AGENDA
MONDAY 24 AUGUST 2020

ORDINARY COUNCIL MEETING

Statement - Coronavirus (COVID-19)

At the time of printing this Agenda the Council Meeting to be held on Monday 24 August 2020 will be closed to the public under the *COVID-19 Omnibus (Emergency Measures) Act 2020* and the *Local Government Act 2020.*

To view the webcast please visit Council's website:
https://greaterdandenong.com/cgdmeetinglive

The meeting will also be webcast live on the Big Screen in Harmony Square (Please note social distancing protocols and prevailing curfews will apply within the Harmony Square precinct).

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

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	MEETING OPENING	1
1.1	ATTENDANCE	1
1.2	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LAND	1
1.3	OFFERING OF PRAYER	2
1.4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	2
1.5	ASSEMBLIES OF COUNCIL	3
1.6	DISCLOSURES OF INTEREST	6
2	OFFICERS' REPORTS - PART ONE	7
2.1	DOCUMENTS FOR SEALING	7
2.1.1	Documents for Sealing	7
2.2	DOCUMENTS FOR TABLING	11
2.2.1	Petitions and Joint Letters	11
2.3	STATUTORY PLANNING APPLICATIONS	17
2.3.1	Planning Decisions Issued by Planning Minister's Delegate - July 2020	17
2.3.2	Planning Delegated Decisions Issued July 2020	18
3	QUESTION TIME - PUBLIC	27
4	OFFICERS' REPORTS - PART TWO	29
4.1	CONTRACTS	29
4.1.1	Contract No. 1920-54 Ross Reserve All Abilities Playground	29
4.1.2	Contract No. 1920-57 Implement Parking Sensors (Stage 1 of 3)	39
4.2	POLICY AND STRATEGY	49

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 49

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 184

4.2.3 Introduction of Food Organics Garden Organics (FOGO) Service 271

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update 280

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 324

4.3 OTHER 380

4.3.1 Greater Dandenong Sustainability Advisory Committee 2020 380

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options 388

4.3.3 Draft Minutes of Sustainability Advisory Committee Meeting - 1 July 2020 409

4.3.4 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 27 July & 3 August 2020 416

4.3.5 List of Registered Correspondence to Mayor and Councillors 419

4.3.6 Instrument of Delegation to Members of Council Staff 423

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 482

4.3.8 Adoption of Policies under the Local Government Act 2020 530

5 NOTICES OF MOTION 574

5.1 Notice of Motion No. 84 - Tree removal in Buckingham Avenue, Springvale 574

5.2 Notice of Motion No. 85 - Consulting with the community on the essential role of protecting large trees on private land in tackling climate change and protecting the health and wellbeing of residents 575

5.3 Notice of Motion No. 86 - Reasserting the right for Cr Maria Sampey to attend Dandenong Market (DMPL) Board Meetings 577

6 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS 578

7 URGENT BUSINESS 579

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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 was provided prior to the meeting by Ursula Aruma from the Sri Sathya Sai organisation, a member of the Greater Dandenong Interfaith Network.

1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting of Council held 10 August 2020.

Recommendation

That the minutes of the Ordinary Meeting of Council held 10 August 2020 be confirmed.

1.5 ASSEMBLIES OF COUNCIL

The following assemblies of Council occurred in the period 28 July to 30 July 2020 & 10 August 2020 to 19 August 2020:

Date	Meeting Type	Councillors Attending	Apologies Received	Topics Discussed & Disclosures of Conflict of Interest
28/07/20	Sponsorship Grants Panel Assessment Meeting – Community Partnership Program	Matthew Kirwan, Jim Memeti	Tim Dark	- Sponsorship Grants Panel Assessment Meeting – Community Partnership Program (Microsoft Teams).
29/07/20	Building Capacity Panel Assessment Meeting – Community Partnership Program	Youhorn Chea, Matthew Kirwan	Zaynoun Melhem	- Building Capacity Panel Assessment Meeting – Community Partnership Program (Microsoft Teams).

1.5 ASSEMBLIES OF COUNCIL (Cont.)

Date	Meeting Type	Councillors Attending	Apologies Received	Topics Discussed & Disclosures of Conflict of Interest
30/07/20	Strategic Grants Panel Assessment Meeting -Community Partnership Program	Matthew Kirwan, Sophie Tan	Peter Brown	- Strategic Grants Panel Assessment Meeting - Community Partnership Program (Microsoft Teams).
10/08/20	Pre-Council Meeting	Peter Brown, Youhorn Chea (part), Tim Dark, Matthew Kirwan, Angela Long, Zaynoun Melhem, Jim Memeti, Sean O'Reilly, Maria Sampey, Sophie Tan, Loi Truong (part)		- South East Community Links premises proposal update. - Update on Council's emergency food and material aid program. - Cricket net options and costs at Wal Turner Reserve. - Discussion on the current status of 70 Ordish Road, Dandenong South. - Agenda items for the Council Meeting of 10 August 2020.

1.5 ASSEMBLIES OF COUNCIL (Cont.)

Date	Meeting Type	Councillors Attending	Apologies Received	Topics Discussed & Disclosures of Conflict of Interest
17/08/20	Disability Advisory Committee	Angela Long, Maria Sampey (part)		- Disability Advisory Committee Meeting (Remotely).
17/08/20	Councillor Briefing Session	Peter Brown, Youhorn Chea, Tim Dark, Matthew Kirwan, Angela Long, Zaynoun Melhem, Jim Memeti, Sean O'Reilly, Maria Sampey (part), Sophie Tan, Loi Truong		- Current status of COVID-19. - Status and future of major leisure facilities contracts in Greater Dandenong (CONFIDENTIAL). - Community partnership funding and sponsorship for current and next financial years (Cr Youhorn Chea disclosed a conflict of interest in relation to the Building Capacity Grants section of this item and left the meeting during this discussion.) - Update on community transport initiatives. - Tackling crime and anti-social behaviours in West Dandenong. - 2019-2020 end of year financial result and overview of the 2019-2020 capital works program. - Agenda items for the Council Meeting of 24 August 2020. - CEO/ Councillors only session (CONFIDENTIAL).

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 SEALING

2.1.1 Documents for Sealing

File Id:	A2683601
Responsible Officer:	Director Corporate Services

Report Summary

Under the Victorian Local Government Act, 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.

Recommendation Summary

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

2.1.1 Documents for Sealing (Cont.)

Item Summary

There are six [6] items being presented to Council's meeting of 24 August 2020 for signing and sealing as follows:

1. An amended Instrument of Appointment of Authorised Officer under the provisions of the *Local Government Act 1989,* the *Local Government Act 2020,* the *Building Act 1993,* the *Country Fire Authority Act 1958,* the *Domestic Animals Act 1994,* the *Environment Protection Act 1970, the Fire Rescue Victoria Act 1958,* the *Food Act 1984,* the *Impounding of Livestock Act 1994, Infringements Act 2006,* the *Planning and Environment Act 1987,* the *Public Health and Wellbeing Act 2008,* the *Residential Tenancies Act 1997,* the *Road Management Act 2004,* the *Road Safety Act 1986,* the *Sex Work Act 1994,* the *Subdivisions Act 1988,* the *Summary Offences Act 1966,* the *Tobacco Act 1987,* the *Victorian Civil and Administrative Tribunal Act 1998,* the Regulations made under each of those Acts, the local laws made under the *Local Government Act 1989,* and any other Act, Regulation, local law or delegated legislation (including the Greater Dandenong Planning Scheme) which relates to the functions and powers of the Council made under the provisions and enactments described. This amended instrument enables the following Council officer to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:

    - Rebecca Goddard;

2. An amended Instrument of Appointment of Authorised Officer under the provisions of the *Local Government Act 1989*, the *Local Government Act 2020*, the *Environment Protection Act 1970*, the *Infringements Act 2006*, the *Planning and Environment Act 1987, the Public Health and Wellbeing Act 2008*, the *Road Management Act 2004*, the *Road Safety Act 1986*, the *Sex Work Act 1994*, the *Subdivisions Act 1988*, the *Summary Offences Act 1966*, the *Victorian Civil and Administrative Tribunal Act 1998* and the Regulations made under each of these Acts; the Local Laws made under the *Local Government Act 1989;* and any other Act, Regulation or delegated legislation (including the Greater Dandenong Planning Scheme) which relates to the powers of the Council made under the provisions and enactments described. This amended instrument enables the following Council officers to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:

    - Clint Martin
    - Julie Stamper
    - David Boyde;

3. A letter of recognition to Walter Walmaggia, Community Services for 10 years of service to the City of Greater Dandenong;

2.1.1 Documents for Sealing (Cont.)

4. An amended Instrument of Appointment of Authorised Officer under the provisions of the *Local Government Act 1989*, the *Local Government Act 2020*, the *Environment Protection Act 1970*, the *Heritage Act 2017*, the *Infringements Act 2006*, the *Land Acquisition and Compensation Act 1986*, the *Planning and Environment Act 1987*, the *Sex work 1994*, the *Subdivisions Act 1988*, the *Victorian Civil and Administrative Tribunal Act 1998* and the Regulations made under each of these Acts; the Local Laws made under the *Local Government Act 1989;* and any other Act, Regulation or delegated legislation (including the Greater Dandenong Planning Scheme) which relates to the powers of the Council made under the provisions and enactments described. This amended instrument enables the following Council officers to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:

   - Brett Jackson
   - Will Stewart
   - Amy Robie
   - Andrea Pearson
   - Emily Au
   - Georgia Stensness
   - Katherine Kwong
   - Kym McClimont
   - Metika Claxton
   - Nicole Sheehy
   - Olivia Schumann
   - Paul Iacuone
   - Ray Micallef
   - Richard Stevenson
   - Tony Casciere
   - Tran Ly
   - Agus Batara
   - Ceinwen Gould
   - Darren Wilson
   - Emma Mydaras
   - Heidi Blundy
   - James Mitchell
   - Jane Brodie
   - Jessica Harrison
   - Lily Martyn
   - Nadine Robinson
   - Rachel Diamond
   - Warren Wood;

2.1.1 Documents for Sealing (Cont.)

5. An amended Instrument of Appointment of Authorised Officer under the provisions of *the Local Government Act 1989*, the *Local Government Act 2020*, the *Building Act 1993*, The *Country Fire Authority Act 1958*, the *Domestic Animals Act 1994*, the *Environment Protection Act 1970*, the *Fire Rescue Victoria Act 1958*, the *Food Act 1984*, the *Heritage Act 2017*, the *Housing Act 1983*, the *Impounding of Livestock Act 1994*, the *Infringements Act 2006, the Land Acquisition and Compensation Act 1986,* the *Planning and Environment Act 1987,* the *Public Health and Wellbeing Act 2008*, the *Residential Tenancies Act 1997*, the *Road Management Act 2004,* the *Road Safety Act 1986*, the *Sex Work Act 1994,* the *Subdivisions Act 1988,* the *Summary Offences Act 1966, the Tobacco Act 1987,* the *Victorian Civil and Administrative Tribunal Act 1998* and the Regulations made under each of these Acts; the Local Laws made under the *Local Government Act 1989;* and any other Act, Regulation or delegated legislation (including the Greater Dandenong Planning Scheme) which relates to the powers of the Council made under the provisions and enactments described. This amended instrument enables the following Council officer to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:

    - Johannes Jacobus Bosman (known as Jody Bosman); and

6. An amended Instrument of Appointment of Authorised Officer under the provisions of *the Local Government Act 1989*, the *Local Government Act 2020*, the *Building Act 1993*, The *Country Fire Authority Act 1958*, the *Environment Protection Act 1970*, the *Fire Rescue Victoria Act 1958*, the *Food Act 1984*, the *Housing Act 1983*, the *Infringements Act 2006,* the *Planning and Environment Act 1987,* the *Public Health and Wellbeing Act 2008*, the *Residential Tenancies Act 1997*, the *Sex Work Act 1994,* the *Subdivisions Act 1988,* the *Summary Offences Act 1966, the Tobacco Act 1987,* the *Victorian Civil and Administrative Tribunal Act 1998* and the Regulations made under each of these Acts; the Local Laws made under the *Local Government Act 1989;* and any other Act, Regulation or delegated legislation (including the Greater Dandenong Planning Scheme) which relates to the powers of the Council made under the provisions and enactments described. This amended instrument enables the following Council officer to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:

    - Edward James Thorley (known as Jamie Thorley).

Recommendation

That the listed documents be signed and sealed.

2.2 DOCUMENTS FOR TABLING

2.2.1 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.

2.2.1 Petitions and Joint Letters (Cont.)

Petitions and Joint Letters Tabled

Council received no new petitions and no joint letters prior to the Council Meeting of 24 August 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 report be noted.

2.2.1 Petitions and Joint Letters (Cont.)

DOCUMENTS FOR TABLING

PETITIONS AND JOINT LETTERS

ATTACHMENT 1

PETITIONS AND JOINT LETTERS

PAGES 4 (including cover)

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

2.2.1 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.

2.2.1 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.

2.2.1 Petitions and Joint Letters (Cont.)

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

2.3 STATUTORY PLANNING APPLICATIONS

2.3.1 Planning Decisions Issued by Planning Minister's Delegate - July 2020

File Id:	qA280444
Responsible Officer:	Director City Planning Design & Amenity

Report Summary

This report provides Council with an update on the exercise of delegation by Planning Minister's delegate.

No decisions were reported for the month of July 2020.

Recommendation

That the report be noted.

2.3.2 Planning Delegated Decisions Issued July 2020

File Id:	qA280
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Planning Delegated Decisions Issued - July 2020

Report Summary

This report provides Council with an update on the exercise of delegation by Council officers.

It provides a listing of Town Planning applications that were either decided or closed under delegation or withdrawn by applicants in July 2020.

It should be noted that where permits and notices of decision to grant permits have been issued, these applications have been assessed as being generally consistent with the Planning Scheme and Council's policies.

Application numbers with a PLN#.01 or similar, are applications making amendments to previously approved planning permits.

The annotation 'SPEAR' (Streamlined Planning through Electronic Applications and Referrals) identifies where an application has been submitted electronically. SPEAR allows users to process planning permits and subdivision applications online.

Recommendation

That the items be received and noted.

STATUTORY PLANNING APPLICATIONS

PLANNING DELEGATED DECISIONS ISSUED – JULY 2020

ATTACHMENT 1

PLANNING DELEGATED DECISIONS ISSUED JULY 2020

PAGES 8 (including cover)

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

2.3.2 Planning Delegated Decisions Issued July 2020 (Cont.)

Planning Delegated Decisions Issued from 01/07/2020 to 31/07/2020

City of Greater Dandenong

Application ID	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Date	Ward
920229.01	No	173-175 Frankston Dandenong Road DANDENONG SOUTH VIC 3175	Sylvester Kroyherr	Amendment to Planning Permit 920229	Amend Permit to allow retail car sales	Delegate	AmendPerm	30/07/2020	RedGum
PLN12/0466.01	No	1/481-485 Cheltenham Road KEYSBOROUGH VIC 3173	Bellthorpe Pty Ltd	AMENDMENT TO: Building and Works - Gymnasium	Amend permit to allow expansion of gymnasium into the neighbouring warehouse	Delegate	AmendPerm	30/07/2020	Paperbark
PLN13/0459.01	No	53 Wedge Street DANDENONG VIC 3175	Michael Elijah	The amendment seeks to: • Delete Conditions 1.4 and 1.5 from the permit; and • Amend the endorsed plans: o Proposed new front fence (580mm high brick render with 1.05m high brick piers); o Dwelling 1 garage changed to a carport; o Dwelling 2, 3, and 4 balconies to have obscure glass balustrades up to 1m; and o Dwelling 2 and 3's South west facing master bedrooms windows to no longer be obscured.	Delete permit Condition 1.4 relating to existing fence, delete permit Condition 1.5 relating to height of letterboxes and other structures and amend endorsed plans to reflect what was constructed on the site	Delegate	AmendPerm	23/07/2020	RedGum
PLN13/0702.01	No	105 Atlantic Drive KEYSBOROUGH VIC 3173	Stephen D'Andrea Pty Ltd	AMENDMENT TO: Buildings and Works (Warehouse and Ancillary Office), and Reduction in Car Parking	Amend permit preamble to remove reference to Industry in respect to car parking reduction and amend endorsed plans to include mezzanine	Delegate	AmendPerm	16/07/2020	RedGum

EANTOS 1 03/08/2020

2.3.2 Planning Delegated Decisions Issued July 2020 (Cont.)

Application ID	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Date	Ward
PLN15/0882.01	No	1 Jolly Street DANDENONG VIC 3175	ABS Design & Construction Services	AMENDMENT TO: The construction of two or more dwellings on a lot in the General Residential Zone, by way of: - Internal layout changes to each dwelling, - Amendment to the proposed screening of habitable room, windows (from external screens to obscure glazing), - Amendment to external materials, and - New first floor non-habitable room windows.	Amend permit to allow redesign of internal layout	Delegate	AmendPerm	21/07/2020	RedGum
PLN17/0102.03	No	1626-1638 Centre Road SPRINGVALE VIC 3171	Springvale Business Park Development Company Pty Ltd	AMENDMENT TO: Use of the land for warehousing within thirty (30) metres of a residential zone, building and works in association with warehousing, reduction in car parking under Clause 52.06, removal of native vegetation under Clause 52.17 and alteration of access to a road in a road zone, Category 1 under Clause 52.29.	Amend permit Condition 1.10 relating to car parking requirements and amend endorsed plans	Delegate	AmendPerm	23/07/2020	Lightwood
PLN17/0159.01	No	196 Lonsdale Street DANDENONG VIC 3175	Broadway Trading Australia PVT LTD	Amendment to PLN17/0159.01 issued for the development of buildings and works, the display of business identification signage and a reduction in the car parking requirements associated with a restaurant and shop, to allow modifications to the entrance and internal layout (DECLARED AREA)	Amend endorsed plans to remove ramp at rear entrance and wheelchair toilet entry door location to be changed	Delegate	AmendPerm	23/07/2020	RedGum
PLN18/0109.01	No	246 McMahens Road BANGHOLME VIC 3175	Lisa Marie Morton	Amendment to PLN18/0109 issued for the development of the land for one (1) single storey dwelling and the removal of native vegetation, to allow the use and development of the land for animal husbandry and to remove additional native vegetation.	Amend permit and endorsed plans to allow two horse boxes, tack room and arena	Applicant	Withdrawn	02/07/2020	RedGum

EANTOS 2 03/08/2020

2.3.2 Planning Delegated Decisions Issued July 2020 (Cont.)

Application ID	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Date	Ward
PLN19/0176	No	46 Brooks Drive DANDENONG SOUTH VIC 3175	Southern Steel Properties Pty Ltd	Use of the land for Industry, construction of an industrial building and associated works, removal of native vegetation, reduction in car spaces parking and reduction to the bicycle facilities required	Industrial 2 Zone, 9940sqm, warehouse and office	Delegate	PlanPermit	24/07/2020	RedGum
PLN19/0181.01	No	120 Cheltenham Road DANDENONG VIC 3175	Johnny Hong	This permit application seeks to amend Permit No. PLN19/0181 pursuant to Section 72 of the Planning and Environment Act 1987 by the way of the following: Amend the preamble; Amend Condition 7 of Permit, Amend the plans endorsed to the Permit to include signage	No response to further information request	Delegate	Lapsed	22/07/2020	RedGum
PLN19/0218.01	No	5 Trewin Street DANDENONG VIC 3175	Creative House Plans	AMENDMENT TO: Development of the land for two (2) dwellings (one double storey dwelling and one single storey dwelling to the rear)	Amend permit to allow change to plans and deletion of condition 1.4	Delegate	AmendPerm	28/07/2020	RedGum
PLN19/0429.02	No	875 Taylors Road DANDENONG SOUTH VIC 3175	Frasers Property Australia	AMENDMENT TO: Development of the land for two (2) warehouses and associated buildings and works, reduction to the number of car space required and the display of business identification signs	Amend permit preamble to allow the development of two (2) warehouses	Delegate	AmendPerm	13/07/2020	RedGum
PLN19/0538	No	4 Janine Road SPRINGVALE SOUTH VIC 3172	APT Architecture	Use and development of the land for a Child Care Centre and to reduce the car parking requirement	General Residential 1 Zone, 1312.2sqm, demolition of existing dwellings and construction of childcare centre	Delegate	NOD	17/07/2020	Lightwood
PLN19/0605	No	45 Hammond Road DANDENONG VIC 3175	Aru Design	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	General Residential 1 Zone, 780sqm	Delegate	PlanPermit	27/07/2020	RedGum
PLN19/0625	No	40 Jesson Crescent DANDENONG VIC 3175	Schored Projects	Development of the land for six (6) double storey dwellings and to reduce the visitor car parking requirements	General Residential 1 Zone, 872sqm	Delegate	PlanPermit	08/07/2020	RedGum
PLN19/0642	No	1/9 Leonard Avenue NOBLE PARK VIC 3174	Palt Group Pty Ltd	Development of the land for eight (8) dwellings	No response to further information request	Delegate	Lapsed	06/07/2020	Paperbark

EANTOS 3 03/08/2020

2.3.2 Planning Delegated Decisions Issued July 2020 (Cont.)

Application ID	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Date	Ward
PLN20/0010	No	389 Chandler Road KEYSBOROUGH VIC 3173	Planning & Design Pty Ltd	Development of the land for an office	Commercial 1 Zone, extension of existing building for new office space	Delegate	PlanPermit	17/07/2020	Paperbark
PLN20/0030	No	3 Soden Road BANGHOLME VIC 3175	M Demange & L Fernando	Use and development of the land for domestic animal husbandry	The proposal is inconsistent with clause 13.05,13.07 clause 22.02 Green Wedge Management Plan and the purpose of the Green Wedge	Delegate	Refusal	21/07/2020	RedGum
PLN20/0095	No	493-497 Frankston Dandenong Road DANDENONG SOUTH VIC 3175	Vasilios Vavasis	Earthworks	Industrial 1 Zone, earthworks	Delegate	PlanPermit	13/07/2020	RedGum
PLN20/0111	No	841 Princes Highway SPRINGVALE VIC 3171	Maple Media Pty Ltd	To display an internally illuminated electronic major promotion sky sign	The proposal fails to comply with Clause 52.05 (Design Guidelines), Clause 15.01 (Built Environment), Clause 21.05 (Built Form), Clause 22.05 (Gateways Policy) & Clause 22.11 (Signs Policy)	Delegate	Refusal	16/07/2020	Lightwood
PLN20/0113	No	4/10-12 South Link DANDENONG SOUTH VIC 3175	O & R Kerbej C/- James Turner Design	Buildings and works to construct a mezzanine floor and to reduce the car parking requirements	Commercial 2 Zone, 173sqm, as built approval for alterations to retail store	Delegate	PlanPermit	31/07/2020	RedGum
PLN20/0116	Yes	22 Volt Circuit DANDENONG SOUTH VIC 3175	Ultraline Tiling Group	Buildings and Works (Office) VICSMART	No response to further information request	Delegate	Lapsed	02/07/2020	RedGum
PLN20/0118	No	19-21 Southern Court KEYSBOROUGH VIC 3173	Wabtec Australia Pty Ltd	Use of the land as industry (electrical equipment and rail component assembly and service facility) and a reduction in the car parking requirements	Industrial 1 Zone, industry and reduction in car parking requirements	Delegate	PlanPermit	10/07/2020	RedGum
PLN20/0124	No	91 Colemans Road DANDENONG SOUTH VIC 3175	Jamiesons End Pty Ltd	Buildings and Works (Warehouse) & Reduction in Car Parking Requirements	Industrial 1 Zone, 4479sqm & reduction in car parking requirements	Delegate	PlanPermit	09/07/2020	RedGum

EANTOS

4

03/08/2020

2.3.2 Planning Delegated Decisions Issued July 2020 (Cont.)

Application ID	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Date	Ward
PLN20/0142	No	13-37 Lonsdale Street DANDENONG VIC 3175	Harding Architects Pty Ltd	Buildings and Works (Alterations & Additions to Existing Car Showroom)	Industrial 1 Zone & Commercial 2 Zone, alterations & additions to existing car showroom	Delegate	PlanPermit	15/07/2020	RedGum
PLN20/0146	No	2 Kyla Avenue DANDENONG VIC 3175	Adam Mifzal	Development of the land for two (2) dwellings comprising the retention of one (1) existing single storey dwelling and the construction of one (1) new double storey dwelling.	The proposal fails to comply with Clause 15.01-2S (Building Design), Clause 15.02-1S (Energy and Resource Efficiency), Clause 21.05 (Built Form), Clause 22.09-3.1, Clause 22.09-3.3, Clause 32.08, Clause 55, Clause 52.06, Clause 65.01	Delegate	Refusal	28/07/2020	RedGum
PLN20/0170	No	23-55 McCrae Street DANDENONG VIC 3175	Australian Executor Trustees Ltd	Buildings and Works (redevelopment of the Dandenong Plaza Palm Plaza/ McCrae Street entrance and associated internal rearrangement) DECLARED AREA	Comprehensive Development 2 Zone, redevelopment to entrance and associated internal rearrangement	Delegate	PlanPermit	13/07/2020	RedGum
PLN20/0180	No	458-460 Springvale Road SPRINGVALE SOUTH VIC 3172	Betnale Pty Ltd	Development of the land for a detached extension to a caretakers residence	General Residential 1 Zone, 5445sqm	Delegate	NOD	03/07/2020	Lightwood
PLN20/0193	No	156-158 Corrigan Road NOBLE PARK VIC 3174	AMS Pty Ltd	Subdivision of the land into seven (7) lots and removal of an easement SPEAR	Residential	Delegate	PlanPermit	30/07/2020	Lightwood
PLN20/0204	No	4 Arafura Lane KEYSBOROUGH VIC 3173	Mikon Interiors	Construction of a mezzanine floor and reduction to the car parking requirement	Industrial 1 Zone, 18sqm	Delegate	PlanPermit	16/07/2020	RedGum
PLN20/0215	No	42 Richard Street SPRINGVALE SOUTH VIC 3172	Gim Properties Pty Ltd	Subdivision of land into two (2) lots, variation of E-1 and E-2 easements, and creation of E-3, E-4, E-5, E-6 and E-7 easements on PS834414V SPEAR	Residential	Delegate	PlanPermit	28/07/2020	Lightwood

EANTOS 5 03/08/2020

2.3.2 Planning Delegated Decisions Issued July 2020 (Cont.)

Application ID	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Date	Ward
PLN20/0220	No	58 Babbage Drive DANDENONG SOUTH VIC 3175	Waproo Pty Ltd c/- KLM Spatial	Change of Use (Industry) and Reduction of Car Parking Requirements	Industrial 3 Zone, shoe product manufacturer and distributor	Delegate	PlanPermit	28/07/2020	RedGum
PLN20/0229	No	26 Timor Circuit KEYSBOROUGH VIC 3173	Latrobe Valley Drafting Pty Ltd	The development of land for a mezzanine and to reduce the car parking requirements	Industrial 1 Zone, 81.64sqm & reduction in car parking requirements	Delegate	PlanPermit	17/07/2020	RedGum
PLN20/0235	No	185 Dandenong-Hastings Road DANDENONG SOUTH VIC 3175	Smart Recycling	Buildings and Works	Industrial 1 Zone, 145100sqm	Delegate	PlanPermit	17/07/2020	RedGum
PLN20/0255	Yes	1/12 Leonard Avenue NOBLE PARK VIC 3174	Strait-Line Builders & Drafters Pty Ltd	Buildings and works comprising an extension to the existing building and a reduction in car parking requirements VICSMART	Commercial 1 Zone, 124sqm, extension of butchers for cool room	Delegate	PlanPermit	27/07/2020	Paperbark
PLN20/0257	No	26-30 Bessemer Drive DANDENONG SOUTH VIC 3175	Stephen D'Andrea Pty Ltd	Buildings and Works (Canopy)	Industrial 3 Zone, 4094sqm warehouse canopy	Delegate	PlanPermit	16/07/2020	RedGum
PLN20/0261	No	27 Hemmings Street DANDENONG VIC 3175	Nenad Putnikovic	Subdivision of land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	28/07/2020	RedGum
PLN20/0264	No	34 MacPherson Street DANDENONG VIC 3175	Fadil Omerovic	Subdivision of the land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	27/07/2020	RedGum
PLN20/0266	Yes	369 Lonsdale Street DANDENONG VIC 3175	Strait-Line Builders & Drafters Pty Ltd	Buildings and works to an existing restaurant VICSMART DECLARED AREA	Comprehensive Development 2 Zone, existing veranda / delivery bay	Delegate	PlanPermit	16/07/2020	RedGum
PLN20/0283	No	22 Webster Street DANDENONG VIC 3175	Fluturije & Pendim Emini	Subdivision of the land into six (6) lots SPEAR	Residential	Delegate	PlanPermit	29/07/2020	RedGum

EANTOS

6

03/08/2020

2.3.2 Planning Delegated Decisions Issued July 2020 (Cont.)

Application ID	VicSmart	Property Address	Applicant	Description	Notes	Authority	Decision	Date	Ward
PLN20/0284	Yes	21 Aspen Circuit SPRINGVALE VIC 3171	Mathew Card	Buildings and Works (Mezzanine) VICSMART	Industrial 1 Zone & Urban Floodway Zone, 61.6sqm, mezzanine	Delegate	PlanPermit	13/07/2020	Lightwood
PLN20/0291	No	51 Noble Street NOBLE PARK VIC 3174	Brian Watson Surveying Pty Ltd	Subdivision of the land into four (4) lots SPEAR	Residential	Delegate	PlanPermit	28/07/2020	Paperbark
PLN20/0292	Yes	7/4 Bridge Road KEYSBOROUGH VIC 3173	LMD Studio	Development of the land for an internal mezzanine floor level VICSMART	Industrial 1 Zone, 73.4sqm, addition of office space and storage loft within existing warehouse	Delegate	PlanPermit	23/07/2020	Paperbark
PLN20/0293	No	11 Roberta Street DANDENONG VIC 3175	M.J.Reddie Surveyors Pty Ltd	Subdivision of the land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	29/07/2020	RedGum
PLN20/0298	No	25 McFees Road DANDENONG NORTH VIC 3175	JCA Land Consultants	Subdivision of the land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	20/07/2020	RedGum
PLN20/0310	No	8 Reid Court DANDENONG NORTH VIC 3175	ZR Construction Pty Ltd	Subdivision of land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	30/07/2020	RedGum
PLN20/0314	Yes	20 Hughes Crescent DANDENONG NORTH VIC 3175	Smith Land Surveyors	Subdivision of the land into two (2) lots SPEAR (VICSMART)	Residential	Delegate	PlanPermit	30/07/2020	RedGum

47

EANTOS

7

03/08/2020

3 QUESTION TIME - PUBLIC

Question Time at Council meetings provides an opportunity for members of the public in the allery to address questions to the councillors and/or officers of the Greater Dandenong City ouncil. 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 CONTRACTS

4.1.1 Contract No. 1920-54 Ross Reserve All Abilities Playground

File Id:

Responsible Officer: Director Business, Engineering & Major Projects

Attachment: Tender Information (CONFIDENTIAL)

Report Summary

This report outlines the tender process undertaken to select a suitably qualified and experienced contractor for the Ross Reserve All Abilities Playground.

Recommendation Summary

This report recommends that Contract No-1920-54 Ross Reserve All Abilities Playground be awarded to Warrendale Industries Pty Ltd for a fixed Lump Sum price of Two Million, Three Hundred & Sixty-Two Thousand, One Hundred & Forty-Six Dollars and Twenty-Nine Cents ($2,362,146.29) including GST.

4.1.1 Contract No. 1920-54 Ross Reserve All Abilities Playground (Cont.)

Introduction

Client Objectives

Ross Reserve is rapidly expanding as a premier recreational destination for Greater Dandenong. The new all abilities playground will service the local community, various disability services and groups located within Noble Park and the broader Greater Dandenong area.

The new playground is also expected to become an important destination attracting various groups from a large demographic base across the broader metropolitan Melbourne region.

The project objectives are to:

- Construct a playground that provides “all abilities” local and regional recreational benefits for the community whilst also supporting local disability providers from within the municipality.
- Increase the level of play and inclusion for “all principles” to meet the appropriate benchmark of what would be expected of a regional level “all inclusive” playground facility.
- Provide environmental benefits that include tree planting, water sensitive urban design principles and use of natural and recycled products in the construction of the project.
- Provide social and healthy wellbeing opportunities through the provision of a broad range of play elements, interesting and varied landscape treatments, including various art forms. There will also be a range of other supporting infrastructure to assist both users and their carers with the inclusion of a shelter, barbeques, furniture and drinking fountains.

Tender Process

General

The tender was advertised on Saturday 21 March 2020 in The Age newspaper, on Vendor Panel and on Council’s website. The tender closed at 2:00pm on Thursday 16 April 2020.

At the close of the tender advertising period, submissions were received from eight (8) contractors, being:

1. ACE Landscaping Services Pty Ltd
2. Bitu-mill Landscapes Pty Ltd
3. Commercialscapes Pty Ltd
4. LD Total Pty Ltd
5. LJM Construction Pty Ltd
6. PTA Landscapes Pty Ltd
7. Regal Innovations Pty Ltd
8. Warrendale Industries Pty Ltd

4.1.1 Contract No. 1920-54 Ross Reserve All Abilities Playground (Cont.)

Review of Tender Submissions

The evaluation panel comprised the Coordinator Open Space Projects, Coordinator Strategic, Design & Sustainability Planning, Project Manager, Capital Works Program Officer and the Contracts & Administration Officer. All panel members signed Council's probity forms declaring that they would evaluate tenders fairly and would disclose any conflict of interest.

Each submission was assessed and ranked against all evaluation criteria by each member of the evaluation panel. These rankings were then collated and multiplied by the weighting to give a weighted attribute score for each criterion and totaled to give an overall comparative evaluation score for all criteria as shown in the following tables.

The tenders were evaluated using Council's Weighted Attributed Value Selection Method. The advertised evaluation criteria and the allocated weightings for evaluation are as follows

	Evaluation Criteria	**Weighting**
	Price	45%
	Relevant Experience	25%
	Capabilities	15%
	Social Procurement	5%
	Local Industry	5%
	Environmental	5%

Points were awarded on a scale 0 – 5 based on the score parameters listed below.

Score	**Description**
5	Excellent
4	Very Good
3	Good, better than average
2	Acceptable
1	Marginally Acceptable
0	Not Acceptable

Each submission was assessed and ranked against all evaluation criteria, to ensure that each tenderer met the standards required for Council contractors. A fail in any criterion would automatically exclude a tenderer from further consideration for this contract.

4.1.1 Contract No. 1920-54 Ross Reserve All Abilities Playground (Cont.)

The eight (8) submissions were assessed and weighted attribute points scores resulting from the assessment are shown in the following table:

Pre-Tender Clarification

Tenderer	Price Points	Non-Price Points	Total Score	OHS	EMS
Warrendale Industries	1.43	1.71	3.14	Verified & Certified with Rapid Global	
Bitu-mill Landscapes	1.43	1.66	3.09	Waiting for Verified & Certified with Rapid Global	
Commercialscapes Pty Ltd	1.32	1.76	3.08	Verified & Certified with Rapid Global	
Regal Innovations Pty Ltd	1.20	1.67	2.87	Not assessed	
ACE Landscaping Services Pty Ltd	0.97	1.98	2.93	Verified & Certified with Rapid Global	
PTA Landscapes	1.05	1.76	2.81	Waiting for Verified & Certified with Rapid Global	
LJM Construction	0.71	1.91	2.62	Pass	Pass
LD Total	1.03	1.42	2.45	Not assessed	

Please Note: *Rapid Global is a third party pre-qualification and verification system used by Council and six (6) other Victorian Councils enabling the sharing of OH&S data. It is a Risk and OH&S system where contractors can upload their Occupational Health & Safety, Risk and Environment Plans and Policies as well as up to date insurances*

The tendered lump sums of all eight tender submissions were significantly higher than the allocated project budget.

Tender Interviews:

The three best ranked tenderers, Warrendale Industries, Bitu-mill Landscapes and Commercialscapes were interviewed by the tender panel. All three tenderers interviewed well, confirming their ability to undertake the contracted works and meet the project deliverables as specified.

4.1.1 Contract No. 1920-54 Ross Reserve All Abilities Playground (Cont.)

Each of the interviewed tenderers were requested to provide any value management options that they thought would still meet the project deliverables in accordance with the available budget. Whilst each of the tenderers identified several value management options these were not in accordance with the desired project objectives or deliverables and these changes were still well in excess of the available budget.

Post-Tender Clarification

The tender panel and the playground designer reviewed the scope of works and it was agreed that the playground could be delivered in two stages. Stage 2 will be undertaken later when further funding becomes available. Delaying the second stage will not adversely affect the functionality or usability of works to be undertaken in stage 1 and may well be beneficial in testing how stage 1 operates for a period of time prior to undertaking stage 2.

Stage 1- will incorporate all the key play elements and themes of the playground including the sand play items, climbing tower, trampolines, double flying fox, multiple slides and swings (individual, combination and accessible). The Liberty Swing, accessible carousel and public art are also included in Stage 1.

Note ## 1- Implementation of Stage 1 only will still meet the state governments funding requirements for the project.

Stage 2 – this includes the addition of a large log climber and balance beams, along with some additional seating, shelters and picnic settings. There will also be additional landscaping, tree planting, connection paths and grass turfing.

Note 2- ## Stage 2 will be the subject of a further tender process at some point in the future once further funding has been secured.

The eight original tenderers were offered the opportunity to re-tender for stage 1. The eight submissions were again assessed and ranked against all evaluation criteria.

The weighted attribute points scores resulting from the assessment are shown in the following table:

Tenderer	Price Points	Non-Price Points	Total Score	OHS	EMS
Warrendale Industries	1.35	1.85	3.20	Verified & Certified with Rapid Global	
Bitu-mill Landscapes	1.34	1.77	3.11	Waiting for Verified & Certified with Rapid Global	
ACE Landscaping Services Pty Ltd	1.01	1.99	3.00	Verified & Certified with Rapid Global	
Commercialscapes Pty Ltd	1.24	1.76	3.00	Verified & Certified with Rapid Global	

4.1.1 Contract No. 1920-54 Ross Reserve All Abilities Playground (Cont.)

LJM Construction	1.09	1.91	3.00	Pass	Pass
Regal Innovations Pty Ltd	1.12	1.67	2.79	Not assessed	
PTA Landscapes	1.01	1.76	2.77	Waiting for Verified & Certified with Rapid Global	
LD Total	1.13	1.42	2.55	Not assessed	

The tendered Lump Sums submitted for (stage 1) were more in-line with the available budget.

Reference Checks

Reference checks were undertaken on the two highest ranked tenderers, Warrendale Industries and Bitu-mill Landscapes. Referees were highly complementary of both companies. Warrendale Industries was particularly well regarded and recommended.

Relevant Experience

Warrendale Industries has demonstrated experience in projects of a similar nature and value to the all abilities playground, nominating the following projects:

A. Construction of extensive playground and wet-pour – Yarra Ranges Shire Council - $900,000.00
B. Construction of the Warburton Community Recreation Precinct – Yarra Ranges Shire Council - $3.2 millions
C. Melbourne Zoon (Lemur Enclosure) – Zoo Victoria - $4.2 millions
D. Fern Gully Walk – Royal Botanic Garden
E. Sovereign Hill Playspace – Sovereign Hill Museums Association
F. Grampians Wonderland Hiker Camper – Park Victoria
G. Braybrook Reserve – Maribyrnong City Council

Assessment of Social Procurement

The preferred tenderer employs first, second and third year landscape construction and maintenance apprentices. The existing playground will be carefully demolished and donated to Rotary International. Rotary will take the existing playground and relocate it to a developing country where they will install it into a disadvantaged community.

Assessment of Local Industry contribution

The preferred Tenderer will be engaging local supplier for this project.

4.1.1 Contract No. 1920-54 Ross Reserve All Abilities Playground (Cont.)

Assessment Environmental Management

The preferred tenderer is ISO14001 certified for Environmental Management System. The wet-pour rubber specified for the project is made from recycled tyres. All containers in which plants are supplied for the project will be retained and returned to the supplier for future re-use.

Note 1: The higher the price score – lower the tendered price.

Note 2: The higher the non-price score – represents better capability and capacity to undertake the service.

Financial Implications

The contract price of $2,362,146.29 including GST is within the available 20/21 capital program allocated open space project budgets for Ross Reserve, all of which are funded by grants from the State government.

Note: Schedule of Rates – A schedule of rates contract is one under which the amount that is payable to the contractor is calculated by applying an agreed schedule of rates to the quantity of work that is actually performed.

Lump Sum – A lump sum contact or a stipulated sum contract will require that the supplier agree to provide specified services for a stipulated or fixed price.

Consultation

Internal stakeholders have been widely engaged throughout the design and procurement process. This has been supported by a core working group consisting of officers from City Improvement and Strategic Design and Sustainability Planning.

Conclusion

Following a thorough evaluation of the tender submissions the Tender Evaluation Panel concluded that the **Warrendale Industries tender** submission demonstrated best value to council for the following reasons;

- Reference checks have confirmed that they have a proven track record in delivering projects of a similar scale and complexity.
- Clearly demonstrated to the panel that they have the capacity to deliver the project with adequate resources and qualified staff available for the project.
- Submitted a competitive price and conforming tender submission in accordance with council's tender documentation.
- Have submitted as part of their tender submission a works program including timeframes that are acceptable to council in accordance with the state governments grant acquittal requirements for this project.
- Have good demonstrated social and environmental programs in place.

4.1.1 Contract No. 1920-54 Ross Reserve All Abilities Playground (Cont.)

Recommendation

That Council:

1. **awards Contract No. 1920-54 (stage 1) for Ross Reserve All Abilities Playground to Warrendale Industries Pty Ltd for a fixed lump sum of Two Million, Three Hundred & Sixty-Two Thousand, One Hundred & Forty-Six Dollars and Twenty-Nine Cents ($2,362,146.29) including GST; and**

2. **sign and seals the contract documents when prepared.**

CONTRACTS

CONTRACT NO. 1920-54 ROSS RESERVE ALL ABILITIES PLAYGROUND

ATTACHMENT 1

TENDER INFORMATION (CONFIDENTIAL)

PAGES 2 (including cover)

This attachment has been deemed confidential by the Chief Executive Officer under section 77(2)(c) of the Local Government Act 1989 and section 125(1) of the Local Government Act 2020 and has not been provided within the Public Agenda.

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

4.1.2 Contract No. 1920-57 Implement Parking Sensors (Stage 1 of 3)

File Id:	qA414218
Responsible Officer:	Director Business, Engineering & Major Projects
Attachments:	Contract Information (CONFIDENTIAL)

Report Summary

This report outlines the tender process undertaken to select a suitably qualified and experienced contractor for the implementation of parking sensors (Stage 1 of 3).

Recommendation Summary

This report recommends that:

That Council:

1. awards Contract No. 1920-57 Implement Parking Sensors (Stage 1 of 3) to Reino International Pty Ltd trading as Duncan Solution Australia Pty Ltd for a Fixed Lump Sum of Five Hundred & Eight Thousand, Six Hundred & Seventy Dollars and Thirty-Seven Cents ($508,670.37) including GST of $4,6242.76 including a 3 year maintenance period; and

2. signs and seals the contract documents when prepared.

4.1.2 Contract No. 1920-57 Implement Parking Sensors (Stage 1 of 3) (Cont.)

Introduction

In order to meet Council's expectations of a "*dynamic and customer focussed approach to parking management*", a vehicle detection system comprising of the following should be considered and introduced:

- Integrated in-ground sensors, seamlessly integrated with parking compliance (infringement) software.
- Real time communication system providing immediate access to parking data.
- Customer service application, providing real time data on parking availability and on-line fee payment.
- Data management and reporting tools.

The initial intent was to introduce the parking sensor system in stages, over several financial years commencing with the Springvale Central Activity District (CAD) and then adding the Dandenong CAD, along with several smaller satellite installations at locations such as the Dandenong Hospital precinct.

Also, sensors would initially only be installed at locations where existing parking restrictions were already in place.

This project initiates an important step of preparing for city-wide 'smart' technology. The data from the vehicle detection system, in addition to facilitating more efficient enforcement of non-compliant parking, offers also more efficient monitoring of parking occupancy used as key information in traffic management planning and assessment.

Tender Process

The tender was advertised on Saturday 14 December 2019 in The Age newspaper, Tenders Online and Council's website. The tender closed at 2:00pm on Tuesday 21 January 2020.

At the close of the tender advertising period, submissions were received from three (3) contractors, being:

1. Database Consultants Australia
2. Reino International Pty Ltd trading as Duncan Solution Australia
3. Smart Parking Ltd

Tender Evaluation

The tender evaluation panel comprised of the Manager Transport & Civil Development, Manager Regulatory Services, Project Engineer and Contracts & Administration Officer from Council.

4.1.2 Contract No. 1920-57 Implement Parking Sensors (Stage 1 of 3) (Cont.)

The Tenders were evaluated using Council's Weighted Attributed Value Selection Method. The advertised evaluation criteria and the allocated weightings for evaluation are as follows:

	Evaluation Criteria	**Weighting**
1	Price	40%
2	Capability & Relevant Experience	35%
3	Methodology	10%
5	Social Procurement	5%
6	Local Industry	5%
7	Environmental	5%

Points were awarded on a scale 0 – 5 based on the score parameters listed below.

Score	**Description**
5	Excellent
4	Very Good
3	Good, better than average
2	Acceptable
1	Marginally Acceptable
0	Not Acceptable

Each submission was assessed and ranked against all evaluation criteria, to ensure that each tenderer met the standards required for Council contractors. A fail in any criterion would automatically exclude a tenderer from further consideration for this contract.

The three (3) submissions were assessed and weighted attribute points scores resulting from the assessment are shown in the following table:

Tenderer	**Price Points**	**Non-Price Points**	**Total Score**	**OHS**	**EMS**
Reino International P\L t/as Duncan Solutiuons Australia	**1.00**	**2.52**	**3.52**	**Pass**	**Pass**
Smart Parking Ltd	**1.74**	**1.73**	**3.47**	**No Assessment**	

4.1.2 Contract No. 1920-57 Implement Parking Sensors (Stage 1 of 3) (Cont.)

Database Consultants Australia **Non-Conforming**	**0.43**	**1.98**		**No Assessment**

Note 1*: The higher the price score – lower the tendered price.*
Note 2*: The higher the non-price score – represents better capability and capacity to undertake the service.*

Given the key objectives of the project, the proposed sensors by Duncan Solutions are the only conforming sensors to satisfy the project's requirements and objectives, as well as offering the best value for money, for the following reasons:

- The sensors are in-ground, hidden below the road surface.
- The sensors are significantly more robust and are more damage proof.
- The dual-sensing technology is significantly more reliable than that of other tenderers.
- The sensors do not rely on infra-red detection as a back-up technology and are therefore not subject to interference through dirt, leaves, stickers, gum, oil, etc.
- The sensors are equipped with memory chips that hold several days data.
- The in-field performance statistics are consistently high.

Phase 1 of this project will introduce a parking management system to the Dandenong CAD based around vehicle detection technology. This system will comprise of:

- In-ground vehicle detection sensors.
- Seamless integration with parking compliance (infringement) software.
- Real time communication system providing immediate access to parking data.
- Capacity to accommodate expansion to a customer service application, providing real time data on parking availability and eventually on-line fee payments.
- Data management and reporting tools.

Duncan Solution Australia (Duncan) is an Australian-owned organisation operating since June 1997 and specialise in the provision of parking management and enforcement technologies for State and Local Government authorities. It is recognised across Australia as a market leader in the following:

- The development of parking management information systems with an increasing focus upon the delivery of data and analytics capability.
- The integration, supply and maintenance of the vehicle sensing technologies.
- The design, development and support of handheld enforcement applications.

Relevant Experience:

- Deployment of PEMS Parking Machines – City of Maribyrnong – 5 years - $750K
- Deployment of sensors as well AutoISSUE enforcement assistance – Central Coast – 5 years - $350K
- Deployment of in-ground sensors – City of Canada Bay – 5 years - $1M

Note 1: The higher the price score – lower the tendered price.
Note 2: The higher the non-price score – represents better capability and capacity to undertake the service.

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

The capital and recurrent funding requirement for the purchase, installation, licencing and maintenance of 1,006 sensors with the integrated monitoring system in the Dandenong CAD is $508,670.37 Incl. GST.

An annual recurrent cost for the sensors and the associated system will apply after the first three years - based on the third year's quoted licencing and maintenance cost plus a CPI increase. Provision for the annual recurrent costs beyond the third year will need to be accommodated in council's future recurrent budgets.

Note: Schedule of Rates – A schedule of rates contract is one under which the amount that is payable to the contractor is calculated by applying an agreed schedule of rates to the quantity of work that is actually performed.

Lump Sum – A lump sum contact or a stipulated sum contract will require that the supplier agree to provide specified services for a stipulated or fixed price.

Social Procurement

The preferred tenderer plays a role in assisting staff from disadvantaged backgrounds.

Environmental

The preferred tenderer is certified ISO14001. Developed and implemented a circular, 'life-cycle' environmental management process whereby all system components including in-ground sensors, surface mount sensors and interface. In-ground sensors are designed to have a 5-7 year life. At the end of this period the sensor housing can be cut open and the primary lithium battery removed from the printed circuit board.

Consultation

A number of Council business unit were involved in the preparation of the tender brief. Input at the tender evaluation phase included active representation from the two principal department stakeholders at senior officer level as well as an officer from Contracts (procurement) and one from Project Management.

Consultation with traders will take place during the phased implementation.

4.1.2 Contract No. 1920-57 Implement Parking Sensors (Stage 1 of 3) (Cont.)

Conclusion

At the conclusion of the tender evaluation process, the evaluation panel agreed that the tender submission from **Reino International Pty Ltd trading as** Duncan Solution Australia (Duncan) is an Australian-owned organisation operating since June 1997 and specialise in the provision of parking management and enforcement technologies for State and Local Government authorities. It is recognised across Australia as a market leader in the following:

- The development of parking management information systems with an increasing focus upon the delivery of powerful data and analytics capabilities.
- The integration, supply and maintenance of the vehicles sensing technologies.
- The design, development and support of handheld enforcement applications.

represented the best value outcome for Council and should be accepted due to:

1. Their conforming tender, which is within Council's budget estimate and allocation.
2. Best practice/marking leader nationally in the industry.
3. Duncan's parking sensing technology and management information system delivers sound data capture and storage enabling detailed traffic analysis such as temporal occupancy.
4. The demonstrated level of experience of staff and sub-contractor resources available.

Recommendation

That Council:

1. awards Contract No. 1920-57 Implement Parking Sensors (Stage 1 of 3) to Reino International Pty Ltd trading as Duncan Solution Australia Pty Ltd for a Fixed Lump Sum of Five Hundred & Eight Thousand, Six Hundred & Seventy Dollars and Thirty-Seven Cents ($508,670.37) including GST of $4,6242.76 including a 3 years Maintenance period;

2 signs and seals the contract documents when prepared.

CONTRACTS

CONTRACT NO. 1920-57 IMPLEMENT PARKING SENSORS (STAGE 1 OF 3)

ATTACHMENT 1

CONTRACT INFORMATION (CONFIDENTIAL)

PAGES 4 (including cover)

This attachment has been deemed confidential by the Chief Executive Officer under section 77(2)(c) of the Local Government Act 1989 and section 125(1) of the Local Government Act 2020 and has not been provided within the Public Agenda.

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

4.2 POLICY AND STRATEGY

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030

File Id:	A6716661
Responsible Officer:	Director City Planning, Design and Amenity
Attachments:	Greater Dandenong Climate Emergency Strategy 2020-30 Greater Dandenong Climate Emergency Action Plan 2020-30

Report Summary

A Council resolution is sought to adopt the **Greater Dandenong Climate Emergency Strategy 2020-30.**

The proposed **Greater Dandenong Climate Emergency Strategy 2020-30** provides a strategic framework and roadmap to guide the City of Greater Dandenong to become a resilient, net-zero carbon city by 2040. The Strategy is supported by an Action Plan that outlines Council's commitment to addressing climate change over the next five years.

The Strategy has been developed through extensive internal stakeholder engagement and two rounds of community consultation. A total of approximately 1,070 submissions and comments were received through both rounds of community consultation undertaken in 2019 and 2020.

This report provides an overview of:

- The context and background research undertaken in the development of the draft strategy
- The consultation process that occurred during the two stages of public consultation and a summary of the feedback.
- The proposed **Greater Dandenong Climate Emergency Strategy 2020-30**.
- The Action Plan's key actions and outcomes to support implementation of the Strategy.

Recommendation Summary

This report recommends that Council adopt the **Greater Dandenong Climate Emergency Strategy 2020-30.**

Background

Council formally recognised the urgent need for climate action on the 28th of January 2020, by unanimously declaring a Climate and Ecological Emergency. Through this declaration, Council has voiced support for the Paris Agreement of 2016, and committed to playing its part in capping rising global average temperatures at no greater than 1.5°C compared to pre-industrial levels.
In June 2016*,* Councillors adopted the *Greater Dandenong 2016-30 Sustainability Strategy.* Adoption of the Sustainability Strategy reflected an acknowledgment of the growing necessity for sustainable development in local government, the importance of sustainability to the community as well as providing a framework for the City of Greater Dandenong to achieve its vision of becoming one of the most sustainable cities in Australia by 2030. Additionally, the Sustainability Strategy drew attention to the urgent need for comprehensive, strategic action addressing the impacts of climate change on Greater Dandenong's environment, economy, and broader society. For Greater Dandenong, there was a need for Council to take on a leadership role for the community's response to climate change, as:

- vulnerable people in the community are at even greater risk from the impacts of climate change
- businesses generally have yet to fully analyse the full impacts of climate change risks on business risk factors.

In 2018, Council engaged consultation specialists to assist in developing a detailed evidence base to guide the development of the Climate Emergency Strategy and its supporting Action Plans. The four background reports prepared were:

- Climate Change Action - Gap Analysis Evaluation Report (February 2019)
- Literature Review and Discussion Paper (May 2019)
- Greenhouse Gas Emissions Profile and Mitigation Report (October 2019)
- Climate Change Risk and Adaptation Analysis Report (February 2019)

These four background reports were prepared to provide a detailed analyse of climate change at the local context, to facilitate the approach to mitigating both local emissions and risk factors. These reports findings were used to inform:

- the development of key issues tested through *Initial Public Consultation* undertaken in 2019
- the *Draft Climate Change Strategy* publicly exhibited in 2020 (subsequently renamed the Climate Emergency Strategy in response to Council's declaration of a climate emergency.

To provide transparency, these four background reports were made available to the community as part of the public exhibition of the *Draft Climate Change Strategy* in March 2020.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

As part of the development of the *Climate Emergency Strategy and Action Plan*, the background research also assessed Council's current capacity to plan and respond to climate change risks through its existing strategies, operational controls and infrastructure. Specific areas of focus included:

- Operating framework
- Development and implementation of a climate change strategy
- Risk assessment
- Financial impact analysis
- Vulnerability assessments

In response, the *Climate Emergency Strategy Action Plan* includes measures to further strengthen these areas to facilitate a whole of organisation response by Council to climate change.
The development of the *draft Climate Emergency Strategy* represents a two-year process of detailed research, analysis, engagement, planning and investment by Council. In addition, the Greater Dandenong community, Council officers, and other relevant stakeholders were extensively consulted during the development of the draft Climate Change Strategy, with their feedback incorporated into the draft *Greater Dandenong Climate Emergency Strategy 2020-30.*

Proposal

The draft *Greater Dandenong Climate Emergency Strategy 2020-30* provides a strategic framework of actions for mitigation and adaption to the impacts of climate change, both across Council's operations and for the broader municipality. The strategy provides a clear vision for council to respond to climate change, supported by a series of headline targets.

The *Greater Dandenong Climate Emergency Strategy 2020-30* has the following vision for the City of Greater Dandenong:

The City of Greater Dandenong is a resilient, net zero carbon city.

The Climate Emergency Strategy is based on eight key themes:

(1) Leadership and Governance

(2) Community Wellbeing and Culture

(3) Business and Economy

(4) Energy and Buildings

(5) Biodiversity and Green Spaces

(6) Transport and Movement

(7) Assets, Infrastructure and Land Use Planning

(8) Waste and Resources

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

For each of these key themes, a series of objectives, targets and actions have been developed. Where Council has direct operational control, corporate objectives and targets have been identified. For those areas outside of Council's direct operational control, community objectives and desired targets have been identified through which Council can support the community. These actions recognise that adapting to and mitigating the impacts of climate change are not achievable by any one party alone – extensive collaboration is required.

In order to achieve Council's vision of a resilient, net zero carbon city, the following key outcomes/actions of the Strategy include:

Actions to embed climate emergency responses into its operations:

- Achieve net zero carbon emissions for Council by 2025, primarily through:
    - Increased energy efficiency
    - Increased renewable energy generated across Council's assets
    - Sustainability of new buildings (design and operation)
    - Entering into a Power Purchase Agreement to provide Council's electricity needs from 100% renewable sources
- Increase internal awareness and planning to reduce risks to Council's operations and services
- Address the vulnerability of Council assets and services to climate risks and impacts on operations, service delivery and finances
- Embed climate change into Council's risk and financial management decision-making processes and key governance documents
- Build Council's capacity to respond, including long-term sustainable financing strategies to fund mitigation and adaptation measures
- Increase availability and uptake of low-carbon transport options
- Advocate for:
    - Increased clarity on the responsibilities and legal liabilities of local governments with regards to climate change
    - Support to help increase capacity of local governments to carry out their responsibilities
    - Increased regional collaboration to maximise both efficiencies and the effectiveness of outcomes.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Actions to support our community in response to the climate emergency:

- Increase community awareness of climate change to mobilise community action
- Increase community engagement and response to climate change
- Building capacity of residents and businesses to respond to climate change
- Increase community resilience to extreme weather events
- Develop a cooler, greener city to reduce the Urban Heat Island Effect
- Improve sustainability and liveability outcomes for new buildings through the planning process, progressing to net zero carbon buildings
- Increase energy efficiency and uptake of renewable energy by businesses and households
- Advocate for:
    - Stronger Federal and State renewable energy targets
    - Increased resilience to key national, state and regional infrastructure critical to local community needs
    - Required regional waste recovery infrastructure and associated services
- Maximise business opportunities in the renewable energy space.

Implementation of the Strategy will be delivered through specific actions identified in the Action Plan as well as implementation of the various Council supporting policies, strategies and plans that relate to each of the eight themes.

Council's corporate reporting system will provide the framework for the annual monitoring and reporting of the Action Plan's implementation. Progress on the actions in the Action Plan will be reported publicly through an Annual Summary Report. The report will provide a summary of the key achievements of the past 12 months and progress to date. The scale and complexity of the challenge created by the climate emergency requires that we all work together as the actions of individuals, sectors or governments cannot solve it alone.

Implementation of this Strategy will require substantial changes to the way that Council and its community address climate change, in particular:

1. Council to take an integrated 'whole-of-organisation' approach to climate change across its own operations
2. Council to support its community to lead effective responses to climate change. Council recognises that while everyone has a role to play, it must demonstrate leadership and empower others to act
3. Community Mobilisation: Consultation with the community identified a range of barriers to taking effective action in tackling climate change. By working to reduce these barriers, Council can assist the community to reduce its carbon emissions and prepare for the unavoidable impacts of climate change. The community identified that there is a need for more information and education programs on relevant environmental issues. Recognising that we need to do more to

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

increase both community awareness and action, Council will focus on increasing engagement with our residents and businesses, including our culturally and linguistically (CALD) community members and those with low income levels. This will be achieved through delivery of the *Climate Emergency Community Engagement & Mobilisation Plan*, a direct action from the Strategy which will be completed in 2020-21.

To further Council's ability to effectively mobilise the community and others, the Climate Emergency Action Plan focusses for the first few years on building Council's capacity by putting in place measures that aim to:

- Create a united corporate culture working towards a common goal
- Increase awareness across Council of the impacts and risks from climate change on Council's assets, operations, services and finances
- Embed consideration of the climate emergency into Council's strategic documents and day to day decision making processes
- Better understand the financial implications of climate change on Council's assets and services and appropriate funding mechanisms
- Increase collaboration with key partners and stakeholders.

This approach is striving to create the 'whole-of-organisation' response to the climate emergency required to achieve the best outcomes for the municipal community, including future generations.

To support this, the Action Plan specifically includes a number of new measures that aim to build the foundations for future programs and activities that target building the community's capacity to respond to the climate emergency and to help drive the transformational change required. These include:

- Identifying opportunities to increase community awareness
- Engaging with Council's existing community advisory committees to help ensure equitable outcomes that support the vulnerable members of our community
- Engaging with local business and industry leaders to accelerate responses that support the economic viability of local businesses.
- Working collaboratively with key partners to assess the most effective measures for local governments to achieve their community emission reductions targets.

It is proposed that the Strategy will be formally reviewed in ten years, 2030. This formal review and update will provide the opportunity for Council to establish new priorities, refine the key objectives and where necessary update key targets, through broad community consultation.

An internal operational evaluation of this *Climate Emergency Strategy* and *Action Plan* will occur after 5 years (2025-26) to enable a review of the effectiveness and relevance of the objectives and actions. A report on the five-year evaluation and review will be tabled at a Council meeting for noting.

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – 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
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

Opportunity

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

Council Plan 2017-2021

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:

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:

Related Council Strategies

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

- Greater Dandenong Planning Scheme
- Relevant Asset Management Plans
- Road Management Plan 2018-2022
- Urban Tree Strategy 2018 – 2028
- Municipal Emergency Management Plan 2018
- Cycling Strategy 2017
- Integrated Transport Plan 2017 – 2022
- Community Wellbeing Plan 2017 – 2021
- Sustainable Stormwater Strategy 2017
- Digital Strategy 2016
- Sustainability Strategy 2016 – 2030
- Walking Strategy 2015 – 2023
- Community Hub Framework 2015
- Fire Management Plan 2015-17
- Regional Food Strategy 2015 – 2018
- Language and Communication Framework and Action Plan 2015
- Community Development Framework 2015
- Arts and Cultural Heritage Strategy and Action Plan 2015
- Long-Term Financial Strategy 2015 - 2020
- Asset Management Strategy 2015 - 2022
- Community Safety Plan 2015 – 2022
- Children's Plan 2015 – 2019
- Regional Food Strategy 2015 – 2018
- Waste and Litter Strategy 2015 - 2020
- Housing Strategy 2014
- Sport and Active Recreation Survey 2014 – 2019
- Risk Management Strategy 2014 – 2018
- Green Wedge Management Plan 2014
- Local Economic and Employment Development Strategy 2011
- Open Space Strategy 2009
- Sustainable Water Use Plan 2008

Related Council Policies

- Asset Management Policy
- Fixed Asset Accounting Policy
- Investment Policy
- Community Engagement Policy and Framework
- Community Response Grants Policy
- Community Funding Partnership Policy
- Diversity Access and Equity Policy
- Healthy Eating Policy
- Occupational Health and Safety Policy
- Human Rights and Equal Opportunity Policy
- Local Economic Development Policy
- Plastic Use Policy
- Procurement Policy
- Public Car Share Policy
- Public Electric Vehicle Charging Infrastructure Policy
- Risk Management Policy

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

The draft *Climate Emergency Strategy 2020-30* identifies a number of strategic actions to be implemented over the next five years subject to funding and resources. Many of the actions included within the draft *2020-2030 Climate Emergency Strategy* are part of the current Annual Budget and Long-Term Financial Strategy.

Where possible, strategic actions identified in the Action Plan contained within the Strategy include allocated budget to deliver that action. Where budget figures are present, these are either existing allocated funds or estimated funds that have been approved as part of the 2020/21 financial year budget.

Future budget and resource implications for the Strategy will be subject to approval on an annual basis. A budget and resource submission for implementation of measures identified in the Action Plan contained within this strategy will be reviewed as part of the Council's annual budget process.

Consultation

Council undertook extensive organisational, stakeholder and community consultation during the development of the Strategy. Council's Community Engagement Policy and Framework provided guidance during consultation.

Internal engagement

An internal Project Steering Group, made up of representatives from each of the five directorates, has provided feedback and guidance on the development of the draft Strategy and Action Plans.

Representatives from each of the directorates attended workshops which were used to inform the development of the background reports, with the draft background reports circulated broadly to these attendees and others across Council for feedback. As part of the preparation of the Draft Strategy & Action Plan, individual theme sections were circulated to relevant Council staff and teams for their feedback.

Councillors were briefed on the development of the draft Strategy at different milestones through both presentations at Councillor Briefing Sessions and through InfoSum reports. The Councillors also participated in two workshops and a presentation that assisted in refining the direction of the draft strategy, which are outlined below.

Briefings provided to Councillors during the development of the Climate Emergency Strategy:

9 / 7 2018	InfoSum – Commencement of Climate Change Strategy
16 / 7 / 2018	Pre CBS Workshop – Initial Councillor Workshop
15 / 10 / 2018	CBS Presentation – Project Overview
4 / 2 / 2019	Pre CBS Workshop – developing *Initial Public Consultation* stage messages and questions
4 / 3 / 2019	CBS Presentation – Project update and *Initial Public Consultation* approach
2 / 12 / 2019	CBS Presentation – Draft Strategy presentation in preparation for public consultation
4 / 3 / 2020	InfoSum – Commencement of Public Exhibition of the Draft Climate Change Strategy
1 / 6 / 2020	CBS Presentation – Specialist consultant – LGA Climate risk through a finance and liability lens
23 / 6 / 2020	InfoSum – Exhibition of the Draft Climate Change Strategy – Community Consultation Summary

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Community and Stakeholder Consultation

Extensive stakeholder and community consultation was undertaken in two rounds in 2019 and 2020. A total of approximately 1,070 cumulative submissions and comments were received, and this feedback has assisted to finalise the Strategy for Council approval. A summary of the consultation process is outlined below.

An initial round of consultation was undertaken over a six (6) week period from the 21 March to the 3 May 2019. To facilitate the process, a survey with five key questions was prepared seeking to understand the community's concerns with regards to climate change and their views on the priority areas for action. Feedback gathered from the initial consultation, combined with extensive internal consultation within Council guided the development of the draft version of the Strategy.

A second round of consultation was undertaken over a four (4) week period from 24th February to 20th March 2020 to present the draft version of the Strategy and its vision for accelerated climate action to the community. A survey formed the basis for the community to provide open feedback on the *Draft Climate Change Strategy*.

Feedback from both stages of community consultation has been incorporated into the final version of the Strategy.

The combined consultation involved meeting with many different stakeholders representing a broad cross-section of the community. This included residents, businesses, community groups, schools and visitors. In addition, community representatives who are members of Council's Sustainability Advisory Committee have provided input and guidance during both rounds of community consultation, including at the completion of various milestones during the development of the Strategy. The various engagement methods have been outlined below.

General promotions:

- Articles in City of Greater Dandenong News magazine
- Flyer mailed out with Council's Rates Notice to over 35,000 households (28 February 2019)
- Articles in 'Talking Business'
- Article in the Bushland Events Calendar (January to June 2019)
- Eight-page Climate Change information booklet
- Displays at Customer Service centres, libraries and key Council facilities
- Notices on Council's website and social media
- E-mail sent directly to over 700 contacts in Council's Bushland & Sustainability Team contact database
- Emails to those registered to receive information on the *Draft Climate Change Strategy*, including other past sustainability / environment consultation and engagement activities.

Event promotions:

- Environment and Sustainability Youth Forum (21 March 2019)
- Sustainability Festival (7 April 2019)

- The Big Picnic (1 April 2019)
- Discover Dandenong Creek Festival (11 April 2019)
- Cinema in the Square (15 March 2019)
- Dandenong West Community Festival (22 March 2019)
- Dandenong Primary School Play Group (29 April 2019).

School/community group presentations:

- Children's Forum (October 2018)
- Youth Forum (March 2019)
- Athol Road Primary School (May 2019)
- Cornish College (22 May 2019)
- Greater Dandenong Volunteer Network (26 February 2019)
- Positive Ageing Committee (14 March 2019)
- Greater Dandenong Sustainability Reference Committee (Various)
- Dandenong National Seniors Club (16 May 2019)
- South East Seniors Club Leadership Group (11 April 2019)
- Noble Park Diabetic Support Group (11 June 2019)
- Noble Park Probus Club (1 July 2019)

Programs:

- The Climate Changers program for young people aged 16 – 25 (July – November 2019)

Responses received from the initial round of consultation in 2019 are summarised below.

- 897 survey responses (138 online via SurveyMonkey, 759 via hardcopy)
- 123 formal submissions (online via Jotform)
- 1,541 people were reached through Facebook:
    - 27 engagements
    - 5 likes or shares
    - 22 post clicks
    - 6 link clicks

General feedback from the initial consultations and submissions to inform the development of the draft version of the Strategy indicated that the community:

- Is worried about climate change (92% of survey respondents)
- Think it is important that the City of Greater Dandenong take action (94% of survey respondents)
- Feel that strong targets should be set that aim to help keep rising temperatures associated with climate change to 1.5°C or below compared to pre-industrial levels.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Identified top priority areas include:

- Increasing awareness of climate change
- Planting more trees in open space and protecting biodiversity
- Reducing waste to landfill
- Increasing energy efficiency to help reduce bills
- Increasing uptake of renewable energy
- Support for sustainable transport and electric vehicles
- Advocating for action on climate change
- Zero emission buildings

Responses received during the public exhibition period in 2020 are summarised below.

- 35 comments received via email
- 15 survey responses (14 online via SurveyMonkey, 1 via hardcopy)

The majority of responses supported the Draft Strategy, with comments focused on strengthening the targets and specifying relevant actions to be implemented to achieve the Council and Community Emissions 2040 target. Only two responses received opposed the Draft Strategy, however no additional information or commentary was provided to support their submission.

A summary of the community feedback received on the exhibited Draft Strategy is highlighted below:

- Commending Council for their efforts to address the threat and impacts of Climate Change
- More emphasis needs to be placed on the climate emergency declared by Council on 28 January 2020 (i.e. more ambition and stronger language)
- Requires more detail on addressing community emissions reductions to meet the 2040 target of zero community emissions.
- More information on how targets will be identified, tracked, monitored and funded across all themes. This must be included in any supporting action plan.
- Most submissions focused on Council's efforts to reduce energy use across the municipality, but also biodiversity protection and enhancement including increasing vegetation cover on council and private land.

Two separate consultation summary reports have been completed that reflect the approach and outcomes from both rounds of community consultation. The information received during these two stages of consultation, was highly valuable, with many comments and suggestions informing the development of the proposed *Greater Dandenong Climate Emergency Strategy 2020-30*.

Conclusion

The Greater Dandenong Council has formally recognised that the current levels of global warming, and future warming already committed, constitute a climate emergency requiring an emergency response by all levels of government, including local government, to reduce greenhouse gases and meet the lower target of the Paris Agreement to keep global warming below 1.5 degrees.

In response, the *Greater Dandenong Climate Emergency Strategy 2020-30* sets out the long-term vision for a resilient and net carbon zero City and provides the strategic framework necessary for Council to adapt to and mitigate risks associated with climate change, with associated goals, objectives, targets and areas of focus across eight themes.

The Strategy's *Action Plan* outlines mitigation and adaptation actions for implementation by Council, as well as the community and other key stakeholders, that will facilitate the achievement of the *Climate Emergency Strategy's goals, objectives and targets.*

Council's response to the climate change, through the implementation of the *Greater Dandenong Climate Emergency Strategy 2020-30 and Action Plan,* will continue to be emphasised as a key priority in the next Council Plan.

Recommendation

That Council adopts the Greater Dandenong Climate Emergency Strategy 2020-2030 and Action Plan in the form of Attachment 1.

POLICY AND STRATEGY

GREATER DANDENONG CLIMATE EMERGENCY STRATEGY 2020-30

ATTACHMENT 1

GREATER DANDENONG CLIMATE EMERGENCY STRATEGY 2020-30

PAGES 55 (including cover)

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

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

GREATER DANDENONG
CLIMATE EMERGENCY STRATEGY
2020 - 2030

CLIMATE CHANGE
Think globally, act locally



GREATER DANDENONG
City of Opportunity

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

CLIMATE CHANGE
Think globally, act locally

"As a student, in the City of Greater Dandenong, I know that taking action as soon as possible, and educating the younger generations and older generations alike will instil an attitude in the citizens of this city that will ultimately benefit us all.

Climate change and global warming are very real issues that pose a very real threat. Every day that we deny the fact, is a day closer to the point of no return. By advocating for change & educating the people now, we may still have a chance to prevent the future generations from having to suffer from the mistakes of the past.

We must preserve the quality of life. By tackling climate change, Greater Dandenong will be setting an example for the younger generations and making a start in bettering our ways.

There has to be a beginning. If nobody is willing to take the first step, then we will never change."

- MOLLY BRUCE - Youth resident of the City of Greater Dandenong

3

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

On behalf of the City of Greater Dandenong and its Councillors, I am pleased to present our Climate Emergency Strategy.

Climate change is the greatest challenge of our time. Council has acknowledged we are in a climate emergency and ecological emergency. It is an issue that is already impacting the City of Greater Dandenong and our community, especially the vulnerable and disadvantaged.

This strategy is a major commitment from Council and demonstrates our willingness to take collective action to tackle climate change.

By addressing climate change and taking advantage of the opportunities associated with becoming a zero-carbon city, the city of Greater Dandenong will benefit economically, socially and environmentally.

Cr Jim Memeti (Mayor)

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Contents

Forward from the Mayor 2
Executive Summary ..... **Error! Bookmark not defined.**
Implications of the COVID-19 pandemic for the Climate Emergency Strategy 2
Developing the Strategy 2
Climate change - what is it and how is it affecting us? 2
Global, National and State efforts to tackle climate change 2
Victorian local government policy context 2
Why it is important for Greater Dandenong to act 2
An Opportunity space for Greater Dandenong 2
Climate change responses – Mitigation and Adaptation 2
Mitigation - Council's carbon emissions 2
What Council has been doing to reduce its carbon emissions 2
Mitigation – Community carbon emissions 2
Mitigation – Pathway towards zero carbon community emissions 2
What Council has been doing to support our community in reducing carbon emissions 2
Adaptation – identifying climate risks 2
Adaptation – how Council has been supporting resilience 2
How will this Strategy be implemented? 2
Strategy Themes 2
Theme 1: Leadership and Governance 2
Theme 2: Community Wellbeing and Culture 2
Theme 3: Business and Economy 2
Theme 4: Energy and Buildings 2
Theme 5: Biodiversity and Open Space 2
Theme 6: Transport and Movement 2
Theme 7: Assets, Infrastructure and Land Development 2
Theme 8: Waste and Resources 2
Council's supporting strategic documents 2
Terms ..... **Error! Bookmark not defined.**

CLIMATE CHANGE
Think globally, act locally

Our Vision

The City of Greater Dandenong is a resilient, net zero carbon emissions city.

Headline Targets

As part of our commitment to addressing climate change, Council proposes the following headline targets:

Becoming a Net Zero Emission Council by 2025	**100% renewable energy for council by 2025**	**Becoming a Net Zero Emission City by 2040**	**A resilient and active community prepared for the challenges of a changing climate**

Our Context

Climate change is here, and its impacts are already affecting our environment, our society and our economy. While global efforts to tackle climate change are increasing, the science is clear that these efforts are not enough to keep climate change from affecting life on earth in increasingly severe ways. With climate change already impacting our day to day lives, we need stronger, urgent action in response to the Climate Emergency we are facing. This action needs to focus on achieving zero net carbon emissions as well as preparing for the unavoidable impacts of climate change. Recognising this, Greater Dandenong City Council joined a growing number of cities around Australia in January 2020 a by declaring a 'Climate and Ecological Emergency'', committing us to emergency action on climate change.

While Council can influence climate related outcomes, it cannot do it alone. If we are to achieve this vision, we need to provide leadership that helps mobilise our community, other levels of government, our partners and key stakeholders to act.

To further Council's ability to effectively mobilise the community and others, the first few years of the *Climate Emergency Action Plan* focus on building Council's capacity by putting in place measures that aim to:

- Create a united corporate culture working towards a common goal
- Increase awareness across Council of the impacts and risks from climate change to Council's assets, operations, services and finances
- Embed consideration of the Climate Emergency into Council's strategic documents and day to day decision making processes
- Better understand the financial implications of climate change on Council's assets, services and funding mechanisms
- Increase collaboration with key partners and stakeholders

This approach is striving to create the 'whole-of-organisation' response to the Climate and Ecological Emergency required to achieve the best outcomes for the municipal community, including future generations.

To support this, the *Climate Emergency Action Pla*n specifically includes a number of new measures that aim to build the foundations for future programs and activities, target the building of the community's capacity to respond to the Climate Emergency and facilitate the transformational change required. These include:

- Identifying opportunities to increase community awareness
- Engaging with Council's existing community advisory committees to help ensure equitable outcomes that support the vulnerable members of our community
- Engaging with local business and industry leaders to accelerate responses that support the economic viability of local businesses
- Working collaboratively with key partners to assess the most effective measures for local governments to achieve their community emission reductions targets.

Executive Summary

Key Priorities

As part of our commitment to addressing climate change, Council has identified the following key priorities over the next 5 years:

Focus of Council's efforts across its own operations	*Focus of Council's efforts to support our community*
Demonstrating leadership	
Creating a united corporate culture responding to climate change	Working with our community to develop common shared values supporting climate change action
Increasing awareness and engagement	
Assessing the vulnerability of Council's key assets and services to the impacts of climate change	Preparing a *Climate Emergency Engagement and Mobilisation Plan* to increase community awareness and engagement
Increasing capacity and resilience	
Embedding climate change into Council's risk and financial management decision-making processes and key governance documents	Working collaboratively with partners and keys stakeholders to increase community resilience
Doing our fair share to reduce emissions	
Setting a target to achieve net zero carbon emissions across Council's operations by 2025 New Council Buildings to be net zero carbon emissions Increasing generation of renewable energy	Setting a target to achieve net zero carbon emissions across the municipality by 2040 in line with the Paris Agreement Increasing the energy efficiency of new buildings Increasing the uptake of renewable energy by residents and businesses
Advocating on behalf of our community	
For the Federal and State Government to: • Declare a climate emergency • Drive emergency action to keep global warming below 1.5ºC • Establish a National Climate Response Plan involving the three levels of government • Clarify local governments roles and responsibilities in responding to the climate emergency	For the Federal and State Government to provide increased support that meets the needs and priorities of the community For partners and stakeholders to increase support for our community, in particular those who are more vulnerable For increased engagement by business and industry leaders to support local business to maintain viability and be more sustainable For community-led climate action and advocacy

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Executive Summary

Our Themes & Goals

Council has identified eight key themes, with a goal for each theme. This Strategy outlines the Objectives, Targets and Areas of Focus for each of these themes. The Action Plan outlines the Actions Council will be taking over the next five years as it works to achieve the Strategy's Targets and Objectives.

Theme	Goal
Leadership & Governance	A city leading its community's climate change response
Community Wellbeing & Culture	A climate resilient city shaped by its community's shared values
Business & Economy	A city with a thriving and resilient net zero carbon economy
Energy & Buildings	A city of energy efficient buildings powered by clean energy
Biodiversity & Open Space	A city that is cool and green
Transport & Movement	A city that is well connected through low carbon transport
Assets, Infrastructure & Land Development	A city with a built environment supporting the community's resilience to climate change
Waste & Resources	A city of low waste through efficient resource use

CLIMATE CHANGE
Think globally, act locally

8

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Executive Summary

Whilst Greater Dandenong Council can influence climate related outcomes, we cannot tackle it alone. We are one piece of the puzzle when it comes to reducing the effects of climate change.

This diagram highlights some key stakeholders and what their 'piece' entails. When compared to the Australian and State governments, local Councils have relatively limited levers of control and resources. However, we all have a role to play in responding to the global Climate and Ecological Emergency. By taking a leadership role and mobilising our community, we can collectively make a significant difference.

CLIMATE CHANGE
Think globally, act locally

GLOBAL COMMITTMENTS

Climate change is a worldwide problem requiring global efforts to address climate change through international collaboration and agreement. The policy measures to meet mitigation reductions set by these agreements are implemented at the national or regional level.

AUSTRALIAN GOVERNMENT

The Commonwealth government is responsible for representing Australia's national interests and response to climate change at the international and national levels. This includes leading national climate change mitigation and adaptation responses and providing sound, high-level scientific information and data.

LOCAL GOVERNMENT (CITY OF GREATER DANDENONG)

Local governments are widely recognised for their efforts in leading climate change action. Their strong local connections and knowledge mean they are often best placed to respond to climate change at the local level.

Councils have a key role to play by adopting climate change mitigation and adaptation policies and practices, targeting both council operations and its services to the community. This includes ensuring local measures are responsive to local needs and priorities.

VICTORIAN GOVERNMENT

The Victorian Government is responsible for managing Victoria's environmental, social and economic wellbeing in the context of a changing climate and supporting the Australian government's policies and actions to address climate change.

COMMUNITY (YOU)

As climate change will increasingly affect almost every aspect of our day to day lives, we all need to do our fair share to reduce carbon emissions as well as manage the risks of climate change impacts on our own assets and activities. Even though everyone's 'piece' may be small, by working collectively together our actions can make a significant difference.

9



Implications of the COVID-19 pandemic for the Climate Emergency Strategy

As a society, we are currently experiencing two concurrent crises — the COVID-19 pandemic, and the Climate Emergency.

At first glance, these two issues might seem unrelated. In fact, they are deeply and profoundly connected. Both crises are manmade, a result of our collective inability to recognise and respect the connections between our society, the ecological systems we rely on, and the organisms we share the Earth with.

The COVID-19 pandemic is affecting many in our community, whether it be directly through illness or through other impacts such as social isolation, disruptions to supplies, or economic downturn and unemployment. It has proved how quickly life as we know it can be disrupted completely, perhaps to never be the same. The fine balance in which we coexist with the world is only a moment away from total chaos at any point in time.

While the impacts of pandemics in recent history became a distant memory, the importance of preparing for a pandemic remained high. However, as the relative likelihood of a pandemic occurring in any given year was considered low, other more pressing issues have been given a higher priority by society.

Similarly, the potential catastrophic impacts of climate change have also long been recognised, but with projections using timeframes extending out to 2070 and beyond, this led many to believe that climate change is a future issue. However, following the devastation caused by the bushfires across Australia in the summer of 2019/20 to our communities, wildlife and landscapes, a collective awakening has occurred as Australians realise that we are already in the midst of a Climate and Ecological Emergency.

We are already experiencing the intense and devastating impacts of an average global temperature approximately 1°C higher than mid 1900s levels. If emissions continue to rise at current rates, global average temperatures will increase by 3-4°C by 2100. We are vulnerable and inadequately prepared for the catastrophic impacts of such a world, and this is why building a climate resilient city and community is so important. A united, knowledgeable and prepared community is a community that can cope with and adapt to the impacts of climate change.

COVID-19 has shown us how vulnerable we are to change, but it has also shown us that we are capable of adapting. The impacts of the pandemic on implementation of this Strategy are still unknown, but we at the City of Greater Dandenong are ready for the challenge.

This is not the time for complacency - **this is the time for action.** For our community. For our future. For ourselves.

Will you join us?

CLIMATE CHANGE
Think globally, act locally

Introduction

Climate change is here, and its impacts are already affecting our environment, our society and our economy. While global efforts to tackle climate change are increasing, the science is clear that these efforts are not enough to keep climate change from affecting life on earth in increasingly severe ways. With climate change already impacting our day to day lives, we need stronger, urgent action in response to the Climate Emergency we are facing. This action needs to focus on achieving zero net carbon emissions as an initial target, followed by working to reduce atmospheric' carbon levels to eventually reduce global average temperatures. Recognising this, in January 2020 Greater Dandenong City Council joined a growing number of cities around Australia by declaring a *'Climate and Ecological Emergency'',* committing us to emergency action on climate change.

While Council has taken action to reduce greenhouse emissions by implementing the 2016 Greater Dandenong Sustainability Strategy, we all need to do much more if we are to do our fair share to limit global warming to 1.5ºC, combat climate change and reduce exposure to the unavoidable impacts of a climate change crisis. In line with global targets to reduce emissions, Greater Dandenong Council is aiming to achieve a net zero carbon emission city through measures focussed initially on efficient use of clean renewable energy sources.

Demonstrating leadership by declaring a Climate and Ecological Emergency and setting a target to become a net zero carbon emission city will provide a range of co-benefits for our community, whether it be through improving the liveability of the city, improving health and wellbeing outcomes, supporting our most vulnerable, protecting and enhancing our biodiversity or working towards a common goal, which can help to generate pride in the community. As the most socio-economically disadvantaged community in Melbourne, we will be more exposed to some of the worst impacts, as the more vulnerable in our community are likely to lack the resources to prepare for or respond to climate change, or to recover from its impacts.

To achieve the best outcomes for the municipality and our community (both current and future generations), Council's and the community's strategic decisions must also include integrated planning for climate change risks and increasing the resilience of the city and community. This will also help place local business and industry in Greater Dandenong to remain viable and being a better and necessary position to take advantage of the economic opportunities that becoming a resilient, net zero carbon emissions city can provide.

The *Climate Emergency Strategy* provides a strategic framework for Council and the community to achieve this vision, by informing decisions and helping to determine plans and activities. The strategy aims to develop a whole of Council response to climate change, building on existing programs and activities to reduce emissions and increase resilience, at both a corporate and community level.

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Developing the Strategy

Origin of the Climate Emergency Strategy

The Climate Emergency Strategy was identified as a priority in the 2017-2021 Council Plan. Commencing in late 2017, the strategy's development has been broken into eight (8) stages and is due to be published in September 2020.

Refer to the project schedule below for details:

Project Stage	Completion Date
STAGE 1 – PROJECT BRIEF COMPLETED	DEC 2017
STAGE 2 – APPOINTMENT OF CONSULTANTS	JUN 2018
STAGE 3a. PREPARATION OF CONSULTATION PLAN	SEP 2018
STAGE 3b. PREPARATION OF BACKGROUND REPORTS: • Literature Review • Gaps Analysis • Mitigation Analysis Report • Adaptation Analysis Report	OCT 2019
STAGE 4 – INITIAL COMMUNITY CONSULTATION	MAR - MAY 2019
STAGE 5 – PREPARATION OF DRAFT STRATEGY PLAN	JUN - DEC 2019
STAGE 6 – PUBLIC EXHIBITION OF DRAFT STRATEGY	FEB - MAR 2020
STAGE 7 – FINALISATION OF STRATEGY	APR - JUN 2020
STAGE 8 – FINAL ADOPTION BY COUNCIL OF STRATEGY	AUG 2020

An evidence base for climate action

In 2018, Council engaged consultants to help establish a detailed evidence base across the four (4) areas outlined below, to help guide the development of the draft Climate Change Strategy and its supporting Action Plan:

- Literature Review & Discussion Paper
- Best Practice Gap Analysis Report
- Greenhouse Gas Mitigation Report
- Risk and Adaptation Analysis Report.

For further information, the four background reports can be found on Council's website.



4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Developing the Strategy

Community Consultation

Initial Community Consultation

An extensive initial round of community consultation was undertaken in March – May 2019. Council asked members of the community to provide a response to questions in a survey on climate change.

Council received 897 survey responses and a further 123 submissions from the community for a total of 1,020 responses.

92%
Are worried about climate change

94%
Think it is important that Greater Dandenong act

Public Exhibition of the *Draft Climate Change Strategy*

A second round of consultation was undertaken over a four-week period from February - March 2020 to present the draft version of the Strategy and its vision for accelerated climate action to the community. A survey formed the basis for the community to provide open feedback on the *Draft Climate Change Strategy*.

Responses received during the public exhibition period in 2020 included 35 submissions via email, and 15 survey responses.

This brings the total number of responses received during both consultation periods to 1,070.

A summary of the feedback received from both rounds of survey responses has been provided on this page.

63%
Want targets of zero carbon emissions before 2050

90%
Want targets of zero carbon emissions before or by 2050

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13

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Climate change - what is it and how is it affecting us?

***Please note**: the quality of all the graphs and figures will be updated during graphic design after adoption by Council*

What is Climate Change? – Climate change is any significant long-term change in expected weather patterns, such as changes in temperature, rainfall and wind.

What causes Climate Change? – A major contributing factor to climate change is caused by greenhouse gases that are part of the earth's atmosphere, increasing because of human activity and causing warming of the planet. Greenhouse gas emissions released into the atmosphere by human use of fossil fuels is also called carbon pollution. As carbon levels have increased in the earth's atmosphere, so too have average global temperatures.

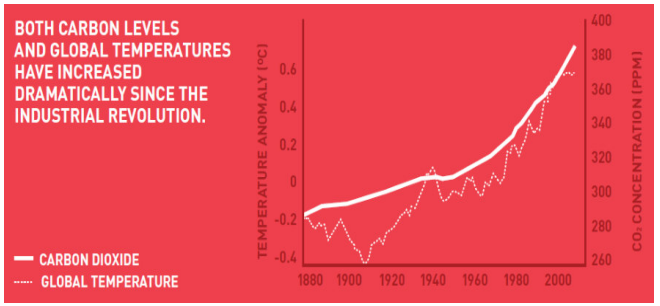
How has earth's climate changed? – While earth's climate has varied greatly throughout its long history, records indicate that the rate of global warming experienced since the start of the 1900s is unprecedented compared to temperatures over thousands of years. The rise in global average temperatures has been accompanied by ongoing rises in ocean temperatures and sea levels. There has also been a reduction in the size of ice sheets and most glaciers.

Carbon dioxide levels are at a record high –

Carbon dioxide (CO_2) levels today are higher than at any point in at least the past 800,000 years. The last time the atmospheric CO_2 levels were this high was more than 3 million years ago, when the temperature was 2°- 3°C higher than during the pre-industrial era, and sea levels were 15-25 metres higher than today.

Who is responsible for carbon pollution?

Human consumption of energy is the **primary** source of carbon pollution. Other key sources include **transport, industry and food production.**



Source: Climate Reality Project

Figure 1. Increases in carbon dioxide and global temperatures



Source: King County, Confronting Climate Change 2017

Figure 2. Increases in greenhouse emissions are warming our planet

CLIMATE CHANGE
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Climate change - what is it and how is it affecting us?

Earth's relatively stable climate over the last 8,000 years, with its regular patterns of rainfall and temperature, have allowed human civilisation to flourish. Changes to these stable weather patterns as a result of climate change will affect all aspects of our lives, including the availability of water, our ability to grow food, and the health impacts arising from extreme weather events.

Average global temperatures have increased by 1°C since 1880 –

In 2018, the earth's average surface temperature was between 0.9 and 1.1°C above average temperatures recorded between 1880 and 1890.

In Australia, nine of the 10 hottest years on record have occurred since 2005. Globally, the 20 hottest years on record have been in the past 22 years. As illustrated in Figure 3 below, the increase in global average temperatures is increasing the probability of hot extremes (including record-breaking days of extreme heat) and cold extremes.

With further warming already locked in as a result of past and future global GHG emissions, we are in a climate and ecological emergency.

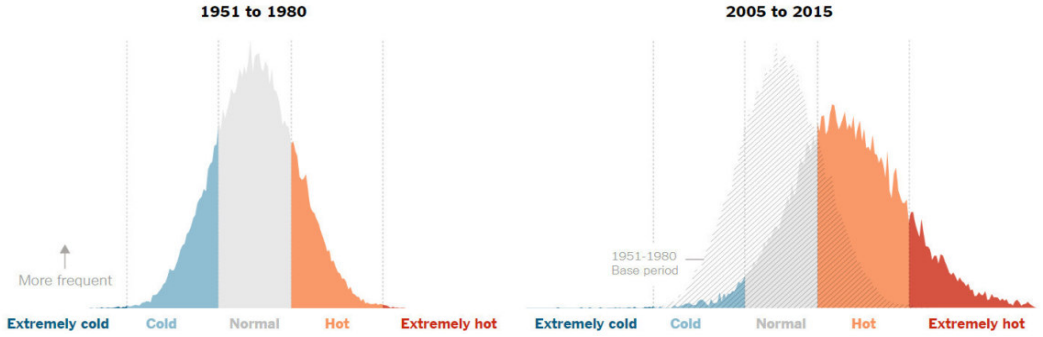
Average temperatures are projected to rise by 3 to 4°C by 2100 –

International targets to tackle climate change aim to limit global warming to 2°C and to pursue best efforts to keep warming to within 1.5°C above pre-industrial levels.

However, **the world is not currently on track to meet this target.** It is estimated that global warming is likely to reach 1.5°C between 2030 and 2052, **if warming continues at the current rate.**

While a global average temperature rise of 3 to 4ºC may not sound significant at first, when you consider how temperature extremes have increased under an average 1ºC temperature rise, the impacts of a 3 to 4ºC average temperature rise on our planet's climate and the ecological systems it supports is predicted to be catastrophic.

Figure 3. The increasing frequency of weather extremes



Source: Colombia University Earth Institute 2016 and New York Times July 2017.

As average temperatures increase, the number of extremely hot days experienced will continue to increase.

15

CLIMATE CHANGE
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Climate change - what is it and how is it affecting us?

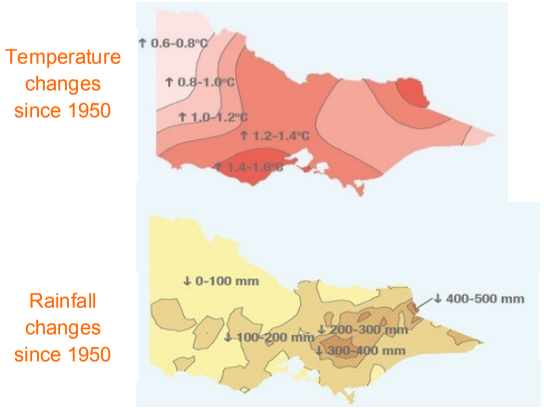
How global warming is changing Victoria's climate

Australia's climate varies – it always has and always will. This variability in our climate means that some periods are hotter and drier, and some periods are cooler and wetter. However, climate change is altering the long-term average, which means that our future climate will be different from our past.

The rate of warming across Victoria has increased since 1950. As illustrated below, the rate of change in temperatures and rainfall varies from region to region. If global emissions continue to rise at their current levels, the projection is that Melbourne's climate by 2050 could be more like the current climate of Wangaratta.

While we already experience weather-related events such as devastating storms, dangerous floods, extended droughts, extreme bushfires and prolonged heatwaves, the intensity and frequency of these events is projected to increase as a result of climate change.

Figure 4. Victoria's changing temperatures and rainfall



How Victoria's climate has already changed:		Projections for Melbourne if emissions continue to rise:
	Increasing average temperatures Over 1°C increase in average air temperature between 1910 and 2018.	**Increase in average temperatures:** **2030** – 0.7°C to 1.2°C **2050** – 1.3°C to 2.3°C (median increase compared to 1986-2005)
	Higher maximum temperatures The average number of days with a mean temperature of 30°C or above has increased significantly since 1950.	**Increase in maximum average temperatures:** **2030** – 1.2°C **2050** – 1.9°C (median increase compared to 1986-2005) **Hot Days** (*above 35°C*): **Current average**: ~8 days a year **2050**: between 13 and 21 days **Hot nights** (*daily min. above 20°C)*: **Current average**: ~6 days per year **2050**: between 13 and 18 days.
	Less Rainfall Average annual rainfall in the Greater Melbourne region has decreased between 100 and 200mm since 1950.	**Decrease in annual rainfall:** 2090 – 20%
	Increased intensity of storm events	While remaining variable, extreme rainfall events are expected to become more intense on average through the century.
	Harsher fire weather Fire weather has become more dangerous and fire seasons have started earlier and become longer.	**Increase in extreme fire weather days each year:** 2050: 42% (Median increase compared to 1986-2005)

Source: Greater Melbourne Climate Projections 2019

16

Global, National and State efforts to tackle climate change



Global Efforts

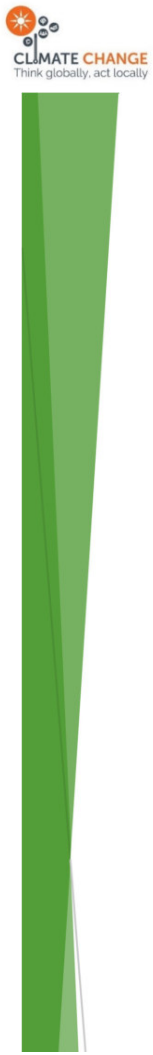
- With clear evidence demonstrating that carbon dioxide levels are rising, the term global warming started appearing in scientific papers in the 1960s. In 1970, carbon dioxide levels in the atmosphere were about 323 parts per million (ppm) and increasing by ~0.6ppm per year.
- With environmental concerns increasing in the 1970s, awareness and fears of global warming increased, eventually leading to the adoption of an international environmental treaty, the United Nations Framework Convention on Climate Change (UNFCCC) at the United Nations 1992 Rio Earth Summit.
- The objective of the UNFCCC is to stabilise greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous human-induced pollutants that interfere with the climate system.
- Building on past global efforts, in 2015, the Paris Agreement was adopted. This agreement's aim is to strengthen the global response to the threat of climate change by keeping a global temperature rise to below 2°C and to pursue efforts to limit the rise to 1.5°C.
- In 2018, the global carbon dioxide levels in the atmosphere had risen to 407 parts per million (ppm), increasing by ~2.5ppm from the previous year.
- In October 2018, the Intergovernmental Panel on Climate Change (IPCC) released a Special Report on global warming of 1.5°C. This report outlined that global warming is likely to reach 1.5°C between 2030 and 2052, if warming continues at the current rate.

Australian Government

- Australia's commitment to the Paris Agreement included a target to reduce greenhouse gas emissions by 26 to 28% below 2005 levels by 2030. This target represents projected cuts of 50 to 52% in emissions per capita against 2005 levels (although Australia's per capita emissions are amongst the highest in the world).
- Key Australian government policies at the national level that shape Australia's response to climate change include the Emissions Reduction Fund, Renewable Energy Target, National Energy Production Plan and the National Climate Resilience and Adaptation Strategy.
- The Australian government's *March 2019 Quarterly Update of Australia's National Greenhouse Gas Inventory* shows despite rises in recent years, Australia's emissions for the year to March 2019 are still 14% below the peak in 2007, and 11.7% below 2005 emissions.

Victorian Government

- The Victorian Government has identified climate change as one of the biggest threats to the future of the State, with warmer and drier conditions projected to have negative consequences for health, infrastructure, agriculture, water and biodiversity.
- The Victorian Government has pledged to lead Victoria to reach zero net zero carbon emissions by 2050.



Victorian local government policy context

Local governments, having long recognised the need to tackle climate change, are widely recognised for leading climate change action around the world. With local governments' strong connections to their communities and their local knowledge, they play a critical role in helping their communities reduce carbon emissions and adapt to climate change. The Victorian Government's policies that help to shape local government response to climate change include:

Climate Change Act

- The Climate Change Act (2017) provides a policy framework to transition Victoria to a zero net carbon emissions pathway that is consistent with the global Paris Agreement and a climate resilient community and economy.
- Legislated targets for emissions reductions were outlined in the Climate Change Act 2017, with a net zero emissions target set for 2050, and interim targets every five years from 2021-2025.
- The Victorian Climate Change Adaption Plan 2017-2020 outlines the states approach to climate change and their efforts to increase resilience in Victorian communities.

Local Government Act

- The Local Government Act of Victoria (2020) provides a framework for Victoria's Councils to operate.
- Recent changes to the Act (the Local Government Bill (2019) refer to the need for Councils to act in the best interest of the community, including future generations and explicitly calls out the need for Councils to promote 'the economic, social and environmental sustainability for the municipal district**, including mitigation and planning for climate change risks'.**

Public Health and Wellbeing Act

- Under the Public Health and Wellbeing Act (2008), local Councils are required to protect, improve and promote public health and wellbeing within their municipality and prepare a Municipal Public Health and Wellbeing plan every four years.
- Under the Climate Change Act 2017, municipal public health and wellbeing plans must have regard to climate change.

The Planning and Environment Act

- The Planning and Environment Act (1987) defines the roles and responsibilities of Councils in responsible use, development and protection of land.
- A Council is required to prepare a Municipal Strategic Statement which must detail key strategic land use objectives and controls in place to achieve these objectives.
- It is the duty of the Council under this Act to ensure that land use is planned and developed in a responsible manner that represents the interest of the local community.

Emergency Management Acts

- The Emergency Management Acts in place in Victoria detail municipal Councils' emergency management responsibilities.
- This includes preparation of Municipal Emergency Management Plans that prepare Councils to handle any type of emergency that may affect the health and safety of its local community.

CLIMATE CHANGE
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Why it is important for Greater Dandenong to act

Climate change is increasingly affecting our environment, society and economy

The increasing effects of climate change will have far reaching impacts on people's lives. Effects involve both direct impacts, such as rises in deaths and health impacts from heatwave events, to less obvious indirect impacts, such as increased risk of food poisoning.

Examples of the ways that changes to our climate affect our environment, community and businesses include:

	Health & Wellbeing	Heatwaves in Australia already kill more people than all other natural disasters.
	Loss of biodiversity	Rising temperatures, droughts, heatwaves and bushfires are having significant impacts on biodiversity.
	Electricity supply & costs	Extreme heatwave events increase energy demand, potentially leading to loss of supply and blackouts.
	Increased need for irrigation	Warmer temperatures and lower levels of rainfall increase irrigation requirements and costs for food production.
	Flood damage	Increased intensity of flood events will affect the ability to obtain insurance in some areas.
	Impacts to buildings and infrastructure	Drought and extreme storm events can damage infrastructure resulting in increased repair and maintenance costs.
	Our use of open spaces	The quality of local open spaces will be affected by reduced rainfall as well as extreme heatwave events on plants.
	Food and water insecurity	Droughts and extreme weather events already affect food production and the price we pay for our food.
	Our economy	With more than half of Australia's food production exported, the impacts of droughts and extreme weather events on food production can have significant impacts on Australia's economy. Loss in productivity from heat stress in Australia is estimated to be $7 Billion per year.

CLIMATE CHANGE
Think globally, act locally

Why it is important for Greater Dandenong to act

The Greater Dandenong Council acknowledges the need to reduce inequalities through responses to climate change

Vulnerable people in the community are at even greater risk of physical harm, including death and significant financial and social impact from climate change. This includes the sick or disabled, the elderly and very young, those who already receive community care, indigenous, low income, socially isolated, and Culturally and Linguistically Diverse communities.

*Update graphic to right side during design

Overall disadvantage

The 2016 Index of Relative Socio-economic Disadvantage ranked Greater Dandenong as the most disadvantaged municipality in

Personal resilience

Residents of Greater Dandenong scored at 5.5 out of 10 for personal resilience – the lowest score in the State.

Unemployment

Unemployment rates in Greater Dandenong reached 10.2% by June 2017 – the highest level in Victoria and nearly twice the metropolitan average of 5.9%.

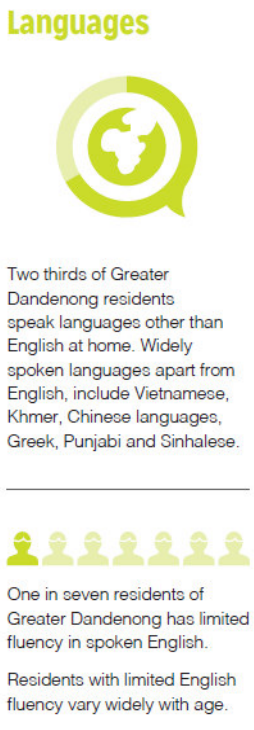
Income

In 2016, median individual weekly gross individual incomes in Greater Dandenong were the lowest in Melbourne.

Homelessness

The number and percentage of homeless persons in Greater Dandenong were the highest in Victoria.





20

CLIMATE CHANGE
Think globally, act locally

An Opportunity space for Greater Dandenong

Opportunity

The global transition to a net zero carbon economy and the physical effects of climate change are driving demand for resilient, low-carbon products.

Opportunities for manufacturing from the transition to a resilient, low carbon economy include:

- More extreme weather events damage buildings, infrastructure and disrupt supply lines. The manufacturing sector can respond by developing and producing more resilient materials used in buildings and infrastructure.
- Opportunities to move towards a low carbon economy are being created by the public and private sectors– increasing demand for renewable energy, battery storage, electric vehicles and other green products.

Source: https://www.qld.gov.au/__data/assets/pdf_file/0024/101697/ernst-young-qld-zero-net-emissions-economy-manufacturing.pdf

Risk

"Most companies have failed to analyse the full impact of climate risk on business risk factors, including strategic, financial, operational, human resources, compliance and legal risks, as well as risks to their supply lines".

Source: https://www.bsr.org/reports/BSR_Resilient_Business_Resilient_World_A_Research_Framework_for_Private_Sector_Leadership_on_Climate_Adaptation.pdf

Greater Dandenong business

$28 Billion
Estimated economic output in 2012

Greater Dandenong's industrial precincts form part of Australia's most significant and productive manufacturing areas and national employment cluster.

Over 50% of Council's rates income is from the commercial and industrial sectors



Local businesses generate many jobs, which makes Greater Dandenong a net exporter of jobs to the broader region.

Manufacturing

Output: $15.5 Billion

The largest industry in Greater Dandenong, producing over half of its total output.

Jobs: 22,853

The largest employer in Greater Dandenong.

21

Climate change responses – Mitigation and Adaptation

Responses to climate change are broadly defined as either:

- **Mitigation -** Reducing greenhouse gas (GHG) emissions that cause climate change; or,
- **Adaptation -** Responding to and preparing for the risks of climate change.

Mitigation

Climate change mitigation includes actions that are taken at a global, national and individual level to reduce the amount of greenhouse gases in the atmosphere and the anticipated negative impacts.

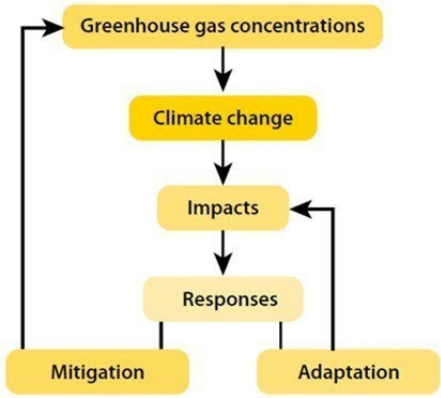
This can be through many different actions, whether it be through increasing energy efficiency, switching to renewable solar energy, the planting of trees, or changing management practices or consumer behaviours. It can be as complex as the urban design of our cities or as simple as changing over to energy efficient light bulbs.

Adaptation

The aim of climate change adaptation is to help individuals, communities, organisations and natural systems to deal with the consequences of climate change that cannot be avoided. It involves taking practical actions to manage risks from climate impacts, protect communities and strengthen the resilience of the economy.

Adaptation actions range in complexity and scale, from planting trees to increase shade; to upgrading stormwater infrastructure to reduce the risk of overflow and associated flooding.

Individuals and businesses have a responsibility for adaptation decisions that reduce climate risks to their assets and livelihoods.



Taking an integrated approach

There is often overlap between what may be considered as a climate change **mitigation** or **adaptation** action. For example, increasing insulation in a building to reduce energy usage and associated carbon emissions (*a mitigation action*) will also help increase the thermal comfort for the building's occupants, increasing their resilience to climate change impacts of higher temperatures and heatwave events on their health (an *adaptation outcome*).

Rather than developing separate Adaptation and Mitigation Strategies, the development of this Strategy has taken a best practice approach, considering adaptation and mitigation in an integrated way to maximise efficiencies and minimise risks.

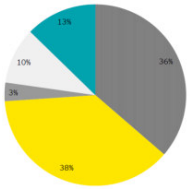
Mitigation - Council's carbon emissions

Council's carbon emissions inventory

Council's corporate greenhouse gas (GHG) emissions inventory for 2018/19 (primarily based on energy bills) identified total emissions to be 14,200 t CO_{2e}, with the breakdown illustrated in Figure 5 below.

Figure 5. Breakdown of the sources of Council's emissions

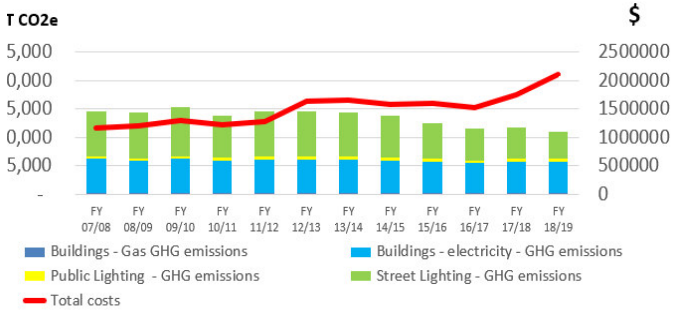
Buildings - electricity	5,462
Buildings - gas	229
Streetlighting	4,777
Other Public lighting	635
Fleet	1,339
Waste	1,758
Total (tCO_{2e})	**14,200**



Please note: Due to data limitations, the scope of Council's emissions inventory is limited to those facilities that Council is directly responsible for paying the accounts.

Council's increased focus on reducing energy use and costs in recent years has helped reduce GHG emissions from its buildings and streetlighting (see Figure 6). Without these initiatives, Council's energy costs would have been significantly higher.

Figure 6. Council's electricity and gas emissions and costs



Council's Target: net zero carbon emissions by 2025

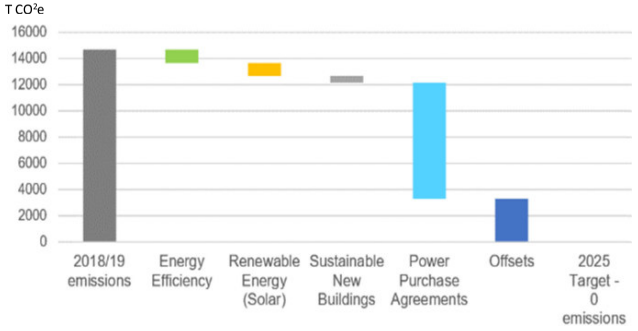
Achieving this target will require Council to:

1. Increase existing measures to reduce energy usage through:
   - prioritising energy efficiency of buildings and streetlights
   - installation of solar systems on new and existing buildings.
2. Implement new measures, in particular:
   - Purchasing offsite renewable electricity for Council's buildings and streetlighting through Power Purchase Agreements (PPA)
   - Offsetting of Council's gas, fleet and waste emissions.

While the emission reductions achieved through these measures will vary depending on resources allocated and specific actions implemented, an indicative level of abatement likely to be achieved by each measure to achieve a net zero carbon target by 2025 is illustrated in Figure 7 below.

Achieving the target of net zero carbon emissions by 2025 is dependent on Council's current efforts to purchase 100% renewable electricity through a PPA for its streetlights and buildings.

Figure 7. Indicative pathway to achieving 2025 zero carbon target



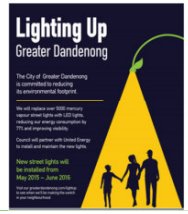
23

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What Council has been doing to reduce its carbon emissions

Focus Area	Actions that Council has undertaken

Energy Efficiency



Lighting Up Greater Dandenong program

The changeover to energy efficient streetlights and improving light quality. Benefits include:

	2013/14	2017/18	Change
Energy Costs	$669k	$499k	25%
OMR Costs	$807k	$544k	33%
CO2	7,673t	5,337t	30%



Building Energy Management Plan 2017

This plan for Council's buildings aims to:

- reduce energy use and costs
- reduce carbon emissions
- increase uptake of renewable energy.

Renewable Energy



Dandenong Civic Centre – 100kW Solar System

Installed in 2019
Generates 20% of the building's electricity needs.

Council's recent installation of solar systems includes

- Shepley Pavilion 30kW (2018/19)
- Springvale Community Hub 250kW (2019/20)
- Operation Centre 85kW (2019/20
- Jan Wilson Centre 50kW (2020/21)
- Dandenong Market 100kW (2020/21)

Sustainable Buildings



Sustainable Buildings Policy 2020

Council's policy establishes sustainability requirements for new council buildings and refurbishments



Springvale Community Hub

Currently under construction, this building will:

- Achieve a 5 Star GreenStar rating
- Achieve net-zero carbon emissions through installation of a 250kW solar system.

Power Purchase Agreements

Power Purchase Agreements (PPAs) A renewable energy PPA involves an energy user making a long-term agreement to pay a fixed price for the electricity generated by a wind or solar farm. PPAs are increasingly being used in Australia to reduce greenhouse emissions, exposure to volatile electricity prices and electricity bills.

Greater Dandenong Council's PPA Project

Greater Dandenong Council is participating with other councils in PPA projects that seek to supply electricity for their buildings and streetlights to:

- lower Council's energy costs
- reduce Council's risks from increases in energy prices
- significantly reduce Council's carbon emission from electricity use.

Carbon Offsets

Carbon Offsets (or Carbon Credits) to reduce Council's corporate emissions – Carbon offsets are generated by an activity that prevents, reduces or removes greenhouse gas emissions from being released into the atmosphere that can then be used to compensate 'offset' emissions occurring elsewhere. Increased energy efficiency and uptake of renewable enable will **reduce Council's overall carbon emissions, however** its use of gas, sits vehicle fleet and waste will **still generate emissions into the future.** For council to achieve zero carbon emissions by 2025, these emissions would need to be offset. Options include: purchasing the required offset each year, or, Council generating their own offsets, through activities such as the planting of trees.

Mitigation – Community carbon emissions

Community carbon emissions profile

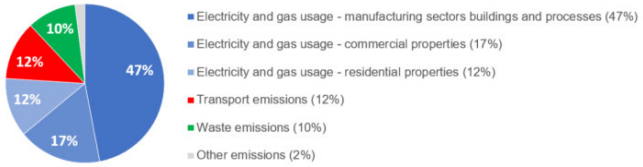
A carbon emissions profile of the Greater Dandenong community was prepared in accordance with the *Global Protocol for Community-scale Greenhouse Gas Emission Inventories BASIC Reporting approach* (GPC Inventory). Full details on the emissions profile can be found in the Mitigation Report available on Council's website.

The analysis identified greenhouse gas emissions from the Greater Dandenong municipality were in the order of 3,950,000t CO_{2e}, with:

- 76% of emissions are associated with buildings' energy use (electricity and gas)
  - 47% from manufacturing sectors buildings' and processes
  - 17% from commercial properties
  - 12% from residential properties
- 12% emissions from transport
- 10% from waste.
- 2% from other.

Figure 8 shows the breakdown of the emissions profile inventory into sub sectors.

Figure 8. Breakdown of community carbon emissions 2016/17



The high carbon emissions (64%) associated with Greater Dandenong's extensive manufacturing and commercial precincts creates an additional challenge for Greater Dandenong to ensure a resilient thriving local businesses sector.

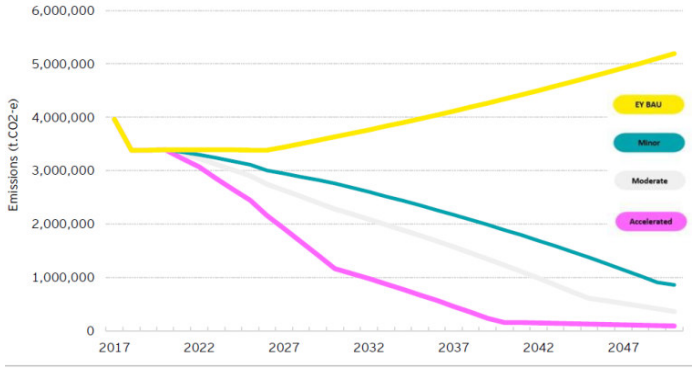
Towards a zero carbon community by 2040

Modelling undertaken indicates that under a 'Business-as-usual' approach, community emissions would be projected to increase, due to a range of factors including population growth (See Background *Mitigation Report* for further details).

Modelling of three different intervention scenarios ('*Minor*', '*Moderate*' and '*Accelerated*') (See Figure 9 below) compared to a '*Business-as usual'* approach indicates that only an '*Accelerated*' intervention approach would achieve emission reductions that:

- Are consistent with the community doing its fair share to keep temperatures below 1.5ºC.
- Better positions the municipality for the likely tightening of state, national and international targets as the full impact of climate change becomes more apparent.

Figure 9. Scenarios for community carbon emissions growth



Mitigation – pathway towards zero carbon community emissions

Collaboration required to achieve a zero carbon community

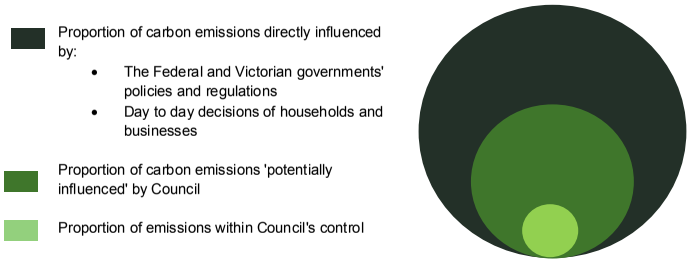
To achieve the accelerated pathway, we, as a community all need to do our fair share. As a large energy user, Council is demonstrating leadership by taking action to reduce its emissions. However, the proportion of emissions within Council's direct control is relatively small, being less than 2% of the municipality's emissions. While Council's ability to directly influence community emissions and control outcomes is limited, there are a range of policy and other levers of control that Council can use to facilitate the reduction of a large proportion of the municipality's emissions.

Compared to local governments, the Federal and State governments have control of a wide range of policy levers that can accelerate the transition towards a zero carbon future. Therefore, it is a key priority for Council to increase its advocacy to the Federal and Victorian governments.

For Australian businesses and households, the cumulative impacts of daily decisions are equally important. These decisions could be as simple as the decision to turn off lights or walk instead of driving, to significant decisions such as the purchase of an energy efficient building. Therefore, a key priority for Council is to mobilise our community.

Figure 10. Key players' influence over emissions

Greater Dandenong's Community Emissions: 3,965Kt CO^2e (2016/17)



Zero carbon community emissions by 2040

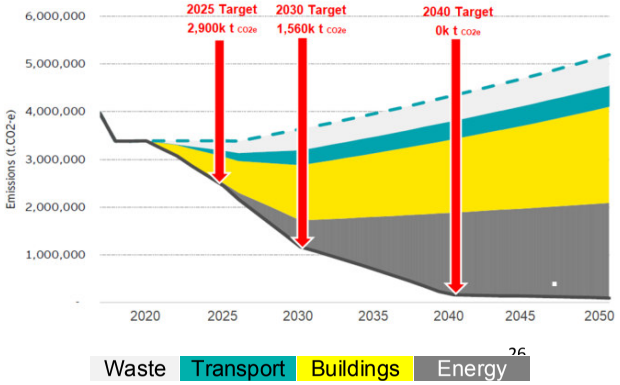
Using the GPC inventory outcomes (See Background *Mitigation Report* for further details), the major sources of carbon emissions in the community emissions profile has been grouped into four (4) main categories:

Buildings | Energy | Transport | Waste (including food).

Within each of these four main categories, a broad range of emission reduction actions have been considered that can be 'scaled up' to assist in achieving the desired target of zero carbon community emissions by 2040 under the 'accelerated' pathway.

The modelling illustrated in Figure 11 below indicates that to achieve the 'accelerated' pathway for community emissions abatement, the greatest reduction in emissions would be achieved through the buildings and energy categories, with less emission reductions achieved through from the waste and transport categories.

Figure 11. Accelerated pathway of action for emissions abatement



Mitigation – pathway towards zero carbon community emissions

Priorities to accelerate community carbon emission reductions

Modelling and analysis have identified that the key priority areas required to achieve zero carbon community emissions by 2040, could be achieved through:

- Strengthened Federal and State renewable energy targets
- All new buildings being carbon neutral by 2030
- All existing buildings being carbon neutral by 2050
- Increased uptake of low emission and electric vehicles.

Key focus areas for Council to support community emission reductions priorities

As outlined earlier, compared to Federal and State Governments, Council has limited ability to directly influence the achievement of the key priorities listed above.

Within Council's levers of control, some of the key focus areas for Council to support an accelerated pathway that leads to emission abatements and reductions are shown in Table 11 below.

Table 1. Council's Key focus areas

KEY FOCUS AREAS INCLUDE:	
Waste	Facilitating reductions in residential, business and construction waste
Transport	Promote a mode shift from driving to active and public transport
	Advocate for lower emissions intensity of motor vehicles
Buildings	Facilitate increased sustainability outcomes through the planning process
	Advocate for all new buildings to be carbon neutral by 2030
	Advocate for all existing buildings to be carbon neutral by 2050
Energy	Facilitate uptake of renewable energy by residents and businesses
	Support increased uptake of energy efficiency measures
	Advocate for more ambitious State and Federal Renewable Energy Targets

The focus of Council's actions

Council has prepared a detailed *Action Plan* (See Appendices) outlining Council's actions over the next five years.

This *Action Plan* will explore new directions for reduction in community emissions, while continuing to support the actions that Council has implemented for many years across these key focus areas. The *Action Plan* also provides an increased focus on reducing those emissions outside of Council's direct area of influence. These actions include:

Advocacy to State and Federal governments
Council will advocate both directly and in collaboration with key partners to the Victorian and Federal governments to develop programs to drive emergency action for Australia to do its fair share to keep global warming below 1.5°C. This includes:

- Establishing carbon emission reductions targets in line with climate science
- Strengthen renewable energy targets and ensure a reliable and affordable national energy system
- Support for emission intensive businesses and industries to transition to a low-carbon economy
- Improve national energy productivity and efficiency, including energy efficiency requirements for buildings.

Mobilising our Community
Council will work both directly and in collaboration with key partners to increase our community's response to climate change through the daily decisions made by households and businesses. This includes:

- The development and implementation of a *Climate Emergency Community Engagement & Mobilisation Plan*
- Increasing awareness by local business and industry leaders that responding to climate change is an economic transformation opportunity, and a leveraging tool to revitalise a region
- Leading initiatives to facilitate uptake of Power Purchase Agreements by local businesses to enhance the sustainability and affordability of their operations
- Increasing the uptake of distributed energy resources (such as solar and batteries) by local households and businesses.

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What Council has been doing to support our community in reducing carbon

Focus Area	Examples of Council's actions that support the community:

Waste



Kerbside waste & recycling
Council's household kerbside collection helps reduce community carbon emissions by reducing waste sent to landfill and increasing the recovery of resources.

Supporting businesses to reduce waste
Council programs to reduce waste generated by businesses and increase resource efficiency include:

- 'Lean to Green' business programs
- Supporting the ASPIRE waste program

Transport



Public transport advocacy
To improve public transport services throughout Greater Dandenong, especially, increased bus services to Keysborough South and Dandenong South's industrial area.



Increasing bicycle and walking facilities
Council's investment and advocacy has expanded the Shared User Path and Bicycle Network from 115 km in 2010 to 187 km in 2017-2018.

Buildings

ESD Buildings Policy
Incorporating Environmentally Sustainable Development (ESD) into the design of new development is now a requirement under the City of Greater Dandenong Planning Scheme.



SDAPP - Supporting developers with ESD guidelines and tools
Council has collaborated with other local councils to introduce the SDAPP (Sustainable Design Assessment in the Planning Process) program which includes key environmental performance considerations into the planning permit approvals process to achieve more sustainable building outcomes.

Energy

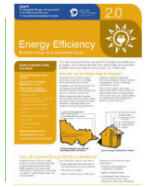


Environmental Upgrade Agreements

EUAs can support local business energy efficient measures.

Smart Recycling used EUA's to:

- Install a 100-kW solar system
- Save $25,000 p.a. on energy bills



Energy efficient buildings can expect:

- Lower energy bills
- Improved living comfort
- Future proofing

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Adaptation – identifying climate risks

A climate change risk assessment has been undertaken to guide Council's actions to reduce Council's and the community's exposure to climate risks and increase resilience.

Key findings from the Climate Change Risk Assessment

Five key climate related variables were considered when assessing the risk to the Greater Dandenong community and Council's business operations:

- Increasing temperatures
- Increasing heatwave events
- Reductions in rainfall
- Increasing extreme bushfire weather
- Increases in extreme storm events

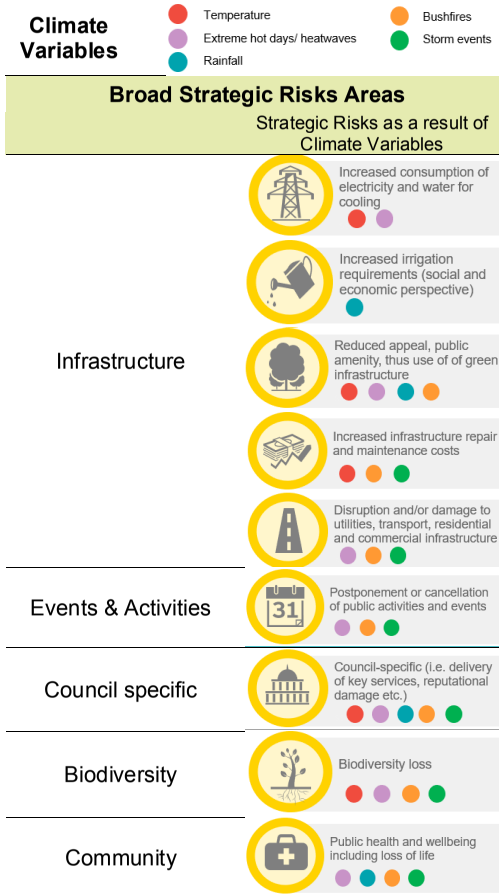
The strategic risk areas associated with climate-related variables were categorised into five broad areas: Infrastructure; Events & Activities; Council specific; Biodiversity, and Community.

Across these five broad categories, forty-four specific strategic risks were identified. The most significant risks included: extreme storms, extreme hot days and heatwaves, potential health implications associated with these events and the potential for significant property damage and interruption of utilities and transport routes which could impact both Council operations and the community.

For Council's corporate documents, the risk assessment identified that while objectives and actions that directly or indirectly assist in reducing climate change risk exposure were included, climate change was not necessarily fully considered. To mainstream climate change within Council's corporate documents, the required key actions include:

- Embedding the Climate Change Risk Register (developed as part of the Climate Change Risk Assessment) into Council's Corporate Risk Register.
- Increased understanding of local government's roles, responsibilities and legal liabilities regarding climate change.
- Undertaking assessments of Council's assets, operations, services and finances vulnerability to climate change risks to identify specific adaptation measures to reduce vulnerability and risk.
- Embedding climate change into Council's long-term financial planning processes.
- Identifying long-term mechanisms to fund Council's climate change measures.

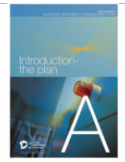
Further details can be found in the Background Report: *Risk and Adaptation Analysis Report*, available on Council's website.



29

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Adaptation – how Council has been supporting resilience

Increasing heatwave events		**Heatwave Plan** Vulnerable residents are more likely to be at risk of serious illness and death in the event of extreme heat.
		**Hot Spots Initiative** Council has been working with its partners to raise community awareness of heatwaves and ways to reduce its health impacts.
Reductions in rainfall		**Reducing water usage** Drought resistant grasses have been used across all Council's sporting fields to reduce water use by up to 70%.
		**Increasing water efficiency and uptake of rainwater tanks** Council's planning processes include requirements to reduce water use in new buildings.
Increasing temperatures	**ESD Buildings Policy** Focuses on improving sustainability outcomes of buildings, included thermal comfort.	
		**Improving indoor quality** Improving the indoor environment quality enhances well-being and reduces the likelihood of ill-health.
Increases in extreme storm events		**Emergency Management Plan** A legislated document which facilitates planning for emergencies within Greater Dandenong.
		**Flood Management Plan** While floods are natural and cannot be stopped, Council works with it partners to reduce their impacts.
Increasing extreme bushfire weather	**Management of Council's reserves** To reduce fire risks within Council's reserves, fuel loads are regularly monitored and reduced.	
		Fire Management Plan While bushfire risk in Greater Dandenong is low, fire management planning is still undertaken.

30

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How will this Strategy be implemented?

Implementation

The scale and complexity of the challenge created by the climate emergency requires that we all work together — as the actions of individuals, sectors or governments cannot solve it alone.

Implementation of this Strategy will require substantial changes to the way that Council and its community address Climate Change, in particular:

1) Council to take an integrated 'whole-of-organisation' approach to climate change across its own operations.

2) Council to support its community to lead effective responses to climate change. Council recognises that while everyone has a role to play, it must demonstrate leadership and empower others to act.

Framework for mobilising our Community

In a Climate Emergency context, Greater Dandenong Council has a greater role to play in bringing our community together and building capacity of members to be active citizens working collectively for change.

Using Council's *Community Development Framework* as a basis, this Strategy aims to build community resilience to the climate emergency by:

- Improving the capacity and confidence of the community to respond to climate change.
- Engaging and empowering the community to take climate action that builds momentum and encourages local ownership of responses to climate change.
- Supporting members of the community that are most vulnerable to climate impacts and advocating for equitable responses to climate change.

To facilitate this, Council will prepare a *Climate Emergency Community Engagement and Mobilisation Plan* to provide a guiding framework and implementation plan. Its development will be based on an analysis of:

- Best practice and innovative community capacity building approaches to maximise effectiveness and reach within the community.
- Council's existing environmental education programs and activities
- Opportunities provided through:
  - Other programs and activities that Council provides
  - Existing local community groups and networks
  - Collaboration with partners and key stakeholders

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How will this Strategy be implemented?

Building the capacity of our Community

The focus of the *Climate Emergency Community Engagement and Mobilisation Plan* will include:

1. Delivery of communication campaigns to increase community awareness and action
2. Enabling and encouraging the participation of our community through engagement activities
3. Support for programs that bring people together to help build capacity
4. Involving residents and businesses in finding solutions to their needs and helping community leaders to foster positive change in their communities.
5. Supporting residents' and businesses' active participation in their local community and encouraging them to work together on common goals.
6. Establishing partnerships and relationships with community members and organisations to facilitate collaboration with Council.
7. Developing partnerships with key community organisations, agencies and other stakeholders through network meetings and informal and formal advisory committees.
8. Helping to secure community funding and resources that support community initiatives.
9. Delivering initiatives that are developed in a manner that is respectful of diversity and promotes equity and equal access for all.
10. Clearly understanding the needs of the community and working on ways to address these needs
11. Representing and advocating for the needs of the community
12. Building resilience by helping to harness our community's unique strengths.

Action Plan

- The actions Council will be taking to achieve the *Climate Emergency Strategy* are outlined in the *Climate Emergency Action Plan.* This *Action Plan* has been developed to guide Council and community actions for the next five years.

- As implementation of the Action Plan progresses, Council anticipates further understanding of climate change impacts will develop, and new opportunities for climate mitigation and adaption will be identified. Additional opportunities will also emerge from changes to State and Federal government policies and programs, as well as available information, data and technology. To ensure this Strategy remains relevant, newly identified actions will be assessed and prioritised to ensure the continued implementation of the most effective climate change mitigation and adaptation measures.

- New actions identified for implementation will be incorporated into Council's internal monitoring and reporting processes and reported to the community through the Annual Summary Report (see Monitoring & Reporting section for further details).

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How will this Strategy be implemented?

Funding of Action Plan

- Council's Notice of Motion (28th January 2020) declaring a *Climate and Ecological Emergency* states that priority is to be given by Council to responding swiftly to climate change, in order to meet the Paris Agreement target of limiting the rise in global average temperatures to below 1.5ºc.
- Council is already implementing a wide range of actions that are already directly or indirectly facilitating the response to climate change. In this instance, actions identified in the Action Plan may already be funded. Where there is a specific allocation of funds in the Council Budget 2020/21, these figures have been included in the Action Plan.
- Additional measures required in order to deliver this Strategy, whether new actions or the expansion of existing measures, will require operational or capital funding. Where additional operational or capital funds are required, budget submissions will be considered as part of Council's annual budget process.
- For Council to accelerate our response to this climate emergency, additional resources will be required to be identified. While Council is already exploring potential opportunities, the declaration of a *Climate and Ecological Emergency* increases the urgency for increased advocacy to Federal and State Government for additional support, resources and action.
- The funding to implement the action plan is subject to the support and funding of operational and capital works bids as part of Council's annual budget process.

Governance

- For this Strategy to be successful there needs to be significant cross-organisational and community support and oversight.
- Council's internal Sustainability Advisory Group will have the responsibility for overseeing and driving the implementation of this Strategy.
- Council's external Sustainability Advisory Group will facilitate community oversight of the strategy's implementation and community engagement and involvement.

Monitoring, Reporting, Evaluation and Review

- Council's corporate reporting system will provide the framework for the annual monitoring and reporting of the *Action Plan's* implementation.
- Progress on the actions in the *Action Plan* will be reported publicly through an *Annual Summary Report*. The report will provide a summary of the key achievements of the past 12 months and progress to date.
- An internal operational evaluation of this Climate Emergency Strategy and Action Plan will occur after 5 years (2025-26) to enable a review of the effectiveness and relevance of the objectives and actions. A report on the five-year evaluation and review will be tabled at a Council meeting for noting.

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How will this Strategy be implemented?

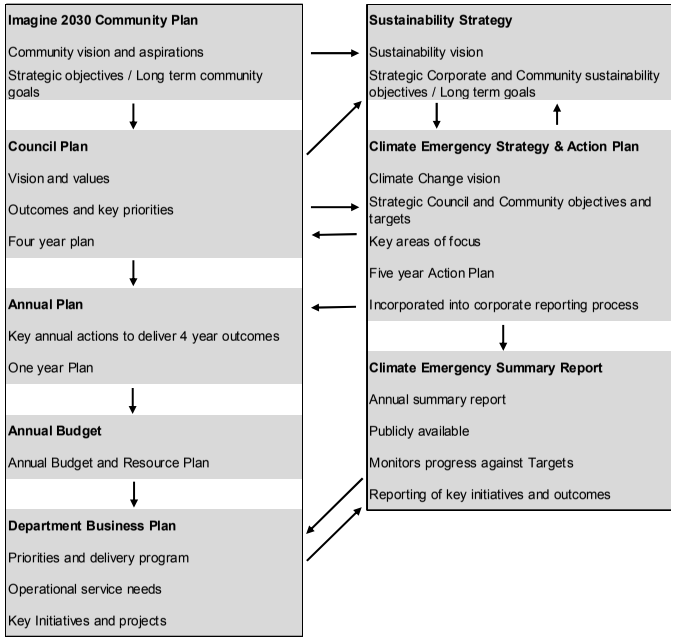
Integrated planning framework

All levels of Government (Federal, State and Local) have a role in preventing the worst impacts of climate change and preparing their communities for its unavoidable impacts. We will prepare by implementing an integrated planning framework.

Imagine 2030 Community Plan
Imagine 2030 is the City of Greater Dandenong's community plan. Updated in 2017, this plan outlines the community's long-term aspirations for our city and outlines the city they want to see in 2030.

Council Plan
The Council Plan 2017-21 sets the strategic direction of the City of Greater Dandenong and describes how the community's vision of a safe, vibrant city of opportunity for all will be achieved.
It outlines Council's key objectives for the next four years and the resources required to achieve them. Council's performance against these objectives is reported to Council and the community each year through the Annual Report.

Annual Plan and Budget
Each year an Annual Plan and Budget are developed to outline the specific actions Council will undertake to deliver on its four-year objectives and how these will be funded



Sustainability Strategy
The 2030 Sustainability Strategy sets the vision for the City of Greater Dandenong to be one of the most sustainable cities in Australia by 2030.

It outlines Councils key corporate and community sustainability objectives across 10 themes, including Climate Change.

Climate Emergency Strategy and Action Plan
The Climate Emergency Strategy sets the vision for the City of Greater Dandenong in response to the Climate Emergency.

It provides the strategic framework for to achieve this vision, through its objectives, targets and areas of focus across eight themes.

The Action Plan will guide Council's implementation of the Strategy for the next five years.

Annual Climate Emergency Summary Report
The annual report provides an annual summary of the progress towards the implementation of the Climate Emergency Strategy by reporting on the targets and key initiatives and outcomes. This report will be made publicly available each year.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Strategy Themes

The City of Greater Dandenong is a resilient, zero-carbon city.

- IMAGINE a city that the community is proud of, as a result of the actions by Council and the Community to tackle Climate Change. **(Leadership & Governance)**
- IMAGINE a city where people are healthy and the likelihood of illness due to extreme heat, pollution and disease from climate change is minimal. **(Community Wellbeing & Culture)**
- IMAGINE a city where innovation in clean technologies has transformed local businesses to operate efficiently with minimal impact on the environment. **(Business & Economy)**
- IMAGINE a city where housing, buildings and transport use minimal energy and are all powered by renewable energy. **(Energy & Buildings)**
- IMAGINE a city with cool green space places that benefit our community's health and wellbeing and where native wildlife and vegetation are thriving **(Biodiversity & Open Space)**
- IMAGINE a city where transport is powered by clean renewable energy, it is easy, safe and affordable to walk and cycle around, and is well connected to public transport. **(Transport & Movement)**
- IMAGINE a city where buildings, housing, roads and other infrastructure are resilient to severe weather. **(Assets, Infrastructure & Land Development)**
- IMAGINE a city that has transitioned to a circular economy that has enabled us to treat all forms of current waste as a valuable resource that is reused or recycled indefinitely. **(Waste & Resources)**

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35

Theme 1: Leadership and Governance

Goal: A City leading its community's climate change response.

While climate change is a global issue, its direct impacts are felt by local communities and their environments, which is why local governments have long been recognised for their leadership in tackling climate change at the local level.

Strategic Objective: 1.1 - Council: *Lead the City of Greater Dandenong's efforts to reduce emissions and increase resilience to climate change.*

TARGETS



Reduce Council carbon emissions to Net Zero Carbon by 2025.



Embedding consideration of inherent risks and impacts of climate change into all relevant Council policies, strategies and plans by 2025.

What Council will be focusing on in the next five years to achieve these targets:			
Highly engaged staff supporting a whole of organisation response to climate change.	Embedding consideration of climate change impacts and risks into Council's key governance documents and decision-making processes.	Demonstrating leadership through Council's actions to achieve net zero carbon emissions across its operations by 2025.	Providing a forum to increase Greater Dandenong's adaptive capacity to respond to the climate emergency and interrelated challenges.

Strategic Objective: 1.2 - Community: *An engaged and mobilised community responding to the climate emergency.*

TARGETS



Increased recognition by our community of the importance of responding to climate change.

What Council and the community will be working on together for the next five years:		
An engaged and mobilised community actively supporting efforts to make Greater Dandenong a resilient city doing its fair share to limit global warming to below 1.5o C.	Council plans and policies provide a framework to assist in supporting an integrated and inclusive approach to community mitigation and adaptation.	Work with key stakeholders to participate in collaborative mitigation and adaptation opportunities across the municipality and region.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

What others need to do:

Commonwealth Government:

- Provide national, state and regional change data and information to enable informed decisions.
- Provide national policy frameworks, standards and incentives for climate change responses in partnership with state and local governments.
- Provide or improve access to finances to support actions by state and local governments and the community.
- Strengthen state and local governments capacity and governance structures.

Victorian Government:

- Support capacity of local governments to deal with climate change risks through embedding climate change considerations into organisational governance processes.
- Produce data and information to support local governments and the community to make informed decisions.
- Provide leadership, policy direction and technical and financial support to local governments.
- Facilitate effective action through partnerships between government and local communities.
- Clarify the roles and responsibilities of local governments and the community.
- Clarify the legal liability of local governments and the processes required to manage that liability.
- Reduce barriers limiting local governments ability to respond to climate change.

Greater Dandenong Households and Businesses:

- Inform governments of your local needs and priorities with regards to climate change.

37

Theme 2: Community Wellbeing and Culture

Goal: A climate resilient city shaped by its community's shared values.

Victorian local governments are required to have municipal plans for '*Health and Wellbeing*' and '*Emergency Management*'. Council has established plans to manage weather-related health and safety risks faced by our community. Managing the additional impacts from climate change, particularly for vulnerable community members, will require Council to update existing plans and processes and implement changes to take account of the new reality.

Strategic Objective: 2.1 - Council: *Council's services supporting the community to remain resilient under a range of climate scenarios.*

TARGETS

Assessment of the vulnerability to climate change of key health and emergency management services provided by Council to its community.

What Council will be focusing on in the next five years to achieve these targets:		
Increasing awareness within Council of the risks to health and well-being associated with climate change.	Enhancing the capability and capacity of Council's services to respond to climate change's impacts on the community's health and wellbeing.	Enhancing Council's emergency management capability and capacity to increase community resilience to climate change impacts.

Strategic Objective: 2.2 - Community: *An engaged community taking action to stay healthy in a changing climate.*

TARGETS

A reduction in the vulnerability of our community to the impacts of climate change.

What Council and the community will be working on together over the next five years:			
Increased community awareness of risks to health and well-being from climate change and their ability to manage these risks.	Support that helps facilitate a prepared and resilient community managing their climate change risks.	Support that facilitates accessible and equitable climate responses for our community.	Advocacy that helps address our community's climate change related health and safety needs and priorities.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

What others need to do:

Commonwealth Government:

- Support state and local governments to manage emergencies, including funding or relief, recovery and betterment.
- Create an environment that supports and promotes private adaption to manage climate change risks.
- Consider the needs of vulnerable communities to climate change through measures such as maintaining a well targeted social safety net to assist those who otherwise would have difficulty in adapting.

Victorian Government:

- Lead state-wide emergency management in preparing, responding and recovering from natural disasters.
- Ensure equitable responses to climate change.
- Collaborate with Commonwealth and local governments to develop information, tools and programs to strengthen vulnerable communities.
- Promote climate change risk management responses.

Greater Dandenong Households and Businesses:

- Continue to take responsibility for their own actions, assets and risks.
- Be aware of the climate change risks and their responsibility for managing them.
- Identify and implement plans and actions to manage these risks.

39

Theme 3: Business and Economy

Goal: A City with a thriving and resilient net zero carbon economy.

With climate change a foreseeable risk, businesses will need to understand and manage their risks. They will also need to adapt to growing regulatory, environmental and consumer pressures. On a local level, a large proportion of our emissions come from local businesses, particularly the Dandenong South Industrial Area. Supporting local businesses to be sustainable and prosperous in a net-zero carbon future will help support local jobs and a thriving, resilient local economy, as well as making a significant contribution to reducing the overall carbon footprint of the municipality.

Strategic Objective: 3.1 - Council: ***Council's services supporting the local economy to remain resilient under a range of climate scenarios.***

TARGETS

- Increase Council's understanding of the impacts of climate change on local businesses and the economy
- Increase Council's sustainable procurement through local businesses

What Council will be focusing on in the next five years to achieve these targets:		
Increased awareness within Council of the impacts to local businesses of climate change, the transition to a net zero carbon emissions economy and the need to manage exposure to risks.	Council services supporting our local economy and businesses to remain resilient as climate change impacts increase.	Council's purchasing power supports sustainable local businesses.

Strategic Objective: 3.2 - Community: ***Engaged local business and industry taking action to increase resilience and transition to a net zero carbon economy.***

TARGETS

- Achieve a net zero carbon emissions local economy by 2040
- Increase the percentage of Greater Dandenong residents employed locally.
- Maintain Greater Dandenong's role as an employment hub in the region.

What Council and the community will be working on together over the next five years:	
Increased business awareness of climate change risks, opportunities and the transition to a net zero carbon emissions economy.	Support that facilitates action by local businesses to reduce their carbon emissions and increase their resilience to climate change impacts.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

What others need to do:

Commonwealth Government:

- Provide clear, stable legislation that enables businesses to understand and plan for the potential impacts of the legislation.
- Provide data, tools and guidance that support businesses make informed decisions and disclosures regarding their exposure to climate risks.
- Support regulators implement appropriate standards to address climate risk and compliance by businesses.
- Support emission intensive businesses and industries transition to a low-carbon economy.

Victorian Government:

- Provide clear, stable legislation.
- Support businesses and industries to develop their own solutions that maximise growth and resilience
- Support businesses and industries transition to a low-carbon economy.

Greater Dandenong Households and Businesses:

- Increase awareness of climate change impacts.
- Establish carbon emission reduction targets and an implementation plan.
- Take a proactive approach to assess how climate change will affect your business and how you can manage these risks.
- Inform governments of your local needs and priorities.
- Help drive innovation in sustainable products and services.
- Help drive change through your influence with customers, suppliers and investment decisions.

41

Theme 4: Energy and Buildings

Goal: A City of energy efficient buildings powered by clean energy.

The low-quality brown coal that powers Victoria's houses, businesses and industries has resulted in a much higher carbon intensity from electricity than cities in other parts of Australia and the world. This low-cost energy source is also a factor in Australia being less productive with the energy we use, such as our buildings having lower energy efficiency levels than other countries. We need to rapidly move away from fossil fuels like coal and gas that add more greenhouse gases to our atmosphere.

Strategic Objective: 4.1 - Council: *Reducing Council's carbon emissions through efficient use of clean renewable energy.*

TARGETS

- Net zero carbon emissions from Council's buildings and streetlights by 2025.
- 20% reduction in energy use from Council's buildings by 2025.
- Increase the capacity of solar systems in Council buildings to 1mW by 2025.
- All Council's streets and park lights to use energy efficient lighting by 2027.

What Council will be focusing on in the next five years to achieve these targets:		
Increased awareness and uptake of energy efficiency and renewable energy within Council to transition to a net zero carbon emissions future.	All new Council buildings energy use designed to be net zero carbon emissions from 2020.	All existing Council buildings energy use to be net zero carbon emissions by 2025.
All Council's electricity usage from clean, renewable energy sources by 2025.	Transition Council's energy use away from natural gas.	All Council's street and park lights to use energy efficient lighting technology by 2027.

Strategic Objective: 4.2 - Community: *A reduction in the community's carbon emissions through efficient use of clean renewable energy.*

TARGETS

- Net zero carbon emissions from the municipality's buildings by 2040.
- 100% renewable energy for the City by 2040.
- 75,000kW small scale onsite renewable energy generation capacity for the City by 2025.

What Council and the community will be working on together over the next five years:			
Increased awareness within the community of energy efficiency and renewable energy to facilitate the transition to a net zero carbon emission city.	Support that helps the community transition to energy efficient net zero carbon emission buildings by 2040.	Support the community to transition to 100% renewable energy sources by 2040.	Advocacy that supports the achievement of a net zero carbon city by 2040.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

What others need to do:

Commonwealth Government:

- Establish GHG emission reductions in line with climate science.
- Increase energy efficiency provisions for new residential and commercial buildings.
- Improve compliance of buildings with energy efficiency regulations.
- Improve national energy productivity and efficiency.
- Strengthen renewable energy targets.
- Ensure a clean, reliable and affordable national energy system.

Victorian Government:

- Strengthen renewable energy targets.
- Ensure a clean, reliable and affordable energy system for Victoria.
- Support the transition to zero carbon buildings.
- Help households and businesses increase energy efficiency and uptake of renewable energy.
- Improve building energy ratings and disclosure.
- Increase support for business and household Energy Upgrade programs.
- Develop industry capability in constructing energy efficient buildings and compliance standards.

Greater Dandenong Households and Businesses:

- Make changes where you can to reduce your energy usage and bills.
- Consider installing clean energy systems.
- Consider the energy efficiency of buildings and equipment when making purchases.
- Consider switching from natural gas appliances to high efficiency electric alternatives.

43

Theme 5: Biodiversity and Open Space

Goal: A City that is cool and green.

Healthy ecosystems and rich biodiversity are fundamental to life on our planet. Unmitigated climate change is likely to be severe and negatively impact biodiversity, our food production systems and our urban environments. The urban heat-island effect is created by the surfaces such as roads and buildings in the built environment absorbing, trapping and, in some cases, directly emitting heat. This effect can cause urban areas to be up to 4°C hotter than surrounding non-urban areas. Increasing levels of development within our urban areas will add to existing urban heat-island effects unless measures are put in place. Greening the city through using plants and water can increase carbon storage levels, provide cooling benefits and increase the community's resilience to extreme heat events.

Strategic Objective: 5.1 - Council: ***Increased canopy cover and carbon storage through Council's streets and open spaces.***

TARGETS

- Minimum of 2,178 street trees and 18,000 indigenous seedlings planted.
- Establish benchmark of Carbon stored in Council's trees and reserves to offset its Carbon emissions by 2025.

What Council will be focusing on in the next five years to achieve these targets:	
Increasing awareness within Council of the impacts of climate change and the benefits of local biodiversity and a greener, cooler environment.	Increased canopy cover storage across Council's streets and open spaces.
Increased use of water sensitive urban design used to support resilience of biodiversity and green spaces on Council land.	Increased resilience of biodiversity on Council land to climate change impacts.

Strategic Objective: 5.2 - Community: ***A greener, cooler city reducing urban heat island impacts and helping to drawdown carbon levels.***

TARGETS

- Increase canopy cover across Greater Dandenong. (15% by 2028).
- Achieve a reduction in the 2018 average summer Urban Heat Island reading of 9.26°C by 2028.

What Council and the community will be working on together over the next five years:		
Increased awareness within the community of the benefits of local biodiversity and a greener, cooler environment.	Increased awareness within the community of the benefits of urban food production.	Increased use of greenery and integrated water management to provide cooling effects to create a more liveable, urban environment and drawdown carbon levels.
Increased resilience of biodiversity across the municipality to impacts of climate change.		Advocacy that supports conservation of Greater Dandenong's local biodiversity and transition to a greener, cooler city.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

What others need to do:

Commonwealth Government:

- Increase recognition and support to reduce pressure on Australia's declining biodiversity.
- Provide tools and guidance that enable local governments to utilise tree plantings and increased soil carbon levels as carbon offsets and to help drawdown carbon from the atmosphere.

Victorian Government:

- Strengthen protection for remnant native vegetation of state, regional and local significance.
- Increased support for measures that increase the quality and quantity of local biodiversity.
- Provision of appropriate mapping to monitor and measure local urban vegetation cover and the urban heat island effect.
- Support the creation and expansion of urban greening and cooling measures throughout Metropolitan Melbourne.

Greater Dandenong Households and Businesses:

- Protect existing significant trees and local biodiversity on private property.
- Increase vegetation cover on private property.
- Increase local biodiversity on private property.
- Reducing the amount of household food that is sent to waste (and save money at the same time).
- Find out more about becoming involved in a community garden near you.
- Start growing your own food at home.
- Get involved in community tree planting days.

45

Theme 6: Transport and Movement

Goal: A City well connected through low carbon transport.

Vehicles using petrol and diesel fuel generate significantly more carbon emissions per person as opposed to using public transport, active forms of transport (walking or cycling) or electric vehicles powered by renewable energy.

Increased use of low carbon forms of transport will reduce carbon emissions as well as provide a range of other benefits, such as reducing congestion on the road, reduced pollution – improving local air quality and improved health and well-being of the local community.

Strategic Objective: 6.1 - Council: Increasing Council's use of active and low carbon transport options.

TARGETS

- 20% decrease in the use of single occupancy private vehicles as a method of travel to work for Council staff by 2025.
- Vulnerability to the impact of climate change assessed and part of management plans for all critical Transport related assets and services by 2025.
- Council fleet 100% low emission vehicles by 2030.

What Council will be focusing on in the next five years to achieve these targets:	
Increasing awareness within Council of the benefits of active and low carbon transport.	Increased staff usage of active and low carbon transport options.
Increased awareness within Council of impacts of climate change on Transport service delivery.	A reduction in GHG emissions from Council's vehicle fleet.

Strategic Objective: 6.2 - Community: *Increasing community access to and use of active and low carbon transport options.*

TARGETS

- 15% increase in public transport use within Greater Dandenong by 2030.
- 10% reduction in single occupancy private vehicles as method of travel to work by 2028.
- Completion of the Strategic Cycling Corridors by 2030 and upgrade and completion of new path networks
- Double the number of trips to work undertaken by bicycle by 2028.

What Council and the community will be working on together over the next five years:	
Increased community awareness of the benefits from use of active and low carbon transport.	Increased travel by modes other than single occupant vehicle trips within Greater Dandenong to reduce emissions and build resilience.
Increased uptake by the Greater Dandenong community of low emission vehicles.	Reduced car ownership across the municipality.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

What others need to do:

Commonwealth Government:

- Increase petrol and diesel vehicle Fuel Efficiency Standards.
- Facilitate accelerated uptake of electric vehicles and other low carbon vehicle technologies.
- Work with the Victorian Government to improve and expand public transport.

Victorian Government:

- Improve public transport infrastructure and services.
- Increase the bicycle network and associated infrastructure.
- Support increased urban densities in activity areas well serviced by public and active transport.
- Building regulations that support home electric vehicle charging.
- Transition public transport to clean, renewable energy.

Greater Dandenong Households and Businesses:

- Try different ways to travel around.
- Utilise active public transport where possible.
- Consider fuel efficiency of vehicles when purchasing.
- Respect pedestrians and cyclists.

47

Theme 7: Assets, Infrastructure and Land Development

Goal: A city with a built environment supporting the community's resilience to climate change.

Infrastructure is the basic facilities our community needs to live in our modern society. It includes physical assets which provide our transport, water, energy and communications needs, as well as assets that support our social needs; such as parks, community buildings and recreational facilities. Whilst these assets have high costs, they are vital to our community's needs. While this infrastructure will be affected by the physical impacts of climate change, it will also play an essential role in building resilience to those impacts (such as extreme weather events) and the transition to a net zero carbon economy. Incorporating climate change considerations into infrastructure decision making processes to increase resilience will reduce the direct impacts and financial costs, as well as the indirect costs of disruption. Even more importantly, resilient infrastructure plays a key role in supporting local communities withstand, respond to and recover from natural disasters.

Strategic Objective: 7.1 - Council: *Reducing risks from climate change impacts to Council's assets and infrastructure.*

TARGETS

That all Council asset management plans address climate change impacts by 2025.

What Council will be focusing on in the next five years to achieve these targets:				
Increasing awareness within Council of the impacts from climate change on assets, infrastructure and land use development.	Increased understanding of the vulnerability of Council's assets and infrastructure to climate change risks.	Embedding of climate change risks into Council's asset management plans and processes.	Advocacy that supports investment in Council's infrastructure that helps build the local community's resilience to the impacts of climate change.	Embedding consideration of climate change impacts and risks into Council's Land Use planning processes.

Strategic Objective: 7.2 – Community: *Reducing climate change risks to our community through resilient assets and infrastructure.*

TARGETS

A reduction in the vulnerability of our community to the impacts of climate change.

What Council and the community will be focusing on over the next five years:		
Increased awareness across the municipality of the risks of climate change to assets and land use.	A community better prepared to manage risks that climate change impacts may have on their assets and land use.	Advocacy that supports investment in local and regional infrastructure that helps build the local community's resilience to the impacts of climate change.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

What others need to do:

Commonwealth Government:

- Develop and implement regulations, policies, guidelines and tools that facilitate resilient infrastructure.
- Promote and coordinate consideration of climate change across relevant federal, state and local governments and industry sectors responsible for infrastructure.
- Develop long-term national infrastructure plans that manage population change and climate risks and ensure equitable access.

Victorian Government:

- Manage climate change risks and build resilience through implementation of state infrastructure regulatory frameworks, strategies and plans.
- Develop and implement policies, guidelines, tools and funding that support resilient local government infrastructure.
- Improvement of climate change adaptation and risk-mitigation strategies in the Victorian Planning Provisions.

Greater Dandenong Households and Businesses:

- Increased awareness of climate change impacts on private infrastructure and opportunities to manage these risks.
- Be prepared for prolonged disruptions to infrastructure without external assistance.

49

Theme 8: Waste and Resources

Goal: A City of low waste through efficient resource use.

The amount of waste Australia generates has been growing, driven by factors such as increasing population growth, levels of consumption and packaging. Reducing waste will help reduce pollution entering our environment, reduce greenhouse gas emissions and help control our unsustainable use of natural resources.

Strategic Objective: 8.1 - Council: ***Reducing the environmental impacts from Council's use of resources.***

TARGETS

- Reduce office waste to landfill to 30% by 2025.
- Increase office waste recycled to 70% by 2025.

What Council will be focusing on over the next five years:		
Increased awareness within Council of the environmental impacts resulting from use of resources as well as opportunities to reduce generation of waste.	Reducing waste sent to landfill from Council's facilities and events.	Sustainable procurement practices that positively influence Council's supply chain.

Strategic Objective: 8.2 - Community: ***Reducing the impacts from our community's use of resources and generation of waste.***

TARGETS

- A 10% reduction in household kerbside waste collected by 2025.
- 50% household kerbside waste to landfill by 2025.
- 50% household kerbside waste diverted from landfill by 2025.

What Council and the community will be focusing on over the next five years:		
Increasing our community's awareness of the environmental impacts of their resource use and waste management.	Increasing services and infrastructure to support our community's efforts to reduce the amount of waste sent to landfill.	A reduction in community greenhouse gas emissions from food waste.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

What others need to do:

Commonwealth Government:

- Support the implementation of the National Waste Strategy and its focus on a circular economy.
- Advocate to the Australian Government for mandatory product stewardship requirements for all toxic and other relevant products to lower their lifecycle impacts.
- Facilitate greater participation and collaboration between governments, businesses, the waste and resource recovery industries and the community.

Victorian Government:

- Support implementation of the Metropolitan Waste and Resource Recovery Implementation Plan.
- Review planning and building systems to improve waste management outcomes from building construction and operation.
- Improve planning provisions for waste management and resource recovery for medium/high density residential and mixed-use developments.

Greater Dandenong Households and Businesses:

- To take environmental issues into account when purchasing or manufacturing goods and services.
- Support use of recycled materials and products containing recycled content.
- Actively seek to avoid generation of waste and re-use or recycle wherever possible.

51

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Council's supporting strategic documents

Council's supporting documents that have a role in facilitating the implementation of the Climate Emergency Strategy include:	Publicly available?	Leadership & Governance	Community Wellbeing & Culture	Business & Economy	Energy & Buildings	Biodiversity & Open Space	Transport & Movement	Assets, Infrastructure & Land Use Planning	Waste & Resources
Imagine 2030 Community Plan	Yes	✓	✓	✓	✓	✓	✓	✓	□
Council Plan	Yes	✓	✓	✓	✓	✓	✓	✓	✓
Council Annual Plan and Annual Budget	Yes	✓	✓	✓	✓	✓	✓	✓	✓
Long-Term Financial Strategy (Annual)	Yes	✓	✓	✓	✓	✓	✓	✓	✓
Financial Management Policy 2012	Yes	✓	✓	✓	✓	✓	✓	✓	✓
Fixed Asset Accounting Policy	Yes	✓	□	□	✓	□	□	✓	□
Investment Policy	Yes	✓	□	□	□	□	□	□	□
Corporate Risk Register		✓	✓	✓	✓	✓	✓	✓	✓
Climate Change Risk Register		✓	✓	✓	✓	✓	✓	✓	✓
Risk Management Policy 2015	Yes	✓	✓	✓	✓	✓	✓	✓	□
Risk Management Strategy 2014-18	Yes	✓	✓	✓	✓	✓	✓	✓	□
Risk Management Procedure 2015		✓	✓	✓	✓	✓	✓	✓	✓
Overarching Business Continuity Plan		✓	✓	✓	✓	✓	✓	✓	✓
Occupational Health & Safety Policy	Yes	✓	✓	□	□	□	□	□	□
OH&S Policy – Extreme Weather Guidelines 2016		✓	✓	□	□	□	□	□	□
Municipal Emergency Management Plan 2018		✓	✓	□	□	□	□	□	□
CGD Heatwave Sub Plan 2016		□	✓	□	□	□	□	□	□
Community Safety Plan 2015-22	Yes	□	✓	□	□	□	✓	□	□
Fire Management Plan 2015-17	Yes	□	□	□	✓	✓	□	□	□
Road Management Plan 2018-22	Yes	□	□	□	□	□	✓	□	□
Community Wellbeing Plan 2017-21	Yes	✓	✓	□	✓	✓	✓	✓	✓
Community Engagement Policy & Framework	Yes	✓	✓	✓	✓	✓	✓	✓	✓
Community Development Framework	Yes	✓	✓	□	□	□	□	□	□
Community Response Grants Policy	Yes	□	✓	□	□	□	□	□	□
Community Partnership Funding Policy	Yes	□	✓	□	□	□	□	□	□
Local Economic and Development Policy	Yes	□	□	✓	□	□	✓	□	□
Economic & Employment Develop. Strategy 2011	Yes	✓	✓	✓	✓	✓	✓	✓	□
Regional Food Strategy 2015-18	Yes	□	□	✓	□	□	□	□	□
Greater Dandenong Planning Scheme	Yes	✓	✓	✓	✓	✓	✓	✓	✓

52

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Council's supporting strategic documents

Council's supporting documents that have a role in facilitating the implementation of the Climate Emergency Strategy include:	Publicly available?	Leadership & Governance	Community Wellbeing & Culture	Business & Economy	Energy & Buildings	Biodiversity & Open Space	Transport & Movement	Assets, Infrastructure & Land Use Planning	Waste & Resources
Procurement Policy 2017	Yes	✓		✓	✓	✓	✓	✓	✓
Asset Management Policy 2015	Yes			✓	✓	✓	✓	✓	
Asset Management Strategy 2015-22	Yes	✓	✓	✓	✓	✓	✓	✓	✓
Asset Management Plan – Public Lighting 2018			✓		✓			✓	
Asset Management Plan – Buildings and Facilities 2015	Yes			✓	✓	✓	✓	✓	
Asset Management Plan – Stormwater Drainage 2015			✓					✓	
Road Asset Management Plan 2015	Yes						✓		
Activity Centre's Placemaking Framework 2016			✓		✓	✓		✓	
Greening our City - Urban Tree Strategy 2018-28	Yes		✓			✓		✓	
Open Space Strategy 2009 (*currently in review*)	Yes		✓			✓	✓	✓	
Sustainable Building Policy 2020	Yes		✓		✓			✓	
Building Energy Management Plan		✓			✓			✓	
Sustainable Stormwater Strategy 2017	Yes		✓		✓	✓		✓	
Dandenong Flood Management Plan 2018			✓					✓	
Design Manual for the Subdivision of Land 2017	Yes							✓	
Civil Engineering Standard Drawings	Yes							✓	
Integrated Transport Plan 2017-22	Yes		✓				✓	✓	
Walking Strategy 2015	Yes		✓		✓		✓	✓	
Cycling Strategy 2017	Yes		✓		✓		✓	✓	
Public Car Share Policy	Yes						✓		
Public Electric Vehicle Charging Infrastructure Policy	Yes						✓		
Staff Green Travel Plan							✓		
Waste & Litter Strategy 2015-20	Yes		✓						✓
Plastic Use Policy	Yes								✓
Sustainability Strategy 2016-30	Yes	✓	✓	✓	✓	✓	✓	✓	✓
Activate – Sport & Active Recreation Strategy 2014-19	Yes		✓			✓	✓	✓	
Arts & Cultural Heritage Strategy	Yes		✓		✓			✓	
Digital Strategy 2016	Yes							✓	

53

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Terms

For the purpose of this document:

Adaptive Capacity – the capacity of individuals, groups or organisations to adjust changes, to potential damage, to take advantage of opportunities, or to cope with the consequences in order to continue to thrive; a function of resilience.

Adaptation – Climate Change Adaptation involves taking action to manage risks from the impacts of climate change to protect and increase the resilience of the natural environment, communities and the economy.

Biodiversity – the variety of living species found on Earth, including plants, animals, bacteria, and fungi. Biodiversity can be measured globally or in smaller settings, such as within a reserve or wetland. Biodiversity also has a role to play in the stability of the ecosystem and global climate, as every organism has a role to play in its ecosystem.

Carbon – Carbon is a very abundant chemical element. It exists in its pure form as diamonds and graphite – but can also combine with other elements to form molecules. These carbon-based molecules are the basic building blocks of humans, animals, plants, trees and soils. Some greenhouse gases, such as Carbon dioxide and methane, also consist of carbon-based molecules, as do fossil fuels, which are largely made up of hydrocarbons (molecules consisting of hydrogen and carbon).

Carbon dioxide – Carbon dioxide (CO_2) is a chemical compound composed of one carbon and two oxygen atoms. It is an odourless and colourless gas naturally present in the earth's atmosphere at low concentrations (about 0.03 per cent). There are multiple sources for the carbon in the atmosphere, including the respiration processes of living organisms and the burning of organic matter containing carbon. Man-made sources of carbon dioxide come mainly from the burning of various fossil fuels for power generation and transport use.

Carbon emissions – Man-made sources of carbon dioxide emissions are a result of the burning of fossil fuels and the manufacture of cement.

Capacity – the ability of an individual, group, organisation or system to deliver intended outcomes. while capacity building refers to improving the ability of the entity to perform

Capacity Building – (or capacity development) is the process of developing and strengthening the ability of individuals, organisations and communities to obtain, improve, and retain the skills, knowledge, tools, equipment and other resources needed to do their jobs competently or to a greater capacity (larger scale, larger audience, larger impact, etc), or to survive and adapt. Capacity-building seeks to be transformational, sustained change over time that goes beyond performing specific tasks to a change in mindset and attitudes.

Climate and Ecological Emergency – recognition that climate change is causing significant damage to the economy, society and the environment, and that action is required urgently to avoid potentially irreversible environmental damage resulting from it.

Climate Change – the long-term change in the Earth's weather patterns as a result of global warming, resulting in fluctuating temperatures and more frequent extreme weather events.

Climate Change Scenarios – as it is not known what future greenhouse gas emissions will be, estimates are made based on a range of possible global economic and social responses to reduce greenhouse gas emissions. They are not predictions of future outcomes, but are used to describe possible future trends in emissions of greenhouse gases into the atmosphere.

Drawdown – efforts to reverse climate change and reduce the rise in average global temperatures by achieving a decline in atmospheric concentration of greenhouse gases.

Ecological – how living organisms interact with one another and to their physical surroundings.

Environmentally Sustainable Design (ESD) – design of buildings to reduce the impacts on the environment from their construction and use while also improving inhabitants comfort levels.

Fossil Fuels – such as oil, coal, and natural gas, are formed from the remains of dead plants and animals. While fossil fuels supply much of the world's energy, the carbon dioxide emissions generated contribute to global warming.

Global warming – the long-term rise in the average temperature of the earth which affects the climate at a regional and global scale. the freezing temperatures of space. Without the greenhouse effect, the Earth's average temperature would be about 33°C cooler.

Greenhouse effect – The greenhouse effect is a natural process that warms the surface of the earth. As such, all life on Earth depends on the greenhouse effect as it insulates the surface of the planet from the freezing temperatures of space. Without the greenhouse effect, the Earth's average temperature would be about 33°C cooler.

Greenhouse Gas (GHG) – any gas in the atmosphere that can absorb and re-radiate much of infrared heat energy being emitted from the Earth's surface. Common greenhouse gases include carbon dioxide and methane. The additional greenhouse gases from human activity are contributing to global warming and to global warming and associated climatic changes.

Greenhouse Gas Emissions – the release of greenhouse gases (GHG) into the Earth's atmosphere of various gases, especially carbon dioxide, that contribute to the greenhouse effect.

GPC inventory – A GHG inventory enables cities to understand the contribution of different activities in the community to the cities GHG emissions profile. The Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC Inventory) provides a framework to calculate and report on city-wide GHG emissions.

Intergovernmental Panel on Climate Change (IPCC) – An organisation of governments that are members of the United Nations dedicated to providing scientific information on climate change, its impacts and possible responses.

Mitigation – Climate Change Mitigation involves efforts to reduce or prevent the emission of greenhouse gases to minimise the impacts of global warming on our environment, society and economy. Mitigation addresses the root causes of climate change by reducing greenhouse gas emissions, while adaptation seeks to lower the risks posed by the consequences of changes to the climate.

Negative Emissions Technologies – a range of techniques for removing carbon dioxide from the air, such as the planting of trees and use of biochar.

Net Zero Carbon Emissions – causing or resulting in no net release of carbon dioxide into the atmosphere.

Net Zero Carbon Building – buildings defined as having no net annual emissions from direct fuel combustion (e.g. burning natural gas) and electricity use from operation of the building.

Paris Agreement – A 2015 landmark agreement bringing all nations into a common cause to combat climate change and to accelerate actions to reduce carbon emissions. The agreements set a target of keeping a global temperature rise this century well below 2°C above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5°C.

Power Purchase Agreement – a contract between a generator of energy and the purchaser of that energy.

Renewable energy – energy from sources that can be naturally replenished, such as sunlight, wind, rain, waves, and geothermal heat.

Renewable Power Purchase Agreement – where the purchaser of electricity agrees to purchase electricity generated from renewable sources to reduce carbon emissions.

Resilience – To be able to withstand or recover quickly from difficult conditions.

Safe climate – a climate that allows existing and future generations, communities and ecosystems to survive.

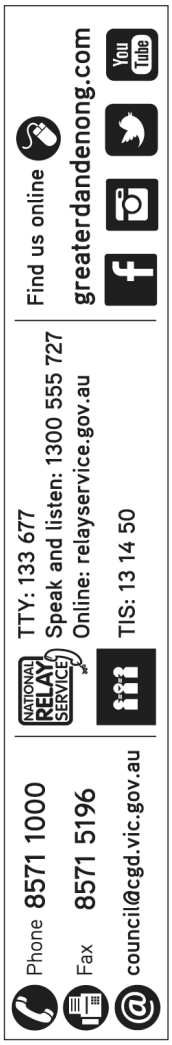
Stationary energy – largely refers to energy used to create electricity, but also includes energy created by the direct combustion of fuels for energy in industrial processes and domestic heating.

TCO_{2e} savings p.a. – Tonnes of Carbon Dioxide Equivalent, which is a measure that allows you to compare the emissions of other greenhouse gases relative to one unit of Carbon Dioxide.

54

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

55



POLICY AND STRATEGY

GREATER DANDENONG CLIMATE EMERGENCY STRATEGY 2020-30

ATTACHMENT 2

GREATER DANDENONG CLIMATE EMERGENCY STRATEGY 2020-30 ACTION PLAN

PAGES 66 (including cover)

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

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

GREATER DANDENONG
City of Opportunity

GREATER DANDENONG CLIMATE EMERGENCY STRATEGY 2020 – 2030 ACTION PLAN

CLIMATE CHANGE
Think globally, act locally

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

CONTENTS

Introduction 4
Theme 1. Leadership & Governance 8
Theme 2. Community Wellbeing & Culture 15
Theme 3. Business & Economy 22
Theme 4. Energy & Buildings 27
Theme 5. Biodiversity and Open Space 37
Theme 6. Transport & Movement 48
Theme 7. Assets, Infrastructure and Land Use Planning 54
Theme 8. Waste & Resources 60

INTRODUCTION

Council Plan

The *Council Plan 2017-21* identifies six objectives that guide Council's direction until 2021. These objectives represent a collaboration of ideas shared by Council and the community:

1. A vibrant, connected and safe community
2. A creative city that respects and embraces its diversity
3. A healthy, liveable and sustainable city
4. A city planned for the future
5. A diverse and growing economy
6. An open and effective Council

The *Council Plan,* recognising the need for the City to prepare for climate change, identified the development of a Climate Change Strategy as a key priority.

Climate Emergency Declaration

On Tuesday 28 January 2020, Greater Dandenong Council voted unanimously on a Notice of Motion to declare a 'Climate and Ecological Emergency'.

The notice of motion states that:

- The *Climate Emergency Strategy* and *Action Plan* gives priority to policy and actions that will provide for both mitigation and adaptation in response to accelerating global warming and climate change to drive emergency action to reduce greenhouse gases in line with global efforts to keep global warming below1.5^{0}c; and

That this continues to be emphasised as a key priority in the next Council Plan.

Climate Emergency Strategy

The *Greater Dandenong Climate Emergency Strategy 2020-30* adopted by Council on 24 August 2020 sets out Council's vision in response to the climate emergency:

The City of Greater Dandenong is a resilient, net zero carbon emissions city.

To assist Council and the community to achieve this vision, the Strategy focused on eight specific themes, with goals, objectives and targets identified for each of these themes. Where council has direct operational control, Council objectives and targets have been identified. For those areas outside of Council's direct control, community objectives and desired targets have been identified where Council can support the community.

The eight specific themes are:

1. Leadership & Governance
2. Community Wellbeing & Culture
3. Business & Economy
4. Biodiversity & Green Spaces
5. Energy & Buildings
6. Transport & Movement
7. Assets, Infrastructure & Land Development
8. Waste & Resources

The *Climate Emergency Strategy Action Plan* (*'the Action Plan'*) sets out the detailed actions that Council will seek to implement over the coming 5 years. The Strategy's themes, goals and objectives are summarised in Figure 1 on the following page.

While Council can influence climate related outcomes, we cannot do it alone. If we are to achieve this vision, we need to provide leadership that helps mobilise our community, other levels of government, our partners and key stakeholders to act.

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Figure 1: *Summary of the Climate Emergency Strategy's key points*

Vision Review in 10 years	*The City of Greater Dandenong is a resilient, net zero carbon city.*								
Themes Review in 10 years	Leadership & Governance	Community Wellbeing & Culture	Business & Economy	Energy & Buildings	Biodiversity & Open Space	Transport & Movement	Assets, Infrastructure & Land Development	Waste & Resources
Goals Review in 10 years	A city leading its community's climate change response	A climate resilient city shaped by its community's shared values	A city with a thriving and resilient net zero carbon economy	A city of energy efficient buildings powered by clean energy	A city that is cool and green	A city well connected through Low Carbon transport	A city with a built environment supporting the community's resilience to climate change	A city of low waste through efficient resource use
Council Objective Review in 5 years	Lead the City of Greater Dandenong's efforts to reduce emissions and increase resilience to climate change	Council's services supporting the community to remain resilient under a range of climate scenarios	Council's services supporting the local economy to remain resilient under a range of climate scenarios	Reducing Council's carbon emissions through efficient use of clean renewable energy	Increased canopy cover and carbon storage through Council's streets and open spaces	Increasing Council's use of active and low carbon transport options	Reducing risks from climate change impacts to Council's assets and infrastructure	Reducing the environmental impacts from Council's use of resources
Community Objective Review in 5 years	An engaged and mobilised community responding to the climate emergency	An engaged community taking action to stay healthy in a changing climate	Engaged local business and industry taking action to increase resilience and transition to a net zero carbon economy	A reduction in the community's carbon emissions through efficient use of clean renewable energy	A greener, cooler city reducing urban heat island impacts and helping to drawdown carbon levels	Increasing community access to and use of active and low carbon transport options	Reducing climate change risks to our community through resilient assets and infrastructure	Reducing the impacts from our community's use of resources and generation of waste
Actions Review in 5 years	Found in the body of the *Climate Emergency Strategy Action Plan* for each theme. Reviewed in 5 years.							

5

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Role of Council

The *Action Plan* acknowledges that Council will take on a range of active and passive roles to achieve the implementation of the *Climate Emergency Strategy's* vision, including:

- Planning & Decision Making
- Asset Planning & Improvement
- Strategy & Policy Development
- Regulatory
- Funding & Grants
- Education & Engagement
- Advocacy

Action Plan Implementation

The *Climate Emergency Strategy 2020-30* sets Council's long-term vision. To achieve this vision, Council needs to provide leadership that helps mobilise our community, other levels of government, our partners and key stakeholders to act. This will require substantial changes to the way that Council and its community address climate change, in particular:

1. Council to take an integrated 'whole-of-organisation' approach to climate change across its own operations.
2. Council to support its community to lead effective responses to climate change. Council recognises that while everyone has a role to play, it must demonstrate leadership and empower others to act.

This *Action Plan* identifies Council's actions over the next 5 years where it:

- It has direct operational control (***Council Objectives***)
- It seeks to influence and support the community, other levels of government, our partners and key stakeholders to act. (***Community Objectives***)

To further Council's ability to effectively mobilise the community and others, the first few years of the *Action Plan* focuses on building Council's capacity by putting in place actions that aim to create the 'whole-of-organisation' response to the Climate and Ecological Emergency required to achieve the best outcomes for the municipal community, including future generations.

6

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Action Plan Timeframes & Resources

The timings of each action are as follows:

- **Immediate actions** - already commenced, or to commence within the next 6 months (before 2021)
- **Short-term actions** - to commence within the next 6 – 18 months (before 2022)
- **Medium-term actions** - to commence within the next 18 months to 3 years (before 2024)
- **Long-term actions** - to commence within the next 3 to 5 years (before 2025)
- **Ongoing** - occurring on an ongoing basis each year, or as opportunities arise

While the actions detailed in the *Action Plan* are currently considered within Council's sphere of influence, the *Action Plan* does not indicate that resources are currently or will be available in the future for any specific action. Council's resources are determined annually by Council and other stakeholders.

When resources are available, actions will generally be resourced according to their stated timeline as recommended by this plan.

This *Action Plan* recommends staged timelines for implementation. These recommended timeframes consider the complexity and nature of each action, some of which will require further investigation or collaboration with external parties before they can be implemented. The relevance of some actions, or their timing, may change due to the availability of resources.

Each of the actions has a stated Outcome / Indicator and each Directorate in Council has actions within this Action Plan. During the annual Business Planning and Budgeting process, each Directorate considers all endorsed Action Plans. The planning should take into account the recommended Action Plan timeframes and resourcing considerations set out in this plan.

Monitoring, Reporting and Review

Ongoing monitoring reporting and review of the implementation of the plan will involve:

- Council's corporate reporting system will provide the framework for the annual monitoring and reporting of the Action Plan's implementation.
- An annual progress summary report on the implementation of the *Greater Dandenong Climate Emergency* Strategy and *Action Plan*, which will be made public on Council's website. The report will provide a summary of the key achievements of the past 12 months and progress to date.
- An internal operational evaluation of this Climate Emergency Strategy and Action Plan will occur after 5 years (2025-26) to enable a review of the effectiveness and relevance of the objectives and actions. A report on the five-year evaluation and review will be tabled at a Council meeting for noting.
- A full review of the Greater Dandenong Climate Emergency and Action Plan in 2030.

As implementation of this *Action Plan* progresses, Council anticipates further understanding of climate change impacts will develop, and new opportunities for climate mitigation and adaption will be identified. Additional opportunities will also emerge from changes to State and Federal government policies and programs, as well as available information, data and technology.

To ensure this *Climate Change Emergency Strategy and Action Plan* remains relevant, newly identified actions will be assessed and prioritised to ensure the continued implementation of the most effective climate change mitigation and adaptation measures. Where appropriate, new actions identified for implementation will be incorporated into Council's internal monitoring and reporting processes and a revised *Action Plan*.

7

Theme 1. Leadership & Governance

Goal: A City leading its community's climate change response.

Strategic Objective – Council

1.1 - Lead the City of Greater Dandenong's efforts to reduce emissions and increase resilience to climate change

Target: Reduce Council's emissions to Net Zero Carbon by 2025 **Measure:** Council's GHG emissions **Baseline:** 2007/08 – 14,688t CO_{2e}

Target: Embedding consideration of inherent risks and impacts of climate change into all relevant Council policies, strategies and plans by 2025.
Measure: Explicit reference to climate change in Council policies, strategies and plans.

The next five years – Council's Areas of Focus

1.1.1 – Highly engaged staff supporting a whole of organisation response to climate change

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	With support from leaders across Council, raise staff awareness of the global *Climate and Ecological Emergency*. Our united corporate culture will focus on embedding climate change mitigation and resilience into decision-making processes, through strategic policies and strategies, day-to-day service delivery and workplans and performance measures.	Education & Engagement Planning & Decision Making Policy & Strategy Development	Ongoing	Council's Internal Sustainability Advisory Group	Staff and Councillor survey (Benchmark established in 2020-21) Develop an annual program of staff training activities	Within anticipated operational budgets
b.	Increase capacity of Council's Sustainability Team to facilitate implementation of the *Climate Change Emergency Strategy and Action Plan*.	Education & Engagement Planning & Decision Making	Immediate	City Planning, Design & Amenity	Employment of an additional Sustainability Planning Officer (3 years – Full Time position)	$84,000 allocated in 2020-21 Budget
c.	Inclusion of roles and responsibilities in position descriptions that facilitate internal champions and accountability for Council's response to the climate and ecological emergency.	Planning & Decision Making	Immediate	Council's Internal Sustainability Advisory Group	Updated position descriptions for all staff	Within anticipated operational budgets

1.1.2 - A sustainable Council that has embedded consideration of climate change impacts and risks into its key governance documents and decision-making processes

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Develop a *Climate & Ecological Emergency Policy* to drive Council's climate change mitigation and adaptation objectives and principles, along with organisational roles and responsibilities.	Policy & Strategy Development	Immediate	Council's Internal Sustainability Advisory Group	*Climate & Ecological Emergency Policy* adopted by Council in 2020-21	Within anticipated operational budgets
b.	Development of next Council Plan (2021-25) - Continue to emphasise actions that will provide for both mitigation and adaptation in response to accelerating global warming and climate change processes. This is to place emphasis on responding to the *Climate Emergency Strategy* actions and reducing carbon emissions to meet the Paris Agreement's lower target of keeping global warming below 1.5^{0}C.	Policy & Strategy Development Planning & Decision Making	Immediate	Council's Internal Sustainability Advisory Group Corporate Services	Council Plan (2021-24)	Within anticipated operational budgets
c.	Council's internal Sustainability Advisory Group will oversee the implementation of the *Climate Emergency Strategy* and	Planning & Decision Making	Ongoing	Council's Internal Sustainability Advisory Group	Implementation of the *Climate Emergency Strategy*	Within anticipated operational budgets

8

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	provide leadership and guidance to management on decision making.						
d.	Development or update of Council's policies, strategies and plans - Implement processes to ensure explicit reference and consideration of climate change is aligned and incorporated into all corporate documents. All managers will need to ensure that their operational planning documents align to this need.	Policy & Strategy Development Planning & Decision Making	Immediate	Council's Internal Sustainability Advisory Group	Embedding and consideration of inherent risks and impacts of climate change into all Council policies, strategies and plans by 2025	Within anticipated operational budgets
e.	To facilitate a whole of organisation response to the climate emergency, Council will broaden its understanding of the impacts of climate change across its operations by assessing the: • Vulnerability of key Council assets and services across its operations to climate risks and the impacts on its service delivery and finances. • Current adaptative capacity of Council to lead and mobilise the community to build environmental resilience in response to the declaration of a Climate and Ecological Emergency.	Planning & Decision Making	Immediate	Council's Internal Sustainability Advisory Group	Significantly lowered risk profile for community members and Council's fixed assets and services See Actions as indicated in this document	$25,000 funded in 2019/20 for SECCCA Vulnerability Assessment Project Funding subject to annual operational budgets being approved as part of Council's annual budget
f.	Prioritisation of possible actions identified through the vulnerability assessments to ensure Council focuses on implementation of the most effective mitigation and adaptation measures identified.	Planning & Decision Making	Short	Council's Internal Sustainability Advisory Group	Development of relevant criteria used to assess and prioritise the suitability of possible options identified through vulnerability assessments and other means.	Funding subject to annual operational budgets being approved as part of Council's annual budget
g.	In line with the principles of continuous improvement, an evaluation framework will be developed (Evaluation Plan) to guide an internal operational review of this Strategy and Action Plan after 5 years to evaluate the effectiveness and relevance of the objectives and actions, with a report on the review to be tabled at a Council meeting for noting. Additional monitoring and evaluation will be achieved through: • Annual monitoring of the progress towards the objectives targets and actions outlined in this Action Plan through Council's existing corporate reporting processes. • Council will provide an annual summary on its website of the progress towards targets and highlight key outcomes. • A complete evaluation and update of the Action Plan will be undertaken by FY 2024/25	Planning & Decision Making	Ongoing	City Planning, Design & Amenity Council's Internal Sustainability Advisory Group	Annual monitoring and reporting program Review and update of *Climate Emergency Strategy and Action Plan* by FY 2025/25 through development of a comprehensive *Evaluation Plan*	Within existing operational budgets

9

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

h.	Develop organisational KPIs to monitor Council's progress towards key objectives and targets in the *Climate Emergency Strategy*.	Planning & Decision Making	Short	Corporate Services	Organisational KPIs developed and incorporated into Council's corporate reporting and risk register	Within existing operational budgets
i.	Assess Council's opportunities to support global efforts to shift investment away from fossil fuels into clean energy alternatives and sustainable industries.	Policy & Strategy Development	Short	Corporate Services	Assessment of fossil fuel divestment as part of the review of Council's Investment Policy	Within anticipated operational budget
j.	Council to continue considering and analysing the financial implications of climate change on Council's assets and services and identify strategies to embed climate change into Council's financial decision-making processes.	Planning & Decision Making Policy & Strategy Development	Ongoing	Council's Internal Sustainability Advisory Group	Strategies to embed climate change into the budget process will be developed by June 2021 Explicit reference to climate change in Council's Annual Budget and Long-Term Financial Strategy	Within anticipated operational budget

1.1.3 – Demonstrating leadership through Council's actions to achieve net zero carbon emissions across its operations by 2025

	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / indicator**	**Resources**
a.	Key measures to achieve Council's target of Net Zero Carbon Emissions by 2025 include: • PPA – 100% renewable electricity • New buildings being designed to achieve Net Zero Carbon Emissions • Increasing energy efficiency of existing buildings • Increasing uptake of electric vehicles • Increase uptake of solar systems / distributed energy resources • Completing upgrade of streetlights to energy efficient technologies Refer to the Energy and Buildings Action Plan for further details.	Asset Planning & Improvement	Ongoing	Corporate Services Business, Engineering & Major Projects	Refer to *Energy and Buildings Theme* within this Action Plan.	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget

1.1.4 – Providing a forum to increase Greater Dandenong's adaptive capacity to respond to the Climate and Ecological Emergency and interrelated challenges

	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / indicator**	**Resources**
a.	Develop and facilitate forums to consider in greater depth the interrelated nature of the challenges and fundamental changes required by Council and the community to effectively respond to the *Climate and Ecological Emergency* The purpose of these forums is to: • Establish processes and ensure Council's actions and formulation of decisions continue to be responsive to the evolving challenges that climate change and other issues brings.	Planning & Decision Making	Short	Internal Sustainability Advisory Group City Planning, Design & Amenity	Management and staff-oriented forums will commence in 2020-21 Significantly lowered risk profile for community members and Council's fixed assets	Within anticipated operational budgets

10

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	• Provide ongoing opportunities to explore to a greater depth and breadth the consideration of the issues related to decision making and formulating actions, • Explore the space between the 'possible' and 'probable'. • Consider in greater depth the interrelated issues such as population growth, sustainability, climate change, water, governance, health and wellbeing, economic development, infrastructure and biodiversity decline. • Increase Greater Dandenong's adaptive capacity to respond to the impacts of the climate emergency Realise potential opportunities arising, such as the global low-carbon energy revolution that will transform the global economy in coming decades.						
1.1.5 – Council plans and policies provide a framework to assist in supporting an integrated and inclusive approach to community mitigation and adaptation							
	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / indicator**		**Resources**
a.	Embed consideration of climate change into the development of Council's *2021-25 Council Plan* and supporting strategic documents. Council's updated *Community Wellbeing Plan* will be incorporated into the new *2021-25 Council Plan*. Under the *Climate Change Act 2017*, Councils are required to '*have regard to climate change* 'when preparing a municipal public health and wellbeing plan. Other key supporting documents that will be the initial focus of embedding consideration of climate change impacts and risks include: • Corporate Risk Register • Long Term Financial Strategy • Asset Management Plan • Local Economic & Employment Development Strategy • Access, Diversity & Equity Policy	Planning & Decision Making	Ongoing	Council's Internal Sustainability Advisory Group	All relevant Council Plans, Strategies and Policies to be updated with reference to climate change by FY 2024/25		Within existing operational budgets

11

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 1. Leadership & Governance

Strategic Objective – Community

1.2 – An engaged and mobilised community responding to the climate emergency

Target: Increased recognition by our community of the importance of responding to climate change. **Measure:** Climate change question incorporated into the Annual Community Satisfaction Survey **Baseline:** To be established

The next five years – Council's Areas of Focus

1.2.1 – An engaged and mobilised community actively supporting efforts to make Greater Dandenong a resilient city doing its fair share to limit global warming to below 1.5° C.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Procurement of a mobile Community Environment Centre to enhance Council's provision of existing community environmental awareness and education programs.	Education & Engagement	Immediate	City Planning, Design & Amenity Business, Engineering & Major Projects	A mobile Community Environment Centre secured for Council by the end of 2020-21	$160,000 in 2020-21 Budget for mobile Centre
b.	Assess current activities and new opportunities to inform and work with the community to increase awareness of climate change impacts to health and wellbeing and opportunities to reduce these risks in response to the Climate and Ecological Emergency. Actions include: • Opportunities to work with its diverse multicultural communities to raise awareness of climate change, and support community actions to mitigate greenhouse gas emissions and build environmental resilience. • Delivery of awareness and engagement programs and activities through a diverse range of approaches to maximise effectiveness and reach within the community. This includes working with key local community groups and networks, including grassroots community climate organisations. • Assessment of the current capacity of Council to mobilise the community to build environmental resilience in response to the declaration of a Climate and Ecological emergency.	Planning & Decision Making	Short	City Planning, Design & Amenity	Development of *Climate Change Community Engagement & Mobilisation Plan in 2020-21*	Within existing operational budgets
c.	Identify opportunities that explain to the community the emerging risks due to climate change and develop a range of practical and realistic actions that the community can take or apply in their homes or at work.	Planning & Decision Making Education & Engagement	Ongoing	City Planning, Design & Amenity	Council's community engagement material remains relevant and effective	Within existing operational budgets

12

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

1.2.2 – Council plans and policies provide a framework to assist in supporting an integrated and inclusive approach to community mitigation and adaptation.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Embed consideration of climate change into the development of Council's *2021-25 Council Plan* and supporting strategic documents. Council's updated *Community Wellbeing Plan* will be incorporated into the new *2021-25 Council Plan*. Under the *Climate Change Act 2017*, Councils are required to *'have regard to climate change'* when preparing a municipal public health and wellbeing plan. Other key supporting documents that will be the initial focus of embedding consideration of climate change impacts and risks include: • Corporate Risk Register • Long Term Financial Strategy • Asset Management Plan • Local Economic & Employment Development Strategy • Access, Diversity & Equity Policy	Planning & Decision Making	Ongoing	Council's Internal Sustainability Advisory Group	All relevant Council Plans, Strategies and Policies to be updated with reference to climate change by FY 2024/25	Within existing operational budgets

1.2.3 – Work with key stakeholders to participate in collaborative mitigation and adaptation opportunities across the municipality and region.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Advocacy by Greater Dandenong City Council calling for the State and Federal governments to: i. Declare a Climate and Ecological Emergency ii. Develop programs to drive emergency action to reduce greenhouse gases and meet the lower target of the Paris Agreement to keep global warming below 1.5 degrees iii. Establish a *National Climate Response Plan* that involves the three levels of government mitigating climate-caused risks based on climate science evidence.	Advocacy	Short	Executive and Councillors	Significantly lowered risk profile for Council and the community	Within existing operational budgets
b.	Advocacy by Greater Dandenong City Council calling for the State government to increase: • Clarity on local governments roles and responsibilities. • Capacity of local governments to carry out their responsibilities • Clarity on potential legal liabilities faced by local government and processes to manage these liabilities.	Advocacy	Short	Executive and Councillors	Significantly lowered risk profile for Council and the community	Within existing operational budgets
c.	Council to work collaboratively with key partners and stakeholders to support and help facilitate regional and local responses that increase our resilience to climate change. For example:	Advocacy Planning & Decision Making	Ongoing	Relevant Departments	Significantly lowered risk profile for Council and the community	Within existing operational budgets

13

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	• South East Melbourne (SEM) - whose priorities include creating the infrastructure needed for a connected community. • Monash National Employment and Innovation Cluster – which has a focus on transforming the regions transport network and developing public open space and community infrastructure. • Dandenong Integrated Water Management Forum - which has been established to identify, prioritise and implement collaborative integrated water management opportunities across the Dandenong Creek catchment. • Municipal Association of Victoria (MAV) – whose priorities include supporting Councils in understanding and preparing for the risks of climate change.						
d.	Continue to increase Council's capacity to respond to the Climate and Ecological Emergency through participation in regional local government forums that provide opportunities for peer-to-peer learning and collaboration on activities and programs. This includes Council's continued participation in local government forums such as SECCCA, CASBE, Cities for Power Partnership, Climate Emergency Australia and other forums where appropriate.	Advocacy Planning & Decision Making	Ongoing		City Planning, Design & Amenity	Increased responsive capacity of Council through shared learnings and ability to participate in collaborative projects beyond the scale of an individual council	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget.
e.	Advocate to key partners and stakeholders for support to enable local businesses to participate in a regional Power Purchase Agreement (PPA) to reduce energy costs and significant reductions in carbon emissions.	Advocacy Planning & Decision Making Funding and Grants	Short		City Planning, Design & Amenity Business, Engineering & Major Projects	Advocacy seeking support to facilitate the ability of local businesses to participate in a PPA	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget.

14

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 2. Community Wellbeing & Culture

Goal: A climate resilient city shaped by its community's shared values

Strategic Objectives – Council

2.1 - Council's services supporting the community to remain resilient under a range of climate scenarios.

Target: Assessment of the vulnerability to climate change of key health and emergency management services provided by Council to its community.
Measure: Vulnerability Assessments undertaken **Baseline:** Baseline to be established through vulnerability assessments

The next five years – Council's Areas of Focus

2.1.1 – Increasing awareness within Council of the risks to health and wellbeing associated with climate change

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Support Council's response to the *Climate and Ecological Emergency* by increasing organisational adaptive capacity and staff awareness to facilitate actions that help reduce climate change's impacts on the health and wellbeing of our community. This includes increasing awareness within Council that policies and initiatives across areas such as transport, roads, parks, urban forests, biodiversity, waste, land use, housing and urban planning, recreation, and creating safe public places can lead to improved health outcomes, as well as reduce emissions and support adaptation actions. To assist this process, a schedule of climate change impact awareness and training programs for management and staff will be developed annually. The focus is to increase the organisation's adaptative capacity.	Education & Engagement	Ongoing	Council's internal Sustainability Advisory Group Community Services	Develop an annual program of staff training activities	Within anticipated operational budgets
b.	Inclusion of roles and responsibilities in position descriptions that facilitate internal champions and accountability for Council's response to the climate and ecological emergency through its community health, well-being, and emergency management related actions.	Planning & Decision Making	Immediate	Community Services	Updated position descriptions for all staff	Within anticipated operational budgets
c.	Review the climate change risks relevant to health, well-being, and emergency management as part of the review of Council's Risk Register. This includes assigning identified risks to responsible risk owners.	Planning & Decision Making	Immediate	Corporate Services	Climate Change embedded into council's corporate risk register by June 2021	Within anticipated operational budget

2.1.2 – Enhancing the capability and capacity of Council's services to respond to climate change's impacts on the community's health and wellbeing.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Embedding consideration of climate change into the development of Council's *2021-25 Council Plan*. Council's updated *Community Wellbeing Plan* will be incorporated into the new *2021-25 Council Plan*. Under the *Climate Change Act 2017*, Councils are required to '*have regard to climate change*' when preparing a municipal public health and wellbeing plan.	Policy & Strategy Development	Short	Council's Internal Sustainability Advisory Group	Climate Change emphasised as a key priority in the next Council Plan (2021-25)	Within anticipated operational budget

15

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	The *Victorian Public Health and Wellbeing Plan 2019-2023* recognises that climate change is a leading threat to health and wellbeing and tackling climate change and its impact on health is included as one of four key focus areas in the plan.						
b.	Incorporate community health and well-being as part of the vulnerability assessments to climate change to increase understanding of physical and financial impacts to Council's assets and service delivery. A pilot project assessing the vulnerability of Council's open space assets and services will be undertaken as part of SECCCA's Vulnerability Assessment Project. This pilot project will inform further vulnerability assessments of Council's assets and services to commence in 2021.	Planning & Decision Making	Short - Medium	Community Services	Vulnerability assessments of key community services to commence in 2020/21		$25k from 2019/20 budget Funding subject to annual operational budgets being approved as part of Council's annual budget
c.	Assess Council's adaptive capacity to respond to the impacts of the climate emergency on community health, well-being, and emergency management actions. Take advantage of opportunities to increase resilience in these above areas.	Planning & Decision Making	Short	Community Services	Review of the adaptative capacity as part of vulnerability assessments		Within anticipated operational budgets
d.	Assess and plan for the implementation of prioritised actions based on the outcomes of the vulnerability assessments.	Planning & Decision Making	Medium	Community Services Council's Internal Sustainability Advisory Group	Prioritisation of actions from vulnerability assessments as part of broader decision-making approach		Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget.
e.	Continue Council's participation in the project to further develop *How Well Are We Adapting*, a web-based climate change adaptation monitoring, evaluation and reporting tool for Victorian local governments. Through an internal reporting section, the tool has been developed to help local government staff track the impacts on Council services and assets and evaluate responses over the long term to understand how well they are adapting to climate change. One of the focus areas for the tool is monitoring and reporting Council's approach to Community Wellbeing and Emergency Management.	Planning & Decision Making	Ongoing	City Planning, Design & Amenity Community Services	Use of *How Well Are We Adapting* to monitor, evaluate and report how Council is adapting to climate change		$5,000 for 2020/21

2.1.3 – Enhancing Council's emergency management capability and capacity to increase community resilience to climate change impacts.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Review the climate change risks relevant to Council's emergency management as part of the review of Council's *Risk Register*. This includes assigning identified risks to responsible risk owners.	Planning & Decision Making	Immediate	Corporate Services	Climate change embedded into Council's revised Corporate Risk Register by June 2021	Within anticipated operational budgets

16

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

b.	Assess emergency management as part of the vulnerability assessments to climate change to increase understanding of physical and financial impacts to Council's assets and service delivery.	Planning & Decision Making	Short - Medium	Corporate Services	Vulnerability assessments of key assets and services to commence in 2020/21	$25,000 from 2019/20 budget Funding subject to annual operational budgets being approved as part of Council's annual budget.
c.	Assess Council's adaptive capacity to respond to the climate and ecological emergency's impacts to community health and well-being and emergency management related actions and to take advantage of opportunities to increase resilience.	Planning & Decision Making	Short - Medium	Corporate Services	Review of the adaptative capacity as part of vulnerability assessments	Within anticipated operational budgets
d.	Assess and plan for the implementation of prioritised actions based on the outcomes of the vulnerability assessments.	Planning & Decision Making	Medium	Corporate Services Council's Internal Sustainability Advisory Group	Prioritisation of actions from vulnerability assessments as part of broader decision-making approach	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
e.	Embed consideration of climate change risks into Council's risk and emergency management system and processes to strengthen preparation for more frequent and severe emergency weather events. Documents to be reviewed and updated include: • Risk Management Strategy 2014-18 • Risk Management Policy 2015 • Risk Management Procedures 2015 • Community Safety Plan 2015-22 • Fire Management Plan 2015-17 • CGD Heatwave Subplan 2016 • OH&S Policy – Extreme Weather Guidelines 2016 • Municipal Emergency Management Plan 2018 • Occupational Health and Safety Policy • Overarching Business Continuity Plan	Policy & Strategy Development	Short	Council's Internal Sustainability Advisory Group	Climate change embedded into update of 2018 *Municipal Emergency Management Strategy* Emergency management plans reviewed and updated to include consideration of climate change	Within anticipated operational budgets

Theme 2. Community Wellbeing & Culture

Strategic Objectives – Community

2.2 - An engaged community taking action to stay healthy in a changing climate.

17

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Target: A reduction in the vulnerability of our community to the impacts of climate change.
Measure: Climate Vulnerability Index Assessment (Baseline to be established 2020-21)

The next five years – Council's Areas of Focus

2.2.1 – Increased community awareness of risks to health and wellbeing from climate change and their ability to manage these risks.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
	Continue to implement Council's existing programs and activities that aim to increase community awareness of climate change impacts to health and wellbeing, and opportunities to reduce these risks.	Education & Awareness	Ongoing	Community Services	Environmental Events & activities Information promoted through Council's website, social media platforms and other publications	Within anticipated operational budgets
b.	Assess current activities and new opportunities to inform and work with the community to increase awareness of climate change impacts to health and wellbeing and opportunities to reduce these risks in response to the climate and ecological emergency. This includes opportunities to encourage and support: • Community understanding by providing solution-based engagement and education activities Preparation for the increased severity and frequency of climate related emergencies • Its diverse multicultural communities' actions to reduce emissions and build resilience	Planning & Decision Making	Short	City Planning, Design & Amenity	Development of *Climate Change Community Engagement & Mobilisation Plan in 2020-21*	Within existing operational budgets
c.	Continue to collaborate with Councils on the development of *How Well Are We Adapting*, a web-based climate change adaptation monitoring, evaluation and reporting tool for Victorian local governments. For residents of participating municipalities, the tool is designed to raise awareness of local climate change impacts and how to address them.	Education & Engagement	Ongoing	City Planning, Design & Amenity	Continued development of the *How Well Are We Adapting* tool for Council and the community	$5,000 for 2020/21
d.	Continue to support the effort of partners and key stakeholders' increase awareness and other activities that assist the community to prepare and manage health and wellbeing impacts from climate change.	Education & Engagement	Ongoing	Community Services	Information promoted through Council's website, social media platforms and other publications	Within anticipated operational budgets

2.2.2 – Support that helps to facilitate a prepared and resilient community managing their climate change risks.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Undertake community consultation to better understand how prepared our community feel they are for significant weather events, and what changes they have implemented to cope with climate change. Consultation findings will provide an evidence base for the planning of future Council programs and activities focused	Planning & Decision Making	Short	City Planning, Design & Amenity	Report outlining key findings from consultation	Within anticipated operational budgets

18

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	on facilitating a prepared and resilient community managing their climate change risks.						
b.	Continue to provide support through Council's Community Grants Programs for community events, capacity building activities or programs focused on environmental sustainability outcomes that: • Contribute to Council's vision and strategic priorities • Enhance community capacity in responding to local needs • Increase community collaboration, partnerships and intercultural connections • Contribute to improvement of community safety, health and wellbeing • Have the best sustainable outcomes for the local community.	Funding & Grants Education & Engagement	Ongoing	Community Services	No. and value of grants provided through the Community Grants Programs that include a focus on environmental sustainability outcomes	Within anticipated operational budgets
c.	The *Greater Dandenong Sustainability Advisory Committee* will support Council's response to climate change by providing input, guidance and support: • on the implementation of the key community priorities and community objectives of the Climate Change Strategy • communication, engagement and consultation by Council with the local community on relevant climate change matters • on the evaluation and review of the Climate Change Strategy and Action Plan	Advocacy Education & Engagement	Ongoing	City Planning, Design & Amenity	Regular scheduled meetings with the Sustainability Advisory Committee	Within anticipated operational budgets
d.	Continue to work collaboratively with our partners and key stakeholders to find effective ways to inform and engage the community to build their adaptive capacity and resilience to the climate emergency. This is to include actions such as: • Continue working with partners (including ENLIVEN, The Lord Mayor's Charitable Foundation and the Southern Migrant Resource Centre) to implement Stage 2 of the Hot Spots project, through health promotion activities focused on community members who are vulnerable on days of extreme heat, including newly arrived migrants, older people and parents with babies and young children. • Continued participation in Operation Emergency Ready, an emergency preparedness campaign organised by Greater Dandenong in partnership with Kingston Council, Frankston Council and Mornington Peninsula Shire to educate the community and ensure they are emergency ready.	Education & Engagement	Immediate	Community Services	Programs and activities undertaken with partners Information promoted through Council's website, social media platforms and other publications	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget

19

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

e.	Climate change is a topic of concern for young people as they will be the most impacted as the effects of climate change become more pronounced over time. Council will provide forums to enable our youth to get involved and take positive steps through its programs that: • Support our youth to participate in civic and community activities which enhance leadership and personal development • Publicise and positively profile our youth and their valuable contributions to the community, through online social media platforms and print media • Facilitate opportunities for our youth to engage in community consultation.	Education & Engagement	Ongoing	Community Services	Programs and activities undertaken to support youth	Within anticipated operational budgets
f.	Continue to work collaboratively with our regional partners such as ENLIVEN and SECCCA to support capacity building programs targeting key community sectors to reduce the health and safety impacts of climate change.	Advocacy Education & Engagement Planning & Decision Making	Ongoing	City Planning, Design & Amenity	Programs and activities undertaken with partners	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget

2.2.3 – Support that facilitates accessible and equitable climate responses for our community

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Work with the local members of the community, community groups and health care providers to increase awareness of transport options amongst elderly members of our community and help to address barriers to access.	Education & Engagement	Short	Community Services	A part time Community Transport Officer employed in 2020-21	$42,000 in 2020/21 budget
b.	To help understand and address the impacts of climate change on the vulnerable members of our community and ensure fair and equitable benefits from climate change responses, Council will seek to both inform and receive input from its advisory and reference committees, including: • Multicultural Leaders Network • Disability Advisory Committee • Positive Ageing Advisory Committee • Sustainability Advisory Committee • Community Safety Advisory Committee. The input we will be seeking includes: • Advice to inform decision making • Involvement in planning community engagement • Testing engagement techniques to improve community engagement outcomes • Assisting communication between Council and the community	Advocacy Education & Engagement Planning & Decision Making	Ongoing	City Planning, Design & Amenity	Participation in design and implementation of Community Engagement Plan Identification of specific actions aimed at reducing inequality and maximising benefits for vulnerable members of our community	Within anticipated operational budgets

20

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

c.	Work with key stakeholders and local community service providers to facilitate increased community awareness of existing programs that: • Support disadvantaged households in reducing their exposure to climate risks, and minimising utility usage and costs • Assist residents' equitable access to energy	Advocacy Education & Engagement	Ongoing	City Planning, Design & Amenity	Activities undertaken with key stakeholders such as the *Energy and Water Ombudsman Victoria* and local community organisations	Within anticipated operational budgets
d.	Continue to provide support to individual local vulnerable households to manage potential climate impacts and risks.	Education & Engagement	Ongoing	Community Services	Activities provided by Council's Community Care services that support vulnerable older people and people with disabilities to maintain and enhance their quality of life while responding to climate change impacts	Within anticipated operational budgets

2.2.5 – Advocacy that helps address our community's climate change related health and safety needs and priorities.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Advocate to the Australian and Victorian governments for measures that provide equitable protection for vulnerable groups as part of their policies to provide stable, low cost emission reductions through the energy sector.	Advocacy	Ongoing	Community Services	Advocacy activities undertaken	Within anticipated operational budget
b.	Advocate for increased clarity from the Victorian Government on the local government sector's roles and responsibilities regarding climate change and community health and wellbeing. Building a shared understanding of the roles and responsibilities of state and local government is a priority action in *Victoria's Climate Change Adaptation Plan 2017 – 2020.*	Advocacy	Immediate	Community Services	Greater clarity provided by Victorian Government on role of local government. For example: Updating of *Municipal Public Health and Wellbeing Planning: Having Regard to Climate Change* (2012)	Within anticipated operational budget
c.	Advocate to the Australian and Victorian governments for: • for increased financial and other forms of support to improve the local government sectors' capacity to respond to community needs. • support for Council to assist the more vulnerable sectors of our community	Advocacy	Ongoing	Community Services	Advocacy with key stakeholders Funding and grants received	Within existing operational budgets

21

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 3. Business & Economy

Goal: A city with a thriving and resilient net zero carbon emissions economy.

Strategic Objective – Council

3.1 - Council's services supporting the local economy to remain resilient under a range of climate scenarios.

Target: Increase Council's understanding of the impacts of climate change on local businesses and the economy. **Measure:** Baseline to be developed through vulnerability assessments

Target: Increase Council's sustainable procurement through local businesses (Baseline to be developed.) **Measure:** Metric to be developed by 2022

The next five years – Council's Areas of Focus

3.1.1 – Increased awareness within Council of the impacts to local businesses of climate change, the transition to a net zero carbon emissions economy and the need to manage exposure to risks.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Support Council's response to the *Climate and Ecological Emergency* by increasing staff awareness and organisational adaptive capacity to facilitate actions that assist local businesses in preparing for the transition to a zero carbon economy and increase resilience to the impacts of climate change to maintain their viability. To assist this process, a schedule of climate change impact awareness and training programs for management and staff will be developed annually. The focus is to increase the organisation's adaptative capacity.	Education & Engagement	Ongoing	Council's internal Sustainability Advisory Group Business, Engineering & Major Projects	Develop an annual program of staff training activities	Within anticipated operational budgets
b.	Inclusion of roles and responsibilities in position descriptions that facilitate internal champions and accountability for Council's response to the *Climate and Ecological Emergency* through its actions related to local business and economic development.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects	Updated position descriptions for all staff	Within existing operational budgets
c.	Impacts to the local business sector and economic development will be included as part of Council's overall program to assess the vulnerability of Council's key assets and services to increase understanding of physical and financial impacts of climate change to Council's assets and service delivery.	Planning & Decision Making	Short	Corporate Services & Community Services	Climate change vulnerability assessments undertaken across Council's key assets and services Initial pilot project commencing in 2020/21 will inform rollout of the program more broadly across Council's operations	$25,000 from 2019/20 budget to undertake initial pilot project Funding subject to annual operational budgets being approved as part of Council's annual budget.
d.	Review the risks relevant to local businesses and economic development as part of the review of Council's Risk Register. This includes assigning identified risks to responsible risk owners.	Planning & Decision Making	Immediate	Council's Internal Sustainability Advisory Group	Climate change embedded into Council's corporate risk register by June 2021	Within existing operational budgets

22

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

3.1.2 – Council services supporting our local economy and businesses remain resilient as climate change impacts increase.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Assess Council's adaptive capacity to respond to the Climate and Ecological Emergency through its programs and activities that provide economic development and support to local businesses.	Planning & Decision Making	Short	Council's Internal Sustainability Advisory Group Business, Engineering & Major Projects	Review of Council's adaptative capacity to commence in 2020/21	Within anticipated operational budgets
b.	Prioritisation of potential actions identified through the vulnerability and capacity assessments to ensure Council focuses on implementation of the most effective mitigation and adaptation measures identified to support the local economy. Options will be assessed against agreed criteria, including consideration of Council's levers of control, capacity and resources required.	Planning & Decision Making	Short to Medium	Council's Internal Sustainability Advisory Group Business, Engineering & Major Projects	Identification of the most effective mitigation and adaptation measures for implementation identified through the vulnerability assessments	Funding subject to annual operational budgets being approved as part of Council's annual budget
c.	Work in partnership with education institutions, training providers, social enterprises and other businesses to help provide residents with skills for an innovative and sustainable future.	Planning & Decision Making	Short to Medium	Business, Engineering & Major Projects Community Services	Updated *Economic & Employment Strategy* by 2021 to include focus increasing training opportunities Activities and programs undertaken	Funding subject to annual operational budgets being approved as part of Council's annual budget

3.1.3 – Council's purchasing power supports sustainable local businesses.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Continue to implement the objective of Council's Procurement Policy to influence sustainability outcomes by actively promoting green procurement throughout its supply chain and supporting local businesses wherever possible. Develop processes and metrics to enable monitoring and reporting of Council's: • Total sustainable procurement • Sustainable procurement from local businesses	Planning & Decision Making	Ongoing	Corporate Services	Processes and metrics developed by 2022 to enable monitoring and reporting of sustainability outcomes from Council's Procurement Policy	

23

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 3. Business & Economy

Strategic Objectives – Community

3.2 - Engaged local business and industry taking action to increase resilience and transition to a net zero carbon economy.

Target: Achieve a net zero carbon emissions local economy by 2040. **Measure:** 2,500,000 tCO_{2e} (Baseline) **Based on current available data*

Target: Increase the percentage of Greater Dandenong residents employed locally (20% in 2020) **Measure:** ABS Census data

Target: Maintain Greater Dandenong's role as an employment hub in the region (26.9% of people working in Melbourne's South) **Measure:** ABS Census data

The next five years – Council's Areas of Focus

3.2.1 – Increased business awareness of climate change risks, opportunities and the transition to a net zero carbon emissions economy.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Include consideration of local businesses in the development of the *Community Engagement and Mobilisation Plan*. This plan will guide Council's approach to increasing community awareness and action in response to the Climate and Ecological Emergency. The focus of the *Engagement and Mobilisation Plan* for local business and industry in Greater Dandenong will be to: • Increase awareness of information on how business can prepare for the future impacts of climate change, and access resources • Target approaches that directly increase awareness and engagement through existing programs, networks, events and other forums • Identify and address the needs and priorities of the business community.	Planning & Decision Making	Short	City Amenity City Planning, Design & Amenity Business, Engineering & Major Projects	A *Community Climate Change Engagement and Mobilisation Plan* adopted by 2021/22 Engagement activities undertaken with local business Increased understanding of local businesses views, needs and priorities regarding climate change	Within anticipated operational budgets
b.	Facilitate a series of business and industry roundtable forums to share the latest advice regarding the impacts of climate change on CGD's local economy, with a focus on: • Maintaining viability • Compliance and risk management • Opportunities to expand products and services. Leverage the roundtable forums to assist business to: • identify new processes, products and services • assist in strengthening Council's capacity to respond to climate change impacts The above actions will both enhance Council's overall sustainability profile and build the economic viability of local business and industry.	Education & Engagement	Short	Business, Engineering & Major Projects	Increased understanding of local businesses views, needs and priorities regarding climate change Development of new businesses, new products and new services in the Climate and sustainability space	Within anticipated operational budgets

24

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

c.	Council's South East Business Networks and Economic Development Unit will identify and implement measures through its existing forums targeted at increasing local business awareness of climate change impacts, and actions that can be taken to increase resilience and to take advantage of potential opportunities.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Activities and programs undertaken	Funding subject to annual operational budgets being approved as part of Council's annual budget
d.	Seek opportunities to expand current programs and activities with partners and key stakeholders that aim to: • Provide information that supports local businesses to prepare for and manage their risks from climate change • Find effective ways to engage local businesses to build adaptive capacity and resilience • Support local businesses in the transition to a zero carbon economy • Support businesses to take advantage of potential opportunities resulting from expanding market demand for adaptation and carbon-reducing technology, products and services for use across a variety of industries. • Recognise and celebrate local businesses responding to climate change, to help facilitate peer-to-peer learnings and a shared community of practice.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Significantly lowered risk profile for local businesses Activities and programs undertaken	Funding subject to annual operational budgets being approved as part of Council's annual budget

3.2.2 – Support that facilitates action by local businesses to reduce their carbon emissions and increase their resilience to climate change impacts.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Support businesses response to climate change through implementation of relevant actions in the *Greater Dandenong Local Economic and Employment Development Strategy*.	Advocacy Education & Engagement Planning & Decision Making	Ongoing	Business, Engineering & Major Projects	Updated *Economic & Employment Strategy* by 2021 to include focus on responding to climate change risks and impacts Activities and programs undertaken	
b.	Continue working with the Sustainable Australia Fund to support local businesses transition to the zero carbon economy through provision of Environmental Upgrade Agreements (EUAs).	Education & Engagement Funding & Grants	Ongoing	City Planning, Design & Amenity Business, Engineering & Major Projects	Increased promotion of EUAs to local businesses Uptake of Environmental Upgrade Agreements by local businesses	Within anticipated operational budgets
c.	Lead efforts to facilitate uptake of Power Purchase Agreements (PPAs) by local businesses to reduce their energy costs and carbon emissions. This is to include actions like:	Advocacy Planning & Decision Making	Ongoing	City Planning, Design & Amenity	Participation by local businesses in Power Purchasing Agreements	Funding subject to annual CIP and operational budgets being approved as

25

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	• Working with key stakeholders and local businesses to promote benefits and generate interest • Analysing potential local energy demand and opportunities for participation in a PPA • Investigating barriers limiting local businesses uptake of PPAs, and ways to overcome these barriers • Advocacy to key partners and stakeholders for support to enable participation by local businesses.	Funding & Grants Education & Engagement	Ongoing	Business, Engineering & Major Projects	Information on Council's website, in publications etc.	Within anticipated operational budgets
d.	Continue to inform local businesses of programs and other forms of support available through other agencies to reduce emissions and increase resilience.					part of Council's annual budget
e.	Provision of Business Grants that support environmental outcomes.	Funding & Grants	Ongoing	Business, Engineering & Major Projects	No. and value of grants provided through the Business Grants program that include a focus on environmental sustainability outcomes	Within anticipated operational budgets
f.	Advocate to the Federal and State governments for increased support to improve Council's capacity to respond to local business needs.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken	Within anticipated operational budgets
g.	Lead advocacy efforts with our regional partners in seeking increased Federal and State Government support to meet the needs and priorities of local businesses to respond to climate change, including: • Increase awareness of climate change impacts and associated risks • Increased information and guidance • Research into potential opportunities • Transitioning to a net zero carbon emissions economy.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken	Within anticipated operational budgets
h.	Work in partnership to support and encourage the establishment, relocation or expansion of suitable green businesses within Greater Dandenong.	Education & Engagement	Short	Business, Engineering & Major Projects	Updated *Economic & Employment Strategy* by 2021 to include focus on attracting green businesses Activities and programs undertaken	Within anticipated operational budgets

26

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 4. Energy & Buildings

Goal: A City of energy efficient buildings powered by clean energy.

Strategic Objective - Council

4.1 - Reducing Council's carbon emissions through efficient use of clean renewable energy.

Target: Net zero carbon emissions from Council's buildings and streetlights by 2025 **Baseline**: 2007/08 – 14,688t CO2e **Measure:** Council's annual GHG emissions inventory.

Target: 20% reduction in energy use from Council's buildings by 2025 **Baseline**: 2007/08 – 6,344 MWh **Measure**: Council's annual energy use inventory

Target: Increase the capacity of solar systems in Council buildings to 1mW by 2025 **Baseline**: 129 kW in 2019 **Measure:** Council's installed solar capacity

Target: All Council's street and park lights to use energy efficient lighting by 2027. **Baseline**:7,500 (52%) of 14,500 lights energy efficient - 2020 **Measure:**% lights energy efficient

The next five years – Council's Areas of Focus

4.1.1 – Increased awareness and uptake of energy efficiency and renewable energy within Council, to transition to a net zero carbon emissions future.

	Actions	Council's Role	Timeframe	Responsible Council Unit	Outcome / Indicator	Resources
a.	Support Council's response to the Climate and Ecological Emergency by increasing staff awareness and organisational adaptive capacity to achieve a city of energy efficient buildings powered by clean energy. Staff awareness and training activities will focus on: • Increasing internal awareness of Council's greenhouse gas emissions and energy goals, and establishing the expectation that everyone has a role to play • Specific capacity building training for staff, such as building managers, maintenance staff and project managers	Education & Engagement	Ongoing	Internal Sustainability Advisory Group Business, Engineering & Major Projects	Develop an annual program of staff training and awareness activities	Within anticipated operational budgets
b.	Inclusion of roles and responsibilities in position descriptions that facilitate internal champions and accountability for Council's response to the climate and ecological emergency through its energy use, design and operation of buildings.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects	Updated position descriptions for all staff to specifically reference expected behaviours and contributions to council's net zero carbon emissions plan	Within anticipated operational budgets
d.	Undertake assessments of the vulnerability of Council's key assets and infrastructure to climate change, to increase understanding of physical and financial impacts as well as impacts on service delivery. A pilot project to assess the vulnerability of Council's open space assets and service delivery will be undertaken in 2020/21 as part of SECCCA's Vulnerability Assessment Project *'Assessing Climate Change Impacts – Council Assets, Services, Expenditure and Income'.*	Planning & Decision Making	Immediate	Business, Engineering & Major Projects	Vulnerability assessments of key assets to commence in 2020/21	$25,000 funded in 2019/20 for SECCCA Vulnerability Assessment Project Funding subject to annual operational budgets being approved as part of

27

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	This pilot project will inform the rollout of further vulnerability assessments of Council's assets and services, including consideration of energy usage and buildings.						Council's annual budget
e.	Assess Council's asset management adaptive capacity to reduce risks from the impacts of climate change and increase resilience.	Planning & Decision making	Immediate	Business, Engineering & Major Projects	Review of the adaptative capacity as part of vulnerability assessments		Funding requirements to be determined from Vulnerability Assessment pilot project
f.	Review the risks relevant to Council's buildings and energy use as part of the review of Council's *Risk Register*. This includes assigning identified risks to responsible risk owners to increase accountability.	Planning & Decision Making	Immediate	Council's Internal Sustainability Advisory Group	Council's Risk Management Procedures updated Climate change embedded into Council's revised Corporate Risk Register by June 2021		Within anticipated operational budgets
4.1.2 – All new Council buildings energy use designed to be net zero carbon emissions from 2020							
	Actions	**Council's Role**	**Timeframe**	**Responsible Council Unit**	**Outcome / Indicator**	**Resources**	
a.	All new Council buildings (from 2020 onwards) to be designed, built and maintained to achieve net zero carbon emissions in accordance with Council's *Sustainable Buildings Policy (as revised from time to time).*	Planning & Decision Making Regulatory	Ongoing	Business, Engineering & Major Projects	All new Council buildings to be designed, built and maintained to achieve net zero carbon emissions from 2020	Within anticipated Capital Works budget (between 5% to 10% marginal cost depending on ESD standard, with payback via ongoing operational saving on utilities)	
b.	Undertake energy performance assessments of new Council buildings to ensure operational performance meets design intent.	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects	Performance assessments of new buildings constructed from 2020 using NABERS or equivalent	Within anticipated operational budgets	
4.1.3 – All energy use by existing Council buildings to be net zero carbon emissions by 2025.							
	Actions	**Council's Role**	**Timeframe**	**Responsible Council Unit**	**Outcome / Indicator**	**Resources**	
a.	Undertake performance assessments of Council's existing buildings to: • Ensure operational performance meets design intent • Enable benchmarking of building performance • Inform scope of building refurbishments • Guide selection of future energy audits / funding bids to increase energy efficiency	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects City Planning, Design & Amenity	NABERS assessments (or equivalent for non-office buildings) to be undertaken of all key Council buildings by 2025	Within anticipated operational budgets	

28

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

b.	All applicable refurbishments of Council's existing buildings to be designed and built in accordance with Council's *Sustainable Buildings Policy* requirements.	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects	All moderate and major Council building refurbishments to be designed and built to achieve net zero carbon emissions	Within anticipated Capital Works budget (between 5% to 10% marginal cost depending on ESD standard, with payback via ongoing operational saving on utilities). Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
c.	Implement Council's *Building Energy Management Plan (as revised from time to time)* to reduce existing buildings' energy usage and increase uptake of renewable energy.	Asset Planning & Improvement Planning & Decision Making	Ongoing	Building, Engineering & Major Projects	No. of existing building projects completed per year BEMP updated by 2022	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
d.	Embed climate change risk management into the review and update of Council's *2015-22 Asset Management Strategy* and *2015 Asset Management Plan – Buildings and Facilities. (Please refer to Asset, Infrastructure and Land Use Planning Action Plan 7.1.3 for further details).*	Planning & Decision Making Strategy & Policy Development	Immediate	Council's Internal Sustainability Advisory Group	Climate change embedded into updated *2022 Asset Management Strategy*	Within anticipated operational budgets
e.	Reduce Council's energy usage and costs through an increased focus on optimising Council's buildings, fixtures, appliances, and control systems to the most energy efficient available with real-time (IOT-based) monitoring capabilities.	Asset Planning & Improvement	Ongoing	Building, Engineering & Major Projects	Annual program to optimise building energy usage	Funding subject to annual CIP budgets being approved as part of Council's annual budget
f.	Consider mechanisms such as Energy Performance Contracts to reduce Council's energy use and GHG emissions.	Strategy & Policy Development	Medium	Business, Engineering & Major Projects	Mechanisms to reduce energy use and GHG emissions included as part of project business case/feasibility	Within anticipated operational budgets
g.	Investigate and trial new and innovative energy efficiency and renewable energy technologies on council building projects to help accelerate market adoption.	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects	Trials incorporating new technology or concept Publication of Project Case Study	Funding subject to annual CIP, operational budgets and external funds as part of Council's annual budget
h.	Investigate opportunities to expand Council's current monitoring and reporting of GHG emissions to include all	Planning & Decision Making	Immediate	Corporate Services	Council's GHG emissions reporting expanded to	Within anticipated operational budgets

29

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	Council owned buildings. As of 2020, only monitoring those utility accounts Council is directly responsible for paying.					include all Council owned buildings from 2021 onward	
4.1.4 – All Council's electricity usage from clean renewable sources by 2025.							
	Actions	**Council's Role**	**Timeframe**	**Responsible Council Unit**	**Outcome / Indicator**	**Resources**	
a.	Utilise Power Purchasing Agreements (PPA) to reduce GHG emissions from Council's streetlights and buildings*. Additionally, investigate opportunities to source electricity for all buildings owned by Council from 100% renewable sources through a Power Purchasing Agreement (PPA), where Council is not responsible for the payment of the relevant utility account. *Where Council is responsible for payment of utility account	Planning & Decision Making	Immediate	Corporate Services	PPA resulting in Council's purchase of electricity from 100% renewable sources for all Council owned building	Council's electricity costs are anticipated to be lowered through participation in PPA	
b.	Council will help support the transition to a secure and reliable energy grid with a high share of renewables by demonstrating the effective use of distributed energy resources. This includes: • Increasing Council's on-site generation of renewable energy through installation of solar panels in accordance with the *Sustainable Buildings Policy* and *Building Energy Management Plan* • Utilising on-site energy storage systems. To build Council's capacity to facilitate a broader rollout when more economically viable, a pilot trial of energy storage will be undertaken to: ○ maximise benefits from installed solar systems ○ provide reliability of supply during power outage ○ building staff capacity ○ help prepare Council's future uptake of Virtual Power Networks	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects	Implementation of *Sustainable Buildings Policy* and *Building Energy Management Plan* Pilot on-site energy storage project scope prepared for 2021/2022 budget bid	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget	
c.	Monitor and implement where appropriate mechanisms such as Virtual Power Networks to reduce Council's GHG emissions.	Strategy & Policy Development	Medium	Corporate Services	Mechanisms to reduce greenhouse gas emissions included as part of project business case/feasibility	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget	

30

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

4.1.5 – Transition Council's energy use away from natural gas.

	Actions	Council's Role	Timeframe	Responsible Council Unit	Outcome / Indicator	Resources
a.	Commission feasibility report that investigates the options and timing of an accelerated phase-out of natural gas from existing council facilities.	Planning & Decision Making	Medium	Business, Engineering & Major Projects	Feasibility report completed by 2021	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
b.	All new council buildings and facilities to utilise electricity as their only energy source in accordance with the *Sustainable Buildings Policy (SBP)*.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects	All new council buildings free of natural gas in accordance with the SBP	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
c.	All upgrades to natural gas appliances and services to existing council buildings and facilities are to be replaced with electrical systems (in accordance with the *Sustainable Buildings Policy*).	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects	All refurbishments to existing council buildings in accordance with the SBP	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget

4.1.6 – All Council's street and park lights to use energy efficient lighting technology by 2027.

	Actions	Council's Role	Timeframe	Responsible Council Unit	Outcome / Indicator	Resources
a.	Implement the *Lighting up Greater Dandenong* program to switch all streetlighting to energy efficient lighting technology.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects	Annual program to achieve 100% energy efficient streetlights by 2027	Funding subject to annual CIP budgets being approved as part of Council's annual budget
b.	Continue to advocate to industry for improved standards and technologies for street lighting that reduce greenhouse gas emissions.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy with key stakeholders	Funding subject to annual CIP budgets being approved as part of Council's annual budget
c.	Investigate and apply for grants for the implementation of energy efficient public lighting projects.	Funding and Grant applications	Ongoing	Business, Engineering & Major Projects	Funding and grants received	Funding subject to annual operational budgets being approved as part of Council's annual budget Receipt of grants funding

31

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 4. Energy & Buildings

Strategic Objective - Community

4.2 – A reduction in the community's carbon emissions through efficient use of clean renewable energy.

Target: Net zero carbon emissions from the municipality's buildings by 2040. **Baseline:** 3,083,000t CO_{2e} (Stationary emissions, CPG Basic reporting 2016/17) **Measure:** Community GHG emissions profile

Target: 100% renewable energy for the City by 2040. **Baseline:** Scope 2 emission factors for consumption of purchased electricity in Victoria: 1.02 in 2019 **Measure:** National Greenhouse Account Factors

Target: 75,000kW small scale onsite renewable energy generation capacity for the City by 2025. **Baseline:** 11,979 kW (2013) **Measure:** Community's solar kW capacity

The next five years – Council's Areas of Focus

4.2.1 – Increased awareness within the community of energy efficiency and renewable energy to facilitate the transition to a net zero carbon emission city.

	Actions	Council's Role	Timeframe	Responsible Council Unit	Outcome / Indicator	Resources
a.	Continue to implement Council's existing Environmental Education programs and activities that encourage community action towards sustainable buildings, energy efficiency and renewable energy.	Education & Engagement	Ongoing	City Planning, Design & Amenity	No. of Environmental Events & Activities Sustainable Design Assessment in the Planning Process (SDAPP) Fact Sheets Information promoted through Council's website, social media platforms and other publications	Within anticipated operational budgets
b.	Continue to showcase and promote actions taken by leaders in our community that encourage uptake by the broader community of low carbon actions and technologies through Council's Annual Sustainability Awards Program.	Education & Engagement	Ongoing	City Planning, Design & Amenity	Sustainability Awards Case studies	Within anticipated operational budgets
c.	Continue to provide support through Council's Community Grants Programs for community events, capacity building activities or programs focused on environmental sustainability outcomes that: • Contribute to Council's vision and strategic priorities • Enhance community capacity in responding to local needs • Increase community collaboration, partnerships and intercultural connections • Contribute to improvement of community safety, health and wellbeing	Education & Engagement	Ongoing	Community Services	No. and value of grants provided through the Community Grants program that include a focus on environmental sustainability outcomes	Within anticipated operational budgets
d.	Assess existing activities and new opportunities to partner with the community to increase awareness through education and solution-based activities to trigger community	Education & Engagement	Short	City Planning, Design & Amenity	Development of *Climate Change Community*	Within anticipated operational budgets

32

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

					Engagement & Mobilisation Plan in 2020/21	
	mobilisation and action on the urgent need to transition to a net zero carbon emissions city, in response to the climate and ecological emergency.					
e.	Support the Victorian Government's actions to drive the transition to a net zero carbon emissions economy by promoting programs such as *TAKE2* that aim to increase community awareness and uptake of transitional measures.	Advocacy Education & Engagement	Ongoing	City Planning, Design & Amenity	Programs and activities promoted in Council Publications, No. of businesses and households that have made pledges through *TAKE2*	Within anticipated operational budgets
f.	Work with partners and key stakeholders to facilitate increased awareness and uptake of programs designed to assist households and businesses to increase the energy efficiency and climate change resilience of their buildings. This includes promoting to local residents and businesses: • Information and training opportunities • Grant funding opportunities from the Victorian and Federal governments • Mechanisms such as Environmental Upgrade Agreements (EUAs) and Power Purchase Agreements (PPAs)	Advocacy Education & Engagement	Ongoing	City Planning, Design & Amenity	Information promoted through Council's website, social media platforms and other publications Programs and activities undertaken with partners such as SECCCA, CASBE and Sustainability Victoria Industry and Community Events No. of EUAs and PPAs implemented within the community	Within anticipated operational budgets
g.	Work with key stakeholders and local community service providers to facilitate increased community awareness of existing programs that: • Support disadvantaged households in reducing their exposure to climate risks, and minimising utility consumption and associated costs • Assist residents' equitable access to energy.	Advocacy Education & Engagement	Ongoing	City Planning, Design & Amenity	Activities undertaken with key stakeholders such as the Energy and Water Ombudsman Victoria and local community organisations	Within anticipated operational budgets

4.2.2 – Support that helps the community transition to energy efficient net zero carbon emission buildings by 2040.

	Actions	**Council's Role**	**Timeframe**	**Responsible Council Unit**	**Outcome / Indicator**	**Resources**
a.	Continue to facilitate inclusion of key environmental performance considerations through Environmentally Sustainable Design (ESD) into the planning permit approvals process in order to achieve long term sustainable outcomes for new residential, commercial and industrial buildings.	Planning & Decision Making Regulatory	Ongoing	City Planning, Design & Amenity	Implementation of the Greater Dandenong Planning Scheme's Policy: Clause 22.06 *Environmentally Sustainable Development* All applicable planning applications subject to Sustainability Assessments	Within anticipated operational budgets

33

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

b.	Work with key stakeholders to help facilitate climate change resilient, zero net carbon emission buildings or equivalent outcomes into Planning Precinct Structure Plans, Development Plans, Park Plans and other relevant masterplans.	Advocacy Planning & Decision Making Regulatory	Ongoing	Council's Internal Sustainability Advisory Group	Embedding climate change risk management into the development of all applicable Precinct Structure Plans and Development Plans. Current plans being developed include: • Noble Park Activity Centre Structure Plan • Development Plan - Sandown Racecourse Redevelopment	Within anticipated operational budgets
c.	Support collaborative projects that aim to raise the standards of Environmentally Sustainable Design (ESD) required in new homes, commercial and industrial developments. Continue supporting Moreland Council's *Towards Zero Carbon in the Planning Scheme* project which aims to provide an evidence base for updating ESD requirements in the Planning Schemes *Local Planning Policies**. Complete and provide a background report to Council by August 2020 detailing the options CGD has to participate in ESDV2.0 amendments moving forward. *Please note, any updates to Local Planning Provision requires Ministerial Approval	Advocacy Regulatory Strategy & Policy Development	Immediate	City Planning, Design & Amenity	Continued collaboration with other councils through membership of CASBE Support Moreland Council's background work to establish options for a potential ESD V2.0 in 2021 Provision of ESDV2.0 background report to Council in August 2020.	$15,000 Funded through 2019/20 Budget Future funding subject to annual operational budgets being approved as part of Council's annual budget Approximately $40,000 required to be allocated for planning amendment
d.	Continue to support partners and key stakeholders' programs that facilitate the uptake of energy efficiency, renewable energy access and finance for home environment upgrades for residential properties (including low-income households).	Advocacy Education & Engagement	Ongoing	City Planning, Design & Amenity	Collaboration with the Sustainable Melbourne Fund to expand provision of EUAs to include residential properties Implementation of relevant programs	Within anticipated operational budgets
e.	Continue to investigate and act upon opportunities to work collaboratively with government departments, local governments, universities, energy providers and other stakeholders on projects that can support our residents and businesses in the transition to a net zero emissions economy.	Advocacy Planning & Decision Making	Ongoing	City Planning, Design & Amenity	No. of partnerships entered New collaborative project opportunities Council has acted upon	Within anticipated operational budgets Funding subject to annual CIP and operational budgets being

34

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	This includes a focus on expanding uptake of existing, well-proven technologies as well as innovative new ideas and products.							approved as part of Council's annual budget
4.2.3 – Support the community to transition to 100% renewable energy sources by 2040.								
	Actions	**Council's Role**	**Timeframe**	**Responsible Council Unit**	**Outcome / Indicator**	**Resources**		
a.	Work with the *Sustainable Australia Fund* and other key stakeholders to increase uptake in Greater Dandenong of Environmental Upgrade Agreements (EUAs). This program provides finance to support businesses to upgrade their buildings, achieve savings through energy efficiencies and uptake of renewables, as well as addressing the impacts of climate change.	Advocacy Education & Engagement	Ongoing	City Planning, Design & Amenity	Promotion and engagement activities undertaken Monitor and report uptake of EUAs	Within anticipated operational budgets		
b.	Promote and advocate to local developers and building owners the rationale and relevant cost savings associated with the transition of energy use from gas to electricity.	Advocacy Education & Engagement	Ongoing	City Planning, Design & Amenity	All applicable planning applications subject to Sustainability Assessments	Within anticipated operational budgets		
c.	Work with electricity and gas distributors and other key stakeholders to improve both availability and accuracy of data required to update the Community Emissions Profile prepared as part of the *2019 Greater Dandenong Greenhouse Gas Emissions Profile and Mitigation Report*.	Advocacy Planning & Decision Making	Medium	City Planning, Design & Amenity	Improved availability of data to enable annual updates to Community Emissions Profile	Within anticipated operational budgets		
d.	Identify evidence-based and cost-effective actions that enable Council to facilitate community emissions reductions based on recommendations from the SECCCA *Community Climate Action Planning Project*. This will increase understanding of realistic opportunities for councils based on potential: • Abatement opportunities for Councils • Science-derived targets • Market barriers • Stakeholders • Costs, and intervention effectiveness in $/tCO$_{2e}$ • Probability of success	Strategy & Policy Development	Immediate	City Planning, Design & Amenity	*Community Climate Action Planning Project Report*, including: • A plan for regional interventions that Councils will collaborate on • An outline of individual interventions for each Council	$25,000 funded in 2019/20 for SECCCA Community Climate Action Planning Project		
e.	Investigate opportunities for community renewable energy projects in Greater Dandenong and the role of council to support and reduce barriers.	Planning & Decision Making	Medium to Long	City Planning, Design & Amenity	Collaboration undertaken through membership of SECCCA and Industry Partners	Within anticipated operational budgets		
f.	Investigate opportunities for Greater Dandenong Council to facilitate increased uptake of distributed energy resources across the municipality. Areas for consideration include:	Planning & Decision Making	Medium to Long	City Planning, Design & Amenity	Development of *Greater Dandenong Distributed Energy Resource Plan*	Funding subject to annual CIP and operational budgets being		

35

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	• Support for local residents, businesses, community groups and service providers • Uptake of large-scale renewable systems within the municipality • Reducing barriers • Use of mechanisms available such as the Community Solar Portal						approved as part of Council's annual budget
4.2.4 – Advocacy that supports the achievement of a net zero carbon city by 2040.							
	Actions	**Council's Role**	**Timeframe**	**Responsible Council Unit**	**Outcome / Indicator**	**Resources**	
a.	Advocate for the strengthening of Federal and State Governments' GHG emissions and clean energy targets.	Advocacy	Ongoing	City Planning, Design & Amenity	Lower emission factors for consumption of purchased electricity in Victoria Advocacy undertaken through membership of CASBE, SECCCA and Industry Partners	Within anticipated operational budgets	
b.	Advocate for support to increase community uptake of energy efficiency and clean energy.	Advocacy	Ongoing	City Planning, Design & Amenity	Advocacy activities undertaken through membership of SECCCA, Cities Power Partnership	Within anticipated operational budgets	
c.	Advocate for elevated ESD outcomes for new and existing buildings through planning policy, state and national building codes and standards. This includes advocacy for updates to building regulations to promote carbon neutrality by 2030 in line with best Practice approaches such as the Green Building Council of Australia (GBCA) *Carbon Positive Roadmap*.	Advocacy Regulatory	Ongoing	City Planning, Design & Amenity	Advocacy activities undertaken through membership of GBCA, CASBE, SECCCA and other industry partners	Within anticipated operational budgets	
d.	In collaboration with CASBE and other key stakeholders, continue to advocate to the Victorian Government for a strengthening of the Planning Scheme to facilitate climate resilient, zero net carbon emission buildings or equivalent outcomes through both *Victorian Planning Provisions* and *Local Planning Policies*	Advocacy Regulatory	Ongoing	City Planning, Design & Amenity	Continued advocacy in collaboration with other councils through membership of CASBE for strengthening of climate change resilience and ESD in Victorian Planning Provisions and Local Planning Policies	Within anticipated operational budgets	

36

Theme 5. Biodiversity and Open Space

Goal: A city that is cool and green.

Strategic Objective - Council						
5.1 - Increased canopy cover and carbon storage through Council's streets and open spaces.						
Measure: Council's annual Tree and Indigenous Seedling Planting Program. **Target:** Minimum of 2,178 Street trees and 18,000 indigenous seedlings planted each year.						
Measure: Tonnes of carbon stored in Council's street trees and reserves. **Target:** Establish benchmark of Carbon stored in Council's trees and reserves to offset its carbon emissions by 2025.						
The next five years – Council's Areas of Focus						
5.1.1 – Increasing awareness within Council of the impacts of climate change and the benefits of local biodiversity and a greener cooler environment.						
	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / Indicator**	**Resources**
a.	Support Council's response to the *Climate and Ecological Emergency* by increasing organisational adaptive capacity and staff awareness to facilitate achievement of its goal of increasing its urban forest to help cool our environment. This is to include the development of a schedule of climate change impact awareness and training program for management and staff. The focus is to increase the organisation's adaptative capacity.	Education & Engagement	Ongoing	Council's internal Sustainability Advisory Group	Develop an annual program of staff training activities	Within anticipated operational budgets
b.	Assess the vulnerability of Council's open space assets and services to the impacts of climate change, through a pilot project to undertake a vulnerability assessment of Council's open space assets and services as part of SECCCA's Vulnerability Assessment Project - '*Assessing Climate Change Impacts – Council Assets, Services, Expenditure and Income'*. This pilot project will inform further vulnerability assessments of Council's assets and services to commence in 2021.	Planning & Decision Making	Short	Business, Engineering & Major Projects City Planning, Design & Amenity	Vulnerability assessment of Council's open space assets and services to commence in 2020-21	$25k funded in 2019/20 for SECCCA Vulnerability Assessment Project. Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget.
c.	Inclusion of roles and responsibilities in position descriptions that facilitate internal champions and accountability for Council's response to the climate and ecological emergency through its biodiversity and open space related actions.	Planning & Decision Making	Immediate	Council's internal Sustainability Advisory Group Corporate Services	Updated position descriptions for all staff	Within anticipated operational budgets
5.1.2 - Increased canopy cover and carbon storage across Council's streets and open spaces.						
	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / Indicator**	**Resources**
a.	Assess and plan for the implementation of prioritised actions based on the outcomes of the vulnerability assessments.	Planning & Decision Making	Medium	Business, Engineering & Major Projects	Prioritisation of actions from vulnerability assessments as part of	Funding subject to annual CIP and operational budgets being approved as

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

						broader decision-making approach	part of Council's annual budget
b.	Implementation of Council's *Greening Our City - Urban Tree Strategy 2018-28.* The *Urban Tree Strategy* sets the direction for managing Council's street and park trees.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects	Implementation of Council's *Greening Our City - Urban Tree Strategy 2018-28.*	\$600,000 funded in 2020/21 operational budget to support the Strategy's Tree Planting Program Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
c.	Implementation of relevant actions from Council's *Open Space Strategy 2020-2030.*	Asset Planning & Improvement	Ongoing	City Planning, Design & Amenity Business, Engineering & Major Projects	Implementation of *Open Space Strategy 2020-2030*	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
d.	Council's internal Urban Forest Working Group to provide leadership, policy direction, and technical support to facilitate implementation of the *Urban Tree Strategy's* Action Plan.	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects City Planning, Design & Amenity	Implementation of Urban Forest Working Group's actions	Within anticipated operational budget
e.	Continue to seek external funding grants to increase local biodiversity and the urban forest.	Funding & Grants	Ongoing	Business, Engineering & Major Projects	Funding and grants received Number of projects delivered	Within anticipated operational budget
f.	Assess Council's adaptative capacity to respond to the Climate and Ecological Emergency's impacts on the local environment and to take advantage of opportunities to green the city.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects	Review of the adaptative capacity as part of 2020-21 open space vulnerability assessment pilot project with SECCCA	\$25k funded in 2019/20 for SECCCA Vulnerability Assessment Project Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
g.	Investigate and report on available opportunities to utilise Council's trees and reserves to offset its carbon emissions and draw down carbon.	Planning & Decision Making	Medium	City Planning, Design & Amenity	Report prepared on opportunities for offsetting carbon using Council's	Within anticipated operational budget

38

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

					Business, Engineering & Major Projects	trees and reserves by 2022/23 Council trees and reserves used to offset Council emissions by 2025	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
h.	Implementation of the *Activity Centres Placemaking Framework* to ensure that placemaking and revitalisation of the activity centres is focused on supporting the sustainability of key community destinations and self-sustaining activation of shared spaces. Activities include: • *Activity Centres Tree Planting Plan*, which identifies actions over 10 years to increase canopy cover and reduce urban heat impacts in Greater Dandenong's Activity Centres. • Increasing use of tree planter boxes to improve tree canopy coverage where there are high levels of hard surfaces and to increase the biodiversity offer in the activity centres.	Asset Planning & Improvement	Immediate		Business, Engineering & Major Projects	Implementation of *Activity Centres Tree Planting Plan*	2020-21 funded CIP Projects: • Dandenong $25,000 • Noble Park $25,000 • Springvale $25,000 Funding for future years is subject to the approval of CIP bids as part of annual Council budget process
i.	Identify suitable sites and commence implementation of urban woodlots at Council reserves specifically planted to provide for Council's carbon offsets and/or future sources of sustainable wood for Council's asset management and construction activities.	Asset Planning & Improvement	Immediate		Business, Engineering & Major Projects	Suitable sites identified by 2021/22 Minimum of 1 new woodlot created every second year	Funding for future years is subject to the approval of CIP bids as part of annual Council budget process.
j.	Work in collaboration with partners to facilitate implementation of the Living Melbourne Urban Forest Project.	Advocacy Planning & Decision Making	Ongoing		City Planning, Design & Amenity Business, Engineering & Major Projects	Ongoing participation as a partner in the Living Melbourne Urban Forest Project	Funding for future years is subject to the approval of CIP bids as part of annual Council budget process
5.1.3 - Increased use of water sensitive urban design used to support resilience of biodiversity and green spaces on Council land							
	Actions	**Council's Role**	**Timeframe**		**Responsibility**	**Outcome / Indicator**	**Resources**
a.	Implement the Waste Sensitive Urban Design requirements of Council's *Sustainable Buildings Policy* design requirements *(as updated from time to time)*.	Asset Planning & Improvement	Ongoing		Business, Engineering & Major Projects	Implementation of Council's *Sustainable Buildings Policy* Monitoring and reporting to be undertaken in accordance with the *Sustainable Buildings Policy*	Funding for future years is subject to the approval of CIP bids as part of annual Council budget process
b.	Embed consideration of climate change, including responses to direct and indirect impacts, as part of Council's Capital	Policy & Strategy Development	Immediate		Council's Internal Sustainability Advisory Group	Capital Improvement Project bids must include consideration of climate	Within anticipated operational budget

39

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	Improvement Project Bid submissions and evaluation processes.					change and life cycle costs as part of submission process from 2020/21		
c.	Increase Integrated Water Management's contribution to the community's sense of place, health and well-being by actively promoting the creation of blue green infrastructure.	Advocacy Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects		Hectares of blue-green infrastructure created or enhanced by integrated water management		Funding for future years is subject to the approval of CIP bids as part of annual Council budget process
d.	Identify and implement opportunities to utilise alternative water supplies to provide the irrigation of reserves and tree plantings across the City of Greater Dandenong.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects		Percentage of reserves and tree plantings across CGD that are supported by irrigation from an alternative water supply Identification of projects, with case studies provided of project outcomes		Funding for future years is subject to the approval of CIP bids as part of annual Council budget process
e.	Seek CIP funding and grants to complete the Tatterson Park and Coomoora Reserve stormwater harvesting projects.	Asset Planning & Improvement	Subject to funding	Business, Engineering & Major Projects		No. and dollar value of funding and grants received		Funding for future years is subject to access to grant funds and the approval of CIP bids as part of annual Council budget process
f.	Continue monitoring changes in ground water and vegetation at Council bushland reserves to monitor long term trends to facilitate evidence-based responses.	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects		Ongoing implementation of monitoring program		Within anticipated operational budgets
g.	Collaborate with Melbourne Water and other key stakeholders on their *Water for Greening and Cooling* project which is assessing future water demands for Melbourne's open space network and opportunities for alternative water sources to reduce demand on the city's drinking water supplies.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects		Ongoing collaboration with Melbourne Water and key stakeholders to support completion of *Water for Greening and Cooling* project Following completion of Melbourne Water project, Council to consider recommendations for implementation opportunities		Within anticipated operational budget Funding for future years is subject to access to grant funds and the approval of CIP bids as part of annual Council budget process
h.	Continue to collaborate with the Department of Environment, Land, Water and Planning (DELWP), Melbourne Water (MW)	Advocacy	Ongoing	Business, Engineering & Major Projects		Ongoing collaboration with DEWLP, MW and other key stakeholders to		Within anticipated operational budgets

40

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	and other key stakeholders through participation in the *Dandenong Integrated Water Management Forum*. The long-term goal of the forum is to design and deliver effective solutions to address the combined challenges of population growth, rapid urban development and climate change in this unique region of Victoria.	Asset Planning & Improvement				develop a master plan for the Dandenong Creek corridor Funding and grants received	
i.	Collaborate with Melbourne Water (MW) to develop a masterplan to guide the rehabilitation of channelised sections of waterways within the City of Greater Dandenong's Parks, Reserves and Waterways.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects		Ongoing activities in collaboration with MW Masterplan prepared by MW	Within anticipated operational budgets
5.1.4 - Increased resilience of biodiversity on Council land to climate change impacts							
	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / Indicator**		**Resources**
a.	Prepare a *Biodiversity Action Plan* to enhance quality and extant of local biodiversity and increasing resilience of biodiversity across Greater Dandenong in response to Council's declaration of a Climate and Ecological Emergency.	Policy & Strategy Development	Short	Business, Engineering & Major Projects	Commence preparation of *Biodiversity Action Plan* in 2020-21		$50,000 allocated in the 2020-21 Budget Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
b.	Develop a benchmark to monitor impacts of climate change on biodiversity within Council reserves through: • Continued use of Habitat Hectare assessment as part of the development / review of Council's bushland reserves management plans to assess the quality and extent of indigenous vegetation within bushland reserves • Ongoing identification and analysis of additional opportunities to improve biodiversity data collection and management.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects	Habitat hectare assessments undertaken to inform bushland reserves management plans		Funding for future years is subject to the approval of CIP bids as part of annual Council budget process
c.	Review, update and prepare new Reserve Management Plans to include consideration of opportunities to increase and enhance resilience of Council's bushland reserves against loss of biodiversity from climate change. This includes maintenance, experimentation and modification where necessary to maintain or enhance ecological functioning areas of biodiversity.	Asset Planning & Improvement	Immediate	Business, Engineering & Major Projects	Number of *Reserve Management Plans* prepared or reviewed - one per year *Tatterson Park Management Plan* updated in 2020/21		Funding for future years is subject to the approval of CIP bids as part of annual Council budget process
d.	Investigate opportunities to improve existing wildlife corridor links and establish new ones where appropriate through the implementation of the *Open Space Strategy 2020-2030* and as part of the development of the *Biodiversity Action Plan*.	Planning & Decision Making Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects City Planning, Design & Amenity	Investigate opportunities to improve existing wildlife corridor links and establish new ones where appropriate through the implementation of the		Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget

41

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	Open Space Strategy and the development of the *Biodiversity Action Plan* in 2020/21	Business, Engineering & Major Projects			
	Two wildlife corridor links tree planting projects completed by 2022/23	Governance			

42

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 5. Biodiversity and Open Space

Strategic Objective - Community

5.2 – A greener, cooler city reducing urban heat island impacts and helping to drawdown carbon levels.

Measure: Canopy cover across Greater Dandenong. **Target:** 15% by 2028 (Current baseline 9.9%)

Measure: Urban Heat Island rating for Greater Dandenong. **Target:** Achieve a reduction in the 2018 average summer Urban Heat Island reading of 9.26°C by 2028

The next five years – Council's Areas of Focus

5.2.1 – Increased awareness within the community of the benefits of local biodiversity and a greener cooler environment.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Continue to implement Council's existing Environmental Education programs and activities.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	No. of environmental events & activities/year	Within anticipated operational budgets
b.	Increase community awareness through education and involvement in ecological improvements in accordance with the *Greater Dandenong Green Wedge Action Plan*.	Education & Engagement	Ongoing	City Planning, Design & Amenity Business, Engineering & Major Projects	Implementation of *Green Wedge Action Plan*	Funding subject to annual operational budgets being approved as part of Council's annual budget
c.	As part of the development of Council's *Cooling the City: Urban Forest Strategy*, consider engagement and education opportunities to work with the community to increase their awareness and learning of the benefits greener and cooler environments.	Education & Engagement Policy & Strategy Development	Immediate	City Planning, Design & Amenity Business, Engineering & Major Projects	Development of the *Cooling the City: Urban Forest Strategy* by mid-2021	Within anticipated operational budgets
d.	Work with Council's partners to update planning information fact sheets on opportunities to enhance urban ecology.	Education & Engagement	Ongoing	City Planning, Design & Amenity	Updated SDAPP & BESS Urban Ecology fact sheets	Funding subject to annual operational budgets being approved as part of Council's annual budget
e.	In partnership with RMIT and other stakeholders, seek external funding to undertake a 3-year project to: • Benchmark community attitudes to trees in Greater Dandenong in comparison with other local government areas. • Develop and test public participation activities which engage residents with understanding the value of tree planting and urban canopy. • Develop and test messaging to engage residents with understanding the value of tree planting and urban canopy.	Funding & Grants Education & Engagement	Immediate	Business, Engineering & Major Projects	Grant funding secured for this 3-year project	Project is subject to receiving grant funding

5.2.2 – Increased awareness within the community of the benefits of urban food production.

43

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Continue to promote the uptake of urban food production through the demonstration of edible food gardens in Council's public spaces and reserves.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Edible food garden displays prepared.	Within anticipated operational budgets
b.	Council to provide ongoing support for community gardens within Council reserves and local schools.	Education & Engagement	Immediate	Business, Engineering & Major Projects	2020-21 -establishment of a community garden at Chandler Road Reserve Ongoing Council support and advocacy	$20k funded in 2020-21 budget to facilitate establishment of a community garden at Chandler Road Reserve Funding for future years is subject to the approval of CIP bids as part of annual Council budget process
c.	Continue to implement Council's environmental education programs focused on increasing community awareness and involvement in urban food production.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Vegetable gardens displays and tours at Council's reserves and events	Within anticipated operational budgets
d.	Prepare a strategic local policy that guides Council's support for local food growing activities (such as community gardens and edible food gardens) that aims to help increase the community's capacity to make healthy and sustainable food choices.	Policy & Strategy Development	Short	Community Development	*Local Community Gardens Policy* completed in 2020/21	$20K allocated in 2020-21 operational budget
e.	Continue to work collaboratively with partners to deliver urban food production projects focused on increasing community awareness and participation.	Education & Engagement	Ongoing	Business, Engineering & Major Projects Community Development	Programs and activities undertaken with partners Estimated area (acres) of urban food production Initial project work completed at Chandler Road Community garden.	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
f.	Implementation of relevant actions from the *Greater Dandenong Green Wedge Management Plan* (Revised 2017), in particular: • Actively encouraging the establishment of niche and specialised agricultural activities in the Greater Dandenong Green Wedge, particularly those supporting food security. • Providing advice and assistance to landowners to maintain and improve land management practices including options for food production.	Education & Engagement	Ongoing	City Planning, Design & Amenity	Implementation of the *Greater Dandenong Green Wedge Management Plan (Revised 2017)*	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget

44

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

5.2.3 – Increased use of greenery and integrated water management to provide cooling effects to create a more livable urban environment and drawdown carbon levels.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Collaborate with key stakeholders and partners to: • Source access to the most accurate and up to date tree canopy and Urban Heat Island data for Greater Dandenong • Identify and implement actions to increase canopy cover and reduce impacts of urban heat island effect.	Advocacy Planning & Decision Making	Ongoing	City Planning, Design &Amenity Business, Engineering & Major Projects	Access to regularly updated detailed Tree Canopy and Urban Heat Island data for Greater Dandenong	Within anticipated operational budgets
b.	Implement the *Greater Dandenong Green Wedge Management Plan's* integrated water management actions.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects	Implementation of *Green Wedge Management Action Plan*	Implementation of Green Wedge Management Plan' subject to annual CIP and operational budgets being approved as part of Council's annual budget
c.	Prepare *Cooling the City: Urban Forest Strategy* to protect and increase the urban canopy on private land (building on Council's *Greening Our City - Urban Tree Strategy 2018-28*). This will enable Council to provide a strategic approach to protecting and enhancing vegetation across the whole of the municipality to increase community health and livability in the area.	Policy & Strategy Development	Immediate	City Planning, Design & Amenity	Development of *Cooling the City: Urban Forest Strategy* by mid-2021	Within anticipated operational budgets
d.	Investigate opportunities to work in partnership with developers to increase the urban canopy percentage of privately developed land.	Asset Planning & Improvement	Ongoing	City Planning, Design & Amenity Business, Engineering & Major Projects	Increased canopy cover across private land in Greater Dandenong	Within anticipated operational budgets
e.	Implementation of Local Planning Provision Clause 22.06 *Environmentally Sustainable Development* to achieve benefits including increased urban ecology and integrated water management outcomes.	Planning & Decision Making Regulatory	Ongoing	City Planning, Design & Amenity	ESD requirements assessed for all applicable planning applications	Within anticipated operational budgets
f.	Work with partners to identify opportunities to enhance urban ecology and integrated water management outcomes through the planning process to mitigate the impact of the urban heat island effect.	Policy & Strategy Development	Immediate	City Planning, Design & Amenity	Support Moreland Council's background work to establish options for a potential ESD V2.0 in 2021	CGD has contributed $15k in 2020 for background work Funding subject to annual CIP and

45

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

								operational budgets being approved as part of Council's annual budget
g.	Investigate opportunities for carbon sinks in the Greater Dandenong Green Wedge.	Planning & Decision Making	Medium	City Planning, Design & Amenity Business, Engineering & Major Projects	Opportunities for carbon sinks investigated by 2024			Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
5.2.4 – Increased resilience of biodiversity across the municipality to impacts of climate change.								
	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / Indicator**	**Resources**		
a.	Prepare a *Biodiversity Action Plan* to enhance quality and extant of local biodiversity across Greater Dandenong in response to Council's declaration of a *Climate and Ecological Emergency*.	Policy & Strategy Development	Immediate	Business, Engineering & Major Projects	Commence preparation of *Biodiversity Action Plan* in 2020-21	$50,000 in 2020-21 budget		
b.	Investigate opportunities to collaborate with residents to establish an affiliate Gardens for Wildlife program in Greater Dandenong.	Planning & Decision Making	Medium	Business, Engineering & Major Projects	Opportunities to facilitate establishment of Gardens for Wildlife program in Greater Dandenong investigated by 2022	Within anticipated operational budget		
c.	Continue Council's membership of Living Links, to support a regional approach to increase biodiversity and connection of green spaces across the Dandenong Creek catchment.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects	Annual Living Links membership Grant funding Habitat connectivity improvements achieved	2020/21 Budget $7,500 for annual membership of Living Links		
d.	Continue Council's participation in regional alliances that facilitate increased consideration and protection of local biodiversity through the planning process.	Planning & Decision Making	Ongoing	City Planning, Design & Amenity	Participation in CASBE & LGPro SIG Biodiversity Planners Network	Within anticipated operational budget		
e.	Continue to implement the Planning Scheme's Green Wedge Vegetation Protection Overlay to protect and enhance the existing ecological values.	Planning & Decision Making Regulatory	Ongoing	City Planning, Design & Amenity	No. of Permits issued / refused for native vegetation removal	Within anticipated operational budget		
f.	Provide information that supports protection and enhancement of the Greater Dandenong Green Wedge's biodiversity values.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Information on Council's website and in annual newsletter update to Green Wedge owners and occupiers	Within anticipated operational budget		
5.2.5 - Advocacy that supports conservation of Greater Dandenong's local biodiversity and transition to a greener, cooler city.								
	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / Indicator**	**Resources**		
a.	Advocate for the State Government to facilitate local green infrastructure in accordance with *Plan Melbourne's Cooling and Greening* policies and plans.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken with key stakeholders	Within anticipated operational budget		

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

b.	Advocacy with partners and key stakeholders for increased protection of biodiversity of local significance.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken through the LGPro: Biodiversity Planning Network and Living Links	Within anticipated operational budget
c.	Advocate to the Victorian government and key stakeholders of Council's and our community's local priorities through participation in regional forums focused on: • Sustainable social infrastructure and open space • Integrated Water Management outcomes.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken through the Dandenong IWM Forum & National Employment & Innovation Clusters (Monash & Dandenong)	Within anticipated operational budget
d.	Advocacy with partners and key stakeholders to protect existing wildlife corridor links and establish new ones where appropriate.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken through Living Links	Within anticipated operational budget

47

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 6. Transport & Movement

Goal: A City well connected through low carbon transport.

Strategic Objectives - Council

6.1 - Increasing Council's use of active and low carbon transport options.

Target: 15% decrease in the use of single occupancy private vehicles as a method of travel to work for Council staff by 2026 **Measure:** Staff Travel Survey.

Target: Vulnerability to the impact of climate change assessed and incorporated into management plans for all critical Transport related assets and services by 2025 **Measure:** Asset Management System

Target: Council Fleet 100% low emission vehicles by 2030* **Measure:** Council's fleet's annual GHG emissions inventory.

* Dependent on availability of suitable low emission vehicles that meet Council's operational needs.

The next five years – Council's Areas of Focus

6.1.1 – Increased awareness within Council of the benefits of active and low carbon transport

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Support Council's response to the *Climate and Ecological Emergency* by increasing organisational adaptive capacity and staff awareness to facilitate achievement of its goal of a well-connected low carbon Greater Dandenong.	Education & Engagement	Ongoing	Council's internal Sustainability Advisory Group	Develop an annual program of staff training activities	Within anticipated operational budgets
b.	Inclusion of roles and responsibilities in position descriptions that facilitate internal champions and accountability for Council's response to the climate and ecological emergency through its transport related actions.	Planning & Decision Making	Immediate	Council's internal Sustainability Advisory Group Corporate Services	Updated position descriptions for all staff	Within anticipated operational budgets

6.1.2 – Increased staff usage of active and low carbon transport options

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Review and update Council's Green Travel Plan to support increases in staff usage of active and public transport.	Policy & Strategy Development	Short	Business, Engineering & Major Projects Corporate Services	Staff Travel Survey to occur every 4 years	Within anticipated operational budgets
b.	All new Council buildings to be designed and built to achieve sustainable transport goals and objectives in accordance with Council's Sustainable Buildings Policy.	Planning & Decision Making	Ongoing	Building, Engineering & Major Projects	All new Council buildings to be designed and built to be net zero carbon emissions	Within anticipated Capital Works budget (between 5% to 10% marginal cost depending on ESD standard, with payback via ongoing operational saving on utilities).
c.	Consideration of transport as part of the embedding of climate change risk management into the review and update of *Council's 2015-22 Asset Management Strategy* and *2015 Asset Management Plan – Buildings and Facilities*.	Strategy & Policy Development	Medium	Council's Internal Sustainability Advisory Group	Climate change embedded into updated *2022 Asset Management Strategy and relevant Asset Management Plans*	Within anticipated operational budgets
d.	Demonstrate a built environment designed to promote the use of walking, cycling and public transport through Council's	Strategy & Policy Development	Medium	Building, Engineering & Major Projects	Active and low carbon transport options aligned	Within anticipated operational budgets

48

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	Sustainable Buildings Policy and *2015-22 Asset Management Plan – Buildings and Facilities*.					with CGD's Sustainable Buildings Policy and embedded into updated 2022 Asset Management Plan – Buildings and Facilities.	
6.1.3 – Increased awareness within Council of impacts of climate change on Transport service delivery							
Actions		**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / Indicator**	**Resources**	
a.	Assess Council's adaptive capacity to respond to the climate and ecological emergency through transport related actions.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects	Review of Council's adaptative capacity completed by December 2020	Within anticipated operational budgets	
b.	Include Transport as part of the vulnerability assessments to climate change, to increase understanding of physical and financial impacts to Council's transport related assets as well as impacts on service delivery. This pilot project will inform further vulnerability assessments of Council's transport related assets and physical and financial impacts on service delivery to commence in 2021.	Planning & Decision Making	Short	Business, Engineering & Major Projects	Vulnerability assessments of Council's key assets to commence in 2020/21 Impact of climate change on service delivery recognised in asset value by 2022/23	$25,000 funded in 2019/20 for SECCCA Vulnerability Assessment Project. Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget	
c.	Apply updated Risk Management Procedures to Council's Climate Change Risk Assessment that review risks relevant to transport and assign responsible risk owners.	Planning & Decision Making	Immediate	Corporate Services	Climate Change embedded into Council's corporate risk register by June 2021	Within anticipated operational budgets	
d.	Consider the performance of transport service delivery in terms of greenhouse gas emissions (e.g. are vehicles operating at the speeds at which they are more energy efficient) to increase understanding of the impact of transport on the environment.	Planning & Decision Making	Short	Business, Engineering & Major Projects	Greenhouse gas emissions recognised as a performance indicator for Council's Transport assets by 2022/23	Within anticipated operational budgets	
6.1.4 – A reduction in GHG emissions from Council's vehicle fleet							
	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / Indicator**	**Resources**	
a.	Continue to assess and implement opportunities to increase Council's use of low emission vehicles.	Planning & Decision Making	Short	Business, Engineering & Major Projects	Council's fleet's annual GHG emissions inventory	Within anticipated operational budgets	
b.	Prepare a Fleet Transition Plan to facilitate Council's uptake of low emission vehicles.	Asset Planning & Improvement	Medium	Business, Engineering & Major Projects	Fleet Transition Plan	$20,000 allocated in 2020/21 operational budget Funding subject to annual CIP and	

49

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

							operational budgets being approved as part of Council's annual budget
c.	Consider opportunities to influence key contractors' vehicle emissions through procurement processes.	Planning & Decision Making	Ongoing	Corporate Services Business, Engineering & Major Projects	Implementation of CGD's *Procurement Policy*		Within anticipated operational budgets
d.	Support and promote increased use by staff of information technology (IT) (such as use of video conferencing and webinars) to reduce travel requirements, including working from home.	Education & Engagement	Ongoing	Corporate Services	Reduction in Council's transport related GHG emissions through staff uptake of IT CGD Staff Travel survey		Within anticipated operational budgets
e.	Support and promote elements of Council's *Green Travel Plan* that result in increased use by staff of low emission transport during work hours, including: - Public transport for work in-hours commuting - Car sharing - Active transport options, including use of e-bikes.	Education & Engagement	Short	Business, Engineering & Major Projects	CGD Staff Travel Survey		$1,000 per annum operational budget

50

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 6. Transport & Movement

Strategic Objectives - Community

6.2 - Increasing community access to and use of active and low carbon transport options.

Target: 15% increase in public transport use within Greater Dandenong by 2030 **Measure:** Public transport patronage data

Target: 10% reduction in single occupancy private vehicle as method of travel to work by 2028 (compared with 2016 census data) **Measure:** ABS Census Data

Target: Double the number of trips to work undertaken by bicycle by 2028 (compared with 2016 census data) **Measure:** ABS Census data

Target: Completion of the Strategic Cycling Corridors by 2030 and upgrade and completion of new path networks through funding from all level of government **Measure:** Upgraded networks

The next five years – Council's Areas of Focus

6.2.1 – Increased community awareness of the benefits from use of active and low carbon transport

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Support local programs that increase active travel by the community through partnerships with VicHealth to support local schools' participation in the *'Walk to School'* and *'Ride to School'* programs.	Education & Engagement	Ongoing	Community Development	No. of schools involved in *'Walk to School'* and *'Ride to School'* programs.	Within anticipated operational budgets
b.	In association with RoadSafe South East, continue to advocate for and promote programs that promote safe cycling, motorcycling and walking e.g. Bike Education.	Advocacy, Education & Engagement	Ongoing	Business, Engineering & Major Projects	No. of schools participating in initiatives	Within anticipated operational budgets
c.	Increased provision and visibility of Public Electric Vehicle Charging Stations and Car Share Services	Infrastructure Planning & Improvement	Ongoing	Business, Engineering & Major Projects	No. Electric Vehicle Charging Stations and Car Share Pods	Within anticipated operational budgets
d.	Promote success stories from Green Travel Initiatives undertaken by Council and other businesses.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Promotion material developed and distributed.	$1,000 per annum operational budget

6.2.2 – Increased travel by modes other than single occupant private vehicle trips within Greater Dandenong to reduce emissions and build resilience

	Actions	Council's Role	Timeframe	Responsibility	Outcome / Indicator	Resources
a.	Continue to implement the Greater Dandenong Cycling and Walking Strategies.	Advocacy, Education & Engagement Planning & Decision Making Infrastructure Planning & Improvement	Ongoing	Business, Engineering & Major Projects Community Development	Implementation of Greater Dandenong Walking and Cycling Strategies	Within anticipated operational budgets and CIP bids
b.	Continue to apply for state and federal government funding for the implementation of road and path infrastructure to address safety concerns, e.g. the *Black Spot Program*.	Funding & Grants	Ongoing	Business, Engineering & Major Projects	Funding and grants received to implement improvements to road and path safety	Within anticipated operational budgets and grants awarded

51

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

						No. of projects delivered	
c.	Implement the *Active Transport Infrastructure Priority Program* improving pedestrian and cycling infrastructure.	Infrastructure Planning & Improvement	Ongoing	Business, Engineering & Major Projects	No. projects delivered that provide improved access for pedestrians and cyclists	\$200,000 funded in 2020/21 capital works budget Funding subject to annual CIP budgets being approved as part of Council's annual budget.
d.	Facilitate a built environment designed to promote the use of walking, cycling and public transport through Council's Environmentally Sustainable Development (ESD) Planning Policy requirements.	Planning & Decision Making	Ongoing	City Planning, Design & Amenity Business, Engineering & Major Projects	Implementation of Council's ESD Planning Policy (Clause 22.06)	Within anticipated operational budgets
e.	Investigate options to improve planning scheme sustainable transport outcomes through development of elevated ESD policy requirements (ESDV2.0).	Policy & Strategy Development	Ongoing	City Planning, Design & Amenity	Investigate and finalise ESD Planning Policy V2.0 options	Within anticipated operational budgets
f.	Collaborate with local governments through CASBE to update BESS and other tools to facilitate increased community use of active travel, public transport and electric vehicles through the planning process.	Planning & Decision Making	Ongoing	City Planning, Design & Amenity	Advocacy activities undertaken	Within anticipated operational budgets
g.	Work with primary and secondary schools to implement infrastructure that promotes safe travel to and from school as pedestrians, cyclists and passengers. *(Active Transport Infrastructure Priority Program).*	Infrastructure Planning & Improvement	Ongoing	Building, Engineering & Major Projects	Implementation of infrastructure projects associated with schools	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
h.	In conjunction with our partners, work towards providing safe, connected and well-serviced public transport options for the community.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken	Within anticipated operational budgets
i.	Advocate for additional government investment in improvements to Public Transport services and access to *Public Transport Advocacy Statement.*	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken	Within anticipated operational budgets
j.	Develop and facilitate the implementation of *Multi Modal Transport Infrastructure Plans* for areas subject to significant change.	Infrastructure Planning & Improvement	Immediate	Business, Engineering & Major Projects	*Multi Modal Transport Infrastructure Plans* completed by 2021.	Within anticipated operational budgets
k.	Develop a new *Integrated Transport Plan* for the City of Greater Dandenong.	Planning & Decision Making	Medium	Business, Engineering & Major Projects	New *Integrated Transport Plan* developed by 2023	Within anticipated operational budgets

52

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

l.	Work with and advocate to external organisations such as the Victorian Government and neighbouring municipalities to reduce barriers to cycling. This includes advocating for: • Stronger policies, road rules and design guidelines that improve cyclist safety and amenity. • Routes/paths to be delivered that connect bicycle paths and shared user paths between municipalities.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken	Within anticipated operational budgets
m.	Continue regional collaboration through South East Melbourne and the Eastern Transport Coalition's advocacy for sustainable and integrated transport services that reduce car dependency.	Advocacy	Ongoing	Business, Engineering & Major Projects	Continued participation in groups	Within anticipated operational budgets
n.	Manage Council parking assets in a manner that discourages car use and encourages use of other modes of transport (e.g. setting permit fees at a level that does not discriminate against public transport users)	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects	Parking management decisions made with consideration given to climate change	Within anticipated operational budgets
6.2.3 – Increased uptake by the Greater Dandenong community of low emission vehicles						
	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / Indicator**	**Resources**
a.	Implement Council's *2019 Public Electric Vehicle Charging Infrastructure Policy*.	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects	No. of Public Electric Vehicle Charging points	Within anticipated operational budgets
b.	Advocate to the Victorian and Federal Governments for policy reform to encourage uptake of low emission vehicles (fuel emission standards, mobility subsidy etc.)	Advocacy	Ongoing	City Planning, Design & Amenity	Advocacy activities undertaken	Within anticipated operational budgets
c.	Implement Council's ESD Planning Policy requirements to facilitate use of low emissions vehicle technologies and supporting infrastructure.	Planning & Decision Making	Ongoing	City Planning, Design & Amenity Business, Engineering & Major Projects	% developments that incorporate infrastructure for low emission vehicles	Within anticipated operational budgets
6.2.4 – Reduced car ownership across the municipality						
	Actions	**Council's Role**	**Timeframe**	**Responsibility**	**Outcome / Indicator**	**Resources**
a.	Implement Council's *2019 Public Car Share Policy* to support increased community access and use of share cars.	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects	No. of Car Share vehicles available within Greater Dandenong	Within anticipated operational budgets
b.	Promotion of availability of car share services within Greater Dandenong to the community to increase awareness and use.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	No. and patronage of Car Share vehicles available within Greater Dandenong	Within anticipated operational budgets
c.	Implement Council's *ESD Planning Policy* requirements to facilitate a built environment designed to minimise car dependency.	Planning & Decision Making	Ongoing	City Planning, Design & Amenity Business, Engineering & Major Projects	Implementation of *Council's ESD Planning Policy* (Clause 22.06)	Within anticipated operational budgets

53

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 7. Assets, Infrastructure and Land Use Planning

Goal: A city with a built environment supporting the community's resilience to climate change.

Strategic Objective - Council

7.1 - Reducing risks from climate change impacts to Council's assets and infrastructure.

Target: That all Council's asset management plans address climate change impacts by 2025.
Measure: % of Council's Asset Management Plans that include consideration of climate change (Baseline to be established 2020-21)

The next five years – Council's Areas of Focus

7.1.1 – Increasing awareness within Council of the impacts from climate change on assets, infrastructure and land use development

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Support Council's response to the *Climate and Ecological Emergency* by increasing staff awareness and organisational adaptive capacity to deliver infrastructure that supports community resilience to climate change.	Education & Engagement	Ongoing	Internal Sustainability Advisory Group	Develop an annual program of staff training activities	Within anticipated operational budgets
b.	Inclusion of roles and responsibilities in position descriptions that facilitate internal champions and accountability for Council's response to the climate and ecological emergency to ensure that climate change related risks relevant to assets, infrastructure and land use development are specifically considered and that reasonable precautions are implemented to minimise both impacts to the community and Council's liability risks.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects City Planning, Design & Amenity	Updated position descriptions for all staff	Within anticipated operational budgets

7.1.2 – Increased understanding of the vulnerability of Council's assets and infrastructure to climate change risks.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Review the risks relevant to Council's assets and land use planning as part of the review of Council's Risk Register. This includes assigning identified risks to responsible risk owners.	Planning & Decision Making	Immediate	Council's Internal Sustainability Advisory Group	Climate change embedded into Council's revised *Corporate Risk Register* by June 2021	Within anticipated operational budgets
b.	Undertake assessments of the vulnerability of Council's key tassets and infrastructure to climate change, to increase understanding of physical and financial impacts as well as impacts on service delivery. A pilot project to assess the vulnerability of Council's assets and infrastructure will be undertaken in 2020-21 as part of SECCCA's Vulnerability Assessment Project '*Assessing Climate Change Impacts – Council Assets, Services, Expenditure and Income*'.	Planning & Decision Making	Immediate	City Planning, Design & Amenity	SECCCA's project used as pilot to inform future vulnerability assessments to be undertaken by Council	$25,000 from 2019/20 budget

54

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	This pilot project will inform the rollout of further vulnerability assessments of Council's assets and services, including consideration of assets and infrastructure.						
c.	Undertake vulnerability assessments of Council's key assets and infrastructure to climate change, to increase understanding of physical and financial impacts as well as impacts on service delivery.	Planning & Decision Making	Short	Business, Engineering & Major Projects	Vulnerability assessments of key assets completed by 2022/23	Funding requirements to be determined from Vulnerability Assessment pilot project
d.	Assess Council's asset management adaptive capacity to reduce risks from the impacts of climate change and increase resilience.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects	Review of the adaptative capacity as part of vulnerability assessments	Funding requirements to be determined from Vulnerability Assessment pilot project
f.	Advocate for increased clarity from the Victorian Government on the local government sectors' roles and responsibilities and potential legal liability and insurance issues associated with Council assets, infrastructure and land use planning services. Building a shared understanding of the roles and responsibilities of state and local government is a priority action in *Victoria's Climate Change Adaptation Plan 2017 – 2020.*	Advocacy	Immediate	Business, Engineering & Major Projects City Planning, Design & Amenity	Increased clarity provided by the Victorian Government on Local Governments roles and responsibilities	Within anticipated operational budget

7.1.3 – Embedding of climate change risks into Council's asset management plans and processes.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Incorporate requirement to undertake vulnerability assessments into Council's existing Asset Management Processes.	Planning & Decision Making	Medium	Business, Engineering & Major Projects	Vulnerability Assessments embedded into Asset Management Planning process	$50,000 in 2021/22 Budget Funding subject to annual operational budgets being approved as part of Council's annual budget
b.	Utilise the outcomes of the vulnerability assessments to asses options, prioritise actions and develop a budgeted implementation plan for integration into Council's Capital Expenditure Program and Long-Term Financial Plan.	Planning & Decision Making	Medium	Business, Engineering & Major Projects	Implementation Plan for priority actions by June 2023	$50,000 in 2022/23 Budget Funding subject to annual operational budgets being approved as part of Council's annual budget
c.	Identify and assess potential mechanisms to fund asset and infrastructure upgrades that increase resilience to climate change impacts.	Planning & Decision Making	Medium	Business, Engineering & Major Projects	Assessment of potential mechanisms to fund asset and infrastructure upgrades prepared by 2021/22	Within anticipated operational budgets
d.	Work collaboratively with SECCCA, local government partners and key stakeholders to identify regional	Planning & Decision Making	Medium	City Planning, Design & Amenity	Collaborative approach with key stakeholders	Within anticipated operational budgets

55

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	Infrastructure adaptation projects and consider potential funding mechanisms to help address financial barriers.					Consideration of potential pathways forward	
g.	Embed consideration of climate change into Council's Asset Management Strategy & Plans as they are reviewed and updated. This will: • Be in accordance with the Council Plan and other key strategies • Include applying the asset vulnerability assessment framework (to be developed: Action 4.3.1.a) to all asset types within the Risk Section of the Asset Management Plans • Embed climate change into Council's financial decision-making processes through Council's Long-Term Financial Strategy and Annual Budget • Be aligned with international and national standards on assessment of climate change risks and adaptation planning • Be guided by industry standards addressing impacts of climate change on Assets and Infrastructure set by Institute of Public Works Engineering Australasia (IPWEA) through NAMS Plus (National Asset Management Standards) as developed and updated.	Planning & Decision Making Policy & Strategy Development	Immediate	Business, Engineering & Major Projects	Baseline established in 2020/21 for number of *Asset Management Plans* incorporating climate change Climate change embedded into updated *2022 Asset Management Strategy* *Asset Management Plans* reviewed and updated An asset vulnerability assessment framework to be applied to all asset types within the Risk Section of the *Asset Management Plans*	Within anticipated operational budgets
h.	Review and update Council's Civil Engineering Standards and associated standard design drawings to ensure consideration of climate change impacts.	Strategy & Policy Development	Short / Medium	Business, Engineering & Major Projects	Council's Civil Engineering Standards and associated standard design drawings updated by 2021	Within anticipated operational budgets
i.	Embed consideration of climate change, including responses to direct and indirect impacts, as part of Council's Capital Improvement Project Bid submissions and evaluation processes.	Planning & Decision Making	Short	Business, Engineering & Major Projects	Capital Improvement Project bids and evaluation processes must include consideration of climate change as part of the submission process from 2020-21	Within anticipated operational budgets
j.	Embed lifecycle cost benefit analysis, including climate change resilience, by creating a framework in the Asset Management Planning process including CIP bids.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects	Framework established to embed lifecycle cost benefit analysis into Asset Management and CIP processes from 2020/21.	Within anticipated operational budgets
k.	In collaboration with Melbourne Water, investigate and identify flood mitigation opportunities to address risks and review and develop a forward capital works program for drainage upgrades based on priority, risk and cost-benefit analysis.	Planning & Decision Making	Ongoing	Business, Engineering & Major Projects	Review and update flood mitigation works program in 2020/21	Within anticipated operational budgets

56

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

7.1.4 – Advocacy that supports investment in Council's infrastructure that helps build the local community's resilience to the impacts of climate change.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Advocate for increased information, tools and capacity for the local government sector to reduce exposure to climate risk through the planning, design, construction and management of its infrastructure.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken	Within anticipated operational budgets
b.	Advocate for increased financial support for the local government sector to help ensure its infrastructure continues to meet a growing community's needs in the face of climate change.	Advocacy	Ongoing	Business, Engineering & Major Projects	Dollar value of funding obtained	Within anticipated operational budgets

7.1.5 – Embedding consideration of climate change impacts and risks into Council's Land Use planning processes.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Undertake vulnerability assessments of Council's land use planning processes consideration of climate change, to increase Council's understanding of risks and liabilities and impacts on service delivery. This is to include an assessment of Council's land use planning services adaptive capacity to reduce risks and liabilities and identify opportunities.	Planning & Decision Making	Short	City Planning, Design & Amenity Business, Engineering & Major Projects	Vulnerability assessments of land use planning services completed	Funding requirements to be determined from Vulnerability Assessment pilot project
b.	Develop a budgeted implementation plan that is based on the outcomes of the vulnerability assessments to: • Assess options • Identify the prioritisation actions The implementation plan is to be integrated into Council's Budget and Long-term Financial Plan and aligned with the development of a strategy that integrates the recognition of climate change into the budget process.	Planning & Decision Making	Medium	City Planning, Design & Amenity Council's Internal Sustainability Advisory Group	Implementation Plan for priority actions by June 2023	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
c.	Work with key stakeholders to implement planning controls to alleviate the impact of urban consolidation, infill development and climate change on existing drainage infrastructure.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects	Support from DELWP & the VPA to implement controls	Within anticipated operational budgets
d.	Investigate options for the potential development of a Developer Contribution Policy and Plan that enables Council to recover costs required to upgrade existing infrastructure to accommodate infill development.	Funding	Immediate	Business, Engineering & Major Projects	Options for a Developer of Contribution Policy investigated in 2020/21	Within anticipated operational budgets

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 7. Assets, Infrastructure and Land Use Planning

Strategic Objective – Community

7.2 – Reducing climate change risks to our community through resilient assets and infrastructure.

Target: A reduction in the vulnerability of our community to the impacts of climate change.
Measure: Climate Vulnerability Index Assessment (Baseline to be established 2020-21)

The next five years – Council's Areas of Focus

7.2.1 – Increased awareness across the municipality of the risks of climate change to assets and land use

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Work with CASBE and other key stakeholders to continue to update planning information fact sheets on opportunities to increase the resilience of the community's assets and land use to climate change.	Education & Engagement	Ongoing	City Planning, Design & Amenity	Updated Sustainable Design Assessment in the Planning Process (SDAPP) & Built Environment Sustainability Scorecard (BESS) fact sheets	Within anticipated operational budgets
b.	Review opportunities to increase Council's community awareness programs that focus on the role and importance of infrastructure in response to the climate and ecological emergency.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Community Climate Change mobilisation prepared	Within anticipated operational budgets
c.	Review and update information and reports on council's website (Sustainability and the environment section) regarding asset planning and management (Building, drainage, open space etc.)	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Information on Council's website regularly updated	Within anticipated operational budgets

7.2.2 – A community better prepared to manage risks that climate change impacts may have on their assets and land use.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Embed consideration of climate change resilience into Council's *Design Manual for the Subdivision of Land.*	Strategy & Policy Development	Ongoing	Council's Internal Sustainability Advisory Group	Updated Design Manual for the Subdivision of Land by 2022	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
b.	Continue to collaborate with Melbourne Water to identify and implement measures to reduce flood risks across the municipality.	Asset Planning & Improvement	Ongoing	Business, Engineering & Major Projects	Implementation of the *2018 Dandenong Flood Management Plan*	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
c.	Work in collaboration with other key stakeholders (including Melbourne Water, DELWP and South East Water) to ensure the Melbourne Racing Club's (MRC) Comprehensive Development Plan being prepared for the proposed Sandown	Advocacy Planning & Decision Making	Immediate	Business, Engineering & Major Projects	Flooding and integrated water management requirements incorporated into the MRC's Comprehensive Development	Within anticipated operational budgets

58

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	Park Racecourse re-development adequately responds to flooding and integrated water management requirements.				Plan for the Sandown Park Racecourse re-development	
d.	Work in collaboration with the Victorian Planning Authority and other key stakeholders to facilitate the implementation of the Monash National Employment and Innovation Cluster Framework's vision for the region and the community. The framework's guiding principles to achieve the vision include: • Integrated transport networks • Sustainable social infrastructure and open space • Sustainable development with increased climate change resilience, integrated water management and resource efficiencies.	Advocacy Planning & Decision Making	Ongoing	City Planning, Design & Amenity Business, Engineering & Major Projects	Advocacy activities undertaken resulting in facilitation and stronger alignment of infrastructure assets and plans with Council	Within anticipated operational budgets

7.2.3 – Advocacy that supports investment in local and regional infrastructure that helps build the local community's resilience to the impacts of climate change.

	Actions	Council's Role	Timeframe	Responsibility	Outcome / indicator	Resources
a.	Advocacy that supports investment in infrastructure that helps build the local community's resilience to the impacts of climate change. This includes advocacy undertaken by Council directly and through its membership of local government alliances such as South East Melbourne, the Eastern Transport Coalition and the Monash National Employment and Innovation Cluster.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken resulting in investment in infrastructure outcomes for the community	Within anticipated operational budgets
b.	Advocate for Melbourne Water to review and update the geographical extent of the Land Subject to Inundation Overlay (LSIO) and Special Building Overlay (SBO) within CGD Planning Scheme.	Advocacy	Medium	Business, Engineering & Major Projects	Updated LSIO and SBO incorporated into the Planning Scheme	Within anticipated operational budgets
c.	Advocate for the review and update of climate change adaptation and risk-mitigation strategies in the Victoria Planning Provisions.	Advocacy	Ongoing	City Planning, Design & Amenity	Advocacy activities undertaken through membership of CASBE and SECCCA	Within anticipated operational budgets
d.	Advocate on behalf of the local community to other government bodies, key stakeholders and organisations to ensure that plans for infrastructure assets, transport and stormwater drainage services are integrated with Council's future infrastructure plans.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken resulting in facilitation and stronger alignment of infrastructure assets and plans with Council	Within anticipated operational budgets
e.	Investigate the need for a supporting Public Infrastructure Plan (PIP) prepared by the Melbourne Racing Club (MRC) for the Sandown Racecourse re-development in collaboration with Council and other key stakeholders (including DELWP, Melbourne Water, South East Water and VPA).	Advocacy	Immediate	Business, Engineering & Major Projects	Investigation undertaken into the need for a supporting Public Infrastructure Plan (PIP)	Within anticipated operational budgets
f.	Advocate to key stakeholders: • For public lighting reforms • To invest in integrated demand management, renewables and battery storage to assist with network reliability and to defer network augmentations and associated costs.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy activities undertaken	Within anticipated operational budgets

59

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 8. Waste & Resources

Goal: A city of low waste through efficient resource use.

Strategic Objectives - Council

8.1 - Reducing the environmental impacts from Council's use of resources.

Target: Reduce office waste to landfill to 30% by 2025 **Measure:** Council office waste audit **Baseline**: 2019: 46%

Target: Increase office waste recycled to 70% by 2025 **Measure:** Council office waste audit **Baseline:** 2019: 54%

8.1.1 – Increased awareness within Council of the environmental impacts resulting from use of resources as well as opportunities to reduce generation of waste

	Actions	Council's Role	Timeframe	Responsible Council Unit	Outcome / Indicator	Resources
a.	Support Council's response to the Climate and Ecological Emergency by increasing organisational adaptive capacity and staff awareness through the promotion of internal waste management goals and expectations to all Council staff to reduce waste and increase resource recovery across Council offices.	Education & Engagement	Ongoing	Council's internal Sustainability Advisory Group	Develop an annual program of staff training activities	Within anticipated operational budgets
b.	Develop and deliver a communications strategy across council to foster decreased material generation, increased uptake of recycling, and understanding of avenues for re-use of materials.	Policy & Strategy Development	Immediate	Business, Engineering & Major Projects	Communications Strategy prepared by 2021	As per funding for Waste and Litter Strategy
c.	Inclusion of roles and responsibilities in position descriptions that facilitate internal champions and accountability for Council's response to the Climate and Ecological Emergency through management of waste and procurement processes.	Planning & Decision Making	Immediate	Business, Engineering & Major Projects City Planning, Design & Amenity	Reference to Council's declaration of a Climate and Ecological Emergency included in all new role's position descriptions. Commence update of existing position descriptions for all staff as part of Staff Personal Development Plan reviews in 2020/21	Within anticipated o perational budgets
d.	Assess Council's capacity to adapt its waste management to reduce risks and increase resilience to the impacts of climate change.	Planning & Decision Making	Short	Business, Engineering & Major Projects	Review of adaptative capacity as part of vulnerability assessments	Funding requirements to be determined from Vulnerability Assessment pilot project
e.	As part of Council's overall program of vulnerability assessments, include waste management and resource procurement as part of the vulnerability assessments to	Planning & Decision Making	Short	Business, Engineering & Major Projects	Vulnerability assessments of Council's key assets to commence in 2020/21	$25,000 funded in 2019/20 for SECCCA

60

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	climate change, to increase understanding of physical and financial impacts to Council's waste management assets and procurement processes as well as impacts on service delivery. This pilot project will inform further vulnerability assessments of Council's waste management assets, procurement processes and physical and financial impacts on service delivery to commence in 2021				Corporate Services	Impact of climate change on service delivery recognised in asset value by 2022/23		Vulnerability Assessment Project Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget
8.1.2 – Reducing waste sent to landfill from Council's facilities and events								
	Actions	**Council's Role**	**Timeframe**		**Responsible Council Unit**	**Outcome / Indicator**	**Resources**	
a.	Ongoing implementation of programs to reduce waste and increase resource recovery across Council's offices and community events (e.g. Waste Wise).	Planning & Decision Making	Ongoing		Business, Engineering &Major Projects	Implementation of Council's Waste Wise Office program.	Within anticipated o perational budgets As per funding for Waste & Litter Strategy	
b.	Implementation of Council's *Plastic Use Policy* across its corporate operations and service delivery, as well as at festivals, events and applicable activities on any land or building owned and managed by Council	Planning & Decision Making	Ongoing		City Planning, Design & Amenity	Implementation of Council's *Plastics Use Policy* to Council operations and procurement	Within anticipated o perational budgets	
c.	Implementation of Council's *Procurement Policy* to encourage sustainable procurement outcomes by using products and services which have minimal impact on the environment and human health	Planning & Decision Making	Ongoing		Corporate Services	Development of indicators to procurement performance	Within anticipated o perational budgets	
d.	Expand public place recycling bins across the municipality, to include shopping precincts, regional parks and sporting venues	Infrastructure Planning & Improvement	Ongoing		Business, Engineering & Major Projects	No. of recycling bins installed in CGD	Funding subject to annual CIP budgets being approved as part of Council's annual budget	
e.	Assess the potential to better recover materials from Council operations and works, and investigate further opportunities for both recovery and re-use of recycled materials	Planning & Decision Making	Short		Business, Engineering & Major Projects	No. of recycling bins installed in CGD	Funding subject to annual CIP and operational budgets being approved as part of Council's annual budget	
f.	All new Council buildings to be designed and built to achieve sustainable waste management and materials use goals and objectives in accordance with Council's *Sustainable Buildings Policy*	Asset Planning & Improvement	Ongoing		Business, Engineering & Major Projects	Implementation of Council's Sustainable Buildings Policy. Monitoring and reporting to be undertaken in accordance with the	Funding for future years is subject to the approval of CIP bids as part of annual Council budget process	

61

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

						Sustainable Buildings Policy	
8.1.3 – Sustainable procurement practices that positively influence Council's supply chain							
	Actions	**Council's Role**	**Timeframe**	**Responsible Council Unit**	**Outcome / Indicator**	**Resources**
a.	Investigate opportunities to increase use of recycled materials and products across Council's operations to assist in achieving circular economy goals, in line with the *Waste & Litter Prevention Strategy*.	Planning & Decision Making	Short	Corporate Services Business, Engineering & Major Projects	Opportunities reported on	Within anticipated o perational budgets
b.	Implement Council's *Procurement Policy* which aims to reduce its environmental impacts by actively promoting green procurement throughout its supply chain.	Planning & Decision Making	Ongoing	Corporate Services Business, Engineering &Major Projects	No. of contracts awarded addressing sustainability criteria	Within anticipated operational budgets
c.	Implement a *Procurement Education Program* to help inform Council staff with procurement responsibilities of sustainability considerations within the procurement process	Engagement & Education	Short	Corporate Services	Implementation of Procurement Education Program	Within anticipated o perational budgets
d.	Assess Council's capacity to adapt procurement and resource processes to climate risks and increase resilience to the impacts of climate change.	Planning & Decision Making	Short	Business, Engineering & Major Projects	Review of adaptative capacity as part of vulnerability assessments	Funding requirements to be determined from Vulnerability Assessment pilot project

62

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

Theme 8. Waste & Resources

Strategic Objectives - Community

8.2 - Reducing the impacts from our community's use of resources and generation of waste.

Target: A 10% reduction in total household kerbside waste collected by 2025 **Measure:** Household kerbside waste collection data **Baseline:** 54.5 Mg (2018/19)

Target: 50% household kerbside waste to landfill by 2025 **Measure:** Household kerbside waste collection data **Baseline:** 54% (2018/19)

Target: 50% household kerbside waste diverted from landfill by 2025 **Measure:** Household kerbside waste collection data **Baseline:** 46% (2018/19)

The next five years – Council's Areas of Focus

8.2.1 – Increasing our community's awareness of the environmental impacts of their resource use and waste management

	Actions	Council's Role	Timeframe	Responsible Council Unit	Outcome / Indicator	Resources
a.	Development and implementation of an Annual Waste Education Plan in accordance with *Council's 2015 Waste and Litter Strategy* (as revised from time to time).	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Implementation of Annual Waste Education Plan	$247,195 funded in the 2020/21 financial year
b.	Review, update and deliver communications campaigns including waste education materials, tools and programs to the community to increase engagement and awareness focused on waste avoidance and sustainable consumption.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Implementation of Annual Waste Education Plan and promotional education campaigns	Within anticipated operational budgets
c.	Continue to promote and support opportunities for community diversion and recycling of soft plastics in line with Council's Plastic Use Policy.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Reduction in household plastic usage and contamination as determined through annual kerbside contamination audits	Within existing budget
d.	Collaborate with key stakeholders and partners to ensure waste education material and resources are more accessible to Culturally and Linguistically Diverse communities to increase awareness in response to the climate and ecological emergency we are facing.	Education & Engagement	Ongoing	City Planning, Design & Amenity Business, Engineering & Major Projects	Translate existing waste education materials into other commonly spoken community languages	Within anticipated operational budgets
e.	Continue to engage with the education sector (early learning, kinder, primary, secondary and specialist schools) to facilitate behaviour change that supports sustainable consumption of resources and appropriate waste disposal practices.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Delivery Waste Minimisation School Education Program to schools	Within anticipated operational budgets
f.	Continue to engage with real estate agents to support behaviour change and compliant waste and recycling practices across rental properties.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Engagement with property managers' information guides	Within anticipated operational budgets
g.	Review the provision of waste services and the scope of for improvement communication and collaboration with:	Policy & Strategy Development	Medium	Business, Engineering & Major Projects	Opportunity report delivered by 2021	

63

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

	• Commercial properties • Schools and children's services • Sporting clubs.						
h.	Work with Council's partners to update planning information fact sheets on opportunities to enhance waste management and building materials selection.	Education & Engagement	Ongoing	City Planning, Design & Amenity	Updated SDAPP Waste and Materials fact sheets		Funding subject to annual operational budgets being approved as part of Council's annual budget.
i.	Continue to implement councils Litter Prevention services across the municipality to discourage unlawful waste disposal practices.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	Litter prevention programs and engagement activities		Within anticipated operational budgets
j.	Promote existing programs and collaborate with the business community to stimulate circular economy programs.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	No. of businesses engaged		Within anticipated operational budgets
k.	Continue to complete strategic snapshot contamination audits of kerbside bins. This will assist in determining the most common contaminants, as well as areas to prioritise.	Policy & Strategy Development	Medium	Business, Engineering & Major Projects	Kerbside bin contamination audit report		Funding subject to annual operational budgets being approved as part of Council's annual budget
8.2.2 – Increasing services and infrastructure to support our community's efforts to reduce the amount of waste sent to landfill							
	Actions	**Council's Role**	**Timeframe**	**Responsible Council Unit**	**Outcome / Indicator**		**Resources**
a.	Advocacy with partners and key stakeholders for Federal Government action to address Australia's waste crisis, in particular: - Implementation of the National Waste Strategy and its focus on a circular economy - Mandatory product stewardship requirements for all toxic and other relevant products to lower their lifecycle impacts.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy undertaken with key stakeholders		Within anticipated operational budgets
b.	Partner with the Municipal Association of Victoria (MAV) and Metropolitan Waste and Resource Recovery Group (MWRRG) in advocacy efforts to the State and Federal Government for: - Waste and resource recovery infrastructure in line with the *Metropolitan Waste and Resource Recovery Implementation Plan* and regional needs - National and state-wide waste minimisation and resource awareness programs - Legislation to increase product stewardship.	Advocacy	Ongoing	Business, Engineering & Major Projects	Advocacy undertaken through Council's participation in the MAV and MWRRG		Within anticipated operational budgets

64

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

c.	Implementation of Council's *Waste & Litter Strategy* (as revised from time to time), to focus on: - Delivering best practice waste management services and promoting resource recovery - Collaboration with a broad range of partners - New and alternative waste collection and disposal technologies - Educating and informing the community - Provide leadership in the planning of future waste services and infrastructure.	Infrastructure Planning & Improvement	Ongoing	Business, Engineering & Major Projects	Reporting of progress of the annual action plan under the *Waste and Litter Strategy*	Within anticipated operational budgets
d.	Review and update Council's *2015 Waste and Litter Strategy* to ensure it continues to address the unsustainable use of resources, generation of waste to landfill, and more ambitious diversion targets stipulated.	Policy & Strategy Development	Immediate	Business, Engineering & Major Projects	New *Waste and Litter Strategy* by December 2020	Within anticipated operational budgets
e.	Actively participate in the procurement process for key services in accordance with the MWRRG project plan including: • Introduction of Advanced Waste & Resource Recovery Services as an alternative to landfill • Waste landfill and transfer services • Co-mingled recycling processing services.	Infrastructure Planning & Improvement	Ongoing	Business, Engineering & Major Projects	MWRRG Project Plan Procurement Services Contracts	Within anticipated operational budgets
f.	Investigate partnership opportunities with local industries to enable diversion of 'other' household waste materials.	Planning & Decision Making	Short	Business, Engineering & Major Projects	Partnership agreements developed	Within anticipated operational budgets
g.	Implementation of Local Planning Provision Clause 22.06 *Environmentally Sustainable Development* to achieve best practice waste management outcomes design, construction and operational outcomes.	Planning & Decision Making	Ongoing	City Planning, Design & Amenity	ESD requirements assessed for all applicable planning applications	Within anticipated operational budgets
h.	Collaborate with local governments through CASBE to update BESS and other tools to facilitate best practice waste management processes and minimisation of resource use through the planning process.	Planning & Decision Making	Ongoing	City Planning, Design & Amenity	Advocacy actions undertaken	Within anticipated operational budgets
i.	Collaborate with and continue to support local community groups working to create a circular economy and/or reduce waste sent to landfill. (e.g. Boomerang Bags).	Education & Engagement	Ongoing	City Planning, Design & Amenity	No. of collaboration activities undertaken with community groups	Within anticipated operational budgets
8.2.3 – A reduction in community greenhouse gas emissions from food waste						
	Actions	**Council's Role**	**Timeframe**	**Responsible Council Unit**	**Outcome / Indicator**	**Resources**
a.	Continue to implement Council's existing waste education programs to encourage community uptake of home composting initiatives to reduce food waste to landfill.	Education & Engagement	Ongoing	Business, Engineering & Major Projects	No. of composting workshops and activities held	Within anticipated operational budgets

65

4.2.1 Greater Dandenong Climate Emergency Strategy - 2020-2030 (Cont.)

b.	Expansion of existing household kerbside waste collection to include Household Food Organics to reduce waste sent to landfill.	Service Planning & Improvement	Immediate	Business, Engineering &Major Projects	Introduction of Food Organics household service by April 2021	$200,000 funded for 2020/21 financial year
c.	Develop and implement a food and organic waste education and behaviour change program to support the introduction of the Food Organics Garden Organics kerbside collection service.	Education & Engagement	Immediate	Business, Engineering & Major Projects	Food Organics waste education program developed by January 2021	$191,416 funded for 2020/21 financial year $88,416 per annum funded for 2022-2025
d.	Promote the participation of cafes and restaurants in the free "Love Food Hate Waste" program which provides hospitality businesses with the ability to reduce both operating costs and food waste.	Education & Engagement	Medium	Business, Engineering & Major Projects	No. of businesses participating	Within anticipated operational budgets

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4.2.2 Greater Dandenong Open Space Strategy 2020-2030

File Id:	A6708509
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Appendix 1: Greater Dandenong Open Space Strategy 2020-2030

Report Summary

A Council resolution is sought to adopt the *Greater Dandenong Open Space Strategy 2020-2030.*

Community consultation on the draft *Greater Dandenong Open Space Strategy 2020-2030* was conducted over a six (6) week period between Sunday 29 March to Friday 15 May 2020. Council received a total of 67 submissions during this time.

This report provides an overview of:

- The process of reviewing the existing *Places for People: Open Space in Greater Dandenong, Open Space Strategy, 2009;*
- The feedback received from the community during the two separate consultation periods and how this was incorporated into the development of the *draft Open Space Strategy*;
- The proposed *Greater Dandenong Open Space Strategy 2020-2030;* and
- The next steps for the project, including the completion of a *Public Open Space Acquisition and Improvement Council Policy*, an *Open Space Contributions Plan* and a future Planning Scheme Amendment.

Recommendation Summary

This report recommends that Council adopt the attached *Greater Dandenong Open Space Strategy 2020-2030.*

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Background

Open space makes up around 5.3% of land within the municipality of Greater Dandenong (approx. 700 hectares). Significant open space areas include Tirhatuan Park, Greaves Reserve, Tatterson Park, Spring Valley Reserve, Warner Reserve, Ross Reserve, Dandenong Park, Springvale Community Hub, Harmony Square (in terms of community use) and the Dandenong Flood Plains. Major walking and cycling paths such as the Djerring Trail, Eastlink Trail and the Dandenong Creek Trail form the spines of Greater Dandenong's open space network.

At the commencement of the project in 2017 Council engaged planning consultants together with consultation specialists and economists to prepare an *Open Space Analysis & Discussion Paper* which explored:

- Who is using open space, how; and who is missing out?
- What is open space and what are the different types?
- Where is the existing open space located?
- Where is future demand and population likely to be?
- Funding mechanisms & benchmarks

The *Discussion Paper* was made available to the community during the initial four-week consultation period "Future of Open Space" in April 2019 as part of asking the community how they use open space and what is most important to them. This approach built on previous consultation exercises and helped to further identify the needs and wants of the community regarding open space. The *Open Space Analysis and Discussion Paper* was used to inform the development of the draft *Greater Dandenong Open Space Strategy 2020-2030.*

The draft *Greater Dandenong Open Space Strategy 2020-2030* (the Strategy) was then prepared due to:

- The *2009 Open Space Strategy* is over ten years old;
- Population projections being much greater than previously anticipated;
- The Council Plan and Notice of Motion 58 committing Council to increasing the supply of open space;
- The Victorian Planning Provisions requirements of Council regarding open space, such as ensuring an equitable distribution and quality of open space;
- Council being required to implement the State Government's Plan Melbourne 20-minute neighbourhood model;
- The broad range of key issues and influences considered in the *Discussion Paper*; and
- Need for Council to respond to comments made by the community about how they use open space and what is most important to them.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Councillors were briefed on the draft Strategy in March 2020 and it was made available for community feedback between 29 March to 15 May 2020. A recurring theme in the Strategy, which was reinforced through the community consultation is the importance of vegetation, and that being outdoors and close to nature is clearly of great importance to Greater Dandenong users of open space. Similarly, the expansion of the existing open space network is of high importance.

The Strategy uses the Victorian Planning Authority's definition of open space such that it is *"land that provides outdoor recreation, leisure and/or environmental benefits and/or visual amenity"*. As such, traditional open space (parks, gardens playgrounds, sports field, recreational facilities, regional trails) along with non-traditional open space (urban and civic spaces, schools, cemeteries, tree reserves, etc) are incorporated into the Strategy.

The Strategy takes a holistic approach by focusing on improving the quality of public open space and on where the demand is greater, rather than simply using a per person provision ratio.

The Strategy recognises and responds to a range of key influences and issues including population growth, climate change, health and wellbeing, cultural diversity and increasing residential densities.

Proposal

The draft *Greater Dandenong Open Space Strategy 2020-2030* sets out the long-term vision for open space in Greater Dandenong in that it seeks to achieve a high-quality, accessible and sustainable open space network. The Strategy seeks to guide the management and improvement of the quality, design and provision of open space over the next 10 years to ensure the needs of the existing residents and future generations are met. A key element of the Strategy is the Open Space Framework, Action and Monitoring Plan (Appendix C of Strategy) which includes actions and measures that align with Council's *Imagine 2030* framework by using the following principles:

- Place – High Quality parks, Reserves and Connections
- People – Open space for All
- Opportunity – Greening our City

Targets for the acquisition of land for new open space and improvement of existing open space, along with a range of other measures are included to monitor the success of the Strategy.

The Strategy includes a comprehensive analysis of open space needs for the entire municipality broken down by each suburb by considering walkability, land use and population growth. The analysis and resultant actions will ensure the quality and quantity of open space in areas of need is improved. Key implementation strategies include:

- Increasing the quantity of publicly accessible open space by delivering well-designed new spaces in areas of identified need (priority areas), extending existing spaces and improving access to open space; and
- Improving and maintaining the quality of existing open space and connections ensuring they provide the appropriate standard of facilities for each suburb especially in higher density residential neighbourhoods.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

A range of implementation tools are included in the appendices to the Strategy to inform and guide decision-making, namely:

- Open Space Hierarchy – categorises different types of open space using access/ownership, typology, size and surrounding land use.
- Park Development Standards – identifies the facilities or infrastructure appropriate for different types and sizes of open space.
- Land Selection Criteria - guides decisions about acquiring land (site selection, size, etc).
- Open Space Improvements Criteria – guides decisions about making improvements to existing open space.

The Strategy responds to community feedback received by:

- Placing greater emphasis on biodiversity and climate change.
- Acknowledging the community's preferred exercise is walking and identifying the important role of regional trails in the open space network and the overall need to improve existing open space connections.
- Prioritising investment in and around activity centres (Priority Areas) and suburbs with the lowest percentage of open space.
- Continuing to prioritise improvements to the quality and greening of open spaces (including significant tree planting and landscape improvements).
- Strengthening monitoring and reporting requirements by:
    - including the Open Space Framework, Action and Monitoring Plan with measures and targets;
    - committing to an annual update (to be made available on Council's website) and a five-yearly operational desktop review.

Supporting documents

Implementation of the Strategy will be guided through two supporting documents, namely a revised *Public Open Space Contributions Plan* and a new *Public Open Space Acquisition and Improvement Council Policy*. These documents are currently being finalised, pending the adoption of the Strategy, and will be tabled at a future Council Meeting.

The *Public Open Space Contributions Plan* will provide the methodology and process to collect open space contributions within the municipality. Any proposed change to open space contributions, payable by developers, will require inclusion of the statutory requirements of the *Public Open Space Contributions Plan* in the *Greater Dandenong Planning Scheme*. This will be subject to authorisation from the Minister for Planning and subject to a full Planning Scheme Amendment process.

The *Council Policy* will provide guidance to Council and Council Officers on the acquisition and/or improvement of open space and the operational management of the Open Space reserves. It is proposed that the Land Selection Criteria and Open Space Improvements Criteria are also included in the *Council Policy*.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – 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
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

Opportunity

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

Council Plan 2017-2021

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:

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

- An open and effective Council

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

- Greater Dandenong Planning Scheme
- Make Your Move Physical Activity Strategy 2020-2030 (draft)
- Health and Wellbeing Plan 2017-21
- Sports Facilities Plan – Implementation Plan 2018
- Walking Strategy 2015-23
- Cycling Strategy 2017-24
- Playground Strategy and Action Plan 2013-23

Related Council Policies

Council's *Community Engagement Policy* outlines Council's role in providing activities which enhance opportunities for the community to express their expectations, aspirations and ideas.

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

All future capital works and other actions associated with the implementation of the draft *Greater Dandenong Open Space Strategy, 2020-2030* are subject to annual Council CIP and business planning processes.

The preparation of a Planning Scheme Amendment to incorporate the *Greater Dandenong Open Space Strategy, 2020-2030* and the revised *Public Open Space Contributions Plan* into the *Greater Dandenong Planning Scheme* has been budgeted for in this financial year (2020/2021).

Consultation

Council undertook extensive community and stakeholder consultation throughout the development of the draft *Greater Dandenong Open Space Strategy, 2020-2030.*

Building on the first period of community consultation in 2019, the community was invited to provide feedback on the draft Greater Dandenong Open Space Strategy over a four- week period from 29 March 2020. Due to COVID-19 this period was extended further to 15 May 2020 to allow residents more time to respond.

Various methods were used to both promote and seek feedback, including:

- Large posters at 30 different open spaces throughout the municipality
- Email sent to those who provided feedback on the *Future of Open Space* in 2019
- Articles in Greater Dandenong Council News magazine
- Social Media (targeted Facebook posts)

- The draft Strategy, a summary brochure and an online/downloadable survey were available on Council's website

Face-to-face consultation was planned to take place at The Big Picnic, Sustainability Festival and the Dandenong Creek Festival, however, unfortunately these events were cancelled due to COVID-19. Considering these unforeseen circumstances, there was a good level of participation with a total of 67 submissions received (54 via SurveyMonkey and 13 direct emails).

The age of respondents was spread throughout all age groups (for those who provided this information).

Rather than document every response, the following summary seeks to present the key themes and community priorities. The principles in the draft Strategy were simplified into six statements which the survey respondents were asked to rank from most important to least. These being:

- Improve the quality of existing open spaces (especially in areas of high demand) (33%)
- Increase tree planting and greening of open spaces (21%)
- Assist with reducing the effects of climate change (17%)
- Provide open space within walking distance of everyone (13%)
- Make it easier for people to get to open spaces (8%)
- Well designed, safe and inclusive open space (8%)

As shown above, improving the quality of open spaces was the highest priority for the online submitters (33%), followed by increased tree planting and greening of open spaces (17%). This feedback is consistent with that received in 2019, with over a quarter of submitters indicating the high importance of being outdoors with trees and nature.

Conclusion

The draft *Greater Dandenong Open Space Strategy, 2020-2030* provides a framework for Council to manage and improve the quality, design and provision of open space over the next 10 years to ensure the needs of the existing residents and future generations are met. The framework is derived from Council's Imagine 2030 framework with principles and goals that align with the overarching themes of Place, People and Opportunity. Corresponding actions and measures set out how Council will achieve its vision of a high quality, accessible and sustainable open space network. The Strategy will be used by decision makers such as Council, Council officers and other State Government agencies.

Recommendation

That Council:

1. adopts the Greater Dandenong Open Space Strategy, 2020-2030 in the form of Attachment 1;

2. advises all submitters of Council's decision; and

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

3. notes that a revised Public Open Space Contributions Plan and Public Open Space Acquisition and Improvement Policy will be tabled at a future Council meeting.

POLICY & STRATEGY

GREATER DANDENONG OPEN SPACE STRATEGY 2020-2030

ATTACHMENT 1

GREATER DANDENONG OPEN SPACE STRATEGY 2020-2030

PAGES 79 (including cover)

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

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



CONTENTS

DRAFT

	MAYOR'S MESSAGE	3
	EXECUTIVE SUMMARY	3
01	**INTRODUCTION**	5
	COMMUNITY CONSULTATION	6
	WHAT IS OPEN SPACE?	6
	WHAT IS AN OPEN SPACE STRATEGY?	7
	WHAT ARE THE BENEFITS OF OPEN SPACE?	8
02	**OPEN SPACE IN GREATER DANDENONG**	9
	WHERE IS IT?	9
	KEY INFLUENCES & CHALLENGES	10
	OPEN SPACE TYPES & PROVISION STANDARDS	14
03	**WHAT IS COUNCIL'S VISION FOR OPEN SPACE?**	17
	VISION	17
	ACHIEVING THE VISION	17
04	**SUBURB ANALYSIS**	19
	ACCESS TO OPEN SPACE – SUBURB ANALYSIS	19
	SPRINGVALE	22
	SPRINGVALE SOUTH	25
	NOBLE PARK NORTH	27
	NOBLE PARK	30
	DANDENONG NORTH	33
	DANDENONG	36
	DANDENONG SOUTH	39
	KEYSBOROUGH	41
	LYNDHURST & BANGHOLME	43
05	**IMPLEMENTATION**	45
	OPEN SPACE PLANNING	45
	GUIDING CRITERIA	45
	FUNDING	45
	ACTION PLAN	45
	MONITORING	45
	PARTNERSHIPS	45
06	**APPENDICES**	48
	A. OPEN SPACE HIERARCHY	48
	B. PARK DEVELOPMENT STANDARDS	49
	C. OPEN SPACE FRAMEWORK, ACTION & MONITORING PLAN	51
	D. SUBURB PRIORITY ACTION PLAN	59
	E. LAND SELECTION CRITERIA	75
	F. OPEN SPACE IMPROVEMENTS CRITERIA	77

MAYOR'S MESSAGE

The City of Greater Dandenong's revised Open Space Strategy recognises that open space provides many benefits for our residents and the environment. It encourages social connection and helps people stay healthy by providing passive and active recreation opportunities. Open space also allows trees, plants and animals to survive and thrive, and combats the impact of climate change.

The Strategy encourages well-designed spaces that support a variety of outdoor uses and looks at further improving existing open spaces and investing in more open space for suburbs that have a higher density of housing and in areas of need.

Open space can include sporting grounds, playgrounds, bushland, wetlands, streetscapes, public squares and walking and cycling trails.

Council is committed to providing an open space network that meets the needs of our current residents and visitors while planning for future generations. This Strategy will help us achieve these objectives.

It is derived from the Council's Imagine 2030 framework and considers key issues such as population growth, cultural diversity, climate change and increasing residential densities.

Council encourages residents to enjoy the great outdoors and be more active and we believe this Strategy will help us deliver many opportunities for residents and visitors alike to do this.

Cr Jim Memeti
Mayor



The City of Greater Dandenong respectfully acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples and the Traditional Owners of the land. We acknowledge and respect their continuing connection to climate, culture and country.

EXECUTIVE SUMMARY

The City of Greater Dandenong is a culturally diverse place to live, work and visit. Located 35km from Melbourne CBD and encompassing an area of 12,900 hectares, Greater Dandenong has a population of around 174,000 people, and almost 700 hectares of public open space land.

Council is committed to providing a high-quality, accessible and sustainable open space network for the enjoyment of the Greater Dandenong community.

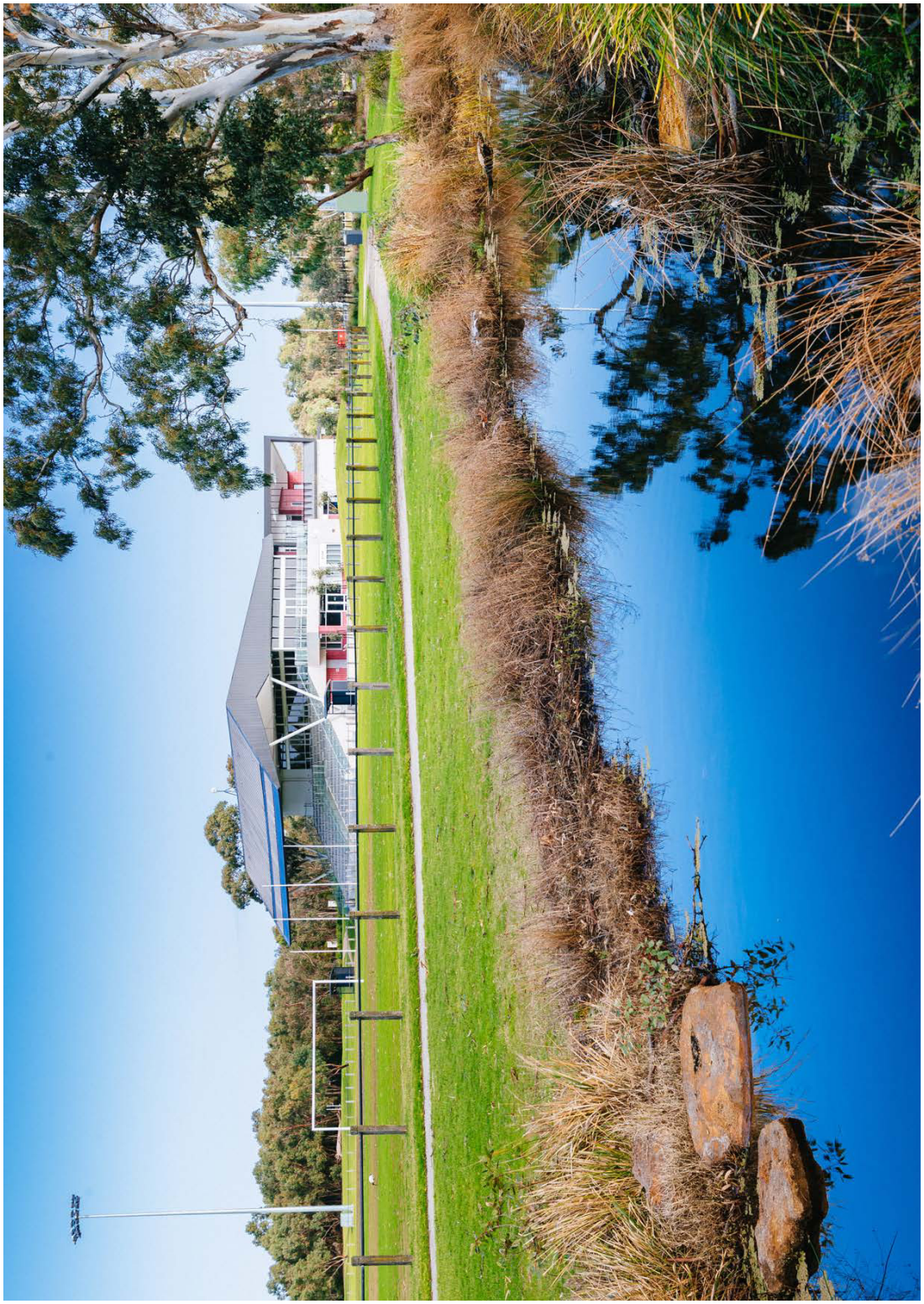
The Greater Dandenong Open Space Strategy 2020-2030 (the Strategy) provides the strategic framework to achieve this vision by helping to inform the design of open spaces, and the decision-making processes and activities in relation to open space management and planning across the municipality. The Strategy recognises and responds to a range of key issues including population growth, cultural diversity, climate change and increasing residential densities.

Key implementation strategies include:

- Increasing the quantity of publicly accessible open space (owned by either Council or other public authorities) by delivering well-designed new spaces in areas of identified need, extending existing spaces and improving access to open space; and
- Improving and maintaining the quality of existing open space and connections ensuring they provide the appropriate standard of facilities for each suburb especially in higher density residential neighbourhoods.

In addition to a five-yearly operational desktop review, an annual update will provide updates on Council's commitment to achieving a high-quality open space network for the benefit of the entire community.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



01 INTRODUCTION

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Open Space

Open space comes in many forms including parks, gardens, reserves, sports fields, urban plazas, streetscapes and waterways which are enjoyed by all Greater Dandenong residents.

Open space enables social connections, helps people be healthy, allows trees, plants and animals to survive and thrive and combats the impact of climate change.

The City of Greater Dandenong is a diverse city, home to many valued areas and types of open space. Open space is an important part of everyday life for residents, workers and visitors of Greater Dandenong.

The area in which Greater Dandenong is now located is the territory of the Wurundjeri and Boonwurrung (or Bunurong) tribes of the Kulin Nation and has been for tens of thousands of years. The availability and occurrence of water that influenced living patterns and concentrations of Indigenous people occurred around the former Carrum Swamp, the floodplain, wetlands and elevated areas along Dandenong Creek. These areas continue to play an integral role in Greater Dandenong's open space network and important groups of highly valued scarred trees remain on both public and private land.[1]



With a growing population and higher expectations of open space, this Strategy recognises the rich diversity of people in Greater Dandenong and the importance of maintaining and enhancing a high-quality open space network.

The Strategy provides a framework for Council to manage and improve the quality, design and provision of open space over the next 10 years to ensure the needs of the existing residents and future generations are met.

The framework is derived from the Council's Imagine 2030 framework with principles and goals that align with the overarching themes of **Place, People and Opportunity**. Corresponding actions and measures set out how Council will achieve its vision of **a high quality, accessible and sustainable open space network**.

The Strategy includes a comprehensive analysis of open space needs for the municipality broken down by each suburb that takes particular consideration of walkability, land use and population growth. The Strategy also includes guiding criteria and park development standards to inform the implementation of a range of actions, such as site selection for new open space and open space improvements. A Framework, Action and Monitoring Plan, Open Space Contributions Plan and Council Policy will guide the implementation of the Strategy.

The Strategy takes a holistic approach by focusing on improving the quality of public open space and on where the demand is greater rather than simply using a per person provision ratio. Benchmarked against other municipalities, the previous open space provision is no longer considered appropriate and doesn't take into account local context or population increases. The Strategy focuses on areas of need to ensure the quality and quantity of open space in these areas is improved. Targets for acquisition of land for new open space and improvement of existing open space are included, along with a range of other measures to monitor the success of the Strategy.

The completion of actions will be subject to available budget and will generally be resourced according to their stated priority. Funding is derived from general rate revenue, government grants and contributions by developers, which Council collects and holds in an Open Space Reserve fund. Following adoption of the final Strategy, the Public Open Space Contributions Plan and Council Policy will be revised to implement a revised rate of contribution and operation of the Open Space Reserve.

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COMMUNITY CONSULTATION

In the past few years, Council consulted the community on a range of projects associated with open space, including Park Master Plans, Physical Activity Participation Survey and the Future of Parks. More specifically, in 2019, community feedback was sought to inform the preparation of the Strategy and again in 2020 to seek feedback on the draft.

Improving the quality of open space was the highest priority for many respondents followed by increased tree planting and greening of open spaces. This is consistent with earlier feedback when over a quarter of submitters indicated being outdoors with trees and nature was of most importance. Similarly, the expansion of the existing open space network is of high importance to many respondents. The Strategy seeks to respond to feedback by:

- Continuing to prioritise improvements to the quality of open spaces (including tree planting);
- Including additional measures and targets;
- Clarifying monitoring and reporting requirements; and
- Placing greater emphasis on biodiversity and climate change.

WHAT IS OPEN SPACE?

Land that provides outdoor recreation, leisure and/or environmental benefits and/or visual amenity

(Victorian Planning Authority)

The Strategy focuses on open space land that is accessible to the public and provides value to the community through:

- Opportunities for outdoor recreation and sport;
- Social connections and relaxation;
- Health benefits;
- Natural habitats;
- Environmental benefits; and/or
- Visual amenity/attractiveness.

Traditional types of open space include parks and gardens, playgrounds, sports fields and recreational facilities.

In response to steady population growth and increasing pressure and demand for open space, Council recognises the importance of non-traditional open space including:

- Urban and civic spaces;
- Schools and tertiary institutions;
- Cemeteries;
- Transport corridors, streets, paths, streetscapes and nature strips;
- Railway corridor and tree reserves.

These spaces also provide opportunities to participate in a variety of activities resulting in a range of benefits to the community. The benefits of open space are discussed further on page 8 of this strategy.

Quality open space is connected to the broader open space network via linear links and trails, which may also include the road network.







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Open Space

WHAT IS AN OPEN SPACE STRATEGY?

This Strategy provides direction on how Council will improve the open space network for the benefit of the entire community.

POLICY CONTEXT

The Victorian Planning Provisions (Clause 19 Open Space) seek to establish, manage and improve a diverse and integrated network of public open space that meets the needs of the community. Identified strategies to achieve this include:

- Ensuring that open space provides for multiple uses, such as opportunities to connect with nature, sport, recreation and play, active transport, social interaction, community gardens, wildlife corridors and flood storage basins.
- Ensuring open space provision is fair and equitable.



Figure 01 - Plan Melbourne - 20-minute neighbourhoods

The way in which residents access open space is a key element in determining where it is provided. The Victorian State Government's Metropolitan Planning Strategy Plan Melbourne seeks to implement a network of 20-minute neighbourhoods throughout the metropolitan area. A 20-minute neighbourhood needs to provide a range of easily accessible open spaces including sporting and recreation facilities, local playgrounds and parks. This principle underpins Council's vision of providing an accessible open space network.

The benefit of a 20-minute neighbourhood is that it can create a more cohesive and inclusive community reducing social exclusion, as well as improving health and wellbeing amongst other social and economic benefits.

The Greater Dandenong Open Space Strategy seeks to align with these policy directions through:

- The protection and enhancement of existing open space (quality);
- Planning for an increase in open space and better access to public land (eg. schools) in areas identified as lacking or undergoing substantial population growth (quantity); and
- An increased focus on the environmental resilience and sustainability of open space (opportunity).

The continued implementation and/or preparation of a range of City of Greater Dandenong programs and strategies help to implement these policies and achieve Council's vision for open space.

These include:

- Activity Centre's Placemaking Framework
- Community Safety Plan 2015-22
- Community Wellbeing Plan 2017-2021
- Conservation Management Plans
- Cycling Strategy 2017-2024
- Draft Greater Dandenong Climate Emergency Strategy, 2020-2030 (under preparation)
- Green Wedge Management Plan (revised January 2017)
- Greening our City – Urban Tree Strategy 2018-2028
- Greater Dandenong Planning Scheme
- Integrated Transport Plan 2017-2022
- Make Your Move Physical Activity Strategy 2020-2030
- Noble Park Activity Centre Structure Plan 2009 (under review)
- Park Master Plans/ Concept Plans
- Playground Strategy 2013-2023
- Springvale Activity Centre Structure Plan 2017
- Sustainable Public Lighting Strategy (under preparation)
- Sustainable Stormwater Strategy 2017-2037
- Sustainability Strategy 2016-2030
- Urban Forest Strategy (under preparation)
- Walking Strategy 2015-23

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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WHAT ARE THE BENEFITS OF OPEN SPACE?

'Quality public open space that is well-located and well-developed, positively contributes to urban amenity as well as the environmental, social, health and wellbeing, and economic sustainability of the community.'

(CGD Housing Strategy, 2014-2024)

Figure 02: Public Open Space Benefits (Graphic based on the Auckland Plan 2012 Report, Auckland Council)

02 OPEN SPACE IN GREATER DANDENONG

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Open Space

WHERE IS IT?

Open space makes up around 5.3% of land within the municipality of Greater Dandenong (approx. 700 hectares). Neighbouring municipalities are home to large regional open spaces including Police Paddocks, Braeside Park, Churchill National Park and Edithvale Wetlands.

Significant open spaces within Greater Dandenong include the Tirhatuan Park, Greaves Reserve, Tatterson Park, Spring Valley Reserve, Warner Reserve, Ross Reserve, Dandenong Park, and the Dandenong Flood Plains.

Major walking and cycling paths such as the Djerring Trail, Eastlink Trail and the Dandenong Creek Trail form the spine of Greater Dandenong's open space network.

These trails not only provide important open space corridors for people to enjoy but also sustainable transport connections throughout the City and to adjoining municipalities. The Djerring Trail share path along the Caulfield - Dandenong rail corridor has added approximately 9ha of open space to the Greater Dandenong open space network.

Key vegetation and habitat connections include Dandenong Creek, Mile Creek, Eumemmerring Creek and Yarraman Creek.

Greenfield development in Keysborough South has also added a variety of new open spaces in recent years.





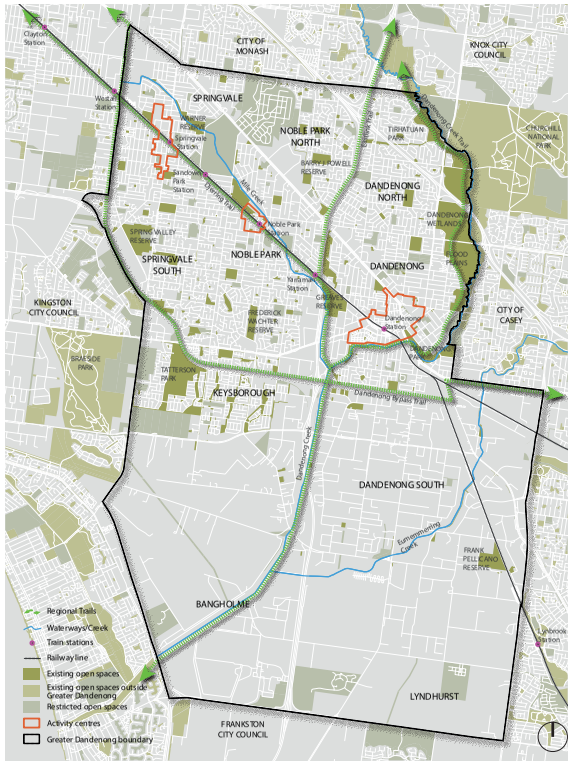


Figure 03: Greater Dandenong Overall Map With Existing Open Spaces
(Note:The building footprints of indoor sports facilities are not included in the calculation of the open space areas)

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KEY INFLUENCES & CHALLENGES

LAND USE

The municipality of Greater Dandenong includes a variety of land uses, predominantly residential, commercial, industrial and green wedge. The land uses provide an indication of the expected types of change within an area and the resultant demand for and on open space. Residential land use, including activity centres, places the highest demand on open space as it is expected to cater for the diverse activities of the community and be within easy walking distance for people to access.

Plan Melbourne identifies Dandenong as a place of state significance as it has the facilities and capacity to provide a range of jobs, activities and housing. Retail and commercial opportunities, as well as government, health, justice and education services play a major service delivery role in central Dandenong making it an appropriate area for investment and growth in population.

Open space within industrial areas is expected to provide opportunities for workers to relax and engage with nature. It can also help reduce the visual and noise impacts of some land uses and provide valuable opportunities for conservation.

The Greater Dandenong Green Wedge provides a green and spacious relief from surrounding urban development and supports a range of activities including agriculture, water treatment, recreation, education, and rural living. While the demand on open space in the green wedge is much less than in residential areas, it provides significant opportunities for habitat links and sustainable transport connections.

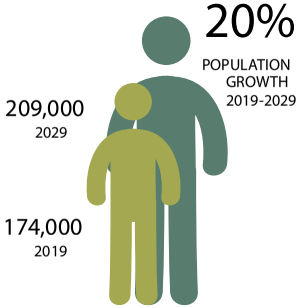


Figure 04: Estimated Population Growth

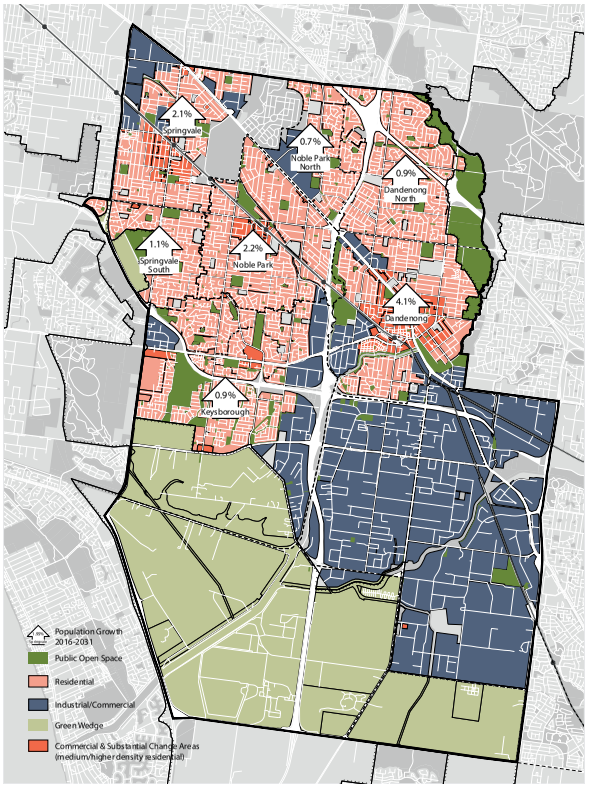


Figure 05: Greater Dandenong Major Land Uses & Population Growth

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Open Space

POPULATION GROWTH

The municipality has a population of around 174,000 with 64% of the population being born overseas.[4] The population is projected to grow by almost 20% by the year 2029. Demand for open space is anticipated to increase in line with this population projection.

Figure 05 shows that the most significant growth in population per annum is projected to occur in Dandenong (4.1%), Noble Park (2.2%) and Springvale (2.1%). Much of the housing to accommodate this growing population is anticipated to occur in and around the Dandenong, Noble Park and Springvale Activity Centres as these areas are identified as suitable for medium to high density housing due to their proximity to facilities and services. As Figures 06, 07 and 08 show, of all new dwellings that could be developed in each suburb a significant portion is projected to occur in the higher growth areas within the next 5 years and result in significant localised population growth.

The housing in these areas will include apartments and townhouses with limited backyard space and landscaping opportunities putting pressure on existing open spaces in these areas.

In addition, the municipality's worker population is estimated to increase by 2,000 additional workers per year, placing increasing yet different demands on the open space network.

Proportion of new dwellings within higher growth area:



Figure 06: Density Pressure Map - Dandenong

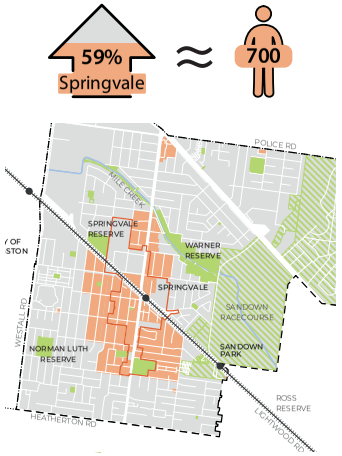


Figure 07: Density Pressure Map - Springvale

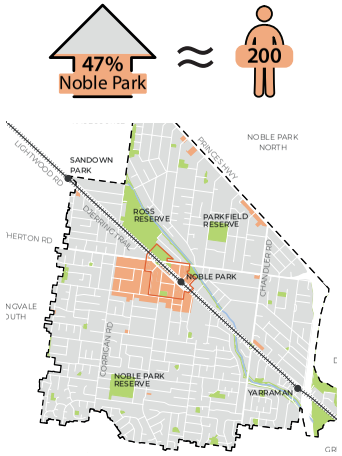


Figure 08: Density Pressure Map - Noble Park

- Greater Dandenong boundary
- Urban Growth Boundary
- Suburb boundary
- Railway station
- Existing open space
- Restricted open space
- Waterways
- Activity centres
- Residential Growth Zone, Mixed Use Zone, Commercial 1 Zone and Comprehensive Development Zone

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CLIMATE CHANGE

In January 2020, Greater Dandenong City Council, declared a 'Climate and Ecological Emergency'. This Strategy recognises the role of open space in mitigating the impact of climate change on the community and the need to take action. Extreme weather events caused by climate change, such as floods, extreme heat, drought and bushfire events will increasingly have a negative impact on the quality of open space, the way people use it and increase the cost of maintenance.

Priority needs to be given to a range of measures including:

- Assessing the vulnerability of open spaces to the impact of a changing climate and its capacity to adapt.
- Tree planting throughout Greater Dandenong, particularly native and drought resistant species which require less demand on irrigation, drawdown carbon, cool the city during periods of higher temperatures and increase shade cover.
- A variety of climate change education programs.
- Development of sustainable transportation networks to reduce reliance on motorised transport.
- The exploration of future water needs and water availability, including but not limited to water sensitive urban design (WSUD) techniques to ensure open spaces are safe, healthy and inviting places.
- Innovative methods to manage higher stormwater runoff caused by increasingly less permeable residential areas, including, but not limited to resilient vegetation and the creation of dual-purpose open space/drainage retention systems at suitable locations.
- Increasing application and use of green infrastructure to ensure improved biodiversity and passive irrigation outcomes.





HEALTH AND WELLBEING

The incidence of chronic disease, including obesity-related illnesses, cardiovascular disease and diabetes together with mental health concerns can be reduced through increased access to natural environments including vegetated areas such as parks, playgrounds and conservation areas. Individuals in lower socio-economic areas such as Greater Dandenong[6] are at a higher risk of adverse health outcomes associated with decreased physical activity and increased sedentary behaviors. Only 49 per cent of Greater Dandenong residents meet the physical activity guidelines of 30 minutes of moderate to vigorous exercise per day compared to the Victorian average of 73 per cent.

We also know that one reason for decreased physical activity is a lack of access to green spaces[7], such that residents living within 400m of open space are three times more likely to undertake moderate-vigorous physical activity.[8]

COMMUNITY GARDENS

Community gardens are generally not-for-profit, local spaces that operate on designated land for residents and volunteers to grow fresh food, participate in sustainable urban practices, improve food literacy, learn horticultural skills, and build community connections through shared activities. Council recognises community gardening as a sustainable living option and a way for people to get involved with their local community. Community gardens contribute to health and wellbeing, learning, social connections and can improve local food security through access to fresh food. In terms of the use of public open space land, building strong partnerships between Council, community groups and organisations in the local community is key to the long-term success of community gardens.

Open space provides the opportunity for everyone to exercise, relax, grow food, and connect with nature to improve health outcomes.

CULTURAL DIVERSITY

The City of Greater Dandenong is the most culturally diverse community within Australia, with 61.6% of the population speaking a language other than English at home.[5]

Cultural diversity presents a unique challenge in terms of open space design and provision and can impact the demand for different facilities be they for emerging non-traditional sports, accommodating female only participation, larger social gatherings or concerns around safety and other potential barriers.

It is essential that open space affords the opportunity for everyone to participate in various forms of recreation, relaxation and physical activity.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Open Space

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PARTICIPATION TRENDS

Residents of Greater Dandenong have low levels of participation in physical activity which is contributing to low levels of health and wellbeing within the municipality. The focus of physical activity has shifted from an emphasis on organised sport (traditional sport), including team sports, to unorganised/unstructured physical activity.

Future provision of physical activity opportunities that are provided within the municipality need to consider this new focus which considers affordable, accessible and equitable provision for all. For example, the most popular activity undertaken by local residents is walking (57%) highlighting the need to prioritise improvements to walking trails and shared paths. Increasing and promoting physical activity and engagement with those who are less active, such as women and girls, children and young people, people with a disability, culturally and linguistically diverse and older adults is of high importance.

It is also recognised that climate change and extreme weather events will likely impact how people use open space.

INCREASING COSTS

Increasing land costs make it difficult for Council to purchase land for new open space or expand existing open spaces where required.

The cost of ongoing improvements and life-cycle maintenance is increasing not only because of more people using open space more often but also due to factors associated with climate change. Ongoing budget allocation to maintain a quality, accessible and sustainable open space network is required to ensure open spaces are inviting places, meet safety standards, and are fit for purpose.

Given the lower socio-economic position of most Greater Dandenong residents, the cost of paid physical activities, such as sporting club or gym memberships is not an affordable option. This places greater importance on the need for Council to ensure quality public open space is available for free or low-cost activities or programs.

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OPEN SPACE TYPES AND PROVISION STANDARDS

The Victorian Planning Provisions, open space hierarchy and park development standards outlined below help Council to:

- *Identify how the network of different types of open spaces provides people with access to a variety of experiences;*
- *Ensure an equitable distribution and quality of open space;*
- *Identify the current use and future potential demand on open spaces; and*
- *Allocate investment and resources where needed.*

VICTORIAN PLANNING PROVISIONS

The Victorian Planning Provisions (VPPs) for public open space reinforce the State Government's vision of 20-minute neighbourhoods and require:

- Local parks within 400 metres safe walking distance of at least 95 percent of all dwellings;
- Active (Sports) open space of at least 8 hectares in area within 1 kilometre of 95 percent of all dwellings;
- Linear parks and trails along waterways, vegetation corridors and road reserves within 1 kilometre of 95 percent of all dwellings;
- To provide an interconnected and continuous network of safe, efficient and convenient footpaths, shared paths, cycle paths and cycle lanes based primarily on the network of arterial roads, neighbourhood streets and regional public open spaces.

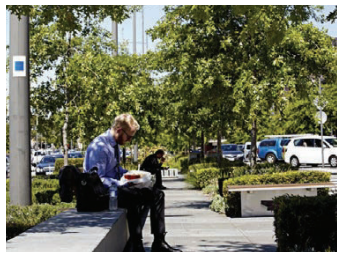
HIERARCHY

The VPP requirements form the basis of classifying open space into the following categories (as detailed further at Appendix A):

- Access / Ownership- who owns and manages the open space;
- Typology– the main use and function of the open space;
  - Conservation
  - Linear, Links & Trails (including streets)
  - Passive
  - Sports
  - Urban & Civic
  - Ancillary
- Hierarchy - the size of the open space and the area it serves;
  - Regional
  - District
  - Neighbourhood
  - Local
  - Small Local
  - Pocket Park
- Land Use - provides an understanding of current and future demand on open space (High, Medium, Low).

PARK DEVELOPMENT STANDARDS

The Park Development Standards provided at Appendix B provide guidance on the types of facilities and infrastructure that may be found in an open space depending on the hierarchy, typology and surrounding land use.

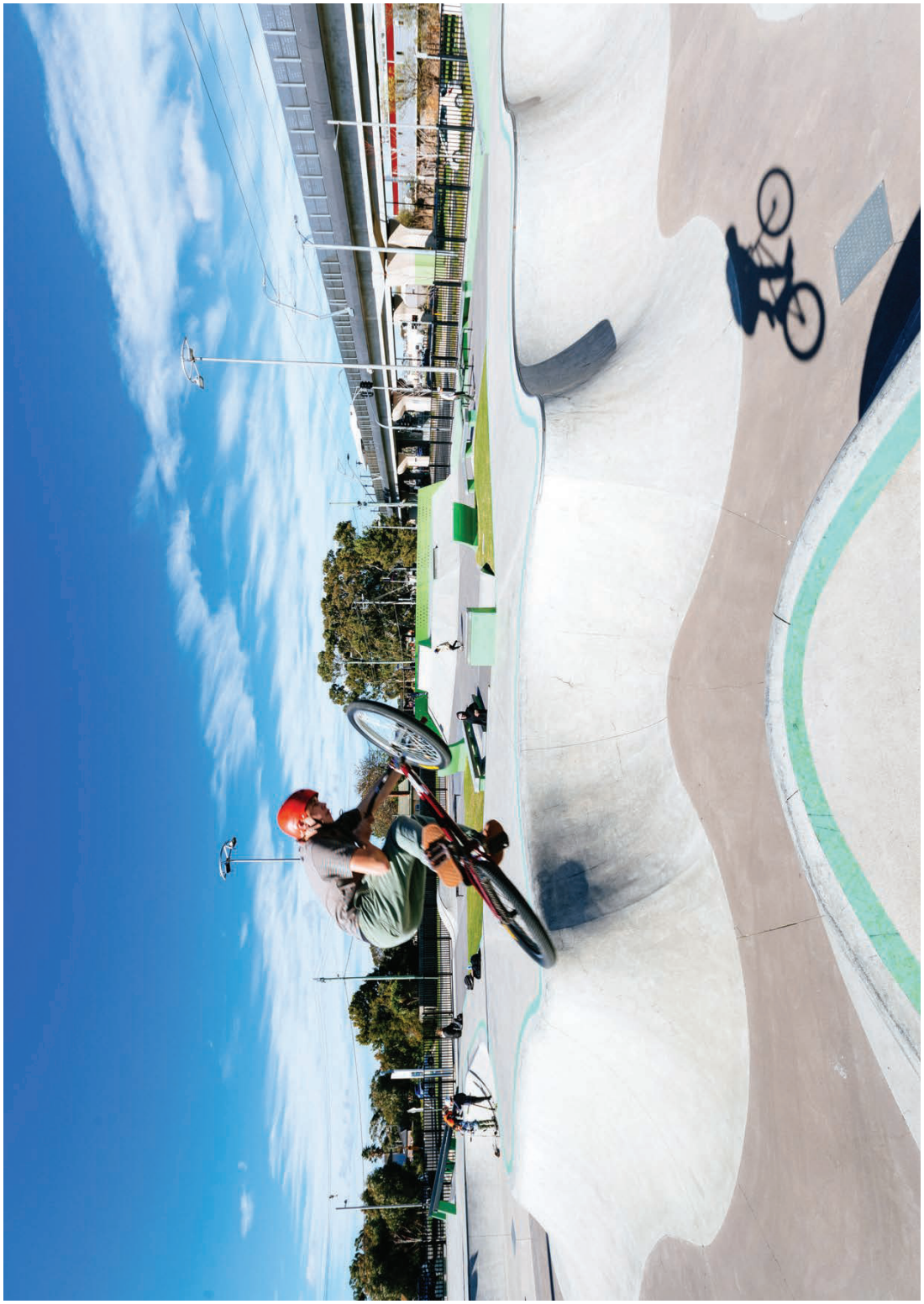




4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



03 WHAT IS COUNCIL'S VISION FOR OPEN SPACE?

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Open Space

VISION

A high quality, accessible and sustainable open space network.

The City of Greater Dandenong's Imagine2030 Community Plan established a vision for the future to integrate the way economic, social and environmental sustainability issues are addressed through three key priority areas – Opportunity, People and Place.

The Open Space Framework, Action and Monitoring Plan (detailed at Appendix C) is underpinned by Imagine 2030 and uses the three key priority areas as guiding principles to provide a strategic approach to achieving Council's vision, namely:

- Principle 1 - Place - High Quality Parks, Reserves and Connections

- Principle 2 - People - Open Space for All

- Principle 3 - Opportunity - Greening our City

The Open Space Framework, Action and Monitoring Plan identifies what Council seeks to achieve across these areas, and how this will be undertaken and monitored.

ACHIEVING THE VISION

Improving Greater Dandenong's open space network will be achieved by two main methods:

- Increasing the **quantity** of publicly accessible open space by delivering new spaces, extending existing spaces and entering into access agreements with other land owners such as schools and Melbourne Water; and
- Improving the amenity and **quality** of existing spaces and links to spaces ensuring they are resilient to the impact of climate change and providing the appropriate level of facilities for the catchment, particularly within higher density neighbourhoods.

To achieve improved quantity and quality outcomes, recommended actions include, but are not limited to:

- Upgrading of existing facilities;
- Improved connections both on and off road to further encourage walking and cycling;
- Continued implementation of master plans/ concept plans and conservation management plans;
- Continued upgrades in response to the needs of both existing and future population;
- Ensuring open spaces are planned and managed to increase their resilience to the impacts of climate change
- Repurposing of existing Council land (including streets);
- Acquisition of land for new open spaces; and
- Utilisation of land not typically considered public open space.

Figure 09 demonstrates options available to Council as the demand on open space

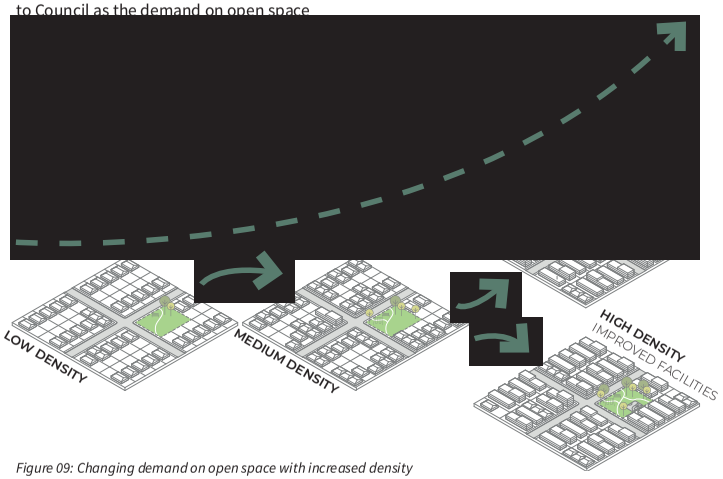


Figure 09: Changing demand on open space with increased density

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



04 SUBURB ANALYSIS

DRAFT

Open Space

ACCESS TO OPEN SPACE – SUBURB ANALYSIS

The information that follows provides a detailed analysis and list of actions for each suburb. The suburbs have been formed by existing suburb boundaries, except for combining Lyndhurst and Bangholme.

The analysis is based on the existing distribution of open spaces including hierarchy, typology and the surrounding land use. Projected residential and employment population forecasts and densities inform where there may be a greater need for open space to service more people.

Current Council strategic projects, master/concept plans and structure plans also form part of the broader analysis of each suburb.

Any improvements proposed are indicative and subject to the Open Space Framework, Guiding Criteria and available funding. Priority is to be given to areas of identified need for the existing population and/or areas forecast to accommodate high population growth. These areas are identified as 'Priority Areas' on each suburb's Access and Action Map.

A holistic needs analysis of each suburb incorporates the following considerations:

- A **physical gap** in the ability of residents to access open space within a safe walkable distance of 400m;
- Amount of **open space required** for the number of people living and working in the immediate area (currently and predicted);
- **Quality** of open space; and
- **Diversity** of open space allowing for different activities based on the hierarchy and typology of open spaces.



WALKABILITY

This analysis of access to open space uses GIS data to map the area/properties that are within the catchment specified for each hierarchy:

- 800 metres for district and regional parks;
- 500 metres for neighbourhood and local parks; and
- 300 metres for small local and pocket parks.

The technique determines the true walkable accessibility to open spaces by mapping roads and pathways, rather than applying a generic 'as the crow flies' radius. The analysis also recognises significant barriers such as railway lines and major freeways.

This results in the identification of 'gaps' in open space provision such that residential properties located beyond the walkable catchments are identified in each suburb map. In several suburbs the predominance of cul-de-sacs prevents easy pedestrian permeability but provides good environments for street play and street party initiatives due to the low volume of traffic.

'Gaps' in industrial or commercial areas are not considered a priority as this type of land use places considerably less demand on open space.

WALKSCORE

In addition, the WalkScore® is provided for each suburb as a simple tool to measure the impact of improvements to the open space network. The WalkScore website is a large-scale, public access walkability index that assigns a numerical walkability score to any address in the United States, Canada, and Australia. WalkScore® measures the walkability of an area on a scale from 0 - 100 based on walking routes to destinations such as shops, schools, parks and restaurants. The average WalkScore® for residential areas in Greater Dandenong (i.e. excluding Dandenong South industrial area, Lyndhurst & Bangholme) is considered "somewhat walkable" at 56. A score greater than 70 means that most errands can be made on foot (such as Carlton on 97), while 49 or less requires residents to be much more reliant on using a car (such as Narre Warren on 35).



4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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LAND USE AND POPULATION GROWTH

Population growth data is included in the analysis to understand how the management and supply of open space in each suburb will need to respond to changing conditions, including increased residential density. Major growth and population change are expected to occur in land zoned Comprehensive Development Zone, Mixed Use Zone, Commercial Zone and Residential Growth Zone, with the activity centres being made up of these zones. As such, the Springvale, Noble Park and Dandenong suburbs needs analysis includes analysis of these land use zones identified for substantial change.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



SPRINGVALE

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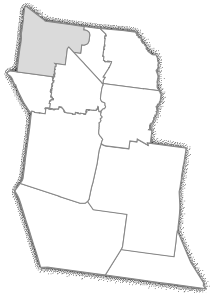
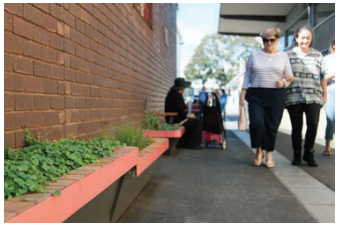


Figure 10: City of Greater Dandenong Suburbs - Springvale

SUBURB OPEN SPACE PROVISION

32.14	ha of open space
21	total open spaces
2.9%	of total suburb area is open space



OVERVIEW

The area of Springvale was formerly laden with grassy, swampy riparian and herb-rich woodlands.

Today Springvale contains a mix of passive parks, sports reserves and dog off leash areas. Warner Reserve is the largest of the four district parks. The majority of these public parks and reserves are smaller neighbourhood and local parks within the large central residential area. These parks provide local playgrounds, grass areas to play, shaded areas to sit under trees and in some parks picnic and barbeque facilities. The Springvale Botanical Cemetery, Sandown Racecourse and the Greyhound Course are the predominant land uses within the eastern section of the suburb. The Cemetery is open for public use during the day and provides pedestrian connections from the Princes Highway to Police Road.

Low pedestrian accessibility within residential areas of Springvale is generally limited to the Nullawil St and Phillip St areas to the north, and the Ross Crt, Woodward St & Rosa Ave area west of Lawn Rd to the south as a result of the street network and cul-de-sacs.

Springvale has a WalkScore® of 66 making it the 108th most walkable neighbourhood in Melbourne.

OPPORTUNITIES

The redevelopment of the Springvale Civic Site will provide a major open space anchor to the south of the activity centre and will result in further movement of people along the length of Springvale Road to balance the predominant east/west movements. Council recognises the need to improve connectivity between this new facility and the heart of the activity centre and the Springvale railway station. The Springvale Road Boulevard project seeks to improve much of this experience through tree canopy planting and improved pedestrian and cycling amenity.

Public realm improvements and pedestrian links nominated in the Springvale Major Activity Centre Structure Plan and small urban plazas through potential future development sites will continue to be actively pursued.

Given the substantial increase in residential density supported in this area and expected population growth, the deficiency in significant public open space is of high priority. Council will continue to reclaim space from cars, create new pedestrian zones and pursue opportunities to acquire land for open space purposes within the core of the Springvale Activity Centre.
Any future redevelopment of the Sandown Racecourse will be required to provide new open space/s and to improve connectivity with the existing open space network.
The interface with Mile Creek, Warner Reserve and Ross Reserve will be important considerations for this area.

Ongoing improvements to walking and cycling paths will strengthen active transport connections. Links to the Djerring Trail and improving access through the Springvale Botanical Cemetery will be investigated.

MAIN ISSUES

- Lowest percentage of open space provision in Greater Dandenong.
- Lack of 'green' open space within the core of the Springvale Activity Centre.
- Increasing population density in and around the activity centre will place greater demand on open space.
- Deficient connectivity across the railway, across Princes Hwy and on the north end.
- Diminished connectivity and continuity of ecological network along Mile Creek.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

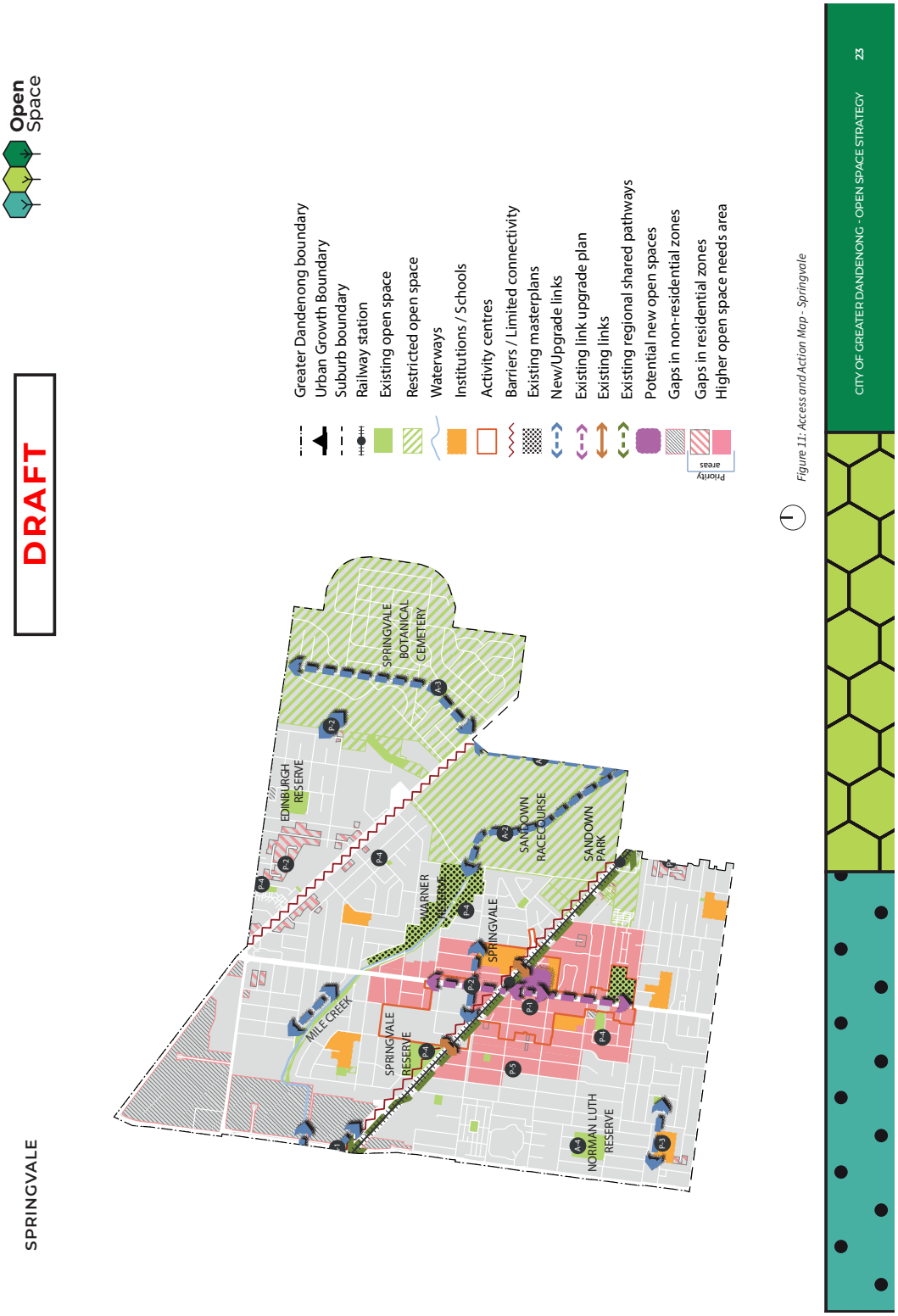


Figure 11: Access and Action Map - Springvale

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PRIORITY ACTIONS

P-1 Continue to revitalise the Springvale Major Activity Centre:

- Implement the Springvale Activity Centre Structure Plan open space and public realm improvements and the Springvale Activity Centre Laneway Strategy.
- Prepare and implement Springvale Activity Centre 10-year tree planting plan.
- Advocate for new open space in Warwick Avenue Precinct.
- Upgrade the Newcomen Rd/Springvale Rd intersection.
- Implement Springvale Road Boulevard Project including increasing the tree canopy and investigate extending the Project south to the Civic Site.
- Support the use of the Springvale Civic Site as a key community open space.
- Implement open space improvements to Multicultural Place and adjoining laneways.

P-2 Facilitate improved access to open space, including the Springvale Botanical Cemetery, and/or new open space and improved streetscape/ initiatives to address the 'gap' areas.

P-3 Facilitate improved access to Springvale West Primary School.

P-4 Prepare and/or implement the Master Plan/concept plans for Springvale Reserve, Warner Reserve, Andrew Ericksen Gardens, Gove St Reserve and Turner Reserve.

P-5 Identify and facilitate options to increase the provision and diversity of open space within the 'higher projected open space needs' areas.

ACTIONS

A-1 Support the use of the Djerring Trail as a key walking/cycling open space.

A-2 Any future redevelopment of Sandown Racecourse to include new open space, and improved connectivity to Warner Reserve.

A-3 Facilitate improved access to the Springvale Botanical Cemetery Reserve and Mile Creek.

A-4 Facilitate improved access/ connectivity to Norman Luth Reserve.

MASTER/CONCEPT PLANS AND LANDSCAPE IMPROVEMENTS

Prepare concept plans and implement open space improvements for an additional five reserves (Glendale Reserve, Hope Reserve, Edinburgh Reserve and International Peace Park).

Implement landscape improvements to five reserves (Mile Creek Reserve, Peter Reserve, Sullivan Reserve, Turner Close (37) Reserve, Victoria Reserve).

SPRINGVALE SOUTH

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Open Space

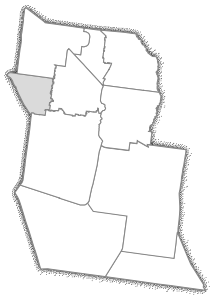


Figure 12: City of Greater Dandenong Suburbs - Springvale South

SUBURB OPEN SPACE PROVISION

52.16	ha of open space
20	total open spaces
11.5%	of total suburb area is open space

OVERVIEW

Springvale South contains a mix of passive parks, sports reserves, a conservation reserve and dog off leash areas. The Dandenong Bypass regional bike trail connects Springvale South to the broader open space network. Burden Park is an important district park, and Alex Wilkie Nature Reserve is a valuable educational and cultural resource. Spring Valley Reserve provides the largest park in this area and forms part of the Greater Dandenong Green Wedge and the Sandbelt Chain of Parks.

Population growth is expected to be moderate and there are minimal open space provision gaps. This is reflected in the WalkScore® of 46 making Springvale South the 238th most walkable neighbourhood in Melbourne.



OPPORTUNITIES

Recommendations include upgrading the quality of facilities within existing parks and continuing to implement the existing master plans so that the needs of the existing and future population are met. Improved pedestrian and cycle connections to existing spaces should be investigated for Coomoora Reserve and Spring Valley Reserve. Negotiations with education facilities to allow and/or increase after-hours access for the broader community could reduce the identified gaps in open space provision and provide an increased variety of open space opportunities.

MAIN ISSUES

- Several small physical gaps in residential areas generally due to the residential road layout which has several cul-de-sacs preventing pedestrian permeability.
- Low tree canopy cover in open spaces and street network.

PRIORITY ACTIONS

P-1 Facilitate improved access and connectivity to Keysborough Primary School and Keysborough Secondary College for the broader community.

ACTIONS

A-1 Facilitate improved access/ connectivity across Springvale Road to Spring Valley Reserve.

A-2 Support the use of Spring Road and the Dandenong Bypass Regional trail as key walking/cycling open space.

MASTER/CONCEPT PLANS AND LANDSCAPE IMPROVEMENTS

Prepare and/or continue to implement master/concept plans and open space improvements for nine reserves (Burden Park, Spring Valley, Bartley Reserve, Darren Reserve, Doris Reserve, Elisabeth Reserve, Martin Reserve, Spring Road (82-98) Reserve and Springvale South Reserve).

Implement landscape improvements at five reserves (Charlotte Reserve, Eggleston Lane, Janelaine Reserve, Springfield Road Reserve, Springvale Road (593) Tree Reserve).

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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SPRINGVALE SOUTH

Figure 13: Access and Action Map - Springvale South

NOBLE PARK NORTH

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Open Space

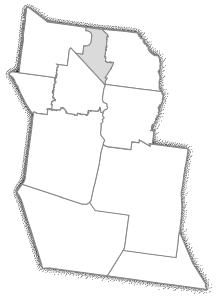


Figure 14: City of Greater Dandenong Suburbs - Noble Park North

SUBURB OPEN SPACE PROVISION

27.75	ha of open space
16	total open spaces
7.6%	of total suburb area is open space

OVERVIEW

Noble Park North will experience limited residential population growth and is well serviced by a mix of passive parks and sports reserves. The majority of these are smaller neighbourhood and local parks providing local playgrounds, grass areas and some picnic/BBQ areas. Oakwood Park offers a scenic wetlands experience while sporting facilities are focussed at G.J Duggan and Barry J. Powell Reserves. The EastLink Regional Bike Trail provides an important north/south sustainable transport connection.

The only notable gap in open space provision is in the industrial/commercial area. Smaller gaps in the north of the suburb occur within residential areas with cul-de-sacs preventing easy pedestrian movement. Noble Park North has a WalkScore® of 49 making it the 219th most walkable neighbourhood in Melbourne.

OPPORTUNITIES

Continued implementation of the Barry J Powell Reserve master plan to provide improved open space amenity and quality for both existing and future residents.

Negotiations with education facilities to allow and/or increase after-hours access for the broader community should be investigated, with the view to addressing many of the gaps in the residential areas.

Improved cycle connections, including increased safety for on-road paths and increased canopy coverage along the Eastlink trail, will provide appealing active transport links through Noble Park North.

Investigating access to the Springvale Botanical Cemetery to the west to increase opportunities for passive recreation within the gardens could improve connectivity and variety of open space experiences in this area.

MAIN ISSUES

- Some physical gaps due to street network and cul-de-sacs.
- Barriers to pedestrian movement surround the precinct.
- Low tree canopy cover in open spaces.

PRIORITY ACTIONS

P-1 Facilitate improved access and connectivity to Carwatha College.

ACTIONS

A-1 Support the use of the Eastlink Trail connections to Barry J Powell Reserve as a key walking/cycling route along Halton Rd through wayfinding and improved amenity of street connections and shade.

A-2 Facilitate improved access to the Springvale Botanical Cemetery.

A-3 Facilitate ways to support increased access & use of private passive open space for workers to address the industrial 'gap' area.

MASTER/CONCEPT PLANS AND LANDSCAPE IMPROVEMENTS

Prepare and/or continue to implement master/concept plans and open space improvements for five reserves (WJ Turner Reserve, Barry J Powell Reserve, Birkley Reserve, Galos Reserve, Heyington Reserve).

Implement landscape improvements at three reserves (Reserve 37 Elonera Road, Browns Road (165A) Tree Reserve, Elonera Reserve).





4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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NOBLE PARK NORTH

Figure 15: Access and Action Map - Noble Park North

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



NOBLE PARK

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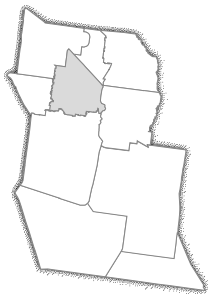


Figure 16: City of Greater Dandenong Suburbs - Noble Park

SUBURB OPEN SPACE PROVISION

44.86	ha of open space
39	total open spaces
5.2%	of total suburb area is open space



OVERVIEW

Noble Park was formerly home to many magnificent river red gums, manna gums, peppermint gumtrees, and black wattle and tea trees; underpinned by Mile Creek. Noble Park contains a mix of passive parks, sports reserves and civic spaces. Cyclists and walkers can take advantage of the Djerring Regional Trail and the EastLink Regional Bike Trail. Ross Reserve is the largest park in Noble Park, with extensive sporting and aquatic facilities and passive recreation areas. Noble Park is expected to accommodate significant population growth primarily in the Noble Park Activity Centre and immediate surrounds putting increased demand on open spaces within the centre, including Copas Park and Mills Reserve. Access to open space has been considerably improved through the level crossing removal and the associated Djerring Trail.

Low pedestrian accessibility within residential areas of Noble Park is considerable as a result of the street network and cul-de-sacs. Gap areas include Callaghan St, French St & Chandler Rd area, Jellicoe St & Pamela St to the east, Shepreth Ave, Arnold St and Mather Rd area (south of Djerring Trail) and the Taranto Dr, Kleine St & Temple Ct (near Corrigan Rd) area to the south of the activity centre.

Noble Park has a WalkScore® of 48 making it the 231st most walkable neighbourhood in Melbourne.

OPPORTUNITIES

The implementation of a revised Noble Park Major Structure Plan through actions such as a program of public realm and streetscape improvements, enhancing the new Station Civic Space, facilitation of new urban open spaces as part of key redevelopments and naturalisation of Mile Creek will help to achieve Council's open space vision.

Improved laneway connections, increased tree canopy coverage in existing open spaces, improved connections to the railway station, and the activation of Ian Street will enhance the pedestrian amenity of the activity centre.

Other opportunities include identifying opportunities for increased pedestrian space and shared urban spaces within existing road reserves, providing connections to Dandenong via the extension of the Djerring Trail, improving pedestrian and cycle connectivity to Ross Reserve from Princes Highway, the Springvale Botanical Cemetery and any future redevelopment of Sandown Racecourse.

MAIN ISSUES

- Large physical gaps around the activity centre.
- Potential lack of open space in the future due to increased population density in and around the activity centre.
- Intermittent Mile Creek ecological link.
- Lack of diversity in typologies west of activity centre and in the southeast.
- Lack of different types of open space west of activity centre and in the southeast.



4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

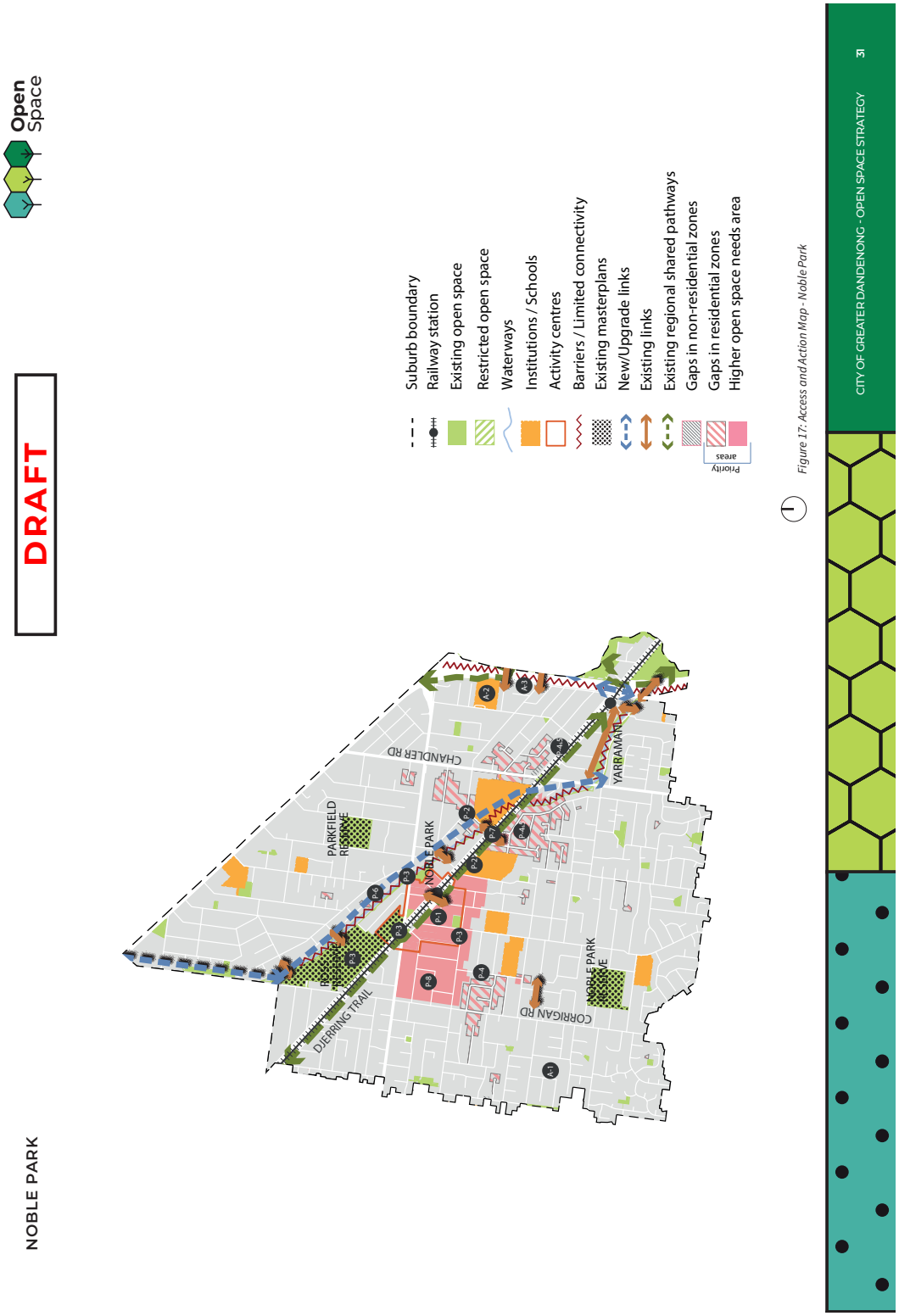


Figure 17: Access and Action Map - Noble Park

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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NOBLE PARK

PRIORITY ACTIONS

- P-1 Continue to revitalise the Noble Park Major Activity Centre:
  - Continue to implement the Noble Park Activity Centre Structure Plan open space and public realm improvements.
  - Prepare and implement 10 year tree planting plan.
  - Prepare and implement the Noble Park Activity Centre Laneway Strategy.
  - Implement open space improvements to the Civic Space.
- P-2 Facilitate improved access and connectivity to Chisholm Institute, Noble Park Secondary College and St Anthony's Primary School for the broader community.
- P-3 Prepare and/or implement the Master Plan/concept plans for Aubrey Moss Memorial Reserve, Copas Park, Mills Reserve and Ross Reserve to address the 'higher projected open space needs'.
- P-4 Facilitate new open space and/or improved streetscape/initiatives to address the 'gap' areas.
- P-5 Support the use of the Djerring Trail as key walking/ cycling connections through improved way finding, street amenity and shade.
- P-6 Continue to advocate to Melbourne Water for the naturalisation of Mile Creek and improved open space connections.
- P-7 Facilitate improving the railway underpass (Callaghan St to Douglas St).
- P-8 Identify and facilitate options to increase the provision and diversity of open space within the 'higher projected open space needs' areas.

ACTIONS

- A-1 Any future redevelopment to include new open space, and access/ connectivity improvements to surrounding area.
- A-2 Facilitate improved access and connectivity to Yarraman Oaks Primary School for the broader community.
- A-3 Support the use of the Eastlink Trail linkages to Fotheringham Reserve through way finding, street amenity and shade to address the 'gap' areas.

MASTER/CONCEPT PLANS AND LANDSCAPE IMPROVEMENTS

- Prepare and/or continue to implement master/concept plans and open space improvements for fifteen reserves (Noble Park Reserve, Parkfield Reserve, Deborah Crt Reserve, Edith MacPherson Park, Greenglade Reserve, JB Sheen Reserve, Kenneth Reserve, Kiwanis Reserve, Martin Reserve, Maxwell Reserve, Racecourse Reserve, Sandra Reserve, Verbena Reserve, William Robert Lees Park, Wyuna Reserve).
- Implement landscape improvements at seven reserves (Avon Reserve, Chandler Road Tree Reserve, Corrigan Rd Reserve, Eggleston Lane (off Broakoak Street) Reserve, Leon Trembath Reserve, Liege Reserve, Parramatta Reserve).

DANDENONG NORTH

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Open Space

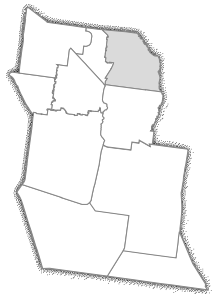


Figure 18: City of Greater Dandenong Suburbs - Dandenong North

SUBURB OPEN SPACE PROVISION

167.01	ha of open space
36	total open spaces
17.5%	of total suburb area is open space



OVERVIEW

Dandenong North contains a mix of passive parks, sports reserves and conservation areas. Residents can enjoy the Dandenong Creek Trail, which links major open spaces, wetlands and floodplains in Dandenong North. Tirhatuan Park is a key part of this corridor, providing important habitat for native flora and fauna. The ecological value of the open spaces along the Creek are highly significant for the whole Municipality and beyond, providing significant benefits for the environment and the community.

The Monash and Eastlink Freeways present major barriers to sustainable transportation movements within this suburb. However, the EastLink Trail provides a major north/south off-road cycling and pedestrian connection.

Limited population growth is forecast for this area which has no major activity centre and is dominated by residential land. Open space provision gaps are generally contained to the area north-east of the Lyndale Secondary College due to the street network and cul-de-sacs.

Dandenong North has a WalkScore® of 43 making it the 258th most walkable neighbourhood in Melbourne.

OPPORTUNITIES

Preparation of concept plans for larger open spaces such as Tirhatuan Park and Lois Twohig Reserve will enhance their amenity for both existing and future residents to enjoy. Continued involvement with the Port Phillip and Westernport Catchment Management Authority's Living Links Program, along with other landholders, will improve the biodiversity along the Dandenong Creek corridor for the benefit of the region.

Negotiations with the Department of Education and Training and Lyndale Secondary College improve access for the broader community could help improve open space provision and provide an increased variety of open space opportunities in this area.

Links along existing footpaths and roads leading to open spaces and cycle/pedestrian trails and wayfinding improvements will be investigated, including east/west cycling connections to and beyond the EastLink and Dandenong Creek Trails.

MAIN ISSUES

- Several physical gaps generally due to low connectivity.
- Major freeways and roads limit pedestrian access to open space.
- Intermittent and insufficient east-west ecological links.
- Lack of different types of open space.

PRIORITY ACTIONS

P-1 Support the use of the regional trails as key walking/ cycling connections through improved way finding, street amenity and shade.

- Eastlink Trail to Dandenong Creek Trail along Brady Rd.
- Eastlink Trail to Barry J Powell Reserve along Halton Rd.

P-2 Facilitate improved access and connectivity to Lyndale Secondary College and Lyndale Greens Primary School for the broader community.

P-3 Identify and facilitate new open space and/or improved streetscape/initiatives to address the 'gap' areas.

ACTIONS

A-1 Continue to implement and investigate biodiversity improvements along Dandenong Creek through the Living Links Program.

A-2 Facilitate improved access/connectivity of the Emerson School.

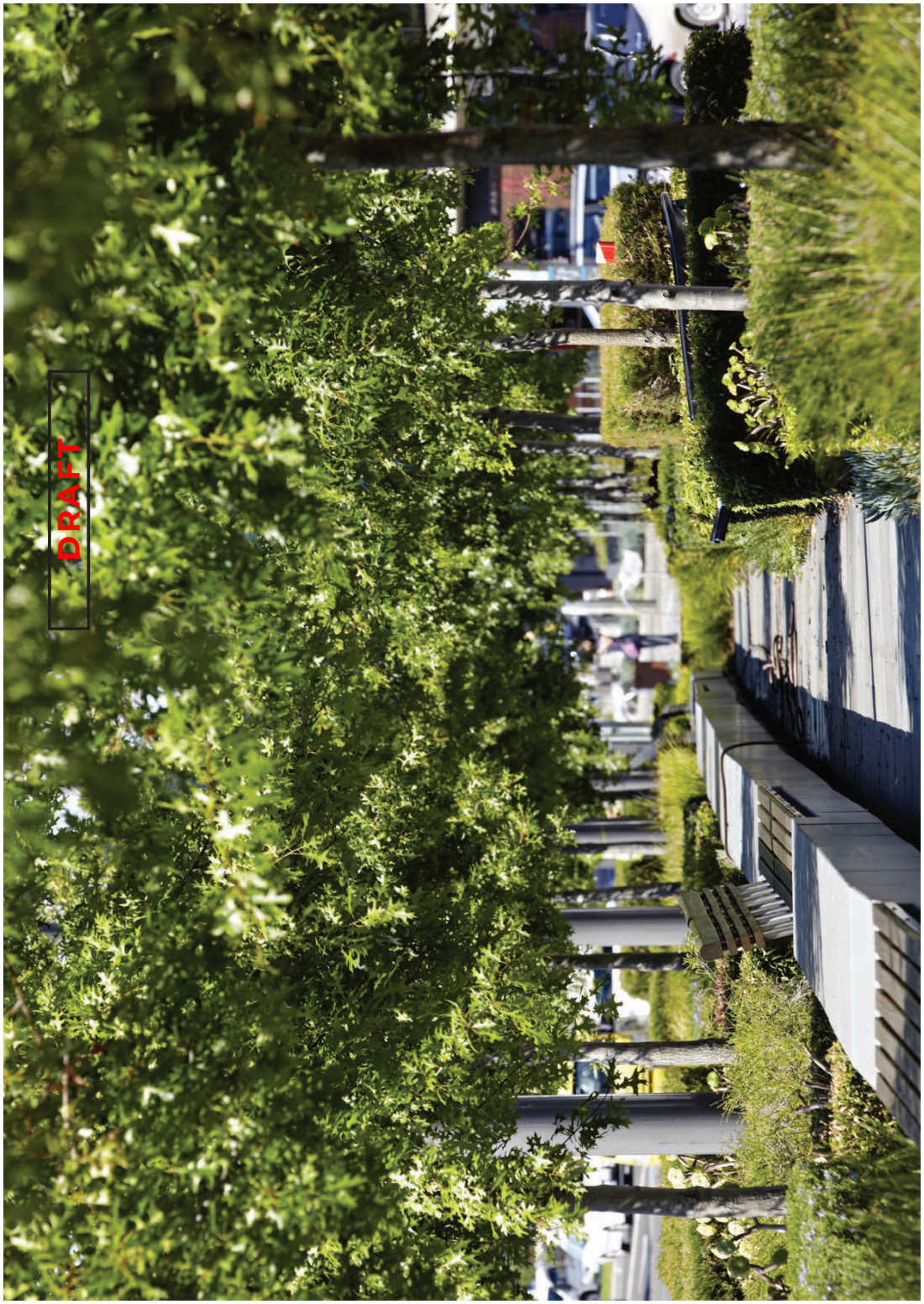
A-3 Advocate the City of Monash for the completion of the Police Rd walking/ cycling route between the Eastlink Trail and Dandenong Creek Trail to support the use of the regional trails.

A-4 Facilitate improved access/connectivity across Stud Rd to Dandenong Wetlands.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



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DANDENONG

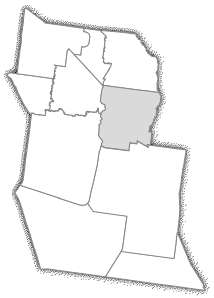


Figure 20: City of Greater Dandenong Suburbs - Dandenong

SUBURB OPEN SPACE PROVISION

161.00	ha of open space
45	total open spaces
14.2%	of total suburb area is open space



OVERVIEW

Historically, Dandenong was a land of river red gums, creek floodplains and dry heathland. Nowadays, Dandenong has a Metropolitan Activity Centre at its core and is expected to accommodate significant population growth. The needs analysis shows minimal physical open space provision gaps, however the population is anticipated to increase significantly which will place significant pressure on the major open spaces within central Dandenong, such as Harmony Square, Palm Plaza and Dandenong Park.

Dandenong is home to some of the City's major recreational facilities, including the Oasis Leisure Centre and the Hemmings Park Skate Park and BMX trail. Other significant open spaces include Greaves Reserve and Fotheringham Reserve. Major regional bike trails include the Dandenong Creek Trail, Dandenong Bypass Trail and the EastLink Trail that connect major regional corridors of open space, including the Dandenong wetlands and floodplain. Waterways within the suburb are particularly important as many adjoin significant areas of open space.

The Revitalising Central Dandenong initiative has made significant improvements to the centre through landscaping and streetscape works, way finding and additional connected civic/urban spaces such as Halpin Way and Harmony Square to improve the walkability of the centre. Harmony Square is a highly used civic and major event space. Dandenong has a WalkScore® of 64 making it the 120th most walkable neighbourhood in Melbourne.

OPPORTUNITIES

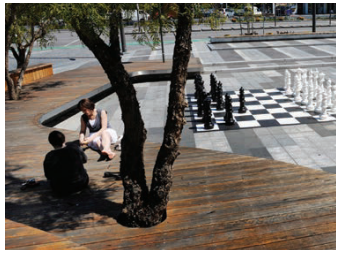
Given the substantial increase in residential density and expected population growth, Council will continue to give high priority to reclaiming space from cars and pursuing opportunities to acquire land for open space purposes within the core of the Dandenong Metropolitan Activity Centre.

Negotiations with the Department of Education and Training to allow and/or increase after-hours access for the broader community could improve open space provision and provide an increased variety of open space opportunities.

Recommendations for Dandenong include maximising open space opportunities within the activity centre to enable increased tree canopy coverage, water sensitive urban design, a diverse range of social offerings and quality landscaping.

The implementation of the Dandenong Park Master Plan will continue to increase connections and signage to the park will enable more workers to utilise this space. Concept plans for Robert Booth Reserve and Fotheringham Reserves will be prepared and implemented together with ongoing improvements to the public realm in central Dandenong. Maximising the best use of Council owned land and strategic future acquisitions to facilitate improved public realm outcomes will be a high priority so the needs of the existing and future population are met.

Further focus on integrating open space, water sensitive urban design and stormwater management practices will provide multiple benefits and better outcomes for the community.



MAIN ISSUES

- Increasing population density in and around the activity centre will place greater demand on open space.
- Barriers to pedestrian flow from the creek, rail and highway.
- Intermittent and insufficient east-west ecological links.
- Poor connectivity and amenity between open spaces through pedestrian and cycling links.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

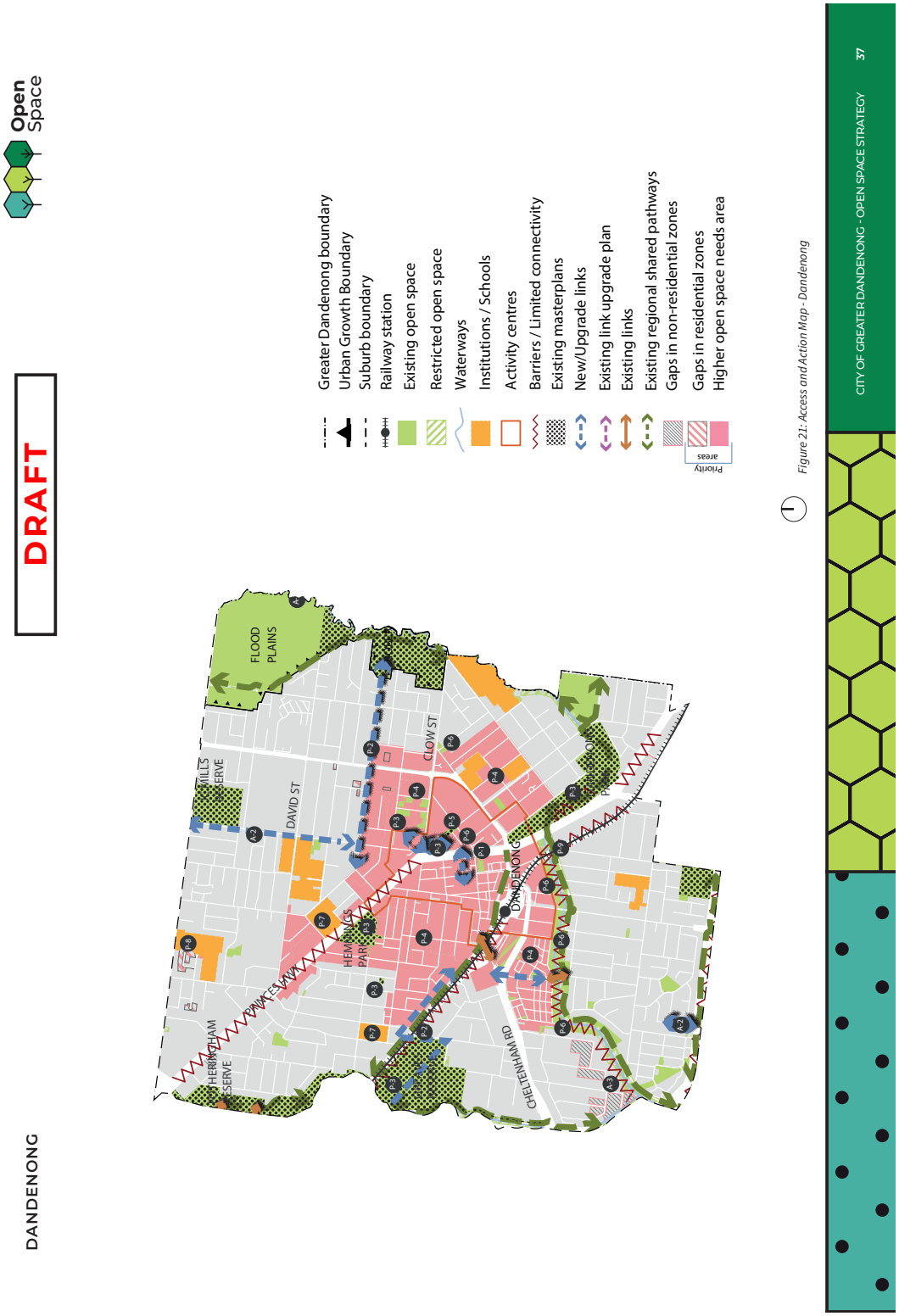


Figure 21: Access and Action Map - Dandenong

DANDENONG

DRAFT

PRIORITY ACTIONS

P-1 Continue to revitalise the Dandenong Metropolitan Activity Centre:

- Open space, screetscape, pedestrian connectivity and public realm improvements (Boyd Lane, Cleeland/ Clow St, Pultney St, Thomas St, Halpin Way, Vanity Lane, Mason/Robinson St).
- Prepare and implement 10 year tree planting plan.
- Landscape and tree planting improvements in Harmony Square.
- Prepare and implement the Dandenong Activity Centre Laneway Strategy.

P-2 Support the use of the regional trails as key walking/ cycling connections through improved way finding, street amenity and shade:

- Yarraman Station to Dandenong Station along Djerring Trail extension.
- North of railway line to Eastlink Trail.
- Dandenong Creek Trail along Herbert St.

P-3 Prepare and/or implement the Master Plan/concept plans for Fifth Ave Reserve, Dandenong Park (including Thomas P Carroll Reserve, Greaves Reserve, Hemmings Park, Woodcock Reserve and Pioneer Park to address the 'higher projected open space needs'.

P-4 Identify and facilitate options to increase the provision and diversity of open space within the 'higher projected open space needs' areas.

P-5 Prepare and implement Palm Plaza/ McCrae St Mall upgrade including open space and landscaping improvements to increase the provision and diversity of open space within the 'higher projected open space needs' area.

P-6 Implement landscape improvements to Dandenong Creek Reserve, Foster St East Reserve and Keneally Reserve.

P-7 Facilitate improved access and connectivity to Dandenong West Primary School and Dandenong High School for the broader community

P-8 Improved streetscape and way finding to Gerard Reserve to address the 'gap' area.

P-9 Improved connections to Dandenong Park and Dandenong Creek trail through the level crossing removal.

ACTIONS

A-1 Continue to implement and investigate biodiversity improvements along Dandenong Creek through the Living Links Program.

A-2 Support the use of the regional trails as key walking/ cycling connections through improved way finding, street amenity and shade:

- Dandenong Bypass Regional Trail.
- Cleeland St to JC Mills Reserve.

A-3 Facilitate streetscape improvements, such as tree planting to address the 'gap' in the industrial area.

MASTER/CONCEPT PLANS AND LANDSCAPE IMPROVEMENTS

Prepare and/or continue to implement master/concept plans and open space improvements for ten reserves (Dandenong Floodplain (South of Heatherton Rd), Fotheringham Reserve, Gardiner Reserve, George Andrews Reserve, Gerard Reserve, J C Mills Reserve, Norine Cox Reserve, Robert Booth Reserve, Stuart St Reserves, Vivien Reserve).

Implement landscape improvements at twelve reserves (Bassett Reserve, Cheltenham Rd Reserve, David Street Reserve, Hornsby St Reserve, Jim Hardy Reserve, Keating Reserve, Keshava Grove Reserve, Kyla Reserves 1 & 4, Morwell to Dawn Creek Reserve, Progress Hall Reserve, Wilma Reserve).

DANDENONG SOUTH

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Open Space

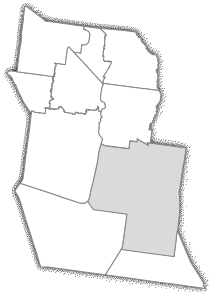


Figure 22: City of Greater Dandenong Suburbs - Dandenong South

SUBURB OPEN SPACE PROVISION

38.31	ha of open space
21	total open spaces
1.3%	of total suburb area is open space



OVERVIEW

Dandenong South is dominated by industrial land, so the anticipated population growth is negligible in terms of generating any significant demand for open space.

The Eastlink Trail and Dandenong Bypass Regional Trail provide sustainable transport connections in this area and to regional corridors of open space, including the Dandenong Creek.

Significant open spaces include the Frank Pellicano Reserve conservation area, 265-285 Greens Road Reserve; and the Logis Boulevard Reserve which provides a high quality passive open space for workers.

Level crossing removals are planned in this area which will provide significant connectivity improvements.

The Dandenong South WalkScore® of 24 reflects the industrial nature of the area and reliance on cars.

OPPORTUNITIES

The Dandenong South Industrial Area Development Plan and Dandenong South Native Vegetation Precinct Plan will ensure the continued provision of open space and conservation reserves in this area.

There are opportunities for improved connections and wayfinding including along the Cranbourne Rail corridor, Perry Road, and the Dandenong Bypass Regional trail extension.

A high standard of street tree planting throughout the suburb will continue to improve tree canopy coverage, increase biodiversity, improve visual amenity and provide recreational opportunities for workers.

MAIN ISSUES

- Key improvements to the amenity of open space are reliant on the implementation of the Development Plan.



ACTIONS

A-1 Development/ improvement of shared paths to improve sustainable transport connections:

- Through the level crossing removals – (Greens Rd to South Gippsland Hwy, Cranbourne Rail corridor, and South Gippsland Hwy between Princes Hwy & Dandenong Bypass).
- Dandenong Bypass Regional Trail Extension.
- Dandenong to Frankston along Jayco Dve and Colemans Rd.
- Frankston Dandenong Rd to Sth Gippsland Hwy along Glasscocks Rd.

A-2 Facilitate potential extension of Eumemmering Creek Trail (from Princes Hwy to Frankston Dandenong Rd).

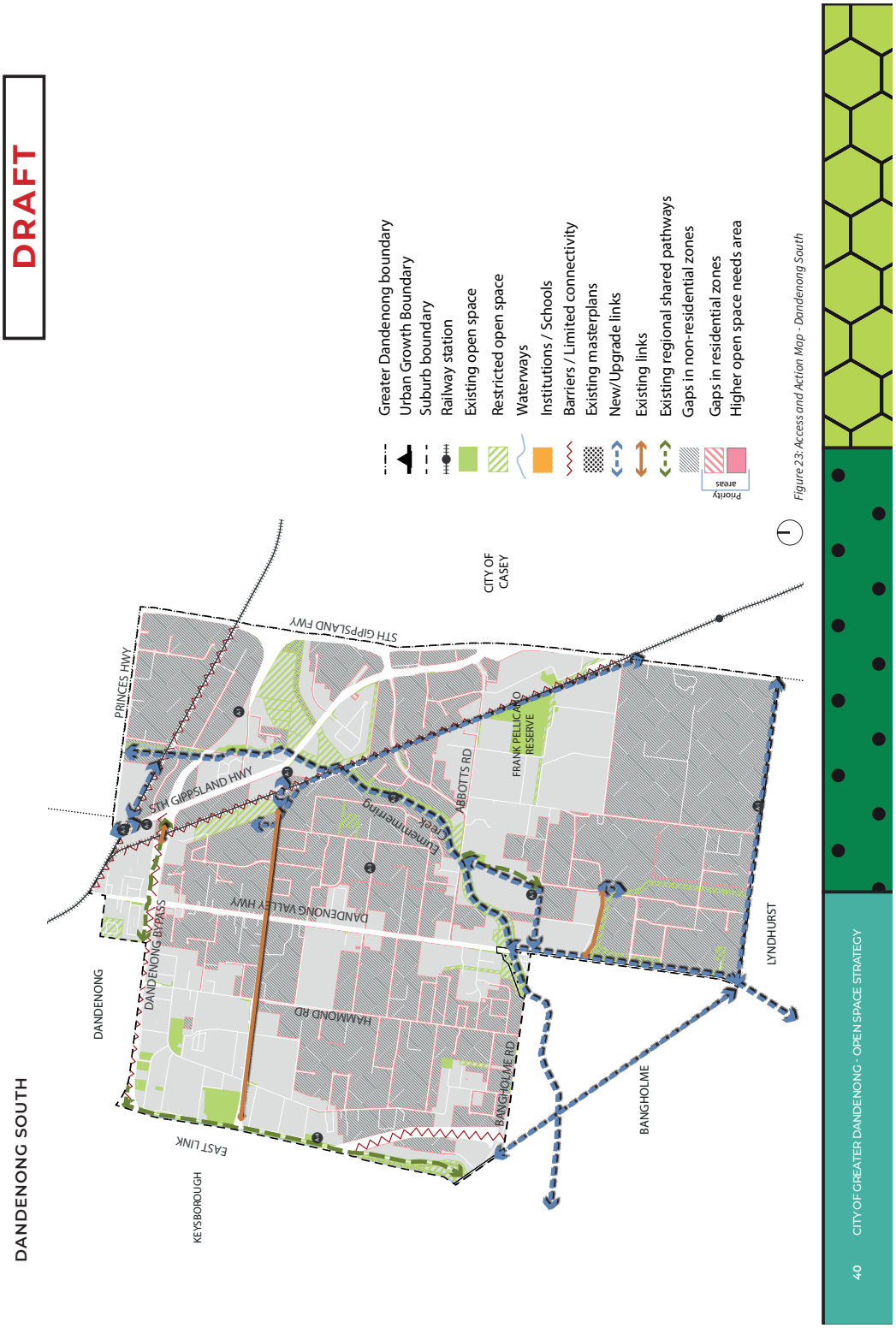
A-3 Continue to implement new open space as per the Dandenong South Industrial Area Development Plan and Dandenong South Native Vegetation Precinct Plan.

A-4 Continue to implement and investigate biodiversity improvements along Dandenong Creek through the Living Links Program.

MASTER/CONCEPT PLANS AND LANDSCAPE IMPROVEMENTS

Implement landscape improvements at eight reserves (Amberley Reserve, Frankston -Dandenong Tree Reserves, National Drive Tree Reserves, South Gippsland Hwy Tree Reserves, South Link Tree Reserve, Ventura Place Reserve).

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



KEYSBOROUGH

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Open Space

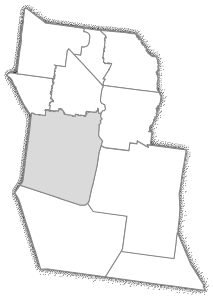


Figure 24: City of Greater Dandenong Suburbs - Keysborough

SUBURB OPEN SPACE PROVISION

163.87	ha of open space
110	total open spaces
7.5%	of total suburb area is open space



OVERVIEW

Keysborough has a variety of land uses and its residents are well serviced with public parks and reserves. The Dandenong Bypass Trail connects Keysborough to Springvale South and provides an important connection to the Eastlink Trail and to Keysborough's large open space network.

The Keysborough South residential area is characterised by linked corridors of linear open space and wetlands incorporating shared path trails, playgrounds and bbq picnic facilities and remnant River Red Gums. Tatterson Park is an important district park with a strong conservation focus. Other significant reserves include Frederick Wachter, Roth Hetherington and Coomoora Reserves. Coomoora Woodland is important ecologically to the municipality, being home to a number of threatened bird and fauna species.

Open space provision gaps are primarily along the eastern boundary of Keysborough and mainly within the industrial and commercial areas adjacent to EastLink, or within the Green Wedge to the south outside of the urban growth boundary.

Keysborough has a WalkScore® of 49 making it the 222nd most walkable neighbourhood in Melbourne.

Recommendations include improving connectivity and way finding to existing open spaces, such as Coomoora Reserve to the Dandenong Bypass Trail.

OPPORTUNITIES

Implementation of the existing masterplans for Tatterson Park, Rowley Allan and Frederick Wachter Reserves, and upgrades as and where required so the needs of the existing and future population are being met.

Negotiations with the Department of Education and Training to improve access for the broader community could help improve open space provision and provide an increased variety of open space opportunities in this area.

MAIN ISSUES

- Reliance on school sites to provide access for recreational use.
- Maintaining high quality landscaping throughout the area.

ACTIONS

A-1 Support the use of the Dandenong Bypass Regional Trail as key walking/cycling connections through improved way finding, street amenity and shade.

A-2 Construction of shared paths to improve sustainable transport connections:

- Springvale Rd to Perry Rd along Hutton Rd.
- Dandenong South along Perry Rd.

A-3 Facilitate improved access and connectivity to Keysborough Resurrection School and Keysborough Secondary College for the broader community.

ACTIONS

A-4 Continue to implement the Dandenong South Industrial Area Extension Structure Plan (Keysborough & Lyndhurst) to achieve improved biodiversity outcomes.

A-5 Facilitate new opportunities and continue to implement biodiversity improvements through the Living Links Program.

A-6 Facilitate improved Mordialloc Creek equestrian trails and facilities.

MASTER/CONCEPT PLANS AND LANDSCAPE IMPROVEMENTS

Prepare and/or continue to implement master/concept plans and open space improvements for eighteen reserves (Frederick Wachter Reserve, Rowley Allan Reserve, Tatterson Park, Accra Reserve, Alan Corrigan Reserve, Bergen Reserve, Bilbungra Reserve, Cheviot Reserve, Donnici Reserve (South Side), East Reserve, Fabian Reserve, Keylana Reserve, Kinnoul Reserve, Laidlaw Court Reserve, Loxwood Reserve, Malmo Reserve, Parkland Reserve, Rosene Reserve).

KEYSBOROUGH

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Implement landscape improvements at thirty-seven reserves (Albert Park Reserve, Albert Park Way Reserve, Allington Reserve, Brett Drive Tree Reserve, Cabinda Drive Tree Reserve, Chapel Road Tree Reserves, Chapel Road Reserves, Dewberry Drive Reserve, Donnici Drive Tree Reserve, Edgewater Drive Reserve, Elmswood Boulevard Reserves, Havenstone Drive Reserves, Hawkins Reserve, Hedgeley Reserve, Hidden Grove Reserve, Homeleigh Road Reserve, Howland Place Reserve, Juneberry Drive Reserves, Lachlan Place Reserve, Serpentine Reserve, Leeson Place To Piccadilly Crescent – Walkway, Linden Reserve, Liverpool Drive Reserve, Loxwood Avenue Reserve, Marriott Drive Reserve, Milliners Reserve, Princeton Drive Tree Reserves, Rosette Cres Reserve, Scotch Reserve, Snowgum Reserve, Somerfield Dr North Reserves, Springside Kindergarten Reserve, Springvale Road Reserve, Stanley Road Tree Reserve, The Water Course Reserve, Wagga Court – Walkway, Westwood Boulevard Tree Reserve).

- Greater Dandenong boundary
- Urban Growth Boundary
- Suburb boundary
- Railway station
- Existing open space
- Restricted open space
- Waterways
- Institutions / Schools
- Barriers / Limited connectivity
- Existing masterplans
- New/Upgrade links
- Existing links
- Existing regional shared pathways
- Gaps in non-residential zones
- Priority areas: Gaps in residential zones
- Priority areas: Higher open space needs area

Figure 25: Access and Action Map - Keysborough

LYNDHURST & BANGHOLME

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Open Space

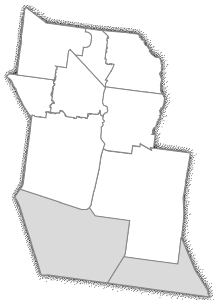


Figure 26: City of Greater Dandenong Suburbs - Lyndhurst & Bangholme

OVERVIEW

Lyndhurst and Bangholme are primarily outside of the Urban Growth Boundary and within the Greater Dandenong Green Wedge. The Melbourne Water Eastern Treatment Plant is within Bangholme and the section of Lyndhurst located within Greater Dandenong is predominantly used for industrial purposes.

The Greater Dandenong Green Wedge does not provide large remnants of natural habitat but rather provides a stepping stone for more mobile fauna such as migratory birds and aquatic species. Public open space within the main portion of the Green Wedge is limited to the Patterson River National Water Sports Centre and the shared bicycle/pedestrian path which runs alongside the east side of the Patterson River linking to Dandenong in the north and Patterson Lakes/ Carrum to the south-west.

Given the limited residential population and primarily industrial/agricultural character, a detailed gap analysis has not been undertaken for this suburb.

Lyndhurst and Bangholme have a WalkScore® of 19 and 25 respectively, making them the 329th and 323rd most walkable neighborhoods in Melbourne.



OPPORTUNITIES

Uses and development within the Green Wedge are guided by the Greater Dandenong Green Wedge Management Plan (revised January 2017). The Plan outlines key objectives for open space within this area and these recommendations will continue to be implemented as part of the Open Space Strategy. Overarching objectives relating to open space include investigating ways to improve recreational trails and overall access and connectivity throughout the area and biodiversity improvements particularly around the waterways.

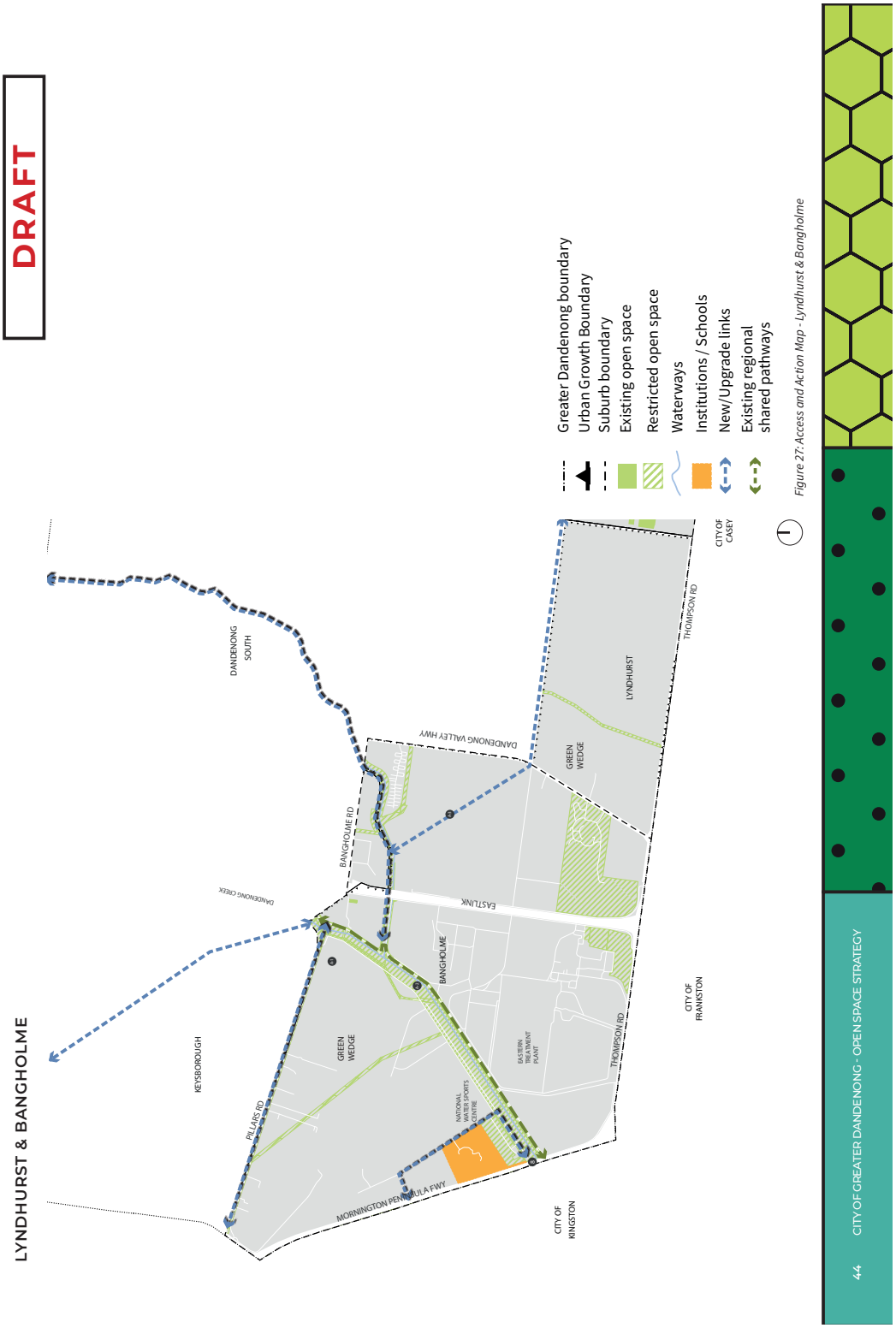
MAIN ISSUES

- Improvements reliant on external partnerships and funding.

ACTIONS

- A-1 Implement improved connectivity in the Green Wedge through improved commuter, equestrian and recreational trails and shared paths (including Pillars Rd, Riverend Recreational Loop, Patterson River loop).
- A-2 Facilitate opportunities to improve open spaces, connectivity and waterway improvements (in conjunction with Melbourne Water).
- A-3 Facilitate sustainable transport connection along Perry Rd reserve.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



05 IMPLEMENTATION

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Open Space

OPEN SPACE PLANNING

Council manages a progressive program of capital improvement works which is informed by the overall directions of the Strategy. Structure plans guide future development and change in each Activity Centre, and where appropriate these plans are reflected in the suburb recommendations. The open space component of future structure plans will be informed by this Open Space Strategy. Open spaces within activity centres must be high performing and successfully attract and retain diverse participation by residents, workers and visitors.

PARTNERSHIPS

Like much of Melbourne, public schools throughout Greater Dandenong contain considerably underutilised recreational assets. This Strategy supports the utilisation of such public land to benefit the whole community, through shared-use agreements and informal after-hours access. It is anticipated that the number of agreements between Council and the Victorian Department of Education and Training should increase, particularly in Priority Areas, given the direction of the draft State Government's Melbourne Metropolitan Open Space Strategy.

OPEN SPACE ACTION PLANS

The Open Space Framework, Action and Monitoring Plan (Appendix C) and the Suburb Priority Action Plan (Appendix D) detail how Council will achieve its vision of a high quality, accessible and sustainable open space network by linking directly to the Council Plan, including a suburb by suburb analysis, and actions relating to funding and process improvements.

The actions within this strategy will be prioritised over a 10-year period. The timeframes for delivery will be influenced by the rate of change in land use, changes in forecasted population density, budget allocation, differing timelines for partnership negotiations and the collection and distribution of open space contributions.

An annual update on the progress made towards achieving Council's vision for open space will be completed using a variety of qualitative and quantitative measures. These updates will be made available on Council's website and at Customer Service locations. A five-yearly operational desktop review will be undertaken to report on the progress made towards achieving the goals outlined in the Strategy and the actions completed or underway.

GUIDING CRITERIA

Two sets of criteria will be used by Council in making decisions around increasing the quantity or improving the quality of open space.

LAND SELECTION CRITERIA

Where it has been identified that the purchase of land or re-purposing of existing Council land for new open space is required to meet demand, a set of criteria will be applied. The criteria at Appendix E will ensure the proposed open space meets minimum standards, fulfils the needs of the community, that Council funds are expended appropriately and aligns with the three key principles of the Council Plan and this Strategy:

- Place – high quality parks, reserves and connections,
- People – open space for all; and
- Opportunity – greening our city.

OPEN SPACE IMPROVEMENTS CRITERIA

The purpose of the Open Space Improvements Criteria at Appendix F is to provide guidance on open space investment decisions for capital improvements, so they are made equitably across areas of identified need and to provide maximum benefit.

FUNDING

The funding of open space projects will vary depending on the type of action and opportunity. While some actions listed in this Strategy are within Council's influence, resources are not necessarily available currently and will be the subject of the usual budget approval processes. Similarly, some actions are reliant on external influences and opportunities arising in a manner on which Council can capitalise, such as appropriate land becoming available for purchase. Funding sources include general rates revenue, open space contributions, development contributions, external grants and contributions from user groups.

The completion of actions will be subject to funding being available through Council's annual budget process and will generally be resourced according to their stated priority. Funding is derived from general rate revenue, government grants and contributions by developers. Council holds all cash contributions in a single Open Space Contribution Reserve Fund with two accounts, namely Public Open Space Capital Improvement and Public Open Space Acquisition. A Council Policy will guide the operation of the Open Space Reserve Fund.

Council will continue to review the open space contribution rate through a revised Open Space Contributions Plan to ensure sufficient funding for works in higher need areas.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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ENDNOTES

1. Historical Narrative - Activity Centres, City of Greater Dandenong

2. Plan Melbourne 2017 - 2050, Metropolitan Planning Strategy, Victorian State Government.

3. Plan Melbourne 2017 - 2050, Metropolitan Planning Strategy, Victorian State Government; 72 & 73.

4. City of Greater Dandenong, Health and Wellbeing Profile, 2019.

5. City of Greater Dandenong (Australian Bureau of Statistics) – Data by Region

6. Australian Bureau of Statistics, 2016 – SEIFA (Socio-Economic Indexes for Areas) Data by Region; Family and Community

7. Ball K, Carver A, Downing K, Jackson M & O'Rourke K 2015. Addressing the social determinants of inequities in physical activity and sedentary behaviours. Health Promotion International 30(Suppl. 2):ii18–19.

8. Hooper, P et al 2018. Testing spatial measures of public open space planning standards with walking and physical activity health outcomes: Findings from the Australian National Liveability Study, Landscape and Urban Planning 171, p57-67.

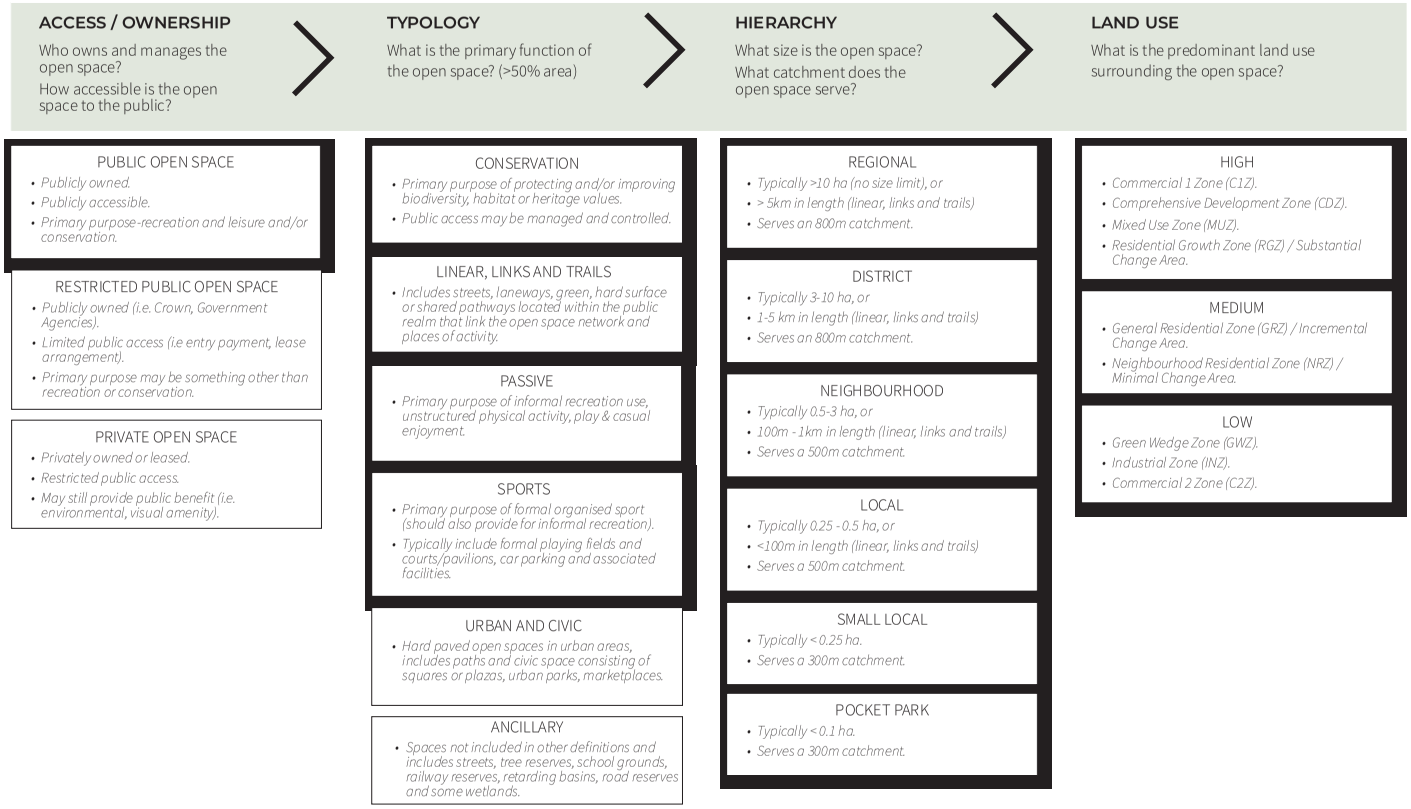
4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



06 APPENDICES

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A. OPEN SPACE HIERARCHY



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B. PARK DEVELOPMENT STANDARDS

HIERARCHY	REGIONAL					DISTRICT					NEIGHBOURHOOD										LOCAL										SMALL LOCAL										POCKET									
TYPOLOGY	SPORTS	PASSIVE	CONSERVATION	LINEAR	URBAN & CIVIC	SPORTS	PASSIVE	CONSERVATION	LINEAR	URBAN & CIVIC	SPORTS	PASSIVE		CONSERVATION		LINEAR		URBAN & CIVIC			PASSIVE		CONSERVATION		LINEAR		URBAN & CIVIC				PASSIVE		CONSERVATION		LINEAR		URBAN & CIVIC				PASSIVE		CONSERVATION		LINEAR		URBAN & CIVIC		
LAND USE	NA					NA					NA	H	M	H	M	L	H	M	L	H	M	H	M	L	H	M	L	H	M	L	H	M	H	M	L	H	M	L	H	M	H	M	L	H	M	L	H	M
BBQ FACILITIES	✓	✓✓	✓	×	✓	✓	✓✓	✓	×	✓	✓	✓	✓	✓	×	×	×	×	×	✓	✓	✓	×	✓	×	×	×	×	×	✓	✓	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×
BICYCLE RACKS	✓✓	✓✓	×	✓✓	✓✓	✓✓	✓✓	×	✓✓	✓✓	✓✓	✓✓	✓	✓	×	×	✓	✓	✓	✓✓	✓	✓	✓	×	×	×	×	✓	✓	✓	✓	✓	✓	✓	×	×	×	×	×	✓	✓	✓	✓	×	×	×	×	×	×	×	×
CAR PARKING	✓✓	✓✓	✓	✓	✓	✓✓	✓	✓	✓	✓	✓✓	✓	✓	✓	×	×	✓	✓	✓	✓	✓	×	×	✓	×	×	×	×	×	✓	✓	✓	×	×	×	×	×	×	×	✓	✓	×	×	×	×	×	×	×	×	×
CHANGE ROOM / CLUB ROOM	✓✓	×	××	××	××	✓✓	×	××	××	××	✓✓	×	×	×	××	××	××	××	××	××	×	×	×	××	××	××	××	××	××	×	×	×	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××
COMMUNITY GARDEN [1]	✓	✓	××	✓	×	✓	✓	××	✓	×	✓	✓	✓	×	××	××	××	✓	×	×	×	×	✓	✓	×	××	××	××	×	×	×	×	×	✓	✓	×	××	××	××	××	×	×	×	×	×	×	×	×	×	×	×
DOG OFF LEASH AREA	✓	✓✓	××	×	××	✓	✓✓	××	×	××	✓	✓	✓	✓	××	××	××	×	×	×	××	××	×	×	×	××	××	××	×	×	×	×	××	××	×	×	××	××	××	××	××	××	××	××	×	×	×	×	×	×	×
DRINKING FOUNTAIN/WATER TAP	✓	✓✓	✓	✓	✓	✓	✓✓	✓	✓	✓	✓	✓✓	✓	✓	×	×	✓	✓	✓	✓	✓	✓	✓	✓	×	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	×	✓	✓	✓	✓	✓	✓	×	×	×	×	×	×	×	×
FENCING	✓	✓	✓	✓	××	✓	✓	✓	✓	××	✓	✓	✓	✓	✓	✓	✓	✓	××	××	✓	✓	✓	✓	✓	✓	✓	✓	××	××	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	××	××	✓	✓	✓	×	×	×	×	×
FESTIVALS & EVENTS SPACE - Major	×	✓✓	××	×	✓✓	×	✓✓	××	×	✓	×	×	×	×	××	××	××	×	××	××	✓	×	×	×	×	××	××	××	××	××	××	×	×	×	×	×	××	××	××	××	××	××	××	××	×	×	××	××	××	××	××
FESTIVALS & EVENTS SPACE - Minor	×	✓	××	×	✓	×	✓	××	×	✓✓	×	✓	×	×	××	××	××	×	××	××	✓✓	✓	✓	×	×	××	××	××	××	×	××	××	✓✓	✓	✓	×	×	×	××	××	××	××	××	××	✓	✓	××	××	××	××	××
GARDEN BED - Feature / Decorative	✓	✓	×	×	✓	✓	✓	×	×	✓	✓	✓	✓	×	×	×	×	×	✓	✓	✓	✓	✓	×	×	×	×	×	✓	✓	✓	✓	✓	✓	✓	×	×	×	×	×	✓	✓	✓	✓	✓	✓	✓	×	×	×	×	✓	✓
GARDEN BED - Informal / Sensory Garden [2]	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	✓	✓	✓	✓	✓	✓	✓	✓	×	×	✓	✓	✓	✓	✓	✓	✓	✓	×	×	×	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
INFORMAL RECREATION INFRASTRUCTURE [3]	✓	✓✓	××	✓	✓	✓	✓✓	××	✓	✓	✓	✓✓	✓	✓	×	××	×	✓	✓	✓	✓	××	✓	✓	×	××	×	✓	✓	✓	✓	✓	✓	✓	×	××	×	✓	✓	✓	✓	✓	✓	×	×	×	×	×	×	×	×
INFORMAL RECREATION SPACES [4]	✓✓	✓✓	×	✓	✓	✓✓	✓✓	×	✓	✓	✓	✓✓	✓✓	✓✓	×	×	×	✓	✓	✓	×	×	✓✓	✓✓	✓	×	×	×	✓	✓	✓	✓	✓	✓	✓✓	✓	✓	×	✓	×	×	×	×	×	✓	✓	✓	×	×	×	×	×	×
LIGHTING - Flood [5]	✓✓	××	××	××	××	✓✓	××	××	××	××	✓✓	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××	××
LIGHTING - Safety	✓✓	✓✓	×	✓✓	✓✓	✓✓	✓✓	×	✓✓	✓✓	✓✓	✓✓	✓	×	×	×	✓✓	✓	✓	✓✓	✓✓	✓	✓	×	×	×	✓✓	✓	✓	✓✓	✓✓	×	×	×	×	×	×	✓	✓	✓	✓✓	✓✓	✓	✓	×	×	×	×	×	✓	✓

H = HIGH (C1Z, CDZ, MUZ, RGZ) M = MEDIUM (GRZ, NRZ) L = LOW (GWZ, INZ, C2Z)

✓✓ should have ✓ may have × should not have ×× must not have

1 - Spaces where people can come together to grow food and other plants.
2 - Landscaped areas requiring limited maintenance. May include carefully designed nature play areas and/or gardens to provide maximum sensory stimulation.
3- Infrastructure for unstructured or self-organised physical activity (i.e. multi-courts, exercise equipment, skate parks). Refer to the Informal Recreation Infrastructure Plan for relevant standards of asset provision for this category.
4- Spaces for unstructured or self-organised physical activity (i.e kick to kick).
5 - Refer to the Sporting Grounds and Facilities Classification Plan for relevant standards of asset provision for this category.

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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HIERARCHY	REGIONAL					DISTRICT					NEIGHBOURHOOD					LOCAL					SMALL LOCAL					POCKET				
TYPOLOGY	SPORTS	PASSIVE	CONSERVATION	LINEAR	URBAN & CIVIC	SPORTS	PASSIVE	CONSERVATION	LINEAR	URBAN & CIVIC	SPORTS	PASSIVE	CONSERVATION	LINEAR	URBAN & CIVIC	PASSIVE	CONSERVATION	LINEAR	URBAN & CIVIC	PASSIVE	CONSERVATION	LINEAR	URBAN & CIVIC	PASSIVE	CONSERVATION	LINEAR	URBAN & CIVIC		
LAND USE	NA					NA					NA																	H	M
PATHS - Pedestrian / Informal	✓✓	✓✓	✓	✓✓	✓	✓✓	✓✓	✓	✓✓	✓	✓✓	✓✓	✓	✓✓	✓	✓✓	✓	✓✓	✓	✓✓	✓	✓✓	✓	✓	✓	✓	✓	✓	✓
PATHS - Shared	✓✓	✓✓	✓	✓✓	✓	✓	✓	✓	✓	✓	✓✓	✓	✓	✓✓	✓	✓	✓	✓✓	✓	✓	✓	✓✓	✓	✓	✓	✓	✓	✓	✓
PLAYGROUND	✓	✓	✓	×	×	✓	✓	✓	×	×	✓	✓	✓	×	×	✓	✓	×	×	✓	✓	×	×	×	×	×	×	×	×
PUBLIC ART	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	×	×	×	×	×
PUBLIC TOILETS	✓✓	✓✓	×	××	✓	✓✓	✓✓	×	××	✓	✓	✓	×	××	×	×	×	××	×	×	×	××	×	×	×	×	×	×	×
RUBBISH BINS	✓✓	✓✓	✓	✓	✓	✓✓	✓✓	✓	✓	✓	✓✓	✓✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SHADE SAIL	✓	✓	×	×	×	✓	✓	×	×	×	✓	✓	×	×	×	✓	×	×	×	✓	×	×	×	×	×	×	×	×	×
SHELTER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	×	×	×	×	×	×
SIGNAGE	✓✓	✓✓	✓	✓✓	✓	✓✓	✓✓	✓	✓✓	✓	✓✓	✓✓	✓	✓✓	✓	✓	✓	✓✓	✓	✓	✓	✓✓	✓	✓	✓	✓	✓	✓	✓
SIGNAGE WAYFINDING	✓✓	✓✓	✓	✓✓	✓	✓✓	✓✓	✓	✓✓	✓	✓✓	✓✓	✓	✓✓	✓	✓	✓	✓✓	✓	✓	✓	✓✓	✓	✓	✓	✓	✓	✓	✓
SPORTS FIELD[5]	✓✓	✓✓	××	××	××	✓✓	✓✓	××	××	××	✓✓	✓✓	××	××	××	✓✓	××	××	××	✓✓	××	××	××	××	××	××	××	××	××
SEATING	✓✓	✓✓	✓	×	✓	✓	✓	✓	×	✓	✓✓	✓✓	✓	×	✓	✓✓	✓	×	✓	✓✓	✓	×	✓	✓	✓	×	✓	✓	✓
TREES - LARGE CANOPY SHADE	✓✓	✓✓	✓	✓	✓✓	✓✓	✓✓	✓	✓	✓✓	✓✓	✓✓	✓	✓	✓✓	✓✓	✓	✓	✓✓	✓✓	✓	✓	✓✓	✓	✓	✓	✓	✓	✓
URBAN WOODLOT[6]	××	✓	✓	××	××	✓	✓	✓	××	××	✓	✓	✓	××	××	✓	✓	××	××	✓	✓	××	××	××	××	××	××	××	××
WATER FEATURES	×	✓	×	×	×	✓	✓	×	×	×	✓	✓	×	×	×	✓	×	×	×	✓	×	×	×	×	×	×	×	×	×
WSUD - INFRASTRUCTURE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

H = HIGH (C1Z, CDZ, MUZ, RGZ) M = MEDIUM (GRZ, NRZ) L = LOW (GWZ, INZ, C2Z)

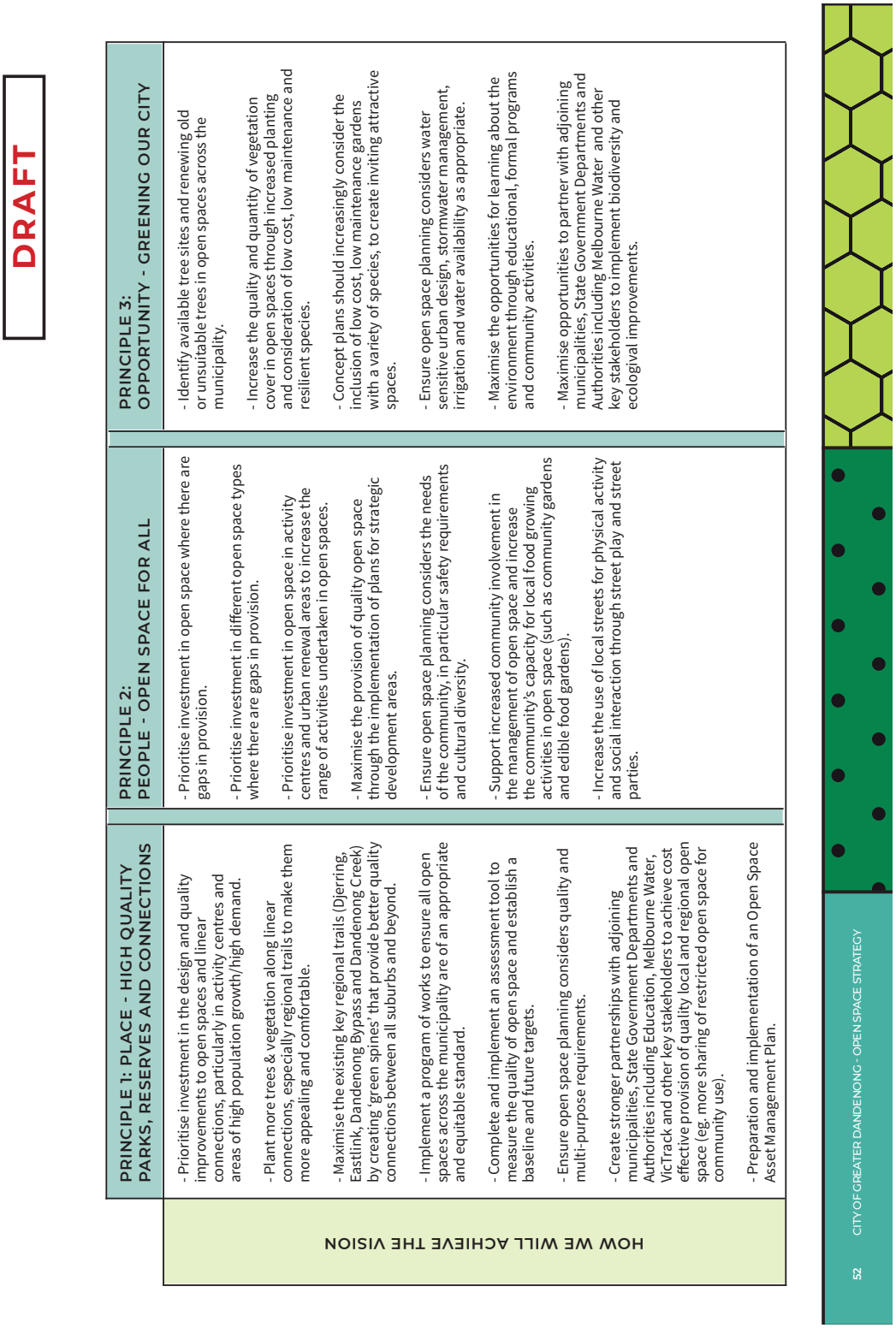
✓✓ should have ✓ may have × should not have ×× must not have

6 - Plantation of trees specifically to draw down carbon.

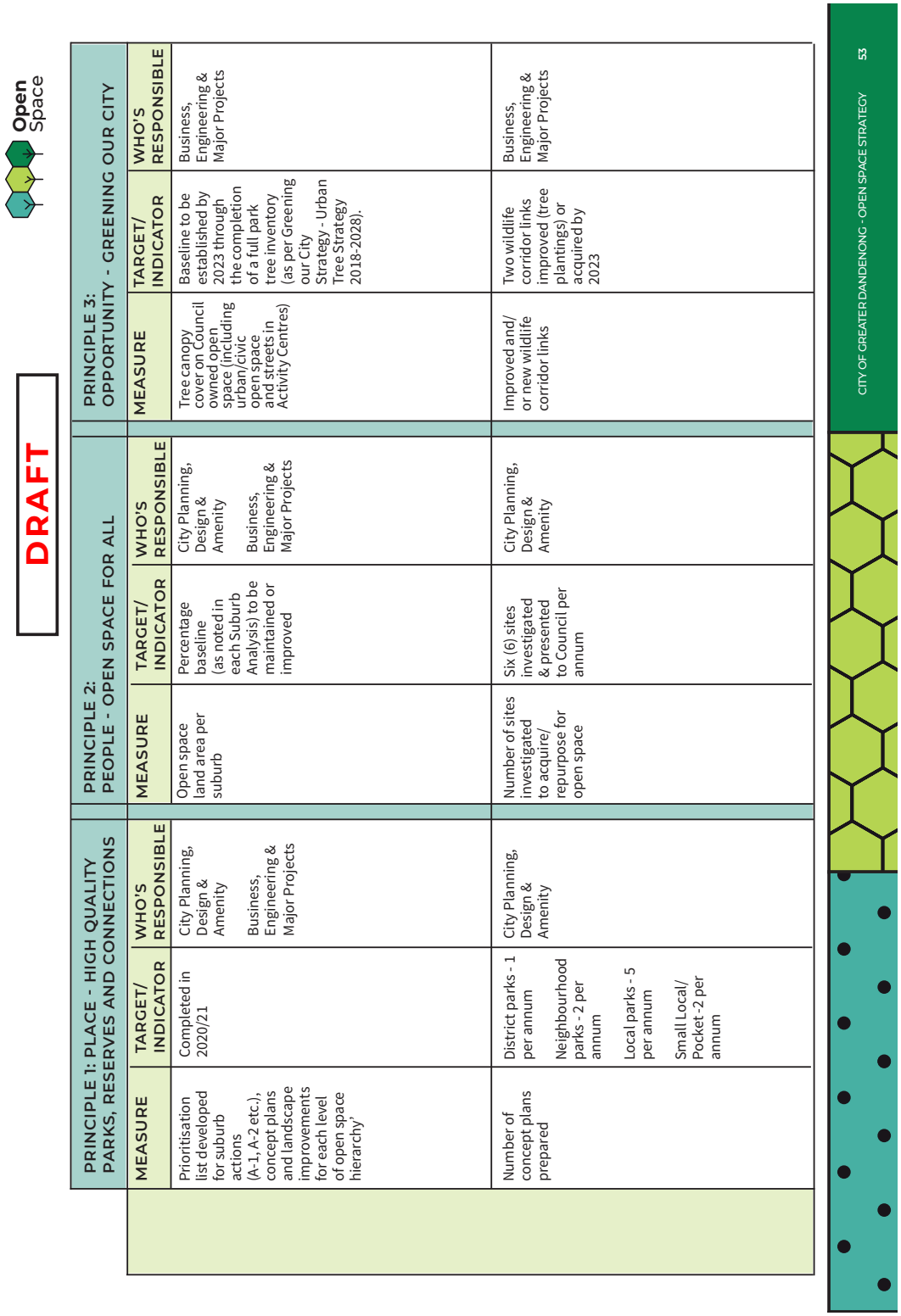


4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

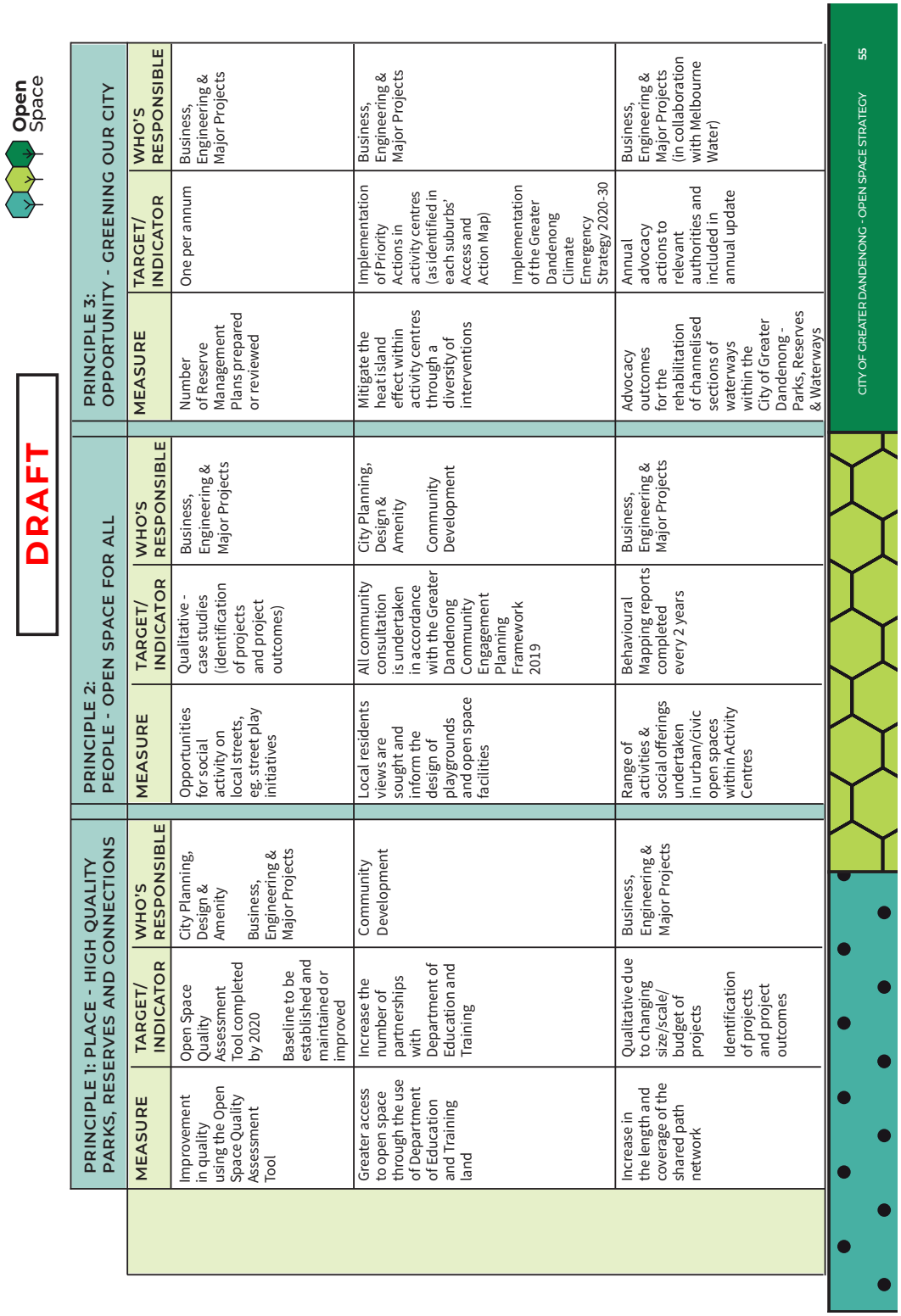


4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

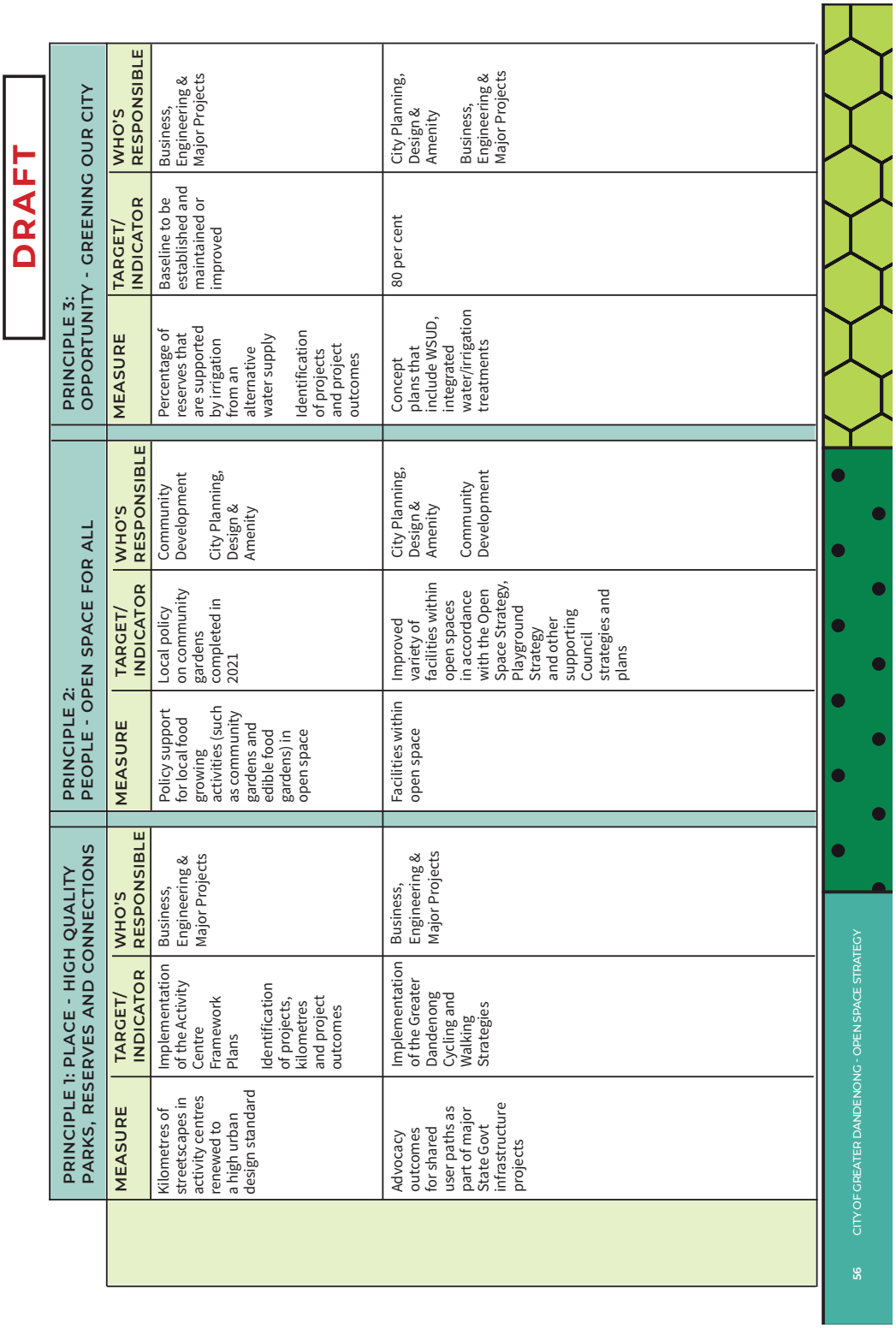
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PRINCIPLE 1: PLACE - HIGH QUALITY PARKS, RESERVES AND CONNECTIONS			PRINCIPLE 2: PEOPLE - OPEN SPACE FOR ALL			PRINCIPLE 3: OPPORTUNITY - GREENING OUR CITY		
MEASURE	TARGET/ INDICATOR	WHO'S RESPONSIBLE	MEASURE	TARGET/ INDICATOR	WHO'S RESPONSIBLE	MEASURE	TARGET/ INDICATOR	WHO'S RESPONSIBLE
Number of Concept Plans implemented	District parks - 1 per annum Neighbourhood parks - 2 per annum Local parks - 5 per annum Small Local / Pocket - 2 per annum	City Planning, Design & Amenity Business, Engineering & Major Projects	Area of land acquired and/ or repurposed for public open space especially in Priority Areas (as defined by the Strategy)	Minimum of 1500sqm of open space acquired per annum	City Planning, Design & Amenity Corporate Services Business, Engineering & Major Projects	Improvement or maintenance of biodiversity and ecological health in open spaces	Open Space Quality Assessment Tool completed by 2020 Baseline to be established and maintained or improved Identification of projects and project outcomes	City Planning, Design & Amenity Business, Engineering & Major Projects
Number of landscape improvements	Seven (7) Planting Plans prepared and implemented per annum	City Planning, Design & Amenity Business, Engineering & Major Projects	Improvement in PlaceScores for civic & urban open spaces within Activity Centres	Nominated urban/civic open spaces achieve the highest PlaceScore rating of "Exceptional people place" (every 5 years)	Business, Engineering & Major Projects	Implementation of relevant actions from Council's Climate Change Strategy, Greening our City - Urban Tree Strategy, Cooling our City - Urban Forest Strategy	Implementation of relevant actions from Council's Strategy	Business, Engineering & Major Projects City Planning, Design & Amenity
Number of tree plantings along linear connections	Baseline to be established and maintained or improved	Business, Engineering & Major Projects	Residents who meet the Australian physical activity guidelines	Increase in percentage (2019 Baseline = 49%)	Community Development	Number of indigenous seedlings planted	18,000 per annum	Business, Engineering & Major Projects

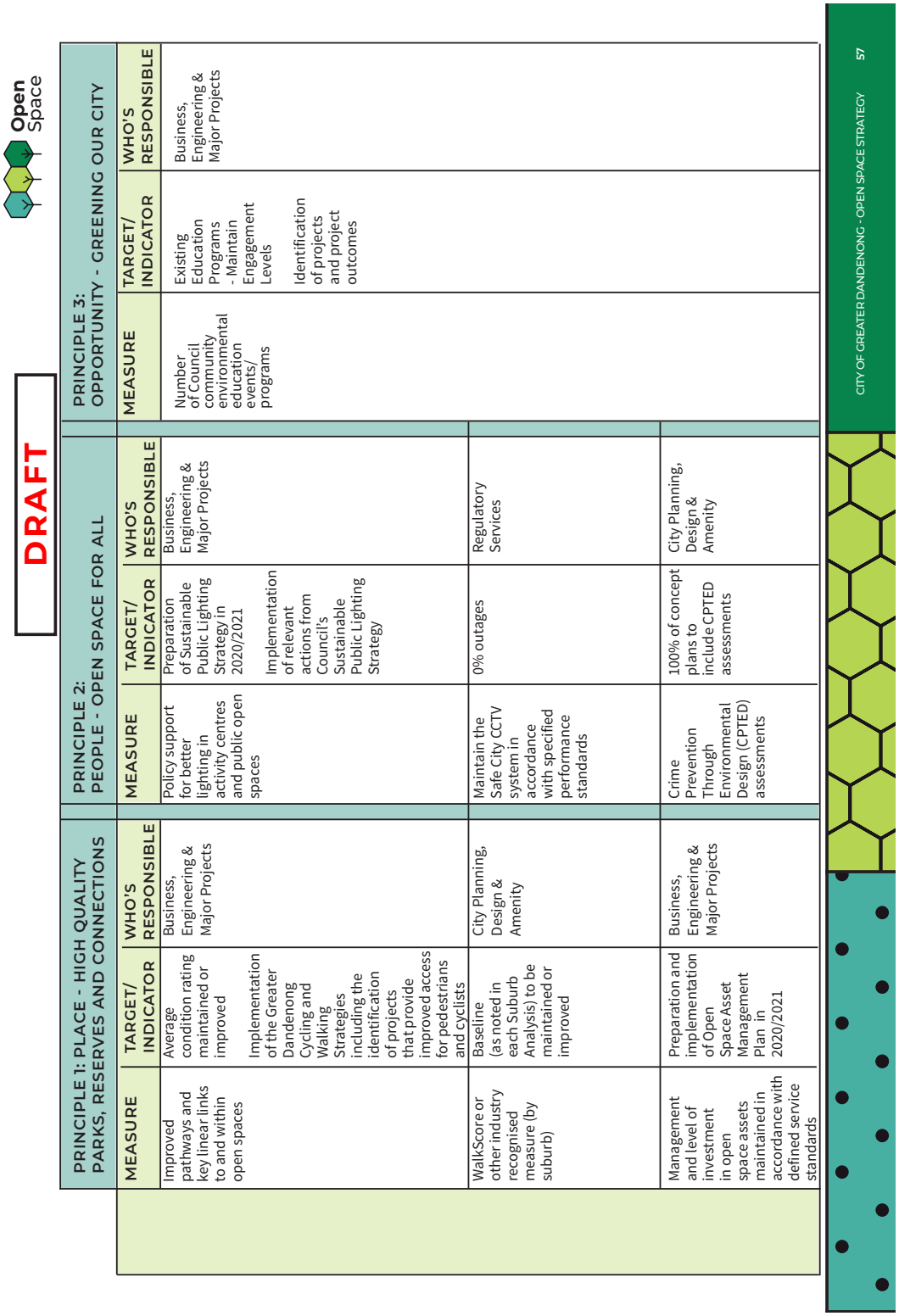
4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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	PRINCIPLE 1: PLACE - HIGH QUALITY PARKS, RESERVES AND CONNECTIONS PRINCIPLE 2: PEOPLE - OPEN SPACE FOR ALL PRINCIPLE 3: OPPORTUNITY - GREENING OUR CITY		
	MEASURE	TARGET	WHO'S RESPONSIBLE
FUNDING & PROCESS IMPROVEMENTS	Mid-block connections - Develop a register of key sites that could be acquired (when for sale) to create new links (and potentially sell off residual land for Affordable Housing)	Commence in 2020/2021 and ongoing	City Planning, Design & Amenity
	Advocate to State Government to review Funding Models (inc the Subdivision Act and Planning & Environment Act) to enable open space developer contributions to be payable on sites previously subdivided and to be developed with high density housing, i.e. Where the new population and demand on open space will be much higher	Representation made to State Government in 2021	City Planning, Design & Amenity
	Prepare revised Open Space Contributions Plan and commence implementation via PSA	Planning Scheme Amendment commences in 2020/2021	City Planning, Design & Amenity
	Develop Council policy to guide internal operation of Open Space Strategy and Open Space Reserve Fund	Policy adopted in 2020/2021	City Planning, Design & Amenity

Most items will be reported on annually, some will be in accordance with an appropriate data collection timeframe.

The completion of actions will be subject to funding being available through Council's annual budget process and will generally be resourced according to their stated priority.

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Open Space

D. SUBURB PRIORITY ACTION PLAN

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	SUPPORTING	TIMEFRAME
	SPRINGVALE					
P-1	Newcomen Rd/ Virginia St/ Springvale Rd	Upgrade the Newcomen Rd/ Springvale Rd intersection	Programmable	Business, Engineering & Major Projects	City Planning, Design & Amenity	Short
P-1	Springvale Activity Centre	Continue to implement the Springvale Activity Centre Structure Plan open space and public realm improvements	Programmable	Business, Engineering & Major Projects	City Planning, Design & Amenity	Ongoing
P-1	Springvale Activity Centre	Prepare and implement the Springvale Activity Centre 10 year tree planting plan	Programmable	Business, Engineering & Major Projects		Immediate
P-1	Springvale Rd to Multicultural Lane	Implement open space improvements as per the Springvale Activity Centre Laneway Strategy	Programmable	Business, Engineering & Major Projects		Immediate
P-1	Springvale Road (central)	Continue to implement Springvale Road Boulevard Project including increasing the tree canopy	Programmable	Business, Engineering & Major Projects		Immediate

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
SPRINGVALE						
P-1	Springvale Road (central to Civic Site)	Investigate extending the Springvale Road Boulevard Project to the Civic Site	Programmable	Business, Engineering & Major Projects		Long
P-1	Warwick Avenue Precinct	Advocate for new open space in Warwick Avenue Precinct as per Springvale Activity Centre Structure Plan	Opportunity	Business, Engineering & Major Projects	City Planning, Design & Amenity	Ongoing
P-1	Springvale Civic Site	Support the use of the Springvale Civic Site as a key community open space	Programmable	Community Services	City Planning, Design & Amenity	Ongoing
P-1	Multicultural Place Springvale	Implement open space improvements to Multicultural Place and adjoining laneways	Programmable	Business, Engineering & Major Projects	Business, Engineering & Major Projects	Short
P-2	Gap south of Police Rd (Nullawil St area)	Facilitate improved connectivity through new open space or improved streetscape/ initiatives to address the 'gap' areas	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Open Space

DRAFT

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
SPRINGVALE						
P-2	Gap south of Police Rd (Phillip St area)	Facilitate improved access to the Springvale Botanical Cemetery to address the 'gap' areas	Opportunity	City Planning, Design & Amenity		Short
P-2	Ross Crt, Woodward St & Rosa Ave area west of Lawn Rd	Advocate for new open space in Warwick Avenue Precinct as per Springvale Activity Centre Structure Plan	Opportunity	City Planning, Design & Amenity		Short
P-3	Springvale West Primary	Facilitate improved access to Dept of Education land (Springvale West Primary)	Opportunity	City Planning, Design & Amenity	Community Services	Short
P-4	Springvale Reserve	Prepare and implement the Springvale Reserve Concept Plan	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium
P-4	Warner Reserve	Continue to implement the Warner Reserve Master Planareas	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Ongoing

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
SPRINGVALE						
P-4	Andrew Ericksen Gardens	Prepare and implement the concept plan for Andrew Ericksen Gardens	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-4	90 Gove Street Reserve	Prepare concept plan and implement open space improvements for Gove Street Reserve	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Immediate
P-4	Turner Reserve	Prepare concept plan and implement open space improvements	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-5	West of the central Springvale Open Space need area	Identify and facilitate options to increase the provision and diversity of open space west within the 'higher projected open space needs' areas	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Open Space

DRAFT

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
SPRINGVALE SOUTH						
P-1	Mullum Crt gap area (North of Keysborough Primary School)	Facilitate improved access and connectivity of Dept of Education land (Keysborough Primary School) for the broader community	Opportunity	City Planning, Design & Amenity	Community Services	Short
P-1	Wardale Road area (South of Keysborough Secondary College Banksia Campus)	Continue partnership with Dept of Education for access to sporting facilities and facilitate improved access for the broader community (Keysborough Secondary College -Banksia campus)	Opportunity	City Planning, Design & Amenity	Community Services	Ongoing

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
NOBLE PARK NORTH						
P-1	Rainsford Drive 'gap area'	Facilitate improved access and connectivity of Dept of Education land (Carwatha College) for the broader community	Opportunity	City Planning, Design & Amenity	Community Services	Short

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Open Space

DRAFT

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	SUPPORTING	TIMEFRAME
NOBLE PARK						
P-1	Noble Park Major Activity Centre	Continue to implement the Noble Park Activity Centre Structure Plan open space and public realm	Programmable	Business, Engineering & Major Projects	City Planning, Design & Amenity	Ongoing
P-1	Noble Park Activity Centre	Prepare and implement the Noble Park Activity Centre 10 year tree planting plan	Programmable	Business, Engineering & Major Projects		Immediate
P-1	Noble Park Activity Centre Laneways	Prepare and implement the Noble Park Activity Centre Laneway Strategy	Programmable	Business, Engineering & Major Projects		Medium
P-1	Noble Park Station Civic Space (Douglas St)	Implement open space improvements to the Civic Space	Programmable	Business, Engineering & Major Projects		Medium
P-2	Noble Park (education sites)	Facilitate improved access and connectivity to Chisholm Institute, Noble Park Secondary College and St Anthony's Primary School for the broader community	Opportunity	City Planning, Design & Amenity	Community Services	Short
P-3	Mills Reserve	Prepare and implement the concept plan for Mills Reserve including wayfinding and improved pedestrian connections to the railway station to address the 'higher projected open space needs'	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
NOBLE PARK						
P-3	Aubrey Moss Memorial Garden	Prepare and implement concept plan for Aubrey Moss Memorial Gardens to address the 'higher projected open space needs'	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-3	Ross Reserve	Continue to implement the Ross Reserve Master Plan to address the 'higher projected open space needs'	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Ongoing
P-3	Copas Park	Prepare and implement the concept plan for Copas Park to address the 'higher projected open space needs'	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-4	Jellicoe St & Pamela St 'gap' area	Facilitate new open space and/or improved streetscape/ initiatives to address the 'gap' areas	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-4	Shepreth Ave, Arnold St and Mather Rd 'gap' area (south of Djerring Trail)	Facilitate new open space and/or improved	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-4	Taranto Dr, Kleine St & Temple Ct (near Corrigan Rd) 'gap' area	Facilitate improved access/ connectivity of Catholic Education Melbourne land for the broader community (St Anthony's Primary School) to address the 'gap' areas	Opportunity	City Planning, Design & Amenity	Community Services	Short

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Open Space

DRAFT

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	SUPPORTING	TIMEFRAME
NOBLE PARK						
P-5	Djerring Trail	Support the use of the Djerring Trail as a key walking/cycling open space through wayfinding, street amenity and shade	Opportunity	Business, Engineering & Major Projects	City Planning, Design & Amenity	Medium
P-6	Mile Creek	Continue to advocate to Melbourne Water for the naturalisation of Mile Creek and improved open space connections	Opportunity	Business, Engineering & Major Projects		Ongoing
P-7	Railway underpass Callaghan St to Douglas St	Facilitate improving the railway underpass (Callaghan St to Douglas St)	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium
P-8	West of central Noble Park	Identify and facilitate options to increase the provision and diversity of open space within the 'higher projected open space needs' areas	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
DANDENONG NORTH						
P-1	Brady Road	Support the use of the Eastlink Trail and Dandenong Creek Trail as a key walking/cycling connection along Brady Rd through wayfinding and improved street connections and shade	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium
P-1	Halton Road between Barry J Powell Reserve & Lyndale Secondary College	Support the use of the Eastlink Trail to Barry J Powell Reserve as a key walking/cycling connection along Halton Rd through wayfinding and improved street connections and shade	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium
P-2	Lyndale Secondary College	Continue partnership with Dept of Education to implement the master plan including upgrades to facilities in conjunction with Lyndale Secondary College and facilitate access for the broader community	Opportunity	City Planning, Design & Amenity	Community Services	Ongoing
P-2	Lyndale Greens Primary School	Facilitate improved access and connectivity of Dept of Education land (Lyndale Greens Primary School) for the broader community	Opportunity	City Planning, Design & Amenity	Community Services	Short
P-3	Oakwood Ave 'gap' area (near Lyndale Greens Primary School)	Support the use of the Eastlink Trail as a key walking/cycling along Oakwood Ave and Menzies Ave to James St through wayfinding and improved street connections and shade	Opportunity	City Planning, Design & Amenity	Community Services	Medium

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Open Space

DRAFT

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	SUPPORTING	TIMEFRAME
DANDENONG NORTH						
P-3	Oakwood Ave 'gap' area (near Lyndale Greens Primary School)	Identify and facilitate new open space and/or improved streetscape/streetplay initiatives to address the Oakwood Avenue 'gap' area	Opportunity	City Planning, Design & Amenity	Community Services	Medium
P-3	Sabine Ave area and First, Second and Third Ave 'gap' areas (north and north-east of Lyndale Secondary College)	Identify and facilitate options for new open space and/or improved streetscape/ initiatives north and north-east of Lyndale Secondary College to address the 'gap' area	Opportunity	City Planning, Design & Amenity	Community Services	Medium

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

DRAFT

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
DANDENONG						
P-1	Central Dandenong	Continue to implement the open space, streetscape, pedestrian connectivity and public realm improvements in the Dandenong Metropolitan Activity Centre so the needs of the existing and future population are met (Boyd Lane, Cleeland/Clow, Pultney St, Thomas St, Halpin Way)	Programmable	Business, Engineering & Major Projects		Ongoing
P-1	Dandenong Activity Centre	Prepare and implement the Dandenong Activity Centre 10 year tree planting plan	Programmable	Business, Engineering & Major Projects		Immediate
P-1	Dandenong Activity Centre Laneways	Prepare and implement the Dandenong Activity Centre Laneway Strategy	Programmable	Business, Engineering & Major Projects		Medium
P-1	Harmony Square	Implement landscape and tree planting improvements in Harmony Square	Programmable	Business, Engineering & Major Projects		Ongoing
P-1	Mason/Robinson St	Investigate improvements as part of a future upgrade to Mason St/ Robinson St intersection	Programmable	Business, Engineering & Major Projects		Short
P-1	Vanity Lane	Prepare and implement a design for Vanity Lane to improve pedestrian connectivity between Thomas St and Lonsdale St	Programmable	Business, Engineering & Major Projects		Immediate
P-2	Djerring Trail extension from Yarraman to Dandenong Station	Prepare and implement extension of the Djerring Trail from Yarraman Station to Dandenong Station and improve connections to Eastlink Trail and north of the railway line	Opportunity	Business, Engineering & Major Projects		Short

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Open Space

DRAFT

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
DANDENONG						
P-2	Herbert Street	Support the use of Herbert St as a key walking/cycling connection to the Dandenong Creek trail through wayfinding and improved connections and shade	Programmable	Business, Engineering & Major Projects		Short
P-3	6-8 Fifth Ave	Prepare concept plan for Fifth Avenue Reserve and implement open space improvements	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Immediate
P-3	Dandenong Park	Continue to implement the Dandenong Park Masterplan, including Thomas P Carroll Reserve, to address the 'higher projected open space needs'	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-3	Greaves Reserve	Prepare and implement the Greaves Reserve concept plan to address the 'higher projected open space needs' and improve access/connectivity to surrounding area	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-3	Hemmings Park	Continue to implement the Hemmings Park concept plan to address the 'higher projected open space needs' and improve access/connectivity to surrounding area	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-3	Pioneer Park	Prepare and implement the Pioneer Park concept plan to address the 'higher projected open space needs'	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

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ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	SUPPORTING	TIMEFRAME
DANDENONG						
P-4	Block bounded by Clow St, Sleeth Ave, King St & Stuart St (Council land)	Identify and facilitate options to increase the provision and diversity of open space within the North East corner of the 'higher projected open space needs' area in central Dandenong. ncluding repurposing of Council owned land to respond to higher projected population growth and demand for open space	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium
P-4	North-West Higher Open Space Need area	Identify and facilitate options to increase the provision and diversity of open space in the North West corner of the 'higher projected open space needs' area in central Dandenong	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium
P-4	South East Higher Open Space Need area	Identify and facilitate options to increase the provision and diversity of open space in the South East corner of the 'higher projected open space needs' area in central Dandenong	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium
P-4	South of Cheltenham Rd Higher Open Space Need area	Identify and facilitate options to increase the provision and diversity of open space south of Cheltenham Rd 'higher projected open space needs' area	Opportunity	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)

Open Space

DRAFT

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	WHO'S RESPONSIBLE SUPPORTING	TIMEFRAME
DANDENONG						
P-5	Palm Plaza	Prepare design and implement Palm Plaza/McCrae St Mall upgrade including open space and landscaping improvements to increase the provision and diversity of open space within the 'higher projected open space needs' area	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium
P-6	Keneally Reserve	Implement landscape improvements to Keneally Reserve	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Medium
P-6	Woodcock Reserve	Implement landscape improvements to Woodcock Reserve	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Immediate
P-6	Dandenong Creek Reserve	Implement landscape improvements to Dandenong Creek Reserve	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Immediate
P-6	Foster St East Reserve	Implement landscape improvements to Foster Street East Reserve	Programmable	City Planning, Design & Amenity	Business, Engineering & Major Projects	Short
P-7	Dandenong West Primary	Facilitate improved access and connectivity of Dept of Education land (Dandenong West Primary School & Dandenong High School) for the broader community	Opportunity	City Planning, Design & Amenity	Community Services	Short
P-8	Gerard Reserve	Improved streetscape and wayfinding to Gerard Reserve to address the 'gap' area	Opportunity	Business, Engineering & Major Projects		Short

DRAFT

ACTION NO.	LOCATION	ACTION	ACTION TYPE	WHO'S RESPONSIBLE PRIMARY	SUPPORTING	TIMEFRAME
	DANDENONG					
P-9	Webster St & Woodcock Reserve	Improved connections to Dandenong Park and Dandenong Creek trail through the level crossing removal	Programmable	Business, Engineering & Major Projects	City Planning, Design & Amenity	Medium

TIMEFRAMES

Immediate – commence within 12 months

Short – commence within 1-3 years

Medium – commence within 4-6 years

Long – commence within 7-10 years

Ongoing

Priority actions are those which address either a physical gap in open space provision or seek to increase the provision and diversity of open space within the 'higher projected open space needs' areasin and around each activity centre.

The completion of actions will be subject to funding being available through Council's annual budget process and will generally be resourced according to their stated priority.

All 'Opportunity' action types are also subject to external influences and opportunities arising in a manner on which Council can capitalise, such as appropriate land becoming available for purchase in the timeframe period.

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Open Space

E. LAND SELECTION CRITERIA

PLACE – HIGH QUALITY PARKS, RESERVES AND CONNECTIONS
Needs and Demand The site should be within a Priority Area (Gaps in residential zones or Higher open space needs area) as identified in the needs Suburb Analysis of the Strategy. Priority should be given to address Priority Areas (physical gaps in residential zones) that are greater than 2,000sqm. Priority should be given to acquiring land in suburbs with the least percentage of total open space.
Land Quality The site should be suitable for the intended purpose, giving consideration to the gradient of the site and flooding to minimise development and maintenance costs and ensure long term flexibility in the use of public open space. The site should be free from inherent issues such as contamination or weed infestation.
Connectivity The site should be located on or near identified active transport (pedestrian and cycle) networks and offer potential to link to the wider open space network including forming open space linkages.
Shape Land should be of regular shape to allow flexibility for useable open space. Preferably the land would be square or a wide shallow rectangular shape. Alternatively, land that has the capacity to function as a linkage or access corridors in the Open Space network must be a minimum width of 10 metres.

Size The size of the site will determine categorisation in the open space hierarchy and should meaningfully contribute to the broader open space network or contribute to the assembly of a parcel of land. The site must be a minimum land area of 500m2; preferably 750m2 and minimum width of 20m. Connectivity linkages or access corridors have no minimum land area but must have a minimum width of 10m.
Adjoining Land Use (compatibility) The adjoining land has a positive influence contributing to the recreational, ecological, social and cultural value of the open space, without private appropriation of public open space or excessive traffic, noise, light spill or overshadowing.
Constraints The site should not be constrained by contaminated land restrictions, property easements, drainage lines, overhead structures, etc. The site should be free of structures and protrusions, such as balconies or other building projections that may encroach into the public open space reserve, except for historic buildings or structures relating to the designated public open space.
Ongoing Maintenance and Management Council can adequately resource the ongoing management and maintenance of the land.

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E. LAND SELECTION CRITERIA

PEOPLE - OPEN SPACE FOR ALL
Accessibility The location and design of the public open space should provide for people of all abilities. The site should provide an entrance from a public roadway.
Amenity Visual and passive amenity values relate to the influence open space has on the liveability of neighbourhoods, providing visual relief from built form, the break open space provides from noise levels associated with traffic and other urban land use activities and adequate levels of sunlight (a minimum of 3 hours of direct sunlight between 9am and 3pm during mid-winter and at least 5 hours of direct sunlight between 9am and 3pm on September 22).
Equity The Greater Dandenong community should have reasonable access to public open space. The site should contribute to the broader open space network to ensure the provision of public open space meets the objectives and standards of the Greater Dandenong Planning Scheme.
Physical Activity The potential for the site to accommodate a range of organised, unstructured and informal recreational physical activities.

OPPORTUNITY – A GREENER CITY
Visibility The site should have potential to provide a high degree of casual surveillance and passive security. Corner sites or sites with substantial road frontage are preferred to ensure good access and community surveillance The site should have the ability to provide public open space which is consistent with Crime Prevention Through Environmental Design (CPTED) principles.
Character – Landscape & Cultural Heritage Its contribution to the character and attractiveness of the neighbourhood. Indigenous and non-Indigenous values that could be enhanced and protected in the open space including natural features such as large canopy trees. These values will also influence the future use and design of the open space.
Ecological The site has existing biodiversity values or potential to contribute to improving/creating future habitat/wildlife corridors.

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Open Space

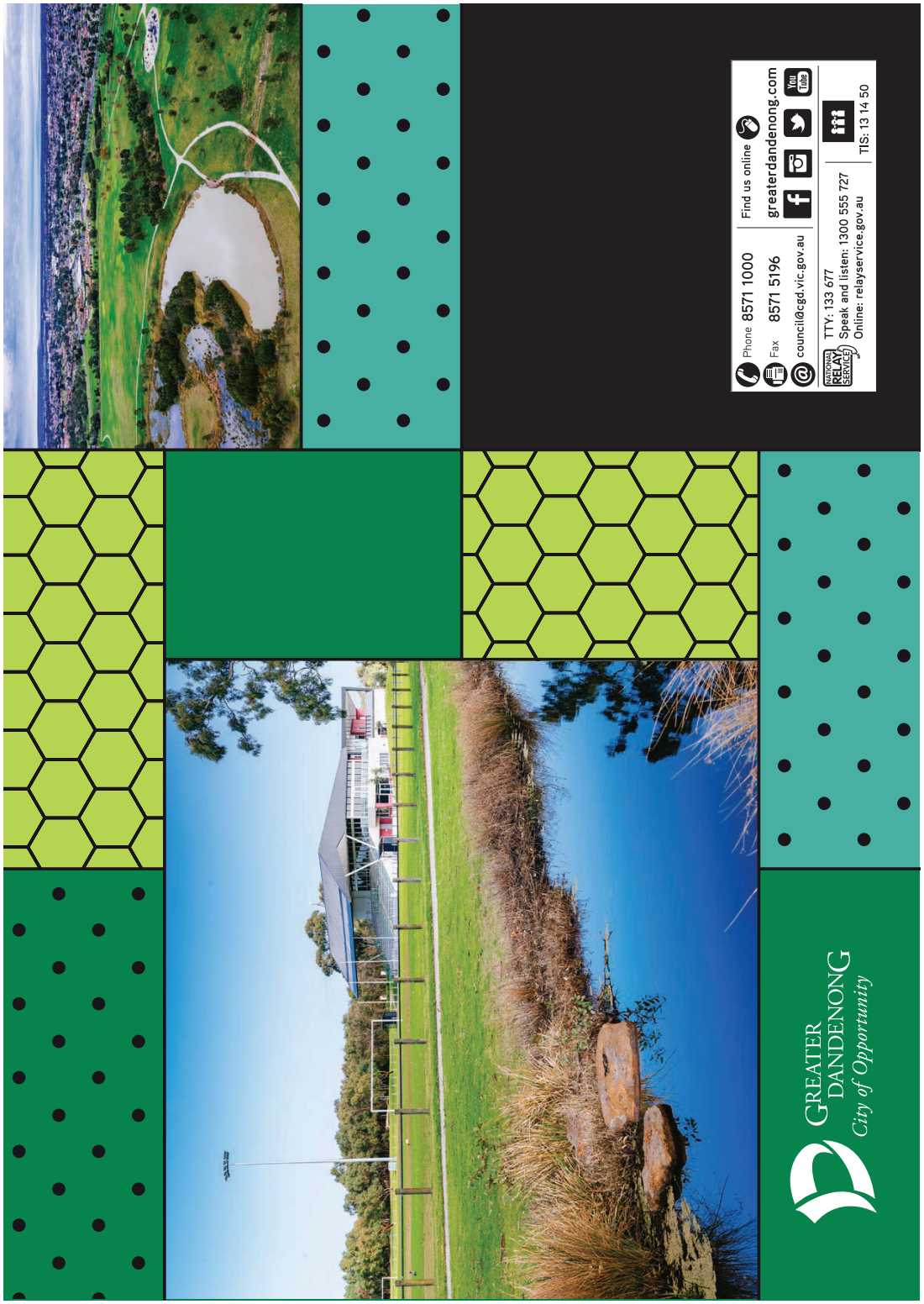
F. OPEN SPACE IMPROVEMENTS CRITERIA

PLACE – HIGH QUALITY PARKS, RESERVES AND CONNECTIONS
Land Use • What is the existing and potential residential density of the surrounding area? • Is the current open space conveniently located to services and existing or future users?
Quality • The potential of the open space to be upgraded for existing and future needs of the community • The extent and condition of existing facilities, vegetation and habitat. How well does the quality of the open space measure using an Open Space Quality Assessment Tool? • The extent to which the open space meets the Park Development Standards (Appendix B) as appropriate to the identified hierarchy and typology

PEOPLE - OPEN SPACE FOR ALL
Identified Need • Is the area within a walkable distance to existing open space?
Typology Need • The extent to which the open space has the capacity to be multi-use and support a range of passive and active recreational activities for people of all abilities. • Is there a variety of different open space types within the area?

OPPORTUNITY – A GREENER CITY
Amenity Benefits • What other benefits could be achieved through improvements as identified in other Council plans and strategies?
Sustainability • The extent to which improvements could contribute to sustainable land management outcomes, including mitigating the impact of climate change on the open space

4.2.2 Greater Dandenong Open Space Strategy 2020-2030 (Cont.)



4.2.3 Introduction of Food Organics Garden Organics (FOGO) Service

File Id:

Responsible Officer: Director Business, Engineering & Major Projects

Report Summary

This report recommends the introduction of collecting food via the household garden waste bin instead of the current garbage bin with the aim of diverting it from landfill and better using the material as a resource. The service to collect household food organics and garden organics is more commonly termed as FOGO.

The report will provide background details, environmental benefits, financial considerations and the strategic context to support a recommendation to introduce the FOGO service on the 1 April 2021. The FOGO service will be made available to all households who have opted for the garden waste collection service option which includes the provision of a garden waste bin.

Recommendation Summary

This report recommends that Council:

1) Adopts a FOGO service from 1 April 2021

2) Offers this service to all households paying the garden bin service option which includes the provision of a garden waste bin

3) Continues providing a fortnightly garden waste/FOGO collection service and weekly garbage collection service

4) Considers a change to a weekly garden waste/FOGO collection service and fortnightly garbage collection service when tendering for the next kerbside household collection service in 2023, after having experienced 2 years of FOGO and assessing the merit in a change of collection frequencies.

4.2.3 Introduction of Food Organics Garden Organics (FOGO) Service (Cont.)

Background

The introduction of FOGO is consistent with Council's Waste & Litter Strategy 2015-20 which is aligned with the State Government's "State-wide Waste & Resource Recovery Infrastructure Plan "(SWIRRP) and Circular Economy Policy ("Recycling Victoria") which prioritises diversion from landfill and more sustainable use of resources.

Council is a participant in a South–East Metropolitan Melbourne Organics Processing Contract administered by the Metropolitan Waste & Resource Recovery Group (MWRRG) in partnership with 7 other councils in this region. The contract commenced in 2018, has a 15 year contract term which includes an optional FOGO service option.

The 7 other councils, including Bayside, Kingston, Monash, Casey, Cardinia, Frankston and Glen Eira have either introduced or are about to introduce FOGO into their waste and recycling management approach, in order to increase diversion from landfill and achieve better resource recovery outcomes.

Greater Dandenong elected not to take the immediate lead in adopting FOGO but rather observe those earlier adopters in other municipalities in order to learn from their experiences and allow FOGO to become a more common practice across Melbourne. This approach has placed council in a better position to fully consider an implementation approach for FOGO across Greater Dandenong's diverse community.

Proposal

Council engaged consultancy Blue Environment to undertake a feasibility study for the adoption of FOGO covering a number of considerations.

1. Organics Processing Contracts

   Council is well placed to introduce FOGO being a participant in the South-East Metropolitan Melbourne Organics Processing Contract with 7 other councils in the region. This contract is serviced by a panel of 3 contractors based in Dandenong South; Sacyr, Veolia Environmental and Cleanaway, all of who accept FOGO.

2. Environmental Outcomes

   With an estimated 35% of the household garbage stream comprising of food organics, the opportunity to divert this from landfill will reduce harmful landfill gases and ground water contamination from leachate.

   Better use of resources, diverting the food stream into creating compost to be used in agriculture and horticulture, represents a far better outcome than wasting this resource by sending it to landfill.

   Landfill diversion and better use of resources are both key objectives of the State Government's Circular Economy Policy.

4.2.3 Introduction of Food Organics Garden Organics (FOGO) Service (Cont.)

3. Financial Outcomes

Considerate of projected increased contract rates and anticipated increases to the State Government's EPA Landfill Levy, by 2023 it is anticipated that the cost of landfill will be $74.00 greater than organics processing. Based on the modest initial landfill diversion estimates this would achieve a possible saving of $85,000 per year.

4. Local Government FOGO Experience

In considering the introduction of FOGO, council engaged consultant Blue Environment who shared its experiences across 15 Victorian, 8 New South Wales, 2 South Australian and 1 Western Australian councils who have introduced FOGO.

In addition to this council waste officers were able to engage in discussions with South-East Organic Processing Contract participation councils including Glen Eira and Frankston, who recently introduced FOGO and were able to provide initial landfill diversion rate outcomes, along with their roll-out approach and experiences.

5. Service Scope

As a result of those investigations the service scope was narrowed down to two options:

(a) Offer the service to all households paying a Residential Garbage Charge with a garden waste bin option, effectively making FOGO optional, or:

(b) Roll out FOGO to all households paying a Residential Garbage charge.

The first option of providing the FOGO service to those paying for a garden waste bin was considered to be the best option as:

- A good level of food diversion from landfill would be achieved.
- Education and engagement required for the roll-out would likely be more effectively delivered.
- It would mean that council and the community would not incur the cost of providing the 9,120 bins (16.7%) to households who do not have a garden waste bin and do not require one to dispose of garden waste.
- 8,241 of those properties are multi dwelling sites where there are likely to be difficulties in storing another bin for each dwelling, let alone the low volume of garden waste likely to be generated from such sites.
- The roll out of the service in this way would be a sensible first step and provide the necessary learnings to expand the service at a later date if deemed appropriate.
- Those not wanting a garden bin may respond unfavourably if the service was made mandatory, which may in-turn create a raft of unintended consequences, particularly high levels of FOGO bin contamination.

4.2.3 Introduction of Food Organics Garden Organics (FOGO) Service (Cont.)

6. Service Delivery

Two collection options were considered:

a. Weekly garbage & fortnightly FOGO – status quo
b. Fortnightly garbage & weekly FOGO

Whilst it is argued that changing to a weekly FOGO collection and fortnightly garbage collection service sends out the strongest signal to force waste diversion and a significant step change, history tells us that it comes with poor community acceptance and a myriad of implementation problems. Maintaining the current collection frequency Option (a), is therefore recommended.

A changed collection frequency could be considered at a later date, when there is a greater level of understanding and acceptance generated across our community and it becomes a more acknowledged service model across our local community and metropolitan Melbourne.

Maintaining the current collection service model also avoids any potential increase to collection costs.

7. Community Engagement & Education

Community engagement and education is an important element in the roll-out of FOGO, to maximise its success and minimise any undesirable outcomes. It has a number of elements:

a. Communication

Key steps to engage and educate the community will include:

- Mail-outs advising of the introduction of FOGO to all households.
- Tailored FOGO educational materials utilising the state-wide “Back to Earth” resources.
- Community event and public displays.
- School classroom sessions.
- Internet and social media.
- Council publications and media releases.

b. Bins – Australian standard

We are well placed to support state-wide campaigns, having changed over all household garbage, recycling and garden waste bins to the Australian Standards colours, something the State Government is encouraging all councils to do via its Circular Economy Policy objectives.

c. Kitchen Caddies

Kitchen caddies will be offered to all households upon request. By offering these upon request we will support those who will more likely use them for their intended purpose, whereas other councils who have issued them to all household have found them disposed of to landfill or put to other uses.

The kitchen caddies are an important element for managing unwanted food in the kitchen for transfer into the garden waste bin. Residents may elect to select something other than a council supplied kitchen caddy that fits better with their kitchen décor. Others may like to further support recycling and re-use practices by re-using things like an ice cream container for this purpose.

The kitchen caddy will be an important tool to manage food organics in the kitchen but will also allow households to see just how much food is being wasted. This will be an important prompt to review shopping habits and make savings to the household budget with more prudent buying habits.

d. Challenge – Multicultural community

We recognise that we have over 156 different nationalities across Greater Dandenong which sometimes comes with language and literacy barriers. We also have a somewhat transient population in some pockets of the municipality. We will be mindful of this when delivering community engagement and education.

e. Bin Auditing

Increased bin auditing will be undertaken to monitor compliance in order to minimise bin contamination and provide important feedback to the community where further education and guidance is needed.

f. Home Composting and Consumption Reduction

Home composting will not only reduce the volumes and cost of processing FOGO but will also deliver an immediate benefit to the home garden. We will actively promote home composting as a beneficial alternative for all households.

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – 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

4.2.3 Introduction of Food Organics Garden Organics (FOGO) Service (Cont.)

Place

- *Sense of Place* – One city many neighbourhoods

Opportunity

- *Education, Learning and Information* – Knowledge
- *Jobs and Business Opportunities* – Prosperous and affordable

Council Plan 2017-2021

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:

People

- Pride

Place

- Leadership by Council
- Regional Capital Dandenong
- Jobs and Business Opportunities
- Prosperous and Affordable

Opportunity

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

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

Greater Dandenong Waste & Litter Strategy 2015-20

The introduction of FOGO is supported in this Strategy and is included in its “Opportunities and Challenges” item 5.4, the opportunity to adopt FOGO.

Theme 2 Waste Management with the Goal: “Deliver sustainable waste services to the community” included the initial Action Plan item: “Monitor food waste and garden waste collection and processing developments at the State level for future consideration by Council”.

Greater Dandenong Sustainability Strategy 2016-2030

Council’s Sustainability Strategy includes several Themes relevant to FOGO.

Theme Waste and Resources with the Goal of a “Waste Wise City”. Key Objectives to FOGO include:

- Reduce the amount of total waste sent to landfill.
- Increase the amount of material that is recovered for re-use and recycling.

4.2.3 Introduction of Food Organics Garden Organics (FOGO) Service (Cont.)

- Work in partnership with our community to reduce the amount of food going to landfill.
- Work in partnership with our community to increase recycling rates.
- New developments within our city to incorporate best practice waste and resource management.
- Increase community awareness on waste and recycling.

Theme Local and Sustainable Food with the Goal of a "A City Connected by Food". Key Objectives to FOGO include:

- Reduce the amount of food and packaging going to landfill.

Victorian State Government Strategies, Plans & Policy

"State-wide Waste & Resource Recovery Infrastructure Plan "(SWIRRP).

This Plan is one of the State Government's key strategic plans for waste and resource recovery.

The SWIPRP's Strategic Direction 1 – Prioritise viable recovery has a key focus for the resource recovery of household food with an estimated 35% of household garbage comprising of food. The Strategic Direction states the objectives of improved environmental and financial outcomes for the community.

Circular Economy Policy 2020

The State Government's Circular Economy Goal 3 is to "Recycle more resources" with a target of halving the amount of food going to landfill by 2030.

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

1. Collections Costs

   There are no added costs associated with either the household garbage or FOGO collections as there are no changes proposed to the current collection frequencies.

2. Disposal Costs

   The cost of processing FOGO compared to food going to landfill is cheaper. Any food diverted from landfill to an organic's processor will generate a saving. Determining the level of saving is particularly difficult as there are numerous variables that will influence this, however we believe a forecast of 9% diversion from landfill is reasonable based on the experience of other councils who were early adopters of FOGO and would generate an annual saving for disposal of $85,000.

4.2.3 Introduction of Food Organics Garden Organics (FOGO) Service (Cont.)

3. Implementation Costs

Implementation of community engagement and education strategy is critical to promote the compliant recycling of household food. Maximising food diversion will generate savings to council, however excessive contamination to FOGO will result in a higher gate fee being incurred.

A 2020/21 budget of $200,000 has been allocated to deliver a suitable community engagement and education program.

4. Risks.

Diverting food from the garbage bin into the garden waste bin will provide additional space in the garbage bin. This may in turn result in other items being placed in the garbage bin, eroding any financial gains generated from the diversion of food waste. This risk is considered minimal and likely to be offset by any diversion savings.

Consultation

Blue Environment was engaged to undertake a feasibility study for the introduction of FOGO to Greater Dandenong. Blue Environment were the lead consultants a variety of similar FOGO feasibility studies. They were able to bring together a wealth of data and experiences from other councils who have introduced FOGO. This combined with discussions with the South-East Region Organics Processing Contract group of councils provided a sound basis for considering suitable approaches to adopt FOGO in Greater Dandenong.

Council Officers attended an initial Councillor Briefing Session on 16 March 2020 when councillors were provided with an overview, considerations and officer recommendations for the introduction of FOGO.

Conclusion

Adopting FOGO will deliver both environmental and longer term financial benefits. All other 7 participating councils in the South-East Metropolitan Melbourne Organics Processing Contract have introduced or plan to introduce FOGO by 2021. The introduction of FOGO is consistent with the State Government's Circular Economy Policy, as well as council strategies associated with waste and recycling. It is one of a range of waste and recycling management approaches that make up an integrated approach to waste management and an important element that is recommended for adoption.

4.2.3 Introduction of Food Organics Garden Organics (FOGO) Service (Cont.)

Recommendation

That Council:

1. **adopts a FOGO service from 1 April 2021;**

2. **offers this service to all households paying the garden bin service option which includes the provision of a garden waste bin;**

3. **continues providing a fortnightly garden waste/FOGO collection service and weekly garbage collection service; and**

4. **considers a change to a weekly garden waste/FOGO collection service and fortnightly garbage collection service when tendering for the next kerbside household collection service in 2023, after having experienced 2 years of FOGO and assessing the merit in a change of collection frequencies.**

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update

File Id:

Responsible Officer: Director Business, Engineering & Major Projects

Attachments: Sustainable Buildings Policy (Revised)
Sustainable Buildings Policy (Original)

Report Summary

Council policies are in place to ensure accordance with relevant legislation, regulations and best practices. They provide a consistent approach to Council's operational requirements and promote accountability and transparency of Council decisions and actions.

Council adopted the Sustainable Buildings Policy in October 2017 with the provision of reviewing the policy after a period of 2 years. This policy has now been reviewed to ensure currency and compliance with relevant legislation, Council's strategies and current operational requirements and is now presented to Council for adoption.

Recommendation Summary

This report recommends that the revised Sustainable Buildings Policy is adopted as per Attachment 1.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Background

Existing Council policies are subject to an ongoing review process to ensure they remain up-to-date and comply with current legislation. Policies should be reviewed and updated if legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems are implemented.

The review and update of the Sustainable Buildings Policy follows this approach. After being adopted in 2017 it is now subject to a review and update to ensure it remains up to date with relevant legislation, building standards (such as the National Construction Code), Council Strategies, Sustainable Development Industry Benchmarks, internal processes, and new and emerging technologies.

The Policy supports Council's commitment to sustainability, as identified in the Sustainability Strategy 2016-30 and the Council Plan 2017-21.

The Sustainability Strategy 2016-30 sets out the City of Greater Dandenong's vision for a sustainable future and provides the strategic framework to implement it.

Vision*: "By 2030 the City of Greater Dandenong is one of the most sustainable cities in Australia"*.

The adoption of the proposed Policy will help Council meet the following objectives identified in the Sustainability Strategy 2016-30:

- Reduce CO2 emissions and energy consumption by 20%;
- Reduce operational costs of Council buildings; and
- Ensure that where appropriate new Council buildings meet Best Practice
- Environmentally Sustainable Development Standards.

In addition, adoption of the proposed Policy will play a critical role in Council meeting headline targets nominated in the Draft Climate Emergency Strategy 2020-30 including;

- Becoming a Net Zero Emission Council by 2025; and
- 100% Renewable Energy for Council by 2025.

The Policy will also ensure Council achieves the Corporate Objective within the draft Climate Emergency Strategy, Energy and Buildings Theme which is *"to demonstrate leadership through Council's uptake of renewable energy, zero carbon buildings and efficient operations"*.

Furthermore, since adoption of the 2017 Sustainable Buildings Policy, Council now implements a local Environmentally Sustainable Development (ESD) Policy in the Greater Dandenong Planning Scheme. This requires planning applicants to incorporate and report on the sustainable development initiatives proposed for their development.

This Policy ensures that Council is imposing the same or better standards (as a minimum) to Council projects as would be required by developers through ESD planning requirements. This is important for consistency and demonstrating leadership by Council to the community.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

The Policy has been structured to align with existing strategies and programs, such as the Asset Management Strategy and the City Improvement Program. Its objectives are focused on reducing operational costs, reducing energy consumption, reducing water consumption, reducing waste generated and reducing the environmental impact of materials used within the built environment.

While energy consumed from buildings owned and managed by Council has remained relatively constant, fluctuating between approximately 4,000MWh – 5,000MWh per year, the cost of energy has almost doubled from $622,211 in 2008 to $1,208,300 in 2019.

The recently completed Springvale Library and Community Hub, which is built to achieve a minimum a 5 Star – Green Star Design & As-Built Rating, will be leading example of the benefits of investing in green buildings. Occupants in the building are expected to use 48% less energy (through efficient design and building services) and consume 30% less potable water, than if they were occupying a building built to the minimum requirements in the National Construction Code (NCC).

In addition, through the provision of solar panels on the library roof, the panels will generate the equivalent amount of electricity on the roof that the building will consume, achieving zero net emissions and providing significant electricity cost savings over the long term.
The Policy will also be applied to a range of projects (including Minor Projects) under the City Improvement Program, such as the installation of LED lights to replace halogen lights in an existing building.

Proposal

It is proposed that the revised Sustainable Buildings Policy 2020 be adopted by Council with the following changes:

- Section 2. Background: Incorporation of Councils Declaration of a Climate and Ecological Emergency (Notice of Motion No.75, adopted on 28 January 2020) and its relevance to this Policy. This includes reference to the Draft Greater Dandenong Climate Emergency Strategy 2020-30 and vision and headline targets of this draft strategy that are directly applicable to this policy.
- Section 3. Scope: Additional information provided to scope
- Section 5.1. Plans, Strategies and Policies: Additional documents added
- Section 5.3. Legislation: (State Legislation) Revision of the *Local Government Act (2020)* and reflect Councils responsibilities related to sustainability and climate change. (Federal Legislation) The National Construction Code revised to 2019 edition.
- Section 5.4. Other Guidance: Inclusion of additional guidance documents.
- Section 7.1. Policy Vision: Minor additions included
- Section 7.2. Policy Objectives: New content added to clearly state the environmental, economic and social objectives of the policy.
- Section 7.3. Financial Responsibility (new section): provides that building project costs to be considered holistically under this policy.
- Section 7.4 – Table 1 Policy Standards: Updated table layout including:
    - Capital values for major and moderate projects updated

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

- Separate columns for new and existing buildings
- ESD Performance benchmarks updated and strengthened to be consistent with other local government Sustainable Buildings Policies and benchmarks
- Incorporation of NABERS Ratings to validate design intent
- Additional information to support Net Zero emissions targets in accordance with the Draft Climate Emergency Strategy 2020-30 (including provision of solar photovoltaic panels and elimination of natural gas).

- Section 7.5. Business Cases (new section): Requirement of a business case for all Major and Moderate projects on the minimum ESD standard to be provided (Business case requirements transferred from table 1 of existing policy to this new section).
- Section 8.2. Special Considerations (new section): Provision of guidance to decision makers where ESD standards are impractical or inadequate to achieve.
- Section 9. Monitoring and Reporting: Includes requirements for quarterly monitoring and reporting to be undertaken for projects (where data collection is possible) using building information data.
- Appendix 1 – Minimum ESD Specifications (new section): Inclusion of ESD specifications to be referred to and specified in all tender specification documents. This provides clear and specific ESD requirements to support the project manager and relevant contractors involved in the projects concept, detailed design, construction and commissioning of projects.

A copy of the revised policy seeking adoption is provided as Attachment 1. The initial policy is provided in Attachment 2.

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
- *Lifecycle and Social Support* – The generations supported

Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Opportunity

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

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:

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:

- Sustainability Strategy 2016-30
- Asset Management Strategy 2015-22
- Draft Climate Emergency Strategy 2020-30

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

The policy has been allocated the appropriate staff resources to support its implementation as part of the 2020-21 Council budget. Future building projects with be subject to annual Council budget processes and approvals.

Where major projects are built to 5 Star – Green Star (or equivalent), it is anticipated that there could be a 3% to 7% increase in initial capital costs, but on average this investment should produce a 30% reduction in operational costs or greater over a five-year period.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

A report recently published in 2020 by the Green Building Council of Australia using financial data for registered projects, confirms that the average cost of achieving Green Star Ratings as a percentage of the project budget is 2.5% using the Green Star Design and As-Built Tool (the tool defined in this Policy). This includes a total average cost of 1.1% to achieve 4-star Green Star, 2.7% for 5-star Green Star and 2.6% for 6-Star Green Star (Design and As-Built).

Note: The policy will set trigger levels to ensure that where appropriate a cost benefit analysis is completed – this will help prioritise projects and determine payback periods.

Consultation

Prior to reporting to Council, the Sustainable Buildings Policy was reviewed and evaluated by the:

- Director Business, Engineering, and Major Projects
- Director City Planning, Design and Amenity
- Manager City Development
- Coordinator Building Projects

Conclusions

A review of the Sustainable Buildings Policy was conducted and is now presented to

Council for adoption.

The principal objective of the review was to ensure that the policy is current with legislative requirements and standards for new buildings (including alterations) and remains relevant and up to date with current ESD tools and performance standards.

Given that this is an area in which advances in technology and methodologies are rapidly being made, it is proposed that the Sustainable Buildings Policy be reviewed after two (2) years.

Recommendation

That the revised Sustainable Buildings Policy contained in Attachment 1 be adopted.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

POLICY AND STRATEGY

GREATER DANDENONG SUSTAINABLE BUILDINGS POLICY - REVIEW AND UPDATE

ATTACHMENT 1

DRAFT SUSTAINABLE BUILDINGS POLICY

PAGES 26 (including cover)

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

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Sustainable Buildings Policy

Objective ID:	A6704055	Directorate:	Engineering Services
Authority:	Council	Responsible Officer:	Manager City Projects and Capital Improvement
Policy Type:	Discretionary	Version Number:	02
1st Adopted by Council:	09/10/2017 Minute No. 2.5.4	Last Adopted by Council:	Minute No. XXX
Review Period	Every 2 Years	Next Review	July 2022

1. Purpose

The purpose of the Sustainable Buildings Policy ("the Policy") is to incorporate environmentally sustainable design principles into the design, construction, operation, management and disposal of buildings owned and managed by Council.

2. Background

On the 28th of January 2020, Council adopted Notice of Motion No. 75, declaring a Climate and Ecological Emergency. This motion recognises the pressing nature of the global climate emergency and Council's duty of care to provide a comprehensive, strategic response for the protection of the broader community. It also validates Australia's commitment to the Paris Agreement of 2016, which aims to limit increasing global average temperatures to 1.5°C above pre-industrial levels through accelerated climate action.

The draft Greater Dandenong Climate Emergency Strategy 2020-30 will provide a further strategic framework of actions for mitigation and adaption to the impacts of climate change. The strategy provides a clear vision for Council to respond to climate change, supported by a series of headline targets.

Vision: *The City of Greater Dandenong a resilient, net zero carbon city.*

Headline targets**:** *Net zero carbon emissions for Council by 2025 and 100% renewable energy for Council by 2025.*

High-level key priorities and objectives supporting the Sustainable Buildings Policy are outlined in the Council Plan 2017-21 – they include:

- A healthy, liveable and sustainable city;
- A city planned for the future;
- A diverse and growing economy; and
- An open and effective Council.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

In conjunction with the Greater Dandenong Climate Emergency Strategy 2020-30, the Sustainability Strategy 2016-30 sets out the City of Greater Dandenong's vision for a sustainable future and provides the strategic framework to implement it.

Vision**:** *By 2030, the City of Greater Dandenong is one of the most sustainable cities in Australia*.

3. Scope

Council is committed to creating and maintaining a sustainable built environment through the full lifecycle, from conception to disposal, to support the achievement of its climate change targets. Council owns nearly 300 buildings – valued at over $333 Million. This policy recognises the significant role the built environment plays in the City of Greater Dandenong's emissions profile.

This Policy applies to all City Improvement Program (CIP) projects including the maintenance, renewal (including refurbishments, retrofits, and specific sustainability activities), replacement, upgrade, expansions, disposals and the construction of buildings as defined in the Asset Management Strategy.

The Sustainable Building Policy applies to all types of Councils buildings including: administrative offices; leisure and aquatic facilities; libraries; community buildings; sports ground pavilions; town halls; child care and health centres; works depots; and other Council buildings.

The Policy covers all buildings where Council has an ownership or management responsibility.

4. Human Rights and Responsibilities Charter – Compatibility Statement

All matters relevant to the Victorian Human Rights and Responsibilities Charter have been considered in the preparation of this Policy and are consistent with the standards set by the Charter. The Community Engagement Policy and Planning Framework will ensure that stakeholders across the City of Greater Dandenong have an opportunity to participate in public life and inform decision making, consistent with Section 18 of the Charter.

5. References

5.1. Plans, Strategies and Policies

- *Draft Climate Change Emergency Strategy 2020-30*
- *Imagine 2030 Community Plan*
- *Council Plan 2017-21*
- *Community Safety Plan 2015-22*
- *Community Wellbeing Plan 2017-21*
- *Sustainability Strategy 2016-30*
- *Asset Management Policy 2015*
- *Asset Management Strategy 2015-22*
- *Procurement Policy 2017*
- *Risk Management Policy 2015*

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

- *Community Hubs Framework 2015*
- *Community Facilities Management Policy 2013*
- *Sports Facilities Plan 2015*
- *Cycling Strategy 2017*
- *Public Car Share Policy 2019*
- *Public Electric Vehicle Charging Infrastructure Policy 2019*
- *Waste and Litter Strategy 2015-20*
- *Reconciliation Action Plan 2017-19*
- *Urban Tree Strategy 2018-28*
- *Greater Dandenong Planning Scheme (Clause 22.06 – Environmentally Sustainable Development)*

5.2. Programs

- *City Improvement Program (CIP)*

5.3. Legislation

State Legislation

- The *Local Government Act 2020* provides the framework for the establishment and operation of Councils, the responsibility of Councils to promote climate change awareness, adaptation, and mitigation, and the requirement to consider social, economic and environmental sustainability in all processes and procedures;
- The *Climate Change Act 2017* provides the framework that outlines the role and responsibility of Councils in response to climate change and sets overall targets for the state; And
- The *Planning and Environment Act 1987* provides the framework for planning the use, development and protection of land in the interest of the community both now and in the long-term.

Federal Legislation

- The *National Construction Code (2019)* identifies the minimum requirements (including energy and water measures) for the design, construction and performance of buildings.

5.4. Other Guidance

- *Sustainable Design Assessment in the Planning Process (SDAPP)*
- *Built Environment Sustainability Scorecard (BESS)*
- *Green Star – Design and As-Built Rating Tool*
- *Green Star – Performance Rating Tool*
- *National Australian Built Environment Rating System (NABERS)*
- *Green Building Council of Australia (GBCA) – A Carbon Positive Roadmap (2018)*
- *United Nations General Assembly – Sustainable Development Goals (2015)*

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

6. Definitions

Asset: A physical component of a facility which has value, it enables services to be provided and has an economic life of greater than 12 months.

Asset Management: The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of assets.

Budget: The budget is the total design and construction value of a project, determined by a project's category and the ESD standard outlined in **Table 1 – Project Categories**

Buildings: A building is a construction with walls, a roof and stands permanently in one place, whereas a structure is defined as a construction without a solid roof or walls. For entry into the building asset register, the minimum floor space of a building is two m2, and the minimum dollar value of a building is $5,000. For the purpose of this policy, the definition of a building includes the property and the land that the building is located on.

Building Operations and Maintenance Guide (O&M Guide): This is a source of up-to-date, relevant information for the facilities manager to ensure smooth operation of the building.

Building Management System (BMS): A computer-based software and hardware system capable of remotely monitoring and controlling the building's mechanical and electrical systems. This includes *Internet of Things (IoT)* based monitoring equipment capable of remotely monitoring, controlling and reporting a buildings performance to ensure equipment is operating to its calibrated performance requirements. A BMS system can also be applied to control lighting, access and *Closed-Circuit Television (CCTV).*

Building User Guide (BUG): This is a source of up-to-date, relevant information for the building user to ensure smooth operation of the building.

Built Environment Sustainability Scorecard (BESS): Is an assessment tool created by local governments in Victoria, managed by CASBE. It assesses the sustainability of a building's design at the planning stage.

Business Case (Pre-Bid): Involves the elicitation of information from the community identifying need, research, scoping, preparation and development of a project including investigations, stakeholder consultations, obtaining permits, conceptual design, high-level scheduling and lifecycle funding estimates.

Business Case (Detailed): Involves a detailed analysis of the project capital and operational costs versus the resulting benefits, both tangible and intangible. Development of an effective Business Case including introduction, analysis of the project, recommended option and justification. Approval is sought from Council before proceeding with detailed preliminary budgeting. A business case is intended to demonstrate that the advantages delivered by the project exceed the value of the financial cost to implement.

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Construction: Relates to the building delivery of Minor Capital Works, Medium Capital Works or Major Projects, and may be staged over a few years to deliver the project.

Council Alliance for a Sustainable Built Environment (CASBE): Is an Association of Victorian Councils committed to the creation of a sustainable built environment.

Disposal: Is any of the activities associated with the disposal of a decommissioned asset. At the end of an asset's serviceable life, an asset may become surplus to requirement for a number of reasons including under-utilisation, obsolescence, provision exceeds required level of service, policy change, or service provided.

Facilities: Are ancillary assets other than buildings within the property boundary such as carparks, off street access roads, off street lighting, bollards, signage, pathways, street furniture and garbage bins, garden beds, trees and vegetation. All items that service the building, above and below ground.

Green Star: Is a voluntary sustainability rating system for buildings in Australia, managed by the Green Building Council of Australia. It assesses the sustainability of buildings at the design, construction and operational stages.

Lifecycle: The time interval that commences with the identification of the need for an asset and terminates with the decommissioning of the asset or any liabilities thereafter.

Maintenance: Is the on-going, day-to-day work activity required to keep the assets (including buildings and facilities) serviceable and to perform as intended.

NABERS: Is an environmental rating tool that measures the energy, water, waste and indoor environmental performance of existing buildings during operation. It is managed by the NSW Department of Environment & Heritage on behalf of the Federal, State and Territory Governments.

Net Zero Emissions: Refers to achieving net zero carbon emissions by balancing a measured amount of carbon released with an equivalent amount sequestered, generated or offset, by the asset's operation.

Operations: This is the active process of utilising an asset that consumes resources such as manpower, energy and materials.

Refurbishment: Includes works to upgrade or enhance existing buildings and facilities.

Renewal / Replacement: Includes the restoration, or like-for-like replacement of existing assets to their original condition and capacity
Sustainable Development: Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable Development Goals: Developed by the United Nations General Assembly in 2015, these 17 goals expand upon the key areas of Sustainable Development and set targets for completion by 2030.

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Sustainable Design Assessment in the Planning Process (SDAPP) Factsheets: The SDAPP factsheets provide detailed advice on sustainable building design at the planning stage.

Upgrade: Includes work related to the extension or augmentation of an asset in response to growth or an increase in the defined levels of service.

Waste: Any energy outcome resulting from an action that can otherwise be achieved by simpler means requiring less energy.

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

7. Council Policy

7.1. Policy Vision

The Policy ensures that all capital works, including construction and refurbishment, renewals and disposals, of Council buildings minimises adverse environmental impacts, such as excessive energy consumption, greenhouse gas emissions, water use, and generation of waste, during the construction and operational phases of a building's life. The Policy will also guide and influence organisational practices to manage the social, environmental and financial aspects of Council Buildings.

7.2. Policy Objectives

The Policy will aim to deliver a range of improved sustainability outcomes and benefits to Council, the community and the environment including:

Environmental benefits

- Reduced demand for limited and non-renewable resources such as water, materials and energy derived from fossil fuels
- Reduced greenhouse gas emissions
- Reduced pollution, toxic by-products and waste production
- Demonstrate environmental leadership to the community
- By eliminating waste

Economic benefits

- Resilient, futureproofed assets prepared to adequately deal with the impacts of climate change
- Lower operational costs through increased energy, water and waste efficiencies and use of automated / intelligent systems.
- Offsetting rising utility prices
- Better financial performance through consideration of building lifecycle when designing, operating, and upgrading Council buildings
- Advantage when applying for funding or grants related to ESD considerations
- Increased attractiveness of Council buildings available for rent, due to lower utility cost

Social benefits

- Improved health and wellbeing outcomes for staff, tenants and other building users
- Tangible display of environmental leadership and corporate responsibility to the community
- Increased staff, community and stakeholder pride
- Improved comfort, resilience, safety and amenity of Council buildings

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

7.3. Financial Responsibility

Council is obligated to deliver buildings that are environmentally, socially, and economically sustainable. The cost of construction, maintenance, refurbishment, upgrade, and disposal works will be considered based on benefits and financial costs. The ESD features of any given undertaking will be considered holistically and with respect to payback periods. Council will ensure that value for money, social, environmental and economic factors are all carefully considered as an integral component of the procurement process.

7.4. Policy Standards

Council sets the following standards for building and facility projects delivered through the City Improvement Program:

Table 1 – Project Categories and ESD Performance Standards

Category	Council Building Type	New Buildings	Existing Buildings
Major Projects **≥$10M**	Civic Offices /Town Halls, Libraries, Aquatic Recreation Centres, Sports Stadiums, Larger Community Centres, Arts & Entertainment Centres	Minimum 5 Stars Green Star Design and As Built (or equivalent). The design specifications must be certified or peer reviewed by an independent third party. For office buildings: Minimum 5.5 Stars NABERS Energy (without Green Power). Minimum 5 Stars NABERS Water (without bulk-purchased recycled water). The NABERS Ratings will be validated through certification within 2 years of project completion. All buildings must be designed to achieve net zero carbon emissions through a combination of ESD principles, on-site renewable energy generation, and Power Purchasing Agreements (PPAs) or carbon offsets. On-site solar photovoltaic arrays generating at least 25% of the building's predicted peak electricity usage (adjusted for	Minimum 4 Stars – Green Star Design and As Built (or equivalent). The design specifications must be certified peer reviewed by an independent third party. For office buildings: Minimum 4.5 Stars NABERS Energy (without Green Power). Minimum 4 Stars NABERS Water (without bulk-purchased recycled water). The NABERS Ratings will be validated through certification within 18 months of project completion. Building design and operation aimed at achieving net zero carbon emissions. On-site solar photovoltaic arrays generating at least 15% of the building's predicted peak electricity usage (adjusted for seasonality) must be installed. If existing natural gas systems are present, a feasibility review

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

		seasonality) must be installed. Natural gas is not permitted under any circumstance. An intelligent IoT-based BMS must be installed for the purposes of monitoring and control. This must be of open architecture and non-proprietary.	detailing the possibility and cost associated with a transition to a comparable electric equivalent must be completed. An intelligent IoT-based BMS must be installed for the purposes of monitoring and control. This must be of open architecture and non-proprietary.
Moderate Projects ≥$1M – $10M	Pavilions, Childcare and Maternal and Child Health Centres, Aged Care/ Senior Citizens Centres, Neighbourhood Houses, Community Centres/Halls	Minimum 5 Stars Green Star Design and As Built (or equivalent). The design specifications must be peer reviewed by an independent third party. For office buildings: Minimum 5.5 Stars NABERS Energy (without Green Power). Minimum 5 Stars NABERS Water (without bulk-purchased recycled water). The NABERS Ratings will be validated through certification within 2 years of project completion. All buildings must be designed to achieve net zero carbon emissions through a combination of ESD principles, on-site renewable energy generation, and Power Purchasing Agreements (PPAs) or carbon offsets. Natural gas in not permitted under any circumstance.	Minimum 4 Stars Green Star Design and As Built (or equivalent). The design specifications must be certified or peer reviewed by an independent third party. For office buildings: Minimum 4.5 Stars NABERS Energy (without Green Power). Minimum 4 Stars NABERS Water (without bulk-purchased recycled water). The NABERS Ratings will be validated through certification within 18 months of project completion. Building design and operation aimed at achieving net zero carbon emissions. If existing natural gas systems are present, a feasibility review detailing the possibility and cost associated with a transition to a comparable electric equivalent must be completed.
Moderate Projects – 2	**<$1M ≥$250K**	Minimum score of 60% or higher (Excellent) – Built Environment Sustainability Scorecard (BESS) or equivalent + Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets. + Best practice standards under Disposals where applicable	Minimum score of 50% (Best Practice) – Built Environment Sustainability Scorecard (BESS) or equivalent + Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets. + Best practice standards under Disposals where applicable

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Moderate Projects – 3	**<$250K ≥$50K**	Minimum score of 50% (Best Practice) – Built Environment Sustainability Scorecard (BESS) or equivalent + Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets. + Best practice standards under Disposals where applicable	Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets. + Best practice standards under Disposals where applicable
Minor Projects	**<$50K**	Minimum best practice standards in the relevant Sustainable Building Categories as identified in the SDAPP Factsheets. Best practice should be used to eliminate inefficiencies and increase environmental value in installation of fit out appliances. All installations should be within one star of the highest energy/water rating currently available for the particular appliance at the time of design.	Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets. Where applicable to end-of-life replacements of fit out appliances, best practice should be used to eliminate inefficiencies and increase environmental value. All end-of-life substitutions should be within one star of the highest energy/water rating currently available for the particular appliance at the time of refurbishment.
Disposal		Demolition – demonstrate that a minimum of 90% of the waste generated during construction and demolition has been diverted from landfill (noting that this may not be possible for buildings of a certain age due to the presence of hazardous materials). Landscape – achieve a minimum 1 point using Green Star Ecological Value Calculator for the site.	
ALL		▪ Ongoing maintenance and performance costs will be considered in the design and delivery of all building projects. Conduct life-cycle cost and payback calculation on specific building features with two or more product options. ▪ Meeting standards to be part of the City Improvement Program – Project Reporting Process. ▪ For all projects ≥$5M that affect building services, a third party Independent Commissioning Agent must be engaged.	

Note: If the scope of the project expands and its budget changes, then the project's minimum ESD requirements must be reviewed and updated to meet the Minimum ESD Standards as defined in **Table 1 – Project Categories and ESD Performance Standards and Appendix 1 – Minimum ESD Standards.**

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

7.5. Business Cases

While Council strongly believes in value for money under the terms stipulated in point 7.3. – Financial Responsibility, Council also has an obligation to invest in infrastructure and design processes that will make a positive contribution to the Greater Dandenong region's resilience to climate change processes.

Measures that contribute in a meaningful way to Council's net zero carbon emissions and renewable energy targets, or significantly reduce consumption of energy, water and other resources, will be prioritised in the first instance.

In order to ensure financial obligations and ESD considerations are adequately disseminated and reviewed as per the intent of Section 7.3, Council requires the following Business Case procedures to be adhered to:

Projects ≥ $5 million

For projects ≥ $5M a Detailed Business Case, should include a cost-benefit analysis on the minimum ESD standard, to support the project budget, must be:

- Peer reviewed in the concept design stage by an internal member of the relevant team
- Reviewed and approved by an appropriate member of the Sustainability Planning Unit to ensure the ESD specifications are appropriate
- Presented by the Project Manager to Council during the Detailed Design Phase.

Projects ≤ $5 million:

For projects ≤ $5M a Detailed Business Case, which includes a cost-benefit analysis on the minimum ESD standard, to supports the project budget, must be:

- Peer reviewed in the concept design stage by an internal member of the relevant team
- Reviewed and approved by an appropriate member of the Sustainability Planning Unit to ensure the ESD specifications are appropriate
- Presented by the Project Manager to the Executive Management Team during the Detailed Design Phase.

7.6. Roles and Responsibilities

Council

- Councillors – Leadership group of elected community representatives, that:
  - Act as custodians and stewards for the sustainability resilience of Council's buildings and facilities and make final budget decisions via the Capital Improvement Program in each Annual budget.

CEO and Executive Management Team (EMT)

- Leadership group comprising of the CEO and Directors, that:

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

- Promotes the sustainability and futureproofing of Council's buildings and facilities to staff, Councillors and the broader community.
- Directs the design and construction of sustainable buildings that meet the objectives and standards in the Policy.
- Guides the periodic review and update of the Policy.

Capital Works Committee (CWC)
- Committee of staff from across Council, Chaired by Director of Business, Engineering and Major Projects, and governed by a Terms of Reference, that:
  - Oversees the strategic direction and monitoring of the City Improvement Program, and application of the Policy objectives and standards.
  - Oversees the implementation of the City Improvement Program and the delivery of the Policy objectives and standards.

Project Advocate
- Department Manager that acts as the 'Client' for the project, that:
  - Is responsible for providing oversight and support to Project Managers, to ensure that each project complies with the Policy, throughout the planning, coordination and delivery phases.

Project Management
- Specialist Unit within Council, that:
  - Ensures the coordination and delivery of individual projects and compliance with the Policy.

Design and Sustainability
- Specialist Unit within Council, that:
  - Provides advice, guidance and support on City Improvement Program projects to ensure that they comply with the Policy, especially during design phase of the project.
  - Reports on Councils performance against the Policy objectives and targets defined in relevant Sustainability Strategies and Plans.

Building Maintenance
- Specialist Unit within Council, that:
  - Provides support on City Improvement Program projects ensuring compliance with the Policy, from an operational and maintenance perspective.
  - Manages the building's facilities efficiently, once occupied, to reduce the operational impacts on the Council's emissions profile, resource consumption, and rising costs of utility bills in collaboration with the Design and Sustainability Unit.

Project Working Group
- Advisory group for the project that:
  - Is established to provide subject matter expertise about the project and its deliverables.

8. Implementation

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

This stage in the City Improvement Program involves the continuous monitoring and reporting of the project against budget forecasts and baseline schedules, as well as the objectives and standards in the Policy.

8.1. Process

Process	Role	Responsibility
Capital Planning		
Pre-Bid Business Case and Bid Submission	Project Advocate	▪ Elicits project specific information and negotiates with the community or users ▪ Prepares Business Case in accordance with Section 7.5. and submits for internal review and approval to EMT. ▪ Seeks advice and approval of Business Case from Design and Sustainability. ▪ Seeks advice from Building Projects. ▪ Includes feedback and Sustainable Buildings Policy requirements in project brief.
	Design and Sustainability	▪ Reviews proposed City Improvement Program project, reviews Business Case and ESD Specifications, and provides feedback to Project Advocate regarding the Sustainable Buildings Policy and its wider implications.
	Building Maintenance	▪ Review project and provide feedback to Project Advocate.
Bid Shortlisting	Design and Sustainability	▪ Check that bids meet the objectives and requirements in the Sustainable Buildings Policy.
Bid Assessment	Capital Works Committee	▪ Assesses the project against selection criteria including the objectives and requirements in the Sustainable Buildings Policy.
Capital Delivery		
Detailed Planning Phase	Project Manager	▪ For projects ≥ $5M appoint representatives from Design and Sustainability to the Project Working Group (where established). For projects >$4M: An opportunity for the Sustainability Team to define preference about the ESD consultant appointment for the project. ▪ The ESD Consultant is required to be adequately briefed by the Project Manager. The Consultant is required to provide a return brief about the project ESD specifics to the Project Manager for review, discussion and approval at the Conceptual stage of the project. ▪ For projects ≥ $5M appoint representatives from Building Maintenance to the Project Working Group (where established).

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

		▪ For projects ≤ $5M consult with Design and Sustainability. ▪ Project Report to include how Sustainable Buildings Policy objectives and standards will be achieved. ▪ For projects ≥ $5M present a detailed Business Case to Council that includes a cost benefit analysis confirming the minimum ESD standards ▪ For projects, ≤ $5M present a Business Case to the Executive Team that includes a cost benefit analysis on the minimum ESD standards, as identified in the Sustainable Buildings Policy.
	Design and Sustainability	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and assist Project Manager in reporting on how project is meeting the minimum ESD requirements and actionable items prescribed in the Sustainable Buildings Policy. This includes ensuring building, services and civil designs are appropriate and in accordance with this Policy ▪ For projects ≤ $5M provide advice and support to the Project Manager on minimum ESD and Sustainable Buildings Policy requirements. This includes ensuring building, services and civil designs are appropriate and in accordance with this Policy ▪ For all projects, check and approve Business Cases to ensure that Documentation and Specifications meet Sustainable Buildings Policy requirements.
	Building Maintenance	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and provide requested feedback. ▪ For projects ≤ $5M provide advice and requested feedback.
Detailed Design and Final Approvals Phase	Project Manager	▪ Project Management Plan to include how project will achieve the Sustainable Buildings Policy objectives and requirements.
	Design and Sustainability	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and assist Project Manager in reporting on how project is meeting Sustainable Buildings Policy. ▪ For projects ≤ $5M provide advice and support to the Project Manager on Sustainable Buildings Policy requirements. ▪ Check that Documentation and Specifications meet Sustainable Buildings Policy and minimum ESD requirements.
	Building Maintenance	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and provide requested feedback. ▪ For projects ≤ $5M provide advice and requested feedback.

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Cost Refinement and Procurement	Project Manager	▪ Conduct life-cycle cost and payback calculation on all building features that are being considered for cost refinement. ▪ Project Report to include how project is achieving Sustainable Buildings Policy standards and minimum ESD requirements.
	Design and Sustainability	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and check that any suggested changes do not impact the project's ability to adhere to the specific ESD requirements stipulated in the Sustainable Buildings Policy or agreed sustainable design outcomes. ▪ For projects ≤ $5M provide advice and check that changes do not impact how the project is meeting Sustainable Buildings Policy.
	Building Maintenance	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and provide requested feedback. ▪ For projects ≤ $5M provide advice and requested feedback.
Construction / Implementation (including Monitoring and Reporting)	Project Manager	▪ Project review to demonstrate practicalities about how project is achieving Sustainable Buildings Policy objectives and requirements. ▪ Check that any changes do not adversely impact the meeting of Sustainable Buildings Policy objectives and requirements. ▪ For projects ≥ $5M engage Independent Commissioning Agent.
	Design and Sustainability	▪ Ensure that changes do not adversely impact the meeting of Sustainable Buildings Policy objectives and requirements.
Completion / Handover	Project Manager	▪ Project review to include how project has achieved Sustainable Buildings Policy standards.
	Design and Sustainability	▪ Assist Project Manager in Handover process.
	Building Maintenance	▪ Review As Built drawings and functional documentation provided by the Project Delivery Team.
Evaluation / Close	Project Manager	▪ Project review to include report on implementation costs and expected benefits of Sustainable Building Policy on project.
Operations		
On-going Operations and Maintenance	Facilities Manager / Project Manager	▪ Check that Buildings are managed in accordance with the Operations and Maintenance Guide, and provided functional documents relating to the building or facility. ▪ Ensure that any repairs/replacements are done in accordance with Operations and Maintenance Guide and ESD requirements. ▪ Ensure Buildings and Facilities are run in accordance with best

DRAFT

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

		practice principles of energy, water and resource efficiency. ▪ Regularly monitor energy and water consumption and generation of waste using a combination of inhouse BMS information and remote 3rd party analytical data, utility bills, or manual meter readings, dependent on facility. ▪ Develop and circulate quarterly summary reporting on the Energy Use, Water Use and Waste Generation in each building or facility.

8.2. Special Considerations

There are some cases where the sustainability standards or certain ESD items may not be achievable or practical.

Where compliance with sustainability standards or components of them have been assessed to provide inadequate environmental, social or economic benefit to warrant the investment required. This assessment will be made by relevant officers with representation from Council's Sustainability Planning unit and, where appropriate, with input from a suitably qualified person in sustainable building design. The decision to apply special considerations in this regard will be made by the relevant Director or Manager.

9. Monitoring and Reporting

The City Improvement Program will be monitored and reported on, to ensure projects comply with the endorsed Sustainable Buildings Policy objectives and standards, as well as relevance to Council goals, targets, performance indicators and statutory requirements.

Key performance indicators include:

- Percentage (%) of projects meeting specific Sustainability Performance Targets as identified in the Sustainability Strategy 2016-30.
- Percentage (%) of projects meeting specific Performance Targets as identified in the Climate Change Emergency Strategy 2020-30.
- Performance of Council buildings against specified Sustainability Performance Targets as identified in the Sustainability Strategy 2016-30.

This information will be reported on as part of Council's annual sustainability reporting methods, which is presented back to Council.

Quarterly summary reporting on the current Energy and Water Use and Waste Generation in each building or facility will be completed and circulated internally. This may be based on BMS or 3rd party remote analytical monitoring data, utility/contractor invoices or manual meter readings, in order or preference and dependent on the highest level of data available at each facility.

The effectiveness of the policy will be reviewed after two years (to account for changes in ESD and technical standards) and reported back to Council.

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4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Appendix 1: Minimum ESD Standards

The ESD minimum requirements outlined below apply (as relevant to the mandated scope of works) to all capital works and building maintenance project works. The requirements are deliberately specific; they are written for direct insertion into tender specification documents or for individual product selection specifications are provided.
These should be discussed with Council's Sustainability Planning Unit to check which items are feasible for the scope of works. All internal projects will apply this policy from project conception to ensure that initial project scope and budget preparation includes these minimum requirements.

<table>
<tr><th>Building Item</th><th>Specification Requirement</th></tr>
<tr><td colspan="2">1. Building Envelope</td></tr>
<tr><td>1.1 - Building Fabric Insulation</td><td>Roof and ceiling, walls, and flooring construction achieves a 20% increase on the minimum required R-values specified in NCC Section J1.3, J1.5 and J1.6. Below is a table Total R-values for building fabric in Climate Zone 6 with a 20% increase.
<table>
<tr><th>Building Fabric Component</th><th>Total R-value</th></tr>
<tr><td>Roof/Ceiling</td><td>3.84</td></tr>
<tr><td>Wall components of a wall-glazing construction where the wall is less than 80% of the area of the wall-glazing construction where the wall is 80% or more of the area of the wall-glazing construction as per NCC Section J Part J1.5</td><td>1.20</td></tr>
<tr><td>Wall components of a wall-glazing construction where the wall is 80% or more of the area of the wall-glazing construction as per NCC Section J Part J1.5</td><td>1.68</td></tr>
<tr><td>Walls with surface density ≥ 220 kg/m^2 or South orientation or shaded according to NCC Section J Figure J1.5</td><td>2.76</td></tr>
<tr><td>All other walls</td><td>1.20</td></tr>
<tr><td>Internal walls between conditioned and non-conditioned areas</td><td>1.20</td></tr>
<tr><td>Floor above non-conditioned area</td><td>1.20</td></tr>
<tr><td>Floor with in-floor heating</td><td>3.90</td></tr>
<tr><td>All others floors</td><td>2.20</td></tr>
</table>
If using the Section JV3 method using a reference building, demonstrate a 20% improvement on the Reference Building. The Reference Building is a building which achieves minimal compliance with the NCC Section J DTS provisions.
Retrofit insulation wherever possible into renovations and extensions and where any new air conditioning or heating systems are added.
For large projects with an expected high use and ongoing frequency of artificial heating and cooling, thermal scanning is to be undertaken to the façade once the insulation has been installed and the internal plastering complete.</td></tr>
<tr><td>1.2 - Building Sealing</td><td>All new buildings (including extensions and other works) must be designed to reduce unwanted air infiltration through building sealing. This includes:
Thermal bridging to be avoided.</td></tr>
</table>

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Building Item	Specification Requirement
	For works to existing buildings: • All existing windows and doors to be sealed and weather-stripped. • All existing exhaust fans to be fitted with self-sealing dampers. • Any disused ventilation openings (e.g. kerosene vents) should be sealed, For large projects with an expected high use and ongoing frequency of artificial heating and cooling, air pressure testing is to be undertaken to the conditioned spaces of the building.
1.3 - Glazing	For vertical glazing, the total energy used for each orientation and each story is not greater than 90% of the total allowance according to the Australian Building Codes Board glazing calculator or the calculated aggregated air-conditioning energy value as defined in part J1.5 of the NCC. If using the Section JV3 method using a reference building, demonstrate a 20% improvement on the Reference Building. The Reference Building is a building which achieves minimal compliance with the NCC Section J DTS provisions. Where there are roof lights, the SHGC and total U-Value of these roof lights exceed the requirements of NCC section J1.4 by 15%.
1.4 - Thermal Mass	All development should apply design principles to help enhance thermal mass and temperature regulation to the building and immediate surrounds. Design principles include the following: • Material selection and positioning to facilitate thermal mass • Incorporation of architectural features that minimise or exploit heat gain • Landscape design to maximise site perviousness and provision of vegetation that provides shade and weather protection.
2. Lighting Design and Lighting Control	
2.1 - Lighting	Light Emitting Diode (LED) technology exclusively for all lighting. The following minimum specifications are required for all LED lighting: • Flicker free electronic drivers that feature 12-bit or greater resolution. • To address the perception of colour, light sources must have a minimum Colour Rendering Index (CRI) of 80. • Power factor should be between 0.9 and 1.0. • Efficacy should be 70 lumens per watt or better. • Warm white is preferred by default, however the architect or lighting designer may choose other colours to enhance the design's function or ambiance. Lighting design should consider for the following: • Design for easy access to change lights. • Factor in cost of changing light bulbs and maintenance when costing. • Controller by the building BMS • To include motion sensors and dimming
2.2 - Illumination	Best practice lighting levels for each task within each space type is defined as lighting with a maintained illuminance that meets the levels recommended in the relevant Standard. Guidance for different space types and activity types: Lighting designs are to be checked using a lighting model (such as a Dialux model or equivalent) to ensure that spaces are not over or under illuminated. As-installed illumination levels should also be checked as part of the commissioning process. Lighting levels for different space types and activity types should comply with AS/NZS

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Building Item	Specification Requirement
	1680.
2.3 - Outdoor Lighting	No external luminaire has an Upward Light Output Ratio that exceeds 5%. Lighting designs should avoid light spill over property boundaries as described in *AS 4282:1997 Control of the obtrusive effects of outdoor lighting.*
2.4 - Control Systems	Photoelectric (PE) daylight dimming, turndown modes, timers and proximity sensors are to be specified by the lighting designer, optimised to minimise running time and operational energy of lighting systems. Lighting control to be linked to building management systems and/or security system. Occupancy Passive Infrared sensors (PIR) in all areas with adhoc usage patterns (i.e. Change Rooms, toilets, meeting rooms, storerooms, medical rooms, individual offices, plant rooms, etc.) Sensors to be installed above entries into rooms facing the activity area of the room unless otherwise specified. Sensors not to be positioned to face doorways.
3. Heating, Ventilation and Cooling Systems	
3.1 - Heating Ventilation and Air Conditioning (HVAC) Design	To reduce reliance on mechanical ventilation, the following design principles should be considered: • Use passive design principles to avoid excessive heat gain. • Minimise west facing glazing, maximise operable windows and cross ventilation. Use natural ventilation or a mix of natural and mechanical ventilation. • Install fixed external shading to north glazing, adjustable external shading to east and west windows and glazed doors. • Zone spaces to shut off rooms not in use, cool rooms only being used and locate non-habitable rooms on the west as a buffer from heat gain. • Ceiling heights to be a minimum of 2.7 metres so that ceiling fans can be installed safely. • In small buildings, plan to have effective natural ventilation based on BESS guidelines. • Use reed switches on outside doors to temporarily shut down HVAC in spaces where outside doors are regularly left open, including childcare centres, gymnasiums and pools. • Intelligent use of best practice site greening principles for both shading and carbon capture.
3.2 - Heating Ventilation and Air Conditioning (HVAC) Technology	In new builds, heat pump technology for heating and/or cooling must be used in place of natural gas. Equipment to have Coefficient of Performance (CoP) and Energy Efficiency Ratios (EER) within 15% of the most efficient equivalent capacity unit available (i.e. If most efficient equivalent capacity unit has a COP of 3.5, then an acceptable equivalent capacity unit would be no lower than COP 3 – calculated as 3.5 x .85) Refer to www.energyrating.gov.au. Preference waterless heat-rejection cooling systems – use evaporative systems to support air flow in kitchen canopies Council now prohibits natural gas boilers in new buildings due to the associated emissions profile and inability to achieve Council's zero carbon emissions goals. For offices and childcare centres, heat recovery ventilation is encouraged. This includes specifying the inclusion of air-to-air heat exchangers as part of the building HVAC. Where continuous 100% fresh air is required (i.e. Gymnasiums), Heat Ventilation and Air Conditioning systems will employ closed-loop heat exchange technology with

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Building Item	Specification Requirement
	conversion efficiency greater than 75%. Where there is no ventilation systems and natural ventilation is relied on, include ceiling fans or air turbines to all habitable spaces. Allow for a minimum 2700mm ceiling height for rooms with ceiling fans. Consultants to provide HVAC selection matrix to justify strategy in relation to project specific requirements. In mixed-use buildings incorporating an office component ratable under NABERS, any non-office space must be serviced by an entirely separate HVAC system (including plant equipment, fans, pumps etc.). This is to avoid the inclusion of any unnecessary thermal energy which will have a negative impact on the rating result. If this is not feasible, NABERS-compliant thermal metering must be installed to enable the manual exclusion of the thermal energy associated with provision of servicing to the non-office space.
3.3 - Economy features	Motorised and fully modulating economy dampers to be fitted to all integrated Heat Ventilation and Air Conditioning (HVAC) systems (packaged or split ducted) with 100% outside air capability. All air handling unit (AHU) fans to include Variable Speed Drive (VSD) technology capable of being controlled by non-original equipment manufacturing (OEM) external direct digital controllers (DDC). Fan or pump motors to be direct drive. Belts and pulleys are not to be used, unless absolutely and proven as required. All heat pumps to employ variable refrigerant flow (i.e. Electronically Controlled variable Thermostatic Expansion (TX) valves or variable speed refrigerant flow/compressors) Design plans by Engineer or Supplier must demonstrate that Heat Ventilation and Air Conditioning (HVAC) has been sized according to building load requirements
3.4 - HVAC Control Systems	All changes to HVAC systems to include control strategies that demonstrate and follow the load of the building in conjunction with ambient conditions. To be included but not limited to; • pump speeds, • CO_2 sensor limits and thresholds, • Staging according to conditions. All systems to utilise variable supply based on occupancy using CO_2 monitoring and/or occupancy detection for zone ventilation control. This includes PIR for splits, fan coils, AHUs or VAVs. Unitary controls – where systems employ unitary controls only, supplementary control shall be available for high level interface (HLI) to BMS or other systems as required. Building Management Systems (BMS) – Any BMS deployed to provide control and / or monitoring of equipment shall be capable of HLI to existing BMS used by council for supervisory control and data acquisition. BMS equipment and software must be open-architecture and non-proprietary, based on IOT sensor technology and information transmission platforms that automatically encrypt data sent. Preference is given to HVAC systems that provide multi-mode control, regulating each area to specific temperature and master control held remotely.
Refrigerants	The current refrigerants family of R410a is to be discontinued in 2 to 3 years' time, allowing only for top ups. The new R32 is therefore preferred as a replacement when available. Note, R32 is slightly combustible. Preference is therefore given to natural refrigerants that also provide comparatively higher efficiency, such as CO2 (R744), Ammonia (R717), Propane (R290).
4. Hot Water Systems	
4.1 - Hot Water Technology	Preference hot water system as follows: **1.** Electric heat pump (minimum COP 3.5 under design conditions, depending on

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Building Item	Specification Requirement
	size) 2. Electric resistance, coupled with 100% powered by renewable energy or on-site solar photovoltaic device 3. System that recovers waste heat recovered from another process 4. Where gas hot water systems are proposed, units must be instantaneous that employ condensing technology at or greater than 90% net efficiency (including manifolded arrays where staged multiple units are required). Option 4 may only be used through preparation of a justification report which must be approved by both the responsible Project Manager and a representative of the Design and Sustainability team.
4.2 - Pipe insulation	All hot water piping (flow and return) above 25mm Outside Diameter (OD) shall be insulated with pre-formed sectional glass wool or polyester insulation, having a maximum thermal conductivity of 0.036 W/m^2.K at 20°C mean temperature. All exposed pipe work insulation shall be sheathed with 0.5mm thick zinc anneal sheet metal or approved equivalent. All sheathing shall be installed in a manner which resists entry of water and UV light. All hot water pipes (flow and return) 20mm Outside Diameter (OD) or less shall be fully insulated with Armaflex FR 13mm or approved equivalent. All exposed pipe work insulation shall be sheathed in a UV protective coating, i.e. foil tape or equivalent coating. All sheathing shall be installed in a manner which resists entry of water and UV light. High quality, appropriate for the application, pipes (such as George Fisher GF) must be used in the event that plastic pipes are specifically selected. All external hot water pipe fittings such as connectors, joiners, bend pieces and valves shall also be insulated. Ring main hot water systems shall be fully insulated with Armaflex FR 38mm or approved equivalent. Note: Pre-lagged (Kemlag or Polylag) pipe not to be used. Long ring main runs are not recommended as energy is wasted due to idle standing in the line.
4.3 - Hot Water Control Systems	Ring main hot water systems will include a digital time clock control mechanism that: • Prevents hot water circulation during non-occupancy hours. • Starts ring main at least one hour prior (or greater if required for occupational and health and safety requirements) to building occupancy to circulate any accumulated bacteria through 60 degree water to kill any Legionella bacteria. Preference connection to a Building Management System (BMS) or building security system.
5. Building Services Operational Control	
5.1 - Metering and Monitoring	Accessible metering must be provided to monitor building energy and water consumption, including all energy and water common uses and major uses, and sources. Non-utility meters (including sub-meters) must follow the same requirements to those described in the most current Validating Non-Utility Meters for NABERS ratings protocol, issued by the NSW Office of Environment and Heritage. Meters must be located in an area that allows regular monitoring and maintenance by

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Building Item	Specification Requirement
	facilities managers or connected to the BMS to be read remotely, as digital meters. A monitoring plan must be developed so Council and building managers can find, access and easily interpret metering data.
BMS Systems and Remote (IoT) Based monitoring systems	A building's BMS system is the eyes and ears of all equipment and devices under its control. The BMS system needs to be based on IOT sensor technology that provides high accuracy, repeatability and long battery life. It needs to be of open architecture and non-proprietary. Its software must be capable of remote transmission securely via a platform such as LoRaWan, not WiFi. Analytics of the data generated by the BMS need to be read and understood by qualified engineers who would be able to identify abnormalities in their pattern of use.
5.2 - Commissioning Hand Over and Tuning	A *building user's guide* must be completed by the design team (using Green Star templates). The building user's guide is to be reviewed and updated by the design team just prior to building occupation. An independent commissioning agent is to be appointed to ensure that all building systems are working to peak efficiency and as per design specifications before practical completion can be granted. The commissioning agent must be appointed directly by Council (not by the main building contractor). The commissioning agent can be a member of Council's facilities team, in which case will need to report back to the project team to report highlights, issues found, or lessons learnt. The commissioning agent's scope is to also oversee building tuning of the main building systems and building controls over 12 months of operations (during the defects liability period). The design team and the commissioning agent is to train Council staff, Facilities Managers and the main building users in the efficient operation of building systems, maintenance requirements, signs of inefficient operation and the contents of the building users guide as part of building handover.
5.3 - Lighting Control	Lighting control systems outlined in item 2.4 are to be commissioned and then tuned over a period of 12 months to ensure that lighting works both efficiently and in line with the building user's needs. Smart lighting is encouraged.
5.4 - HVAC Control	HVAC Control systems outlined in item 4.3 are to be commissioned and then tuned over a period of 12 months to ensure that HVAC works both efficiently and in line with the building user's needs. Split systems other than split ducted (hi wall, cassette, under ceiling) will include Original Equipment Manufacturing (OEM) wired wall mounted controllers with administrator lock out capabilities of hi and low temperature, fan speed, run time. Infrared remote controllers (IRCs) should be avoided.
6. Renewable Energy Provision	
6.1 - Renewable Energy Systems	Installation of a micro-generation renewable energy system to supply an agreed level of building energy consumption is required. If solar PV system is deemed not feasible (as approved by both the relevant Project Manager and a representative of the Design and Sustainability team), the building must be designed to accommodate the installation of solar PV, batteries and battery management system that maximises solar irradiance at a future stage.
7. Energy Efficient Appliances and Equipment	
7.1 - Appliance and Equipment	**Hand Dryers:** Only high energy efficient hand dryers utilising no heat, high air speed technologies

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Building Item	Specification Requirement
Efficiency standards	along with air filters to promote hygiene are to be installed in toilets, bathrooms and change rooms. Paper towels and paper towel dispensers are not to be used unless hand dryers are considered to be unsuitable (with supporting evidence). **Fans and Exhaust Units:** Highest available energy efficient ventilation systems, extraction fans, etc. **Domestic Fit-out Appliances:** Equipment used in fit out to be within one star rating of best available technology for energy and water efficiency. i.e. fridge / freezer / dishwasher (5 star water rating and 4 star energy rating minimum) / oven / cook top / range hood/ hot water urns. Energy efficiency of appliances can be confirmed on the website www.appliancesonline.com.au with performance ratings based on information provided on the website www.energyrating.gov.au **Beverage Boilers:** Install timers on tea and coffee boilers so they switch off over weekends and overnight. No urns to be used.
7.2 - Peak Demand Management	For large buildings with a high anticipated electrical consumption, electrical equipment and control systems should to be designed to minimise kVA demand during peak times. This includes the use of battery storage, coupled with renewable energy generation and demand management systems.
8. Water Efficiency and Stormwater Management	
8.1 - Water Fixtures, Fittings and Appliances	**Shower heads**: 3 star WELS, ≤7.5L/min flow rate Use timed shower systems that allow for pre-set temperature control and flow duration. **Shower taps**: push button time delay variable temperature mixing valve (eg. Enware TFC790925 or equivalent). **Toilets**: Within 1 star WELS of best available **Urinals**: Within 1 star WELS of best available, preference sensor operated **Taps**: Within 1 star WELS of best available, preference push button **Washing machines / dishwashers / other appliances**: Within 1 star WELS of best available Refer to WELS Product Database: http://www.waterrating.gov.au/ Products with a specific "fit for purpose" use must meet the abovementioned water consumption benchmarks.
8.2 - Rainwater Tanks	Rainwater harvesting system to supply toilets, urinals, laundry, garden irrigation, etc. Match roof capture area and tank size to expected use. Tanks to have adequate filtration when connected to internal uses. Gutter guards, first flush diverters, etc. need to be considered. Tools such as www.tankulator.ata.org.au/ or www.insitewater.com.au can help size tanks appropriately. Tank purging/sharing systems should also be considered based on the project and site surround to maximise non-potable water use and plan for storm events.
8.3 - Stormwater Quality	Design the stormwater management system to achieve Best Practice stormwater management. Rainwater harvesting system (see rainwater tanks above) and/or raingardens, swales or other engineered treatment measures may be required. Best Practice stormwater management can be demonstrated by either achieving a 100% score in Melbourne Water STORM tool, InsiteWater or MUSIC modelling.
9. Building Materials and Finishes	
9.1 - Timber	All timber used to be FSC or PEFC certified or re-used/recycled. The use of tropical hardwoods such as Merbau, Mirabow, Ipil, Kwila, Vesi are not permitted under any circumstances.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Building Item	Specification Requirement
	All engineered wood products, including office furniture and fit outs to comply with E0 standard for formaldehyde levels. Where no E0 Product is readily available criteria within the Green Star Formaldehyde Minimisation credit can be applied. (Refer to IEQ13.2 in the Greet Star Technical Manual). The use of laminated timber structural members (plantation) will be given precedence over native hardwood structural members.
9.2 - Structural and Reinforcing Steel	95% of the building's steel (by mass) is sourced from a Responsible Steel Maker. For steel framed buildings, at least 60% of the fabricated structural steelwork is supplied by a steel fabricator/steel contractor accredited to the Environmental Sustainability Charter of the Australian Steel Institute (ASI). For concrete framed buildings, at least 60% (by mass) of all reinforcing bar and mesh is produced using energy-reducing processes in its manufacture (measured by average mass by steel maker annually).
9.3 - Building Products in General	Meet transparency and sustainability requirements under one of the following initiatives: • Reused Products • Recycled Content Products • Environmental Product Declarations • Third-Party Certification • Stewardship Programs.
9.4 - Poly Vinyl Chloride (PVC)	To reduce environmental impacts for building users, internal fit out plastics (e.g. vinyl flooring and carpet underlays) should exclude PVC. Where PVC is used apply Best Practice Guidelines for PVC in the Built Environment by specifying eco-labels (e.g. Global-Mark Certified) that comply with the Green Star Responsible Materials credit. A Material Safety Data Sheet is a way to verify that a product does not contain PVC.
9.5 - External surface finishes	Light materials with Solar Reflectance Index (SRI) in accordance with the Green Star criteria for the heat island effect are to be used for roof and external facade to reduce urban heat island effect and reduce cooling load. (Roofing material preference: Colorbond Coolmax or approved equivalent)
10. Indoor Environmental Quality	
10.1 - Paints, Adhesives, Sealants & Carpets	Low or zero Volatile Organic Compound (VOC) office furnishings, flooring and internal coatings (i.e. paints, adhesives and sealants) in accordance with the Green Star Tool. (Refer to IEQ 13.1 in the Green Star Technical Manual). Plasterboard with recycled content.
10.2 - Daylight Access	Provide adequate daylight for all spaces and demonstrate a Daylight Factor (DF) of at least 2.0% at finished floor level (FFL) under either a CIE overcast sky or a CIE uniform sky through modelling or through Green Star Daylight and Views Hand Calculation Guide.
11. Transport Facilities	
11.1 - Low Emission Vehicle Provision	Design allowance for at least 2 single phase sub-circuits (40 Amp capacity) on switch board to allow for e - vehicle recharging. 15% of parking should be designated for fuel-efficient vehicles. Parking spaces for fuel-efficient, hybrid and electric vehicles must be clearly designated, for example through use of different coloured line markings and highly visible signage
11.2 - Bike-Parking	Bicycle parking for users and visitors to be meet at the minimum Planning Scheme Clause 52.34 requirements. Bicycle parking and end of trip facilities must be designed to meet the minimum requirements using the Built Environment Sustainability Scorecard (BESS). End of trip facilities designed in accordance with Bicycle Victoria's Bicycle Parking

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Building Item	Specification Requirement
	Handbook. Continuous and accessible travel to the bike parking area.
	12. Innovation
12.1 - Innovation Opportunities	Council encourages innovation in Council Buildings, as they help Council to demonstrate leadership and help educate the community on practical sustainability. Council buildings should continuously trial and refine new technologies as they become available. Technologies currently considered innovative but which should be considered for Council buildings include: • Increased thermal mass in preference to light weight structures. • Simulated thermal mass using light weight phase change materials. • For existing buildings - investigate retrofitting phase change materials and adding additional shading, blinds and window tinting. • Batteries used to reduce peak load and network demand charges, and designed to provide load shifting, peak lopping, and off-peak charging. • Batteries designed to improve on-site utilisation of renewable generation. • Batteries used to increase building operational resilience in the face of civic emergencies and grid failures (using renewable and battery combinations instead of back-up generators). • Increased provisions for electric vehicles. • Solar shading for car parks to support electric vehicle charging. • Low carbon cements cement alternatives. • For larger projects – a Power Purchase agreement to supply renewable energy to achieve zero carbon goals when these cannot be completely achieved by on-site measures (undertaken as per Green Star requirements).Any other innovations not otherwise considered by this document but recommended by the Project Manager or design team. • All projects are to undertake a pre-occupancy and post-occupancy survey to understand building occupant comfort and needs. • All new development must appropriately reflect and acknowledge and/or incorporate Aboriginal and Torres Strait culture. This is to be guided through the delivery of Councils Reconciliation Action Plan.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

POLICY AND STRATEGY

GREATER DANDENONG SUSTAINABLE BUILDINGS POLICY – REVIEW AND UPDATE

ATTACHMENT 2

GREATER DANDENONG SUSTAINABLE BUILDINGS POLICY – 2017 ADOPTED POLICY

PAGES 12 (including cover)

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

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Sustainable Buildings Policy

Objective ID:	A4514063	Directorate:	Engineering Services
Authority:	Council	Responsible Officer:	Manager City Projects and Capital Improvement
Policy Type:	Discretionary	Version Number:	01
1st Adopted by Council:	9 October 2017 Minute No. 409	Last Adopted by Council:	9 October 2017 Minute No. 409
Review Period	Every 2 Years	Next Review	October 2019

1. Purpose

The purpose of the Sustainable Buildings Policy ("the Policy") is to incorporate environmentally sustainable design principles into the design, construction, operation, management and disposal of buildings owned and managed by Council.

2. Background

The Council for the City of Greater Dandenong ("the Council") is committed to helping create a sustainable built environment. Council owns nearly 300 buildings – valued at over $333 Million.

High-level key priorities and objectives supporting the Policy are outlined in the Council Plan 2017-21 – they include:

- A healthy, liveable and sustainable city;
- A city planned for the future;
- A diverse and growing economy; And
- An open and effective Council.

The Sustainability Strategy 2016-30 sets out the City of Greater Dandenong's vision for a sustainable future, and provides the strategic framework to implement it.

> *Vision: By 2030 the City of Greater Dandenong is one of the most sustainable cities in Australia* – City of Greater Dandenong's Sustainability Strategy 2016-30.

3. Scope

This Policy applies to all City Improvement Program (CIP) projects including the maintenance, renewal (including refurbishments and retrofits), replacement, upgrade, expansions, disposals and the construction of buildings as defined in the Asset Management Strategy.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

The Policy covers all buildings where Council has an ownership or management responsibility.

4. Human Rights and Responsibilities Charter – Compatibility Statement

All matters relevant to the Victorian Human Rights and Responsibilities Charter have been considered in the preparation of this Policy and are consistent with the standards set by the Charter. The Community Engagement Policy and Planning Framework will ensure that stakeholders across the City of Greater Dandenong have an opportunity to participate in public life and inform decision making, consistent with Section 18 of the Charter.

5. References

5.1. Plans, Strategies and Policies

- *Imagine 2030 Community Plan*
- *Council Plan 2017-21*
- *Community Wellbeing Plan 2013-17*
- *Sustainability Strategy 2016-30*
- *Asset Management Policy 2015*
- *Asset Management Strategy 2015-22*
- *Procurement Policy 2015*
- *Risk Management Strategy 2015*
- *Community Hubs Framework 2015*
- *Community Facilities Management Policy 2013*
- *Sports Facilities Plan 2015*
- *Waste and Litter Strategy 2015-20*

5.2. Programs

- *City Improvement Program (CIP)*

5.3. Legislation

State Legislation

- the *Local Government Act 1989* provides the framework for the establishment and operation of councils, who's primary objectives include ensuring the social, economic and environmental viability and sustainability of the municipality;
- the Climate Change Act 2010 provides the framework that outlines the role and responsibility of councils in response to climate change; And
- the *Planning and Environment Act 1987* provides the framework for planning the use, development and protection of land in the interest of the community both now and in the long-term.

Federal Legislation

- the *National Construction Code* identifies the minimum requirements (including energy and water measures) for the design, construction and performance of buildings.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

5.4. Other Guidance

- *Sustainable Design Assessment in the Planning Process (SDAPP)*
- *Built Environment Sustainability Scorecard (BESS)*
- *Green Star – Design and As-Built Rating Tool*
- *Green Star – Performance Rating Tool*
- *National Australian Building Energy Rating Scheme (NABERS)*

6. Definitions

Asset: A physical component of a facility which has value, it enables services to be provided and has an economic life of greater than 12 months.

Asset Management: The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of assets.

Budget: The budget is the total design and construction value of a project, determined by a project's category and the ESD standard outlined in **Table 1 – Project Categories**

Buildings: A building is a construction with walls, a roof and stands permanently in one place, whereas a structure is defined as a construction without a solid roof or walls. For entry into the building asset register, the minimum floor space of a building is two m2, and the minimum dollar value of a building is $5,000. For the purpose of this policy, the definition of a building includes the property and the land that the building is located on.

Building Operations and Maintenance Guide (O&M Guide): This is a source of up-to-date, relevant information for the facilities manager to ensure smooth operation of the building.

Building User Guide (BUG): This is a source of up-to-date, relevant information for the building user to ensure smooth operation of the building.

Built Environment Sustainability Scorecard (BESS): Is an assessment tool created by local governments in Victoria, managed by CASBE. It assesses the sustainability of a building's design at the planning stage.

Business Case (Pre-Bid): Involves the research, scoping, preparation and development of a project including investigations, stakeholder consultations, permitting, preliminary design, preliminary scheduling and initial and ongoing lifecycle funding estimates.

Business Case (Detailed): Involves a detailed analysis of the project. Development of an effective Business Case including introduction, analysis of the project, recommended option and justification. Approval is sought from Council to proceed with detailed preliminary budgeting.

Construction: Relates to the infrastructure asset delivery of Minor Capital Works, Medium Capital Works or Major Projects, and may take a few years to deliver the project.

Council Alliance for a Sustainable Built Environment (CASBE): Is an association of Victorian councils committed to the creation of a sustainable built environment.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Disposal: Is any of the activities associated with the disposal of a decommissioned asset. Assets may become surplus to requirement for a number of reasons including underutilisation, obsolescence, provision exceeds required level of service, policy change, or service provided.

Facilities: Are ancillary assets other than buildings within the property boundary such as carparks, off street access roads, off street lighting, bollards, signage, pathways, street furniture and garbage bins, garden beds, trees and vegetation.

Green Star: Is a voluntary sustainability rating system for buildings in Australia, managed by the Green Building Council of Australia. It assesses the sustainability of buildings at the design, construction and operational stages.

Lifecycle: The time interval that commences with the identification of the need for an asset and terminates with the decommissioning of the asset or any liabilities thereafter.

Maintenance: Is the on-going day-to-day work activity required to keep the assets (including buildings and facilities) serviceable and prevent premature deterioration or failure.

NABERS: Is an environmental rating tool that measures the energy, water, waste and indoor environmental performance of existing buildings during operation. It is managed by the NSW Department of Environment & Heritage on behalf of the Federal, State and Territory Governments.

Net Zero Emissions: Refers to achieving net zero carbon emissions by balancing a measured amount of carbon released with an equivalent amount sequestered, generated or offset.

Operations: This is the active process of utilising an asset, which will consume resources such as manpower, energy and materials.

Refurbishment: Includes works to upgrade, refurbish, rehabilitate or replace existing buildings and facilities with facilities of equivalent capacity or performance capability.

Renewal / Replacement: Includes the restoration, replacement and rehabilitation of existing assets to their original condition and capacity to extend their functionality.

Sustainable Development: Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable Design Assessment in the Planning Process (SDAPP) Factsheets: The SDAPP factsheets provide detailed advice on sustainable building design at the planning stage.

Upgrade: Includes work related to the extension or augmentation of an asset in response to growth or an increase in the defined levels of service.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

7. Council Policy

7.1. Policy Vision

The Policy ensures that all capital works, including construction and refurbishment, renewals and disposals, of Council buildings minimises adverse environmental impacts, such as energy use, water use and waste generation, during the construction and operational phases of a building's life.

7.2. Policy Objectives

The objectives of this policy are to:

- demonstrate leadership to the community, improve internal comfort and amenity, and reduce operational costs of buildings.
- reduce peak energy demand, increase energy efficiency, increase use of renewable energy and reduce greenhouse gas emissions associated with buildings.
- reduce consumption of mains potable water, increase water efficiency and achieve best practice stormwater management outcomes.
- reduce waste sent to landfill, increase the reuse and recycling of construction waste, and increase reusability of materials in buildings.
- reduce the environment impact of materials by prioritizing materials with a favorable lifecycle assessment.

7.3. Policy Standards

Council sets the following standards for building and facility projects delivered through the City Improvement Program:

Table 1 – Project Categories

Category	Budget	Minimum ESD Standards
Major Projects	**≥$5M**	Minimum 5 Stars – Green Star: Design and As Built (or equivalent) Minimum 5 Stars – Green Star: Performance (or equivalent) + Aim for Net Zero Emissions For all Major Projects a Business Case that supports the project budget must be presented to Council. It must include a cost benefit analysis which compares the costs and benefits of the project being delivered and the ESD Standards.
Moderate Projects – 1	**<$5M ≥$1M**	Minimum 4 Stars – Green Star: Design and As Built or equivalent Minimum 4 Stars – Green Star: Performance or equivalent + Aim for Net Zero Emissions For all Moderate Projects a Business Case that supports the project budget must be presented to the Executive Management Team. It must include a cost benefit analysis which compares the costs and benefits of the project being delivered and the ESD Standards.
Moderate Projects – 2	**<$1M ≥$250K**	Minimum score of 70% (Excellent) – Built Environment Sustainability Scorecard (BESS) or equivalent + Minimum best practice standards in the Sustainable Buildings

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

		Categories as identified in the SDAPP Factsheets. + Best practice standards under Disposals where applicable
Moderate Projects – 3	**<$250K ≥$50K**	Minimum score of 50% (Best Practice) – Built Environment Sustainability Scorecard (BESS) or equivalent + Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets. + Best practice standards under Disposals where applicable
Minor Projects	**<$50K**	Minimum best practice standards in the relevant Sustainable Building Categories as identified in the SDAPP Factsheets. + Best practice standards under Disposals where applicable
Disposal		Demolition – demonstrate that a minimum of 90% of the waste generated during construction and demolition has been diverted from landfill. Landscape – achieve a minimum 1 point using Green Star Ecological Value Calculator for the site.
ALL		▪ Ongoing maintenance and performance costs will be considered in the design and delivery of all building projects. Conduct life-cycle cost and payback calculation on specific building features with 2 or more product options. ▪ ▪ Meeting standards to be part of the City Improvement Program – Project Reporting Process. ▪ ▪ In CIPs that do not have the budget to pursue a Green Star certification or where a certification is not possible (e.g. 3-stars), engage a member of Design and Sustainability or a Green Star Accredited Professional to provide guidance on how to meet the relevant standards at all stages of the project. ▪ ▪ For all projects ≥ $1MIL that affect buildings services an Independent Commissioning Agent must be engaged.
Existing Buildings		Report on the current Energy and Water Use in each building and facility.

Note:** For projects ≥ $5M a Detailed Business Case, which includes a cost benefit analysis on the minimum ESD standard to supports the project budget, must be presented by the Project Manager to Council during the Detailed Planning Phase.

Note: ***If the scope of the project expands and its budget changes, then the project's minimum ESD requirements must be reviewed and updated to meet the Minimum ESD Standards as defined in **Table 1 – Project Categories.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

7.4. Roles and Responsibilities

Council
- Councillors – Leadership group of elected community representatives, which:
  - Act as custodians and stewards for the sustainability of Council's buildings and facilities and make final budget decisions via the Capital Improvement Program in each Annual budget.

CEO and Executive Management Team (EMT)
- Leadership group comprising of senior officer including the CEO and Directors, which:
  - Promotes the sustainability of Council's buildings and facilities to staff, Councillors and the broader community.
  - Ensures the design and construction of sustainable buildings that meet the objectives and standards in the Policy.
  - Ensures the periodic review and update of the Policy.

Capital Works Committee (CWC)
- Committee of staff from across Council, Chaired by Director of Engineering Service, and governed by a Terms of Reference, which:
  - Oversees the strategic direction and monitoring of the City Improvement Program, and application of the Policy objectives and standards.
  - Oversees the implementation of the City Improvement Program and the delivery of the Policy objectives and standards.

Project Advocate
- Department Manager that acts as the 'Client' for the project, which:
  - Is responsible for providing oversight and support to Project Managers, to ensure that each project complies with the Policy, through the planning, coordination and delivery phases.

Project Management
- Specialist Unit within Council, which:
  - Ensures the coordination and delivery of individual projects and compliance with the Policy.

Design and Sustainability
- Specialist Unit within Council, which:
  - Provides advice, guidance and support on City Improvement Program projects to ensure that they comply with the Policy, especially during design phase of the project.
  - Reports on Councils performance against the Policy objectives and targets in the Annual Sustainability Report.

Building Maintenance
- Specialist Unit within Council, which:
  - Provides advice, guidance and support on City Improvement Program projects to ensure that they comply with the Policy, from an operational and maintenance perspective.
  - Manages the buildings efficiently once occupied to reduce the operational impacts and the rising costs of utility bills.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

Project Working Group

- Steering group for the project. which:
  - May be established due to the complex nature of the project.
  - May be informally established during the planning phase of a project, but may be disbanded or formally continued during future phases.
  - Must be established for all Major Projects.

8. Implementation

This stage in the City Improvement Program involves the continuous monitoring and reporting of the project against budget forecasts and baseline schedules, as well as the objectives and standards in the Policy.

8.1. Process

Process	Role	Responsibility
Capital Planning		
Pre-Bid Business Case and Bid Submission	Project Manager	▪ Engage with Project Advocate ▪ Seek advice from Design and Sustainability ▪ Seek advice from Building Maintenance. ▪ Include feedback and Sustainable Buildings Policy requirements in project brief.
	Design and Sustainability	▪ Review proposed City Improvement Program project and provide feedback to Project Manager against Sustainable Buildings Policy. ▪
	Building Maintenance	▪ Review project and provide feedback to Project Manager
Bid Shortlisting	Design and Sustainability	▪ Check that bids meet the objectives and requirements in the Sustainable Buildings Policy. ▪
Bid Assessment	Project Manager	▪ For projects ≥ $5M present an initial Business Case that includes a cost benefit analysis on the minimum ESD standards. ▪
	Capital Works Committee	▪ Assesses the project against selection criteria including the objectives and requirements in the Sustainable Buildings Policy.
Capital Delivery		
Detailed Planning Phase	Project Manager	▪ Include Sustainable Buildings Policy objectives and requirements in project brief. ▪ For projects ≥ $5M appoint representatives from Design and Sustainability to the Project Working Group (where established). ▪ For projects ≥ $5M appoint representatives from Building Maintenance to the Project Working Group (where established).

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

		▪ For projects ≤ $5M consult with Design and Sustainability. ▪ For projects ≤ $5M consult with Building Maintenance. ▪ Project Report to include how Sustainable Buildings Policy objectives and standards are being achieved. ▪ For projects ≥ $5M Business Case must be presented to support the project budget that includes a cost benefit analysis on the various Minimum ESD Standard options, as identified in the Sustainable Buildings Policy.
	Design and Sustainability	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and assist Project Manager in reporting on how project is meeting Sustainable Buildings Policy. ▪ For projects ≤ $5M provide advice and support to the Project Manager on Sustainable Buildings Policy requirements. ▪ Check that Documentation and Specifications meet Sustainable Buildings Policy requirements
	Building Maintenance	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and provide requested feedback. ▪ For projects ≤ $5M provide advice and requested feedback.
Detailed Design and Final Approvals Phase	Project Manager	▪ Project Report to include how project will achieve the Sustainable Buildings Policy objectives and requirements.
	Design and Sustainability	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and assist Project Manager in reporting on how project is meeting Sustainable Buildings Policy. ▪ For projects ≤ $5M provide advice and support to the Project Manager on Sustainable Buildings Policy requirements. ▪ Check that Documentation and Specifications meet Sustainable Buildings Policy requirements
	Building Maintenance	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and provide requested feedback. ▪ For projects ≤ $5M provide advice and requested feedback.
Cost Refinement and Procurement	Project Manager	▪ Conduct life-cycle cost and payback calculation on all building features that are being considered for cost refinement. ▪ Project Report to include how project is achieving Sustainable Buildings Policy standards.
	Design and Sustainability	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and check that changes do not impact how the project is meeting Sustainable Buildings Policy.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

		▪ For projects ≤ $5M provide advice and check that changes do not impact how the project is meeting Sustainable Buildings Policy.
	Building Maintenance	▪ For projects ≥ $5M attend Project Working Group meetings (where established) and provide requested feedback. ▪ For projects ≤ $5M provide advice and requested feedback.
Construction / Implementation (including Monitoring and Reporting)	Project Manager	▪ Project Report to include how project is achieving Sustainable Buildings Policy objectives and requirements. ▪ ▪ Check that changes do not impact meeting Sustainable Buildings Policy objectives and requirements. ▪ For projects ≥ $5M engage Independent Commissioning Agent.
	Design and Sustainability	▪ Check that changes do not impact meeting Sustainable Buildings Policy objectives and requirements.
Completion / Handover	Project Manager	▪ Project Report to include how project has achieved Sustainable Buildings Policy standards. ▪ Create Building User Guide and Building Operations and Maintenance Guide.
	Design and Sustainability	▪ Assist Project Manager in Handover process
	Building Maintenance	▪ Review Operations and Maintenance Guide and Building User Guide.
Evaluation / Close	Project Manager	▪ Project Report to include report on cost and benefits of Sustainable Building Policy on project.
Operations		
On-going Operations and Maintenance	Facilities Manager / Project Manager	▪ Check that Buildings are used in accordance with Operations and Maintenance Guide and Building User Guide. ▪ Update Operations and Maintenance Guide and Building User Guide where required. ▪ Check that any repairs/replacements are done in accordance with Operations and Maintenance Guide or Sustainable Buildings Specification.

4.2.4 Review of Policy - Greater Dandenong Sustainable Buildings Policy 2020 - Review and Update (Cont.)

Greater Dandenong Policy

9. Monitoring and Reporting

The City Improvement Program will be monitored and reported on, to ensure projects comply with the endorsed Sustainable Buildings Policy objectives and standards, as well as relevance to Council goals, targets, performance indicators and statutory requirements.

Key performance indicators include:

- Percentage (%) value of projects meeting requirements in the Policy
- Percentage (%) of projects meeting specific Sustainability Performance Targets as identified in the Sustainability Strategy2016-30.
- Performance of Council buildings against specified Sustainability Performance Targets as identified in the Sustainability Strategy 2016-30.

This information will be reported on in the City of Greater Dandenong's Annual Sustainability Report, which is presented back to Council.

The effectiveness of the policy will be reviewed after two years and reported back to Council.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030

File Id:	
Responsible Officer:	Director Community Services
Attachments:	Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030. Make Your Move Strategy Implementation Plan.

Report Summary

Council's existing Sport and Active Recreation Strategy titled 'Activate 2014-19' has played a pivotal role in guiding the allocation of resources toward sport and recreation programs, services and facilities since it was adopted in 2014. A new strategy is now required. The new draft strategy, to be titled 'Make Your Move Greater Dandenong Physical Activity Strategy 2020-30' (draft Strategy), sits underneath the Community Wellbeing Plan.

Recommendation Summary

This report recommends that the draft Make Your Move Greater Dandenong Physical Activity Strategy 2020-30 be adopted.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Background

A Discussion Paper was prepared to advise and frame the development of the draft Strategy. Its purpose is to examine the findings and outcomes from the background research and consultation, and to explore Council's future role in supporting physical activity outcomes for the City of Greater Dandenong (CGD) community. The draft Strategy needs to guide the future provision of opportunities across the physical activity spectrum as illustrated in the diagram below.



Diagram 1: Opportunities for physical activity as part of everyday life (based on model by VicHealth, 2019).

Grant funding ($30,000) from Sport and Recreation Victoria was received to support this project.

Background research has been conducted and comprises:

- Reviewing key strategic documents and plans to understand existing health and wellbeing policy priorities for Council, State, Federal and international governments. Identifying possible implications for the future planning and provision of physical activity opportunities within CGD.
- Examining industry research about the health, social and economic benefits of supporting individuals and communities to be physically active.
- Examining key data about the health and wellbeing profile of Australians, Victorians and CGD residents.
- Examining key data about physical activity participation rated in Australia, Victoria and CGD.
- Reviewing and evaluating demographic characteristics of the CGD community to assist in identifying their particular needs and how this will impact upon the demand for and capacity of the community to participate in physical activity opportunities.
- Assessing the availability of infrastructure, programs and services that support the CGD community to be physically active.

Complementing this research has been a program of consultation with stakeholder organisations, Council officers and the broader community. This has been central to developing an understanding of the rates of physical activity amongst the CGD community and the barriers that make it challenging for community members to be physically active. The information gathered through this process will be vital to identifying future directions and priorities for services and infrastructure, to support the CGD community to be more physically active.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Following the development of the Discussion Paper and further community and stakeholder consultation, the draft Strategy aims to increase the physical activity and health of the CGD community.

Council will need to provide support to the following populations, as research and consultation has identified, specific interventions which are required to improve the levels of physical activity. All population groups listed below as requiring specific support are inclusive of socioeconomic status and being culturally diverse.

- Adults aged 18-30 years
- Children aged 3-12 years and their families
- Girls aged 12-16 years
- Older Adults aged 65 years+
- People with a disability aged 18 years+ (including families and carers).

The draft Strategy sets out bold ambitions to be achieved over the next 10 years. An annual Implementation Plan will be produced clearly setting out the key actions. Various Council departments will work together to determine how Council will measure the success of each action. As each annual Implementation Plan is produced, a report will be developed to report on the progress of the previous year's actions.

Proposal

Participating in regular physical activity and limiting the amount of time CGD residents are sedentary, will have significant health and social benefits. Physical activity reduces the risk of chronic condition and disease risk factors such as obesity and improves social and emotional health and wellbeing. While there are many opportunities to be physically active every day, our social, environmental and cultural context are important determinants of our physical activity levels.

Inactivity and obesity levels are rising rapidly in Australia with 10 per cent of all deaths in Australia due to physical inactivity, compared to nine per cent worldwide. From a State perspective:

- 68 per cent of Victorian adults are overweight or obese – an estimated 3.3 million Victorians. In addition, one quarter of our children are also overweight or obese.
- Around 3.2 million Victorians do not currently meet the recommended level of weekly physical activity. Women participate in physical activity at half the rate of men.
- Only five per cent of Victorian adults and just over six per cent of Victorian children meet both the daily recommended services of fruit and vegetables.
- Involvement in sport and active recreation makes Victorians healthier. Increasing the rate of physical activity by 10 per cent has been estimated to reduce physical inactivity-related deaths by 15 per cent.
- Resident wellbeing is significantly lower compared to the Victorian average.
- The prevalence of diabetes (type 2) is 36 per cent higher than the Victorian average of nine per cent.
- Over 32 per cent of CGD residents do no physical activity per week, compared to almost 19 per cent in Victoria.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

- Only 49 per cent of respondents to the CGD Sport and Active Recreation Participation Survey met the National Physical Activity Guidelines for physical activity per week. The Victorian average is 73 per cent.

A review of national, state and local participation trends, along with key research and literature, has identified that people are choosing unstructured physical activity ahead of organised sport. Governments are increasingly focusing on the concept of encouraging people to be physically active rather than traditional notions of sport and recreation.

Changes in the way people participate in physical activity are being driven by:

- Increasingly busy and time-fragmented lifestyles.
- A desire for greater flexibility about when and how people access physical activity opportunities.
- The cost of participating in organised sport, along with significant growth in the range of physical activity opportunities available to the community.
- Growth in the availability and appeal of non-physical activity related opportunities.

The findings presented through the Discussion Paper have identified a wide range of issues and opportunities for Council to consider during the development of the draft Strategy. It is clear, that the primary focus of the draft Strategy must be to improve health, wellbeing and social outcomes for the CGD community through increasing participation in physical activity. While the low rates of participation in physical activity and the complex needs of the community present significant challenges, there are several areas Council can focus on that will help drive behavioural change.

- **Supporting and encouraging the less active to be more active.** The World Health Organisations' Global Action Plan on Physical Activity 2018-2030 identifies that action on improving physical activity should be focused towards the least active populations within the community. This is also supported by VicHealth's Action Agenda for Health Promotion 2019-23 Strategy to *"increase the physical activity levels of people who are less active."* In CGD these cohorts include:
    - Children and young people
    - People with a disability
    - Women and girls
    - Low socio-economic populations
    - Older adults.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

- **Establishing a systems approach** which is centred on the concept that no one action will reverse the current physical activity patterns. Rather, multiple policy actions, strategies, programs and services involving organisations and individuals from across the community will be required to fundamentally change physical activity patterns within CGD.
- **Building knowledge and understanding** within Council and the community about the benefits of physical activity to the physical, mental and social health and wellbeing of individuals and about the many ways it is possible to be physically active. Council must have a greater focus on supporting unstructured and non-organised opportunities for people to be physically active.
- **Identifying and implementing innovative and diverse ways of communicating** with the community about physical activity opportunities available within CGD and surrounds. This will be critical given the multicultural profile.
- **Reducing barriers to participation** particularly in relation to the cost and affordability of programs, services, facilities, equipment and transport to access physical activity opportunities.
- **Creating physical environments** that support and encourage people to be physically active in their day to day lives. Walking and cycling paths that support active transport opportunities such as people walking to work or public transport connections, children and families walking to school or preschool, older members of the community walking to local shops or community facilities such as libraries.
- **Working in partnership with others**, particularly education organisations, workplaces, councils and community organisations.

Whilst it is acknowledged Federal and State governments have a critical role in improving health and wellbeing outcomes for communities, local government also has a significant role to play in improving physical activity levels and delivering positive health outcomes for the CGD community. In doing this, Council must consider the following:

- **Balancing** the demands from traditional sports with the growing focus upon unstructured and non-organised physical activity opportunities.

- **The role the whole organisation** has in supporting the community to be physically active, for example:

    - Maternal Child and Health: This is a key touch point to teach parents about the importance of physical activity and the role they play in encouraging their children to be physically active.

- **The resources available to Council**. With a shift towards a provision model focused on increasing physical activity, Council will need to consider how it directs resources and/or whether additional resources are required to facilitate physical activity education, programs, advocacy and other services.

- **Being a leader in the physical activity space**. This means Council must lead by example and demonstrate what it is doing to encourage councillors and staff to be physically active.
- **Research, planning and evaluation.** Research has an important role to play to inform the implementation and evaluate the effect of the initiatives Council delivers.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Research has identified the key benefits of physical activity are improved health and social outcomes, however, to achieve this there needs to be positive behavioural change by individuals towards a healthier and more active lifestyle.

The following five strategies with accompanying objectives have been developed based on the findings of the Discussion Paper and the consultation undertaken.

1. Empower the community to be physically active, supporting them to make choices through easy to understand information.

2. Support and facilitate opportunities for our community to be physically active.

3. Be a leader in supporting physical activity participation and advocate for community to improve health and social outcomes through increased participation in physical activity.

4. Create environments that encourage and support the community to be physically active.

5. Use evidence to guide and drive decisions on how to increase participation in physical activity and improve the health of our community.

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – 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

- *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
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

Opportunity

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

Council Plan 2017-2021

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:

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:

- Health and Wellbeing Plan 2017-21
- Open Space Strategy (draft)
- Sports Facilities Plan – Implementation Plan 2018
- Walking Strategy 2015-23
- Cycling Strategy 2017-24
- Playground Strategy and Action Plan 2013-23
- Positive Ageing Strategy 2017-25
- Youth Strategy 2016-19
- Children's Plan 2015-19
- Disability Action Plan 2017-23

Related Council Policies

Community Engagement Policy Multipurpose Use of Community Facilities Policy

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

Extensive consultation took place as part of the development of the Discussion Paper. In early 2019 the Sport and Active Recreation Participation Survey was conducted with 2,578 responses from residents.

Focus group meetings, interviews and other meetings where conducted between February and July 2019 with the following groups:

- 71 CGD sport and recreation clubs
- Four local, district or regional sporting associations (e.g. Dandenong Basketball Association and Dandenong & District Netball Association)
- 22 State Sporting Associations
- 16 CGD commercial businesses (e.g. dance schools, gyms, indoor sports centres, yoga)
- Six State/National recreation peak bodies (e.g. Fitness Australia, Victoria Walks)
- YMCA management from Dandenong Oasis, Noble Park Aquatic Centre and Springers Leisure Centre
- Local primary and secondary schools
- 2018 CGD Children's Forum
- Greater Dandenong Chamber of Commerce
- Chisholm Institute
- Headspace (Youth Advisory Committee)
- VicHealth
- Victorian Department of Education
- Monash Health
- Sport and Recreation Victoria.

Seven Local Government Agencies were benchmarked to identify similarities in challenges, barriers and opportunities including:

- Brimbank City Council
- City of Casey
- Frankston City Council
- Kingston City Council
- Knox City Council
- Monash City Council
- Moreland City Council

Consultation was conducted within Council via:

- CALD Disability Advisory Committee
- Disability Advisory Committee

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

- Positive Ageing Committee
- Youth Services team
- Children and Family Services team
- Maternal Child and Health team
- Parks department
- Transport team
- Project Steering Committee consisting of representatives from Open Space, Media and Communications, Asset Management, Sport and Recreation, Sport and Recreation Victoria and an external consultant.

Further consultation was conducted between December 2019 and February 2020 with the community and stakeholders consisting of focus group meetings, interviews and other meetings along with a survey which resulted in 471 responses. Groups consulted include:

- 71 CGD sport and recreation clubs
- Four local, district or regional sporting associations (e.g. Dandenong Basketball Association and Dandenong & District Netball Association)
- 22 State Sporting Associations
- 16 CGD commercial businesses (e.g. dance schools, gyms, indoor sports centres, yoga)
- Six State/National recreation peak bodies (e.g. Fitness Australia, VicSport)
- YMCA management from Dandenong Oasis, Noble Park Aquatic Centre and Springers Leisure Centre
- Headspace (Youth Advisory Committee)
- VicHealth
- Monash Health
- Sport and Recreation Victoria
- Enliven
- Centre for Multicultural Youth
- South East Community Links
- Southern Migrant and Refugee Centre
- Interfaith Network
- ACHPER
- Council of the Ageing
- AMES
- Department of Health and Human Services
- A discussion session held with CGD Councillors on 9 December 2019.

The draft Strategy was presented to a Councillor Briefing Session on 4 May 2020 and went out to Public Exhibition from Friday 8 May to Friday 5 June 2020 (four weeks). During the Public Exhibition period the draft Strategy was available on Council's website with emails sent to all groups which had previously been consulted (as listed above). Nine individual pieces of feedback were received which have been considered as part of the draft Strategy.

Conclusion

Research has identified the key benefits of physical activity are improved health and social outcomes, however, to achieve this there needs to be positive behavioural change by individuals towards a healthier and more active lifestyle.

The aim of the draft Strategy is to *'Increase the physical activity levels and health of our community.'* The following five strategies with accompanying objectives have been developed based on the findings of the Discussion Paper and the consultation undertaken.

1. Empower the community to be physically active, supporting them to make choices through easy to understand information.

2. Support and facilitate opportunities for our community to be physically active.

3. Be a leader in supporting physical activity participation and advocate for community to improve health and social outcomes through increased participation in physical activity.

4. Create environments that encourage and support the community to be physically active.

5. Use evidence to guide and drive decisions on how to increase participation in physical activity and improve the health of our community.

Recommendation

That the draft Make Your Move Greater Dandenong Physical Activity Strategy 2020-30 be adopted by Council.

POLICY AND STRATEGY

MAKE YOUR MOVE GREATER DANDENONG PHYSICAL ACTIVITY STRATEGY 2020-2030

ATTACHMENT 1

MAKE YOUR MOVE GREATER DANDENONG PHYSICAL ACTIVITY STRATEGY 2020-2030

PAGES 31 (including cover)

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

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



Table of Contents

Mayor's Foreword	1
Executive Summary	2
Strategic Context	5
Our Community Profile	8
Our Community's Health Profile	11
City of Greater Dandenong – Level of physical activity	12
Our Role	14
Strategy Aim	15
Strategy 1	16
Strategy 2	18
Strategy 3	20
Strategy 4	22
Strategy 5	24
References	27

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Mayor's Foreword

The health and wellbeing of our residents is always at the forefront of the work Council carries out.

The Make Your Move Physical Activity Strategy 2020-2030 is designed to help us give our community the tools needed to live a more active, and healthy lifestyle.

Through this strategy Council will identify opportunities to improve the health and wellbeing of our community by empowering them to be more active.

Less than half of Greater Dandenong's residents meet Australian physical activity guidelines (49 per cent). This is much lower than the Victorian average of 73 per cent. We know there are many barriers to an active lifestyle, including environmental, financial and personal factors. While this strategic plan is for our whole community the main focus is on helping the less active members to move more.

Extensive community consultation has provided us with a clear snapshot of the challenges facing our residents when it comes to health and activity levels, and we will use this knowledge to help remove those barriers where we can.

Council's long-term vision is to create a happier and healthier community. Council will be promoting the importance and benefit of physical activity as part of its Make Your Move Campaign. The aim of this campaign is to create more opportunities for people to get active and to provide environments that encourage increased recreational activity.

Staying active is proven to have long-term health benefits, Physical exercise can assist in reducing the risk of obesity-related illness, diabetes and cardio-vascular disease. We also know the younger you are when you introduce an active lifestyle, the greater the chance of seeing lifelong health benefits.

The Make Your Move Physical Activity Strategy provides a road map to creating a healthier and more active community. It guides our community in making better decisions and empowers them to take more control over their overall health and wellbeing. Council believes working collaboratively achieves the best results.

This strategy provides a clear direction on where we are at and where we need to be to ensure better health outcomes for our community.

I believe by working together we can create a healthier and more active community for all.

Cr Jim Memeti
Mayor

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Executive Summary

Participating in regular physical activity and limiting the amount of time we are sedentary has significant health and social benefits. Physical activity reduces the risk of chronic conditions and disease risk factors such as overweight and obesity and improves social and emotional health and wellbeing. While there are many opportunities to be physically active every day, our social, environmental and cultural context are important determinants of our physical activity levels.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Inactivity and obesity levels are rising rapidly in Australia with 10.1 per cent of all deaths in Australia due to physical inactivity, compared to 9 per cent worldwide.[3] In Greater Dandenong, physical activity levels are low, and health and wellbeing indicators are very poor compared with other communities in Australia and Victoria. This is driven by multiple factors including the high levels of cultural diversity and socioeconomic disadvantage in the community.

A review of national, state and local participation trends and key research has identified people are choosing unstructured physical activity ahead of organised sport, and that increasingly governments are focusing upon encouraging people to be physically active rather than more traditional sport and recreation pursuits.

The change in the way people participate in physical activity is being driven by:

- Increasingly busy and time-fragmented lifestyles
- A desire for greater flexibility about when and how we access physical activity opportunities
- The cost of participating in organised sport
- Significant growth in the range of physical activity opportunities available to the community
- A decrease in health and physical literacy levels and
- Growth in the availability and appeal of non-physical activity related opportunities.

National, state and local governments all have a critical role in improving health and wellbeing outcomes for communities. The City of Greater Dandenong (CGD) has a long-term commitment to providing physical activity opportunities and delivering positive health outcomes for those who live, work, study or visit the municipality. This new Strategy with an annual implementation plan will guide the future provision of opportunities across the physical activity spectrum as illustrated in diagram 1.

The Strategic Plan is for the whole community but with a focus upon getting the less active more active through active living, active transport, active recreation and social sport.

The five strategies the Plan is centred around are:

1. **Empower the community** to be physically active, supporting them to make choices through easy to understand information.
2. **Support and facilitate** opportunities for our community to be physically active.
3. **Be a leader** in supporting physical activity participation and advocate for our community to improve health, social and wellbeing outcomes through increased participation in physical activity.
4. **Create environments** that encourage and support our community to be physically active.
5. **Use evidence** to guide and drive decisions on how to increase participation in physical activity and improve the health of our community.

Diagram 1: Opportunities for physical activity as part of everyday life (based on model by VicHealth, 2019).

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategic Context

In planning for the provision of physical activity needs in the community it is important to acknowledge how the *Make Your Move Physical Activity Strategy 2020-2030* aligns with the City of Greater Dandenong and Victorian Governments' strategic context.

Victorian Government	Council
Active Victoria – A strategic framework for Sport and Recreation Victoria 2017-21 • Aiming to support more people to tap into the benefits sport, and active recreation delivers.	**Imagine 2030** • Sport and recreation opportunities will be affordable, diverse and accessible to all, especially for young people, families and those less well-off than others. • Everyone will have access to parks and open space in their localities to enjoy and recreate in. • Culturally and Linguistically Diverse groups view sport and recreation as family gathering opportunities rather than just for getting fit.
Victorian Public Health and Wellbeing Plan 2019-2023 • Prioritises healthier eating and active living for Victorians. • Tackling climate change and its impact on health.	**Council Plan 2017-21** • Council's vision is for Greater Dandenong to be a safe and vibrant city of opportunity for all to visit, work, live and play. • Strategic Objective 1: A vibrant, connected and safe community. • Strategic Objective 3: A healthy, liveable and sustainable city.
VicHealth Physical Activity Strategy 2019-2023 • Increasing the physical activity levels of people who are less active.	**Health & Wellbeing Plan 2017-21** • Objective 1.1: Create places for people to enjoy and actively participate in their local community, including open spaces and recreational opportunities. • Objective 3.1: Improve the health and wellbeing of all residents through collaborative planning and enhancing health promoting services and opportunities. • Objective 4.3: Provide opportunities for vulnerable community members to participate in community life.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

What is Physical Activity?

Physical activity can take many different forms. You can be active at home, at school, at work and in the community, as part of leisure time, travel, active play, organised and non-organised sports, games or physical education. You can be physically active by undertaking simple activities such as taking a walk, playing with your children, climbing a tree, and working in your garden.

The Australian Physical Activity and Sedentary Guidelines state that people should do at least 30 minutes of moderate to vigorous exercise each day.

– Australian Physical Activity and Sedentary Behaviour Guidelines. Australian Government

Too many Australians, young and old, are leading increasingly sedentary lives and are missing out on the multitude of benefits that come from participating in Physical Activity.

Why is Making Your Move important?

- Physical Activity is fun, reduces stress and makes you feel happier.
- It can reduce obesity-related illnesses, diabetes and cardio-vascular disease.

It is well researched that Physical Activity can lead to a healthier nation, both physically and mentally.

The combined impact of poor diet, physical inactivity and being overweight or obese is one of Victoria's (and Australia's) greatest health challenges. There is an urgent need for obesity prevention to become a more prominent health priority as obesity rates for children and adults continue to rise.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Regular participation in physical activity has many positive physical, social and economic benefits:

It improves both short and long-term psychosocial wellbeing by reducing feelings of stress, anxiety and depression.

Participating in physical activity can be fun for everyone. For children and young people, it provides an opportunity to make social connections, build physical literacy and escape from day to day challenges such as family conflict, homelessness or drug and alcohol use.

It delivers numerous social development benefits including Human Capital Uplift; Community Pride; Increased levels of trust; Positive role modelling; A reduction in crime/anti-social behaviour; Elite sporting outcomes and disaster response/community meeting place.

If children's early experiences in physical active fail to be enjoyable and build basic movement capacities, then children will be less likely to try, enjoy, and succeed in their future physical challenges, impacting upon their development.

It provides economic development opportunities to governments, business and the community, with every dollar spent on Physical Activity returning $7 of total benefits to Australia.

Children and young people who play sport have improved cognitive development (physical literacy), are more attentive at school, achieve better academic results, are able to make social connections and are provided a positive escape from the day to day challenges.

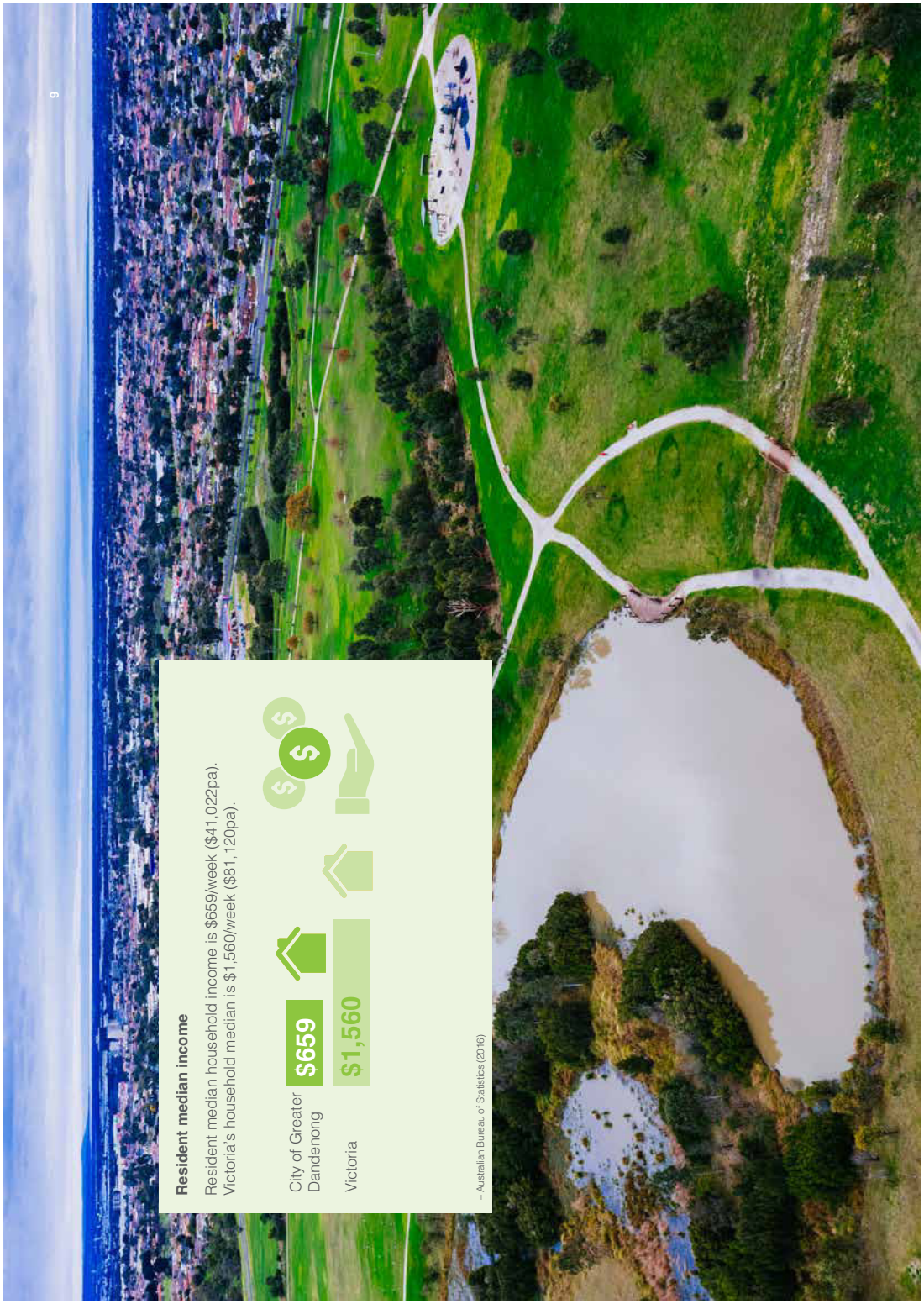
Developing and maintaining physical literacy helps individuals feel competent and skilled in fundamental skills and ABCS (agility, balance, coordination and speed) which supports them in their work-related activities and daily living activities.

"Too many Australians, young and old, are leading increasingly sedentary lives and are missing out on the multitude of benefits that come from participating in Physical Activity."

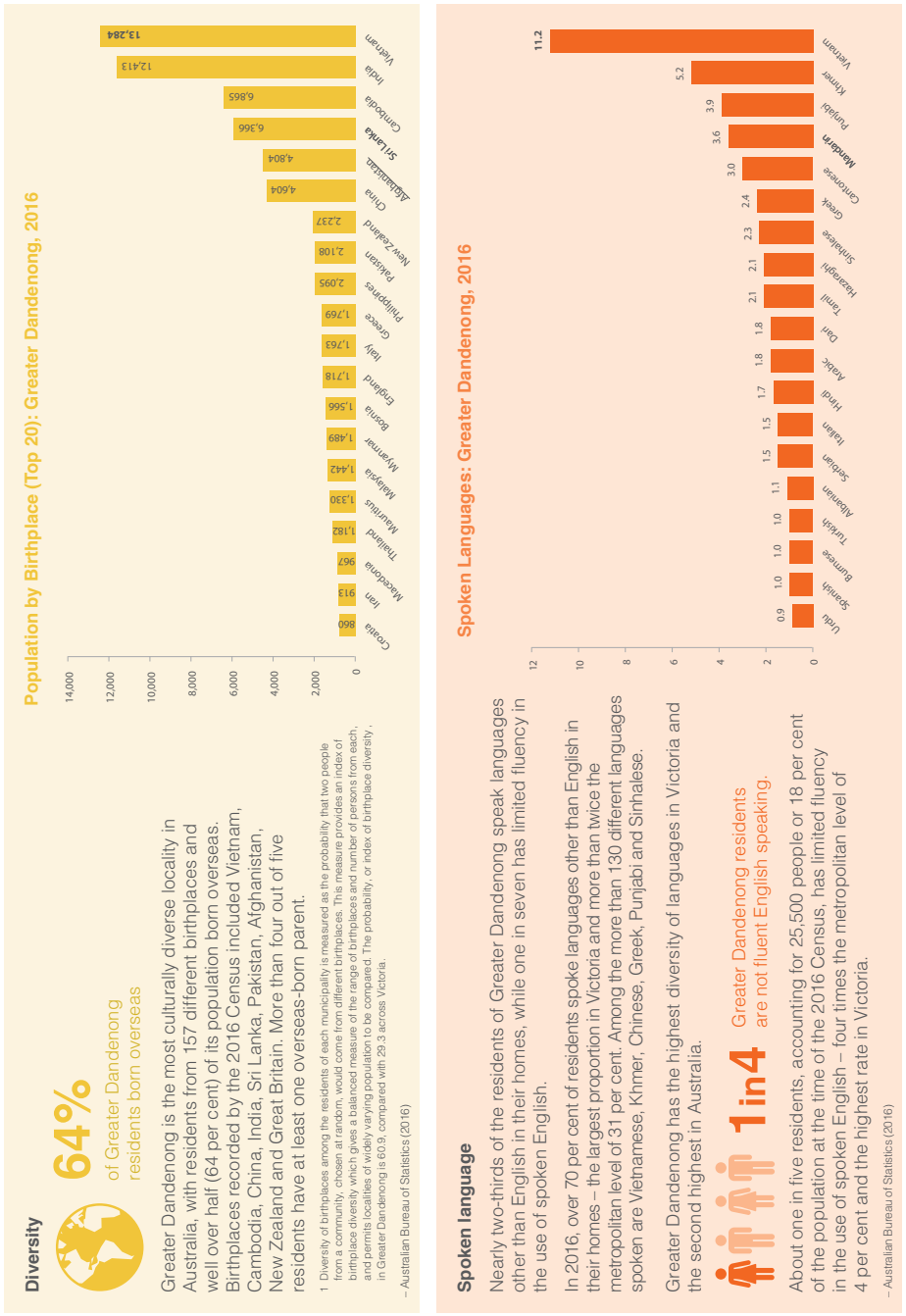
— Preventative Health Taskforce

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

City of Greater Dandenong – Level of physical activity

Who meets Australian physical activity guidelines?

of participation is in non-organised sport in the City of Greater Dandenong.

– Sport and Active Recreation Participation Survey 2019, City of Greater Dandenong; State Sporting Association data.

Top 20 Physical Activities in Greater Dandenong

1	Walking	11	Yoga
2	Gym/Group Fitness/Fitness	12	Football (Aussie Football)
3	Swimming	13	Netball
4	Running	14	Badminton
5	Football (Soccer)	15	Golf
6	Basketball	16	Volleyball
7	Cycling	17	Martial Arts
8	Cricket	18	Boxing
9	Dancing	19	Tai Chi
10	Tennis	20	Bushwalking

– Sport and Active Recreation Participation Survey 2019, City of Greater Dandenong; State Sporting Association data.

Organised sport participation is declining overall with the exception of football (soccer) and cricket in CGD.

There is a significantly low level of junior participation in organised sport in CGD compared to Victoria.

Significantly low levels of female participation in organised sport in CGD compared to Victorian data.

– Sport and Active Recreation Participation Survey 2019, City of Greater Dandenong; State Sporting Association data.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Our Role

Historically in Australia, there has been a strong focus upon traditional sport (organised) ahead of other forms of physical activity. State and Federal governments are increasingly turning their focus towards the broader concept of physical activity and supporting the less active to be more active. A key example of this is the Victorian State Government initiative Active April which encourages Victorians to get healthy and enjoy the benefits of an active lifestyle.

Internationally, Canada has recognised there is a need to focus on the broader concept of physical activity. They have recognised that physical activity [and sport] are integral parts of Canadian culture and society and produce benefits in terms of health, social cohesion, linguistic duality, economic activity, cultural diversity and quality of life.[ii] In addition, the UK have identified that *"to turn the tide of inactivity, there must be a continued focus and investment on interventions that target physically inactive groups at a population level."*[iii]

Local government has a long history of supporting the community to be physically active. While historically there has been a strong focus upon organised sport, this has changed significantly in recent decades with increased understanding of the benefits and importance of offering a wide range of physical activity opportunities and supports for communities. Council has a key role in supporting the community to be physically active, and in doing so must consider the following:

- **Balancing** the expectations of traditional sports with the growing focus upon unstructured and non-organised physical activity opportunities.
- **The role the whole organisation** has in supporting the community to be physically active. For example:
  - Maternal Child and Health: This is a key opportunity to educate parents about the importance of physical activity and the role they can play in encouraging their children to be physically active."
  - Urban Planning: Ensuring the built environment provides safe, accessible and appealing spaces for all members of the community. Connections to open space, community infrastructure and the availability of amenities is critical.
  - Transport: Ensuring that where possible cycling connections, are located off-road or are separated from vehicles. The provision of accessible public transport in neighbourhoods is also critical. Evidence suggests that lack of personal safety can restrict adult's walking and their children's independent mobility. Lower vehicle speeds will improve liveability, improve road safety and contribute to increased rates of walking and cycling.
- **The resources available to Council**. With a shift towards a provision model focused on increasing physical activity, Council will need to consider how it directs resources, to facilitate physical activity education, programs, advocacy and services.

Council must consider how to effectively manage and maintain public facilities and spaces, ensuring they support he focus upon increasing physical activity levels and delivering value to the community. This includes consideration of climate change risks and the impacts on the community's physical activity levels. The application of fees and charges is an important lever Council must review to ensure an equitable and strategic approach that supports increased participation in physical activity.

The research has identified participation in formal organised physical activity is reducing while participation in unstructured recreation pursuits is increasing. This confirms Council will need to prioritise providing infrastructure that supports informal recreation pursuits.

While the provision of active sporting infrastructure remains important this infrastructure needs to work harder, supporting a wider range of physical activity pursuits and users.

Councils' aquatic and leisure centres and stadiums need to be more responsive to the wider community including those with less disposable income. It is these members of the community who are generally less active and have less capacity to pay to access aquatic and leisure facilities.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategy Aim

The research has identified the key benefits of Physical Activity are improved health and wellbeing and social outcomes, however, to achieve this, there needs to be positive behavioural change by individuals towards a healthier and more active lifestyle.

Aim

Increase the physical activity levels and health of our community.

Focus Populations

General Community with a focus upon the following specific populations:

- Adults aged 18-30 years old
- Children aged 3-12 years old and their families
- Girls aged 12-16 years old
- Older adults aged 65 years and older
- People with a disability aged 18 years and older (incl. families and carers)

Underpinning principles

To support the implementation of the Make Your Move Physical Activity Strategy, the following guiding principles are recommended to guide future decision making and planning in relation to physical activity. These are:

- Affordability: Fees and charges reflect the capacity of community members to pay.
- Cost to Council: There must be a balanced consideration of community needs and Councils' capacity to resource programs, activities, services and infrastructure that will support the community to be physically active.
- Equitable and Inclusive: Council will strive to deliver fair and equal access to physical activity opportunities and resources for people who might otherwise be excluded or marginalised.
- Partnerships: Effective and mutually beneficial partnerships will be pursued with community organisations, educational institutions, research agencies and government to support Council to effectively and efficiently implement programs and services.
- Systems-Approach: Multiple policy actions, strategies, programs and services involving organisations and individuals from across the community will be pursued to fundamentally change physical activity patterns in the City of Greater Dandenong.
- Universal Design: Universal design principles will underpin all decisions about the design of assets, services and programs that support the community to be physically active, ensuring they are accessible to all people, regardless of age, disability or other factors.

15


Strategy 1
Empower the community to be physically active, supporting them to make choices through easy to understand information.
16

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Objectives

Increase our community's understanding of the importance of being physically active.

Increase awareness of physical activity opportunities in the municipality focusing on active living, active recreation, social sport and health.

Case Study: Active Parramatta Van

The Active Parramatta Van is a free service operated by the City of Parramatta, New South Wales, which aims to make Parramatta a more active, healthy and connected city by delivering community sports programs targeting early years' development, primary school aged children and youth and promoting healthy lifestyles, aging well and lifelong learning. Programs delivered are free to participants.

The objectives of the van include:

- increasing awareness of the benefits of healthy and active lifestyles
- increasing participation to improve the community's health and wellbeing
- improving community cohesion and connectedness through active participation and social inclusion
- increasing opportunities to engage with local youth through active participation and council
- providing access to literacy and educational programs to connect residents with their local communities and
- the presence of partner organisations to deliver community based, health and well-being outcomes.

City of Parramatta, New South Wales

Strategy

Empower the community to be physically active, supporting them to make choices through easy to understand information.

Building knowledge and understanding within Council and the community about the benefits of physical activity to the physical, mental and social health and wellbeing of individuals and about the many ways it is possible to be physically active. Council must have a greater focus upon supporting unstructured and non-organised opportunities for people to be physically active.

Identifying and implementing innovative and diverse ways of communicating with the community about physical activity opportunities available in Greater Dandenong and surrounds. This will be critical given the multicultural profile in the municipality.


Strategy 2
Support and facilitate opportunities for our community to be physically active.
18

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategy

Support and facilitate opportunities for our community to be physically active.

Objectives

Offer opportunities to be physically active with a focus on self-organised activities.

Support health and community agencies to build capacity in physical activity opportunities.

Collaborate with sport and active recreation providers, supporting them to provide innovative new ways the community can participate in physical activity.

Supporting and encouraging the less active to be more active. The World Health Organisations' Global Action Plan on Physical Activity 2018-2030 identifies that action on improving physical activity should be focused towards the least active populations within the community." This is also supported by VicHealth's Action Agenda for Health Promotion 2019-23 strategy to *"increase the physical activity levels of people who are less active."*

Case Study: Sport 4 Life Program

Sport 4 Life is a program designed to assist disadvantaged/vulnerable members (11–29 year old) of society such as unemployed and struggling to find a job (lack of confidence and motivation). Sport 4 Life provides intervention towards employability through training and 1 on 1 assistance with education, using sport to assist with the development of social and personnel skills/individuality. Sport 4 Life has engaged 1,532 people within the previous year with 566 of them being youth.

Sport 4 Life UK, Birmingham, United Kingdom.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategy

Be a leader in supporting physical activity participation and advocate for our community to improve health, social and wellbeing outcomes through increased participation in physical activity.

Being a leader in the physical activity space. This means Council must lead by example and demonstrate what it is doing to encourage councillors and staff to be physically active.

Working in partnership with others, particularly education organisations, workplaces, councils and community organisations.

Objectives

- Be a healthy and physically active workplace.
- Build a community that values the importance of physical activity.
- Identify and mobilise community champions to facilitate increased physical activity participation.
- Partner with our community and education providers to improve health and social outcomes through increased participation in physical activity.
- Work with governments and peak bodies to strengthen and grow physical activity opportunities.

Case Study: Active Workplace Program

County Durham Sport's Active Workplace programme endeavours to provide new, fun and social ways to encourage workplaces to prioritise the health and wellbeing of their staff and get employees more active, more often. Introduction of organised after work runs and boxercise classes after work and during lunch time provides opportunities for workplaces to become more active.

Since County Durham Sport's initial work, the team have continued to get an increasing number of their workforce active. The beginners running group has continued as a permanent workplace running group following the initial 8-week programme.

County Durham Sport, Durham County Council, United Kingdom.


Strategy 4
Create environments that encourage and support our community to be physically active.
22

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategy

Create environments that encourage and support our community to be physically active.

Objectives

Provide a diversity of physical activity opportunities and infrastructure that support the needs of local communities.

Increase the opportunities to participate in physical activity by making spaces, services and facilities more affordable, safe, inclusive and functional to the needs to local communities.

Improve pathways and connection linkages to physical activity opportunities for our community.

Reducing barriers to participation, particularly in relation to the cost and affordability of programs, services, equipment and transport to access physical activity opportunities.

Creating physical environments that support and encourage people to be physically active in their day to day lives. Walking and cycling paths that support active transport opportunities such as people walking to work or public transport connections, children and families walking to school or preschool, older members of the community walking to local shops or community facilities such as libraries.

Case Study: "Pick-up Sport"

Ashfield Park in Sydney's inner west comes alive in the late afternoons as Sudanese, Nepalese, Indian, Chinese, Afghan, Iranian and Turkish people gather for park soccer. On Friday nights, a group of Colombian men play against Chileans. Both groups wear homemade team jerseys. On Sunday afternoons in summer the informal Sydney Nepalese Soccer Club uses the park to train. Later in the evening, men from Nepal and India play social cricket.

These games have histories. Many of the players have gathered weekly for years. In some cases, informal teams have evolved into official leagues. However, these informal gatherings are at threat as formal/official bookings, managed by Council are taking over due to demand for structured competitions and training from clubs.

Wise, A. Parry, K. Aquino, K. Neil, S. Velayutham, S. (2018) Pushing casual sport to the margins threatens cities' social cohesion. The Conversation

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategy

Use evidence to guide and drive decisions about how to increase participation in physical activity and improve the health of our community.

Research has an important role to play in informing the implementation and evaluating the effect of the initiatives Council delivers. This research will identify new initiatives and measure them to ensure the development, delivery and demonstrated effectiveness of physical activity programs and policies is understood.

Objectives

Develop an evaluation framework that effectively monitors the impacts of the Make Your Move Physical Activity Strategy.

Respond to the changing needs of the community using effective consultation with our community and stakeholders and evidence-based research.

Engage with external stakeholders about research, evaluation and planning opportunities and pursue a regional approach where relevant.

Case Study: Research Project for Older People

The City of Whittlesea and Wyndham City Council in partnership with the National Ageing Research Institute (NARI) developed and conducted a study on the first outdoor exercise park community intervention trial using an innovative seniors-only outdoor exercise park. A unique purpose-built exercise park was established to provide a fun but physically challenging environment to support exercise in community settings, and to challenge key aspects of physical health for older people, including balance, mobility and function.

The initial exercise park was installed in Sunshine North, Victoria. As part of the study a qualified instructor was provided to supervise participants and provide an instructional exercise class. This was found to be an important enabler for women and older people.

The study found that the inclusion of outdoor equipment for older people in public spaces or urban parks is important and careful consideration needs to be taken by local/public authorities to provide access, amenities and safety for all as well as activities to suit all ages.

Levinger P, Sales M, Polman R, et al. (2018). Outdoor physical activity for older people – the senior exercise park: Current research, challenges and future directions. Health Promot J Austral.

Accountability

This strategy sets out bold ambitions that Council want to achieve over the next 10 years. Every year we will produce an implementation plan which will clearly set out the key actions, which Council departments will be supporting and how we measure success of that action. As each new annual implementation plan is produced a report will be developed to report on the progress of the prior years' actions. The strategy will be reviewed in 2025 considering the context and community at the time.

The strategy will be championed by the Council and key partners. Council will explore the formation of a City of Greater Dandenong Physical Activity and Healthy Easting Taskforce which will include representation from health, education, community and government agencies and groups. The inclusion of healthy eating as part of this taskforce is to allow for a collaborative approach to addressing chronic health conditions including obesity as there will be significant crossover with this area.

In addition to the above taskforce, we aim to establish a South-Eastern Local Government Physical Activity and Healthy Eating Network to allow collaboration regionally with the support of regional agencies and the State Government. It is hoped this will include our neighbouring Councils including City of Casey, Cardinia Shire Council, Frankston City Council, Knox City Council and Kingston City Council.

What does success look like?

Ultimately the aim is to increase participation in physical activity and improve the community's health. We have some evaluation tools currently in place to measure success however there are others we will develop and implement.

Established formal evaluation tools include:

Format	Audience	Frequency	Data Source/ Responsibility
Physical Activity Participation Survey	City of Greater Dandenong Residents	Every 3–5 years	Council – Sport and Recreation Team
State Sport Association Membership data*	Organised sport and recreation providers	Annual	State Sport Association
Leisure Centre Attendance data	City of Greater Dandenong Residents and visitors	Quarterly	Leisure Centre Management
Super Sunday Recreational Cycling Path Counts	Cyclists	Annual	Council – Transport Department
South East Melbourne Region Health Profile	South East Melbourne Resident (Greater Dandenong, Casey and Cardinia)	Annual	Department of Health and Human Services
Council Satisfaction Survey	City of Greater Dandenong Residents	Annual	Council – Governance

*Note: The accuracy and availability of membership data varies dependent on the association.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

27

References

i. Lee IM, Shiroma EJ, Lobelo F, et al. Effect of physical inactivity on major non-communicable diseases worldwide: an analysis of burden of disease and life expectancy. Lancet 2012; 380: 219-29.

ii. Physical Activity and Sport Act (S.C. 2003, c. 2). Government of Canada.

iii. Steps to solving inactivity. (2014). UK active. United Kingdom.

iv. Global Action Plan on Physical Activity 2018-2030: More Active People for a Healthier World. Geneva: World Health Organisation, 2018.

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



POLICY AND STRATEGY

MAKE YOUR MOVE GREATER DANDENONG PHYSICAL ACTIVITY STRATEGY 2020-2030

ATTACHMENT 2

MAKE YOUR MOVE STRATEGY IMPLEMENTATION PLAN

PAGES 15 (including cover)

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

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



Table of Contents

Implementation Plan – Year 1 (2020–21) 1
Future Focus (2021–22) 6

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Implementation Plan – Year 1 (2020–21)

Year 1 (2020–21) Actions

Strategy 1: Empower the community to be physically active, supporting them to make choices through easy to understand information			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Increase our communities understanding on the importance of being physically active.	i. Implement a community physical activity campaign to promote the importance of physical activity opportunities.	Sport and Recreation	Media and Communications
	ii. Develop and implement a campaign evaluation tool to assess the performance of the community physical activity campaign.	Sport and Recreation	Media and Communications
b. Increase awareness of physically activity opportunities in the municipality focusing on active living, active recreation, social sport and health.	i. Develop an active living and recreation educational workshop roadshow across the municipality.	Sport and Recreation	
	ii. Identify active recreation and social sport opportunities within the community.	Sport and Recreation	
	iii. Explore digital solutions for the community to find active recreation opportunities.	Sport and Recreation	Media and Communications
	iv. Set up of digital monthly analytic reporting.	Sport and Recreation	Media and Communications

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Year 1 (2020–21) Actions (continued)

Strategy 2: Support and facilitate opportunities for our community to be physically active.			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Facilitate the provision of self-organised physical activity opportunities.	i. Facilitate an annual program of inclusive physical activity opportunities.	Sport and Recreation	Youth Services, Positive Aging, Organisational Development, Community Development
	ii. Development of a CGD mass-participation physical activity event plan.	Sport and Recreation	Festivals and Events
	iii. Develop and deliver a program evaluation tool to assess the effectiveness of physical activity opportunities and activations facilitated by Council.	Sport and Recreation	
b. Support health and community agencies to increase the physical activity opportunities available to our community.	i. Explore the development of a link between primary health care agencies and community service physical activity providers.	Sport and Recreation	Community Development
c. Collaborate with sport and active recreation providers, supporting them to provide innovative ways our community can participate in physical activity.	i. Working in partnership with state sport and recreation associations, build the capacity of sport and active recreation providers to deliver new ways for community participation, with the plan to engage annually with a minimum of ten providers.	Sport and Recreation	

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategy 3: Be a leader in supporting physical activity participation and advocate for our community to improve health and social outcomes through participation in physical activity.			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Be a healthy and physically active workplace.	i. Benchmark CGD's staff health and wellbeing program against other Council's, government's agencies and corporate workplaces.	Sport and Recreation	
	ii. Measure staff physical activity levels as part of a holistic health and wellbeing evaluation tool for Council staff.	Organisational Development	Sport and Recreation
	iii. As part of CGD's staff reward and recognition system specifically acknowledge staff participation in physical activity.	Organisational Development	Sport and Recreation
	iv. Assist staff to understand the benefits of being more active before, during and after work.	Organisational Development	Sport and Recreation
b. Build a community that values the importance of physical activity.	i. Support elite sports and events to provide opportunities for social and economic benefits to our community, particularly those that provide benefits for focus populations.	Sport and Recreation	
c. Identify and mobilise community champions to facilitate increased physical activity participation.	i. Identify and engage with community champions to deliver physical activity opportunities.	Sport and Recreation	Community Development
d. Partner with our community and education providers to improve health and social outcomes through increased participation in physical activity.	i. Assess the feasibility of a CGD Physical Activity and Healthy Eating Taskforce/ Network including health, community and government agencies/ groups.	Sport and Recreation	Community Development
	ii. Identify and document community and education providers whom deliver physical activity opportunities.	Sport and Recreation	Community Development
e. Work with governments and peak bodies to strengthen and grow physical activity opportunities.	i. Explore the formation of a South-Eastern Local Governments' Physical Activity and Healthy Eating Network to allow collaboration regionally with the support of regional agencies and the state government.	Sport and Recreation	Community Development

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Year 1 (2020–21) Actions (continued)

Strategy 4: Create environments that encourage and support our community to be physically active.			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Facilitate the provision of self-organised physical activity opportunities.	i. Develop a plan to guide the provision of informal recreation infrastructure.	Sport and Recreation	
	ii. Assess the capacity of active sporting grounds for active recreation and social sport opportunities.	Sport and Recreation	Parks
b. Increase the opportunities to participate in physical activity by making spaces, services and facilities more affordable, safe, inclusive and functional to the needs of local communities.	i. Conduct a pricing review of Council facilities, to determine appropriate fee structures and subsidy levels for the community across facilities and active sporting infrastructure.	Sport and Recreation	Asset Management
c. Improve pathways and connection linkages to physical activity opportunities for our community.	i. Identify gaps in walking and cycling connections to physical activity opportunities.	Sport and Recreation	Transport

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategy 5: Use evidence to guide and drive decisions on how to increase participation in physical activity and improve the health of our community.			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Monitor the impact and effectiveness of the Make Your Move Physical Activity Strategy.	i. Develop an evaluation framework that effectively monitors the impacts of the Strategy.	Sport and Recreation	
b. Respond to the changing needs of our community based on effective consultation and evidence-based research with our community and stakeholders.	i. Develop a plan to improve service provision at CGD Leisure Facilities to better meet the needs of our community.	Sport and Recreation	
c. Engage with external stakeholders on research, evaluation and planning opportunities and pursue a regional approach where relevant.	i. Explore a tool to capture organised sport and community organisations data/ programming, with the potential for this to take a regional approach.	Sport and Recreation	
	ii. Proactively develop briefs for future priority research, evaluation and planning initiatives for gaps identified in the Make Your Move Physical Activity Discussion Paper.	Sport and Recreation	

Future Focus (2021–22)

Note: Subject to change based off progress of year 1 actions and available resources. Those actions identified in year 2 have been identified to assist Council to ensure appropriate resourcing is considered in advance.

Strategy 1: Empower the community to be physically active, supporting them to make choices through easy to understand information			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Increase our communities understanding on the importance of being physically active.	i. Create an active living guide for the focus populations as outlined in the Strategy aim.	Sport and Recreation	Media and Communications
	ii. Provide tools for CGD staff to educate the community on the benefits of physical activity.	Sport and Recreation	Media and Communications, Community Development
b. Increase awareness of physically activity opportunities in the municipality focusing on active living, active recreation, social sport and health.	i. Maintain a register of active recreation and social sport opportunities within the community.	Sport and Recreation	
	ii. Deliver an active living and recreation educational workshop roadshow across the municipality.	Sport and Recreation	

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategy 2: Support and facilitate opportunities for our community to be physically active.			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Facilitate the provision of self-organised physical activity opportunities.	i. Continued facilitation of annual program of physical activity opportunities.	Sport and Recreation	Youth Services, Positive Aging, Organisational Development, Community Development
	ii. Delivery of a CGD mass-participation physical activity event plan.	Sport and Recreation	Festivals and Events
	iii. Explore the development of in-home physical activity support resources for focus populations identified in strategy aim.	Sport and Recreation	Media and Communications
b. Support health and community agencies to increase the physical activity opportunities available to our community.	i. Facilitate opportunities with primary health care agencies and community service providers.	Sport and Recreation	Community Development
	ii. Develop an evaluation tool to assess the success of facilitated opportunities.	Sport and Recreation	Community Development
c. Collaborate with sport and active recreation providers, supporting them to provide innovative ways our community can participate in physical activity.	i. Conduct an annual 'Sports Jam' style event/program with providers to identify new innovative opportunities/ programs specific for our community.	Sport and Recreation	
	ii. Review the sustainability of community sport and active recreation providers based on current and future participation trends and identify strategies to improve sustainability.	Sport and Recreation	

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Future Focus (2021–22) (continued)

Strategy 3: Be a leader in supporting physical activity participation and advocate for our community to improve health and social outcomes through increased participation in physical activity.			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Be a healthy and physically active workplace.	i. Explore opportunities for workplace environment modifications to promote physical activity by CGD staff.	Sport and Recreation	Organisational Development
	ii. Commence retrofitting the workplace environment to discourage pre-longed sitting.	Organisational Development	Sport and Recreation, Building Projects.
b. Build a community that values the importance of physical activity.	i. Modify the annual CGD Sports Awards to include Active Recreation, Active Transport and Social Sport categories.	Sport and Recreation	
c. Identify and mobilise community champions to facilitate increased physical activity participation.	i. Train champions to deliver physical activity opportunities.	Sport and Recreation	Community Development
d. Partner with our community and education providers to improve health and social outcomes through increased participation in physical activity.	i. Analyse primary, secondary, English second language and specialist schools to identify gaps in physical education provision.	Sport and Recreation	
e. Work with governments and peak bodies to strengthen and grow physical activity opportunities.			

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Strategy 4: Create environments that encourage and support our community to be physically active.			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Facilitate the provision of self-organised physical activity opportunities.	i. Conduct a review of current and potential joint use agreement opportunities with schools and identify way to deliver-more equitable access for community members of all ages.	Sport and Recreation	
b. Increase the opportunities to participate in physical activity by making spaces, services and facilities more affordable, safe, inclusive and functional to the needs of local communities.	i. Analyse selected neighbourhoods considering the principles of walkable communities and spaces.	Sport and Recreation	
c. Improve pathways and connection linkages to physical activity opportunities for our community.			

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

Future Focus (2021–22) (continued)

Strategy 5: Use evidence to guide and drive decisions on how to increase participation in physical activity and improve the health of our community.			
Objective	**Action**	**Responsible Department**	**Supporting Departments (where relevant)**
a. Monitor the impact and effectiveness of the Make Your Move Physical Activity Strategy.	i. Identify monitoring solutions to assess facility and open space usage.	Sport and Recreation	
b. Respond to the changing needs of our community based on effective consultation and evidence-based research with our community and stakeholders.	i. Develop a plan addressing how CGD can support sports development within the municipality.	Sport and Recreation	
c. Engage with external stakeholders on research, evaluation and planning opportunities and pursue a regional approach where relevant.			

4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)

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4.2.5 Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030 (Cont.)



4.3 OTHER

4.3.1 Greater Dandenong Sustainability Advisory Committee 2020

File Id:	A6756163
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Sustainability Advisory Committee – List of Applicants

Report Summary

This report provides an overview on the appointment of new members to the Greater Dandenong Sustainability Advisory Committee.

The Sustainability Advisory Committee meets five times per year and was established to assist Council in the implementation of the key priorities and objectives outlined in the *Greater Dandenong Sustainability Strategy 2016-2030*, as well as help Council identify potential future key priorities and objectives.

The Committee, including the appointed members and the Terms of Reference was first endorsed by Council on 24th July, 2017. To ensure continuity when the Committee was first established, half of the Committee members were appointed for an initial term of two (2) years, and the other half of the members were appointed for an initial term of three (3) years.

The three (3) year membership term has now come to an end, and as such, Council has sought expressions of interest from the community to apply to become members of the Sustainability Advisory Committee. Applications were reviewed by an internal selection panel who have recommended the new committee members.

Recommendation Summary

This report recommends that Council endorses the following candidates as members of the Sustainability Reference Committee:

- Graeme Pearman;
- Ward Petherbridge; and
- Isabelle Nash.

4.3.1 Greater Dandenong Sustainability Advisory Committee 2020 (Cont.)

Background

The Greater Dandenong Sustainability Advisory Committee, including the initial appointed members and the terms of reference was first endorsed by Council on 24 July 2017.

The Committee was established as a response to the recommendations identified in a Report endorsed by Council on 15 December 2015 and as a key community priority of the *Greater Dandenong Sustainability Strategy 2016-2030: Towards an Environmentally Sustainable City* endorsed by Council on 27 June 2016.

The purpose of the Committee is to assist Council in the implementation of key community priorities and objectives as identified in the Strategy. The committee currently includes a total of twelve members including up to two Councillor representatives, two Council officers and eight community representatives.

Proposal

The Sustainability Advisory Committee was established to assist Council in the implementation of the community key priorities and community objectives identified within the Greater Dandenong Sustainability Strategy 2016-2030.

The objectives of the Committee include:

- Champion, advocate and promote sustainability throughout the City of Greater Dandenong, as well as the sustainability achievements of Council and the broader community;
- Provide Council with input, guidance and support on sustainability and environmental matters relevant to the local community within the City of Greater Dandenong;
- Provide Council with input, guidance and support on the implementation of the key priorities and objectives in the 2016-30 Greater Dandenong Sustainability Strategy and associated strategies, policies and action plans, and
- Provide Council with input, guidance and support in respect to communication, engagement and consultation by Council with the local community on relevant sustainability matters.

Membership of the Committee consists of:

- Up to two Councillors (appointed as part of annual statutory process);
- At least two Council Officers (including at least one director or senior manager)
- Eight (increased from six in the updated Terms of Reference – 14 October 2019) Community Representatives (elected representatives of government are not eligible)

The purpose, objectives and membership structure of the Committee, identified above, are outlined in greater detail within the Terms of Reference. An updated Terms of Reference was endorsed by Council on Monday 14 October 2019.

4.3.1 Greater Dandenong Sustainability Advisory Committee 2020 (Cont.)

Committee Members and Selection Process

To ensure continuity of the Committee, half of the Committee members were appointed for an initial term of two (2) years, and the other half of the members were appointed for an initial term of three (3) years.

The committee consists of the following eight community representative members:

- Graeme Pearman, Former Chief of Atmospheric Research at CSIRO
- Ward Petherbridge, Managing Director of Smart Recycling
- Judith Sise, Representative from Dandenong Environment Group
- Bryan Hunter, Environmental Studies Teacher, Athol Road Primary School
- Asher Coleman, Representative from South East Climate Action group
- Aurore Pont, Resident and consultant at renewable energy company
- Brian Congues, Resident and local builder
- Aishwarya Pokkuluri, Resident

The initial three (3) year membership period has come to an end, with the following committee members retiring:

- Graeme Pearman
- Ward Petherbridge
- Aishwarya Pokkuluri, (membership terminated on 5 May 2020 due to consecutive absences).

As per the minutes of the Sustainability Advisory Committee on Wednesday 1 July 2020, the Committee agreed to re-advertise the three positions publicly through an expression of interest and formal appointment process.

The expression of interest period was open from July 1, 2020 to August 2, 2020. It was promoted through Council's website, social media, and through existing Youth Services networks. At the end of the period Council received six (6) expressions of interest.

A selection panel was established to review and assess the expressions of interest against the selection criteria. The selection panel identified and recommended three committee members. These individuals represent a balanced, diverse, connected, engaged and knowledgeable cross-section of the community within the City of Greater Dandenong. These three individuals will join the current standing members of the committee.

It is proposed that the following three candidates be approved by Council:

- Graeme Pearman, Former Chief of Atmospheric Research at CSIRO
- Ward Petherbridge, Managing Director of Smart Recycling
- Isabelle Nash, Teacher at Haileybury and local resident.

4.3.1 Greater Dandenong Sustainability Advisory Committee 2020 (Cont.)

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
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

Opportunity

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

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:

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:

- Greater Dandenong Climate Emergency Strategy 2020-30
- Greater Dandenong Sustainability Strategy 2016-30
- Community Wellbeing Plan 2017-21
- Community Engagement Policy 2018-22

Related Council Policies

- Council Code of Conduct
- Workplace Equal Opportunity Policy

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

External consultation with the community was undertaken during the development of the Sustainability Strategy 2016-30, Climate Emergency Strategy 2020-30, and the expression of interest period.

Consultation with existing Sustainability Advisory Committee members, including the number of committee members and duration of membership had occurred during the preparation of the Terms of Reference (endorsed 14 October 2019).

Conclusion

The Sustainability Advisory Committee provides Council with an effective and collaborative platform to help Council implement the key priorities and objectives identified in the Greater Dandenong Sustainability Strategy 2016-2030.

Its proposed membership represents a balanced, diverse, connected, engaged and knowledgeable cross-section of the local community within the City of Greater Dandenong. The result should be a functional and productive Committee, guided by the Terms of reference, which provides high quality input on key community related sustainability issues presented to it by Council officers.

4.3.1 Greater Dandenong Sustainability Advisory Committee 2020 (Cont.)

Recommendation

That Council:

1. **endorses the following candidates as members of the Sustainability Reference Committee:**

   - **Graeme Pearman:**
   - **Ward Petherbridge; and**
   - **Isabelle Nash; and**

2. **appoints a Councillor Representative as part of the annual statutory appointment process.**

OTHER

GREATER DANDENONG SUSTAINABILITY ADVISORY COMMITTEE 2020

ATTACHMENT 1

SUSTAINABILITY ADVISORY COMMITTEE – LIST OF APPLICANTS

PAGES 2 (including cover)

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

4.3.1 Greater Dandenong Sustainability Advisory Committee 2020 (Cont.)

Existing Committee Members

- Graeme Pearman, Former Chief of Atmospheric Research at CSIRO
- Ward Petherbridge, Managing Director of Smart Recycling
- Judith Sise, Representative from Dandenong Environment Group
- Bryan Hunter, Environmental Studies Teacher, Athol Road Primary School
- Asher Coleman, Representative from South East Climate Action group
- Aurore Pont, Resident and consultant at renewable energy company
- Brian Congues, Resident and local builder

Recommended Committee Members

- Graeme Pearman, Former Chief of Atmospheric Research at CSIRO
- Ward Petherbridge, Managing Director of Smart Recycling
- Isabelle Nash, Teacher at Haileybury and local resident

Expression of Interest – Applicants

- Graeme Pearman, Former Chief of Atmospheric Research at CSIRO
- Ward Petherbridge, Managing Director of Smart Recycling
- Isabelle Nash, Teacher at Haileybury and local resident
- Zoe Mohl, Sociologist and local resident
- Arsana Udayana, youth 'Enviro Leaders' participant and local resident
- Elizabeth Tang, Financial Intelligence Officer and local resident

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options

File Id:	A6735468
Responsible Officer:	Director City Planning, Design and Amenity

Report Summary

At the Ordinary Council meeting on Monday 23 March 2020, Council endorsed Notice of Motion No. 79 – Request for a report on Greater Dandenong Future Environmentally Sustainable Development (ESD) Options.

The motion states *"that a report come to a Council meeting in August 2020 addressing the different options Greater Dandenong City Council can pursue in relation to ESDv2.0 including the advantages, disadvantages and costs of each".*

This report responds to that motion and provides Council with a summary of the overall status and direction of elevated ESD policy development (ESDv2.0) being undertaken by Victorian Councils and supporting organisations, including the advantages and disadvantages of each approach and recommendations for consideration by Council.

Recommendation Summary

That Council support the pursuit of the development of a zero-carbon Planning Policy (ESDv2.0) and future Planning Scheme Amendment that:

1. Supports the work undertaken by CASBE in the development of an agreed ESDv2.0 policy framework suitable for adoption by member Councils;

   2a. Achieves a collaborative / joint Planning Scheme Amendment with multiple Councils, coordinated by CASBE, with shared responsibility governed by a Memorandum of Understanding between Councils, or if this does not proceed;

   2b. Achieves a collaborative/ joint Planning Scheme Amendment with multiple Councils, coordinated by Moreland City Council, with shared responsibility governed by a Memorandum of Understanding between Councils, provided the number of Councils is sufficient and the ESD framework developed by Moreland City Council is suitable for Greater Dandenong; and

3. Considers at the next annual budget appropriate funding to support a joint Planning Scheme Amendment with the first group of Councils, to commence in the 2021/22 financial year.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Background

Application of Sustainable Development

The application of Environmentally Sustainable Development (ESD) principles into private development though the planning application process has occurred amongst Victorian Councils for over the last 10 years.

Greater Dandenong has a long history of applying ESD to the planning application process, commencing in 2011. This includes implementing the Sustainable Design Assessment in the Planning Process (SDAPP) program from 2011 to 2017, before adopting a Local ESD Planning Policy in October 2018.

Clause 22.06 (*Environmentally Sustainable Development*) in the Greater Dandenong Planning Scheme strengthens the ability for Council to consider ESD outcomes in the planning process. This current policy provides objectives and application requirements for residential, mixed use and non-residential development to achieve best practice environmental design and further implements policy contained within the State Planning Policy Framework (SPPF) and the Municipal Strategic Statement (MSS).

The objectives contained within the ESD Policy seek to ensure that development achieves best practice across a wide range of ESD principles including energy efficiency, water resources, indoor environment quality, stormwater management, transport, waste management and urban ecology.

Since adoption, approximately 200 planning applications have addressed the requirements of Clause 22.06 resulting in positive environmental outcomes as well as economic benefits to occupants of those buildings.

Clause 22.06 is an ESD Policy that is applied by 18 other Metropolitan Councils to their planning schemes. This ESD Policy can be informally referred to as “ESDv1.0” and was initially developed in 2013 as a formalised version of the SDAPP framework.

Following a planning scheme amendment process in 2014, the Minister for Planning approved amendments to introduce ESDv1.0 into the Planning Schemes of Banyule, Moreland, Port Phillip, Stonnington, Whitehorse and Yarra. The ESD local policy was gazetted on 19 November 2015 through the work of those Councils and the Council Alliance for a Sustainable Built Environment (CASBE), representing a significant planning policy reform. The City of Greater Dandenong followed this process in October 2018.

The Rationale for Change

As more Councils across Victoria declare a Climate and Ecological Emergency and implement strategic actions to accelerate efforts to achieve municipal-wide emissions reductions, they have identified the Planning Scheme as an area of direct influence to achieve significant emissions reductions and climate adaptation outcomes.

Applying ESD Standards to the Planning Scheme enables Councils to apply climate change mitigation measures across the following areas:

- Energy efficiency though an energy smart (passive design) building;

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

- Renewable energy generation onsite (and off-site);
- Landscaping and green infrastructure (canopy cover, green facades/roofs); and
- Waste management (operational and construction).

Several Councils who have implemented ESD policy in their planning schemes for several years have now included strategic actions to strengthen their existing ESD Planning Policy standards.

This has led to action by Councils to undertake the next phase of work on "raising the bar" of ESD standards to help achieve net zero emission commitments and higher quality sustainable building outcomes. This approach is known as "ESDv2.0".

What is ESDv2.0

ESD Version 2.0 or "ESDv2.0" refers to the next version of ESD planning policy that aims to achieve net zero carbon buildings, zero operational waste buildings, climate resilient buildings and buildings that achieve a higher level of sustainability.

ESDv2.0 aims to include a range of objectives and standards that achieve a higher outcome than existing ESD policies. Work on developing ESDv2.0 started in 2019 and has accelerated in 2020. The scope and framework of ESDv2.0 is reliant on specialist research to help form the evidence base to develop an appropriate set of standards to apply to the planning scheme as a policy measure. This research and evidence base is being developed with a preliminary framework due to be complete by October 2020.

ESDv2.0 is likely to cover the following sustainability categories:

Energy Efficiency, Renewable Energy, Circular Economy (Waste and Resource Recovery), Transport, Indoor Environment Quality, Integrated Water Management (Water Efficiency and Stormwater), Urban Ecology (Green Infrastructure).

ESDv2.0 is likely to comprise of a combination of prescriptive and performance-based standards. Prescriptive standards may include incorporating a specific design element or specifying a design measure to meet a particular threshold (e.g. extent of solar PV panels or Electric Vehicle parking spaces). Performance standards may include a combination of design measures to meet a sustainability outcome or benchmark. This would likely include environmental assessment tools such as the Built Environment Sustainability Scorecard (BESS), Green Star or other tools. However, it is important to note that this work is yet to be finalised, and as such the composition of ESDv2.0 cannot be confirmed at this time.

Who is leading the development of ESDv2.0?

The development of ESDv2.0 is being led by three metropolitan Councils who have all committed to developing a local ESD planning policy of a higher standard to transition to a zero net emissions future. These councils are:

- **City of Melbourne** – Through their *Green our City Action Plan (2017)*;
- **City of Moreland** – The zero carbon *Moreland 2040 framework (2018)*; and

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

- **City of Yarra** – The *Yarra Climate Emergency Plan and Zero Carbon Yarra in the Planning Scheme (2020)*. NOTE: Yarra was not included in NoM No.79 but has since committed to undertaking a zero carbon Planning Scheme amendment.

The City of Moreland has been active in their intentions to develop a zero-emissions planning scheme since 2018. This includes formally inviting Councils to support their research and development of an evidence base to help inform a future planning scheme amendment. Greater Dandenong has provided Moreland City Council a financial contribution of $15,000 which was used to engage consultants who are currently developing a set of standards related to solar and electric vehicle measures. The outcomes of that work will then be used by the supporting councils, such as Greater Dandenong to progress with an amendment to update their planning schemes.

In addition to the above Councils, the Council Alliance for a Sustainable Built Environment (CASBE), an association of Victorian Councils committed to the creation of a sustainable built environment, is also supporting the development of ESDv2.0.

In October 2017, CASBE members came together to develop the *2018-2020 CASBE Strategic Plan.* A primary goal in the plan was to achieve 'A Step Change in Impact', and as part of that, to elevate environmental targets. This was in response to the growing number of Councils developing strategies aimed at significantly reducing their environmental impacts (such as emissions) and improving ESD in planning outcomes above and beyond the current approach.

The Elevating Targets project is CASBE's key focus for 2020. The purpose of the Elevating Targets project is to develop an ESDv2.0 Policy that includes a range of objectives and standards that result in significant improvement from the existing ESDv1.0 Policies.

CASBE's aim is to develop a universal ESDv2.0 policy consistent with the Policy intentions of the abovementioned Councils who have committed to develop a zero carbon (ESDv2.0) planning scheme amendment. This enables a joint planning scheme amendment to be undertaken by interested councils.

The development of a joint ESDv2.0 planning scheme amendment, in partnership with CASBE is the approach advised by Moreland and Yarra. This has led to a number of Councils (including Greater Dandenong) working with CASBE to develop the scope of ESDv2.0. This is through working groups dedicated to a particular ESD category, coordinated by CASBE. Research actions are also being undertaken by CASBE using the CASBE budget.

Why must Greater Dandenong Council consider ESDv2.0?

ESDv2.0 is relevant to Council for the following reasons:

Climate Emergency Declaration

On the 28th of January 2020, Council passed Notice of Motion No. 75, declaring a Climate and Ecological Emergency. This motion recognises the pressing nature of the global climate emergency and Council's duty of care to provide a comprehensive, strategic response for the protection of the

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

broader community. It also validates Australia's commitment to the Paris Agreement of 2016, which aims to limit increasing global average temperatures to 1.5°C above pre-industrial levels through accelerated climate action.

Draft Greater Dandenong Climate Emergency Strategy 2020-30

The *Draft Greater Dandenong Climate Emergency Strategy 2020-30,* provides a strategic framework of actions for mitigation and adaption to the impacts of climate change. The strategy provides a clear vision for *a resilient, net zero carbon city by 2040*. The strategy includes associated medium-term actions to:

- Support collaborative projects that aim to raise the standards of Environmentally Sustainable Design (ESD) required in new homes, commercial and industrial developments;
- Support Moreland Council's Towards Zero Carbon in the Planning Scheme project which aims to provide an evidence base for updating ESD requirements in the Planning Schemes; and
- Continue to facilitate inclusion of key environmental performance considerations through Environmentally Sustainable Design (ESD) into the planning permit approvals process in order to achieve long term sustainable outcomes.

As per the *Greater Dandenong Greenhouse Gas Emissions Profile and Mitigation Report (2019)* prepared to inform Council's Climate Emergency Strategy, 78% of Council's carbon emissions is from stationary energy (energy used for electricity generation and all other non-transport energy use). The improvement of energy performance to transition towards zero carbon buildings through the planning process is one means to reduce the carbon footprint within Greater Dandenong.

Council's existing ESD Assessment Framework

Greater Dandenong is one of 18 Councils that currently apply ESDv1.0 to their planning scheme. The Policy has been effectively implemented since October 2018 and prior to that, informally through the SDAPP framework since 2011. Greater Dandenong has policy rationale and operational systems in place to implement ESDv2.0 when made available.

Collaboration with CASBE and other Councils on ESDv2.0

Greater Dandenong has been a member of CASBE since 2010, actively contributing to CASBE projects resulting in improved sustainability outcomes that benefit all members. Greater Dandenong is also a member of the ESDv2.0 working group set up by CASBE.

In addition, Council has supported the City of Moreland in their development of an evidence base to form the scope of ESDv2.0 local policy. Council has provided a financial contribution of $15,000 to Moreland after they approached all CASBE member Councils to support their lead in research and development of an evidence base that would become available to support a potential joint planning scheme amendment.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Local Government Act

The *Local Government Act 2020* provides the framework for the establishment and operation of Councils, the responsibility of Councils to promote climate change awareness, adaptation, and mitigation, and the requirement to consider social, economic and environmental sustainability in all processes and procedures.

Based on Council's community emissions profile, proposed actions identified in the Draft Climate Emergency Strategy, existing ESD policy platform, and collaboration with Councils leading the development of ESDv2.0, this justifies the need for Council to explore the options to pursue ESDv2.0.

The State of Play with ESDv2.0

There are a number of different directions that Councils are considering in how to develop and apply ESDv2.0 (as per section 1.4). The preamble to NoM No.79 identified that by June, *"it will likely be clear what options Greater Dandenong Council have going forward".*

This section outlines the approach taken by the following Councils and other parties in the development of ESDv2.0 as of July 2020:

- City of Melbourne
- City of Moreland
- City of Yarra
- Council Alliance for a Sustainable Built Environment (CASBE) of which Greater Dandenong is an active member
- Department of Land, Environment, Water and Planning (DELWP)

This will include the history behind each Council or party's rationale for ESDv2.0, the scope of ESD policy, their approach to delivery and their next steps. This section will enable Council officers to identify the advantages, disadvantages and estimated costs of applying each approach, which will inform the recommended option to pursue ESDv2.0.

City of Melbourne

Policy Background

The City of Melbourne (CoM) was the first Council in Australia to apply ESD planning application requirements and performance standards into the Planning Scheme. In 2013, Clause 22.19 (*Energy, Water and Waste Efficiency*) was introduced into the City of Melbourne Planning Scheme (Amendment C187). The Policy implements the CoM's strategic *Eco-City Goals* (at the time) by ensuring that any new development meets the objectives of the energy, water and resource efficiency strategies.

The Policy targets office, retail, accommodation and education buildings which must demonstrate they have the preliminary design potential to achieve sustainable industry benchmarks including Green Star, NABERS, and benchmarks within these tools.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Clause 22.19 has become outdated and underwent a review as part of a broader suite of evaluations of environmental policy and strategy undertaken by CoM in recent years. The *Greening Our City Action Plan* (2017-21), identified shortfalls with Clause 22.19, and recommended strengthening the scope of ESD planning policy, focusing on green infrastructure net zero emission buildings.

Since 2018, CoM has investigated carbon neutral buildings and green infrastructure outcomes, with the intention of preparing a planning scheme amendment to update Clause 22.19 (which uniquely differs from ESDv1.0 planning polices). CoM has undertaken significant research that reviewed current requirements, identified gaps compared with other national / international policy and alignment with other strategies unique to CoM (i.e. zero carbon goals) and step-changes (minimum requirements to desired targets).

This work follows on from ESD enhancements in the Fishermans Bend precinct, applying to both the Port Phillip and Melbourne Planning Schemes (GC81). Approved in 2018, this amendment includes requirements for 6-star Green Star Community ratings and an aim for '*achieving a climate adept, water sensitive, low carbon, low waste community'*.

CoM has completed this investigation and has developed a comprehensive evidence base leading to the development of a set of objectives and standards that will form their recommended ESD policy framework and subsequent Planning Scheme Amendment (pending Council approval). This includes an economic analysis of the ESD standards to ensure there are economically feasible to be applied to the private sector

Proposed ESD Policy Scope

CoM's proposed ESD Policy is a combination of prescriptive and performance-based requirements that apply to residential, commercial, industrial and other types of development relevant to Melbourne's unique municipal development profile.

The policy is likely to include the following ESD categories: *Energy Efficiency and Renewables; Waste and Resource Recovery; Sustainable Transport; Integrated Water Management; Indoor Environment Quality; Urban Ecology and Urban Heat Island*.

The policy will include use of supporting ESD tools to quantify development performance (e.g. BESS, Green Star, NABERS etc). The policy will also prescribe specific design standards/measures to be incorporated as part of the design to achieve policy objectives.

The precise ESD Policy categories, objectives, standards and performance requirements (including supporting evidence base) is not yet available. At the time of writing this report, CoM's ESD Policy framework and supporting evidence base is scheduled to be tabled at the Council Meeting on 25 August 2020. Information will be available after this date.

Green Factor Tool

CoM has recently developed the Green Factor tool which assesses green infrastructure requirements for new buildings. The tool provides users with a score that considers the relative volume and efficacy of green elements (green walls, green roofs, landscape areas) in comparison to the overall area of the site based on the development typology. The tool was launched in May 2020.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Green Factor is currently administered on a voluntary basis with planning applicants. Green Factor will form a core part of CoM ESD Planning Policy, addressing Urban Ecology and contributing to climate change adaptation objectives.

The tool has received wide attention from other Councils as a suitable tool to achieve green infrastructure outcomes through planning applications. As a result, CASBE has initiated a workshop with consultants who developed Green Factor to develop a proposal for how the tool might be used by other Councils and form part of ESDv2.0.

Collaborating with CASBE**.**

CoM is a member of CASBE and have been contributing to CASBE's Elevating ESD Standards project. This includes providing guidance to CASBE on defining ESD objectives and standards aligned with CoM's proposed approach where relevant. It is likely a number of standards will be replicated by CASBE into a universal version of ESDv2.0. CoM are also in dialogue with City of Moreland in their development of their zero carbon ESD framework.

Next Steps

CoM is scheduled to present their recommended ESD Planning Policy as part of the Council Meeting on 25 August 2020. Further information on CoM's future direction on this project will be made available after that Council Meeting date.

Moreland City Council

Background

Moreland City Council was part of the first group of Councils to introduce an ESD policy (ESDv1.0) into their planning scheme in October 2015.

Since then, Moreland developed their *Zero Carbon Moreland 2040 Framework*. Adopted in 2018, the framework reflects Council's Vision for a zero carbon Moreland community by 2040, acknowledges the climate emergency and includes associated medium-term priorities to:

- Increase environmentally sustainable design outcomes for energy efficiency and renewables via planning, enforcement and advocacy;
- Increase design standards in planning policy to create more walking and cycling friendly developments; and
- Support responsible waste management in new developments via planning scheme standards and enforcement.

After the adoption of the framework, Moreland commenced research to strengthen the planning scheme to create a pathway for zero carbon, highly sustainable buildings. This included defining budget and resources needed to elevate ESD standards related to energy use, electric vehicles, green roofs/walls and zero-waste infrastructure. Initial research was undertaken with support from CASBE to establish a pathway to improve current ESD expectations and seek interest in preparing a future joint planning scheme amendment.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

On 12 June 2019, Moreland resolved to undertake research required for an *ESD Version 2.0,* including working in partnership with CASBE and interested member Councils, with the intent to prepare a subsequent joint planning scheme amendment.

This has led to ongoing collaboration between Moreland, CASBE and member Councils in undertaking further research to develop a range of ESDv2.0 standards. This includes Greater Dandenong who has provided a financial contribution to Moreland to support them in leading the development on an evidence base and justification. The outcomes of that work will then be used by the supporting councils, such as Greater Dandenong to progress with an amendment to update their planning schemes.

ESD Policy Scope and development

Moreland's preferred ESDv2.0 Policy will explore the following areas:

- **Better Roofs:** To address the current shortfall with new development committing to the installation of solar systems and addressing the urban heat island effect;
- **Zero Waste Infrastructure:** Improving waste infrastructure to target zero waste to landfill by 2030; and
- **Futureproofing buildings for electric charging infrastructure:** Require the installation of specific electric infrastructure in new developments.

The Policy itself will consist of a range of prescriptive and performance-based objectives and standards across several sustainability categories (similar to City of Melbourne). Moreland's work on ESDv2.0 has commenced and is developed into two stages:

Stage 1) Evidence Base and Justification

Moreland is currently developing standards that will be tested on private development of varying typologies. The evidence base research will be broken into two parts:

(1) Renewable Energy and Electric Vehicle Standards

Consultants were engaged in March 2020 to develop a Prescriptive Standard for Solar Photovoltaics and Electric Vehicles. At the time of completing this Council Report, two draft reports are undergoing internal review by Moreland Officers and will be made available to supporting Councils and CASBE by August 2020.

(2) Green Infrastructure and Zero Waste Infrastructure

Evidence base works are planned for embedding circular economy principles, waste management, and urban ecology by September 2020. It is likely the work undertaken by City of Melbourne in relation to this standard will provide support to Moreland in developing this standard. Officers from respective Councils have been collaborating though CASBE on this standard.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Stage 2) Planning Scheme Amendment

Following development of a sufficient evidence base, Moreland will be in the position to undertake a planning scheme amendment. Moreland's preference is for a joint amendment as stated in their Council Report on 12 June 2019, *"undertaking this project in collaboration with other Councils due to favourable experiences of undertaking the first ESD planning policy as a joint venture between 6 Councils, and also due to the benefit of shared costs".*

Any Planning Scheme Amendment is dependent on there being a suitable evidence base to support ESDv2.0 as a planning scheme amendment. As such, a significant amount of further information is required to be developed before Moreland (and any other supporting Councils) can pursue a planning scheme amendment.

Next Steps

Moreland aims to complete work on their evidence base by October 2020. Whilst Moreland have not specified a target date for a planning scheme amendment, they will likely be in a position to prepare an amendment by the end of the 2020/21 financial year.

As outlined above, Moreland recommends developing ESDv2.0 and a subsequent planning scheme amendment be a joint approach. Moreland states that CASBE *"is a logical partner in exploring and progressing a revised or expanded ESD policy"*. Moreland has reached out to Councils to seek support in the development of their evidence base but is yet to formally invite Councils to join them in a Planning Scheme Amendment.

As momentum has been growing with the intentions of the City of Yarra, work by CASBE and interest of other Councils, Moreland is likely to decide their policy intentions by October 2020. This is in line with the work being undertaken by CASBE and member Councils which aims to have a set of preliminary standards by October/November 2020.

City of Yarra

Background

The City of Yarra have also committed to transition towards zero carbon through new Yarra Planning Scheme provisions. The report, tabled on 17 March 2020, investigated the process necessary to amend the Yarra Planning Scheme to require all future developments have the highest possible environmental rating and use of 100% renewable energy.

The report provided 3 options for consideration regarding the pursuit of a zero carbon development standards including;

a. **Option 1:** no action. This was not advised, citing Yarra's Climate Emergency Plan commitments.

b. **Option 2:** pursue Planning Scheme Amendment (as a standalone Council). This was not advised, as additional actions would need to be undertaken to legitimise the need for zero carbon development provisions in the Planning Scheme (the evidence base) and the long-term resourcing required.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

c. **Option 3:** (recommended option) work with CASBE and other interested member Councils to establish a voluntary zero carbon development framework in the short term, and progress research into zero carbon standards and work towards a group planning scheme amendment to implement a new zero carbon local policy.

Yarra stated that a group amendment presents *"an opportunity for Council to act in collaboration and develop consistent zero carbon requirements"* and *"it is the most realistic and effective method to achieve a new zero carbon local policy whilst reducing costs and workload to Council"*.

The report reaffirmed that building on work already undertaken by Melbourne and Moreland Councils and CASBE, as well as sharing the remaining research and consultancy costs (including a co-funded Planning Scheme Amendment), would significantly reduce the cost and workload to Council. Option 3 was carried unanimously by Councillors.

Next Steps

Yarra will likely pursue a joint planning scheme amendment with CASBE and member Councils. Yarra has also commissioned a legal review on the application of planning policy standards in response to the operational complexities of Power Purchasing Agreements.

Additionally, Yarra is conducting a number of other strategic actions as part of its *Climate Emergency Plan* that will feed into the development of standards across the categories of energy management, waste, urban ecology, climate resilience and transport being undertaken by CASBE as part of their Elevating ESD Outcomes project.

Council Alliance for a Sustainable Built Environment (CASBE)

Background

CASBE is an association of Victorian Councils committed to the creation of a sustainable built environment within and beyond their municipalities. CASBE plays a critical role in supporting local governments in the development and implementation of sustainable built environment outcomes through education, collaboration, policy development and advocacy.

Established in 2009, CASBE has grown to become a self-funded organisation, with a growing membership of over 30 Victorian Councils, representing 55% of all Victorian planning permit activity under the auspices of the Municipal Association of Victoria. City of Greater Dandenong has been actively involved in CASBE's activities since its inception.

CASBE played a key role in the development of ESDv1.0, which saw 6 Local ESD policies gazetted in November 2015 for the Moreland, Banyule, Port Phillip, Stonnington, Whitehorse and Yarra planning schemes. This includes support for Greater Dandenong's Amendment C198 (ESDv1.0) into the planning scheme in 2018.

Elevating ESD Targets (ESDv2.0)

In October 2017 CASBE members came together to develop a roadmap for the *2018-2020 CASBE Strategic Plan.* A primary goal in the Plan was to *"elevate environmental targets"*.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

The Elevating Targets project is CASBE's key focus for 2020. The purpose is to develop a new ESD Policy (ESDv2.0) that includes a range of objectives and standards that result in significant improvement from the existing ESDv1.0 Policies.

The key outcomes of CASBE's Elevating Targets are to:

- Develop a set of ESD Policy Objectives and Standards across key sustainability categories including *Energy, Urban Ecology, Circular Economy (Waste & Materials), Transport, Indoor Environment Quality and Integrated Water Management;*
- Align policy standards and objectives as close as possible to the preferred standards being developed by the Cities of Melbourne, Moreland and Yarra;
- Undertake and fund additional research required to support the evidence base and justification for ESDv2.0 to support a Planning Scheme Amendment;
- Use the Built Environment Sustainability Scorecard (BESS) as an assessment tool;
- Ensure policy objectives and standards are agreed amongst member Councils, enabling broad adoption though a Planning Scheme Amendment; and
- Engage with stakeholders (e.g. DELWP, Green Building Council of Australia and other industry bodies).

Joint Council Approach

In 2019 CASBE invited Councils to form dedicated working groups for this project. The sub-working groups are comprised of Council staff with topic-specific expertise. Each working group is conducting a detailed review of the current policy objectives and best practice standards within the context of shifts in local, national and international industry practice, the climate emergency, and the leadership of Councils in these areas.

The role of CASBE in the development of ESDv2.0 relies on the work undertaken by the City of Melbourne, the City of Moreland and the City of Yarra into improved ESD outcomes and zero carbon development. These Councils (and the City of Port Phillip) are leading the sub working groups investigations.

As highlighted in Moreland and Yarra's Council resolutions, using CASBE as the nexus in the development of ESDv2.0 will enable a universal ESD policy to be developed and adopted as a joint Planning Scheme Amendment.

Next Steps

CASBE have outlined the following preliminary deliverables related to ESDv2.0

1.	Working group research, development and interpretation of evidence base undertaken by Moreland, Yarra, Melbourne and CASBE	Aug-Oct 2020
2.	Development of draft ESD objectives and standards	Aug-Oct 2020
3.	Confirm no. of Councils interested in pursuing an Amendment	November 2020

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

4.	Technical assessment of proposed objectives and standards	Dec-Feb 2020
5.	Economic Analysis of ESD objectives and standards	Jan-Mar 2021
6.	ESDv2.0 Package developed for proposed amendment	Apr-May 2021

State-Wide ESD Policy

The Department of Land, Environment, Water and Planning (DELWP) has been active in ESD Policy development over the last several years. This includes finalising policy elements of ESDv1.0 and translation of the existing ESD policies through the *SmartPlanning* policy framework.

Another role of DELWP is the development of a state-wide ESD planning Policy. Strategic action 80 within Plan Melbourne requires DELWP to "*Review the Victorian planning and building systems to support environmentally sustainable development outcomes for new buildings to consider their energy, water and waste management performance"*.

There is little information on the development, content and possible outcomes of a state-wide ESD planning policy. The last stakeholder update by DELWP was in May 2019 where a general timeline of 2020-21 was indicated, however there has been minimal update since. CASBE continues to enquire and will form part of a formal stakeholder working group.

In the context of the policy scope, it is likely to replicate the existing ESD policies applied by 18 Victorian Councils (ESDv1.0). Therefore, any state policy is likely to be the equivalent of ESDv1.0 or weaker as indicated from previous updates given by the department. The scope of the policy is also dependant on ministerial directions providing further unpredictability.

Proposal

Advantages, Disadvantages, Costs of Each Option

The information contained in Section 1.6 has enabled Council Officers to evaluate approaches taken to develop and deliver ESDv2.0 and recommend the preferred option.

This section provides an overview of the advantages, disadvantages and costs of each option taken by nominated Councils, including CASBE and DELWP.

City of Melbourne

CoM has completed a significant amount of research to develop their revised ESD Policy Framework. This research is exclusively linked to a number of their supporting strategies (i.e. *Greening Our City Action Plan 2017-21* and *Climate Adaptation Strategy 2017*) to inform development of their proposed standards and supporting evidence base for a recommended ESD Policy Framework.

Whilst not available yet, the scope of their ESD Policy framework will contain a combination of prescriptive and performance standards that are tailored to their development profile that is distinct from other municipalities. Part of this policy will include the use of the Green Factor tool which was developed by CoM specifically for their development typologies.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Option to Consider: Greater Dandenong follow the approach taken by City of Melbourne and develop its own comprehensive ESD Policy framework.

Policy suites the specific development typology to that municipality Comprehensive research to develop Policy Standards that are linked to specific Council strategies and objectives Very strong evidence base to justify amendment approval Combination of prescriptive and performance allows for design flexibility, yet within set ESD thresholds Clear policy direction and guidance	Long timeframes for research to develop strategic links, form the evidence base and develop a unique set of ESD standards Significant costs required to undertake research Significant costs to fund amendment and likely panel process High officer resourcing for: ■ Sustainability unit to coordinate research and evidence base ■ Strategic Planning to coordinate amendment process Possible refusal or alterations to scope by DELWP, Planning Panel or Minister for Planning	Strategic background research: $100,000 Evidence base and justification to support Planning Scheme Amendment (including technical and financial analysis) to develop ESD standards: $200,000-$300,000 Planning Scheme Amendment costs including - ■ Amendment fees ■ Administration ■ Officer resourcing to prepare and coordinate amendment ■ Legal representation ■ Additional expert witnesses: $50,000-$200,000 Community engagement and publication of materials: $20,000

Evaluation: This approach provides specific ESD Policy framework that is accurate to the development profile, well-informed and strategically justified. However, this approach requires significant investment of budget and additional resourcing undertaken over a longer timeframe.

The CoM are likely to proceed alone with their ESD Policy framework, with the recommended approach going to Council 25 August 2020.

This option is not recommended.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

City of Moreland

The City of Moreland has committed to developing an ESDv2.0 Policy in response to their *Zero Carbon Moreland 2040 Framework*. Work has commenced on the research to prepare the evidence base to support an ESD standard for Renewable Energy and Electric Vehicle Standards. This will be followed by a standard to support their priority areas of Green Infrastructure and Zero Waste. Their evidence base will be completed by November 2020.

Moreland's ESD Policy scope and framework is likely to be a prescriptive approach, however performance standards are a likely component and will be informed by the future findings of research and evidence.

As part of Moreland's commitment, their preference is to develop ESDv2.0 and a subsequent Planning Scheme Amendment as a joint approach. This has led to ongoing collaboration between Moreland, CASBE and member Councils in undertaking further research to develop a range of ESDv2.0 standards during 2020.

Option to Consider: That Greater Dandenong pursues a joint Planning Scheme Amendment (with the City of Moreland (as a minimum) and any other interested Councils), led by the City of Moreland.

Sharing technical information to support policy justification Similar development profile and building typologies allows for a relevant ESD Policy Reduced technical and financial analysis costs Reduced Planning Scheme Amendment costs Reduced resourcing requirements as we will play a supporting role (and not a leading role) Support provided by CASBE (pending no. of Councils pursuing an amendment)	Substantial costs if amendment is between only 2 Councils Policy scope and standards may not be suitable for parts of CGD's development profile Inability to influence policy direction due to supporting role (and not lead or shared role) Shared role to result in significant resourcing costs (if between only 2 Councils) for: ■ Sustainability unit to coordinate research and evidence base ■ Strategic Planning to coordinate amendment process	Possible further evidence base and justification work to support Planning Scheme Amendment (including additional technical and financial analysis) to develop ESD standard: $25,000-$50,000) Planning Amendment Costs including - ■ Amendment fees ■ Administration ■ Officer resourcing to prepare and coordinate process ■ Legal representation ■ Additional expert witnesses: $40,000-$100,000

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

	Significant costs to fund amendment and likely panel process (if between only 2 Councils) Possible refusal or alterations to scope by DELWP, Planning Panel or Minister for Planning	Community engagement and publication and materials: $5,000-$10,000

Evaluation: Moreland have invested budget to develop ESD standards to achieve a zero-emissions Planning Scheme. As a result, supporting Moreland's pursuit of a planning scheme amendment should not incur additional budget for research. In addition, pursuing a joint planning scheme amendment poses substantial financial and resource benefits as the cost is divided amongst participating Councils.

The number of participating Councils is an issue. If the number of participating Councils is low, this will incur additional budget requirements and resources. Additionally, as the project is led by Moreland, the policy framework will be tailored to their interests, which might not suit aspects of Greater Dandenong's development profile.

Moreland have formally approached Councils to support their research and evidence base (to which Greater Dandenong has provided a small financial contribution) but are yet to formally seek the interest of Councils in pursuing a joint amendment. This is in light of the City of Yarra's intentions and support provided by CASBE. Moreland and CASBE will be collaborating closely over the coming months to determine the most suitable approach for a joint amendment.

This option is recommended only if Council is formally approached by Moreland to participate in a joint amendment with other participating Councils, AND;

If CASBE is not in a position to coordinate a joint amendment, the policy scope and standard must also be practical for Greater Dandenong's development profile.

Council Alliance for a Sustainable Built Environment

CASBE is committed to supporting Councils in developing an ESDv2.0 policy. CASBE's aim is to develop a universal ESDv2.0 Policy consistent with the Policy intentions of Moreland, Yarra, Melbourne (where relevant) and other Councils who have committed to developing a zero carbon ESD Policy (ESDv2.0) for a Planning Scheme Amendment.

In addition to coordinating working groups for further research and policy development, CASBE will fund any additional research including technical and financial analysis of the proposed standards (prescriptive and performance) to be developed.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

This enables a "one-size fits all" ESDv2.0 policy to be made available for a joint planning scheme amendment to be undertaken by interested Councils by May-June 2021. CASBE plans to formally invite member Councils to partner on a Joint Amendment by October 2020. This would be similar to the approach undertaken for ESDv1.0 in 2013 where 6 Councils undertook a joint amendment, governed by a Memorandum of Understanding.

Option to Consider: That Greater Dandenong pursues a joint Planning Scheme Amendment of a CASBE developed ESDv2.0 Policy with all interested CASBE member Councils, governed by an agreed Memorandum of Understanding.

Reduced overall costs (resourcing and budget) across participating councils Existing research and evidence base by Yarra, Moreland, CoM available to use Additional consultancy research costs from CASBE budget (not from Councils) Universal ESDv2.0 policy to suit all Councils development profiles (like ESDv1.0) Universal policy better accepted by development industry Comms campaign coordinated by CASBE. Councils to implement Amendment process governed by MoU between participating Councils, providing equality. Greater no. of Councils likely to influence decision makers during amendment process	Additional amendment costs (budget and resourcing) if amendment is between small no. of Councils Risk of Councils withdrawing / joining over next 12 months. Possible disagreement between Councils on policy scope Administration time delays if large number of Councils participating Possible refusal or alterations to scope by DELWP, Planning Panel or Minister for Planning.	Planning Amendment Costs including - ■ Amendment fees ■ Administration ■ Officer resourcing to prepare and coordinate process ■ Legal representation ■ Additional expert witnesses: $20,000-$40,000

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Evaluation: The CASBE developed ESDv2.0 policy framework represents the most practical, cost-effective, and resource efficient choice of all the options considered. CASBE continues to work with Councils to develop a consist and agreed version of an elevated ESD Policy. Where additional work is required, CASBE will fund the works with their own budget. The investment of Councils in this approach is only related to the future Planning Scheme Amendment process.

CASBE will work closely with Moreland and Yarra to formally invite interested Councils to pursue a joint Planning Scheme Amendment, with a Memorandum of Understanding developed to govern shared responsibility. As highlighted in Moreland and Yarra's Council resolutions, collaborating with other Councils as a joint-amendment in partnership with CASBE is the preferred and most logical option.

This is the recommended option for Greater Dandenong to pursue.

Statewide Policy

As outlined in 1.6.5, there is limited information on the status of the development of a state-wide ESD Policy by DELWP. The possibility of a state-wide ESD Policy achieving an "elevated outcome" is highly unlikely. It is more likely to be the equivalent of ESDv1.0 or weaker, as indicated from previous updates from the department.

A cohesive state policy for zero carbon development may be a preferable outcome, however, at this point there remains little commentary on how the State Government would tackle such an issue. As noted by the Planning Panel comments for the ESDV1.0 joint amendment in 2014 *"even if a Statewide policy is introduced, local policies, may still be appropriate where municipalities seek to 'raise the bar higher' either in specific locations, or where the community has higher sustainability expectations."* (pg. 50).

This option is not recommended.

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – 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

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

Opportunity

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

Council Plan 2017-2021

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:

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:

- 2016-2030 Sustainability Strategy
- Annual Sustainability Report
- Draft Greater Dandenong Climate Emergency Strategy 2020-30
- Greater Dandenong Planning Scheme
- Greening our City Urban Tree Strategy 2018-28

Related Council Policies

N/A

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

The financial implications of the nominated options are listed on Pages 12-14. If Council was to pursue the recommended option of a collaborative approach with CASBE to in relation to ESDv2.0, no additional budget to support ongoing research and the development of an ESDv2.0 Policy would be required.

If Council is to implement the recommendations of this report, it will need to allocate budget to undertake works for a Planning Scheme Amendment. The budget required for this amendment is difficult to estimate as it is dependent on the number of Councils participating to divide costs, the extent of legal representation required in the event of a Planning Panel hearing, and any costs associated with expert witness statements.

A maximum budget of $40,000 would be appropriate to be allocated to support a joint planning scheme amendment. This was the estimated figure spent by each of the 6 Councils as part of the ESDv1.0 planning amendment and panel process. It should be noted CASBE did not provide budget to fund any additional research in 2013.

It should also be noted that significant time and resources are required to initially respond to Notice of Motions and then follow up on the recommendations. This in turn has an impact on the ability of Council Officers to deliver existing business plan commitments within both the Council Plan and Departmental Business Plans. Consequently, this may result in the delay into the 2020/21 financial year of other work originally scheduled for completion in the current financial year.

Consultation

Council officers have consulted externally the City of Moreland, City of Melbourne, City of Yarra, the Council Alliance for a Sustainable Built Environment (CASBE), and a number of CASBE member Councils. This was to better understand the status of each Council's position in the development of strengthened ESD Policy and a Planning Scheme Amendment.

Internally, Council officers have consulted with relevant staff responsible for statutory planning, strategic planning and sustainability planning.

Conclusion

The reduction of carbon emissions to mitigate the effects of climate change is an issue for all local governments within Victoria. The application of elevated ESD planning policy standards ESDv2.0 is a key mechanism to address this issue and further enhance the quality of sustainable development.

4.3.2 Response to Notice of Motion No. 79 - Request for a report on Greater Dandenong ESD Future Directions Options (Cont.)

Greater Dandenong Council has committed to mitigate the effects of climate change through the declaration of a Climate Emergency and development of the *Draft Climate Emergency Strategy 2020-30*. In addition, it has implemented ESD in the planning process since 2011 and through Planning Policy since October 2018.

Action on the development of elevating ESD standards has significantly progressed in 2020 with three Councils in the process of developing standards to support a proposed ESDv2.0 policy framework, with a significant level of input by CASBE.

It is now likely that CASBE and member Councils leading the work on ESDv2.0 will be in a position to develop a local planning policy framework and suitable evidence base during the 2020/21 financial year.

This report responds to the positions of each Council and CASBE, providing Greater Dandenong Council with a summary of the overall status and direction of ESDv2.0 Policy development being undertaken by Victorian Councils and supporting organisations, including the advantages and disadvantages of each approach and recommendations for consideration by Council.

If Council is to pursue the development and implementation of ESDv2.0 and a future planning scheme amendment, it is proposed that Council adopt a collaborative approach with other Councils and CASBE in the development of an agreed and suitable ESDv2.0 policy framework and undertake a joint Planning Scheme Amendment as part of the first group of Councils to implement ESDv2.0 into the Planning Scheme.

A partnership of this nature would allow the financial costs and resources to be shared, through co-funding a zero-carbon local planning policy amendment.

Recommendation

That Council supports the pursuit of the development of a zero-carbon Planning Policy (ESDv2.0) and future Planning Scheme Amendment that:

1. supports the work undertaken by CASBE in the development of an agreed ESDv2.0 policy framework suitable for adoption by member Councils;

2(a) achieves a collaborative/joint Planning Scheme Amendment with multiple Councils, coordinated by CASBE, with shared responsibility governed by a Memorandum of Understanding between Councils, or if this does not proceed;

2(b) achieves a collaborative/ joint Planning Scheme Amendment with multiple Councils, coordinated by Moreland City Council, with shared responsibility governed by a Memorandum of Understanding between Councils, provided the number of Councils is sufficient and the ESD framework developed by Moreland City Council is suitable for Greater Dandenong; and

3. considers at the next annual budget appropriate funding to support a joint Planning Scheme Amendment with the first group of Councils, to commence in the 2021/22 financial year.

4.3.3 Draft Minutes of Sustainability Advisory Committee Meeting - 1 July 2020

File Id:	A6739547
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Minutes of Sustainability Reference Committee Meeting on 1 July 2020

Report Summary

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 was in relation to allowing interested Councillors (and those that attend these Committees and Reference Groups) to speak to the meeting about items discussed at these meetings.

Recommendation Summary

This report recommends that the draft Minutes of the Minutes of the Sustainability Advisory Committee meeting 1 July 2020 provided in Attachment No. 1 to this report be noted by Council.

Background

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 Statutory Meeting and is available via Council's website.

The resolution of Council made on 23 April 2018 provides for Minutes of meetings held by Advisory Committees and Reference Groups to be submitted to Council for noting and endorsing.

As such, the draft Minutes are provided as an attachment to this report.

Proposal

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – 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
- *Lifecycle and Social Support* – The generations supported

Opportunity

- *Education, Learning and Information* – Knowledge
- *Leadership by the Council* – The leading Council

Council Plan 2017-2021

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:

People

- A creative city that respects and embraces diversity.

Opportunity

- An open and effective Council.

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

There are no financial implications associated with this report.

Consultation

Advisory Committees and Reference Groups have been advised of the need to submit minutes of meetings to Council for noting and endorsement.

Recommendation

That Council notes the Minutes of meeting for the Sustainability Reference Committee 01 July 2020 as provided in Attachment No. 1 to this report.

OTHER

DRAFT MINUTES OF SUSTAINABILITY ADVISORY COMMITTEE MEETING

ATTACHMENT 1

SUSTAINABILITY ADVISORY COMMITTEE MEETING HELD ON 1 JULY 2020

PAGES 4 (including cover)

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

4.3.3 Draft Minutes of Sustainability Advisory Committee Meeting - 1 July 2020 (Cont.)

Advisory Committee or Reference Group Name: *Sustainability Advisory Committee Meeting*

Date of Meeting: *Wednesday 1 July 2020*

Time of Meeting: *5:30-7:00pm*

Meeting Location: *Online meeting – Microsoft Teams*

Attendees:

Cr. Matthew Kirwan (MK), Judith Sise (JS), Ward Petherbridge (WP), Jane Brodie (JB), Asher Coleman (AC), Brian Congues (BC), Bryan Hunter (BH), Aurore Pont (AP), James Mitchell (JM)

Apologies:

Jody Bosman (JBos), Graeme Pearman (GP)

Minutes:

Item No.	Item	Action	Action By
1. Welcome	Welcome by the Chairperson		AC
2. Previous Minutes	Previous minutes agreed on and adopted	- Previous meeting minutes no. 12 approved - Action items from previous minutes addressed through circulation of agenda prior to meeting with remaining actions addressed as per agenda items below.	ALL
3. EOI for Committee Members	- Update on process for the appointment of new Committee Members and end of tenure for existing members. - A review of previous unsuccessful applicants determined that they were not suitable applicants to join the committee as replacements to fill the vacant positions. - Advised to undertake public expression of interest (EOI) for three places to fill the committee vacancies. Applications to close 2nd August 2020 with review and appointment to occur after that date. - GP and WP commended for their contributions to the committee over the last 3 years.	- Advertise EOI on Council website and social media for applications. - Committee members to promote EOI to their networks to encourage applications. Retiring members are encouraged to reapply. - Prepare formal letter to retiring members.	JM ALL JM
4. Draft Climate Change	- Update on the progress of the draft climate change strategy including Action Plan Themes review and consultation outcomes.	Circulate all Action Plan Themes to Committee for review and comment within	JM

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

DRAFT

4.3.3 Draft Minutes of Sustainability Advisory Committee Meeting - 1 July 2020 (Cont.)

Strategy	- Update on the progress of finalisation of the draft climate change strategy post community consultation including the tight timeline for completion. - Update on the development of the draft Action Plan and Themes - Three Action Plan themes presented to committee for review including *Assets, Infrastructure and Land use Planning*, *Biodiversity and Open Space*, and *Transport and Movement*. - Review of Themes to be provided in a staggered approach to enable committee to review as staff continue to complete and refine remaining themes.	defined deadlines.	
5. ESD Version 2.0	- Project update on the state of play, in particular City of Moreland's progress on their evidence base. PV and EV evidence base reports to be completed in July 2020. Work to commence on Urban Ecology and Circular Economy themes. - Update on City of Yarra's elevated ESD targets for developments and evidence base work. - CASBE collaborating with all councils to support their ESD policy and evidence base intentions. CASBE working on elevating their own targets based on existing policy. - City of Melbourne developing their own ESD policy update and planning scheme amendment. Likely to proceed independently of other councils due to unique development profile and strategic priorities. - Other councils interested in collaborating with the Cities of Moreland and Yarra in strengthening of ESD standards. Linked to climate emergency declarations and response plans for community emissions priorities.	Circulate Response to Notice of Motion 79 Report once tabled at council in August 2020 with recommended approach for Greater Dandenong (prior to September meeting).	JM
6. Working Groups	Agreed to retain the two proposed working groups including: **Climate Change Working Group** - Multiple themes within the draft climate change strategy – committee to determine what elements and actions are most relevant and appropriate. - Action plans have links to this including community engagement opportunities to achieve actions. - Discussion and clarity on how the	- Members to submit their working group project plan comments for compilation by TL Sustainability Planning. - Members to commence working group discussions (for those interested in joining) offline and	ALL

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

DRAFT

4.3.3 Draft Minutes of Sustainability Advisory Committee Meeting - 1 July 2020 (Cont.)

	climate change strategy is liked to other council strategies and their crossover. Focus on strategies related to biodiversity and open space **ESD V2 Working group** - MK provided suggestions in draft project plan to help define scope. Includes focus on community and stakeholder engagement to build awareness of need and benefit of ESD and elevated standards. - ESD is complex for both technical reasons (ESD concepts and themes) and regulatory reasons (planning policy and process). Further guidance and information required for interested members.	drafting out more detailed scope of working group purpose. - Working groups to be formulated and defined prior to next meeting in consultation with TL Sustainability Planning	ALL TL Sustainability Planning
7. Other Business	New TL Sustainability Planning appointment and commencement date – 6 July 2020.	New TL Sustainability Planning (Jessica Harrison) to take over coordination and administration of committee meetings from JM.	TL Sustainability Planning

NEXT MEETING:	
DATE:	2 September 2020
TIME:	5.30pm to 7.00pm
VENUE:	Microsoft Teams Meeting (Remote)

DRAFT

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

4.3.4 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 27 July & 3 August 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 July & August 2020.

Recommendation Summary

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

4.3.4 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 27 July & 3 August 2020 (Cont.)

Matters Presented for Discussion

Item		Councillor Briefing Session/Pre-Council Meeting
1	***General Discussion*** Councillors and Council officers briefly discussed the following topics: a) Number of COVID-19 cases in Greater Dandenong. b) Impacts of COVID-19 on election and capital works activities. d) Agenda items for the Council Meeting of 27 July 2020.	***27 July 2020***
2	***Review of Council's Strategic Risk Register*** Councillors were updated on Council's risk management framework and Strategic Risk Register.	***3 August 2020***
3	***Innovate Reconciliation Action Plan 2020-2023*** Councillors were briefed and feedback was sought on the draft Reconciliation Plan prior to seeking endorsement of the plan at a future Council Meeting.	***3 August 2020***
4	***NPAC Health and Wellbeing Gymnasium Detailed Design Process*** Councillors were presented with an overview of the NPAC Health and Wellbeing Gymnasium project and feedback was sought on the preliminary draft design.	***3 August 2020***
5	***Naming of Thomas Carroll & Ross Reserve Pavilions*** Councillor input was sought regarding the community consultation processes regarding the naming of the new sporting pavilion at Ross Reserve and the redeveloped pavilion at Thomas Carroll Reserve.	***3 August 2020***
6	***Dandenong Police Paddocks Sports Precinct Concept Plan*** Councillor approval was sought to proceed with public exhibition of draft Precinct Concept Plans.	***3 August 2020***

4.3.4 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 27 July & 3 August 2020 (Cont.)

7	***VCAT & Statutory Planning Outcomes: 2017-2020*** Councillors were provided with a summary of VCAT appeals, statistics and decision timeframes for planning permit applications from July 2017 to June 2020.	***3 August 2020***
8	***City Deals*** The current position on the proposed SEM Jobs City deal was presented to Council for endorsement. Information on the projects relevant to CGD were presented and a general discussion followed, with endorsement to proceed to send the SEM material to both the Federal and State govt City Deal Ministers and representatives.	***3 August 2020***
9	***General Discussion*** Councillors and Council officers briefly discussed the following topics: a) COVID-19 Update. b) Draft Wal Turner Reserve Master Plan. c) Funding support received for infrastructure improvements and working with the unemployed. d) Update on Council's emergency food and material aid program. e) Discussion on the current status of 70 Ordish Road, Dandenong South. f) Agenda items for the Council Meeting of 10 August 2020.	***3 August 2020***

Apologies

- Councillor Loi Truong submitted an apology for the Pre-Council Meeting of 27 July 2020.

Recommendation

That the information contained in this report be received and noted.

4.3.5 List of Registered Correspondence to Mayor and Councillors

File Id:	qA283304
Responsible Officer:	Director Corporate Services
Attachments:	Correspondence Received 3-14 August 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 3-14 August 2020.

Recommendation

That the listed items provided in Attachment 1 for the period 3-14 August 2020 be received and noted.

OTHER

LIST OF REGISTERED CORRESPONDENCE TO MAYOR AND COUNCILLORS

ATTACHMENT 1

CORRESPONDENCE RECEIVED 3-14 AUGUST 2020

PAGES 3 (including cover)

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

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

Objective
CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 03/08/20 & 14/08/20 - for officer action - total = 2

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
Request from the Mayor of Darebin Council to support their call on the Minister for Local Government to postpone the 2020 Council Elections.	06-Aug-20	07-Aug-20	fA197510	Mayor & Councillors EA
Request from a resident (address unknown) to appeal any proposed development at 70 Ordish Road, Dandenong South.	06-Aug-20	07-Aug-20	fA197496	Planning & Design

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

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

Objective
CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 03/08/20 & 14/08/20 - for information only - total = 0

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
Nil				

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

4.3.6 Instrument of Delegation to Members of Council Staff

File Id:	
Responsible Officer:	Director Corporate Services
Attachments:	Instrument of Delegation to Members of Council Staff

Report Summary

The last review of Council's delegations made directly to staff was conducted in December 2019. The *Local Government Act 2020* received Royal Assent on 24 March 2020 and under section 11(9) states that, unless sooner revoked, a delegation made under the *Local Government Act 1989* continues in force until 1 September 2020.

A new Instrument of Delegation to Members of Council Staff is therefore provided in Attachment 1 for Council endorsement. This new Instrument provides for the legislative and organisation changes which have occurred since December 2019 and meets the requirements of the new *Local Government Act 2020*.

Recommendation Summary

This report recommends that Council resolves to delegate the powers, duties and functions to Council officers as outlined in the Instrument of Delegation to Members of Council Staff provided in Attachment 1.

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Background

Council, as a statutory body, is responsible for carrying out various powers, duties and functions under a range of state legislation and Council's Local Laws.

Council, and also the Chief Executive Officer (CEO), may delegate many powers, duties and functions to council officers, particularly those of an administrative or operational nature, those that require officers with certain qualifications to undertake them and those which generally do not require formal Council consideration. Delegation is an important administrative tool which allows for the efficient and effective function of the organisation.

Council has several Instruments of Delegation that provide authority to council officers to perform certain powers, duties and functions. These are:

1. Instrument of Delegation by Council to the CEO;
2. Instrument of Delegation by Council to Members of Staff;
3. Instrument of Delegation of Chief Executive Officer Powers, Duties and Functions to Members of Council Staff;
4. Instrument of Delegation by the CEO for VicSmart Applications made under the *Planning and Environment Act 1987*;
5. Instrument of Sub-Delegation by the CEO to Members of Staff; and
6. Instrument of Financial Delegation by the CEO to Members of Staff.

This report specifically deals with the item highlighted above under Point (2) titled Instrument of Delegation by Council to Members of Staff. In relation to this Instrument, the *Local Government Act 2020* (LGA 2020) no longer provides a specific section for Council to delegate directly to a member of council staff any power, duty or function of a Council under the LGA 2020 or any other Act. However, in this lack of provision, direct delegation from Council to a member of Council staff is also not prohibited.

Council's solicitors have advised that Council should continue with the practice of direct delegation to Council staff for certain pieces of legislation (other than the LGA 2020) that have specific provisions for Council to act and/or delegate powers, duties and functions. It is therefore proposed that Council continues to maintain this Instrument of Delegation to Members of Council Staff. The following Acts and Regulations which contain powers, duties and functions that can still be directly delegated by Council to members of council staff are:

- *Domestic Animals Act 1994*
- *Environment Protection Act 1970*
- *Food Act 1984*
- *Heritage Act 1995*
- *Local Government Act 1989*

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

- *Planning and Environment Act 1987*
- *Residential Tenancies Act 1997*
- *Road Management Act 2004*
- *Planning and Environment Regulations 2015*
- *Planning and Environment (Fees) Regulations 2016*
- *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020*
- *Road Management (General) Regulations 2016*
- *Road Management (Works and Infrastructure) Regulations 2015*

Legislative changes that have been made since December 2019 are as follows:

- Sections 46AS(ac) and 224(8) of the *Planning and Environment Act 1987* have been removed;
- Sections 14(4), 14(7) and 119(2) of the *Road Management Act 2004* have been added, noting a change to the name of the authority Transport for Victoria;
- The *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020* have replaced the same Regulations for 2010 and a number of new Regulations have been added (shown in red in Attachment 1). The numbering of Regulations has been significantly altered.
- Sections 252, 262(1) and 262(3) of the *Residential Tenancies Act 1997* were repealed in 1 July 2020.
- The *Rail Safety (Local Operations) Act 2006* formerly known as the *Rail Safety Act 2006* has been repealed and replaced with the *Rail Safety National Law Application Act 2013* and there is no longer a provision for direct delegation to Council staff.

Review of Other Instrument of Delegation

Council delegated powers, duties and functions to the Chief Executive Officer (CEO) under the *Local Government Act 2020* (LGA 2020) on 10 August 2020. Section 47(1) of the LGA 2020 states that the Chief Executive Officer may, by Instrument of Delegation delegate any power, duty or function of the Council that has been delegated to the Chief Executive Officer by the Council to a member of Council staff. Further, section 47(8) states that unless sooner revoked, a delegation made by a Chief Executive Officer under the *Local Government Act 1989* continues in force until 1 September 2020.

This power of sub-delegation allows the CEO to issue and revoke Instruments of Delegation without the need to resubmit the issue to Council. A review of all current Instruments of Delegation and Sub-Delegation made by the CEO is currently underway and scheduled to be completed prior to the 1 September 2020 deadline. These Instruments are not required to be approved by Council, however they will be made available via Council's intranet for Councillors to view when they are completed. All of Council's Instruments of Delegation are also kept in accordance with the *Local Government Act 2020*.

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

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

Opportunity

- *Education, Learning and Information* – Knowledge
- *Leadership by the Council* – The leading Council

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:

Opportunity

- An open and effective Council

Related Council Policies

As a result of a Governance internal audit, Council staff are currently developing a Legislative Framework Policy which incorporates delegations. Council's new Public Transparency Policy (to be endorsed at this Council Meeting of 24 August 2020), also sets out provisions for making various Instruments of Delegations available to the public as required under the *Local Government Act 2020.*

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

There are no financial implications associated with this report.

Consultation

This delegation review process received direct input from Council's Executive Management Team and Senior Managers across the organisation. The changes to the Instrument of Delegation by Council to Members of Council Staff is informed by the Delegation Subscription services provided by Maddocks Lawyers.

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Recommendation

In the exercise of the powers conferred by the legislation referred to in the Instrument of Delegation provided in Attachment 1, Greater Dandenong City Council resolves that:

1. **there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to Members of Council Staff (Attachment 1), the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument;**

2. **the Instrument comes into force immediately the common seal of Council is affixed to the Instrument;**

3. **on the coming into force of the Instrument, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked; and**

4. **the duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

OTHER

INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF

ATTACHMENT 1

INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF

PAGES 54 (including cover)

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

Greater Dandenong City Council

S6 Instrument of Delegation to

Members of Council Staff

XXXXXXXXXXX

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in Column 1 of the Schedule (and summarised in Column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in Column 3 of the Schedule;

2. records that references in the Schedule are as follows:

- CAM: Coordinator Asset Management
- CDE: Civil Development Engineer
- CE: Construction Engineer
- CEO: Chief Executive Officer
- CPC: Coordinator Planning Compliance
- CPH: Coordinator Public Health
- CStatP: Coordinator Statutory Planning
- CStratP: Coordinator Strategic, Design & Sustainability Planning
- DBEMP: Director Business, Engineering & Major Projects
- DCPDA: Director City Planning, Design & Amenity
- DCS: Director Corporate Services
- EHO: Environmental Health Officer
- MBR: Manager Business & Revitalisation
- MBCS: Manager Building & Compliance Services
- MBS: Municipal Building Surveyor
- MCCS: Manager Communications & Customer Service
- MCIS: Manager City Improvement Services
- MFIT: Manager Finance & Information Technology
- MG: Manager Governance
- MISP: Manager Infrastructure Services & Planning
- MPD: Manager Planning & Design
- MPPS: Manager People & Procurement Services
- MRS: Manager Regulatory Services
- MTCD: Manager Transport & Civil Development
- PCO: Planning Compliance Officer
- PStatP: Principal Statutory Planner
- PStratP: Principal Strategic Planner
- RRC: Rates & Revenue Coordinator
- RPE: Road Planning Engineer
- SAOBCS: Senior Administration Officer Building & Compliance Services
- SEHO: Senior Environmental Health Officer
- SPCO: Senior Planning Compliance Officer
- SStatP: Senior Statutory Planner
- SStratP: Senior Strategic Planner
- StatP: Statutory Planner
- StratP: Strategic Planner
- SULP: Service Unit Leader Parks
- SULWFC: Service Unit Leader Works, Fleet & Cleansing
- TLRMOHS: Team Leader Risk Management & OHS
- TLStatP: Team Leader Statutory Planning
- TLStratP: Team Leader Strategic Planning
- WS: Works Supervisor

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

3. declares that

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 24 August 2020 and;

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:

(i) policy adopted by Council; or
(ii) strategy adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or Delegated Committee.

The Common Seal of the)
Greater Dandenong City Council)
was hereunto affixed in the presence of:)

..... Chief Executive Officer

..... Councillor

24 August 2020

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

INDEX

Domestic Animals Act 1994 5
Environment Protection Act 1970 5
Food Act 1984 5
Heritage Act 2017 9
Local Government Act 1989 9
Planning and Environment Act 1987 9
Residential Tenancies Act 1997 38
Road Management Act 2004 40
Planning and Environment Regulations 2015 48
Planning and Environment (Fees) Regulations 2016 49
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020 50
Road Management (General) Regulations 2016 52
Road Management (Works and Infrastructure) Regulations 2015 53

S6 Instrument of Delegation – Council to Members of Staff

Domestic Animals Act 1994			
Column 1	**Column 2**	**Column 3**	**Column 4**
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 41A(1)	Power to declare a dog to be a menacing dog	DCPDA, MRS	Council may delegate this power to a Council authorised officer

Environment Protection Act 1970			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 53M(3)	Power to require further information	CPH, DCPDA, EHO, MBCS, SEHO	
s 53M(4)	Duty to advise applicant that application is not to be dealt with	CPH, DCPDA, EHO, MBCS, SEHO	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	CPH, DCPDA, MBCS	Refusal must be ratified by Council or it is of no effect
s 53M(6)	Power to refuse to issue septic tank permit	CPH, DCPDA, MBCS	Refusal must be ratified by Council or it is of no effect
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	CPH, DCPDA, MBCS	Refusal must be ratified by Council or it is of no effect

Food Act 1984			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CPH, DCPDA, EHO, MBCS, SEHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CPH, DCPDA, EHO, MBCS, SEHO	If s 19(1) applies

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Food Act 1984			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CPH, EHO, SEHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	CPH, DCPDA, EHO, MBCS, SEHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CPH, DCPDA, EHO, MBCS, SEHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CPH, DCPDA, EHO, MBCS, SEHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CPH, DCPDA, EHO, MBCS, SEHO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CPH, EHO, SEHO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CPH, EHO, SEHO	Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	CPH, EHO, SEHO	Where Council is the registration authority

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Food Act 1984			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 19NA(1)	Power to request food safety audit reports	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CPH, DCPDA, EHO, MBCS, SEHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CPH, DCPDA, EHO, MBCS, SEHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
-	Power to register, renew or transfer registration	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	DCPDA, MBCS	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	CPH, EHO, SEHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Food Act 1984			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CPH, EHO, SEHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CPH, EHO, SEHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CPH, EHO, SEHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CPH, EHO, SEHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CPH, DCPDA, MBCS	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CPH, DCPDA, MBCS	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 39A	Power to register, renew or transfer food premises despite minor defects	CPH, DCPDA, MBCS	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CPH, DCPDA, EHO, MBCS	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CPH, DCPDA, MBCS	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CPH, DCPDA, MBCS	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Food Act 1984

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CPH, DCPDA, EHO, MBCS, SEHO	Where Council is the registration authority
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CPH, DCPDA, EHO, MBCS, SAOBCS, SEHO	Where Council is the registration authority

Heritage Act 2017

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CStatP, CStratP, DBEMP, DCPDA, MBR, MPD, TLStatP, TLStratP	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	CEO	The only member of staff who can be a delegate is the CEO.
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	The only member of staff who can be a delegate is the CEO.

Planning and Environment Act 1987

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CEO, CStratP, DCPDA, MPD, PStratP, TLStratP	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CEO, CStratP, DCPDA, MPD, PStratP, TLStratP	
s 4H	Duty to make amendment to Victoria Planning Provisions available	CEO, CStratP, DCPDA, MPD, PStratP, TLStratP	
s 4I	Duty to keep Victorian Planning Provisions and other documents available	CEO, CStratP, DCPDA, MPD, PStratP, TLStratP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CEO, CStratP, DCPDA, MPD, PStratP, TLStratP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO, CStratP, DCPDA, MPD, TLStratP	
s 8A(5)	Function of receiving notice of the Minister's decision	CEO, CStratP, DCPDA, MPD, TLStratP	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation If no response received after 10 business days	CEO, CStratP, DCPDA, MPD, PStratP, TLStratP	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO, CStratP, DCPDA, MPD	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CEO, CStratP, DCPDA, MPD, TLStratP	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)	CEO, CStratP, DCPDA, MPD, TLStratP	
s 12B(1)	Duty to review planning scheme	CEO, CStratP, DCPDA, MPD	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, CStratP, DCPDA, MPD	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CEO, CStratP, DCPDA, MPD	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, CStratP, DCPDA, MPD	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, CStratP, DCPDA, MPD, TLStratP	
s 17(2)	Duty of giving copy s 173 agreement	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, CStratP, DCPDA, MPD, TLStratP	
s 18	Duty to make amendment etc. available	CEO, CStratP, DCPDA, MPD, TLStratP	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CEO, CStratP, DCPDA, MPD, TLStratP	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, CStratP, DCPDA, MPD, TLStratP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, CStratP, DCPDA, MPD	
s 21(2)	Duty to make submissions available	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, TLStratP	
s 21A(4)	Duty to publish notice	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, TLStratP	
s 22	Duty to consider all submissions	CEO, CStratP, DCPDA, MPD, PStratP,	Except submissions which request a change to

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		SStratP, TLStratP	the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, CStratP, DCPDA, MPD, TLStratP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, CStratP, DCPDA, MPD, TLStratP	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, CStratP, DBEMP, DCPDA, MBR, MPD, PStratP, SStratP, TLStratP	
s 26(1)	Power to make report available for inspection	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, StratP, TLStratP	
s 26(2)	Duty to keep report of panel available for inspection	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, TLStratP	
s 27(2)	Power to apply for exemption if panel's report not received	CEO, CStratP, DCPDA, MPD, TLStratP	
s 28	Duty to notify the Minister if abandoning an amendment	CEO, CStratP, DCPDA, MPD	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, CStratP, DCPDA, MPD	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, StratP, TLStratP	
s 32(2)	Duty to give more notice if required	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, TLStratP	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, TLStratP	
s 36(2)	Duty to give notice of approval of amendment	CEO, CStratP, DCPDA, MPD, TLStratP	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, CStratP, DCPDA, MPD, TLStratP	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, TLStratP	
s 40(1)	Function of lodging copy of approved amendment	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, TLStratP	
s 41	Duty to make approved amendment available	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, StratP, TLStratP	
s 42	Duty to make copy of planning scheme available	CEO, CStratP, DCPDA, MPD, PStratP, SStratP, StratP, TLStratP	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	CEO, DCPDA, MPD	Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s 46AW	Function of being consulted by the Minister	CEO, DCPDA, MPD	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CEO, DCPDA, MPD	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CEO, DCPDA, MPD	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	Where Council is a responsible public entity

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	CEO, DCPDA, MPD	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CEO, DCPDA, DCS, MFIT, MPD	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CEO, DCPDA, DCS, MFIT, MPD	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CEO, DCPDA, DCS, MFIT, MPD	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CEO, DCPDA, DCS, MFIT, MPD	
s 46GP	Function of receiving a notice under s 46GO	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	CEO, DCPDA, DCS, MFIT, MPD	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	CEO, DCPDA, DCS, MFIT, MPD	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO, DCPDA, DCS, MFIT, MPD	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	CEO, DCPDA, DCS, MFIT, MPD	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CEO, DCPDA, DCS, MFIT, MPD	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO, DCPDA, DCS, MFIT, MPD	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CEO, DCPDA, DCS, MFIT, MPD	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO, DCPDA, DCS, MFIT, MPD	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CEO, DCPDA, DCS, MFIT, MPD	
s 46GV(3)	ñFunction of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CEO, DCPDA, DCS, MFIT, MPD	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan		
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	CEO, DCPDA, DCS, MFIT, MPD	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan,as responsible for those works, services or facilities	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CEO, DCPDA, DCS, MFIT, MPD	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the development agency under an approved infrastructure contributions plan

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO, DCPDA, DCS, MFIT, MPD	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	CEO, DCPDA	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)		approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	CEO, DCPDA, DCS, MFIT, MPD	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	CEO, DCPDA, DCS, MFIT, MPD	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	CEO, DCPDA, DCS, MFIT, MPD	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which	CEO, DCPDA, DCS, MFIT, MPD	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	the amount is adjusted under s 46LB (2)		
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO, CStratP, DCPDA, MPD, TLStratP	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, DCPDA, MPD	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO, DCPDA, DCS, MFIT, MPD	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, DCPDA, DCS, MFIT, MPD	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CEO, CStratP, DCPDA, DCS, MFIT, MPD	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, DBEMP, DCPDA, MBR, MISP	
s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, DCS, MFIT	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	DCS, MFIT	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CEO, DCPDA, DCS, MFIT, MPD, MTCD	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, DBEMP, DCPDA, DCS, MBR, MFIT, MISP	Only applies when levy is paid to Council as a 'development agency'

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CEO, DCPDA, DCS, MFIT, MPD	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, CStratP, DCPDA, MPD	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, DBEMP, DCPDA, MBR, MISP, MPD	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO, DBEMP, DCPDA, DCS, MBR, MFIT, MISP, MPD	
s 46QD	Duty to prepare report and give a report to the Minister	CEO, DCPDA	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	CEO, DCPDA	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, DCPDA	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 49(2)	Duty to make register available for inspection	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	
s 50(4)	Duty to amend application	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 50(5)	Power to refuse to amend application	CEO, CStatP, DCPDA, MPD	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 50(6)	Duty to make note of amendment to application in register	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s.50(6)	duty to make note of amendment to application in register	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	
s 50A(1)	Power to make amendment to application	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 50A(4)	Duty to note amendment to application in register	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	
s 51	Duty to make copy of application available for inspection	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 52(1)(d)	Duty to give notice of the application to other persons who may be	CEO, CStatP, DCPDA, MPD, PStatP,	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	detrimentally effected	TLStatP	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 54(1)	Power to require the applicant to provide more information	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 54(1B)	Duty to specify the lapse date for an application	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, CStatP, DCPDA, MPD	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 57(5)	Duty to make available for inspection copy of all objections	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 57A(5)	Power to refuse to amend application	CEO, CStatP, DCPDA, MPD	
s 57A(6)	Duty to note amendments to application in register	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 58	Duty to consider every application for a permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 58A	Power to request advice from the Planning Application Committee	CEO, CStatP, DCPDA, MPD	
s 60	Duty to consider certain matters	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 60(1A)	Duty to consider certain matters	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, DCPDA, MPD	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006Limitation - except where:

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987				
Provision	**Powers and Functions Delegated**	**Delegate**		**Conditions and Limitations**
				* more than three (3) objections have been received; or * an application that deals with matters as detailed by the Planning Scheme relating to electronic gaming machines, licensed premises (except convenience restaurant, restaurant & takeaway food premises), refuse disposal facilities or the sex industry.
s 61 (2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, CStatP, DCPDA, MPD		
s.61 (2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, CStatP, DCPDA, MPD		
s 61 (2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP		
s 61 (3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO, DCPDA		
s 61 (3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO, DCPDA		
s 61 (4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, CStatP, DCPDA, MPD		
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP		
s 62(2)	Power to include other conditions	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP		
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP		
s 62(5)(a)	Power to include a permit condition to implement an approved	CEO, CStatP, DCPDA, MPD, PStatP, SStatP,		

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	development contributions plan or an approved infrastructure contributions plan	TLStatP	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person	CEO, CStatP, DCPDA, MPD, PStatP, SStatP,	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	who objected under s 57	TLStatP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	
s 69(2)	Power to extend time	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 70	Duty to make copy permit available for inspection	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	
s 71(1)	Power to correct certain mistakes	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 71(2)	Duty to note corrections in register	CEO, CStatP, DCPDA, MPD, PStatP, SStatP,	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		TLStatP	
s 73	Power to decide to grant amendment subject to conditions	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 74	Duty to issue amended permit to applicant if no objectors	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 83	Function of being respondent to an appeal	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP,	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		TLStratP	
s 83B	Duty to give or publish notice of application for review	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, DCPDA, MPD	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, CPC, CStatP, DCPDA, MBCS, MPD, PCO, SAOBCS, SPCO, TLStatP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, CPC, CStatP, DCPDA, MBCS, MPD, SAOBCS, TLStatP	
s 91(2)	Duty to comply with the directions of VCAT	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, CPC, CStatP, DCPDA, MBCS, MPD, PStatP, SStatP, TLStatP	
s 95(3)	Function of referring certain applications to the Minister	CEO, CStatP, DCPDA, MPD, TLStatP	
s 95(4)	Duty to comply with an order or direction	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, CStatP, DCPDA, MPD, TLStatP	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, CStatP, DCPDA, MPD, TLStatP	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, CStatP, CStratP, DCPDA, MPD, TLStatP, TLStratP	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, TLStatP, TLStratP	
s 96F	Duty to consider the panel's report under s 96E	CEO, CStatP, CStratP, DCPDA, MPD, TLStatP, TLStratP	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	CEO, CStatP, CStratP, DCPDA, MPD, TLStatP, TLStratP	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 96J	Power to issue permit as directed by the Minister	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CEO, DCPDA	
s 97C	Power to request Minister to decide the application	CEO, DCPDA, MPD	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, TLStatP, TLStratP	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, TLStatP, TLStratP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, TLStatP, TLStratP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CEO, DCPDA, MPD	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 97Q(4)	Duty to comply with directions of VCAT	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, DCPDA, MPD	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, CStatP, DCPDA, MPD, TLStatP	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, DCPDA, MPD	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, DCPDA, MPD	
s.107(1)	function of receiving claim for compensation	CEO, DCPDA, MBCS, MPD	
s 107(3)	Power to agree to extend time for making claim	CEO, DCPDA, MBCS, MPD	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, CPC, CStatP, DCPDA, MBCS, MPD, PCO, SAOBCS, SPCO, TLStatP	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, CPC, CStatP, DCPDA, MBCS, MPD, PCO, SAOBCS, SPCO, TLStatP	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, CPC, CStatP, DCPDA, MBCS, MPD, PCO, SAOBCS, SPCO, TLStatP	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, CPC, CStatP, DCPDA, MBCS, MPD, PCO, SPCO, TLStatP	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DCPDA	Except Crown Land
s 129	Function of recovering penalties	CEO, CPC, DCPDA, MBCS, MPD, SAOBCS	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, CPC, DCPDA, MBCS, MPD, SAOBCS	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, CPC, CStatP, DCPDA, MBCS, MPD, SAOBCS, TLStatP	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO, CPC, CStatP, DCPDA, MBCS, MPD, SAOBCS, TLStatP	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CEO, CStatP, CStratP, DCPDA, MPD, TLStatP, TLStratP	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CEO, CStatP, DCPDA, MPD	
s 171(2)(g)	Power to grant and reserve easements	CEO, CStatP, DCPDA, MPD, TLStatP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, DCPDA, DCS, MG, MPD	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO, DCPDA, DCS, MG, MPD	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s.171(2)(g)	power to grant and reserve easements	CEO, DCPDA, MPD	
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO, DCPDA, DCS, MG, MPD	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO, DBEMP, DCPDA, DCS, MBR, MBS, MG, MPD	
s 173(1A)	Power to enter into an agreement with an owner of land for the	CEO, DBEMP, DCPDA, DCS, MBCS, MBR,	Where Council is the relevant responsible

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	development or provision of land in relation to affordable housing	MBS, MG, MPD	authority
-	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO, CPC, CStatP, DBEMP, DCPDA, DCS, MBCS, MBR, MBS, MG, MISP, MPD, MTCD	
-	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, DBEMP, DCPDA, DCS, MBCS, MBR, MBS, MG, MPD	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DBEMP, DCPDA, DCS, MBCS, MBR, MBS, MG, MPD	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DBEMP, DCPDA, DCS, MBCS, MBR, MBS, MG, MPD	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, PStatP, SStatP, StatP, TLStatP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, TLStatP	
s 178A(5)	Power to propose to amend or end an agreement	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DCPDA, DCS, MBCS, MBS, MG, MPD	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DCPDA, DCS, MBCS, MBS, MG, MPD	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, DCPDA, DCS, MBCS, MBS, MG, MPD	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DCPDA, DCS, MBCS, MBS, MG, MPD	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DCPDA, DCS, MBCS, MBS, MG, MPD	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DCPDA, DCS, MBCS, MBS, MG, MPD	After considering objections, submissions and matters in s.178B

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, DCPDA, DCS, MBCS, MBS, MG, MPD	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, DCPDA, DCS, MBCS, MBS, MG, MPD	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 179(2)	Duty to make available for inspection copy agreement	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD, PStatP, PStratP, SStatP, SStratP, StatP, StratP, TLStatP, TLStratP	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the	CEO, CStatP, CStratP, DCPDA, DCS,	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	agreement	MBCS, MBS, MG, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 182	Power to enforce an agreement	CEO, CPC, CStatP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD, TLStatP, TLStratP	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD, PStatP, PStratP, SStatP, SStratP, StatP, StratP, TLStatP, TLStratP	
s 184G(2)	Duty to comply with a direction of the Tribunal	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, CStatP, CStratP, DCPDA, DCS, MBCS, MBS, MG, MPD, PStatP, PStratP, SStatP, SStratP, TLStatP, TLStratP	
s 198(1)	Function to receive application for planning certificate	CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Act 1987

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 199(1)	Duty to give planning certificate to applicant	CStatP, DCPDA, MPD, PStatP, TLStatP	
s 201(1)	Function of receiving application for declaration of underlying zoning	CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	
s 201(3)	Duty to make declaration	CStatP, DCPDA, MPD, TLStatP	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, CStatP, DBEMP, DCPDA, MBR, MPD, PStatP, TLStatP	
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
-	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, CStatP, DBEMP, DCPDA, MBR, MPD, PStatP, TLStatP	
-	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, CStatP, DCPDA, MPD, PStatP, TLStatP	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CStatP, DCPDA, MPD, PStatP, TLStatP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CStatP, DCPDA, MPD, PStatP, TLStatP	

Residential Tenancies Act 1997

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	DCPDA	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Residential Tenancies Act 1997			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			commence on 1 January 2021, unless proclaimed earlier
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	DCPDA	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	DCPDA	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s. 91ZZE (3)	Power to publish Council's criteria for eligibility for the provision of housing	DCPDA	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 142D	Function of receiving notice regarding an unregistered rooming house	CPH, DCPDA, MBCS	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	CPH, DCPDA, EHO, MBCS, SAOBCS, SEHO	
s 142G(2)	Power to enter certain information in the Rooming House Register	CPH, DCPDA, EHO, MBCS, SAOBCS, SEHO	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	CPH, DCPDA, MBCS, SAOBCS, SEHO	
s 206AZA(2)	Function of receiving written notification	DCPDA	Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Residential Tenancies Act 1997

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			earlier
s 207ZE(2)	Function of receiving written notification	DCPDA	Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 311A(2)	Function of receiving written notification	DCPDA	
s 317ZDA(2)	Function of receiving written notification	DCPDA	
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CPH, DCPDA, MBCS	
s 522(1)	Power to give a compliance notice to a person	CPH, EHO, SEHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO, DCPDA	
s 525(4)	Duty to issue identity card to authorised officers	CEO, DCPDA	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CPH, EHO, SEHO	
s 526A(3)	Function of receiving report of inspection	CPH, DCPDA, EHO, MBCS, SEHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	DCPDA, MBCS	

Road Management Act 2004

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	DBEMP, MISP, MTCD	Obtain consent in circumstances specified in s 11(2)

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Road Management Act 2004			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	DBEMP, MISP, MTCD	
s 11(9)(b)	Duty to advise Registrar	DBEMP, MISP, MTCD	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DBEMP, MISP, MTCD	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DBEMP, MISP, MTCD	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	DBEMP, MISP, MTCD	Where Council is the coordinating road authority
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	DBEMP, MISP, MTCD	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	DBEMP, MISP, MTCD	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	DBEMP, MISP, MTCD	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	DBEMP, MISP, MTCD	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	DBEMP, MISP, MTCD	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Road Management Act 2004			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	DBEMP, MISP, MTCD	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	DBEMP, MISP, MTCD	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	DBEMP, MISP, MTCD	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	DBEMP, MISP, MTCD	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DBEMP, MISP, MTCD	
s 15(2)	Duty to include details of arrangement in public roads register	CAM, DBEMP, MISP, MTCD, RPE	
s 16(7)	Power to enter into an arrangement under s 15	DBEMP, MISP, MTCD	
s 16(8)	Duty to enter details of determination in public roads register	CAM, DBEMP, MISP, MTCD, RPE	
s 17(2)	Duty to register public road in public roads register	CAM, DBEMP, MISP, MTCD, RPE	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	DBEMP, MISP, MTCD	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	CAM, DBEMP, MISP, MTCD, RPE	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CAM, DBEMP, DCS, MG, MISP, MTCD, RPE	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CAM, DBEMP, DCS, MG, MISP, MTCD, RPE	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	DBEMP, MISP, MTCD	Where Council is the coordinating road authority,

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Road Management Act 2004			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	CAM, DBEMP, MISP, MTCD, RPE	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CAM, DBEMP, MISP, MTCD, RPE	
s 19(4)	Duty to specify details of discontinuance in public roads register	CAM, DBEMP, DCS, MG, MISP, MTCD, RPE	
s 19(5)	Duty to ensure public roads register is available for public inspection	CAM, DBEMP, DCS, MG, MISP, MTCD, RPE	
s 21	Function of replying to request for information or advice	DBEMP, MISP, MTCD	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DBEMP, MISP, MTCD	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	DBEMP, DCS, MCCS, MISP, MTCD	
s 22(5)	Duty to give effect to a direction under s 22	DBEMP, MISP, MTCD	
s 40(1)	Duty to inspect, maintain and repair a public road.	DBEMP, MCIS, MISP, MTCD	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DBEMP, MCIS, MISP, MTCD	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DBEMP, MCIS, MISP, MTCD	
s 42(1)	Power to declare a public road as a controlled access road	DBEMP, MISP, MTCD	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	DBEMP, MISP, MTCD	Power of coordinating road authority and sch 2 also applies

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Road Management Act 2004			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 42A(3)	Duty to consult with VicRoads before road is specified	DBEMP, MISP, MTCD	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	DBEMP, MISP, MTCD	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DBEMP, MCIS, MTCD	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	DBEMP, MISP, MTCD	
s 49	Power to develop and publish a road management plan	DBEMP, MISP, MTCD	
s 51	Power to determine standards by incorporating the standards in a road management plan	DBEMP, MISP, MTCD	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DBEMP, MISP, MTCD	
s 54(2)	Duty to give notice of proposal to make a road management plan	DBEMP, MISP, MTCD	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	DBEMP, MISP, MTCD	
s 54(6)	Power to amend road management plan	DBEMP, MISP, MTCD	
s 54(7)	Duty to incorporate the amendments into the road management plan	DBEMP, MISP, MTCD	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	DBEMP, MISP, MTCD	
s 63(1)	Power to consent to conduct of works on road	CDE, CE, DBEMP, MCIS, MISP, MTCD,	Where Council is the coordinating road authority

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Road Management Act 2004			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		SULP, SULWFC, WS	
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DBEMP, MISP, MTCD	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DBEMP, MCIS, MISP, MTCD	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DBEMP, MCIS, MISP	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	DBEMP, MCIS, MISP	Where Council is the coordinating road authority
s 67(3)	Power to request information	DBEMP, DCPDA, MCIS, MISP, MRS, MTCD	Where Council is the coordinating road authority
s 68(2)	Power to request information	DBEMP, DCPDA, MCIS, MISP, MRS, MTCD	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	
s 119(2)	Function of consulting with VicRoads	DBEMP, MISP, MTCD	
s 72	Duty to issue an identity card to each authorised officer	CEO, DBEMP	
s 85	Function of receiving report from authorised officer	DBEMP, MISP, MTCD	
s 86	Duty to keep register re s 85 matters	DBEMP, MISP, MTCD	
s 87(1)	Function of receiving complaints	DBEMP, MISP, MTCD	
s 87(2)	Duty to investigate complaint and provide report	DBEMP, MISP, MTCD	
s 112(2)	Power to recover damages in court	DBEMP, MISP, MTCD	
s 116	Power to cause or carry out inspection	DBEMP, MISP, MTCD	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Road Management Act 2004			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
S 119(2)	Function of consulting with the Head, Transport for Victoria	DBEMP, MISP, MTCD	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	DBEMP, MISP, MTCD	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	DBEMP, MISP, MTCD	
s 121(1)	Power to enter into an agreement in respect of works	DBEMP, MCIS, MISP, MTCD	
s 122(1)	Power to charge and recover fees	DBEMP, MISP, MTCD	
s 123(1)	Power to charge for any service	DBEMP, MCIS, MISP, MTCD	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DBEMP, MISP, MTCD	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	DBEMP, MISP, MTCD	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	DBEMP, MISP, MTCD	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	DBEMP, MISP, MTCD	
sch 2 cl 5	Duty to publish notice of declaration	DBEMP, MISP, MTCD	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DBEMP, MCIS, MISP, MTCD	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DBEMP, MCIS, MISP, MTCD	Where Council is the infrastructure manager or works manager
sch 7 cla 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-	DBEMP, MCIS, MISP, MTCD	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Road Management Act 2004			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	road infrastructure and technical advice or assistance in conduct of works		
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DBEMP, MCIS, MISP, MTCD	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DBEMP, MCIS, MISP, MTCD	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	DBEMP, MCIS, MISP, MTCD	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DBEMP, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	DBEMP, MISP, MTCD	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DBEMP, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Road Management Act 2004

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(8)	Power to include consents and conditions	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DBEMP, MISP, MTCD	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DBEMP, MISP, MTCD	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DBEMP, MISP, MTCD	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	DBEMP, MISP, MTCD	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Planning and Environment Regulations 2015

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning	CEO, DCPDA, MPD, PStatP, PStratP, SStatP, StratP, TLStatP, TLStratP	where Council is not the planning authority and the amendment affects land within Council's

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment Regulations 2015			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	scheme		municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, TLStatP	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	CEO, CStatP, DCPDA, MPD, PStatP, SStatP, StatP, TLStatP	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO, CStatP, CStratP, DCPDA, MPD, PStatP, PStratP, TLStatP, TLStratP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, CStratP, DCPDA, MPD, TLStratP	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, CStatP, DCPDA, MPD	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Planning and Environment (Fees) Regulations 2016			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CEO, CStatP, CStratP, DCPDA, MPD, TLStratP	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 7	Power to enter into a written agreement with a caravan park owner	DCPDA, MBCS	
r 10	Function of receiving application for registration	CPH, DCPDA, MBCS	
r 11	Function of receiving application for renewal of registration	CPH, DCPDA, MBCS	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CPH, DCPDA, MBCS	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, DCPDA	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CPH, DCPDA, MBCS	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CPH, DCPDA, MBCS	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CPH, DCPDA, MBCS	
r 12(4) & (5)	Duty to issue certificate of registration	CPH, DCPDA, MBCS	
r 14(1)	Function of receiving notice of transfer of ownership	CPH, DCPDA, MBCS	
r 14(3)	Power to determine where notice of transfer is displayed	CPH, DCPDA, MBCS	
r 15(1)	Duty to transfer registration to new caravan park owner	CPH, DCPDA, MBCS	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 15(2)	Duty to issue a certificate of transfer of registration	CPH, DCPDA, MBCS	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CPH, DCPDA, MBCS	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	DCPDA, MBCS	
r 17	Duty to keep register of caravan parks	CPH, DCPDA, MBCS	
r 18(4)	Power to determine where the emergency contact person's details are displayed	CPH, DCPDA, MBCS	
r 18(6)	Power to determine where certain information is displayed	CPH, DCPDA, MBCS	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CPH, DCPDA, MBCS	
r 22(2)	Duty to consult with relevant emergency services agencies	CPH, DCPDA, MBCS	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	CPH, DCPDA, MBCS	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	CPH, DCPDA, MBCS	
r 25(3)	Duty to consult with relevant floodplain management authority	CPH, DCPDA, MBCS	
r 26	Duty to have regard to any report of the relevant fire authority	CPH, DCPDA, MBCS	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CPH, DCPDA, MBCS	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CPH, DCPDA, MBCS	
r 40(b)	Power to require notice of proposal to install unregistrable movable	CPH, DCPDA, MBCS	

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	dwelling or rigid annexe		
r 41(4)	Function of receiving installation certificate	CPH, DCPDA, MBCS	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CPH, DCPDA, MBCS	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	CPH, DCPDA, MBCS	

Road Management (General) Regulations 2016

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	CEO, DBEMP	
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, DBEMP	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, DBEMP	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	DBEMP, MISP, MTCD	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, DBEMP	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, DBEMP	
r 16(3)	Power to issue permit	CEO, DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority

4.3.6 Instrument of Delegation to Members of Council Staff (Cont.)

Road Management (General) Regulations 2016			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 23(2)	Power to make submission to Tribunal	CEO, DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CEO, DBEMP, MCIS, MISP, MTCD	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CEO, DBEMP, MCIS, MISP, MTCD	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3)	CEO, DBEMP, MCIS, MISP, MTCD	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO, DBEMP, MISP, MTCD	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	**Powers and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	CEO, DBEMP	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	CEO, DBEMP	Where Council is the coordinating road authority

4.3.7 Adoption of Governance Rules under the Local Government Act 2020

File Id:	
Responsible Officer:	Director Corporate Services
Attachments:	Governance Rules (for adoption)

Report Summary

The *Local Government Act 2020* requires that Council develops and adopts Governance Rules prior to 1 September 2020.

Recommendation Summary

Council adopted “in principle” draft Governance Rules at its Council Meeting of 13 July 2020 so that a process of community engagement could be undertaken prior to adopting a final version of the Rules. No comments or feedback were received from members of the public. This report therefore recommends that Council’s Governance Rules as provided in Attachment 1 to this report be adopted.

Background

The *Local Government Act 2020* (the Act) received Royal Assent on 24 March 2020 with several sections subsequently coming into effect 6 April 2020 and 1 May 2020. Section 60 of the Act, which came into effect on 1 May 2020, essentially requires Council to develop, adopt and keep in force Governance Rules prior to 1 September 2020.

Section 60 of the *Local Government Act 2020* states that:

(1) A Council must develop, adopt and keep in force Governance Rules for or with respect to the following:

(a) the conduct of Council meetings;

(b) the conduct of meetings of Delegated Committees;

(c) the form and availability of meeting records;

(d) the election of the Mayor and the Deputy Mayor;

(da) the appointment of an Acting Mayor;

(e) an election period policy in accordance with section 69;

(f) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a Delegated Committee under section 130;

(g) the procedure for the disclosure of a conflict of interest by a Councillor under section 131;

(h) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1);

(i) any other matters prescribed by the regulations.

2. The Governance Rules must provide for a Council to:

(a) consider and make decisions on any matter being considered by the Council fairly and on the merits; and

(b) institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

3. A Council may amend its Governance Rules.

4. Subject to subsection (5), a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules.

5. Subsection (4) does not apply if the Council is developing and adopting or amending a Governance Rule that only adopts a good practice guideline issued by the Minister under section 87.

6. A Council must comply with its Governance Rules.

7. A Council must adopt the first Governance Rules under this section on or before 1 September 2020.

8. Until a Council adopts Governance Rules under this section, the Local Law Meeting Procedures made by the Council under the Local Government Act 1989 apply as if the Local Law Meeting Procedures had been adopted as Governance Rules under this section.

In accordance with this section of the Act, Council officers drafted Governance Rules which Council adopted in principle at its Council Meeting of 13 July 2020. These draft Governance Rules included, but were not limited to, the following:

- All the meeting procedures contained within Council's Meeting Procedure Local Law No. 1 of 2019 which was endorsed by Council on 14 October 2019. Within the draft Governance Rules, these procedures were updated and modified to comply with the *Local Government Act 2020*;
- The substantive content of Council's Election Period (Caretaker) Policy which was endorsed by Council on 28 January 2020 (prior to Royal Assent of the *Local Government Act 2020* on 24 March 2020);
- Conflict of interest provisions still in force under the *Local Government Act 1989* and conflict of interest provisions that will come in force under the *Local Government Act 2020* on 24 October 2020.

The draft Governance Rules as they were adopted on 13 July 2020 are presented in Attachment 1 with the following inclusions (highlighted in red):

- A provision for remote Council Meetings;
- Minor typographical amendments,

The draft Governance Rules as required under the *Local Government Act 2020* do not and cannot provide for*:*

- Penalties, and subsequently infringements, to be issued for a breach of the Governance Rules; and

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

- the revocation of Council's Meeting Procedure Local Law No. 1 of 2019 which will become redundant when the Governance Rules are endorsed by Council; and
- the use of Council's common seal.

For this reason, a new Governance Local Law No. 1 has been drafted and will be presented to Council at a later date. In the interim, the existing Meeting Procedure Local Law is still in existence but it will be superceded by the Governance Rules once adopted by Council. In the interim, the current Meeting Procedure Local Law can still provide for the use of the Council Seal until it is revoked by the proposed Governance Local Law No.1.

Proposal

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'

Opportunity

- *Education, Learning and Information* – Knowledge
- *Leadership by the Council* – The leading Council

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:

Opportunity

- An open and effective Council

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

Section 60(4) of the *Local Government Act 2020* states that Council must ensure a process of community engagement is followed in developing or amending its Governance Rules. To this end, the following community engagement process was undertaken in relation to the draft Governance Rules.

- The draft Rules were made available to the public for a period of 28 days (with a closing time of 5.00pm on 11 August 2020). Advertising was placed in the Dandenong Journal on 14 July 2020 and on Council's website and various methods were available to the public to give feedback and comments in relation to the content of the Rules.
- An opportunity was provided for community members who wished to verbally provide or support their comments and feedback to do so via an online meeting of Councillors, on Thursday 13 August 2020.

No community comments or feedback were received and an on-line meeting was not required.

Conclusion

It is recommended that Council adopts the Governance Rules as provided in Attachment 1 to this report, notes that Council's Election Period (Caretaker) Policy has been updated within the Rules and notes that the processes for adopting a new Governance Local Law No. 1 will commence after 24 October 2020.

Recommendation

That Council:

1. endorses and adopts the Governance Rules provided in Attachment 1 to this report;

2. notes that the Governance Rules now contain an updated version of Council's Election Period (Caretaker) Policy which complies with the provisions of the *Local Government Act 2020*;

3. notes that Council's Meeting Procedure Local Law No. 1 of 2019 has now been superceded but still remains in existence for the purposes of using the Common Seal of Council; and

4. notes that the draft Governance Local Law No.1, as adopted in principle on 13 July 2020, still requires a statutory process to be undertaken prior to its adoption and that this will be undertaken after 24 October 2020 (Victorian Council Elections Day).

OTHER

**ADOPTION OF GOVERNANCE RULES
UNDER THE *LOCAL GOVERNMENT ACT 2020***

ATTACHMENT 1

GOVERNANCE RULES (FOR ADOPTION)

PAGES 43 (including cover)

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

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)



4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

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4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

TABLE OF CONTENTS

CHAPTER 1 – INTRODUCTION 6
1.1 Governance Rules and the Local Government Act 2020 6
CHAPTER 2 – DEFINITIONS 7
CHAPTER 3 – CONFLICTS OF INTEREST 10
3.1 *Local Government Act 1989* 10
3.2 *Local Government Act 2020* 10
CHAPTER 4 – COUNCIL MEETINGS AND MEETING PROCEDURES 12
4.1 Introduction 12
4.3 Notification of Meetings and Agendas 12
4.3.1 Date, Time and Place of Meetings 12
4.3.2 Notice of Meetings 12
4.4 Meetings Open to the Public 12
4.5 Quorum 13
4.5.1 Inability to Maintain a Quorum 13
4.6 Business at Meetings 13
4.6.1 Meeting Agendas – Order of Business 13
4.6.2 Attendances and Apologies (including Leave of Absence) 14
4.6.3 Mayoral Presentation 14
4.6.4 Changes to the Order of Business 14
4.6.5 Deputations 14
4.6.6 Inwards Correspondence 15
4.6.7 Officer's Reports – Routine and Statutory Planning Reports 15
4.6.8 Public Question Time 15
4.6.9 Officer's Reports – Other 16
4.6.10 Petitions and Joint Letters 16
4.6.11 Notices of Motion 16
4.6.12 Councillor Reports 17
4.6.13 Councillor Questions 17
4.6.14 Urgent Business 18
4.6.15 Time Limit for Meetings 18
4.7 Responsibilities at Meeting 18
4.7.1 Chairing the Meeting 18
4.7.2 Addressing the Meeting 19
4.7.3 Chief Executive Officer 19
4.7.4 Community 19
4.8 Voting 20
4.8.1 Voting – How Determined 20
4.8.2 Opposed Motions 20
4.8.3 Casting Vote 21
4.9 Motions and Amendments 21
4.9.1 Form of Motion 21
4.9.2 Moving a Motion 21
4.9.3 Withdrawing a Motion 21
4.9.4 Unopposed Motion or Amendment 21
4.9.5 Debating a Motion 21
4.9.6 Debate from the Chair 22
4.9.7 Adjourned Debate 22
4.9.8 Resumption of Adjourned Debate 22
4.9.9 Course of Debate of Opposed Motion 22
4.9.10 Right of Reply 22
4.9.11 Agreed Alterations of Motion 22
4.9.12 Proposing Amendment(s) to a Motion 23
4.9.13 Debating an Amendment to a Motion 23

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

4.9.14 Right of Reply to an Amendment to a Motion 23
4.9.15 An Amendment to a Motion Once Carried 23
4.9.16 Foreshadowing a Motion 23
4.9.17 Separation of a Motion 23
4.9.18 Deferral of a Motion 23
4.9.19 Call for Supporting Documentation 24
4.9.20 Rescission Motion Notification 24
4.9.21 When a Resolution is Acted On 24
4.10 Procedural (Formal) Motions 24
4.10.1 Moving a Procedural Motion 24
4.10.2 Debate and Amendments to Procedural Motions 25
4.10.3 Closure of a Motion (The Motion be Put) 25
4.10.4 The Previous Question 25
4.10.5 Proceed to Next Question 25
4.10.6 Adjournment of Debate 25
4.10.7 Adjournment of Meeting 25
4.10.8 That the Question Lay on the Table 26
4.11 Speaking to the Meeting 26
4.11.1 Speaking Times 26
4.11.2 Councillor Must Stand When Speaking 26
4.11.3 Interruptions, Interjections and Relevance 26
4.12 Points of Order 26
4.12.1 Procedure for a Point of Order 26
4.12.2 Motion of Dissent 27
4.13 Suspension of Standing Order 27
4.13.1 Changing the Order of Business 27
4.13.2 Suspension of the Standing Order for the Purpose of Discussion 27
4.14 Adjournments 28
4.14.1 Adjourning a Meeting 28
4.14.2 Notice for an Adjourned Meeting 28
4.14.3 Lapsed Meeting 28
4.15 Conduct During a Council Meeting 28
4.15.1 Councillor Conduct 29
4.15.2 Ordering Withdrawal of Remark 29
4.15.3 Personal Explanation 29
4.15.4 Public Conduct 29
4.15.5 Call to Order/Removal from Council Chamber 29
4.15.6 Chairperson May Adjourn Disorderly Meeting 29
4.15.7 Breach of Conduct Provisions at Council Meetings 30
4.16 Provision to Record Council Meetings 30
4.16.1 Consent Required to Film or Photograph Council Meetings 30
4.17 Election of the Mayor 30
4.17.1 When Required 30
4.17.2 Outgoing Mayor 30
4.17.3 Eligibility 30
4.17.4 Agenda Content 30
4.17.5 First Temporary Chair (Returning Officer) 31
4.17.6 Second Temporary Chair 31
4.17.7 Nominations for Office of Mayor 31
4.17.8 Method of Voting 31
4.17.9 Determining the Election of Mayor 31
4.17.10 Determining By Lot 31
4.17.11 Mayor to Take Chair 32
4.17.12 Election of Deputy Mayor 32
4.18 Minutes 32
4.18.1 Keeping of Minutes 32
4.18.2 Content of Minutes 32
4.18.3 Confirmation of Minutes 33
4.18.4 Objection to Confirmation of Minutes 33
4.18.5 Deferral of Confirmation of Minutes 33
4.19 Procedure Not Provided For 33
4.20 Suspension of Meeting Procedure 33

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

4.21 Provisions Made for Remote Council Meetings 33

CHAPTER 5 – OTHER MEETINGS OF COUNCIL 34

5.1 Joint Meetings of Councils 34
5.2 Delegated Committees 34
5.3 Joint Delegated Committees 34
5.4 Audit and Risk Committee 35
5.5 Community Asset Committee 35

CHAPTER 6 – ELECTION PERIOD (CARETAKER) POLICY 36

6.1 Election (Caretaker) Period 36
6.1.1 Misuse of Position 36
6.1.2 Contact with Staff 36
6.1.3 Expenditure 37
6.1.4 Council Resources 37
6.1.5 Community Grants Program Funding 37
6.1.6 Decision Making 37
6.1.7 Caretaker Statement 37
6.1.8 Community Engagement 38
6.1.9 Council Communications and Publications 38
6.1.10 Social Media 38
6.1.11 Functions and Events 39
6.1.12 Access to Information 39
6.1.13 Candidate Information 39
6.1.14 Information Request Register 40
6.1.15 Role of Election Manager 40
6.1.16 Grievances 40
6.1.17 Disclaimer 40
6.2 Guide for Staff Participating in Election Activities Outside Their Role within Council 40
6.3 Approval Process for Council Publications 41

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

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CHAPTER 1 – INTRODUCTION

1.1 GOVERNANCE RULES AND THE LOCAL GOVERNMENT ACT 2020

Under the Local Government Act 2020;

(1) A Council must develop, adopt and keep in force Governance Rules for or with respect to the following-

- (a) the conduct of Council meetings;
- (b) the conduct of meetings of delegated committees;
- (c) the form and availability of meeting records;
- (d) the election of the Mayor and the Deputy Mayor;
- (da) the appointment of an Acting Mayor;
- (e) an election period policy in accordance with section 69;
- (f) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee under section 130;
- (g) the procedure for the disclosure of a conflict of interest by a Councillor under section 131;
- (h) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1);
- (i) any other matters prescribed by the regulations.

(2) The Governance Rules must provide for a Council to:

- (a) consider and make decisions on any matter being considered by the Council fairly and on the merits; and
- (b) institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.

(3) A Council may amend its Governance Rules.

(4) Subject to subsection (5), a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules.

(5) Subsection (4) does not apply if the Council is developing and adopting or amending a Governance Rule that only adopts a good practice guideline issued by the Minister under section 87.

(6) A Council must comply with its Governance Rules.

(7) A Council must adopt the first Governance Rules under this section on or before 1 September 2020.

(8) Until a Council adopts Governance Rules under this section, the Local Law Meeting Procedures made by the Council under the *Local Government Act 1989* apply as if the Local Law Meeting Procedures had been adopted as Governance Rules under this section.

CHAPTER 2 – DEFINITIONS

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

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

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

Election Period	Also known as Caretaker Period. In relation to Council Elections, means the period that: a) starts on the last day on which nominations for that election can be received; and b) ends at 6.00pm on Election Day.
Electoral Advertisement	Each article or paragraph in the proprietor's newspaper containing electoral matter, the insertion: a) of which is, or is to be, paid for; or b) for which any reward or compensation or promise of reward or compensation is, or is to be, made.
Electoral Material	An advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.
Gallery	The area within a Chamber in which member of the public are seated.
Majority	Represents half the number of Councillors present at a meeting plus one.
Mayor	The Mayor of Council and any person appointed by Council to be acting as Mayor.
Meeting	A Council Meeting or a Delegated Committee Meeting.
Member	A member of any committee to which these Governance Rules apply.
Minister	The Minister for Local Government.
Minutes	The formal record of proceedings and decisions of a meeting.
Motion	A proposal from a Councillor framed in a way that will result in the opinion and desire of Council being expressed and a Council decision being made once it has been adopted (passed or carried) at a Council Meeting.
Municipal District ((Municipality)	The area comprising the municipal district of Greater Dandenong.
Municipal Offices	The Civic Offices of the Greater Dandenong City Council.
Notice of Motion	A notice setting out the precise words of a motion which a Councillor proposes to move at Council meeting.
Penalty Unit	has the meaning set out in section 110 of the *Sentencing Act 1991*.
Point of Order	A procedural point made to the Chair about how the Meeting is being conducted or alleging some irregularity in proceedings.
Procedural Motion	means a motion which relates to a procedural matter only. It is not designed to produce any substantive decision but used as a formal procedural measure to assist the business of the meeting.
Public Consultation	A process that involves inviting individuals, groups or organisations or the community in general to comment on an issue or proposed action or proposed policy, and which includes discussion of that matter with the public.
Publish	To publish or present by any means, including in a public forum, verbally or by publication on the internet or social media.

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

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

CHAPTER 3 – CONFLICTS OF INTEREST

3.1 *LOCAL GOVERNMENT ACT 1989*

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

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

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

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

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

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

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

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

3.2 *LOCAL GOVERNMENT ACT 2020*

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

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

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

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

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

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

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

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

CHAPTER 4 – COUNCIL MEETINGS AND MEETING PROCEDURES

4.1 INTRODUCTION

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

4.3 NOTIFICATION OF MEETINGS AND AGENDAS

4.3.1 Date, Time and Place of Meetings

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

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

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

4.3.2 Notice of Meetings

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

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

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

4.4 MEETINGS OPEN TO THE PUBLIC

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

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

4.5 QUORUM

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

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

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

4.5.1 Inability to Maintain a Quorum

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

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

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

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

4.6 BUSINESS AT MEETINGS

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

4.6.1 Meeting Agendas – Order of Business

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

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

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

a) Meeting opening/Acknowledgement of traditional owners of the land/Attendance/Apologies (including Leaves of Absence);
b) Offering of Prayer;

c) Mayoral Presentation (Optional – *see section 4.6.3 of these Rules*);
d) Confirmation of Minutes of previous Meetings (*see section 4.18 of these Rules*);
e) Deputations (*see section 4.6.5 of these Rules*);
f) Disclosure of Conflicts of Interest (*see Chapter 3 of these Rules*);
g) Officer's Reports - Routine and Town Planning Reports (*see section 4.6.7 of these Rules*). Routine reports include:

   i) Documents for Sealing;
   ii) Documents for Tabling; and
   iii) Petitions/Joint Letters (*see section 4.6.9 of these Rules*);

h) Public Question Time (*see section 4.6.8 of these Rules*;
i) Officer's Reports – Other (*see section 4.6.9 of these Rules*);
j) Notices of Motions (*see section 4.6.11 of these Rules*);
k) Councillor Reports and Councillor Questions (*see sections 4.6.12 and 4.6.13 of these Rules*); and
l) Urgent Business (see section 4.6.14 of these Rules).

4.6.2 Attendances and Apologies (including Leave of Absence)

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

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

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

4.6.3 Mayoral Presentation

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

4.6.4 Changes to the Order of Business

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

4.6.5 Deputations

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

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

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

4.6.6 Inwards Correspondence

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

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

4.6.7 Officer's Reports – Routine and Statutory Planning Reports

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

4.6.8 Public Question Time

a) Questions are limited to a maximum of three (3) questions per individual. Where time constraints deem it likely that not all questions can be answered within the time allowed for Question Time, the Chair at his/her discretion may determine only the first question may be presented verbally with others deferred to be managed in the same manner as public questions not verbally presented. Priority will be given to questions that relate to items on the Council Agenda for that meeting. Questions including any preamble should not exceed 300 words.

b) All such questions must be received in writing on the prescribed form or as provided for on Council's website and at Council Meetings. Where there are more than three (3) questions received from any one individual person, the Chief Executive Officer will determine the three (3) questions to be considered at the meeting.

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

   i) the commencement time (7.00pm) of the Council Meeting if questions are submitted in person; or
   ii) noon on the day of the Council Meeting if questions are submitted by electronic medium.

d) A question can only be presented to the meeting if the Chair and/or Chief Executive Officer has determined that the question:

   i) does not relate to a matter of the type described in section 3(1) of the *Local Government Act 2020* (confidential information);
   ii) does not relate to a matter in respect of which Council or a Delegated Committee has no power to act;
   iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor, Delegated Member or Council officer; and
   iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting).

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

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

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

g) The Chair, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.

h) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.

i) A Councillor, Delegated Committee Member or member of Council staff nominated to answer a question may:

   i) seek clarification of the question from the person who submitted it;
   ii) seek the assistance of another person in answering the question; and
   iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the Meeting (the question thereby being taken on notice).

j) Question time for verbal presentations is limited in duration to not more than twenty (20) minutes. If it appears likely that this time is to be exceeded then a resolution from Council will be required to extend that time if it is deemed appropriate to complete this item.

k) The text of each question asked and the response will be recorded in the minutes of the Meeting.

4.6.9 Officer's Reports – Other

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

4.6.10 Petitions and Joint Letters

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

a) Petitions and joint letters received by Councillors and/or council officers must be lodged with the Chief Executive Officer for inclusion in an Agenda no later than 12 noon at least three (3) business days before a Council Meeting; and
b) Petitions or joint letters received after the above deadline will be held over for inclusion in the Agenda of the next Council Meeting.
c) A petition or joint letter:

   i) may be submitted either in hard copy or in an on-line format provided that it is legible;
   ii) cannot be defamatory, indecent, abusive or objectionable in language or content;
   iii) cannot relate to matters beyond the powers of Council;
   iv) must bear the whole of the petition or request upon each page of the petition; and
   v) if in hard copy, must consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.

d) Any petitions or joint letters that do not comply with sub-clause (c) or of these Rules will not be tabled at a Council Meeting.

e) A petition or joint letter may nominate a person to whom a reply must be sent, but if no person is nominated Council may reply to the first signatory which appears on the petition (head petitioner).

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

4.6.11 Notices of Motion

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

c) Where a Notice of Motion seeks to substantially affect the level of Council services, commit Council to expenditure in excess of $5,000 that has not been included in the adopted Budget, commit Council to any contractual arrangement, or is likely to require more than five (5) days' work by a member of Council staff, then a formal report must be prepared and presented to Council in response to the Notice of Motion. Where practicable the report should be presented to next Council Meeting.

d) The Chief Executive Officer must cause all Notices of Motion to be numbered sequentially, dated and entered in the Notice of Motion register in the order in which they were received.

e) Except by leave of Council, Notices of Motion before any Council meeting must be considered in the order in which they were entered in the Notice of Motion register.

f) If a Councillor who has given a Notice of Motion:

i) is absent from the Meeting; or
ii) fails to move the motion when called upon by the Chairperson.

any other Councillor may himself/herself move the motion. If the Notice of Motion is not moved (and seconded) it lapses.

g) If a Councillor proposing a Notice of Motion wishes to amend the Notice of Motion, they may do so by seeking leave of Council to amend the Notice of Motion prior to it being seconded.

h) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with clauses 57 - 63 of this Local Law, except for confirmation of a previous resolution.

i) If a Notice of Motion, whether amended or not, is lost, a similar motion cannot again be put before Council for a period of three (3) calendar months from the date it was lost.

j) A Notice of Motion cannot be submitted in relation to a matter that was the subject of a rescission motion within three (3) calendar months of the rescission motion having been dealt with.

k) A preamble to a Notice of Motion is an explanatory statement that explains the purpose of the Notice of Motion. A Councillor lodging a Notice of Motion must ensure that the content of any preamble provided remains factual. Reports from Councillors/Delegates & Councillor Questions

4.6.12 Councillor Reports

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

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

4.6.13 Councillor Questions

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

a) relate to a matter of the type described in section 3(1) of the *Local Government Act 2020* (confidential information);
b) relate to a matter in respect of which Council has no power to act;
c) be defamatory, indecent, abusive or objectionable in language or substance, or be asked to specifically embarrass another Councillor, Delegated Member, Council officer or member of the public;
d) be repetitive of a question already asked or answered (whether at the same or an earlier Meeting); or
e) raise an issue which might more appropriately be dealt with by way of Notice of Motion.

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

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

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

Council may:

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

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

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

4.6.14 Urgent Business

a) Business which has not been listed on a Council Meeting Agenda may only be raised as urgent by resolution of Council.

b) Notwithstanding anything to the contrary in these Rules, a Councillor (with the agreement of the meeting) may at a Council meeting submit or propose an item of Urgent Business if the matter relates to business which does not:

   i) substantially affect the levels of Council service or;
   ii) commit Council to expenditure exceeding $5,000 and not included in the adopted Budget; or
   iii) establish or amend Council policy; or
   iv) commit Council to any contractual arrangement; or
   v) require, pursuant to other policy determined by Council from time to time, the giving of prior notice.

c) Business must not be admitted as urgent business unless it:

   i) is deemed to be urgent business by Council; and
   ii) cannot safely or conveniently be deferred until the next Council Meeting.

4.6.15 Time Limit for Meetings

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

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

4.7 Responsibilities at Meeting

4.7.1 Chairing the Meeting

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

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

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

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

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

4.7.2 Addressing the Meeting

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

Any Councillor, Member or person who addresses the Council Meeting must stand to speak and direct all remarks through the Chair. The Chair, however, has the discretion to permit any Councillor or person to remain seated while addressing the meeting.
The Chair may address a Meeting, however if the Chair wishes to debate a particular motion or move any motion or amendment on any matter under discussion, they must advise Council of that intention and vacate the Chair on such occasions for the duration of the item under discussion.

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

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

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

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

4.7.3 Chief Executive Officer

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

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

4.7.4 Community

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

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

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

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

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

4.8 VOTING

4.8.1 Voting – How Determined

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

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

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

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

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

4.8.2 Opposed Motions

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

After each debated item the Chair will;

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

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

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

4.8.3 Casting Vote

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

4.9 Motions and Amendments

4.9.1 Form of Motion

A motion or an amendment must:

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

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

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

4.9.2 Moving a Motion

The procedure for any motion or amendment is:

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

4.9.3 Withdrawing a Motion

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

4.9.4 Unopposed Motion or Amendment

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

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

4.9.5 Debating a Motion

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

4.9.6 Debate from the Chair

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

4.9.7 Adjourned Debate

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

"That the debate be adjourned"

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

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

4.9.8 Resumption of Adjourned Debate

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

4.9.9 Course of Debate of Opposed Motion

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

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

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

4.9.10 Right of Reply

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

4.9.11 Agreed Alterations of Motion

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

4.9.12 Proposing Amendment(s) to a Motion

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

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

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

4.9.13 Debating an Amendment to a Motion

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

4.9.14 Right of Reply to an Amendment to a Motion

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

4.9.15 An Amendment to a Motion Once Carried

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

4.9.16 Foreshadowing a Motion

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

4.9.17 Separation of a Motion

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

4.9.18 Deferral of a Motion

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

4.9.19 Call for Supporting Documentation

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

4.9.20 Rescission Motion Notification

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

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

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

4.9.21 When a Resolution is Acted On

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

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

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

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

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

4.10 PROCEDURAL (FORMAL) MOTIONS

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

4.10.1 Moving a Procedural Motion

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

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

4.10.2 Debate and Amendments to Procedural Motions

Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
Note: Deferral of a motion is not a procedural (formal) motion and maybe debated. Unless otherwise provided a procedural motion cannot be amended.

4.10.3 Closure of a Motion (The Motion be Put)

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

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

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

4.10.4 The Previous Question

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

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

4.10.5 Proceed to Next Question

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

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

4.10.6 Adjournment of Debate

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

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

4.10.7 Adjournment of Meeting

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

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

4.10.8 That the Question Lay on the Table

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

a) is a procedural motion which, if carried in respect of an original motion or amendment, ceases any further discussion or voting on the matter until Council either:

   i) resolves to take the question from the table at the same Meeting: or
   ii) places the matter on an Agenda and Council resolves to take the question from the table; and

b) if lost, allows debate to continue unaffected.

4.11 Speaking to the Meeting

4.11.1 Speaking Times

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

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

Following a Council resolution on an unopposed motion, a Councillor may speak for the duration of time set out below:
a) the mover – two (2) minutes; and
b) any other Councillor once confirmed – two (2) minutes.

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

4.11.2 Councillor Must Stand When Speaking

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

4.11.3 Interruptions, Interjections and Relevance

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

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

4.12 Points of Order

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

4.12.1 Procedure for a Point of Order

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

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

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

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

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

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

4.12.2 Motion of Dissent

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

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

"That the Chair's ruling be upheld".

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

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

4.13 Suspension of Standing Order

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

4.13.1 Changing the Order of Business

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

An appropriate motion would be:

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

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

"That the standing order be resumed".

4.13.2 Suspension of the Standing Order for the Purpose of Discussion

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

An appropriate motion would be:

"That the standing order be suspended to enable discussion on_____".

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

An appropriate motion would be:

"That the standing order be resumed".

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

4.14 ADJOURNMENTS

4.14.1 Adjourning a Meeting

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

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

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

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

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

4.14.2 Notice for an Adjourned Meeting

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

4.14.3 Lapsed Meeting

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

4.15 CONDUCT DURING A COUNCIL MEETING

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

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

4.15.1 Councillor Conduct

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

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

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

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

4.15.2 Ordering Withdrawal of Remark

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

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

4.15.3 Personal Explanation

A Councillor may, at a time convenient to Council, make a brief personal explanation in respect of any statement (whether made at a Council meeting or not) affecting him or her as a Councillor.
A personal explanation arising out of a statement at a Council Meeting must be made as soon as possible after that statement was made. A personal explanation must not be debated except upon a motion to censure the Councillor who has made it.

4.15.4 Public Conduct

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

4.15.5 Call to Order/Removal from Council Chamber

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

4.15.6 Chairperson May Adjourn Disorderly Meeting

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

4.15.7 Breach of Conduct Provisions at Council Meetings

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

4.16 Provision to Record Council Meetings

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

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

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

4.16.1 Consent Required to Film or Photograph Council Meetings

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

4.17 Election of the Mayor

4.17.1 When Required

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

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

4.17.2 Outgoing Mayor

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

4.17.3 Eligibility

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

4.17.4 Agenda Content

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

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

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

4.17.5 First Temporary Chair (Returning Officer)

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

4.17.6 Second Temporary Chair

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

4.17.7 Nominations for Office of Mayor

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

4.17.8 Method of Voting

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

4.17.9 Determining the Election of Mayor

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

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

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

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

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

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

Note: Any Councillor nominated may refuse nomination.

4.17.10 Determining By Lot

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

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

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

4.17.11 Mayor to Take Chair

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

4.17.12 Election of Deputy Mayor

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

4.18 MINUTES

4.18.1 Keeping of Minutes

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

4.18.2 Content of Minutes

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

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

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

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

4.18.3 Confirmation of Minutes

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

4.18.4 Objection to Confirmation of Minutes

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

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

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

4.18.5 Deferral of Confirmation of Minutes

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

4.19 Procedure Not Provided For

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

4.20 Suspension of Meeting Procedure

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

4.21 Provisions Made for Remote Council Meetings

In the event that Council needs to conduct a Council Meeting remotely, such as during a pandemic or emergency situation (as experienced throughout the COVID-19 pandemic in 2020), a protocol will be provided to all participants of the Council Meeting outlining how the meeting is to be conducted and what guidelines participants must follow to ensure a consistent, transparent and orderly approach is maintained throughout the remote Council Meeting. All reasonable information technology support and advice will be provided to participants. These Governance Rules apply to all remote Council Meetings with the one exception that participants of a remote Council Meeting are not required to stand when they address the Chair or the Meeting. Protocols will change from time to time as information technology changes and advances and remote Council Meeting protocols are not formally part of these Rules.

CHAPTER 5 – OTHER MEETINGS OF COUNCIL

5.1 JOINT MEETINGS OF COUNCILS

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

(1) Two or more Councils may determine to hold a Joint Meeting.
(2) A Joint Meeting is a Council Meeting of each Council for the purposes of this Act and the provisions of this Act, except section 61(3), (4) and (5)(d), apply accordingly.
(3) A Joint Meeting is to be constituted by the Councillors of the Councils holding the Joint Meeting consisting of:

    (a) the total number of Councillors determined by the Councils holding the Joint Meeting; and
    (b) at least 3 Councillors from each of the Councils holding the Joint Meeting.

(4) A quorum at a Joint Meeting is constituted by the number of Councillors that is equal to at least a majority of the Councillors from each of the Councils holding the Joint Meeting.
(5) Subject to subsections (2) and (6), the procedures for conducting a Joint Meeting are to be determined by the Councils holding the Joint Meeting.
(6) A Joint Meeting must comply with any requirements prescribed by the regulations.

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

5.2 DELEGATED COMMITTEES

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

(1) A Delegated Committee established by a Council:

    (a) must include at least 2 Councillors; and
    (b) may include any other persons appointed to the Delegated Committee by the Council who are entitled to vote.

(2) A Meeting of a Delegated Committee established by a Council must be chaired by:

    (a) a Councillor appointed by the Council or the Mayor to chair meetings of the Delegated Committee; or
    (b) if the Councillor appointed by the Council or the Mayor to chair meetings of the Delegated Committee is not present at the meeting, a Councillor who is present at the Meeting and is appointed by the Members of the Delegated Committee who are present at the meeting.

(3) Section 61 applies to a Meeting of a Delegated Committee as if the Members were Councillors.

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

5.3 JOINT DELEGATED COMMITTEES

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

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

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

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

5.4 Audit and Risk Committee

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

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

5.5 Community Asset Committee

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

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

CHAPTER 6 – ELECTION PERIOD (CARETAKER) POLICY

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

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

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

6.1 ELECTION (CARETAKER) PERIOD

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

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

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

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

6.1.1 Misuse of Position

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

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

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

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

6.1.2 Contact with Staff

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

4.3.7 Adoption of Governance Rules under the Local Government Act 2020 (Cont.)

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

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

6.1.3 Expenditure

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

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

6.1.4 Council Resources

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

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

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

6.1.5 Community Grants Program Funding

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

6.1.6 Decision Making

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

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

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

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

6.1.7 Caretaker Statement

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

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

6.1.8 Community Engagement

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

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

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

6.1.9 Council Communications and Publications

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

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

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

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

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

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

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

6.1.10 Social Media

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

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

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

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

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

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

6.1.11 Functions and Events

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

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

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

The following events will have variations:

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

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

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

6.1.12 Access to Information

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

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

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

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

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

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

6.1.13 Candidate Information

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

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

6.1.14 Information Request Register

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

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

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

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

6.1.15 Role of Election Manager

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

6.1.16 Grievances

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

6.1.17 Disclaimer

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

6.2 Guide for Staff Participating in Election Activities Outside Their Role within Council

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

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

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

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

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

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

6.3 Approval Process for Council Publications

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

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

Your request to Governance

This could read something like:

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

4.3.8 Adoption of Policies under the Local Government Act 2020

File Id:	
Responsible Officer:	Director Corporate Services
Attachments:	Public Transparency Policy (for adoption) Council Expenses, Support and Accountability Policy (for adoption)

Report Summary

The *Local Government Act 2020* requires that Council develops and adopts a Public Transparency Policy and a Council Expenses Policy prior to 1 September 2020.

Recommendation Summary

Council adopted an “in principle” draft Public Transparency Policy and Council Expenses, Support and Accountability Policy at its Council Meeting of 13 July 2020 so that a process of community engagement could be undertaken prior to adopting final versions of these policies. No comments or feedback were received from members of the public. This report therefore recommends that Council’s Public Transparency Policy (Attachment 1) and Council Expenses, Support and Accountability Policy (Attachment 2) be adopted.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Background

The *Local Government Act 2020* (the Act) received Royal Assent on 24 March 2020 with several sections subsequently coming into effect 6 April 2020 and 1 May 2020. Sections 41, 42, 57 and 58 of the Act came into effect on 1 May 2020 and essentially require Council to develop and adopt a Public Transparency Policy and a Council Expenses Policy prior to 1 September 2020.

Public Transparency Policy

Section 57 of the *Local Government Act 2020* states the following:

1. A Council must adopt and maintain a public transparency policy.

2. A public transparency policy must:

   (a) give effect to the public transparency principles; and

   (b) describe the ways in which Council information is to be made publicly available; and

   (c) subject to section 58(b), specify which Council information must be publicly available, including all policies, plans and reports required under this Act or any other Act; and

   (d) include any other matters prescribed by the regulations.

3. A Council must adopt the first public transparency policy under this section on or before 1 September 2020.

4. For the purposes of the public transparency policy and the public transparency principles, information includes documents.

Section 58 of the Local Government Act 2020 states the following:

The following are the public transparency principles:

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

(b) Council information must be publicly available unless:

   (i) the information is confidential by virtue of this Act or any other Act; or

   (ii) public availability of the information would be contrary to the public interest;

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

(c) Council information must be understandable and accessible to members of the municipal community;

(d) public awareness of the availability of Council information must be facilitated.

The draft Public Transparency Policy as it was adopted on 13 July 2020 is presented in Attachment 1 with no changes (other than a new front cover). Note that the Public Transparency Policy is a formalisation of practices that are already in place at Council.

Council Expenses Policy

Section 41 of the Local Government Act 2020 states that:

(1) A Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

(2) A policy adopted by a Council under this section must:

(a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and

(b) comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses; and

(c) provide for the reimbursement of child-care costs where the provision of child-care is reasonably required for a Councillor or member of a delegated committee to perform their role; and

(d) have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012.

3. A Council must adopt the first expenses policy under this section on or before 1 September 2020.

4. Until a Council adopts a policy under this section, the policy adopted by the Council under section 75B of the Local Government Act 1989.

The draft Council Expenses, Support and Accountability Policy as it was adopted on 13 July 2020 is presented in Attachment 2 with only minor amendments which are highlighted in red. (It also has a new front cover.)

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

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'

Opportunity

- *Education, Learning and Information* – Knowledge
- *Leadership by the Council* – The leading Council

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:

Opportunity

- An open and effective Council

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. All support items for the Mayor and Councillors are budgeted and approved in the annual budget.

Consultation

While there was no legislative requirements for Council to undertake a community engagement process prior to formally endorsing these policies, it was considered that the nature and content of the policies would benefit from subjecting them to a community engagement process. The following was undertaken in relation to both draft policies:

- The draft policies were made available to the public for a period of 28 days (with a closing time of 5.00pm on 11 August 2020). Advertising was placed in the Dandenong Journal on 14 July 2020 and on Council's website and various methods were available to the public to give feedback and comments in relation to the content of the policies.
- An opportunity was provided for community members who wished to verbally provide or support their comments and feedback to do so via an online meeting of Councillors, on Thursday 13 August 2020.
- Feedback was also sought from Council's staff consultative committee in relation to both policies.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Some minor amendments were received back from Council's staff consultative committee in relation to the Council Expenses, Support and Accountability Policy and included in the final version in Attachment 2.

No community comments or feedback were received and an on-line meeting was not required.

Conclusion

It is recommended that Council adopts the Public Transparency Policy and the Council Expenses, Support and Accountability Policy as provided in Attachments 1 and 2 (respectively) to this report.

Recommendation

That Council endorses and adopts the Public Transparency Policy and Council Expenses, Support and Accountability Policy as provided in Attachments 1 and 2 (respectively) to this report.

OTHER

ADOPTION OF POLICIES UNDER THE
LOCAL GOVERNMENT ACT 2020

ATTACHMENT 1

PUBLIC TRANSPARENCY POLICY (FOR ADOPTION)

PAGES 10 (including cover)

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

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)



Public Transparency Policy

Policy Endorsement:	Endorsement required by Council		
Policy Superseded by this Policy:	Not applicable		
Directorate:	Corporate Services		
Responsible Officer:	Manager Governance		
Policy Type:	Legislative *Local Government Act 2020*		
File Number:	A6635797	Version No:	001
1st Adopted by Council	24 August 2020 Minute No.	Last Adopted by Council:	24 August 2020 Minute No.
Review Period:	Four years	Next Review:	February 2024

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Public Transparency Policy

1. Purpose

Council must adopt and maintain a Public Transparency Policy under section 57 of the *Local Government Act 2020* (the Act). This policy gives effect to the *Public Transparency Principles* outlined in section 58 of the Act. (The *Public Transparency Principles* are outlined in Section 8 - Appendix 1 of this policy.)

Council is committed to the principles of public transparency, good governance, open and accountable conduct and making council information publicly available, except where that information is confidential under the provisions of the Act or contrary to the public's interest.

This policy aims to formalise Council's commitment to transparent decision-making processes and freely available public access to Council information. It supports and promotes:

a) increased community confidence and trust in Council through greater understanding and awareness;
b) improved Council visibility and performance; and
c) access to information that is current and easily accessible.

This policy includes all forms of Council information and how it will be made available to the public and is an integral part of Council's governance framework.

2. Background

The *Local Government Act 2020* requires that Council establishes a Public Transparency Policy by 1 September 2020.

3. Scope

This policy applies to all Councillors, delegated committees under the Act and council staff of Greater Dandenong City Council.

4. Human Rights and Responsibilities Charter – Compatibility Statement

This policy has been reviewed against, and complies with, section 13 of the *Charter of Human Rights and Responsibilities Act 2006.* It aligns with, and provides for, the protection of an individual's right not to have their privacy unlawfully or arbitrarily interfered with. It is also in line with section 18 which recognises a person's right to participate in the conduct of public affairs.

5. References and Related Documents

- *Charter of Human Rights and Responsibilities Act 2006*
- *Equal Opportunity Act 2010*
- *Freedom of Information Act 1982*
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*
- *Public Records Act 1973*
- Greater Dandenong City Council's Governance Rules (to be developed prior to 1 September 2020)
- Greater Dandenong City Council's Legislative Compliance Framework Policy
- Greater Dandenong City Council's Community Engagement Policy (to be developed prior to 1 March 2021)
- Greater Dandenong City Council's Privacy and Personal Information Policy
- Greater Dandenong City Council's Freedom of Information Policy
- Greater Dandenong City Council's Information Security Policy

6. Definitions

For the purposes of this policy, Council adopts the following definitions:

Community	Community is a flexible term used to define groups of connected people. It can be used to describe people of a municipality generally, including individuals or groups who live, work, play, study, visit, invest in or pass through the municipality. More specifically, it can refer to everyone affiliated with the municipality, or smaller groups defined by interest, identity or location, and who are not necessarily the same in composition or views. Different types of communities often overlap and extend beyond municipal boundaries. Communities may be structured, as in clubs or associations or unstructured, such as teens. Communities are flexible and temporary, subject to individual identity and location.
Consultation	The process of seeking input on a matter.
Public participation	Public participation encompasses a range of public involvement and can include, but is not limited to, simply informing people about what Council is doing, delegating decisions to public groups, consulting with members of the community about their views on certain issues, community activities and projects addressing the common good, membership on Council reference groups or committees or volunteering activities.
Stakeholder	An individual or group with a strong interest in the decisions of Council who are directly impacted by the outcomes of those decisions.

Closed meetings	Under section 66(5) of the Act, Council may determine that a meeting is to be closed to the public to consider confidential information. A meeting may therefore be closed to the public if Council resolves to close the meeting, in order to consider a confidential matter regarding issues of a legal, contractual or personnel nature and other issues deemed not in the public interest.
Transparency	**Transparency occurs when there is** a lack of hidden agendas or conditions and all the information needed in order to collaborate, cooperate and make decisions effectively is available. Importantly, transparency is also a human right under the *Charter of Human Rights and Responsibilities Act 2006*, namely, "the right to have the opportunity, without discrimination, to participate in the conduct of public affairs, directly or through freely chosen representatives.
Public interest test	Council is not required to make information publicly available if the release would be contrary to the public interest, in accordance with the *Local Government Act 2020*. Council may refuse to release information if it is satisfied that the harm to the community likely to be created by releasing the information will exceed the public benefit in it being released. When considering possible harm from releasing information, the Council will only concern itself with harm to the community or members of the community. Potential harm to the Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents the Council from performing its functions.

7. Council Policy

7.1 Transparency

Council will be transparent with:

- **Decision making at Council Meetings:**
  - will be undertaken in accordance with the Act and the Governance Rules;
  - will be conducted in an open and transparent forum, unless in accordance with the confidentiality provisions of the Act and the Governance Rules;
  - will be informed through community engagement, in accordance with the *Community Engagement Principles* of the Act and Council's Community Engagement Policy (to be developed prior to 1 March 2021); and
  - will be made fairly and on the merits of the issue at hand. Where any person whose rights will be directly affected by a decision of Council, that person will be entitled to communicate their views and have their interests considered.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

- **Council Information**

  Part II of the *Freedom of Information Act 1982* requires government agencies and local councils to publish a number of statements designed to assist members of the public in accessing the information it holds. A list of available information is provided in the Part II Statement published on Council's website at www.greaterdandenong.com in accordance with the *Freedom of Information Act 1982*. This information includes, but is not limited to:

  Council information required under the Act (and the *Local Government Act 1989*) to be made available on Council's website:

  - Agendas and Minutes of Council Meetings and Delegated Committees;
  - Local Laws and Governance Rules;
  - Council Plan and Annual Plan;
  - Council Budget and Strategic Resource Plan;
  - Code of Conduct – Councillors;
  - Summary of Election Campaign Donation Returns;
  - Summary of Personal Interest Returns; and
  - Any other registers or records required to be published on Council's website under legislation or determined to be in the public interest.

  Other Council documents and information to ensure the community is informed about Council's operations and functions to be made available on Council's website:

  - Adopted Council policies, plans and strategies;
  - Project and service plans;
  - Terms of Reference or Charters for Council Committees and Groups;
  - Consultations and community engagement processes undertaken by Council;
  - Reporting from Advisory Committees and Reference Groups to Council;
  - Audit and Risk Committee performance reporting;
  - Relevant technical reports and/or research that informs decision making;
  - Practice notes and operating procedures;
  - Guidelines and manuals;
  - Application processes for approvals, permits, grants and access to Council services;
  - Submissions made by Council;
  - Register of planning permits and applications;
  - Register of Building Permits, Occupancy Permits and temporary approvals;
  - FOI Part II Statement; and
  - Any other registers or records required to be published on Council's website under legislation or determined to be in the public interest.

  Council documents and information to ensure the community is informed about Council's operations and functions that will be made available for inspection on request**:**

  - Registers of delegation;
  - Register of gifts, benefits and hospitality offered to Councillors or Council staff;
  - Register of overseas and interstate travel undertaken by Councillors or Council staff;
  - Register of conflicts of interest disclosed by Councillors or Council staff;
  - Register of donations and grants made by Council;
  - Register of leases entered into by Council, as lessor and lessee;
  - Register of authorised officers;
  - Submissions received under section 223 of the *Local Government Act 1989* until its repeal or received through a community engagement process undertaken by Council (if those submissions are not part of a Council report); and
  - Any other registers or records required to be made available for public inspection under legislation.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

- **Publications**

  Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to Council. These can be downloaded from www.greaterdandenong.com or by calling Council on 03 8571 5100 for a copy. Some of these publications are also available at Greater Dandenong's libraries at 225 Lonsdale Street, Dandenong and 5 Hillcrest Drive, Springvale.

7.2 Access to information

Members of the public have the right to make any request for information or documents to Council if that information is not readily available to the public on Council's website or at Council's offices. Council will respond to requests for information or documents in alignment with the Act, the *Public Transparency Principles* of the Act, this policy, the *Freedom of Information Act 1982* and the *Privacy and Data Protection Act 2014*.

Consideration will always be given to accessibility and cultural requirements in accordance with the *Charter of Human Rights and Responsibilities Act 2006.*

In relation to Freedom of Information (FOI), the *Freedom of Information Act 1982* gives an applicant the right of access to documents that Council holds subject to any exemptions that may apply. If documents required cannot be located on Council's website, Council's Governance Unit should be contacted prior to lodging an FOI application to check whether the document is readily available without an FOI application being necessary. (For example, many documents may be readily available under different instruments of legislation such as the Register of Planning Permit Applications under the *Planning and Environment Act 1987* and the Register of Building Permits under the *Building Act 1993*.) Council's Governance Unit can be contacted on telephone 8571 5100.

7.3 Information Not Available

Some Council information is not made publicly available. This will only occur if the information is confidential information, if its release would be contrary to the public interest, if its release does not comply with the *Privacy and Data Protection Act 2014* or if it is exempt material under the *Freedom of information Act 1982.*

"Confidential information" is defined in section 3 of the *Local Government Act 2020*. It includes the types of information listed in the following table.

Type of Information	Description
Council business	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Legal privileged	Information to which legal professional privilege or client legal privilege applies.
Personal	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
Private commercial	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
Confidential meeting	Records of a Council and/or Delegated Committee meeting that are closed to the public to consider confidential information.
Internal arbitration	Confidential information relating to internal arbitration about an alleged breach of the Code of Conduct – Councillors.
Councillor Conduct Panel	Confidential information relating to a Councillor Conduct Panel matter.
Confidential information under the 1989 Act	Information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if release is contrary to law, in breach of contractual requirements or if releasing the information is likely to cause harm to any person or is not in the public interest to do so.

7.4 Responsibilities

It is the responsibility of every Councillor and Council officer to promote and facilitate access to council information in accordance with this policy and the *Public Transparency Principles* outlined in the *Local Government Act 2020*. The following table outlines the roles and responsibilities of Councillors and council staff.

Party/parties	Roles and responsibilities
Council/Councillors	o Champions the commitment and principles for public transparency through leadership, modelling practice and decision-making.
Executive Management Team	o Champions behaviours that foster transparency and drive the principles through policy, process and leadership. o Monitors implementation of this policy.
Manager Governance	o Monitors implementation of this policy and conducts periodic reviews to drive continuous improvement.
Senior Management Team	o Manages areas of responsibility to ensure public transparency, good governance and community engagement are consistent with this policy.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

All Staff	o Responsible for public transparency as appropriate to their role and function. o All staff recognise that they are the custodians of the information they generate in their roles within Council and not the owners of that information. o All staff store information in Council's electronic data and records management system as required under the Code of Conduct – Staff. o All staff respond to requests for information and facilitate provision of information in consultation with their manager and in alignment with this policy and the *Freedom of Information Act 1982*.

7.5 Non-Compliance with this Policy

If a member of the community wishes to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance. If the member of the community is still not satisfied and would like to contest the decision, this can be reported to Council's Manager Governance on 8571 5100.

If not satisfied with Council's response, the concerns can be raised directly with the Victorian Ombudsman's office on (03) 9613 6222. or via the website www.ombudsman.vic.gov.au

7.6 Monitoring, Evaluation and Review

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in this policy's implementation.

A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

8. Appendix 1 - The Public Transparency Principles

The following are the public transparency principles as outlined in the *Local Government Act 2020.*

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

(b) Council information must be publicly available unless-

(i) the information is confidential by virtue of this Act or any other Act; or
(ii) public availability of the information would be contrary to the public interest;

(c) Council information must be understandable and accessible to members of the municipal community;

(d) public awareness of the availability of Council information must be facilitated.

OTHER

ADOPTION OF POLICIES UNDER THE
LOCAL GOVERNMENT ACT 2020

ATTACHMENT 2

COUNCIL EXPENSES, SUPPORT AND ACCOUNTABILITY POLICY (FOR ADOPTION)

PAGES 29 (including cover)

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

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)



Council Expenses, Support and Accountability Policy

Policy Endorsement:	Endorsement required by Council		
Policy Superseded by this Policy:	Councillor Reimbursement, Support and Accountability Policy		
Directorate:	Corporate Services		
Responsible Officer:	Manager Governance		
Policy Type:	Legislative and Discretionary *Local Government Act 2020*		
File Number:	A6712267	Version No:	007
1st Adopted by Council	29 June 2009 Minute No. 194	Last Adopted by Council:	24 August 2020 Minute No.
Review Period:	Two years	Next Review:	July 2022

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

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4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

TABLE OF CONTENTS

1 PURPOSE....4
2 BACKGROUND....5
3 SCOPE....6
4 DEFINITIONS....7
5 REFERENCES....8
6 COUNCIL POLICY....9
6.1 Councillor Allowances....9
6.2 Travel....9
6.3 Child and Family Care....11
6.4 Dinners and Other Non-Council Functions....12
6.5 Information Technology....12
6.6 Civic Support, Equipment and Facilities....14
6.7 Professional Development....16
6.8 Other Support....17
6.9 Community Forums and Ward Meetings....18
6.10 Additional Support and Facilities for the Mayor....18
6.11 Reporting and Disclosure....19
6.12 Lost or Stolen Property....19
6.13 Acquisition and Return of Equipment and Facilities....20
6.14 Councillors Reimbursing Council....20
6.15 Caretaker Period....20
6.16 Exclusions....20
6.17 Procedure for Reimbursement of General Expenses....21
6.18 Councillor Mentor and Legal Support....21
6.19 Councillor Dispute Mediators....23
7 RESPONSIBILITIES....24
APPENDICES....25

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

1 PURPOSE

This policy supports Councillors and Members of Delegated Committees to perform their roles, as defined under the *Local Government Act 2020*, by ensuring that expenses, reasonably incurred in the performance of those roles, are reimbursed.

This policy also outlines the provisions of the *Local Government Act 2020* in respect to Councillor allowances, expenses and support. It confirms the facilities and support that may be provided to Councillors and Members of Delegated Committees to assist them in performing or discharging their official functions and duties.

This policy is guided by the following principles:

- Councillors and Members of Delegated Committees should be supported in performing and discharging their council functions and duties without disadvantage;
- any reimbursements claimed by Councillors and Members of Delegated Committees must be for expenses actually and necessarily incurred in performing and discharging their official council functions and duties; and
- the payment of Councillor allowances and the reimbursement of expenses must be accountable and transparent to the community.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

2 BACKGROUND

There is an emphasis placed on the provision of adequate support and training to assist Councillors in the performance of their official council functions and duties.

Under the *Local Government Act 2020* (LGA), sections 40, 41 and 42 outline how Councillors and Members of Delegated Committees are entitled to resources, support, reimbursement of expenses and child-care costs which are reasonably necessary to enable them to effectively perform their roles.

Section 40 of the *Local Government Act 2020* states:

1. A Council must reimburse a Councillor or a Member of a Delegated Committee for out-of-pocket expenses which the Council is satisfied:

   (a) are bona fide expenses; and
   (b) have been reasonably incurred in the performance of the role of Councillor or Member of a Delegated Committee; and
   (c) are reasonably necessary for the Councillor or Member of a Delegated Committee to perform that role.

2. A Council must provide details of all reimbursements under this section to the Audit and Risk Committee.

Section 41 of the *Local Government Act 2020* states:

1. A Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and Members of Delegated Committees.

2. A policy adopted by a Council under this section must-

   (a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and
   (b) comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses; and
   (c) provide for the reimbursement of child-care costs where the provision of child-care is reasonably required for a Councillor or Member of a Delegated Committee to perform their role; and
   (d) have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

3. A Council must adopt the first expenses policy under this section on or before 1 September 2020.

4. Until a Council adopts a policy under this section, the policy adopted by the Council under section 75B of the *Local Government Act 1989* applies as if it had been adopted under this Act.

Section 42 of the *Local Government Act 2020* states:

1. A Council must make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role.

2. Without limiting the generality of subsection (1), a Council must-

   (a) consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability; and
   (b) have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

3 SCOPE

This policy applies to the Mayor, Deputy Mayor, Councillors and Delegated Committee Members and is made in accordance with to Section 41 of the *Local Government Act* 2020.

This policy indicates that payment of expenses and reimbursements to Councillors and Delegated Committee Members shall be limited to:

- traveling expenses including use of private vehicle for Council related activities;
- family care and child-care costs where appropriate; and
- costs paid by and for Councillors and Delegated Committee Members pertaining to the functions of their respective roles.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

4 DEFINITIONS

Delegated Committee	is a Delegated Committee established by Council under section 63 of the *Local Government Act 2020*, a Joint Delegated Committee established by two or more Councils under section 64 of the *Local Government Act 2020* or a Committee, other than an Asset Committee, exercising any power of a Council under the *Local Government Act 2020* or any other Act delegated to the Committee under the *Local Government Act 2020* or any other Act.
Family Care	includes care provided by a carer in a care relationship within the meaning of section 4 of the *Carer's Recognition Act 2012*.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

5 REFERENCES

- Originally Adopted at the Ordinary Council Meeting on 29 June 2009 – re-adopted with changes 28 June 2010 ,14 May 2012, 28 October 2013, 10 August 2015 and 8 July 2019
- *Carer's Recognition Act 2012*
- Department of Planning and Community Development – *Mayor and Councillors Entitlements Information Guide*, November 2008
- Greater Dandenong City Council Catering and Civic Support Policy
- Greater Dandenong City Council Code of Conduct – Councillors
- Greater Dandenong City Council Fraud Prevention and Control Policy
- Greater Dandenong City Council Guidelines for Community Forums
- Greater Dandenong City Council Guidelines for Ward Meetings
- City of Greater Dandenong Public Transparency Policy
- Greater Dandenong City Council Travel Policy
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*
- *Victorian Local Authorities Award* 2015

Related Documents

- Mobile Phone Account Memo (Internal)
- Appendix 1 - General Expenses Claim Form
- Appendix 2 - Travel Claim Form
- Appendix 3 - Child/Family Care Claim Form
- Appendix 4 – Councillor Annual Statement Sign Off

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

6 COUNCIL POLICY

Council's facilities and support services, as detailed in this policy, are available to the Mayor, Deputy Mayor, Councillors and Delegated Committee Members while performing or discharging their official duties. These facilities and services are not available for use by members of a Councillor's family unless the use is directly related to the Councillor's or Member's official roles.

Recognising the special role of the Office of Mayor, this policy also provides for expenses, facilities and support services specific to that office.

Councillors are personally responsible for any expenditure that does not fall within the criteria set out in this policy. The Manager Governance is available to assist Councillors and ensure they understand their entitlements and responsibilities.

6.1 COUNCILLOR ALLOWANCES

Section 39 of the *Local Government Act 2020* provides for Councillor and Mayoral (including the Deputy Mayor position) allowances to be set by determination of the Victorian Independent Remuneration Tribunal. Current arrangements made under the *Local Government Act 1989* will remain in place until the first determination made by the Tribunal comes into effect.

The Mayor, Deputy Mayor and Councillor allowances are noted in November each year at the Council Meeting for the Election of the Mayor.

Payment Procedure

Payments for Councillor Allowances will be made through Council's electronic payroll system, either on a fortnightly or monthly basis at the agreement of individual Councillors. Deductions to the Australian Taxation Office will only occur following a written request to the Payroll Office from individual Councillors.

Payment in Advance

Where a Councillor is required to undertake interstate or overseas travel as part of their civic duties, that Councillor may request payment of their allowance in advance in anticipation of expenses that will be incurred during the course of the travel.

Corporate Credit Card

Each Councillor will be issued with a corporate credit card that can be used in conjunction with the performance of their role at civic functions, conferences and events when other forms of payment are not available. A receipt must be signed (by the Councillor) and provided to the Mayor and Councillors Executive Assistant for every corporate credit card purchase. If the receipt is lost or not available, then a *Claim for General Expenses Form* must be completed and signed by the Councillor (see Appendix 1). The Mayor and Councillors Executive Assistant will allocate an account code to each transaction and attach the receipt in Council's transaction platform and the Chief Executive Officer will approve or refuse each transaction made under this clause.

6.2 TRAVEL

Where travel costs are borne by Council, it is expected that, where practicable, all travel be by the most direct route, and vehicles are shared where more than one Councillor attends the same function.

Use of Private Vehicles

Reimbursement of expenses is available for Councillors and Delegated Committee Members who use their own private vehicle and shall be in accordance with the Victorian Local Authorities Award 2015 (or the current Enterprise Bargaining Agreement if applicable to Members of Delegated Committees who are staff) as varied from time to time and as set out below. (For further details contact Organisational Development).

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

The reimbursement is payable for the use of a private vehicle for:

- attendance at Meetings of Council, Council Advisory, Reference Group or Delegated Committee Meetings, Ordinary, Committee or Sub-Committee Meetings of State, regional or local organisations where the Councillor has been elected as a Council's representative or liaison by Council resolution or the person has been nominated as a Delegated Committee Member;
- attendance at conferences and seminars where such attendance by a Councillor or Delegated Committee Member has been approved by Council, the Mayor, the Chief Executive Officer or such other authorised Committee designated by Council;
- attendance at inspections, meetings and functions within or outside the City relative to the duties of office as a Councillor or Delegated Committee Member;
- to and from the airport, rail or bus station, or other point from where travel to conferences and seminars commences; and
- attendance at official Council functions.

Where a Councillor or Delegated Committee Member uses his/her car to attend an approved interstate meeting, conference, seminar or engagement the total claim for use of a vehicle shall not exceed the cost of economy class air travel and transfers to the relevant destination.

Reimbursement Procedure for Private Vehicle Usage

- All claims for reimbursement of travel shall be made on a monthly basis (within 30 days from end of month).
- Details of kilometers and purpose of travel must be recorded by the relevant Councillor or Delegated Committee Member.
- Councillors and Delegated Committee Members must complete a *Claim for Travelling Expenses Form* (Appendix 2) and submit it to the Manager, Governance for authorisation.
- Payments will be made through Council's Electronic Payroll System or such other electronic payment method as required.
- It is the responsibility of Councillors or Delegated Committee Members to ensure that claims for reimbursement occur within the monthly time frame. Claims not submitted in a timely manner may be refused reimbursement at the discretion of the Mayor and/or Chief Executive Officer.
- All payments will be paid in arrears.

Cabcharge

Each Councillor or Delegated Committee Member may request a "Cab-Charge" voucher from Council for the payment of taxi service for events and activities as listed above. Cabcharge vouchers are available from the Mayor and Councillors Executive Assistant.

Council Vehicles

Where practicable, and by prior arrangement through the Chief Executive Officer, a Council vehicle may be made available to Councillors for travel outside the City where use of private vehicles or other means of transport is not available or convenient. The use of a Council vehicle is limited to 24 hours continuous use and the vehicle must be driven by the Councillor at all times.

Public Transport

Councillors or Delegated Committee Members may use public transport to travel to Council business related events, or to assist them to carry out their duties.

Reimbursement Procedure for Public Transport

For reimbursement of travel expenses incurred from use of public transport, Councillors or Delegated Committee Members must complete a *Claim for General Expenses Form* (Appendix 1) and submit it the Manager Governance for authorisation and processing. All payments will be made in arrears.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

6.3 CHILD AND FAMILY CARE

Council will reimburse child and family care expenses when the care is necessary to allow the Councillor or Delegated Committee Members to attend:

- Meetings of Council, Council Advisory, Reference Group or Delegated Committee Meetings, Ordinary, Committee or Sub-Committee Meetings of State, regional or local organisations where the Councillor has been elected as a Council's representative or liaison by Council resolution or the person has been nominated as a Delegated Committee Member;
- inspections, meetings, Councillor Briefing Sessions, civic ceremonies and functions, conferences and training within or outside the City relative to the duties of office as a Councillor or Delegated Committee Member; and
- a meeting or function or other official role when deputising for, or representing, the Mayor.

Child-care and family carer expenses may consist of hourly fees, agency booking fees and/or reasonable traveling expenses. Fees are payable per hour or part of an hour subject to any minimum period, which is part of the provider's usual terms.

A receipt from the care provider (including their ABN) is required for the direct reimbursement of any expenses claimed.

Reimbursement will not be made to a person who:

- has a familial or similar relationship with the Councillor or Delegated Committee Member; or
- resides either permanently or temporarily with the Councillor or Delegated Committee Member; or
- has any financial or pecuniary interest with the Councillor or Delegated Committee Member, or
- has a relationship with the Councillor or Delegated Committee Member or their partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

Reimbursement Procedure for Child or Family Care

- All claims for reimbursement of child or family care shall be made on a monthly basis (within 30 days from end of month).
- Councillors or Delegated Committee Members must complete a *Claim for Child/Family Care Form* (Appendix 3) and submit it to the Manager Governance for authorisation and processing.
- It is the responsibility of Councillors or Delegated Committee Members to ensure that claims for reimbursement occur within the monthly time frame.
- Payments will be made through the Finance Unit.
- All payments will be made in arrears.

Variation to care – extenuating circumstances

A Councillor or Delegated Committee Member may make a written request to the Mayor and Chief Executive Officer, on the basis of extenuating circumstances (including unique familial care knowledge and experience) that the basis of any care be varied and thereby reimbursed.

Appeals

A Councillor or Delegated Committee Member is entitled to make a complaint or appeal in writing to the Mayor and Chief Executive Officer against any decision regarding a reimbursement.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

6.4 DINNERS AND OTHER NON-COUNCIL FUNCTIONS

Attendance at Dinners and Other Non-Council Functions

Council will meet the cost of a Councillor's or Delegated Committee Member's attendance at non-Council functions to which they have been invited where they are attending in their role as Councillors or Delegated Committee Members and where topics pertain to matters concerning local government or where local government representation is relevant to Council.

If an invitation to a relevant non-Council function was not received and a Councillor or Delegated Committee Member wishes to attend, it will be at the Mayor's discretion and Mayoral approval will be sought via the Mayor and Councillors Executive Assistant.

Invitations outside of these parameters must be paid for by individual Councillors or Delegated Committee Members attending.

Council will meet the cost of the Mayor/Councillor's partner attending a non-Council function or dinner. Costs associated with either a Councillor's or Delegated Committee Member's partner attending functions will be monitored by the Mayor and Councillors Executive Assistant and will be reported on the Mayoral and Councillors Expenses Spreadsheet (see Expenses Reporting.

Local Fundraising and Charitable Events

Council will cover the cost of ticketed events for Councillors or Members of Delegated Committees invited by written invitation to attend Local Fundraiser/Charitable Events, where the event benefits the City of Greater Dandenong.

The Chief Executive Officer in consultation with the Mayor, will determine appropriate events for Council to purchase 'a table', if invited to do so. A table will only be purchased if 50% or more Councillors are able to attend. Councillor attendance must have a demonstrated benefit to the local community.

All ticketed events must be paid for in advance of the event. Payment can be arranged by contacting the Manager Governance.

6.5 INFORMATION TECHNOLOGY

In January 2020, Council made a declaration of a climate and ecological emergency and committed the Greater Dandenong City Council to emergency action on climate change. Council is committed to reducing its carbon emissions and the impacts of the exposure of a climate change crisis. Councillors are encouraged to avoid the generation and use of hard copy paper-based products whenever possible.

To this end, Councillors will be provided with a range of hardware and software products and associated infrastructure to provide them with the information technology tools necessary to perform their role without the need to use hard-copy paper-based products. With the exception of a mobile phone and email, these products are all optional and vary according to the individual needs of each Councillor. They include, but are not necessarily limited to:

Mobile Phone

Council will provide a mobile telephone, which is compatible with Council's network, to all Councillors to facilitate communication for official purposes. Council will pay all connection, service and rental charges and will provide a maximum call charge (usage) allowance of $100 per month for those on the Optus Corporate Plan and $135 per month for those on the Telstra Corporate Plan.

The maximum limit per month provided within this policy is a reasonable usage allowance that provides Councillors with the ability to fulfill their official civic duties and for an incidental level of personal use.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Any call charges that exceed this usage limit will be deemed as beyond reasonable use and the amount will need to be reimbursed to Council, unless supporting evidentiary documentation is provided that verifies the amount as being relevant to a Councillor performing their official functions and civic duties. Usage over the limit and not reimbursed to Council will be reported on the Mayoral and Councillors Expenses Spreadsheet (see Expenses Reporting).

Where unique circumstance exist that prevent a Councillor from performing their official civic duties within the $100 or $135 per month usage limit, the Mayor and Chief Executive Officer can authorise an increase to this limit. Authorisation of an increase to the usage limit will be made on a case-by-case basis.

Councillors attending approved overseas travel may have their coverage upgraded to include international roaming for the duration of the trip in accordance with Council's Travel Policy. In this instance, reasonable usage will be determined by the Chief Executive Officer based on the destination and duration of the trip.

Payment Procedures for Private Use of Mobile Phones

If the usage level exceeds $100 (Optus) or $135 (Telstra), the Councillor involved will be provided with a copy of their monthly mobile phone account attached to a *Mobile Phone Account Memo*. Any personal calls considered beyond reasonable usage must be highlighted and reimbursed to Council within 30 days of receipt of the memo.

Any discrepancies found on mobile phone accounts must be bought to the attention of the Mayor and Councillors Executive Assistant immediately. A Councillor can request an itemised bill at any time, if they wish to reimburse any personal calls regardless of the above.

See also section 5.14 Councillors Reimbursing Council.

Computer (optional)

Councillors will be provided with a lap top computer and docking station with the current Greater Dandenong City Council software configuration to allow access to Council's network and the Internet. Support services to maintain functionality and access to the Greater Dandenong City Council network can be accessed in accordance with the following hours of operation:

Business Hours:	Phone	ITSERVICEDESK on 9239 5102
After Hours:		6.00pm – 10pm Monday to Friday
		9.00am – 5.00pm Saturday & Sunday
		Phone On-Call IT Support on 8571 5137

An IT Support officer will call and discuss any issues and the various options that can remedy the situation. This may include an on-site visit if the problem is critical and prevents a Councillor from carrying out Council duties. Council will provide the necessary maintenance and consumable products required for the operation of the equipment, upon request to the Mayor and Councillors Executive Assistant.

Email and Internet Usage

Use of email and internet is to be in accordance with the Greater Dandenong City Council Code of Conduct – Councillors and as outlined in this document.

The email address supplied to Councillors is owned by the Greater Dandenong City Council and will cease to exist at the end of a Councillor's term in office.

Facsimile/Telephone Equipment (optional)

Council will provide at either the residence of a Councillor or other designated location a multifunctional device for landline (optional), printing, scanning, copying as well as sending and receiving facsimiles (optional) to facilitate the transmission of information relating to the Councillor's duties of office. Council will provide the necessary maintenance and consumable products required for the operation of this device upon request to the Mayor and Councillors Executive Assistant.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Council will arrange for the installation of the necessary telephone lines and associated equipment and meet all connection costs including, where necessary, power supply. The equipment will remain at all times at the residence of the Councillor, or such other designated location, during their term of office.

Ipad (optional)

Council will provide an Ipad with Wifi and 4G access to all Councillors to facilitate communication and document management for official Council purposes. Council is currently not charged for connection or usage fees for this resource however, if individual Councillor usage exceeds (1) terabyte per month (equivalent to one million megabytes per month), then usage charges will apply. Councillors will be alerted if their usage looks like exceeding this amount in any month.

Other Communication Sources

Where a councillor has chosen not to take up the offer of a Council provided mobile telephone they may choose to use a portion of the mobile phone allowance on other associated communication media ie. This could include home delivery of the Age and/or Herald Sun but must be approved by the Director Corporate Services.

Communication and Information Technology Expenses Reporting

All expenses relating to communication and information will be reported on the Mayoral and Councillor Expenses Spreadsheet on Council's website. This spreadsheet will detail all costs associated with mobile telephone usage over the designated amount per month. Generic costs applicable to all Councillors for the provision of services such as installation, NBN and line rental will not be listed on this spreadsheet. The spreadsheet will be updated on a monthly basis.

See also section 5.11 Reporting and Disclosure

6.6 CIVIC SUPPORT, EQUIPMENT AND FACILITIES

Council will provide the following support, equipment and facilities to assist Councillors in carrying out their duties of office. All equipment provided shall remain the property of Council and shall be returned within two weeks of retirement or termination of office

Stationery and Office Equipment

Each Councillor will be provided with a supply of the following stationery and office equipment that can be replenished/obtained upon request by contacting the Mayor and Councillors Executive Assistant.

- A4 'Councillor Office' letterhead and plain A4 paper (Note: Councillors are encouraged to avoid the use and generation of hard copy paper products whenever possible)
- corporate business cards
- name badge
- filing cabinet
- shredder (small model)
- diary, planner or equivalent
- minor stationery items.

In addition, Councillors are entitled to claim reimbursement for the acquisition of a desk/chair/bookcase to the combined value of $1000 in any one Council term. Councillors should note that these items remain the property of Council during the term(s) of the Councillor. Upon retiring or leaving Council, Councillors may opt to purchase this equipment back from Council.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Reimbursement/Payment of Stationery and Office Equipment

For reimbursement of expenses incurred from the direct purchase of equipment, Councillors must;

- complete the 'Claim for General Expenses' form (Appendix 1); or
- contact the Mayor and Councillors Executive Assistant to arrange a purchase order.

See also section 5.17 Procedures for Councillor Reimbursement of Expenses.

Administrative Assistance

Administrative assistance will be made available to Councillors and Members of Delegated Committees for work directly related to the performance of their respective roles. All such work will be coordinated through the Mayor and Councillors Executive Assistant.

Mail

Each Councillor or Delegated Committee Member may leave standard mail items of Council designated business for postage through the external mail system. Such mail shall be contained within Council envelopes and coordinated through the Mayor and Councillors Executive Assistant.

Mail posted directly via Australia Post will require stamps to be affixed and will be at the Councillor's or Delegated Committee Member's own cost. Councillors and Delegated Committee Members will not be reimbursed for this expenditure.

Courier Service

Council will provide a courier service for delivery of the Council agenda and other papers to Councillors on a weekly basis or as required. Items delivered will be contained within a satchel and Councillors will be expected to return these satchels at the next Councillor Briefing Session.

Council will, upon request, provide specific mailboxes at a Councillor's place of residence, or other location nominated by Councillors, for secure delivery of such documents.

Councillor's Work Area

Councillors will be provided with a furnished office on a shared basis at Council's Civic Centre in Dandenong. This will incorporate access to Council's IT network, the internet, printer, furniture, photocopier and telephone and facilitate the following activities:

- letter writing;
- interviewing;
- small meetings;
- reading and research; and
- other business activities relating directly to civic office.

At times, Members of Delegated Committees may also use the Councillor area at the Civic Centre in Dandenong which will be coordinated through the Mayor and Councillors Executive Assistant.

Meeting Rooms

Councillors can book a meeting room at Council's offices to facilitate meetings by contacting the Mayor and Councillors Executive Assistant.

After business hours access to general office areas other than designated Councillors work areas is only permitted subject to the approval of the responsible Director or Chief Executive Officer.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Building Access and Car Parking

Each Councillor and Delegated Committee Member will receive a swipe card allowing appropriate access to the councillor offices and chambers at the Civic Centre.

Limited parking spaces are available for Councillors at the Civic Centre offices (car identification permits are required). Permits will be made available by contacting the Mayor and Councillors Executive Assistant.

Website

Each Councillor will be provided with a page on Council's web site – containing a Councillor photo, Councillor profile, contact details, and ward map.

Meals/Refreshments

Where Council or Committee meetings are held at times which extend through normal mealtimes, Council will provide suitable meals served on the premises in accordance with Council's Catering and Civic Support Policy

Tea/Coffee facilities and refreshments are available to Councillors and Members of Delegated Committees undertaking their duties at Council offices.

Memberships

Council will arrange and pay for collective Council/Councillor membership to peak Australian Local Government industry bodies as follows:

- Municipal Association of Victoria (MAV)
- Victorian Local Government Association (VLGA)
- Australian Local Government Association (ALGA)
- Australian Local Government Women's Association (ALGWA)

Publications

Councillors will be entitled to subscribe to relevant publications subject to the approval of the Manager Governance.

Councillors will also be supplied, upon request, with appropriate links to the *Local Government Act 2020*, *Planning and Environment Act 1987* and any other legislation as requested.

6.7 PROFESSIONAL DEVELOPMENT

Training and Education

Wherever possible Councillors will be provided with training in main competency areas such as, but not limited to:

- Federal, state and local government relationships;
- Councillors' statutory roles;
- Financial management;
- Councillor and staff relationships;
- Community representation;
- Meetings procedures for Council and committees;
- Councillors' performance;
- Media training; and
- Ongoing projects and major issues within the City and surrounding municipalities.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Upon request, Councillors will be provided with any necessary training/education/resources that will assist them in the use of equipment/software supplied by Council or the acquisition of information necessary in undertaking their duties as a Councillor.

Seminars and Conferences

Council will provide the following, or reimbursement for the following, to Councillors and Members of Delegated Committees attending conferences or seminars which have been authorised by Council, other Committees designated by Council, the Mayor or the CEO as set out in Council's Travel Policy:

- Registration fees for attendance at conferences and seminars;
- Conference dinner/meals within reasonable limits for the duration of the conferences/seminar;
- Accommodation where a Councillor or Delegated Committee Member requires an overnight stay for the purpose of attendance;
- Transportation to, from and during conferences and seminars. Councillors or Delegated Committee Members may choose the mode of transport which is most appropriate to their particular circumstances and in accordance with Council's Travel Policy;
- Incidentals that may occur during the duration of the conference/seminar; and
- Carparking fees such as airport or hotel parking.

Note that under section 6.1 of this policy, corporate credit cards are issued to Councillors for the purposes of paying for incidental costs as per the above-listed items that may occur during the attendance and duration of a conference/seminar which has been authorised by Council, the Mayor or the CEO as set out in Council's Travel Policy.

6.8 OTHER SUPPORT

Expenses and Facilities for Councillors or Members of a Delegated Committee with Disabilities

For any Councillor or a Delegated Committee Member with a disability or particular needs, Council will provide reasonable additional facilities and associated expenses in order to allow that Councilor or Delegated Committee Member to perform their respective roles.

Diversity and Equity

The City of Greater Dandenong is home to many different cultures and faiths. Council acknowledges and actively cultivates and promotes its cultural diversity. Council also promotes equality and equity between men, women and those identifying as LGBTIQ+. Councillors or Members of Delegated Committees with specific cultural or personal needs will be accommodated to the best of Council's ability and understanding under this policy.

Insurance

Section 43 of the *Local Government Act 2020* of the states that Council must take out insurance cover for Councillors and Members of Delegated Committees.

Councillors and Delegated Committee Members are covered by the following Council Insurance Policies on a 24-hour basis while performing their respective roles including attendance at meetings of external bodies as Council's representatives.

- Personal accident insurance;
- Public liability insurance;
- Professional indemnity insurance; and
- Councillors, Delegated Committee Members and Council officers liability insurance.

Council will pay the insurance policy excess in respect of any claim made against a Councillor or Member of a Delegated Committee arising from Council business where any claim is accepted by Council's Insurers, or admitted under Council's self-insurance program, whether defended or not.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

The Mayor's partner will be covered under these insurance policies whilst carrying out the duties associated with the civic and ceremonial role of the Mayor.

Further details as to the extent of cover and conditions in respect to any of the above cover can be obtained from Council's Team Leader, Risk Management and OHS.

6.9 COMMUNITY FORUMS AND WARD MEETINGS

Council may hold community forums or ward meetings in different locations throughout the year if an issue of significant interest to a particular suburb would benefit from a discussion time with Council in the local area (determined by Councillors). The Guidelines for Community Forums and Ward Meetings are available on Council's website.

The Mayor of the Day will determine how and when they can make themselves available to meet with members of the community. As a general guide, appointments are best arranged through the Mayor and Councillors Executive Assistant. The availability of the Mayor will be dependent on their respective commitments.

6.10 ADDITIONAL SUPPORT AND FACILITIES FOR THE MAYOR

The Office of the Mayor operates to facilitate and enable the Mayor to represent the views and directions of Council in performing various roles and duties best carried out by the Mayor.

Mayoral Vehicle (optional)

Council will provide, at its expense, a fully registered, insured, maintained and fueled vehicle for use by the Mayor for official duties and for private use. Council will also meet the cost of cleaning the Mayoral vehicle.

Unless approved by Council, the mayoral vehicle shall be driven by the Mayor or by the Mayor's spouse/family member, a Councillor or a council officer on the Mayor's behalf while the Mayor is in the vehicle.

Council will also provide an allotted parking space for the Mayor's vehicle at its municipal offices.

Office Facilities

Council will provide the following Mayoral office facilities:

- private office at Council's Civic Centre in Dandenong suitably equipped with computer and printer; with the current Greater Dandenong City Council configuration to allow access to Council's network and the Internet, furniture and shelving, including desk and meeting table; digital telephone connected to the Council's phone system with direct in-dial and direct line facilities; and
- Executive Assistance and Administrative Support during normal office hours and at other times by arrangement with the Manager Governance.

Other Facilities

The Mayor may be provided with other necessary assistance to enable them to carry out the duties of civic office. Such assistance may include, but is not limited to, the following:

- a corporate credit card made available to the Mayor for use while carrying out the duties and functions of the office;
- for the purpose of civic functions/ceremonies, ceremonial clothing including Mayoral robes and chains of office.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

6.11 REPORTING AND DISCLOSURE

Under the provisions of sections 57 and 58 of the *Local Government Act 2020*, Council must maintain a Public Transparency Policy and specifically follow the public transparency principles.

In the interests of transparency and accountability, the following documents and registers relating to Councillors duties will be made available for public inspection:

- Councillor Expenses, Support and Accountability Policy;
- Details of current allowances fixed for the Mayor and Councillors; and
- Council's Travel Register.

In accordance with the above, the following details of Councillor expenditure will be published on Council's website as soon as practicable after the information is available:

- Mobile phone usage charges in excess of $100 (Optus plan) and $135 (Telstra plan) per month;
- Training and conferences attended;
- Travel expenses;
- Accommodation and meals;
- Child and family care reimbursements;
- Car mileage claimed;
- Functions and events attended; and
- Any other associated costs reimbursed.

Councillors will be required to sign off on an annual statement, confirming that the individual Councillor expenses as published on Council's website during the corresponding financial year are true and correct (Appendix 4) within 90 days following the end of each financial year.

Further, Section 40 of the *Local Government Act 2020* requires that all details of reimbursements made to Councillors and Members of Delegated Committees be reported to the Audit and Risk Committee. A report will be made to this Committee biannually.

Accounting Standard AAS22 requires the disclosure of the names and remuneration paid to the directors of an entity. Councillors are required to adhere to this Standard which also requires the disclosure of certain types of transactions. Broadly, these transactions are those that could be perceived as affecting the independence of the elected member. The disclosure required is a listing of transactions and any other beneficial interests between Council and individual Councillors and their related businesses and parties. It is each Councillor's responsibility to ensure that details of such related party transactions are supplied to the Director Corporate Services for reporting purposes.

Councillors should also note that details of any expenses which are reimbursed can be further subject to public scrutiny via any Freedom of Information requests received by Council.

6.12 LOST OR STOLEN PROPERTY

Lost items will be replaced by Council upon receipt of a Statutory Declaration from the Councillor by the Manager Governance. Where items are lost or destroyed more than once per year, Councillors may be required to personally fund the replacement. All decisions to replace lost or stolen property will be made at the discretion of the Manager Governance.

Stolen items should also be reported to the police and the Manager Governance provided with a copy of the Victorian Police incident report. Replacement of the stolen council property will be made following receipt of a copy of the official police report.

Faulty items will be replaced as soon as practicable.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

6.13 ACQUISITION AND RETURN OF EQUIPMENT AND FACILITIES

The equipment remains the property of Council and is recorded on Council's Assets Register.

Upon completion of a Councillor term in office, extended leave of absence or at the cessation of civic duties, all equipment and facilities must be returned to Council within two weeks. Arrangements are to be made through the Mayor and Councillors Executive Assistant.

Councillors who complete their term in office will be given the opportunity to purchase equipment previously allocated to them at an agreed fair market price.

6.14 COUNCILLORS REIMBURSING COUNCIL

A Councillor can only reimburse Council for personal expenses paid for by Council via:

- A written authorisation to deduct the amount from their next Councillor allowance payment (notification via e-mail is acceptable); or
- Direct payment to Council's cashiering service (Customer Service). A copy of the receipt must be forwarded to the Mayor and Councillors Executive Assistant for recording purposes.

Councillors reimbursing Council for personal telephone calls must complete the 'Mobile Phone Account Memo' which is forwarded to them with a copy of their account and sign off on its accuracy.

6.15 CARETAKER PERIOD

Special conditions for expenses, facilities and resources for Councillors apply during the caretaker period prior to an election. The caretaker period is defined in the *Local Government Act 2020* as the period that starts at the time that nominations close on nomination day and ends at 6.00pm on Election Day.

It is an established democratic principle that public resources must not be used in a way that would influence the way people vote in elections, except to support the actual election process. Council therefore commits to the principle that it will ensure that resources are not used inappropriately during a Council election as outlined in the Greater Dandenong City Council Code of Conduct – Councillors, Council's Election Period (Caretaker) Policy, Council's Governance Rules and Section 304 of the *Local Government Act 2020*.

Caretaker period applies to all Councillors whether they are seeking re-election or not.

Nothing in this policy shall preclude a Councillor from performing their job as a Councillor during the designated caretaker period or inhibit them from representing the interests of the city

Councillors may not use Council offices or property for any election related purposes.

6.16 EXCLUSIONS

Any expenses arising from a breach of road, traffic, parking or other regulations or laws will not be reimbursed or funded by Council in any way.

Any expenses for a Councillor's spouse or partner not expressly included within this policy or the Travel Policy will not be reimbursed or funded in any way.

Any expenses incurred by third parties cannot be claimed.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

6.17 Procedure for Reimbursement of General Expenses

Councillors and Members of Delegated Committees must provide all relevant documentation as set out in this policy, including detailed original receipts, for all expense claims. Corporate credit card receipts or statements alone are not sufficient. In the case of any internet-online purchases, a copy of the confirmation must be attached to the claim. If a receipt cannot be produced, Councillors or Delegated Committee Members may be required to provide a Statutory Declaration.

If a Councillor or Delegated Committee Member does not claim a particular expense or use a particular facility within the specified time, they cannot be offset against a claim for another amount for some other expense or facility, unless otherwise stipulated in this policy.

Expenses must be charged to the financial year in which they occurred. Expenses cannot be carried forwarded to different years.

Councillors should not obtain private benefit from the provision of equipment and facilities, however it is acknowledged that incidental use of council equipment and facilities may occur from time to time.

Claims for facilities and expenses other than those included in this document will be subject to Council resolution.

Councillors must sign off all receipts with original signatures. Stamps or electronic signatures will not be accepted.

Procedure for Reimbursement of General Expenses

All claims for reimbursement of expenditure shall be made on a monthly basis (within 30 days from end of month):

- Councillors and Members of a Delegated Committee must obtain a receipt for any expenditure for which they wish to claim a reimbursement from Council;
- Complete a 'Claim for General Expenses' form (Appendix 1);
- Attach the relevant receipt/invoice to the form and forward it to the Manager Governance via the Mayor and Councillors Executive Assistant;
- The claim, if in accordance with this policy, will be authorised by the Manager Governance for reimbursement. It is the responsibility of Councillors to ensure that claims for reimbursement occur within the monthly time frame (30 days, from end of month);
- Payments under $50 may be reimbursed through Petty Cash. Payments over $50 will be processed through Council's Finance Department and a cheque forwarded to the relevant Councillor or via Payroll.

6.18 Councillor Mentor and Legal Support

Support will be provided for Councillors or Delegated Committee Members which encompasses both mentoring and legal support if their conduct as a Councillor or Delegated Committee Member is called into question. It is important to note that Councillors, Delegated Committee Members and staff are treated equally in this respect. (There are policies and provisions for staff that are already in place which reflect the support they would be given in different situations that occur within the workplace.) This policy aims to reflect the different levels of support afforded to Councillors and Delegated Committee Members in different situations and while general principles will apply, each situation will be considered on its own merits. The general principles applying to Councillor and Delegated Committee Member mentor and legal support are as follows:

1. Where a Councillor or Member of a Delegated Committee is prosecuted by an **external** individual in respect of matters/actions/behaviours that were undertaken in the course of performing their role, then they will be afforded legal and mentor support from Council unless or until it is clearly evident that the Councillor or Delegated Committee Member has acted in breach of the *Local Government Act 1989* or *Local Government Act 2020*.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

2. Where the **Councillor or Delegated Committee Member is the litigant** and not the defendant then no legal or mentor support would be provided – unless by resolution of Council, where it is determined that such support is in Council's interest.
3. Where the matter relates to **action undertaken by Council** (as the organisation as distinct to an individual Councillor or Delegated Committee Member) against a Councillor or Delegated Committee Member, then support is provided to the Councillor or Delegated Committee Member in the form of limited hour mentor support.
4. Where the action is undertaken by Local Government Victoria, Ombudsman Victoria or the Independent Broad-Based Anti-Corruption Commission (IBAC), mentor support is provided during the investigation period only. No legal support is provided unless Council resolves to do so.

Some examples are provided below which indicate a base line response as to whether a Councillor or Delegated Committee Member is entitled to legal or mentoring support that is paid for by Council. As stated, it is not always clear when a Councillor or Delegated Committee Member is entitled to paid legal support and each case that arises should be considered on its merits. In any instance of uncertainty or sustained required support, Council would resolve on whether to use public funds to support the actions of a Councillor or Delegated Committee Member. Councillors also have the right to submit Notices of Motions to Council Meeting Agendas for consideration by Council provided they meet the requirements of Council's current Meeting Procedure Local Law.

Example Scenario	Responsible for Investigation	Mechanism/Support
A Councillor or Delegated Committee Member is civilly (independently) sued by any person for defamation. i.e. the 'plaintiff' is using their own resources to sue the Councillor (it is understood that the Councillor was not negligent in their actions).	External sources	Under this policy, legal support would be provided to the Councillor or Delegated Committee Member. Councillor or Delegated Committee Member has access to limited hour mentor support.
A Councillor or Delegated Committee Member physically abuses another Councillor or Delegated Committee Member in a public meeting.	Mayor	Under this Policy, no legal support would be provided to the Councillor Delegated Committee Member as litigant during investigation. Legal support provided to Councillor or Delegated Committee Member as defendant. Councillor or Delegated Committee Member as litigant is in breach of Code of Conduct. Legal support provided to Council as organisation if required. Both Councillors and Delegated Committee Members have access to limited hour mentor support.
A staff member makes a complaint to their Manager about a Councillor's or Delegated Committee Member's behaviour towards them. The Manager must advise their Director who must advise the CEO immediately.	CEO will investigate allegation internally and discuss with the Mayor as to what action to be taken if allegation is found to be true.	Mayor to handle internally. Under this policy, no legal support would be provided to Councillor or Delegated Committee Member, however they would have access to limited hour mentor support.
A Councillor or Delegated Committee Member sues Council (as an organisation) or takes Council to VCAT or another authority, where Council, or the CEO, acting on Council's behalf, is the defendant.		Under this policy, legal support would be provided to Council as an organisation. No legal support would be provided to the Councillor or Delegated Committee Member, however they would have access to limited hour mentor support.
An investigation is initiated by the Mayor, acting on Council's behalf, into the behaviour and conduct of a particular Councillor(s) Delegated Committee Member(s).	Mayor	Code of Conduct – Conflict/Dispute resolution process as provided. Councillor/s Delegated Committee Member(s) have access to limited hour mentor support.
Councillor or Delegated Committee Member has initiated a complaint regarding a staff member. (That complaint must be made to the CEO.)	CEO investigates and takes action as appropriate and within boundaries permitted under EBA and legislation.	Any staff related matter will be handled by the CEO as legislated by the *Local Government Act 2020*.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Example Scenario	Responsible for Investigation	Mechanism/Support
	CEO will report back to Mayor and Councillor or Delegated Committee Member.	Staff will be afforded the right to representation from a support person. If Councillor(s) or Delegated Committee Member(s) are not happy with the outcome, then they are able to raise those matters with the CEO directly through ongoing performance management processes.

A current listed panel of practitioners who can provide mentor support to Councillors will be maintained by the Governance Business Unit in consultation with the Mayor and Councillors.

Limited hour mentor support equates to ten hourly sessions per year. If a qualified mentor considers that more support time is required for a particular Councillor's wellbeing, then this will be further considered by Council.

6.19 Councillor Dispute Mediators

The Code of Conduct – Councillors provides a dispute resolution process for the possibility of a dispute or conflict arising between two individual Councillors, between one Councillor and a group of Councillors, between two or more different groups of Councillors or between a Councillor and a staff member.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

7 RESPONSIBILITIES

Councillors and Members of Delegated Committees are responsible for:

- the general care of all equipment and furniture provided by the Council or purchased with Council funds;
- complying with all aspects of this policy in conjunction with Council's Travel Policy;
- ensuring that completed party transactions are supplied to the Director Corporate Services for reporting purposes;
- providing true and correct information when completing reimbursement forms as referenced in this policy; and
- seeking their own financial and taxation advice.

Chief Executive Officer is responsible for:

- authorising expenditure on Councillors' corporate credit cards;
- authorising reimbursement of expenses claimed outside of the monthly time frames;
- approving the use of a council vehicle for travel outside the municipality;
- consideration of requests for a variation of care reimbursement;
- accepting written appeals or complaints in relation to any reimbursement decisions;
- authorising an increase in monthly usage limits permitted for mobile phones; and
- approving after hours access to general office areas.

Director Corporate Services is responsible for:

- approving the provision of other communication tools (outside the standard issue) for individual Councillors; and
- receiving completed annual related party transaction forms from Councillors as required under Accounting Standard AAS22.

Manager Governance is responsible for:

- approving reimbursement claim forms submitted by Councillors;
- advising Councillors if any claim appears to breach this policy or is inappropriate,
- assisting Councillors in understanding their entitlements;
- ensuring a copy of this policy and Council's Travel Register are available for public inspection when requested; and
- review of this policy.

Mayor and Councillors Executive Assistant is responsible for:

- providing administrative support to the Mayor and Councillors in accordance with this policy;
- processing Councillor requests for reimbursement of expenses; and
- relevant bookings on behalf of Councillors ie. meeting rooms, conferences.

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

APPENDICES

Appendix 1 - Members of Council Claim for General Expenses

Councillor/Delegated Committee Member Name:
All requests for reimbursement must include original itemized receipt/invoice identifying date of purchase, goods/service purchased and cost. Corporate credit card receipts or statements are not acceptable as support for any expenditure. Requests for reimbursement without support proof will be paid upon the completion of a Statutory Declaration.
Vendor/Supplier Name & Address:
Description of Expenses: Affix receipt in this area if possible otherwise staple to back of form
Amount to be reimbursed:_____ Reimbursement Instructions: ☐Petty Cash ☐Cheque ☐Via Payroll
Reason for Expense: _____ _____ ☐ Business Meeting ☐ Constituents Meeting ☐ Training ☐ Travel ☐Civic Function ☐Other:_____
I declare that the expenses detailed in this document were incurred whilst discharging my duties as a Councillor/Delegated Committee Member for the Greater Dandenong City Council and that this reimbursement claim is in accordance with the Council Expenses Support & Accountability Policy as adopted by the Greater Dandenong City Council. Councillor/Member Signature: Date:
Approved by the Manager, Governance Signature: Date:

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Appendix 2 - Claim for Travelling Expenses – Councillors/Delegated Committee Member

Name: Make of Vehicle

Telephone Number Model

Claim for Month :

Date	Odometer Reading Start	Odometer Reading Finish	Kms Travelled	Destination	Reason for Travel
		Total Kms			

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Appendix 3 - Members of Council Claim for Child/Family Care

Councillor/Delegated Committee Member Name:
All requests for reimbursement must include original invoice identifying date of service and fees payable. Request for reimbursement without supporting proof will be paid upon the completion of a Statutory Declaration.
Service Provider Name & Address:
Description of Expenses: Affix a copy of the invoice in this area if possible otherwise staple to back of form
Amount to be reimbursed:_____ Reimbursement Instructions: ☐Petty Cash ☐Cheque ☐Via Payroll
Type of care provided: ☐Child ☐Family
I declare that the expenses detailed in this document were incurred whilst discharging my duties as a Councillor/Delegated Committee Member for the Greater Dandenong City Council and that this reimbursement claim is in accordance with the Council Expenses, Support, & Accountability Policy as adopted by the Greater Dandenong City Council. Councillor/Member Signature: Date:
Acknowledged by the Manager, Governance Signature: Date:

4.3.8 Adoption of Policies under the Local Government Act 2020 (Cont.)

Appendix 4

Annual Statement of Councillor/Delegated Committee Member Expenses for the year ending 30 June 20**

Councillor/Member Name:_____

Type of Expense	Amount Claimed
Mobile Phone	
Training & Conferences	
Airfares	
Taxi/Train Fares	
Accommodation & Meals	
Family Care	
Vehicle Mileage	
Stationery	
Equipment	
Functions	
Other	
Total	

I declare that the above statement of expenses were incurred whilst discharging my duties as a Councillor/Delegated Committee Member for the Greater Dandenong City Council and that the information provided is true and correct and in accordance with the Greater Dandenong City Council's Council Expenses, Support & Accountability Policy.

Signature:_____ Date:_____

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. 84 - Tree removal in Buckingham Avenue, Springvale

File Id:	
Responsible Officer:	Director Business, Engineering & Major Projects
Author:	Cr Youhorn Chea

Motion

That officers present a report to a future Council Meeting in early 2021, outlining the potential to remove trees from parking bays in Buckingham Avenue between Balmoral Avenue and Windsor Avenue, Springvale for the intended purpose of creating additional on-street parking spaces and that the report address the impacts of such action and the benefits and disbenefits to the Springvale activity centre.

5.2 Notice of Motion No. 85 - Consulting with the community on the essential role of protecting large trees on private land in tackling climate change and protecting the health and wellbeing of residents

File Id:

Responsible Officer: Director Business, Engineering & Major Projects

Author: Cr Matthew Kirwan

Preamble

As detailed in the reports to Council on 9 December 2019 and 24 February 2020 and supporting documents, **Greater Dandenong has one of the lowest tree canopy coverages in Melbourne and canopy tree coverage is declining across the municipality**.

The lack of canopy increases the intensity of the urban heat island effect as buildings and hard surfaces (like concreted areas) absorb heat during the day and release this heat in the evening. This can mean that in Greater Dandenong the temperature near the ground can be up **to 20 degrees higher in areas without trees compared to areas with tree cover.**

This urban heat island effect and the dangerous heat stress it causes will get worse as climate change occurs.

As Greater Dandenong is the most disadvantaged municipality in metropolitan Melbourne we are much more vulnerable.
As noted on p19 of our Climate Emergency Strategy,
"The increasing effects of climate change will have far reaching impacts on people's lives. Effects involve both direct impacts, ***such as rises in deaths and health impacts from heatwave events. Heatwaves in Australia already kill more people than all other natural disasters.****"*

At the Councillor Briefing Session of 20 June this year, potential controls of trees on private land that could be incorporated into the draft Urban Forest Strategy, designed to deal with this problem, was considered. Officers presented an option to address loss of large canopy trees on private land, namely:

- *Include a short term action in the Action Plan to develop a municipal wide Local Law to require a permit to remove large trees on private land*

Officers advised that the nature of the proposed local law only affected approximately 2-5% of properties in Greater Dandenong as it sought to only deal with large canopy trees with a diameter of 40cm to 50cm or more at base height (approximately height of 7m to 10m), excluding dangerous or weed species.

5.2 Notice of Motion No. 85 - Consulting with the community on the essential role of protecting large trees on private land in tackling climate change and protecting the health and wellbeing of residents (Cont.)

Other Councils have such a local law in place, including the following Melbourne metropolitan Councils - Bayside, Boroondara, Darebin, Frankston, Hobsons Bay, Kingston, Moonee Valley, Moreland, Port Phillip, Stonnington and Yarra.

The Frankston and Kingston local laws are stricter than what is proposed to be consulted on in Greater Dandenong as they apply to smaller trees with a diameter of approximately 35cm.

While the local law is limited in the number of properties and trees affected, it would have a major impact as it would be targeting those trees that provide the maximum shade coverage thus tackling the heat island effect and tackling the effects of climate change. **It wouldn't mean that residents wouldn't be able to cut down trees** – they may be causing significant drainage or other issues necessitating their removal – but they would need to justify the reasons first.

As per previous Council reports and briefings it is crucial to realise **that without the protection of tree cover on privately owned land, canopy cover is likely to stay around the current very low level of 9.9%, or even reduce further. Certainly the Council endorsed target of 15% canopy cover cannot be achieved without the protection of tree cover on private land.** It must be noted that the 15% target canopy cover is modest. Most Councils in Melbourne already have a higher canopy cover than this and are aiming for canopy cover in the 20-30% range.

This motion does not propose we implement anything.

It only proposes that we seek Greater Dandenong community views on this topic as part of the upcoming draft Urban Forest Strategy consultation currently scheduled for November 2020.

Motion

That in recognition of the essential role of protecting large trees on private land in tackling climate change and protecting the health and wellbeing of residents, that the public consultation on the draft Urban Forest Strategy includes seeking public views on developing a municipal wide Local Law regarding the protection of large canopy trees with a diameter of 40cm to 50cm or more at base height (approx. height of 7m to 10m).

5.3 Notice of Motion No. 86 - Reasserting the right for Cr Maria Sampey to attend Dandenong Market (DMPL) Board Meetings

File Id:

Responsible Officer: Director Corporate Services

Author: Cr Maria Sampey

Preamble

During a Board Meeting on the 1 July 2020 there was an incident where I had a memory lapse and referred to a member of Market management as “she”.

That person claimed they were offended and the DMPL Board through its Chair, Mr. Tim Cockayne and then, through Council’s CEO John Bennie, directed the previous Mayor Cr. Youhorn Chea for me to be made “unable” to attend the Board meeting of the 27 July 2020 as the Council Representative, which I believe was a contravention of the *Local Government Act 1989*, as this required a Council resolution to be passed by Council. The DMPL Board, through its Chair Mr. Tim Cockayne, further insists that I cannot attend future meetings of the DMPL Board even though, as per the Articles of Association of Dandenong Market Pty Ltd (DMPL), the Board, in my opinion, does not have the right to stop me from attending. At present the meetings are attended via Microsoft Teams and are online.

I have already sent a letter of apology to Market management referenced above and I have also agreed to enter into mediation in good faith but despite all this I am still being prevented from attending Board meetings by the Board of DMPL, through its Chair, Mr. Tim Cockayne.

Motion

That Council:

1. **reasserts the right to have Cr Maria Sampey to be the DMPL Council Representative for Greater Dandenong City Council and be able to attend the Dandenong Market Pty. Ltd. (DMPL) Board meetings in her role as an *ex officio* Representative of Council, consistent with her appointment made by Council at the annual Statutory Meeting of Council held on 14 November 2019; and**

2. **due to point 1 above, requires Cr. Maria Sampey to continue to attend the Board meetings of DMPL on Tuesday 25 August 2020 and thereafter.**

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.