



**GREATER
DANDENONG**
City of Opportunity

AGENDA

TUESDAY 9 JUNE 2020

ORDINARY COUNCIL MEETING

Statement - Coronavirus (COVID-19)

At the time of printing this Agenda and, as per advice received from the Federal and State Governments regarding public gatherings and social distancing, the Council Meeting to be held on Tuesday 9 June 2020 will proceed and remain open to the public. However, we encourage all members of the public to view the meeting via Council's live webcast rather than attend the meeting in person.

To view the webcast please visit Council's website:

<https://greaterdandenong.com/cgdmeetinglive>

Please stay informed about the status of the Council Meeting by visiting Council's website at:

<https://greaterdandenong.com/cgdagendasminutes>

COUNCIL CHAMBERS
225 Lonsdale Street, Dandenong VIC 3175

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1 MEETING OPENING

1.1 ATTENDANCE

Apologies

1.2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LAND

Council acknowledges and pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

1.3 OFFERING OF PRAYER

As part of Council's commitment to recognising the cultural and spiritual diversity of our community, the prayer this evening will be provided prior to the meeting by Pastor Peter Demuth from St John's German Lutheran Christian Church, Springvale, a member of the Greater Dandenong Interfaith Network.

1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting of Council held 25 May 2020.

Recommendation

That the minutes of the Ordinary Meeting of Council held 25 May 2020 be confirmed.

1.5 ASSEMBLIES OF COUNCIL

The following assemblies of Council occurred in the period 21 May to 3 June 2020:

Date	Meeting Type	Councillors Attending	Councillors Absent	Topics Discussed & Disclosures of Conflict of Interest
25/5/20	Pre-Council Meeting	Peter Brown, Youhorn Chea (part), Tim Dark (part), Matthew Kirwan, Angela Long, Zaynoun Melhem (part), Jim Memeti, Sean O'Reilly (part), Maria Sampey (part), Sophie Tan (part), Loi Truong (part)	Nil.	<ul style="list-style-type: none">- Draft Rowley Allan Reserve, Keysborough Concept Plan.- Public open space acquisitions across Greater Dandenong (CONFIDENTIAL).- Update on COVID-19 restrictions and impacts on Council facilities.- Agenda items for the Council Meeting of 25 May 2020.
28/5/20	Cultural Heritage Advisory Committee	Matthew Kirwan		<ul style="list-style-type: none">- Cultural Heritage Advisory Committee Meeting.

1.5 ASSEMBLIES OF COUNCIL (Cont.)

Date	Meeting Type	Councillors Attending	Councillors Absent	Topics Discussed & Disclosures of Conflict of Interest
1/06/20	Councillor Briefing Session	Peter Brown (part), Youhorn Chea, Tim Dark (part), Matthew Kirwan, Angela Long, Jim Memeti, Sean O'Reilly, Maria Sampey (part), Sophie Tan, Loi Truong	Nil.	<ul style="list-style-type: none"> - Naming of reserve on corner of Westwood Boulevard and Stanley Road, Keysborough. - Review of Greater Dandenong's events. - Local Government climate risk through a financial and liability lens. - Community and social housing in Greater Dandenong. - Update on COVID-19 restrictions and impacts on Council facilities. - Planning application at 70 Ordish Road, Dandenong South. - Agenda items for the Council Meeting of 9 June 2020. - CEO/Councillors Only -Dandenong Market Pty Ltd governance matters. (CONFIDENTIAL - Cr Jim Memeti disclosed a conflict of interest in this item and left the room during its discussion.)
1/06/20	Disability Advisory Committee	Angela Long		- Disability Advisory Committee Meeting.

Recommendation

That the assemblies of Council listed above be noted.

1.6 DISCLOSURES OF INTEREST

Any interest that a Councillor or staff member has deemed to be significant and has disclosed as either a direct or an indirect interest is now considered to be a conflict of interest. Conflict of Interest legislation is detailed in sections 77A, 77B, 78, 78A-E & 79 of the Local Government Act 1989. This legislation can be obtained by contacting the Greater Dandenong Governance Unit on 8571 5216 or by accessing the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au.

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

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

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

2 OFFICERS' REPORTS - PART ONE

2.1 DOCUMENTS FOR TABLING

2.1.1 Petitions and Joint Letters

File Id:	qA228025
Responsible Officer:	Director Corporate Services
Attachments:	Petitions and Joint Letters

Report Summary

Council receives a number of petitions and joint letters on a regular basis that deal with a variety of issues which have an impact upon the City.

Issues raised by petitions and joint letters will be investigated and reported back to Council if required.

A table containing all details relevant to current petitions and joint letters is provided in Attachment 1. It includes:

1. the full text of any petitions or joint letters received;
2. petitions or joint letters still being considered for Council response as pending a final response along with the date they were received; and
3. the final complete response to any outstanding petition or joint letter previously tabled along with the full text of the original petition or joint letter and the date it was responded to.

Note: On occasions, submissions are received that are addressed to Councillors which do not qualify as petitions or joint letters under Council's current Meeting Procedure Local Law. These are also tabled.

2.1.1 Petitions and Joint Letters (Cont.)

Petitions and Joint Letters Tabled

Council received no new petitions, no joint letters, no submissions and one petition update prior to the Council Meeting of 9 June 2020.

N.B: Where relevant, a summary of the progress of ongoing change.org petitions and any other relevant petitions/joint letters/submissions will be provided in the attachment to this report.

Recommendation

That the listed items detailed in Attachment 1 and the current status of each, be received and noted.

2.1.1 Petitions and Joint Letters (Cont.)

DOCUMENTS FOR TABLING

PETITIONS AND JOINT LETTERS

ATTACHMENT 1

PETITIONS AND JOINT LETTERS

PAGES 6 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 1000.

2.1.1 Petitions and Joint Letters (Cont.)

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
17/02/20	<p>PETITION FOR A HARRISFIELD KINDERGARTEN CARPARK AND/OR DROP OFF POINT: TERM 4 – 2019</p> <p>Dear whom it may concern,</p> <p>I have attached our Harrisfield Kindergarten's Car Park Petition. We have any many issues and dangerous situations regarding not having space for parents, families and staff to park their cars. We have the room for a small carpark to be built on our reserve land – Ardgower Road side of the service.</p> <p>Please let me know if there is any other information you require. We are very keen to get our petition out there and hopefully can resolve our ongoing issue with unsafe parking.</p> <p>Kindest Regards,</p> <p>.....</p> <p>Our service has been operating for approx. 60 years and is a wonderful Kindergarten community in Noble Park. We are desperately seeking signatures in a Petition for us to have a carpark or drop off area for parents to park at drop off and pick up times. Our staff also need a safe spot to park their cars for the whole day – whist at work.</p> <p>62 Bowmore Road – Our main address is a 'No Standing Zone' and parents cannot park anywhere along there. There is also a large bend that makes it unsafe for children to be crossing the road, parents stopping their cars to unload children etc.</p>	267	Completed	<p>Tabled Council Meeting 24 February 2020</p> <p>17/02/20 Responsible Officer – Director Community Services.</p> <p>17/02/20 Acknowledgement Email sent to the head petitioner by Governance.</p> <p>30/03/20 Council officers had a meeting scheduled with the kindergarten last week to discuss this matter; however, due the COVID-19, the kindergarten requested the meeting be postponed until term two. As soon as they are back up and running another meeting will be organised.</p>

If the details of the attachment are unclear please contact Governance on 8571 1000.

ORDINARY COUNCIL MEETING - AGENDA

2.1.1 Petitions and Joint Letters (Cont.)

Date Received	<ul style="list-style-type: none"> Petition Text (Prayer) 	No. of Petitioners	Status	Responsible Officer Response
	<p>PETITION FOR A HARRISFIELD KINDERGARTEN CARPARK AND/OR DROP OFF POINT: TERM 4 – 2019 (CONTD)</p> <p>Ardgower Road is our alternative parking area however there is still no room as local neighbours have to also park their cars. There are many units and townhouses in the street which leaves very few spots to park.</p> <p>Not having a carpark is a massive issue for our service as is VERY unsafe for our children and families – present and future. Our families do resort to double parking or parking illegally as they HAVE to get their children into Kindergarten somehow. We have had a number of people cancel enrolments due to them having nowhere to park their cars.</p> <p>Please sign our Petition to help us turn some of our park.reserve on Ardgower Road into a parking facility for our families and staff.</p>			<p>28/04/20 On Thursday 23 April 2020, Council officers hosted a virtual meeting with representatives of the kindergarten and committee to further discuss the matter. With this feedback a supported way forward has been agreed upon for implementation for an on-street parking management solution. On-street signage is to be manufactured and installed, anticipated within the next month.</p> <p>20/05/20 We have been advised that the signage is due to be installed sometime this week. We are awaiting confirmation of when the job will be completed from the OC.</p> <p>28/05/20: On Thursday 23 April Council's Transport unit emailed the kindergarten and committee to advise of the proposed signage and seek their support.</p> <p>On Tuesday 19 May the signage for revised short term (10 minute) parking restrictions along the Harrisfield Kindergarten, Ardgower Road frontage was implemented.</p> <p>This completes the actions associated to the Petition.</p>

If the details of the attachment are unclear please contact Governance on 8571 1000.

2.1.1 Petitions and Joint Letters (Cont.)

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response

If the details of the attachment are unclear please contact Governance on 8571 1000.

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Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response

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2.1.1 Petitions and Joint Letters (Cont.)

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3 QUESTION TIME - PUBLIC

Question Time at Council meetings provides an opportunity for members of the public in the gallery to address questions to the councillors and/or officers of the Greater Dandenong City Council. Questions must comply with clause 31 of Council's current Meeting Procedure Local Law.

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.

b) 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.

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

- i) the commencement time (7.00pm) of the 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.

d) 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 89(2) of the Act (confidential matters);
- ii) does not relate to a matter in respect of which Council 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 or Council officer; and
- iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting).

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

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

f) The Chairperson shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish.

3 QUESTION TIME - PUBLIC (Cont.)

- g) The Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.
- h) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.
- i) A Councillor or member of Council staff nominated to answer a question may:
- i) seek clarification of the question from the person who submitted it;
 - ii) seek the assistance of another person in answering the question; and
 - iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the Meeting (the question thereby being taken on notice).
- j) Question time for verbal presentations is limited in duration to not more than twenty (20) minutes. If it appears likely that this time is to be exceeded then a resolution from Council will be required to extend that time if it is deemed appropriate to complete this item.
- k) The text of each question asked and the response will be recorded in the minutes of the Meeting.

4 OFFICERS' REPORTS - PART TWO

4.1 POLICY AND STRATEGY

4.1.1 Volunteer Policy

File Id:	A6301620
Responsible Officer:	Director Community Services
Attachments:	Volunteer Policy

Report Summary

Council currently does not have a policy in relation to volunteering. This draft policy defines Council's adherence to the National Standards for Volunteer Involvement and promotes best practice in volunteering as determined by Volunteering Australia.

The draft Volunteer Policy outlines council's commitment to supporting and encouraging volunteering within Council and across the municipality, and recognises the value of volunteer engagement. The draft policy is consistent with the intentions of the Council Plan and Community Wellbeing Plan.

The draft Volunteer Policy formally recognises the contribution and value of volunteer engagement across Council and Greater Dandenong as a whole. It also outlines Council's commitment to ensuring that volunteers are supported, trained and recognised for their role in Council services and programs and within the not for profit sector.

Recommendation Summary

This report recommends that the draft Volunteer Policy be adopted and endorsed by Council.

4.1.1 Volunteer Policy (Cont.)

Background

Volunteering is an integral part of community life within Greater Dandenong and Council has a long history in supporting volunteer opportunities for the community and among staff.

Within Council, volunteering has traditionally focused on Home and Community Care services. Over the past ten years Council has expanded its opportunities and volunteers now actively participate in many council programs and services. These include Library Arts and Heritage, Community Development, Environment, Sports and Recreation, Community Wellbeing, Immunisation, Corporate Services and Community Care.

Council also provides the opportunity for community members to participate voluntarily on Council reference groups and advisory committees through community member roles.

In 2015 Council contracted Greater Dandenong Volunteer Resource Service (GDVRS) to provide volunteer matching and training support for the municipality. This contract was renewed in 2020 for a two-year period with the possibility of two 12-month extensions. It is proposed that the draft Volunteer Policy be reviewed in 2022 to align with the GDVRS contract.

The goal of this draft Policy is to:

- outline Council's commitment to supporting and encouraging volunteer participation
- demonstrate Council adherence to the National Standards and best practice
- provide a definition of volunteering
- provide a set of clearly defined standards for volunteer engagement
- provide a clear statement on the benefits and value of volunteer engagement for Council and the community.

The value and contributions of volunteering are not restricted to financial gains to the economy. Research indicates that volunteering increases physical and psychological wellbeing, social inclusion and career opportunities.

Volunteering provides many benefits by:

- strengthening communities and building a resilient and civil society
- building inclusive and connected communities
- expanding an individual's skills, experiences and social networks
- improving the quality of life for the volunteer and for others
- impacting in a positive way on an individual's health and well-being.

Council acknowledges that volunteering strongly supports the development of a diverse, vibrant, cohesive and sustainable community and is committed to:

- providing a Council wide volunteer program
- supporting the GDVRS during the renewed contract period 1 January 2020 until 31 December 2021

4.1.1 Volunteer Policy (Cont.)

- supporting organisations and community groups
- providing volunteer support services.

Proposal

It is proposed that Council adopts and endorses the draft Volunteer Policy.

By adopting the draft Volunteer Policy, Greater Dandenong City Council will formally;

- Be a leader within local government in regard to volunteer engagement by demonstrating and promoting adherence to National Standards and best practice
- Outline Council's commitment to supporting and encouraging volunteer participation
- Provide a definition of volunteering
- Provide a set of clearly defined standards for volunteer engagement
- Provide a clear statement on the benefits and value of volunteer engagement for Council and the community.

Community Plan 'Imagine 2030' and Council Plan 2017-21 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

Community Plan 'Imagine 2030'

People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Outdoor Activity and Sports* – Recreation for everyone
- *Lifecycle and Social Support* – The generations supported

Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe

Opportunity

- *Education, Learning and Information* – Knowledge
- *Tourism and visitors* – Diverse and interesting experiences
- *Leadership by the Council* – The leading Council

4.1.1 Volunteer Policy (Cont.)

Council Plan 2017-21

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. This report is consistent with the following goals:

“Support and promote volunteering through the Council Volunteer program, Greater Dandenong Volunteer Resource Service and community groups”.

“Continue to support, train and recognise Council volunteers through regular training and recognition events”

People

- A vibrant, connected and safe community
- A creative city that respects and embraces diversity

Place

- A healthy, liveable and sustainable city
- A city planned for the future

Opportunity

- A diverse and growing economy
- An open and effective Council

The strategies and plans that contribute to these outcomes are as follows:

Plans - Current

Council Plan

Community Wellbeing Plan

Community Safety Plan

Disability Action Plan

Imagine 2030 Community Plan

People Seeking Asylum and Refugees Action Plan

Reconciliation Action Plan

Strategies – Current

Arts and Cultural Heritage Strategy

Positive Aging Strategy

4.1.1 Volunteer Policy (Cont.)

Related Council Policies

Policies – Current

Child Safe Policy

Community Engagement Policy

Family Violence Employee Support Policy

Greater Dandenong Diversity, Access and Equity Policy

Grievance Resolution Policy

Human Rights and Equal Opportunity Policy

Prevention of Bullying and Violence in the Workplace Policy

Police Check Policy

Risk Management Policy

Workplace Equal Opportunity Policy

Appropriate Workplace Behaviour Policy

Code of Conduct – Current

Code of Conduct – Volunteers

Acts – Current

Privacy and Data Protection Act 2014 (Vic)

Victorian Occupational Health and Safety Act 2004

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

There are no financial implications associated with this report.

Consultation

The following consultation activities have occurred:

4.1.1 Volunteer Policy (Cont.)

- Benchmarking with the Cities of Kingston, Hume and Casey. These Councils subscribe to the National Standards for Volunteer Engagement as issued by Volunteering Australia and stressed the importance of clear goals for volunteer and community benefit and clear role statements in areas of volunteer commitment.
- An information and feedback session was held with a team of Council volunteers who indicated that a Volunteer Policy demonstrates Council's commitment to support and recognise volunteers' contributions.
- Information and feedback sessions have been held with Council Business Units who engage volunteers in their services and programs. These sessions supported the use of National Volunteer Standards in a Volunteer Policy.
- Councils Governance and People and Procurement teams were consulted in the development of the Draft.

Conclusion

By adopting the draft Volunteer Policy, Greater Dandenong City Council will formally;

- Be a leader within local government in regard to volunteer engagement by demonstrating and promoting adherence to National Standards and best practice.
- Outline Council's commitment to supporting and encouraging volunteer participation.
- Provide a definition of volunteering.
- Provide a set of clearly defined standards for volunteer engagement.
- Provide a clear statement on the benefits and value of volunteer engagement for Council and the community.

Recommendation

That Council adopts and endorses the draft Volunteer Policy provided in the attachment to this report.

4.1.1 Volunteer Policy (Cont.)

OTHER

VOLUNTEER POLICY

ATTACHMENT 1

VOLUNTEER POLICY

PAGES 10 (including cover)

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

4.1.1 Volunteer Policy (Cont.)



Greater Dandenong Policy

Volunteer Policy

Policy Endorsement:	Endorsement required by Council		
Directorate:	Community Services		
Responsible Officer:	Manager Community Development, Sport and Recreation		
Policy Type:	Discretionary		
File Number:	A3711163	Version No:	001
1 st Adopted by Council	Minute No.	Last Adopted by Council:	Minute No.
Review Period:	Two years	Next Review:	June 2022

1. Purpose

This Policy acknowledges the City of Greater Dandenong's commitment to supporting and encouraging volunteering within Council. It also acknowledges Council's broader commitment to volunteering across the municipality through its contract relationship with the Greater Dandenong Volunteer Resource Service (GDVRS).

This policy defines Council's adherence to the National Standards for Volunteer Involvement and best practice.

Volunteering provides opportunities to directly participate in community life through one of Council's many services to the community. The value and contribution of volunteering leads to economic benefits as well as an increase in social inclusion, physical and psychological wellbeing and career opportunities.

Volunteering strongly supports the development of a diverse, vibrant, cohesive and sustainable community and Council is committed to supporting a council wide volunteer program.

2. Background

Volunteering can be defined as an activity undertaken for the benefit of the community and the volunteer, without expectation of payment.

4.1.1 Volunteer Policy (Cont.)



Greater Dandenong Policy

Volunteering provides individuals and organisations with the opportunity to make a difference in their community, in their own life and in the lives of others by the giving of their time, skills and knowledge.

Volunteers can be recruited into a Council service in order to enhance the delivery of that service. However, Council volunteers are not intended to replace the roles of paid Council employees.

The City of Greater Dandenong has a long history in supporting volunteering opportunities for the benefit of the community. Within Council, volunteering has traditionally focused on Home and Community Care services. Over the past ten years Council has expanded opportunities for volunteer engagement into the following service areas:

- Community Care
- Community Arts, Culture and Libraries
- Community Wellbeing
- Community Development, Sports and Recreation
- Environment
- Corporate Services.

The benefits of volunteering for Council include:

- Enhancing Council's service delivery to the wider community
- Strengthening local community connections to Council
- Strengthening communities and building a resilient civil society
- Building inclusive and connected communities
- Expanding an individual's skills, experiences and social networks
- Impacting in a positive way on an individual's health and wellbeing
- Educating newly arrived migrants on the role and impact of local government.

Council recognises and acknowledges the valuable contribution Council's volunteers make to a wide range of Council programs by:

- Hosting a recognition event during National Volunteer Week and on International Volunteer Day
- Awarding a Volunteer of the Year at the Australia Day Awards
- Displaying volunteer 'Thank You' flags at all of the city's gateways during National Volunteer Week.

The City of Greater Dandenong reflects best practice in volunteering through membership of Volunteering Victoria. Volunteering Victoria is the state body for all volunteer organisations and provides resources and support at a state level.

Volunteering Australia is the national body for the voluntary sector and the leader in the development of the National Standards for Volunteer Involvement. It provides the

4.1.1 Volunteer Policy (Cont.)



Greater Dandenong Policy

definition of volunteering, and the principles to guide recruitment, active engagement and recognition of volunteers.

The Council wide volunteer program adheres to the National Standards for volunteer involvement.

In 2014 Council introduced a Paid Volunteer Leave Program for staff recognising the benefits to the community of providing not-for-profit organisations access to skilled volunteer staff. Council staff may contribute one standard paid day of work per financial year (pro rata for part time employees) to an approved charitable organisation within the municipality.

In 2015 Council contracted GDVRS to provide volunteer matching and training support for the municipality. This contract was renewed in 2020 for a two-year period with the possibility of two 12-month extensions.

3. Scope

This policy applies to all Councillors, Council staff, contract staff and Council volunteers. It guides Council's efforts to promote, recruit, engage and recognise volunteers across Council's programs and services.

It does not apply to student placements or people undertaking work experience.

Council's internal Volunteer Program is responsible for the recruitment, retention and recognition of volunteers who support a wide range of Council services and programs directly.

Volunteer committee members of endorsed advisory committees are governed by a separate Terms of Reference and Code of Conduct.

This policy does not apply directly to the GDVRS which has its own overarching policies. Council's contract terms and conditions with GDVRS are outlined in a formal contract agreement.

The GDVRS is contracted to provide enhanced volunteer support to residents and non-profit organisations, including small sporting and social support groups within the Greater Dandenong community.

Provisions related to Council's paid volunteer program are detailed in the Paid Volunteer Leave Guidelines and does not fit within the scope of this policy. However, it is noted that if an employee of Council applies, and is accepted to volunteer through Council's Volunteer Program, it is deemed to be a private matter. This volunteering is unpaid and does not form part of a staff member's employment relationship with Council.

4.1.1 Volunteer Policy (Cont.)



Greater Dandenong Policy

4. Human Rights and Responsibilities Charter – Compatibility Statement

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

5. References

- The National Standards for Volunteer Involvement 2015
- Volunteering Australia - The Definition of Volunteering 2015
- Volunteering Australia - Principles of Volunteering 2015
- Volunteer Leave Guidelines – City of Greater Dandenong
- Greater Dandenong Volunteer Resource Service Contract – 2020.

6. Definition

Volunteering is time willingly given for the common good and without financial gain (July 2015 Volunteering Australia). Volunteering is an activity which is undertaken:

- To be of benefit to the community and the volunteer
- Of the volunteer's own free will and without coercion
- For no financial payment
- In designated volunteer positions only.

7. Council Policy

Council commits to the recruitment, engagement, support and recognition of volunteers across a range of Council services and programs.

The following principles have been developed to articulate the role of Council in supporting, engaging and protecting Council volunteers and to support the integrity of the Council's Volunteer Program.

Council will:

- Support the involvement of volunteers in the development and delivery of a range of Council services and programs
- Provide leadership, support and advocacy to increase volunteer participation within Council
- Raise the profile of volunteerism through positive promotion and education
- Acknowledge, recognise and celebrate the contribution volunteers make to Greater Dandenong through Council's service delivery

4.1.1 Volunteer Policy (Cont.)



Greater Dandenong Policy

- Facilitate access to information, advice, and volunteering opportunities within Council
- Support the GDVRS to facilitate volunteering opportunities and training within the municipality
- Provide ongoing support, training and recognition for volunteer staff
- Protect volunteers in the workplace through its duty of care to provide a safe work environment
- Ensuring all Council volunteers are provided with appropriate volunteer insurance coverage
- Cover the costs of out of pocket expenses where appropriate
- Respond to current practice in the sector and legislative change
- Coordinate the Staff Volunteering Program
- Provide the opportunity to participate voluntarily on Council reference groups through community member roles.

Council recognises 'Formal Volunteering' which responds to specific identified community needs and is conducted in a structured environment.

7.1 Volunteering Standards

The National Standards provide a framework for the development and implementation of volunteer programs within Council. These standards address eight key areas of volunteer governance and implementation which Council supports and encourages.

Council supports and encourages volunteering by:

- **Leadership and Management**
 - Volunteering benefits the community and the volunteer. Volunteering is a matter of choice, of one's free will and without coercion
 - Council will promote a positive culture towards volunteering and encourage the implementation of effective management systems to support volunteer staff internally.
- **Commitment to Volunteer Involvement**
 - Volunteering is a legitimate way for individuals to participate in supporting their community through Council services, programs and advisory committees.
 - Council's commitment to volunteering is set out within the Council Plan and Community Wellbeing Plan and supports the organisation's strategic direction.

4.1.1 Volunteer Policy (Cont.)



Greater Dandenong Policy

- Council's commitment to volunteering in the wider community is set out in the GDVRS contract terms and conditions and key performance indicators.
- **Volunteer Roles**
 - Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
 - Council will promote the engagement of volunteers in meaningful roles including, where appropriate, working from home roles, which contribute to Council's purpose, goals and objectives.
- **Recruitment and Selection**
 - Volunteering is an activity performed solely in the not for profit sector and is unpaid.
 - Council will promote volunteer recruitment and selection strategies that are planned and consistent with service and program requirements. Volunteer opportunities are available to people aged 16 years and over, and participation does not take the place of paid staff. Volunteer roles are promoted via Council's website and through the GDVRS.
 - Recruitment of volunteers by the Volunteer Program is coordinated by the Volunteer Program in discussion with engagement program staff. The Volunteer Engagement Officer is responsible for interviewing and selecting candidates to meet the requirement of the volunteer role.
 - All volunteer applications are considered and assessed for suitability. This includes all relevant checks and references.
 - The exception of this practice is participation of volunteers as community member participants in endorsed Advisory Committees. These volunteers apply under a defined Advisory Committee Terms of Reference document providing guidelines on selection criteria, expectations of members, and a Code of Conduct. Advisory committee members are formally endorsed through a Council Report.
 - In accordance with its policies and legislation, Council embraces diversity and values the unique contribution of all people regardless of gender, race, ethnic origin, age, religion, sexual preference, marital status or disability. Council is committed to providing an environment free of harassment and discrimination.

4.1.1 Volunteer Policy (Cont.)



Greater Dandenong Policy

- **Support and Development**
 - Volunteering respects the rights, dignity and culture of others.
 - Council ensures volunteers understand their roles and gain the knowledge, skills and feedback necessary to safely and effectively carry out their duties through induction, position descriptions and training programs.
- **Protecting Volunteers - Workplace Safety and Wellbeing**
 - Protection for volunteers has been afforded through legislation and public policy. For example, national workplace health and safety legislation recognises the importance of protecting volunteers in the workplace, and where working from home arrangements are in place, through its duty of care to provide a safe work environment and the need to provide appropriate volunteer insurance coverage for active volunteers.
 - To ensure the integrity of Council's volunteer program, volunteers have rights and responsibilities, some which are enshrined in legislation, and some of which are the moral obligations of an organisation involving volunteers.
 - Council will continue to adopt and promote such practices through the Council wide Volunteer Program.
 - Volunteers will participate in volunteer orientation and training programs that provide information and resources in order to safely and competently carry out volunteer roles.
 - Council supports practices that ensures the health, safety and wellbeing of volunteers are protected.
- **Volunteer Recognition**
 - Recognition of volunteer involvement is an important aspect of Council's Volunteer Program.
 - Council will continue to ensure the value, contribution and impact of the role of volunteers is understood, recognised and promoted within the organisation.

4.1.1 Volunteer Policy (Cont.)



Greater Dandenong Policy

- **Quality Management and Continuous Improvement**

- Volunteering promotes human rights and equality.
- Council will promote effective volunteer management strategies by implementing good practice, reviews and continuous improvement.

7.2 Termination

Council reserves the right to terminate the engagement of a volunteer, should a volunteer breach the terms and conditions of their engagement. This will be in accordance with guidance supplied by Organisational Development.

8. Related Documents

Plans - Current

Council Plan
Community Wellbeing Plan
Community Safety Plan
Disability Action Plan
Imagine 2030 Community Plan
People Seeking Asylum and Refugees Action Plan
Reconciliation Action Plan

Strategies – Current

Arts and Cultural Heritage Strategy
Positive Aging Strategy

Policies – Current

Child Safe Policy
Community Engagement Policy
Family Violence Employee Support Policy
Greater Dandenong Diversity, Access and Equity Policy
Grievance Resolution Policy
Human Rights and Equal Opportunity Policy
Prevention of Bullying and Violence in the Workplace Policy
Police Check Policy
Risk Management Policy
Workplace Equal Opportunity Policy
Appropriate Workplace Behaviour Policy

Code of Conduct – Current

Code of Conduct – Volunteers

4.1.1 Volunteer Policy (Cont.)



Greater Dandenong Policy

Acts – Current

Privacy and Data Protection Act 2014 (Vic)
Victorian Occupational Health and Safety Act 2004

Resources - Current

Volunteer Position Descriptions
Volunteer Application Form
Volunteer Induction Kit
Elder Abuse Information
Volunteers Rights and Responsibilities
Volunteer Agreement Form
Volunteer Police Checks
Working with Children Check
Volunteer Insurance Coverage
Program Service Manuals
Petrol Reimbursement Form
REACH Principles

DRAFT

4.2 OTHER

4.2.1 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 11 & 18 May 2020

File Id: fA25545
Responsible Officer: Director Corporate Services

Report Summary

As part of Council's ongoing efforts to improve transparency in Council processes, matters discussed at Councillor Briefing Sessions & Pre-Council Meetings (other than those matters designated to be of a confidential nature) are reported on at ordinary Council meetings.

The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings in May 2020.

Recommendation Summary

This report recommends that the information contained within it be received and noted.

4.2.1 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 11 & 18 May 2020 (Cont.)**Matters Presented for Discussion**

Item		Councillor Briefing Session/Pre-Council Meeting
1	<p>General Discussion</p> <p>Councillors and Council officers briefly discussed the following topics:</p> <p>a) Community Funding COVID-19 Transition Update. (Cr Youhorn Chea disclosed a conflict of interest in this item and left the room during its discussion.)</p> <p>b) Agenda items for the Council Meeting of 11 May 2020. (Cr Jim Memeti disclosed a conflict of interest when Item 4.3.1 of the Agenda which relates to the Dandenong Market was discussed. He left the room during its discussion.)</p>	11 May 2020
2	<p>Keysborough South Community Hub Design Project</p> <p>Councillors were updated on the Keysborough South Community Hub design process. Councillor feedback was sought in response to the draft concept plans.</p>	18 May 2020
3	<p>Local Government Act 2020</p> <p>Councillors were provided with an overview of the new <i>Local Government Act 2020</i>. This overview focused on how the new Act specifically affects Councillors.</p>	18 May 2020
4	<p>Local Government Act 2020 – New Ward Boundaries</p> <p>Councillor input was sought regarding suggested ward names for the new 11 single member wards effective from the 2020 Council elections. These suggested names must be submitted to the Minister of Local Government before 25 May 2020.</p>	18 May 2020
5	<p>Outcomes of the Dandenong Market Pty Ltd Audit – CONFIDENTIAL</p> <p>Cr Jim Memeti disclosed a conflict of interest in this item and left the room during its discussion.</p>	18 May 2020

4.2.1 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 11 & 18 May 2020 (Cont.)

6	<p><i>General Discussion</i></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <ul style="list-style-type: none">a) Employment options under the Working for Victoria Fund.b) Likelihood of SnowFest event being held in 2020.c) Agenda items for the Council Meeting of 25 May 2020.	<i>18 May 2020</i>
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Apologies

- Nil.

Recommendation

That:

1. **the information contained in this report be received and noted; and**

2. **the information discussed at the above listed Councillor Briefing Session that was declared confidential in Item 5 by the Chief Executive Officer under sections 77(2)(c) of the *Local Government Act 1989* and section 125(1) of the *Local Government Act 2020* remains confidential until further advisement unless that information forms the subject of a subsequent Council report. the subject of a subsequent Council report.**

4.2.2 List of Registered Correspondence to Mayor and Councillors

File Id:	qA283304
Responsible Officer:	Director Corporate Services
Attachments:	Correspondence Received 18-29 May 2020

Report Summary

Subsequent to resolutions made by Council on 11 November 2013 and 25 February 2014 in relation to a listing of incoming correspondence addressed to the Mayor and Councillors, Attachment 1 provides a list of this correspondence for the period 18-29 May 2020.

Recommendation

That the listed items provided in Attachment 1 for the period 18-29 May 2020 be received and noted.

4.2.2 List of Registered Correspondence to Mayor and Councillors (Cont.)

OTHER

**LIST OF REGISTERED CORRESPONDENCE TO
MAYOR AND COUNCILLORS**

ATTACHMENT 1

**CORRESPONDENCE RECEIVED
18 - 29 MAY 2020**

PAGES 3 (including cover)

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

4.2.2 List of Registered Correspondence to Mayor and Councillors (Cont.)



Correspondences addressed to the Mayor and Councillors received between 18/05/20 & 29/05/20 - for officer action - total = 3

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
A letter of request from the Greater Dandenong Environment Group asking Council to introduce a Mynah bird eradication program to protect the indigenous bird population.	24-May-20	25-May-20	FA192998	Mayor & Councillors EA
A letter of complaint from a resident in Macpherson Street, Dandenong regarding the continued parking of a bus/van in front of their residence.	17-May-20	26-May-20	FA193063	Mayor & Councillors EA
A copy of a letter from DealCorp to the Minister for Priority Projects seeking a waiver of the Infrastructure Recovery Charge for a 5-storey mixed used building at 153 Foster Street, Dandenong.	27-May-20	28-May-20	FA193189	Mayor & Councillors EA

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

4.2.2 List of Registered Correspondence to Mayor and Councillors (Cont.)



Correspondences addressed to the Mayor and Councillors received between 18/05/20 & 29/05/20 - for information only - total = 3

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
An email from the Department of Home Affairs regarding the Department's trial of on-line citizenship ceremonies and options for councils moving forward.	15-May-20	18-May-20	A6581007	Mayor & Councillors EA
An email announcement from the Deputy Prime Minister regarding its \$1.8 boost package for local governments.	22-May-20	25-May-20	A6597251	Mayor & Councillors EA
Thankyou from a Greater Dandenong resident for Council's initiative in granting a rates relief package during the COVID-19 pandemic.	18-May-20	18-May-20		Rates and Revenue

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

5 NOTICES OF MOTION

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

The guidelines for submitting a notice of motion to a Council meeting are included in the current Meeting Procedure Local Law.

5.1 Notice Of Motion No. 81 - Crime and Anti-Social Behaviour Issues in the Inner part of Dandenong West

File Id:

Responsible Officer:

Director City Planning Design & Amenity

Author:

Cr Maria Sampey

Preamble

It is clear from resident feedback that serious crime and anti-social behaviour issues continue to persist in the inner part of Dandenong West close to the Dandenong Central Activity District. This is the area bordered by Robinson St, Hemming St, Pickett St and Railway Parade; including both sides of Hemmings St and Pickett St.

Residents in that area have to live with a greater incidence of crime and very visible anti-social behaviour and specifically drug, alcohol and street prostitution. This has left them fearful and wanting to move away from Dandenong despite the improvements we are making to the area.

What is needed is a stronger partnership between Council and other relevant stakeholders including the Department of Health and Human Services, Department of Justice, Victoria Police and other non-profits like St Kilda Gatehouse working together to significantly reduce these issues including better engaging with residents who currently feel ignored.

Motion

That by the Council meeting of the 24th August 2020 at the latest, and after following meetings between the relevant State Government bodies and non-profits, that a report come to Council outlining a partnership approach and a plan for dealing with these issues including informing local residents in the affected areas of the final plan via Australia Post letter.

6 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS

At each Ordinary Meeting of Council all Councillors will have the opportunity to speak for exactly four (4) minutes on any meetings, conferences or events they have recently attended.

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 Member of Governance by 9am the day following the meeting.

Question time is provided to enable Councillors to address questions to the Administration. The guidelines for asking questions at a Council meeting are included in the current Meeting Procedure Local Law.

7 URGENT BUSINESS

No business may be admitted as urgent business unless it:

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