
- Up to 2 Council Officers – from the Strategic Growth & Advocacy Department appointed by the Executive Manager Strategic Growth & Advocacy.
- Up to 9 Community Representatives – appointed by resolution of Council.

Appointment of Community Representatives

Community Representatives will be appointed by Resolution of Council following recommendation by a Selection Panel.

Community Members will be representative of Council's diverse and multicultural community including local groups, agencies, businesses, schools, and local residents.

Appointment of Community Organisation/Group Representatives

Where Council seeks membership from a specific community organisation or group, the organisation or group may nominate their preferred representative by providing written advice to Council.

Resignation, Removal and Vacancies

Members of the LGBTIQA+ Advisory Committee may resign from their position on the committee at any time by providing written notice to the Chairperson of their intention to resign.

Council reserves the right to remove members from their Advisory Committee positions when there is a demonstrated failure to meet the obligations outlined in the Terms of Reference.

Vacancies which arise due to resignation or inability to attend the minimum number of meetings shall be advertised through an ongoing Expression of Interest process on Council's website.

A request received by Council for membership in addition to the appointed members will only be considered if a vacancy exists. Received Expression of Interests for membership will be considered according to the selection criteria set out in this Terms of Reference. Provisional endorsement for membership will be considered for approval at the next Committee meeting and formally submitted for endorsement by Council when the meeting minutes are noted at the scheduled public Council meeting.

Vacancies of organisational or group representatives will be filled by direct nomination of the relevant organisation or group.

If a vacancy arises less than six months before the end of the term, the Committee may resolve to leave the vacancy unfilled for the interim.

Induction

New members will be required to undergo an induction process as soon as possible after their appointment to the Committee to ensure they are familiar with relevant Council documents, process and operating requirements, including but not limited to:

- Overview of Council
- Current Council Plan
- Community Plan 2030
- Budget Process
- Reporting Requirements
- Community Engagement Policy and Framework
- Transparency Policy
- Conflicts of Interest
- Privacy and Personal Data Policy
- Victoria Charter of Human Rights and Responsibilities
- Media Policy
- Appropriate Workplace Behaviours Policy
- Diversity, Access, and Equity Policy
- Code of Conduct – Staff
- Governance Rules

Co-opted Members and Non-Member Attendance

The Advisory Group may invite suitably skilled persons (either professional or community based) to join the group in an advisory capacity for a specific purpose and period of time.

Relevant senior officers across Council Departments may be invited to attend the Advisory Committee to provide advice and input as needed to assist the Committee in their deliberations.

Co-opted members, invited community members and invited council officers do not have any voting rights.

10. Selection Criteria for Community Members

Community representatives of the LGBTIQA+ Advisory Committee must be able to demonstrate the following skills, competencies, interests and experience relevant to the purpose of the Advisory Committee:

- Being a member of the LGBTIQA+ community or a committed supporter and ally.
- Interest in local community development, including an understanding of social, wellbeing, cultural, linguistic, environmental and economic influences affecting LGBTIQA+ communities.

- Awareness of the activities, interests, and concerns of LGBTIQA+ communities.
- Broad networks and linkages with LGBTIQA+ communities.
- Ability to cooperate with others and work as a team.
- Capacity to embrace diversity and equal opportunity.
- Willingness to provide advice and guidance to Council regarding trends and opportunities amongst LGBTIQA+ communities in community engagement, community development or programs and services within the municipality.
- Understanding of the priorities as identified in the current Council Plan.
- Ability to prepare for and actively participate in scheduled meetings in a positive, fair, and unbiased manner.
- Capacity to act in the best interest of the community at all times and look beyond personal concerns and individual interests.
- Capacity to commit to the Advisory Committee for the required duration and attend the majority of scheduled meetings.
- Willingness to celebrate the success and achievements of the Committee.

11. Community Representation Selection Process

Community representatives of the LGBTIQA+ Advisory Committee will be achieved by calling for nominations. For the initial intake an advertisement will be placed in the local media, on Council's website and other suitable forums.

Suitably qualified and experienced community representatives may be invited to nominate.

A nomination form must be completed by interested representatives and all nominations must be submitted by the published due date prior to being assessed against the Selection Criteria for Community Members.

Officers may seek further information from nominees or their referees as part of the selection process.

A recommendation regarding preferred nominees for the LGBTIQA+ Advisory Committee will be prepared for consideration and endorsement at an Ordinary Meeting of Council.

Successful Nominees will be formally notified by Council in writing as soon as practical after Council endorsement.

Membership of the LGBTIQA+ Advisory Committee is a voluntary position.

12. Community Member Selection Panel

The selection panel will comprise:

- Executive Manager Strategic Growth & Advocacy or delegate.

- Coordinator Community Advocacy.
- Community Advocacy Officer responsible for administrative support.

Once any nominations have been considered and a recommendation provided, the selection panel will be disbanded.

13. Voting Rights and Decision Making

It is preferable that recommendations of the LGBTIQA+ Advisory Committee are made by consensus however there may be circumstances where a matter is decided by a vote.

Quorum

The quorum for the Advisory Committee 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 30 minutes of the schedule start of the meeting the meeting may reconvene at a suitable time or proceed but without any votes being conducted.

A quorum must be maintained for voting purposes.

Voting

Each member is entitled to one (1) vote. The Chairperson may exercise a casting vote should this be necessary.

Votes shall be taken by a show of hands and recorded in the minutes of the meeting.

Councillors, Council Officers, and guest who are not members of the committee are not entitled to vote.

14. Scheduled Meetings and Participation

The LGBTIQA+ Advisory Committee will be scheduled quarterly. Additional meetings may be scheduled as agreed by the Committee.

It is intended that each meeting shall not exceed two (2) hours in duration. If a meeting is to extend beyond this time a vote shall be taken by show of hands to decide if the meeting shall continue or be reconvened at another time.

Under special circumstances a meeting may be cancelled, re-scheduled or extended.

All meetings shall be held at a pre-advised location or in a virtual environment as required.

It is anticipated that members will be required to commit a minimum of two hours per month to the activities of the advisory committee.

It is expected that each member of the LGBTIQA+ Advisory Committee will attend at least three of the four scheduled meetings each year.

15. Administration and Reporting of Minutes and Recommendations to Council

Administration Support and Distribution of Agendas and Minutes

The management of the Advisory Committee will be overseen by the Manager, Strategic Growth & Advocacy.

Administration support will be provided by Council's Advocacy Unit to assist the Advisory Committee to function efficiently and effectively, including but not limited to servicing all scheduled Advisory Committee meetings and the timely preparation and distribution Agendas and Minutes.

All Committee Members are able to submit an Agenda item in accordance with the Terms of Reference.

Agenda items must be submitted to Council's (either the Chairperson or Council Officer Representative with Voting Rights) no less than ten (15) days prior to a scheduled meeting.

The Chairperson in consultation with the Council Officer Representative with voting rights will be responsible for coordinating the preparation and distribution of Agendas.

Agendas will be made available to Committee Members no less than five (5) working days prior to a scheduled committee meeting.

Draft minutes will be distributed in a timely manner to all members to ensure accuracy prior to formal endorsement by the Committee at a subsequent meeting.

Minutes will be routinely reported to an Ordinary Meeting of Council for noting.

Attendance and Record of Meetings

All attendance, apologies, conflicts of interests, recommendations and outcomes will be recorded in the Minutes of all meetings held where a quorum is present.

In the event that a member cannot attend, an apology must be received. Future participation of a member may be reviewed for non-attendance of two consecutive meetings without an apology.

Advisory Committee members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at and active participation in Advisory Committee meetings.

16. Working Groups

Working Groups of the Advisory Committee may be established at the discretion of the LGBTIQA+ Advisory Committee.

Working Groups may be developed to implement particular actions or roles of the Advisory Committee. The establishment of a working group will be conducted under specific objectives and/or expected outcomes and timelines, which will be determined by the Advisory Committee.

The Advisory Committee will determine the role, responsibility, and resourcing of working groups. It will retain the ability to conclude a working group or the group's formal relationship with the Advisory Committee at its discretion and/or at the achievement of its objectives.

17. Reporting and Requirements

The minutes of meetings where a quorum is present must be routinely reported to an Ordinary Meeting of Council for noting.

Periodic progress reports on the activities and outcomes of the Advisory Committee will be reported to a Councillor Briefing Meeting or via the Councillor's weekly newsletter (Infosum).

Additional advice and/or recommendations by the committee may also be provided to Council through Infosum or a scheduled Councillor Briefing Session where appropriate.

18. Confidentiality

Information discussed, received, used or created by the LGBTIQA+ Advisory Committee deemed confidential, must not be disclosed to any person who is not a member of the committee.

Any member who discloses information that they know or should reasonably know to be confidential will be found in breach of the Terms of Reference.

The LGBTIQA+ Advisory Committee must act in accordance with Council's Transparency Policy and the Public Transparency Principles as outlined in the Local Government Act 2020.

19. Freedom of Information

All documents produced by or relating to the Advisory Committee that are not publicly available or deemed confidential are subject to the *Freedom of Information Act 1982*.

20. Breaches

The City of Greater Dandenong by resolution of Council may terminate a Committee member's appointment for breaching the Terms of Reference set out in this document and/or Council's Code of Conduct – Staff/Councillor.

All members of the LGBTIQA+ Advisory Committee will be required to accept and sign the Terms and Conditions statement.

21. Evaluation and Review

A review of the Advisory Committee will be undertaken prior to the end of the Committee's two-year term to ensure the purpose, membership and operations of the committee remain effective and in line with Council objectives.

Appropriate changes to the purpose and outcomes of the LGBTIQA+ Advisory Committee, as well as amendments to the Terms of Reference, may be made as part of the review process for all Council Advisory Committees.

The LGBTIQA+ Advisory Committee Terms of Reference will be reviewed prior to the appointment of a new committee by the Strategic Growth & Advocacy Department and re-endorsed at an Ordinary Meeting of Council, unless otherwise advised by Council.

Council has the right to conclude the Advisory Committee by resolution of Council at any time if it is found that the Committee is no longer beneficial to the needs of the Community.

22. Contact

(Marek Krol – Community Advocacy Officer)
(Strategic Growth & Advocacy)
City of Greater Dandenong
225 Lonsdale Street, Dandenong
PO Box 200
Dandenong 3175
Tel: 8571 1000
council@cgd.vic.gov.au

Terms and Conditions

I agree to:

- ✓ Attend the LGBTIQA+ Advisory Committee meetings and provide apologies in advance where attendance is not possible.
- ✓ Act in an advisory capacity by disseminating authorised information within the community and to provide insight and advice to inform Council.
- ✓ Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
- ✓ Contribute in a positive way to finding solutions to issues or concerns.
- ✓ At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care.
- ✓ Represent the views of my organisation, interest group or community and not individual views at odds with my organisation, group or community.
- ✓ Notify Council of any potential conflict of interest that may arise with respect to my participation on the LGBTIQA+ Advisory Committee.
- ✓ Allow my comments from the meetings to be noted in the written and recorded minutes.
- ✓ Allow Council to promote my participation in the LGBTIQA+ Advisory Committee in order to facilitate community feedback and participation.
- ✓ Not disseminate confidential or personal information that is discussed at the LGBTIQA+ Advisory Committee meetings as advised by the LGBTIQA+ Advisory Committee Chair.
- ✓ Act in accordance with Council's Media Policy and not make any media comment on behalf of Council or the LGBTIQA+ Advisory Committee unless approved by the Media and Communications Department
- ✓ Adhere to the relevant Council Policies and Guidelines.

Signed: _____

Name: _____ Date: _____



4.1.4 Audit and Risk Committee – Biannual Activity Report

Responsible Officer: Executive Director Corporate Development
Attachments: 1. ARC Biannual Activity Report November 2024 A11536542
[4.1.4.1 - 5 pages]

Officer Recommendation

That Council RECEIVES, for information, the Greater Dandenong City Council's Audit and Risk Committee Biannual Report dated November 2024 (Attachment 1), which describes the activities of the Committee (including its findings and recommendations) for meetings held on 6 June 2024 and 12 September 2024.

Executive Summary

1. Under the *Local Government Act 2020*, the Audit and Risk Committee is required to table a report on its activities to Council twice per year. This bi-annual report covers the Committee's work for the meetings held on 6 June 2024 and 12 September 2024 and aligns with the Committee's Annual Work Plan in terms of the cyclical nature of its work.
2. The ARC must provide a copy of each report to the Chief Executive Officer for tabling at the next Council meeting.
3. The Chair of the Audit and Risk Committee attended the Councillor Briefing session held on 2 December 2024 to provide Councillors with an update and opportunity to ask questions and discuss matters of interest/relevance.

Background

4. Section 54(5) of the *Local Government Act 2020* requires that the Audit and Risk Committee tables a bi-annual report to Council.
5. The Audit and Risk Committee (ARC) plays an important role in providing oversight of Greater Dandneong Council's governance, risk management, internal control practices, internal and external audit functions. This oversight mechanism also serves to provide confidence in the integrity of these practices.
6. Section 53(1) of the *Local Government Act 2020* stipulates that a Council must establish an ARC. The City of Greater Dandneong's ARC comprises two Councillors and three independent members. The ARC meets at least four times per year.
7. This report covers the Committee's work for the meetings held on 6 June 2024 and 12 September 2024 and aligns with the Committee's Annual Work Plan in terms of the cyclical nature of its work.
8. The report outlines the key activities carried out by the Committee during the period.



Key Issues and Discussion

9. The report recommends that Council notes the Audit and Risk Committee Performance Report.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

10. The list of prescribed human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006 has been reviewed. It is considered that the proposed actions contained in this report present no breaches of, or infringements upon, those prescribed rights.

Conflicts of Interest Disclosure

11. The Chair of the Audit and Risk Committee and Council officers who prepared this report have no general or material conflict of interest to declare.

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

Operating Budget Implications

12. Other than the Chair of the Audit and Risk Committee and Council officer time in preparing this report, there are no financial and resource implications associated with this report.

13. The sitting fees payable to independent members of the Audit and Risk Committee are provided for within the Governance Department's operational budget

Asset Implications

14. This item does not affect any existing assets.

Legal/Risk Implications

15. The Audit and Risk Committee, pursuant to Sections 54(4) and (5) of the Local Government Act 2020, is required to prepare a biannual Audit and Risk Committee report describing the Committee's activities and provide a copy of both reports to the Chief Executive Officer for tabling at the next Council meeting

Environmental Implications

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

Community Consultation

17. There was no requirement for community consultation.

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

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

- Not Applicable

19. This report is consistent with the following strategic objectives from the Council Plan 2021-25:

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



Legislative and Policy Obligations

20. 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*.

Greater Dandenong City Council
Audit and Risk Committee – Biannual Activity Report
November 2024

1. Role of the Audit and Risk Committee

The Audit and Risk Committee (ARC or “the Committee”) is an independent committee of Council. Its purpose is to support and advise Council in fulfilling its responsibilities related to external financial and performance reporting, maintenance of strong and effective governance and control frameworks, management of key risks and Council’s compliance with legislation and regulation. The Committee has a prime responsibility in overseeing and monitoring Council’s various audit processes.

2. Independence

An independent Audit and Risk Committee is a fundamental component of a strong corporate governance culture. Council’s Committee is independent of management and is not involved in any operational decisions. Committee members do not have any executive powers, management functions or delegated financial responsibilities.

3. Reporting Period of this Report

This report covers Audit and Risk Committee (ARC or Committee) activity from 1 April 2024 to 30 September 2024, during which time the Committee met twice – on 6 June 2024 and 12 September 2024. This report has been reviewed by the Committee Chair.

4. Committee Charter

The Committee’s Charter is set by Council and was last reviewed and approved by Council on 24 July 2023 (effective from date).

5. Committee Membership

Committee membership is comprised of five people appointed by Council, with two members being Councillors and three members being independent of Council. The independent members are required to have appropriate skill sets and experience as mandated in section 53 of the *Local Government Act 2020* (LGA). The LGA also requires that there must be a majority of independent members and that an independent member must be Chair of the Committee. All members have full voting rights.

Councillors not appointed to the Committee are welcome to attend meetings but do not have any voting rights.

The independent members of the Committee appointed by Council are Geoff Harry (Chair), Jenny Johanson and Peter Smith. Jenny Johanson and Peter Smith are independent members who have both stepped down from their position post the 12 September 2024 meeting. Council have since undertaken a rigorous recruitment process to fill the committee vacancies. Council resolved to appoint two independent members at the 25 November 2024 Council meeting - Ms Suzanne Thoraval and Mr Michael Shatter for a three-year term respectively.

Current Councillor members are Mayor Jim Memeti and Cr Rhonda Garad.

The Committee has enjoyed stability of membership in the reporting period, which has enhanced the ability of the Committee to provide a valued experience to officers. Members have been fully engaged in all meetings held during the reporting period and have made significant contributions to the work of the Committee.

6. Meeting Attendance

Details of membership and meeting attendance for the reporting period are summarised in the table below:

Attendee	Role	Meeting	
		6 June 2024	12 September 2024
Geoff Harry (Chair)	Independent Member	Attended	Attended
Jen Johanson	Independent Member	Attended	Attended
Peter Smith	Independent Member	Attended	Attended
Mayor Lana Formoso	Councillor Member	Attended	Attended
Cr Rhonda Garad	Councillor Member	Apology	Apology

Council Officers

The Committee was strongly supported by Council's Executive Team and Senior Managers from Finance and Governance, all of whom have attended both meetings in the reporting period.

External Service Providers

The internal audit team from HLB Mann Judd and the agent of the Victorian Auditor General's Office (RSD Audit) have attended meetings in the reporting period as required.

7. Key Activities for the Reporting Period

The work of the ARC is guided by its Annual Workplan (AWP), and all matters listed in the AWP for the two scheduled meetings held have been addressed. The AWP is reviewed at the beginning of each meeting to ensure its continued relevance. Key outcomes of meetings held during the reporting period are summarised below:

Topic	Meeting	
	6 June 2024	12 September 2024
1. Financial & Performance Reporting		
Review of Council quarterly financial and performance reports	✓	✓
Biannual report of DMPL performance		✓
Biannual report of SEL Pty Ltd performance	✓	
Review changes to the Local Government Performance Reporting Framework		✓
Review of Council's annual financial report and annual performance statement and endorse to Council for approval		✓
2. External Audit		
External audit update and consideration of the Interim Management Letter	✓	
Consideration of the outcomes of the audits of Council's consolidated annual financial report and annual performance statement		✓
Review of audit outcomes of the annual financial reports for DMPL and SEL		✓
3. Internal Audit Programme		
Review status of internal audit plan and internal audit plan actions	✓	✓
Review of Compliance with Child Safe Standards	✓	✓
Review of Asset Management Framework		✓

Topic	Meeting	
	6 June 2024	12 September 2024
4. Risk Management		
Review of risk management activity	✓	✓
Executive Director briefing on Community Strengthening	✓	
Review of occupational health and safety activity		✓
IT vulnerability assessments and penetration testing updates		✓
5. Compliance Management		
Review of procurement policy exemption compliance	✓	✓
Review of Council's Policy Compliance Register	✓	✓
6. Other Matters		
Review of Council's Long Term Financial Plan 2025-2034	✓	
Review of recently released integrity body reports	✓	✓
Chief Executive Officer reports	✓	✓

Financial and Performance Reporting

The Committee discharged its responsibilities in relation to the consolidated annual financial report of Council and its subsidiary companies and the annual performance statement of Council. On 12 September 2024 the Committee considered the annual financial report of Council and its subsidiaries and the annual performance statement of Council for the year ended 30 June 2024.

After Committee members reviewed the annual financial reports and performance reports, received officer presentations and representations, reviewed the outcomes of the external audits, and discussed the reports with representatives of the subsidiary companies, the Committee endorsed the annual financial report and the annual performance statement to Council and recommended that Council sign these reports 'in principle' as required by the LGA.

The Committee also received management reports on the year-to-date performance of both Council and its subsidiaries. The reports continue to be of high quality and informative, providing excellent analysis of budget to actual variances and the progress on Council's capital expenditure program.

External Audit

The Victorian Auditor General's Office (VAGO) agent RSD Audit is appointed to undertake the annual external audit of Council's consolidated annual financial report and annual performance statement for the year ended 30 June 2024.

The external audit for 2023/24 was completed successfully. There were no matters of significance reported in the VAGO Closing Report and matters raised in the management letters issued during and after conclusion of the audit have been accepted by management and are being progressed. The Committee continues to monitor the status of these actions.

Internal Audit

HLB Mann Judd provides reports at the conclusion of each internal audit review which contain audit findings and recommendations for control improvements, together with management responses. These are presented to the Committee for review at each ARC meeting and the Committee monitors implementation of the recommendations by the agreed due dates.

Scheduled internal audit reviews for the remainder of 2024 are as follows.

- Process for Managing and Reporting Sexual Harassment.

The Committee monitors management performance in the closing out of recommendations for improvement and is particularly alert to high risk rated actions that are not closed by the target dates.

Internal Control Environment and Compliance Management

Under its Annual Work Plan, the Committee considered several reports which reviewed current systems and controls during the reporting period. The key matters subject to review included the following:

- a) Council's policy register and compliance status;
- b) Information technology (IT) vulnerability testing and outcomes of phishing campaigns;
- c) Council's annual leave liability;
- d) Procurement exemptions;
- e) Review of Procurement, Contractor Appointment & Contractor Management;
- f) Review of Cyber Security – Dandenong Market Pty Ltd;
- g) Risk management activities including operational and strategic risks;
- h) Occupational health and safety activity;
- i) Cyber Security (controls, awareness and ransomware readiness); and
- j) South East Leisure Pty Ltd Financial Controls – Accounts payable and receivable.

Investigations by State Integrity Agencies (VAGO, IBAC, Ombudsman Victoria)

The Committee monitors reports released by State-based integrity agencies and receives officer comments on any reports that may be relevant to Council. The Committee focusses on whether there are any learnings for Council arising from these reports and monitors implementation of such improvements.

Matters for Consideration During the Next Reporting Period

In addition to business-as-usual matters and matters noted above for consideration at the next meeting, the Committee will consider the following important matters at its upcoming meetings:

- Review of Council's Risk management framework;
- Review of Councillor Expenses;
- Review of Privacy and Data Governance;
- Review of organisational wide incident management; and
- Review of Council's complaints management.

8. Assessment of the Committee's Performance

The Committee annually assesses its performance based on a survey completed by Committee members and officers who interact regularly with the Committee. This assessment was last considered by the Committee in June 2023 and there were no significant areas of concern. Nevertheless, the Committee uses these assessments as an opportunity to consider ways in which it can improve performance. The next assessment will be completed during the year ended 30 June 2025.

Reporting to Council

After every ARC meeting, unconfirmed Committee Meeting Minutes, after they have been checked by the Chair, are forwarded to the next Council Meeting for endorsement. In addition, activity reports on Committee activities, findings and recommendations are provided to Council biannually.

9. Officer Support

The Committee is able to fulfil its responsibilities outlined in the Committee Charter through discharge of the Annual Work Plan. The success of its work requires significant commitment from many senior officers in developing meeting agendas, assembling reports and other information, preparing minutes of meetings and disseminating information to Committee members between meetings. The Committee acknowledges these efforts and the strong support it receives from the officers involved.

10. Conclusion

The Committee is satisfied that it has fully discharged its responsibilities as set out in the Charter. The Committee believes that while Council has a strong control environment and prudent financial management practices are in place, there are still many improvement opportunities available to Council toward attaining best practice results.

Geoff Harry (Chair)

On behalf of the Audit and Risk Committee

Date: 26 November 2024



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

Responsible Officer: Executive Director Corporate Development
Attachments: Nil

Officer Recommendation

That Council NOTES the report on matters discussed at Councillor Briefing Sessions and Pre-Council Meetings.

Executive Summary

1. As part of Council's ongoing efforts to improve transparency in Council processes, matters discussed at Councillor Briefing Sessions & Pre-Council Meetings (other than those matters designated to be of a confidential nature) are reported on at Council meetings.
2. The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings during the period 23 September – 2 December 2024.

Background

3. The Executive Team and associated staff at Greater Dandenong City Council host Councillor Briefing Sessions and Pre-Council Meeting on a regular basis (weekly) to inform Councillors about the work officers are undertaking, share information, obtain feedback and discuss strategies and options for current and future work.
4. To ensure transparency in this process matters discussed at Councillor Briefing Sessions and Pre-Council Meetings (other than those matters designated to be confidential under the *Local Government Act 2020*) are reported on at Council meetings. This report represents matters discussed at the Councillor Briefing Sessions & Pre-Council Meetings during the period 23 September – 2 December 2024.

Matters Presented for Discussion

Item		Councillor Briefing Session/Pre-Council Meeting
1	<p>General Discussion Councillors and Council officers briefly discussed the following items:</p> <ol style="list-style-type: none"> a. Recent political protesting; b. Update on Perry Road, Keysborough duplication; c. Street furniture permit costs; and d. Agenda items for the Council Meeting of 23 September 2024. 	Pre-Council Meeting (PCM) – 23 September 2024
2	<p>General Discussion Councillors and Council officers briefly discussed the following items:</p>	Pre-Council Meeting (PCM) – 14 October 2024



	<ul style="list-style-type: none">a. Update on recent incidents within the Municipality;b. Capital Alliance update;c. Community Panel Update; andd. Agenda items for the Council Meeting of 14 October 2024.	
3	Chief Executive Officer – Organisation Overview As part of Greater Dandenong City Council's Councillor Induction Jacqui Weatherill, Chief Executive Officer provided an organisational overview.	Councillor Briefing Session (CBS) – 14 November 2024
4	Reconciliation Action Plan Councillors were provided with an education piece by Ganga Giri including an acknowledgement of Country.	Councillor Briefing Session (CBS) – 14 November 2024
5	General Discussion Councillors and council officers briefly discussed the process for the Mayor and Deputy Mayor election.	Pre-Council Meeting (PCM) – 18 November 2024
6	Statutory Planning – Organisation Overview As part of Greater Dandenong City Council's Councillor Induction, a detailed Statutory Planning briefing was delivered.	Councillor Briefing Session (CBS) – 21 November 2024
7	General Discussion Councillors and Council officers briefly discussed the following items: <ul style="list-style-type: none">a. Update on anti-social behaviour within the Springvale Community Hub precinct;b. Future Activity Centre recognition;c. Update on Mid-Year Budget presentation; and Agenda items for the Council Meeting of 25 November 2025	Pre-Council Meeting (PCM) – 25 November 2024
8	Audit & Risk Committee – Biannual Activity Report Council's Audit and Risk Committee Chair provided an overview of the activities of the Committee over the calendar year.	Councillor Briefing Session (CBS) – 2 December 2024
9	Corporate Planning – Organisation Overview As part of Greater Dandenong City Council's Councillor Induction, a detailed Statutory Planning briefing was delivered.	Councillor Briefing Session (CBS) – 2 December 2024
10	Large Grants Program 2024-2025 and 2025-2026 (Partnership Category) Councillors were updated on the outcome of this program prior to a future Council Meeting report.	Councillor Briefing Session (CBS) – 2 December 2024
11	Governance & Integrity (Part 2) As part of Greater Dandenong City Council's Councillor Induction, a detailed Governance and Integrity briefing was delivered.	Councillor Briefing Session (CBS) – 2 December 2024



12	Reconciliation Action Plan 3rd Innovate 2025-2027 Councillors were briefed on Council's development and implementation of a third Innovate Reconciliation Action Plan to enable it to continue to embed reconciliation across Council business and to continue advocacy and promotion of reconciliation across the City of Greater Dandenong	Councillor Briefing Session (CBS) – 2 December 2024
13	General Discussion Councillors and Council officers briefly discussed the following items: a. Update on Council Devices being used overseas; b. New Meals on Wheels contractor; c. Upcoming Council events; and d. Agenda items for the Council Meeting of 9 December 2024.	Councillor Briefing Session (CBS) – 2 December 2024

Apologies

- Councillor Richard Lim submitted an apology for the Pre-Council Meeting on 23 September 2024.
- Councillor Richard Lim submitted an apology for the Pre-Council Meeting on 14 October 2024.
- Councillor Bob Milkovic submitted an apology for the Pre-Council Meeting on 18 November 2024.
- Councillor Lana Formoso and Councillor Alice Phuong Le submitted apologies for the Councillor Briefing Session on 2 December 2024.

Legislative and Policy Obligations

- Section 9 of the *Local Government Act 2020* (LGA2020) states that a Council must in the performance of its role give effect to the overarching governance principles.
- Reporting on matters discussed at Councillor Briefing Sessions and Pre-Council Meetings gives effect to the overarching governance principles (in particular, section 9(i) of the *Local Government Act 2020*) in that the transparency of Council actions and information is ensured.



4.1.6 List of Registered Correspondence to Mayor and Councillors

Responsible Officer: Manager Governance, Legal & Risk
Attachments: 1. Correspondence Received 18 - 29 November 2024
[4.1.6.1 - 3 pages]

Officer Recommendation

That the listed items for the period 18 - 29 November 2024 provided in Attachment 1 to this report be received and noted.

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 18 – 29 November 2024 .

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 18/11/24 & 29/11/24 - for officer action - total = 0

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
---------------------	----------------------	---------------------	--------------	-------------------------

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 18/11/24 & 29/11/24 - for information only - total = 31

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
An invitation from the Macedonian Seniors Club, Springvale to their end of year celebration.	21-Nov-24	21-Nov-24	A11527775	Mayor & Councillors
An email from a resident with concerns for safety at the Springvale Library.	22-Nov-24	22-Nov-24	A11530560	Mayor & Councillors
An email from a resident complaining of odours from a nearby fish and butcher shop.	22-Nov-24	22-Nov-24	A11530603 & A11532147	Mayor & Councillors
Council received notification of the election of the Mayor and the deputy Mayor from the following Councils: •Ararat Rural Council •Banyule City Council •Warrnambool City Council •Loddon Shire Council •Ballarat City Council •West Wimmera Shire Council •Campaspe Shire Council •Indigo Shire Council •Great Shepparton City Council •Baw Baw Shire Council •Maribyrnong City Council •Glenelg Shire Council •Frankston City Council	22-Nov-24 - 28-Nov-24	22-Nov-24 - 28-Nov-24	-	Mayor & Councillors

ATT 4.1.6.1 Correspondence Received 18 - 29 November 2024

- Strathbogie Shire Council
- Buloke Shire Council
- Knox City Council
- Horsham Rural City Council
- Mildura Rural City Council
- Melton City Council
- Nillumbik Shire Council
- Mitchell Shire Council
- East Gippsland Shire Council
- Moonee Valley City Council
- Latrobe City Council
- Glen Eira City Council
- Towong Shire Council
- Swan Hill Rural City Council

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



4.1.7 Draft Minutes of Advisory Committee Meetings

Responsible Officer:	Executive Director Community Strengthening
Attachments:	<ol style="list-style-type: none">1. Draft Minutes of Disability Advisory Committee Meeting 21 October 2024 [4.1.7.1 - 3 pages]2. Draft Minutes of Positive Ageing Advisory Committee Meeting 10 October 2024 [4.1.7.2 - 3 pages]

Officer Recommendation

That Council:

- 1) **NOTES** the draft Minutes of the meeting for the Disability Advisory Committee held on 21 October 2024 (Attachment 1), and
- 2) **NOTES** the draft Minutes of the meeting for the Positive Ageing Advisory Committee held on 10 October 2024 (Attachment 2).

Executive Summary

1. At the Council meeting held 23 April 2018, Council resolved in part to *invite Advisory Committees and Reference Groups to submit meeting minutes for Council endorsement*. This resolution also allowed interested Councillors (and those that attend these Committees and Reference Groups) to speak to the meeting about items discussed at these meetings.
2. This report recommends that the Draft Minutes of the following Advisory Committee meetings be noted by Council:
 - a) Disability Advisory Committee held on 21 October 2024 (Attachment 1), and
 - b) Positive Ageing Advisory Committee held on 10 October 2024 (Attachment 2).

Background

3. Greater Dandenong Council is represented on a wide range of Committees, Reference Groups and Advisory Groups which frequently reflect the interests of individual Councillors in serving the broader community in their role. A full listing of these appointments is confirmed each November at Council's Meeting to elect the Mayor and Deputy Mayor and is available via Council's website.
4. The resolution of Council made on 23 April 2018 provides for Minutes of meetings held by Advisory Committees or Reference Groups to be submitted to Council for information purposes and for noting. To ensure they are provided to Council in a timely manner, Minutes of these Advisory Committees or Reference Groups are submitted to Council typically in a draft form (in that they have not yet been adopted by the relevant Committee). If significant material changes occur when they are adopted by the Advisory Committee or Reference Group, then those particular Minutes would then be resubmitted to Council for noting.
5. As such, Draft Minutes are provided as attachments to this report.
6. There are no financial implications associated with the development and submission of this report.



Links to Community Vision and Council Plan

7. This report is consistent with the following principles in the Community Vision 2040:
 - Education, training, entrepreneurship and employment opportunities.
 - Embrace diversity and multiculturalism.
 - Mind, body and spirit.
8. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
 - A socially connected, safe and healthy city.
 - A city that respects and celebrates diversity, our history and the arts.
 - A city of accessible, vibrant centres and neighbourhoods.
 - A city that supports entrepreneurship, quality education and employment outcomes.

Legislative and Policy Obligations

9. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:
 - The Overarching Governance Principles of the *Local Government Act 2020*.
 - *Victorian Charter of Human Rights and Responsibilities 2006*.
 - Related Council Policies, Strategies or Frameworks.

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

Date of Meeting: Monday 21 October 2024

Time of Meeting: 4pm–5.30pm

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

Attendees: Frank Cutuli (Chair), Catherine Rampant, Deborah Lee, Norma Seip, Lionel Gee, Imran Maniar, Tam Nguyen, Lisa Ashton, Manager Community Care (City of Greater Dandenong [CGD]), Coordinator Community Access (CGD), Disability Planning Officer (CGD), Community Advocacy Officer (CGD), Coordinator Asset Management and Service Delivery (CGD)

Apologies: Pradeep Hewavitharana

Minutes: Business Support (Relief) & Project Officer (CGD)

Item No.	Item	Action	Action By
1.	<p>Welcome and Apologies <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present. We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.</i></p> <p>The Chair welcomed all present and apologies noted.</p>		
2.	<p>Previous Minutes and Business Arising Response to query regarding Access Gate to All-Abilities Playground Further investigation into the lock mechanism options for the All-Abilities Playground in Noble Park have occurred.</p> <p>Contractors have been engaged to install a Master Locksmiths Access Key (MLAK) operable latch system on existing two gates. Modifications are required with the plan to engage in a fencing contractor shortly.</p> <p>Update on Noble Park Community Centre (NPCC) Accessible Toilets Council Officers are waiting on a report from the Disability Access Consultant on the accessible toilets at the Noble Park Community Centre and All-Abilities Playground.</p>	<p>Provide update to Committee members.</p> <p>Provide update to Committee members.</p>	<p>Manager Community Care</p> <p>Manager Community Care</p>

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

	<p>Update on Engagement Plan for Council's new Disability Action Plan</p> <p>In addition to the feedback already gained through the Committee and through other Council consultations, a specific public consultation will take place mid-February/March focusing on the main issues and barriers for people with a disability. This will take a variety of forms including online and face to face.</p>	Provide update to Committee members.	Coordinator Community Access
3.	<p>Summary of Disability, Ageing and Carers Survey 2022</p> <p>The Disability, Ageing and Carers Survey 2022 was conducted among 13,700 households and 1,100 care facilities throughout Australia between June 2022 to February 2023. Approximately one fifth of Australians live with a disability ranging from mild to severe. Disability rises with age to one third of people approaching their older age and to over four-fifths of those 90 years and over.</p> <p>Overall, 40% of older people living in households needed assistance with personal activities, such as mobility, self-care and health care; and others with household chores and maintained transport and other activities. Social statistics for informing community and service planning can be found on the City of Greater Dandenong website.</p>	Electronic copies of the information handouts to be sent out to those who requested it.	Committee members
4.	<p>Update on Notice of Motion (NOM) 36 – Enhancing Disability Access</p> <p>At the Council meeting held on Monday 22 April, a notice of motion regarding the enhancing disability accessibility was presented to highlight the urgent need to address deficiencies in the provision of toilets for people with a disability.</p> <p>Council committed to conduct a comprehensive audit on all Council public facilities, focusing on the availability, accessibility and compliance with relevant standards and develop an action plan to address any issues identified.</p> <p>A presentation by Council's Coordinator Asset Management and Service Delivery outlining the timeline and levels of priority for proposed works was shared with the Committee for their feedback about the priorities.</p>	Committee to provide further feedback if required to Manager Community Care.	Committee members
5.	<p>Update on the Pierre Gorman Employment Project</p> <p>Tam provided an update on the Pierre Gorman Employment Project aimed to help develop a self-employment program for people with a disability.</p> <p>The program has now concluded following weekly co-design workshops at the Springvale Community Hub. Feedback from the sessions have been positive with several exciting business ideas as a result. Some participants have decided to launch their own merchandise as a result of the project.</p>	For noting.	

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

	The project will be written up to use as an example for other projects.		
6.	<p>International Day of People with a Disability (IDPwD) Planning Update</p> <p>The Coordinator Community Access provided an update on the planning of the IDPwD event scheduled to be held on Tuesday 3 December including:</p> <ul style="list-style-type: none"> • Action on Disability within Ethnic Communities (ADEC) will be running an art/craft workshop • VALID Peer Action Group will lead events at the Noble Park Community Centre • Reclink is also interested in running a program 	For further information or to get involved, contact the Community Inclusion Officer (Disability).	Committee members
7.	<p>Disability Matters/ Issues identified by the Community</p> <p>A Committee member noted that the toilet doors open outwards at the Drum Theatre which can cause access issues during crowded times at the theatre.</p>	Follow up with relevant Council officer.	Disability Planning Officer
8.	<p>Other Business</p> <p>Discussion took place regarding the changes to the National Disability Insurance Scheme (NDIS) legislation adopted by the Commonwealth Government effective from 3 October. The changes are designed to curb the growth of the program. It was agreed to circulate information on the changes to DAC members including opportunities to attend consultations on the development of “Foundational Supports” being developed under the new legislation.</p> <p>The Manager Community Care provided an update about the new Support at Home program with the new Aged Care Bill being introduced to Parliament in September. Once passed it is expected to commence on 1 July 2025.</p>	<p>Send information on the NDIS changes to Committee members including opportunities to contribute to consultations.</p> <p>For noting.</p>	Manager Community Care
Meeting Closed at 5:30pm			

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

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

Date of Meeting: 10 October 2024

Time of Meeting: 1.30pm- 3pm

Meeting Location: Springvale Community Hub
5 Hillcrest Grove, Springvale
Community Room 1

Also via Microsoft Teams

Attendees: Lauris Attard, Christine Green, Jeanette Keane, Julie Klok (Chair), Vinh-Quang Luong, Erica Moulang, Mark Osborne, Manager Community Care (City of Greater Dandenong [CGD]), Coordinator Community Access (CGD), Positive Ageing Team Leader (CGD), Community Advocacy Officer (CGD)

Apologies: Carol Drummond

Minutes: Positive Ageing Support Officer (CGD)

Item No.	Item	Action	Action By
1.	<p>Welcome & Apologies <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i></p> <p><i>We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.</i></p> <p>The chair welcomed all present and apologies noted.</p>		
2.	<p>Previous Minutes and Business Arising August 2024 minutes were accepted – moved Jeanette Keane and seconded Mark Osborne.</p> <p>Update on Leadership meetings with Community Clubs The first meeting is planned for November. Attendees will determine ongoing meeting frequency, resource requirements and training program.</p> <p>Update on investigations into fish in Wetlands Investigation is awaiting feedback.</p>	<p>Provide updates.</p> <p>Provide updates.</p>	<p>Positive Ageing Team Leader</p> <p>Manager Community Care</p>
3.	<p>Disability, Ageing and Carers The Disability, Ageing and Carers Survey 2022 was conducted among 13,700 households and 1,100 care facilities throughout Australia between June 2022 to February 2023. Approximately one fifth of Australians live with a disability ranging from mild to severe.</p>	For noting	Community Advocacy Officer

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

	<p>Disability rises with age to one third of people approaching their older age and to over four-fifths of those 90 years and over.</p> <p>Overall, 40% of older people living in households needed assistance with personal activities, such as mobility, self-care and health care; and others with household chores and maintained transport and other activities. Social statistics for informing community and service planning can be found on the City of Greater Dandenong website.</p>		
4.	<p>Aged Care Reforms The Australian Government introduced the Aged Care Bill 2024 to Parliament on 12 Sept 2024. On 16 September 2024, the Senate referred the provisions of the Aged Care Bill 2024 to the Community Affairs Legislation Committee for inquiry and report by 31 October 2024. Once the Bill passes, the Australian Government expects the new Act to commence on 1 July 2025.</p> <p>Under the new reforms, those with means will be asked to pay more towards their aged care. The no worse off principle will ensure that those already in care when the new rules take effect, will not be asked to pay more.</p> <p>The Australian Government will transition the Aged Care entry level Commonwealth Home Support Program (CHSP) to the new Support at Home Program no earlier than 1 July 2027. The current Home Care Package program provides four funding levels. The new Support at Home Program will have 8 classification levels. The top level 8 is currently estimated to be able to provide a budget of up to \$78,000 annually.</p>	Provide updates.	Manager Community Care
5.	<p>Emergency Management Heat Health Better Health Channel – Victorian Government website, reports that the heat kills more Australians than any other natural disaster. A heatwave is when the maximum and minimum temperatures are unusually hot over three days. This is compared to the local climate and past weather.</p> <p>Shared responsibility is a key component of emergency management, this includes both communities and individuals, having a level of responsibility for preparing for emergencies. The community’s role is to support each other, check on friends, family and neighbours. Stay informed, plan and prepare how to be safe during an extreme heat event. Greater Dandenong’s Extreme Heat Sub-Plan, can be downloaded from the link: Municipal Emergency Management Plan Greater Dandenong Council.</p>	Forward Extreme Heat Sub-Plan link to Committee.	Positive Ageing Support Officer
6.	<p>Seniors Festival This year’s theme for Seniors Festival is “Explore. Engage. Evolve.” which aims to encourage older</p>	Provide updates.	Positive Ageing Team Leader

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

	<p>Victorians to stay curious and connected by exploring new activities, meeting new people, and changing how we think of ageing. This year, in collaboration with our libraries, Positive Ageing Team advertised 38 events across the month of October. The events included:</p> <ol style="list-style-type: none"> 1. Celebration of International Day of the Older Person and soft launch of the Positive Ageing and Social Connections Book A craft activity, show bag and plant give away stall was set up in Mitchell Hall in the Springvale Hub with 20 seniors in attendance. 2. Seniors Afternoon Dance held on 2 October. Extra funding from the Department of Families, Fairness and Housing (DFFH) allowed for an extended dance (1pm-4pm) and have a catered afternoon tea. There were 257 people attend and a lot of positive feedback was received. 3. Positive Ageing Men’s Only trips commenced. Three trips are scheduled in October (Newport Railway Museum, Learn to Lawn Bowl and Trout Fishing). These events are free in October only (due to the funding from DFFH) hopefully enticing males to attend. Attendees will be asked for feedback on their interest in these events or alternative activities. 4. Line dancing has risen in popularity as a great form of exercise and social connection for many of our older residents. To celebrate Seniors Festival, we held 2 line dancing beginner classes during October. Both classes were at capacity with 45 participants in total. Feedback and enquiries were so positive that a weekly beginner line dancing class will continue. 		
8.	<p>Other Business Ageism Awareness Day 9 October 2024 The Australian Association of Gerontology in recognition of Ageism Awareness Day 2024 have produced the webinar 'End Ageism in Advertising' featuring: Robert Tickner AO, Jane Caro AM, Robert Fitzgerald AM and Ashton Applewhite. Rachael Lane wrote an article “Aged Care Reforms will make our housing crisis worse.” National Press Club address have released an episode “Why Australia Needs Ageism Awareness Day.”</p> <p>New Aged Care Act Older Persons Advocacy Network (OPAN) released webinar “New aged Care Act: an update.”</p>	<p>For Noting.</p> <p>Forward links to Committee.</p>	<p>Positive Ageing Support Officer</p>
<p>Meeting Closed 3.15pm Next Meeting Thursday 12 December</p>			

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



5 NOTICES OF MOTION

5.1 NOTICE OF MOTION NO. 1 - ADDRESSING CLEANLINESS AND ODOUR ISSUES IN SPRINGVALE ACTIVITY CENTRE

Responsible Officer: Executive Director City Futures

Author: Cr Sean O'Reilly

Preamble

1. Recent complaints have highlighted the growing issue of cleanliness and odour problems in the Springvale Activity Centre, particularly around Springvale Market. This motion aims to address the concerns raised by both residents and traders by developing a structured approach to mitigate these issues.
2. Ongoing cleanliness and odour issues have significantly impacted local businesses, residents, and visitors, leading to financial losses, potential health hazards, and a decline in the area's overall quality of life. Springvale Market, which is Greater Dandenong's busiest activity centre, is central to this issue. Both residents and traders have expressed concerns about the persistent odour and cleanliness problems. By preparing this report, the Council demonstrates its commitment to resolving these problems through a structured and informed approach, ensuring the well-being of the community and the sustainability of local businesses.

Motion

That officers prepare a comprehensive report within 3 months detailing the costs and strategies necessary to enhance cleanliness and assist odour mitigation within the Springvale Activity Centre, encompassing Springvale Market. This report should include, but not be limited to:

1. **Investigation of Sources:** Identification of the primary contributors to cleanliness and odour problems, including improper waste disposal practices by local businesses and any infrastructure deficiencies;
2. **Enforcement Measures:** Evaluation of current enforcement efforts and recommendations for enhancing compliance with waste disposal regulations and public health standards. This should include the potential use of Closed-Circuit Television (CCTV) systems, including both mobile and fixed CCTV units to monitor and identify breaches of waste disposal protocols;
3. **Infrastructure Improvements:** Assessment of existing drainage and waste management systems, with proposed upgrades or maintenance plans to prevent future occurrences;
4. **Council Cleaning Activities:** Analysis of the current frequency and effectiveness of Council's cleaning activities in the area, with recommendations for potential increases or adjustments to better address cleanliness concerns. This should include a comparison of the resources allocated to the Springvale Activity Centre with those allocated to the Dandenong Market, to identify any disparities and ensure comparable distribution of cleaning services;



- 6. Community Engagement: Development of strategies to engage and educate local businesses and residents on proper waste disposal practices and the importance of maintaining environmental hygiene. Include specific stakeholders such as market traders, local community groups, and residents; and**
- 7. Cost Analysis: Detailed breakdown of the financial implications associated with the proposed strategies, including potential funding sources or budget allocations. This should also include a cost-benefit analysis to show the potential savings or benefits from mitigating these issues.**



6 REPORTS FROM COUNCILLORS/DELEGATED MEMBERS AND COUNCILLORS' QUESTIONS

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

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

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

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



7 URGENT BUSINESS

No business may be admitted as urgent business unless it:

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



8 CLOSE OF BUSINESS