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# AGENDA OF THE ORDINARY COUNCIL MEETING

To be held on Monday 27 February 2023 at 6.00pm

**This Council Meeting will be held at Preston Town Hall,  
284 Gower Street, Preston.**

**This meeting is scheduled to be held 'wholly in person'  
and will be open to the public. This meeting will also be  
livestreamed and may be accessed from Councils website  
[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au).**

Persons wishing to submit a 'Public Question' may do so  
online by 12.00 noon on the day of the meeting via the  
Question and Submissions form.



## **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITIES IN DAREBIN**

Darebin City Council acknowledges the Wurundjeri Woi-Wurrung people as the Traditional Owners and custodians of the land we now call Darebin and pays respect to their Elders, past, present and emerging.

Council pays respect to all other Aboriginal and Torres Strait Islander communities in Darebin.

Council recognises, and pays tribute to, the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people.

We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect.



### English

These are the Minutes for the Council Meeting. For assistance with any of the items in the minutes, please telephone 8470 8888.

### Arabic

هذه هي محاضر اجتماع المجلس. للحصول على المساعدة في أي من البنود في المحاضر، يرجى الاتصال بالهاتف 8470 8888.

### Chinese

这些是市议会会议纪要。如需协助了解任何纪要项目，请致电8470 8888。

### Greek

Αυτά είναι τα Πρακτικά της συνεδρίασης του Δημοτικού Συμβουλίου. Για βοήθεια με οποιαδήποτε θέματα στα πρακτικά, παρακαλείστε να καλέσετε το 8470 8888.

### Hindi

ये काउंसिल की बैठक का सारांश है। सारांश के किसी भी आइटम में सहायता के लिए, कृपया 8470 8888 पर टेलीफोन करें।

### Italian

Questo è il verbale della riunione del Comune. Per assistenza con qualsiasi punto del verbale, si prega di chiamare il numero 8470 8888.

### Macedonian

Ова е Записникот од состанокот на Општинскиот одбор. За помош во врска со која и да било точка од записникот, ве молиме телефонирајте на 8470 8888.

### Nepali

यी परिषद्को बैठकका माइन्युटहरू हुन्। माइन्युटका कुनै पनि वस्तुसम्बन्धी सहायताका लागि कृपया 8470 8888 मा कल गर्नुहोस्।

### Punjabi

ਇਹ ਵੈੱਸਲ ਦੀ ਮੀਟਿੰਗ ਵਾਸਤੇ ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਹੈ। ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਵਿਚਲੀਆਂ ਕਿਸੇ ਵੀ ਆਈਟਮਾਂ ਸੰਬੰਧੀ ਸਹਾਇਤਾ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰਕੇ 8470 8888 ਨੂੰ ਟੈਲੀਫੋਨ ਕਰੋ।

### Somali

Kuwaani waa qodobadii lagaga wada hadlay Fadhiga Golaha. Caawimada mid kasta oo ka mid ah qodobada laga wada hadlay, fadlan la xiriiir 8470 8888.

### Spanish

Estas son las Actas de la Reunión del Concejo. Para recibir ayuda acerca de algún tema de las actas, llame al teléfono 8470 8888.

### Urdu

یہ کاؤنسل کی میٹنگ کا ایجنڈا ہے۔ ایجنڈے کے کسی بھی حصے کے بارے میں مدد کے لیے براہ مہربانی 8470 8888 پر فون کریں۔

### Vietnamese

Đây là những Biên bản Họp Hội đồng Thành phố. Muốn có người trợ giúp mình về bất kỳ mục nào trong biên bản họp, xin quý vị gọi điện thoại số 8470 8888.

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# Agenda

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## 1. OPENING OF MEETING AND MEMBERSHIP

Cr. Julie Williams (Mayor) (Chairperson)  
Cr. Susanne Newton (Deputy Mayor)  
Cr. Emily Dimitriadis  
Cr. Gaetano Greco  
Cr. Lina Messina  
Cr. Tim Laurence  
Cr. Tom Hannan  
Cr. Trent McCarthy  
Cr. Susan Rennie

## 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

## 3. APOLOGIES

## 4. DISCLOSURES OF CONFLICTS OF INTEREST

## 5. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

<b>Recommendation</b>
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**That** the Minutes of the Ordinary Meeting of Council held on 19 December 2022, the Special Meeting of Council held at 6pm on 25 January 2023 and the Special Meeting of Council held at 7.15pm on 25 January 2023 be confirmed as a correct record of business transacted.

## 6. COUNCIL'S OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

## 7. QUESTION AND SUBMISSION TIME

Members of the public can lodge questions for Council to answer or make a Comment or Submission prior to a specific item listed on the Agenda of an Ordinary Council meeting.

### QUESTIONS

Members of the public can ask up to three (3) questions at an Ordinary Council meeting. Members of the public wishing to ask a question must register their question using the Questions and Submission Time Form before 12 noon on the day of the meeting.

Questions that are not lodged by 12 noon on the day of the Council Meeting will not be accepted, and **no questions will be taken from people *in attendance* on the night of the Council Meeting.**

In accordance with the Council Governance Rules 2020, the Chairperson may disallow a question if it:

- a) relates to a matter outside the duties, functions or powers of Council;
- b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- c) may lead to a breach of Council's statutory obligations;
- d) relates to a Notice of Motion, Petition or item of urgent business;
- e) deals with a subject matter already answered;
- f) is aimed at embarrassing a Councillor or an Officer; or
- g) deals with a matter that should be, or has been, considered as a confidential matter or relates to any matter in respect of which Council may close the Meeting to the public under section 66 of the *Local Government Act 2020*.

No questions directed at an individual Councillor or Officer will be allowed

### SUBMISSIONS

Members of the public wishing to make a 2 minute submission on a report listed on the Agenda (unless not permitted pursuant to the Councils Governance Rules) must register online before 12 noon on the day of the Ordinary Council Meeting or Hearing of Submissions Meeting and be in attendance on the day of the Meeting to make their submission.

If the person wishing to make a submission or their representative is not in attendance (including virtual attendance for a scheduled hybrid meeting) when the Agenda item is to be considered, their submission will not be read out.

The person making the submission must clearly state their name and their suburb. The name of the submitter will be recorded in the Minutes, as an official record.

No member of the public can make a submission to a Notice of Motion, Petition (unless originator of petition, Governance Rule 16.3(6)) or item of Urgent Business presented at a Council meeting.



**HOW TO SUBMIT YOUR QUESTION OR MAKE A COMMENT OR SUBMISSION**

Members of the public who wish to ask a question, or make a submission to an agenda item, at an Ordinary Council Meeting may register their question or intent to make a submission before 12.00 noon on the day of the meeting in one of the following ways:

- (a) online at [darebin.vic.gov.au](http://darebin.vic.gov.au); or
- (b) by mail to PO Box 91, Preston 3072.

Council meetings can be viewed at the 'Watch Council and Planning Committee' meetings page via Council's website.

Agenda's will be available for viewing on Council's website at the 'Meeting Agendas and Minutes' page up to 6 days prior to the date of the meeting.

**8. PETITIONS**

## 9. CONSIDERATION OF REPORTS

### 9.1 LXP KEON PARK - COMMUNITY ENGAGEMENT OUTCOMES AND NEXT STEPS

**Author:** Principal Strategic Planner

**Reviewed By:** General Manager City Sustainability and Strategy

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#### EXECUTIVE SUMMARY

The purpose of this report is for Council to consider feedback from community regarding Council's draft Urban Design Guidelines ("the Guidelines" – refer **Appendix A**) for the Keon Park Level Crossing removal and to consider finalising and adopting the Guidelines. The Guidelines are an advocacy document that have been and will be used to influence the Level Crossing Removal Project (LXP) at Keon Park.

Council's advocacy in regard to the Keon Park Level Crossing removal has already resulted in improvements to the State Government's plans. Of note is that the LXP announced the acquisition of land at 61 Johnson Street to enable a direct accessway from the station to Johnson Street to be delivered, resulting in a more integrated station precinct.

Engagement was undertaken from 1 to 30 September 2022. A summary of engagement activities is included in the paper. There were 26 responses to the survey received, and two attendees to the face-to-face drop in session.

Broadly, the outcomes of the engagement process show a high level of support for the key advocacy statements as outlined in the Guidelines (refer to **Appendix B**). There were no advocacy statements that were not supported by the majority of respondents; however, some received greater support than others. In addition to survey responses, 14 open form comments were received. Responses to these comments are included in **Appendix C**.

Given this high level of support, only one minor change is suggested to the guidelines in response to community engagement. This report recommends Council endorse the Guidelines to inform ongoing advocacy to the LXP and thank the community for their feedback.

<b>Officer Recommendation</b>
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**That Council:**

- (1) Endorses the Keon Park Design Guidelines (Appendix A) to guide Council's ongoing advocacy to the LXP.
  - (2) Thanks the community for their feedback on Council's draft Keon Park Design Guidelines.
- 

#### BACKGROUND / KEY INFORMATION

The Keon Park level crossing removal was announced by the State Government in July 2021.

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The State Government is proposing to remove the level crossing through a 750 metre rail bridge over road solution, which will involve moving the station from the north of Keon Parade (in Whittlesea) to the south side of the road (in Darebin) in proximity to the Johnson Street activity centre.

LXRP has undertaken two rounds of community consultation, in March and September this year. Early works will start later this year and construction will commence in 2023. The new station will be open in 2025.

Given the impact of the relocated station on the apartment complexes on the south side of Keon Parade, and in alignment with approaches for previous projects, the State Government has announced a Voluntary Purchase Scheme (VPS). The VPS provides these property owners with the option of selling their properties to the Victorian Government, should they choose, subject to special conditions. Information outlining the scheme is being distributed to the developers, apartment owners and contract purchasers. Owners are able to opt into the scheme up until six months after project completion.

### **Previous Council Resolution**

At its meeting held on 27 June 2022, Council resolved:

*That Council:*

- (3) *Endorse the draft 'Design Guidelines for the LXRP Keon Park' (Keon Park Design Guidelines) (**Appendix A**) for the purpose of community engagement.*
- (4) *Notes the range of inclusive community engagement activities proposed to be conducted as outlined within this report.*
- (5) *Authorises the Manager City Futures to make minor changes and clarifications to documents and engagement approach if required.*

### **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 3: Climate, Green and Sustainable

### **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

### **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

4.4 We will ensure major changes in our city achieve significant improvements in our City

Support our community and businesses before, during and after the construction phase of the Keon Park level crossing removal.

### **DISCUSSION**

#### **Community engagement findings**

The findings from community engagement indicate a high level of support for Council's advocacy requests, as shown in **Appendix B**.

Those that received the highest amount of support included ask 13 (upgrades beyond the station itself), ask 1 (direct connection from Johnson Street) and 5 (plant 200 native trees).

Those that received the least support – though still majority support – included ask 16 (transferring acquired properties to a community use), ask 14 (provide free toilets, showers and charging stations) and ask 7 (allocate \$350,000 towards public art).

In addition, there were open form responses received in relation to the project. These responses have been analysed by officers. Some suggestions and requests are already covered by the guidelines and no change is needed to accommodate these, some have merit but are not related to design of the station (such as a suggestion to run events in the area), and some would not align with a Council objective and in these cases officers have not recommended adjusting the guidelines. One change is recommended to reflect a request for Indigenous planting. Details of this analysis and recommendations relating to each submission are documented in **Appendix C**.

**Acquisition of 61 Johnson Street**

The acquisition of 61 Johnson Street enables the delivery of a pedestrian and cycle link between the station and Johnson Street shops (refer image below). This will result in a more integrated station precinct and enhance the accessibility and permeability of both the station and the activity centre.

The land at 61 Johnson Street is approximately 6000 square metres, with a portion on the northern boundary being dedicated to this accessway. It is understood that the remainder of the site will be set aside for future use by VicTrack, and that the use and development of this site is beyond the scope of the project.

**Updated station design**

Since community engagement was undertaken, the LXP has released an updated station design. This shows the access through the acquired land at 61 Johnson Street (the site marked “Future use to be determined”, on Johnson Street). Officers are currently undertaking a formal review of this design and will provide feedback to the LXP, informed by the Guidelines.



**Next steps**

The Design Guidelines will continue to be used to influence Council’s advocacy to the LXP throughout the project.

Further recommendations in relation to the project, including asset allocation and maintenance, will occur in due course.

Preliminary construction works are due to commence shortly, and the station is scheduled to open to the public in 2025.

**CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

**Financial Management**

The design advocacy discussed in this report is provided for within Council’s existing budget. Council has resolved to enter a Memorandum of Understanding (MOU) with the LXRП to defray some of the costs associated with Council resources that are dedicated to the project.

**Community Engagement**

The table below provides a summary of engagement participation. Given this process occurred simultaneously with the LXRП engagement process, and was intended to inform an advocacy position of Council, the reach is considered sufficient.

Engagement Activity	Number of participants/ people engaged	Target group	Demographic information
Drop in session	2	Local residents	Not captured – information provided to residents, no information captured
Online survey	26	Local residents, traders	Gender Male: 10, 37% Female: 16, 59% Prefer not to say: 1, 3.7%  Age 25-34: 9, 36% 35-44: 10, 40% 45-54: 4, 16% 55-64: 2, 8%  Location Reservoir: 22, 88% Northcote: 1, 4% Fairfield: 1, 4%

**Overarching Governance Principles and Supporting Principles**

(b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;

**Public Transparency Principles**

(c) Council information must be understandable and accessible to members of the municipal community;

**Strategic Planning Principles**

(e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;

**Service Performance Principles**

(d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

Environmental sustainability considerations have informed the draft guidelines: the draft Guidelines seek outstanding sustainability outcomes from the project.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The project has been subject to Equity Impact Assessment through the Urban Design Advisory Panel.

**Economic Development and Cultural Considerations**

The project is a significant investment in Darebin. The Urban Design guidelines include a set of expectations of the LXP to minimise disruption to local communities, particularly traders, during the construction phase of the level crossing removal project. The Advocacy requests include an ask to engage with Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation and the Darebin Aboriginal Advisory Committee.

**Operational Impacts**

There are no operational impacts arising from the draft Design Guidelines. Operational impacts relating to the broader project and potential transfer of assets to Council will be detailed in future briefings and reports.

**Legal and Risk Implications**

The Guidelines are an advocacy document and Council does not have control over whether the outcomes will be achieved. Ongoing project communications will clearly articulate Council's role in the project.

**IMPLEMENTATION ACTIONS**

- Advocate to LXP in alignment with adopted Design Guidelines.

**RELATED DOCUMENTS**

Nil

**Attachments**

- Urban Design Guidelines Keon Park (**Appendix A**)

- Survey Responses (**Appendix B**)
- Open form submissions and officer responses (**Appendix C**)

### **DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.





## Acknowledgement of Traditional Owners

Darebin City Council acknowledges the Wurundjeri Woi Wurrung people as the traditional owners and custodians of the land and waters we now call Darebin and pays respect to their elders, past, present and emerging.

Council affirms that Wurundjeri Woi Wurrung people have lived on this land for millennia, practising their ceremonies of celebration, initiation and renewal.

Council respects and recognises all Aboriginal and Torres Strait Islander communities and their values, living culture and practices, including their continuing spiritual connection to the land and waters and their right to self-determination.

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3.3 Enhanced Local Neighbourhood

3.4 New Useable, Beautiful, Green Open Spaces

3.5 A Safe and Welcoming Precinct

3.6 Sustainable and Easily Maintained

### 4. Proactive Support for Local Community

### 5. Advocacy

## 1. Introduction

### 1.1 Project Background

As part of the State Government's Level Crossing Removal Project (LXRP), the level crossing over Keon Parade is to be removed by building a new rail bridge over the road.

A new station will be built as part of the project, and a large amount of publicly accessible open space below and beside the elevated rail will result from the project.

### 1.2 Purpose

This document has been prepared to guide Council's next phase of advocacy for the Keon Park Level Crossings Removal project.

The guidelines set out in this document seek to guide the planning, design and development of the Keon Park Level Crossing Removal Project. They will also assist with planning and decision making for development of land adjoining the station and rail corridor.

The guidelines are underpinned by the community's vision for this project and supported by Council's existing strategies and its vision for a greener, bolder and more connected city. They are also informed by LXRP's 'Urban Design Framework' and the Australian National Urban Design Protocol 'Creating Places for People'.

### 1.3 Project Vision

The City of Darebin will actively advocate for, and collaborate with stakeholders to achieve the following vision:

The Keon Park Level Crossing Removal Project will deliver a best practice example of integrated transport, land use and community planning that provides an outstanding urban and community outcome.



## 1.4 Wider Context

Located at the border of Darebin and Whittlesea, the site has predominantly industrial uses immediately to its north (City of Whittlesea) and residential and retail uses to the south (City of Darebin).

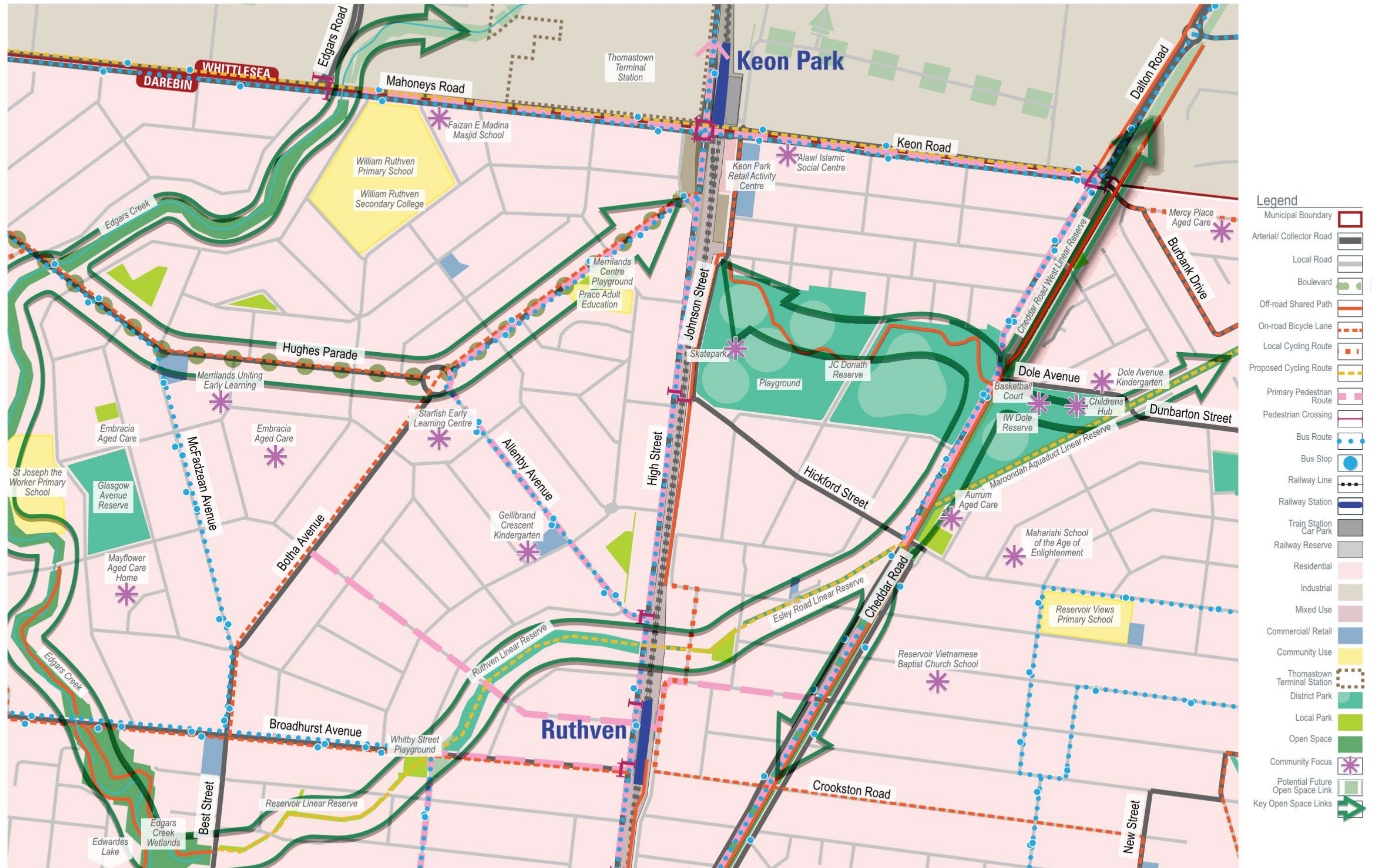
Bisecting the site are High Street (north-south) and Keon Parade/Mahoneys Road (east-west). Both roads carry 8 lanes of vehicular traffic and several buses interchange at the site.

The District sporting facility at JC Donath Reserve and IW Dole Reserves is located to the south-east of the station and provides a vast array of active and passive sporting and recreational opportunities.



Source: Google Maps Street View

### 1.4 Wider Context



## 1.5 Immediate Context

Keon Park Station is on the Mernda line and serves the communities of Reservoir and Thomastown.

Located to the south-east of the train station is the Johnson Street Retail Activity Centre (RAC) which services surrounding residences and businesses.

The Thomastown Terminal Station is located to the west of the station, while a large commuter car park is located immediately to the east of the station.



### 1.5 Immediate Context



## 2. Analysis

### 2.1 Key Design Principles

The key design principles provide overarching guidelines for high-quality design considerations across the whole project.

#### 2.1.1 Accessibility, Connectivity & Wayfinding

#### 2.1.2 Identity, Urban Integration & Vibrancy

#### 2.1.3 Amenity, Safety & Sustainability

## 2.1.1 Accessibility, Connectivity & Wayfinding

- A highly accessible and inclusive environment provides a positive user experience and contributes to health and wellbeing of the community.

- A well-connected and legible environment contributes significantly to a strong economy, the use of public and active transport, and an integrated community.

### Objectives:

#### Inclusive

Design for universal accessibility, promote equity, and minimise perceived and physical barriers in public spaces within and beyond the precinct. Improve precinct and station accessibility for all users.

#### Legible

Design for legibility and intuitive wayfinding by providing a clear hierarchy of community links, paths and spaces that reduces reliance on signs.

#### Multi-modal

Provide a range of transport options and facilitate efficient intermodal connections that avoid conflict for all users.





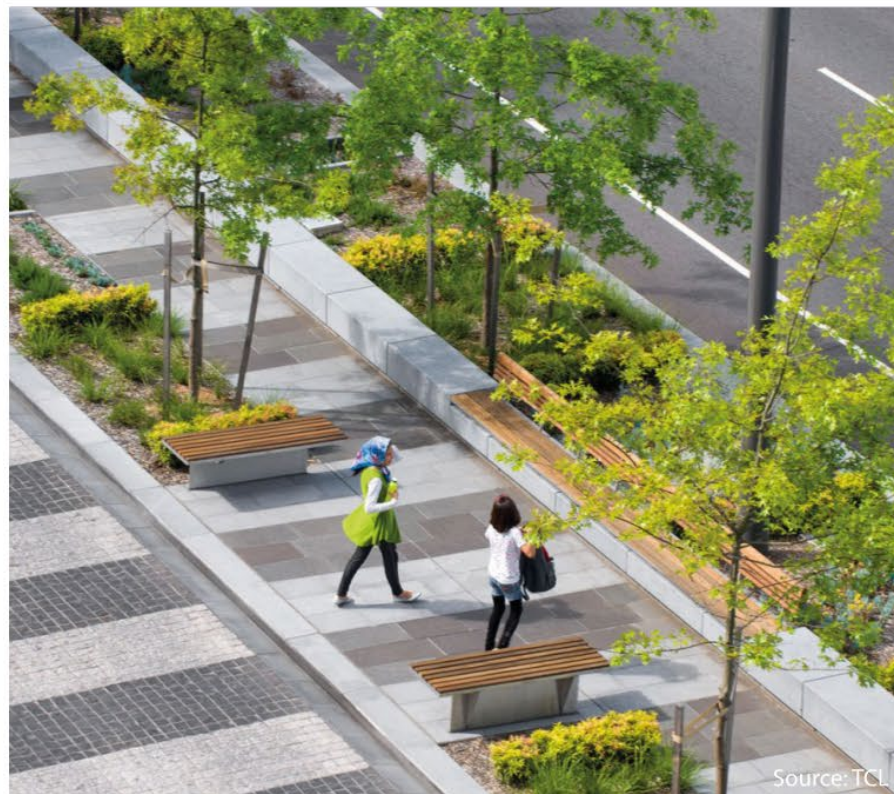
## 2.1.2 Identity, Urban Integration & Vibrancy

- A well-defined identity and sense of place is key to creating strong and vibrant communities.
- A well-integrated environment is a fundamental framework for the successful development of a great place.
- Places and corridors must be sustainable, enduring and resilient to support and nurture current and future generations.

### Objectives:

#### Sense of Place

Recognise, maintain and enrich the identity of the local neighbourhood. Develop a design that embodies the precinct character and its relationship to local communities to provide a distinctive sense of place.



#### Integration

Design and integrate infrastructure to respond and contribute to the aspirations and valued social, cultural and physical qualities of the local area. Provide an integrated design aligned with context analysis, local government and community vision and relevant broader government policies.



#### Range of Experiences

Provide opportunities for a range of uses and experiences that are accessible at different times of the day and the year. Create memorable, engaging and inspiring spaces and places that encourage people to dwell.



### 2.1.3 Amenity, Safety & Sustainability

- High quality urban amenity associated with the experience of a great public place contributes to a successful, equitable and prosperous community.
- A safe environment is essential for a strong and connected community.
- Activation and diversity in the experience of urban places supports a prosperous and healthy community.

#### Objectives:

##### High Quality

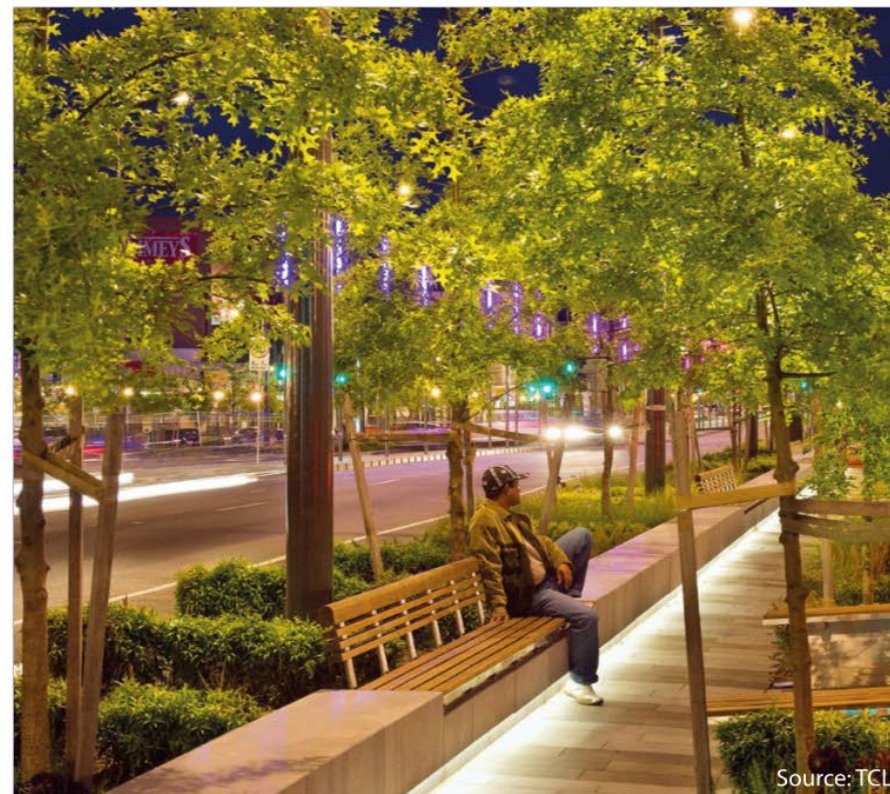
Provide a high-quality design outcome that makes a positive contribution to the local area through a well-considered concept, construction detail and execution.

##### Natural Surveillance

Maximise visual connections and passive surveillance opportunities in stations and public spaces. Provide clear, accommodating and legible routes, entries and exits.

##### Resilient

Design environmentally sustainable places that contribute to the transition to a net zero carbon city, considering the whole of life and precinct wide impacts and opportunities of the place. Ensure designs are adaptive to the current and projected impacts of environmental changes based on the Infrastructure Sustainability Rating Scheme.



## 2. Analysis

### 2.2 Existing Issues

This section identifies existing issues at Keon Park Station and its surrounds, highlighting poor urban integration and disconnections within the precinct.

#### 2.2.1 A Disconnected Precinct

#### 2.2.2 Site Lacks Identity

#### 2.2.3 Poor Amenity and Safety

### 2.2.1 A Disconnected Precinct



#### 1. Disconnection between Urban Quarters

The station precinct lacks a sense of place due to the four disparate quadrants of High Street and Keon Parade intersection.

#### 2. East-West Barriers

The rail corridor and High Street sever cross-corridor connectivity, dividing the community from east to west, and impeding access to community facilities

#### 3. Distance to Bus Stops

Bus stops are too far from the existing station for safe and convenient intermodal transfer. Access from these locations is compromised or physically constrained by hostile traffic conditions.

#### 4. Gaps in Cycle Network

The cycling network within the station catchment is unsafe, indirect and has several gaps



Disconnection between urban quarters.  
Source: Google Maps Street View

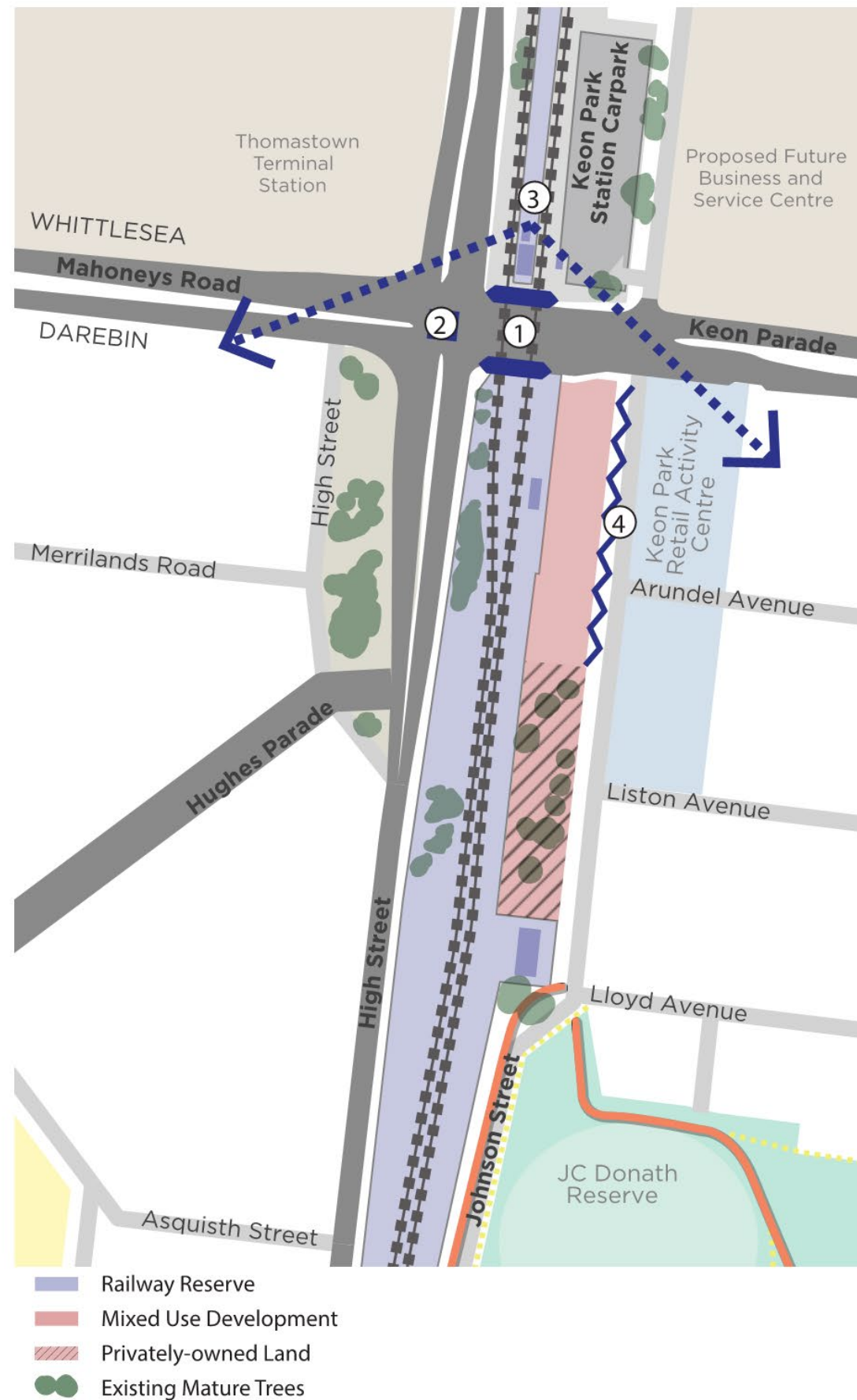


East-West barriers.  
Source: Google Maps Street View



Inconvenient intermodal transfer.  
Source: Google Maps Street View

### 2.2.2 Site Lacks Identity



**1. Poor Rail Interface**

The station precinct has a poor sense of arrival and lack of identity.

**2. Wide and Busy Roads**

Pedestrian and cyclist access of the precinct is compromised by the high traffic environments of High Street, Keon Parade and Mahoneys Road.

**3. Poor Station and Residential Interface**

The existing station is remote from the adjacent residential catchment and Retail Activity Centre and located in the industrial zone, forcing the residential users to cross Keon Parade and High Street to access the station.

**4. Secluded Retail Activity Centre (RAC)**

The RAC is concealed from High Street by the residential towers impeding the ultimate function of the centre.



Poor rail interface.  
Source: Google Maps Street View

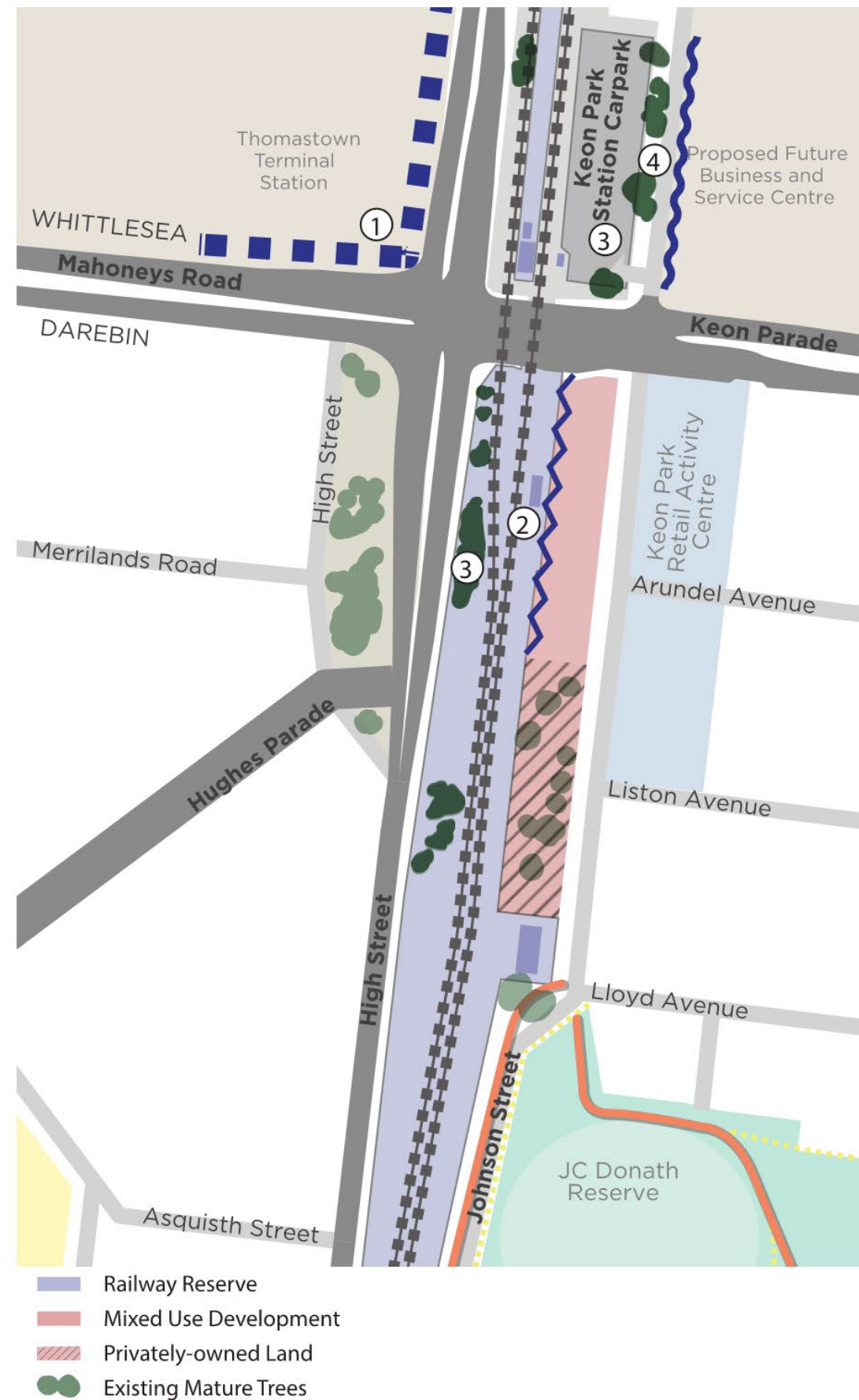


Wide and busy roads.  
Source: Google Maps Street View



Secluded Retail Activity Centre.  
Source: Google Maps Street View

### 2.2.3 Poor Amenity & Safety



#### 1. Poor Visual Amenity

There is poor visual amenity due to the major infrastructure along the corridor, including transmission towers and overhead powerlines.

#### 2. Unsurveilled Interfaces

There are passive surveillance issues due to adjacent developments not having active interfaces with the rail corridor and station precinct at ground level.

#### 3. Loss of Mature Trees & Urban Heat Island

The station precinct is within a high Heat Vulnerability area (HVI 9/10). There are not enough trees and canopy cover to counter the urban heat island effects caused by the large areas of roads and un-shaded carparks. Moreover, high value trees within carpark area and along corridor are at risk of being removed for new works.

#### 4. Unattractive/ Unsafe Carpark

Existing station carpark has poor amenity, poor passive surveillance, and a poor perception of safety. It is also disconnected from the new proposed station location by an 8 lane road creating serious safety concerns.



Poor visual amenity.  
Source: Google Maps Street View



Loss of mature trees.  
Source: Google Maps Street View



Unsafe carpark.  
Source: Google Maps Street View

## 2. Analysis

### 2.3 Opportunities

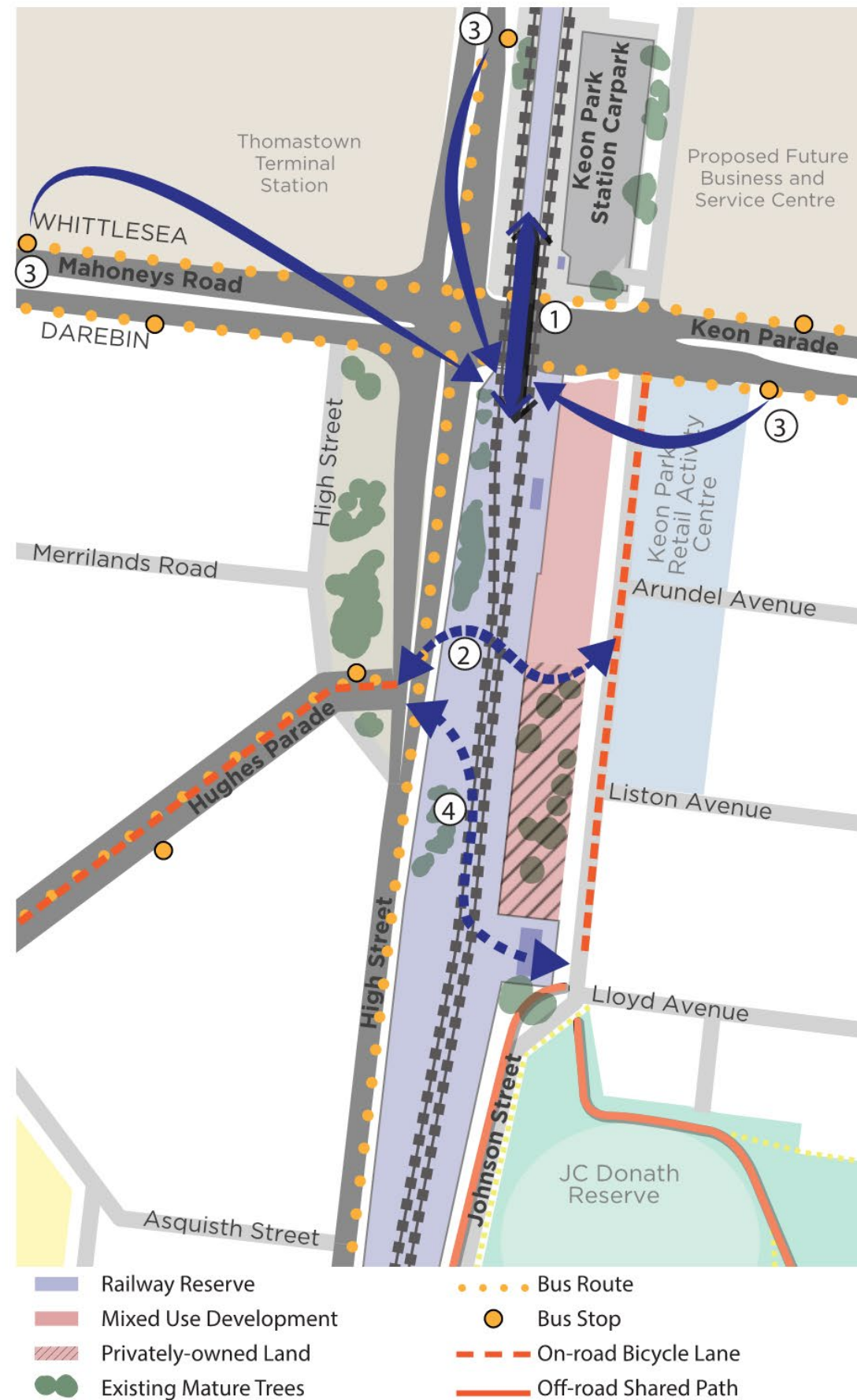
This section identifies transformative urban integration and renewal opportunities that respond to the existing issues at Keon Park Station and its surrounds.

#### 2.3.1 A More Connected Precinct

#### 2.3.2 An Enhanced Precinct

#### 2.3.3 Improved Amenity and Safety

### 2.3.1 A More Connected Precinct



#### 1. North- South Connections

Improved north-south connectivity and an opportunity for a new shared user path underneath the rail bridge.

#### 2. East-West Connections

High quality east-west connections that prioritise people then bikes.

#### 3. Bus Stops

Opportunity to relocate bus stops closer to the station and provide direct and convenient access for intermodal transfer.

#### 4. Integrated Cycling Facilities

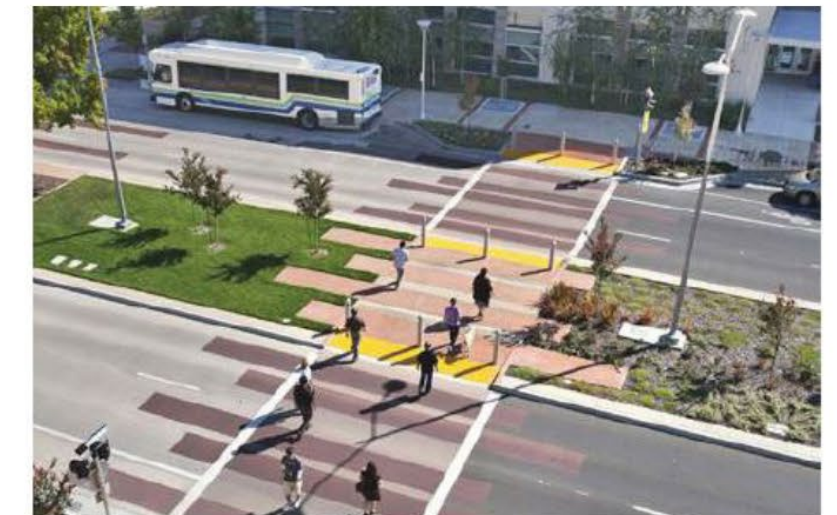
Opportunity for an integrated cycling network and accessible cycling facilities at the station.



Active transport links underneath the rail bridge.  
Source: LXP



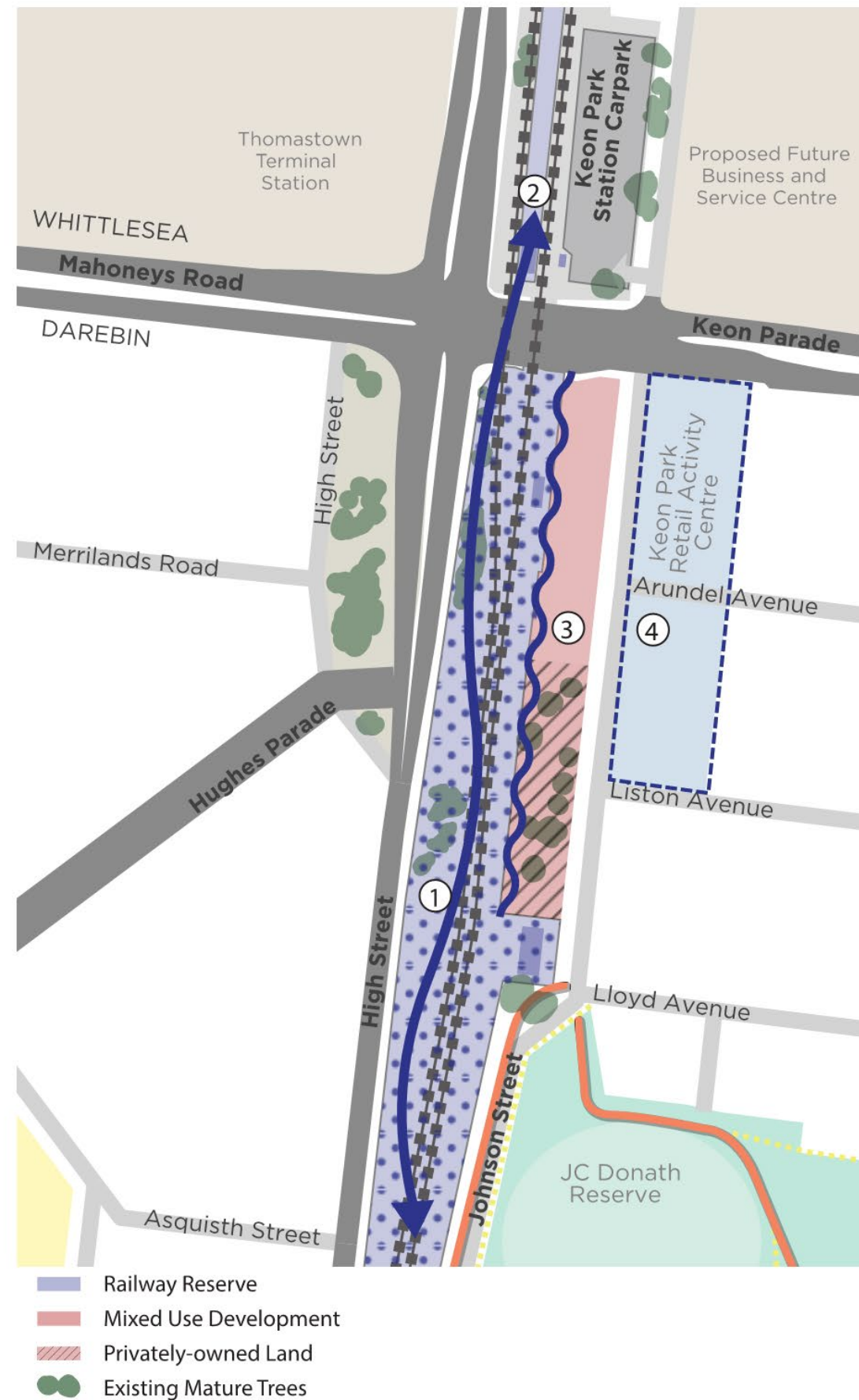
Shared User Path prioritises pedestrians and cyclists.  
Source: LXP



Pavement treatment to prioritise pedestrians.  
Source: Pinterest



### 2.3.2 Enhanced Precinct



**1. The Highest Quality Urban Design**

Use of complementary materials and landscaping that contributes to a sense of place.

**2. A Human-Centered Approach**

Opportunity for high quality bike and pedestrian pathways around station to improve access and minimise conflict with vehicles.

**3. Responsive Design**

Rail infrastructure positively contributes to the existing and future urban fabric and complements the character of the station precinct.

**4. Vibrant Retail Activity Centre**

The form and design of infrastructure supports activation and vibrancy of RAC



South Morang Station architecture.  
Source: COX Architecture

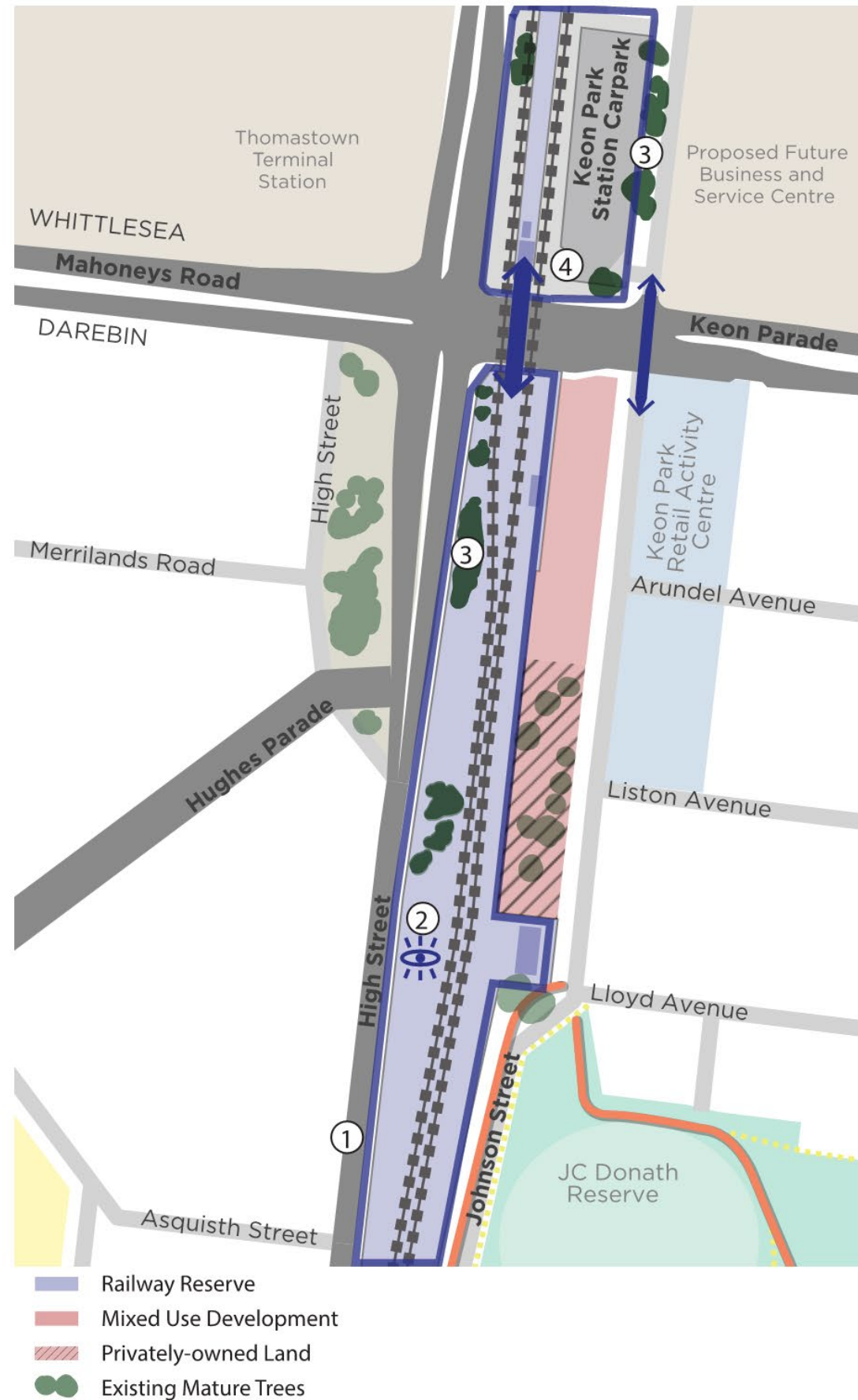


South Morang Station architecture.  
Source: COX Architecture



High quality landscaping around Hawkstowe station.  
Source: LXP

### 2.3.3 Improved Amenity and Safety



#### 1. Hollistic Design Strategy

Visual amenity can be improved through an integrated, corridor-wide architectural and landscape design strategy.

#### 2. Activation and Perceived Safety

Opportunity for the station and corridor to be safe both day and night, designed with women, children and the gender diverse in mind.

#### 3. Enhanced Biodiversity

Opportunity to prioritise retention of significant trees within the corridor by assessing existing vegetation early in the development stage. Additional planting should be incorporated throughout the project site to provide shade and enhance biodiversity and habitat values.

#### 4. Upgraded Carpark

Opportunity to improve carpark amenity and provide direct safer access to the new station via pedestrian bridge and a new signalised crossing.



Integrated corridor-wide architecture and landscape design. Source: LXP



Open spaces for rest, reflection and community gatherings. Source: Pinterest



Enhanced biodiversity through additional planting along the station corridor. Source: LXP

### 3. Outcomes

This section outlines Council's desired outcomes for the new station precinct to enhance the character and function, and ensure journeys are safe, accessible and efficient.

#### 3.1 A More Connected City

#### 3.2 Improved Intermodal Connections

#### 3.3 Enhanced Local Neighbourhood

#### 3.4 New Useable, Beautiful, Green Open Spaces

#### 3.5 A Safe and Welcoming Precinct

#### 3.6 Sustainable and Easily Maintained

### 3.1 A More Connected City

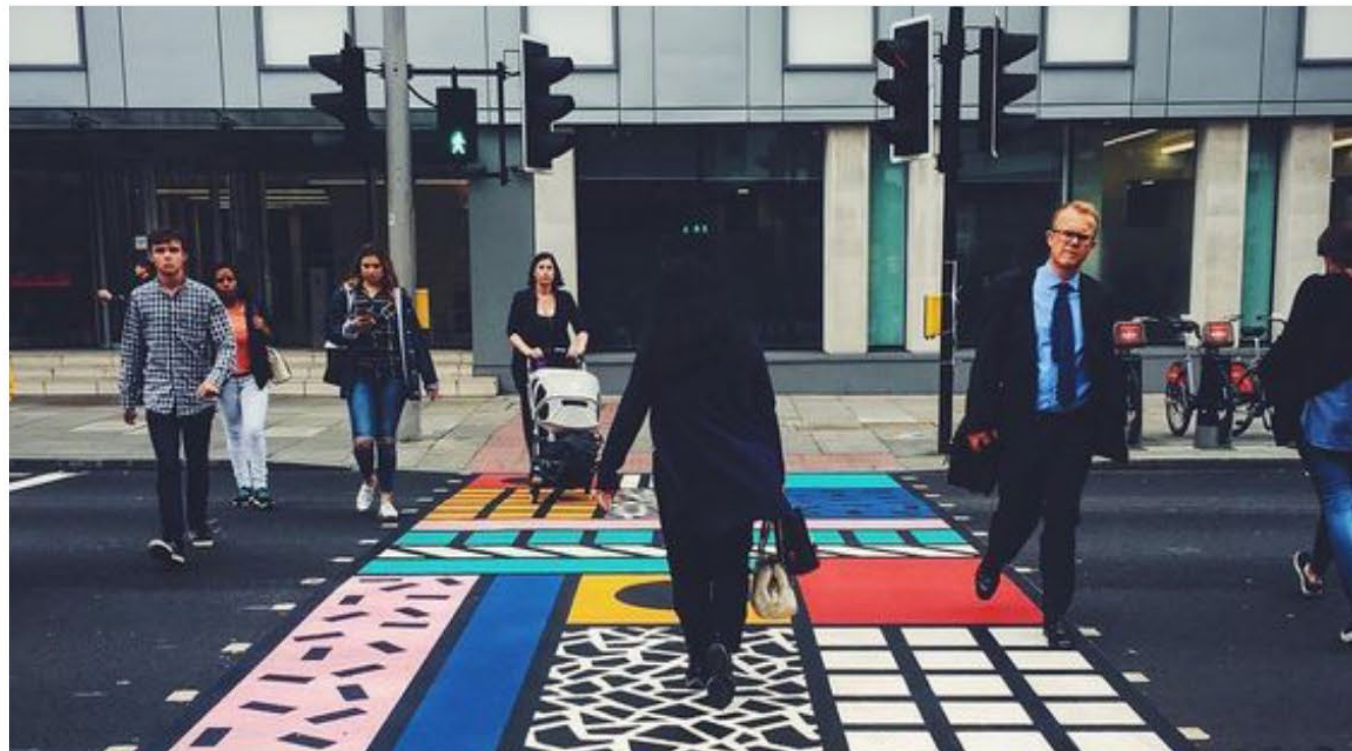


- ①  Multiple station entry points are provided for convenient station access for both the walk-up catchment from the south and intermodal transfers from the north.
- ②  A direct, safe and convenient off-road active transport link is provided within the rail corridor that connects into surrounding active transport networks.
- ③  Provide alternative active transport crossing points away from the High Street and Keon Parade intersection which are safe, comfortable and prioritise pedestrians, connecting users directly to station entry points.
- ④  The Hickford Street to High Street active pedestrian level crossing is retained and aligned with the Church/High Street signalised crossing.
- ⑤  Footpaths in the station precinct on High Street and Keon Parade are provided to improve accessibility and amenity for modal interchange and connections to community facilities, including Endeavor Foundation.
- ⑥  New active east-west connection/s are provided between residential developments, Retail Activity Centre and station corridor.
- ⑦  Opportunities for future developments to have a positive interface with the station precinct are not precluded.
- ⑧  Seamless connection from Donath Reserve shared path to new under-rail shared user path is provided.

### 3.1 A More Connected City



St Albans Station entry activated with retail frontages.  
Source: LXRP






Pavement treatment and signalised crossing to prioritise pedestrians and increase safety.  
Source: Pinterest





Shared User Path connecting into surrounding active transport links.  
Source: LXRP

### 3.2 Improved Intermodal Connections



- 1**  A direct and safe pedestrian and cycling crossing point to the rail corridor on High Street is provided at Hughes Parade.
- 2**  Intermodal exchange is improved which allows for convenient pedestrian access from both Keon Parade and High Street to the station entry points, with bus stops in closer proximity, and direct sight lines between bus stops and station entry points.
- 3**  **Bus Stops**

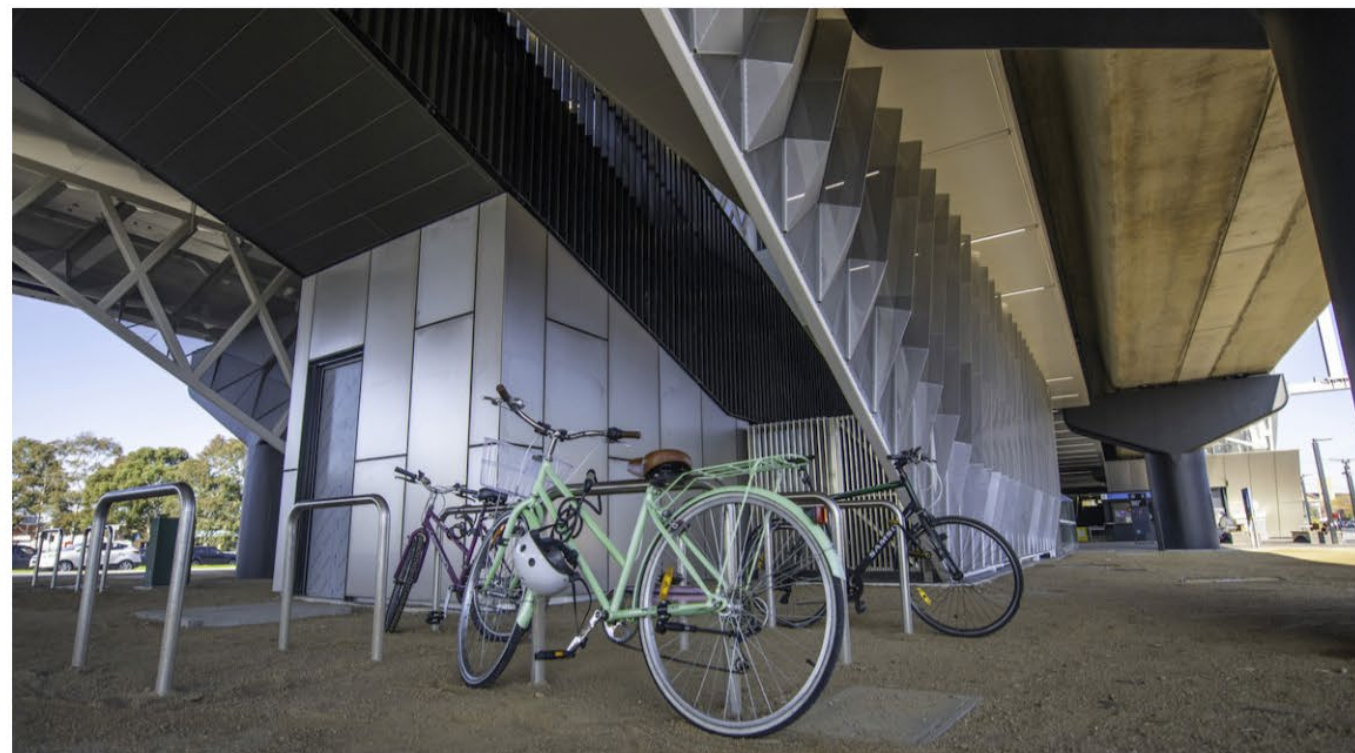
  - Safety and amenity of intermodal transfers for bus users is improved with upgrades to proximity and accessibility from bus stops to the station entry on both High Street and Keon Parade.
  - Bus stop waiting, transfer and shelter facilities are integrated with the new entry to the station in line with Department of Transport's Movement & Place Framework.
  - Existing bus stops on Keon Parade are relocated to outside Keon Park station, and are fully accessible when the station opens.
  - Direct and convenient access is provided between station exits and bus stops on both sides of Keon Parade.
  - Bus priority on approach and departure of Keon Parade/ High Street/Mahoneys Road intersection is provided.
- 4**  **Integrated Cycling Facilities**

  - Cycling facilities are well lit, secure and easily accessible.
  - Minimum provision of 40 free bike parking spaces and a new enclosed Parkiteer providing an additional 26 spaces
- 5**  The Thomastown Industrial Area Plan's vision is supported by futureproofing the northern end of the site as a potential business service centre, with a cycle link and green open space corridor.

### 3.2 Improved Intermodal Connections



Integrated bus interchange at Blackburn Station.  
Source: LXP












Integrated cycling facilities at Reservoir Station.  
Source: LXP



Secure bicycle parking at Murrumbeena.  
Source: LXP

### 3.3 Enhanced Local Neighbourhood



- ①  Rail infrastructure along the High Street interface reflects the rhythm of the local context.
- ②  The main station entry is oriented to Keon Parade.
- ③  A strong civic interface at Keon Parade and High Street station frontages is created.
- ④  The station precinct adjacent to existing apartments enables passive surveillance and ensures ongoing residential amenity.
- ⑤  Forecourt spaces and station building entrances are aligned appropriately and set back from main roads.
- ⑥  The interface of the retail activity centre is improved through enhancements within the station precinct and public realm.
- ⑦  The rail infrastructure is used to screen long views of large scale industrial and power infrastructure elements.
- ⑧  **New Station**
  - The new Keon Park station building is modern and contemporary, exemplifying design excellence and responds to local context in terms of its built form, aesthetics and design language.
  - The station building is activated on ground level next to key pedestrian areas and public spaces.
  - The station includes escalators in its design to ensure it continues to function well in a growing precinct.
- ⑨  **Art and Identity**
  - Integrated art opportunities which consider the unique character and history of the station precinct are included in the design of the station and landscaping.
  - A Creative Arts Curator is employed to integrate art into built form elements throughout the corridor - architecture, landscape, lighting, signage, fences, rail pylons at rail bridges, reflecting local stories and working with indigenous, multicultural and local artists.
  - Traditional Owners are engaged with early, continually and meaningfully throughout the design process of new open spaces through to final construction.



### 3.3 Enhanced Local Neighbourhood



North Melbourne Station architecture.  
Source: COX Architecture








Heritage building incorporated into the design at Coburg Station.  
Source: LXRP



Complementary materials at Middle Gorge Station.  
Source: LXRP

### 3.4 New Useable, Beautiful, Green Open Spaces



- ①  The existing landscape character of the pocket park on the south-west corner of the High Street and Mahoneys Road intersection is recognised and responded to.
- ②  High quality public realm connections are provided to encourage pedestrian and cyclist use and integration with the residential catchments.
- ③  An orientation point within the public realm is provided to allow for pedestrian wayfinding to connections within and around the southern station precinct. Clear visual connections to key locations such as the station entry, Johnson Street RAC, JC Donath Reserve, High Street/ Church Street signalised crossing and the future innovative industrial precinct are provided.
- ④  **New Open Space**
  - New open space and new high-quality green, useable parks are designed in collaboration with the community.
  - New public open spaces are seamlessly integrated with existing open spaces such as JC Donath Reserve.
  - A nature-based playspace is provided for children to enjoy and connect with nature.
- ⑤  **Trees and Vegetation**
  - All significant trees are accommodated into the design, with five new trees for any tree removed. Amenity of the corridor and adjacent streetscapes is improved through additional street trees.
  - Canopy coverage is increased to 25% on public land in line with Darebin's Urban Forest Strategy.
  - New trees are healthy and planted in locations that maximise sunlight and are suitable for deep ground planting.
  - New vegetation is made up of at least 95% indigenous and native plants which respond to specific climatic and environmental conditions of the precinct including soil types, wind, temperature, rain, and solar access noting the impact of rail infrastructure.

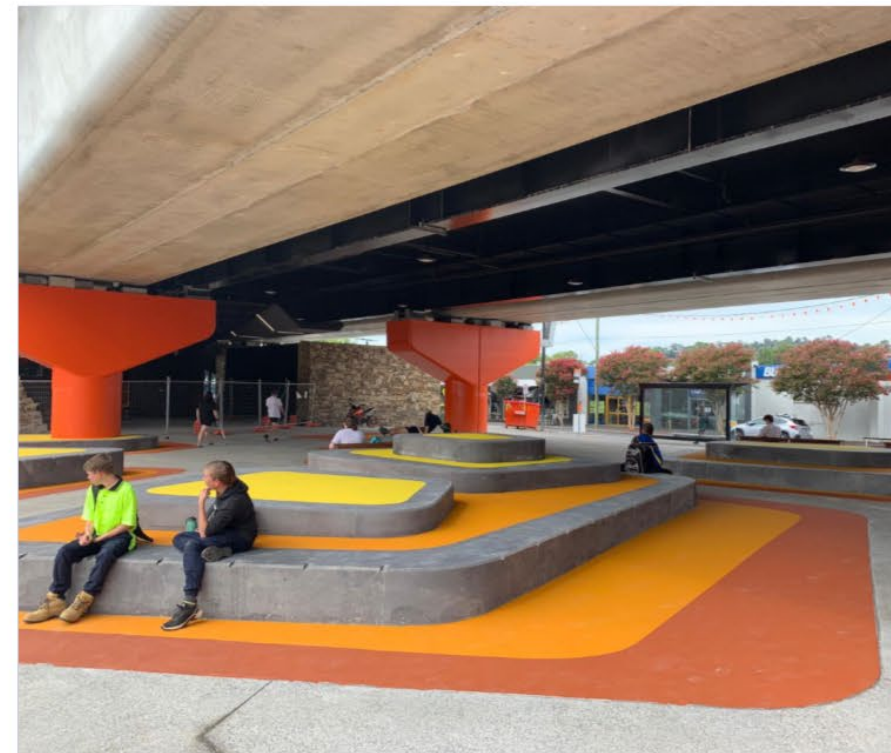
### 3.4 New Useable, Beautiful, Green Open Spaces



Maximised retention of significant trees.  
Source: Trees of Stanford

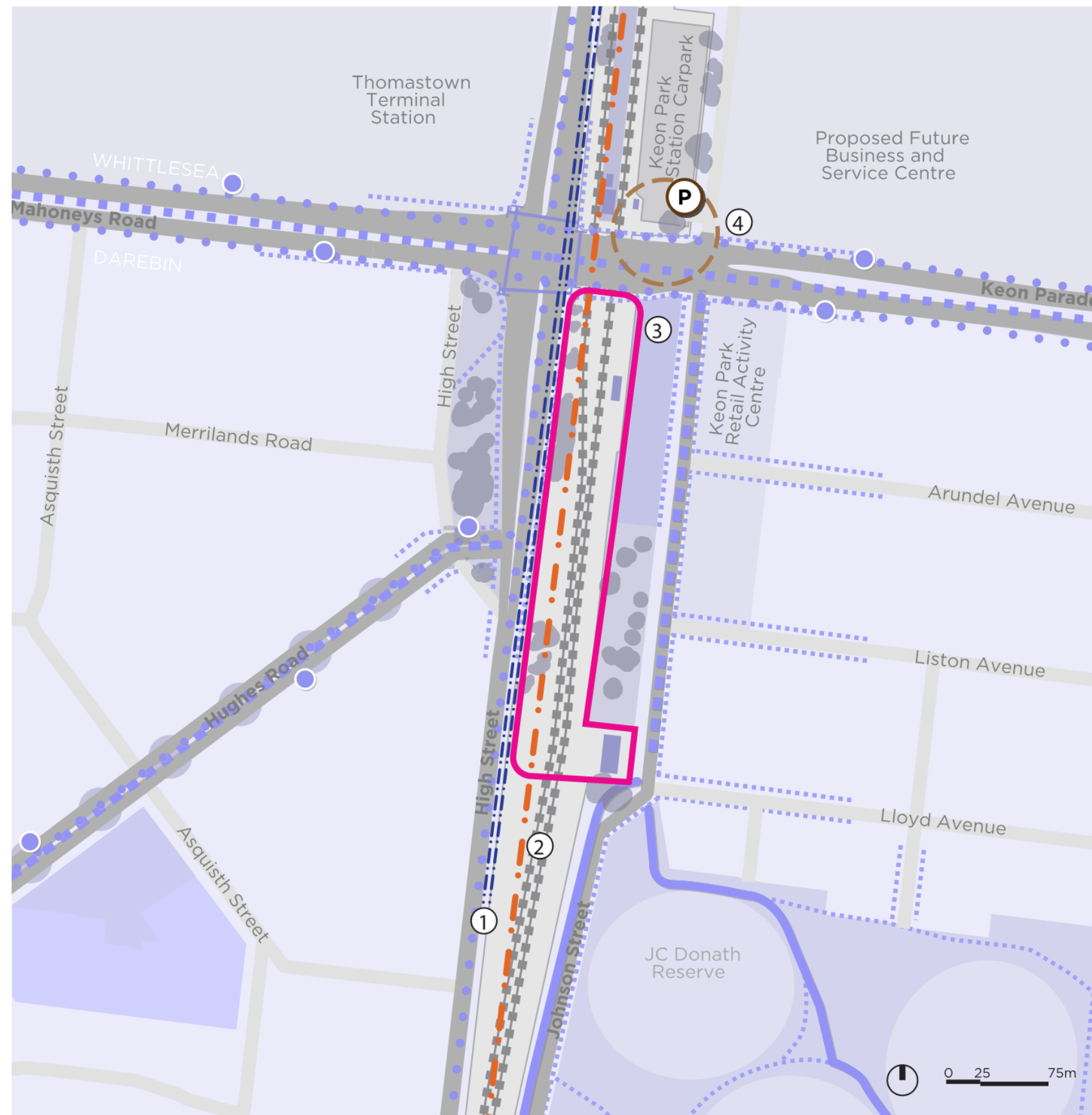




Open spaces for play and recreation.  
Source: ASPECT Studios





Fun and colourful open space under the rail bridge at Lilydale.  
Source: LXR P

### 3.5 A Safe and Welcoming Precinct



- ①  The visual amenity of the station precinct is improved through the relocation or undergrounding of existing powerlines running along the west side of the corridor.
- ②  **Railway Infrastructure**

  - The lengths of the viaduct spans on elevated structures are maximised to allow for strong passive surveillance and direct sightlines around the station precinct.
  - Abutments, retaining structures and embankments are minimised and located away from public realm areas.
  - Head-height clearance to the bottom of headstocks must be a minimum of 2.4 m high outside of the station precinct. Where this is not possible, the undercroft of the viaduct must be enclosed below.
- ③  **Station Corridor**

  - Locals and visitors can easily find their way around with new information and wayfinding signs designed in line with the Darebin Signage Strategy.
  - Design of station and paths provides equitable, Age Friendly, and dignified access to all parts of the community, especially walkers and 'wheelers' (walking frames, wheelchairs, motor scooters).
  - Design discourages graffiti and anti-social behaviour by using Crime Prevention Through Environmental Design (CPTED) principles.
  - The entire shared path is well-lit with areas for people to use.
  - The corridor has frequent exit points, framed by low level landscaping and narrow tree trunks for safe, clear lines of sight.
  - Along the rail, interpretative signage is provided which promotes learning and appreciation for local biodiversity and nature.
- ④  **Commuter Carpark**

  - DDA parking and Pick Up Drop Off facilities are located with clear sightlines to ensure they are well surveilled from all directions.
  - Station entry points are provided from the carpark for safe and convenient commuter access.
  - The number of commuter carparking spaces is the same as it currently is.
  - Accessible car parks, 'kiss and ride' drop offs and taxi ranks are located on the northern side of Keon Parade and conveniently accessible from station building and designed to minimise pedestrian conflict.

### 3.5 A Safe and Welcoming Precinct



Windsor Plaza during the day.  
Source: ASPECT Studios

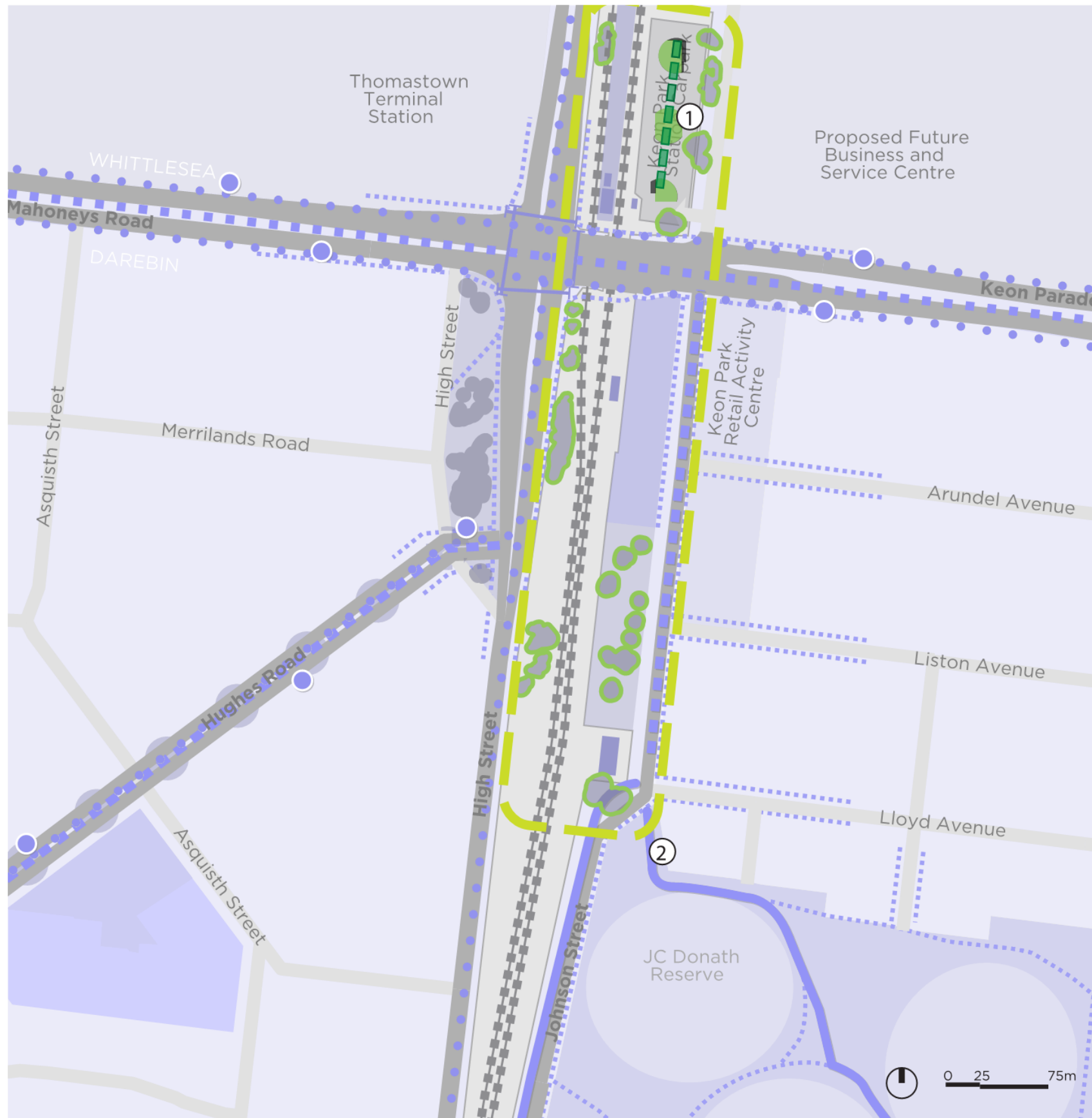


Windsor Plaza at night.  
Source: ASPECT Studios



Wayfinding signage at Reservoir Station.  
Source: LXR P

### 3.6 Sustainable and Easily Maintained



①

Commuter car parking areas and streetscapes incorporate canopy planting and WSUD and safe, separated pedestrian access.

②

#### Corridor Sustainability

- Sustainability is a core part of the station building design, functionality and energy use, and integrated early in the design development.
- Large areas of hard impervious surfaces are minimised in favour of permeable pavements and vegetation to return water to the soil and ground, particularly in car parking.
- Passive irrigation for public open space areas is used to increase vegetation growth and amenity, and maximise flood mitigation measures for the corridor and station precinct.
- High quality integral finishes are preferred wherever possible and use of cladding or applied finishes is minimised for longevity and low maintenance.
- Light-coloured pavements are used where high foot traffic is not expected to minimise heat absorption.
- Any trees that are removed are utilised as habitat logs and/or for street furniture if the timber class is appropriate.
- Playspaces, active recreation spaces, dog parks and community spaces are designed using robust, sustainable materials and landscaping.
- The materials of buildings and infrastructure are sustainable, using concrete from sustainable sources and other recycled materials, and concrete aggregate for the shared user paths.
- The corridor is water sensitive with water sensitive urban design incorporated into open spaces to maximise useability for all users.
- The initial maintenance period provides a high quality and regular maintenance regime to ensure successful establishment of plants/landscaping during the defects period.
- Materials including track, train station, and heritage elements are resused in new open spaces.

### 3.6 Sustainable and Easily Maintained



Carpark solar farm in Wodonga.  
Source: VicWater



Grassland enhancing biodiversity.  
Source: Australian Plants Society Victoria



Any trees that are removed are utilised as habitat logs in playspaces and/or for street furniture if the timber class is appropriate.  
Source: ASPECT Studios

## 4. Proactive Support for Local Community

This section outlines Council's desired support for local businesses and the community to ensure that the inevitable disruption is as minimal as possible throughout construction and delivery.



## 4. Proactive Support for Local Community

### During Construction - Disruption

- Local businesses, traders, and community are supported throughout construction disruptions and the additional works post construction.
- A program of temporary activation events to support local businesses thrive during the works, including 'shop local' campaigns and activities that bring/retain customers and visitors. Programming takes a coordinated approach with Council and the local businesses to ensure a significant positive impact.
- Minimised disruption to local communities by ensuring haulage and delivery of goods for the projects occurs only on major roads and during off-peak times.
- Maintaining current level of pedestrian and cycle access throughout disruption.
- Public parking is kept free for the community, visitors, shoppers and local workers.
- Construction staff and contractors and their work vehicles are provided with alternative parking with no reduction in car spaces available to the public.
- Existing public car parks such as Keon Park Station parking, continue to be publicly available through the construction period.
- Construction timing minimises disruption on busy days.
- Connection is maintained for people accessing Keon Park Station.
- LXRPs and workers creatively support a diverse range of local business types and sectors, including through encouraging worker patronage across different goods and services and sourcing goods and services for prizes.
- Movement, connection and local character in existing streets and paths are improved by the level crossing removals and design.
- Local streets are not negatively impacted by new traffic movements.
- Rail noise is kept to a minimum through noise attenuation bridge design.

### During Construction - Communication

- Clear communication and consultation with due notice prior to impacts such as road closures, power outages or occupations, with businesses and traders, and their concerns actively incorporated into delivery activities. This includes information sessions as a complement to written documentation.
- Communication strategies and provision consistently addresses the digital, written and verbal information needs of CALD and non-CALD businesses. This includes information in many languages and provided in person as much as possible with translators.

### Targeted Employment

- Prioritise employment and training opportunities for Darebin residents impacted by COVID-19 through the LXRPs across profession types.
- Target employments and supply chain opportunities towards economically disadvantaged groups, specifically the CALD community, women, young people and Darebin residents impacted by COVID-19. This should be reflected in LXRPs contractual arrangements.
- People from Aboriginal and Torres Strait Islander backgrounds are employed to create a more diverse workforce target of 3% and add value to the project.
- Darebin based social enterprises are engaged and provide employment opportunities for LXRPs.
- Local artists are engaged to design and create work decorating construction hoarding panels.
- Partner with local tertiary education institutions to support local employment and training opportunities.

## 5. Advocacy

This section outlines Council's Top Asks for the Keon Park Level Crossing Removal Project. Council seeks exemplary urban design outcomes for the precinct to reinvigorate and reconnect communities.

## Top Asks

1. Deliver an activated station concourse that integrates with the surrounding area and includes an urban plaza with a clear, direct connection from the station to Johnson Street activity centre.
2. Provide the majority of the station car parking on the northern side of Keon Parade.
3. Provide direct platform access north of Keon Parade, in addition to the Station concourse entrance.
4. Design, construct and operate a zero emissions station which includes:
  - a. Minimising emissions during demolition and construction;
  - b. Maximising energy efficiency principles;
  - c. 100% renewable all electric sourcing;
  - d. On-site renewable energy generation; and
  - e. EV car and bike charging stations as per Councils EV Policy.
5. Plant 200 native trees along the rail corridor from Ruthven Station to Keon Park Station, and along Mahoneys Road and Keon Parade.
6. Retain, regenerate and add new planting of significant, native and Indigenous trees and vegetation throughout the project area. Any replacement must be at a minimum ratio of 5:1.
7. Allocate \$350,000 of funding for locally produced art in the vicinity of the station that complements and references the local identity and cultural heritage of the area.
8. Provide secure, safe and convenient bike parking facilities within the precinct and integrate into the station design with minimum capacity for 40 bikes
9. Incorporate traffic safety measures:
  - a. Deter non-local traffic from using Johnson Street as a through-route.
  - b. Provide a raised crossing on Johnson Street at the Keon Parade intersection.
  - c. Provide an at-grade crossing of Keon Parade to the eastern side of Johnson Street.
10. Connect pedestrian, cycling and wheeling routes throughout, including Hughes Parade to Liston Avenue/Donath Reserve, Johnson Street to High Street and further afield to Edgars Creek and Darebin Creek.
11. Provide a high-quality bus/train interchange on both sides of Keon Parade that provide seamless easy transfer from the station to the orbital bus route.
12. Improve the interface of the Johnson Street and Keon Parade activity centre through streetscape improvements such as planting, shop front revitalisation, laneway upgrades, external façade upgrades, street furniture, raised pedestrian crossing points, and artworks informed by Council's Urban Design Guidelines to the value of \$3m.
13. Undertake lighting and active infrastructure upgrades which extend beyond the station precinct, to create a safe and active connection between Donath Reserve, High Street, Hughes Parade and Johnson Street.
14. Address access issues and climate emergency by including amenities such as free showers, toilets, charging stations and shade canopies to address climate change adaptation for sleeping rough and homelessness.
15. Capital support to design and construct new playgrounds, green gyms, extended path connections, urban forests and boardwalks, amphitheatres and a new outdoor community hub space for activity and social interaction, as outlined within the Donath and Dole Reserve Masterplan.
16. Transfer any voluntarily acquired properties for adaptive community use such as: community skill share space, libraries or office share space.
17. Activate the rear of the existing apartment buildings to provide an improved interface with the new station and concourse.
18. Engage meaningfully with Traditional Owners and consult with the Wurundjeri Traditional Owner Group architects and Darebin Aboriginal Advisory Committee (DAAC) throughout the project, including during precinct design.

**Appendix B – Community Survey Responses**

Figure 1: Responses to “Do you support the following Asks?” Refer table 1 for list of asks

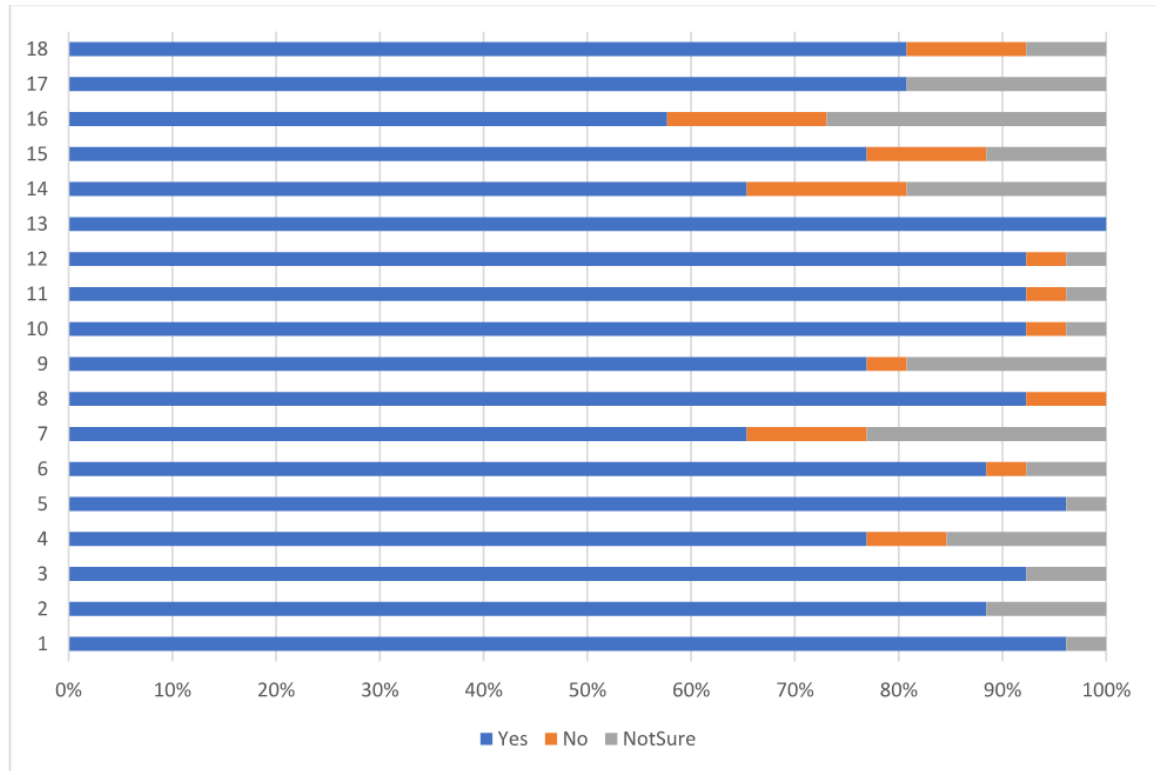


Table 1: list of advocacy asks

1. Deliver an activated station concourse that integrates with the surrounding area and includes an urban plaza with a clear, direct connection from the station to Johnson Street activity centre.
2. Provide the majority of station car parking on the northern side of Keon Parade.
3. Provide direct platform access north of Keon Parade, in addition to the Station concourse entrance.
4. Design, construct and operate a zero emissions station which includes: a) minimising emissions during demolition and construction, b) maximising energy efficiency principles, c) 100% renewable all electric sourcing, d) on-site renewable energy generation, e) EV car and bike charging stations as per Councils EV Policy.
5. Plant 200 native trees along the rail corridor from Ruthven Station to Keon Park Station, and along Mahoneys Rd and Keon Parade.
6. Retain, regenerate and add new planting of significant, native trees and vegetation throughout the project area. Any replacement must be at a minimum ratio of 5:1.
7. Allocate \$350,000 of funding for locally produced art in the vicinity of the station that complements and references the local identity and cultural heritage of the area.
8. Provide secure, safe and convenient bike parking facilities within the precinct and integrate into the station design with minimum capacity for 40 bikes.

<p>9. Incorporate traffic safety measures: a) Deter non-local traffic from using Johnson Street as a through-route, b) Provide a raised crossing on Johnson Street at the Keon Parade intersection, c) Provide an at-grade crossing of Keon Parade to the eastern side of Johnson Street.</p>
<p>10. Connect pedestrian, cycling and wheeling routes throughout, including Hughes Parade to Liston Ave/Donath Reserve, Johnson Street to High Street and further afield to Edgars Creek and Darebin Creek.</p>
<p>11. Provide a high-quality bus/train interchange on both sides of Keon Parade that provide seamless easy transfer from the station to the orbital bus route.</p>
<p>12. Improve the interface of the Johnson Street and Keon Parade activity centre through streetscape improvements such as, planting, shop front revitalisation, laneway upgrades, external façade upgrades, street furniture, raised pedestrian crossing points, and artworks informed by Council's Urban Design Guidelines to the value of \$3m.</p>
<p>13. Undertake lighting and active infrastructure upgrades which extend beyond the station precinct, to create a safe and active connection between Donath Reserve, High Street, Hughes Parade and Johnson Street.</p>
<p>14. Address access issues and climate emergency by including amenities such as free showers, toilets, charging stations and shade canopies to address climate change adaptation for sleeping rough and homelessness.</p>
<p>15. Provide capital support to design and construct a new nature based playground, green gyms, extended path connections, urban forests and boardwalks, amphitheatres and a new community hub for activity and social interaction, as outlined within the Donath and Dole Reserve Masterplan.</p>
<p>16. Transfer any voluntarily acquired properties for adaptive community use such as: community skill share space, community business, libraries or office share space.</p>
<p>17. Activate the rear of the existing apartment buildings to provide an improved interface with the new station and concourse.</p>
<p>18. Engage meaningfully with Traditional Owners and consult with the Wurundjeri Traditional Owner Group architects and Darebin Aboriginal Advisory Committee (DAAC) throughout the project, including during precinct design.</p>

**Keon Park Urban Design Guidelines**

Response to: Do you have any other comments regarding the Draft Keon Park Urban Design Guidelines?

Item #	Contribution	Office Response	Recommended changes to advocacy asks
1	<p>The planting requests in Q5 &amp;6 are reasonable, however, li should be "indigenous plants" not "Native trees". We need to ensure the plants are indigenous to the local area, not simply native (i.e. found anywhere in Australia). We also need to ensure that the plants are not simply tress, but of all levels, sizes and types to create apt habitat - ground cover, shrubs/mid-storey as well as trees. The plan should detail apt preparation of the sites before planting and include a management strategy.</p>	<p>This request is addressed in part in the existing advocacy request (ask 6).                      The area is characterised by a mix of native, indigenous, and exotic planting. While indigenous trees are preferable to enhance the biodiversity value of the area, it is not appropriate to restrict vegetation to indigenous species for the following reasons                      1. By considering a range of hardy tree species, the site will enhance the species diversity while providing interest.                      2. Several indigenous species drop limbs in response to temperature extremes and are not suitable to high pedestrian traffic areas from safety and liability perspective.                      3. Exotic and occasionally deciduous native trees are useful in contexts such as this as they allow winter sun and provide comfort to users in all seasons.                      It is agreed that planting should be in layers involving a range of species and the advocacy ask reflects this by referencing "trees and vegetation".                      The preparation of sites and maintenance of landscaping is an operational matter and will be considered at a later stage of the project.</p>	<p>Modify advocacy request to include reference to Indigenous planting (as well as native planting).</p>
2	<p>Extend the turning lane into Johnson St from Keon Parade as it gets busy and causes traffic issues.</p>	<p>This request would conflict with Council's advocacy request to reduce traffic volumes on local roads (ask 9a) and is therefore not supported.                      Council's objective is to reduce through traffic along Johnson Street and ensure that measures are introduced to achieve this. Lengthening the turning lane into Johnson Street may encourage more vehicles onto this road and is not aligned with Council's objective.                      More broadly, Keon Parade is managed by the Department of Transport (not Council) who will also provide input on the design developed by the Level Crossing Removal Project (LXRP) team. LXRP will consider traffic safety in the area and interventions would be introduced based on analysis of traffic volumes and safety assessments. Council will advocate for the best possible outcome for the community regarding safety and access.</p>	<p>None</p>
3	<p>There needs to be traffic lights added to the corner of Johnson Street and Keon Parade. The increase in traffic to the new station will create chaos as it's already very dangerous to drive across and takes a huge amount of time in peak traffic periods . This will help alleviate traffic entering and exiting Johnson street to keon parade.</p>	<p>This request is supported and reflected in the existing advocacy requests (ask 9c).                      Council supports a pedestrian crossing at Keon Parade and Johnson Street, and this is reflected in the advocacy requests. A crossing to the east of Johnson Street across Keon Parade is seen as important part of this project, which would improve pedestrian safety and access to the industrial precinct.</p>	<p>None</p>

4	Following Preston and bell the colours are amazing! It's so sad Reservoir is just black and grey. So I'd say follow on what Preston looks like and definitely add as much community engagement as possible such as art/sports. The idea for showers etc for sleeping rough amazing bravo Darebin council!!!!	This is addressed in the existing advocacy request (asks 7 and 15). Council has requested a contribution towards public art, and will consider local events and programming upon the completion of the project.	None
5	\$350,000 is not much to commit to public art. It requires more. I wonder how much Preston station had committed to it - the artwork at that station is stunning.	This is addressed in the existing advocacy request (ask 7), and the design of the station (such as at Preston) is not part of the public artwork budget. No art work has been delivered at Preston to date. \$350,000 is considered a significant amount for publi art and reasonable request. Council understands this to be significantly greater than the investment made at other stations in Darebin.	None
6	<p>Stop the routine use of train horns when train approaches and departs station.</p> <p>Make trains safe without the routine use of train horns.</p> <p>Improve platform station safety by adding platform CCTV video for drivers, also automate announcements of train departing rather than rely on train driver from sounding off multiple routine train horn blasts. Fit platform lighting flashing warning lights (like those fitted on some street crossing lights in the city).</p> <p>It's really time that routine train horns are to be reduced in their use as they are a nuisance to the residents and to platform users.</p> <p>More needs to be done in terms of train safety, horns do not make trains safe and it's time that Melbourne Metro train system look toward a safer train system without the use of routine train horns.</p>	<p>This is a broader matter than this project and it is not advised that Council advocate for changes to horn sounding practices, as these are important safety measures and not within Council's area of expertise.</p> <p>LXRP have advised that speakers will be directed away from residences and volume will be adjusted at night when background noise levels are low. Noise levels from the station will comply with thresholds established by the EPA. It is a requirement across the network for drivers to sound the horn when arriving at a platform.</p>	None
7	The station entrance on the north side of Keon Parade is key. More than a quarter of all people who use Keon Park Station get there by changing to/from the 902 bus stop on the north side of the road. Johnston Street is also a huge rat-run and lots of people speed dangerously down here and make the shopping strip unpleasant and make me not want to visit. Closing it off to vehicles at Keon Parade to create a pedestrian plaza and trading space for businesses would be fantastic.	This is addressed in existing advocacy requests (ask 9b) and is a top priority for Council. Council is strongly advocating for direct platform access from the north of Keon Parade, in addition to the concourse entrance. Consideration is also being given to how the shopping strip along Johnson Street can be supported by improved access and safety.	None

8	<p>Car park areas, pedestrian areas, walk ways all should have 'smart lighting' which sensors, movement activated. High illumination when there is activity &amp; low illumination when no activity.                  Smart traffic lights, sensors installed in roads &amp; on roads to optimise traffic flow, reduce emissions, congestions &amp; noise.                  Toilets &amp; rest areas especially for the elderly in mind.                  User friendly re-charge, ticketing machine that accept CASH!                  Free parking for commuters &amp; pick-up/drop off designated bays.                  More bins.</p>	<p>This is addressed in part in existing advocacy requests (asks 2, 8 and 14). Other items are detailed matters that can be considered at a later stage of the project, and are beyond the scope of high level design and advocacy requests.                  Wayfinding and lighting will be considered at a future stage of the project, and officers will advocate for outcomes that are sustainable and accessible.                  Car parking will be provided as per existing numbers, with any restrictions to be managed by VicTrack, drop off and pick up areas will be provided. Toilets and seating will be designed to be accessible to those with limited mobility. Acceptance of cash at Myki machines is a network issue and beyond the scope of this project.</p>	None
9	<p>Station is poorly designed with basic facilities. Needs to include things like a staffed booking office and enclosed waiting area so passengers aren't out in the direct cold. The project team seem to think those of us who use the station deserve that (according to the last big meet and greet). Maybe COuncil can lobby to get these put into the plan? I have lived in Keon Park for over 20 years and this suburb is treated like we're second class. A high number of people use the train-- and it's not all from the Hughes Parade side- like the project plan people think.                   More consideration needs to be given to Johnston Street and the amount of traffic that will be forced onto that road. In peak periods that road is hard to get out of..... how will it cope when the railway station moves?                  Government haven't listened to where the station needs to be. It really will be a disaster with that they have planned.</p>	<p>Reducing traffic on Johnson Street is addressed in existing advocacy requests (ask 9a). The type of station delivered at Keon Park is not addressed in Council's existing advocacy requests and is not recommended to form one of Council's asks, for the reasons outlined below.                  Metro Trains Melbourne has three levels of station: premium, host, and unstaffed. These station classifications depend on patronage level and future patronage projections, which are reviewed and updated periodically. Like the existing station, the new Keon Park Station will not be staffed with customer service. The station will have myki facilities for passengers to purchase tickets or top up.                  All upgrades, including upgrading an unstaffed or host station to a premium station and improvements to the network infrastructure fall under the Department of Transport.                  Submissions to the State Government are regularly forwarded for funding approval, to upgrade the station status and network's infrastructure. The State Government assesses these requests based on passenger needs, urgency, congested high patronage areas and allocates in order of priority accordingly.                   In relation to reducing traffic on Johnson Street, this is addressed in existing advocacy requests. Council is supportive of the location of the station on the southern side of Keon Parade, given this is close to the Johnson Street shops and residential areas. Council's existing advocacy asks include a request to limit non-local traffic onto Johnson Street. Officers will continue to advocate for this.</p>	None.



10	Ensure traffic lights at intersection of Hughes Pde & High St so as to gain access to turn right onto Keon Pde/Mahoneys Rd without intersection being blocked (as it currently gets at the moment). I assume this will be directly opposite to the new train carpark entry and on the same traffic light system? Safety of pedestrians as well as motorists due as there are many students from nearby William Ruthven Primary and William Ruthven Secondary that use the intersection as pedestrians and/or to catch trains/buses. Also provide alternate detours for traffic to flow as best as possible and provide local residence with passes to be able to have some kind of priority to get in and out of this already congested area including congestion along Cheddar Rd etc	This request is addressed in part through the design guidelines (3.2.1). Council supports the proposal of traffic lights at Hughes Parade and High Street, and for this intersection to provide access to the station car park. Installation of additional traffic lights would be based on forecast vehicle numbers and established design thresholds. Road safety and access for those that need it most will be prioritised at this intersection, and Council will advocate for measures that deter non-local traffic on local roads.	None
11	The current design only has one pedestrian light crossing over High St to Hughes Pd. Please make sure there is two pedestrian light crossings, one on the northern side of Hughes Parade where the grassy area is (current light) and another on the southern side (close to 1087 High St). This is so people heading south don't have to cross twice. First from the station over to the other side of High St, and then again across Hughes Parade to walk home in the Ruthven Station/City direction. People already don't obey the lights, adding two set of lights just makes it more likely they won't wait.	This request is addressed in part through the design guidelines (3.2.1), which requests a pedestrian and cycling crossing at Hughes Parade. In principle, Council supports the additional crossing on the southern side of Hughes Parade on High Street. However, only if the crossing can be delivered where the pedestrian crossing is separated from vehicle movements. This is due to known poor safety outcomes for pedestrians where right-turns can be made at the same time as pedestrians where the intersection is wide like on High Street. Access to the the station precinct for people using active modes (walking and cycling) is a priority for Council and Council will advocate to the Level Crossing Removal Project team to optimise the balance of access, amenity and safety.	
12	My only concern is adequate parking as the area currently is very restricted apart from the north side of Keon Park at the current station.	This is addressed in the existing design guidelines (item 3.5.4). It is understood that parking numbers associated with the existing station will not change. Council will continue to advocate to the Level Crossing Removal Team to consider the best outcome for access and safety for commuters and the wider neighbourhood.	None
13	Johnsons street is already extremely busy. Don't put buses going through the street as it will clog it up: it's currently our only access to the freeway.	This is addressed in existing advocacy requests to reduce traffic volumes on Johnson Street (ask 9a). There are no current plans to introduce bus routes to Johnson Street. Officers understand bus stops are proposed to be located on Keon Parade, beneath the rail bridge.	None

<p>14</p>	<p>Top ask No. 12                  This may be out of the scope but strategies to encourage establishment of a small supermarket such as an IGA to support walking to shops. It would be wonderful as we have to drive to do shopping. Also, a focus on not only improving facades of shops in Johnston St but attracting fresh food and cafe owners would attract community daily to the area for not only transport or periodic community hub events but to have urban leisure time on a daily basis. A lot seems focussed on greening the area and open spaces but many in Keon Park would love to have a cafe culture and be able to walk to shop.                  I also take issue with supporting the homeless by making it easier to be homeless. Maybe make some of the acquired spaces for low income accomodation for those people? Bundling them in with a climate emergency is conflating issues and sounds like PC speak not a strategy.                  I don't understand No. 17.</p>	<p>The establishment of commercial premises is beyond the scope of these advocacy requests but is partly addressed through other work Council is undertaking, as outlined below. Council is undertaking other strategic planning work focused on activity centre planning, including for Johnson Street. While Council can encourage and support particular types of businesses, Council does not have control over whether such businesses are established. Upgrades to the public realm will be considered in future activity centre planning. Council is taking action in other areas to increase the supply of affordable housing in Darebin, and has requested that LXP allocate any properties that are acquired to community uses (ask 16).</p>	<p>None</p>
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**9.2 DAREBIN LIBRARIES AND LEARNING STRATEGY 2020-24  
- OUTCOMES REPORT 2021-22****Author:** Manager Recreation & Libraries**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

The *Darebin Libraries and Learning Strategy 2020-24* (Strategy) directs the focus of Darebin Libraries services, programs, technology and spaces over the life of the Strategy. Annual action plans bring the Strategy to life operationally, delivering on community priorities and responding to emerging issues and community feedback.

This is the second annual report on the Strategy's progress and outcomes, addressing the 2021-22 action plan.

The impacts of temporary branch closures and changes to the way the community engage with and connect in public spaces is reflected in Darebin Libraries 2021-22 statistics.

Throughout the pandemic, Darebin Libraries' commitment to COVID safety has been exemplary, particularly as our community transitioned into the living with COVID phase in early 2022. The achievements articulated in the *Outcomes 2021-22* report (**Appendix A**) are considerable within the context of a very challenging year.

<b>Officer Recommendation</b>
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**That** Council notes the Darebin Libraries and Learning Strategy 2020-24 Outcomes 2021-22 report (**Appendix A**).

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**BACKGROUND / KEY INFORMATION**

The Strategy builds upon Darebin Libraries' previous work and focuses on access and equity, embeds lifelong learning, and aligns activities with Council's strategic priorities including: responding to the climate emergency, furthering Darebin's commitment to reconciliation with Aboriginal and/or Torres Strait Islander communities, and supporting the community through the COVID pandemic, via four goals:

- Goal 1: Equity of access
- Goal 2: A thriving and resilient community
- Goal 3: Welcoming safe spaces
- Goal 4: Responsive services

See **Appendix A** for the *Darebin Libraries and Learning Strategy 2020-24 Outcomes 2021-22* report.

## Previous Council Resolution

At its meeting held on 17 August 2020, Council resolved:

*That Council:*

- (1) *Adopt the Darebin Libraries and Learning Strategy 2020-24*
- (2) *Receives annual Council reports on progress and outcomes of the strategy and ensures information is provided in the Council Annual Report'*

## ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 1: Vibrant, Respectful and Connected

Strategic Direction 2: Prosperous, Liveable and Flourishing

## ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 1: Vibrant, Respectful and Connected

Strategic Direction 2: Prosperous, Liveable and Flourishing

## ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

1.4 We will increase social connection to reduce isolation and loneliness, and support positive mental health

4.3 We will transform our services and service delivery models to ensure they meet the current, emerging and future needs of our community

While Darebin Libraries are specifically mentioned in these two Strategic Objectives, the Strategy and associated action plans contribute to many Strategic Objectives, particularly through partnerships and collaboration.

## DISCUSSION

Darebin Libraries has delivered considerable positive community outcomes throughout 2021–22, despite the challenging impacts of COVID lockdowns and restrictions, operating within the vaccinated economy, and ultimately transitioning to living with COVID in the community.

Throughout, the Darebin Libraries team was adaptable and creative: in reimagining service delivery, to understand and respond to evolving community needs, and to draw upon collaborative determination, resilience with a successful safety-first approach to deliver services that benefit our community.

Key outcomes achieved during 2021-22 are outlined in the Libraries and Learning Strategy 2020-24 Outcomes 2021-22 report outlined in **Appendix A**.

## CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

### Financial Management

The Strategy Action Plan was delivered within Darebin Libraries 2021-22 operational and capital budget allocations, supported by Victorian Government contributions of \$1,055,404 through the Public Library Funding Program and \$17,913 through the Premiers' Reading Challenge grant.

In 2021-22, Darebin Libraries' Cost of Library Service per Population figure was \$34.52 per capita, up from \$31.67 in 2020-21. This increase is not surprising given the reduction in service delivery costs as a result of the pandemic in 2020-21.

An independent report by SGS Economics and Planning found that for every \$1 invested in Darebin Libraries, \$5.60 is returned in community benefits (*Libraries Work! The socio-economic values of public libraries to Victorians*, 2018).

### **Community Engagement**

The 2021-22 Outcomes report will be shared with our community through the dedicated Darebin Libraries and Learning Strategy 2020-24 page on the Darebin Libraries website (<https://libraries.darebin.vic.gov.au/Your-library/Strategy-and-guidelines/Darebin-Libraries-and-learning-strategy>), Facebook and eNewsletter. Printed copies will be made available at each library branch.

### **Other Principles for consideration**

#### **Overarching Governance Principles and Supporting Principles**

(b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;

#### **Public Transparency Principles**

(c) Council information must be understandable and accessible to members of the municipal community;

#### **Strategic Planning Principles**

(e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;

#### **Service Performance Principles**

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;
- (b) services should be accessible to the members of the municipal community for whom the services are intended;
- (c) quality and costs standards for services set by the Council should provide good value to the municipal community;
- (d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

The role of the library in supporting Council's environmental sustainability focus was heightened in the Strategy, with a key outcome in Goal 2 to 'Help the Darebin community meet the challenges of the climate emergency'.

Many achievements outlined in **Appendix A** were delivered in collaboration with the Climate Emergency and Sustainable Transport team and other Council teams, including:

- Consulting and engaging with local schools and organisations on environmental issues in the community to encourage young people to take action
  - Delivering a school holiday program with Darebin Creek and Merri Creek Management Committees to educate children about local waterways and protecting local flora and fauna
  - Partnering with Banyule City Council to deliver Recycle it Right online school holiday program
- Additional Home Efficiency Tool Kits and Thermal Camera Tool Kits purchased for the library collection to support reduced home energy use and greenhouse gas emissions with instructions translated into Greek, Italian, Macedonian and Mandarin.

### **Equity, Inclusion, Wellbeing and Human Rights Considerations:**

Equity, inclusion and wellbeing are at the heart of the library's work and embedded into the consultation and engagement undertaken. Each goal within the Strategy specifically addresses inclusion, while several key actions specifically target communities at risk of exclusion. An equity impact assessment was undertaken in June 2020, in relation to the engagement plan for the Strategy consultation. An equity impact assessment was undertaken in relation to the Events Framework in June 2022.

The previous *Health and Wellbeing Plan, Towards Equality – Equity, Inclusion and Human Rights Framework 2019-29* and *Towards an Age Friendly Darebin* were strong reference points and influenced the focus and outcomes identified in the Strategy.

Many achievements outlined in **Appendix A** were delivered in collaboration with the Equity and Wellbeing team to ensure alignment with or to specifically address the principles of equity, inclusion, wellbeing and human rights, including:

- Partnering on the digital divide project with the Equity and Diversity team at East Preston Community Centre
- To support community members to remain engaged with libraries:
  - Members could continue to borrow items regardless of outstanding fines
  - Payment plans were encouraged to support those experiencing financial difficulty
  - Book recovery activities were paused
  - Communications focused on how to avoid library fines
- Contactless home library service delivery ensured continued support of vulnerable community members during restrictions
- Researched how to best communicate and engage with people with disabilities and Aboriginal and/or Torres Strait Islander peoples to increase their awareness, interest and use of Darebin Libraries services, resources, events and spaces

### **Economic Development and Cultural Considerations**

Skills acquisition and lifelong learning is an important aspect of building community capacity and increases economic development opportunities. A key action in Goal 2 is to 'Consult local businesses to identify their learning and development needs and implement collections, events and programs to support them'.

Cultural considerations are also a key focus of the Strategy, directly addressing our community's creative sector and economy.

Several achievements outlined in **Appendix A** were delivered in collaboration with the Economic Development and Creative Culture and Events teams, including:

- Established Jobs Advocate program at Preston, Northcote and Reservoir Libraries
- Delivered employment sessions including *How to Navigate the Job Market*.

### **Operational Impacts**

The Strategy directs the operational focus of Darebin Libraries services, programs, technology and spaces over the life of the Strategy. Annual action plans are delivered collaboratively in partnership with other Council teams as well as community organisations and individuals to ensure effective impact, especially for communities at risk of exclusion.

### **Legal and Risk Implications**

Darebin Libraries undertakes consultative risk assessments and implements appropriate risk mitigation strategies when adjusting library service delivery to Victorian Government COVID restrictions and when implementing or addressing new initiatives or situations that increase the risk profile.

No legal implications have been identified.

### **IMPLEMENTATION ACTIONS**

- The Strategy Outcomes 2021-22 report will be released via communication channels outlined above
- Implementation of the 2022-23 Strategy Action Plan

### **RELATED DOCUMENTS**

- Darebin Libraries and Learning Strategy 2020-24

### **Attachments**

- Darebin Libraries and Learning Strategy 2020-24 Outcomes 2021-22 (**Appendix A**)

### **DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

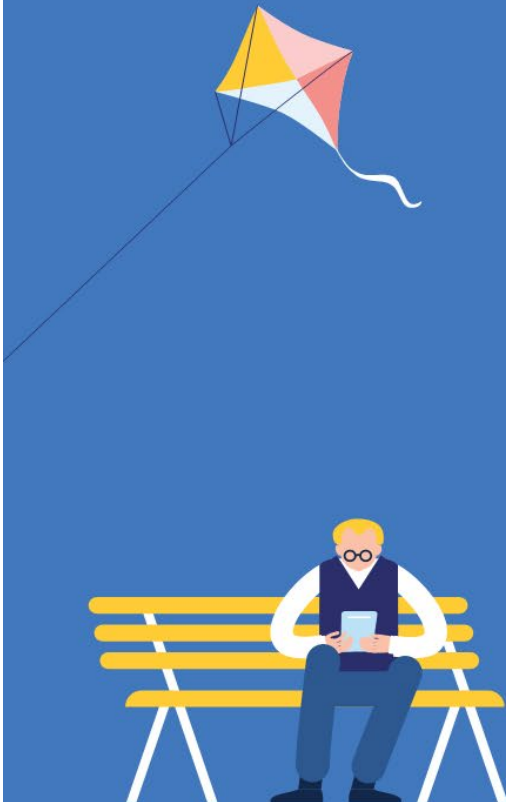


Darebin  
Libraries



# Darebin Libraries and Learning Strategy 2020-24

# Outcomes 2021-22





# INTRODUCTION

The *Darebin Libraries and Learning Strategy 2020–24* (Strategy) directs the focus of Darebin Libraries services, programs, technology and spaces. Annual action plans bring the Strategy to life operationally, delivering on community priorities and responding to emerging issues and community feedback. This is the second annual report on the Strategy’s progress and outcomes addressing the 2021–22 action plan.

The Strategy builds upon our previous work and focuses on access and equity, embeds lifelong learning, and aligns activities with Council’s strategic priorities including: responding to the climate emergency, furthering Darebin’s commitment to reconciliation with Aboriginal and/or Torres Strait Islander communities, and supporting the community through the COVID pandemic, via four goals:

- » **Goal 1:** Equity of access
- » **Goal 2:** A thriving and resilient community
- » **Goal 3:** Welcoming safe spaces
- » **Goal 4:** Responsive services

Darebin Libraries has delivered considerable positive community outcomes throughout 2021–22, despite the challenging impacts of COVID lockdowns and restrictions, operating within the vaccinated economy, and ultimately transitioning to living with COVID in the community.

Throughout, the Darebin Libraries team was adaptable and creative: in reimagining service delivery, to understand and respond to evolving community needs, and to draw upon collaborative determination, resilience with a successful safety-first approach to deliver services that benefit our community.

## UN Sustainable Development Goals

The Strategy and annual action plans are influenced by the UN Sustainable Development Goals, which provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. The 2021–22 achievements and associated outcomes contribute to targets in 13 of the 17 goals via the delivery of topical workshops and talks, provision of targeted collections and information, access to welcoming, inclusive and free community spaces and technology, opportunities to learn, engage and connect, and through partnerships and initiatives.



## The year in numbers

The impacts of temporary library branch closures and changes to the way the community engage with and connect in public spaces is reflected in our 2021-22 statistics.

### Borrowing habits, collections access and loans

In the first half of the financial year, Melbourne experienced 90 days of lockdown, throughout which libraries closed our doors, offering digital resources, online events, online or phone support and, when permitted, a Click and Collect service for physical items. While many in the community valued Click and Collect, borrowing was not as high as when branches were open. However, when library branches did reopen in November as part of the 'vaccinated economy', only those under 16 years old and those over 16 years old with full vaccination status or a valid medical exemption were lawfully allowed to enter branches. The vaccinated economy ended in late April and, community engagement with our libraries began to increase in the final months of the financial year.

The good news is that more items were borrowed in the past year (840,574) than the previous year (717,007). However, this is still 29% below pre-pandemic total loans. It is clear the lockdowns and restrictions have impacted both the community's ability to access physical items and their borrowing habits, the latter affecting both physical and digital collections.

Not surprisingly, over the pandemic the borrowing of physical items has declined. In 2021-22 half as many physical items were borrowed than before the pandemic. However, with fewer days in lockdown and an improved Click and Collect service, the 542,076 physical loans are still greater than the previous year.

While access to digital items remained available during lockdown, digital loan

numbers also dipped during lockdown. It should be noted, that while the larger social impact of lockdowns is the likely cause of this decline, there are also those who rely on access to our in-branch computer services to access digital items. The total of 298,498 digital loans this year demonstrates a significant all over increase in borrowing of digital items. While not as extraordinary as last year's total, this year's figure is 70% higher than digital loans in pre-pandemic times (175,636 in 2018-19), which validates our refocus of spending on digital items to meet community needs.

In particular, this year has seen a significant increase in use of eAudiobooks with 109,690 loans, compared to last year's 97,027. Music streaming and downloads have also increased to 62,759 loans from 54,984 last year and 32,163 in 2018-19.

### Active library borrowers, branch and website visitors

On 4 November 2021, Darebin Libraries reopened after the longest lockdown of the year. Many restrictions remained, and new restrictions were introduced: full vaccination status was required by most to visit branches, and COVID Marshals were recruited to check vaccination status and to assist community to 'check-in' for contact tracing purposes.

While restrictions continued to impact who could fully engage with the library, a social wariness of public places became increasingly clear and can be seen through our Active Library Borrowers ratio of 10.90%, decreasing from 12.30% in 2021-22, and from 15.60% in pre-pandemic times (2018-19).\* These effects are also apparent in our branch visitation

numbers with 244,156 visits this year, down from 261,130 last year and 626,599 in pre-pandemic times. The number of new members dropped significantly during closures. To address this decrease in participation, Libraries have refocused marketing efforts and are participating in the Public Libraries Victoria *#ReturnYourself to the Library*, which will continue to expand in 2022-23.

To support communities at risk of exclusion during the 'vaccinated economy phase', libraries offered valuable vaccination evidence digital support stations, which were promoted at vaccination clinics and other Council services in Darebin. To provide access to physical collections to those who were not vaccinated or were not comfortable entering occupied spaces, Click and Collect continued. And while face-to-face programming was gradually reintroduced with COVID-Safe plans, some online programs continued to support those who wanted or needed to remain at home.

## Events and Programs

Darebin Libraries offered 223 online events and 163 face-to-face events in 2021-22. This total of 386 events, was slightly higher than the 339 offered in the previous year, and 43% less than the 680 offered in 2018-19.

Face-to-face events remained challenging due to attendance caps, lockdowns and uncertainty impacting planning. We made significant changes to our online events model. In the previous year, online events were typically pre-recorded and distributed through our Facebook channel, remaining available all year and therefore viewed multiple times, some with an extraordinarily high number of views. This drove our high attendee figures over the previous year (98,266). In response to community feedback, particularly regarding our early years programming, we changed our online events to interactive programming. This

approach offers deeper, more personalised engagement, with increased outcomes in areas such as literacy and social connection, however as these are 'live' online events, attendance figures are smaller. In 2021-22, there were 2,874 attendees at face-to-face events and 7,457 attendees at online events, totaling 10,321 attendees.

## Technology usage

Changing restrictions meant library branches were opened for slightly more days in 2021-22, than in 2020-21, and therefore, access to library technology increased, with 22,496 wifi sessions, compared with 12,260 last year, both down from 64,119 in 2018-19. PC sessions rose to 15,076, from 12,173 last year, but still well below 75,506 in pre-pandemic times.

The introduction of laptop device kiosks upon our reopening in November have been embraced by community members, seeing device loans more than triple from 437 last year, to 1,453 this year, demonstrating this initiative has addressed a community need.

## Continuing impacts of COVID

The 'vaccinated economy phase' also marked the beginning of the 'living with COVID' phase, as the virus circulated within the community. This shift has seen nationwide impacts on workforces with a rise in retirements and career changes, which the Libraries also experienced.

Throughout the pandemic, the team's commitment to COVID safety has been exemplary, and while we are confident these practices have resulted in no workplace transmission of the virus, our team members have been impacted by illness, compromising our ability to deliver on our action plan. Despite this, the achievements listed in the following pages are considerable within the context of another challenging year.

\*This Local Government Performance Reporting Framework (LGPRF) measure calculates the percentage of the municipal population that have borrowed a library collection item (book or other defined resource) each year for the past three years. (This measure excludes event attendees and usage of free technology services such as computers and wifi).

# GOAL 1: EQUITY OF ACCESS

We will provide services, resources and facilities that enable all community members to access our libraries.

## Collections that meet the needs of the Darebin community

Consult with our community to better understand their evolving needs and preferred collection formats

- ✓ Collection items purchased based on feedback and loans analysis to reflect the diverse needs of the Darebin community
- ✓ Consulted with Hindi community representative for guidance on shaping collection profile and future engagement with Hindi community
- Prepared collection survey to better understand our community's information and format needs. *Survey rollout deferred to 2022-23 due to impacts of COVID*

## Increase the number of community languages in our collections

- ✓ Added 900 eBooks and eAudiobooks in Arabic, Chinese, French, German, Hindi, Italian, Japanese and Spanish to our digital collection
- ✓ Hindi items purchased to meet Hindi collection profile following consultation
- ✓ Expanded Spanish and Macedonian collections (new in 2020-21) following community consultation

## Balance the transition from physical to digital collections in line with community use and need, responding to the evolving COVID impacts

- ✓ Premiers' Reading Challenge funding allocated to digital titles
- ✓ Introduced a monthly digital bookclub
- ✓ Continued to promote digital collections resulting in increased awareness and usage

## Increased library access

### Review library fines and charges to reduce barriers to use

- ✓ After consideration in the 2021-22 budget deliberations, fines were reinstated on 1 July 2021. To support community members to remain engaged with libraries:
  - members could continue to borrow items regardless of outstanding fines
  - payment plans were encouraged to support those experiencing financial difficulty
  - book recovery activities paused
  - communications focused on how to avoid library fines
- ✓ After consideration in the 2022-23 budget deliberations, library fines remain
- ✓ **Please Note:** A Library Fines Amnesty was implemented in November 2022
- ✓ Extended existing loans and held reservations during COVID lockdowns

### Review library opening hours

- ✓ Implemented Sunday 1-5pm opening hours at Reservoir Community and Learning Centre
- ✓ Expanded Libraries After Dark to include Reservoir Library on Tuesday nights, and continued Preston Library on Thursday nights to 10pm

### Expand the reach of the home library service to include socially isolated groups

- ✓ Contactless home library service delivery ensured continued support of vulnerable community members during restrictions
- ✓ When deliveries were paused, staff called customers to maintain social connection
- ✓ Implemented promotional plan for home library service through new channels to engage groups at risk of exclusion
  - brochures printed and distributed in two additional community languages: Hindi and Spanish
  - promotion through partners, eNews and social media (in community language)

### Increased awareness of library services, especially by communities at risk of exclusion

#### Collaborate with our partners, community and other Darebin City Council departments to raise awareness of Darebin Libraries services, especially with communities at risk of exclusion

- ✓ Participated in Public Libraries Victoria's *Return Yourself to the Library* campaign including a [promotional video](#) focusing on diverse programming and inclusive events
- ✓ Collaborated with and presented to Council teams representing at risk groups to connect and promote library services
- ✓ Promoted Darebin Libraries to Spanish communities resulting in 1,378 loans
- Develop and implement engagement plans to promote Darebin Libraries to Hindi communities. *Deferred until 2022-23 due to impacts of COVID*
- ✓ Researched how to best communicate and engage with people with disabilities to increase their awareness, interest and use of Darebin Libraries services, resources, events and spaces, including:
  - partnered with Vision Australia to deliver online interactive programming for children of all ages for International Day for People with a Disability
  - redeveloped *Welcome to Darebin Libraries* brochure to be more accessible
  - created new website content in accessible language to improve readability and ease of access for all
  - refreshed accessibility website content
  - included captions on all new online videos
  - improved in-branch homepage user experience based on outcomes from Autism Friendly audit



- selected a body diverse model to represent the *Reservoir Now Open on Sundays* campaign
- promoted social stories and branch maps showing high and low sensory spaces
- ✓ Commenced research on how to best communicate and engage with Aboriginal and Torres Strait Islander communities to increase their awareness, interest and use of Darebin Libraries services, resources, events and spaces. Including:
  - established regular meetings with Aboriginal Partnerships Officer for ongoing guidance on engagement, promotion, programs and collections
  - partnered with an educator from Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation on children's programs
  - met with Dardi Munwurro to introduce Darebin Libraries and to understand needs



# GOAL 2: A THRIVING AND RESILIENT COMMUNITY

We will promote and support the wellbeing and resilience of our community through increased opportunities for lifelong learning and social connection.

.....

## Events that meet diverse community needs

Revise the Events Framework to increase the number of events that focus on the needs of communities at risk of exclusion and delivered in partnership with other Darebin City Council departments and community organisations and groups

- ✓ Revised the Events Framework to deliver online and face-to-face events
- ✓ Delivered online programs for young people
  - collaborated with Queer Gathering community at Bridge Darebin for Darebin's LGBTQIA+ Youth event in Transgender Awareness Week
  - delivered monthly writing workshops for young writers
  - partnered with Youth Services to deliver a range of programs designed specifically for young people
- ✓ Reestablished outreach and incursions with organisations and groups to promote libraries with focus on communities at risk of exclusion
  - connected with Your Community Health to provide resources and assistance to families with young children isolating with COVID
  - Storytimes held at East Preston Mosque in-person and online with Islamic Society of Victoria
  - delivered gender equity and respectful relationships online Storytimes in English, Arabic and Chinese for 16 Days of Activism in collaboration with Council departments and community organisations
  - rainbow families Storytime delivered to celebrate IDAHOBIT
  - established partnership with Croxton School, including the development of sensory Storytimes
- ✓ Implemented event feedback mechanisms for online programs, analyse feedback and build into future planning including introduction of email-based and child-friendly feedback surveys



### Increase the number of events delivered in community languages

- ✓ Delivered events in community languages including:
  - *Tales of last days in Anatolia* author talk with Terry Stavridis in Greek
  - Vietnamese bilingual Storytime
  - multisensory online AUSLAN Storytime in collaboration with Vision Australia
  - Lunar New Year Storytime in Chinese
  - Woi Wurrung Storytime for Reconciliation Week
  - Edward Caruso poetry reading in Italian
  - monthly Greek bilingual Storytimes
  - Greek poetry reading by Angela Costi with music by Irine Vela
  - wellbeing talks by Esther Xu in Mandarin
  - Spanish collections launched with music performances by Alejandro Florez and Alejandra Zilberberg
  - screening of Italian movie 'Pinocchio'

### Opportunities to participate in lifelong learning

#### Expand programs that foster lifelong learning, using digital delivery in response to COVID impacts

- ✓ Delivered 220 online events and programs, including:
  - weekly Storytimes and Rhyme Times
  - weekly Conversation Café
  - sessions on job seeking
  - regular craft activities
  - wellbeing sessions and programs focused on mental health and wellbeing
  - partnered with local organisations, such as the Merri Creek Management Committee to deliver Discovering the *Frogs of Darebin* webinar

#### Increase digital literacy support across a variety of online platforms and in partnership with community organisations

- ✓ Partnered on digital divide project with Equity and Diversity team and East Preston Community Centre
- ✓ Partnership with Juno Outreach Services to deliver one-on-one digital literacy support
- ✓ Delivered digital learning support, integrating eSmart principles, including:
  - phone and online digital literacy support during lockdown
  - Device Advice sessions
  - vaccination certificate support for participation in the vaccinated economy
- ✓ Delivered targeted digital literacy sessions on Darebin Libraries resources at Conversation Café
- ✓ Developed and implemented digital literacy training and support for staff:
  - vaccination certificate support training delivered to library and other Council staff to support participation in the vaccinated economy
- ✗ *Investigate and implement digital literacy for seniors using young people including at aged care facilities and through fostering partnerships with local organisations. Deferred due to impacts of COVID, in particular safety concerns regarding access to aged care facilities; is a future focus*



### Implement volunteering opportunities within the library

**x** *Deferred until 2022–23 due to impacts of COVID*

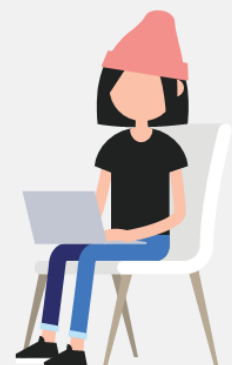
### Provide opportunities for communities to connect with Darebin's local history and culture

- ✓ Local music scene history talk and music delivered by Iain McIntyre and Teishan Aherne
- ✓ Collaboratively developed and implemented website resources, events and initiatives to celebrate and share information about Aboriginal and Torres Strait Islander culture and history, through consultation with Darebin's Aboriginal Partnerships Officer, Aboriginal and/or Torres Strait Islander colleagues and community partners. This included:
  - Deadly Reads list developed by an Aboriginal team member
  - online NAIDOC Week Storytime
  - online Yarning Circle event
  - conversation with Anita Heiss
  - Wurundjeri Story Trail event
- ✓ Commenced digitization of local history collection to increase digital access
- ✓ Developed a series of events to build customer skills in locating and using family and local history resources including CALD and Aboriginal and Torres Strait Islander communities:
  - Introduction to using DNA for family history research event
  - Arnold Zable Writing Workshop 'Writing a life'

### Consult local businesses to identify their learning and development needs and implement collections, events and programs to support them

**x** *Deferred until 2022–23 due to impacts of COVID*

- ✓ Partnered with Economic Development team to:
  - establish Jobs Advocate program at Preston, Northcote and Reservoir Libraries
  - participated in Mothers' Day Reservoir Precinct activation project with Storytime, craft and book giveaway
  - promoted Reservoir Library in *Reservoir Newsletter* distributed to local businesses



## Help the Darebin community meet the challenges of the climate emergency

### Collaboratively develop services, collections and programs to increase community understanding and knowledge to meet the challenges of the climate emergency

- ✓ Consulted and engaged with local schools and organisations on environmental issues in the community to encourage young people to take action:
  - delivered school holiday program with Darebin Creek and Merri Creek Management Committees and Sustainability and Bushland teams to educate children about local waterways and protecting local flora and fauna
  - partnered with Banyule Council to deliver Recycle it Right online school holiday program
  - Plant the Seed family Storytime
  - pollinators and bee friendly seed bombs school holiday program
- ✓ Collaborated across Council to provide support for the community to meet, learn about and respond to the climate emergency
  - added four Energy Efficiency Kits and two Thermal Cameras and translated instructions into Greek, Italian, Macedonian and Mandarin
  - participated in Jesuit Service and Darebin Council Building Climate Resilience in the Community workshop
  - provided lockdown access to the Seed Library at Northcote Library through Click and Collect

## Help the Darebin community meet the challenges of the COVID recovery

### Work with the Darebin Community and Business Recovery Taskforce and other Darebin City Council departments to implement services, collections and programs to help communities understand and meet the challenges of the COVID recovery

- ✓ Reimagined and delivered events responding to COVID, focusing on supporting the needs of communities at risk of exclusion
  - delivered online events focused on social connection
  - provided support to local families in quarantine with online Storytime and activities in collaboration with Emergency Management Team and Maternal and Child Health
  - launched Jobs Advocate Service to support with people reentering the work force
  - delivered employment sessions including *How to Navigate the Job Market*



## GOAL 3: WELCOMING SAFE SPACES

We will create welcoming, safe, flexible and inclusive physical and digital spaces.

### Enhanced welcoming, safe, flexible and inclusive spaces to meet diverse and changing community needs

- ✓ Fairfield Library reopened with improved accessibility to shelving, spaces for work, study and reading, an area for young people, and more natural light
- ✓ Evaluated and relocated physical collections using an equity lens to improve customer access, including:
  - Reservoir and Northcote Libraries furniture audited and rearranged for improved accessibility
  - Preston reference collection reduced to expand audiobook collection to meet community needs
  - Northcote reference collection reduced to provide a consultation space for job referral service
  - Preston junior fiction area improved with seating and increased browsing accessibility
- ✓ Implemented disability plan actions to improve services and infrastructure to all visitors, embedding accessibility approaches in our programming:
  - Participated in Disability Awareness Training and applied Accessibility in Public Libraries guidelines to layout of branches
  - Participated in Vision Australia training to support program development for children with diverse neural and physical needs

✗ *Implement communication boards for library customer service environment*

**See also:** Goal One – Increased awareness of library services, especially by communities at risk of exclusion

### Investigate the feasibility of new/refurbished libraries

- ✓ Participated in the feasibility study for a Preston Global Learning Hub
- ✓ Continued to explore a new location for the Northcote Library

### Work with communities to co-design spaces that are welcoming, safe, flexible, comfortable, inclusive and accessible for all

- ✗ *Deferred until 2022-23 due to impacts of responding to rapidly changing COVID restrictions*
- ✓ Incorporated feedback from strategy consultation to plan layout of Fairfield Library
- ✓ In response to feedback, implemented USB ports into Northcote Library study spaces and improved access to power at Reservoir Library

**Explore and implement ways to provide both quiet and collaborative spaces**

- ✘ *Trial zoned quiet and collaborative spaces at Preston Library. Deferred until 2022-23 due to impacts of COVID*
- ✓ Redesigned layout of Fairfield Library to consider quiet working areas and noisier areas

**Appropriate technology to safely meet changing needs**

**Upgrade the Darebin Libraries website**

- ✓ Launched the new Darebin Libraries website with revised content, layout, accessibility and information architecture to improve the user experience
- ✓ eResources catalogued to ensure visibility and searchability within library management system
- Migrated 900 Darebin Heritage articles to new platform. *Continuing in 2022-23*

**Upgrade the Darebin Libraries app**

- ✘ *Integrate self-serve functionality and community language translation into Darebin Libraries app and promote to the community. Deferred until 2022-23*
- ✓ How to use Darebin Libraries app included at customer sign-up
- ✓ Rewrote welcome brochure to promote and support app use

**Improve access to digital resources and use technology to support the delivery of services, responding to evolving COVID impacts**

- ✓ Upgraded existing library management system to support usability and access
- Implement device kiosk at Fairfield Library. *Deferred until 2022-23 due to impacts of COVID*
- ✘ *Implementation of digital library membership. Deferred until 2022-23*



# GOAL 4: RESPONSIVE SERVICES

We will continue to build Darebin Libraries' capacity to provide services to meet our community's needs.

## A community-led approach to the design and delivery of library services and resources

### Implement Darebin Community Engagement Strategy and Framework

→ Implement cross-Council stakeholder management approach to strengthen partnerships and develop new opportunities to engage with our community. *Commenced implementation, continuing in 2022-23*

### Identify, encourage and support opportunities for community-led initiatives in libraries

- Through community consultation and using a co-design approach, identify priorities for implementation from the *Aboriginal and Torres Strait Islander protocols for libraries, archives and information services* in alignment with Council guidelines and protocols. Ongoing:
  - Engaged with the launch of the Council Protocols and applied practices, with a focus on cultural safety
  - Established internal protocols for liaising with Aboriginal Partnerships Officer
  - Liaised across Council to improve approaches to targeted and identified recruitment
- ✓ Commenced Hearts and Minds youth mental health and wellbeing program in partnership with Youth Services, Yarra Libraries and Yarra Youth and Middle Years Services

## Continuously improving customer service

### Reinvent library service delivery and customer service models in response to evolving COVID impacts

- ✓ Contactless home library service deliveries
- ✓ Click and Collect services established with new functionality in Darebin Libraries App
- ✓ Reopened library branches (when restrictions allowed) with COVID-Safe plans
- ✓ Implemented COVID marshals to operate in vaccinated economy
- ✓ Provided ongoing proof of vaccination digital support



**Provide staff with customer service and engagement training and support their ongoing professional development**

- ✓ Delivered Click and Collect via Darebin Libraries App training
- ✓ Delivered COVID-safety training
- ✓ Delivered managing challenging situations refresher
- ✓ Commenced homeless protocol and assertive outreach training in partnership with MOSS
- ✓ Completed review of induction training and commenced implementation of changes

**Knowing our impact**


**Consult communities to identify how they are using libraries, what we are doing well and where we can improve**

- ✗ *Evaluate current data collection to ensure relevant and timely. Deferred until 2022-23 due to impacts of COVID*
- ✓ Developed evaluation impact KPIs to measure and record impact
- ✓ Delivered regular Strategy updates to celebrate and inform
- ✓ Participated in Victorian Public Library survey and census

**Libraries  
Change Lives**



**DAREBIN LIBRARIES**  
 266 Gower Street, Preston  
 PO Box 257, Preston, Vic 3072  
 T 1300 655 355  
 E [contact\\_us@darebin.vic.gov.au](mailto:contact_us@darebin.vic.gov.au)

 **National Relay Service**  
[relayservice.gov.au](http://relayservice.gov.au)  
 If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service

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**9.3 2022/23 Q2 PERFORMANCE REPORT (NON-FINANCIAL)  
ENDING 31 DECEMBER 2022**

**Author:** Corporate Reporting & Support Officer  
Corporate Reporting Officer  
Senior Governance Services Officer  
Wellbeing Policy Lead  
Financial Accountant  
Corporate Planning Officer  
Coordinator Corporate Strategy

**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

Council is required by the Local Government Act 2020 to prepare a Council Plan Action Plan containing the strategic objectives of Council, strategies for achieving those objectives, and indicators to monitor the achievements of those objectives.

The 2022/23 Quarter Two Council Plan Action Plan Progress Report (**Appendix A**) provides an overview of Council's performance in delivering the year two actions that will contribute to the completion of the four-year strategic actions in the Council Plan 2021-25. Also included in this report is a high-level progress update for the Capital Works program and a status update of Council resolutions.

Overall, the quarter two results indicate that the organisation is progressing well to achieve the majority of the year two actions, however some risk has been identified that may affect deliverability of the full 2022/23 Council Plan Action Plan. Quarter three will provide a clear picture of Council Plan Action Plan deliverability.

Annual budget for the 2022/23 Capital Works Program is approximately \$66.2M consisting of 30 programs of works (141 individual projects) and 18 stand-alone projects. As of 31 December 2022, 25 individual projects had reached practical completion, six had been discontinued and the remaining were in progress or were yet to commence.


For quarter two, 42 resolutions were made through Council and Planning Committee meetings, 18 (43%) have been completed and 24 (57%) are in progress. Due to the complexity of some of the resolutions, they may span multiple years and can be superseded or updated as the initiatives progress.

<b>Officer Recommendation</b>
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**That** Council notes the 2022-23 Q2 Performance Report 2022-23 including Council Plan Action Plan Progress Report at **Appendix A**.

**BACKGROUND / KEY INFORMATION**

The quarterly Council Plan Action Plan Progress Report provides an overview of Council's performance in delivering the year two actions that will contribute to the completion of the four-year strategic actions in the 2021-25 Council Plan.

Embedded into the Council Plan is the Municipal Public Health and Wellbeing Plan. This enables Council to meet its obligations under the Public Health and Wellbeing Act 2008 by outlining how we will protect, promote, and improve the public health and wellbeing of our community. Strategic actions that form the health and wellbeing component of the Council Plan are identified by a heart symbol . The 2022-23 Council Plan Action Plan has 122 health and wellbeing aligned actions, which is 60.4% of all year two actions.

### **Previous Council Resolution**

At its meeting held on 27 June 2022, Council resolved:

*'That Council:*

- (1) *Endorses the 2022/23 Council Plan Action Plan (incorporating the Municipal Health and Wellbeing Plan) , noting that:*
  - a) *It includes seven year one only strategic actions from 2021/22;*
  - b) *Two new strategic actions are included in as a part of 2021-25 Council Plan;*
  - c) *Six new actions are included from the consultation on the draft 2022/23 Budget, Hearing of Submissions on 26 May 2022 and further considerations;*
  - d) *Three strategic actions are deferred to the year three and year four of the 2021-25 Council Plan.*
- (2) *Any inclusions or deferral of the strategic actions for the financial year 2022/23 Council Plan Action Plan will be amended in the 2021-25 Council Plan.*

### **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

Strategic Direction 2: Prosperous, Liveable and Flourishing

Strategic Direction 3: Climate, Green and Sustainable

### **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 1: Vibrant, Respectful and Connected

Strategic Direction 2: Prosperous, Liveable and Flourishing

Strategic Direction 3: Climate, Green and Sustainable

Strategic Direction 4 Responsible, Transparent and Responsive

### **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

This report provides a holistic overview on all 2021-25 Council Plan and 2022-23 Council Plan Action Plan actions. It includes all Council Plan Strategic Objectives and Strategic Actions.



## DISCUSSION

### Non- financial Performance:

#### A) Q2 COUNCIL PLAN ACTION PLAN Performance Update

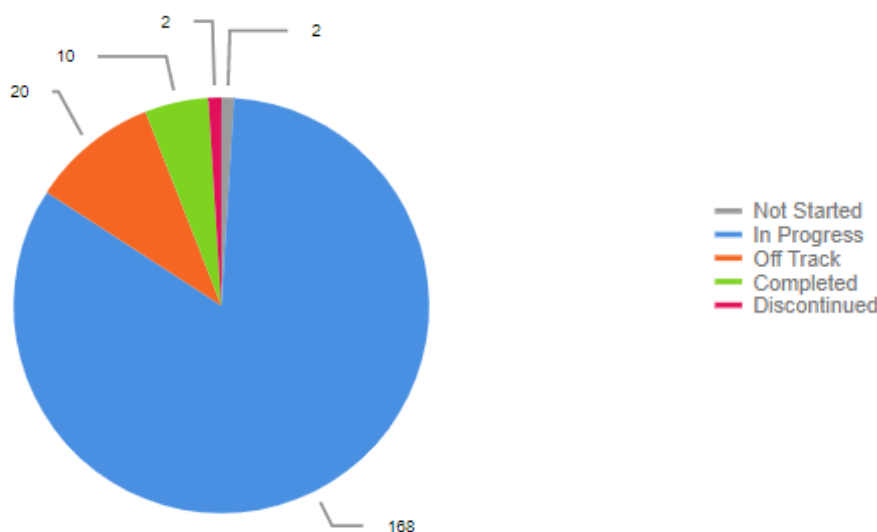
Underpinning the 2022/23 Council Plan Action Plan is 2041 Darebin Community Vision, 2021-25 Council Plan and the four strategic directions. For 2022/23 there are a total of 202 year two actions across the four strategic directions.

Overall, the quarter two results indicate that the organisation is progressing well to achieve the majority of the year two actions, however some risk has been identified that may affect deliverability of the full 2022/23 Council Plan Action Plan. Q3 will provide a clear picture of Council Plan Action Plan deliverability.

As of the end of the second quarter, 31 December 2022, 5% (10 actions) were completed, 83% (168 actions) were in progress, 1% (2 actions) had not started, 10% (20 actions) were off track and 1% (2 actions) have been discontinued.

It is important to note that the 2022/23 Council Plan Action Plan is a year-long plan, and each action will have its own start and finish date within that year. Most actions will take the full 12 months to complete.

**Figure one: Q2 yearly action progress for 2022/23 Council Plan Action Plan**



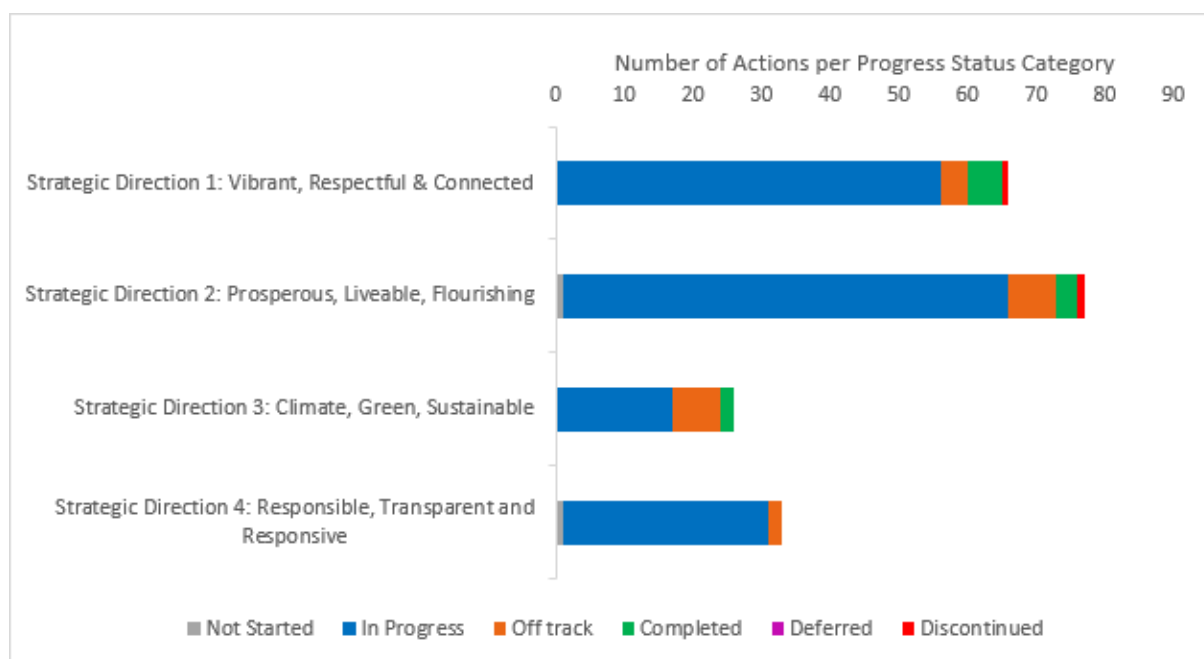
The actions which were completed in quarter two are:

- With neighbourhood houses, design an approach to provide funding and in-kind support in line with the partnership agreements. This will help community by providing support to the neighbourhood houses and bringing diverse people together.
- Deliver at least one project to increase community volunteering in East Preston and East Reservoir, with a focus on supporting positive mental health. This will help community by strengthening community connection and skill development for the community members.
- Deliver two projects that support mental wellbeing and address social isolation. This will help community to address the loneliness and supporting the social connections and positive mental health.

- Deliver the Schools' NAIDOC Yarning Conference. This will educate the diverse Darebin community about the culture and history of Aboriginal and Torres Strait Islander people.
- Finalise the supply contract for Solar Saver. This will help community by providing solar installation and energy efficiency for vulnerable households.
- Complete construction of the new Intercultural Centre. This will help community by the construction of the new Intercultural Centre, which is complete now and will open for community in early 2023.

The one discontinued action in quarter two is (2-18) Develop an implementation plan for the Community Safety Framework. This action has been merged into one action as per the decision taken in the Council Meeting held on 28/11/2022.

**Figure two: Break down the status of all actions by strategic direction**

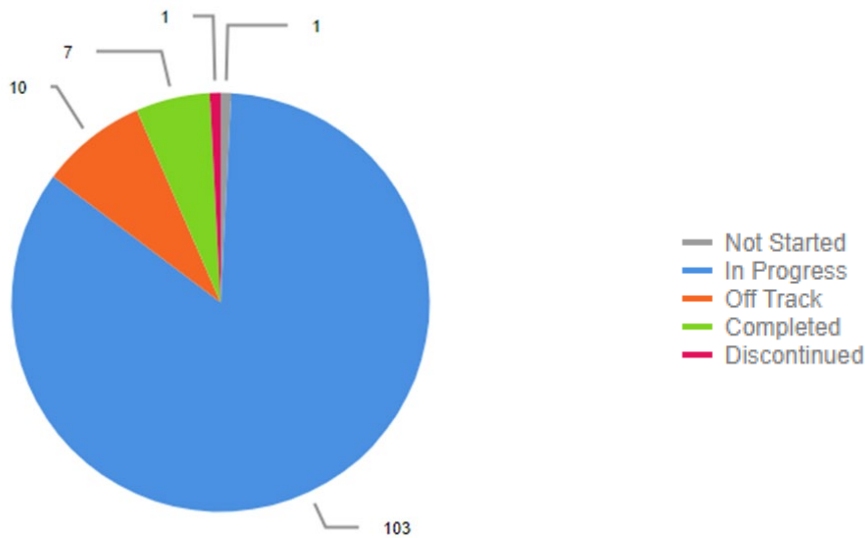


**B) Q2 2022-23 Health and Wellbeing Actions**

Council's Municipal Public Health and Wellbeing Plan (MHPWP) is integrated in the 2021-2025 Council Plan. This enables Council to protect, promote and improve the public health and wellbeing of our community through Built, Social, Economic and Natural Environments. There are 122 Health and Wellbeing actions in Year 2 Council Action Plan. Implementation of six (6) actions has been completed. Key highlights this quarter include:

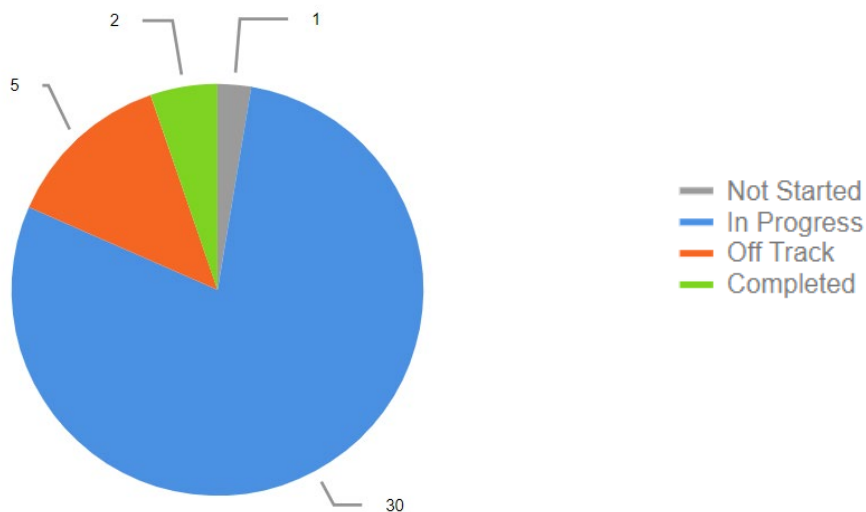
- Approximately 300 community members received information from Cancer Council on bowel cancer screening via the East Preston Community Centre newsletter.
- The 'Together Project' volunteers organised an event called 'Belonging' which brought together community at Greenbelt Reserve. Event attendance of 200 people enjoyed festivities which has contributed to the social and emotional wellbeing of the East Preston and East Reservoir neighbourhoods.
- Youth Services delivered Teen Mental Health First Aid Training at William Ruthven Secondary college during Term 4 to approximately 120 year 10 students
- Council together with the other six Councils in Melbourne's north launched the Northern Council's Alliance (NCA) 2022-2023 Advocacy Priorities document that calls for an increased focus on mental health prevention across our region. In this document the NCA calls for the State government to provide funding and services to improve and support mental health and wellbeing. This can be achieved by funding local government to engage in mental wellbeing activities, committing to local government representation on key governance structures and in planning processes relating to promotion and prevention, better recognition and funding for the promotion and prevention work already occurring in local government, resourcing local government to strengthen data collection and research evidence, and improving the availability of local mental healthcare services.
- The morning Health Kiosk continued to operate from the East Preston Community Centre (EPCC) with regular attendances of 5-10 people. The Kiosk, which is delivered in partnership with La Trobe University, provides opportunity for local residents are able to receive blood pressure checks and receive referrals to community health organisations. Leveraging from the Health Kiosk, EPCC have included health discussions alongside activities such as art, cooking, and BINGO to encourage and promote social connection.
- Council has funded Jika Jika Community Centre to implement a project that aims to:
  - Reduce the stigma associated with talking about loneliness
  - Reducing loneliness among participants
  - Developing a local plan to address loneliness.
- Council has funded Reservoir Neighbourhood House to implement a project that engages residents who are experiencing mental health issues, family violence, abuse, addiction and/or financial disadvantage from surrounding public housing estates. The project aims to:
  - Increase connections to services and support between residents of public housing estates in East Reservoir
  - Increase knowledge and information regarding local services including the Neighbourhood House
  - Increase social connections with neighbours and others in the neighbourhood, building positive engagement activities.
  - Increase engagement in the planning and implementation of community driven festivals, events and activities.
- The Keep Cool Summer 22/23 campaign was delivered, supporting residents to stay safe on high heat days. A map of cool refuges has been updated based on community feedback and distributed for the 22/23 summer.

Figure three: Progress status of Health & Wellbeing actions



C) 10 Big Actions

Figure Four: Q2 status of actions contributing to the 10 Big Actions



There are total of thirty-eight year two actions that contribute to the achievement of the 10 Big Actions. Out of which thirty are 'In Progress', five are 'Off-Track', two are 'Completed' and one 'Not Started'.

Refer to **Appendix A** for more information.

**Strategic Direction 1: Vibrant, Respectful and Connected**

Strategic direction one is focused on the community and its people. The priority and four-year objectives are centred on improving the lives of the community by celebrating diversity, supporting empowerment, connecting to and preserving local history and providing vibrant and dynamic spaces, amenities and events for all. This strategic direction has eight strategic objectives spanning across four years with 66 actions to be delivered throughout 2022/23.

**Figure Five: Q2 progress update on year two actions for Strategic Direction 1**

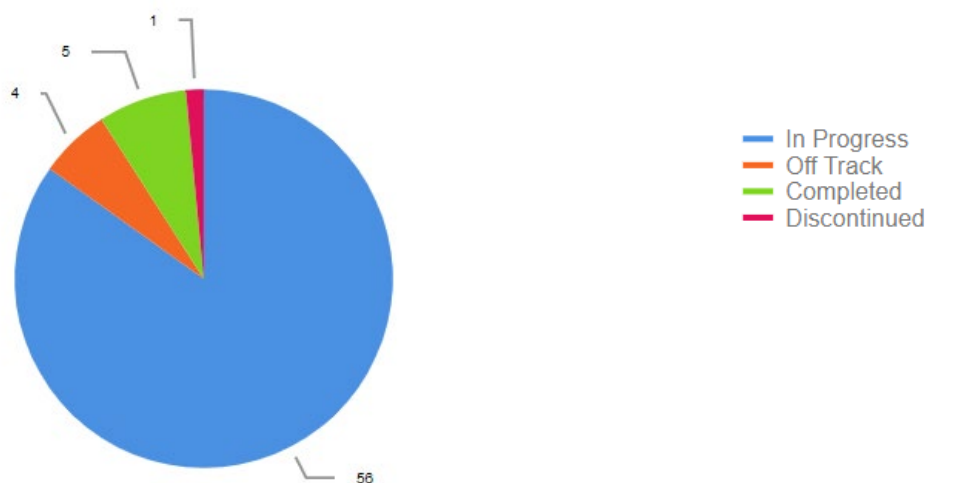


Figure five illustrates that 85% (56) of the year two actions connected to strategic direction one is 'In Progress'. 8% (5) is 'Completed', 6% (4) is 'Off-Track' and 1% (1) action is 'Discontinued'.

**Strategic Direction 2: Prosperous, Liveable and Flourishing**

Strategic direction two is focused on creating infrastructure and spaces for the community to feel safe, respected and welcomed as well as to develop partnerships to support local businesses and community to drive growth and economic sustainability. This strategic direction has 11 strategic objectives, spanning across the four years with 77 actions to be delivered throughout 2022/23.

**Figure Six: Q2 progress update on year two actions for Strategic Direction 2**

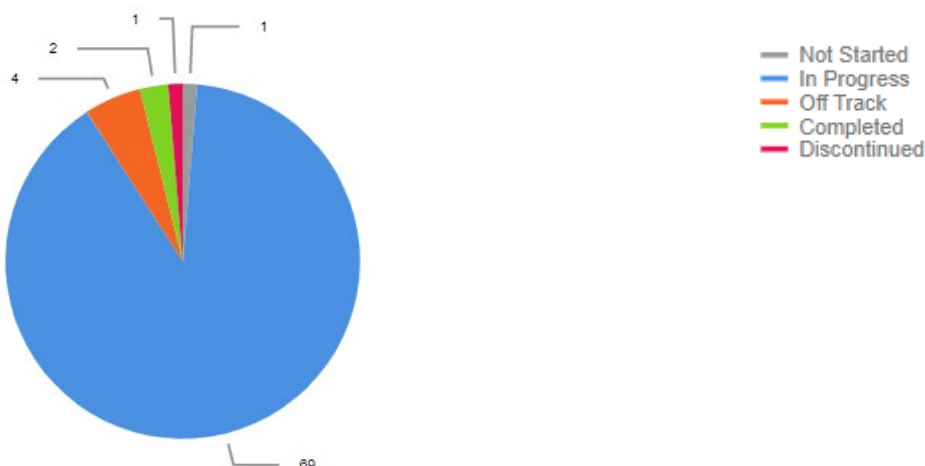


Figure six illustrates that 90% (69) of the year two actions connected to strategic direction two is 'In Progress'. 3% (2) is 'Completed', 5% (4) is 'Off-Track', 1% (1) is 'Not Started' and 1% (1) action is 'Discontinued'.

**Strategic Direction 3: Climate, Green and Sustainable**

Strategic Direction three is focused on building and ensuring the community and Council owned infrastructure is resilient to climate change, increasing canopy cover over Council managed land, improving water quality and biodiversity across Darebin, improving air and water by reducing carbon emissions through renewable energy, and reusing waste to stimulate a local circular economy. This strategic direction has five strategic objectives spanning across four years with 26 actions to be delivered throughout 2022/23.

**Figure Seven: Q2 progress update on year two actions for Strategic Direction 3**

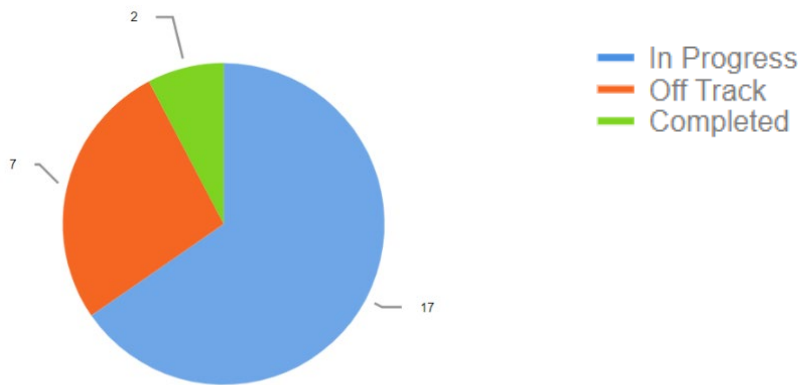


Figure seven illustrates that 65% (17) of the year two actions connected to strategic direction two is 'In Progress'. 8% (2) is 'Completed' and 27% (7) is 'Off-Track'.

**Strategic Direction 4: Responsible, Transparent and Responsive**

Strategic direction four is focused on transparent and accountable decision making, ensuring that the organisation is financially responsible, managing resources effectively to ensure our current and future services meet the needs of our community, as well as planning and supporting our community through change. This strategic direction has five strategic objectives, spanning across four years with 33 actions to delivered throughout 2022/23.

**Figure Eight: Q2 progress update on year two actions for Strategic Direction 4**

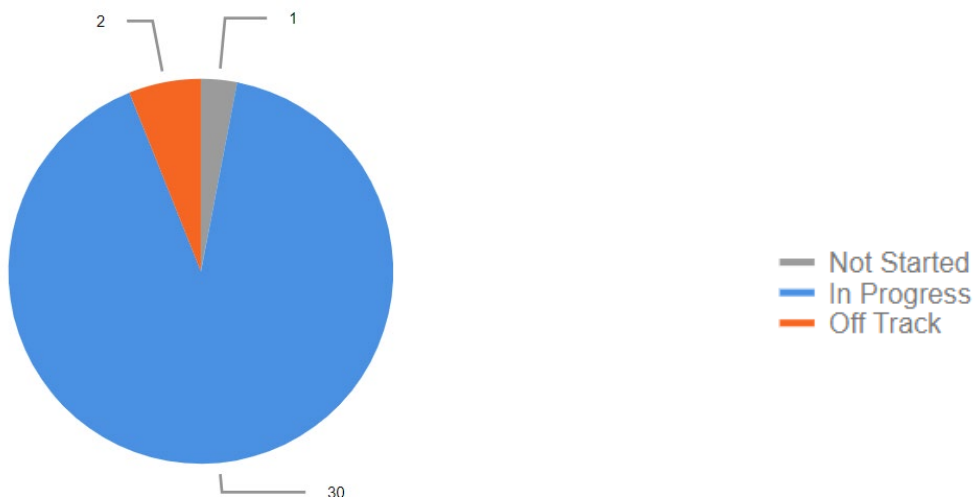
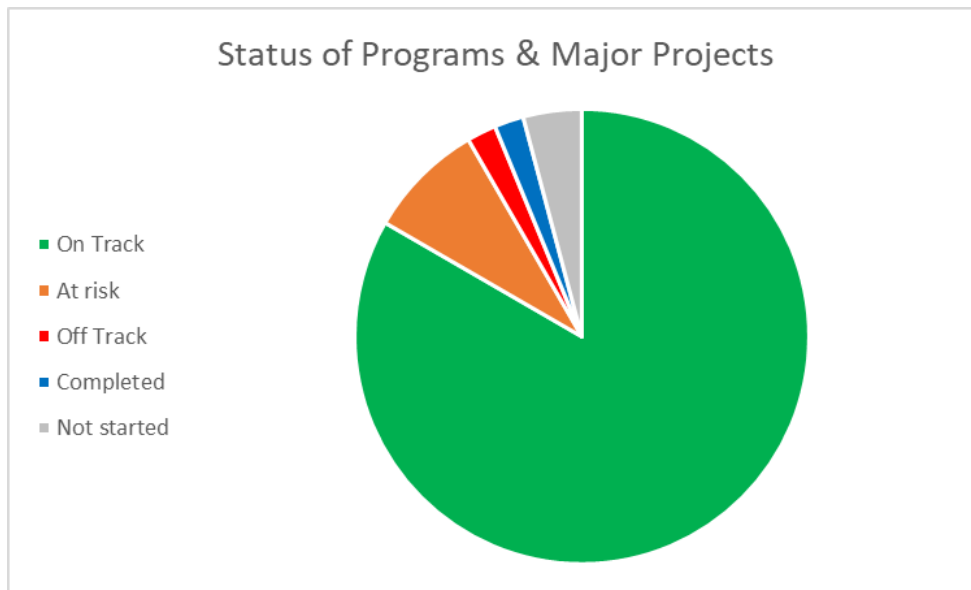


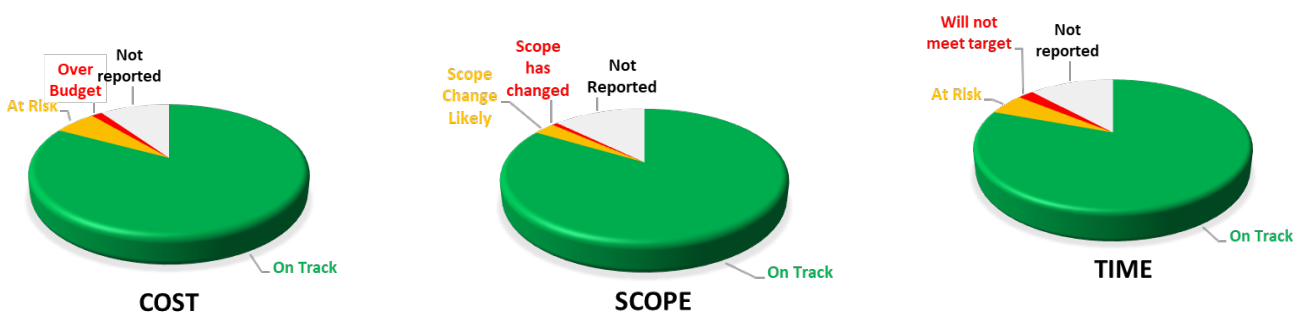
Figure eight illustrates that 91% (30) of the year two actions connected to strategic direction two is 'In Progress'. 6% (2) is 'Off-Track' and 3% (1) is 'Not Started'.

**D) Capital Project Performance**

Annual budget for the 2022/23 Capital Works Program is approximately \$66.2M consisting of 30 programs of works (141 individual projects) and 18 stand-alone projects. As of 31 December 2022, 25 individual projects had reached practical completion, six had been discontinued and the remaining were in progress or were yet to commence. The following graph shows the overall status of the portfolio programs and major projects as of 31 December 2022, with the majority of programs on track.



The following graphs illustrate the cost, scope and time statuses of all the individual projects, as reported by project managers at the end of Q2:



Refer to Appendix B for more information

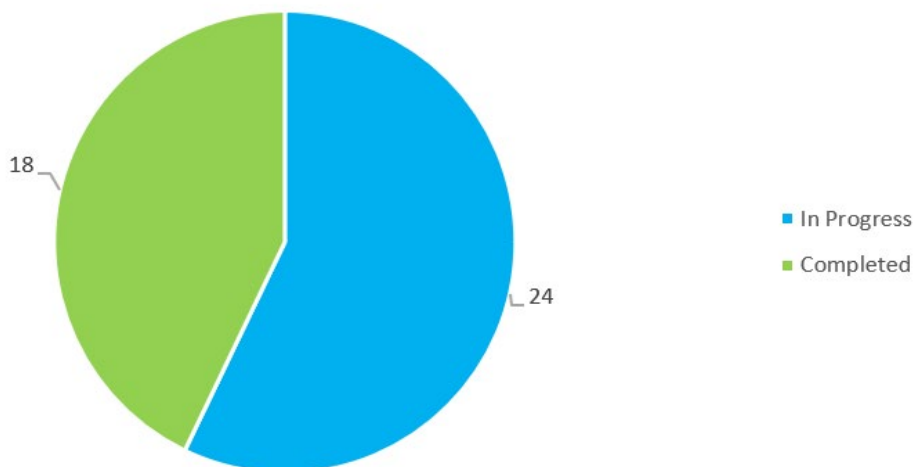
**E) Council Resolution update**

For Q2, 42 resolutions were made through Council and Planning Committee meetings, 18 (43%) have been completed and 24 (57%) are in progress. Due to the complexity of some of the resolutions, they may span multiple years and can be superseded or updated as the initiatives progress.

In comparison to Q1, Q2 has increased by six additional Council Resolutions. The table below provides a comparison table:

Quarter	In Progress	Completed	Total
Q1 (July – Sept 2022)	12 (33%)	24 (67%)	36
Q2 (Oct – Dec 2022)	24 (57%)	18 (43%)	42

**Figure Nine: Progress status of Council Resolutions**



**CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

**Financial Management**

The Q2 Finance Report will be presented to Council in March 2023.

**Community Engagement**

The preparation of the 2022/23 Quarter 2 Council Plan Action Plan Performance Report was supported by and involved detailed discussions with all senior leaders, project managers and relevant responsible officers.

**Overarching Governance Principles and Supporting Principles**

- (i) the transparency of Council decisions, actions and information is to be ensured.
- (g) the ongoing financial viability of the Council is to be ensured;

**Public Transparency Principles**

- (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;



**Strategic Planning Principles**

- (e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;

**Service Performance Principles**

- (d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

No Environmental Sustainability Considerations for 2022/23 Q2 Performance Report.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The 2022/23 Council Plan Action Plan applies a number of Equity, Inclusion, Wellbeing and Human Rights Considerations.

**Economic Development and Cultural Considerations**

The 2022/23 Council Plan Action Plan applies a number of Economic Development and Cultural Considerations.

**Operational Impacts**

Operational impacts are considered in delivering the Q2 Performance Report and 2022/23 Annual Budget.

**Legal and Risk Implications**

There are no known legal and / or risk implications from this report.

The reporting of Q2 financial results fulfils Council's legislative obligations in accordance with the principles of the *Local Government Act 2020* and its accountability to the community.

**IMPLEMENTATION ACTIONS**

2022/23 Council Plan Action Plan Progress Report will be accessible to the community via the Darebin website, and social media.

**RELATED DOCUMENTS**

- 2041 Darebin Community Vision
- 2021-25 Council Plan (incorporating Municipal Health and Wellbeing Plan)
- 2022/23 Council Plan Action Plan
- 2022/23 Annual Budget
- Financial Plan 2021 to 2031
- Local Government Act 2020
- Social and Sustainability Procurement Policy December 2021
- 10-year Capital Works Plan 2020/21 – 2029/30

**Attachments**

- Q2 Council Plan Action Plan Performance Report (**Appendix A**)

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# COUNCIL PLAN ACTION PLAN 2022-2023

PROGRESS REPORT Q2



the place  
to live



# INTRODUCTION

## Welcome

Guiding the way Council delivers its services and plans for the future is the 2021–25 Council Plan. This plan was developed following the most recent election and outlines the objectives and aims of Council over its four-year term. Development of the plan included significant community consultation at community forums and social media.

Council has committed to four directions that will guide our actions and resources over the next four years:

1. Vibrant, Respectful and Connected – making sure our community is one where all our people are valued, and no one is left behind
2. Prosperous, Liveable and Flourishing – building on Darebin’s strengths in relation to business, services and industry, and creating a city where all services and facilities to support a balanced, healthy life are easily accessible to our residents
3. Climate, Green and Sustainable – ensuring Darebin is a leader in responding to the climate emergency, and our natural environment is protected and enhanced
4. Responsible, Transparent and Responsive – recognising we are here to serve our community, in all its diversity, and that we govern transparently and accountably.

For more detail on the Council Plan, go to [www.darebin.vic.gov.au/About-Council/Council-structure-and-performance/Council-plan](http://www.darebin.vic.gov.au/About-Council/Council-structure-and-performance/Council-plan)

Supporting the Council Plan is an annual Action Plan which sets out our work for the financial year to ensure that the objectives of the Council Plan are implemented.

We invite you to read on to see what we’ve done to implement the Council Plan in the second quarter of the 2022-23 financial year.

# INTRODUCTION

## How to Read This Report

This document outlines our progress in completing the Council Plan Action Plan 2022-23.

There are four sections to this report:

The first section provides an overview of the 10 Big Action themes, specific links to the individual actions and an aggregated percentage of the progress completed to achieve the big action theme.

Section two provides the quarter two action commentary and progress status for the 202 actions from the 2022-23 Council Plan Action Plan. The actions are arranged by Council Plan strategic direction/objective and have commentary that outlines the progress against that action as of 31 December 2022.

Section three is the Capital Works Portfolio Status Report for Quarter Two which provides the status and progress of all programs and major projects.

Section four is the status of Council Resolutions report which provides a summary of the organisation's progress in implementing Council's decisions from the 2022-23 financial year.

## Darebin at a Glance

The City of Darebin is located between five and fifteen kilometres north of Melbourne's central business district.

It has been home to the Wurundjeri people for many thousands of years.

Our city covers 53 square kilometres of land stretching from the inner northern suburbs of Northcote and Fairfield to Reservoir and Bundoora.

In 2022, our city's population was 177,314 people, and this is expected to increase to 230,118 by 2041.

We are home to one of Victoria's largest and most diverse communities in the realms of culture, language, religion, socioeconomic background, employment status, occupation and housing need. In 2021, 46,688 of our residents were born overseas; 18 per cent had arrived in Australia in the five years prior.

We have a diverse mix of properties – with 68,081 residential properties, 4,661 business properties and 531 mixed-use properties. Our largest industries are education and training, retail, manufacturing, health care and social assistance.

As a Council, we are responsible for a large part of our city's infrastructure and natural habitat. We own, manage or maintain 333 buildings, 930 hectares of open space (including parks and gardens), 509 km of roads, 30 km of shared paths, 1,035 km of footpaths, 13 road bridges, 52-foot bridges, 614 km of stormwater drains, 23,370 stormwater pits, and 30 gross pollutant traps (structures that trap solid waste such as litter).

While our city's social and economic prosperity is changing, with more of our residents earning higher incomes, we still have many of our residents experiencing disadvantage.

The Socio-Economic Index for Areas (SEIFA) score ranks areas based on indicators that contribute to disadvantage (including unemployment and income). In 2016, Darebin's SEIFA disadvantage score was 1,004, lower than Greater Melbourne at 1018, and Victoria at 1,010. This indicates Darebin is still relatively disadvantaged, compared to Greater Melbourne and Victoria.

In June 2022, our unemployment rate was 4.6 per cent. This is higher than Greater Melbourne (4.5 per cent), and significantly higher than Victoria overall (4.2 per cent).

## 10 BIG ACTIONS

Big Action Number	Council Plan Strategic Action Numbers	Big Action Description	Collective Action Progress Towards Year-One Goals:
BA1	2-11 2-26	<b>Build Infrastructure for the future</b> by developing Northcote Aquatic and Recreation Centre, redeveloping BT Connor Pavilion in Reservoir, and building Darebin Intercultural Centre in Preston.	<b>In progress (83%)</b> across two year-two actions out of which one action is completed
BA2	2-2 2-3 2-6	<b>Plan infrastructure for decades to come</b> by redeveloping Reservoir Leisure Centre, activating Edwardes Lake Boat House in Reservoir, building new kindergarten facilities, and undertaking a feasibility study for a Global Learning Hub in Preston.	<b>In progress (43%)</b> across six year-two actions out of which one action has not started yet.
BA3	2-16 3-1 3-2 3-19 3-24	<b>Continue to lead with our response to the climate emergency</b> by updating our Climate Emergency Plan to set out how to best achieve zero greenhouse gas emissions for Darebin by 2030, offering solar installations and energy retrofits to pensioners and vulnerable communities, delivering new business and community power purchase partnerships, supporting a shift to a circular economy and programs aimed to improve safety for people cycling, walking and wheeling, increasing active travel which will also reduce transport emissions.	<b>In progress (48%)</b> across 10 year-two actions out of which 3 actions are off-track and one action is completed
BA4	1-32	<b>Deepen our commitment to truth and justice for First Nations communities</b> in partnership with the Wurundjeri Woiwurrung Cultural Heritage Aboriginal Corporation and Aboriginal and Torres Strait islander peoples who live and work in Darebin.	<b>Off-Track (20%)</b> across one year-two actions
BA5	1-22 1-24 2-44 2-47	<b>Support vulnerable members of our community</b> by providing support with COVID-19 recovery, expanding our Homelessness Assertive Outreach program, and supporting community-led programs in East Reservoir and East Preston, to achieve greater physical and mental health, and wellbeing for all.	<b>In progress (53%)</b> across four year-two actions







## 10 BIG ACTIONS

Big Action Number	Council Plan Strategic Action Numbers	Big Action Description	Collective Action Progress Towards Year-One Goals:
BA6	2-59	<b>Champion local business and creative industries</b> by providing support with COVID-19 recovery, facilitating the establishment of a Darebin Chamber of Commerce, and improving the lighting and safety of our retail precincts and business activity centres.	<b>Off-Track</b> (30%) <i>across one year-two actions</i>
BA7	1-9 1-13 1-44	<b>Build a more inclusive community for all</b> by supporting Darebin's multicultural communities, reducing racism and discrimination, increasing access to our Council's services and sporting assets by groups who are under-represented, developing our Disability Action Plan, to improve access for all to our services and infrastructure, and achieving Rainbow Tick accreditation (best practice in LBTQIA+ inclusion) for our services and activities.	<b>In progress</b> (34%) <i>across five year-two actions</i>
BA8	2-37 4-18 4-19	<b>Improve the quality of development</b> and work to protect all that we love about Darebin by pursuing protections for Preston Market, conducting a Planning Scheme review informed by in-depth community consultation, and reviewing to amend our Parking Permit Policy.	<b>In progress</b> (57%) <i>across five year-two actions</i>
BA9	3-7	<b>Protect our natural environment and biodiversity</b> by significantly improving water quality in Edwardes Lake, increasing tree canopy coverage in our parks, residential areas and retail precincts, and enhancing understorey planting.	<b>In progress</b> (55%) <i>across one year-two actions</i>
BA10	1-19 2-6	<b>Expand our delivery of quality universal services</b> across the lifespan by providing more three-year old kindergarten places, continuing to deliver our flagship Age Friendly Darebin Project, expanding aged care direct services, and registering to become a home care package provider.	<b>In progress</b> (63%) <i>across seven year-two actions</i>

Council Plan

1.0: Vibrant, Respectful and Connected

1.1: We will develop partnerships with organisations from across our city, to value and include Aboriginal and Torres Strait Islander peoples and people from multicultural and diverse backgrounds









H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-1] Develop a partnership with Multicultural Arts Victoria to deliver artistic opportunities for Darebin's communities	Develop and deliver a Darebin Creative Licencee Programming Forum to support new creative collaborations with organisations in residence across our arts centres	Joint programming forums with Multicultural Arts Victoria (MAV) have continued this quarter. There are several collaborative projects in development for 2023. While Council has entered a formal partnership agreement with MAV, the licensee agreement is awaiting finalisation. Bi-monthly joint programming forums have commenced this quarter.		In Progress
	[1-2] Support and promote a significant increase in participation in Darebin's sports clubs, in particular, for Aboriginal and Torres Strait Islander peoples, women, girls, people of all abilities, and multicultural and diverse communities	Collect diversity of participation data from sports clubs and associations that access Council facilities, and collaborate with these users to increase participation of diverse groups	There were 11,708 participants in total for Winter 2022, Summer 2022-23 and Annual Sports Club Agreements. Addressing participant diversity: 519 are all abilities, 245 from Aboriginal and Torres Strait Islander backgrounds, and 3,424 are women and girls. Council are now focused on how best to collect multicultural background participant data.		In Progress
Apply an Equity Impact Assessment to all sporting infrastructure projects in the 2022/23 Capital Works Plan		Equity Impact Assessment completed for Outdoor Sports Infrastructure Framework Review and KP Hardiman Reserve Pavilion Design projects. An assessment will be completed for the John Hall Reserve Pavilion Design project.		In Progress	
Through the review of the Outdoor Sporting Infrastructure Framework, review sportsfield lighting priorities and apply a gender equity lens to support gender inclusive infrastructure priorities		The Outdoor Sports Infrastructure Framework Review progressed and will be considered by Council in 2023.		In Progress	

 Completed  Off track  Not Started  Discontinued  In Progress





H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Through the review of the 10 year Capital Works Program, undertake an equity impact assessment and review aligned to the 10 year Asset Plan, Gender Equality Action Plan, Outdoor Sporting Infrastructure Framework and Toward Equality Framework	A review of the Capital Works Plan is underway as part of the budgeting and planning process for 2023/24. A mid-year review of the current portfolio will take place in February 2023, after which a formal Equity Impact Assessment of the 10 year plan will be undertaken.		In Progress
		Investigate and prioritise short term actions available to address gender equity in outdoor sporting infrastructure changing facilities	The design process for both John Hall Pavilion and KP Hardiman Pavilion design are underway which focus on gender inclusion. The Outdoor Sports Infrastructure Framework review is focused on increasing the gender inclusion lens when determining the priority of sporting infrastructure works. Council is focused on rolling out the State Government's Fair Access Policy Roadmap which also supports this priority focus.		In Progress
	[1-3] Encourage and reward sporting and leisure groups/sporting teams that use Council's recreation spaces, by reducing user fees to those that demonstrate inclusion for Aboriginal and Torres Strait Island peoples, women, girls, people of all abilities, and multicultural and diverse communities	Implement a new Sports Club Performance Subsidy Program that incentivises and rewards club development and inclusion initiatives for Aboriginal and Torres Strait Islander peoples, women, girls, people of all abilities, multicultural and diverse communities	A review of existing program and current approaches has commenced. The recommendations from the review are expected to be presented to Council in 2022-23 for consideration.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-4] Develop a memorandum of understanding with Aboriginal Housing Victoria (AHV)	Implement the Memorandum of Understanding and associated action plan with Aboriginal Housing Victoria	The Memorandum of Understanding between Aboriginal Housing Victoria and Council was signed in November.at an official ceremony. The Action Plan continues to be implemented to increase Aboriginal Housing Victoria renters' wellbeing, participation and inclusion in Council services and programs. Work continues to be undertaken to explore ways to increase the availability of housing stock in Darebin for the Aboriginal community.		In Progress
	[1-5] Work with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation to progress “decolonising” Bundoora Park, including the farm and homestead	Implement and continue to identify initiatives to decolonise Bundoora Park, in partnership with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation	De-colonising initiatives at Bundoora Park continue to be delivered including utilising the advice from the Wurundjeri NARRUP Rangers who work alongside Council staff in the park management. A launch of the Bundoora Park Truth Telling displays is planned for early 2023. The development of the displays has been led by consultation with Traditional Owners.		In Progress
	[1-6] Develop partnerships with local Aboriginal community-controlled organisations to enhance our work towards mutual goals	Continue to work with, support and strengthen partnerships with local Aboriginal community-controlled organisations and local Aboriginal services.	Council continues to support and strengthen partnerships with Traditional Owners, local Aboriginal Community Controlled Organisations and Aboriginal services.		In Progress
	[1-7] Work with the Darebin Aboriginal Advisory Committee (DAAC), the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, and local Aboriginal organisations, to respond meaningfully and comprehensively to the six key requests of DAAC's Our Black Lives Matter statement to Council	Implement responses to the six key requests of Darebin Aboriginal Advisory Committee's Our Black Lives Matter statement to Council through the implementation of the Aboriginal Action Plan 2022-2025	The 'Our Black Lives Matter' Statement has been integrated into the draft Aboriginal Action Plan as key priorities. This approach has been endorsed by the Darebin Aboriginal Advisory Committee. The draft Aboriginal Action Plan is expected to commence community engagement in 2023.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-8] Partner with Bowel Cancer Screening, Cancer Council Victoria and local community organisations to increase awareness of bowel cancer and improve community understanding, including for Aboriginal and culturally and linguistically diverse communities, of the benefits of screening, with a particular focus on underrepresented groups undertaking bowel cancer screening	Identify local partners and support the delivery of two initiatives to increase awareness of bowel cancer with a particular focus on underrepresented groups undertaking bowel cancer screening, and improve community understanding of the benefits of screening	Approximately 300 community members received information on bowel cancer screening via the East Preston Community Centre newsletter. Community education sessions to increase awareness of bowel cancer are planned to be delivered in early 2023.		In Progress







 Completed 
  Off track 
  Not Started 
  Discontinued 
  In Progress

1.2: We will help to build an inclusive and empowered community, where social cohesion and community harmony are fostered

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-9] Develop the Disability Action Plan to improve access to services and infrastructure for our residents and visitors	Implement actions outlined in the 2021-2026 Disability Action Plan	New actions to improve access and inclusion will be compiled over the coming two quarters to create the Disability Action Plan 2023-2025. This action plan is an organisation-wide response to the community-led vision outlined in the Disability Access and Inclusion Plan 2021 - 2026.		In Progress
	[1-10] Develop programs to support international students living in Darebin	Develop a project plan to implement programs to support international students living or studying in Darebin	Further progress been made on the project plan including meeting with La Trobe University on 15 December to discuss programs to support international students in Darebin.		In Progress
	[1-11] Develop a program to support middle years students (later primary school, and early secondary school-aged) from Darebin schools to connect with each other, and take action on systemic racism issues together, to support student voices	Pilot and deliver a school program to support middle years students (later primary school, and early secondary school-aged) from Darebin schools to connect with each other, and act on systemic racism issues together, to support student voices.	Six schools have confirmed their interest in participating in the pilot program. Three models have been designed to trial with grade 6 students. Teaching resources including 'Racism No Way' and information from the Healing Foundation information have been provided to schools on request.		In Progress
	[1-12] Develop a Cultural Diversity Action Plan to significantly improve access to services and infrastructure for multicultural communities	Using audit data, draft a Cultural Diversity Action Plan, including an implementation plan to increase access of culturally and linguistically diverse communities to Council venues, and encourage participation in Council services.	The Cultural Diversity Action Plan for 2023-2025 is in development and planning phase. The audit data and mapping currently being undertaken will help inform the priority areas for the Plan. While the development of the new Plan has been delayed due to available resources, during 2022/23 Council has continued to deliver a range of services and implemented actions in the Council Plan to support access to services and infrastructure for multicultural communities.		Off Track

 Completed  Off track  Not Started  Discontinued  In Progress

1.3: We will embrace diversity and ensure everyone is included in our society, and no one is left behind - by combating discrimination, and championing equity, inclusivity and diversity





H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-13] Work towards the Rainbow Tick accreditation (best practice in LGBTQIA+ inclusion) for Council's services and activities	Implement the Rainbow Tick accreditation project plan and commence accreditation for services identified as pilot sites	As part of the accreditation process training of staff will occur in 2023 and a gaps/needs analysis for each of the pilot areas will occur. Work on developing policies to support the accreditation process continues.		In Progress
	[1-14] Offer co-working spaces at our arts centres in Darebin	Deliver licenced spaces, artist residences and flexible co-working spaces at our arts centres.	Council hosts three licencees in Arts Precincts venues providing co-working spaces and artist support. Nine new artist developments have been confirmed for 2023 supporting a number of local artists and companies to develop new works.		In Progress
	[1-15] Support social enterprises that wish to work in our city, and with our Council - one per year	Support the development of at least one social enterprise in Darebin	9 social enterprises received funding to deliver a project in 2022/ 2023. Work is underway to capture results in a short video. So far two have been completed with four more due for completion in December, the remainder to be completed in February 2023.		In Progress
	[1-16] Provide financial and in-kind support to neighbourhood houses that bring our diverse people together	With neighbourhood houses, design an approach to provide funding and in-kind support in line with the partnership agreements	All funding agreements with Neighbourhood Houses within the Darebin Network have been aligned to the Council Plan. Outcomes will be reported in relevant Council Plan actions.		Completed

 Completed  Off track  Not Started  Discontinued  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-17] Launch Council's new website, with improved access functionality for people from diverse communities	Introduce user accounts for households to provide full overview on service interactions with Council, with the benefit of translations and accessibility features.	Investigation has concluded that it is not possible to introduce accounts for households with current system capabilities. This action has been incorporated into the drafting of the IT Strategy.  Alternative action has been taken to improve functionality, accessibility and self service, aligned to the strategic action of the Council Plan. We have expanded self serve options for customers through a range of e-services as well as more than 50 online forms across all service areas. This action was discontinued in Q1 2022/23.		Discontinued
		Deliver improved functionality to enable end to end service delivery through the website for high volume service transactions	Following robust user testing of the site, we saw strong trend for self-service and easier-to-find actions. A review process was undertaken and a range of unnecessary information and pages were removed to help customers find the information they are seeking more easily. Language was simplified across the website and more than 100 action buttons were installed to link customers to forms and ePathway actions for payments and applications. High volume transactions such as bin repairs or missed bins were also automated as part of this project. This project was completed in Q1 2022/23, however the website will be continually reviewed to ensure optimum user experience.		Completed
	[1-18] Develop a Sexuality, Sex and Gender Diversity Action Plan to support the inclusion, rights and wellbeing of LGBTIQ+ communities and work to combat homophobia, biphobia and transphobia	Develop and commence implementation of a Sexuality, Sex and Gender Diversity Action Plan, to support the inclusion, rights and wellbeing of LGBTIQ+ communities and work to combat homophobia, biphobia and transphobia	Review of the previous action plan and a policy and procedure gaps analysis has commenced. The work to develop the action plan will continue through Q3. Next in the development phase of the action plan will be internal and external consultation.		In Progress

 Completed  Off track  Not Started  Discontinued  In Progress

1.4: We will increase social connection to reduce isolation and loneliness, and support positive mental health






H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-19] Deliver Age Friendly Darebin, expand aged care direct services, and register Council to become a home care package provider	Complete the registration process for Home Care Packages	Home Care Package Registration paperwork completed. Pending CEO licence and certificate of registration.		In Progress
		Complete project to ready Council services for the Support at Home Program	Home Care Package Registration paperwork completed - require CEO license and Registration Certificate. Continuing to participate in all Commonwealth gov, AACPA, MAV and Ministerial forums re the Reforms. A briefing of Council is currently being prepared for March.		In Progress
		Review and implement the Age Friendly Darebin Plan year three actions and develop the year four action plan	Year three review completed. Year four actions in line with plan.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress





H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-20] Facilitate and support volunteer opportunities with Council across our diverse communities, to strengthen community connection and skills development	Implement the Four Year Volunteer Program to facilitate an increase in connectedness of our diverse communities and to provide opportunities for participants to develop new skills	Visibility of VMAP and Volunteer Programs Officer role increasing. Voluntary workers insurance ongoing priority.  Activity this month: - Volunteering webpage restructure completed. - Placement of 3 new volunteers in the Toy Library. - Development of VMAP infographic. - Transition of Bundoora Park Farm volunteer information onto Better Impact. - Set up of FUSE Darebin sub-account on Better Impact and volunteer recruitment underway. - Draft volunteer incident reporting and injury management process flowchart. - Complete volunteer orientation module/ppt. - Develop infographic of VMAP as a tool to share.  Activity next month: - FUSE Darebin volunteer recruitment. - Toy Library volunteer recruitment. - Transition of Intercultural Centre and Gardens for Wildlife volunteer information onto Better Impact. - Volunteer orientation module.		In Progress
		Deliver at least one project to increase community volunteering in East Preston and East Reservoir, with a focus on supporting positive mental health	The 'Together Project' volunteers organised an event called 'Belonging' which brought together community at Greenbelt Reserve. Over 200 people attended the festival which contributed to the social and emotional wellbeing of the residents living in the East Preston and East Reservoir neighbourhoods.		Completed

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress











H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-21] Increase the access of culturally and linguistically diverse and diverse communities to Council venues, and encourage participation in Council services (where participation rates are low)	Implement Cultural Diversity Action Plan initiatives to increase access of culturally and linguistically diverse communities to Council venues and encourage participation in Council services	Nineteen Council Plan actions form the Cultural Diversity Action Plan for 2022/23. These include the collection of audit data and working with sporting groups. Achievements in this quarter include the participation from culturally diverse backgrounds in the 16 Days of Activism, the Yarning Conference and Belonging Festival.		Off Track
		Improve access to Darebin Library services by offering amnesty on fees for late items	The amnesty commenced in November 2022 following Council consideration and will be in place until June 2023. The amnesty is complemented by a Discover Something New campaign to showcase and engage the community with the breadth of services and resources offered at the library.		In Progress
	[1-22] Work in partnership to address the digital divide for public housing and high-risk accommodation residents, culturally and linguistically diverse communities and other excluded groups, including those impacted by COVID-19	Complete the assessment of the pilot Digital Divide Program in East Preston to inform the implementation of further programs that address the digital divide and increase inclusion	The revised Digital Divide Program has commenced with different methods of delivery to public housing residents in East Preston and East Reservoir of communities. The program will continue to be delivered throughout 2023.		In Progress


● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-23] Provide grants, and deliver and facilitate programs, services, and events that address loneliness, through supporting socialconnectedness and positive mental health	Deliver two projects that support mental wellbeing and address social isolation	<p>The Together Project Advisory group planned and facilitated the Community Festival of Belonging in November 2022. The whole process was community-led to address discrimination and celebrate our diversity as key factors to people's wellbeing. More than 200 residents from East Reservoir and East Preston participated in sharing each other's cultures through dance, music and conversation.</p> <p>The November Darebin Education Network provided schools the ongoing opportunity to discuss their priorities and collaboration opportunities for supporting mental health of students and families given additional resources from the Mental Health Fund.</p> <p>Teen Mental Health First Aid Training was delivered at William Ruthven Secondary College during Term 4 to approximately 120 year 10 students.</p>		Completed
	[1-24] Work with our sporting and recreation clubs to increase access and participation of people from culturally diverse and disadvantaged backgrounds	Develop Diversity Action Plan templates for Darebin's community sports clubs and collaborate on initiatives that promote inclusive sports club environments	<p>Council are supporting Somalia Week celebrations, specifically through support of a soccer tournament at BT Connor Reserve. This initiative contributed to a sense of community cohesion and togetherness to celebrate the cultural heritage of Somali people while fostering cross-cultural awareness, understanding, community unity and intercultural relationships.</p> <p>External Diversity Action Plan workshops with sports club are expected to commence in March 2023.</p>		In Progress

 Completed 
  Off track 
  Not Started 
  Discontinued 
  In Progress






H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-25] Increase the opening hours of Reservoir Library to include Sundays (to align with the opening hours of Northcote and Preston libraries)	Continue to deliver extended opening hours at Reservoir Library to include Sundays	Reservoir Library has continued to open from 1-5pm each Sunday with a slow and steady increase in attendance. Darebin Libraries are planning targeted events to raise awareness of Sunday opening hours in 2023.		In Progress
	[1-26] Provide the Libraries After Dark program at Reservoir and Preston libraries	Continue to deliver the Libraries After Dark program at Reservoir and Preston Libraries	Libraries After Dark participation numbers at both Preston and Reservoir Libraries began to recover from the pandemic impacts with programming increasing, including films, Makers Corner and author events. Attendance figures have not yet reached pre-pandemic levels.		In Progress
	[1-27] Provide sports grants to encourage increased participation of women, girls, people of all abilities, multicultural and Aboriginal and Torres Strait Islander peoples, in community sports	Deliver a sports grants program focused on supporting initiatives that increase inclusive participation and club development	Community Sports Grants totalling \$9,780 were awarded to the following six recipients: Kingsbury Bowls Club, Northern Volleyball Association & Heidelberg Volleyball Club; Melbourne Surge Water Polo Club; Cameron Cricket Club; Preston Bullants Amateur Football Club and Preston Bullants Junior Football Club. The next grant round will open in February and close in March. An improved engagement strategy has been developed, including information sessions to support stronger and more applications overall.		In Progress
	[1-28] Advocate to state and federal governments to increase investment in early intervention and tertiary mental health services	Deliver at least two advocacy initiatives to State and Federal Governments to increase investment in early intervention and tertiary mental health services, as aligned to Council's Advocacy Strategy	On Tuesday 18 October 2022, Darebin as part of the Northern Council's Alliance launched its 2022-2023 Advocacy Priorities. The priorities included an increased focus on mental health prevention across the region, and funding and services to improve and support mental health and wellbeing activities.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress




H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-29] Work with other organisations to provide health information to communities on health and wellbeing issues including alcohol and other drugs, gambling, mental health support, and family violence	Support the delivery of two initiatives that provide health information to communities	A regular Health Kiosk has been established at the East Preston Community Centre. Local residents are able to receive blood pressure checks and receive referrals to community health organisations. Information on Bowel Cancer has been provided to community members through Council newsletter. COVID-19 and Monkeypox vaccination information and clinics have also been promoted to the community.		In Progress
	[1-30] Work in partnership to deliver initiatives that reduce the stigma associated with mental ill-health, through awareness and education	Support the delivery of two initiatives that reduce the stigma associated with mental ill-health, through awareness and education	Council has funded Jika Jika Community Centre to deliver a project to reduce the stigma associated with loneliness and reducing loneliness. Council has funded Reservoir Neighbourhood House to deliver a project that engages residents who are experiencing mental health issues, family violence, abuse, addiction and/or financial disadvantage from surrounding public housing estates.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

1.5: We will prioritise and respect the voices and aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin

H&W	Strategic Action	Action	Comments	Status	Status Explanation
♥	[1-31] In consultation with the Darebin Aboriginal Advisory Committee, continue to implement and expand our Aboriginal Employment Strategy and Aboriginal Action Plan	Work with the Darebin Aboriginal Advisory Committee to finalise and commence implementation of a new Aboriginal Action Plan	A draft Aboriginal Action Plan has been developed with the Darebin Aboriginal Advisory Committee. Internal consultation is occurring on the draft. It is expected to be ready for community engagement in 2023.		In Progress
		Work with the Darebin Aboriginal Advisory Committee to identify new opportunities to support pathways to employment and retention for Aboriginal and Torres Strait Islander peoples	A First Nations Jobs Fair was held on 5 October hosted by Darebin, Banyule and Whittlesea Councils.		In Progress
♥	[1-32] Develop a partnership with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation to support the delivery of mutual goals	Jointly design and implement a respectful partnership agreement with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation	Council continues to undertake preparatory work for the development of a respectful partnership agreement with Traditional Owners. A meeting on Country with Elders will be scheduled in 2023. This is an action that will take place over the life of the Council Plan.		Off Track
♥	[1-33] Through the establishment of our Darebin Nature Plan, begin discussions with Traditional Owners to understand the feasibility and resources required for Council to hand back land and responsibility for land management	Continue to develop a relationship with Narrap to understand feasibility and resources required for joint land management	Partnership with Narrap is ongoing - Working on Country is continuing alongside Council's Bushland Management staff. Opportunities are being explored, and are subject to Narrap's availability of resources, to support Narrap to build its capacity to undertake additional works on Country into the future		In Progress
♥	[1-34] Deliver initiatives that support truth telling, and provide opportunities for culturally diverse communities, and our broader Darebin community, to learn about Aboriginal and Torres Strait Islander culture and history	Deliver initiatives to support truth telling and provide communities opportunity to listen, learn and understand Aboriginal and Torres Strait Islander culture and history, including the annual Ganbu Guilin One Mob event	More than 430 Grade 5 students from a number of schools attended the fifth Darebin Schools NAIDOC Yarning Conference in October. The conference and the pre-learning provide primary school students the opportunity to learn about First Nations culture and history, directly from local Elders and First Nations organisations.		In Progress

 Completed  Off track  Not Started  Discontinued  In Progress




H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Deliver the Schools' NAIDOC Yarning Conference	Over 430 Year 5 students from a number of Darebin primary schools participated in the fifth Darebin Schools' NAIDOC Yarning Conference. Over 25 Aboriginal cultural educators led the teaching and learning. Partnerships continue to strengthen with the Clothing the Gaps, Yoorrook Justice Commission, Wurundjeri Woi-wurrung Cultural educator Mandy Nicholson, Djirri Djirri Dance, NARRAP, The Long Walk, 3KND and Reconciliation Victoria for this program. This is key way Council is supporting schools to embed teaching of history, culture and truth-telling in curriculum. Council has developed videos that focuses on the voices of the students themselves about the theme Get UP! Stand UP! Show UP!		Completed
		Through the review of Council's Road and Place Naming Policy, incorporate naming priorities that reflect Wurundjeri Woi-wurrung language of the Traditional Owners and the cultural heritage and diversity of Darebin's migrant communities	The Place and Road Naming Policy has been endorsed by Council to proceed to community consultation		In Progress
		Explore the potential for renaming places to align with Council's priorities following the adoption of the revised Road and Place Naming Policy	Road and Place naming policy was endorsed by Council in December 2022. The Community Engagement process will commence in February 2023. A proposal is being developed to bank a number of appropriate names and have them applied on a case-by-case basis (if deemed appropriate)		In Progress

 Completed  Off track  Not Started  Discontinued  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-35] Increase support to Aboriginal community-controlled organisations by incorporating a specific funding stream into our Community Grants Program	Develop and implement a Community Grants Program funding stream in partnership with the Darebin Aboriginal Advisory Committee and Aboriginal community-controlled organisations within Darebin	Consultation with the Darebin Aboriginal Advisory Committee in November 2022 has resulted in positive feedback and support for developing a new grants program. Further consultations will continue in Q3 to refine developing and designing the program. Implementation of the new grants program is now expected in 2023/24.		In Progress

 Completed
  Off track
  Not Started
  Discontinued
  In Progress






1.6: We will ensure our festivals, events and functions are inclusive and respond equitably to, and value the diverse needs and aspirations of, our community

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-36] Initiate an annual cultural diversity and social cohesion oration as part of the FUSE festival	Deliver a Cultural Diversity and Social Cohesion Oration as part of the FUSE Festival	The Wheeler Centre has confirmed a co- presentation partnership with City of Darebin for the annual 2023 Social Justice Oration. Planning is in progress with a speaker's panel confirmed. A keynote orator will be confirmed in mid-January 2023. The event will be presented as part of FUSE Autumn 2023 at the Darebin Arts Centre.		In Progress
	[1-37] In Partnership with Multicultural Arts Victoria (MAV), deliver a closing event for the Spring FUSE Festival at Edwardes Lake Park that showcases culturally diverse artists, music and performances	In Partnership with Multicultural Arts Victoria, deliver a featured event for the Autumn FUSE Festival at Edwardes Lake Park	The Festival and Events team and Multicultural Arts Victoria (MAV) are working together to present the second Out of the Park Picnic as part of the Opening Party of FUSE Autumn 2023 on Sunday 12 March 2023. Headliners and programming are being locked in while the viability of Edwardes Lake Park is being investigated. Due to wet weather and the grounds, contingency plans are being made pending the ground's condition in February 2023.		In Progress

 Completed 
  Off track 
  Not Started 
  Discontinued 
  In Progress



1.7: We will continue to be a local government leader in the prevention of violence against women, and gender equity







H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-38] Continue to implement and evolve our Gender Equality and Preventing Violence Against Women Action Plan, using an intersectional approach	Implement and expand our Gender Equality and Preventing Violence Against Women Action Plan, using an intersectional approach	As part of the Northern Council Alliance a regional advocacy paper 'Ending Family Violence' was finalised and launched as part of the Advocacy Priorities on 8 October 2023. In partnership with Women's Health in the North, Your Community Health the 16 Days of Activism campaign was undertaken with resources developed in English, Arabic, Greek, Tamil and Urdu. A community event was held at the East Preston Community Centre on 9 December, Council organised a staff Walk Against Family Violence to mark the 16 Days of Activism against Gender-Based Violence.		In Progress
	[1-39] Implement our responsibilities under the Gender Equality Act 2020	Implement the Gender Equality Action Plan	GEAP Action plan incorporated into Pulse module 'Project Management & Control' to track actions, allocate and report against. Development of communications strategy to engage with workforce and deliver against actions 32, 33 and 38. Includes intranet, staff-to-staff communications, peer to peer conversations. Development of internal and external days of celebration calendar. Mapped actions of the Workforce Plan, the GEAP and the Workforce Diversity and Inclusion Strategy to ensure alignment, cohesion and synergies Confidential reporting of sexual harassment mechanism for review underway		In Progress
		Operationalise the Gender Equality Act 2020 through the application of Equity Impact Assessment (incorporating the Gender Impact Assessment) to all major projects and polices	Through the mechanisms embedded in the Equity Impact Assessments, consultation and advice relating to legislative requirements has continued to occur. Eighteen Equity Impact Assessments occurred, where a Gender Impact Assessment was a part of the process.		In Progress

 Completed  Off track  Not Started  Discontinued  In Progress









H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-40] Apply a Gender Impact Assessment to our Council policies and programs, as part of the Towards Equality Framework, and continue to gather data about gendered experience in public spaces, and use this to inform community safety initiatives	Continue to gather data about gendered experience in public spaces and use this to inform community safety initiatives	Council has applied understanding of gendered experiences of safety in public spaces in making recommendations for planning and advocating for safety improvements in Gilbert Village and Gillies Street carpark audits.		In Progress
	[1-42] Continue to support regional work to promote women's sexual and reproductive health, and advocate for a dedicated sexual and reproductive health service in the Northern region	Deliver two advocacy initiatives and support one regional project in line with Women's Health In the North's (WHIN) regional strategy, to promote women's sexual and reproductive health	Council in partnership with Women's Health in the North, held a community event at East Preston Community Health to mark the 16 days of activism. The event involved running art, financial literacy and social wellbeing workshops for women in the community. Council ran two programs aimed to increase uptake of women health services including a leadership program at Reservoir High and a weekly Girls Aloud program at The Hub, Northland providing a safe space for women to socialise and seek support in a welcoming environment.		In Progress

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1.8: We will work towards a discrimination-free, and systemic racism-free Darebin, and reduce the impact of poverty and disadvantage

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-43] Continue to implement our Towards Equality Framework and Equity Impact Assessment to address inequities in the distribution of resources, and ensure the needs of our most vulnerable people are prioritised	Continue to implement Equity Impact Assessments (embedding Gender Impact Assessments) for applicable projects and policies, to address inequities in the distribution of resources, and ensure the needs of residents experiencing disadvantage and discrimination are prioritised	Eighteen Equity Impact Assessments (EIAs) were undertaken this quarter. Projects assessed included draft policies or projects such as the Communications and Marketing Strategy, Monument celebrating Darebin's cultural diversity, general local law review, sports pavilions, Aboriginal Action Plan, Climate emergency Strategy, Waste services review, Darebin Business Kit. EIAs also considered internal processes with strong impact on the community, such as the update to Child Safe Standards or reviewed programming at Reservoir Leisure Centre, as well as internal processes aimed at creating a safe and inclusive organisation.		In Progress
	[1-44] Work with the Darebin Ethnic Communities Council, our community, and local organisations, to create projects twice a year that foster respect and address systemic racism	Finalise the baseline data set regarding the experience of racism in Darebin	Consultation with community organisations and Advisory Committees to participate in and promote the 'Experiences of Racism questionnaire' has commenced. The community engagement is expected to commence in April 2023.		In Progress
Design and commence implementation of a program to address systemic racism and discrimination in partnership, and co-design projects with community organisations		Developed an Antiracism online resource hub in partnership with the Darebin Young Citizens Jury Advisory Committee. Collaboration with the Preston Mosque and other multi-faith organisations to plan for events to celebrate Harmony Week, Refugee Week and Reconciliation Week.		In Progress	
Develop and implement events and campaigns which build respect and seek to address racism and racial discrimination		Planning has commenced to deliver arts-based events to be held at Decibels in March. Investigation on antiracism campaigns continues.		In Progress	

 Completed  Off track  Not Started  Discontinued  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-45] Continue to implement the Welcoming Cities Standard, with the aim of becoming a 'Mentoring' level Council	Take actions towards achieving the Welcoming Cities Standard 'advanced' and 'excelling' levels by June 2023	Based on the mapping of relevant Council's policies, internal and external practices to respond to the Welcoming Cities standards, an implementation plan has been finalised to collect evidence across the organisation. This information will inform the Welcoming Cities accreditation submission.		In Progress
		Establish design principles by June 2023 to ensure all future and, where possible, current Council buildings and facilities meet the needs of culturally diverse communities	Due to available resources, progress on this important action has been delayed. However, Council has continued to implement a range of services and Council Plan actions to respond to the needs of culturally diverse communities.		Off Track
	[1-46] Work with our local organisations to create an active Community Leader network comprising community leaders from our culturally diverse communities	Formalise a Community Leader network comprising community leaders from our culturally diverse communities	The provision of covid support to community leaders has continued. Planning for the Community Leader network will involve contacting each of the identified leaders by the end of February with the aim of holding a meeting once the connections are established.		In Progress
	[1-47] Through our Youth Strategy, develop and implement programs to support the participation and leadership of young people from disadvantaged, and culturally diverse, backgrounds	Support 20 newly appointed young people to develop their leadership skills through the Young Citizens Jury and Darebin Speak	Council has continued to support young people engaged with the young citizen jury and the Darebin Speak to develop their leadership skills and capabilities through a range of projects and initiatives. A recruitment strategy to fill a number of vacant young citizen jury positions has been designed that will be implemented in Q3, 2023.		In Progress
		Deliver two formal leadership programs targeted at disadvantaged and culturally diverse young people, as part of the Youth Development Program	Council undertook planning in this quarter to plan and design the leadership programs and opportunities for Q3 and Q4, 2023.		In Progress






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H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[1-48] Mitigate the impacts of climate change on the health and wellbeing of our disadvantaged communities	Identify and deliver initiatives to help the community avoid the health impact of heatwaves, with a focus on vulnerable population groups	The 'Keep Cool in Darebin' campaign and map of cool refuges has been distributed for the 22/23 summer. Community feedback from the Climate Emergency Plan engagement is being used to develop a community climate risk action plan, which will form part of the new Climate Emergency Plan.		In Progress
	[1-49] Partner with our community organisations to support Welcoming Community meals	Partner with community organisations and community groups to support Welcoming Community meals in East Preston and East Reservoir	Two community meals were held this quarter. In November we partnered with Darebin Information Volunteers Resource Services (DIVRS) and coordinated an event. 20 community attended together with Newton Street gardening group. DIVRS provided gardening and growing your own food advice. In December, in collaboration with East Preston Action Group, an end of year BBQ was held at the East Preston Community Centre. 60 community members attended. Many public housing residents and multicultural community members were able to share a meal together to celebrate and explore their lives post covid restrictions.		In Progress





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2.0: Prosperous, Liveable and Flourishing








2.1: We will deliver equitable and accessible infrastructure to provide opportunities for our community to live well

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-1] Complete construction, and commence operation of the Multi Sport Stadium in Thornbury	Deliver sporting activities at Narrandjeri Stadium in accordance with the operational management contract	New targeted programs continued including: all abilities - Pickleball; older adults - Walking Basketball; women and girls - Female Futsul; children - Ready Steady Go, and the first Treaty Cup coordinated by Koori Academy Basketball. In November, the Community Shower Access Program commenced and in October, the Queer Sporting Alliance partnership developed resulting in the Queer Sporting Alliance Basketball League.		In Progress
	[2-2] Redevelop Reservoir Leisure Centre, incorporating opportunities to enhance health, wellbeing and socioeconomic outcomes	Commence design for the Reservoir Leisure Centre redevelopment, incorporating health, wellbeing and socio-economic outcomes for our community	The tender to source a Principal Architect for the Reservoir Leisure Centre aquatic centre and the outdoor splash park has been advertised and will close mid-January 2023. Council is also undertaking due diligence work to support the upcoming design.		In Progress
	[2-3] Invest in the Edwardes Lake Boathouse in Reservoir to support a long-term lease arrangement	Invest in the renewal of the Edwardes Lake Boathouse to attract a long-term tenant	Awaiting outcome from Edwardes Lake Boat House property assessment, expressions of interest and rental agreement from which a scope of works can be determined, agreed with a future tenant and then delivered.		Not Started

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H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-6] Expand funded 3-year-old kindergarten	Deliver Year One of the Early Years Infrastructure Plan implementation plan	Progress continued in Quarter Two on a range of actions from the Early Years Infrastructure Planning Framework including: delivery of a new kindergarten and early years hub at Reservoir East Family Centre; planning and design for the expansion of several kindergartens; renewal works at kindergarten and childcare facilities including painting, flooring and bathroom renewals; support to kindergarten and childcare services to utilise state government grants to renew and improve outdoor play spaces.		In Progress
		Work with the State Government to determine a pipeline of projects to expand our city's kindergarten capacity	In Quarter Two Council continued to progress planning and design work for the expansion of several kindergarten facilities, whilst also continuing discussions with the State Government regarding the funding of these projects.		In Progress
		Partner with the State Government to deliver a new kindergarten and early years hub at Reservoir East Primary School	The Reservoir East Family Centre is on track to open in early 2023. The new facility includes kindergarten rooms, consulting rooms and a multipurpose group room. A range of services will be available from the new facility in 2023 including kindergarten, Maternal and Child Health services and Supported Playgroups.		In Progress
		Support early years services in Darebin to enhance inclusion and equity of participation in three and four year kindergarten programs as they expand	to enhance inclusion and equity of participation in three- and four-year kindergarten programs two additional Pre-School Field Officer have been employed as well as two Culturally and Linguistically diverse workers. Additionally, the registration forms and the portal was amended to ensure it is more inclusive and accessible.		In Progress

● Completed 
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H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-7] Improve physical access for our residents and visitors to Council-owned community buildings - at least five buildings per year	Deliver approximately five building renewal projects to improve physical access for our residents and visitors	Construction is underway for both the Darebin Intercultural Centre and Northcote Aquatic & Recreation Centre. Designs for two additional sports pavilions are underway, which will incorporate improved physical access into the facilities as well as features within the pavilions.		In Progress
	[2-8] Commence design work for the construction of Darebin Creek Bridge at Bundoora Park	Begin construction of the new bridge over Darebin Creek at Bundoora Park	Design for the new footbridge is scheduled for completion in February 2023 with relevant planning permit application submitted. A Cultural Heritage Management Plan is currently in development. With fieldwork for the Cultural Heritage Management Plan expected in May 2023, construction commencement will be delayed to financial year 2023/24.		Off Track
	[2-10] Redevelop KP Hardiman Pavilion in Kingsbury	Commence planning and design for KP Hardiman Pavilion redevelopment	The site investigation works and preliminary concept design for the KP Hardiman Pavilion redevelopment is currently underway. The redeveloped pavilion aims to improve accessibility and sports participation through the inclusion of a multipurpose social room suitable for both sports participants and the general community as well as four new changerooms with gender inclusive and family friendly amenity facilities.		In Progress
	[2-11] Redevelop the Northcote Aquatic and Recreation Centre	Continue construction of the Northcote Aquatic and Recreation Centre	Construction is progressing well and is at approximately 65% complete.		In Progress
	[2-12] Develop an Integrated Families, Youth and Children Strategy	Develop an Integrated Families, Youth and Children Strategy and implementation plan to replace the current Youth Services Strategy and Early Years Strategy	Planning for community engagement on the development of the Integrated Families, Youth and Children Strategy continued in Quarter Two. The timelines for completing this project have been extended by six months to December 2023 to allow for more comprehensive community and stakeholder engagement in the development of the strategy.		In Progress



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H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-13] Rejuvenate and beautify Cheddar Road in Reservoir, in collaboration with stakeholders	In collaboration with Melbourne Water, continue the re-wilding of Cheddar Road to improve biodiversity and amenity outcomes	A planting plan is being drafted to rewild the centre median along Cheddar Rd. Planting works will commence May 2023 and be completed by end of the 2022/23 financial year.		In Progress

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2.2: We will design and create public spaces where our people feel safe, welcome, and respected, including improving lighting and safety for people walking, wheeling, cycling and driving

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-16] Investigate and prioritise road safety, accessibility, cycling, walking and wheeling improvements across Darebin by using a Local Area Placemaking approach - where one third of the city is reviewed, with community involvement, each year	Deliver an inclusive engagement program via Your Street, Your Say to identify transport, safety and streetscape improvement priorities (Area B: Bundoora/Macleod, Thornbury East, Northcote East and Fairfield) and provide a recommendations report to Council	The first stage of community engagement concluded on 15 January 2023. More than 1,000 items of feedback were received through the Darebin Your Say page, and from face-to-face meetings and events.		In Progress
	[2-17] Conduct a community advocacy campaign on key transport priorities, including new bus routes, walking, wheeling and cycling improvements, extension to Tram 11, accessible stops, and the suburban rail loop	In the lead up to the State Government election, advocate for priority local transport safety and accessibility improvements and engage community to help advocate via a local community campaign	Council's advocacy in the lead up to the State election highlighted our priorities, including upgrading the Boldrewood Parade and Broadway intersection, lowering default speed limits and funding and installing a new pedestrian crossing on Station Street on Wingrove Street. The incoming Government has committed to Tram Stop upgrade design work that will include High Street in Darebin.		In Progress
	[2-18] Develop and implement a Community Safety Framework	Develop and implement the Community Safety Framework to assist in designing public spaces.	Work continued on the draft Framework to support council with the design of new public spaces and facilities. Future projects that use the Framework will undertake community engagement to assess the needs of specific users and community.		In Progress
		Develop an implementation plan for the Community Safety Framework	This action has been merged into action no. 2.2.4.1 as per Council Meeting held on 28/11/2022. This action was discontinued in Q2 2022/23.		Discontinued
	[2-20] With State Government approval, reduce the speed limit in more local streets across our city	Apply for further area based speed limit reductions arising from the Your Street, Your Say local area place-making program and other transport investigations	An application to change the speed limit in the West Preston area has been progressed. Information about other areas has been collected to use in the next priority areas in Reservoir, Macleod and Preston.		In Progress

 Completed  Off track  Not Started  Discontinued  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-21] Continue to implement our Graffiti Management Strategy to prevent, remove and reduce the reoccurrence of illegal graffiti, and support the launch of a graffiti tag app	Investigate graffiti removal partnerships for State Government assets in Darebin, such as rail corridors	Officers continue to report graffiti on assets belonging to other agencies and continue to work alongside them on a long-term solution.		In Progress
		Undertake actions to prevent, remove and reduce the recurrence of illegal graffiti	Graffiti removed proactively and re-actively with requests from residents and through snap,send,solve and through the introduction of the new graffiti app. Between 1 October 2022 and 31 December 2022, 490 requests to remove graffiti were attended to.		In Progress
	[2-22] Identify creative opportunities to reflect Darebin's different cultures in the built environment across our city	Deliver two creative projects that reflect Darebin's diverse cultures	AS part of the closing party for FUSE Autumn 2023, All The Queens Men (ATQM) have been confirmed as FUSE Curator in Residence. ATQM collaborate with communities of all shapes, sizes, and identities to produce transformative creative experiences that champion equality, social health, and human connection. ATQM will be creating a closing party that boasts an intergenerational LGBTIQA+ allies program. Happening Saturday 25 March 2023 at Northcote Town Hall (TBC), this event will engage several professional local performers and feature local dance schools as part of the program.		In Progress



● Completed 
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H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Support community organisations through the FUSE Fund to deliver creative public events that celebrate culture within the FUSE Festival program	<p>As part of FUSE Autumn 2023, there will be three FUSE funded events.</p> <p>1) TIME DISTANCE MUSIC by musician and instrument inventor Colin Offord leads a group of internationally acclaimed musicians in two five-hour concerts of uplifting, cross-cultural, musical performance.</p> <p>2)THINGAMABOBS by Jens Altheimer is multi-disciplinary arts project, integrating Darebin people in a part of its quirky inventions and contraptions. 4 workshops prior to the exhibition open to public.</p> <p>3) Exquisite Bias! is an exhibition of collaborative, audio-visual portraits, exploring unconscious racial bias and cultural identity in contemporary Australia. In a Darebin library, local residents are invited to register to have their portrait taken by professional photographer Pia Johnson while simultaneously capturing recorded audio interviews, by sound artist Delia Poon.</p>		In Progress







● Completed 
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H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Deliver two public cultural events, including a Cultural Diversity and Social Cohesion Oration as part of the FUSE festival	Wheeler Centre has confirmed a co- presentation with City of Darebin for the Social Justice Oration. Planning is still underway with panel engaged to confirm a key orator by mid-January. The traditional Meet the Makers showcase of local producers and artisans is scheduled to occur at the Preston City Hall on Sunday 19 March 2023 as part of the Autumn FUSE Festival program. It will be a significant day within the Preston Civic Precinct as the new Intercultural Centre will also launch its new home at 350 High Street on the same day, offering the community a chance to see the new centre, meet staff and then join in the cultural offerings of the Meet the Makers event.		In Progress
	[2-24] Significantly increase funding to our Roundabout Renewal program across our city	Implement the renewing roundabouts program to provide better amenity, including planting	Contracts have been issued for several sites largely in the north of the municipality and all sites that had renewals last financial year. Half the budget has been committed and the rest will be committed over the next month.		In Progress
	[2-25] Develop a Community Infrastructure Plan to inform Council's decision making on the future of our assets, based on service needs across our city for the next 10 years	Develop area-specific community infrastructure plans, prioritising Preston	New demographic projections have been completed, which are being used to understand future need for community infrastructure. Tender in development for work to calculate community infrastructure need.		In Progress
	[2-26] Build new Intercultural Centre at Preston Civic Precinct	Complete construction of the new Intercultural Centre	The construction of the new Intercultural Centre is complete and will open to the community in early 2023.		Completed




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  Off track 
  Not Started 
  Discontinued 
  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Design and implement new programming opportunities as recommended by the Intercultural Centre Programming Think Tank	<p>Construction on the Darebin Intercultural Centre is almost complete with the Centre expected to open its doors to the public in February 2023, with an official launch and Open Day scheduled for Sunday 19 March 2023 as part of Autumn FUSE Festival.</p> <p>Community will be welcomed into the Centre to explore the space and will be invited to discuss how we can work together to advance the renewed vision and mission, maximising benefit for Darebin's diverse communities. Programming community-led and co-design opportunities informed by the outcomes of the Intercultural Centre Programming Think Tank is a key focus for delivery in the coming year.</p> <p>Establishing partnerships with individuals, groups and organisations that provide opportunities for cultural learning, exchange and connection are underway. Each opportunity has been met with a responsive, adaptable approach from the Darebin Intercultural Centre to ensure we remove unnecessary barriers for our future partners.</p>		In Progress
	[2-27] Update flood risk assessments across Darebin, and incorporate them into our Darebin Planning Scheme	Undertake flood modelling across Darebin, in partnership with Melbourne Water	Work is continuing with Melbourne Water to progress the flood modelling across Darebin, with consultants undertaking their peer-review ahead of the final model expected from Melbourne Water by February 2023.		In Progress

 Completed 
  Off track 
  Not Started 
  Discontinued 
  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Undertake specialist technical analysis to update flood modelling and mapping related to private land in our city, to account for updated future rainfall forecasts	Work is continuing with Melbourne Water to progress the flood modelling across Darebin, with peer review of data being undertaken ahead of the final model expected from Melbourne Water by February 2023.		In Progress
	[2-28] Continue our Traffic Blackspot Design and Construction Program	Design and construct the annual Blackspot program across Darebin, based on safety priority	One traffic signal project has been completed at Wood Street/ Laurel Street in Preston. A second project Mitchell Street/ Victoria Street, Preston is delayed due to approval timelines. Designs for works at Tyler Street/ McColl Street, Reservoir and Belgrove Street/Ovando Street, Preston are continuing and scheduled for completion in February 2023.		In Progress
	[2-31] Implement the Reservoir Revitalisation Project	Implement actions as directed by the Reservoir Revitalisation Board	3 new projects have been funded by the Reservoir Revitalisation Board for 22/23. These project are: Light Up Rezza - to establish tree uplighting on Broadway and creative lighting in laneways; Rezza Rocks On - to deliver activation projects in the Reservoir Activity Centre such as pop up markets and music on the street; and Cheddar Road Median Beautification and Improvements - to include additional seating, garden beds and tree planting along this well used shared footpath link.		In Progress
	[2-32] Establish an Asset Management Plan for shopping precincts' infrastructure and cleaning	Incorporate service levels for shopping precincts through the review of Asset Management Plans	Service levels for shopping precincts will be incorporated into the Transport Asset Management Plan which will be available for council comment in Q3.		In Progress
		Incorporate service levels for shopping precincts through the review of all Asset Management Plans and Cleaning Service Levels	This will be incorporated into the Transport Asset Management Plan which is due in Q3.		In Progress

 Completed  Off track  Not Started  Discontinued  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-33] Advocate to the State Government to increase annual funding for road safety infrastructure, driver behaviour campaigns, and law enforcement, and work collaboratively with other local governments to implement the Victorian Road Safety Strategy 2021-2030	Continue to advocate to the State Government to accelerate the timeline for construction of a safe pedestrian crossing with traffic lights, at the corner of Wingrove Street and Station Street in Fairfield	Safety improvements at the Station Street and Wingrove Street intersection was part of Council's 2022 advocacy priorities including being raised with candidates ahead of the Victorian Election as a key priority. The State Government's Department of Transport have recently advised that this is no longer a near term priority. Council is continuing to advocate for improved safety outcomes at this location and considering what options it has given DoT's recent advice.		In Progress
	[2-34] Work in partnership to deliver initiatives that improve perceptions of safety and reduce the opportunity for crime	Deliver and support two initiatives that improve perceptions of safety and reduce the opportunity for crime	Community safety initiatives to improve perceptions of safety in HLT Oulton Reserve and HP Zwar Reserve in Preston are nearing completion. New solar lights have been installed, with exterior pavilion to be installed next quarter.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress









2.3: We will facilitate more affordable, social and public housing in Darebin, to meet our community's needs




H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-35] Enable and facilitate more affordable and social housing across our city	Conduct an Expression of Interest process to identify potential partners for one or more Council-owned sites suitable for social housing, including exploring options for partnership with Aboriginal Housing Victoria	Preliminary investigations and planning are underway. Detailed investigation identified that Council is likely to get a better market response by undertaking key land use work before the Expression of Interest (EOI) process. While this change in sequence of activities will mean that an EOI is likely to occur in the following financial year (2023/24), this variation will not impact the overall timing for the commencement of affordable housing projects.		Off Track
		Deliver and refine the 'fast track' stream for planning permits that prioritises social housing planning permits and development proposals in Darebin	The Priority Development Application stream has been established and is being used to process affordable and housing social planning permit applications. This action was completed in Q1 2022/23.		Completed
	[2-36] Partner with the State Government to ensure its social and public housing investment meets our community's needs, and creates liveable, connected communities through appropriate design and construction	Facilitate new social and public housing via Council's town planning priority development stream and by implementing actions in partnership with the State Government	Council's Priority development stream has been established and is processing planning permit applications that include social housing outcomes. This action was completed in Q1 2022/23.		Completed

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

2.4: We will foster local urban streetscapes and activity centres that connect our community, support economic recovery, and encourage people to live, work and play locally



H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-37] Review to amend the Parking Permit Policy to:(i) to improve access for people with special needs(ii) to allow owners of single lot dwellings that exist on their own Torrens title, the option to have an additional residential parking permit at the same price as current parking permits(iii) to allow single lot dwellings built after December 2004 that are greater than 300sqm property with three or more bedrooms and that exist on their own Torrens title (even if the property was previously subdivided), to have the same entitlements to parking permits as dwellings built before December 2004(iv) to ensure that renovations of a property that is still a single lot on its own Torrens title and is greater than 300sqm with three or more bedrooms are still entitled to parking permits	Undertake community engagement to inform a review and amendment to the Parking Permit Policy	The first round of community engagement finished on 20 November. The community provided feedback on four policy options, and on parking needs for households. The information received is now being used to develop a draft Policy proposal to be tested through further consultation with community (planned for April 2023).		In Progress
	[2-38] Through the establishment of our Darebin Nature Plan, increase shade in our business activity centres to support footpath trading	Identify opportunities for additional trees to provide shade in our business activity centres	Tree planting in retail activity centers is being prioritised. Major roads such as High St and Bell St have been scoped with tree planting to occur this financial year. Species and plant orders are currently being determined.		In Progress
		Implement the shade policy	Areas identified as high priority for shade tree planting within our parks are being considered for next years planting season.		In Progress
	[2-39] Keep our business activity centres clean and well maintained, with a focus on reducing cigarette litter	Provide an ongoing Council cleaning and maintenance program for our business activity centres	We continue to monitor and clean our local activity assets on a scheduled based on the requirements due to people traffic.		In Progress

 Completed  Off track  Not Started  Discontinued  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Provide bins and signage, to increase the correct disposal of cigarette butts litter in activity centres	Mid-year review of butt bins and signage underway. Due to be completed prior to the end of financial year.		In Progress
	[2-40] Develop a policy setting the basis for how Council may permit commercial or private Electronic Vehicle charging infrastructure on our public streets	Commence implementation of Electric Vehicle Policy	Council's new policy is in operation. To accelerate update, Council has worked with The Northern Council Alliance to understand locations where there is need for EV charging infrastructure. The next step is seeking interest from EV charging companies to install EV chargers in late 2023.		In Progress
	[2-42] Continue to implement our Street Furniture and Equipment Renewal Program	Deliver street furniture improvements across our city, including bins, seats, bike hoops, and other street asset improvements	Some delays with bin deliveries due to supply shortages however the program is expected to be complete by end of financial year.		In Progress







● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

2.5: We will invest in services and the built environment to improve access for our residents and visitors

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-43] Create two additional accessible car parking spaces in our city each year	Create at least two additional accessible car parking spaces	Construction of an accessible parking bay at Scotia St (Bell Primary School) is complete. Designs are completed and construction of Enfield Avenue and Link street accessible parking bays scheduled for February 2023.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

2.6: We will support the human rights, housing and wellbeing needs of our people experiencing homelessness

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-44] Expand our Assertive Outreach Program to support people sleeping rough and experiencing homelessness	Continue to expand our Assertive Outreach Program to support people sleeping rough and experiencing homelessness	The Darebin Assertive Community Outreach program continues to be delivered by Merri Outreach Support Services. The service supports people sleeping rough and experiencing homelessness. The program has expanded the Community Shower Access Program to include shower access at Narrandjeri Stadium.		In Progress
	[2-45] Expand our Shower Access Program and support access to Council services and programs for people sleeping rough and experiencing homelessness	Promote and expand the Shower Access Program at new locations and provide ongoing support to those experiencing homelessness to access Council services	In November, the Community Shower Access Program was expanded to the Narrandjeri Stadium in Thornbury. This additional venue and the program will be promoted by partners to those experiencing homelessness.		In Progress
	[2-46] Continue to support the High Risk Accommodation Response (HRAR), focusing on the coordination, support and funding of high risk accommodation settings and the emergency relief sector	Deliver programs that support the wellbeing of residents in High Risk Accommodation and improve their to access Council services	Council has funded DIVRS to deliver programs that support the wellbeing of residents in public housing focusing on East Reservoir and East Preston. Council will continue to support community organisations to facilitate the delivery of programs and increase access to services.		In Progress






● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

2.7: We will work in partnership to address place-based socio-economic disadvantage and health inequity in East Preston and East Reservoir

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-47] In partnership with the community, deliver four place-based projects each year that respond to local community issues and need	Working in partnership, implement four place-based projects, co-created with the community, that support social inclusion, active living and community safety	Council funded place-based projects continued to be implemented and respond to local priorities. Somali Australia Council of Victoria provided the administrative and program support for the East Reservoir Community Hub, including a homework club and sporting activities. Darebin Information Volunteers Resource Services continued to provide outreach to public housing residents and delivered four information sessions. Your Community Health continued to reach out to residents from diverse cultural backgrounds and support their participation in community life. Council also supported East Reservoir Neighbours for Change and East Preston Action Group to advocate on local matters.		In Progress
	[2-49] Identify opportunities to increase access to low cost and free physical activity in East Preston and East Reservoir	Continue to deliver and grow participation in low cost and free physical activities in East Preston and East Reservoir	Preparations are complete for the Summer Get Active in Darebin program starting 16 January. Activities will include badminton, cycling, tai chi, tennis, pilates, golf and rugby at a range of Darebin locations with 44% of activities in East Reservoir and 19% in East Preston.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

2.8: We will advocate to reduce the harm associated with electronic machine gambling, alcohol and tobacco

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-50] Implement public health approaches to address problematic public drinking, including advocating to the State Government to prioritise health and wellbeing impacts in planning applications, to reduce the saturation of packaged liquor outlets in our city	Undertake two advocacy actions to the State Government, to prioritise health and wellbeing impacts in planning applications, to reduce the saturation of packaged liquor outlets in our city	Given the State Government caretaker period, further updates around the changes to assessing packaged liquor licenses was not provided in this quarter. Council continued to participate in regional and state-wide networks to reduce alcohol-related harm and deliver advocacy activities.		In Progress
		Conduct a Health and Social Impact Assessment for all applications for packaged liquor outlets in Darebin	There was no social impact assessments required to be undertaken this quarter.		In Progress
	[2-51] Support partner and local community organisations, groups, and clubs, to deliver initiatives that encourage smoking cessation	Identify partners and support the delivery at least one initiative that encourages smoking cessation	A social media campaign to encourage smoking cessation was delivered in November 2022. The campaign provided information on benefits of quitting, tips on how to quit smoking and available support services. Council continued to conduct proactive visits to businesses to ensure that non-smoking compliance is maintained.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress




2.9: We will focus on our economic assets and recovery to ensure Darebin is a great place to do business

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-52] Develop an Economic Development Strategy, based on the principles of a circular economy, food, health, renewables, creative and digital industries, jobs of the future, and leveraging partnerships	Finalise the Economic Development Strategy and begin implementation	Undertaken a review of the research. Developed a list of business leaders, major employers and organisations that represent Darebin's industry sectors and diverse communities.		Off Track
	[2-53] Increase our investment in economic reactivation and recovery initiatives to support existing and new industries, to ensure Darebin's economy is robust and resilient	Implement recommendations in the Reservoir Investment Attraction Plan	The Economic Recovery & Resilience and City Futures teams provided feedback on the report in November. The Reservoir Investment Attraction Plan is being finalised by the consultant. Following which a briefing of Councillors on the plan will occur.		In Progress




● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress








2.10: We will leverage investment, partnerships and advocacy to drive Darebin’s growth and sustainability

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-54] Develop and implement an advocacy strategy to: <ul style="list-style-type: none"> <li>• Increase the minimum wage, and increase Job Seeker payments</li> <li>• Partner with other levels of government to lift their commitment to the sustainable economy, particularly in sustainable transport and sustainable skill development</li> <li>• Encourage federal and state governments to invest in the sustainable economy, as major generator of jobs</li> <li>• Secure manufacturing investment in Darebin through the North and West Melbourne City Deal Plan 2020-2040</li> </ul>	Implement the new four year Advocacy Strategy including meeting with local representatives of the new Federal Government to advocate for Council's priorities	Work was paused due to staff vacancies. Meetings will be convened for February and March.		In Progress
	[2-55] Establish a regional alliance of government, business and community organisations, to drive economic outcomes, including local, social, sustainable procurement	Form a regional alliance to increase procurement spend in Darebin through a compact, involving partners signing onto Council's Social and Sustainable Procurement Policy	La-Trobe University has expressed interest in partnering with Darebin. A meeting was held with them in November 2022 with the next meeting is planned for January 2023. In addition, we have also contacted in excess of 1600 local businesses to seek interest in adopting Council's social and sustainable procurement policy with little or no interest. With the departure of a procurement employee looking after this objective, we are investigating the option of engaging an expert consultant to target larger business (business with more than 200 employees) to continue with the work.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-56] Continue to implement our Social and Sustainable Procurement Policy to increase the engagement of Aboriginal-led businesses, and focus on job creation for culturally and linguistically diverse peoples, and young people	Host supplier forums, connecting with Aboriginal-led businesses in the Darebin community at least every two months to provide tailored information regarding upcoming procurement	Council continues to partner with Kinaway to deliver bi-monthly forums which provide visibility and opportunity for Aboriginal and Torres Strait Islander businesses of upcoming procurement activities. Major and large projects remain a high focus and provide greater opportunity for Kinaway business engagement. At a recent event titled Economic Empowerment for Aboriginal Victorians Symposium organised by Kinaway, Council presented its procurement efforts in supporting Aboriginal businesses and communities.		In Progress
		Drive procurement outcomes that increase local employment opportunities for culturally and linguistically diverse (CALD) peoples, and young people - by integrating our tendering portal to allow CALD peoples/businesses to receive and engage in Council activities	In consultation with Diverse Comms & Engagement Team, procurement documentation will be translated into top 5 most spoken languages in Darebin. Translated documentation is planned to be released in January 2023. CALD businesses can contact Procurement via our tendering portal in various languages for information and help to explain how to complete documentation, what our processes are and where they can find information when seeking to do business with Council.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress







H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-57] Promote to Darebin businesses the benefits of voluntary adoption of our Social and Sustainable Procurement Policy	Promote to, and educate Darebin businesses about the benefits of Council's Social and Sustainable Procurement Policy through recruitment of a dedicated resource	To date, more than 2400 businesses have been contacted as part of this project. This resulted in 110 businesses attending virtual sessions 12th, 14th, 19th, 24th, 27th October and 2nd, 21st 23rd November to learn about Council's social and sustainable procurement policy and practices. Our aim is to demonstrate and extend our knowledge in supporting businesses to model social strategies into their business practices. This resulted in 25 direct meetings and a further 45 direct meetings are planned in early 2023.		In Progress
	[2-58] Build partnerships across all levels of government and the private sector, to attract new industries and investment into Darebin, to support its future growth	Formalise a Memorandum of Understanding with Latrobe University that establishes partnering principles that improve connections with local industry and deliver on the actions agreed to by the Reservoir Revitalisation Board and the Department of Jobs, Precincts and Regions	The Mou has been finalised and signed and a meeting was held of the Project Control Group late in 2022 and will recommence in 2023		In Progress
		Implement actions in the Reservoir Industry Attraction Plan and the Darebin Economic Development Strategy	"The Economic Recovery & Resilience and City Futures teams provided feedback on the report in November. The Reservoir Investment Attraction Plan is being finalised by the consultant. Following which a briefing of Councilors on the plan will occur.		In Progress
	[2-59] Establish a Darebin Chamber of Commerce (or an equivalent body) to strengthen and support our business community	Establish a Darebin Chamber of Commerce and Industry, including the delivery of an economic summit to understand the diversity, strengths and needs of our businesses	Initial research has been undertaken.		Off Track

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-60] Catalyse new jobs at scale in Darebin with businesses, new industry attraction and our partners - including Jobs Victoria Advocates - focusing on jobseekers facing multiple employment barriers including culturally and linguistically diverse peoples, young people, women, and Aboriginal and Torres Strait Islander peoples	Partner with external agencies to offer a minimum of two employment events focusing on opportunities for job seekers and businesses	Three inclusive employment workshops have been completed in Q1 and Q2 2022. The third one held in Nov featured local employers and focused on availability of employment opportunities. A report is now due on the effectiveness of the workshop series and will be completed early in 2023		In Progress
		Maintain a network of employment support services that offer increased opportunity to disadvantaged jobseekers	Networks of service providers continue to be built. A partnership network meeting was held in November. Partners were also included in Inclusive Employment workshop held Nov 24. Jobs for the Future team is confident that most if not all employment services that cover Darebin have been mapped and added to networks and continue to be included and incorporated into all partnership work.		In Progress
		Support partners to deliver a minimum of one industry-based employment and training pilot program	Jobs for the Future team have been working with Melbourne Polytechnic to introduce an internship program to Darebin Council. In November, Council officers agreed to work with Melbourne Polytechnic to look at opportunities to accept several interns.		In Progress
	[2-61] Implement measures to increase digital capability for our businesses, including local, regional and global connectivity	Develop a Smart Cities Strategy and establish a roadmap to implementing Smart City priorities, aligned to the 10 year Capital Works Plan	The development of the IT Strategy Road Map is in progress and the key Strategic Pillars have been identified. This Road Map including the Smart Cities Strategy is targeted for completion by March 2023.		In Progress
		Establish the Internet of Things network and develop a roadmap to utilising the network	The development of the IT Strategy Road Map is in progress and Key Strategy Pillars have been identified. This Road Map includes the future direction on Internet of Things (IoT) and is targeted for completion by March 2023.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

2.11: We will support, promote, and attract diverse local businesses and industries

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-62] Deliver programs and services to build skills and resilience across a range of industries	Provide a business concierge service to assist businesses with minor permits	ERR team continues to support businesses with business permits and requests.		In Progress
	[2-63] Promote, support, and market Darebin's diverse business community and precincts, including our multicultural businesses and Aboriginal and Torres Strait Islander Businesses	Support and promote Darebin's diverse business community and precincts, including culturally diverse, and Aboriginal and Torres Strait Islander businesses by fostering partnerships and networks that embrace sustainable business, the circular economy and social enterprise	8 business (3 CALD businesses, 1 Aboriginal business) have had LED upgrades through Light\$mart program. Energy smart program has been launched with 3 quotes currently requested one of which is a CALD business. Socai Media showcased VACCA regarding their Light\$mart upgrade, Paperloop (social enterprise). Paperloop was also showcased in Northlinks monthly newsletter. Continuing to support and grow the Circular Economy project - WANGIM cup's		In Progress
	[2-65] Implement a Destination Marketing campaign to position Darebin as a natural, cultural and event destination, and including an annual city-wide calendar of events	Develop a four-year Destination Marketing Plan to inform the Economic Development Strategy's future actions	This has been paused due to availability of resources.		Off Track
		Deliver one city-wide marketing campaign and support two precinct marketing campaigns	This has been paused due to availability of resources.		Off Track
		Develop a calendar to showcase events and festivals held in Darebin	Currently working towards a formalised process to link all Darebin permitted and non-permitted events to be showcased through the calendar. As a trial, the Place managers created a public event page to promote Christmas events across the communities, showcasing the traders' associations and local community groups.		In Progress








 Completed  Off track  Not Started  Discontinued  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[2-66] Deliver an expanded Activity Centres-focused program that leverages State Government funding to shape our city of the future, including revitalisation, outdoor dining and parklets, shade, cleanliness, pride, place activations and programs, and thriving retail centres	Implement placemaking priorities across the municipality including year two priorities identified in the Retail Activity Centre Improvement Program, permanent parklet opportunities and shopfront activation programs	The planting of over 100 street trees in Thornbury /Preston is scheduled for the first quarter of 2023 which forms part of the streetscape improvements program for Retail Activity Centres. Ongoing support provided to the 21 parklet businesses to ensure that parklets are safe and compliant. Continuing work on the development of a Parklet Policy and Design Guidelines to generate further opportunities to activate Darebin's streetscapes.		In Progress
	[2-67] Finalise Service Level Agreements with Darebin's four main traders associations to partner in the management of graffiti, maintenance and weeding	Finalise Service Level Agreements with Darebin's four main traders associations to partner in the management of graffiti, maintenance and weeding	The final agreements have been created and are in the process of being finalised by internal teams. A monitoring process needs to be formalised in 2023		In Progress
	[2-68] Create a portal for our business community to use to connect with each other, collaborate and promote their offerings	Undertake research, including business engagement, to develop an online portal for our business community to use to connect with each other, collaborate and promote their offerings	This has been paused due to availability of resources.		Off Track

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

3.0: Climate, Green and Sustainable

3.1: We will adapt to climate change and build the resilience of our community, infrastructure and the built environment, with a focus on our vulnerable communities at risk of fuel poverty, and flooding

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[3-1] Through our Solar Saver 4-year program, support solar installation and energy efficiency retrofits for our vulnerable households, including public and social housing, and renters	Finalise the supply contract for Solar Saver	Supply contracts are in place for solar installations for the entirety of the Solar Saver program, running from 2022-2025. The second supply contract also includes a pilot to deliver 20 reverse cycle air conditioner installations in 2022/2023.		Completed
		Install solar panels or other energy efficiency installs (through Special Charge) for 200 households	50 households are taking part in the first two rounds of the Solar Saver program for 2022-23. Uptake is lower than expected, and the 200 houses target may not be achieved this year. Promotions and engagement are ongoing to reach Darebin residents who are eligible for the 'Special Charge Stream' Solar Saver program.		Off Track
		Achieve 200 bulk buy customers	352 households have shown interest in taking part in the bulk buy program, 120 quotes have been sent by the solar provider and 40 quotes have been accepted. This uptake is lower than expected, and promotions are ongoing to reach the 200 households/business target.		In Progress
		Complete ten social housing upgrades	Officers have been working with Aboriginal Housing Victoria, under the MoU, with a view to identifying ten properties that could be included in the program.		In Progress
	[3-2] Review our Climate Emergency Plan, including in-depth engagement with our community	Develop a new Climate Emergency Plan, informed by the review of the existing Plan and in-depth community engagement	The first stage of community engagement was delivered in August to September 2022. Results are being used to develop a draft plan. A technical assessment is underway and will set out the most effective way to reach zero community emissions.  This project is delayed due to key staff vacancies and will be completed in early 2023/24.		Off Track




● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Develop a Climate Emergency Plan that has a clear pathway to zero emissions	<p>A technical assessment is underway and will show the most effective way of achieving zero community emissions. Along with community engagement results, this technical assessment will be used to propose a pathway to zero emissions.</p> <p>This project is off-track due to key staff vacancies and will be completed in early 2023/24.</p>		Off Track
	[3-3] Support our community members experiencing fuel poverty, to prevent heating and freezing	Develop and implement initiatives to support the community around climate resilience and energy poverty, and achieve maximum leverage of State Government solar/energy programs	The Keep Cool Summer 22/23 campaign was delivered, supporting residents to stay safe on high heat days. Council promoted State Government energy programs, encouraging our community to take advantage of the \$250 power saving bonus, Victoria Energy Upgrades, and Solar Victoria rebates. The Solar Saver program also shared tips for reducing energy bills on social media.		In Progress
	[3-4] Assess the current and future climate risks facing our community, and identify actions Council and other levels of government can take to provide maximum protection for people, property and the natural environment, in response to the assessed climate risks	Develop a Community Climate Risk Action Plan to be included in the Climate Emergency Plan review	Community engagement which took place in September and October 2022 has helped identify the most significant risks for the community around climate change and will help shape the new Climate Emergency Plan. This project is at risk of late delivery due to staff vacancies.		Off Track
	[3-6] Undertake a whole of Council review of existing policies and practices to identify where climate emergency outcomes could be achieved in the areas of mitigation, resilience, education and advocacy	Complete detailed climate risk assessments for at least five service areas, and update relevant policies and procedures	An organisation-wide climate risk assessment is underway and will soon be completed. Early work has started to integrate climate risk into Asset Management Planning.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress








3.2: Aim to achieve 12% canopy cover on Council owned and managed land by 2025, prioritising catchment biodiversity and shopping areas

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[3-7] Through the establishment of our Darebin Nature Plan, continue to deliver the Street Tree Planting Program, prioritising areas without coverage, areas with people experiencing disadvantage, and business activity centres	Continue to deliver the Street Tree Planting Program, prioritising areas without coverage, areas with people experiencing disadvantage, and business activity centres	450 trees have been ordered and are planned to be planted by 30 June 2023. This includes prioritised hot spot areas such as Retail Activity Centre on High Street and streets within Reservoir.		In Progress
	[3-12] Acquire land to create new parks	Commence acquisition of any appropriate land parcels	Final compensation/purchase price confirmed by Council for Clements Reserve. The Department of Transport will soon progress a letter of offer and contract/deed of release. Associated road discontinuance will also be undertaken. The Parks team has provided its first cut of preferred open space locations. A further review is required to identify exact locations.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

3.3: We will drive significant improvements in water quality and biodiversity across Darebin, designating Edwardes Lake as a flagship project to demonstrate water recreation (in the long term)


H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[3-14] Through the establishment of our Darebin Nature Plan, rehabilitate Edwardes Lake and re-forest Edgars Creek in Reservoir, to achieve significant and measurable improvements in biodiversity by 2025	Successfully partner with Melbourne Water to carry out weed management and revegetation works in Edgars Creek and extend public access through the Melbourne Water-owned reaches of the creek	Parts of the lower reaches of Edgars creek have been weeded and planted in partnership with Melbourne Water, Friends of Edgars Creek and Darebin City Council. Partnerships between Melbourne Water, Council and Friends of Edwardes Lake has also seen thousands of additional indigenous vegetation planted within the catchment.		In Progress
	[3-15] Establish and adequately resource the Edwardes Lake Taskforce to significantly improve the water quality and amenity of Edwardes Lake in Reservoir	Adequately resource the Edwardes Lake Taskforce to meet six times a year and identify initiatives to improve the water quality of Edwardes Lake	The most recent Task Force meeting was held on the 6th November to continue to work towards improving water quality within the Edgar Creek Catchment and at Edwardes Lake.		In Progress
	[3-16] Advocate with Melbourne Water to secure funding to improve the water quality of Edwardes Lake in Reservoir	Continue positive collaboration with Melbourne Water on mutual goals, including improvements to the water quality at Edwardes Lake	Melbourne Water continues to have membership on the Edgars Creek and Edwardes Lake Task Force, they are providing advice on how to best manage Edwardes Lake and adjoining wetlands. Joint funding opportunities are being explored and knowledge sharing between organizations is ongoing		In Progress
	[3-17] Partner with our community and stakeholders to advocate to ensure the protection of Strathallan as public land for the long term, and to enable better management of the kangaroo population	Develop and implement the new four year Advocacy Strategy, and 2022 Advocacy Platform, which respectively capture and will guide Council's advocacy efforts around supporting local environmental and sustainability outcomes, including for Edwardes Lake and the protection of Strathallan, to help influence government, non-government and community support	Work on developing the new four year advocacy plan paused this quarter due to staff vacancies.		Off Track

 Completed  Off track  Not Started  Discontinued  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Meet with LaTrobe University to explore options to further strengthen long term protections at the Strathallan site	Work was paused due to staff vacancies.		Off Track

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

3.4: We will reduce carbon emissions by switching to renewable energy on a large scale for Council buildings and through community focused initiatives







H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[3-18] Progressively install solar panels and batteries, and introduce other energy efficiency initiatives, into our Council buildings	Improve energy efficiency of Council buildings and increase the amount of solar panels installed	Gas appliances have been removed from several Council owned and operated facilities this quarter. Gas stoves are being renewed with energy efficient fully electric appliances. Planning is also well advanced with the project to remove gas heating from City Hall with a highly efficient electrically powered heat pump. New building designs incorporate all electrical powered appliances and solar as funding permits.		In Progress
	[3-19] Develop and offer to our businesses a Group Power Purchase Agreement	Refine our project scope and offering to Darebin businesses, based on the Market Facilitation Platform proposed by the Department of Environment, Land, Water & Planning and options being developed by other councils	The State Government's Market Facilitation Platform has yet to announce any progress in its offering since its initial consultation process in late 2021. Council has also been working on an offering to Darebin businesses via a multi-Council program to purchase renewable supplies for electricity. A number of Darebin businesses have expressed interest in participating. The project's lead Council - Yarra City Council - is currently finalising an offer to participate in a Buying Group for a future procurement process.		In Progress
	[3-20] Develop an advocacy strategy to drive community and business use of solar panels and batteries, and other energy efficiency initiatives	Promote uptake of opportunities available to business and households to continue to increase use of solar power and energy efficiency	Communications are continuing to promote the Solar Saver program to residents. A promotional flyer was included in all resident rates notices in October. The monthly Darebin Sustainability news reaches around 5,000 people and shares events, stories and information to support people to take action on the climate emergency.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Build a partnership supporting the introduction of the first urban renewable energy zone centred around Darebin and the National Employment and Innovation Cluster	Discussions have continued with key stakeholders. Technical work to identify the best pathway for a renewable Darebin is also underway and will support partnerships.		In Progress
	[3-21] Investigate and establish programs to achieve an increase in the uptake of renewable energy sources by our community and businesses	Implement projects/programs to achieve an increase in the uptake of renewable energy sources by our community and businesses	Darebin's Solar Saver program is underway which helps vulnerable households in the municipality install solar on their roofs. Council recently collaborated with Village Power to complete an engineering study for a community battery. Council is actively working with the Northern Council Alliance to accelerate installations of EV charging stations.		Off Track

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress




3.5: We will reduce waste and stimulate a local circular economy, where waste resources are re-used rather than discarded

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[3-22] Develop a plan to respond to new State Government requirements for contaminated land	Develop and implement a management plan to respond to new State Government requirements for contaminated land	Council continues to progress on developing the contaminated land management framework, with significant technical assessments undertaken during this quarter.		In Progress
	[3-24] Undertake waste reform and take action towards establishing a circular economy	Successfully deliver additional food and green waste bins and a supporting education campaign to reduce food and green waste going to landfill	The municipality-wide green bin rollout was completed in July 2022. The education campaign is being delivered across Darebin with a range of activities such as social media communications, newsletter articles and public-facing events.		In Progress
		Develop Food Organic and Garden Organics (FOGO) options for Multi-unit developments (MUDs)	Council has recruited 6 multi-unit developments to take part in the Multi-Unit waste and recycling pilot, which will start in the new year.		In Progress
	[3-25] Undertake waste charge reform in response to changing legislation and future operational requirements	Implement Waste Charge Reform outcomes	The Waste Charge Reform has been implemented during Q1, including concession rates. These waste charges have also been incorporated into Council's Financial Hardship Policy to help reduce any financial burden on the community. this action was completed in Q1 2022/23.		Completed
	[3-26] Reduce the impact of illegal dumping in our city	Review Council's response to illegal dumping to identify opportunities to improve effectiveness	Officers are constantly reviewing better ways to respond to illegal dumping through the use of education, technology and enforcement.		In Progress

 Completed  Off track  Not Started  Discontinued  In Progress



4.0: Responsible, Transparent and Responsive

4.1: We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[4-1] Plan for adjustments in waste services due to the landfill levy and landfill gate fee increases (from 1 July 2021)	Plan for adjustments in waste services due to the landfill levy and landfill gate fee increases	This has in part been alleviated due to the introduction of the waste charge on properties that receive a Council kerbside collection service. Work continues to ensure waste services deliver value for money as part of continuous service improvements.		In Progress
	[4-2] Develop and implement an Advocacy Framework and four year Advocacy Plan, informed by our Council Plan priorities, aimed at influencing public policy change and attracting support and funding for our priorities	Implement Council's Advocacy Strategy with a focus in 2022 on securing support from candidates ahead of the State Government election, and in 2023 on advocacy for strategic policy reform at Federal level in regards to cost of living, housing, equity and inclusion, and renewable and circular economy	Discussions with election candidates were held in the lead up to the election. The incoming Government made a number of election commitments, including a \$100K grant each for The Bridge and Alphington Community Centres, a \$50,000 grant to Jika Jika Community Centre, a \$1.5 million grant to Council to deliver a new pocket park in Northcote, \$500,000 towards the delivery of female-friendly change rooms and bathrooms at John Cain Memorial Park, \$1 million for new facilities at the Deep Rock Sporting Precinct, and an extra \$15 million in a new Early Parenting Centre in Northcote.		In Progress
		Confirm Council's 2023 advocacy platform in alignment with the 2023 Mayoral election	Work on developing 2023 priorities paused this quarter due to staff vacancies.		Off Track




 Completed  Off track  Not Started  Discontinued  In Progress

4.2: We will ensure our assets are optimised for the benefit of our community


H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[4-5] Review our Asset Portfolio, to ensure maximum benefit for our community is being realised, including the occupancy of unused and under-utilised Council buildings	Present the Property Strategy to Council for adoption by September 2022	<p>This action has been delayed while Council collects current and informative Condition Reports on all properties, together with the finalisation of current work to reconcile and verify property utilisation and property data.</p> <p>The reconciliation will investigate:</p> <ol style="list-style-type: none"> <li>1. what buildings we have</li> <li>2. what we lease (and how they are classified for use)</li> <li>3. what is vacant (and what is the future use)</li> <li>4. how the balance of the properties are managed (and under which service area)</li> <li>5. what are the hours of operation for each site and is there capacity to increase use for underrepresented parties</li> <li>6. what properties remain unaccounted for</li> <li>7. are there assets that aren't recognised despite Council having a vested interest?</li> </ol> <p>Stages 1-3 progressing in Jan 2023. Stage 2-6 in Q3</p> <p>A procurement process has been completed for an external consultant to develop the Property Strategy (which is in progress).</p> <p>A Property Framework has been developed to endorse the principles of the Equity Impact Assessment</p>		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress






H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Secure tenant occupancy and use of the Edwardes Lake Boathouse	<p>The Property Services team presented a briefing to Council on 12 Dec 2022 advising the current status of this project. Current activities include:</p> <ul style="list-style-type: none"> <li>Remove restrictions - Council's legal representatives have commenced investigations to ascertain whether any beneficiaries of the Estate of Edwardes remain.</li> <li>Engage a commercial property consultant - Property Services has been in discussion with the Property Consultants who have extensive experience in retail having successfully leased the Maribyrnong Boathouse and more recently the Lakeside Café Keilor on behalf of Moonee Valley City Council.</li> <li>Engage a property architect - FPPV architects have already undertaken an extensive amount of investigation on the building and possible layouts. Given this, Property Services will continue use FPPV Architects on a time charge basis to provide advice to design options and provide an estimate for building works and the provision of services.</li> </ul>		In Progress
		Progress work toward realising the future of the former Reservoir Police Station at 25 Edwardes Street, Reservoir	<p>Tender documents (including site and elevation drawings) have been compiled for proposed demolition works (Dec 2023). Timelines for release of the tender are yet to be set. Once costed, Council may decide to authorise demolition or request financial compensation in lieu of the work being done.</p> <p>Property Services will request PAC to approve offering this property to lease through and internal and external Expression of Interest</p>		In Progress
		Progress work toward realising the future of the former Reservoir Library site	<p>No further action - The Strategic Property Project Manager has commenced discussions with City Futures to prepare a Master Plan for this precinct and identify challenges, risks, constraints and opportunities. It is expected that work will commence on this in Q1 2023/24 pending budget approval. Library remains unoccupied</p>		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Undertake an Equity Impact Assessment of the Property Strategy in line with Council's policy and commitments to equity, human rights and diversity	<p>Draft Property Framework seeks to ensure:</p> <ul style="list-style-type: none"> <li>Council's property assets are safe, inclusive, accessible and statutorily compliant.</li> <li>Equity around property use has been delivered.</li> <li>A suite of property related policies that provide guidance, fairness and equity.</li> <li>Property management is aligned with council's priorities.</li> </ul> <p>Detailed EIA has been implemented as part of Road &amp; Place Name Policy</p> <p>EIA assessment has been applied (where appropriate) against the sale of all minor assets (and reinforced under each property matters report)</p> <p>An EIA assessment will be conducted on the Lease and Licence Policy once it has been finalised.</p>		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress







H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Improve access to and participation in Council spaces and services by under-represented and disadvantaged communities	<p>Multi staged review of Council owned buildings (and how they are managed/occupied) underway in Jan 2023:</p> <ol style="list-style-type: none"> <li>1. what buildings we have (cross referenced data from building audit and insurance register)</li> <li>2. what we lease (and how they are classified for use and how they managed under which service area)</li> <li>3. what buildings are vacant (and what is the future use)</li> <li>4. how the balance of the council owned properties are managed (and under which service area)</li> <li>5. what are the hours of operation for each site and is there capacity to increase use for underrepresented parties</li> <li>6. what properties remains unaccounted for</li> <li>7. are there assets that aren't recognised despite Council having a vested interest?</li> <li>8. is there funding to support the premises to be upgraded/expanded/retorfitted to accommodate further use</li> </ol>		In Progress
	[4-6] Explore opportunities for Council owned and managed land (including airspace) to be used as temporary housing for people at risk or who are experiencing homelessness	Undertake work to increase temporary housing through Council properties	The Property Services team is currently reviewing management of its existing residential portfolio and preparing a new expression of interest for ongoing use. City Futures will also provide service planning and how it may utilise existing Council land such as Townhall Ave to increase supplies. A more holistic property review has commenced in Jan 2023 to confirm management of overall portfolio (which could lead to further opportunities).		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[4-7] Conduct an audit of the users of Council spaces and services, and develop strategies to increase the participation of underrepresented groups in our community	Design and implement an audit of services and venues to establish a baseline dataset of participation and identify under-represented groups	Baseline service planning has not been received for Preston. Property Services has reviewed its existing lease register and cross-referencing this data against Council's building portfolio. The remaining properties will be assessed on other management arrangements, vacancy rates or capacity to accommodate other uses. We will also compile service audits for underrepresented groups and the appropriateness of occupying one of the vacant or underutilised properties.		In Progress
	[4-8] Develop specific strategies to increase the participation of under-represented groups and develop responses to support greater inclusion where audit data collected indicates low participation rates	Develop specific strategies to address participation of underrepresented groups and support greater inclusion where there are low participation rates to be included in the Cultural Diversity Action Plan	Data collection and mapping of existing services and infrastructure is currently underway. This is expected to be completed in February this mapping requires engagement with internal departments. Actions to address participation and support greater inclusion will be included in the draft Cultural Diversity Action Plan.		In Progress
	[4-9] Explore the opportunities to offer a Council building space each year to one community group or organisation, to promote cultural diversity	Implement the adopted Property Strategy with regard to optimising Council properties through the leasing and use of Council properties	Property Services will engage a third-party consultant to deliver a Property Strategy once we have received the condition reports on council's buildings. The Property Strategy will align with the Property Framework and will provide direction in the lifecycle of council's assets and in particular, whether to upgrade or dispose of major assets.		In Progress
	[4-10] Improve delivery of our services to our community by developing an Asset Management Plan for Open Space, establishing a level of service for each class of our assets, and collecting data on our drainage assets	Establish service levels for each class of asset	The current and desired service level will be discussed and established through review of asset management plans of each asset class. The final review of the draft, Park and Open Space AMP has been completed. The first draft of road AMP will be available for council comment in Q3.		In Progress






● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

4.3: We will transform our services and service delivery models to ensure they meet the current, emerging and future needs of our community

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[4-12] Transform our models of service delivery through service reviews, to improve and ensure accessibility and consistency of our customer experience	Undertake year one of the three-year Service Review Program	With the exception of the Building Services review, the Transformation Program (Service Reviews) have been temporarily put on hold pending further discussions at the executive level.		In Progress
	[4-13] Develop a Communications Strategy that ensures our printed and digital publications feature images of people that reflect the diversity of our community, and that our Darebin Community News includes a diverse mix of language and cultural content	Develop a four year Communications Strategy that ensures strategic planning of effective and reflective communications across our diverse community	The strategy is drafted and going through the approval stage. Final feedback on the strategy is due by the end of January, before it is finalised and implementation can begin.		In Progress
		Implement actions in the Communications Strategy	The strategy has not yet been endorsed. Implementation is expected to begin in early 2023 once approval is obtained.		Not Started
	[4-15] Develop a Leisure Strategy for our city	Develop a Leisure Strategy for our city, informed by community consultation and engagement with key community stakeholders	Development of the Leisure Strategy resumed in December 2022 with work to continue throughout 2023-24.		In Progress
	[4-16] Undertake a review of the General Local Law	Develop a proposal for improvements to the General Local Law including consultation with community.	Internal review of the Local Law is currently well advanced and an equity impact assessment is in progress. Community engagement plan in development and on track for community engagement in the fourth quarter of 2022-23		In Progress






● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

4.4: We will ensure major changes in our city achieve significant improvements in our City

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[4-17] Support our community and businesses during the construction phase of the Preston Level Crossing project	Minimise the impact to community and businesses during the construction phase of community areas and roads surrounding the Preston Level Crossing	Council has continued to support and advocate on behalf of a number of residents impacted by the Bell-Preston level crossing removal project on fencing, overlooking and other issues.		In Progress
		Assess quality of construction of community spaces and Council assets constructed as part of the Preston Level Crossing to ensure that they meet the design requirements and minimise future costs	Council continues to work with the LXP to ensure open space and other assets are delivered to a high standard. The construction and delivery of landscaping and open spaces created through the Bell-Preston level crossing removal are anticipated to be completed in early 2023.		In Progress
		Review and advocate for good designs and planning decisions for the Keon Park Level Crossing Removal Project	Council's top advocacy request has been delivered, with the State Government's LXP announcing that it will acquire land to create a direct link with the Johnson Street shops. Council is continuing to advocate for good design.		In Progress
	[4-18] Protect Preston Market, including advocating Council's position to the State Government during its planning consultation process, and working with our community to advocate for the strongest possible planning controls and Protections	Advocate to protect Preston Market, including advocacy to the State Government, public communications and representing Council through the formal planning process	A team of heritage, legal and urban design experts argued for the Market to be protected in situ and for Council's preferred development plan for the Preston Market precinct to the Standing Advisory Committee (SAC) at the public hearing on 3 October - 10 November 2022. A major public campaign was run to advocate for protection of the Market. The SAC's report and recommendation is likely to be released publicly shortly. The State Government's Minister for Planning will then consider their decision. Communications and advocacy to protect the market will continue following release of the SAC's report.		In Progress

 Completed  Off track  Not Started  Discontinued  In Progress

4.5: We will improve the sustainability, accessibility, and design of development on private land in our city



H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[4-19] Progressively improve our Darebin Planning Scheme, establishing a new Municipal Planning Strategy and undertake two new major planning reform projects	Continue to advocate for the community vision in the translation of the Darebin Planning Scheme into the State Government's new Planning Policy Framework, and meet Council's statutory obligation to complete this translation	Council officers are reviewing final comments and feedback from the Department of Environment Land Water and Planning (DELWP) on the draft policy translation to the new state format, to ensure that local policy content is retained. Council will be briefed on the next stages of the translation in early 2023.		In Progress
		Commence work to improve local economic development and help achieve 20 minute neighbourhoods by investigating Darebin's Activity Centre Hierarchy	Analysis is underway and Council has appointed an economic consultancy to help establish a hierarchy of activity centres (shopping and business precincts) and drive economic activity and growth of employment.		In Progress
		Respond to development pressure at the Northland Shopping Centre to ensure good planning of the site and wider precinct and that any planning provisions are appropriate and achieve community, transport, environmentally sustainable development, social housing and local economic outcomes	A review of existing research and analysis for the Northland/Preston East Activity Centre has been completed and a scope has been prepared for a structure plan.		In Progress
	[4-20] Review our Housing Strategy and planning zones including engaging with our community on where housing and development should be, and strengthening neighbourhood character provisions	Prepare and undertake community consultation on the draft Housing Strategy and Neighbourhood Character Study	The first round of engagement on the Housing Strategy and Neighbourhood Character Study closed in August 2022. 464 community members participated in through the five engagement methods. Submissions reported to Council. Community feedback, along the data on Darebin's housing stock and recent trends, is now being used to draft the Housing Strategy and Neighbourhood Character Study, which are due for completion in June 2023.		Off Track

 Completed 
  Off track 
  Not Started 
  Discontinued 
  In Progress

H&W	Strategic Action	Action	Comments	Status	Status Explanation
	[4-21] Advocate for higher and mandatory Environmentally Sensitive Design (ESD) standards in building and planning controls	Advocate for stronger planning provisions for higher energy efficiency standards, including in collaboration with other Councils and via the Council Alliance for a Sustainable Built Environment (CASBE)	Council submitted a planning scheme amendment for 'Elevating Environmentally Sustainable Design Targets and Zero Carbon Development' to the Minister for Planning to authorise in mid-2022 alongside 31 other participating Councils, led by the Council Alliance for a Sustainable Built Environment. The Minister has yet to authorise the amendment.		In Progress
	[4-22] Complete major planning reform work to: <ul style="list-style-type: none"> <li>• Introduce an open space levy to fund open spaces in our city</li> <li>• Introduce a Developer Contributions Scheme to help fund infrastructure for our growing population</li> <li>• Establish Heidelberg Road Corridor controls</li> <li>• Establish Thornbury Park Heritage Estate controls</li> </ul>	Seek an interim open space levy increase while progressing work to permanently increase the open space levy	Council remains committed to increasing the supply of open space in Darebin. To achieve this goal, on 12 September 2022 Council resolved to commence a new planning scheme amendment to enable an interim 5% open space contribution rate. This work is underway.		In Progress
		Continue to prepare and implement planning provisions for the Heidelberg Road corridor, including heritage, land use and urban design	Council finalised Heidelberg Road Heritage Amendment and submitted it to the Minister for Planning for final consideration. It was approved on 16 December 2022. Officers will now progress the land use and built form framework in 2023.		In Progress
		Continue to prepare and implement planning provisions for the Thornbury Park Estate Heritage Precinct	Council considered the report of the independent Planning Panel at its November Ordinary meeting and resolved to adopt Amendment C191dare subject to changes. The amendment has now been submitted to the Minister for Planning for approval, which is anticipated to occur in early 2023.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
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 ● In Progress

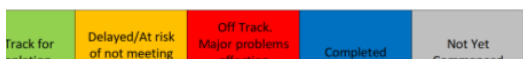


H&W	Strategic Action	Action	Comments	Status	Status Explanation
		Respond to State-led planning scheme amendment and planning processes that arise for key strategic sites within the municipality to ensure a planning outcome that aligns with Council 's policies	Preston Market is currently the only active state-led planning scheme amendment, and Council just represented its position at the Standing Advisory Committee. Council officers are consulting with state counterparts on a number of other sites that are being considered for future development, including several housing projects and the Northland activity Centre.		In Progress
	[4-23] Complete our Central Preston Structure Plan	Prepare a draft Central Preston Structure Plan for Council consideration	Consultation closed on the draft Central Preston Built Form Framework, Vision and Key Strategic Directions on 8 August 2022. Submissions have been considered and Community feedback is being used to help draft the structure plan. A tender to appoint urban design and other consultants closed on 19 December 2022.		In Progress

● Completed 
 ● Off track 
 ● Not Started 
 ● Discontinued 
 ● In Progress

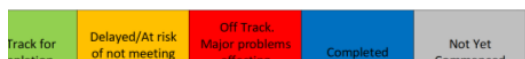
# CAPITAL WORKS

Project by Asset Class	Delivery Due Date	Traffic Light Status	Project Status Comments
<b>Buildings</b>			
John Hall Pavilion Design	Multi-year Project	●	A project plan is being developed and due diligence work is well underway. A request for quotation for design services for the project will be released in early January 2023.
Northcote Aquatic and Recreation Centre	July/August 2023	●	Project is under construction and is approximately 70% complete. Practical completion is estimated for July-August 2023
Building Renewal Program	30-Jun-23	●	A wide range of Building Renewal Projects have been completed including roof replacements, security system upgrades, asbestos removal and electrical switchboard replacements. Some of the key projects completed include refurbishments of the Thornbury and Gower Street kindergartens refurbishments including painting, flooring and air-conditioning improvements. Windows and decking have been renewed at Reservoir Community Learning Centre and upgrades to emergency lighting system have been installed. New smoke detectors have been fitted at Preston Library and the security system at Bundoora Homestead has been upgraded.
Reservoir Leisure Centre Design	30-Jun-23	●	Procurement of relevant design consultants was well underway but is on hold pending a review of Council's financial capacity to deliver this major project given the changes to financial climate in Australia and the significant increases in construction costs.
Darebin Resource Recovery Retaining Wall	30-Nov-23	●	Works completed to a high standard of quality. The retaining wall has been in full operation since December 2022
Bill Lawry Oval Pavilion	Multi-year Project	●	Council will be making a decision on the direction for the project at a Special Council meeting called for 25 January 2023.
Catalyst Project - Preston Civic Precinct (includes Intercultural Centre)	31-Jan-23	●	Practical completion for the intercultural centre project is forecast for January 2023. The centre will open to the community in early 2023.
Merri Community Child Care and Kindergarten	Multi-year Project	●	Council has appointed Loft Architecture to design the Merri Community Child Care and Kindergarten expansion. Concept designs are progressing well, and no risks or issues have been identified.
Reservoir East primary School Kindergarten	31-Jan-23	●	Practical completion of the new facility will be in January 2023. The facility is on track to open for the start of the 2023 kindergarten year.
<b>Bridges</b>			
Darebin Creek Bridge	30-Jun-23	●	This project has been delayed due to the time required to prepare a Cultural Heritage Management Plan (CHMP) for the works. Fieldwork for the CHMP will be undertaken in May 2023 with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation. Officers are currently working with a quantity surveyor to understand the full costs of delivering the project. This information will be available in March.
Harding Street Bridge Replacement Design	30-Jun-23	●	This bridge is near the end of its life and design work is in progress towards renewing and replacing the bridge at the necessary time. The technical work on design is being done in partnership with Merri-bek Council. There are significant technical constraints which limit the technical options possible at this site. The bridge plays a role in the Northern Trails Strategy and possibilities for external funding will be explored.
Bridge Guardrail Renewal Program	30-Jun-23	●	This year's program provides for the construction of two guardrails at Edwardes Street, Reservoir & Hughes Parade, Reservoir. A request for quote to construct the guardrails will be released in March 2023. Three other sites will be designed as part of the program ready for construction in 23/24.



# CAPITAL WORKS

Project by Asset Class	Delivery Due Date	Traffic Light Status	Project Status Comments
<b>Drainage</b>			
Drainage System Renewal and Upgrade Program including WSUD and Reactive Works	30-Jun-23	●	Two drainage projects have been completed as a part of this program – an upgrade to the drainage network at Ayr Street in Reservoir and the design for an upgrade at Henty Street in Reservoir. Three other drainage projects are well underway – an upgrade at Hartington Street in Northcote, works to Ruthven Wetland and the design for Summerhill Road in Reservoir.
Kerb and Channel Renewal Program	9-Jun-23	●	The program is 80% complete.
Stormwater Pipe Relining Program	30-Jun-23	●	The project has been awarded to a contract and construction will be commencing in March 2023.
<b>Footpaths &amp; Cycleways</b>			
Pit Lid Renewal Program	30-Apr-23	●	The program is 70% complete.
Safe Travel, Walking and Cycling Transport Program	30-Jun-23	●	A number of footpath projects have been completed including Newlands Road footpath in Reservoir and Cheddar Road/ Carrol Street in Reservoir. A number of contracts have been awarded to deliver other projects later in the financial year.
Shared Path - Parks Renewal Program	31-May-23	●	Works have been planned for when ground is drier in late summer and early autumn.
<b>Information Technology</b>			
IT Improvement Program	30-Jun-23	●	Under this program of work, Corporate Information Systems Enhancements, Website Consolidation and Reporting System implementation has been completed. Activities related to improvements on Integrated Financial System are in progress. To define a roadmap for future IT Improvements and Transformation, a program of work involving all business units, has been initiated with a target completion of next quarter.
IT Infrastructure Upgrade Program	30-Jun-23	●	Project activities on Network Upgrade, underlying Infrastructure Upgrade and Telephony System Replacement have started and are on track for completion. Vendor selection for IT Disaster Recovery and Back up Service improvements is underway with a target to complete the projects within this financial year.
<b>Land</b>			
Land Acquisition to Create New Parks (CW-1469)	30-Jun-23	●	The acquisition of three parcels of land is currently being negotiated and will be confirmed in the next quarter
<b>Libraries</b>			
Library Collections	30-Jun-23	●	Expenditure on track for completion this financial year. Orders and purchasing of library books continues including quality assurance and stakeholder management.
<b>Parks, Open Space &amp; Streetscapes</b>			
Northcote Golf Course Works - Capital Works	30-Jun-23	●	Some works already completed with the remaining to be completed by the end of the financial year.
Monument Celebrate Darebin's Migration Story	Multi-year Project	●	Not Started.
WH Robinson Reserve Cricket Nets Design	30-Jun-23	●	Tenders for the construction of the cricket nets close in January 2023. The project is on track to be constructed by 30 June 2023
Streetscape Improvements Covid Recovery	30-Jun-23	●	High Street planting works have been procured and works will commence in early 2023.
Contaminated Land Remediation	30-Jun-23	●	Not Started, awaiting further information.
Community Safety Upgrades Program	30-Jun-23	●	Public space lighting and improvements have been installed and project is completed. Plenty/Tyler works are scheduled for January 2023.



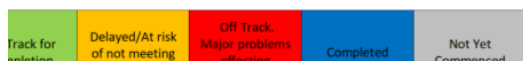
# CAPITAL WORKS

Project by Asset Class	Delivery Due Date	Traffic Light Status	Project Status Comments
Irrigation Upgrades and Renewals Program	30-Jun-23	●	Zwar Reserve irrigation renewal scheduled for the end of the cricket season.
Oval and Sportsground Renewal and Upgrade Program	30-Jun-23	●	Works for the TW Blake Reserve scheduled for the completion of the cricket season.
Park Asset Renewal Program including Drinking Fountains	30-Jun-23	●	Renewals completed at Penders Park basketball court and Bundoora Park Farm playground. Drinking fountain installations and park furniture assessments scheduled for later in the year.
Playspace Renewal Program	30-Jun-23	●	Upgrades to Susan Walsh and Horton playgrounds completed. Many sites topped up with soft fall and further sites to be completed later in the financial year.
Sportsground Sub-surface Drainage	30-Jun-23	●	Preliminary design underway.
Synthetic Cricket Wicket Installation Program	30-Jun-23	●	Works underway at three sites across the municipality; H.L.T. Oulton Reserve, JC Donath Reserve and WH Robinson Reserve
<b>Plant, Machinery and Equipment</b>			
Vehicular Plant Replacement Heavy Vehicle	30-Jun-23	●	Vehicles will be delivered in June 2023.
Vehicular Plant Replacement Light Vehicle	30-Jun-23	●	Widespread shortage of vehicles may impact delivery time.
Arts Venue & Hubs Plant & Equipment Program	30-Jun-23	●	Tracking well, with final priorities agreed to.
Replacement of Mobile Garbage, Green Waste and Recycling Bins Program	30-Jun-23	●	Equipment to be delivered in early 2023.
Youth Services Asset Renewal Program	30-Jun-23	●	Quotes for equipment & assets within Youth Outreach and Decibels service areas were received. Purchase orders and procurement activities commenced.
<b>Recreation, Leisure &amp; Community Facilities</b>			
Open Space Improvements Program	30-Jun-23	●	Some renewals have been delivered including upgrades at Barling Reserve, Union Reserve, All Nations Park, Donath Reserve and McDonnell Park. Further works such as rewilding, tree maintenance and planting is planned and on track for delivery 2023.
Sportsfield Lighting Renewal Program	30-Jun-23	●	Designs are underway and works are expected to be completed in March 2023.
<b>Roads</b>			
Accessible Parking Bays	31-Mar-23	●	The three projects at Scotia Street in Preston, Enfield Avenue in Preston and Dunne Street in Kingsbury are all underway and expected to be completed in March 2023.
Blackspot Design and Construction Program	Dec-23	●	One traffic signal project has been completed at Wood Street/ Laurel Street in Preston. A second project Mitchell Street/ Victoria Street, Preston is delayed due to approval timelines.
Right of Way Rehabilitation Program	Jun-23	●	Three projects are included in the program: the James Street, Northcote retaining wall is currently being design and the Clarke Street reconstruction is also under design. A further design will also be completed in the financial year.
Road Rehabilitation Design & Construction Program	Jun-23	●	Raleigh Street Stage 1 works have been completed. Raleigh Street Stage 2 and Farnan Street projects to be completed by June 2023. Design projects are underway and to be completed by April 2023.

Track for relation	Delayed/At risk of not meeting	Off Track. Major problems affecting	Completed	Not Yet Commenced
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# CAPITAL WORKS

Project by Asset Class	Delivery Due Date	Traffic Light Status	Project Status Comments
Roundabout Renewal Program	31-May-23	●	Transport team to approve proposed location. On track.
Road Resurfacing Program	Apr-23	●	Contracts for three "green" asphalt projects has been awarded and will be completed in April 2023.
Safe Travel - Roads	1-Jun-23	●	Rayment Street in Thornbury project completed. Green Avenue School Crossing to be constructed in January 2023. Clarendon LAPM design to be completed by April 23. Keon Park Children's Hub project is to be constructed April/May 2023.



## STATUS OF COUNCIL RESOLUTIONS

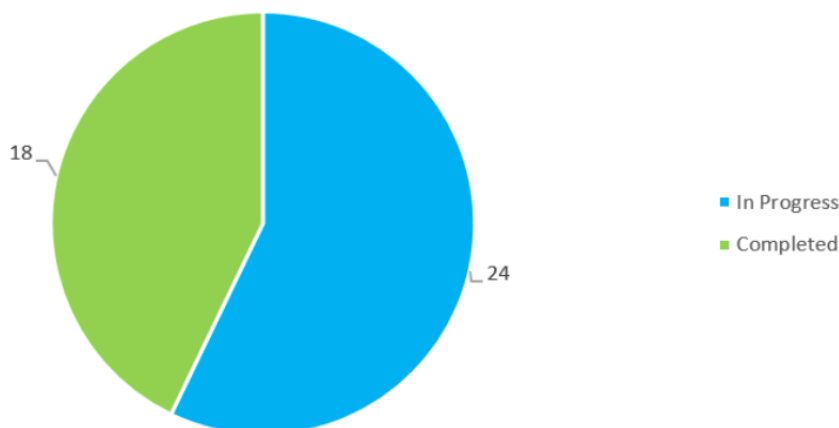
Councillor Code of Conduct. These decisions are recorded in the form of resolutions, which are enacted by the Council administration.

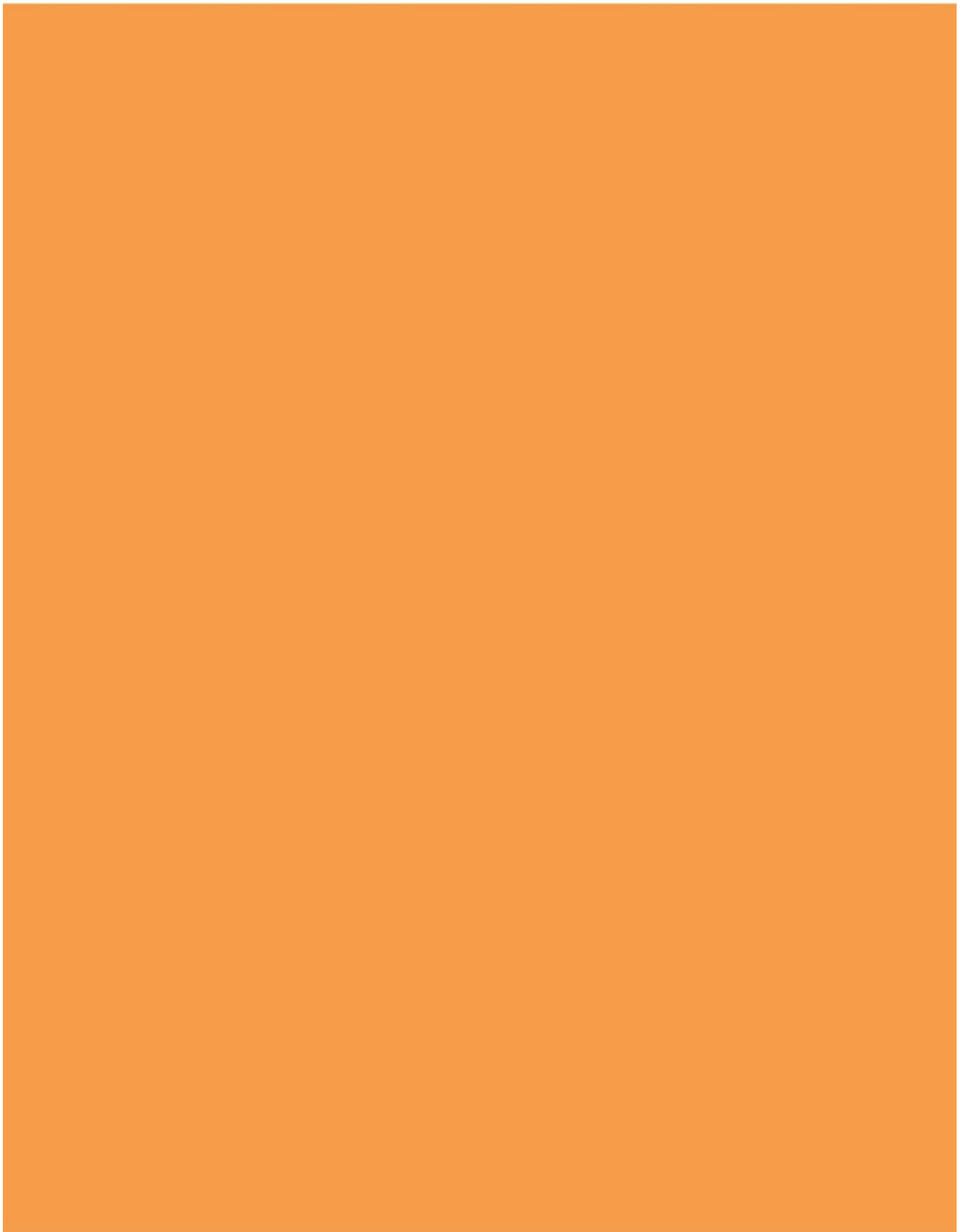
Resolutions, once recorded, take effect immediately. They can vary greatly in scale from writing a letter to communicate Council’s position on a matter, to delivery of a complex capital project. Darebin City Council records and monitors the progress made on the implementation of Council resolutions.

In the second quarter of the financial year, 18 resolutions have been completed and 24 resolutions are in progress. Due to the complexity of some of the resolutions, they may span multiple years and can be superseded or updated as the initiatives progress.

The status of the 42 resolutions made by Council and its Delegated Committees since 1 October – 31 December 2022 is:

- 57% completed
- 43% in progress






**CITY OF DAREBIN**

274 Gower Street, Preston  
PO Box 91, Preston, Vic 3072  
T 8470 8888 F 8470 8877  
E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)

 **National Relay Service**  
[relayservice.gov.au](http://relayservice.gov.au)

If you are deaf, or have a hearing or speech impairment, contact us through the

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**9.4 ANNUAL REPORT ON THE 30 YEAR PARTNERSHIP WITH THE INNER NORTH COMMUNITY FOUNDATION, INTOWORK, DAREBIN CITY COUNCIL, MERRI-BEK CITY COUNCIL AND YARRA CITY COUNCIL**

**Author:** General Manager, Governance and Engagement  
General Manager Community

**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

In December 2021, Darebin City Council executed a 30 year partnership agreement with the Inner North Community Foundation, IntoWork, Yarra City Council and Merri-bek City Council. Darebin, Merri-bek and Yarra City Councils collectively relinquished their control of Into Work in exchange for a 30 year financial contribution to the Inner North Community Foundation to deliver outcomes across the inner north in the spirit of that which was intended upon the establishment of the Inner North Training Group (IntoWork) in 1983.

Throughout the course of the 30 year partnership, Into Work agreed to provide the Inner North Community Foundation with an annual contribution of \$233,00 per annum (\$200k to the corpus per year plus an additional contribution of \$800k to the corpus over the life of the agreement) and operational funding for core staffing costs valued at \$168,757 + Federal CPI (as agreed by both parties on an annual basis) each year for the next 30 years.

2021/22 is the first financial year following the execution of the Partnership Agreement and the first year in which the Inner North Community Foundation has provided a report to Council to provide an overview of the outcomes delivered through the partnership.

<b>Officer Recommendation</b>
-------------------------------

**That Council:**

- (1) Notes the community outcomes reported by the Inner North Community Foundation for year 1 of the 30 year partnership established between Darebin City Council, Merri-bek City Council, Yarra City Council, IntoWork and the Inner North Community Foundation.
  - (2) Thanks the Inner North Community Foundation for their work to support the Darebin community and the broader inner north community
  - (3) Notes that Council will support the Inner North Community Foundation in 2023 by promoting grant funding opportunities relating to the 'Pathways to Employment Fund' across the Darebin community.
  - (4) Notes that the year 2 report from the Inner North Community Foundation for 2022/23 will be provided to Council within 6 months of the end of financial year and reported to Council at a meeting following receipt.
  - (5) Delegates the CEO to lead recruitment in partnership with the Foundation to appoint an appropriately skilled community member to the Foundation as Darebin City Council's member.
-



**BACKGROUND / KEY INFORMATION**

The Inner North Training Group (now IntoWork) was established in 1983 by the predecessor Councils of Brunswick, Coburg, Fitzroy, Northcote and Gatic as a key partner. IntoWork was incorporated by the Councils' predecessors as a not-for-profit company limited by guarantee with the objective of providing industry training and placement services in the communities that they represented, Melbourne's "Inner North". IntoWork is registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC).

Darebin City Council, Moreland City Council and Yarra City Council were each a 'Member Council' of IntoWork and collectively controlled IntoWork.

In February 2019 the CEO's of the Member Councils initiated a Governance Review of IntoWork to establish the ability to realise the Member Council's strategic objectives, manage the risks to Council and determine the future options for the Member Council's relationship with Into Work. This review was bound by a confidentiality agreement and an information barrier between officers involved in the review and all other officers including officers representing Member Councils on the Into Work Board.

A confidential report was provided to Council at its meeting on 22 March 2021 to provide:

- Comprehensive background on the arrangements with IntoWork and the Inner North Community Foundation.
- An outline of the terms that had been established with IntoWork.
- An outline of the proposal to determine the beneficiary of these terms through the Inner North Community Foundation.
- An outline of the proposal that Council (along with the other two Member Council's) relinquish its interest in IntoWork in exchange for a 30 year commitment from IntoWork to the Inner North Community Foundation valued at \$6.8 million and operational funding for core staffing costs valued at \$7.4 million (based on 2.5% Federal CPI average).

From this decision, the Member Councils and IntoWork commenced discussions with the Inner North Community Foundation to secure a 30 year financial agreement with all parties. Agreement was reached and completed in December 2021. The Agreement provided for the matter being maintained as confidential until such time as a collective announcement had been made which all parties were required to endorse. A key consideration for each Member Council was the transparency of decision making. The announcement was made on 28 April 2022.

At the Council meeting on 20 March 2021 Council resolved that a further report be provided. The proposal considered was that the Member Councils relinquish the Member Council interests in IntoWork in exchange for a 30 year commitment from IntoWork to the Inner North Community Foundation to benefit our local community, that included:

- a. Operational funding for core staffing costs valued at \$168,757 + Federal CPI (as agreed by both parties on an annual basis) each year for the next 30 years.
- b. An annual contribution of \$200,000 to the corpus each year for 30 years.
- c. An additional contribution of \$800,000 to the corpus over the life of the agreement.

This proposal was valued at approximately \$14.2m based on a federal CPI of 2.5% for the next 30 years for the operational costs (this is \$11.86m without factoring in CPI).

The proposal required all three Member Council's to be in agreement. This was confirmed following Council decisions in March 2021.

In December 2021 the 30 year Partnership Agreement was executed. The 30 year Partnership Agreement was announced on 28 April 2022 and reported to Council for public transparency at its meeting on 23 May 2022.

### Previous Council Resolution

At its meeting on 23 May 2022, Council resolved:

*'That Council:*

- (1) Notes that its decision made under Confidential item 11.1 IntoWork Governance Review and Proposal for Change on 10 March 2021 to relinquish Member Council interest in IntoWork in exchange for a 30-year funding commitment to the Inner North Community Foundation has now been implemented through a Signed Relationship Deed executed on the 7 December 2021; and therefore the decision of Council will now be made public (the executed Relationship Deed is between Moreland City Council, City of Yarra, Darebin City Council, Inner Northern Group Training Limited and Inner North Community Foundation Ltd).*
- (2) Notes that the Council resolution made under Confidential item 11.1 IntoWork Governance Review and Proposal for Change on 22 March 2021 is provided publicly in this report under previous Council resolutions.*
- (3) Notes that for the purpose of public transparency, this report provides an overview of the information related to Council's decision on 22 March 2021 and action taken execute the agreement.'*

At its meeting held on 22 March 2021 (confidential item), Council resolved:

*'That Council:*

- (1) Confirm acceptance of the proposal to relinquish the Member Council interests in +IntoWork in exchange for a 30 year commitment totalling approximately \$11.86m (\$14.2m based on 2.5% CPI average) from IntoWork to the Inner North Community Foundation to benefit our local community, that includes:
  - a. Operational funding for core staffing costs valued at \$168,757 + Federal CPI each year for the next 30 years*
  - b. An annual contribution of \$200,000 to the corpus each year for the next 30 years*
  - c. An additional contribution of \$800,000 to the corpus over the life of the agreement**
- (2) Subject to all three Member Councils supporting the proposal to relinquish the Member Councils interests in IntoWork in exchange for the 30 year funding commitment to the Inner North Community Foundation, makes a summary of this report public on an agreed date*
- (3) Authorises the CEO to do all things necessary to execute the removal of Member Councils' interests in IntoWork in exchange for benefits and participation on the Inner North Community Foundation Board, with appropriate measures to ensure the security of the 30 year commitment survives any future disruption, re-structuring, break-up or sale of IntoWork*
- (4) Authorises the CEO to do all things necessary to execute the introduction of Member Councils' participation on the Inner North Community Foundation Board*
- (5) Provides a further report to Council upon completion of the execution of this decision.'*

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 1: Vibrant, Respectful and Connected  
Strategic Direction 4 Responsible, Transparent and Responsive

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

1.3 We will embrace diversity and ensure everyone is included in our society, and no one is left behind – by combating discrimination, and championing equity, inclusivity and diversity

**DISCUSSION**

The purpose of the Annual Report from the Inner North Community Foundation during the life of the 30 year Partnership Agreement with the Foundation, IntoWork, Darebin, Merri-bek & Yarra City Councils is to report on the community outcomes delivered through the partnership. This assists Darebin City Council with our community accountability requirements, allowing the City Councils to appropriately describe to their respective communities the benefits derived from the relationships and arrangements between all of the parties.

The Inner North Community Foundation was established in 2007 by IntoWork as a "means of ensuring that the corporate success of IntoWork could be translated into a perpetual social, economic and financial contribution to the local community."

The Foundation is an independent community foundation and is trustee for the Inner North Community Foundation Charitable Fund and Public Fund. It manages philanthropic dollars to provide funds for projects that create prosperous, connected, and cohesive communities in Melbourne's Inner North, particularly encouraging pathways to employment.

Since its establishment, the Foundation has granted more than \$2.6 million in grants to the municipalities of Darebin, Moreland, and Yarra. Grants have been awarded across 30 different suburbs to 130 community organisations, running innovative and creative programs that unlock the potential of local people. From Preston to Pascoe Vale, Reservoir to Richmond, Fawkner to Fitzroy the Foundation serves more than 400,000 people across 125 square kilometres.

In accordance with the Partnership Agreement, the Annual Report (**Attachment A**) includes:

- **The contribution to the corpus from INGT under the Partnership Agreement in the financial year, and the cumulative total to date during the term of the Agreement.**

In 2021/22, the first year of the partnership, this contribution was \$233,000 to the corpus of the Pathways to Employment Fund and additional funding that contributes to the core operational costs of the Foundation, valued at approximately \$168,757.

- **The community benefit that has been realised through the 'Pathways to Employment Fund' (being the recipient fund of the Deed of Gift) during the financial year. This should include:**
  - **The range of projects, programs or activities that have received grant contributions from the fund**

The Pathways to Employment Fund is first flagship funding program of the Inner North Community Foundation, and helps vulnerable local people develop work and life skills and progress their journey to work.

From August 2021 to August 2022 the Foundation granted \$150,000 to 10 local community organisations to deliver projects that focus on employment pathways for local people disadvantaged in their access to employment.

Organisations in the inner north that have benefited from funding, with \$15,000 per project, include the following projects led by local organisations within each municipality in the inner north:

- Commercial Cooking Training & Employment for People Seeking Asylum & Refugees', Free to Ltd (Darebin)
  - 'TTT Pathways for Adults', Preston Neighbourhood House Inc trading as Bridge Darebin (Darebin)
  - 'Transmission – Associate Artists & Producer Program', Outer Urban Projects (Merri-bek)
  - 'Home.Plate', For Change Co (Merri-bek)
  - 'Opportunity Knocks – YHOP Merri-bek', Youth Projects Ltd (Merri-bek)
  - 'Getting Ready for Work – Youth Pathways Program', Youthworx (Merri-bek)
  - 'Make it Work', Carlton Neighbourhood Learning Centre (Yarra)
  - 'Women's Entrepreneurship Capacity building for employment pathways and financial empowerment', Carrinbush Adult Education (Yarra)
  - 'Student Pathways Program', The Social studio (Yarra)
  - 'Second Chance Cycles', Victorian Association for the Care and Resettlement of Offenders (Yarra)
- **The number or people/participants that have benefited from the funded projects, programs or activities in this year and participation relating to previous year grant funding if multi-year activities or outcomes**  
 344 participants across the inner north  
 170 people secured work  
 167 people gained work experience  
 25 volunteers were involved in supporting the projects  
 45 people received a qualification  
 \$1,226,969 was the total value of the projects supported
  - **A reflection of the demographics of recipients/beneficiaries, including but not limited to - Aboriginal and Torres Strait Islander peoples, people who identify as LGBTQIA+, people from culturally and linguistically diverse communities, people with a disability, young people, asylum seekers, women and people who have exited the justice system**

In 2021/22, funded projects supported local community members, targeting groups that have particular vulnerabilities with their journey to work. This included:

100%	People experiencing economic disadvantage or vulnerability
90%	Asylum seekers, refugees, migrants and people from CALD backgrounds

- 30% Aboriginal or Torres Strait Islander Peoples
- 50% People with a disability, illness or disease
- 50% LGBTQIA+ people
- 40% People experiencing or at risk of homelessness (ex) offenders

- **A reflection on the geography of contributions from the fund and community outcomes across the Inner North**

In 2021/22, projects were funded across the three municipalities as follows:

- 2 – Darebin (\$30,000)
- 4 – Merri-bek (\$60,000)
- 4 – Yarra (\$60,000)

- **Key projects, programs or activities delivered in the financial year illustrating the community impact that the work of INCF delivers through the Pathways to Employment Fund**

The projects funded from within Darebin include the following, in addition to eight other projects initiated from within the Merri-bek and Yarra that had broader impact across the inner north community (as detailed in **Appendix A**):

**‘Home-plate, For Change Co. (Darebin)**

For Change Co developed an impact model that has been informed by young people with a lived experience of homelessness, industry experts and consultation with the community. The home.plate program provided paid education, training and employment for 11 young people experiencing homelessness.

*Max joined the home.plate program after seeking supported accommodation with Launch Housing. Max impressed the trainers with his enthusiasm and ability to apply himself to his learning during the program. Max was the first pilot participant of the Module 3+ program which involves a partner organisation (a high-end restaurant), taking on Max as a trainee for 8 weeks with great results. This experience also showed he wanted to be involved in supporting others to learn the skills and have greater opportunities.*

*Max is now employed as a team member by For Change Co. to staff their new venue in Bellfield. Max does this work part-time alongside his education commitments.*

**‘TTT Pathways for Adults’, Preston Neighbourhood House (T/A Bridge Darebin) (Darebin)**

This project expanded their existing Tiered Transitional Training (TTT) program to ‘Pathways for Adults’. The expanding the age bracket engaged 10 people over 50 experiencing discrimination in the workplace. The project found that the age range was potentially too wide; having a large gap between participants (eg.18 vs 52-year-old job seekers) reduced social cohesion between participants & made it more difficult to tailor the course with life & work skills that were individualized to all members of the group.

Due to COVID- 19 lockdowns announced a few weeks in, they had to pivot from traditional TTT course, they developed a barista course building coffee making and relevant skills for the workplace.

This course was needed due to an increased need for job seekers to quickly upskill for work and was run with mature long-term unemployed participants referred from JobActives. These participants cited challenges such as discrimination against age (50+) in the workplace & losing jobs due to the pandemic e.g. a dance teacher who then needed to seek work in a different sector.

- **The priorities for the next financial year (i.e., the financial year commencing immediately after the financial year for which Annual Report is prepared) to deliver outcomes for the Inner North through the Pathways to Employment Fund.**

The 2023 Pathways to Employment Grants Program will launch in mid 2023. The Foundation is currently reviewing its approach to impact to align program logics across different grants streams. The focus of grants is likely to remain consistent with previous years.

Other Achievements of the Inner North Community Foundation in 2021/22 include:

- \$415,000 granted across the inner north
- 76 grants made across all grants programs
- \$1.1m received from local donors
- 60 students participating in young changemakers
- 23 local volunteers assessing grants
- 1 award for Philanthropic Excellence

In addition to the information provided at **Appendix A**, the Inner North Community Foundation also reported to Council the minutes of the Annual General Meeting (AGM) held on 22 November 2022 (Confidential **Appendix B**) and the 2021/22 Annual Financial Statements (Confidential **Appendix C**).

There is provision that the information required to be included in Annual Reports as set out in the Partnership Agreement may be revised by the City Councils with agreement with both INCF and INGT during the life of the Partnership to ensure that Annual Reports maintain relevance and continue to meet the needs of the City Councils and the Inner North community.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

The 30 year partnership with the Inner North Community Foundation, IntoWork, Merri-bek City Council and Yarra City Council and Darebin City Council secured direct investment in the inner north that is aligned to the intended purpose of IntoWork through the Inner North Community Foundation.

In 2021/22, the first year of the partnership, this contribution was \$233,000 to the corpus of the Pathways to Employment Fund and additional funding that contributes to the core operational costs of the Foundation, valued at approximately \$168,757. Over the life of the Partnership Agreement, the total value will be approximately \$14.2m.

Annual increases are centred on CPI, ensuring that the annual amounts align to increases in the cost of living. It is acknowledged that CPI is reaching a peak from recent years, which will in turn increase the annual contribution in 2022/23 accordingly.

## Community Engagement

There was no community consultation undertaken on this matter due to the commercial and legal sensitivities of the governance review and negotiations undertaken to establish the partnership.

The confidential information reported to Council on 22 March 2021 was made public through the subsequent report on 23 May 2022 following the execution of the agreement, to provide transparency to the community.

## Communications

The 30 year partnership with the Inner North Community Foundation, IntoWork, Merri-bek City Council and Yarra City Council and Darebin City Council was established through confidential review (2019-2020) and negotiations (2021) and reported to the respective Councils as a confidential report in March 2021. Each Council resolved that a further report would be provided to Council following completion of execution of the decision.

The public announcement of the partnership was made, in accordance with the partnership agreement, on 28 April 2022.

The decision to establish the partnership was reported publicly at the Darebin Council meeting on 23 May 2022.

The formal launch of the partnership was held on 26 August 2022 at the Pathways to Employment Celebration hosted by the Inner North Community Foundation.

A core component of the 30 year partnership agreement is that the Inner North Community Foundation provide an annual report to each Council within 6 months of the end of the financial year regarding the outcomes delivered against the objectives for the life of the partnership agreement.

## Other Principles for consideration

### Overarching Governance Principles and Supporting Principles

(f) collaboration with other Councils and Governments and statutory bodies is to be sought;

### 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;

### Strategic Planning Principles

(e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;

### Service Performance Principles

(a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

N/A

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The partnership provides support to the inner north that is aligned to the original purpose of IntoWork through the Inner North Community Foundation, that in today's context is a more appropriate entity. The Inner North Community Foundation provides funding that addresses disadvantage, promotes equity, support the vulnerable and removes barriers to support the community into employment. By securing the future of the Inner North Community Foundation, the Member Councils (Darebin, Merri-bek & Yarra) have provided certainty and stability to secure the future of the inner north community. This partnership ensures that the Inner North Community Foundation will be able to fund projects that create prosperous, connected, and cohesive communities, particularly encouraging pathways to employment into the future.

Part of the agreement established provides for the Inner north Community Foundation to provide an annual report to Council within 6 months after the end of the financial year. The requirements of reporting were designed to align to Council's Toward Equality Framework and commitment to equity and social justice.

**Economic Development and Cultural Considerations**

The partnership provides support to the inner north that is aligned to the intended purpose of IntoWork through the Inner North Community Foundation, that in today's context is a more appropriate entity. By securing the future of the Inner North Community Foundation through the funding commitment for the next 30 years for both operational support and corpus contribution, the Member Councils provide certainty and stability in its role in the inner north to provide funds for projects that create prosperous, connected, and cohesive communities, particularly encouraging pathways to employment.

The Inner North Community Foundation philanthropic funds are used for grant making across broad interests, with a special focus on building pathways to employment and promoting economic participation. This priority recognises the importance of work, which ensures personal and family wellbeing, and enables people to be active contributors in community life.

The major granting activity of the Foundation is to strengthen pathways to employment through organisations running innovative and creative programs that unlock people's potential to contribute to our prosperity.

**Operational Impacts**

There are no significant operational impacts relating to the recommendation contained within this report.

**Legal and Risk Implications**

There are no significant legal or risk implications relating to the recommendation contained within this report.



## IMPLEMENTATION ACTIONS

The implementation actions required by the Partnership Agreement are that the Inner North Community Foundation provide an annual report to Council annually, within 6 months of the end of the financial year. The obligation of officers is to report this information to Council to provide transparency to the community outcomes delivered through the partnership, supporting transparency to the Darebin and inner north community. This report fulfils this requirement.

The 2023 Pathways to Employment Grants Program will launch in mid 2023. The Foundation is currently reviewing its approach to impact to align program logics across different grants streams. The focus of grants is likely to remain consistent with previous years.

## RELATED DOCUMENTS

- Toward Equality Framework
- Community Employment Strategy
- Aboriginal and Torres Strait Islander Employment Strategy and Action Plan

## Attachments

- Annual Partnership Report 2021/22 - Inner North Community Foundation (**Appendix A**)
- Inner North Community Foundation AGM 2021/22 (**Appendix B**) Confidential - enclosed under separate cover
- Inner North Community Foundation Financial Statements 2021/22 (**Appendix C**) Confidential - enclosed under separate cover

## DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

However, it is noted for the record that Enna Giampiccolo, Manager Customer Experience, Communications and Engagement was appointed to the Board of the Inner North Community Foundation in 2022 representing the Darebin community. Recruitment for this position will be undertaken in early 2023 in partnership with the Inner North Community Foundation.



# Pathways to Employment Function

**2021/2022 grants feedback**



*The Inner North Community Foundation works on the land of Wurundjeri Woi Wurrung people of the Kulin Nation and recognizes elders past, present and emerging as the tradition custodians of the land*



# THIS REPORT

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This report outlines activity from the 2021 Pathways to Employment Grants round, with acquittals received in late 2022 from grants funded from August 2021 to August 2022. For the period, the Foundation granted \$150,000 to 10 local community organisations to deliver projects that focus on employment pathways for local people disadvantaged in their access to employment.

The Pathways to Employment Fund is the first flagship funding program of the Inner North Community Foundation, and helps vulnerable local people develop work and life skills and progress their journey to work. Initiated by IntoWork Australia in 2007, over the last 15 years the annual grants program supports eligible organisations in the local government areas of Darebin, Merri-bek and Yarra.

For a community foundation to be successful, people need to know you, like you and trust you. With the strong partnership and support from IntoWork Australia and local Councils, the Inner North



# OUR PARTNERSHIP

## Supporting pathways for job seekers in the inner north



The Pathways to Employment Grant Program is a proud partnership of the Cities of Darebin, Merri-bek and Yarra, IntoWork Australia and the Inner North Community Foundation.

Since 2007, IntoWork Australia has supported the 'Pathways to Employment Fund'. A new commitment in 2021 re-affirmed this partnership, with IntoWork providing an annual contribution of \$233,000 to the Fund and additional funding that contributes to the core operational costs of the Foundation. To date under this new partnership agreement, \$233,000 has been given to the fund in total.

This further strengthens the existing partnership between the five organisations and recognises the value of the Foundation's role to grant funds, create opportunities for employment and support in helping people to find work in the inner north. The partnership announcement was held in August 2022 at Collingwood Yards, as part of the 2022 Pathways to Employment Grants Celebration.

### What's next?

The 2023 Pathways to Employment Grants program will launch in mid 2023. The Foundation is currently reviewing its approach to impact to align program logics

## 2021/2022 Pathways to Employment - \$15,000 per project

ORGANISATION	LGA	PROJECT TITLE
Carlton Neighbourhood Learning Centre (CNLC)	Yarra	Make it Work
Carringbush Adult Education	Yarra	Women's Entrepreneurship: Capacity building for employment pathways and financial empowerment
For Change Co	Merri-bek	home.plate
Free To Ltd	Darebin	Commercial Cooking Training and Employment for People Seeking Asylum and Refugees
Outer Urban Projects	Merri-bek	TRANSMISSION - Associate Artists and Producer Program
Preston Neighbourhood House Inc. trading as Bridge Darebin	Darebin	TTT Pathways for Adults
The Social Studio	Yarra	Student Pathways Program
Victorian Association for the Care and Resettlement of Offenders (VACRO)	Yarra	Second Chance Cycles
Youth Projects Ltd)	Merri-bek	Opportunity Knocks - YHOP Meri-bek
Youthworx	Merri-bek	Getting Ready For Work - Youth Pathways Program



# PATHWAYS TO EMPLOYMENT- OUTPUTS 2021/2022



344  
PARTICIPANTS  
ACROSS THE  
REGION

170  
PEOPLE SECURED  
WORK

\$1,226,969  
TOTAL VALUE OF  
PROJECTS

*The Foundation bases its Pathways to Employment acquittal on Social Ventures Australia's research into effective employment project indicators. Data captured also includes:*

- 167 people gained work experience
- 25 volunteers were involved in supporting the projects

# unded Projects



## CARLTON NEIGHBOURHOOD LEARNING CENTRE (CNLC)

### Make it Work



The MIW mentor program assisted 76 skilled migrants who experience significant barriers in to employment to partner with mentors and the knowledge, networks and confidence to break in to the employment market.

Priyanka got a job interview with Gowrie which she was not successful in getting the job. But her mentor worked with her some more and when she applied a second time she was successful! It is early days but Priyanka is really enjoying working in the field she had chosen and says the mentoring program gave her a lot of confidence.

*"It is very good – very helpful for me because she is helping me with my resume and do mock interviews with me; she has experience interviewing people in this industry so knows what to look for."*

# unded Projects



## **CARRINGBUSH ADULT EDUCATION**

### **Women’s Entrepreneurship: Capacity building for employment pathways and financial empowerment**

Carrington Adult Education (CAE) and SisterWorks effectively collaborated to design and deliver the ‘Women’s Entrepreneurship Capacity building for employment pathways and financial empowerment’ program. The program delivered weekly interactive workshops facilitated by SisterWorks and CAE over a 12-week period to build the skills and confidence of six participants.

#### **Case study: Jun**

*Jun was sharing her skills with all the participants and loved seeing the small improvements each week. She mentions that one of her greatest contributions she made was when participants didn’t quite understand technicalities that were being spoken in English, she was able to help translate in a way that still allowed them to improve their skills.*



# unded Projects



## FOR CHANGE CO. Home.plate

For Change Co developed an impact model that has been informed by young people with a lived experience of homelessness, industry experts and consultation with the community. The home.plate program provided paid education, training and employment for 11 young people experiencing homelessness.

*Max joined the home.plate program after seeking support and accommodation with Launch Housing. Max impressed the trainers with his enthusiasm and ability to apply himself to his learning during the program. Max was the first pilot participant of the Module 3+ program which involves a partner organisation (a high-end restaurant), taking on Max as a trainee for 8 weeks with great results. This experience showed he wanted to be involved in supporting others to learn the skills and have greater opportunities.*

*Max is now employed as a team member by For Change Co. to support their new venue in Bellfield. Max will do this work part-*

# unded Projects



## FREE TO FEED

### Commercial Cooking Training and Employment for People Seeking Asylum and Refugees



The CCTE project delivered five of its core pillars. These pillars (below) structure participant engagement and provided eight participants with tools to employ themselves and support their communities.

- **Employment** - Two shifts a week in our catering kitchen. This involves upskilling in soft and hard skills and local experience in Australian hospitality culture guided by trauma informed values and culture.
- **Education** - Access to training of a Certificate 3 in Commercial Cooking delivered in the small class size of their cohort with access to 1:1 transitional support.
- **Wellbeing** - Regular therapeutic assessment and intervention by a trauma-informed Mental Health and Social work practitioner individually and in group settings.
- **Community** - Access to inbuilt FTF community which includes regular events, learning environments, cultural specific celebrations and an advisory position.
- **Networking** - Referrals and supported engagement to the next steps, whether that be a Job Service Provider, interviews with local organizations.

# Funded Projects



*'Is Afraid?', Damian Seddon. - Outer Urban Projects,*

## OUTER URBAN PROJECTS TRANSMISSION - Associate Artists and Producer Program



The Transmission Project pivoted their existing artistic program into the digital realm. It enabled the development, production and adaptations for more works than anticipated. Transmission engaged and employed over 97 creative technicians and producing, marketing and production workers across URBAN STUDIO – a hybrid live and digital performing arts platform with new Australian works including REVELATIONS, LULLABY and BALKAN (formerly The Drum); Major Work VIGIL

*Ruci and Damian (previous beneficiaries) have been employed as teaching artists on Outer Urban Projects' community access workshop program.*

*Through their work with curators Grace McQuilten and Amy Spiers from the Schools of Education and Art, RMIT partnered with The Social Studio, Youthworx and Outer Urban Projects to work with a cohort of young creatives from culturally diverse, asylum seeker, First Nations, neurodivergent and disabled communities via training and employment in fashion design, digital media production and performing arts.*

# Funded Projects



## PRESTON NEIGHBOURHOOD HOUSE INC. TRADING AS BRIDGE DAREBIN

### TTT Pathways for Adults



This project expanded their existing Tiered Transitional Training (TTT) program to "Pathways for Adults". The expanding the age bracket engaged 10 per cent over 50 experiencing discrimination in the workplace.

The project found that the age range was potentially too wide; having a large gap between participants (eg. 18 vs 52-year-old job seekers) reduced social cohesion between participants & made it more difficult to tailor the course to life & work skills that were individualized to all members of the group.

Due to COVID-19 lockdowns announced a few weeks in, they had to pivot from traditional TTT course, they developed a barista course building coffee making and relevant skills for the workplace. This course was needed due to increased need for job seekers to quickly upskill for work and was run by mature long-term unemployed participants referred from JobActive. The participants cited challenges such as discrimination against age (50+) in workplace, & losing jobs due to the pandemic eg. a dance teacher who then needed to seek work in a different sector.

# Funded Projects



## THE SOCIAL STUDIO

### Student Pathways Program



The Student Pathways Program supported 14 talented refugee youth who accessed education and training programs at The Social Studio with a holistic wraparound support program - including mentoring, work experience opportunities and skill development workshops - with the goal of overcoming barriers and increasing successful transition into employment and/or further education.

*Aziza has been working with the student pathways coordinator, Nas, and teaching staff to set goals for her studies and own professional development. Earlier this year, she began working for a local fashion wholesaler, gaining experience in garment quality control and basic sewing - a job facilitated through The Social Studio.*

*With goals to continue her fashion studies and hopefully work as a designer one day, Aziza's horizons are ever-expanding:*

*"When I first came here, honestly, I felt nervous. But I immediately felt welcome. It's not your regular teacher-student relationship, they're m*

# Funded Projects



## VACRO (VICTORIAN ASSOCIATION FOR THE CARE AND RESETTLEMENT OF EX-OFFENDERS)

### Second Chance Cycles

Second Chance Cycles program helped 84 ex-offenders to integrate into society by improving their confidence and employability skills, with the eventual goal of developing their ability to secure sustainable employment.

*Cain was referred to Second Chance Cycles by JLTC. He'd previously had lengthy periods of incarceration, an unstable work history.*

*Under his sentence, Cain was able to volunteer with the Second Chance Cycles bike workshop. He developed new mechanical skills, workplace skills eg. responsibility, communication, health and safety & teamwork.*

*During his parole, Cain was offered a job with the construction company. Cain's success shows what can be possible for people when they're given the opportunity to succeed and are motivated to get their lives on track.*

*At the end of their support to Cain, he was happily working and*

# unded Projects



## YOUTH PROJECTS LTD Opportunity Knocks - YHOP Meri-bek

Opportunity Knocks program collaborated with a local Meri-bek school v identified 22 Year 10/VCAL students who were at-risk of full disengagement from school due to the challenges of the return back to face to face learn

*Harmonie engaged with YHOP mid-Oct 21 experiencing anxiety and so isolation and her school counsellor had noticed a change in Harmc especially with her level of engagement at school. Harmonie opened more about her situation. Harmonie attended every session of Opportu Knocks and made good connections with other young people. Harmon confidence grew after each session and she started to reconnect back v school along with starting to look for casual work.*

School Counsellor feedback post program *"She has settled into sch extremely well this year. I am very pleased with her progress, and thi mostly due to the wonderful work you have done with her."*

Quotes from other participants:

*"Yes, it was fun. I learnt that skills matter to me."*

# unded Projects



## YOUTHWORX Getting Ready For Work - Youth Pathways Program



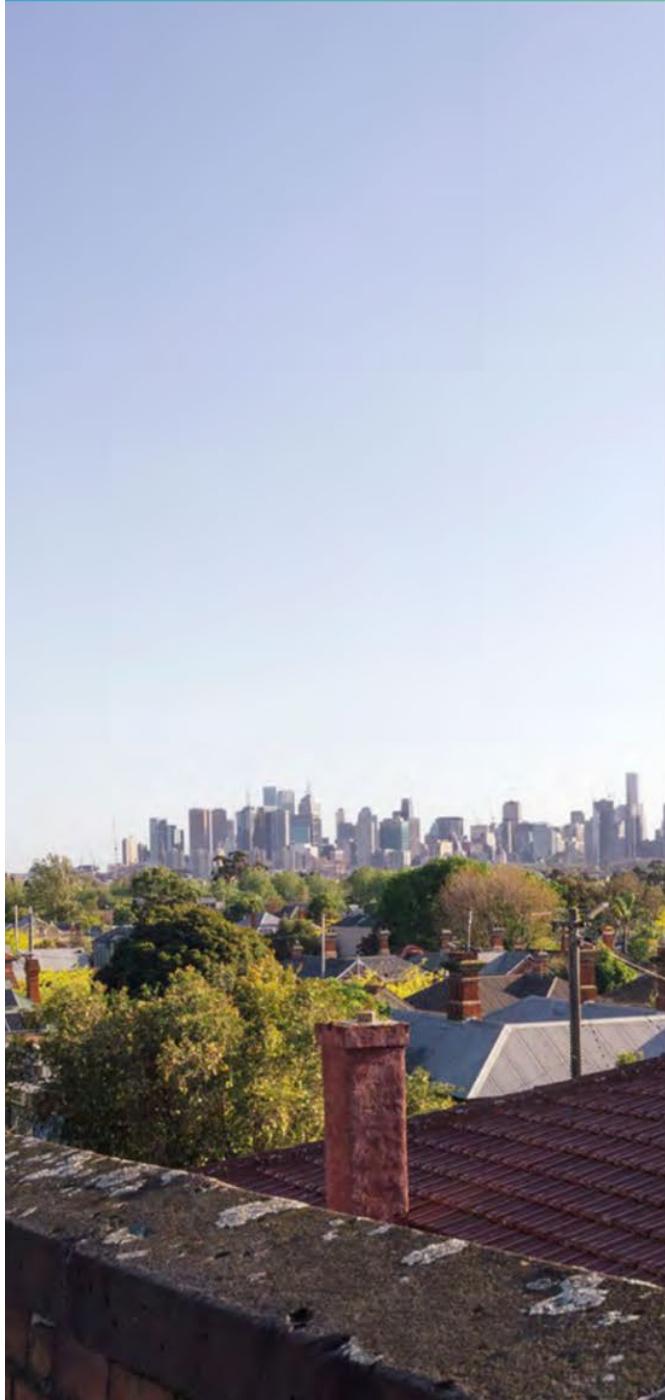
The Youthworx' work readiness program was delivered to 16 young people who undertook the following activities:

- Job readiness training including CV/folio development & interview coaching
- and completing 5 specific workshops.
- developing media industry skills
- Excursions and incursions to different production companies
- pursuing links to Industry mentors
- developing individualised vocational pathway plans

*"The course gave me an enormous confidence boost throughout the year and so many opportunities that I would never have had if I were anywhere else. The hands on learning was so much better than general theory and further consolidated my interest in Media Production.*

*Thanks to the course I hosted my own radio show for 12 weeks and if I told you I'd be doing that only the previous year I would not believe you.*



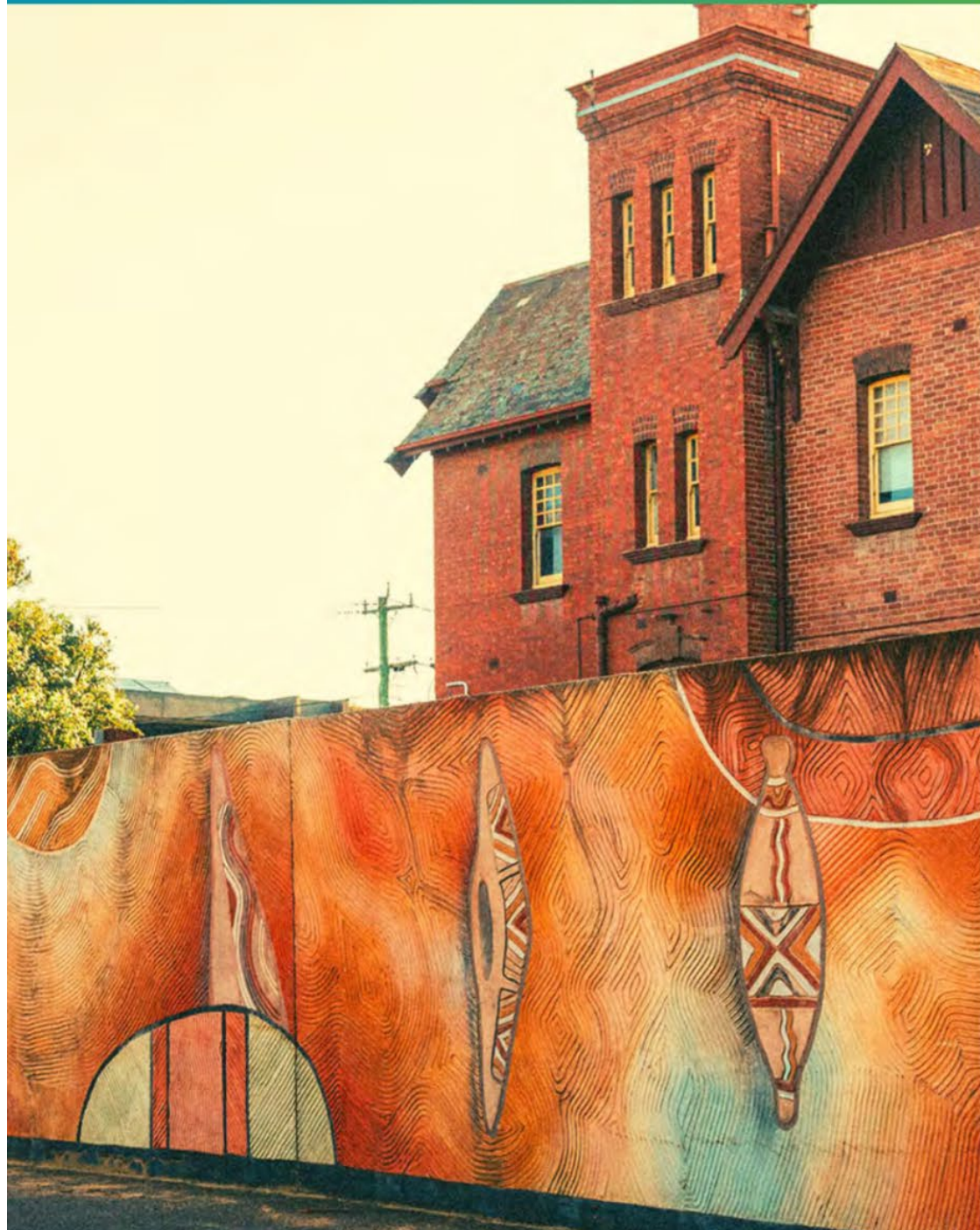


# TARGET COHORTS



Funded projects supported local community members, targeting groups that have particular vulnerabilities with their journey to work. The Foundation's purpose is to support charitable activity in Melbourne's inner north, with the benefit going to people in the region that have meet this legal definition.





## 2021/2022 HIGHLIGHTS

**\$415K**

GRANTED ACROSS  
THE REGION IN F21

**76**

GRANTS MADE  
ACROSS ALL  
GRANTS PROGRAMS

**\$1.1m**

RECEIVED FROM 50  
LOCAL DONORS

**60**

STUDENTS  
PARTICIPATING IN  
YOUNG  
CHANGEMAKERS

**23**

LOCAL VOLUNTEERS  
ASSESSING GRANTS

**1**

AWARD FOR  
PHILANTHROPIC  
EXCELLENCE



# ADDITIONAL HIGHLIGHTS

**2021/2022**



This year has been one of strategic growth for the Foundation, highlights including:

- Our C19 Disaster Relief Fund received a 2021 Philanthropy Aus Award for Community Philanthropy
- Launching the second Inner North Report: Who We Want to Be, details how people want our community to develop and imp Understanding in this way can help us to see if we are investing ir community where our community wants us to invest our eff Funding has been received from the Paul Ramsay Foundation to for the second phase of this work.
- 60 students from Northern College of Arts and Technology and W Senior Campus participated in the Young Chanemakers Prog Learning about their communities, they made recommendator distribute \$45,000 to 9 eligible organisations.
- Our partnership in the Vocational Mentoring Exchange (VME) contir supporting the career transition journey of socially/econom



Wendy St Oval, Clifton Hill

# OUR APPROACH

## Bringing money to life through Philanthropy



Since 2007, the Foundation has given \$5,200,000 to more than 500 local community projects. Our first grant round was for \$44,000 in 2008, and has grown over time as our corpus and relationships with other donors has grown. Annually, approximately \$500,000 is given across the region.

We're a core powerhouse of community building within the Inner North, powering change to make sure that the most vulnerable people in our north suburbs get a fair go. Building a better community is about bringing together people who want to contribute to change with those with the expertise and experience to make it happen.

We steward, in perpetuity, a community resource. With \$10,200,000 in funds under management, the leadership from our founder and key supporter, IntoWork Australia, has been complemented by other local donors, who have given to have impact in their local community.

We've all got a role to play in strengthening prosperous, connected and cohesive communities in Melbourne's inner north. Through our smarter giving model.



# Total investment in Darebin, Merri-bek and Yarra since 2007



**\$1.9m**  
OPERATIONAL  
SPONSORSHIP FROM  
INTOWORK

**\$4.5m**  
DONATIONS TO THE  
PATHWAYS TO  
EMPLOYMENT FUND

**\$12.3m**  
TOTAL DONATIONS  
TO THE  
FOUNDATION

**\$5.2m**  
TOTAL  
REINVESTED IN  
GRANTS

**546**  
TOTAL NUMBER OF  
GRANTS MADE

**\$10.2m**  
TOTAL FUNDS  
UNDER  
MANAGEMENT JUNE  
30 2022

# Thank you!



*Steps of Giants mural, Aborigines Advancement League Thornbury*

INNER NORTH  
COMMUNITY

## 2021/2022 Pathways to Employment

Proudly supported by

**int**work



**9.5 COMMUNITY ENGAGEMENT POLICY REVIEW - PERSONAL INFORMATION COLLECTION REQUIREMENT AND SECTION 223 OF 1989 LOCAL GOVERNMENT ACT**

**Author:** Coordinator, Communications Brand & Digital  
Coordinator, Diverse Communication & Engagement

**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

This report includes the review of Darebin's Community Engagement Policy, particularly with regard to the collection of personal information and the guidance to replace the provisions under section 223 of the *Local Government Act 1989*.

In light of recent cyber-attacks, the demonstrated barrier to participation and the privacy law implications, it is recommended that Darebin Council removes the requirement for community engagement participants to provide their name, email/postal address and postcode in order to participate in all forms of engagement, and instead only collect postcode as part of the demographic information usually collected. It is recommended that Council adopts the revised Policy as attached as Appendix A. It is also recommended that Darebin Council adopts new guidance for all engagement processes that no longer require section 223 of the *Local Government Act 1989*.

<b>Officer Recommendation</b>
-------------------------------

**That Council:**

- (1) Notes the changes to the policy to allow participants involved in community engagement to provide their name/email/postal address as optional only and removes the mandatory requirement for these details to be collected.
  - (2) Requires participants to provide only postcodes, and the demographic information usually collected.
  - (3) Notes that the changes to the policy regarding the collection of personal information align to the Community Engagement Policy as it was presented to Council for adoption in February 2021, informed by the community engagement undertaken late 2020 to early 2021.
  - (4) Adopts the new guidance for all engagement processes that no longer require section 223 of the *Local Government Act 1989*.
  - (5) Adopts the revised Darebin Community Engagement Policy (**Appendix A**).
- 

**BACKGROUND / KEY INFORMATION**

The Darebin Community Engagement Policy (the Policy) was adopted in principle by Council in February 2021 as required by the *Local Government Act 2020*. The policy has been in operation for almost two years and in line with the intent to review, there are a number of items which require the attention of Council, they are:

- Minimum standards of engaging with Aboriginal and Torres Strait Islander peoples
  - Collection of personal information on all engagements undertaken
  - Guidance to replace section 223 of the *Local Government Act 1989*
-

This report includes the review of the collection of personal information and the guidance to replace the provisions under section 223 of the *Local Government Act 1989*. The review of the minimum standards of engagement with Aboriginal and Torres Strait Islander peoples is underway and will be reported in a separate report once feedback has been received from the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, and other Aboriginal and Torres Strait Islander peak bodies and organisations as required.

### Previous Council Resolution

At its meeting 22 February 2021, Council resolved:

*'That Council:*

- (1) Notes the outcomes of community engagement on the draft Community Engagement Policy and endorses the changes recommended to the Community Engagement Policy as a result of this engagement;*
- (2) Adopts the Community Engagement Policy to ensure we conduct our community engagement policy in an inclusive manner that includes all voices in our community by actively seeking to remove social, cultural, linguistic, and gender-based barriers that people and groups in our diverse community might encounter, with the specific following changes:*
  - a) The first paragraph of the Purpose and Scope on page 3 of the document to be amended to read: "Darebin City Council is committed to building a fair, inclusive and equitable city, which is why we put residents, business owners, and the community sector at the heart of our decision-making".*
  - a) The table on page 5, in the row titled REPRESENTATIVE, the words "to reduce those barriers" should be replaced with "to remove those barriers".*
  - c) Under 'Deliberative Engagement' on page 9, the sentence "provide recommendations and feedback which is reviewed and adopted by Council" to be replaced with "provide recommendations and feedback which is reviewed and considered for adoption by Council".*
  - d) The second paragraph under "How we engage – Minimum standards, Level and*
    - b) Type" on page 6 to be amended from "We also apply minimum standards of engagement to all our engagements to achieve this in our engagement approach" to "We also apply minimum standards of engagement that reflect the ratios of diversity in the community, to all our engagements in order to achieve maximum representation in our engagement approach."*
    - c) The table on page 7, in the column "Empower" and the row "Our promise to the community", to add the words "or we will provide reasons if Council amends a decision or recommendation."*
    - d) The table on page 7, in the column "Empower" and the row "Participation goal" to remove the words "final" and "making" and replace the word "decision" with "decisions".*
    - e) Under "Principles of deliberative engagement" on page 9, the dot point that reads "good representation of the community in engagement activities" to be amended to "accurate representation of the community in engagement activities".*
- (3) Revokes the Community Engagement Strategy and Community Engagement Framework adopted on 6 November 2019;*
- (4) Receives a further report and update on the Community Engagement Policy to incorporate any feedback received upon completion of engagement with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, and other Aboriginal and Torres Strait Islander peak bodies and organisations as required.*
- (5) Endorses option 2 for participation requirements of all future engagements including but not limited to future online, written, telephone and pop-up consultations undertaken to*



*minimise the risk of multiple submissions by requiring participants to provide personal information such as name, (email address or postal address) and post code.*

- (6) *Ensures that consultations continue to also use the standard demographic questions including but not limited to, what connection a person has to Darebin.*
- (7) *Ensures that consultations must be done in different community languages using bilingual facilitators.'*

At its meeting 19 December 2021, Council resolved:

*'That Council defer this item to the 27 February 2023 Council Meeting.'*

## **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

## **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

## **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

1.2 We will help to build an inclusive and empowered community, where social cohesion and community harmony are fostered

This policy ensures we conduct our community engagement in a way that includes all voices in our community by actively seeking to remove the barriers people and groups in the community might encounter. The policy seeks to clearly articulate community engagement practices in an open and transparent way which ensures the community can trust the decisions of Council.

## **DISCUSSION**

### **Personal information collection requirement**

As part of the adoption of the policy in February 2021, the requirement for participants to provide their personal details of name, address/email and post code was added. The implementation of the personal information collection requirement has caused a significant impact on engagements undertaken and has raised a range of issues.

A summary of the key issues relating to this requirement are documented below.

#### Barrier to participation

On average, one fifth of engagement participants choose not to participate because of the personal information collection requirement, automatically excluding these individuals from participating in Council engagements.

The barrier to participation is increased when engaging with our culturally and linguistically diverse community members. In developing our Multicultural Communications and Engagement Toolkit, one of the key pieces of feedback was the discomfort with providing personal information as a condition of the engagement process. There have been numerous examples since the adoption of the policy where CALD community groups declined requests for personal information.

Vulnerable community members such as persons who experience domestic or family violence, disadvantaged communities, and persons with disabilities, tend not to engage due to the collection of personal information. The current requirement excludes these community cohorts.

The recent changes to the Child Safety Standards states that *Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously*. In light of this change, the impact of the personal information collection from an ethical perspective must be considered when involving children in engagement activities. Informed consent is required which becomes complex and challenging when explaining the reason for collecting children's personal information. Children's safety also needs to be carefully considered in the event of a data breach.

#### Reducing risk due to recent cyber-attacks

Recent cyber-attacks on Optus and Medibank, two large corporations have resulted in the disclosure of their customers' personal information. Information of Optus customers such as name, date of birth, email addresses, driver's licences, Medicare card and passport numbers have been exposed. In Medibank's data breach situation, health related information of their customers has been exposed. Such recent events have demonstrated a need for Darebin to reduce its risk profile in relation to the collection of personal data. By collecting personal data for all engagements undertaken, Darebin significantly increases its risk profile in the event of a data breach. While there are security measures in place and processes, systems which are used to collect the data could be breached.

#### Lack of verification

Another reason to remove the personal information collection is because there's no way for officers to verify the information that participants provide when completing the personal information fields. It is possible to identify ratepayers but for residents who are renting which according to the 2021 Census makes up 37% of the total households in Darebin, as well as business occupiers, and community members who work, study or visit the municipality, we have no list for comparison for any personal information provided.

#### Privacy law implications

Legal advice sought on whether Council's collection of personal information and demographics information, undertaken as part of the Community Engagement Policy requirement and as a standard for engagements, is consistent with the *Privacy and Data Protection Act 2014* has indicated that Council falls short of its obligations to comply with some privacy principles including 'anonymity' because Council is required to maximise opportunities for participants to engage with it anonymously, and 'sensitive information', because some of the demographic information collected by Council relates to information afforded additional protections under the *Privacy and Data Protection Act 2014* due to its classification as 'sensitive information'. Such implications emphasise the need to remove the personal information requirement and review the demographics information collected.

#### **The need for guidance for engagement processes not requiring section 223 of Local Government Act 1989**

The *Local Government Act 2020* has brought about many changes to the engagement practice in the Local Government sector, and one of them has been the change to a number of engagement processes that previously required following the provisions of Section 223 of the *Local Government Act 1989*, including the Annual Budget and Local Law Review.

The current Community Engagement Policy lacks the guidance needed for these processes that do not require section 223 of the previous Act.

In line with the intent of the Policy to put the community at the heart of Council decision making, the following changes are proposed as the new guidance for these processes:

- Moving away from formal submissions to increase the community influence
- Engagement approach is established on a case by case basis and is project specific, which follows the engagement practice outlined in the Community Engagement Policy
- A minimum of three weeks engagement period unless there is a strong justification for a shorter engagement period
- Significant engagements that affect the municipality could include an alternative to provide an opportunity for participants to be heard by the Hearing of Submissions Committee. This would be a decision made by the Executive Leadership Team.

Note, there is still a legislative requirement for certain submissions to be dealt with via s223 of the *LGA 1989* (e.g. changes to the Road Management Plan and proposed declarations of roads as public highways). These proposed changes do not affect the petitions and submissions process outlined in the Governance Rules.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

There are no significant financial or workforce impacts relating to this matter.

### **Community Engagement**

Consultation was undertaken with the relevant business units for the proposed changes outlined above for the new guidance for processes that do not require Section 223 of the *Local Government Act 1989*.

### **Other Principles for consideration**

The Community Engagement Policy aligns to the public transparency principles. The Policy ensures we conduct our community engagement in a way that is open and transparent to ensure the community can trust the decisions we make.

### **Overarching Governance Principles and Supporting Principles**

- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;

### **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;

### **Strategic Planning Principles**

- (b) strategic planning must address the Community Vision;

### **Service Performance Principles**

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

Consideration was given to environmental sustainability when planning and running the consultation sessions that were face to face. However, due to COVID safety, some less environmentally sustainable decisions were made such as using hard copy surveys in place of iPads and buying individually wrapped snacks for workshops. However, where possible, reusable glasses and plates were used for catering purposes.

### Equity, Inclusion, Wellbeing and Human Rights Considerations:

The Community Engagement Policy was drafted in accordance with Equity Impact Assessment principles, and the changes proposed in this report are also consistent with this approach.

### Economic Development and Cultural Considerations

The personal information collection requirement is a considerable barrier to participation for culturally and linguistically diverse community members. There have been numerous examples since the adoption of the policy where CALD community groups have declined requests for personal information

### Operational Impacts

There are no significant impacts.

### Legal and Risk Implications

The changes proposed in this report have been developed to mitigate privacy and risk impacts relating to the collection of personal information. By removing the requirement to collect personal information excluding postcode, Council will eliminate the risk related to cyber-attacks. Legal risk related to privacy legislation would also be significantly diminished.

## IMPLEMENTATION ACTIONS

Changes to the policy will be implemented immediately following adoption.

## RELATED DOCUMENTS

- *Local Government Act 1989*
- *Local Government Act 2020*

### Attachments

- Proposed Darebin Community Engagement Policy (**Appendix A**)

## DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.



# Darebin Community Engagement Policy

<p><b>Purpose</b></p>	<p>Darebin City Council is committed to building a fair, inclusive and equitable city, which is why we put residents, business owners and the community sector at the heart of our decision-making.</p> <p>This policy ensures we conduct our community engagement in a way that includes all voices in our community by actively seeking to remove the barriers people and groups in the community might encounter, and is open and transparent to ensure the community can trust the decisions we make as caretakers of this city.</p> <p>This will be achieved through:</p> <ul style="list-style-type: none"> <li>• Our community engagement principles and our commitment to the community, which underpins and guide our approach to community engagement.</li> <li>• Our clear minimum standards of conducting meaningful, equitable and inclusive engagement, taking into consideration the significance and complexity of projects and matters, and level of interest, impact and influence that the stakeholders have on decisions being made.</li> <li>• Consistent application of this policy to all planning, implementation and evaluation of all community engagement processes and activities at Darebin undertaken by Council, including work undertaken by consultants and volunteers.</li> </ul> <p>This policy also provides direction on our legislatively required community engagement practices.</p>
<p><b>Scope</b></p>	<p>This Policy applies to anyone in the organisation who engages with the community.</p>

May 2020



<p><b>Definitions and Abbreviations</b></p>	<p>The following definitions have been used for the purposes of this policy.</p> <p><b>Community Engagement</b> A planned process that provides individuals and groups the opportunity to be involved meaningfully in service planning, delivery and decision-making which may affect them or are of interest to them. Community engagement seeks to build trust and strengthen relationships.</p> <p><b>Community</b> A term used that includes residents, businesses/workers, community leaders/representatives, and community groups and organisations in Darebin.</p> <p><b>Consultative Engagement</b> A term used to describe engagements at the level of ‘inform’ or ‘consult’ on the IAP2 Spectrum of Public Participation, with the related promise of keeping the community informed or seeking feedback on strategies, policies and plans.</p> <p><b>Deliberative engagement</b> Deliberative engagement is a process that involves an informative and engaging dialogue with an inclusive, diverse and genuine representation from our community, where considered views and joint outcomes can be developed. Participants are provided with a breadth of inputs, information and enough time and opportunity to engage and discuss issues in depth in a welcoming and respectful environment, then provide recommendations and feedback which is reviewed and considered for adoption by Council.</p> <p><b>Public Participation</b> A term used by IAP2 meaning the involvement of those affected (interested or impacted) by a decision in the decision-making process. We use the term interchangeably with Community Engagement, Stakeholder Engagement or Consultation.</p>				
<p><b>Policy Statement(s)</b></p>	<p>None</p>				
<p><b>Responsibilities</b></p>	<p>We have principles, commitments and approaches that ensure our community engagement is meaningful, equitable and inclusive.</p> <p>The implementation of the Community Engagement Policy is the collective responsibility across all teams and staff members at Darebin.</p> <p>Responsibilities for ensuring this policy is implemented as intended is as follows:</p> <table border="1" data-bbox="534 1832 1445 1951"> <thead> <tr> <th data-bbox="534 1832 893 1888">Who</th> <th data-bbox="893 1832 1445 1888">Roles and responsibilities</th> </tr> </thead> <tbody> <tr> <td data-bbox="534 1888 893 1951">Councillors</td> <td data-bbox="893 1888 1445 1951">Ensure that there has been meaningful and inclusive engagement, and support the</td> </tr> </tbody> </table>	Who	Roles and responsibilities	Councillors	Ensure that there has been meaningful and inclusive engagement, and support the
Who	Roles and responsibilities				
Councillors	Ensure that there has been meaningful and inclusive engagement, and support the				

May 2020



		community mandate		
	Executive Management Team	Ensure policy is being applied to the community engagements when reviewing reports and presentations Champion best practice community engagement		
	Managers Group and Leadership Group	Ensure policy is being applied to community engagements being undertaken by their teams		
	Staff	Ensure policy is being applied to community engagements undertaken		
<b>Organisational Values</b>	<p>Council's organisational values enable and support the effective design and application of this policy by guiding staff in the course of their work.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>We Make a Difference:</b> We are driven by our desire to make a difference for the people we serve. Our work is purposeful and creates a positive impact for the community. We are proud to work here. Our work matters.</p> <p><b>We are Accountable:</b> We are empowered to own and take responsibility for our actions. We follow through on our commitments and deliver on our promises. We make it happen.</p> <p><b>We are Collaborative:</b> We are united by a common purpose to serve the community. We work together, connecting within our teams and across the organisation. We are inclusive and collaborative. We are one.</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>We have Integrity:</b> We act with integrity and transparency in conversations and decision-making. Through open and clear communication, we build trust. We're honest. We walk the talk.</p> <p><b>We show Respect:</b> We are diverse, inclusive, respectful and caring. We encourage everyone to have a voice and we listen to each other. We recognise one another's contributions and treat people fairly. We look after each other.</p> <p><b>We are Creative:</b> We are bold, courageous and innovative. We try new things, experiment and continuously improve. We are open-minded, creative and forward-thinking. We are leaders.</p> </td> </tr> </table>		<p><b>We Make a Difference:</b> We are driven by our desire to make a difference for the people we serve. Our work is purposeful and creates a positive impact for the community. We are proud to work here. Our work matters.</p> <p><b>We are Accountable:</b> We are empowered to own and take responsibility for our actions. We follow through on our commitments and deliver on our promises. We make it happen.</p> <p><b>We are Collaborative:</b> We are united by a common purpose to serve the community. We work together, connecting within our teams and across the organisation. We are inclusive and collaborative. We are one.</p>	<p><b>We have Integrity:</b> We act with integrity and transparency in conversations and decision-making. Through open and clear communication, we build trust. We're honest. We walk the talk.</p> <p><b>We show Respect:</b> We are diverse, inclusive, respectful and caring. We encourage everyone to have a voice and we listen to each other. We recognise one another's contributions and treat people fairly. We look after each other.</p> <p><b>We are Creative:</b> We are bold, courageous and innovative. We try new things, experiment and continuously improve. We are open-minded, creative and forward-thinking. We are leaders.</p>
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<b>Breach of Policy</b>	Breaches of policies are treated seriously. Any concerns about non-compliance should be reported immediately to the owner of this policy.			
<b>What is Community Engagement and why we engage</b>	<p>Community engagement is a planned process that provides individuals and groups the opportunity to be involved meaningfully in service planning, delivery and decision-making which may affect them or are of interest to them. Community engagement seeks to build trust and strengthen relationships.</p> <p>Community engagement is a key step in forming decisions and developing policies, services, programs, places and spaces that continue to be relevant and responsive to changing needs and expectations. Maintaining and improving the wellbeing of our community depends on effective and transparent decision-making, that has considered the diversity of community views in an equitable, inclusive, open and authentic way.</p> <p>Meaningful, equitable and inclusive community engagement is essential as highlighted in one of the principles of our Towards Equality – Equity, inclusion and human rights framework 2019-2029.</p> <p>International research shows that the decision-making of governments is improved when communities are involved (Parvin 2018). It makes local government: respond</p>			

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better to the diverse needs of the community; design better services; and best of all, use the ideas of our community to respond to change. It also builds trust in government as people become involved in, and therefore see themselves reflected in it.

Our two aims for engaging are:

- To strengthen representation in decision-making
- To make sure we fulfil our commitments to community in line with our engagement principles and ensure the decisions and actions Council makes are transparent and well explained to our community

The first aim is to strengthen representativeness in decision-making by ensuring Councillors and staff have access to information that reflects the diversity of the needs and lived experiences in our community, not just the opinions of the loudest voices. There is a widening “participation gap” in who gets their views heard in government decision-making (Dalton 2017). If not thought through carefully, new methods of community engagement only give people with the skills and resources more ways to have a say, further widening that gap (Dalton 2017). Focusing on representativeness will improve the quality of our community engagement, ensuring we generate a balanced set of perspectives to incorporate into discussions about action and outcomes. It is important that we provide more ways for a broader range of residents, businesses, and community representatives to have a say, and to experience and build an understanding of local government.

The second aim is to ensure we fulfil our commitments to community in line with our engagement principles and widely provide open and transparent feedback on decisions, to allow public scrutiny, and to make sure the community understands the reasons for our decisions (Parvin 2018). Fulfilling our commitment to the community is essential for good community engagement. This means always “closing the loop” by going back to the community post-engagement, so people know how their feedback was considered and what decisions were made as a result.

This aim also aligns to the principles in the Local Government Act 2020 to ensure the transparency of Council decisions and actions (governance principle), and to ensure that Council decision making processes are transparent. An exception is when the Council is dealing with information that is confidential by virtue of this Act or any other Act (public transparency principle). Engaging our community in the decision-making process is at the heart of transparency in Council’s decision making processes.

Bolstering the representativeness of information used to make decisions and feeding decisions back to community is not always easy. But well-planned community engagement means we can lead meaningful, open and transparent conversations about policy challenges and options. It means we can deliver the types of services and facilities our community needs and wants and address undue influence of skilled interest groups by balancing needs and perspectives. Ultimately, it allows our elected representatives to make decisions that create better communities, in increasingly complex environments.

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**Our Principles and Commitment to the community**

The following six principles underpin community engagement at Darebin. They are the guiding rules for all engagement processes and activities undertaken, and ensure our community engagement is purposeful, representative, and is easy to be involved in.

Council has built on these six principles to include our commitment to our community against each of these principles.

Principles	Our Commitment
<b>A genuine opportunity to shape the way our local government works</b> (respectful)	We set clear objectives and scope for our engagements to ensure participants have clear expectations of what they can influence and how their feedback will be used.
<b>Focused on providing input to solving challenges</b> (action oriented)	We recognise that better decisions will be made with community feedback and input.
<b>Representative</b> (focused on justice and equity)	We ensure all community members have opportunities to contribute and benefit, no matter their preferences, abilities, cultures or where they live. We recognise there are barriers for some groups and will use suitable methods, and build our relationships across our community, to remove those barriers and ensure everyone’s voices are heard
<b>Build on our relationships with the community which are essential to trust in our work</b>	We value the insights of our community and respect the time and effort they give towards informing our decision making. We will be collaborative, consistent, transparent and will keep the community informed in our engagement approach
<b>Accessible, easy, and enjoyable</b> (inclusive)	We focus on productive and meaningful sessions that suit the community and are enjoyable and culturally relevant. We want those involved to learn about complex issues, hear a range of perspectives, and have their own experiences and needs heard.
<b>Fed back to the community</b> (integrity)	We are committed to sharing the findings with participants and to ensuring our decisions are reported back widely to the community.

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<p><b>How we engage – Minimum standards, Level and Type</b></p>	<p><b>Minimum standards of engagement</b></p> <p>Council will endeavour to reach all sections of the diverse community and provide an opportunity to give feedback and be involved when forming decisions and developing policies, services and spaces in a way that is accessible, appropriate and welcoming.</p> <p>It is important people who participate are supported and made to feel safe and comfortable in the process so they can have their say, whatever their background or life experiences.</p> <p>Specific consideration must be given to encourage feedback from those who experience disadvantage, marginalisation or those who Council traditionally finds hard to reach.</p> <p>We apply the lenses of people, places and experiences from our Towards Equality Framework to consider the diverse needs of our community and how they should be included in the engagement process. We also apply minimum standards of engagement that reflect the ratios of diversity in the community, to all our engagements in order to achieve maximum representation in our engagement approach.</p> <p>We are particularly committed to supporting the rights of people and groups who experience discrimination and disadvantage, including Aboriginal and Torres Strait Islander peoples; children; young people; older people; culturally and linguistically diverse people; migrants and refugees; women and girls; Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) people; people with a disability; and people experiencing poverty, including intergenerational disadvantage in the context of historical and growing inequalities.</p> <p>Council is committed to high quality, open and respectful engagement with all Aboriginal and Torres Strait Islander peoples and communities. Council acknowledges Aboriginal and Torres Strait Islander communities' right to self-determination and community-control principles. These principles have special significance for the way in which Council engages with Aboriginal and Torres Strait Islander peoples. Council also recognises the diversity of views and opinions within Aboriginal and Torres Strait Islander communities.</p> <p>Aboriginal and Torres Strait Islander peoples and communities have been deeply harmed by the policies and actions of past governments, which means trusting relationships may not exist or may need time and resources to establish and build.</p> <p>In all of Council's engagement with Aboriginal and Torres Strait Islander peoples and Aboriginal and Torres Strait Islander organisations, Council will ensure that there are culturally appropriate opportunities for the Aboriginal and Torres Strait Islander community to be involved and strive to establish and sustain collaborative relationships: working together, giving recognition for Aboriginal and Torres Strait Islander community decision-making and, importantly, supporting the on-going aspirational efforts of Aboriginal and Torres Strait Islander peoples themselves towards justice and community well-being.</p> <p>Aboriginal and Torres Strait Islander communities must always have the authorising voice in any thinking and decisions in matters which will affect them and their communities. This is usually where there is a higher level of community influence in the decision-making.</p> <p>A comprehensive guide of how to apply these standards are explained in our</p>
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*Community Engagement Toolkit.*

**Level of Community Engagement**

Engagement opportunities provided by Council will vary in level and type depending on the significance, complexity of projects, and level of interest, impact and influence that the stakeholders have on decisions being made.

At Darebin Council, we use the IAP2 Spectrum of Public Participation to guide our engagement approach. The Spectrum, as adapted and shown below, describes five different levels of engagement each with a different level of influence that the community should expect to have, and the related promise that we make to the community.

The levels of engagement are identified during the engagement planning process, but they can change throughout the course of projects due to factors like political impact, nature of the project, scope, resources, and influence from communities of interest.

Council will assess the following when identifying the levels of engagement and related engagement activities:

- Level of impact on the community
- Level of influence communities of interest have on the decision being made
- Complexity and associated risks of the issue, project or topic
- Resources available

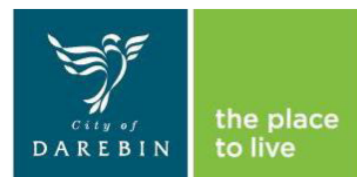
Council will also assess our demographic data and identify the community groups that need to be targeted during the engagement planning process.

Council will collect certain demographic information from participants of engagements on an optional basis to support meaningful inclusion and ensure that the voices of the diverse community are being captured in engagements.

~~Our policy requires the collection of personal information from participants of all engagements undertaken with the community such as name, an email address or postal address and postcode. However, we recognise that not all participants will be able to provide such details, and as such Council will make reasonable adjustments as required.~~

	<b>Infor m</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Particip ation goal</b>	To provid e well balanc ed and objecti ve inform	To seek communit y feedback on analysis, alternativ es, and	To work directly with the commun ity througho ut the process to	To partner with the community in each aspect of the decision including the develop ment of alternatives and	To place decisions in the hands of the commu nity, and build their capacity to deliver change

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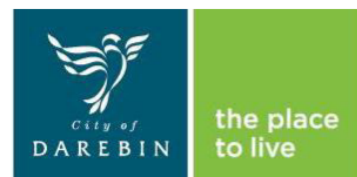
		ation to assist our community to understand or make them aware of the problem, alternatives, opportunities and/or solutions	proposed decisions	ensure that their concerns and aspirations are consistently understood and considered.	identification of preferred solution, and work together toward a jointly agreed outcome.	
	<b>Our promise to the community</b>	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations and provide feedback on how community input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how community input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide or recommend, or we will provide reasons if Council amends a decision or recommendation

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<p><b>Example methods and practices</b></p>	<p>Information sessions Media releases Social media posts On-site signage Direct mail Project updates</p>	<p>Surveys (online and hardcopy) Ideas collection Drop-in sessions Opinion poll Submission processes Pop-up sessions</p>	<p>Advisory groups Workshops Deliberative polling Elements of deliberative engagement practices</p>	<p>Citizen advisory committees Participatory decision making Community ownership project governance Elements of deliberative engagement practices (i.e. deliberative panels)</p>	<p>Citizens' jury/ panel/ assembly Deliberative budgeting Consensus Conference Representative deliberative panels</p>
<p><b>Engagement Type</b></p>	<p><b>Consultative</b></p>		<p><b>Deliberative</b></p>		
<p><b>Minimum standards of engagement</b></p>	<p>Engaging with our diverse community</p> <ul style="list-style-type: none"> <li>Applying community engagement principles and commitments to community in practice</li> <li>Ensuring accessibility: language, location, format, platform and time</li> <li>Making sure there is translated materials and interpreters/ multilingual facilitators (languages other than English including Auslan)</li> <li>Identifying demographics and priority groups: to ensure representativeness of the diverse community</li> <li>Providing enough time and resources for engagement (planning and time for responses)</li> </ul> <p>Engaging with Aboriginal and Torres Strait Islander peoples</p> <ul style="list-style-type: none"> <li>As a first principle, Council will lead engagement activities with the Traditional Land Owners, the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, on all matters of key importance</li> <li>Culturally appropriate opportunities provided</li> <li>Views and guidance must be sought from the earliest stages of an idea or proposal before moving into scoping and planning</li> <li>Advice cannot be sought and then ignored</li> <li>Advice must be integrated without adjustment or censorship.</li> <li>Advice may need to be sought and integrated successively, at each stage of a project or initiative.</li> <li>When engagement type is deliberative engagement there must be a partnership decision-making process</li> </ul>				

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**Type of Community Engagement**

Engagement practices can largely be considered as ‘consultative’ or ‘deliberative’. Consultative engagement is where the engagement level is at ‘inform’ or ‘consult’ on the IAP2 Spectrum and deliberative engagement is where the engagement level is at ‘Involve’, ‘Collaborate’ and ‘Empower’.

Consultative Engagement

Consultative engagement includes:

- Information provided to the community to help them to understand a project or a matter
- Feedback sought from the community such as ideas, thoughts and insights which are considered by Council and the outcome of the engagement is reported back to the community

Deliberative Engagement

Deliberative engagement is a process that involves an informative and engaging dialogue with an inclusive, diverse and genuine representation from our community, where considered views and joint outcomes can be developed. Participants are provided with a breadth of inputs, information and enough time and opportunity to engage and discuss issues in depth in a welcoming and respectful environment, then provide recommendations and feedback which is reviewed and considered for adoption by Council.

Council will undertake deliberative engagement in the following circumstances:

1. Where it has a legislated obligation (including Community Vision, Council Plan, Financial Plan and Asset Plan) or
2. Where it is assessed as appropriate to undertake this engagement approach for projects or processes, and meet the level of influence and promise required

Example of deliberative methods and practices are shown in the table above. Council will use some of these methods and practices to meet the legislative requirements in the Act.



**Legislative environment and requirements**

There are some areas where our community engagement work is guided by legislation. Under the *Local Government Act 2020*, there are five community engagement principles that Council's Community Engagement Policy need to give effect to, and four principles that need to be applied to the engagement undertaken for strategic documents and plans such as the four-year Council Plan, Community Vision, Financial Plan, and Asset Plan.

Community engagement principles

- a community engagement process must have a clearly defined objective and scope;
- participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making

Principles of deliberative engagement

- authentic engagement with the community;
- accurate representation of the community in engagement activities;
- clear demonstration of how all views have been considered;
- accessible and relevant information available to the community to ensure the decision-making process and the community's level of influence is clear in each instance and that participants are fully informed.

The following is a guide of how Council will meet the engagement requirements as outlined in the Act.

Strategic document, plan or process	Engagement type
Council Plan	Deliberative Engagement
Municipal Health and Wellbeing Plan	Deliberative Engagement
Community Vision	Deliberative Engagement
Financial Plan	Deliberative Engagement
Asset Plan	Deliberative Engagement

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Making of local laws.	Consultative Engagement
Budget	Consultative Engagement
Governance Rules	Consultative Engagement
Acquiring, purchasing, selling, exchanging or leasing land	Consultative Engagement
Electoral structure review	Engagement type to be decided upon assessing the intricacies of the matter
Other Council policies, strategies and plans that directly impact the community	Engagement type to be decided upon assessing the intricacies of the matter
Projects that create new assets or change service levels	Engagement type to be decided upon assessing the intricacies of the matter
Guidance process – in addition to section 223 of the Local Government Act 1989.	<p>There is still a legislative requirement for certain submissions to be dealt with via s223 of the LGA 1989 (e.g. changes to the Road Management Plan and proposed declarations of roads as public highways).</p> <p>Moving away from formal submissions to increase the community influence</p> <ul style="list-style-type: none"> <li>• Engagement approach is established on a case by case basis and is project specific, which follows the engagement practice outlined in the Community Engagement Policy</li> <li>• A minimum of three weeks engagement period unless there is a strong justification for a shorter engagement period</li> <li>• Significant engagements that affect the municipality could include an alternative to provide an opportunity for participants to be heard by the Hearing of Submissions Committee. This would be a decision made by ELT</li> </ul>

This policy also meets the Victorian Auditor General's Office recommendations for community engagement practices (VAGO 2017).

All of our community engagement processes and practices comply with the letter

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and spirit of the Charter of Human Rights and responsibilities Act 2020. The following rights are particularly relevant to community engagement:

- right to recognition and equality before the law (section 8), which implies that special measures can be taken to assist groups who are disadvantaged by discrimination
- right to freedom of expression (section 15) stating that people are free to say what they think and want to say, and have the right to find, receive and share information and ideas
- right to taking part in public life (section 18) stating that every person has the right to take part in public life
- right to freedom of thought, conscience, religion and belief (section 14)
- cultural rights (section 19), notably Aboriginal and Torres Strait Islander cultural rights
- right to protection of families and children (section 17)
- right to privacy (section 13) - Every person has a right to enjoy their private life free from interference.

Community engagement relating to planning permit applications and planning scheme amendments is outside of the scope of this policy, as these processes are governed by the *Planning and Environment Act 1987(Vic)* and associated regulations. However, these processes should be interpreted in accordance with human rights principles as mandated by the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

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<p><b>Putting community engagement into practice – planning, implementation and evaluation</b></p>	<p>Council follows five steps to put community engagement into practice and undertake a successful engagement. This easy-to-use, step-by-step approach is applied to all community engagements undertaken at Darebin regardless of the complexity or scale.</p> <p>Each of these steps align with the principles of this Policy, which allows a consistent application of the principles to our engagements.</p> <p><b>Step 1</b> – think about what information you need to solve your problem or challenge (objective, background, scope engagement levels and type)</p> <p><b>Step 2</b> – identify the community members and groups you need to talk to (who to engage)</p> <p><b>Step 3</b> – identify the best engagement methods</p> <p><b>Step 4</b> – get the right data from your engagement, including for evaluation and ensure the information is housed accordingly for future use</p> <p><b>Step 5</b> – report back to the community: this is where Council will inform the community of engagement outcomes, which is usually via the Your Say Darebin online engagement platform, Council website, and directly to the participants who were involved and have provided contact details</p> <p>The steps of this policy will help staff consider:</p> <ul style="list-style-type: none"> <li>- if they need to engage</li> <li>- how they can generate robust, useful, representative data, and</li> <li>- how they can report results of decision-making back to the community.</li> </ul> <p>Council staff can use the five steps to write their <i>Community Engagement Plan</i>, which is part of the <i>Community Engagement Toolkit</i> and has detailed information on how to apply these five steps.</p>
<p><b>References</b></p>	<p>IAP2 (International Association for Public Participation) (2020) IAP2 Published resources – spectrum and quality assurance webpage. Available at: <a href="https://www.iap2.org.au/Resources/IAP2-Published-Resources">https://www.iap2.org.au/Resources/IAP2-Published-Resources</a></p> <p>Local Government Act 2020. Available at <a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020/003">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020/003</a></p> <p>Victorian Auditor-General (2015) <i>Public Participation and Community Engagement: Local Government Sector</i>. Victorian Government: Melbourne. Available at: <a href="https://www.parliament.vic.gov.au/file_uploads/VAGO_PP-Local-">https://www.parliament.vic.gov.au/file_uploads/VAGO_PP-Local-</a></p>

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Towards Equality: Equity, Inclusion and Human Rights Framework 2019-2029.

Available at <http://www.darebin.vic.gov.au/en/Your-Council/How-council-works/Organisation-and-Performance>

Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander people. Available at <http://www.darebin.vic.gov.au/Darebin-Living/Community-support/Aboriginal-and-Torres-Strait-Islander-Darebin>

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Dalton RJ (2017) Is citizen participation actually good for democracy? Blog post London School of Economics and politics. Available at:

<https://blogs.lse.ac.uk/politicsandpolicy/is-citizen-participation-actually-good-for-democracy/>

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NHMRC (National Health and Medical Research Council) (2018)

*Ethical Conduct in Research with Aboriginal and Torres Strait Islander Peoples and Communities: guidelines for researchers and stakeholders 2018.* NHMRC: Canberra. Available at:

<https://www.nhmrc.gov.au/research-policy/ethics/ethical-guidelines-research-aboriginal-and-torres-strait-islander-peoples>.

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	<p>Open Works (2015) <i>Designed to Scale: Mass participation to build resilient neighbourhoods</i>. Participatory Cities Website. <a href="http://www.participatorycity.org/report-the-research/">http://www.participatorycity.org/report-the-research/</a></p> <p>Parvin P (2018) Democracy Without Participation: A New Politics for a Disengaged Era. <i>Res Publica</i>. February 2018, Vol 24, 1: 31–52. Available at: <a href="https://link.springer.com/article/10.1007/s11158-017-9382-1">https://link.springer.com/article/10.1007/s11158-017-9382-1</a></p> <p>Pomagalska D, Putland C, Ziersch A, Baum F, Arthurson K, Orchard L &amp; House T (2009). <i>Practical Social Capital: a Guide to Creating Health and Wellbeing</i>. Flinders University: Adelaide. Available at: <a href="https://dspace.flinders.edu.au/xmlui/bitstream/handle/2328/25220/PracticalSocialCapitalAguide2009.pdf?sequence=1&amp;isAllowed=y">https://dspace.flinders.edu.au/xmlui/bitstream/handle/2328/25220/PracticalSocialCapitalAguide2009.p df?sequence=1&amp;isAllowed=y</a></p>
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## GOVERNANCE

<b>Parent Strategy/ Plan</b>	Council Plan 2021-2025
<b>Related Documents</b>	This policy should be read in conjunction with the Council Plan 2021-2025
<b>Supporting Procedures and Guidelines</b>	Community Engagement Toolkit
<b>Legislation/ Regulation</b>	Local Government Act 2020
<b>Author</b>	Sarah-Jade Chung, Coordinator Community Engagement and Demographics
<b>Policy Owner/ Sponsor</b>	Jodie Watson, General Manager Governance & Engagement
<b>Date Effective</b>	22 February 2021
<b>Review Date</b>	19 December 2022
<b>Version Number</b>	1
<b>Document ID</b>	
<b>Content enquiries</b>	Sarah-Jade Chung

! All Darebin policies and procedures must be developed through the lens of key Darebin strategies, plans and related considerations. See the **Darebin Policy Review Lens** to inform and guide policy development and review.

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**9.6 COUNCILLOR MEDIA AND SOCIAL MEDIA POLICY**

**Author:** Manager Communications, Engagement & Customer Experience

**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

Councillors engage with the media and/or social media in performing their role as elected representatives, as such a framework has been established to assist any interactions with media or when interacting via social media platforms.

The purpose of the policy is to ensure that the Mayor and Councillors assist the City of Darebin to successfully manage its media relations, and in turn support reputation management.

The policy outlines appropriate activities in relation to the Mayor and Councillors' engagement with media and/or social media, consistent with their obligations under the Standards of Conduct. The policy also outlines the role of the Communications, Engagement and Customer Experience Department, which is responsible for media relations and reputation management activities on behalf of the City of Darebin.

The Councillor Media and Social Media Policy has recently been amended to ensure legislative requirements and the standards of conduct required of Councillors are continually met.

<b>Officer Recommendation</b>
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**That** Council adopts and commits to the Councillor Media & Social Media Policy attached at **Appendix A** of this report.

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**BACKGROUND / KEY INFORMATION**

Section 46 (3)(c) of the *Local Government Act 2020* requires the CEO to manage interactions between members of Council staff and Councillors and ensuring policies, practices and protocols that support arrangements for interactions between staff and Councillors are developed and implemented.

**Previous Council Resolution**

At its meeting held on 24 February 2020, Council resolved:

*'That Council:*

- (1) *Adopts the Councillor Media and Social Media Policy and Protocols 2020.*
- (2) *Guiding principles 3 reads, "Corporate media and social media will not be used to promote Councillors' individual, personal, business or political interests, including interests as a candidate in an election.'*

At its meeting of 19 December 2022, Council resolved to:

*'Defer the matter to the 27 February 2023.'*

## **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

## **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

## **DISCUSSION**

This policy provides a framework to ensure that the Mayor and Councillors assist the City of Darebin to manage its media relations and in turn, its reputation successfully. The policy outlines appropriate activities in relation to the Mayor and Councillors engagement with the media and/or social media, consistent with their obligations under their Standards of Conduct.

The policy outlines the role of the Communications, Engagement and Customer Experience department in providing assistance to Councillors in managing media inquiries and possible reputational issues. It is commonplace for organisations to have a media policy in place which nominates a spokesperson and stipulates a central process for the management of media relations. This is an important business function to ensure the accuracy and credibility of information provided to media and published on social media platforms.

It is imperative that Council has a policy and protocol which ensures Council is capable of keeping pace with the increasing immediacy of news.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

There are no financial implications with the implementation of this policy.

### **Community Engagement**

There is no requirement to undertake community engagement in relation to this policy.

### **Overarching Governance Principles and Supporting Principles**

(a) Council decisions are to be made and actions taken in accordance with the relevant law;

### **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;

### **Service Performance Principles**

(d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

Not applicable

**Operational Impacts**

There are no operational impacts with the implementation of this policy.

**Legal and Risk Implications**

The policy supports compliance with legislative requirements and with Standards of Conduct.

**IMPLEMENTATION ACTIONS**

The policy will be made available on Council's website and re-enforced on a regular basis to ensure adherence.

**RELATED DOCUMENTS**

*Local Government Act 2020*

*Local Government (Governance and Integrity) Regulations 2020*

Councillor Code of Conduct

**Attachments**

- Proposed Council Media and Social Media Policy (**Appendix A**)

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.



# Councillor Media and Social Media Policy

<p><b>Purpose</b></p>	<p>This policy provides a framework to ensure that the Mayor and Councillors assist the City of Darebin to manage its media relations and in turn, its reputation successfully. Media and social media are important channels to:</p> <ul style="list-style-type: none"> <li>effectively promote Council's services, programs and initiatives</li> <li>provide clear information about Council processes and decisions</li> <li>promote opportunities for residents to get involved</li> <li>ensure Darebin speaks with a strong, honest and authoritative voice on all matters pertaining to its operations and values, and</li> <li>manage and enhance Darebin's reputation.</li> </ul> <p>The policy outlines appropriate activities in relation to the Mayor and Councillors engagement with the media and/or social media, consistent with their obligations under their Standards of Conduct. Further, it outlines the role of the Communications, Engagement and Customer Experience Department in providing assistance to Councillors and the actions that may occur in the event of breaches of this Policy.</p> <p>It is imperative that Council has a policy and protocol which ensures Council is capable of keeping pace with the increasing immediacy of news. The policy of having defined spokespeople and a centralised media contact is central to Council's success.</p> <p>This policy does not relate to the activities of Council staff.</p>
<p><b>Scope</b></p>	<p>This policy applies to all Councillors of the City of Darebin.</p> <p>This policy applies to any/all interaction with external news media and engagement with any public facing social media platform, including any/all such interaction using a pseudonym.</p> <ul style="list-style-type: none"> <li>This policy does not apply to Council staff.</li> </ul> <p>The Communications, Engagement and Customer Experience Department is responsible for managing official media relations and social media engagement on behalf of the City of Darebin.</p>
<p><b>Definitions and Abbreviations</b></p>	<p>The Communications, Engagement and Customer Experience Department is part of the Governance and Engagement Division.</p> <p>The Manager of Communications, Engagement and Customer Experience manages the Communications, Engagement and Customer Experience Department.</p>

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	<p>The Communications, Brand and Digital team is part of the Communications, Engagement and Customer Experience Department.</p> <p>The Communications, Brand and Digital Coordinator manages the Corporate Communications and Digital teams, which are responsible for media relations and social media management and engagement.</p> <p>The Communications team is part of the Communications and Engagement Department and is managed by the Communications Coordinator.</p> <p>The Digital Advisor is a member of the Communications team.</p> <p>Authorised Social Media Publishers are staff across Council who have authority to post and comment on social media from corporate accounts. Approval must be made in writing by the Digital Advisor or Communications Officers, within the Communications, Brand and Digital team.</p> <p>Council or Darebin Council refers to the nine elected representatives (including the Mayor) whose role is to represent their constituents and make strategic decisions for the city.</p> <p>Delegated Councillors refers to a Councillor asked to respond to a media request on behalf of the Mayor.</p> <p>Darebin City Council refers to the organisation run by the Chief Executive and staffed by council officers.</p> <p><b>Media:</b> For the purposes of this policy, the term <b>media</b> refers to all mainstream external news channels, including (but not limited to) newspapers, radio, television, online news services, industry publications and magazines.</p> <p><b>Social Media:</b> For the purposes of this policy, the term <b>social media</b> refers to a range of digital platforms and social networking tools and forums including (but not limited to) Facebook, Twitter, Instagram, YouTube and blogs.</p>
<p><b>Background</b></p>	<p>Communicating with or via the media including social media plays a large role in Council's interaction with the community. All media and social media interaction are undertaken broadly to enhance or protect the City of Darebin's reputation and engage with residents and local businesses. Media coverage influences community perceptions, informs residents of Council's activities and applies a level of scrutiny to Council's functions.</p> <p>Consistent with the principles of good governance, it is important that Council has clear standards and guidelines in place which outline the appropriate use of media and social media channels by Councillors.</p> <p>This Policy supports compliance with legislation and the Councillor Code of Conduct.</p>
<p><b>Principles</b></p>	<p>This policy has at its foundation the following guiding principles:</p> <ol style="list-style-type: none"> <li>1. External communication is based on a considered strategy with a clear understanding of audience, desired outcome, appropriate channel(s), impacts on community, government relationships, reputation management and legal liability.</li> <li>2. The primary audience for all media and social media comment is the Darebin community.</li> </ol>

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	<ol style="list-style-type: none"> <li>3. Corporate media and social media will not be used to promote Councillor's personal, business or political interests, including interests as a candidate in an election.</li> <li>4. Media commentary and social media engagement will be tailored to the channel(s) being used.</li> <li>5. All media and social media commentary will be entirely consistent with any adopted or established Council position (when in place).</li> <li>6. All media and social media commentary will respect any decision taken by Council.</li> <li>7. Notwithsatnding the above principles, this policy is not intended to limit a Councillor's right under the Universal Charter of Human Rights to express a view or opinion.</li> </ol>
<p><b>Roles and Responsibilities</b></p>	<p><b>The Mayor</b></p> <ol style="list-style-type: none"> <li>1. The Mayor is the official spokesperson for Darebin City Council and the decisions of Council, unless otherwise delegated by them.</li> <li>2. The role of the Mayor as spokesperson for Darebin City Council is to:             <ul style="list-style-type: none"> <li>• clearly articulate and explain and promote the deliberations and decisions of Council</li> <li>• promote participation in, and understanding of, democratic processes and decisions</li> <li>• promote awareness and utilisation of Council services</li> <li>• amplify important Federal and State government messages at a local level</li> <li>• promote opportunities for residents to participate more fully in community life</li> <li>• protect the city's reputation from harm caused by negative events or negative or incorrect media coverage.</li> </ul> </li> <li>3. Posts and responses from the Mayor's official channel on social media platforms are to be made by the Mayor.</li> <li>4. It is not the role of the Mayor to discuss operational matters or organisational issues. These issues include employment matters, relations between officers and Councillors, breaches of the staff code of conduct, and other matters as defined in ss 46-49 of the <i>Local Government Act 2020</i> (including any amendments to it).</li> </ol> <p>Responsive and timely provision of information is central to successful issues management and therefore, the Mayor and the Manager of Communications, Engagement and Customer Experience will respond on behalf of Council without consultation where required.</p>

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### Councillors

1. The Mayor is the official spokesperson of Council. Councillors are entitled to express independent views however they must make it clear that any unofficial comment is their personal view and does not represent a position adopted by the Council as a whole.
2. Councillors referring to or referencing a council decision must do so fairly and in the full and proper context in which the decision was made.
3. Any/all contact between the media and individual Councillors should be referred to the Mayor and/or the Communications Engagement and Customer Experience Department, preferably ahead of any response being provided by a Councillor.
4. Councillors must be mindful that any response or public comment will likely be perceived as being made as a Councillor of the City of Darebin irrespective of whether they use the title "Councillor" in their communication or the media channel being used including personal, professional or other social media channels.
5. Councillor's professional work is not subject to this Policy, however Councillors must be mindful that the Code of Conduct applies to their professional lives. Councillors should contact the Manager of Communications Engagement and Customer Experience - where their public statements to media and on professional social media channels puts them in conflict with Council policies.
6. It is the role of both the Mayor and Councillors to endeavor to ensure that the messages communicated through the media and social media are clear and consistent accurate and factual and do not seek to deliberately harm the reputation of the Council.
7. It is the role of the Mayor and Councillors to endeavor to prevent reputational damage to the Darebin City Council.
8. Councillors will endeavor to ensure that any information or activities that may be considered a risk to Council's reputation are brought to the attention of the Manager Communications Engagement and Customer Experience and/or the CEO as soon as possible.
9. If speaking with the media, Councillors must make it clear that they are not speaking on behalf of Council – unless the Mayor has delegated that authority to them on a particular issue.

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10. Councillors must ensure that any such comment is devoid of any content that could reasonably be construed as being, derogatory, offensive or insulting to any person including a member of council staff.

11. Councillors must ensure that any such comment is devoid of any content that could reasonably be constructed or interpreted as being criticism derogatory, offensive or insulting to the organisation of the Darebin City Council or any part thereof. This does not preclude individual Councillors from advocating for change to a Council policy or service level, so long as they declare the statement as a personal view.

12. It is not the role of Councillors to discuss operational, organisational matters or issues. These issues include, but are not limited to, the planning, organising and execution of day-to-day activities, including, employment matters, operational decisions, relations between officers and Councillors, breaches of the staff code of conduct, and other matters as defined in s46-49 of the Local Government Act 2020 (including any amendments to it).

#### **Delegated Councillors**

1. If delegated, to maintain Council's reputation with stakeholders and the community and to ensure that Council key messages are clear and consistent at all times, consultation with the Mayor, Chief Executive or Communications Engagement and Customer Experience Department is recommended before responding to enquiries from the media.
2. If delegated, Councillors approached to comment on General Business items that have been raised or are intended to be raised in the Chamber must make it clear that Council has made no decision in relation to the item raised and will consider the matter in due course. This guards against the potential perception that a pre-emptive decision has been made before a report is considered.

#### **Communications Engagement and Customer Experience Team**

1. The role of the Communications Engagement and Customer Experience Department is to help promote the programs, initiatives, services and strategic policy decisions of Darebin City Council and to support the Mayor as spokesperson for the Council. It is not the Department's role to promote and build the profile of

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	<p>individual Councillors.</p> <ol style="list-style-type: none"> <li>2. Council’s Corporate Communications Team is responsible for issuing media releases and contacting journalists about potential stories in accordance with the provisions of this policy.</li> <li>3. Proactive media coverage and social media is the responsibility of Council’s Communications Engagement and Customer Experience Department, or under CEO delegation to another Business Unit.</li> <li>4. The Corporate Communications team will contact the media to seek coverage of a story where a news story is identified and/or it is decided that Council should release details of an event or issue.</li> <li>5. Council’s Communications Engagement and Customer Experience Department is responsible for issuing media releases and contacting journalists about potential stories in accordance with the provisions of this policy.</li> <li>6. Council Communications Engagement and Customer Experience Department is responsible for the development of social media content.</li> <li>7. The Communications Engagement and Customer Experience Department works collaboratively across Darebin City Council to carry out its responsibilities.</li> </ol>
<p><b>Standards of Conduct</b></p>	<p>Councillors understand that the Standards of Conduct as prescribed by the Regulations and included in the Code of Conduct in accordance with section 139(3)(a) of the <i>Local Government Act 2020</i> apply Councillor activity on social media or interactions with the media. Of particular relevance in this context are the following Standards:</p> <p><b>“Treatment of Others</b></p> <p><i>A Councillor must, in performing the role of Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor;</i></p> <ul style="list-style-type: none"> <li>• <i>Takes positive action to eliminate discrimination, sexual harassment and victimisation</i></li> <li>• <i>in accordance with the Equal Opportunity Act 2010;</i></li> <li>• <i>Supports Council in fulfilling its obligation to achieve and promote gender equality, and;</i></li> <li>• <i>In considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and Responsibilities”.</i></li> </ul> <p>...</p> <p><b>Councillor must not discredit or mislead Council or public</b></p>

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	<p><i>In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon Council.</i></p> <p><i>In performing the role of a Councillor, a Councillor must not deliberately mislead Council or the public about any matter related to the performance of their public duties.”</i></p>
<p><b>Official Spokesperson</b></p>	<ul style="list-style-type: none"> <li>• All posts and interactions on Darebin City Council Social Media channels and platforms will be made from an official account (eg Darebin City Council, Darebin Arts Centre, Northcote Town Hall etc), managed by a staff member who is an authorised social media publisher* “Official Spokesperson”.</li> <li>• Posts and comments will not be made from personal accounts.</li> </ul>
<p><b>Operational and Organisational Matters</b></p>	<ul style="list-style-type: none"> <li>• Only the Chief Executive Officer or staff authorised by them can provide official comment to the media about operational matters on behalf of Darebin City Council.</li> <li>• All/any requests for comment on organisational policies, business and operations must be immediately referred to the Manager Communications Engagement and Customer Experience.</li> <li>• We do not use social media to address operational issues except to echo a media statement. These comments would be made from a corporate account. Information about individual staff or residents is protected under the Privacy Act. Councillors must immediately refer all such enquiries to the General Manager Governance and Engagement for consideration and response.</li> <li>• Councillors must not respond directly to requests for information made under the Freedom of Information Act. All requests for information under the Act must be referred to the Records Management Coordinator for consideration and response.</li> </ul>
<p><b>Key Accountabilities - Media</b></p>	<p>Managing the media in both proactive and reactive settings requires the cooperation of many parties as outlined below.</p> <p><b>Mayor</b> - Primary spokesperson for the City of Darebin on policy issues, citywide issues and intergovernmental issues, as well as major issues of community significance. The Mayor may also choose to delegate matters or enquiries to other councillors.</p> <p><b>Councillors</b> - Act as the primary spokesperson when delegated by the Mayor.</p> <p><b>CEO</b> - Provides guidance on the development of media responses and has ultimate accountability for media responses. Where media issues relate to administrative, operational or staff performance issues, the CEO or delegated Officers will respond.</p> <p><b>General Managers</b> - Provide guidance on the development of media responses and act as spokespeople for operational issues.</p> <p><b>Senior Adviser – Corporate Communications</b> - Primary point of contact for all media interaction. Develops media responses in collaboration with subject matter</p>

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	<p>experts, Manager of Communications Engagement and Customer Experience and relevant General Manager for approval by the CEO and Mayor as appropriate. Oversees all interactions with the news media.</p> <p>Develop proactive media releases related to project or portfolio responsibilities. Support coordination of media responses.</p> <p><b>Managers</b> - Provide subject matter input in a timely manner to enable deadlines to be met on all media responses. Act as subject matter experts in the development of proactive media releases.</p> <p><b>All other staff</b> - Refer any direct media enquiries immediately to the Communications Engagement and Customer Experience Department or delegated media advisor. Under no circumstances may a staff member speak directly to the media</p>
<p><b>Key Accountabilities – Social Media</b></p>	<p>Managing our social media platforms in both proactive and reactive settings requires the cooperation of many parties as outlined in the table below.</p> <p><b>Mayor</b> - is the key spokesperson for Council and manages content on their own social media channels, in line with this policy.</p> <p><b>Councillors</b> - not to post any comment or content or to respond to any comment or posting in any way contrary to this policy or which might be construed as officially representing the City.</p> <p><b>CEO</b> - Provides guidance on the development of social media plans and has ultimate accountability for social media.</p> <p><b>General Managers</b> - Provide guidance on the development of social media plans. GMs sign off on sensitive content.</p> <p><b>Council Senior Adviser – Digital / Authorised Social Media Publishers</b> - Primary point of contact for all social media engagement. Develops social media plans in collaboration with subject matter experts, Manager Communications Engagement and Customer Experience and relevant General Manager for approval by the CEO and Mayor as appropriate. Oversees the budget to promote Council’s policies and programs via social media.</p> <p>Have authority to post and comment on social media using a corporate account on behalf of Darebin City Council. Develop social media plans in collaboration Communications Engagement and Customer Experience and Engagement Department. Refer issues outside of their remit to the Senior Adviser - Digital.</p> <p><b>Managers</b> - Provide subject matter input in a timely manner to enable deadlines to be met on all media responses. Act as subject matter experts in the development of proactive media releases. Managers sign off on content through a communications or social media strategy.</p> <p><b>Customer Service staff</b> - Respond to routine requests that come through social media.</p>
<p><b>Contacting Communications Engagement &amp; Customer Experience Department</b></p>	<p>The Communications Engagement and Customer Experience Department is available at all times to assist with media enquiries.</p> <p>If contacted by the media directly, Councillors should immediately contact the Senior Adviser – Corporate Communications by phone or email, or in their absence the Manager Communications Engagement and Customer Experience If contacted by the media directly after hours, Councillors should immediately contact the Manager Communications Engagement and Customer Experience or the Chief Executive</p>

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	Officer. If the Manager Communications Engagement and Customer Experience or the Chief Executive Officer is not available to contact, Councillors should decline to comment themselves and they should advise the enquirer that a response will be arranged as soon as is practicable.
<b>Media Monitoring</b>	The Communications Engagement and Customer Experience monitors all media activity for the City of Darebin. Councillors wishing to obtain a particular news item about Council, can contact the Communications and Engagement Department for assistance.
<b>Social Media Monitoring</b>	The Communications Engagement and Customer Experience Department monitors all social media engagement for the City of Darebin. Councillors wishing to obtain a particular item about Council are welcome to contact the Department for assistance.
<b>Media &amp; Social Media Contact in Emergency Situations</b>	In all circumstances, the Communications Engagement and Customer Experience Department, in consultation with the Chief Executive and the Darebin Emergency Management Group (DEMG), is responsible for releasing any information to the media, and publishing to social media, about an emergency situation.
<b>Election Protocols – Councillors pre-selected or nominated as a candidate in Federal or State Elections</b>	<p>Councillors who are a Prospective Candidate or a Nominated Candidate in a Federal or State election should ensure that any comment made to the media and posts and comments made on social media in their capacity as a Councillor is limited to matters concerning Council and is not used in a manner that furthers their platform as a candidate in, or is connected with, the relevant election.</p> <p>A Councillor who is a Prospective Candidate or a Nominated Candidate in a Federal or State election must differentiate between their role as a state or federal candidate and role as a Councillor when making public or social media comment, and must ensure that they do not use a Council media opportunity, events, council meetings, network meetings and council-related external activities to further their platform as a candidate in, or in any manner connected with, the relevant election.</p> <p><i>*See also Councillor Guidelines for State and Federal Elections for more information.</i></p>
<b>Election Protocols – Local Government Elections</b>	<p>Any requests for media advice or assistance from Councillors during the election period must be channelled through the Chief Executive Officer or the Manager Communications Engagement and Customer Experience.</p> <p>In any event, no media advice and/or assistance or media releases will be provided in relation to election campaign matters, or in regard to publicity that involves specific Councillors.</p> <p>Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of matters that could be construed as relating to an election campaign.</p> <p><i>*See also Election Period Policy 2020</i></p>
<b>Dispute Resolution Process</b>	Any disputes arising from the policy will be managed in accordance with the provisions set out in the Councillor Code of Conduct, Sections 13 and 14.
<b>Breach of Policy</b>	Breaches of policies are treated seriously. Any concerns about non-compliance should be reported immediately to the CEO.

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## GOVERNANCE

<b>Related Documents</b>	This policy should be read in conjunction with the Councillor Code of Conduct.
<b>Legislation/ Regulation</b>	Election Period Policy 2020 per Chapter 11 Governance Rules Darebin Councillor Code of Conduct 2021 Darebin City Council's Good Governance Framework 2022 Darebin Community Engagement Policy 2020 Councillor Guidelines for State and Federal Elections 2018 Darebin City Council's Information Privacy Policy 2020
<b>Author</b>	Enna Giampiccolo, Manager Communications, Engagement and Customer Experience
<b>Policy Owner/ Sponsor</b>	Jodie Watson, General Manager Governance & Engagement
<b>Date Effective</b>	27 February 2023
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<b>Version Number</b>	1
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<b>Content enquiries</b>	Enna Giampiccolo

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**9.7 DECLARATION OF A SPECIAL CHARGE: SOLAR SAVER RESIDENTIAL (BATCH 3)**

**Author:** Residential Program Officer  
Sustainability Programs Officer

**Reviewed By:** General Manager City Sustainability and Strategy

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**EXECUTIVE SUMMARY**

The Solar Saver program is a key action of the Council Plan and Council's Climate Emergency Plan.

The report considers the declaration of a Special Charge Scheme. This is for Residential Special Charge Batch 3, including 23 installations, adding 113.88kW of solar capacity to Darebin.

The value of the proposed Special Charge scheme is \$156,583.38 excl. GST. This price is calculated pre-rebate, but after STC claim and excl. GST. (The gross amount, pre-rebate, pre-STC and incl. GST is \$216,591.52).

Council will pay upfront for installation and supply of the solar power systems at properties as listed in Appendix A. Council will be repaid these costs, as detailed in confidential Appendix B. Around 30-40% of the gross cost is returned to Council at the point that works are invoiced for the STCs generated by the solar systems. Most participants are eligible for state government rebates and this will reduce the upfront cost to Council and the amount of the Special Charge that would be raised. This is estimated to be \$32,200.00 incl. GST.

No interest is charged on Special Charge repayments. Annual repayments are more than offset by participants' savings on their energy bills, and therefore the program provides financial and environmental benefits to participants.

This report recommends that Council declare a Special Charge Scheme under section 163 of the Local Government Act 1989 for the purposes of defraying expenses relating to the provision of solar energy systems on residential properties participating in the Solar Saver scheme. No objections were received in response to the public notification process.

<b>Officer Recommendation</b>
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**That Council:**

- (1) Having complied with the requirements of sections 163A, 163B and 223 of the Local Government Act 1989 ("Act"), and otherwise according to law, declares a Special Charge ("Special Charge") under section 163 of the Act as follows:
  - a. A Special Charge is declared for the period commencing on the day on which Council issues a notice levying payment of the special rate and concluding on the tenth anniversary of that day.
  - b. The Special Charge is declared for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on properties participating in the Solar Saver scheme, which:

- i. Council considers is or will be a special benefit to those persons required to pay the Special Charge (and who are described in succeeding parts of this resolution); and
    - ii. Arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
  - c. The total:
    - i. Cost of performing the function described in paragraph 1(b) of this resolution is \$156,583.38; and
    - ii. Amount for the Special Charge to be levied is \$156,583.38, or such other amount as is lawfully levied as a consequence of this resolution
  - d. The Special Charge is declared in relation to all rateable land described in the table included as confidential Appendix B to this report, in the amount specified in the table as applying to each piece of rateable land.
  - e. The following list is specified as the criteria that form the basis of the Special Charge so declared:
    - Ownership of any land described in paragraph 1(d) of this resolution.
  - f. The following is specified as the manner in which the Special Charge so declared will be assessed and levied:
    - i. A Special Charge calculated by reference to the size of the solar energy system being installed and the particular costs of installation at each property participating in the Solar Saver scheme, in respect of which an Agreement has been executed, totalling \$156,583.38 for the residential batch, being the total cost of the scheme to Council
    - ii. To be levied each year for a period of 10 years.
  - g. Having regard to the preceding paragraphs of this resolution and subject to section 166(1) of the Act, let it be recorded that the owners of the land described in paragraph 1(d) of this resolution will pay the Special Charge in the amount set out in paragraph 1(f) of this resolution in the following manner:
    - i. Payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or
    - ii. Payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.
- (2) Considers that there will be a special benefit to those required to pay the Special Charge *because* there will be a benefit to them that is over and above, or greater than, the benefit that is available to those who are not subject to the proposed Special Charge, as a result of the expenditure proposed by the Special Charge, in that the properties will have the benefit of a solar energy system being installed.
- (3) For the *purposes* of having determined the total amount of the Special Charge to be levied:

- a. Considers and formally records that only those rateable properties included in the Solar Saver scheme as proposed will derive a special benefit from the imposition of the Special Charge, and there are no community benefits to be paid by Council; and
  - b. Formally determines for the purposes of section 163(2)(a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the Special Charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to those who are liable to pay the Special Charge is 100%.
- (4) Directs that notice be given to all owners and occupiers of properties included in the Scheme in writing of the decision of Council to declare and levy the Special Charge, and the reasons for the decision. For the purposes of this paragraph, the reasons for the decision of Council to declare the Special Charge are that:
- a. There is no objection to the Scheme, and it is otherwise considered that there is a broad level of support for the Special Charge from all property owners and occupiers.
  - b. Council considers that it is acting in accordance with the functions and powers conferred on it under the Local Government Act 1989, having regard to its role, purposes and objectives under the Act, particularly in relation to its functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
  - c. All those who are liable or required to pay the Special Charge and the properties respectively owned or occupied by them will receive a special benefit of a solar energy system being installed at the property.

Where a participant wishes to withdraw from the Scheme, agrees to such withdrawal where the participant has given written notice of their desire to withdraw from the Scheme before Council has incurred any expenditure in relation to the participant's solar system.

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## **BACKGROUND / KEY INFORMATION**

Through its Council Plan, Council is committed to take action on the climate emergency. This is detailed in Big Action 3 and in Strategic direction 3, which both highlight Darebin's leadership in driving reductions in greenhouse gas emissions and support for vulnerable communities. In Strategic Objective number 3, Council has committed to take an adaptation approach and build resilience in the community by focusing on vulnerable communities. Strategic Action 3.1 supports the 4-year program to support solar installation and energy efficiency retrofits for our vulnerable households.

Key aspects of the program include:

- Council undertakes procurement of good value solar systems and installation with 10-year warranties.
- Solar Saver participants register interest, receive quotes and the property owners have signed an owner agreement.
- Council declares a Special Charge and pays the upfront cost of the solar system and installation for participants.
- Solar Saver participants pay the Special Charge over a 10-year period to reimburse Council's upfront payment – which is more than offset by their energy bill savings.
- As detailed below Council has resolved that interest is not charged to participants and that the program will be funded through Council's existing budget.

This is the third Special Charge to be declared for the Solar Saver program in the 2022-2023 financial year.

Over 1,800 households have participated in previous Darebin Council Solar programs.

#### Progress of the Solar Saver Bulk Buy program

The Solar Saver Bulk Buy program helps residents that are not low income, and businesses. To date in this financial year, 20 Bulk Buy systems have been installed, 21 are awaiting installation, and 120 more have been quoted, awaiting customer decisions. Promotion will continue until the Solar Saver program finishes by the end of June 2025. Priority of installations will always be for the Solar Saver Rates program.

#### Public Notice

On the 25 of January the CEO through its delegation authorised the intention to declare a Special Charge (Appendix C):

**CEO Authorises**, through its current instrument of delegation passed on 24 October 2022:

- (1) Council hereby gives notice of its intention to declare a Special Charge in accordance with section 163 of the Local Government Act 1989 (Act) as follows:
  - a) Council declares a Special Charge for the period commencing on the day on which Council issues a notice levying payment of the special rate and concluding on the tenth anniversary of that day.
  - b) We declare this Special Charge for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Saver scheme, which:
    - i. Council considers is or will be a special benefit to those persons or organisations required to pay the Special Charge (and who are described in succeeding parts of this resolution); and
    - ii. Arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
  - c) The total:
    - i. Cost of performing the function described in paragraph 1(b) of this resolution is \$156,583.38; and
    - ii. Amount for the Special Charge to be levied is \$156,583.38, or such other amount as is lawfully levied as a consequence of this resolution
  - d) We declare the Special Charge in relation to all rateable land described in the table included as **Appendix B** to this report, in the amount specified in the table as applying to each piece of rateable land.
  - e) Ownership of any land described in paragraph 1(d) of this resolution is the basis of the Special Charge.
  - f) The Special Charge will be assessed and levied as follows:
    - i. Each Special Charge is calculated by reference to the size of the solar energy system being installed and the particular costs of installation at each property participating in the Solar Saver scheme, in respect of which an Owner Agreement has been executed, totalling \$156,583.38 being the total cost of the scheme to Council;

- ii. *The Special Charge will be levied each year for a period of 10 years.*
- g) *Having regard to the preceding paragraphs of this resolution and subject to section 166(1) of the Act, it is recorded that the owners of the land described in paragraph 1(d) of this resolution will, subject to a further resolution of Council, pay the Special Charge in the amount set out in paragraph 1(f) of this resolution in the following manner:*
  - i. *Payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or Payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.*
- (2) *Council considers that there will be a special benefit to the persons required to pay the Special Charge because there will be a benefit to those persons that is over and above, or greater than, the benefit that is available to persons who are not subject to the proposed Special Charge, as a result of the expenditure proposed by the Special Charge, in that the properties will have the benefit of a solar energy system being installed.*
- (3) *For the purposes of having determined the total amount of the Special Charge to be levied:*
  - a) *Council considers and formally records that only those rateable properties included in the Solar Saver scheme as proposed will derive a special benefit from the imposition of the Special Charge, and there are no community benefits to be paid by Council; and*
  - b) *Formally determines for the purposes of section 163(2) (a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the Special Charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to the persons who are liable to pay the Special Charge is 100%.*
- (4) *CEO will give public notice in The Age newspaper of Council's via authorisation of this report. Authorisation form has been included in this report as **Appendix C***
- (5) *Council will send separate letters, enclosing a copy of: authorisation form, Appendix E to this report; Appendix B to this report; and the public notice referred to in Paragraph 4 of this resolution, to the owners of the properties included in the scheme, advising of Council's intention to levy the Special Charge, the amount for which the property owner will be liable, the basis of calculation of the Special Charge, and notification that submissions and/or objections in relation to the proposal will be considered by Council in accordance with sections 163A, 163B and 223 of the Act.*
- (6) *Council will convene a meeting of the Hearing of Submissions Committee, at a date and time to be fixed, to hear any persons or organisations who, in their written submissions made under section 223 of the Act, advise that they wish to appear in person, or to be represented by a person specified in the submission, at a meeting in support of their submission.*
- (7) *CEO authorises the Manager Climate Emergency and Sustainable Transport to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under sections 163A, 163(1A), (1B) and (1C), 163B and 223 of the Act.*

**Previous Council Resolution**

At its meeting held on 22 November 2021, Council resolved:

1. *Endorse Solar Saver program parameters for 2021-25 as outlined in the council report, including eligibility criteria and technology (Attachment A) noting that:*
  - a. *The new eligibility criterion will ensure that Darebin's most vulnerable residents are supported by the special charge stream.*
  - b. *A household financial cap will be introduced of up to \$6,000 to maximise the number of households Council can support.*
  - c. *The products that will be offered in the Special Charge Program will be expanded to include not just solar photovoltaic systems, but also highly efficient heating and cooling (Reverse Cycle Airconditioning).*
  - d. *The procurement approach will provide Council the option in future years to consider also offering other energy efficiency products of battery storage equipment.*
  - e. *Set and report on clear targets that will increase the participation of low income and vulnerable residents in the solar saver program*
2. *For Stage 1 of the Solar Saver program- accept the recommendation by Procurement Australia for Echo Group Corporation Pty Ltd. Trading as EkoEnergy to be appointed as the supplier and installer of solar photovoltaic and storage systems for special charge stream products up to \$ 4,000,000 (inclusive of GST) and all solar panel and storage systems as part of the bulk buy options for CT202154 Solar Saver Program, to 31 March 2023 with an option to extend to 30 June 2023.*
3. *Authorise the Chief Executive Officer to negotiate and execute the contract for CT202154 with Echo Group Corporation Pty Ltd. Trading as EkoEnergy, on behalf of Council, subject to the conclusion of Council's own procurement process, including any options to extend the contract.*

The approved eligibility criteria:

In the event of a home owner installations, the following criteria will be used:

- a) *if the owner holds a valid Health Care Card, Pensioner Concessions Card, Federal Concession Card or Veterans' Affairs Gold Card;*
- b) *the owners have a combined household income of less than \$90,000 based on FY20-21 tax return*
- c) *if any one of the owners are currently receiving Job Seeker*
- d) *if the owner has recently arrived in Australia as a resident and is waiting to qualify for Job Seeker*
- e) *if the owner is an Aboriginal or Torres Strait Islander resident, a refugee and a person seeking asylum seekers, has a disability, is an older person reliant on Commonwealth support, or is an international student*

In the event of a tenant/renter installation, the following criteria will be used:

- f) *both the rental provider and tenant(s) qualify for the 'Solar for rental properties' rebate from Solar Victoria, PLUS*

- g) *the combined household income of the tenant(s) is under \$90,000 per year (based on any of the last two year's taxable income), PLUS*
- the rental provider/landlord is not seeking any repayments from the tenant (and tenant also agrees), with a focus on First Nations residents, refugees and asylum seekers and international students (those who choose to seek partial repayment from the tenant will be supported through the bulk buy arrangements).*

At its meeting held on 24 October 2022, Council resolved:

3. *In the exercise of the powers conferred by Section 11 of the Local Government Act 2020 (the Act) and the other legislation referred to in the attached Instruments of Delegation, resolves:*
- a. *To delegate to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the 'Instrument of Delegation to the Chief Executive Officer (S5)' (Appendix B) subject to the conditions and limitations specified in that Instrument of Delegation.*
- b. *To delegate to the members of Council staff holding, acting in or performing the duties of the officers or positions referred to in the 'Instrument of Delegation to members of Council staff (S6)' (Appendix C) the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.*
- c. *Adopts and affix Council's Common Seal to the following Instruments of Delegation provided as attachments to this report:*
- i. *Instrument of Delegation from Council to the CEO (S5) (Appendix B);*
- ii. *Instrument of Delegation from Council to members of Council Staff (S6) (Appendix C);*
- d. *That these instruments come into force immediately the Common Seal of Council is affixed to each instrument.*

## **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 3: Climate, Green and Sustainable

## **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 3: Climate, Green and Sustainable

## **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

3.1 We will adapt to climate change and build the resilience of our community, infrastructure and the built environment, with a focus on our vulnerable communities at risk of fuel poverty, and flooding

This project is aligned to Strategic Action 3-1. Through Solar Saver 4-year program, support solar installation and energy efficiency retrofits for our vulnerable households, including public and social housing, and renters.

Batch 3 of the Solar Saver program will see 113.88kW of solar powered generation added to Darebin's mix grid, this will help avoid 167.60 tCO<sub>2</sub> per year, which is equivalent of taking 56 cars off the road each year.



## DISCUSSION

### Proposed Special Charge declaration

Under Section 163 of the *Local Government Act 1989* (Act), Council is empowered to declare a Special Charge for the purposes of defraying any expenses in relation to the performance of a function or the exercise of a power of Council, if Council considers that the performance of the function or the exercise of the power is, or will be, of special benefit to the persons or organisations required to pay the special rate or Special Charge.

In this case, the installation of solar energy systems on properties as part of the Solar Saver scheme arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district and promotes the social, economic and environmental viability and sustainability of the municipal district.

Each participating property has signed an Owner Agreement with Council to participate in the scheme, which includes the overall cost and repayments which would be paid by the property should the scheme be approved (see **Appendix A**).

In September 2004, the Minister for Local Government issued a guideline for the preparation of Special Charge schemes. The guideline specifically deals with the calculation of the maximum total amount that a council may levy as a Special Charge.

The guideline requires that Council identify the following:

- A. Purpose of the works
- B. Ensure coherence
- C. Calculate total cost
- D. Identify special beneficiaries
- E. Determine the properties to include
- F. Estimate total special benefits
- G. Estimate community benefits
- H. Calculate the benefit ratio
- I. Calculate the maximum total levy

#### **A. Purpose of the Works**

The purpose of the works is to supply and install solar energy systems on properties to reduce energy costs and encourage and increase the use of renewable energy in Darebin.

#### **B. Ensure Coherence**

The proposed works have a natural coherence with the proposed beneficiaries, as the properties proposed to be included in the scheme are receiving solar energy systems to the value of their participation.

#### **C. Calculate the Total Cost**

The proposed solar system installation includes the following items:

- Assessment and administration costs
- Supply and installation of solar energy systems

For the purposes of section 163(1) of the Act, the total cost of the works is calculated at **\$156,583.38** for the residential batch based on signed agreements.

The expenses in the estimate of works are consistent with the allowable expenses listed in section 163(6) of the Act.

#### **D. Identify the Special Beneficiaries**

Council is required to identify those properties that would receive a special benefit from the proposed works. A special benefit is received by a property if the proposed works or services will provide a benefit that is additional to or greater than the benefit to other properties.

The Ministerial Guideline notes that a special benefit is considered to exist if it could reasonably be expected to benefit the owners or occupiers of the property. It is not necessary for the benefit to be used by the particular owners or occupiers of a specified property at a particular time in order for a special benefit to be attributed to the property.

Property owners participating in the Solar Saver scheme are considered to receive special benefit from the proposed supply and installation of solar PV systems by means of:

- Reduced energy costs over the life of the solar PV system
- Ownership of the solar PV system after the special rate repayments are paid in full
- Increased property value

The proposed properties taking part in the scheme, the owners of which have signed an Owner Agreement with Council to participate in the scheme, are listed in **Appendix A** and Confidential **Appendix B**.

#### **E. Determine Properties to Include**

Once the properties that receive special benefit are identified, Council must decide which properties to include in the scheme. If a property will receive a special benefit but is not included in the scheme, the calculation of the benefit ratio will result in Council paying the share of costs related to the special benefits for that property.

It is accepted that only those properties at which the solar energy systems are installed will receive a special benefit from the scheme. Accordingly, it is proposed to include only those properties whose owners have signed Owner Agreements in the scheme. Council will not, then, be required to pay a share of costs related to special benefits for any property that is not included in the scheme.

#### **F. Estimate Total Special Benefits**

As per the Ministerial Guideline for Special Rates and Charges, total special benefits are defined according to the formula below:

$$\text{TSB} = \text{TSB}_{(\text{in})} + \text{TSB}_{(\text{out})}$$

- **TSB** is the estimated total special benefit for all properties that have been identified to receive a special benefit
- **TSB<sub>(in)</sub>** is the estimated total special benefit for those properties that are included in the scheme
- **TSB<sub>(out)</sub>** is the estimated total special benefit for those properties with an identified special benefit that are not included in the scheme

For the purposes of the proposed scheme, total special benefits have been calculated as follows:

- **TSB<sub>(in)</sub>** – The estimated total special benefit is based on the quoted cost of the solar PV system to be installed (which has been included in the Owner Agreement signed by the property owner). It is expected that the benefit in reduced energy costs will exceed this special benefit.
- **TSB<sub>(out)</sub>** – This is not applicable as all participating properties are included.

#### **G. Estimate Community Benefits**

Whilst the reduction of energy use, greenhouse emissions and increase of renewable energy is considered a community benefit there are no direct quantifiable costs.

- **TCB** – Total Community Benefit is assessed to be 0 benefit units

#### **H. Calculate the Benefit Ratio**

The benefit ratio is calculated as:

$$R = \frac{\text{TSB}_{(in)}}{\text{TSB}_{(in)} + \text{TSB}_{(out)} + \text{TCB}}$$

Where:

**TSB<sub>(in)</sub>** = \$156,583.38 for the residential batch;

**TSB<sub>(out)</sub>** = 0

**TCB** = 0

**R** = 1

#### **I. Calculate the Maximum Total Levy**

In order to calculate the maximum total levy **S**, the following formula is used:

$$\mathbf{S = R \times C}$$

Where **R** is the benefit ratio and **C** is the cost of all works

Therefore **S** = 1 \* \$156,583.38 = **\$156,583.38**

Note there is no community benefit amount payable by Council.

#### **Apportionment of Costs**

Once the maximum levy amount has been calculated, it is necessary to establish an appropriate way to distribute these costs to all affected landowners.

As the properties have all received individual quotations based on the solar system and work required, it is proposed to apportion the costs based on these quotes. It is noted that the participants have been notified and signed agreements on the basis of these costs for the purpose of declaring this scheme.

It is proposed to distribute the costs as shown in confidential **Appendix B**.

#### **Statutory Process**

The Act requires Council to give public notice of its proposed declaration of the special charge and write to all people who will be liable to contribute. The proposed declaration of the special charge has been prepared in accordance with the Act. Public notice has been issued in accordance with the Act and no objections have been received.

## CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

### Financial Management

- Should the proposed Special Charge scheme proceed, Council will pay \$216,591.52 (including GST, pre-rebate and pre-STC claim), for the supply and installation of the solar PV systems on the residential properties listed in **Appendix A**.
- Council will pay upfront costs for installation and supply of the solar power systems as listed in confidential **Appendix B**. Around 30% to 40% of this cost is returned to Council at the point that works are invoiced for the STCs generated by the solar systems. The balance is repaid by beneficiaries of the Special Charge Scheme over 10 years. All participants are also expected to be eligible for state government rebates and this is expected to reduce the upfront cost to Council and Special Charges to be raised. Officers estimate that the total upfront cost will be reduced by approximately \$32,200.00 incl. GST after rebates are confirmed.
- The rebates adjustments will be made after Council's decision and when rebates and confirmation from all participants is confirmed.
- In accordance with their respective Owner Agreements property owners will pay for the cost of the solar energy system, listed in confidential **Appendix B** (and as adjusted above), by equal instalments apportioned over a 10-year period, commencing from January-February 2022.
- Council is expected to receive **\$12,438.34** in Special Charge repayments annually for this scheme over the 10-year period. Some households may pay the total amount earlier.
- Payments to Council by property owners for works via Special Charge schemes are GST exempt. Should a property be sold during the 10-year period in which the Special Charge scheme applies, the amount outstanding on the Special Charge scheme at the time of the property sale will be paid in full to Council.
- The administrative, contract management, community engagement and communications and compliance costs associated with administration of the Solar Saver program is provided for within the 2022-2023 budget.

### Community Engagement

All participating households have received a site visit and quotations to participate in the program. Council gave public notice and notified the participating ratepayers as per the CEO authorisation on the 27 January 2023.

### Other Principles for consideration

This report recommends proceeding with declaration of the Special Charge Schemes. This is supported by all the property owners that are proposed to be levied.

Council could also decide not to proceed with declaration of the Special Charge Scheme or seek further information to make a decision.

### Overarching Governance Principles and Supporting Principles

- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;

**Public Transparency Principles**

- (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;

**Strategic Planning Principles**

- (b) strategic planning must address the Community Vision;
- (e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;

**Service Performance Principles**

- (c) quality and costs standards for services set by the Council should provide good value to the municipal community;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

This project is a key action in the Darebin Climate Emergency Plan 2017-2022. The current residential batch is expected to see the installation of 113.88kW across 23 installations and an estimated equivalent annual greenhouse gas saving of 167.6 tCO<sub>2</sub>-e.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

This batch is made up exclusively of households meeting the eligibility criteria set up by Council. All are expected to be eligible for the Solar Homes rebate from the Victorian Government.

This program is also oriented to people facing discrimination as per eligibility criteria. It is expected to see a high percentage of participants to be part of the CALD community.

**Economic Development and Cultural Considerations**

For individual households participating, the program is designed so that they will save more on their energy bills than they will be paying back to Council so that they are financially better off from the outset.

This program is designed to reach Darebin's diverse community. Households who need interpreters or other communication support are prioritised.

**Operational Impacts**

There is no expected impact on operational matters.

**Legal and Risk Implications**

A risk analysis has been undertaken for the program. Solar installations are electrical works and are required by law to be signed off by an authorised electrician through a certificate of electrical safety.

Random independent audits of the work will also be undertaken by Council to ensure installations comply with Council specifications. Occupational Health and Safety processes have been assessed and will be audited on site. Ten-year warranties are required on panels, inverters and installation.

## IMPLEMENTATION ACTIONS

The next step will be the installation phase of this batch of solar installations. The solar providers will manage the physical installations in communication with Council and the participants.

Independent auditors will be used to audit the safe work procedures of the installations as they occur real time, as well as the electrical safety of the work, post-installation.

### Timeline

Subject to Council resolution:

- Property owners will be contacted following Council's decision

Subject to declaration of the Special Charge scheme, installation of solar will occur from 28 February 2023 onwards over a period of approximately 2 months.

## RELATED DOCUMENTS

- Local Government Act 1989
- Darebin Climate Emergency Plan 2017-2021
- The Macquarie Special Rates and Charges Manual 2012

## Attachments

- DECLARATION - Solar Saver 4.1 - Batch 3 - list of addresses and cost to Council - 27 February 2023 (**Appendix A**)
- DECLARATION - CONFIDENTIAL - Solar Saver 4.1 - Batch 3 - list of addresses and cost to Council - 27 February 2023 (**Appendix B**) Confidential - enclosed under separate cover
- DECLARATION - Authorisation form - Intention to declare a special charge - Solar Saver 4.1 Batch 3 - Jan 2023 (**Appendix C**)

## DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## DECLARATION OF A SPECIAL CHARGE

27 FEBRUARY 2023

## Appendix A

## Table of properties intended to be subject to the Solar Saver special charge scheme

Each listed property has been assessed as to the size of solar panel and installation costs and the owner has signed the Owner Agreement to have a solar energy system installed at their property.

## FULL LIST OF ADDRESSES AND COSTS

Address	
37 Zoe Circuit NORTHCOTE VIC 3070	
12 Thackeray Road RESERVOIR VIC 3073	
11B Borrie Street RESERVOIR VIC 3073	
102 Tunaley Parade RESERVOIR VIC 3073	
72 Elizabeth Street COBURG NORTH VIC 3058	
30 Hanslope Avenue ALPHINGTON VIC 3078	
81 Youngman Street PRESTON VIC 3072	
93 Thackeray Road RESERVOIR VIC 3073	
2 Park Street NORTHCOTE VIC 3070	
128 Gower Street PRESTON VIC 3072	
19 Mitchell Street PRESTON VIC 3072	
15 Gill Street RESERVOIR VIC 3073	
90 Pender Street PRESTON VIC 3072	
176A Broadhurst Avenue RESERVOIR VIC 3073	
59 Collins Street THORNBURY VIC 3071	
2/37 Mc Gregor Street FAIRFIELD VIC 3078	
46 Keon Street THORNBURY VIC 3071	
12 Archbold Street THORNBURY VIC 3071	
2/87 Tyler Street PRESTON VIC 3072	
20 Jeffrey Street RESERVOIR VIC 3073	
8 Gellibrand Crescent RESERVOIR VIC 3073	
34 Locher Avenue RESERVOIR VIC 3073	
801 Plenty Road RESERVOIR VIC 3073	
<b>Total cost to households (post STC, ex GST) and pre-Solar Victoria rebates applied</b>	<b>\$156,583.38</b>

## SUMMARY

<b>TOTAL kilowatts to be installed</b> (sum of system sizes)	<b>113.88kW</b>
<b>Number of installations</b> (sum of households in batch)	<b>23</b>
<b>Projected GROSS cost to Council</b> (combined total of quoted installs to 23 households pre- STCs and pre- rebates)	<b>\$216,591.52</b>
<b>Cost to Council pre-rebate</b> (combined total of quoted installs for 23 households pre-rebate and post STC)	<b>\$156,583.38</b>

DECLARATION OF A SPECIAL CHARGE

27 FEBRUARY 2023

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Projected final cost to Council (final costs to Council after STCs and Solar Victoria rebates applied)	\$124,383.38
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## DECLARATION OF A SPECIAL CHARGE

27 FEBRUARY 2023

**Appendix C****Authorisation form: INTENTION TO DECLARE A SPECIAL CHARGE - SOLAR SAVER (BATCH 3)**

**CEO Authorises**, through its current instrument of delegation passed on 24 October 2022:

- (1) Council hereby gives notice of its intention to declare a Special Charge in accordance with section 163 of the Local Government Act 1989 (Act) as follows:
- a) Council declares a Special Charge for the period commencing on the day on which Council issues a notice levying payment of the special rate and concluding on the tenth anniversary of that day.
  - b) We declare this Special Charge for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Saver scheme, which:
    - i. Council considers is or will be a special benefit to those persons or organisations required to pay the Special Charge (and who are described in succeeding parts of this resolution); and
    - ii. Arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
  - c) The total:
    - i. Cost of performing the function described in paragraph 1(b) of this resolution is **\$156,583.38**; and
    - ii. Amount for the Special Charge to be levied is **\$156,583.38**, or such other amount as is lawfully levied as a consequence of this resolution
  - d) We declare the Special Charge in relation to all rateable land described in the table included as **Appendix B** to this report, in the amount specified in the table as applying to each piece of rateable land.
  - e) Ownership of any land described in paragraph 1(d) of this resolution is the basis of the Special Charge.
  - f) The Special Charge will be assessed and levied as follows:
    - i. Each Special Charge is calculated by reference to the size of the solar energy system being installed and the particular costs of installation at each property participating in the Solar Saver scheme, in respect of which an Owner Agreement has been executed, totalling **\$156,583.38** being the total cost of the scheme to Council;
    - ii. The Special Charge will be levied each year for a period of 10 years.
  - g) Having regard to the preceding paragraphs of this resolution and subject to section 166(1) of the Act, it is recorded that the owners of the land described in paragraph 1(d) of this resolution will, subject to a further resolution of Council, pay the Special Charge in the amount set out in paragraph 1(f) of this resolution in the following manner:
    - i. Payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or

## DECLARATION OF A SPECIAL CHARGE


27 FEBRUARY 2023

- i. Payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.
- (2) Council considers that there will be a special benefit to the persons required to pay the Special Charge because there will be a benefit to those persons that is over and above, or greater than, the benefit that is available to persons who are not subject to the proposed Special Charge, as a result of the expenditure proposed by the Special Charge, in that the properties will have the benefit of a solar energy system being installed.
- (3) For the purposes of having determined the total amount of the Special Charge to be levied:
  - a) Council considers and formally records that only those rateable properties included in the Solar Saver scheme as proposed will derive a special benefit from the imposition of the Special Charge, and there are no community benefits to be paid by Council; and
  - b) Formally determines for the purposes of section 163(2) (a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the Special Charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to the persons who are liable to pay the Special Charge is 100%.
- (4) CEO will give public notice in The Age newspaper of Council's via authorisation of this report. Authorisation form has been included in this report as **Appendix E**.
- (5) Council will send separate letters, enclosing a copy of: authorisation form, Appendix E to this report; Appendix B to this report; and the public notice referred to in Paragraph 4 of this resolution, to the owners of the properties included in the scheme, advising of Council's intention to levy the Special Charge, the amount for which the property owner will be liable, the basis of calculation of the Special Charge, and notification that submissions and/or objections in relation to the proposal will be considered by Council in accordance with sections 163A, 163B and 223 of the Act.
- (6) Council will convene a meeting of the Hearing of Submissions Committee, at a date and time to be fixed, to hear any persons or organisations who, in their written submissions made under section 223 of the Act, advise that they wish to appear in person, or to be represented by a person specified in the submission, at a meeting in support of their submission.
- (7) CEO authorises the Manager Climate Emergency and Sustainable Transport to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under sections 163A, 163(1A), (1B) and (1C), 163B and 223 of the Act.


**DECLARATION OF A SPECIAL CHARGE**

**27 FEBRUARY 2023**

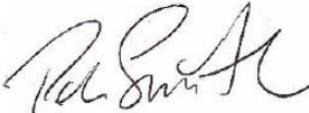
Manager Climate Emergency & Sustainable Transport – Vanessa Petrie

Endorsed	Not endorsed
	
Date: 24 January 2023	

General Manager City Sustainability and Strategy – Rachel Ollivier

Endorsed	Not endorsed
	
Date: 24 January 2023	

CEO – Peter Smith

Approved	Not approved
	
Date: 25 January 2023	

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**9.8 PROPERTY MATTERS FEBRUARY 2023****Author:** Team Leader Council Property**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

This report relates to:

- 1) The completion of the statutory procedures for the proposed sale of the discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir, shown as Lot 8 on Title Plan TP853006R in **Appendix A**. This report further recommends that the land from the discontinued road be sold to the owners of 107 Keon Parade, Reservoir who have agreed in principle to purchase the land for \$18,315.00 (incl GST). No submissions were received following notice being given of the proposed sale.
- 2) The completion of the statutory procedures for the proposed sale of the discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir shown as Lot 5 on Title Plan TP018465R **Appendix B**. This report further recommends that Lot 5, being the land from the discontinued road be sold to the owner of the adjoining property at 3 Oakhill Avenue, Reservoir who have agreed in principle to purchase the land for \$26,730.00 (incl GST). No submissions were received following notice being given of the proposed sale.
- 3) Commencement of the statutory procedures under section 206 and clause 3 of Schedule 10 to the Local Government Act 1989 to discontinue and sell two 3.05m wide roads and a 0.17 to 0.30m wide reserve (revenge strip) at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston shown hatched, cross-hatched and stippled in Figure 1 in **Appendix C** and section 114 of the Local Government Act 2020 to sell Lots 2, 13, 14, 18, 22 and 23 for an overall value of \$135,920.00 (less costs).

<b>Officer Recommendation</b>
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Item 1: Sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir**That Council:**

Having given notice of intention under section 114 of the Local Government Act 2020 to sell the land from the discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir, shown hatched on the site plan in **Appendix A** and shown as Lot 8 on Title Plan TP853006R in **Appendix A** and having received no submissions in respect of this proposal:

- (1) Directs that the land be sold by private treaty to the owner of the adjoining property at 107 Keon Parade, Reservoir, in accordance with Council's Sale of Minor Assets Policy May 2022.
- (2) Authorises the Chief Executive Officer, or any such other person as the Chief Executive Officer approves, to sign all documents relating to the sale of the land.
- (3) Transfers to itself any land from the road not sold.

- (4) Authorises the Chief Executive Officer, or any such other person as the Chief Executive Officer approves, to undertake all actions required to transfer to Council any land not sold.

Item 2: Sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir

**That** Council:

Having given notice of intention under section 114 of the Local Government Act 2020 to sell the land from the discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir, shown hatched on the site plan in **Appendix B** and shown as Lot 5 on Title Plan TP018465R in **Appendix B** and having received no submissions in respect of this proposal:

- (1) Directs that the land be sold by private treaty to the owner of the adjoining property at 3 Oakhill Avenue, Reservoir, in accordance with Council's Sale of Minor Assets Policy May 2022.
- (2) Authorises the Chief Executive Officer, or any such other person as the Chief Executive Officer approves, to sign all documents relating to the sale of the land.
- (3) Transfers to itself any land from the road not sold.
- (4) Authorises the Chief Executive Officer, or any such other person as the Chief Executive Officer approves, to undertake all actions required to transfer to Council any land not sold.

Item 3: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

- (1) Commences the statutory procedures under section 206 and clause 3 of Schedule 10 to the Local Government Act 1989 to discontinue and sell two 3.05m wide roads and a 0.17 to 0.30m wide reserve (revenge strip) at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston, shown hatched, cross-hatched and stippled in Figure 1 in **Appendix C** and section 114 of the Local Government Act 2020 to sell the land from the roads and reserve;
- (2) Gives public notice under section 223 of the Local Government Act 1989 and section 114 of the Local Government Act 2020 in the appropriate newspapers and on Council's website of the intention to discontinue the roads and reserve and sell the land to the adjoining property owners by private treaty in accordance with Council's Sale of Minor Assets Policy May 2022.
- (3) As part of its community engagement process, Council invites both written and verbal submissions on the proposed sale and deal with any submissions received in line with the principles set out in section 223 of the Local Government Act 1989.
- (4) That any submissions be considered by Council's Hearing of Submissions Committee at a meeting to be held at the next available Council meeting, following the closure of submissions.
- (5) If no submissions are received, a further report be presented to the Chief Executive Officer for a decision under delegation to consider completion of the statutory procedures for the discontinuance and sale of the roads and reserve to the owners of the adjoining properties and sign all necessary documentation for the sale of the land in accordance with Council policy. A Governance Report will be presented to Council to report on the Chief Executive Officer's decision.

- (6) Note that procedures will be undertaken pursuant to part 4 of the *Planning and Environment Act 1987* and sections 24A and 35(8) of the *Subdivision Act 1988* to vest the reserve in Council, remove (discontinue) reserve status from the reserve and subdivide the land from the reserve and discontinued road.
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## BACKGROUND / KEY INFORMATION

Council is required to consider a range of property matters for decision. These include matters such as property acquisitions and disposals, statutory naming processes, Right of Way disposals, proposed Road declarations and leasing of Council property.

Items 1 and 2 of this Report relate to the statutory procedures for the sale of a discontinued road.

In accordance with best practice and good governance principles reporting of property matters has been consolidated into one single standing report.

### Local Government Act

Section 189 (Restriction on power to sell land) of the *Local Government Act 1989* (Act) was revoked on 1 July 2021 and replaced by Section 114 of the *Local Government Act 2020*.

Section 114 of the *Local Government Act 2020* is similar to section 189, however the exemption from compliance with section 223 (the right to make a submission) has been removed.

Because section 223 does not apply under the *Local Government Act 2020*, from 1 July 2021, any sale of land from a discontinued road must first comply with the community engagement provisions of Council's Community Engagement Policy.

Accordingly, from 1 July 2021 Council will be required to undertake a 2 staged process of first resolving to discontinue a road and sell the land under clause 3 of Schedule 10 of the Act and then propose the sale of the land under section 114 of the *Local Government Act 2020*.

The statutory procedures under section 114 of the *Local Government Act 2020* requires that Council publish a notice of its intention to sell the Land on the Council's website and undertake a community engagement process in accordance with its community engagement policy.

In contrast to the now repealed s. 189 of the *Local Government Act 1989*, Section 114 of the *Local Government Act 2020* does not require Council to publish a public notice in a newspaper circulated within the municipality nor provide for the lodgement of submissions to Council and the consideration of those submissions, pursuant to section 223 of the *Local Government Act 1989*.

Nevertheless, in order to provide a mechanism for feedback from interested parties as part of Council's community engagement process, it is recommended that Council invite both written and verbal submissions on the proposal, and deal with any submissions received, in line with the principles set out in section 223 of the *Local Government Act 1989*.

Under the principles, the notice of intention to sell the Land will afford affected parties the right to lodge a written submission with Council. Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal. Any verbal submissions received will be considered by Council's Hearing of Submissions Committee.

Section 190 (Restriction on power to lease land) of the *Local Government Act 1989* was revoked on 1 July 2021 and replaced by Section 115 of the *Local Government Act 2020*.

Section 115 of the *Local Government Act 2020* is similar to section 190, however the exemption from compliance with section 223 (the right to make a submission) has been removed.

### Previous Council Resolution

#### Item 1: Sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir

At its meeting held on 24 October 2022, Council resolved:

***That Council:***

- (1) *Commences the statutory procedures under section 114 of the Local Government Act 2020 to sell the land from the discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir, shown hatched on the site plan in **Appendix A** and shown as Lot 8 on Title Plan TP853006R in **Appendix A** to the owner of 107 Keon Parade, Reservoir, by private treaty in accordance with Council Policy.*
- (2) *Gives notice of its intention to sell the land on Council's website and in such notice states that Council proposes to sell the land from the former road to the owner of 107 Keon Parade, Reservoir, by private treaty and to transfer to itself any land not sold, in accordance with Council policy.*
- (3) *As part of its community engagement process, Council invites both written and verbal submissions on the proposed sale and deal with any submissions received in line with the principles set out in section 223 of the Local Government Act 1989.*
- (4) *That any submissions received be considered by Council's Hearing of Submissions Committee at the Hearing of Submissions Committee meeting following the close of submissions.*
- (5) *Notwithstanding the present intention to sell the land to the owner of 107 Keon Parade, Reservoir, in the event that submissions are received from other adjoining property owners or interested parties, Council reserves the right to reallocate the manner in which the land is to be sold in accordance with Council policy.'*

#### Item 2: Sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir

At its meeting held on 28 November 2022, Council resolved:

***That Council:***

- (a) *Commences the statutory procedures under section 114 of the Local Government Act 2020 to sell the land from the discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir, shown as Lot 5 on Title Plan TP018465R **Appendix B** to the owner of 3 Oakhill Avenue, Reservoir, by private treaty in accordance with Council's Sale of Minor Council Assets Policy May 2022.*

- (b) Gives notice of its intention to sell the land on Council's website and in such notice states that Council proposes to sell the land from the former road to the owner of 3 Oakhill Avenue, Reservoir, by private treaty and to transfer to itself any land not sold, in accordance with Council policy.
- (c) As part of its community engagement process, Council invites both written and verbal submissions on the proposed sale and deal with any submissions received in line with the principles set out in section 223 of the Local Government Act 1989.
- (d) That any submissions received be considered by Council's Hearing of Submissions Committee at the Hearing of Submissions Committee meeting on 13 February the close of submissions.
- (e) Notwithstanding the present intention to sell the land to the owner of 3 Oakhill Avenue, Reservoir, in the event that submissions are received from other adjoining property owners or interested parties, Council reserves the right to reallocate the manner in which the land is to be sold in accordance with Council policy.'

Item 3: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

This matter is not the subject of a previous Council resolution.

## **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

## **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

## **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

4.2 We will ensure our assets are optimised for the benefit of our community

## **DISCUSSION**

Item 1: Sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir

On 15 May 2006, Council resolved to discontinue the road at the rear of 69 to 143 Keon Parade and 68 to 96 Arundel Avenue and adjacent to 3 Finton Grove, Reservoir and to sell the land by private treaty in accordance with Council policy. The discontinuance was gazetted in the Victoria Government Gazette on 25 May 2006, shown in **Figure 1** of **Appendix A**.

In August 2021, Council received an enquiry from the adjoining property owner at 107 Keon Parade, Reservoir, looking to purchase the land at the rear of that property, being part of the unsold land from the discontinued road. The land is known as Lot 8 on Title Plan TP853006R in **Figure 2** of **Appendix A**.

Investigations revealed that the parcel of land, shown hatched in the site plan in **Figure 3** of **Appendix A** remains unsold.

The land appears to have been landlocked for many years, with no adjoining property occupying the land, as shown in the aerial view in **Figure 4** of **Appendix A**.



The owner of 107 Keon Parade, Reservoir has agreed, in principle, to purchase the land adjoining that property at market value as well as meeting all reasonable costs associated with the statutory process, should Council resolve to sell the land. Council will transfer to itself any land that remains unsold, protecting its interest in the land.

Item 2: Sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir

On 4 December 2001, Council resolved to discontinue the road at the rear of 2 to 16 and 20 to 30 Joffre Street, 1 to 15 and 19 to 29 Oakhill Avenue and 222 to 227 Tyler Street, Reservoir, and to sell the land by private treaty in accordance with Council policy. The discontinuance was gazetted in the Victoria Government Gazette on 18 January 2001, shown in **Figure 1 of Appendix B**.

In early 2021 Council received an enquiry from the adjoining property owner at 3 Oakhill Avenue, Reservoir, looking to purchase the land at the rear of that property, being part of the unsold land from the discontinued road. The land is known as Lot 5 on Title Plan TP018465R in **Figure 2 of Appendix B**.

Investigations revealed that the parcel of land, shown hatched in the site plan in **Figure 3 of Appendix B** remains unsold.

The land appears to have been enclosed within the applicant's property for many years, as shown in the aerial view in **Figure 4 of Appendix B**.

The owner of 3 Oakhill Avenue, Reservoir, has agreed, in principle, to purchase the land adjoining that property at market value as well as meeting all reasonable costs associated with the statutory process, should Council resolve to sell the land. Council will transfer to itself any land that remains unsold, protecting its interest in the land.

Item 3: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

In mid-2019, Council received several inquiries from property owners requesting the discontinuance and sale of the two 3.05 metre wide roads and 0.17 to 0.30m wide reserve (revenge strip) at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston, shown hatched, cross-hatched and stippled, respectively, in the Land Status Plan in **Figure 1 of Appendix C**.

Investigations identified that although the land comprises two roads (and the reserve) on title, the roads are not listed on Council's Register of Public Roads.

The land from the roads and reserve appears to have been enclosed within the adjoining properties for many years and has not been used for access, as shown on the aerial view in **Figure 3 of Appendix C**.

Once initial investigations confirmed the feasibility of the proposed discontinuance, Macquarie Lawyers were commissioned to undertake further consultation with a view to Council commencing the statutory procedures to facilitate the possible discontinuance and sale of the two roads and reserve.

All immediate adjoining property owners have been informed of the proposal and no objections or issues have been raised. The dimensions and proposed allocation of the land are shown in the Plan for Discussion Purposes provided in **Figure 2 of Appendix C**.

Six property owners have confirmed an interest in acquiring the land, in particular Lots 2, 13, 14, 18, 22 and 23 in the Plan for Discussion Purposes provided in **Figure 2** of Appendix C, as well as agreeing to meet a share of the reasonable costs associated with Council discontinuing and selling the roads and reserve, in accordance with policy.

If Council decides to proceed with the proposed discontinuance of the roads and reserve it will have to undertake the following;

- Procedures under section 206 and clause 3 of Schedule 10 to the Local Government Act 1989 to discontinue the roads.
- Procedures under part 4 of the Planning and Environment Act 1987 and section 24(A) and 35(8) of the Subdivision Act 1988 to remove (discontinue) reserve status from the land, merge the land from the roads and reserve as one and then subdivide the land into various lots.
- Procedures under section 114 of the Local Government Act 2020 for the sale of the land from the discontinued roads and reserve.

Once the Plan of Subdivision is registered at Land Use Victoria title to all of the lots in the Plan will issue to Council.

## CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

### Financial Management

#### Item 1: Sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir

Council's Valuer has placed a market value of \$18,315.00 (incl GST) on the land 37m<sup>2</sup> of land within Lot 8 on Title Plan TP853006R intended to be sold to the owner of 107 Keon Parade, Reservoir. The owner will also be meeting Council's legal and administrative costs of \$4,300.00 associated with undertaking the project. The land will also attract Council rates once transferred.

#### Item 2: Sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir

Council's Valuer has placed a market value of \$26,730.00 (incl GST) on the 54m<sup>2</sup> of land shown as Lot 5 on Title Plan TP018465R intended to be sold to the owner of 3 Oakhill Avenue, Reservoir.

The owner will also be meeting Council's legal and administrative costs of \$3,000.00 associated with undertaking the project. The land will also attract Council rates once transferred.

#### Item 3: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

Six adjoining property owners have agreed to acquire Lots 2, 13, 14, 18, 22 and 23 in the Plan for Discussion Purposes at the current market value of the land and to also meet a share of Council's reasonable costs associated with undertaking the discontinuance.

The sale of Lots 2, 13, 14, 18, 22 and 23 in the Plan for Discussion Purposes will realise revenue of \$135,920.00. The land will also attract Council rates once sold.

The owners who purchase any of the lots will be required to reimburse Council's legal and administrative costs for this project on a pro-rata basis, being an estimated \$3,000.00 per lot.

Council will incur the balance of the survey, legal and transfer costs in vesting the remaining 18 lots under its title. At this point, it is estimated that these costs will be approximately \$50,000. However, Council retains the ability to on sell the balance of the 18 lots and recover close to \$400,000 should all owners agree to purchase (in today's value).

## Community Engagement

### Item 1: Sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir

Notice of Council's intention to sell the land was given on Council's website commencing 9 November 2022 to the end of the submission period on 8 December 2022. In addition, written notification was given to all adjoining property owners and occupiers. No submissions were received.

Internal departments and Service Authorities were consulted when the road was discontinued in 2006 and an easement in favour of Yarra Valley Water was saved over the land at the time. Whilst Council currently does not have any assets within the land, an easement for drainage purposes in favour of Council will be created over the land to cater for the installation of drainage in the future.

### Item 2: Sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir

Notice of Council's intention to sell the land was given on Council's website commencing 12 December 2022, to the end of the submission period on 16 January 2023. In addition, written notification was given to all adjoining property owners and occupiers. No submissions were received.

Internal Council departments and Service Authorities were consulted when the road was discontinued in 2001. Yarra Valley Water has a sewer in the land and accordingly an easement was saved over the land in favour of Yarra Valley Water as part of the discontinuance.

Whilst Council currently does not have any assets within the land, an easement for drainage purposes in favour of Council will be created over the land to cater for the installation of drainage in the future.

### Item 3: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

All immediate adjoining property owners were previously consulted regarding the proposal and no objections were received.

Six owners have confirmed an interest in acquiring the land, in particular Lots 2, 13, 14, 18, 22 and 23 in the Plan for Discussion Purposes provided in **Figure 2** of Appendix A, as well as agreeing to meet a share of the reasonable costs associated with Council discontinuing and selling the roads and reserve, in accordance with policy.

Internal Council departments and the Service Authorities have been consulted regarding the proposal and no objections have been received.

- Yarra Valley Water has a sewer within part of the land and will require an easement to be saved over the land as part of the discontinuance. This easement will be created in the Plan of Subdivision.
- Whilst Council currently does not have any assets located within the road it will require an easement for drainage to be created over all land to cater for the installation of a drain in the future. This easement will be created in the Plan of Subdivision.

The statutory procedures require Council to give public notice of its intention to discontinue the roads and reserve and sell the land at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston, and invite submissions from affected parties.

Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal. In addition, all abutting property owners would be advised of the proposal in writing and informed of their right to make a submission. Following which, a report will be presented to Council for a decision on each of the matters.

### **Other Principles for consideration**

#### **Overarching Governance Principles and Supporting Principles**

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;

#### **Public Transparency Principles**

- (c) Council information must be understandable and accessible to members of the municipal community;

#### **Strategic Planning Principles**

- (d) strategic planning must identify and address the risks to effective implementation;

#### **Service Performance Principles**

- (e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

Both parcels of land are currently occupied as passive open space and any future use of the land will be guided through planning and building regulations and controls.

### **Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The proposed sale of land process accords with suitable EIA measures. This includes that all adjoining landowners were:

- Afforded an equal opportunity to purchase the land
- And were not prohibited by language barriers or covid related issues (which affected their ability to respond).

**Economic Development and Cultural Considerations**

There are no factors in this report which impact upon economic development considerations.

**Operational Impacts**

There are no operational impacts for any of the three items. The discontinued roads are not actively managed as public open space.

**Legal and Risk Implications**

Council has engaged Macquarie Lawyers and Strategists to manage the discontinuance and sales and mitigate any potential risk borne by Council.

**IMPLEMENTATION ACTIONS****Item 1: Sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir**

- Arrange for the land to be sold and transferred to the owner of 107 Keon Parade, Reservoir, by private treaty in accordance with Council policy.
- Arrange for the land to be transferred to Council's ownership if not sold.

**Item 2: Sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir**

- Arrange for the land to be sold and transferred to the owner of 3 Oakhill Avenue, Reservoir, by private treaty in accordance with Council policy.
- Arrange for the land to be transferred to Council's ownership if not sold.

**Item 3: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston**

- Commence the statutory process by giving public notice of Council's intentions to discontinue and sell the roads and reserve and provide written notification to adjoining property owners and occupiers.
- Report back to Council on outcome of the statutory process and seek a resolution on the future of the land.

**RELATED DOCUMENTS**

- Local Government Act 1989
- Local Government Act 2020
- Road Management Act 2004
- Sale of Minor Council Property Assets Policy 2015
- Sale of Minor Council Property Assets Policy 2022
- Toward Equality Framework

**Attachments**

- Appendix A - 107 Keon Parade and 76 Arundel Avenue, Reservoir (**Appendix A**)
- Appendix B - 3 Oakhill Ave and 2-4 Joffre St, Reservoir (**Appendix B**)
- Appendix C - 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston (**Appendix C**)

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

**APPENDIX A****PROPERTY MATTERS FEBRUARY 2023****Item 1: Sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir**

To contextualise the property matter:

- Victoria Government Gazette notice is shown as **Figure 1**.
- The Title Plan is shown as **Figure 2**.
- The Site Plan is shown as **Figure 3**.
- The Aerial View is shown as **Figure 4**.

Figure 1 - Victoria Government Gazette notice sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir.

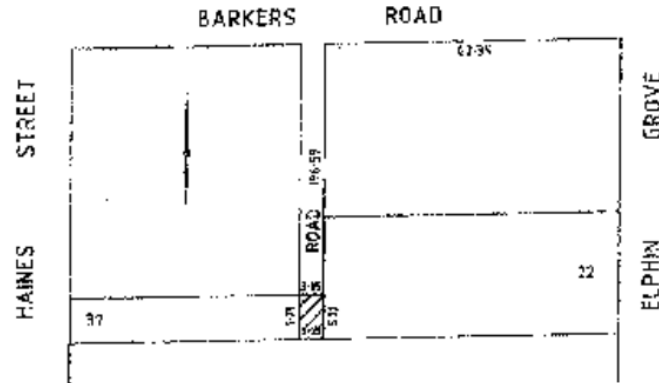
994 G 21 25 May 2006 Victoria Government Gazette

GOVERNMENT AND OUTER BUDGET  
SECTOR AGENCIES JUSTICES

BOROONDARA CITY COUNCIL  
Road Discontinuance

Pursuant to section 206 and schedule 10, clause 3 of the Local Government Act 1989, the Bororoondara City Council has formed the opinion that the road at the rear of 37 Haines Street, Hawthorn, shown by hatching on the plan below, is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the abutting property owners.

The road is to be sold subject to the right, power or interest held by Yarra Valley Water Limited in the road in connection with any sewers, drains or pipes under the control of that authority in or near the road.



PETER JOHNSTONE  
Chief Executive Officer

DARLINGTON CITY COUNCIL  
Road Discontinuance

Pursuant to section 206 and schedule 10, clause 3 of the Local Government Act 1989, the Darlington City Council, at its ordinary meeting held on 15 May 2006, formed the opinion that the road at the rear of 69 to 143 Keon Parade and 68 to 96 Arundel Avenue and adjacent to 3 Hinton Grove, Reservoir, and shown by hatching on the plan below, is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the abutting property owners.

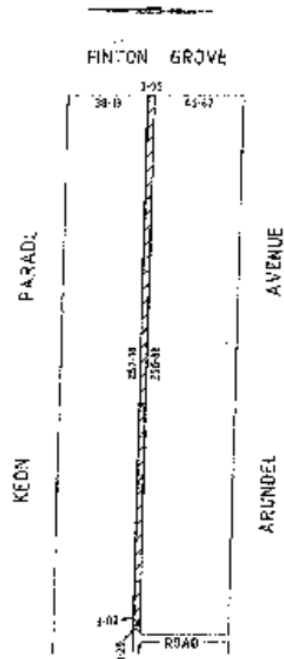
The road is to be sold subject to the right, power or interest held by Yarra Valley Water Limited in the road in connection with any sewers, drains and pipes under the control of that authority in or near the road.



Victoria Government Gazette

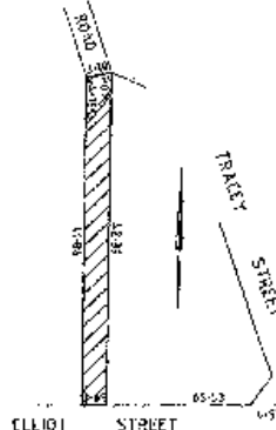
G 21 35 May 2006

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MICHAEL ULBRICK  
Chief Executive Officer

The section of road shown cross-hatched is to be sold subject to the right, power or interest held by Yarra Valley Water Limited and SPT PowerNet Pty Ltd in the road in connection with any sewers, drains, pipes, wires or cables under the control of those authorities in or near the road.



MICHAEL ULBRICK  
Chief Executive Officer



BRIMBANK  
CITY COUNCIL

Proposed Review of  
Road Asset Management Plan

Pursuant to Section 54 of the Road Management Act 2004 and Part 3 of the Road Management (General) Regulations 2005, Council proposes to review the contents of its Road Asset Management Plan (the Plan).

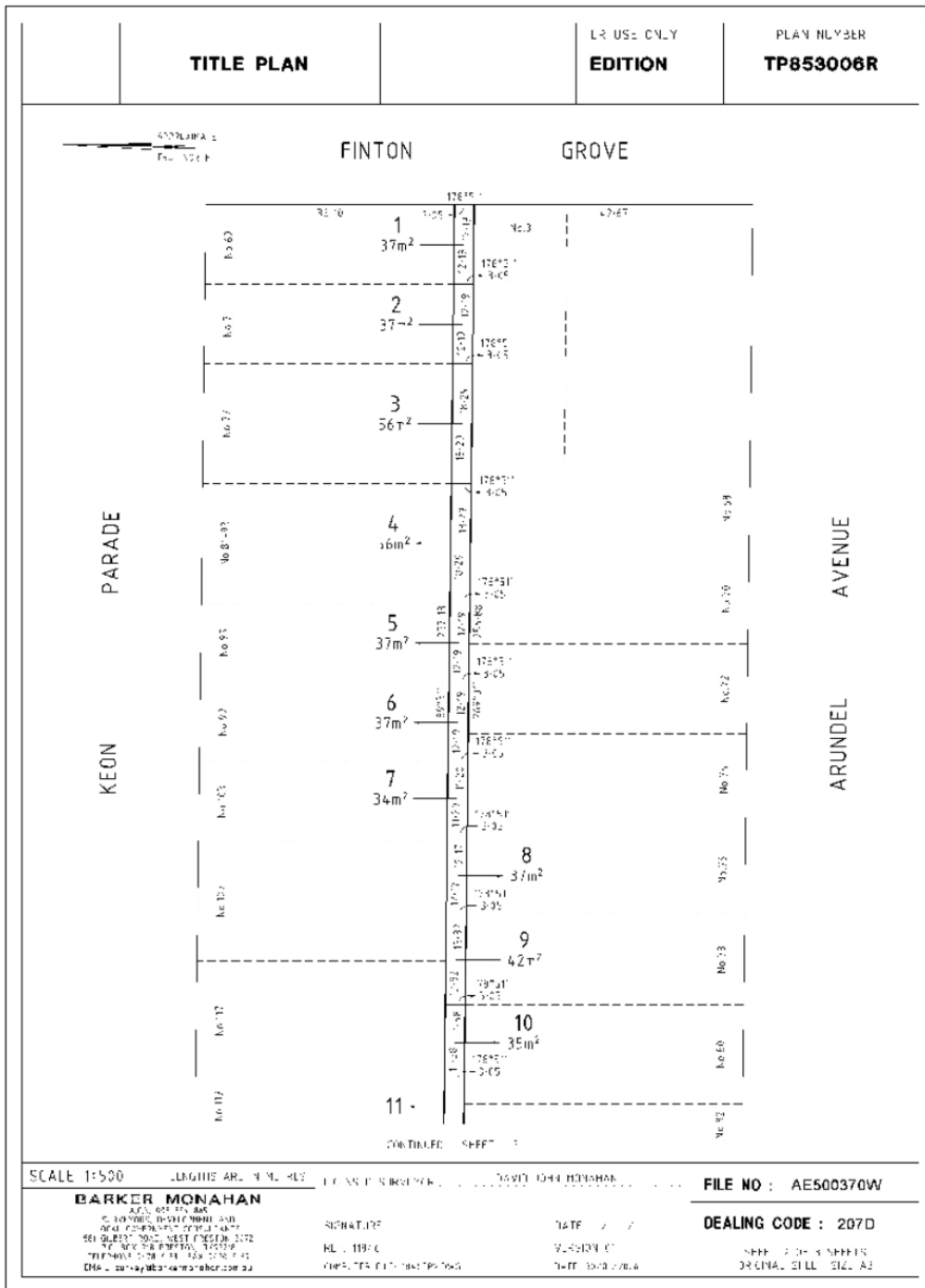
The review will consider the standards in relation to and the priorities to be given to the inspection, maintenance and repair of the roads and classes of road to which the Plan applies. The Plan applies to all Council managed Sub-arterial, Collector and Local Access roads which are listed in Council's Register of Public Roads.

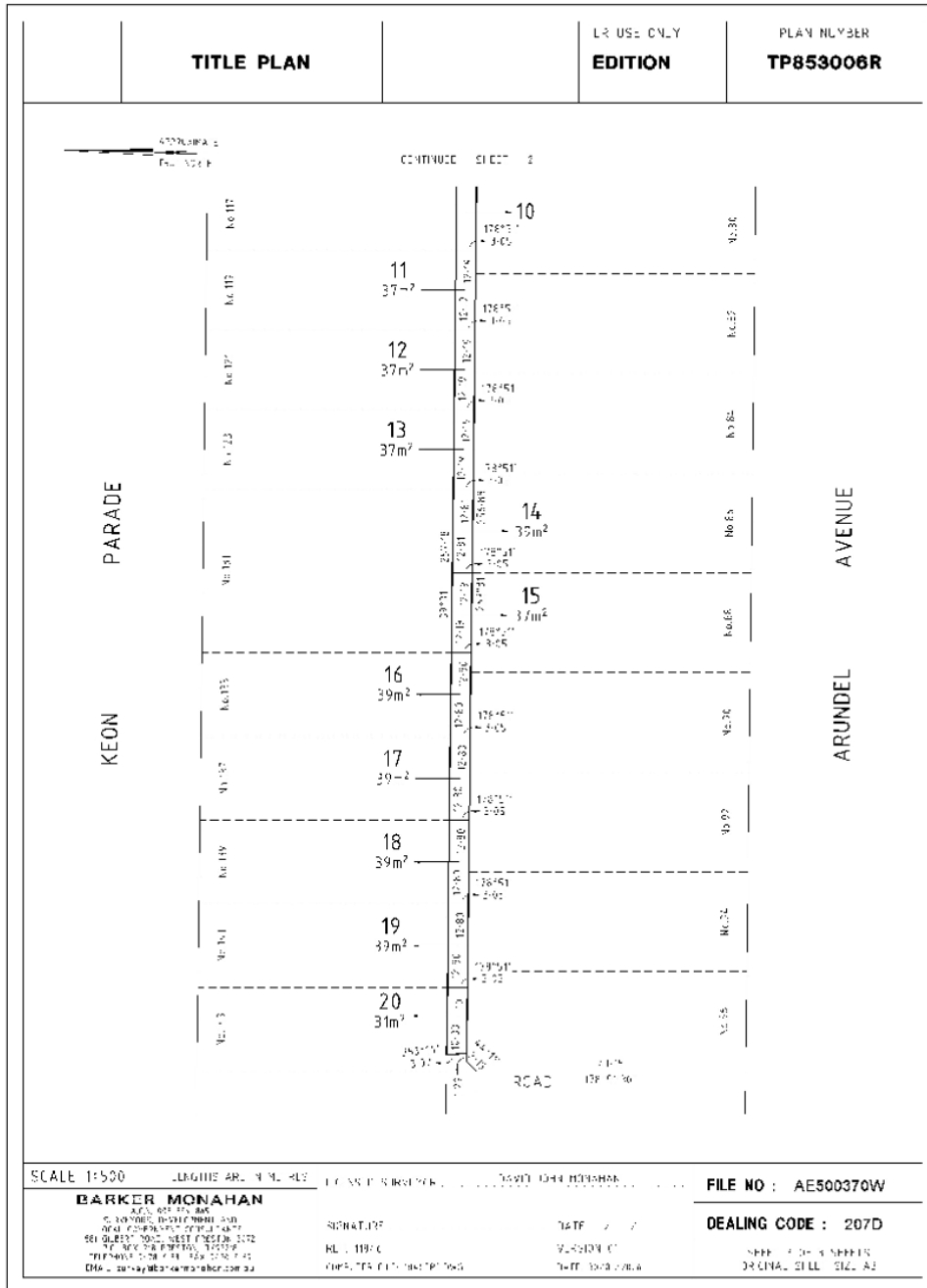
DARWIN CITY COUNCIL  
Road Discontinuance

Pursuant to section 216 and schedule 10, clause 3 of the Local Government Act 1989, the Darwin City Council, at its ordinary meeting held on 15 May 2006, formed the opinion that the road adjacent to 52 and 54 Elliott Street, Reservoir, and shown by hatching and cross-hatching on the plan below, is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the adjoining property owner at 54 Elliott Street, Reservoir.

Figure 2 – Title Plan sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir.

<b>TITLE PLAN</b>		LR USE ONLY <b>EDITION 14</b>	PLAN NUMBER <b>TP853006R</b>																																																																																										
LOCATION OF LAND PARISH: GULLBURNIA TOWNSHIP: - SECTION: - CROWN ALLOTMENT: - CROWN PORTION: F 10641 LAST PLAN REFERENCE: J10292 DEPTH LIMITATION: RULES DO NOT APPLY PARENT TITLE REFERENCE: V0 4672 PD 303 MGA COORDINATES: E 324 574 SOUTHERN CROSSING POINT: N 326 267 ZONE: S2		WARNING THIS PLAN REPRESENTS AN UNREGISTERED DIVISION OF LAND AND THE LOT MAY NOT HAVE BEEN CORRECTLY SUBMITTED TO THE PLAN INDEX FOR CURRENT INFORMATION  NOTATIONS THE LAND IN THIS PLAN IS BASED ON A ROAD DISCONTINUANCE VIDE GOVT. GAZ. No.21, DATED: 25/05/2006, Pg. 994-995  THIS PLAN IS NOT BASED ON SURVEY																																																																																											
EASEMENT INFORMATION																																																																																													
LEGEND: A - APPROVED EASEMENT L - LIVING EASEMENT R - EXISTING EASEMENT ROAD		THIS PLAN HAS BEEN PREPARED BY LAND REGISTRY OR ITS LICENSEE FOR THE PURPOSES OF THE ACT.																																																																																											
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>EASEMENT NUMBER</th> <th>PURPOSE</th> <th>WIDTH (METRES)</th> <th>GRID</th> <th>LAND BENEFITTED BY</th> </tr> </thead> <tbody> <tr> <td>A1 THE LAND FROM 2006</td> <td>AS SHOWN FOR THE SHOWN FOR 2006</td> <td>3.05</td> <td>FE0292 16A 1985</td> <td>VARIES WITH WATER LIMITED</td> </tr> <tr> <td>LOT 1</td> <td>DRAINAGE</td> <td>3.05</td> <td>AE600371U</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 14</td> <td>DRAINAGE</td> <td>3.05</td> <td>AE600575C</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 4</td> <td>DRAINAGE</td> <td>3.05</td> <td>AF503867W</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 11</td> <td>DRAINAGE</td> <td>3.05</td> <td>AE637773Q</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 16</td> <td>DRAINAGE</td> <td>3.05</td> <td>AC809464J</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 6</td> <td>DRAINAGE</td> <td>3.05</td> <td>AE849031X</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 15</td> <td>DRAINAGE</td> <td>3.05</td> <td>AF049970A</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 7</td> <td>DRAINAGE</td> <td>3.05</td> <td>AF135878V</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 18</td> <td>DRAINAGE</td> <td>3.05</td> <td>AF595729G</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 17</td> <td>DRAINAGE</td> <td>3.05</td> <td>AG356903U</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 20</td> <td>DRAINAGE</td> <td>SEE DIAG</td> <td>AJ444267F</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 9</td> <td>DRAINAGE</td> <td>3.05</td> <td>AK877957D</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 3</td> <td>DRAINAGE</td> <td>SEE DIAG</td> <td>AN854311Y</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 12</td> <td>DRAINAGE</td> <td>3.05</td> <td>AQ877166K</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 2</td> <td>DRAINAGE</td> <td>3.05</td> <td>AT930664V</td> <td>DAREBIN CITY COUNCIL</td> </tr> <tr> <td>LOT 19</td> <td>DRAINAGE</td> <td>SEE DIAG</td> <td>AL464985I</td> <td>DAREBIN CITY COUNCIL</td> </tr> </tbody> </table>	EASEMENT NUMBER	PURPOSE	WIDTH (METRES)	GRID	LAND BENEFITTED BY	A1 THE LAND FROM 2006	AS SHOWN FOR THE SHOWN FOR 2006	3.05	FE0292 16A 1985	VARIES WITH WATER LIMITED	LOT 1	DRAINAGE	3.05	AE600371U	DAREBIN CITY COUNCIL	LOT 14	DRAINAGE	3.05	AE600575C	DAREBIN CITY COUNCIL	LOT 4	DRAINAGE	3.05	AF503867W	DAREBIN CITY COUNCIL	LOT 11	DRAINAGE	3.05	AE637773Q	DAREBIN CITY COUNCIL	LOT 16	DRAINAGE	3.05	AC809464J	DAREBIN CITY COUNCIL	LOT 6	DRAINAGE	3.05	AE849031X	DAREBIN CITY COUNCIL	LOT 15	DRAINAGE	3.05	AF049970A	DAREBIN CITY COUNCIL	LOT 7	DRAINAGE	3.05	AF135878V	DAREBIN CITY COUNCIL	LOT 18	DRAINAGE	3.05	AF595729G	DAREBIN CITY COUNCIL	LOT 17	DRAINAGE	3.05	AG356903U	DAREBIN CITY COUNCIL	LOT 20	DRAINAGE	SEE DIAG	AJ444267F	DAREBIN CITY COUNCIL	LOT 9	DRAINAGE	3.05	AK877957D	DAREBIN CITY COUNCIL	LOT 3	DRAINAGE	SEE DIAG	AN854311Y	DAREBIN CITY COUNCIL	LOT 12	DRAINAGE	3.05	AQ877166K	DAREBIN CITY COUNCIL	LOT 2	DRAINAGE	3.05	AT930664V	DAREBIN CITY COUNCIL	LOT 19	DRAINAGE	SEE DIAG	AL464985I	DAREBIN CITY COUNCIL	CHECKED BY: R.I. DATE: 24/08/2006 ASSISTANT REGISTRAR OF TITLES		
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<b>BARKER MONAHAN</b> 115/151/152 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.		LICENSE SURVEYOR: DAVID JOHN HOSKINS SIGNATURE: _____ DATE: / / MAILING: _____ VERSION: _____ CONTACT: 08 9437 1000 FAX: 08 9437 1004		FILE NO: AE500370W DEALING CODE: 207D SEE TITLE PLAN FOR DETAILS DRG: 2111 2112 2113																																																																																									





TP853006R, Page 3 of 4, 13/42 07/09/2021, Customer ez7

<b>MODIFICATION TABLE</b> <small>RECORD OF ALL ADDITIONS OR CHANGES TO THE PLAN</small>						
					<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>PLAN NUMBER</b>  <b>TP853006R</b> </div>	
<small>WARNING: THE IMAGE OF THIS DOCUMENT OF THE REGISTER HAS BEEN DIGITALLY AMENDED.                  NO FURTHER AMENDMENTS ARE TO BE MADE TO THE ORIGINAL DOCUMENT OF THE REGISTER.</small>						
AFFECTED LAND/PARCEL	LAND/PARCEL IDENTIFIER CREATED	MODIFICATION	DEALING NUMBER	DATE	EDITION NUMBER	ASSISTANT REGISTRAR OF TITLES
LOT 18	NIL	CREATION OF EASEMENT	AE808484J	28/12/06	2	DEM
LOT 6	NIL	CREATION OF EASEMENT	AE849031X	19/1/07	3	R.L
LOT 15	NIL	CREATION OF EASEMENT	AF049970A	7/5/07	4	N.LNG
LOT 7	NIL	CREATION OF EASEMENT	AF135676V	16/06/07	5	REN
LOT 16	NIL	CREATION OF EASEMENT	AF595729G	19/1/08	6	R.Hills
LOT 17	NIL	CREATION OF EASEMENT	AG356903U	16/03/09	7	H.Y
LOT 20	NIL	CREATION OF EASEMENT	AJ444267F	23/1/12	8	LMA
LOT 9	NIL	CREATION OF EASEMENT	AK877957D	05/02/14	9	C.G.
LOT 3		CREATION OF EASEMENT	AN854311Y	16/03/17	10	RM
LOT 12		CREATION OF EASEMENT	AQ877166K	29/03/18	11	KL
LOT 2		CREATION OF EASEMENT	AT830664V	23/09/20	12	L.H
LOT 19	-	CREATION OF EASEMENT	AU464996L	17/06/21	13	E.T.H
LOT 19	-	RECTIFICATION	AU781150A	07/09/21	14	E.T.H

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Figure 3 - Site Plan sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir.



Figure 4 - Aerial View sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir



The portion of the laneway to be sold is outlined in red

**APPENDIX B****PROPERTY MATTERS FEBRUARY 2023****Item 2: Sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir**

To contextualise the property matter:

- Victoria Government Gazette notice is shown as **Figure 1**.
- The Title Plan is shown as **Figure 2**.
- The Site Plan is shown as **Figure 3**.
- The Aerial View is shown as **Figure 4**.



Figure 1 – Victorian Government Gazette notice Sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir

Victoria Government Gazette

G 3 18 January 2001

73

GOVERNMENT AND OTHER BUDGET SECTOR AGENCIES NOTICES

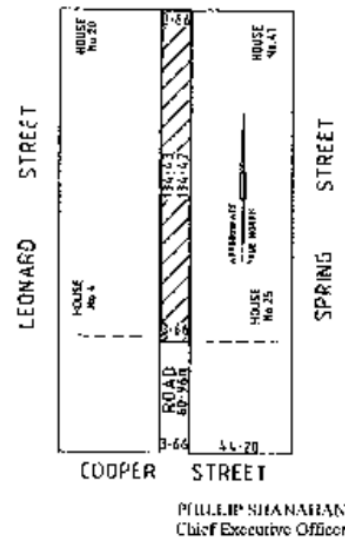
DARBIN CITY COUNCIL  
Road Discontinuance

Pursuant to section 206 and schedule 10, clause 3 of the Local Government Act 1989, the Darebin City Council at its ordinary meeting held on 4 December 2001, formed the opinion that the road at the rear of 25 to 41 Spring Street and 4 to 20 Leonard Street, Preston and shown by hatching on the plan below, is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the abutting property owners.

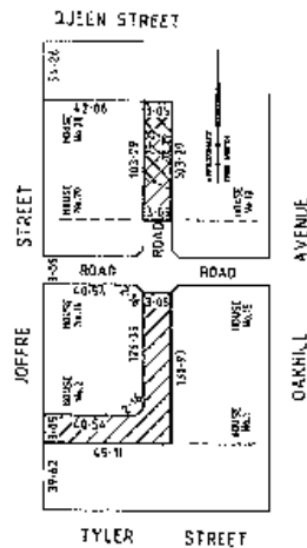
The road is to be sold subject to the right, power or interest held by the Darebin City Council in the road in connection with any sewers, drains, pipes, wires or cables under the control of that authority in or near the road.

the Darebin City Council at its ordinary meeting held on 4 December 2001, formed the opinion that the road at the rear of 2 to 16 and 20 to 30 Joffre Street, 1 to 15 and 19 to 29 Oakhill Avenue and 222 to 227 Tyler Street, Reservoir and shown by hatching on the plan below, is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the abutting property owners.

The section of the road shown hatched is to be sold subject to the right, power or interest held by Yarra Valley Water Ltd and the section shown cross-hatched is to be sold subject to the right, power or interest held by both Yarra Valley Water Ltd and the Darebin City Council in the road in connection with any sewers, drains, pipes, wires or cables under the control of that authority in or near the road.



DARBIN CITY COUNCIL  
Road Discontinuance  
Pursuant to section 206 and schedule 10, clause 3 of the Local Government Act 1989,



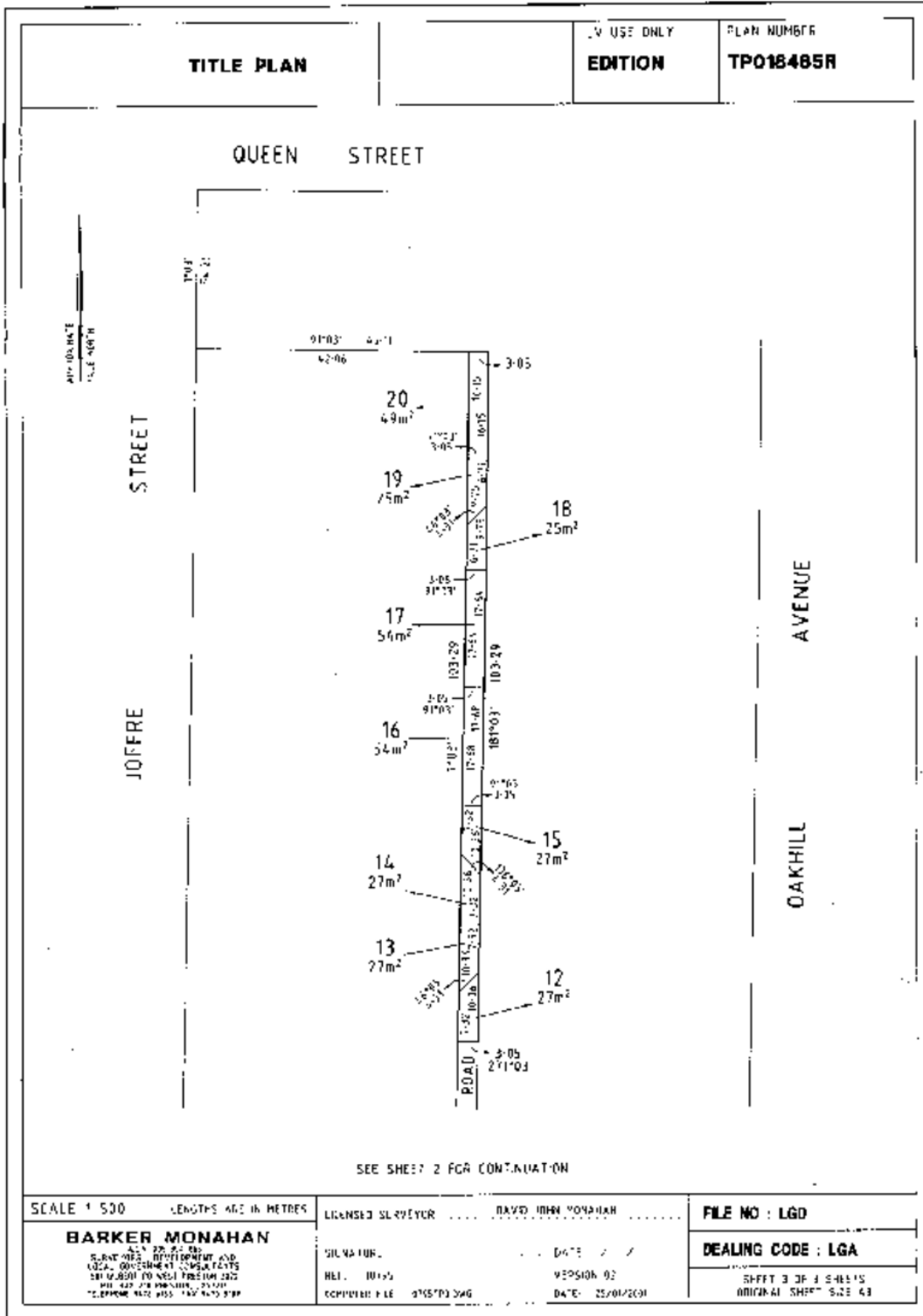
PHILLIP SHANAHAN  
Chief Executive Officer

Figure 2 – Title Plan sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir

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<b>TITLE PLAN</b>		LV USE ONLY <b>EDITION 3</b>	PLAN NUMBER <b>TP018465R</b>
<b>LOCATION OF LAND</b> PARISH: JURA TOWNSHIP: SECTION: CROWN ALLOTMENT: CROWN PORTION: 145 (PART)		<b>WARNING</b> THIS PLAN REPRESENTS AN EXPLICIT DIVISION OF LAND ANY OTHER LOT MAY NOT HAVE BEEN CREATED CLICK THE LOT PLAN INDEX FOR CURRENT INFORMATION	
LV BASE RECORD: CHART 224 (D15) LAST PLAN REFERENCE: LP7060 AND LP8500 DEPTH LIMITATION: DOES NOT APPLY PARCEL IDENTIFICATION: VOL 4222 FOL 832, VOL 4333 FOL 515 AND VOL 5581 FOL 191		<b>NOTATIONS</b>  AND C/D DIMENSIONS: E 124.821 (APPROX. CENTRE OF ROAD IN PLAN) W 5.422 '55 ZONE 55 THIS PLAN IS NOT BASED ON SURVEY	
<b>EASEMENTS INFORMATION</b>			
<b>FOUND</b> A - APPURTENANT EASEMENT E - ENCUMBERING EASEMENT R - ENCUMBERING EASEMENT INROAD		THIS PLAN HAS BEEN PREPARED FOR LAND METERS FOR TITLE DETERMINATION PURPOSES	
EASEMENT REFERENCE ALL TITLE LAND IN THIS PLAN SECTION 57(1) (b)	PURPOSE AS PROVIDED BY S. 57(1) (b) LTA 1989 AS PROVIDED FOR S. 57(1) (b) LTA 1989	WIDTH (METRES) 3M EASEMENT 3M EASEMENT	ORIGIN SLL 2078 LGA 1989 SLL 2078 LGA 1989
LOT 9 LOT 10 LOT 6 LOT 11 LOT 6 LOT 2 LOT 17 LOT 13 LOT 14 LOT 1 LOT A	DRAINAGE DRAINAGE DRAINAGE DRAINAGE DRAINAGE DRAINAGE DRAINAGE DRAINAGE DRAINAGE DRAINAGE	SEE DIAG. SEE DIAG. SEE DIAG. SEE DIAG. SEE DIAG. SEE DIAG. SEE DIAG. SEE DIAG. SEE DIAG. SEE DIAG.	LAND BENEFIT/IN FAVOUR OF YARRA VALLEY WATER LTD CITY OF DAREBIN DAREBIN CITY COUNCIL DAREBIN CITY COUNCIL DAREBIN CITY COUNCIL DAREBIN CITY COUNCIL DAREBIN CITY COUNCIL DAREBIN CITY COUNCIL DAREBIN CITY COUNCIL DAREBIN CITY COUNCIL DAREBIN CITY COUNCIL
DULLED BY: ... INC. 1976/6/28 ASSISTANT REGISTRAR OF TITLES			
SEE SHEETS 2 AND 3 FOR DIAGRAMS			
<b>BARKER MONAHAN</b> LAND SURVEYORS, DEVELOPERS AND LEGAL CONSULTANTS 301 WILSON ROAD, RESERVOIR VIC 3074 TEL: 03 9472 2100 FAX: 03 9472 2101		SYSTEMS SUPPORT FOR: JAMES JOHN MONAHAN SIGNATURE: ..... DATE: / / REF: 22705 COMPUTER FILE: 170811000	FILE NO: LGD 8507 DEALING CODE: LGA 207P SHEET 1 OF 3 SHEETS ORIGINAL SHEET SIZE A3

Save as: J:\DATA\Meeting\CM1\2021\17.09 Page 2 of 4



Drawn by: JMD/PT/31 Emck.msp 01/11/2021 1:29 Page 2 of 4

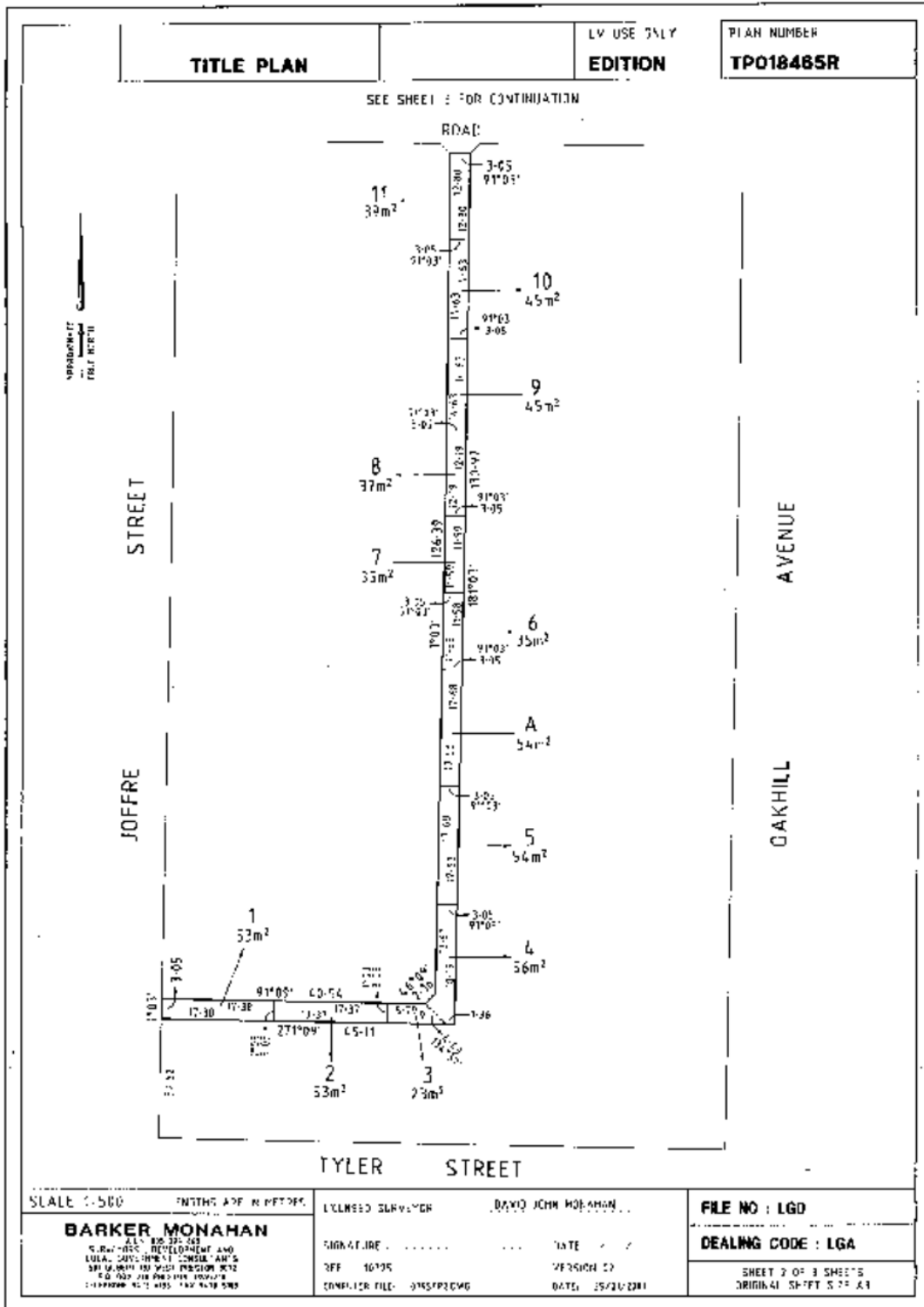


Figure 3 – Site plan sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir



Figure 4 – Aerial View sale of discontinued road adjoining 3 Oakhill Avenue and 2-4 Joffre Street, Reservoir



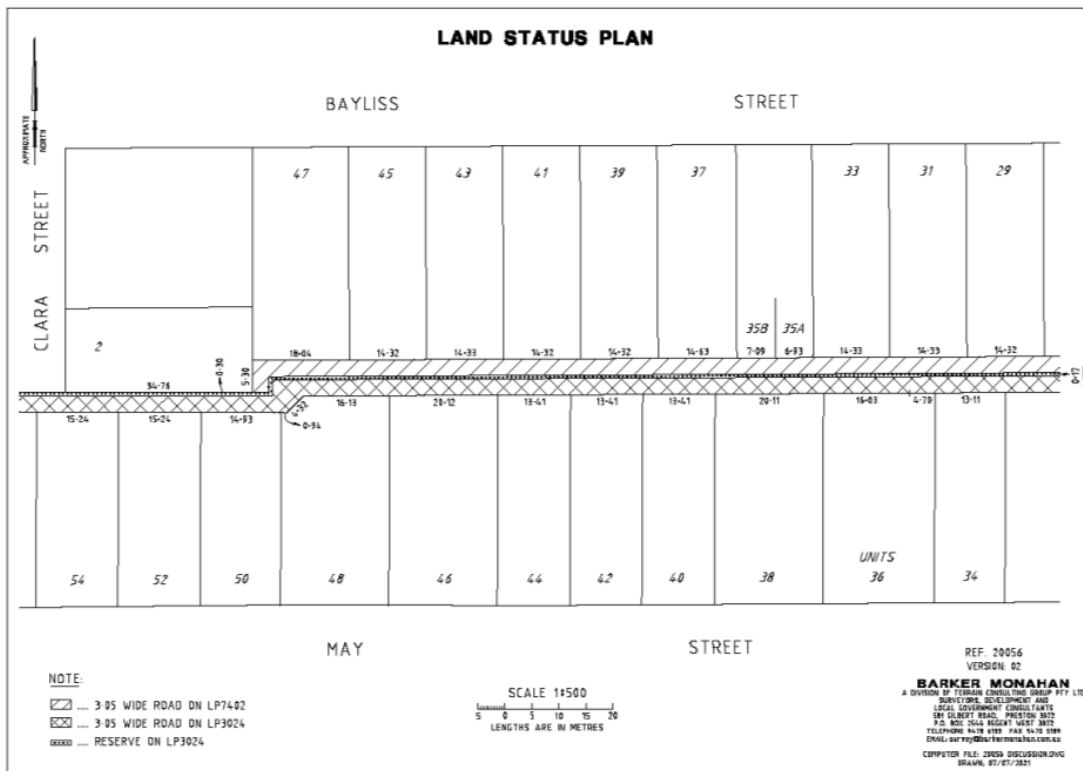
The portion of the laneway to be sold is outlined in red

**APPENDIX C****PROPERTY MATTERS FEBRUARY 2023****Item 3: Sale of discontinued road adjoining 107 Keon Parade and 76 Arundel Avenue, Reservoir**

To contextualise the property matter:

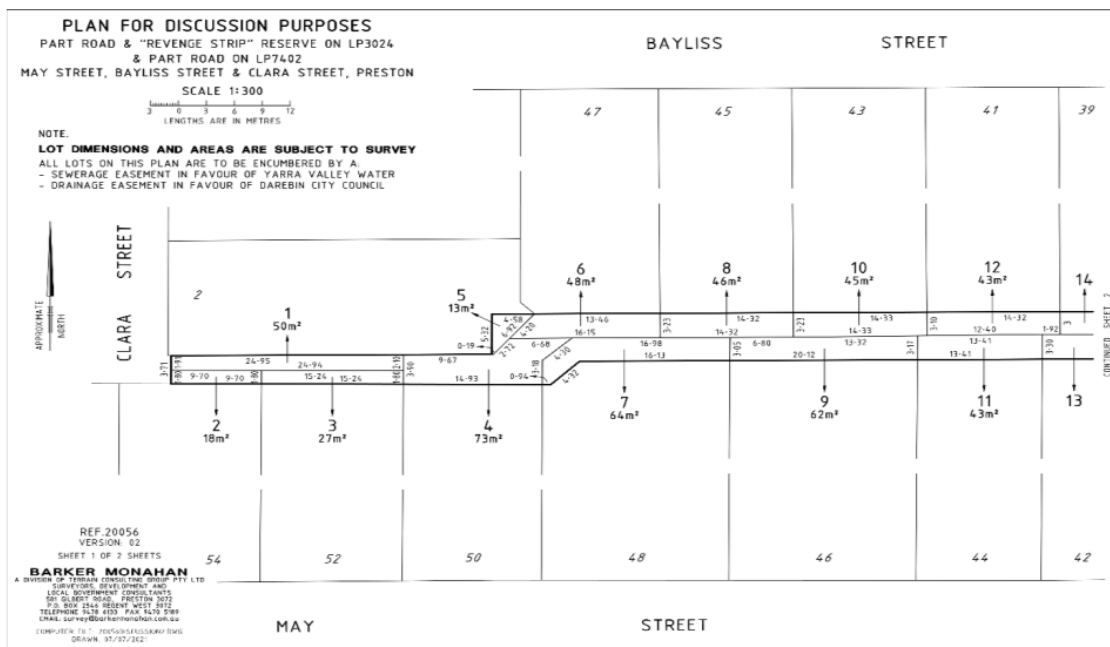
- The Land Status Plan is shown as **Figure 1**.
- The Plan for Discussion Purposes is shown as **Figure 2**.
- The Aerial View is shown as **Figure 3**.

Figure 1 – Land Status Plan Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston





**Figure 2 – Plan for Discussion Purposes Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston**



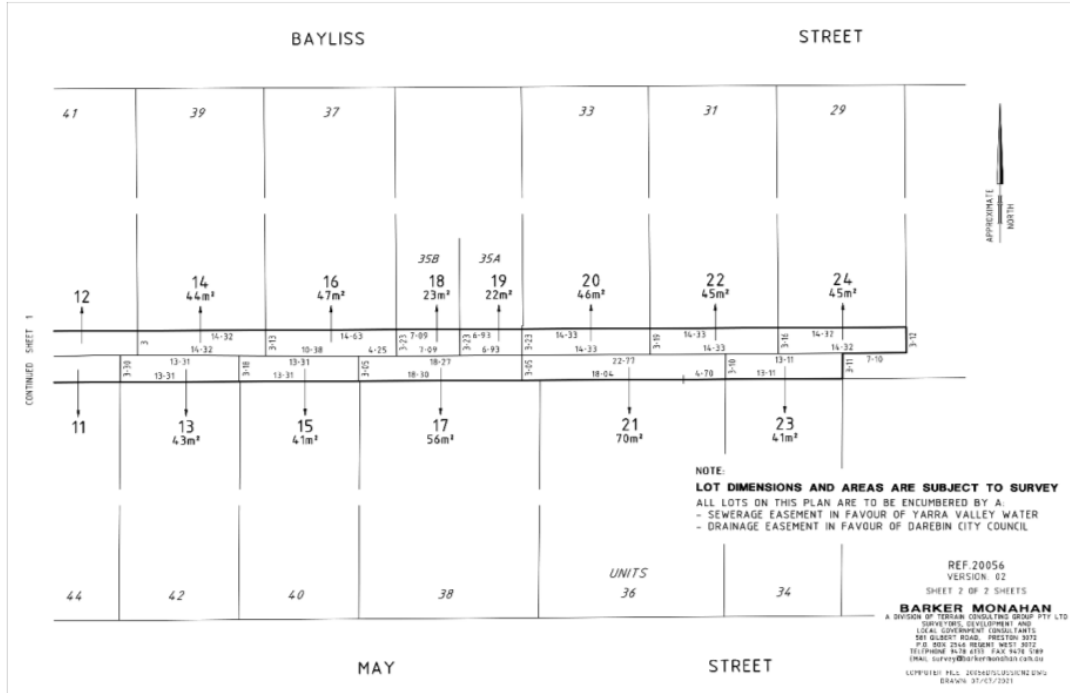


Figure 3 Aerial View roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston (shown in blue)



**9.9 GOVERNANCE REPORT (FEBRUARY 2023)****Author:** Coordinator Governance Services**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

The matters covered under the Governance Report for the month of February 2023 are:

- Summary of Advisory Committees, Councillor Briefing and other informal meetings of Councillors;
- Reports by Mayor and Councillors;
- AICD Company Directors Course – Cr Hannan and Cr Messina;
- Certificate in Governance Risk Management – Cr Messina;
- Quarterly Councillor Expenses report (1 October to 31 December 2022);
- Quarterly Freedom of Information (FOI) statistics (1 July 2022 to 31 December 2022);
- Confidential Council resolutions made public (January 2023);
- Audit and Risk Committee Meeting Summary Minutes (12 December 2022);
- Bi-annual CEO Credit Card transactions report (1 July 2022 to 31 December 2022)
- Proposal to hold a Hearing of Submissions Committee on Tuesday 14 March 2023 at 7.00pm for the purpose of considering submissions to inform the 2023-24 draft Council budget
- Review of 10 year Financial Plan adopted in June 2021.

<b>Officer Recommendation</b>
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**That Council:**

- (1) Notes the Governance Report – February 2023
- (2) Notes the Summary of Advisory Committees, Councillor Briefings and other Informal Meetings of Councillors at **Appendix A** to this report, for incorporation in the minutes of this meeting.
- (3) Notes that reports by Mayors and Councillors submitted prior to the meeting and circulated to Councillors, will be incorporated in the minutes of this meeting.
- (4) Notes that in accordance with clause 14.10 of the Councillor Support and Expenditure Policy, the Chief Executive Officer has approved Cr Tom Hannan and Cr Lina Messina to attend the AICD Company Directors Course in May/June 2023 and that the cost of this training will be covered by MAV training credit points.
- (5) Notes that in accordance with clause 14.10 of the Councillor Support and Expenditure Policy, the Chief Executive Officer has approved for Cr Lina Messina to undertake the Certificate in Governance Risk Management commencing March 2023 for a total cost of \$9,480 with the expenditure attributed as follows:
  - a. \$7,000 attributed from the 2022/23 training allowance for Cr Messina

- b. \$2,480 attributed from the 2023/24 training allowance for Cr Messina.
- (6) Notes the Councillor Expenses report for the quarter from 1 October to 31 December 2022, at **Appendix B** to this report.
- (7) Notes the FOI statistics for the period 1 July 2022 to 31 December 2022.
- (8) Notes that future FOI statistics will be provided to Council on a quarterly basis.
- (9) Notes the number of confidential council resolutions that have been made public for the month of January 2023.
- (10) Notes that the number of confidential council resolutions that have been made public will be provided to Council on a monthly basis.
- (11) Notes the Audit and Risk Committee Meeting Summary Minutes at **Appendix C** to this Report.
- (12) Notes that there have been no CEO Credit Card transactions for the period 1 July 2022 to 31 December 2022.
- (13) Authorise the extension of the interim Independent Chair of the CEO Employment Matters Committee, Joe Carbone, until such time as Council appoints an Independent Member following a recruitment process
- (14) Resolves to hold a Hearing of Submissions Committee on Tuesday 14 March 2023 at 7.00pm in the Council Chamber, 350 High Street, Preston, for the purpose of considering submissions to inform the 2023-24 draft Council budget.
- (15) Notes that the 10 year Financial Plan adopted in June 2021 requires review in light of the current economic climate and a further report will be presented to Council at its March 2023 meeting detailing the approach to its review and engagement with the community.
- 

## BACKGROUND / KEY INFORMATION

In accordance with Council's Governance Rules 2020, the agenda for each Ordinary Meeting lists consideration of reports. Instead of having multiple reports for governance / administrative matters listed in each agenda, it is considered appropriate to consolidate these matters in one standing report to provide a single reporting mechanism for a range of statutory compliance, transparency and governance matters.

This is in accordance with best practice, good governance principles, transparent and accountable reporting of governance activities and to ensure compliance with the requirements of the *Local Government Act 2020* (the Act), Council's Governance Rules and related regulations.

This report additionally incorporates governance matters including but not limited to reporting of advisory committees, items relating to the delegation of Council powers, policy and strategy reporting, and the reporting on Councillors expenses.

### Previous Council Resolution

This matter is not the subject of a previous Council resolution.

## ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 1: Vibrant, Respectful and Connected

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**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

**DISCUSSION**

The matters covered in this Governance Report are:

**Summary of Advisory Committees, Councillor Briefing and other informal meetings of Councillors**

In accordance with Council's Governance Rules 2020, for any meeting of an Advisory Committee established by Council attended by at least one Councillor or a scheduled or planned meeting to discuss the business of Council or to brief Councillors, and which is attended by at least half of the Councillors and one member of Council staff and which is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting the Chief Executive Officer (CEO) must ensure that a summary of the meeting is:

- a) Tabled at the next convenient Council meeting; and
- b) Recorded in the minutes of that Council meeting.

The summary of the meeting should include:

- a) the time, date and location of the meeting,
- b) the Councillors in attendance,
- c) the topics discussed,
- d) the positions of Council officers in attendance,
- e) the organisation that any attendees external to council are representing, and
- f) any conflicts of interest declared, including the reason.

A Summary of the following Advisory Committees, Councillor Briefings or other Informal Meetings of Councillors are attached as **Appendix A** to this Report:

- Darebin Education Network – 29 November 2022
- Darebin Disability Advisory Committee – 5 December 2022
- Councillor Strategic Budget Workshop – 5 December 2022
- Councillor Good Governance Session – 5 December 2022
- Councillor Briefing Session – 5 December 2022
- Darebin Art & Heritage Advisory Panel – 6 December 2022
- Darebin Gender Equity Advisory Committee – 6 December 2022
- Darebin Nature Trust Advisory Committee – 6 December 2022
- Darebin Domestic Animal Management Reference Group (DDAMRG) – 6 December 2022
- Audit and Risk Committee Meeting – 12 December 2022

- Councillor Strategic Budget Workshop – 12 December 2022
- Darebin Disability Advisory Committee – 12 December 2022
- Climate Emergency Darebin Advisory Committee – 13 December 2022

### **Reports by Mayor and Councillors**

The Mayor and Councillors submit their monthly report by 4.00pm on the day of each Ordinary Council Meeting, detailing their attendance at various functions and activities since the last Council Meeting. Reports submitted by Mayor and Councillors will be recorded in the minutes of this meeting.

### **Training and Development**

The Councillor Support and Expenses Policy provides for Councillors to access ongoing training and professional development throughout their Council term.

Council provides a maximum of \$7,000 per annum per Councillor for training and development activities. Notwithstanding this annual allowance, the Chief Executive Officer, upon application, can consider the approval of training and development opportunities that exceeds the \$7,000 per annum threshold.

### ***Attendance at AICD Company Directors Course – Cr Hannan and Cr Messina***

Cr Hannan and Cr Messina requested to attend the AICD Company Directors Course (the AICD Course).

The Course is open for Councillors to attend and provides participants with the confidence and currency to contribute meaningfully to their board (Council) and build their understanding of good governance practices. The program provides an overview of the practice of directorship and the mindset of a director as a leader of an organisation, before examining the directors' duties and legal environment, risk oversight, strategy contribution, and financial performance analysis, decision making, board and organisational culture, board dynamics and measuring board effectiveness.

Annually Council obtains training credits with the Municipal Association of Victoria (MAV) for the purpose of attending training courses run by or sponsored by MAV. Some of the training credits have been utilised to cover the cost of the AICD Course for both Councillors.

### ***Graduate Certificate of Applied Corporate Governance & Risk Management - Cr Messina***

Cr Messina requested and obtained CEO approval to undertake the Graduate Certificate of Applied Corporate Governance & Risk Management (the Certificate) at a cost of \$9,480 (to be attributed across Cr Messina's 2022/23 and 2023/24 training allowance). This course is provided by the Governance Institute of Australia and provides a foundation in the study of governance and risk management.

### **Councillor Expenses Report (1 October 2022 – 31 December 2022)**

Councillor Expenses Report for the period from 1 October 2022 to 31 December 2022, are included at **Appendix B** to this report. The Councillor Expenses report will also be made available on Council's website.

**Freedom of Information (FOI) Statistics (1 June 2022 to 31 December 2022)**

The *Freedom of Information Act 1982* extends as far as possible, the right of the community to access information in the possession of the government bodies constituted under the law of Victoria (such as Council) for certain public purposes by:

*a. making available to the public information about the operations of agencies and, in particular, ensuring that rules and practices affecting members of the public in their dealings with agencies are readily available to persons affected by those rules and practices; and*

*b. creating a general right of access to information in documentary form in the possession of Ministers and agencies limited only by exceptions and exemptions necessary for the protection of essential public interests and the private and business affairs of persons in respect of whom information is collected and held by agencies.*

As part of Councils commitments made under the Public Transparency Policy, a snapshot of the number of FOI requests made and the outcomes of those requests will be presented to Council on a quarterly basis. This first snapshot encompasses Q1 and Q2 of 2022/23.

	COUNT	COMMENTS
Total Number of Requests Received	32	This number excludes 'Not yet finalised (60 days to pass) s34 of the FOI Act' and 'VCAT appeals lodged' as it would be a double count.
Outcome of Requests		
Access granted in full (no exempt material)	9	
Access granted in part (some exempt material)	4	
Access denied in full (all material exempt)	4	
Withdrawn	3	Resolved outside FOI
Not Proceeded With	5	Lapsed - Applicant did not respond to letters
Act does not apply	4	
No Documents found	-	
Not yet finalised (60 days to pass) per s34 of the FOI Act	1	Individuals consulted during an FOI assessment can seek a review of a decision to release documents with the Victorian Civil and Administrative Tribunal (VCAT). They have 60 days from the date of the decision notice date to do so.
Not yet finalised	3	
VCAT appeals lodged	3	Decision on 1 has been made appeal lodged
Outcome of VCAT Decision on Appeals Arising from Your Decision on Access		



	COUNT	COMMENTS
VCAT confirmed agency decision	-	
VCAT varied agency decision	-	
VCAT Overturned agency decision	1	

### **Confidential Council resolutions made public (January 2023)**

In accordance with the *Local Government Act 2020* and Council's Public Transparency Policy 2020, Council decision making processes must be transparent unless when the Council is dealing with information that is confidential by virtue of this Act or any other Act.

Council information must be publicly available unless:

- i. The information is confidential by virtue of the Act or any other Act; or
- ii. Public availability of the information would be contrary to the public interest.

As part of Councils commitments made under the Public Transparency Policy, a snapshot of the number of Council resolutions made each month that were confidential but are now public as the confidential nature of the information has lapsed, or Council resolved to make the resolution public will be presented to Council on a monthly basis.

At its confidential special Council meeting held on 25 January 2023, one confidential item was presented to Council for consideration. Council subsequently resolved to make part of that resolution public and it is now available on Councils website.

### **Audit and Risk Committee Meeting Summary Minutes**

The summary minutes for the Audit and Risk Committee meeting held on 12 December 2022 is provided at **Appendix C** to this report for transparency for both Council and the Darebin Community.

The above summaries relate to a range of governance and legislative requirements. If there are any questions regarding councillor requests for leave (if applicable), this item will need to be deferred to the confidential section of the agenda.

### **CEO Credit Card transactions**

The CEO Employment and Remuneration Policy provides that Council will meet expenses incurred by the CEO including:

- Membership and subscription fees payable to professional associations which are necessary or desirable in performance of duties;
- Reasonable costs incurred where attending conferences, seminars or undertaking professional development activities; and
- Reasonable costs incurred in performance of duties."

Pursuant to the CEO Employment and Remuneration Policy a report on credit card transactions and any claim for reimbursements made by the CEO will be provided to Council twice annually for approval.

The Independent Audit & Risk Committee will also receive twice annual reporting on all CEO corporate card transactions for oversight.

This update provides information pertaining to the CEO corporate card transactions for the period 1 July 2022 to 31 December 2022.

*Rachel Ollivier – Interim CEO*

Reporting Period: 1 July 2022 to 9 October 2022

*Peter Smith – CEO*

Reporting Period: 10 October 2022 to 31 December 2022

For the reporting period, neither the Interim CEO nor the CEO:

- had a corporate card;
- lodged or received any reimbursement claim; or
- utilised a shared corporate card (held by the Co-ordinator of Financial Accounting on behalf of the Council)

### **Proposal to hold a Hearing of Submissions Committee Meeting on Tuesday 14 March at 6.30pm**

The Hearing of Submissions Committee is a Delegated Committee established by Council to exercise the Council's powers, functions and duties relating to the hearing of submissions received in accordance with Section 223 of the *Local Government Act 1989* (the Act) and Council's Community Engagement Policy.

The Committee comprises of all Councillors with the Mayor as Chairperson and meets as and when required by resolution of Council.

It is proposed to hold a hybrid Hearing of Submissions Committee meeting on 14 March at 6.30pm to provide an opportunity to members of the public to make submissions (either in person or virtually) to assist informing Councils 2023-24 draft budget.

A formal agenda with a detailed report on the matter will be prepared and distributed in accordance with normal timeframes.

It is important to note that the Hearing of Submissions Committee functions only as a forum for submitters to the budget to formally address the Committee and speak in support of their submission. No decision other than to receive the verbal presentations is made by the Committee and a separate report on each matter heard by the Committee will be submitted to Council for determination.

### **Preview of 10 year Financial Plan and consultation process**

Council established its 10 year Financial Plan in June 2021, in accordance with the requirements of the Local Government Act 2020. This replaced the 4 year Strategic Resource Plan that had been well established and previously reviewed annually.

Our current economic landscape presents new challenges. Inflation and rising costs have and will continue to place significant pressure on Council's budget over the short to medium term. To continue to provide core services while addressing current and future community needs, we need to be realistic about what we can deliver.

Darebin's long-term financial outlook has changed significantly since it was adopted in 2021/22 and as part of the 2023/24 budget planning process, the 10 year Financial Plan will be reviewed to reflect these changes.

It is noted that broad consultation has commenced on the Draft 2023/24 budget, that will also inform this review. Further consultation will be undertaken over the coming months and a further report to Council at its March meeting will outline the full approach to be undertaken.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

Expenditure reported in this paper falls within budget.

### **Community Engagement**

Not applicable

### **Other Principles for consideration**

Not applicable

### **Overarching Governance Principles and Supporting Principles**

(i) the transparency of Council decisions, actions and information is to be ensured.

### **Public Transparency Principles**

(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;

### **Strategic Planning Principles**

Not applicable

### **Service Performance Principles**

(a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

Nil

### **Equity, Inclusion, Wellbeing and Human Rights Considerations:**

Nil

### **Economic Development and Cultural Considerations**

Nil

### **Operational Impacts**

Nil

### Legal and Risk Implications

Nil

## IMPLEMENTATION ACTIONS

The Quarterly Councillor Expenses Report (1 October 2022 to 31 December 2022), will be published on the Darebin website.

## RELATED DOCUMENTS

- Councillor Support and Expenses Policy 2021
- Public Transparency Policy 2020
- CEO Employment and Remuneration Policy

### Attachments

- Summary of Meetings - 27 February 2023 (**Appendix A**)
- Councillor Expenses Report (1 October 2022 to 31 December 2022) (**Appendix B**)
- ARC Meeting Summary Minutes - 12 December 2022.pdf (**Appendix C**)

## DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Education Network
	<b>Date:</b>	Tuesday 29 November, 2022
	<b>Location:</b>	Centre Function Room, Darebin City Council, 350 High Street, Preston 3072
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susan Rennie
	<b>Council Staff:</b>	Teneille Summers Kathie Duncan Caz Smith Jacquie Kilkenny Yusuke Akai Jackie Mansourian Celia Chang (in part) Natalie Jamieson (in part)
	<b>Other:</b>	Principals and representatives from 6 Darebin schools 1 Representative from Department of Education and Training/North Eastern Melbourne Area (NEMA)
<b>APOLOGIES:</b>		Principals and representatives from 7 Darebin schools

The Assembly commenced at 2.00pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Minutes of Previous Meeting August 30, 2022	No disclosures were made.

## ASSEMBLY OF COUNCILLORS – PUBLIC RECORD (CONT)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
2	<p><b>How do we decide what we are going to spend the additional funds from Schools' Mental Health Fund?</b></p> <p>An opportunity for schools to share and reflect on how they have prioritised and what else they will be doing that given additional funds/resources?</p>	<p>No disclosures were made.</p> <p><b>At the end of this item, Councillor Rennie apologised that she had to leave the meeting early with competing priorities.</b></p>
3	<p><b>Presentation and Discussion with Darebin Libraries</b></p> <p>How can we work together in 2023?</p>	No Councillors were present.
4.	<p><b>Sharing our learnings in building a culturally safe place for all students – Reservoir East PS</b></p> <p>Victorian Education Excellence Award 2022- Outstanding Koorie Education</p>	No Councillors were present.
5.	<p><b>Embed and sustain learning and teaching Aboriginal History and Culture and truth-telling within Darebin schools?</b></p>	No Councillors were present.

The Assembly concluded at 4.00pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jackie Mansourian
	<b>Officer Title:</b>	Community Development Officer

This form is to be completed by the nominated Council Officer and returned to the Governance, Council Business and civic Services Team within 3 working days for inclusion the agenda of the next Council meeting and in the register available for public inspection.



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Disability Advisory Committee
	<b>Date:</b>	5 December 2022
	<b>Location:</b>	MS Teams
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Williams
	<b>Council Staff:</b>	Katie Kiley, Senior Team Leader, Access and Inclusion Jade Myconos, Community Development Officer, Access and Inclusion Tobi Evans, Community Development Officer, Access and Inclusion
	<b>Other:</b>	Darebin Disability Advisory Committee
<b>APOLOGIES:</b>		

The Meeting commenced at 11 am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	2022 Reflection and 2023 Priority Planning	No disclosures were made.
2	DDAC visit to the new Preston & Bell Rail Station	No disclosures were made.
3	Name change for Disability Access Newsletter	No disclosures were made. (Note: Councillor left the meeting at 12:50)

The Meeting concluded at 1pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Tobi Evans
	<b>Officer Title:</b>	Community Development Officer (Access and Inclusion)



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Strategic Budget Workshop
	<b>Date:</b>	5 December 2022
	<b>Location:</b>	In person / Hybrid meeting - Ngurungaeta Room
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Julie Williams (Mayor) (Chairperson), Cr. Susanne Newton (Deputy Mayor), Cr. Emily Dimitriadis*, Cr Lina Messina, Cr. Susan Rennie*, Cr. Tom Hannan, Cr. Trent McCarthy
	<b>Council Staff:</b>	Peter Smith, Chief Executive Officer Jodie Watson, General Manager Governance and Engagement Kylie Bennetts, General Manager Community Rachel Ollivier, General Manager City Sustainability and Strategy Sam Hewett, General Manager Operations and Capital* Sadiq Mohammad, Chief Finance Officer* Dean Gibbons, Coordinator Management Accounting
	<b>Other:</b>	John Watson, Municipal Monitor joined at 1.35pm
<b>APOLOGIES:</b>		

The Meeting commenced at 1.08pm

MATTERS CONSIDERED	DISCLOSURES AND COMMENTS
Financial Context & Economic Outlook 22/23 Budget	Nil
Council's obligations	Nil
10 Year Financial Plan assumptions	Nil
Financial Outlook & VAGO Sustainability Indicators	Nil

The Meeting concluded at 3pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jodie Watson
	<b>Officer Title:</b>	General Manager Governance and Engagement





## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Good Governance Session
	<b>Date:</b>	5 December 2022
	<b>Location:</b>	In person / Hybrid meeting - Ngurungaeta Room
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Julie Williams (Mayor) (Chairperson), Cr. Susanne Newton (Deputy Mayor), Cr. Emily Dimitriadis, Cr Lina Messina, Cr. Susan Rennie, Cr. Tom Hannan, Cr. Trent McCarthy
	<b>Council Staff:</b>	Peter Smith, Chief Executive Officer Jodie Watson, General Manager Governance and Engagement Jacinta Stevens, Manager Corporate Governance
	<b>Other:</b>	John Watson, Municipal Monitor Melissa Scadden, Justitia
<b>APOLOGIES:</b>		

The Meeting commenced at 3.15pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	Good Governance Action Plan	Nil

The Meeting concluded at 4.08pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jodie Watson
	<b>Officer Title:</b>	General Manager Governance and Engagement



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	5 December 2022
	<b>Location:</b>	In person / Hybrid meeting - Ngurungaeta Room
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Julie Williams (Mayor) (Chairperson), Cr. Susanne Newton (Deputy Mayor), Cr. Emily Dimitriadis, Cr Lina Messina, Cr. Susan Rennie, Cr. Tom Hannan, Cr. Trent McCarthy
	<b>Council Staff:</b>	<p>Peter Smith, Chief Executive Officer</p> <p>Jodie Watson, General Manager Governance and Engagement (item 4.3, 4.4)</p> <p>Kylie Bennetts, General Manager Community (item 4.2)</p> <p>Rachel Ollivier, General Manager City Sustainability and Strategy (item 4.1, 4.3)</p> <p>Sam Hewett, General Manager Operations and Capital</p> <p>Kathryn Pound, Manager City Development (item 4.1)</p> <p>Chad Griffiths, Manager City Futures (item 4.1, 4.3)</p> <p>Neil Cooney, Assistant Manager City Development (Item 4.1)</p> <p>Matthew Cullen, Coordinator Statutory Planning (Item 4.1)</p> <p>Deniz Yener-Korematsu, Principal Planner (Item 4.1)</p> <p>Sophie Jordan, Coordinator City Projects (Item 4.1)</p> <p>Alex McKenna-Cocks, Principal Planner (Item 4.1)</p> <p>Melanie McCarten, Acting Manager Recreation and Libraries (item 4.2)</p> <p>Stevie Meyer, Coordinator Strategic Planning (Item 4.3)</p> <p>Alia Slamet, Principal Strategic Planner (Item 4.3)</p> <p>Carmel Ganino, Coordinator Communications, Brand and Digital (Item 4.3)</p> <p>Enna Giampiccolo, Manager Communications, Engagement and Customer Experience (item 4.4)</p> <p>Sarah-Jade Cheung, Coordinator Community Engagement and Demographics (Item 4.4)</p>

	<b>Other:</b>	John Watson, Municipal Monitor
<b>APOLOGIES:</b>		

The Meeting commenced at 4.15pm

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
<b>4.1</b>	Community Housing Proposal at 81-91 High Street, Preston 30-32 St Gorges Road Consultation 57-59 Showers Street, Preston	
<b>4.2</b>	Outdoor Sports Infrastructure Framework Review 2022	Nil
<b>4.3</b>	Preston Market - planning and advocacy update post Standing Advisory Committee hearing	Nil
<b>4.4</b>	2022 Darebin Community Survey Results	Nil
<b>5.1</b>	Fencing Review - Northcote Golf Course	Nil

The Meeting concluded at 6.23pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jodie Watson
	<b>Officer Title:</b>	General Manager Governance and Engagement



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Art & Heritage Advisory Panel
	<b>Date:</b>	Tuesday 6 December 2022
	<b>Location:</b>	Online (MS Teams)
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susanne Newton
	<b>Council Staff:</b>	Vicky Guglielmo, Manager, Creative Culture & Events Leah Crossman, Art & Collections Coordinator Shona Johnson, Acting Art & Collections Coordinator
	<b>Other:</b>	<u>Advisory Committee members:</u> Diego Ramirez Bridie Mackay Jane O'Neill
<b>APOLOGIES:</b>		Sue Thornton Sophie Cassar Ramona Barry Giovanna D'Abaco Madeleine McClelland

The Meeting commenced at 6pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	<b>Enacting Guerilla Public Art Policy in Darebin</b>	No disclosures were made.
2	<b>Public Programs at Bundoora Homestead Art Centre</b>	No disclosures were made.
3	<b>Darebin Art Collection Policy Renewal Update</b>	No disclosures were made.
4	<b>Panel Member Recruitment 2023</b>	No disclosures were made.

The Meeting concluded at 7.30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Leah Crossman
	<b>Officer Title:</b>	Art & Collections Coordinator



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Gender Equity Advisory Committee
	<b>Date:</b>	Tuesday 6 December 2022
	<b>Location:</b>	Council Chambers
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Emily Dimitriadis, Cr. Susan Rennie
	<b>Council Staff:</b>	Wendy Dinning (Acting Manager Equity and Wellbeing) Jade Myconos (incoming Gender Equity Officer) Yusuke Akai (Antiracism Program Officer). Left meeting at 6:30pm Tim Grant (Acting Centre Coordinator, Reservoir Leisure Centre). Arrived at 6pm. Natalie Jamieson (Environment Programs Officer). Left meeting at 6:15pm.
	<b>Other:</b>	<u>Advisory Committee members:</u> Megan Burke, Emily Fraresso (attended via MsTeams, left meeting at 6:40pm), Carmen Lahiff-Jenkins, Felicity Rorke, Anna Scovelle, Jo Van-Dort (attended via MsTeams), Rosa Vasseghi, Amanda Wilczynski, Samantha Young (attended via MsTeams, left meeting at 6:30pm).
<b>APOLOGIES:</b>		Advisory Committee members: Melissa Collins, Diana Pais, Zelda Harper-Balsamo; Sandra Morris

The Meeting commenced at 5.30pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Climate Action Plan update	No disclosures were made.
2	Anti-Racism Program Officer work	No disclosures were made
3	Reservoir Leisure Centre programs	No disclosures were made
4	Gender Equity Officer	No disclosures were made

The Meeting concluded at 7pm

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT**

RECORD COMPLETED BY:	Officer Name:	Wendy Dinning
	Officer Title:	A/Manager Equity and Wellbeing



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Nature Trust Advisory Committee
	<b>Date:</b>	Tuesday 6 December 2022
	<b>Location:</b>	Online via Microsoft Teams
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Tom Hannan (Chair)Cr. Trent McCarthy
	<b>Council Staff:</b>	Lee McKenzie Sofia Enrigue Michelle Perry
	<b>Other:</b>	Community members (2)
<b>APOLOGIES:</b>		Cr. Lina Messina (Mayor)

The Meeting commenced at 5pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Project updates: Edwardes Lake Taskforce Water Festival <ul style="list-style-type: none"> <li>• Gardens for Wildlife (AC)</li> <li>• City Nature Challenge 2022 (AC)</li> <li>• Vic Biodiversity Conference 2022(AC)</li> <li>• Rewilding Darebin (LMc)</li> <li>• Edwardes Lake Taskforce (LMc)</li> <li>• Retail Activity Centre (LMc)Premier's Sustainability Award</li> <li>• Great Southern Bioblitz 2022</li> <li>• Edgar's creek and Edwardes Lake Taskforce</li> </ul>	No disclosures were made.
2	Nature Strip Planting Guidelines UpdateBiodiversity Management Plan presentation, discussion, questions and way forward	No disclosures were made.
3	Cheddar Rd. Revitalisation Project Other business – recruitment of additional DNT members	No disclosures were made.

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**

<b>4</b>	DNT preferred interaction and Communication methods	No disclosures were made.
<b>5</b>	DNT member resignation and new member recruitment	No disclosures were made.
<b>6</b>	Dates for next year’s DNT meetings	No disclosures were made.
<b>7</b>	Other business	No disclosures were made.

The Meeting concluded at 7.05 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Sofia Enrigue
	<b>Officer Title:</b>	Urban Ecology and Biodiversity Officer





## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Domestic Animal Management Reference Group (DDAMRG)
	<b>Date:</b>	6 December 2022
	<b>Location:</b>	Online via Microsoft Teams
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Julie Williams
	<b>Council Staff:</b>	Yash Duggal Rhett English Jasmine Genuis Narelle Wilkins
	<b>Other:</b>	Representatives from: Maneki Neko Cat Rescue Urban Cat Welfare Collective Getting 2 Zero Wiltja Dog Obedience Club Odies Paw Pals
<b>APOLOGIES:</b>		One community member

The Meeting commenced at 5.30pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Animal Management Update	No disclosures were made
2	Meeting schedule/format	No disclosures were made
3	Cat Veterinary Voucher	No disclosures were made
4	Edwardes Lake Dog Park	No disclosures were made
5	Epping Animal Welfare Facility	No disclosures were made

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**

The Meeting concluded at 7.30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Name Narelle Wilkins
	<b>Officer Title:</b>	Officer Title City Safety Operational Support Officer



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Audit and Risk Committee Meeting
	<b>Date:</b>	Monday 12 December 2022
	<b>Location:</b>	Council Chambers, Darebin Civic Centre
<b>PRESENT:</b>	<b>Committee Members:</b>	<ul style="list-style-type: none"> <li>• Lisa Tripodi (Independent External Member) (Chairperson)</li> <li>• Dr. Marco Bini (Independent External Member)</li> <li>• Jonathan Kyvelidis (Independent External Member)</li> <li>• Cr. Tom Hannan (Committee Member) #</li> </ul>
	<b>Council Staff:</b>	<ul style="list-style-type: none"> <li>• Peter Smith – Chief Executive Officer</li> <li>• Jodie Watson – General Manager Governance and Engagement</li> <li>• Rachel Ollivier – General Manager City Sustainability and Strategy</li> <li>• Sam Hewett – General Manager Operations and Capital</li> <li>• Kylie Bennetts – General Manager Community</li> <li>• Jacinta Stevens – Manager Corporate Governance</li> <li>• Bobbie-Lea Bright - Coordinator Risk and Improvement</li> <li>• Lalitha Koya – Manager Information Services (Item 6.3)</li> <li>• Sadiq Mohammad – Chief Finance Officer (Item 7.1 and 7.2)</li> <li>• Michael O’Riordan – Coordinator Financial Accountant (Item 7.1 and 7.2)</li> <li>• Yvette Fuller – Manager People and Culture (Item 8.2)</li> <li>• Vanessa Petrie – Manager Climate Emergency and Sustainable Transport (Item 8.3)</li> </ul> <p>Minutes</p> <ul style="list-style-type: none"> <li>• Ilker Destan – Audit and Compliance Officer</li> </ul> <p># attended virtually</p>
	<b>Other:</b>	<b>Internal Auditor</b> <ul style="list-style-type: none"> <li>• Kapil Kukreja (Partner - HLB Mann Judd) #</li> </ul>
<b>APOLOGIES:</b>		<ul style="list-style-type: none"> <li>• Cr. Lina Messina – Councillor Member</li> <li>• Mark Holloway – Partner, HLB Mann Judd</li> <li>• Phil Delahunty – Partner, RSD Audit</li> </ul>

The Meeting commenced at 09:23 AM

## SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Welcome and Acknowledgement of Country	
2	Apologies	
3	Disclosures of Conflicts of Interest	None declared
4	Confirmation of the Minutes of the previous Audit Committee Meeting	
5	CEO Quarterly Update	
6	Standing Reports	6.1 – Actions Arising from Previous Meeting 6.2 - Committee Work Plan Report 6.3 – Information Services Report Action 1, Action 2, Action 3
Item 7	Financial Reports	7.1 – Quarterly Financial Report Action 4 7.2 – VAGO Final Closing Report and Management Letter for the Year Ended 30 June 2022 Action 5, Action 6
Item 8	Risk Management	8.1 – Quarterly Risk Management Report Action 7, Action 8, Action 9, Action 10, Action 11 8.2 – Quarterly Safety Report Action 12 8.3 – Contamination Report Action 13
Item 9	Internal Audit	9.1 – Internal Audit Program Status and Audit Scopes for Approval Action 14, Action 15, Action 16 9.2 – Completed Internal Audits 9.3 – Outstanding Audit Actions Report Action 17 9.4 – Recent Report and Publications
Item 10	Governance	10.1 – Committee Management Report

## SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
<b>Item 11</b>	Confidential	11.1 – In Camera CEO Report – 2 Wingrove Street, Alphington Action 18 11.2 – In Camera CEO Report – IBAC Matter Relating To Cash Handling Action 19

The Meeting concluded at 12:15 PM

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Ilker Destan
	<b>Officer Title:</b>	Audit and Compliance Officer

This form is to be completed by the nominated Council Officer and returned to the Council Business Team within 3 working days for inclusion the agenda of the next Council meeting and in the register available for public inspection.



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Strategic Budget Workshop
	<b>Date:</b>	12 December 2022
	<b>Location:</b>	In person / Hybrid* meeting - Ngurungaeta Room
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Julie Williams (Mayor) (Chairperson), Cr. Susanne Newton (Deputy Mayor), Cr. Susan Rennie*. Cr. Trent McCarthy joined the briefing at 4.16pm.
	<b>Council Staff:</b>	Peter Smith, Chief Executive Officer Jodie Watson, General Manager Governance and Engagement (item 4.2, 4.3, 5.1) Kylie Bennetts, General Manager Community (item 5.4) Rachel Ollivier, General Manager City Sustainability and Strategy (item 4.1, 5.2, 5.3) Sam Hewett, General Manager Operations and Capital Stevie Meyer, Coordinator Strategic Planning (item 4.1) Enna Giampiccolo, Manager Communications, Engagement & Customer Experience (item 4.2) Sarah-Jade Chung, Coordinator Community Engagement and Demographics (item 4.2) Chris Ryan, Manager Property & Asset Strategy (item 4.3) Jennifer Paterson, Coordinator Property Services (item 4.3) Casey Ward, Manager Capital and Major Projects (item 5) Sarah-Jade Chung, Coordinator Community Engagement and Demographics (item 4.2)
	<b>Other:</b>	John Watson, Municipal Monitor
<b>APOLOGIES:</b>		Cr. Emily Dimitriadis Cr Lina Messina Cr. Tim Laurence

The Meeting commenced at 3.08pm

## SUMMARY OF MEETINGS CONTINUED

Item	MATTERS CONSIDERED	DISCLOSURES AND COMMENTS
4.1	Housing Conversation Engagement Report	No disclosures
4.2	Community Engagement Policy Review - Personal information Collection requirement and Section 223 of <i>1989 Local Government Act</i>	No disclosures
4.3	Edwardes Lake Boathouse Update	No disclosures
5.1	Draft Public Interest Disclosure Policy	No disclosures
5.2	Northern Regional Trails Strategy Summary of Consultation and updated Strategy	No disclosures
5.3	Keon Park Level Crossing Removal - community engagement findings	No disclosures
5.4	Darebin Libraries and Learning Strategy 2020-24 - Annual Progress Report 2021-22	No disclosures
	Bill Laurie Oval	No disclosures

The Meeting concluded at 4.54pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jodie Watson
	<b>Officer Title:</b>	General Manager Governance and Engagement



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Disability Advisory Committee
	<b>Date:</b>	12 December 2022
	<b>Location:</b>	MS Teams
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Williams
	<b>Council Staff:</b>	Katie Kiley, Senior Team Leader, Access and Inclusion Jade Myconos, Community Development Officer, Access and Inclusion Tobi Evans, Community Development Officer, Access and Inclusion
	<b>Other:</b>	Darebin Disability Advisory Committee
<b>APOLOGIES:</b>		Nil

The Meeting commenced at 11 am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
<b>1</b>	2022 Reflection and 2023 Priority Planning	No disclosures were made.
<b>2</b>	DDAC visit to the new Preston & Bell Rail Station	No disclosures were made.
<b>3</b>	Name change for Disability Access Newsletter	No disclosures were made. (Note: Councillor left the meeting at 12:50)



**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**

The Meeting concluded at 1pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Tobi Evans Community Development Officer (Access and Inclusion)
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## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Climate Emergency Darebin Advisory Committee
	<b>Date:</b>	13 December 2022
	<b>Location:</b>	Gleeson Environment Centre, Darebin Parklands
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Trent McCarthy Cr. Susan Rennie
	<b>Council Staff:</b>	Natalie Jamieson Katy Daily Michele Burton
	<b>Other:</b>	Members (5)
<b>APOLOGIES:</b>		Nil

The Meeting commenced at 6.35pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Membership update	No disclosures were made.
2	Report on Climate Emergency Community consultation	No disclosures were made
3	Climate Emergency Strategy Update	No disclosures were made
4	Stage 2 consultation update	No disclosures were made
5	Programs update	No disclosures were made
6	Advocacy and Actions from members	No disclosures were made
7	Year in review and meeting dates for 2023	No disclosures were made

The Meeting concluded at 8.30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Name: Natalie Jamieson
	<b>Officer Title:</b>	Officer Title: Environment Officer

## Councillor Expenses - 1 Oct to 31 December 2022 (If applicable GST is excluded)

	Cr Dimitriadis	Cr Greco	Cr Hannan	Cr Laurence	Cr McCarthy (Dep. Mayor until 30 Nov 2022)	Cr Messina (Mayor until 30 Nov 2022)	Cr Newton (dep. Mayor from 30 Nov 2022)	Cr Rennie	Cr Williams (Mayor from 30 Nov 2022)	Total
										\$
Councillor Allowances	8,301	8,301	8,301	6,918	11,685	20,664	10,384	8,301	15,628	98,483
Mobile (Usage & Data Plan)	95	136	95	136	95	136	95	95	135	1,022
Internet (Laptop/Ipad)	41	41	41	41	41	41	41	41	41	368
Travel (Cabcharge/misc travel expenses)						65				65
Family care	1,411									1,411
Conferences/training (Inc. all related costs/travel/meals/accom)		1,443				70				1,513
Functions/events										-
Subscription										-
Stationary/equipment										-
Mayoral Vehicle						3,218			1,331	4,549
<b>Total net expenses</b>	<b>9,849</b>	<b>9,922</b>	<b>8,438</b>	<b>7,095</b>	<b>11,821</b>	<b>24,194</b>	<b>10,520</b>	<b>8,438</b>	<b>17,135</b>	<b>107,411</b>

\* As per the Victorian Independent Remuneration Tribunal's Report on 'Allowance payable to Mayors, Deputy Mayors and Councillors', Cr. McCarthy as Deputy Mayor is entitled to receive an allowance specifically for the Deputy Mayor with effect from 18 December 2021. The above change was noted by the Council in its meeting held on 28 March 2022.

Telephone and internet charges are recorded in the month they are incurred. All other expenses are reported on a cash basis.

Internet charges are included under Mobile Usage and Data Plan

Reimbursements to Council include payments from Councillors owed for a range of previous months which were paid for within this quarter

Further explanation of the expense categories is available in the City of Darebin Councillor Support and Expenses Policy June 2021.



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# SUMMARY MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

Held on Wednesday 12 December 2022 at Darebin Civic  
Centre, 350 High Street Preston 09:00 AM





**WEDNESDAY 12 DECEMBER 2022  
COUNCIL CHAMBERS (NGURUNGAETA ROOM) – DAREBIN CIVIC  
CENTRE 350 HIGH STREET PRESTON**

*(Between 9:00 AM and 9:23 AM, in-camera discussion was held)*

**Attendees**

**Members**

- Ms Lisa Tripodi (Independent External Member) (Chairperson)
- Dr. Marco Bini (Independent External Member)
- Mr. Jonathan Kyvelidis (Independent External Member) *(left 11:35 AM)*
- Cr. Tom Hannan (Committee Member) #

**Internal Auditor**

- Mr. Kapil Kukreja – Partner, HLB Mann Judd #

**Council Officers**

- Peter Smith – Chief Executive Officer
- Jodie Watson – General Manager Governance and Engagement
- Rachel Ollivier – General Manager City Sustainability and Strategy
- Sam Hewett – General Manager Operations and Capital
- Kylie Bennetts – General Manager Community
- Jacinta Stevens – Manager Corporate Governance
- Bobbie-Lea Bright - Coordinator Risk and Improvement
- Lalitha Koya – Manager Information Services (Item 6.3)
- Sadiq Mohammad – Chief Finance Officer (Item 7.1 and 7.2)
- Michael O’Riordan – Coordinator Financial Accountant (Item 7.1 and 7.2)
- Yvette Fuller – Manager People and Culture (Item 8.2)
- Vanessa Petrie – Manager Climate Emergency & Sustainable Transport (Item 8.3)

**Minutes**

- Ilker Destan – Audit and Compliance Officer

# These participants attended virtually

**DISCLAIMER:**

The information contained in this report is designated confidential by the Chief Executive Officer as it is confidential information for the purposes of Section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council’s position in commercial negotiations if prematurely released. This ground applies because of the sensitive and varied nature of the information received and considered by the Audit & Risk Committee from time-to-time which can pertain to external stakeholders also.



**AUDIT & RISK COMMITTEE MEETING MINUTES****12 DECEMBER 2022****1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY**

The Chair presented the Acknowledgement of Country and welcomed the Committee members and all attendees present at the meeting.

The Chair acknowledged Kylie Bennetts – General Manager Community as a new appointment.

**2. APOLOGIES**

- Cr. Lina Messina – Councillor Member
- Mark Holloway – Partner, HLB Mann Judd
- Phil Delahunty – Partner, RSD Audit

**3. DISCLOSURES OF CONFLICTS OF INTEREST**

None declared.

**4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS AUDIT COMMITTEE MEETING**

The Audit and Risk Committee approved the minutes as a true and correct record of the previous meeting held 12 October 2022.

**5. CEO QUARTERLY UPDATE (VERBAL)**

The Audit and Risk Committee noted the verbal update provided by the CEO.

**6. STANDING REPORTS****6.1 ACTIONS ARISING FROM PREVIOUS MEETING**

The Audit and Risk Committee noted the status of the action items from the previous meeting.

**KEY FINDING**

- Management will work towards the completion of the open actions and provide an update at the 20 March 2023 meeting.

**6.2 COMMITTEE WORK PLAN REPORT**

The Audit and Risk Committee noted and received:

- the Committee Work Plan Report
- updates on the climate change risks
- updates on compliance matters
- the Review of Internal Audit Contract and Performance
- updates on the primary lodgements of Councillors in Committee
- the revised Councillors Gifts, Benefits, and Hospitality Register



**AUDIT & RISK COMMITTEE MEETING MINUTES****12 DECEMBER 2022**

- the Governance and Management Checklist 2021-2022

**KEY FINDINGS**

- Actions taken to manage climate risks are adequate.
- Council is taking appropriate actions to comply with the latest legislative changes.
- Management are monitoring the performance of the internal audit services contract and will be working towards the procurement and negotiation process for the appointment of an internal audit service provider during the next reporting period.
- Councillors on the Committee have fulfilled their responsibilities by lodging their preceding personal interest returns.
- Management have adequate controls in place to manage and record offers and receipt of Gifts, Benefits and Hospitality.
- Governance and management checklist items meet the standard required.

**6.3 INFORMATION SERVICES REPORT**

The Audit and Risk Committee noted the Information Services Report.

**KEY FINDINGS**

- Management continue to take appropriate action to mitigate the high risks in IT.
- 2022/23 Information Services projects are addressing key risks including Cyber Security, IT Disaster Recovery and Data Governance.
- An IT Strategy is being developed to ensure future technology spend is aligned to business needs.

**7. FINANCIAL REPORTS****7.1 QUARTERLY FINANCIAL REPORT**

The Audit and Risk Committee noted and received:

- the Quarterly Financial Report
- the Financial Report for the (3) months ended 30 September 2022
- the Procurement Policy
- the Darebin City Council Performance Statement for the year ended 30 June 2022

**KEY FINDINGS**

- Council is monitoring and managing its financial position and key controls and addressing procurement capability and compliance.

**7.2 VAGO FINAL CLOSING REPORT AND MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2022**

The Audit and Risk Committee noted and received

- the VAGO Final Closing Report and Management Letter for the year ending 30 June 2022 update
- the Closing Report 2021-2022 Financial Report and Performance Statement of Darebin City Council
- the Final Management Letter 2021-2022 Financial Report and Performance Statement of Darebin City Council

**KEY FINDING**

**AUDIT & RISK COMMITTEE MEETING MINUTES****12 DECEMBER 2022**

- The summary of audit findings contained in the VAGO Final Closing Report and Management Letter for the year ending 30 June 2022 were accepted by management with the key focus on the 1 high rated action, the 6 unresolved actions and 2 partially resolved actions.

**8. RISK MANAGEMENT****8.1 QUARTERLY RISK MANAGEMENT REPORT**

The Audit and Risk Committee noted the Quarterly Risk Management Report.

**KEY FINDINGS**

- Actions taken to manage Council's risks are adequate and strengthened by the representation of several key reportable findings, and the presentation of Council's strategic and operational risks.
- The actions taken to ensure that material risks have been dealt with are adequate and are helping to embed risk management practices throughout the organisation.
- The Risk and Improvement team is starting to see an increase in staff awareness and maturity and continue to work with the organisation to bridge the gap surrounding Council's risk profile including the introduction of the Strategic Risk and Internal Audit Committee.
- Current emphasis is being placed on identifying where the gaps are in the current fraud, prevention and control systems and actions put in place to address the gaps.
- Council continue to prioritise the legacy building matters and take the appropriate action to reduce our liability exposure.

**8.2 QUARTERLY SAFETY REPORT**

The Audit and Risk Committee noted the Quarterly Safety Report.

**KEY FINDING**

- Management has adequate measures in place to support and monitor health, safety and wellbeing across the workforce.

**8.3 CONTAMINATION REPORT**

The Audit and Risk Committee note the Contamination Report.

**KEY FINDING**

- Management has acted to ensure effective management of contamination risks.

**9. INTERNAL AUDIT****9.1 INTERNAL AUDIT PROGRAM STATUS & AUDIT SCOPES FOR APPROVAL**

The Audit and Risk Committee noted and received the Internal Audit Status Report.

The Audit and Risk Committee endorsed:

- The Draft Internal Audit Plan for the Review of Hard Waste Services
- The Draft Internal Audit Plan for the Follow Up Audit
- The Revised Internal Audit Plan for the Review of Payroll (incl. Data Analytics)

**AUDIT & RISK COMMITTEE MEETING MINUTES**

12 DECEMBER 2022

- The Revised Internal Audit Plan for the Review of Asset Protection

**KEY FINDINGS**

- HLB Mann Judd has completed the delivery of 2021/2022 Internal Audit Program.
- HLB Mann Judd will continue to the delivery of the 2022/2023 Internal Audit Program.

**9.2 COMPLETED INTERNAL AUDITS**

The Audit and Risk Committee noted:

- the Completed Internal Audits Report
- the Review of CAATs (AP, Purchasing, Payroll, AR)
- the Review of Risk Management Framework (including awareness survey)

**KEY FINDING**

- The delivery of the 2021/2022 Internal Audit Program is completed and the 2022/2023 Internal Audit Program will continue to be delivered with updates provided at each meeting.

**9.3 OUTSTANDING AUDIT ACTIONS STATUS REPORT**

The Audit and Risk Committee noted the Outstanding Audit Actions Status Report.

**KEY FINDING**

- Management are progressing the completion of outstanding audit actions, with some delays experienced in achieving completion as expected.

**9.4 RECENT REPORT AND PUBLICATIONS**

The Audit and Risk Committee noted the Recent Report and Publications Report and Management comments.

**KEY FINDING**

- Management have reviewed recent reports and publications related to issues of management controls, integrity and continuous improvement that impact the local government sector and initiated actions to mitigate Council's risk in response.

**10. GOVERNANCE****10.1 COMMITTEE MANAGEMENT REPORT**

The Audit and Risk Committee noted and received the draft Audit and Risk Committee Bi-Annual Report.

**KEY FINDING**

- Management have fulfilled their legislative obligations and support of the Committee by completing the Bi-Annual Report.

**AUDIT & RISK COMMITTEE MEETING MINUTES****12 DECEMBER 2022****11. CONFIDENTIAL****11.1 IN CAMERA CEO REPORT – 2 WINGROVE STREET, ALPHINGTON**

This item is confidential because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage, pursuant to Section 3(1) (g(ii)) of the Local Government Act 2020.

**11.2 IN CAMERA CEO REPORT – IBAC MATTER RELATING TO CASH HANDLING**

This item is confidential because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage, pursuant to Section 3(1) (d) and (e) of the Local Government Act 2020.

**12. OTHER BUSINESS**

Nil.

**13. NEXT MEETING**

The next meeting of the Audit Committee will be held at 9:00am 20 March 2023 in the Council Chambers, Darebin Civic Centre, 350 High Street Preston.

**13. CLOSE OF MEETING**

As there was no further business, the Chair closed the meeting at 12:15 pm

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**Signed: Lisa Tripodi (Chair)**

**Date:** 12 December 2022

**9.10 CONTRACT AWARD – CT20238 INFRASTRUCTURE & BACKUP SERVICES**

**Author:** Manager Information Services  
Coordinator IT Projects

**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

Council's Information Services Department has recently completed a Request for Tender (RFT) for the provision of a range of IT related services including the provision of:

- Infrastructure as a Service;
- Data Protection as a Service; and
- Disaster Recovery as a Service.

This report seeks Council endorsement to enter into a three-year contract, with an optional two additional years for the provision of the above services.

<b>Officer Recommendation</b>
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**That** Council:

(1) Awards Contract CT20238 for the provision of Infrastructure as a Service, Data Protection as a Service and Disaster Recovery as a Service to \_\_\_\_\_ for the initial period of three years and optional two additional years, to be agreed annually.

(2) Authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of the Council.

(3) Authorises the Chief Executive Officer to review and approval contract extension terms of two (2) x one (1) year options based on satisfactory performance.

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**BACKGROUND / KEY INFORMATION**

Council has a requirement to continually refresh its IT infrastructure to ensure critical business functions are not disrupted, or are not operating with optimal performance due to inadequate or unreliable IT infrastructure. Additionally, Council must ensure its information is regularly backed up to meet legislative requirements, as well as assisting in recovery from possible IT related incidents. It also needs to provide IT disaster recovery capability should a major IT disaster occur.

Traditionally, these IT functions were undertaken through the acquisition and ongoing management of IT infrastructure housed in on-premise, purpose-built data centres. In recent times, such services have been transitioned to cloud-based "as a service" models, where external providers acquire and manage the IT infrastructure for organisations like the City of Darebin. Organisations then enter into an agreement with a service provider to utilise this infrastructure based on their specific requirements regarding capacity and availability.

Council's Information Services team recently completed an RFT, from pre-qualified suppliers selected from MAV's Telecommunications (NPN1.18) contract, for the provision of three key services including:

- Infrastructure as a Service (IaaS)
- Data Protection as a Service (DPaaS); and
- Disaster Recovery as a Service (DRaaS)

In recent years, a number of Victorian Councils have implemented such a model for the provision of these services. The benefits of this model include:

- Scalability – Council can quickly request additional resources from the provider, should business requirements change, without the need to undertake a lengthy IT procurement process. Conversely, resource requirements can also be quickly scaled back if required.
- There is no requirement to invest significant capital in IT infrastructure after transitioning to an “as a service” mode. Ongoing costs revert to a monthly operating cost based on actual usage requirements.
- IT staff member's time and expertise can be redirected to better supporting the business requirements of Council, rather than managing the complexities of modern IT infrastructure.
- External providers are available 24x7 to attend to any issues should they occur and have access to a far greater range of expertise than a Council IT department.
- There would be no ongoing requirement for Council to maintain and operate its current data centre. Small data centres, such as the one maintained by Council, are extremely inefficient from a power consumption perspective when compared to large data centres utilised by external providers.

For the above reasons, it was determined that the City of Darebin should move to a similar operating model for its IT infrastructure, backup and disaster recovery requirements.

### **Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

### **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

### **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

## **DISCUSSION**

### **Tender Process**

The Information Services Department undertook an RFT for the provision of IaaS, PDaaS and DRaaS. The RFT also included an initial lump sum component associated with migrating current business systems from Council's own IT infrastructure to the proposed IaaS platform. Following the migration process, the requirement was to provide ongoing IaaS, DPaaS and DRaaS service for a three-year period, with an option to extend for a further two years.

Council invited responses from eight IT vendors from the MAV ICT (ES8111-2021) Professional Services panel contract.

The tender was opened on 16 December 2023 and closed on 12 January 2023.

Whilst a number of vendors showed interest in responding, only one responded to the RFT at closure.

### Evaluation Process

A tender evaluation panel was formed to assess the tender response and to recommend a preferred contractor to undertake the work. The panel consisted of:

- **Dean Gibbons – Coordinator Management Accountant**
- **Rohit Kumar – Coordinator IT Projects**
- **Anton Fernando – Coordinator IT Operations**

A Senior Procurement Officer and the Probity Advisor were present during the evaluation to provide procurement and probity guidance and support to the panel. The tender submission was evaluated against the evaluation criteria in Table 1. This criterion was included in both the Procurement Plan and the tender documentation.

<b>Table 1: Evaluation criteria</b>	
<b>Criteria</b>	<b>Weighting</b>
Price	25%
Local Business Assessment	5%
Social Objectives	10%
Sustainability Objectives	10%
Experience and Track Record of Vendor	25%
Technical Services offered to meet Council's requirements	25%
OH&S and Insurance	Yes/No
Risk Mitigation:	Pass/Fail
a. Financial checks	
b. Reference Checks	
Compliance with Specifications	Pass/Fail/Partial
<b>TOTAL</b>	<b>100%</b>

The response from the tenderer is fully compliant with Council's requirements and a complete evaluation of the response was undertaken.

Reference checks were undertaken from similar Councils who had implemented the solution proposed by the tenderer.

Based on the tender response and evaluation process, it is recommended that the response from the tenderer be accepted for the following reasons:

- The tender response was within budget expectations
- The evaluation scoring for the Vendor response met Council's requirements
- Reference checks were very positive regarding vendor performance in delivering similar contracts

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

Proposed contract amount is within council's budget. Refer to Appendix A.

### **Community Engagement**

Due to the nature of the contract, there are no community impacts to be considered.

### **Other Principles for consideration**

There are no other factors which impact on this report.

### **Overarching Governance Principles and Supporting Principles**

(e) innovation and continuous improvement is to be pursued;

### **Collaboration**

Section 109(2) of the *Local Government Act 2020* requires that any report to the Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available. In reference to this procurement, Darebin elected to collaborate in the MAV ICT (ES8111-2021) Professional Services contract.

### **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;

### **Service Performance Principles**

(c) quality and costs standards for services set by the Council should provide good value to the municipal community;

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

In line with Darebin's declaration of Climate Emergency and other environmental sustainability commitments, tender evaluation criteria gave weight to suppliers who demonstrated commitment to minimising adverse environmental impacts through processes and work practices. All suppliers recommended to this panel have satisfied the Evaluation Panel that individual environmental practices are in line with Darebin's commitments.



**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

In line with Darebin's Social and Sustainable Procurement Policy, the tenderer evaluation criteria gave weight to social initiatives and practices. Tenderers were assessed on their ability to demonstrate commitment to address disadvantage, improve equity and deliver social value.

**Economic Development and Cultural Considerations**

The evaluation criteria gave weight to Darebin based businesses and/or suppliers who could demonstrate local economic contribution through regular purchasing from local traders or the employment of local people. These factors were viewed favourably in line with evaluation criteria.

**Legal and Risk Implications**

Suppliers recommended for the panel have demonstrated the appropriate level of expertise for individual categories. Each has been assessed as an acceptable risk based on insurances, OH&S considerations and third-party financial health checks. Financial checks were undertaken on the recommended contractor and are provided in confidential Appendix D issued under separate cover.

A probity advisor was also appointed to oversee this procurement process and the resulting report is included in confidential Appendix E issued under separate cover.

**IMPLEMENTATION ACTIONS**

Upon Council's approval, the Contract will be awarded and programmed to commence. A letter of acceptance and contract will be issued to the successful tenderer.

The contract shall be signed by both the contractor and Council prior to the commencement of works.

Implementation is to be undertaken in stages, with the first stage being the disaster recovery component, which is expected to be complete by 30 June 2023, Ongoing services will commence from this date for an initial 3-year period.

**RELATED DOCUMENTS**

Nil

**Attachments**

- Contract Award – CT20238 Infrastructure and Backup Services Confidential (**Appendix A**) Confidential - enclosed under separate cover
- Evaluation Matrix - CT20238 (**Appendix B**) Confidential - enclosed under separate cover
- Vendor Reponse to Tender - CT20238 (**Appendix C**) Confidential - enclosed under separate cover
- Vendor\_Standard\_Financial\_and\_Performance\_Assessment (**Appendix D**) Confidential - enclosed under separate cover

- Probity Report - CT20238 Infrastructure and Backup Services (**Appendix E**)  
Confidential - enclosed under separate cover

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

**9.11 CONTRACT AWARD CT202249 - MANAGEMENT AND OPERATIONS OF NORTHCOTE AQUATIC AND RECREATION CENTRE****Author:** Coordinator Leisure Contracts**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

Council is seeking to appoint a qualified and experienced contractor/service provider to provide contract management for the operational services of the new Northcote Aquatic and Recreation Centre (NARC). With construction well underway, the new facility is due to open mid-late 2023.

The scope of management includes:

- Establishment planning for the re-opening of NARC.
- The management and operation of the facility and provision of services in accordance with contract documents, best practice, Council's vision, and current and future policies and initiatives.
- The management, marketing and delivery of programs, services, activities, events and other offerings at the facility.
- Maximising community participation through programs and services that are inclusive, accessible, affordable, safe and of high quality to improve health and wellbeing outcomes for the Darebin community.
- Achievement of the service aims and objectives including sustainable environmental and local employment outcomes as detailed in the contract documentation.

The proposed contract arrangement is from 20 March 2023 to 30 June 2026, a period of just over three and one-quarter years with two options for further two-year extensions.

Council's procurement process has been adhered to, with guidance from the Procurement Team and an independent (external) Probity Advisor, who were appointed to the Evaluation Panel as a non-scoring member. Tender and contract documentation were reviewed by the Probity Advisor and Council's legal team. Reporting mechanisms are aligned with Council's participation, equity, access and inclusion, and social and sustainable procurement goals and policies. To support the process, internal teams across Council were consulted including Equity and Wellbeing, Risk, Facility Management, Finance, Legal and Integrity, Climate Emergency and Sustainable Transport.

The process has been competitive, with four (4) submissions received. An extremely diligent and thorough assessment process has taken place, adhering to probity principles, Council's procurement policy and Best Value principles.

**Officer Recommendation****That Council:**

- (1) Awards Contract CT202249 for the Management and Operations of Northcote Aquatic and Recreation Centre to \_\_\_\_\_ for the Guaranteed Net Result of \_\_\_\_\_ (GST inclusive). This is the total contract sum for the initial three and a one-quarter years contract period.
- (2) Approves the contract term from 20 March 2023–30 June 2026, with the contract to have provision for a further two (2), two-year options.
- (3) Authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of Council.
- (4) Authorises the Chief Executive Officer to execute any contract extension options.

**BACKGROUND / KEY INFORMATION**

The renewal of NARC was part of the *Darebin Council Plan 2017–2021* and is one of Council's 10 Big Actions in the *Darebin City Council Plan 2021-2025*, supporting Council's goal to build infrastructure for the future and expand opportunities for participation and social connection through sport, physical activity and other leisure activities.

The new NARC will be a 6-Star Green Star rated facility, the highest rating possible in the Green Building Council of Australia's sustainability rating system, demonstrating Council's commitment to and leadership in responding to the climate emergency.

At the Council Meeting held on 23 August 2021, Council awarded the construction contract for redevelopment of NARC to Kane Constructions. Construction commenced in October 2021 and the centre is due to open mid-to-late 2023. The total cost of the project is \$63.5 million.

The proposed management and operations contract arrangement would be effective from 20 March 2023 to 30 June 2026, a period of approximately three and one-quarter years with two options for a further two-year extension. The mid-March 2023 establishment date provides time for the contractor to complete procurement of equipment and other assets which form part of the contractor's responsibilities under the contract. The lead-in time to facility opening enables the contractor to plan pre-opening and pre-sales activities for NARC, transition into the building upon practical completion of the build, training of staff and handover of building management and operating services.

Council's intent is to provide a high level of services, quality aquatic and leisure centre management, community engagement and value for money. This will be undertaken through the development of a strong relationship with the contractor using key principles, which will be supported by a thorough understanding of the community and their wellbeing needs, data analysis to support future decision-making and alignment with the *Local Government Act 2020* Service Performance Principles.

**Previous Council Resolution**

At its meeting held on 28 March 2022, Council considered and resolved on Report Item 11.1 – NARC Operational Management Model in the closed meeting.

## ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 2: Prosperous, Liveable and Flourishing

## ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 2: Prosperous, Liveable and Flourishing

## ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

2.1 We will deliver equitable and accessible infrastructure to provide opportunities for our community to live well

Action 2-11: Redevelop the Northcote Aquatic and Recreation Centre

Big Action 1: Build infrastructure for the future by redeveloping Northcote Aquatic and Recreation Centre, redeveloping BT Connor Pavilion in Reservoir, and building Darebin Intercultural Centre in Preston.

## DISCUSSION

Specification, contract and tender documents were prepared, and the Open Public Tender was issued on 27 August 2022. The tender was open for approximately four weeks, closing on 29 September 2022. All tenderers were invited to a tender briefing which took place online on 1 September 2022 with a Northcote Aquatic and Recreation Centre construction site visit taking place on 12 September 2022.

In line with Council's Social and Sustainable Procurement Policy, the following selection criteria was adopted for the evaluation of tender submissions for the operational management of the centre:

Selection Criteria	Weighting%
Cost/Price	35
Experience and Capability	20
Access and Equity	10
Innovation	5
Social Outcomes – Health & Wellbeing	5
Social and Sustainable Procurement	15
Sustainability and Environmental Impacts	5
Local Business	5
TOTAL	100

Representation on the evaluation panel was aligned to the objectives and outcomes of the contract, with the following representatives as members on the panel:

Position	Responsibility
Acting Coordinator Recreation and Leisure	Scoring Member
Coordinator Leisure Contracts	Scoring Member
Coordinator Facilities Management	Scoring Member
Coordinator Equity and Diversity	Scoring Member
Leisure Consultant (External)	Scoring Member
Procurement and Contracts Business Partner	Procurement Advisor (non-scoring)
Anne Dalton and Associates	Probity Advisor (non-scoring)

The Evaluation Criteria and Weighting was developed in accordance with Council's requirements and approved by the Evaluation Panel. Each weighted criterion was associated with questions in the returnable schedules which were developed in consultation with the Evaluation Panel members prior to the Request for Tender (RFT) documents being published. The evaluation criteria were also specified in the RFT documentation. All submissions were assessed on the evaluation criteria, together with compliance criteria in relation to insurances, financial viability, OH&S policy and conflict of interest. Tenderers were asked to provide a price for a guaranteed net return for the contract period.

Four (4) tender submissions were received by the closing date and time. Details of the companies that submitted proposals are outlined in confidential **Appendix A**.

### **STAGE 1 Evaluation**

The evaluation panel met on 17 October 2022 to evaluate tender submissions, with the Procurement and Contracts Business Partner and Probity Advisor in attendance. Tenderers were further assessed based on any departures and non-conforming, or non-compliance, with OH&S and risk criteria.

Following the evaluation meeting, it was agreed to interview all tenderers as part of the tender evaluation process.

Interviews took place on 24 October 2022. Unfortunately, the Coordinator Equity and Diversity was unable to attend. Interviews were attended by all other evaluation panel members, the Procurement and Contracts Business Partner and Probity Advisor.

Detailed evaluation scores are shown in confidential **Appendix B**.

### **STAGE 2 Evaluation**

Further evaluation panel meetings were conducted on 17 and 24 October and 30 November 2022 with panel members, Procurement and Contracts Business Partner and Probity Advisor present.

An error was detected in the weightings (the weightings for Price/ROI and Experience and capability criteria were incorrect in the evaluation calculations), which had impacted the weighted scoring. The correcting resulted in a change to the ranking of tenderers.

The Probity Advisor was satisfied that this stage of the process was undertaken in accordance with the published documentation and the approved evaluation methodology.

Detailed evaluation scores are shown in confidential **Appendix C**.

### **STAGE 3 Evaluation**

A formal request was made to tenderers to extend the period of their tender offer, provide new financials to reflect an updated contract commencement date and opening of NARC, and revise pre-opening expenses to provide for the leasing gym equipment rather than outright purchase, with submissions received on 15 December 2022.

The evaluation panel, including Procurement and Contracts Business Partner and Probity Advisor, met again on 16 December 2022 to review the updated financial information. The financial information received resulted in reconsideration, rescoring and then ranking of tenderers.

The Probity Advisor was satisfied with the agreed direction of the evaluation panel following the new ranking results.

Detailed evaluation scores are shown in confidential **Appendix D**.

#### **STAGE 4 Evaluation**

On 13 January 2023, the evaluation panel, together with the Procurement and Contracts Business Partner and Probity Advisor, met to discuss clarifications sought from tenderers. As a result, evaluation panel members reviewed and adjusted their scoring.

Detailed evaluation scores are shown in confidential **Appendix E**.

#### **RECOMMENDATION**

The evaluation panel recommend the preferred tenderer, based on the following:

- A high level of comfort for a genuine partnership with Council to ensure a successful launch and operation of the new NARC. This is fully supported by reference checks and alignment of organisation values.
- The proposed financial return to Council has been assessed as achievable and is a very competitive offer.
- Social and Sustainable Procurement outcomes and benefits to the local Darebin community proposed within their submission.

As outlined in confidential **Appendix F**, the Probity Advisor observed that a diligent and thorough assessment process took place, adhering to probity principles, Council's procurement policy and Best Value principles. They consider the recommendation has appropriate justification and probity risks do not arise from the recommendation.

#### **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

##### **Financial Management**

Advertised tender documents specified a Guarantee Result contract. The cost/price evaluation criterion considered the total cost over the initial 3.25 years (approximate) of the contract, to have a fair comparison for all submissions.

Fees and charges for facilities, programs and services will be set annually in collaboration between Council and the operator. Each year, Officers will consider sector trends through benchmarking, Council's desired community and participation outcomes, and the programs, services and facilities provided at the Centre. This includes ensuring a focus on those experiencing financial disadvantage and hardship. These fees will then be submitted for Council approval as part of the annual budget process in the fees and charges schedule.

##### **Collaboration**

Section 109(2) of the *Local Government Act 2020* requires that any report to Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available.

In reference to this procurement, there is no opportunity to collaborate with other Councils or public bodies as the procurement is not appropriate in achieving a better value outcome or Council's objectives for this facility.

## Community Engagement

NARC has historically been managed by an external contractor. Contract documentation includes transition processes and pre-opening marketing strategies by the successful contractor. A successful re-launch of the newly redeveloped NARC is anticipated based on contract requirements and the contractors previous experience, welcoming former members and new visitors from the Darebin community.

## Other Principles for consideration

### Overarching Governance Principles and Supporting Principles

- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;

### 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;

### Strategic Planning Principles

- (a) an integrated approach to planning, monitoring and performance reporting is to be adopted;

### Service Performance Principles

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

The contract specification and reporting requirements seek to achieve a reduction in waste and monitoring of environmental initiatives to operate a sustainable facility and achieve the desired 6-Star Green Star rating.

In alignment with Council's vision for NARC, the preferred tenderer proposes initiatives and educational training programs for staff and the wider community to increase awareness of the benefits the sustainable facility provides longer term.

### Equity, Inclusion, Wellbeing and Human Rights Considerations:

An Equity Impact Assessment was completed early in the project, and advice taken onboard by the Design Consultant Team, and applied to the development of the Specifications. The inclusion on the evaluation panel of a representative from Equity and Diversity is intentional, seeking to highlight any inequity, particularly within the services and programs being offered.

The Specifications were clear in seeking a contract that can support under-represented groups to become involved in physical activity. Principles supporting equity, access and inclusion include:



- Developing specific strategies to increase the participation of under-represented groups and developing responses to support greater inclusion where audit data collected indicates low participation rates.
- Develop programs, services and initiatives to support and encourage gender equity and contribute to increasing physical activity by girls and women.
- A commitment to employing under-represented members of the local community, particularly Aboriginal and Torres Strait Islander Peoples.
- Provide safe environments for our diverse community to exercise and enjoy recreational activities.

Key performance indicators will be tracked and reported on a monthly basis, in writing and in regular contract meetings with Council Officers, so progress can be tracked, and outcomes maximised.

### **Economic Development and Cultural Considerations**

An economic impact assessment report prepared by Michael Connell and Associates in August 2020 modelled the economic benefit and jobs created as a result of the new NARC facility over the 10-year period from 2023.

The report concluded:

- Annual jobs created to operate facilities is 55 FTE (full time equivalent) jobs in year 1 and increasing annually to 55.9 FTE jobs by year 10.
- This will see new wages into the local economy totalling \$4.214M in year 1 and increasing to \$5.237M by year 10.
- The flow on effect of new wages is estimated at \$9.161M in year 1 through to \$11.385M by year 10.
- This economic activity is estimated to create an extra 65.6 retail jobs in year one through to 81.5 by year 10.
- The new economic impact effect of operations over 10 years is estimated at \$23.043M.

The tender included evaluation criteria based on the use of local businesses and local employment to encourage economic development and boost the local economy.

Key Performance Indicators will focus on employing local people, Aboriginal and/or Torres Strait Islander peoples, people from a CALD background, young people, those experiencing disadvantage and people with a disability while keeping a gender inclusive lens.

### **Operational Impacts**

There is a current operating budget for NARC. It is anticipated the operating budget will continue with financial adjustments in accordance with the management contract which includes the proposed successful tender submission.

Facilities Management have been engaged in the project to date and are aware of the continued operational impact the centre will have on their services.

### **Legal and Risk Implications**

All contract documentation and tender responses will form a binding agreement between Council and the successful tenderer. Legal advice has been provided, including a review of all contract documentation.

Further delays in the construction of NARC, resulting in a delay to the re-opening of the facility may have financial ramifications and impact the Guaranteed Net Result; figures have been calculated on operations commencing 1 September 2023. This will be monitored and variations to financial figures based on construction delays negotiated with contractor.

### Probity

An external Probity Adviser was engaged throughout the procurement process and tender evaluation. A Probity Report is attached as confidential **Appendix F**.

The report notes the overall focus of the probity tasks undertaken was to ensure the process was undertaken in an accountable and transparent manner, and the following objectives were present:

- Fairness and impartiality
- Use of competitive process/value for money
- Consistency and objectivity
- Security and confidentiality of information, and
- Identification and resolution of conflicts of interest.

### Financial Assessment

Two external financial and performance assessments were completed through Equifax and Illion, in accordance with Council's procurement practices and advice from Finance. This was complemented by an internal financial assessment by Council's Finance Team.

No concerns were raised by either the internal or external financial assessments of the preferred tenderer.

### Reference Checks

Reference checks have been completed on the preferred tenderer, in accordance with Council's procurement practices, with no issues raised.

### Contract Departures

Departures from the Specification and Agreement were assessed for potential impact and risk to Council. Departures considered to be of no or low risk to Council were accepted. Those presenting any greater risk to Council were negotiated with the preferred tenderer.

## **IMPLEMENTATION ACTIONS**

February-March 2023

- Preferred tenderer will be notified of the acceptance of their tender bid
- Unsuccessful tenders will be notified
- Contract documentation signed

20 March 2023

- Contract to formally commence
- Pre-opening, procurement and transition initiated by the successful contractor

Monthly Key Performance Indicator reports received throughout the life of the contract. Performance outcomes will be reported annually to Council.

## RELATED DOCUMENTS

None

### Attachments

- Awarding of CT202249 (**Appendix A**) Confidential - enclosed under separate cover
- CT202249 Evaluation Matrix - October 25 2022 (**Appendix B**) Confidential - enclosed under separate cover
- CT202249 Evaluation Matrix - 30 November 2022 (**Appendix C**) Confidential - enclosed under separate cover
- CT202249 Evaluation Matrix - 16 December 2022 (**Appendix D**) Confidential - enclosed under separate cover
- CT202249 Evaluation Matrix - 13 January 2023 (**Appendix E**) Confidential - enclosed under separate cover
- Probity Report CT202249 (**Appendix F**) Confidential - enclosed under separate cover

## DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## 10. ITEMS TO BE TABLED

### 10.1                      TABLING OF A RECENT ARBITER'S DECISION AND STATEMENT OF REASONS

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That in accordance with section 147(4) of the *Local Government Act 2020*, the Arbitrator's decision and statement of reasons on the matter of an application by Councillor Newton concerning Councillor Laurence (**Appendix A**) is tabled and to be recorded in the minutes of the meeting

#### **Attachments**

- Final Determination IAP 2022-22 (**Appendix A**)

**INTERNAL ARBITRATION PROCESS – DAREBIN CITY COUNCIL**

In the matter of an application by Councillor Susanne Newton concerning  
Councillor Tim Laurence

**HEARING PURSUANT TO DIVISION 5 OF PART 6 OF THE  
LOCAL GOVERNMENT ACT 2020**

Application number: IAP 2022-22  
Applicant: Councillor Susanne Newton  
Respondent: Councillor Tim Laurence  
Date of Hearing: 7 November 2022  
Arbiter: Noel Harvey OAM

**DETERMINATION**

- 1) The Arbiter has determined that the respondent, Cr. Tim Laurence, has breached the prescribed standards of conduct set out in Schedule 1 to the Local Government (Governance and Integrity) Regulations 2020 (the Standards of Conduct) in relation to allegations 5 and 10 and has made a finding of misconduct in respect of these breaches.
  
- 2) The Arbiter has determined that there has been no breach of the Standards of Conduct by the Respondent (Cr Laurence) in relation to allegations 4, 6, and 9.  
As there has been no breach of the prescribed Standards of Conduct, the application in relation to these allegations is dismissed.

## STATEMENT OF REASONS FOR THE DECISION

### The Application

1. On 6 July 2022, the applicant applied under section 143 of the *Local Government Act 2020* (the Act) for the Arbiter to make a finding of misconduct against the respondent.
2. The Principal Councillor Conduct Registrar examined the application and considered there was sufficient evidence to support an allegation of a breach of the Council's Councillor Code of Conduct and appointed the Arbiter under section 144 and 149 of the Act.

### The jurisdiction of the Arbiter in relation to this Application.

3. Section 143 of the Act provides that an Arbiter may hear an Application that alleges misconduct by a Councillor.
4. Pursuant to section 147 of the Act an Arbiter may determine whether or not a Councillor has engaged in misconduct.
5. At the time of the alleged breaches "Misconduct" was defined in section 3 of the Act as "...any breach by a Councillor of the prescribed standards of conduct included in the Councillor Code of Conduct."
6. The prescribed standards of conduct are set out in Schedule 1 of the Local Government (Governance and Integrity) Regulations 2020. (See Attachment 1).
7. These standards are included in the Darebin City Council Councillor Code of Conduct. The Code was adopted and signed by all councillors.

### The Hearings.

8. The parties were advised that an online directions hearing would be held 20 October 2022.
9. Following the directions hearing, notice to provide any additional documents and intended witnesses was given and a hearing date was set down for 7 December 2022.
10. No additional documents were submitted, and no witnesses were provided.
11. After hearing submissions from both parties, the Arbiter requested several council documents referred to by the parties from the Council Conduct Officer, the Arbiter then reserved his decision.

### Evidence provided.

12. Application IAP 2022-22 contains ten (10) separate allegations of misconduct.
13. Evidence provided in the application included copies of emails, screenshots of social media posts, links to various other media materials etc. submitted by the applicant. No additional evidenced was provided by either party.

14. At the hearing dated 7 December 2022, the Applicant explained that she had spoken with the respondent recently and given the recent changes that had occurred in council and recent discussions with the newly elected mayor all parties within council are keen to see a “reset” of relationships, consequently allegations one, two, three, seven and eight were withdrawn by the applicant.
15. The applicant and the respondent made verbal submissions regarding allegations four, five, six, nine and ten which remained to be heard.
16. During the hearing several council reports and documents were referred to. The Arbiter requested copies of these documents.

#### **Findings of the Arbiter and Reasons**

17. **Allegation 4.** The applicant alleged that Cr. Laurence had breached the prescribed standards of conduct included in the Council’s Councillor Code of Conduct (the Standards of Conduct) by posting comments on his Facebook page describing the process of planning for the Reservoir aquatic centre renewal as having grossly manipulated data and reflected institutional racism.
18. The applicant alleged that the publication on social media by Cr. Laurence breached the Standards of Conduct and brought discredit upon the council and reflected unfairly on council staff.
19. In her submission the applicant acknowledged that several reports had been prepared for council in relation to the aquatic centre renewal project and the proposed redevelopment was a contentious issue, particularly in relation to the size of the pool. Council relied on these reports in forming its position in relation to the pools.
20. No additional supporting material was presented to the hearing by the applicant.
21. The respondent argued that his Facebook comments claiming the data used in the council reports was misleading and contained irrelevant statistics to strengthen the argument were justified. He proceeded to use city maps and population data and location of council facilities to support his claim.
22. The respondent believed that drowning figures used in the studies were misleading and of little relevance to the matter being considered by council at the time.
23. Acknowledging that councillors rely heavily on reports provided by consultants and council specialist staff it is reasonable for councillors to disagree and passionately argue their case inside and outside the council chamber.
24. I consider the comments by the respondent to be part of robust public debate and do not reflect badly on any parties involved. No breach of the Standards of Conduct has occurred in the matter.

25. **Allegation 5.** The applicant provided four (4) links to various posts on Cr. Laurence's Facebook page in which Cr. Laurence shares an edited video from an unknown source with slides including the words "DISCRIMINATION" and "PLEASE EXPLAIN CR NEWTON". The applicant claims the video was edited to portray her in a poor light.
26. In the post Cr. Laurence also shares a petition in opposition to discrimination within the council, which he had signed.
27. It appears that the offending posts have since been removed.
28. The applicant alleges the sharing of the edited video and petition brings discredit on the council and fails to treat her with respect.
29. The video posted by the respondent appears to be an edited component of a Darebin City Council meeting.
30. It was not made known to the arbiter who edited the video but on viewing the edited video and the official video, the post was clearly intended to portray the applicant in a negative manner to the public and misrepresented the position of the applicant.
31. The respondent reluctantly agreed that this was the case but argued that unintended racism in the community was such an important issue the posting of the edited video was justified.
32. Councillor Newton argued there were other avenues for Cr. Laurence to raise these issues without making personal, disrespectful, and damaging attacks on social media.
33. I acknowledge the respondent's passionate beliefs regarding unintended racism and sexism in local government, but the public comments on this occasion and the edited video were clearly disrespectful and had the potential to damage the applicant's reputation. The respondent was therefore in breach of the Standards of Conduct.
34. I note the offending posts appear to have been removed.
35. **Allegation 6.** The applicant alleged Cr Laurence had breached the Standards of Conduct and brought discredit on the council by circulating an email addressed to all councillors, the Acting CEO and Mr. John Watson, the Municipal Monitor.
36. A copy of the email was included in the application.
37. The email claims the mayor and other councillors failed to declare their indirect interest in a matter before the council and "has potentially breached the Local Government Act, and sabotaged last night's decision."
38. The applicant alleges the undisclosed conflict of interest claim and use of the word sabotage brings discredit on the council and the respondent had other channels to use if he believed a breach of conflict-of-interest requirements had occurred.
39. Again, no additional information was provided to support this claim, and given that the comments were made on an internal email it is difficult to see how this matter has brought disrespect on the council.



40. The respondent acknowledged the use of the word sabotage was probably unwise. I share this view. However, I am not satisfied the comments by the respondent brought discredit on the council or any parties involved.
41. **Allegation 9.** The applicant alleges that Cr. Laurence made comments in a local newspaper article that were false, hurtful, and damaging to her personal and professional reputation. A copy of the article was included in the application.
42. In making several comments relating to race and discrimination around the provision of aquatic facilities, the applicant believes the comments made by Cr. Laurence breached the Standards of Conduct by asserting improper motives or personal reflections on councillors, council staff or members of the public.
43. This allegation is similar to allegation 4, with comments being made in the local printed news rather than social media.
44. No additional materials were presented, and Cr Laurence made a similar defence of his position, there was considerable overlap between these claims.
45. Again, I consider the comments by the respondent in the printed media on this occasion, to be part of robust public debate and do not reflect badly on any parties involved. No breach of the Standards of Conduct has occurred in this matter.
46. In generally responding to allegations four, five, six and nine the respondent provided a significant amount of population analysis, data, and mapping to support his claims/statements. The respondent also referred to the experience and situation of nearby, similar municipalities.
47. Cr. Laurence is clearly passionate in support of his multi-cultural community and believes there is an element of underlying, unintended racism and sexism within the council which is also reflected in the reports and data provided to the council.
48. I am not able to form a view either way on this claim, and I am not required to do so. However, I have examined the many documents and reports referred to by both parties and did not observe any evidence of this claim.
49. On several occasions Cr. Laurence acknowledged that if he had his time again, he would probably express himself differently.
50. Some of his concerns are now being addresses by the newly appointed CEO.
51. **Allegation 10.** Relates to an email sent by Cr. Laurence to the CEO on her final day at the City of Darebin. A PDF copy of the email was provided in the application, not the original. It is alleged by the applicant that the email failed to treat the CEO with dignity, fairness, objectivity, and respect and was therefore in breach of the Standards of Conduct.
52. The email was copied to all councillors and the executive management team that reported to the CEO.

53. The email refers to institutional racism on the part of the CEO, censorship, and outdated colonial tactics. The email was widely circulated on the CEO's final day at the City of Darebin including to all members of her executive team.
54. A PDF copy of the email response from the CEO was submitted, and it is evident the CEO was clearly offended by the comments of Cr. Laurence stating they were "highly insulting, inaccurate and personally harmful". The CEO pointed out that his comments were "inappropriate and in direct contravention of the Darebin Councillor Code of Conduct." signed by Cr. Laurence.
55. The respondent acknowledged his error in sending the email and agreed it would have been more appropriate to take his issues up directly with the CEO.
56. In this matter I find the respondent failed to treat the CEO with dignity, fairness, objectivity, and respect and was therefore in breach of the Standards of Conduct.
57. The hearing ended on a conciliatory note, both sides being committed to do things better in the future.

**Sanctions.**

58. In considering an appropriate penalty I have considered the clearly stated desire by both parties to make a new start and reset the relationships within council and the regret expressed by the respondent regarding the strength of language he has used at various times.
59. In encouraging that desire, I do not believe it would be helpful to impose a penalty in this case but would urge the respondent to make a formal apology to Cr. Newton and the former CEO.

**Attachment 1****Schedule 1—Standards of conduct**

Regulation 12

**1. Treatment of others**

A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor—

- (a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the **Equal Opportunity Act 2010**; and
- (b) supports the Council in fulfilling its obligation to achieve and promote gender equality; and
- (c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and
- (d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities.

**2. Performing the role of Councillor**

A Councillor must, in performing the role of a Councillor, do everything reasonably necessary to ensure that the Councillor performs the role of a Councillor effectively and responsibly, including by ensuring that the Councillor—

- (a) undertakes any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor; and
- (b) diligently uses Council processes to become informed about matters which are subject to Council decisions; and
- (c) is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
- (d) represents the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.

**3. Compliance with good governance measures**

A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with the following—

- (a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors.
- (b) the Council expenses policy adopted and maintained by the Council under section 41 of the Act;
- (c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act;
- (d) any directions of the Minister issued under section 175 of the Act.

**4. Councillor must not discredit or mislead Council or public**

(1) In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon the Council.

(2) In performing the role of a Councillor, a Councillor must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.

**5. Standards do not limit robust political debate**

Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.

## 11. NOTICES OF MOTION

### 11.1 INFANT ALL ACCESS SWING

**Councillor:** Emily DIMITRIADIS

**NoM No.:** 01/2023

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Take notice that at the Council Meeting to be held on 27 February 2023, it is my intention to move:

***That Council:***

- (1) Notes that currently at Susan Walsh Reserve in Fairfield a Toddler Swing (PN499) is in place which can be used by infants up until the age of 2.*
- (2) Notes that residents have been calling upon council and various councillors to install an Infant All Access Swing (PN55) at Susan Walsh Reserve for a number of years.*
- (3) Notes that the Infant All Access Swing (PN55) can be used by infants and children up until the age of 5.*
- (4) Receives a report at the April 2023 council meeting on the feasibility and cost associated with installing an Infant All Access Swing (PN55) or the replacement of the Toddler Swing (PN499) with the Infant All Access Swing (PN55).*

**Rationale:**

This has been a long-standing issue that local residents have requested for a number of years. As a matter of urgency, we need to ensure that Susan Walsh Reserve is more inclusive and suitable for all children, especially those who utilise a wheelchair and live in the surrounding neighbourhood because they cannot walk to other parks that contain an Infant All Access Swing (PN55).

Furthermore, the replacement of the current swing at the park is substantially lower than \$5000 and therefore this decision can be made urgently by delegation to the CEO.

**Notice Received:** 13 February 2023

**Notice Given to Councillors** 13 February 2023

**Date of Meeting:** 27 February 2023

**Attachments**

Nil

**11.2 NORTHCOTE GOLF COURSE****Councillor: Emily DIMITRIADIS****NoM No.: 02/2023**

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Take notice that at the Council Meeting to be held on 27 February 2023, it is my intention to move:

***That Council:***

- (1) Notes the dissatisfaction within the local community at the current state of the Northcote Golf Course, particularly the redesign of the 5th hole.*
- (2) Notes the State Government grant of \$200,000 offered to council.*
- (3) Calls for a report at the March 2023 Ordinary Council Meeting outlining:*
  - a. Options to engage a golf course architect to develop a redesigned golf course layout concept plan, to ensure the redesign benefits from professional expertise and Northcote Golf Course is a high functioning 9-hole golf course with shared use facilities;*
  - b. How the \$200,000 grant will be spent;*
  - c. Timelines for the future redevelopment of the golf course and shared use facilities.*
- (4) Notes that this redesign project will put council in a stronger position to seek State Government investments, as it will deliver a concept plan that could be further designed and documented for a shovel ready project.*

**Rationale:**

Many community members have expressed their dissatisfaction with the current state of the Northcote Golf Course. The State Government has offered to provide council \$200,000 to engage a golf architect to develop a masterplan for the redesign of the Northcote Golf Course.

Council should accept the State Government's offer and immediately undertake the process to engage a golf architect in order to ensure a high functioning 9 hole golf course with shared use facilities is designed by a professional golf architect that meets the needs of the community.

Once council receives this professional report and masterplan from the golf architect, council will be able to implement its desired outcome of providing a high functioning 9 hole golf course with shared use facilities, and in addition it will enable council to seek State Government investment, as the redesign project will deliver a masterplan for a shovel ready project.

**Notice Received: 13 February 2023**

**Notice Given to Councillors 13 February 2023**

**Date of Meeting: 27 February 2023**

**Attachments**

Nil

**11.3 PRESTON MARKET****Councillor: Gaetano GRECO****NoM No.: 03/23**

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Take notice that at the Council Meeting to be held on 27 February 2023, it is my intention to move:

***That Council***

- (1) Notes the Preston Market Standing Advisory Committee (SAC) Panel Hearing was held over five weeks from October 3rd to November 10th 2022 and submitted its report and recommendations to the Victorian Planning Authority (VPA) on 16th December 2022.*
- (2) Notes, that although it was anticipated the report be publicly released by the VPA ten days following its receipt as per the Minister's Terms of Reference, the VPA have now advised that the timing of its release is at the Planning Minister's discretion.*
- (3) Writes to the Planning Minister requesting the immediate release of the SAC's report and recommendations.*
- (4) Request the Minister for Planning, (as the ultimate decision maker) to first meet and consult with Council, Traders and the community before the Minister hands down their final decision on Planning Scheme Amendment C182.*
- (5) Issues a media release to all major news outlets and updates the Council website on the Preston Market Precinct referencing this motion.*

**Rationale**

The future of Preston Market continues to remain under a cloud of uncertainty. Council, traders and members of the community feel let down by the process as the Minister for Planning has failed to follow through, in a timely manner, to release the SAC's report and recommendations in accordance with their own Terms of Reference. All the SAC submitters were required to follow strict protocols and timeframes and it is disappointing the Minister has not publicly released the SAC's findings. The Minister has also provided no timelines on when the SAC's report will be made public and provided no indication on when they propose to make a decision about the future of Preston Market.

**Notice Received: 13 February 2023****Notice Given to Councillors 13 February 2023****Date of Meeting: 27 February 2023****Attachments**

Nil



**11.4 ELECTRIC BIKE SUBSIDY****Councillor: Susanne NEWTON****NoM No.: 04/23**

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Take notice that at the Council Meeting to be held on 27 February 2023, it is my intention to move:

***That Council***

- (1) Notes the success of the electric bicycle subsidy program in Denver, Colorado.*
- (2) Refers for consideration to the budget process for 2023/2024 a trial of a similar program for Darebin residents, including consideration of electric bicycle subsidies, particularly for people on low incomes, and options for electric bicycle hire/trials through libraries.*
- (3) Refers this motion for consideration to the Climate Emergency Plan as a mechanism to help Darebin achieve net zero emissions by 2030, taking into consideration other options such as replacing some fleet vehicles with electric bicycles, and electric bicycle share schemes for the community.*

**Rationale:**

With transport making up 15% of all Darebin community greenhouse gas emissions, increasing active transport is a crucial part of reaching net zero emissions.

The City of Denver has rolled out a very successful program of subsidising the purchase of electric vehicles through a rebate scheme and have provided almost 5,000 rebates over the course of the program.

As the first city in the world to declare a climate emergency, Darebin is committed to reducing emissions and addressing the climate emergency. A program that increases active transport, particularly for low income residents, could play a significant role in addressing the climate emergency.

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Climate-Action-Sustainability-Resiliency/Sustainable-Transportation/Electric-Bikes-E-Bikes-Rebates>

<https://www.fastcompany.com/90797714/denver-spent-4-1-million-to-get-more-people-on-e-bikes-it-worked>

**Notice Received: 13 February 2023****Notice Given to Councillors 13 February 2023****Date of Meeting: 27 February 2023****Attachments**

Nil


**12. URGENT BUSINESS**

**13. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL**


**14. CLOSE OF MEETING**

**CITY OF  
DAREBIN**

274 Gower Street, Preston  
PO Box 91, Preston, Vic 3072  
T 8470 8888 F 8470 8877  
E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)  
[darebin.vic.gov.au](http://darebin.vic.gov.au)

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