



Ordinary Meeting of Council

Olympia, Ibbott & Hawdon Rooms; Level 4, 1 Flintoff Street, Greensborough

6 July 2020

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1

A message from the Mayor



I am pleased to present the Social Enterprise Strategy, which outlines our vision and plan to drive employment participation and inclusive economic growth through social enterprise.

Banyule Council is committed to building a prosperous local economy that responds positively to local challenges and opportunities, where individuals and businesses are supported to reach their economic potential. Yet, some of the municipality's most pressing social challenges – including unemployment and disadvantage in the postcode 3081 area – cannot be solved by Council alone.

Social enterprises are an emerging innovation on traditional business models that reimagine what it means to operate in the economy. They are businesses led by an admirable mission to benefit the community, deriving a substantial portion of their income from trade and reinvesting most of their profits to fulfil their mission.

Despite strong social and economic value, social enterprises face barriers to growth and challenges to becoming sustainable and maximising their community impact. Overcoming these barriers is complex and requires a focus on the entire social enterprise ecosystem, which includes local government.

This Social Enterprise Strategy represents a new approach and is the result of extensive consultation with community and research. It is the start of a stronger partnership between Banyule Council, the social enterprise sector and broader business sector, and focuses on the unique role of Council as a facilitator of an inclusive economy where social enterprises start up, grow and thrive.

In this respect, the Strategy gives Banyule Council the opportunity and responsibility of developing the social enterprise sector which will strengthen Banyule's ability to innovatively meet local challenges and market needs, and create jobs and workforce participation outcomes for our most vulnerable community members.

This is a leading strategy for local government, building on the strong foundation provided by the Victorian Government's Social Enterprise Strategy. By successfully implementing this Strategy, we hope to demonstrate to other councils the driving role local government can play in supporting the growth and sustainability of social enterprise, and the improvements in community and economic prosperity that result from this.

Thank you to the community members, social enterprises, local organisations, subject matter experts, councillors and Council staff who contributed to the development of this Strategy. We look forward to your continued collaboration to make social enterprises a more common feature of the business landscape.

Alison Champion
Mayor

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Strategy at a glance



Vision: Banyule’s inclusive growth is supported by thriving and sustainable social enterprises.

FOCUS AREAS

1

Advance place-based social enterprise innovation

- Support a culture of social enterprise innovation to thrive in Banyule.
- Lead the local government sector on using social enterprise as a strategy to boost social innovation.

PRIORITY ACTIONS

- Social enterprises in Banyule are better connected to the social enterprise ecosystem, increasing their profile and contributing to their growth and sustainability.

KEY OUTCOMES

- Local government staff are supported to play an enabling role in the development of the social enterprise sector as a way of achieving positive social impact for their communities.
- Local governments and private enterprises are collaboratively engaging and investing in social enterprise innovation to create economic and shared value for the Banyule community.

2

Build business capability and capacity

- Support emerging social enterprises to develop a feasible business model.
- Enable strategic social enterprise partnerships and innovation.

- Emerging and existing social enterprises have increased skills and capabilities to grow and become sustainable, maximising their social impact.

- Social enterprises have increased access to tailored intermediary services, which understand the unique challenges of the sector.

- Local government is playing a supportive role in developing the sector to stimulate inclusive economic growth.

- More talented entrepreneurs establish social enterprises with innovative approaches to pressing social, environmental and economic problems.

3

Improve market access

- Embed a whole-of-council procurement framework that leverages Council purchasing to support social and economic outcomes.

- Connect social enterprises with buyers and supply chain opportunities.

- Active and potential Banyule City Council suppliers, and Banyule City Council staff have a greater awareness of social enterprise suppliers and increased knowledge to support sustainable procurement.

- Social enterprise suppliers have increased opportunity to respond to direct and indirect procurement opportunities.

- Social enterprises are successfully competing in Council procurement opportunities.

4

Increase community awareness and engagement

- Support the local community to learn about and actively engage with social enterprise.

- Social enterprises have greater opportunity to promote their work and impact to the community.

- The community has a greater awareness of the social enterprise sector, and the social and economic benefits of social enterprise.

- The community has increased commercial engagement with local social enterprises.

IMPACT

Overall sustainability of social enterprises delivering social impact in Banyule increases over time.

Increased number of local job opportunities for vulnerable community members within Banyule.

Increased number of local pathways to labour force participation for vulnerable community members in Banyule.

Increased number of social enterprises operating in or servicing Banyule.

Overall sustainability of social enterprises delivering social impact in Banyule increases over time.

Introduction

Our Social Enterprise Strategy aims to drive employment participation and inclusive economic growth in Banyule by supporting the growth and sustainability of the social enterprise sector.

The Strategy is the first-of-its-kind in local government, activating and enhancing the Victorian Government’s Social Enterprise Strategy at the local level.

Social enterprise in Banyule presents an opportunity to innovatively respond to local challenges and market needs, and lead the creation of new jobs and workforce participation opportunities that support local people facing barriers to employment to get and sustain meaningful work.

Informed by community consultation and research, this Strategy sets out how Council will build on existing momentum and provide strategic leadership and proactive support to develop the social enterprise sector through four focus areas:

1. Advance place-based social enterprise innovation.
2. Build business capacity and capability.
3. Improve market access.
4. Increase community awareness and engagement.

What are social enterprises?

We define social enterprises as businesses that:

- are led by an economic, social, cultural, or environmental mission consistent with a public or community benefit.
- derive a substantial portion of their income from trade.
- reinvest the majority of their profit/surplus in the fulfilment of their mission.

Social enterprises are businesses that exist to benefit the public and community rather than shareholders and owners. They are established to innovatively help address complex social problems, serve various beneficiary groups, and often respond to the needs of their local community. Social enterprises aim to become financially self-sustainable and fulfil their purpose through trade, distinguishing them from charities. They sell and trade across almost every industry sector including retail, food and beverage, education, manufacturing and media.

The social enterprise sector is growing rapidly and making a positive contribution to the strength of our economy and communities. There are over 3,500 social enterprises in Victoria, and approximately 20,000 nationally. In Victoria, social enterprises contribute \$5.2 billion to the state economy and employ an estimated 60,000 people. More than 50 per cent of Victorian social enterprises were established in the last 10 years, and over a quarter of social enterprises identify their primary purpose as providing employment opportunities for disadvantaged groups.



Figure 1. Social enterprises are distinct from charities and corporations.

Background

In developing a plan for the future it is important to recognise the significant work and key achievements that occurred in the past that have helped shape the focus and intent of social enterprise development at Banyule to date.

Whilst overall Banyule's local economic prospects are good, and the overall published unemployment rate is not significant compared with other municipalities, there are pockets of high disadvantage which sit well below the State average that are almost entirely disguised by the areas of affluence.

In response to this problem of localised unemployment for vulnerable diversity groups, Council established a jobs taskforce that led to the formation of a Social Enterprise & Local Jobs business unit in October 2018. The aspiration was to develop and deliver innovative approaches that create 100 local jobs opportunities for vulnerable diversity groups in Banyule over a three-year period.

By working with the social enterprise sector to respond to local needs, to date, 50 job and pathways to economic participation outcomes have been achieved.

Key highlights include:

- Development of a Tailored Social Enterprise Partnerships Program recognised by the local government sector for its excellence in facilitating strong community partnerships and economic outcomes.
- Integrated and coordinated approaches to enhance planned capital works and create local job and training opportunities for local people facing barriers to employment.
- Partnership with the Community Grocer to help establish a pop-up fresh food market; also creating 5 economic participation outcomes in the first year of operating in Banyule.
- Partnership with Nomads Pizza & Café at the Bell Street Mall to help them transition to a social enterprise model that provides employment and training opportunities for local youth. The partnership has enabled 7 new jobs in the first year of operating as a social enterprise.



5

Supporting the vision, values, and key directions of Banyule City Council

By driving inclusive economic growth through social enterprise, the Social Enterprise Strategy supports the Banyule City Council Plan 2017-2021 and speaks directly to the vision and values of the organisation.

The Social Enterprise Strategy meets key directions under the strategic objective 'People: Strong, Healthy and Inclusive Communities', and has links with several key initiatives across the Council Plan.

The Council Plan is supported by key policies, strategies and plans, including the Social Enterprise Strategy as outlined in Figure 2 below.

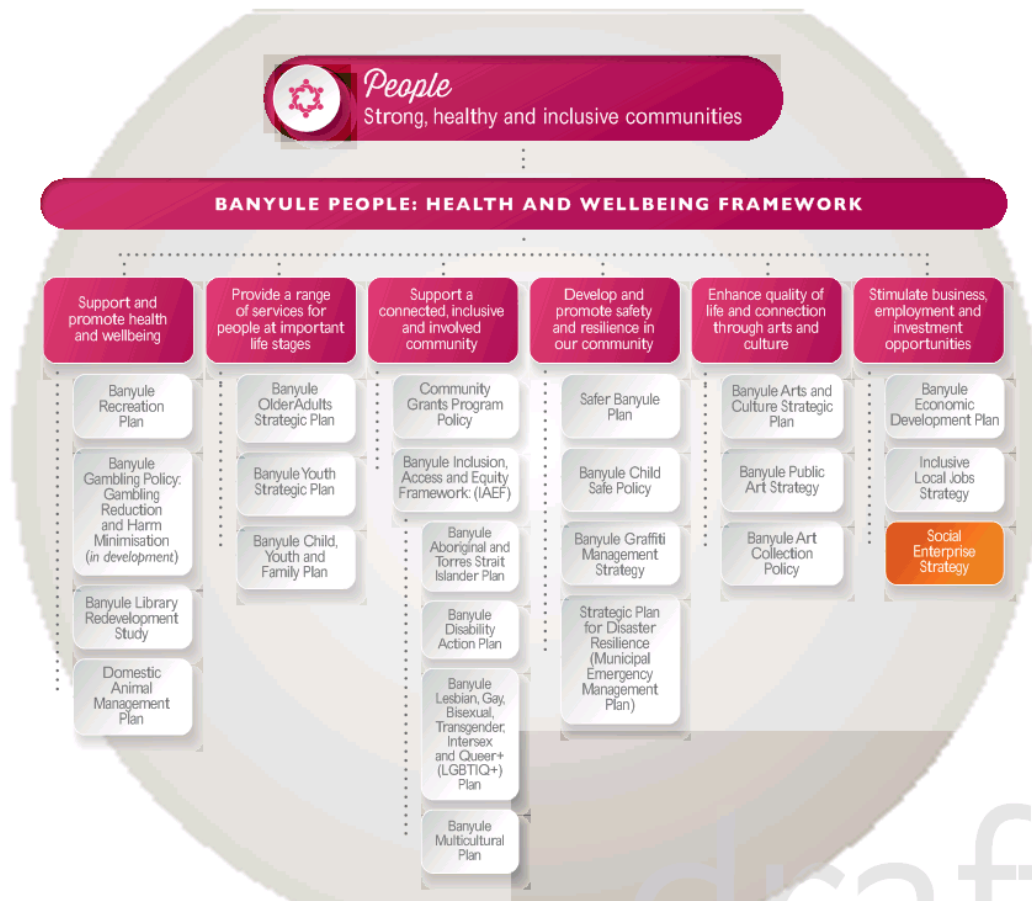


Figure 2. The Social Enterprise Strategy directly supports the 'People' Strategic Objective in the Council Plan.

Strategic framework

Our vision is that: Banyule’s inclusive growth is supported by thriving and sustainable social enterprises

The Social Enterprise Strategy is a new approach to growing the social enterprise sector in Banyule.

The strategic framework for the Strategy has a place-based focus and takes a partnership approach with the sector to help develop a thriving social enterprise ecosystem in Banyule with supportive networks and intermediaries.

The Strategy is the result of extensive research and consultation with the community, and is informed by policy, research and best practice.

The four focus areas of the Strategy, and their associated priority actions, are interconnected to provide cohesive support for the sector and deliver on our vision.





FOCUS AREA 1 Advance place-based social enterprise innovation

Creating a more coordinated and networked environment for social enterprises within the social enterprise ecosystem and across the broader business environment will support a culture of increased social innovation and impact within Banyule.

A better-connected social enterprise ecosystem will help build a stronger identity for the social enterprise sector, offering more opportunities for collaboration and social innovation activity that is strategic in its response to local needs.

Social enterprises often have a local focus: over 70% of Victorian social enterprises trade in a local market and focus on addressing a localised social issue. Therefore, leading a collaborative approach to boosting place-based social enterprise innovation will support communities to grow one of the largest underutilised markets for social change and inclusive economic growth at a local level.



Targets

By 2025:

- Increase the number of local governments and private enterprises engaged in social enterprise innovation.
- Realise 50 inclusive employment and training outcomes through social enterprise innovation.

Chancez Café: Serving up opportunities



A new social enterprise café at Heidelberg's Possum Hollow Playground is making a positive impact thanks to a partnership between Banyule City Council and Araluen.

Council saw an opportunity to convert the former netball changerooms into a canteen and Araluen jumped at the chance to expand its hospitality program into Banyule.

Since opening in April 2019, Chancez Café has been serving up great coffee and food to playground visitors and passers-by.

More importantly, the new café has enabled people with intellectual disabilities to gain valuable hands-on skills and workplace experience.

Participants learn food handling, barista and customer service skills at the café. The opportunity allows them to make friendships, develop confidence and become more job ready, with the aim to be able to work more independently in the future. One of the participants, Molly, is relishing the picturesque location and new clientele.

"I love Possum Hollow Playground because people here are having fun and there are lots of trees and birds," says Molly, a Banyule resident. "Chancez Cafés are friendly places where we can talk to customers and serve great coffee".

Molly, like many other participants, finds the Chancez Cafés program caters to life-changing outcomes.

FOCUS AREA 1: Advance place-based social enterprise innovation

Priority Action 1

Support a culture of social enterprise innovation activity to thrive in Banyule

The social enterprise ecosystem has many participants – social entrepreneurs, social enterprises, intermediaries, academic institutions, businesses, government and philanthropists. Each contribute to the development of the social enterprise sector and can influence social innovation activity that is more effective, efficient and sustainable.

Community consultation that informed the development of this Strategy highlighted a lack of sector identity, and community need for peer-to-peer learning and improved sector and ecosystem interconnection and collaboration locally.

Insufficient opportunities for peer-to-peer learning and development limits the ability of social enterprises to grow their business and maximise their impact. Banyule Council will work with these ecosystem participants to explore the development of a local social enterprise network and social innovation hub in the West Precinct that enable social innovation activity.

Social enterprise networks in Australia and internationally have been formed to facilitate peer support, bring a collective voice and action to local issues and share resources. This provides the foundation for Council to support the establishment of a community-led Banyule Social Enterprise Network that complements the Social Enterprise Network of Victoria (SENVIC) and is built on evidence and best practice.

Priority Action 2

Lead the local government sector on using social enterprise as a strategy to boost social innovation.

Local government is viewed as having an important role to play in market development for social enterprise. Should the value of social enterprises' capabilities and connection to community be better understood by local government, and the capacity to jointly deliver solutions to local problems was subsequently embraced, place-based social innovation of shared value could be better realised.

Council is committed to opening up opportunities for the social enterprise sector to present innovative proposals on planned capital works and other Council-identified projects of shared value.

When leveraged as an approach to stimulate economic and community development, placemaking is a catalyst for community revitalisation and place activation. Parks, community centres and vacant shopfronts are real opportunities for placemaking in Banyule that can create local jobs and training opportunities for local people facing barriers to employment.

Through this Strategy, Council will improve its knowledge and contribute to information and support available across local government to better target resources and policy. Council will continue to deliver advocacy activities to champion the work and impact of social enterprises. This aims to increase understanding of the role that social enterprises can play in supporting local governments' core service delivery and community development, help build a 'sector identity', increase connection between social enterprise and local government, increase support and funding, and inspire greater collaboration.

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FOCUS AREA 2 Build business capacity and capability

Building the capability and capacity of emerging and existing social enterprises to become self-sufficient, and investment and tender-ready will support them to compete and operate in the market. It will also contribute to developing a growing and sustainable sector, and new job creation for vulnerable community members experiencing barriers to employment.

Social enterprises in Victoria are predominantly small to medium enterprises (SMEs), and face similar issues to other SMEs and start-ups, including building business acumen, accessing funding, business planning, budgeting, tendering, and researching markets.

Many social enterprises also require specialist support with measuring and communicating their social impact. Social impact measurement is critical for social enterprises to understand if they are achieving their mission, to demonstrate value for money and to help them continue to develop and innovate. It also helps increase consumer awareness of, and engagement with, social enterprises; this can help them maintain and grow their customer base and partnerships.

To realise the potential of Australia's growing social enterprise sector, support beyond financial grants is essential; a blended mix of capital and capacity building support is required.

Council is committed to helping existing and emerging social enterprises build their capacity and capability and will collaborate with specialist organisations to deliver programs and supports that meet the unique needs of the social enterprise sector – supporting more businesses progressing from ideation, incubation and start-up, through to procurement-ready and investment-ready stages.



By 2025:

- Increase the number of social enterprises servicing or operating in Banyule.
- Realise 200 inclusive employment and training outcomes through social enterprise development.

Cleaning services with a cause



This is not your everyday cleaning service. Asylum Seeker Resource Centre (ASRC) cleaning service cleaners are people who have come from around the world seeking asylum and a brighter future.

ASRC Cleaning is a social enterprise that creates employment pathways for people seeking asylum through its domestic cleaning services. These opportunities help people seeking asylum build the skills and experience they need to improve their employability in the Australian workforce while helping them become financially independent as they rebuild their lives with dignity.

In 2019, Council entered a 12-month partnership with ASRC to help it establish a pilot program from its new base at Shop 48 in the Bell St Mall, Heidelberg West. Within two years, the social enterprise aims to provide up to eight jobs and more than 6,600 hours of employment for people seeking asylum, refugees and recently arrived humanitarian entrants residing within Banyule.

Bringing this social enterprise into Banyule gives people a springboard to get their lives back on track and instil them with a real sense of purpose.

FOCUS AREA 2: Build business capacity and capability

Priority Action 1

Support emerging social enterprises to develop a feasible business model.

Start-up support is critical for individuals and organisations that want to establish a social enterprise, and do not have the skills, knowledge, networks, finance or experience to overcome barriers to entry.

Council will facilitate the creation of a social enterprise development program to support the ideation and testing of business ideas that promise to boost social innovation and impact in Banyule. The program will provide direct training to individuals and will develop their capacity to establish a feasible business model that seeks to be financially self-sustainable and is ready to attract social investment and participate in the market. Including young people in the program will develop their capacity as agents of change, while offering them opportunities to build skills and experience that are transferable to the mainstream labour market.

Many examples of social innovation have come from existing organisations learning to renew themselves. In consultations, charities located in Banyule continue to report growing interest in starting or transitioning to a social enterprise as a way of improving the sustainability of their organisation and/or impact. Yet, most of these organisations have expressed that social enterprise will be new terrain and that capacity building assistance to innovate their traditional business model is required. Council will facilitate the delivery of a workshop targeted at helping charities understand how social enterprise can be incorporated to generate income and support the sustainability of the organisation and its impact. This will develop their capacity to establish a feasible business model that seeks to be financially self-sustainable and is ready to attract social investment and participate in the market.

Priority Action 2

Enable strategic social enterprise partnerships and innovation.

Through a continued focus on identifying and supporting strategic partnerships and innovation, Council will collaborate with the social enterprise sector to increase sustainability and fast track business growth that will deliver social impact.

Social enterprises like other SMEs require different forms of capital investment during different stages of their business lifecycle. They often face challenges securing capital for start-up and growth, particularly from traditional sources like the banking sector. With this challenge in mind, Council will review its existing grant programs and make financial support available to help a social enterprise accelerate the establishment of their business, become more sustainable, or grow their business and impact within the Banyule community.

Further, through the continued delivery of the Social Enterprise Partnerships program, Council will support evidence-based social enterprises to access tangible growth opportunities through planned capital works and other Council-identified projects of shared value. This provides social enterprises with access to coordinated financial and specialist capacity building support that is tailored to appropriately respond to the partner's unique needs, challenges and opportunities for business and impact growth.

Council will also provide social enterprise support services to existing and emerging local social enterprises seeking a better understanding of Council, the Banyule community, the social enterprise ecosystem and sector, and shared value creation opportunities including procurement.

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FOCUS AREA **3** **Improve market access**

Council will identify opportunities to use sustainable procurement mechanisms to improve market access for the social enterprise sector. This will focus on prioritising economic and social outcomes in Council’s procurement and facilitating improved connections between social enterprises, buyers and suppliers.

Procurement is considered the area of most opportunity for Victorian social enterprises, and government is a key customer. From a government perspective, the strategic use of procurement offers an opportunity to meet organisational needs while driving social, economic and environmental outcomes.

Victorian Government procurement is one of the largest drivers of the Victorian economy; in 2018-19, Victorian local governments spent over \$9 billion. Of this, Banyule Council spent \$41 million on goods and services to support service delivery and an additional \$35 million on public construction and infrastructure.

By leveraging even a small proportion of Council’s total procurement expenditure to achieve social value, social enterprises and communities can benefit enormously. Procurement can secure jobs for community members experiencing disadvantage, supporting workforce diversity and economic inclusion for all people.



By 2025:

- Increase number of social enterprise suppliers.

Using purchasing power for social benefit



Councils working together to create employment opportunities for disadvantaged people and generate savings shows the power of procurement.

Led by Banyule Council, the Northern Region Procurement Network, made up of five councils, has already achieved some great results.

An example is a regional tender to deliver security services across more than 230 sites in the region; and collectively deliver social, economic, and value for money benefits for the residents and businesses in the region.

The successfully award contract has delivered strong outcomes including:

- Significant financial benefits across all councils of over \$1.8 m over seven years.
- A total of 13.5 EFT employment opportunities created for disadvantaged persons across the council regions in partnership with the Brotherhood of St Laurence.

This project has set the standard for other regions to follow and benefit from joint procurement linked with social enterprises.

FOCUS AREA 3: Improve market access

Priority Action 1

Embed a whole-of-council procurement framework that leverages Council purchasing to support social and economic outcomes.

Council will develop a whole-of-council procurement framework to leverage public investment in supporting social outcomes. This project aims to provide whole of Council purchasing guidance to departments and agencies regarding opening more accessible procurement opportunities to social enterprises – either directly or indirectly.

To build on Council's strategic procurement policy, guidelines and practice, organisational-wide sustainable procurement targets and evaluation criteria will be established.

Council staff will have access to training, data and support to create sourcing tactics to include social enterprises in the supply chain. To make direct procurement from social enterprises easier, an online marketplace that links Council staff with social enterprises and other social benefit suppliers will be implemented in collaboration with partners.

Building a measurement and reporting tool to track targets and progress over time will help raise awareness of social enterprises and increase social enterprise spend.

Priority Action 2

Connect social enterprises with buyers and supply chain opportunities

Increasing market access for social enterprises requires a strategic approach to procurement that connects social enterprises with buyers and supply chain opportunities.

Social enterprises operate in every industry of the Australian economy, with 69% operating within the service economy. Despite the potential for shared value creation, social enterprises have mixed success in accessing and securing procurement opportunities. Many factors influence this success: social enterprises struggle to access procurement opportunities due to factors including their size, low profile, limited networks and capacity constraints. As most social enterprises are small businesses, matching future demand opportunities with the current scale and capabilities of social enterprises is vital.

Council commits to completing a targeted review of its historical spend and future needs that will identify opportunities to increase direct procurement from social enterprise, as well as indirect procurement opportunities that involve social enterprise through the supply chain. To support this activity, Council will provide larger suppliers with specialist support to increase understanding about sustainable procurement and help identify and link supply chain opportunities with social enterprise.

An increased focus on procurement at the state and local level is expected to increase demand for social enterprise goods and services. Therefore, improving capability and capacity of social enterprises to competitively respond to procurement opportunities is an important component of increasing market access. Council will look at opportunities to increase social enterprise awareness, knowledge and skills of government procurement processes through its social enterprise partnership program and business services provided.

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FOCUS AREA 4 Increase community awareness and engagement

Improving the visibility of social enterprises is key to growing a sustainable social enterprise sector and realising the full social and economic potential of these businesses.

Although the social enterprise movement has achieved an established presence in Victoria, limited public awareness of social enterprise and the social value of social enterprises has been identified as a barrier to their growth. In Victoria, efforts to increase community awareness of and engagement with social enterprise are supported by state policy.

The Victorian Government's Social Enterprise Strategy and Social Procurement Framework Policy have elevated the profile of social enterprise in the state, helping amplify local efforts to grow social enterprise. Banyule Council's Social Enterprise Strategy and Action Plan seeks to build on this momentum by increasing the visibility of and commercial engagement with social enterprises in Banyule.



Target

By 2025:

- Increase community awareness and commercial engagement with local social enterprises.



FOCUS AREA 4: Increase community awareness and engagement

Priority Action 1

Support the local community to learn about and actively engage with social enterprise.

Despite the quality of their services and products, social enterprises often suffer from a lack of visibility and awareness, which acts as an impediment to growth.

Ninety-seven per cent of community members who responded to a Banyule Council survey indicated that they want to learn more about social enterprises in the community so that they can buy their goods and/or services. Council is committed to promoting social enterprise through trusted and recognised platforms and delivering engagement activities that champions the work and impact of social enterprises.

Many social enterprises have insufficient resources to devote to marketing and this is found to be a major barrier to growth at all business life stages. To maximise local opportunities for consumers to understand the collective social and economic value of purchasing from social enterprise, Council will support a localised marketing campaign that provides social enterprises in Banyule an opportunity to tell their stories and show the impact of their work.

Council will also look at opportunities to increase social enterprise marketing capability and practice through its tailored social enterprise partnership program.



Next steps

Banyule's first Social Enterprise Strategy represents the start of a stronger partnership between Council, the social enterprise sector and broader ecosystem. The Strategy engenders greater coordination across government and the broader ecosystem to support social enterprises, and will help create jobs, drive productivity and workforce participation, and contribute to improving community wellbeing.

This is a leading strategy for local government that builds on the strong foundations provided by the Victorian Government's Social Enterprise Strategy. Banyule Council wants to demonstrate to other councils the driving role local government can play in supporting the growth, sustainability and impact of the sector and communities. Continuing to work in partnership with the social enterprise sector will see this Strategy effectively implemented.

Implementing the Social Enterprise Strategy

The priority actions identified in this Strategy summarise the policy development, advocacy and actions that Council will deliver over a five-year period; with many important initiatives already underway across different Council departments, including partnerships with social enterprise and emerging sustainable procurement activity.

The Strategy is supported by an Action Plan that has been co-designed with community to harness the unique role of Council as a facilitator of an inclusive economy and to complement existing support and progress in a way that addresses place-based needs and opportunities.

The Action Plan details key initiatives that support the achievement of each priority action of the Strategy and identifies the lead departments that will coordinate efforts under each initiative. The Action Plan also outlines the funding arrangement for each initiative. Many key initiatives will be implemented using existing resources, as part of existing roles or through recurring budgets, and some key initiatives will be subject to securing additional resources.



How will we know if the strategy is working?

A monitoring and evaluation process for this Strategy will be developed, with success gauged against key measures. Evaluation of key initiatives may lead to re-calibration, new directions or affirmation of approach, and will inform future policy development. This flexibility is critical; this is the first Social Enterprise Strategy for Banyule Council. It is a pioneering approach to building Banyule's inclusive growth, and thriving and sustainable social enterprises, and it is part of a rapidly evolving policy and environmental context.

Progress on implementing the initiatives in this strategy, and in delivering the outcomes outlined in the strategic framework will occur annually.

The following measures will be used to understand the impact of this Strategy and the Social Enterprise Action Plan deliverables:

- Net increase in local jobs within Banyule.
- Increased number of local job opportunities for vulnerable community members within Banyule.
- Increased number of local pathways to labour force participation for vulnerable community members in Banyule.
- Increased number of social enterprises operating in or servicing Banyule.
- Overall sustainability of social enterprises delivering social impact in Banyule increases over time.

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Definitions

Community revitalisation	Community revitalisation, also known as neighbourhood revitalisation, aims to improve community assets such as physical structures and spaces or community services to improve the long-term quality of life for residents.
Charities	A charity is an entity established to raise funds for, or offer support to, the disadvantaged in society and to operate for the public good. In Australia, there is a statutory requirement that charities are not for profit and so the terms 'charity' and 'not for profit' are often used interchangeably.
Corporation	A corporation is a company or group of companies that act as a single legal entity. Corporations are a common type of business model. They are owned by shareholders who share in the corporation's profits and losses.
Place-based approaches	A place-based approach is defined as 'a collaborative, long-term approach to build thriving communities delivered in a defined geographic location.' This approach is ideally characterised by strong relationships between diverse stakeholders, including community members, government and businesses, who come together to work towards shared outcomes.
Placemaking	A collaborative process through which a community, including social enterprises, can shape public spaces in order to maximise shared value.
Place activation	Place activation involves projects and/or infrastructure that creates a public space and brings people to that space. In doing so, it encourages social connections and can improve perceptions of safety. Place activation can be expressed in many ways, for example through community revitalisation projects, food, art, play and performance.
Shared value	Shared value is the creation of economic value in a manner that also creates value for society by addressing its needs and challenges.
Social enterprise	Social enterprises are businesses that: <ul style="list-style-type: none"> • are led by an economic, social, cultural, or environmental mission consistent with a public or community benefit. • derive a substantial portion of their income from trade. • reinvest the majority of their profit/surplus in the fulfilment of their mission.
Social enterprise ecosystem	A social enterprise ecosystem is the environment in which social enterprises operate, and which can contribute to their success. This includes networks of people, organisations, expertise and capital. There are many participants in the social enterprise ecosystem, including social entrepreneurs, social enterprises, intermediaries, academic institutions, businesses, government and philanthropists.
Social enterprise sector	An area of the economy consisting of social enterprises.
Sustainable procurement	Strategic use of procurement to drive social, economic, and environmental outcomes.
Social benefit supplier	A business that is a social enterprise, Aboriginal business or an Australian Disability Enterprise.
West Precinct	The suburbs of Heidelberg Heights and Heidelberg West / Bellfield make up Banyule's West Precinct.

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Notes ...

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How to contact your Council

For all enquiries or information about any Council services:

Telephone: **9490 4222**

Email: **enquiries@banyule.vic.gov.au**

Website: **www.banyule.vic.gov.au**

Fax: 9499 9475

If your hearing or speech is impaired, you can call us through the National Relay Service on **133 677** (TTY) or **1300 555 727** (ordinary handset) and ask for 9490 4222.

Postal Address:

PO Box 94, Greensborough 3088

Council Service Centres:

Greensborough: Level 3, 1 Flintoff Street

Ivanhoe: 4 Bond Street

Rosanna: 72 Turnham Avenue (inside Rosanna Library)

Office Hours of Opening:

Greensborough & Ivanhoe: Monday – Friday 8.30am – 5pm

Rosanna: Monday – Friday 10am – 12noon and 1pm – 4pm

Interpreter service:

If you need an interpreter, please contact TIS National on 131 450 and ask to be connected to Banyule Council on 9490 4222.

إذا كنتم بحاجة إلى مترجم، الرجاء الاتصال بالخط القومي لخدمة الترجمة الهاتفية TIS على الرقم 131 450. واطلبوا إيصالككم ببلدية بانيل على الرقم 9490 4222.

若你需要口譯員，請致電131 450聯絡TIS National，要求他們為你致電9490 4222接通Banyule市政廳。

Ako vam je potreban tumač, molimo vas, nazovite TIS National na broj 131 450 i zatražite da vas se spoji sa Vijećem općine Banyule na broj 9490 4222.

Αν χρειάζεστε διερμηνέα τηλεφωνήστε στην Εθνική Υπηρεσία Διερμηνέων Μεταφραστών στον αριθμό 131 450 και ζητήστε να σας συνδέσουν με τη Δημαρχία Banyule στο 9490 4222.

Se hai bisogno di un interprete chiama TIS National al numero 131 450 e chiedi di essere messo in comunicazione con il Comune di Banyule al numero 9490 4222.

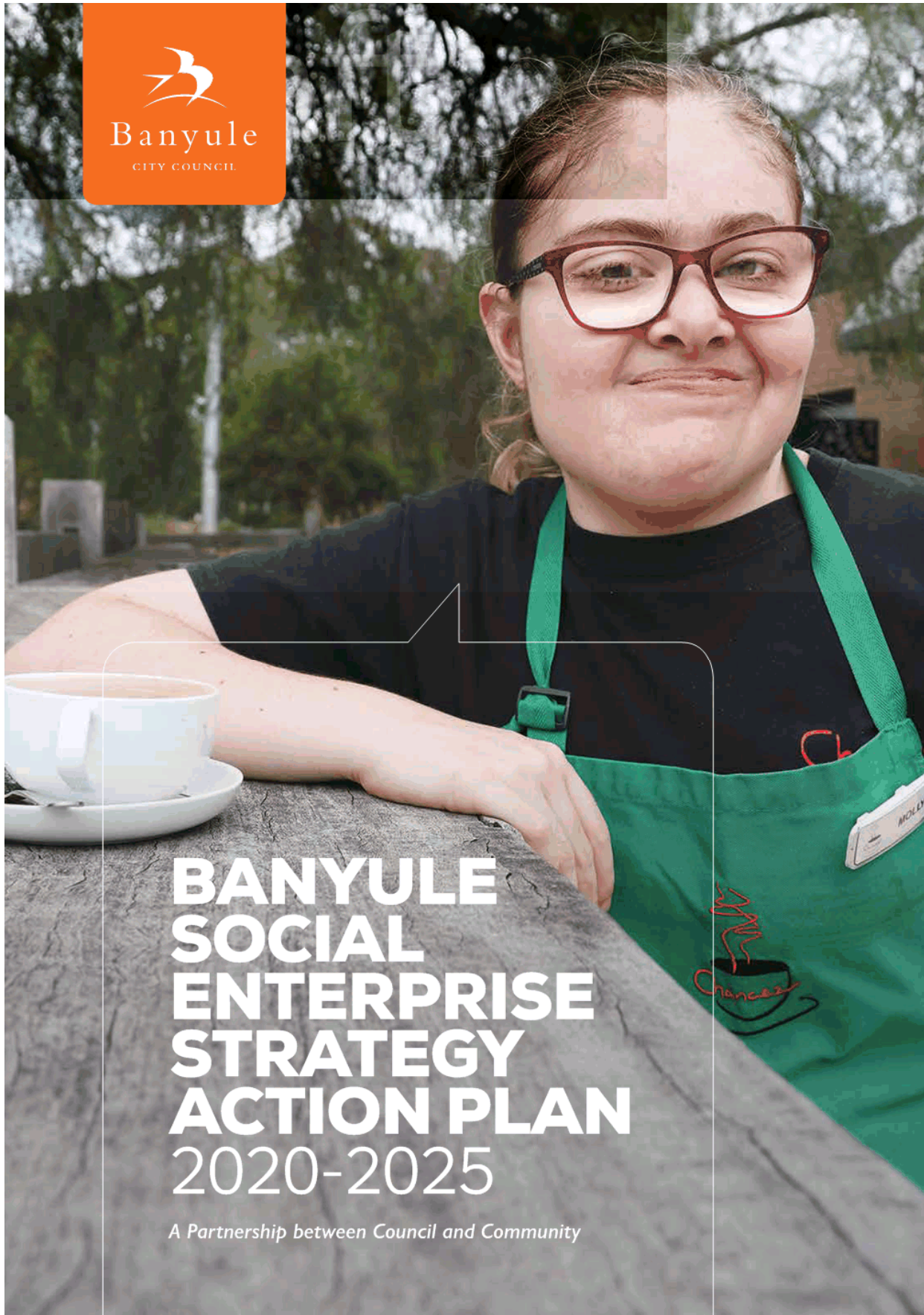
Ако ви треба преведувач ве молиме јавете се на TIS National на 131 450 и замовете да ве поврзат со Banyule Council на 9490 4222.

如果你需要一名翻译，请打电话到国家电话翻译服务处 (TIS National) 131 450，再转接到Banyule市政府9490 4222

Haddii aad u baahan tahay mutarjum wac khadka qaranka oo ah TIS 131 450 weydiina in lagugu xiro Degmada Banyule tel: 9490 4222.

Nếu cần thông dịch, xin gọi cho TIS Toàn Quốc qua số 131 450 rồi nhờ họ gọi cho Hội Đồng Thành Phố Banyule theo số 9490 4222 giúp quý vị.





Social Enterprise Strategy Action Plan 2020-2025

Focus Area 1: Advance place-based social enterprise innovation				
Priority actions	Key initiatives	Lead	Timeframe	Funding status
Support a culture of social enterprise innovation to thrive in Banyule.	Support the establishment of a community-led Banyule Social Enterprise Network.	SE&LJ	2022-2025	Refer to future budgets
	Actively support existing hubs and co-working spaces to provide space for social enterprise activity.	SE&LJ	2020-2025	Existing Resource/ Budget
	Scope the establishment of a social innovation hub in the West Precinct.	SE&LJ	2024-2025	Refer to future budgets
Lead the Local Government sector on using social enterprise as a strategy to boost social innovation.	Work across Council to facilitate opportunities for social enterprises to develop innovative solutions that deliver value for Council and address identified local social issues.	SE&LJ	2020-2025	Existing Resource/ Budget
	Develop and implement social enterprise training for Banyule City Council staff.	SE&LJ	2020-2025	Existing Resource/ Budget
	Provide advice and guidance for other Councils wanting to work on social enterprise strategies.	SE&LJ	2020-2025	Existing Resource/ Budget
	Develop a Social Innovation Framework to consolidate Banyule City Council's approach to strengthening social impact creation through place-based social enterprise and inclusive employment initiatives.	SE&LJ	2022	Existing Resource/ Budget
	Develop a Social Innovation Strategy and Action Plan to strengthen social impact creation in Banyule.	SE&LJ	2024-2025	Existing Resource/ Budget

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Social Enterprise Strategy Action Plan 2020-2025

Focus Area 2: Build business capability and capacity				
Priority actions	Key initiatives	Lead	Timeframe	Funding status
Support emerging social enterprises to develop a feasible business model.	Co-design and host a free social enterprise development program for local people that want to start a social enterprise, in collaboration with partners.	SE&LJ	2022-2025	Refer to future budgets
	Co-design and host a free social enterprise development workshop for local NFP organisations seeking support to renew their business model, in collaboration with partners.	SE&LJ	2023-2025	Refer to future budgets
Enable strategic social enterprise partnerships and innovation	Continue delivery of Social Enterprise Partnership Program to implement Council-identified shared value projects.	SE&LJ	2020-2025	Existing Resource/ Budget
	Provide social enterprise support services to existing and emerging social enterprises in Banyule.	SE&LJ	2020-2025	Existing Resource/ Budget
	Review existing small business and community grant programs to enable access for social enterprises.	SE&LJ	2022	Refer to future budgets

draft

Social Enterprise Strategy Action Plan 2020-2025

Focus Area 3: Improve market access				
Priority actions	Key initiatives	Lead	Timeframe	Funding status
Embed a whole-of-council procurement framework that leverages Council purchasing to support social and economic outcomes.	Develop and include sustainable procurement targets in Banyule's procurement policy and guidelines.	Proc	2020-2021	Existing Resource/ Budget
	Develop and implement a measurement and reporting tool to track procurement targets.	Proc	2020-2025	Refer to future budgets
	Implement a marketplace to support Council staff purchasing from social benefit suppliers.	Proc	2020-2025	Refer to future budgets
	Enhance Council's procurement training to educate Council staff about sustainable procurement.	Proc	2024-2025	Refer to future budgets
Connect social enterprises with buyers and supply chain opportunities.	Review Banyule City Council's historical spend and future needs to identify and enable potential sustainable procurement opportunities.	Proc (SPWG)	2020-2025	Refer to future budgets
	Host category specific tender briefings to educate suppliers about sustainable procurement, including opportunities to create inclusive employment outcomes and partnerships with social benefit suppliers and local businesses.	Proc (SPWG)	2021-2025	Existing Resource/ Budget
	Collaboratively host an annual networking event to educate suppliers about sustainable procurement in Banyule, including opportunities to create inclusive employment outcomes and partnerships with social benefit suppliers and local businesses.	Proc (SPWG)	2021-2025	Refer to future budgets

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Social Enterprise Strategy Action Plan 2020-2025

Focus Area 4: Increase community awareness and engagement				
Priority actions	Key initiatives	Lead	Timeframe	Funding status
Support the local community to learn about and actively engage with social enterprise.	Promote and publish insights and case studies with the community.	SE&LJ	2020-2025	Existing Resource/ Budget
	Promote activities and events being run by social enterprises in Banyule.	SE&LJ	2020-2025	Existing Resource/ Budget
	Create and maintain a social enterprise page, including a directory on the Banyule City Council website.	SE&LJ	2021-2025	Existing Resource/ Budget
	Run a social enterprise campaign inclusive of an event to enable direct engagement with social enterprises.	SE&LJ	2024-2025	Refer to future budgets

KEY:

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Proc - Procurement

SE&LJ - Social Enterprise and Local Jobs

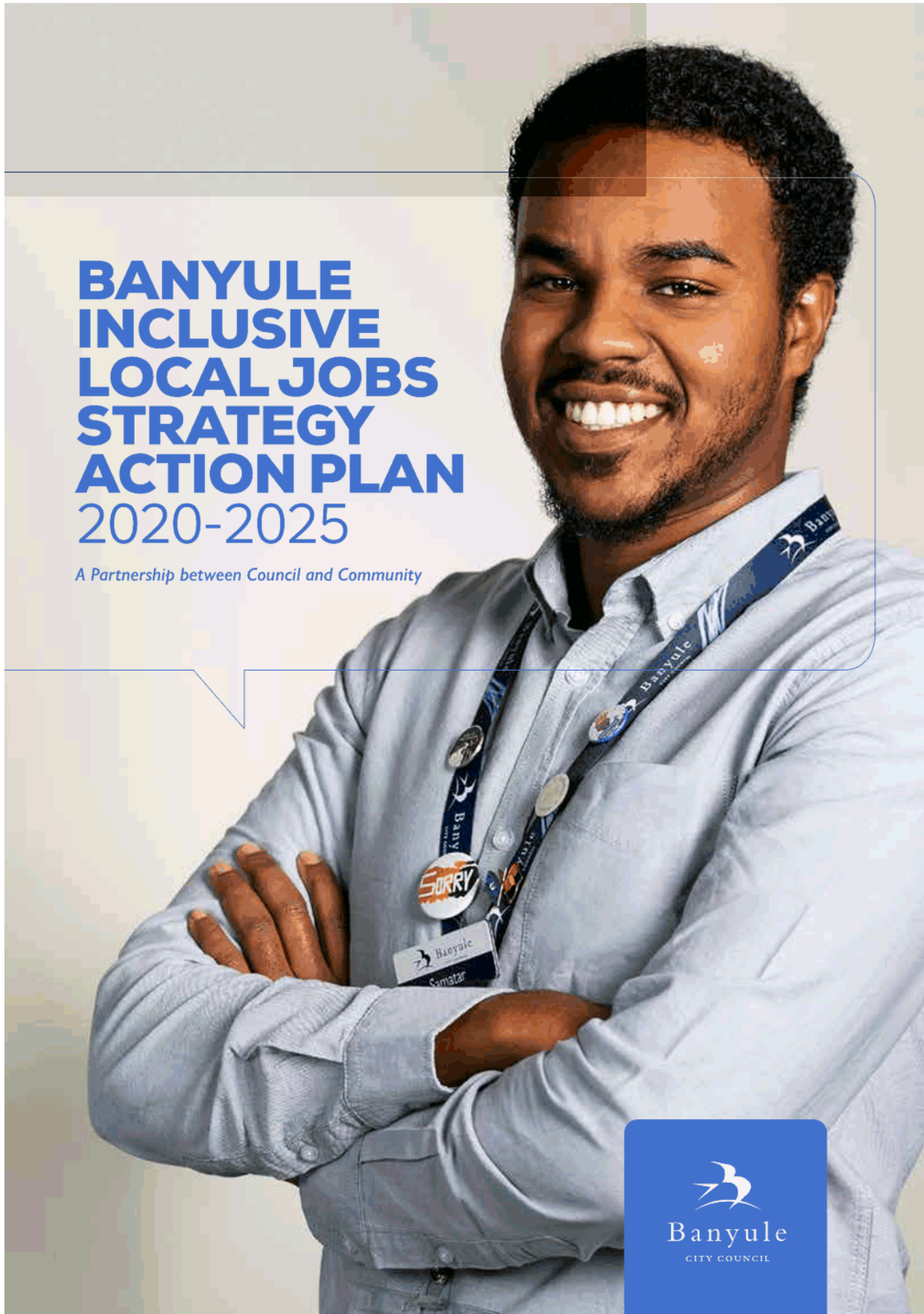
SPWVG - Sustainable Procurement Working Group

Funding status of 'Existing Resource/Budget' is on the basis that existing EFT and operational budget is ongoing.

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BANYULE INCLUSIVE LOCAL JOBS STRATEGY ACTION PLAN 2020-2025

A Partnership between Council and Community



Inclusive Local Jobs Strategy Action Plan 2020-2025

Focus Area 1: Stimulate inclusive local employment opportunities				
Priority actions	Key initiatives	Lead	Timeframe	Funding status
Partner with local employers, agencies, and other organisations to build career development and employment opportunities.	Develop and maintain strong links with local employers, employment service providers, key networks, and other organisations.	SE&LJ	2020-2025	Existing Resource/ Budget
	Develop and deliver an event with employers to broker external transitional employment opportunities for Banyule Inclusive Employment Program participants	SE&LJ	2020-2025	Existing Resource/ Budget
	Develop and deliver an event with employers to broker employment and labour force participation pathway opportunities for vulnerable community members.	SE&LJ	2021-2025	Existing Resource/ Budget
	Collaborate on the delivery of an Aboriginal employment event.	SE&LJ	2021-2022	Existing Resource/ Budget
	Engage with and support local employers to create inclusive employment programs and opportunities.	SE&LJ	2020-2025	Existing Resource/ Budget
Proactively create inclusive job opportunities within Banyule City Council.	Deliver the Banyule Inclusive Employment Program to support our most vulnerable people facing barriers to employment, with a focus on: Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people including refugees and asylum seekers, people living with disability, and disengaged young people (16-25 years).	SE&LJ	2020-2025	Existing Resource/ Budget
	Deliver transitional employment opportunities within Banyule City Council for Banyule Inclusive Employment Program participants.	SE&LJ	2020-2025	Existing Resource/ Budget

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Inclusive Local Jobs Strategy Action Plan 2020-2025

Focus Area 1: Stimulate inclusive local employment opportunities				
Priority actions	Key initiatives	Lead	Timeframe	Funding status
Realise more economic opportunities through procurement.	Develop and embed a whole-of-council procurement framework to enhance economic opportunities for vulnerable community groups. <ul style="list-style-type: none"> • Include sustainable procurement targets in Banyule's procurement policy and guidelines. • Develop and implement a measurement and reporting tool to track procurement targets. • Implement a marketplace for Council staff to source from suppliers that adopt inclusive employment practices. • Enhance Council's procurement training to educate Council staff about sustainable procurement. 	Proc (SPWG)	2020-2025	Refer to future budgets
	Review Banyule City Council's historical spend and future needs to identify and enable potential sustainable procurement opportunities.	Proc (SPWG)	2020-2025	Refer to future budgets
	Host category specific tender briefings to educate suppliers about sustainable procurement, including opportunities to create inclusive employment outcomes and partnerships with social benefit suppliers and local businesses.	Proc (SPWG)	2021-2025	Existing Resource/ Budget
	Collaboratively host an annual event to educate suppliers about sustainable procurement in Banyule, including opportunities to create inclusive employment outcomes and partnerships with social benefit suppliers and local businesses.	Proc (SPWG)	2021-2025	Refer to future budgets

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Inclusive Local Jobs Strategy Action Plan 2020-2025

Focus Area 2: Strengthen pathways to local labour force participation

Priority actions	Key initiatives	Lead	Timeframe	Funding status
Assist people to participate in volunteering activities and create enhanced opportunities for volunteer participation.	Coordinate and strengthen Banyule City Council's approach to volunteer management to meet the National Standards for Volunteer Involvement.	SE&LJ	2020-2025	Existing Resource/ Budget
	Create and implement a Volunteer Engagement Strategy that facilitates more inclusive and accessible volunteering opportunities.	SE&LJ	2021-2025	Refer to future budgets
Grow pathways to labour force participation within Banyule City Council that are inclusive and accessible.	Redesign and centralise Banyule City Council's work experience program.	SE&LJ	2023-2025	Existing Resource/ Budget
	Redesign and centralise student placements and structured workplace learning placements at Banyule City Council.	SE&LJ	2024-2025	Existing Resource/ Budget

Focus Area 3: Grow business ownership and entrepreneurship

Priority actions	Key initiatives	Lead	Timeframe	Funding status
Assist people to participate in business activities.	Deliver a business skills and empowerment program to support vulnerable community members in collaboration with partners.	Eco Dev	2020-2025	Existing Resource/ Budget
	Provide specialist business support targeted towards vulnerable community groups, including women.	Eco Dev	2020-2025	Existing Resource/ Budget

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Inclusive Local Jobs Strategy Action Plan 2020-2025

Focus Area 4: Advance inclusive employment practices across the local government sector and private sector				
Priority actions	Key initiatives	Lead	Timeframe	Funding status
Advocate for inclusive employment opportunities to create a stronger economy.	Promote and publish insights and case studies with the local government sector and broader community to build awareness of the benefits of inclusive employment.	SE&LJ	2020-2025	Existing Resource/ Budget
	Develop an inclusive employment toolkit to support inclusive employment outcomes in the local government sector.	SE&LJ	2020	Existing Resource/ Budget
	Develop an inclusive employment toolkit to support inclusive employment outcomes in the private sector.	SE&LJ	2020-2021	Existing Resource/ Budget Required
Support our workplace to be inclusive and diverse.	Develop and implement mandatory cultural awareness training for all Banyule City Council staff.	P&C	2020-2022	Refer to future budgets
	Develop and implement mandatory diversity and inclusion training for all Banyule City Council staff.	P&C	2020-2022	Refer to future budgets
	Develop and implement an Equitable Employment Framework to improve accessibility of employment within Banyule City Council.	P&C	2021-2022	Existing Resource/ Budget

KEY:

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Eco Dev - Economic Development

P&C - People & Culture

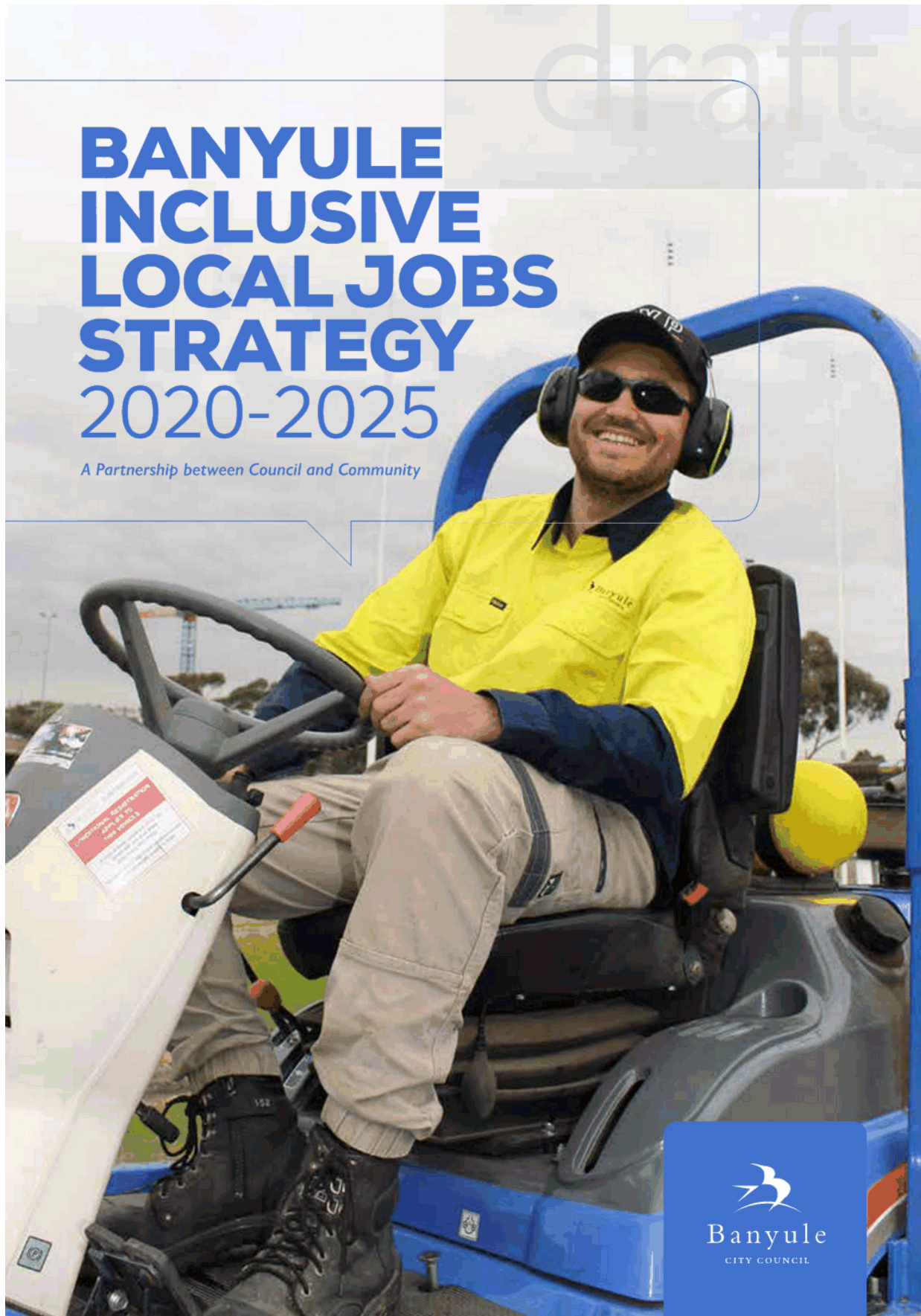
Proc - Procurement

SE&LJ - Social Enterprise and Local Jobs

SPWG - Sustainable Procurement Working Group

Funding status of 'Existing Resource/Budget' is on the basis that existing EFT and operational budget is carried forward.

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1

A message from the Mayor



I am pleased to present the Inclusive Local Jobs Strategy, which outlines our vision and plan to help provide a pathway for local people to participate in the opportunities of Banyule's strong economy and enjoy the financial and social benefits of employment.

There are some groups in our community that do not have equal access to employment or pathways to labour force participation. Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people (including refugees and asylum seekers), people living with disability and young people continue to face unacceptable barriers to full participation.

The Inclusive Local Jobs Strategy represents a new approach and is the result of extensive research and consultation with community. It focuses on the unique role of Council as a major employer and procurer in Banyule, and facilitator of an inclusive economy.

In this respect, the Strategy gives Banyule City Council the opportunity and responsibility of role modelling the change that needs to happen across workplaces for them to become truly inclusive and diverse.

Thank you to the community members, local employers, employment service providers, subject matter experts, government representatives and Council staff who contributed to the development of this Strategy. It is a first for Banyule City Council and is leading the way for local government in Victoria.

Alison Champion
Mayor

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Strategy at a glance

Vision: Build opportunity and economic prosperity for vulnerable community members in Banyule.

FOCUS AREAS

1

Stimulate inclusive local employment opportunities

- Partner with local employers, agencies and other organisations to build career development and employment opportunities.
- Proactively create inclusive job opportunities within Banyule City Council.
- Realise more economic opportunities through procurement.

PRIORITY ACTIONS

- Increased number of inclusive job opportunities for vulnerable community members in the Northern Region.

KEY OUTCOMES

2

Strengthen pathways to local labour force participation

- Assist people to participate in volunteering activities and create enhanced opportunities for volunteer participation.
- Grow pathways to labour force participation within Banyule City Council that are inclusive and accessible.

- More vulnerable community members accessing opportunities for career development and volunteering.
- More vulnerable community members completing pathways to labour force participation with the skills to gain employment and foundations to pursue successful economic endeavours.

3

Grow business ownership and entrepreneurship

- Assist people to participate in business activities with the skills to generate income.

- Increased opportunities for vulnerable community members to generate income through business ownership and entrepreneurship.

4

Advance inclusive employment practices across the local government sector and private sector

- Advocate for inclusive employment opportunities to create a stronger economy in the Northern region.
- Support our workplace to be inclusive and diverse.

- More support for councils and private enterprises to create inclusive employment opportunities.
- Growth in the number of councils and private enterprises creating inclusive employment opportunities.
- Improvement in the representation of vulnerable community members in the Banyule City Council workforce.

POLICY CONTEXT

Local:

Council Plan, Disability Action Plan, Youth Services Action Plan, Multicultural Plan, Aboriginal and Torres Strait Islander Plan, Inclusion, Access and Equity Framework, Economic Development Plan, Social Enterprise Strategy

State:

Equal Opportunity Act 2010, Charter of Human Rights and Responsibilities Act 2006, Victoria's Social Procurement Framework

National:

Disability Discrimination Act 1992 (Cth), Sex Discrimination Act 1984 (Cth), Racial Discrimination Act 1975 (Cth), Age Discrimination Act 2004 (Cth)

International:

Sustainable Development Goals 8.3, 8.5, 8.6

Introduction

Our Inclusive Local Jobs Strategy addresses inequalities of access to employment and aims to build opportunity and economic prosperity for vulnerable community members in Banyule.

Informed by community consultation and research, this Strategy sets four key areas to harness the unique role government can play as an employer, procurer and facilitator of an inclusive labour market:

1. Stimulate inclusive local employment opportunities
2. Strengthen pathways to labour force participation
3. Grow business and entrepreneurship
4. Advance inclusive employment practices across the local government sector and private sector

Background

In developing a plan for the future it is important to recognise the significant work and key achievements that occurred in the past that have helped shape the focus and intent of inclusive job creation at Banyule to date.

Whilst Banyule's local economic prospects are generally good, and the overall unemployment rate is not significant compared with other municipalities, there are pockets of high disadvantage which sit well below the State average that are almost entirely disguised by the areas of affluence.

As shown in Figure 1, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people living with disability, and young people are underrepresented in Banyule's labour market and continue to face numerous barriers to full participation. This includes bias and discrimination, lack of support networks, internal drivers such as low self-esteem, the structure of the labour market system, and socioeconomic factors.

In response to this problem of localised unemployment and labour market barriers, Council established a jobs taskforce that led to the formation of a Social Enterprise & Local Jobs business unit in October 2018. The aspiration was to develop and deliver innovative approaches that create 100 local jobs opportunities for our most vulnerable community members over a three-year period.

By working with the labour market system to respond to local needs, to date, 102 job outcomes have been achieved.

These economic participation opportunities have helped people to form connections with others and their communities, build confidence and skills, and provided an opportunity to contribute to a stronger economy and achieve greater economic independence and security for themselves, their families and their community.

Key highlights include:

- Development of a Council-wide Inclusive Employment Program recognised by the local government sector for its excellence in achieving strong economic outcomes for vulnerable community members. Established in 2019, to date, this program has delivered 39 job outcomes.
- Support from Municipal Association of Victoria (MAV) to fund the development of a Inclusive Employment Program toolkit for Local Government.
- Partnership with Chancez Café to help scale their operations and impact within Banyule; now located at Possum Hollow Playground, the partnership has enabled 15 new placements annually in Araluen's hospitality program which supports people with an intellectual disability to gain hands-on training and work experience.
- Partnership with ASRC Cleaning to help expand their residential services to the Northern region and provide 8 local jobs for refugees and newly arrived humanitarian entrants in the area.
- Partnership with the Community Grocer to help establish a pop-up fresh food market; also creating 5 economic participation outcomes in the first year of operating in Banyule.
- Partnership with Nomads Pizza & Café at the Bell Street Mall to help them transition to a social enterprise model that provides employment and training opportunities for local youth. The partnership has enabled 7 local jobs in the first year of operating as a social enterprise.

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Unemployment and disengagement among vulnerable community groups

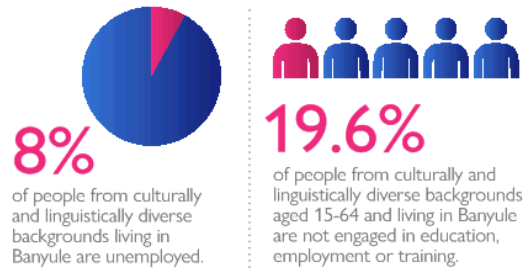
Aboriginal and Torres Strait Islander peoples

The national unemployment rate for Aboriginal and Torres Strait Islander peoples is 18%. Young Aboriginal and Torres Strait Islanders experience the highest levels of unemployment at 27%.



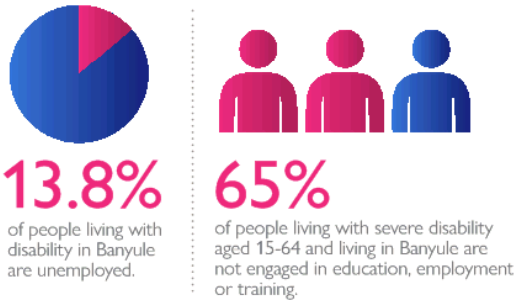
People from culturally and linguistically diverse backgrounds

Recent migrants and temporary residents have higher rates of unemployment than people born in Australia, at 7.4%. Forty-three per cent of recent migrants who have had a job since arrival needed assistance to find their first job.



People living with disability

In Australia, 48% of people living with disability are engaged in the workforce compared to 79% of people who do not have a disability.



Young people

The national youth unemployment rate is high, at 11.9%. This translates to a quarter of a million young people who are unable to secure work.

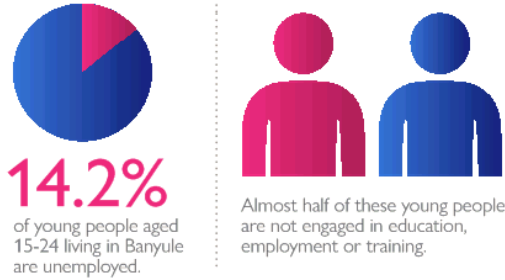


Figure 1: Unemployment and disengagement among vulnerable community groups in Banyule and nationally.

Recognising complexity in diversity

Banyule City Council recognizes the inherent diversity of and within all Banyule community members. We acknowledge that identity is complex and multilayered and that many people face overlapping barriers to access and inclusion for multiple reasons and in multiple ways.

The Inclusive Local Jobs Strategy works to address barriers faced by Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people (including refugees and asylum seekers), people living with disability and young people. Banyule Council appreciates, however, that people experience overlap or combinations of a range of identities and experiences. We respect that there will be participants from the groups this strategy focusses on, who will also have other experiences of discrimination and that these experiences also impact on access to employment.

With this in mind, the intersections of LGBTIQ+ identity, gender, older adults and people exiting the justice system will be considered and applied in the context of this strategy. By taking an intersectional approach to people's identities and individual experiences we are better placed to understand the complexity of the barriers to employment that are faced.

We are committed to creating economic opportunities across the Banyule community where individuals are valued for their differences, experiences, knowledge and backgrounds and the contribution they can make. We are committed to celebrating diversity and supporting inclusion, as we work towards economic prosperity for all.

Supporting the vision, values, and key directions of Banyule City Council

By building opportunity and economic prosperity for vulnerable community members in Banyule, the Inclusive Local Jobs Strategy supports the Banyule City Council Plan 2017-2021 and speaks directly to the vision and values of Banyule City Council.

The Inclusive Local Jobs Strategy meets key directions under the strategic objective 'People: Strong, Healthy and Inclusive Communities', and has links with several key initiatives across the Council Plan.

The Council Plan is supported by key policies, strategies and plans, including the Inclusive Local Jobs Strategy as outlined in Figure 2 below.

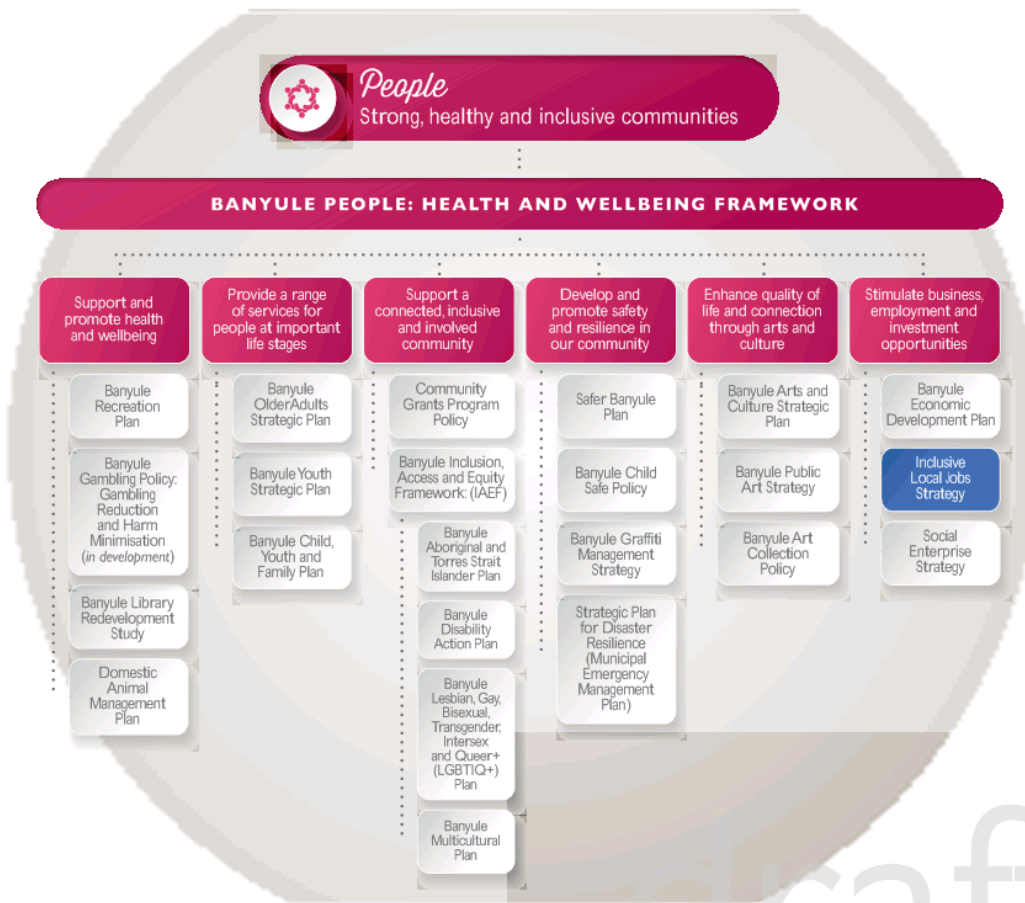


Figure 2. The Inclusive Local Jobs Strategy directly supports the 'People' Strategic Objective in the Banyule City Council Plan.



FOCUS AREAS

AND PRIORITY ACTIONS



An inclusive labour market mobilises the skills and resources of people who are underrepresented in the workplace, enabling them to contribute to and benefit from economic growth. Employers benefit too: workplaces that are diverse and inclusive can experience higher performance by increasing job satisfaction, improving customer service and enhancing innovation.

Unemployment data outlined in Figure 1 indicates that a targeted effort is required to boost place-based inclusive job creation and to ensure equal access to local jobs growth in the Northern Region.

Embedding Banyule City Council's role as a facilitator of an inclusive economy that enables better outcomes for local people, the Strategy gives Council the opportunity and responsibility of role modelling the change that needs to happen across workplaces for them to become truly inclusive and diverse and helps better coordinate and strengthen collective efforts of the local community.

Targets

By 2025:

- Partner with local employers, agencies and other organisations to create 135 inclusive employment and career development opportunities.
- Proactively create 200 inclusive employment opportunities within Banyule City Council.
- Realise 120 inclusive employment and training outcomes through procurement.

FOCUS AREA 1: Stimulate inclusive local employment opportunities

Priority Action 1

Partner with local employers, agencies and other organisations to build career development and employment opportunities.

To better respond and direct efforts to localised unemployment, a systems approach to working with local employers, employment service providers, local networks, Aboriginal organisations, and social enterprises is critical. Working in partnerships will maximise access to opportunities and support more sustainable skills development, jobs, and businesses.

Harnessing projected jobs growth in Banyule is key to maximising the number of inclusive job opportunities and enabling greater choice in employment. Projections indicate 21%-30% jobs growth in Banyule between 2015 and 2036, or an increase of 8,000 to 15,000 jobs.

Since 2014/15 there has been strong jobs growth in health care and social assistance, construction, and education and training in Banyule. This is expected to continue as the population of Banyule grows; population growth of approximately 1000 people annually will increase the demand for healthcare services and facilities for older people, and educational institutions for younger people. Other industries and sectors with strong medium-term growth prospects include public administration and safety, professional, scientific and technical services, accommodation, and food safety.

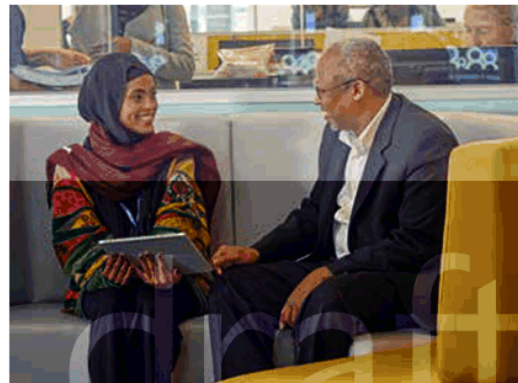
The construction sector presents a significant opportunity for employment across Banyule: retail and commercial floorspace is expected to increase by almost 30% between 2016 and 2036 and there will be significant demand for additional health facilities. Population growth in Banyule is also likely to stimulate demand for construction of private dwellings and

social infrastructure such as aged care facilities and childcare centres. Major infrastructure projects to support this growth, such as the North East Link, also present employment opportunities for Banyule residents.

There are also growing opportunities across the community service sector, including in large not-for-profit organisations, Aboriginal businesses, and social enterprise.

This priority action will ensure that:

- Strong links with the labour market ecosystem are developed and maintained to better align efforts to improve employment outcomes for Banyule residents.
- There is a comprehensive response to the labour market needs of vulnerable community groups, addressing issues such as career development and future labour market skills priorities.
- There are place-based approaches to employment and economic participation that will provide a pathway into a job.
- Future growth industries and job opportunities can be accessed by local people facing barriers to employment.
- Local employers are supported to grow their workforce through employment strategies that effectively meet the needs of local vulnerable community groups.
- Large infrastructure and place-making projects are maximising inclusive employment opportunities.



FOCUS AREA 1: Stimulate inclusive local employment opportunities

Priority Action 2

Proactively create inclusive job opportunities within Banyule City Council.

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Banyule City Council is committed to increasing the employment of members of vulnerable community groups in Council's workforce. Through the Banyule Inclusive Employment Program, Banyule City Council continues to support local people facing barriers to employment. The six-month paid employment opportunity provides a suitable council role tailored to an individual's skill level and area of interest. The program supports participants to learn new skills, build networks, and gain local government experience.

This priority action will ensure that:

- Vulnerable community members have access to suitable and meaningful paid employment opportunities within Banyule City Council.
- Vulnerable community members advance their competency in the core skills they need to successfully participate in work and are more confident.
- Vulnerable community members develop their social and professional networks.
- Banyule City Council staff understand the benefits of a diverse and inclusive workplace and adopt inclusive work practices.
- Banyule City Council is considered an employer of choice and has access to a diverse talent pool.
- The Banyule City Council workforce more accurately reflects the diversity of the Banyule resident population and is better able to meet the needs of diverse communities.



Samatar thrives at Banyule City Council

Samatar Yusuf, 22, was born in Ethiopia and his family settled in Australia when he was just 2 years old. Over the last few years, the Heidelberg West resident has shown a real passion for community development and social change, with a keen interest in youth.

Samatar has volunteered at a local soccer club as a coach and at a community centre, helping facilitate a youth leadership program.

Although enjoying working in volunteer roles, Samatar found it challenging to secure paid employment. He feels his heritage and lack of qualifications has worked against him. This has changed since landing a placement at Banyule City Council through the Inclusive Employment Program – working with the Social Enterprise and Local Jobs team.

“This program has provided me with the abilities to gain transferable skills and qualities to progress in my career,” Samatar says. “It has also given me the confidence to take on challenging tasks and liaise with external and internal stakeholders.”

“Everyone in my team has a passion to make positive change happen in our community. I find this very motivating and it drives me to put in my all. The team is very supportive and fun which makes the job easier to do. It's the kind of environment I would like to create one day.”

FOCUS AREA 1: Stimulate inclusive local employment opportunities

Priority Action 3

Realise more economic opportunities through procurement.

In addition to adopting inclusive work practices as employers, organisations can support inclusive employment through their purchasing decisions by prioritising social and economic objectives alongside more traditional objectives such as cost and quality.

Procurement with a social and economic outcomes lens represents a significant opportunity to increase economic participation for those facing barriers to employment.

While any organisation can adopt this approach, the size of government expenditure makes it a potentially powerful vehicle for generating social benefits through procurement. Victorian Government procurement is one of the largest drivers of the Victorian economy; in 2018-19, Victorian local governments spent over \$9 billion. Of this, Banyule City Council spent \$41 million on goods and services to support service delivery, and an additional \$35 million on public construction and infrastructure.

By leveraging even a small proportion of the Council's total procurement expenditure to achieve social value, communities can benefit enormously. Sustainable procurement can secure jobs for community members experiencing disadvantage, supporting workforce diversity and economic inclusion for all people.

This priority action will ensure that:

- Banyule City Council explores how procurement needs can be met and how economic opportunities for vulnerable community groups can be created through these purchasing decisions.
- Banyule City Council develops and embeds a whole-of-council procurement framework that enhances economic opportunities for vulnerable community groups.
- Banyule City Council departments and suppliers are engaged and supported to consider economic value as part of their market analysis.
- Banyule City Council and suppliers are aware of the benefits and impacts possible through procurement.
- Businesses owned by vulnerable community members, or employing vulnerable community members, have access to procurement opportunities.

Using Purchasing Power for Social Benefit

Led by Banyule City Council, the Northern Region Procurement Network has achieved several collaborative procurement projects in the Northern Region since working together.

An example of the network's achievement is a regional tender for the Provision of Security Services – a partnership of five northern councils – Banyule City Council, Whittlesea City Council, Darebin City Council, Moreland City Council and Mitchell Shire Council – that aimed to bring an innovative solution in the delivery of security services across more than 235 sites in the region, and collectively deliver social, economic, and value for money benefits for the residents and businesses in the region.

Banyule was appointed to act as tendering agent on behalf of the Councils. To stimulate inclusive employment opportunities for people from vulnerable community groups across the region, a number of social enterprises attended the pre tender briefing to assist potential contractors find a suitable sustainable procurement partner.

The contract has delivered strong outcomes including:

- Significant financial benefits across all Councils of over \$1.8m over 7 years.
- A total of 13.5 FTE employment opportunities created for disadvantaged persons across the council regions in partnership with the Brotherhood of St Laurence.

This project has enabled the development of a best practice regional standard specification for security services that can be utilised by the other regions to get similar social and financial results.

FOCUS AREA 2

Strengthen pathways to local labour force participation



Completing pathways to labour force participation helps people develop employability skills and build the foundations to pursue successful economic endeavours. Yet, people from vulnerable community groups participate less in pathways to labour force participation than people with more social resources, and this has a flow on effect to their employment outcomes.

Pathways to labour force participation include student placements, work experience, and volunteering. These pathways can help people build skills, gain confidence, receive informal learnings from peers and colleagues, and develop experience that is necessary to get a job.

People that are not in education, employment or training (NEET) face significant barriers to labour force participation. Figure 1 outlines the extent of this among vulnerable Banyule residents.

Targets

By 2025:

- Assist 100 vulnerable community members to participate in volunteering activities.
- Create 60 pathways to labour force participation within Banyule City Council that are inclusive and accessible.
- Alignment with National Standards for Volunteer Involvement met by Banyule City Council.

FOCUS AREA 2: Strengthen pathways to local labour force participation

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Priority Action 1

Assist people to participate in volunteering activities and create enhanced opportunities for volunteer participation.

Proactive policies and practices that target people from vulnerable communities and reflect an integrated systems approach to recruiting and supporting them through a pathway to labour force participation are essential to creating equality of opportunity in volunteering.

Best practice volunteering policies and practices help provide a structured and quality volunteering experience for all community members, including those who are experiencing times of vulnerability. Volunteering policy also provides the infrastructure that is essential for volunteering to realise its potential as a pathway to employment.

This priority action will ensure that:

- Banyule City Council’s commitment to volunteers is underpinned by a well-planned, thoughtfully designed and appropriately resourced volunteer program with inbuilt mechanisms for continuous review and improvement.

- Meaningful, appropriate, and clearly defined volunteer roles are made available to the community, and they balance organisational needs with the diverse skills, knowledge, and interests of community members.
- A consistent approach is employed for the engagement of volunteers involving inclusive recruitment and selection processes that respond to community diversity.
- Volunteers receive the information, training and support they need for positive and meaningful volunteer experiences.
- Banyule City Council celebrates the contribution, value, and impact of volunteers within the community, ensuring volunteers are recognised for important role they play.



Volunteering at Banyule City Council

Uzma and her husband arrived from Pakistan nearly 5 years ago with their two children. She began her new life in Australia full of ambition and aspiration but was shocked to learn just how challenging it was to settle in a new country so different from her own. Following a difficult first year Uzma came across an opportunity to volunteer on the Banyule Multicultural Advisory Committee. Attending her first meeting on the committee she had “the first feeling of being accepted. The feeling of being at home” since arriving in Australia.

Uzma’s volunteering on the Multicultural Advisory Committee led on to her participation in Banyule’s Inclusive Employment Program and this in turn has led on to her current employment within Council.

“The experience of volunteering brought so much to my life ... I am now able to earn on my own and contribute to my family’s financial requirements. Psychologically I feel that I am important, and I can do so much that is of value. This is the best thing that has happened in my life. I was with the right people, in the right place, doing the right thing.”

FOCUS AREA 2: Strengthen pathways to local labour force participation

Priority Action 2

Grow pathways to labour force participation within Banyule City Council that are inclusive and accessible.

Well-designed and well-managed work experience and student placements can help people develop the transferrable skills and knowledge they need to be successful in the labour market.

These placements can be especially important for refugees and migrants who often arrive in Australia with a high level of education and professional expertise but face significant barriers to employment when their overseas qualifications are not recognised. Placements also provide an opportunity for people with a disability to promote their skills and abilities to a potential employer.

To successfully complete a placement, vulnerable community members may need tailored placements and supports, and workplaces need to adopt inclusive work practices. For organisations or sectors offering a diverse or large volume of placement opportunities, centralisation of this function can help ensure opportunities are inclusive and support people from vulnerable communities to successfully complete the placement.

Due to the array of activities Banyule City Council undertakes and the size of its municipality, Banyule City Council is well placed to offer diverse pathways to labour force participation.

By redesigning and centralising opportunities for student placements, structured workplace learning, and work experience with a diversity and inclusion lens, Banyule City Council will enhance the quality and number of local pathways to labour force participation for vulnerable community members.

This priority action will ensure that:

- All opportunities to apply for a pathway to labour force participation within Banyule City Council are accessible and inclusive, and align with individual skills, interests and aspirations.
- Student placements, structured workplace learning, and work experience opportunities at Banyule City Council have clear learning outcomes and where possible are linked to trends in growth industries and the labour market in Banyule.
- All pathway opportunities at Banyule City Council are tailored to support vulnerable community members to apply for, participate in and successfully complete placements.
- Banyule City Council has access to a diverse talent pool.





Opportunities for vulnerable community members to start or develop a business can act as an alternative income generation option, especially when their access to employment is blocked.

However, there are barriers to entry for people from vulnerable communities, including limited understanding of how to set up a business, language barriers, limited or no access to finance, lack of awareness of markets, and competition from other business.



By 2025:

- Assist 35 vulnerable community members to access business training and support.

FOCUS AREA 3: Grow business ownership and entrepreneurship

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Priority Action 1

Assist people to participate in business activities with the skills to generate income.

Programs that are designed to tap into the entrepreneurial spirit of vulnerable community members through business development have been successful in enabling economic participation. Once established, these businesses often provide additional social and economic benefits by employing people from vulnerable community groups.

Through the collaborative design and delivery of business programs and business support, Banyule City Council will continue to assist vulnerable community members to build enterprising skills and develop small businesses and social enterprises. This will also support individuals to participate in business activities and connect them with networks, organisations, events, procurement opportunities, and specialist business support.

This priority action will ensure that:

- Vulnerable community members have access to tailored business programs of support that address barriers to entry.
- Vulnerable community members build their networks and advance the business skills they need to participate successfully in business activities.
- Consumers have access to a diverse and inclusive marketplace.



María turned her skill into a business

María Alejandra Valenzuela is the owner and creator of Kelkay Jewellery. Originally from Chile, she migrated to Australia with her husband for a better life.

"I enjoyed being part of the Stepping Stones business program. I was nervous at first because I wasn't confident with my English. I found the course flexible and the content suited my needs as a woman from a migrant background. I enjoyed being in a class full of women from migrant backgrounds, we all had a lot in common.

Before I attended the program, I had a skill, but I did not know how to turn that skill into a business that would be a source of income. The program helped me to understand everything I needed to know about Australian business culture and starting a business in Australia. The support, encouragement and knowledge that I received from the program gave me the confidence to turn my skill into a business".

FOCUS AREA 4

Advance inclusive employment practices across the local government sector and private sector



There is clear evidence on the benefits of inclusive employment for economies and employers, however many organisations require a significant transformation in their culture, structures, and processes to adopt inclusive recruitment and work practices, and some need support with this.

Building awareness of the benefits of inclusive employment, capacity building tools to support inclusive employment outcomes, and support to develop targeted inclusive employment strategies will better position councils and private enterprises to create place-based inclusive employment opportunities that are responsive to their communities' needs.

Targets

By 2025:

- Increase the number of local governments and private enterprises engaged in inclusive employment programs.
- Stimulate 100 inclusive employment opportunities across the Northern region.
- Increase representation of vulnerable community members in the Banyule City Council workforce.

FOCUS AREA 4: Advance inclusive employment practices across the local government sector and private sector

Priority Action 1

Advocate for inclusive employment opportunities to create a stronger economy in the Northern region.

While there is limited data on the number of inclusive employment opportunities currently available within the local government sector and private sector, unemployment rates for people from vulnerable community groups demonstrate that there is an opportunity for employers to do more in a systemic way to create targeted inclusive employment.

Whilst several councils and local businesses have expressed an interest to create inclusive employment opportunities for vulnerable community members, many of these employers have also expressed a lack of confidence and support to navigate inclusive job creation successfully.

Local businesses, for example, often have concerns over issues such as making workplace modifications, applying for funding for wage subsidies, and accessing information and advice on how to hire a person with a disability.

Underpinning an employer's ability to adopt inclusive work practices is an awareness of the needs of people from diverse backgrounds. Cultural awareness, and diversity and inclusion training can help build an inclusive workplace culture by increasing staff confidence, promoting the use of inclusive language, encouraging empathy, and dispelling myths and stereotypes.

Banyule City Council is committed to expanding employment outcomes achieved through the Banyule Inclusive Employment Program. A series of practical capacity building tools will be developed to support councils and local businesses partner with the program, and collaboratively create additional place-based employment opportunities that are inclusive.

This priority action will ensure that:

- Banyule City Council is contributing to the evidence base on best practice in inclusive employment.
- Councils and other employers have practical support to develop and implement an inclusive employment program in their workplace.
- Opportunities to promote inclusive employment are targeted to businesses and industries experiencing growth.



FOCUS AREA 4: Advance inclusive employment practices across the local government sector and private sector

Priority Action 2

Support our workplace to be inclusive and diverse.

Banyule is an increasingly diverse community, made up of people from many different cultures, beliefs, abilities and identities. This diversity enriches and improves the Banyule community.

Banyule is home to a growing population of people born in China, India, Malaysia, Sri Lanka, and Vietnam; the second largest Somali population in Australia, concentrated in Banyule's West precinct; and has an increasing Aboriginal and Torres Strait Islander population. The number of people of working age living with disability is increasing, as is the number of young people.

A workforce that reflects this diversity will improve connections between Banyule City Council and the community, enable better designed services, improve customer service, enhance innovation, and is likely to drive performance by increasing job satisfaction, leading to better outcomes for residents.

Through updates to policies and practice, Banyule City Council commits to modelling the cultural change that needs to occur for workplaces to become inclusive and diverse.

This priority action will ensure that:

- Banyule City Council's commitment to diversity and inclusion is underpinned by an equitable employment framework, cultural awareness, and diversity and inclusion training.
- Meaningful, appropriate, and clearly defined employment opportunities are made available to the community that balance organisational needs with the diverse skills, knowledge, and interests of community members.
- A consistent approach is employed for the engagement of staff involving inclusive recruitment and selection processes that respond to community diversity.
- Banyule City Council is recognised as an employer of choice in the Northern Region and is better able to attract and retain a diverse talent pool.
- The Banyule City Council workforce more accurately reflects the diversity of the Banyule resident population and is better able to meet the needs of diverse communities.



Diversity makes our organisation resilient, effective and creative

Ellie Hall, Sustainability Officer at Banyule City Council and participant of Cross Cultural Competency Training.

"We love having diversity in our team, it makes us more versatile. The training helped me clarify the differences in the way diverse cultures may approach situations and relate to work. It also offered practical tips to help me be flexible in my leadership, set clear and reasonable expectations early, and positively contribute to a safe, happy and inclusive culture. Through this training, I reconnected with the fact that an individual's cultural background is just one of the aspects that makes up their identity and these different identities are what make our society strong and our organisation resilient, effective and creative".

Next steps

Banyule's first Inclusive Local Jobs Strategy is a new approach to driving equity of economic opportunity for all residents. The priority actions in this strategy will help create local jobs, pathways to labour force participation, drive workforce participation and productivity, and contribute to improving community wellbeing.

Banyule City Council recognises we cannot achieve this alone. This Strategy represents the start of a stronger partnership between Banyule City Council and community that is based on trust, mutual respect and shared benefit. Continuing to work in partnership with the community will see this Strategy effectively implemented.

Implementing the Inclusive Local Jobs Strategy

The Inclusive Local Jobs Strategy is supported by an Action Plan (Appendix 1) that has been co-designed with community. The Action Plan details key initiatives that support the achievement of each priority action of the Strategy and identifies the lead departments that will coordinate efforts under each initiative.

The Action Plan also outlines the funding arrangement for each initiative. Many key initiatives will be implemented using existing resources, as part of existing roles or through recurring budgets, and some key initiatives will be subject to securing additional resources.

How will we know if the strategy is working?

A monitoring and evaluation process for this Strategy will be developed, with success gauged against key outcomes. Evaluation of key initiatives may lead to re-calibration, new directions or affirmation of approach, and will inform future policy development. This flexibility is critical; this is the first Inclusive Local Jobs Strategy for Banyule City Council and this approach enables Banyule City Council to respond to new opportunities as they present themselves and pivot when intended outcomes are not being achieved.

Progress on implementing the initiatives in this strategy, and in delivering the outcomes outlined in the strategic framework will occur annually.



Definitions

Diverse and inclusive workplace	A workplace that employs people from a range of different backgrounds.
Economic participation	The extent to which people are participating (or engaged) in education and/ or employment. Key indicators of economic participation are educational participation, educational attainment, unemployment, under-employment and people who are not in education, employment or training (NEET).
Inclusive Employment Program	A structured program to increase the number of inclusive employment opportunities in a workplace.
Inclusive jobs / inclusive employment	Employment in a competitive labour market, where people facing barriers to employment have equitable access to workplace benefits and career opportunities.
Labour force participation	When a person is employed or unemployed and looking for a job.
Local	Within the boundaries of the Banyule Local Government Area (LGA).
LGBTIQ+	This acronym refers to those who identify as lesbian, gay, bisexual, transgender, intersex and queer.
Northern Region	The local government areas of Banyule, Nillumbik, Darebin, Hume, Mitchell Moreland, and Whittlesea.
Pathway to labour force participation	An activity designed to lead to employment e.g. study, training, volunteering, work experience, student placement, and structured workplace learning.
Place-based approaches	There is no commonly agreed definition of place-based approaches. For the purposes of this Strategy, a place-based approach is defined as 'a collaborative, long-term approach to build thriving communities delivered in a defined geographic location'. This approach is ideally characterised by strong relationships between diverse stakeholders, including community members, government and businesses, who come together to work towards shared outcomes.
Social benefit supplier	A business that is a social enterprise, Aboriginal business or an Australian Disability Enterprise.
Sustainable procurement	Strategic use of procurement to drive social, economic, and environmental outcomes.
Suitable employment	Employment that an individual considers suitable for them based on their personal circumstances, interests, skills, abilities, and aspirations.
Vulnerable community groups / vulnerable community member	<p>For the purpose of this strategy, vulnerable community groups include Aboriginal and Torres Strait Islander peoples, young people aged 16-25 years old, culturally and linguistically diverse people, including refugees and asylum seekers, and people living with disability.</p> <p>For the purpose of this Strategy, a vulnerable community member is a person living in the Banyule LGA who identifies with one or more of the vulnerable community groups outlined above.</p>

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Notes ...

A series of horizontal dotted lines for taking notes.

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How to contact your Council

For all enquiries or information about any Council services:

Telephone: **9490 4222**

Email: **enquiries@banyule.vic.gov.au**

Website: **www.banyule.vic.gov.au**

Fax: 9499 9475

If your hearing or speech is impaired, you can call us through the National Relay Service on **133 677** (TTY) or **1300 555 727** (ordinary handset) and ask for 9490 4222.

Postal Address:

PO Box 94, Greensborough 3088

Council Service Centres:

Greensborough: Level 3, 1 Flintoff Street

Ivanhoe: 4 Bond Street

Rosanna: 72 Turnham Avenue (inside Rosanna Library)

Office Hours of Opening:

Greensborough & Ivanhoe: Monday – Friday 8.30am – 5pm

Rosanna: Monday – Friday 10am – 12noon and 1pm – 4pm

Interpreter service:

If you need an interpreter, please contact TIS National on 131 450 and ask to be connected to Banyule Council on 9490 4222.

إذا كنتم بحاجة إلى مترجم، الرجاء الاتصال بالخط القومي لخدمة الترجمة الهاتفية TIS على الرقم 131 450. واطلبوا إيصالكم ببلدية بانيل على الرقم 9490 4222.

若你需要口譯員，請致電131 450聯絡TIS National，要求他們為你致電9490 4222接通Banyule市政廳。

Ako vam je potreban tumač, molimo vas, nazovite TIS National na broj 131 450 i zatražite da vas se spoji sa Vijećem općine Banyule na broj 9490 4222.

Αν χρειάζεστε διερμηνέα τηλεφωνήστε στην Εθνική Υπηρεσία Διερμηνέων Μεταφραστών στον αριθμό 131 450 και ζητήστε να σας συνδέσουν με τη Δημαρχία Banyule στο 9490 4222.

Se hai bisogno di un interprete chiama TIS National al numero 131 450 e chiedi di essere messo in comunicazione con il Comune di Banyule al numero 9490 4222.

Ако ви треба преведувач ве молиме јавете се на TIS National на 131 450 и замовете да ве поврзат со Banyule Council на 9490 4222.

如果你需要一名翻译，请打电话到国家电话翻译服务处 (TIS National) 131 450，再转接到Banyule市政府9490 4222

Haddii aad u baahan tahay mutarjum wac khadka qaranka oo ah TIS 131 450 weydiina in lagugu xiro Degmada Banyule tel: 9490 4222.

Nếu cần thông dịch, xin gọi cho TIS Toàn Quốc qua số 131 450 rồi nhờ họ gọi cho Hội Đồng Thành Phố Banyule theo số 9490 4222 giúp quý vị.



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Status of previous business support package

The initial support package released by Council has been reviewed and the table below provides a summary of the status and the impact of the funding. It should be noted that the impact assessment is based on anecdotal evidence given the limited opportunity to generate evidence-based outcomes measurements for each of the initiatives however all these initiatives are progressing well, refer to the traffic light status update.

Initiative	Status	Impact on businesses	Comment
Refund street trader permits fees 2019/2020	●	Medium	Not relevant to all traders
Waive 2020/2021 Street Trading Permit fees	●	Medium	Renewals are due in October 2020 and will be waived at this stage. Not relevant to all traders.
Rent relief 2019/2020 and 2020/2021	●	High	2 businesses have confirmed rent relief in place and 1 business is still in negotiation
Waive 2020/2021 Health Act registration fees	●	Medium	Renewals are due in November 2020 and will be waived at this stage. New registrations from 1 July 2020 will have a zero balance.
Provide additional funding for the special rates and charges scheme	●	High	All 19/20 contributions have been paid for all 11 retail Trader Associations.
Introduce five business day payment terms	●	High	Well received by suppliers
Encourage people to shop locally	●	High	Traders Associations have submitted plans to roll out their campaigns for the 9 month period up until 31 Dec 2020. Economic Development have recruited a Business Support Officer until January 2021 to roll out a shop local campaign across Banyule with a focus on Banyule's Industrial Estates and the businesses in our smaller neighbourhood centres.
Provide additional grants	●	High	High demand – need to focus on quality of grants submitted – see grants attachment
Expand Banyule's Employment Assistant Program	●	Low	There has been limited uptake for the EAP service from businesses however we anticipate greater demand for service in 20/21 during recovery phase.
Increase Council's business support and advice capacity July to Dec 2020	●	High	The Business Support Officer commenced on 1 June 2020 which has provided further resources to support businesses through COVID 19.
Increase subsidised training	●	Medium	We implemented a number of additional events and training for the 2019/20 FY, including Getting Online workshops for Service and Product based businesses, virtual networking and building resilience.

Rediscover Local

Purpose

The purpose of this campaign is to help boost the local economy by encouraging residents and businesses to shop locally for their goods and services. While this campaign will be Banyule-wide, more targeted support will be given to Neighbourhood Centres and Industrial Estates.

Trends

- Shop Local campaign fatigue.
- Residents and businesses like the idea of supporting local businesses but need an incentive to change behaviour to regularly shop local.
- Household income and people's attitudes towards spending money has been affected by COVID-19.
- People are unaware of the diverse range of businesses in Banyule and quite often venture out of the municipality for goods and services they could purchase locally.
- Working from home is here to stay, so there are more people staying close to home more of the time.

Strategy

Motivate and incentivise residents and businesses to shop within Banyule through a targeted six-month campaign aiming to attract new business, increase repeat business and connect businesses in Banyule.

Campaign

Rediscover local encourages residents and businesses to rediscover what is in their local neighborhood.

- Rediscover local food and drink
- Rediscover local shops
- Rediscover local health and fitness
- Rediscover local trades and services
- Rediscover local artists and musicians
- Rediscover local business partners
- Rediscover local hidden trails and reserves

Rediscover Local

Campaign Microsite - Interactive local business directory - Interactive map - Download monthly trader offers - Videos - Competitions - Twilight market events - Local information	Banyule Book of Offers Monthly Trader offers to incentivise: - Trial of new shops/services - Repeat visitation - Higher spend per visit - B2B offers to incentivise local business partnerships - Available online + small print run	Social Media Campaign FB and Insta page: - Create campaign awareness - Promote/download offers - Promote/capture competition submissions - Pus out local trader videos - Engage and encourage participation with local community	Videos - Rediscover local butchers/mechanics/lawyers/financial advisors/florists - Promote new businesses to the area - Shopper engagement videos/testimonials	Twilight Markets - 2 x Locations/different dates (Nov) - Showcase the variety of different local businesses - Focus on NC and IE with a mix of sole/small traders - Rediscover local food, art, services, produce etc.	Competitions - Incentivise trial of local Traders - incentivies repeat purchase and multiple trader purchase - Incentivise business partnerships - Increase spend
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While this campaign and the tactics employed (microsite, social media and twilight markets) will deliver ongoing support for local traders, with an initial focus of community support coming out of COVID-19, there is potential to apply this campaign into the future to encompass place-making activities, tourism, and to partner with other areas of Council to collaborate on initiatives that support local business in the community.

Stakeholders

Meetings with Traders Associations are underway as well as internal stakeholders (festivals team and communications) and other industry stakeholders.

Budget

To deliver this initial six-month campaign we would need \$110,000.

Considerations

- Environment and sustainability (reducing the number of printed copies of Rediscover Local book of offers (to request only) and move offers, competitions and trader information online to a central microsite location that is built of the Banyule Business website.
- Twilight markets are scheduled for November when physical distancing restrictions will hopefully be lifted or eased even further. The markets will be managed in consultation with the Arts and Culture (festivals) team and scheduled around other major Council events e.g. Malahang Festival. In the event these markets cannot go ahead, another activity to showcase the hidden gems in Banyule will be arranged.
- Feedback in a recent survey identified that Local Traders would like a directory. The microsite would serve as a type of directory that is interactive and has benefits for both traders and residents/businesses and Banyule Council.
- A survey will be available for residents to complete, with results applied to further hone the campaign messages and mechanisms.
- This highly visible campaign will not only benefit local businesses and Banyule residents but will also attract the attention of neighbouring municipalities. This would encourage visitation and patronage from neighbouring residents and businesses, and future collaboration between councils and industry.

BCC Building Connection & Celebration Initiatives - \$70K

Building Connection and Celebrating Initiatives \$70k allocated to deliver to the community in addition to the refreshed grants program

This program of initiatives will largely be Officer driven and managed and can draw on partnerships with local community groups, service providers, businesses and support agencies. They will be activity, program or event based that focus on:

- Building and re-connecting
- Celebrating community life
- Engaging community
- Developing sense of community
- Stimulate activity and interaction – economic and social

A scope and list of potential ideas and projects has been identified and can be further developed for Council consideration in June 2020, to ensure that there is a point of difference for this program of non-grant funding.

These include:

Window Installations in Businesses across the Traders Associations 'From my Window'

Budget - \$25,000

Overview – This project would be primarily delivered by the Arts & Culture team but with support from the Economic Development Team and in partnership with Traders Associations and small businesses. The project would involve:

- An EOI process to match interested local businesses with local artists.
- Selected artists would receive a small stipend to work with the local small business to develop a creative visual merchandising display for the shop window.
- Council would profile the high streets and local businesses involved through the website and all social media channels.

The project would encourage residents back to their local shopping strips and would celebrate the resilience of our local small businesses. Both businesses and artists would receive positive publicity and raise their public profile.

Activating neighbourhoods and high streets through public art

Budget - \$20,000

Overview – Led by the Arts and Culture team with support from Economic Development to commission a program of temporary public art to activate selected high streets.

Types of temporary public art could include:

- Regular visits/pop up performances by Sanctum's giant puppets
- Projections
- Pop up music performances
- Interactive projects with small groups
- Temporary installations
- Creative 'treasure hunts'

This project would encourage people back to the high streets and provide communities with a safe way to connect to their local neighbourhood.

Project – Community public art project ‘ Our Future’**Budget - \$15,000**

Overview – This project would be a partnership between the Arts and Culture Team, the Community and Social Planning Team and community organisations (eg Banyule Community Health, neighbourhood houses).

- We would commission a skilled artist/facilitator to work with the partner organisations and their communities to develop a community public artwork based on the question 'What does our future look like now?'
- The project would seek to reach and engage with vulnerable groups in the community who have been severely affected by the Covid-19 crisis and provide a way to connect, discuss and process what has happened in a creative way while also looking towards the future.

Using a public artwork provides a visual commemoration and hopeful expression of the community's vision for the future, and also encourages participation and engagement among those for whom English is not their first language. The project would also provide much-needed employment for a local artist/facilitator, and would activate a public space encouraging further community connection and discussion.

Community Grants

RAPID RESPONSE GRANTS

Community Support- Essential Grants \$150k

- Grants approved up to \$5k each;
- Applications available year-round (or until pool is expended) and assessments made with a quick turnaround in decision making
- Community groups would be eligible to apply for small scale projects, events, celebrations, activities and equipment purchases – if they can demonstrate their application directly responds to the impact of COVID-19 on their service, clientele or community. (For e.g. Neighborhood Houses)
- Benefits of having an open round throughout the year mean that Community groups have opportunities throughout the year to apply for funds that respond to issues as they emerge or escalate with a short turn around period compared to one funding round which takes several months to distribute. This would be a flexible and supportive approach by Council that acknowledges an uncertain future in this COVID-19 period and the unpredictability of community needs and impacts.

Key outcomes include:

- Rebuild and support community resilience and recovery
- Upskill and support community to transition post COVID-19
- Stimulate and inspire the community
- Encourage a sense of local pride and connection.

Criteria

- A benefit to the Banyule community as a direct response to the impact of COVID-19
- Improved service outcomes for the community group
- Value for Money
- Good quality and well developed (projects/activities/celebrations)
- Delivery on time and within budget

Timelines

- Ongoing from 1st July 2020 to 30th June 2021

Creative Community Quick Response Grants \$20k

- Allocation of \$20k for a one-off round of quick-response grants of up to \$2k each.
- Support projects led by local creative groups or individuals in partnership with a local organisation (ie. neighborhood house, Traders Association, Friends of Group etc.) that has been directly and severely affected by the COVID 19 crisis.
- Officers to work closely with stakeholders to broker new and exciting relationships and collaborations across different sectors within our community.

Key outcomes include:

- Fostering connection through online creative classes for clients of a neighborhood house
- Encouraging a sense of belonging to community and place through a collaborative video project with a local business or trading strip
- Stimulating ideas and innovation through a remote creative sustainability project with members of an environmental or Friends Of group

Criteria

- Innovative and creative, ready-to-go projects with a short turn-around time
- Confirmed partnership with an affected local organisation
- Minimal investment of time or resources required from the partner organisation
- Demonstrable benefits for the partner organisation's clients/customers/communities

Timelines

- Rolling grants program open from July 2020-December 2020

Creative Recovery Grants \$40K

Our local community and Australia as a whole will be changed by the COVID 19 crisis. With individuals coping with the loss of jobs and income and challenges to their mental health and local businesses struggling to survive, there has never been a more important time to reinvigorate our community with access to free, local and accessible creative experiences

- \$40k is ringfenced for Creative Recovery Grants.
- Grants will provide funding of up to \$10,000 for creative projects that can demonstrate a direct and tangible benefit to the local Banyule Community.

Key outcomes include:

- Revitalise public spaces
- stimulate and inspire the community
- encourage a sense of local pride and connection.
- projects that activate venues in ILCH and address or support any public health restrictions in creative and innovative ways.

Criteria

Applications must demonstrate that the project will:

- Benefit the Banyule Community
- Provide Value for Money
- Be good quality and delivered on time and within budget.
- If two or more projects are scored equally the panel will prioritise projects that can clearly demonstrate that they are responding to the needs of a community or group that has been directly and severely affected by the COVID-19 crisis.

Timelines

Applications open: July 20 -Sept 2020. Projects to take place in 2021.

Project Hall Hire relief and support

Budget: Currently \$18k in existing budget, seeking an additional \$10k to expand the facility subsidy grant program to enable more people to access the hall hire subsidies and support cleaning costs incurred in Council owned community halls, centres and venues due to COVID 19

Benefits include:

- Decreased pressure on clubs/community groups financially during this period
- Encouraging people to go out and meet in smaller groups given current restrictions
- Making it financially possible for groups to meet with smaller numbers and maintain social distancing
- Continues to provide Councillors opportunities to attend community spaces and meet residents

Environment Grants \$125k

- We are seeking to continue with the full allocation of \$125k for the Environment Grants in 2020/21.
- This includes \$75k in our operational budget and \$50k in capital, tied to the \$5m Climate Action Package.
- It is proposed that the 2020/21 funding round is split into two with \$55k available in round one and \$55k available in round two, with \$15k allocated to Home Energy Audits to support those who have experienced an increase in energy bills while at home.
- Home Energy Audits will be offered once lockdown conditions deem this appropriate.

Key aims;

- Projects progressing Council's Planet Priorities
- Support to environmental community groups who can implement shovel ready projects while COVID 19 restrictions limit their ability to put on events.
- Support to groups who are struggling financially with a lack of fundraising opportunities to use this time to upskill themselves and transition to online delivery of some of their offerings.

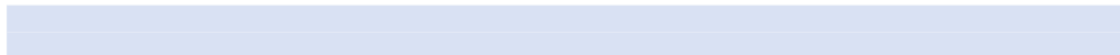
Guidelines

- Guidelines will respond to the differing priorities of our environment community groups and will allow the Environment Grants to be flexible to the varied needs.

Projects could include;

- Energy efficiency & sustainability upgrades for our Neighbourhood Houses to implement while physical attendance to these centres is low.
- Funding towards improvement of community groups' website design and development as well as digital marketing and promotion.
- Funding towards improvement of community groups' website design and development as well as digital marketing and promotion.
- Upskilling relating to production of online content.
- Funding of projects that can be hosted online, including workshops and 'how to' guides, as well as ideas that address COVID-19 issues and recovery. For example, supporting Transition Towns projects that address food security and home energy savings.
- Funding to local artists in relation climate change awareness and action.

Applications open: July 20 -Sept 2020. Projects to take place in 2021.



Planning for the future of Bell/Bardia and Tarakan Estates in Heidelberg West

Project update, June 2020



Have your say on the draft plans for Bell/Bardia and Tarakan Estate redevelopments

The Victorian Government is committed to delivering safe, secure and affordable homes to better meet the housing needs of Victorians and support strong and inclusive communities.

The renewal of Bell/Bardia and Tarakan public housing estates in Heidelberg West will replace old housing that does not meet the needs of tenants with well designed, attractive homes that improve the local area. It will progressively provide over 560 new homes across the two sites including over 280 new homes for social housing tenants and over 280 homes to be offered as private rental housing. The design of the new estates builds on previous input from the community and will feature modern sustainable design with improved open space and other features that everyone can enjoy.

Project background

The Department of Health and Human Services commenced planning for the future of Bell/Bardia and Tarakan Estates in 2017 when it requested the Minister for Planning rezone the sites. This process involved community consultation to seek feedback on indicative designs for the redevelopment.

In March 2018 the Minister for Planning approved the changes to the planning controls and introduced Development Plan Overlays which allows the sites to be redeveloped. The Development Plan Overlays detail what types of things the land can be used for, how tall buildings can be, how far they need to be set back from boundaries, how much open space needs to be provided and guidance around landscape and building design. The Masterplan complies with these overlays.



Aerial view of Bell/Bardia Estate



Aerial view of Tarakan Estate

We invite you to share your feedback on the draft plans for the sites.

This project update provides an overview of the draft masterplans and details of how you can provide your feedback. Feedback from previous engagement has been used to inform the development of the draft masterplans.

The opportunity to provide feedback closes 6 July 2020.

View the Masterplan at <https://www.dhhs.vic.gov.au/heidelberg-west-bell-bardia-and-tarakan-estates>



About the draft plans

Through the planning scheme amendment process the community has shared valuable feedback on how the design of the sites should provide open space, increased accessibility and safety and sustainable design features. The community feedback has been incorporated into the draft masterplans for each site and is underpinned by the department's principles to masterplan development which includes:

- Providing strong connections through sites;
- Retaining trees where possible;
- Maximising building heights adjacent to Bell Street and Melbourne Polytechnic and
- Creating a residential scale along local streets

The key themes of past community feedback can be split into three categories; open space, accessibility and safety and design.



- 1 Open space** Promotes outdoor use and community gatherings and opportunities for active use like basketball or playgrounds
- 2** Connections to existing walking and cycling paths, local parklands and shops
- 3** Upper level communal open space for residents
- 4 Accessibility and safety** Removes cut through roads in the estates and favours local-only roads
- 5** Passive surveillance from courtyards and town houses
- 6** Direct access to parking facilities
- 7 Design** Smaller blocks of housing that reflect the local neighbourhood and local streets
- 8** Building heights and locations designed to limit shadows and provide great light to communal open space areas
- 9** Sustainable design to reduce heating and cooling costs

Project benefits

- ✓ Prioritise local jobs and local content in the construction phase through the *Public Tenant Employment Program*
- ✓ Improve how the sites integrate with the local neighbourhood, provide improved walking and cycling connections through the sites, improved public open space and landscaping
- ✓ Increase the provision of social housing in a location which provides good access to transport and employment and education opportunities
- ✓ Deliver higher levels of comfort and reduced energy costs for tenants through environmental sustainable design

What are we looking for feedback on?

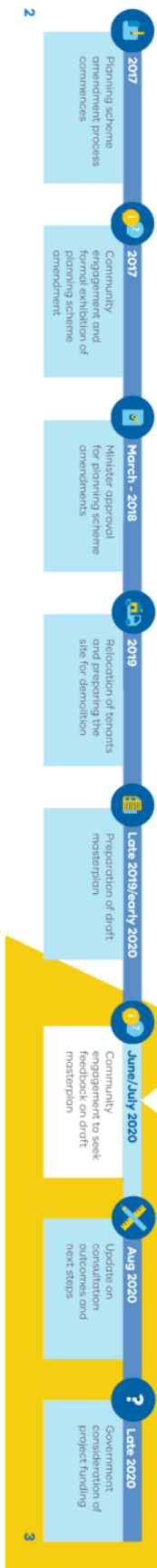
The planning scheme amendment that was approved in 2018 details what land can be used for, how tall buildings can be, how far they need to be set back from boundaries, how much open spaces need to be provided and guidance around landscape and building design. The draft masterplan meets these requirements but we are seeking further input from the community on:

- How else connections within the sites could be improved
- The type and locations of amenities in the open space
- What else would make open spaces feel safe
- What facilities should be included in the backyards
- Specific elements of the masterplan that you have concerns about
- How the masterplan could be improved



View the Masterplan at <https://www.dhhs.vic.gov.au/heidelberg-west-bell-bardia-and-tarakan-estates>

Project timeline



2

3

Have your say on the masterplan

Complete the online survey



16 June to 6 July 2020



<https://www.dhhs.vic.gov.au/heidelberg-west-bell-bardia-and-tarakan-estates>



Need help completing the online survey?

Call our project hotline on (03) 9021 0617 to arrange a time to talk to a project team member

Email us at housing.renewal@dhhs.vic.gov.au

Need an accessible version of this project update?

If you would like to receive this publication in an accessible format, please phone the project hotline (03) 9021 0617 or email housing.renewal@dhhs.vic.gov.au



Interpreter

If you need an interpreting service to support participation in engagement, please contact the client engagement team at:

Email: housing.renewal@dhhs.vic.gov.au

Phone: 0447 842 369

Join an online workshop



Participate in a 1.5-hour online workshop via Zoom meeting platform to discuss and give feedback on the draft masterplan.

Session 1



Wednesday 1 July 2020



6:30pm - 8:00pm



Language: English.
Interpreters available.

Session 2



Thursday 2 July 2020



1:30pm - 3:00pm



Language: English.
Interpreters available.

How to register?

Register online via <https://www.dhhs.vic.gov.au/heidelberg-west-bell-bardia-and-tarakan-estates>

Email us at housing.renewal@dhhs.vic.gov.au

Call us at (03) 9021 0617

The workshops have limited capacity. Registration is accepted on a first-come-first-served basis.



DEVELOPED BY
**Victorian
Greenhouse
Alliances**



LOCAL GOVERNMENT
CLIMATE PROSPECTUS

Local Governments can drive economic recovery through tested climate change solutions.
This prospectus outlines how to align stimulus projects with climate solutions and offers five priority statewide projects that local governments could deliver/facilitate to boost the economy, create jobs and tackle climate change.



01

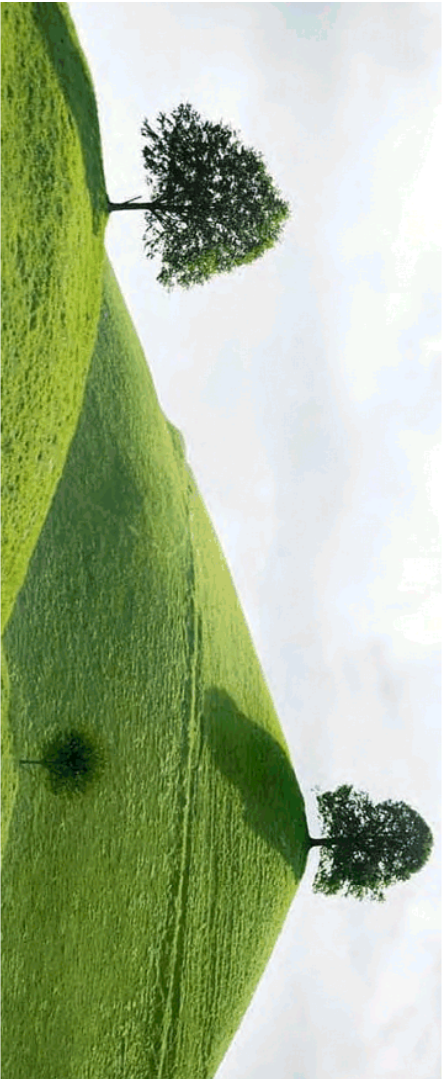
LOCAL GOVERNMENT
CLIMATE PROSPECTUS

Addressing Two Challenges Together

Local governments are on the frontline of two monumental challenges; the Corona Virus pandemic and Climate Change. Tackling both challenges at the same time is as important as ever. Luckily, implementing local climate solutions can significantly boost pandemic recovery efforts.

The risks climate change poses to local government have not gone away. Climate change impacts nearly every aspect of council core business and across multiple service areas.

Councils have been leading the way for decades on climate change and sustainability and have a unique opportunity to ramp up ambitions. Corporate and community initiatives that can deliver direct financial savings to councils, boost local economies, create jobs, improve health and wellbeing and the health of the local environment.



02



Think Stimulus Think Climate

Many local governments have already received funding through State and Federal Governments with more expected to come to support economic recovery. These packages offer an important opportunity to maximise climate change and sustainability outcomes for councils and their communities.

Any project could seek to improve climate outcomes by asking *'how could this project be delivered so that it reduces emissions',* and *'how could this project help to increase resilience and reduce exposure to climate risks?'* Here are some examples:

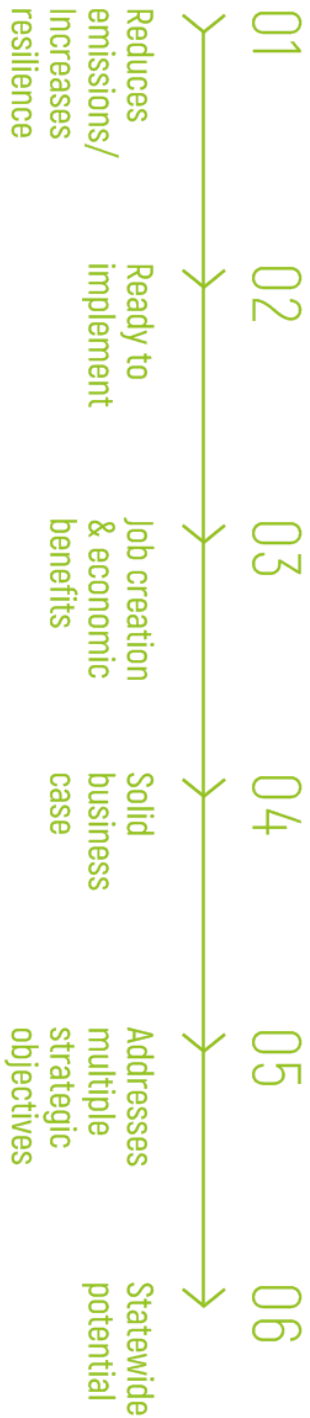
- **Streetscape revitalisation projects** could improve resilience through enhancing urban forests, reducing urban heat and improving water sensitive urban design.

- **Social distancing measures** can promote active transport measures such as walking and cycling infrastructure, reduce emissions and improve health and wellbeing.
- **Councils are fast tracking capital expenditure, with a focus on creating local jobs:** As such procurement is weighted towards local supply chains, but this should also extend to stronger weightings for sustainability outcomes.
- **New and existing buildings could strive for zero carbon and highest sustainability star ratings,** and built for 2050 climate projections
- **Prepare for future disruption** by integrating renewable energy and communications security into recovery projects.



Principles

Victorian Councils have a demonstrated track record of delivering regional and state wide initiatives, via their Greenhouse Alliances. This experience informs the following principles that have been applied in prioritising the proposed stimulus options:



04

Upgrading streetlights

Switching all major road lights to energy efficient smart technology. Over recent

years councils have progressively upgraded tens of thousands of inefficient residential streetlights. Many councils are now ready to proceed with upgrading inefficient lights for major roads. A large portion of these lights are cost shared between councils and the State Government. A co-investment model between councils and the State Government could deliver:

Upgrade 200,000 inefficient streetlights across the state

\$24M in energy savings per year for councils and Victorian Government

86k tonnes of emissions avoided per year

100 jobs over 3 years

Improved traffic safety and smart city capabilities

**Stimulus needed:
\$10M/year for 4 years**

05



Charging the Regions

A comprehensive Electric Vehicle (EV) charging network across Victoria.

In 2019/20, 55 Victorian Councils partnered with the Victorian Government on the Charging the Regions project. This project identified the need for a roll out of Electric Vehicle fast charging infrastructure to enable greater regional connectivity and accelerate EV uptake. The project identified that:

At least one fast charger (25-50kW DC) per municipality would create a dense network of fast chargers less than 100km apart.

Create tourism and economic benefits of \$260M by 2030

Improve air quality and reduce emissions

Support local supply chains such as installers and equipment manufacturers

**Stimulus needed:
\$5-7M**



Green infrastructure

Accelerating investment in street trees, parks and gardens, water sensitive urban design, stormwater capture and reuse.

Most councils in Victoria have plans or strategies to improve greening within their towns and cities. Stimulus funding could help overcome many of the barriers often faced by councils and help to:

Reach canopy cover targets of 30-40%

Reduce heat vulnerability & improve liveability

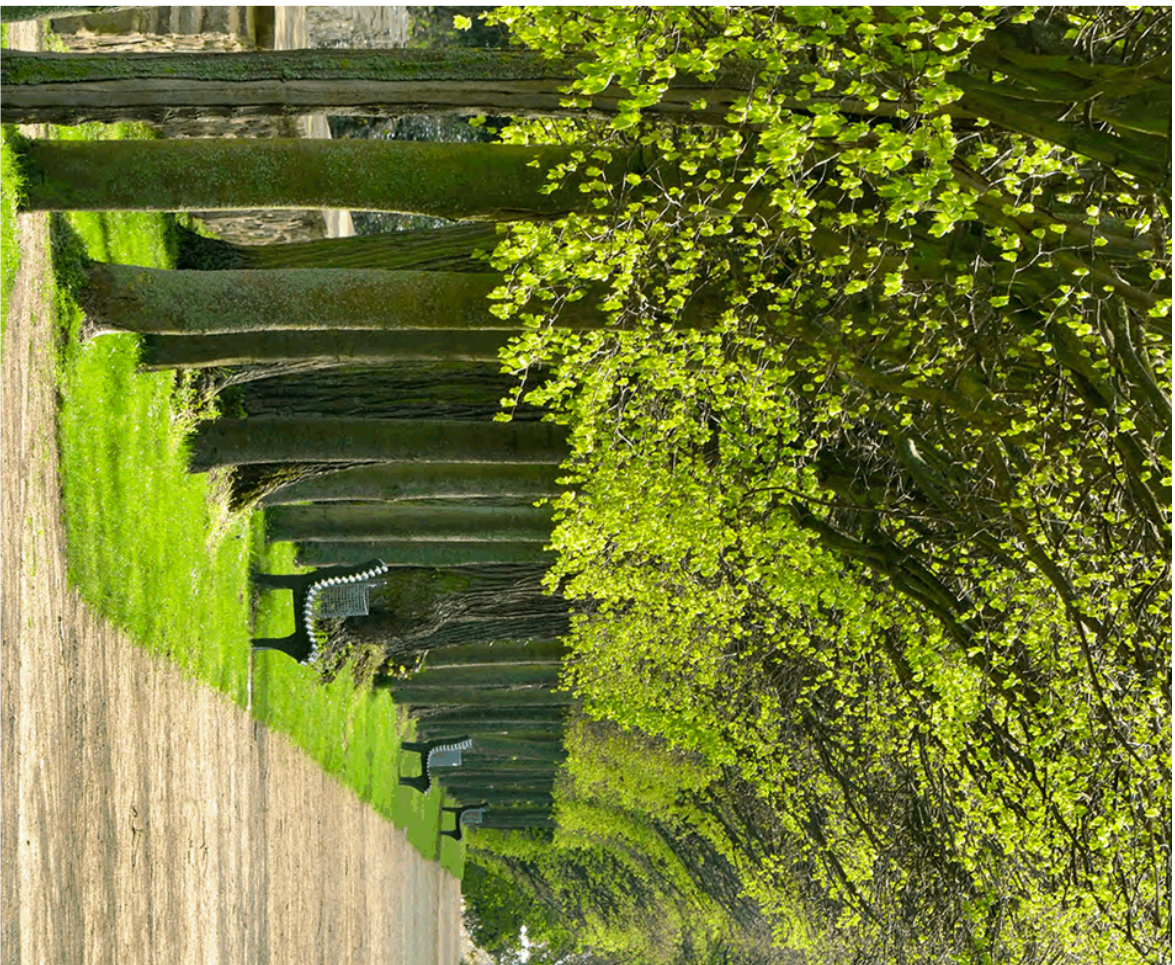
Improve air quality, biodiversity, amenity, stormwater capture

Create local carbon sinks

Consistent planning and implementation will need 2 funded green infrastructure officers per shire/ city/ 3 years

\$5-10B in statewide tree assets enhanced

**Stimulus needed:
\$50M**



Statewide food & organics program

Diverting food organics from landfill represents a significant opportunity for councils to support communities to reduce emissions from waste.

Infrastructure Victoria* recently made a number of recommendations to improve Victoria's circular economy and support recovery of organics. Currently only of small number of councils offer Food Organics and Garden Organics (FOGO) programs. The roll out of state-wide FOGO program could:

Divert 432k tonnes of food waste going to landfill each year

Support 280 new jobs in related industries

\$25M needed to support bin infrastructure

\$14M per year over 4 years to establish consistent, robust engagement and communication programs

**Stimulus needed:
\$81M**

*www.infrastructure.victoria.com.au/report/5-recommendations/



Landfill solar

Transforming closed landfills for clean energy generation for local communities.

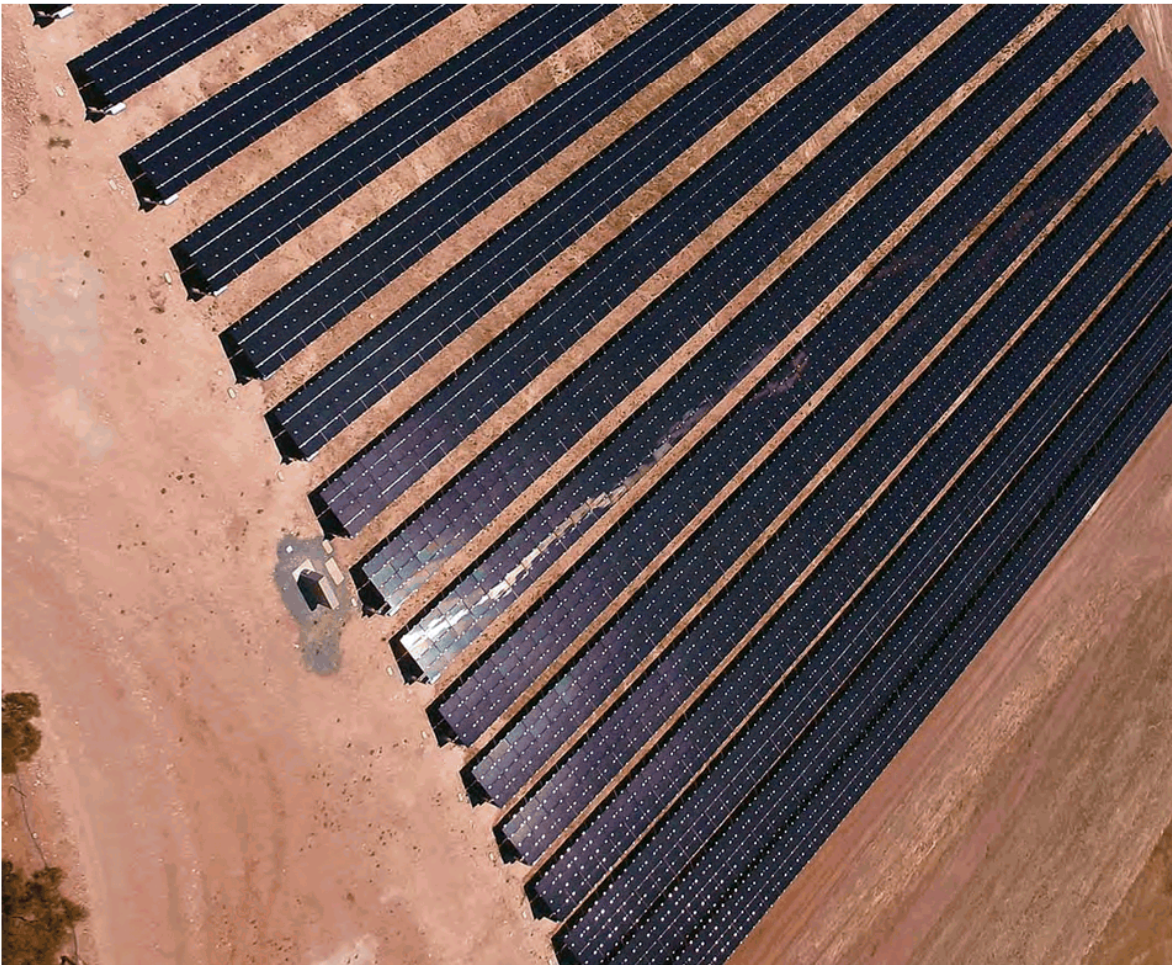
There are currently 588 closed landfill sites in Victoria, many of which represent an ongoing management liability for Victorian councils, and considerable ongoing costs for rate payers. Increasingly, councils are seeking to transform these sites into assets by creating local solar farms. A number of metro and regional councils have undertaken several detailed feasibility studies demonstrating:

50MW of new generation capacity could be unlocked, with an upfront investment of \$65M

Together the projects could save 36K tonnes in emission each year

Support 188 construction jobs and 20 ongoing jobs

Stimulus needed: \$10-25M



LOCAL GOVERNMENT
CLIMATE PROSPECTUS

Get in touch

The Victorian Greenhouse Alliances are formal partnerships of local governments driving climate change action across 70 of Victoria's 79 municipalities. The Alliances work across their networks, communities and partners to deliver regional mitigation and adaptation programs. For more information contact one of the following Alliance Executive Officers:

- **Rob Law**, Executive Officer, Central Victorian Greenhouse Alliance (CVGA) | email eo@cvga.org.au
- **Scott McKenry**, Executive Officer, Eastern Alliance for Greenhouse Action (EAGA) | email scott.mckenry@marroondah.vic.gov.au
- **Bronwyn Chapman**, Executive Officer, Goulburn Broken Greenhouse Alliance (GBGA) | email eo@gbga.com.au
- **Dominique La Fontaine**, Executive Officer, South East Councils Climate Change Alliance (SECCA) | email dlafontaine@secca.org.au
- **David Melklejohn**, Executive Officer, Northern Alliance for Greenhouse Action (NAGA) | email david@naga.org.au
- **Fran MacDonald**, Executive Officer, Western Alliance for Greenhouse Action (WAGA) | email franm@brimbank.vic.gov.au
- **Ian Southall**, Executive Officer, Gippsland Climate Change Network (GCCN) | email ecohub1951@gmail.com

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Submission: 1 - Budget - comments and suggestions

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and comments that 'the 2020/2021 Budget gives Banyule Council the opportunity to show community leadership and to support local rate payers and businesses who are mostly relying on Federal and to a lesser extent State Governments assistance to survive this pandemic.'</p> <p>In summary, the submission includes comment that:</p> <ul style="list-style-type: none"> • '...the Banyule Council Budget sadly has been framed around an approach similar to previous years at a time when the Nation has been facing severely adverse economic conditions.' • 'Banyule Council must demonstrate to ratepayers that it is playing its part by looking after the local community at this challenging time by:' <ul style="list-style-type: none"> – Extending a rate reduction to everyone.... – Reducing total expenditure.... – Rate payers need details of this scheme (<i>Economic Support Package</i>) – Reducing and deferring expenses in some areas as well as cutting out non-essential expenditure in others. (<i>Examples cited</i>) – Cutting Management salaries by 20% – Reviewing the total cost of Gas, Electricity and Public Lighting – Indicating what compensation, the Council has received or will receive from the State Government's North-East Link Project – Asking whether the assumption that Property Values will hold relatively steady is still valid.... • '...Council.... to generate a new plan that reflects community expectations of direct assistance to families and ratepayers of Banyule Council.'

Officer comment(s)	
	<p>The Proposed Budget 2020/2021 is framed around Council continuing to deliver on the Council Plan 2017-2021 (Year 4) and to deliver the core services as expected of the community. During the past 3 months Council has continued to offer many of its services to the community. Council expects to continue to operate these services into 2020/2021.</p> <p>The Proposed Budget has been significantly amended to manage the adverse economic conditions from the coronavirus pandemic. Revenue was amended by \$8.74 and expenditure by \$5.74m from the Pre-COVID-19 proposed Budget 2020/2021. The Capital works and initiatives program has been maintained. The estimated costs of the Economic Support Package announced on 6 April 2020 by Council are also included in this budget.</p>

In addition, Council will freeze all our community fees and charges to further reduce the financial burden on households.

In specific response to the key issues raised in the submission:

Rate Reduction - The 2% general rate increase will enable Council to maintain its rating base under the Fair Go Rates System (FGRS) into the future and to maintain the long-term financial sustainability of Council. The 2% general rate increase in 2020/21 will be directly allocated to fund targeted relief to those ratepayers and businesses who are adversely impacted by the coronavirus pandemic. A council paper on additional ratepayer relief was considered by Council at its meeting on 15 June 2020. The targeted ratepayer relief is in addition to the deferral of rate payments (and interest) until 30 June 2021.

Expenditure Reduction and Economic Support Package - the COVID-19 financial impacts on council and the community are not fully known, although likely to continue to have a significant impact on those living and working within the municipality (including council staff). Council has made the decision to continue to deliver (where it can) all services previously provided to the community and to deliver the originally planned capital program. The realistic level of resources required to do this efficiently and maintain our facilities, parks and gardens have been appropriately costed and included in the 2020/2021 Proposed Budget. This includes the COVID-19 Economic Support Package which will provide immediate support to ratepayers, residents, community groups and businesses that are most impacted by the current pandemic. The organisation has deferred expenditure and cut out non-essential expenditure in the 2020/2021 Proposed Budget by \$5.74m as a direct result of COVID-19. All council expenditure (every year) is reviewed to reflect projected savings from initiatives and establishment of new contracts. This includes utility charges.

North East Link - Council receives some funding as part of two Memorandums of Understanding to compensate for staff time and resources in responding to the project. Council will receive compensation for any Council property either temporarily or permanently acquired. Several Council assets will also be upgraded and improved by the project. The North East Link Project have not yet provided formal notification of which private properties will be acquired and when, so we are unable to calculate any rate income loss at this date.

Property Values - Rates assessment notices for 2020/2021, to be issued from July to September 2020, will be based on valuations prior to the pandemic. Any market changes occurring now, or in the future, due to coronavirus (COVID-19) will be applicable to future revaluation cycles and reflected in subsequent rates assessment notices. Market changes that are observed during this period will be reflected in the return of that valuation cycle (representing a valuation date of 1 January 2021).

Financial Data	
	N/A

Officer recommendation(s)	
	<ul style="list-style-type: none">• The submission be noted.• No changes be made.• The budget currently reflects the COVID-19 financial impact on services - income and expenditure.• An economic support package of \$10.5m has been included which will support ratepayers and business directly impacted by COVID-19.

Submission: 2 - Banksia Park – request for short bike path to the traffic lights on the corner of Banksia Street and The Boulevard

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for short bike path from the exit of Banksia Street to the traffic lights on the corner of Banksia Street and The Boulevard.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'A short bike path is needed from the exit of Banksia Park to the traffic lights on the corner of Banksia street and The Boulevard, it is approximately 50 metres. • If travelling in a northerly direction, in order to avoid the very steep uphill path under the Banksia Bridge, most bike riders exit Banksia Park and cross at the aforementioned lights to join the bike path. In order to do this the choice is to ride on the grass or the wrong side of the road. • It would be greatly appreciated if this small section of path could be made, there is plenty of space to construct it.'

Officer comment(s)	
	<p>This proposal would provide a connection between the existing path in Yarra Flats Park and the existing footpath at the corner of Banksia Street and The Boulevard.</p> <p>A 60m long section of shared path would be required and be constructed in the nature strip area of The Boulevard. The shared path would travel through the existing gravel disabled parking bay. This parking area would need to be sealed and upgraded to meet Disability Discrimination Act requirements</p> <p>The location has been included in the priority paths list and based on the prioritisation tool ranks at number 16. The North East Link outcomes may also have an impact on this project and its priority. Further works in this location will be held off until these outcomes are agreed.</p> <p>The estimated cost of works is \$50,000, which would include the path and sealing of the disabled bay.</p> <p>It is not currently programmed for completion in 2020/2021 due to the current number of priority projects in the program to be delivered in the next few years. The project can be delivered in Year 4.</p>

Financial Data	
	This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$50,000 in Year 1 (2020/2021) as Capital Works expense.

Officer recommendation(s)	
	<ul style="list-style-type: none">• No changes be made.• The project be supported to be undertaken in Year 4 (2023/2024).

Submission: 3 - Ford Park Masterplan and Bellfield area – request for a progress update on the masterplan and for budget allocation to upgrade public carparks in Bellfield.

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4). The submission is a request for 'an update on the master plan and visibility as to the continued redevelopment of Ford Park' and 'to allocate a budget to upgrading public carparks in the Bellfield area'.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • '.....Please provide an update on the master plan and visibility as to the continued redevelopment of Ford Park in consultation with the Ford Park master plan. • Redevelopment of Ford Park Sporting Pavilion, ovals with appropriate fencing and Outdoor space activities e.g basketball courts in line with the proposed masterplan for Ford Park and in line with Place objective in the proposed Council Plan are still to be delivered. • The Public toilet space in Ford Park was recently damaged by fire and should be updated in line with the public toilet strategy for Banyule. • I would also like to make a submission for the proposed Council Plan to allocate a budget to upgrading public carparks in the Bellfield area. Carparks at night should be closed to vehicles. • I make a submission that Council provide carpark closure gates and appropriate fencing to maintain the safety of the community and maintain the beautiful parklands after hours. Particularly when sporting events have concluded in the evening. This is particularly relevant for public carparks at Ford Park, Cyril Cummins Reserve and Yarra Valley Hockey Centre on Liberty Parade. • Car parks not secure at night attract vehicles and motorbikes that often drag race around community streets and damage park gardens. Open carparks attract gatherings of people drinking in public spaces late at night impacting the enjoyment of residents with music and noise and leaving an enormous amount of rubbish and furniture in community spaces which council then has to clean up. Impacting the safety and enjoyment of our community.'

Officer comment(s)	
	<p>The Ford Park Master Plan works are being delivered and funded by the State Government as part of the North East Link project.</p> <p>Council is working closely with North East Link to monitor the delivery of the Master Plan, which will be delivered in two stages.</p> <p>Stage one will commence in August this year and will be completed by end 2021. The stage one works include:</p> <ul style="list-style-type: none"> • Construction of new sporting pavilion • Demolition of the existing pavilion and grandstand. • Refurbishment of existing south oval, including: <ul style="list-style-type: none"> – Upgraded sports field lighting – Boundary fence – Timekeepers box and electronic scoreboard – Behind goal netting – Shelters for players and officials • Construction of new cricket nets • Alterations to existing car park to increase capacity • Public exercise stations • Multiuse public basketball/ futsal court, including hit-up wall. • Net twister and climbing blocks <p>Stage 2 works will commence around 2027 following completion of the North East Link road project and this will include refurbishment of the North Oval in line with the refurbished South Oval.</p> <p>A community consultation session was held at Ford Park in late 2019 and another session is proposed to take place prior to construction commencing in August this year.</p> <p>As a general principle, Council does not lock public carparks. Passive surveillance is more effective in deterring and preventing anti-social behaviour and residents are encouraged to report such behaviour to local law authorities. The new Ford Park pavilion will also include a number of CCTV cameras including one which will cover the car park area. The addition of CCTV will increase the security and surveillance in this area.</p>
Financial Data	
	N/A

Officer recommendation(s)	
	<ul style="list-style-type: none"> • The submission be noted. • No changes be made.

Submission: 4 - Rosanna Parklands and Ellesmere Parade, Rosanna – request for installation of BBQ's in the parklands and for speed humps along Ellesmere Parade

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4). The submission is a request for 'installation of public BBQ's in the Rosanna Parklands' and for 'speed humps along Ellesmere Parade, Rosanna'.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • '... I would like to see the installation of public BBQ's in the Rosanna Parklands. I think this would be great for families to utilise this space more, especially in the warmer months. • I would also like to recommend speed humps along Ellesmere Parade, Rosanna. With the parklands across the road and also Rosanna Primary school, there are a lot of children walking along this street. Cars often speed and do not stick to the 40 or 50km limits...'

Officer comment(s)	
	<p><u>Public BBQ's</u></p> <p>Rosanna Parklands is a popular reserve within the community, a masterplan was undertaken in 2005 for this reserve and approximately 90% of actions have been implemented. The masterplan included a BBQ, picnic table, and shelter in proximity to the playground located at the northern end of Rosanna Parklands (near the intersection of Stanton Crescent and Thompson Drive). These facilities have not been delivered to date.</p> <p>Given that the Masterplan is 15 years old, in terms of a way forward it is recommended to undertake localised consultation with the community to determine if the location of the amenities is still the preferred location and if there is a community desire for a BBQ, picnic table, and shelter.</p> <p>It is estimated that a review inclusive of community consultation would cost in the region of \$20,000. Pending the outcome of this consultation, it is estimated that a further \$120,000 would be required in the subsequent financial year should there be a desire for these amenities.</p> <p><u>Speed Humps</u></p> <p>Traffic counts were undertaken in Ellesmere Parade in 2017 which indicated vehicle speeds were higher than desirable. Traffic patterns in the area have changed since the level crossing removal at Lower Plenty Road. New traffic data should be obtained to confirm current speed and volume. This should occur later in the year after restrictions in place for COVID-19 have been lifted.</p>

	<p>Based on the length of road, between Lower Plenty Road and Ruthven Street, 6 speed humps would be needed. An upgrade to street lighting and additional kerb and channel on the east side of the road would also be required.</p> <p>It is estimated the works would be in the order of \$150,000.</p>
Financial Data	
	<p><u>Public BBQ's</u></p> <p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$20,000 in Year 1 (2020/2021) and \$120,000 in Year 2 (2021/22) as Capital Works expense.</p> <p><u>Speed Humps</u></p> <p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$ \$150,000 in Year 2 (2021/2022) as Capital Works expense.</p>

Officer Recommendation(s)	
	<ul style="list-style-type: none"> • Changes be made. • Public BBQ's - review of the masterplan be undertaken through localised community consultation to test the relevance of the outstanding actions, and that \$20,000 be allocated in the 2020/2021 Capital Works budget to undertake this project. • Speed Humps - new speed and volume data be obtained and if the speeds of vehicle using the street remains higher than desirable that the project be considered as part of a future budget.

Submission: 5 - Budget - comments and concerns.

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and comments 'that the Council is proposing a 2% rate increase for the next financial year is completely unacceptable at this time of hardship for many people as a result of the COVID-19 Pandemic.'</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'This proposal is at odds with the actions taken to reduce personal financial commitments by Federal and State governments, many community institutions and private businesses.' • Key points, issues and concerns have been raised regarding: <ul style="list-style-type: none"> – Not making concession to people who have paid subscriptions and not received any service during the pandemic (<i>e.g. leisure centre facilities</i>) – Councillors and Council officers have made no adjustments to their allowances and salaries – No attempt has been made to improve the efficiency of Council operations across a range of activities – Council is proposing to cut \$7 million from the budget for essential services such as road maintenance....Council's dereliction of duty <i>e.g Public car park in Ivanhoe between Westley Avenue and Ivanhoe Parade</i>). – The iniquity of charging for waste removal services in the rate levied on residents in new apartment blocks, where as a condition of the original planning permit the residents have to pay private contractors for the removal of waste • 'The Council is very good at constructing catchy phrases and slogans, but it is lamentably bad at carrying out useful activities for the benefit of ratepayers.'

Officer comment(s)	
	<p>The COVID-19 financial impacts on council and the community are not fully know, although likely to continue to have a significant impact on those living and working within the municipality (including council staff). Throughout the past 3 months Council has continued to offer many of its services and Council expects to continue to offer its many services to the community into 2020/2021.</p> <p>The 2% general rate increase will enable Council to maintain its rating base under the Fair Go Rates System (FGRS) into the future and to maintain the long-term financial sustainability of Council. The 2% general rate increase in 2020/2021 will be directly allocated to fund targeted relief to those ratepayers and businesses who are adversely</p>

	<p>impacted by the coronavirus pandemic. A council paper on additional ratepayer relief was resolved by Council at its meeting on 15 June 2020. The targeted ratepayer relief is in addition to the deferral of rate payments (and interest) until 30 June 2021.</p> <p>An Economic Support Package was announced early in April 2020 by Council. This funding will be made available to those most in need. Council has started to roll out this comprehensive \$10.5 million Economic Support Package to provide immediate support to ratepayers, residents, community groups and businesses that are most impacted by the COVID-19 crisis.</p> <p>In addition to the general response above:</p> <p><u>Leisure Centres</u> – All members of Council’s leisure centres were advised that they can postpone their memberships, so they are not paying for any service or class that they have not been attending. No service – no charge.</p> <p><u>Expenditure</u> - Council is currently in Enterprise Agreement negotiations and current economic conditions will be at the core of these negotiations. Many of Council’s staff and managers are also ratepayers and are a necessary resource for Council to continue to deliver all the services and support the successful functioning of Council. We have been fortunate to be able to maintain our staffing levels and continue to provide quality services during this time.</p> <p>Total expenditure has been reduced by \$5.74m across most expenditure categories to manage the adverse impacts of COVID-19 on the organisation. The significant changes were in the category of employee benefits and materials, contracts and services where the organisation has deferred expenditure and cut out non-essential expenditure.</p> <p><u>Road Maintenance</u> - Asset Plans identify the renewal and upgrade requirements within the infrastructure asset classes. Any adjustments are subsequently incorporated into the program annually which can result in a variance within the program from year to year. This process ensures that Council is financially sustainable while continually providing an efficient and responsible infrastructure capital works program.</p> <p><u>Waste Services</u> - The general rates levied do not split separately the cost of waste services. To do this a separate waste levy charge would need to be declared by Council. This was discussed and issues raised during the consultation period, however it was not proposed in the Rating Strategy 2020/2021 endorsed by Council in March 2020 to introduce a separate waste charge. The advantages and disadvantages of a service charge are outlined in the adopted Rating Strategy 2020/2021.</p>
Financial Data	
	N/A

Officer Recommendation	
	<ul style="list-style-type: none">• The submission be noted.• No changes be made.• Council has continued to offer vital services to the community throughout the recent Coronavirus pandemic. Where Council's service delivery is expected to be impacted into 2020/2021 this has been reflected in the proposed Budget 2020/2021. The budget reflects the COVID-19 financial impact on these services across both income and expenditure activities.• An economic support package of \$10.5m has been included which will support ratepayers and business directly impacted by COVID-19.

Submission: 6 - Carpark in Henry Street, Greensborough – request for obtain a lighting designer for upgrade of lighting

Member of community or Organisation	Greensborough Town Centre Manager for Greensborough Chamber of Commerce
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide funding 'to obtain a lighting designer' to progress the upgrade of lighting in the carpark in Henry Street, Greensborough and 'to ensure that space is lit safely and properly.'</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'For some time now staff and customers have indicated that they are quite nervous of parking in the Henry Street car park and in particular down the back of the car park which is very dark at night. There are a lot of businesses that are night time trade and staff in particular women are frightened to walk to their car.' • 'We have been advised (by Council officers) that: <ul style="list-style-type: none"> - '..this carpark is on the list for redesign which will consider the layout, landscaping, drainage, and lighting. A consultant is being engaged to do this work, but unfortunately the work will not be completed in time for a budget submission. - '..it is difficult to provide a quote for lighting, as Council would need to get a lighting designer who is able to provide a scheme which meets Australian standards. • We agree that we need to ensure that we are providing the lighting to a minimum standard to ensure that space is lit safely and properly. • Therefore we would like to submit in the Budget that funds are allocated to obtain a lighting designer which would be around \$4,320 + GST'

Officer comment(s)	
	As indicated by the submitter, the Henry Street carpark is currently listed for the consideration of its design as part of Council Parking Management program. A contractor has already been engaged to consider the layout, landscaping, drainage, and lighting. Funding is already available for this project
Financial Data	
	This project is funded in the 2019/2020 financial year.

Officer recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made. • Project to engage a lighting designer is funded in the current (2019/2020) budget.

Submission: 7 - Rosanna Tennis Club – request for upgrade of courts

Member of community or Organisation	President of Rosanna Tennis Club
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide funding for works required by the Rosanna Tennis Club.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • ‘.....request that funding for the upgrading of four of our courts be reinstated in Council’s 2020/2021 budget.’ • Comments, background and reasons for the works to be included in the Budget 2020/21: <ul style="list-style-type: none"> - Discussions held with Council representatives ‘throughout 2019 and earlier’ and that the courts ‘urgently needed upgrade works’ - An ‘article in the Banyule Banner of July 2019 also confirmed that this work would take place in 2020/2021’ - Reference to an audit of Council owned tennis facilities undertaken by Council in 2017, which led to development of a ‘strategy which included the following statement...: “Tennis renewal projects should be prioritised in accordance with the tennis facility audit findings, with a focus on high priority court surface renewal identified at De Winton Reserve, Chelsworth Park, Macleod Park and Telfer Reserve” - noting that ‘Rosanna Tennis Club is in De Winton Reserve’ - ‘The condition of our courts is fast becoming a safety issue for all of the players using our courts.’ • Comments and reasons for the repairs required to the four courts: <ul style="list-style-type: none"> <u>Courts 4 & 5</u> <ul style="list-style-type: none"> - ‘...are the original entoutcas courts which were laid many years ago; probably more than 50 years ago, ...’ - ‘The top surface layer of entoutcas no longer binds to the sublayers - the millennium drought ...did irreparable damage.’ - ‘...no longer drain correctly after heavy rain and are unplayable for extended periods of time, which particularly impacts our junior players...’ - ‘The line tapesprovide possible tripping hazards’ ‘...tree roots ...have caused some subsidence of the court surface.’ - ‘Both Yallambie and Viewbank Tennis Clubs have recently had courts upgraded by Council, even though our courts were older and in a poorer condition.’ <u>Courts 2 & 3</u> <ul style="list-style-type: none"> - ‘...were upgraded from entoutcas to synthetic clay following the impact of the millennium drought. - ‘...now showing signs of wear andcould easily become tripping hazards.’ - ‘They are older than their predicted life span of 8- 10 years.’

	<ul style="list-style-type: none"> - 'Both Karingal and Macleod Tennis Club, whose synthetic clay courts were laid after ours, have been upgraded recently.' • 'Despite having our accessibility and amenity severely impacted by the Rosanna Level Crossing Removal Project, our club has worked diligently and has increased its membership base. Rosanna Tennis Club was the first club in the municipality to install the online Book A Court System which provides the community with easy access to casual court hire. Our club has also provided programs tailored to the needs of the Araluen Society and Mind Inc.' • 'Our courts are amongst the most widely used tennis facilities in the municipality.'
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Officer comment(s)	
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	<p>An upgrade of the 4 courts and fencing at this facility is identified as a priority in Council's tennis strategy. Adjustments to the program implementation may need to occur depending on variables such as grant funding, club contributions and utilisation.</p> <p>Due to the Level Crossing Removal Authority (LXRA) occupying the DeWinton carpark site for the Rosanna Level Crossing Removal these works were put on hold. The club was also disrupted considerably by the work of the LXRA, with the clubhouse backing on to the railway line and the use of the De Winton Carpark for trucks. This caused frequent and large amounts of dust and dirt which resulted in the club spending time and money to have the clubhouse and courts professionally cleaned.</p> <p>The club is very active and engaged with Council and have a large member base with a successful book a court system for the community which before COVID –19 was very popular. An Audit conducted as part of the tennis strategy identified that these courts need an upgrade and the urgency has been compounded by the surrounding LXRA works and growth of the clubs.</p> <p>The courts in their current state are not servicing the needs and with the increased use the courts will become more unsuitable and dangerous if not upgraded. An upgrade of the Rosanna Tennis Club will greatly improve this asset for Council, club and community when completed.</p> <p>These works are currently scheduled for 2023/2024. Bringing these works forward to 2020/2021 may require some re-prioritising of tennis program in 2020/2021 and or allocation of additional budget to implement the Rosanna Program with an estimate cost of \$330,000.</p>
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Financial Data	
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	<p>This project is unfunded in the proposed 2020/2021 budget This project is planned in Year 4 (2023/2024) of the 4-year Capital Works Program.</p> <p>If supported, the cost of this project would be \$330,000 in Year 1 (2020/2021) as Capital Works expense. Over 4 years the funding impact is nil (i.e. reschedule from Year 4 to Year1).</p>
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Officer Recommendation(s)	
	<ul style="list-style-type: none">• Changes be made.• The \$330,000 capital expenditure for the Rosanna Tennis club which has been planned in Year 4 (2023/2024) of the 4-year Capital Works Program be brought forward to Year 1 (2020/2021).

Submission: 8 - East Ivanhoe Village shopping precinct – request for beautification works and upgrades

Member of community or Organisation	A committee member of the East Ivanhoe Traders Association
Summary:	
<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4). The submission is a request for 'Ivanhoe East beautification projects (this includes, the crossing, streetscapes, infrastructure upgrades and street lighting)' ...'for inclusion in the 2020/2021 budget'.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • '....The COVID package\$10.5m support package ... A foot note at the bottom of p119 clarifies the \$10.5m reserved for the economic support package as unallocated.' • 'In these uncertain times, employment and an ability for the economy to continue to remain active is vital so everything and everyone can flourish when more optimistic times return.' • '...the time is ripe to invest back into shopping villages infrastructure by bringing any outstanding projects forward to increase employment and the economic activity that comes with it. Council has asked traders committees to begin shop local campaigns and will back that up with their own later this year. These times and this campaign present themselves as the ideal opportunity to commence more beautification projects with a long term view of retaining more visitors when they return.' • Comments, background and reasons for the works to be included in the Budget 2020/21: <ul style="list-style-type: none"> - Discussions held with Council representatives 'in March 2020' in relation to 'approximately \$1.5m in the 2020/21 budget for beautification works and upgrades to the East Ivanhoe Village shopping precinct on Lower Heidelberg Road' - 'Ivanhoe East's renewal program funding for this project should be brought forward in the spirit of continuing to develop Banyule's economic outlook.' - 'Save for flashing 40km signs and 'No U-Turn' signs.... East Ivanhoe Shopping village has remained largely unchanged for at least 40 years' - and mentions: '..it has enjoyed very little improvement', footpaths, traffic volume, street infrastructure, pedestrian crossing in the village '(although I see on p104 funds have been allocated to scope such works)' and '..in need of more effective street lighting, particularly on the corners of Wilfred, Burton, Carmichael streets.' - Discussions with VicRoads and Council representatives about '..updating much needed infrastructure on Lower Heidelberg Road...' following a pedestrian incident in August 2018, with advice being received later that a '...crossing project had moved into a Future Funding program ...additional study may be carried out to determine budgeting' 	

	<ul style="list-style-type: none"> - 'Given the state and federal governments have recently released additional millions to councils to initiate large scale projects beneficial to the community there would now appear no reason why these important works for Ivanhoe East cannot be done within the next few years.' • 'The Ivanhoe East beautification projects (this includes, the crossing, streetscapes, infrastructure upgrades and street lighting) are ripe for inclusion in the 2020/21 budget. Given the age of the infrastructure and how far behind current standards some of it is (such as the existing crossing) compared to other shopping precincts, and lack of infrastructure in some cases, the time is ripe. The time is now. Additional state and federal government funding will enable council to complete this project for Ivanhoe East. The community good would be immeasurable...' <p>(This submission was supported with an attachment)</p>
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Officer comment(s)	
	<p>This submission presents two issues:</p> <ul style="list-style-type: none"> • The COVID-19 \$10.5m support package ... \$8.9m reserved for the economic support package as unallocated.' • Upgrade works to the East Ivanhoe Village <p>Council factored into the budget approximately \$1.6 million related to the known costing from the Economic Support Package announced by Council at its meeting on 6 April 2020. Another \$8.9 million is currently unallocated within initiatives from the \$10.5 million to fund:</p> <ul style="list-style-type: none"> • further ratepayer relief options – offering of general rate waivers to ratepayers (Council meeting 15 June 2020) • further business support options (Council meeting on 6 July 2020) <p>The budget will be updated accordingly based on the resolutions from these meetings. The budget is to be considered for adoption on 27 July 2020.</p> <p>In relation to the East Ivanhoe Village streetscape project, the timeframes are confirmed as follows:</p> <ul style="list-style-type: none"> • 2021/2022 - Stage 1 (design); \$300,000 • 2022/2023 - Stage 2 (construction); \$1,290,000 <p>Shopping precincts should be redefining their purpose in response to COVID–19 and offer a more integrated place-based space for the local community.</p> <p>Council's City Futures Team is currently focusing on delivering several place-based plans in 2020/2021 - Montmorency, Greensborough and Heidelberg. Any additional major place-based work in other centres in 2020/2021 will require a reprioritisation of existing planned work or additional resourcing. If the proposed works are re-prioritised and bought forward into 2020/2021 then the quality of the projects for 2020/2021 could be compromised.</p>

	Council will be considering additional funding for <i>Building Connection and Celebrating Initiatives</i> at its meeting on the 6 July 2020. These initiatives will include activities to encourage residents back to their local shopping strips and will celebrate the resilience of our local small businesses.
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. This project is planned in the 4 years Capital Works Programs.</p> <p>If supported, the cost of this project would be \$330,000 in Year 1(2020/2021) and \$1,290,000 in Year 2 (2021/2022) as Capital Works expense, and over 4 years the funding impact is nil.</p>

Officer Recommendation	
	<ul style="list-style-type: none"> • No changes be made. • Any additional major place-based work in other centres (other than Montmorency, Greensborough and Heidelberg) in 2020/2021 will require a reprioritisation of existing planned work or additional resourcing. • East Ivanhoe Village project remain in Year 2 (2021/20/22) & Year 3 (2022/2023) of the 4-year Capital Works Program.

Submission: 9 - Budget – comments in support, and suggestions relating to rate relief, sustainable transport and neighbourhood character

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is in support of 'many strengths in the draft budget'. It also provides suggestions relating to rate relief, sustainable transport and neighbourhood character.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'There are many strengths in the draft budget for which Council is to be commended. These include the COVID-19 economic support package, the commitment to freeze a number of fees and charges, investments in community infrastructure and strong action on climate change.' • '...a few areas the budget can be strengthened to deliver better outcomes for residents...' (<i>comments and suggestions include</i>) <ol style="list-style-type: none"> 1. Rate relief <ul style="list-style-type: none"> – 'Council's decision to increase rates by 2% is surprising given the financial challenges many residents face.' – 'While Council is deferring rates for up to 15 months for some residents, Council should offer a waiver of rates for those facing the most significant financial hardship.' – 'General rate relief is also needed for other ratepayers.' – '...use \$10.5m set aside for the COVID-19 economic support package to fund this rate relief.' 2. Sustainable transport <ul style="list-style-type: none"> – '...is no commitment from Council to advocate for safe aged and disabled access at the Ivanhoe train station.' – '...our most vulnerable aged and disabled residents struggle to use this every day.' – '...partner-up with the State Government to deliver much needed improvements.' 3. Neighbourhood character <ul style="list-style-type: none"> – '...an opportunity to use the \$1.55m in developer contributionsto deliver improvements to local parks, reserves and amenities.' – '...setup a community driven process where residents allocate developer contributions. The <i>Pick my Project</i> grants program used previously by the State Government is a potential model to explore.'

Officer comment(s)	
	<ol style="list-style-type: none"> 1. Rate Relief - The 2% general rate increase will enable Council to maintain its rating base under the Fair Go Rates System (FGRS) into the future and to maintain the long term financial sustainability of Council. The 2% general rate increase in 2020/2021 will be directly allocated to fund targeted relief to those ratepayers and businesses who are adversely impacted by the coronavirus pandemic. A council paper on additional ratepayer relief was considered by Council at its meeting on 15 June 2020. The targeted ratepayer relief is in addition to the deferral of rate payments (and interest) until 30 June 2021. 2. Advocacy for improved accessibility at Ivanhoe Rail Station including replacing the existing pedestrian bridge to be DDA compliant and the provision of lifts is included on Council's Transport Advocacy Project List and has been raised with the State Government, VicTrack and Metro Trains as their responsibility. 3. Developer contributions that are collected can only be spent on the Development and Community Infrastructure outlined in the Development Contributions Plan. Community members can have their say during the consultation periods for open space projects, masterplans, playgrounds, leisure and recreation projects. In addition, the notion of a community driven process where residents allocate resources will be explored further during the <i>Community Vision</i> exercise Council will undertake as part of the Local Government Act.
Financial Data	
	N/A

Officer Recommendation(s)	
	<ul style="list-style-type: none"> • The submission be noted. • No changes be made • The \$10.5m Economic Support Package by Council will be partially used to fund rate relief by offering a waiver of rates for those facing the most significant financial hardship. • Council continue to advocate to the State Government for improved accessibility at Ivanhoe Rail Station including replacing the existing pedestrian bridge to be DDA compliant and the provision of lifts. • It be noted there is community interest in being involved in identifying developer contribution projects.

Submission: 10 - Heidelberg Road into Sparks Reserve, Ivanhoe – request for a pedestrian crossing

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and requests that Council 'consider creating a pedestrian crossing along Heidelberg Road into Sparks Reserve in Ivanhoe.'</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'This was raised at a Council meeting...(CO2016/21 - 8 February 2016). The resolution ... write to VicRoads & the State Government. I don't know if there has been any progress in this space since. • 'As a resident living in the vicinity, I see people attempting to cross busy Heidelberg Road to get into the Reserve. This includes people - on foot, with prams or on their bikes - of all ages. The closest pedestrian crossing is around 400m up the road (near Darebin station). No one uses this crossing to access the Reserve as it is simply out of the way.' • 'Heidelberg Road is a very busy arterial Road & at times the traffic...leads people to run across the road quickly & at risk. ' • 'During our recent social isolation restrictions, we saw peak numbers of visitors to the Reserve to use the gorgeous bike path & parklands. If the rate of attendance continues, the risk of harm (from crossing the road) remains high.' • 'The entrance on corner of Heidelberg Road & The Boulevard is the only entrance for Ivanhoe residents.....' • '...would like Council to consider allocating funds in this budget to implement a pedestrian crossing for the benefit of the entire community. I have no doubt that if Council contributes a proportion of funding to this work, that VicRoads/State Gov will also contribute.'

Officer comment(s)	
	<p>Heidelberg Road is an arterial road under the control of the Department of Transport (VicRoads).</p> <p>Council wrote to the Minister for Roads and Road Safety and VicRoads in March 2016 to request the consideration of the provision of a new formalised pedestrian crossing facility on Heidelberg Road, Ivanhoe in the vicinity of The Boulevard.</p> <p>A response was received from the Minister for Roads and Road Safety in May 2016 indicating that VicRoads would undertake an assessment and a pedestrian survey of the number of people crossing Heidelberg Road near The Boulevard.</p> <p>The survey indicated a very low number of pedestrians crossing, which didn't meet the VicRoads requirements for a crossing.</p>

	<p>Advocacy to the Department of Transport (VicRoads) for the consideration of the provision of a new formalised pedestrian crossing facility at this location will continue. A request will be made to VicRoads that a response be provided to the submitter.</p> <p>Pedestrian signals at this location would cost in the order of \$1.5m. Alternative solutions such as an underpass or overpass would require Council to acquire private lands. The cost to do this would be substantial.</p>
Financial Data	
	N/A

Officer Recommendation	
	<ul style="list-style-type: none"> • The submission be noted. • No changes be made. • Council continue to advocate to the Department of Transport (VicRoads) for the consideration of the provision of a new formalised pedestrian crossing facility at this location. • This submission be forwarded to the Department of Transport requesting that a response be provided to the submitter.

Submission: 11 - Bus shelter area in Main Street, Greensborough – request for upgrade.

Member of community or Organisation	Greensborough Town Centre Manager on behalf of Greensborough Chamber of Commerce
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and requests Council 'to clean up the Greensborough Bus Shelter area in Main Street.' The submission requests funding and includes estimated costs of \$26,000. <i>(photos have been provided)</i></p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'Our budget submission supports the Council's Vision also supports Council's Objectives for People, Planet and Place. Greensborough Chamber of Commerce want to continue to make Greensborough a great place to live, work and play. • On behalf of the Greensborough Town Centre's 400 businesses and the community the Greensborough Chamber of Commerce wish to make a budget submission to clean up the Greensborough Bus Shelter area in Main Street. This area is covered in pigeon droppings which is a health hazard. Footpaths, seating, and lighting structure are also very dirty and unsightly.' • 'During normal times about 16 buses stop in Greensborough with many passengers having to walk through these droppings. During this pandemic it has been the only seating area in Greensborough. Fortunately, the Government has been cleaning the seating during this pandemic, but this will cease soon.' • We have obtained a quote to paint the lighting canopy poles, posts, beams, supports and all steel areas ... This cost for this work is \$18,250 plus GST.....does not include any Council permits or traffic management if required. There would also be costs to remove the pigeons nesting area and bus shelter approximately \$4,000 and clean the footpath more thoroughly approximately \$2,000. Total required \$25,000. • Also, an area that needs urgent attention is the bus seats in the middle of Main Street. Both need painting and one seat has been removed completed. The approximate cost to repaint these seats are \$1,000.

Officer comment(s)	
	<p><u>Cleaning Around Bus Shelters</u> <u>Centre Median</u></p> <p>Cleansing and maintenance are the responsibility of the Department of Transport (VicRoads). There is little evidence of the need for routine pressure cleaning around the bus shelters in the centre median. Council's Cleansing unit will continue to monitor this area, and should the need arise reactive pressure cleaning will be undertaken as required within existing Cleansing budgets.</p> <p><u>North Side Main Street</u></p>

	<p>Paving west of the bank at 15-23 Main Street, on the north side of Main Street under the canopy, is routinely being pressure cleaned monthly and the footpath sweeper cleans weekly. Some actions have been tried to move the pigeons away but have not been successful. A more permanent action to pigeon proof the canopy is recommended over increasing the cleaning frequency. Once undertaken a refresh of the canopy infrastructure would enhance the amenity of this bus shelter area.</p> <p><u>Bus Shelters</u></p> <p>The bus shelters in Main Street are the responsibility of the Department of Transport. A request has been made for repairs to be undertaken. DOT has advised that works have been allocated to their contractor to undertake. No funding allocation is required for this to occur.</p>
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Financial Data	
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	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$25,000 in Year 1 (2020/2021) as Capital Works expense.</p>
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Officer recommendation(s)	
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	<ul style="list-style-type: none"> • Changes be made. • A project budget of \$25,000 be included in the 2020/2021 financial year to undertake pigeon proofing of the canopy on north side of Main Street Greensborough west of the bank at 15-23 Main Street and for painting to be undertaken of the canopy infrastructure in this location.
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Submission: 12 - Diamond Valley Foodshare – request for an increase in grant funding

Member of community or Organisation	A representative of Diamond Valley Foodshare
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide increased funding from the current Council grant 'from \$3500 to \$7000 plus GST of \$700'.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'Diamond Valley Foodshare is a voluntary group which has been providing emergency food parcels to many of the residents of Banyule for the past 27 years. These residents require assistance for many reasons which may include high rents, unemployment, homelessness, illness or any unforeseen crisis.' • 'We provide enough grocery items to cover three meals a day for a period of up to 4 days. Over a past 12 month period we have provided grocery parcels to 3735 residents (2141 adults and 1594 children). This equates to approximately 45,000 meals.' • 'We appreciate the funding provided by Banyule City Council through the recurrent Funding Grant each year. However, we find our costs to run Foodshare are increasing. In the last financial year our administration cost amounted to \$6,178.....we have otherwise supported our organisation with careful spending and sourcing independent assistance when needed from local community minded groups and individuals, although with increasing costs this is becoming more difficult.' • 'We ask that you increase our recurrent grant from \$3500 to \$7000 plus GST of \$700. This would be of considerable help to us and would be much appreciated.'

Officer comment(s)	
	The funding that Council currently provides to Foodshare is used to cover their costs of operating, inclusive of insurance and vehicle running costs. Council has not increased funding to this service for several years and therefore this is a reasonable request.
Financial Data	
	This request is unfunded in the proposed 2020/2021 budget. Council Currently Funds Foodshare \$3,500 per annum and this will be an increase to this funding of \$3,500 to \$7,000 per annum (excluding GST). If supported this will be an additional cost of \$14,000 (Year 1-Year 4).

Officer Recommendation(s)	
	<ul style="list-style-type: none"> • Changes be made. • Council increase funding for Diamond Valley Foodshare to \$7,000 per annum (an increase of \$3,500 for the group per year).

Submission: 13 - Nillumbik and Northcote Units of the Victoria State Emergency Service – request for financial support

Member of community or Organisation	A representative of Victoria State Emergency Service - Nillumbik Unit
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide financial support to the sum of \$10,000.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'Not all municipalities have SES units including Banyule.....Banyule has always been serviced by both the Nillumbik and Northcote units equally and accounts for almost 50% of all tasks for each of the units each year. This accounts for just over 600 requests for assistance from the Banyule community each year which the units respond to.' • 'For a long time the Banyule Council had provided a small amount of funding to assist both units ... a great assistance to both units but unfortunately two years ago the Banyule Council ceased the funding....' • The Nillumbik and Northcote Units' of the Victoria State Emergency Service who both diligently serve and protect the residents, communities and council of Banyule are seeking for council to re-instate financial support to assist both unitsBoth units receive some financial support from State Government and either "in kind" or minor financial support from their respective councils but this does not meet the annual costs incurred to run both these large volunteer units. • '...seeking financial support from the Banyule council to the sum of \$10,000.00 will also lessen the need for our volunteers to have to fundraise, spending more time away from their families.'

Officer comment(s)	
	<p>In May 2017 the State Government announced that it would be taking over the operational costs of running VicSES volunteer units from financial year 2018/2019 and ongoing. It was at this time that Council stopped the small funding contribution to this group given all operational costs would be covered by the State Government.</p> <p>The group has recently advocated to State Government for an increase in funding to cover the shortfall of operational costs, however this has not been forthcoming. Council would like to discuss with the Organisation funding options and how best to support them and local businesses that help to support this Organisation.</p> <p>In addition to this, is it reasonable to request that all LGAs who are being serviced by this group contribute small financial support.</p>

Financial Data	
	This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$10,000 per annum and \$40,000 in 4 years as operating expense.

Officer recommendation(s)	
	<ul style="list-style-type: none">• Changes be made.• Council reinstate \$10,000 funding for the group per annum ongoing.• Council arrange a meeting to further discuss how best to support the organisation.

Submission: 14 - Gleeson Drive road surface and car parking – request for upgrades

Member of community or Organisation	On behalf of Gleeson Drive Bundoora residents
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to upgrade the 'road surface in Gleeson Drive' and 'the nature strip area adjacent to the school.'</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'Council officers met with Gleeson Drive residents on 11 March 2020. At that meeting concerns were raised over the condition of the road surface in Gleeson Drive which has deteriorated rapidly as a direct result of the increased traffic generated by the Concord school. This matter has been raised on a number of occasions with Council. We believe that as a result of the issues raised this is now a matter of priority and needs to be addressed as soon as is possible. We therefore request that funding for the works is included in the 20/21 budget. • We also discussed the condition of the nature strip area adjacent to the school which is parked on by teachers and parents and the delivery of a properly sealed car parking in place of the current gravel/mud car parking. We also request these works are considered in the 20/21 budget.'

Officer comment(s)	
	<p><u>Resurfacing</u></p> <p>Council has an ongoing 10 year program for local roads. This program is based upon a condition inspection conducted every four years, last conducted in 2018. The section of Gleeson Drive, from Grimshaw Street to Dead End (abutting The Concord School) is recorded as being in good condition, and therefore this is not programmed within the next four years. All sections have been reinspected this year and it has been confirmed that the above section is still in good condition, however it has been identified that the section of Gleeson Drive, from Bungay Street to Dead End would benefit from being included in the year 2020/2021 resurfacing program.</p> <p>The cost estimate for the resurfacing is approximately \$20,000.</p> <p><u>Indented Parking</u></p> <p>At its meeting on 22 November 2010, Council considered a report regarding the sealing of the naturestrip adjacent to Concord School. Part of the resolution was to consider constructing indented parking bays in Gleeson Drive if the Concord School is willing to provide funding for the works. No funds have been made available from the school to date.</p>

	<p>The area has continued to be used for parking (mainly associated with the school) since that time and the works are still required. Given the amount of time that has passed since the resolution of Council and that funding from the school has not been available, it is recommended that this project is fully funded by Council.</p> <p>The cost estimate for the indented parking is \$70,000.</p>
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Financial Data	
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	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$90,000 in Year 1 (2020/2021) as Capital Works expense.</p>
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Officer recommendation(s)	
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	<ul style="list-style-type: none"> • Changes be made. • Council fund the resurfacing of the road and construction of indented parking in the 2020/2021 budget.
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Submission: 15 - Diamond Valley Community Support Inc (DVCS) – request for increased funding

Member of community or Organisation	Executive Officer of DVCS
Summary:	
<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide increased funding from the current Council grant of \$87,450 to a funding amount of \$171,128.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'Diamond Valley Community Support Inc (DVCS) provides emergency relief to people in the Banyule Council area who are experiencing financial and/or personal hardship as well as a range of counselling and community services. DVCS is a not-for-profit charitable organisation that has been serving the local Diamond Valley community since 1972. DVCS services are free, confidential, impartial and independent.' • 'We have assisted over 4,000 people experiencing hardship in the past year, and we are usually supported by more than 100 volunteers and 6 staff.' • 'Our Services Include: Emergency Relief, Education Support, Financial Counselling, Personal Counselling, Pro Bono Legal Service, Tax Help, Public Internet Kiosk and Directory Service, Volunteers Resource Hub and a Food Collective.' • 'With the funding received from Banyule City Council in 2019/20 we have been able to employ our Volunteer and Program Coordinator and also our Executive Officer on a full-time basis. ... All our other staff are working 2 days per week, ... (citing BookKeeper, PR and Marketing Officer and Social Enterprise Coordinators).' • 'We are requesting for an increase over the 2019/20 funding levels for the following reasons; <ul style="list-style-type: none"> - 1. From December 2020, the SCHADS award pay rates for our sector increase will cost our organisation an additional \$40,512 (revised 18 June 2020*) in salaries - 2. During the Covid19 crisis ... keep our doors open to service clients...We want to continue ... to be able to sustainably support clients and ...not be as reliant on all the volunteers. The cost of these additional hours to paid staff is \$43,166 (revised 18 June 2020*)... - 3. '... range of services and events still planned to be conducted in 2020 including (citing Emergency Relief forum, Food Collective, Volunteers Resource Hub, Emergency Relief support) ... will be critical to the community between Oct 2020 and Jan 2021...our staff need to be fully employed under the current hours they are working,' • 'Total of \$83,678 additional grant amount requested over the 2019/20 amount of \$87,450 (new amount 2020/21 = \$171,128).' (revised 18 June 2020*) <p>The submission is supported with an attachment.</p>	

	<p><i>*Note: this submission was revised by DVCS on 18 June 2020 to \$57,304 (from \$83,678). Received confirmation by Email after verbal update at the Council Meeting on 17th June 2020.</i></p>
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Officer comment(s)	
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	<p>The current grant contribution funds the following:</p>
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| | <ul style="list-style-type: none"> • Fully funds the Executive Officer position • Part funds the Client Programs and Volunteer Coordinator position |
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	<p>In addition to the above, the group pay a peppercorn rent for their space at Greensborough Plaza that has been allocated to Council as a Community Contribution negotiated many years ago.</p>
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	<p>Diamond Valley Community Support raises revenue from a number of Op shops and community markets of which COVID-19 has had an impact on their income. As restrictions of COVID-19 lift, it is anticipated that these enterprises will recommence operations.</p>
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	<p>Their volunteer base is represented in the main by the older age group which has been the most impacted during COVID-19. Funding is available through the Banyule Economic Support Package which aims to provide targeted relief to communities. The report COVID-19 – Community and Business Support report considers how to provide this additional support and will be tabled at the Council Meeting on Monday, 6 July 2020.</p>
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Financial Data	
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	<p>This submission is unfunded in the proposed 2020/2021 budget. The Diamond Valley Community Support Inc (DVCS) currently receives \$87,450 per annum funding from Council.</p>
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	<p>If supported, this will be an additional cost of \$57,304 in Year1 (2020/2021) as operating expense to a total of \$144,754.</p>
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Officer Recommendation(s)	
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| | <ul style="list-style-type: none"> • No changes be made • This funding request be referred to the Banyule's Economic Support Package, Council Report: COVI-19 Response - Community and Business Support Package 2020/2021 - Council Meeting 6 July 2020. |
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Submission: 16 - 1st Eaglemont Scout Group – request for improvements to Chelsworth Park Gateway at Irvine Road.

Member of community or Organisation	President of 1st Eaglemont Scout Group
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4). The submission is a request for 'Improvements to Chelsworth Park Gateway at Irvine Road'.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'Access at 18 Irvine Road is very poor for pedestrians and vehicles. There are insufficient car parks for the scout hall and the recently installed gate at Irvine Road has exacerbated the problem. • The 1st Eaglemont Scout Committee has met to identify specific problems and propose solutions.' <p>The submission is supported with an attachment 'outlining the specific problems, proposed solutions and a concept design', including:</p> <ul style="list-style-type: none"> • 'Key issues at the Irvine Road entrance to Chelsworth Park (adjacent to the Scout Hall) – <i>examples from the list include:</i> gravel path, pedestrian access, car parking insufficient for scout activities, drainage on Irvine Road next to the scout hall is poor, open drain on the South East side of Irvine Road is a hazard for cars, power pole is poorly positioned within the gravel car park... • Proposed solutions – <i>examples from the list include:</i> Create a 'scout only' or short term (up to 15-minute) parking to maintain access to the scout trailer, move maintenance access for Chelsworth Park and provide scout access through new gate, define pedestrian access on the scout hall side of the car park to better separate pedestrians and vehicles, improve drainage of the area to reduce runoff from the road to scout land...

Officer comment(s)	
	<p>The submission raises several concerns which would need to be investigated in depth.</p> <p>However, from preliminary investigations the following comments are made:</p> <ul style="list-style-type: none"> • The relocation of the power pole is not considered feasible due to cost. The installation of concrete kerbing around the pole is considered to be a suitable solution. • 90-degree parking is unlikely to be supported on the south east side of Irvine Road, as this section of land does not fall within the road reserve. This land currently forms part of the Ivanhoe Golf Course. Parallel parking could be considered, if the section was sealed and appropriate amendments were made to the leasing agreement. • It is considered that the extension of the footpath along the north side of Irvine Road would be beneficial to the community. This can be programmed into the footpath priority list for future funding allocation.

	<ul style="list-style-type: none"> • The installation of a concrete crossover and associated driveway for trailer parking would be beneficial to the Scout Club, however, this is anticipated to further reduce general parking availability. • The beautification of the carpark on the north side of Irvine Road is supported, however, this would have to be managed through a carpark upgrade program. • Any change in parking restrictions in the area can be managed through the ongoing operational budget and in accordance with the on-street parking management framework. • Further investigation into the drainage concerns is required. The installation of a grated pit connected to the Melbourne Water drain may be required or the reconstruction of the asphalt table drain. <p>It is estimated that the works requested in the submission would cost in excess of \$100,000.</p> <p>Discussions, detailed plans and estimation of works should be undertaken (including the footpath upgrade). This would be in addition to currently planned projects and would require \$8,000 funding.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be in excess of \$108,000 in Year1 (2020/2021) as Capital Works expense.</p>

Officer Recommendation(s)	
	<ul style="list-style-type: none"> • Changes be made. • Consultation be undertaken with all stakeholders in the area regarding the proposal. • An allocation of \$8,000 be included in the 2020/2021 budget for detailed plans and estimation of works to occur, and the cost of works be referred to a future budget.

Submission: 17 - Lower Plenty Shopping Centre - request for LPTA to produce 'A World Music Event'

Member of community or Organisation	Centre Manager of Lower Plenty Traders Association
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4). The submission is a request for LPTA to produce a 'World Music Event- Celebrating Diversity'. It includes a request for Council to provide funding of \$18,500 towards an estimated overall cost of \$23,512, and notes that this is an indicative cost based on a similar style of event.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'This Submission for a World Music Event- Celebrating Diversity follows last years submission, which now includes further details and Budget. Please note dates will vary due to the current climate and COVID 19.' • 'We submit this proposal for intention to produce, depending on safety and considering all opening up requirements.' • Please note that we have also included an event flyer that provides you with a small overview of the style of event that we would like to produce, note the budget reflected here includes a larger range of performers and activities- This event was not able to proceed due to lockdown. <p>The submission is supported with an attachment, which includes:</p> <ul style="list-style-type: none"> • 'In this time of pandemic, more than ever this time is crucial to Social inclusion and acceptance.' • 'The Cultural face of Banyule and many suburban towns and cities are changing, and Lower Plenty Traders would like to embrace and Celebrate this change.' (<i>Submission cites connection to the Council Plan - 'People' objective</i>) • 'A World Music event in Banyule would be a fantastic way to Celebrate, both background, Life and Living in Banyule.' • '...extensive knowledge and background and contacts within the Music Industry and Banyule Shire.' • '...many Community Groups, Music Groups, Local Schools, Kinder and Individual Artists and bands who would like to participate and be involved...' • '...(Traders)...can also highlight their cuisine, wines and products, ..a day that highlights Living & Celebrating Life in Banyule.' • '...Music has the ability to heal, bring joy and create harmony. ...This event has the ability to showcase various traditions, customs and heritage through Music, Food and Culture.' • 'Note: Date and time to be confirmed once COVID 19 restrictions are Lifted, the event may need to take place in 2021.' <p>The submission includes a request for Council to contribute funding of \$18,500 towards an estimated overall cost of \$23,512, with a note: 'the Budget: Is based on quotes, suppliers and agencies used in other events and productions'.</p>

Officer comment(s)	
	<p>The submission aligns with the Inclusion, Access and Equity framework priorities within Council. A similar submission was presented last year, and the submitter was invited to liaise with Council to further scope the idea. A follow up meeting occurred prior to COVID – 19 restrictions.</p> <p>The information Council is now receiving in relation to events is that even as COVID-19 restrictions ease, there will be limitations to the way events are delivered.</p> <p>Guidelines for delivery of events are being prepared by the State Government (hopefully released in July) which will help both Council and other groups hoping to host community celebration events understand the risk and mitigation measures required.</p> <p>These measures may well put pressure on resources (e.g. social distancing initiatives such as barricades or temporary fencing and additional staff to count and/or restrict numbers in specific areas). This will require a high level of engagement and education prior to any event being delivered.</p> <p>Council will be considering additional funding for <i>Building Connection and Celebrating Initiatives</i> at its meeting on the 6 July 2020. These initiatives will include activities to encourage residents back to their local shopping strips and will celebrate the resilience of our local small businesses.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$18,500 in Year 1 (2020/2021) as initiative expense.</p>
Officer recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made. • Council engage those community groups (who currently receive funding) to deliver events, and provide further information and training to ensure events and community celebrations are delivered in a safe way according to the State Government guidelines.

Submission: 18 - Francis Street, Heidelberg Heights – speeding and traffic concerns

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021. The submissions request Council to address concerns relating to Speeding and traffic' and 'road safety' in Francis Street, Heidelberg Heights.'</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'Speeding and traffic in Francis Street, Heidelberg Heights has been a problem in the 5 years I have been a resident there.' • 'Placing speed bumps and removing the access to turn into Francis Street from Bell Street would make a huge difference.'

Officer comment(s)	
	<p>Council previously has undertaken traffic counts along Francis Street in October 2015. The speed and volume of vehicles at the time was acceptable with 85% of vehicles travelling at 40.9km/h or less.</p> <p>A new count was scheduled for April this year, but postponed due to the restrictions put in place and changes to traffic patterns and numbers.</p> <p>Council would need the Department of Transport's (VicRoads) approval to consider a turn ban at the intersection. They previously advised against this to avoid an increase in traffic along Alfred Street and Miller Street (as Edwin Street is already a no right turn).</p> <p>If Council were to proceed significant community consultation and up to date traffic data would be required as part of DOT requirements. Until new traffic counts are undertaken, a position on whether either the installation of speed humps or turn bans is appropriate or necessary cannot be reached.</p> <p>The cost of the installation of speed humps would be approximately \$30,000 and signage changes can be accommodated within operational budgets.</p> <p>The funding of the investigation, data collection and concept plans can be accommodated within the current operating budget. Any capital improvements would require additional funding.</p>

Financial Data	
	This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$30,000 in Year 1 (2020/2021) as Capital Works expense.

Officer Recommendation(s)	
	<ul style="list-style-type: none">• No changes be made.• The scheduled traffic counts be undertaken once COVID-19 restrictions are lifted.• If warranted, the installation of speed humps be referred to a future budget and turn bans consultation be commenced.

Submission: 19 - Francis Street, Heidelberg Heights – speeding and traffic concerns

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021. The submissions request Council to address concerns relating to Speeding and traffic' and 'road safety' in Francis Street, Heidelberg Heights.'</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'My wife and I, ...share the same view and concerns as our neighbours regarding road safety on Francis Street, Heidelberg Heights.' • '...a variety of traffic calming devices could be beneficial in improving pedestrian and resident safety...' • 'Francis Street is used as a short cut as well as a high number of speeding cars travelling through, posing as a danger. This is a safety concern for people but also for cars and property.' • 'I'm sure it has occurred on more than one occasion but an out of control car coming from McDonald's/Bell Street has actually hit a parked car on Francis Street. We don't want to see any more damage or anyone hurt so we hope the council can help.'

Officer comment(s)	
	<p>Council previously has undertaken traffic counts along Francis Street in October 2015. The speed and volume of vehicles at the time was acceptable with 85% of vehicles travelling at 40.9km/h or less.</p> <p>A new count was scheduled for April this year, but postponed due to the restrictions put in place and changes to traffic patterns and numbers.</p> <p>Council would need the Department of Transport's (VicRoads) approval to consider a turn ban at the intersection. They previously advised against this to avoid an increase in traffic along Alfred Street and Miller Street (as Edwin Street is already a no right turn).</p> <p>If we were to proceed, we would need conduct significant community consultation and up to date traffic data as part of DOT requirements.</p> <p>Until new traffic counts are undertaken, a position on whether either the installation of speed humps or turn bans is appropriate or necessary cannot be reached.</p> <p>The cost of the installation of speed humps would be approximately \$30,000 and signage changes can be accommodated within operational budgets.</p>

	The funding of the investigation, data collection and concept plans can be accommodated within the current operating budget. Any capital improvements would require additional funding.
Financial Data	
	This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$30,000 in Year 1 (2020/2021) as Capital Works expense.
Officer recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made. • The scheduled traffic counts be undertaken once COVID-19 restrictions are lifted. • If warranted, the installation of speed humps be referred to a future budget and turn bans consultation be commenced.

Submission: 20 - Francis Street, Heidelberg Heights – speeding and traffic concerns

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021. The submissions request Council to address concerns relating to Speeding and traffic' and 'road safety' in Francis Street, Heidelberg Heights.'</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • '...recently we have noticed an increase in the number of cars speeding either a) out of (a fast food restaurant) on the corner of Bell St and Francis Street or b) Cars speeding down the street having taken a short cut down from Bell Street toward Montgomery (to get into Edwin St) ... And over the last 2 months, with (a fast food restaurant) being restricted to take-away, we have seen a surge in the number of cars exiting and racing down Francis Street.' • '... requested the council to look at this issue of speeding cars in 2015-16 and you were good enough to look into it but there was no action taken. Our issue at that time & today is also for the safety for the children' • 'We request /urge Banyule Council to redress this as soon as possible by installing speed humps or other traffic calming devices to slow down speeding cars in our street.'

Officer comment(s)	
	<p>Council previously has undertaken traffic counts along Francis Street in October 2015. The speed and volume of vehicles at the time was acceptable with 85% of vehicles travelling at 40.9km/h or less.</p> <p>A new count was scheduled for April this year, but postponed due to the restrictions put in place and changes to traffic patterns and numbers.</p> <p>Council would need the Department of Transport's (VicRoads) approval to consider a turn ban at the intersection. They previously advised against this to avoid an increase in traffic along Alfred Street and Miller Street (as Edwin Street is already a no right turn).</p> <p>If we were to proceed, we would need conduct significant community consultation and up to date traffic data as part of DOT requirements.</p> <p>Until new traffic counts are undertaken, a position on whether either the installation of speed humps or turn bans is appropriate or necessary cannot be reached.</p> <p>The cost of the installation of speed humps would be approximately \$30,000 and signage changes can be accommodated within operational budgets.</p>

	<p>The funding of the investigation, data collection and concept plans can be accommodated within the current operating budget. Any capital improvements would require additional funding.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$30,000 in Year 1 (2020/2021) as Capital Works expense.</p>
Officer recommendation(s)	
	<ul style="list-style-type: none">• No changes be made.• The scheduled traffic counts be undertaken once COVID-19 restrictions are lifted.• If warranted, the installation of speed humps be referred to a future budget and turn bans consultation be commenced.

Submission: 21 - Francis Street, Heidelberg Heights – speeding and traffic concerns

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021. The submissions request Council to address concerns relating to Speeding and traffic' and 'road safety' in Francis Street, Heidelberg Heights.'</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> 'Speeding and traffic in Francis Street, Heidelberg Heights has been a problem in the 1.5 years I have been a resident there. Placing speed bumps and removing the access to turn into Francis Street from Bell Street would make a huge difference.'

Officer comment(s)	
	<p>Council previously has undertaken traffic counts along Francis Street in October 2015. The speed and volume of vehicles at the time was acceptable with 85% of vehicles travelling at 40.9km/h or less.</p> <p>A new count was scheduled for April this year, but postponed due to the restrictions put in place and changes to traffic patterns and numbers.</p> <p>Council would need the Department of Transport's (VicRoads) approval to consider a turn ban at the intersection. They previously advised against this to avoid an increase in traffic along Alfred Street and Miller Street (as Edwin Street is already a no right turn).</p> <p>If we were to proceed, we would need conduct significant community consultation and up to date traffic data as part of DOT requirements.</p> <p>Until new traffic counts are undertaken, a position on whether either the installation of speed humps or turn bans is appropriate or necessary cannot be reached.</p> <p>The cost of the installation of speed humps would be approximately \$30,000 and signage changes can be accommodated within operational budgets.</p> <p>The funding of the investigation, data collection and concept plans can be accommodated within the current operating budget. Any capital improvements would require additional funding.</p>

Financial Data	
	This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$30,000 in Year 1 (2020/2021) as Capital Works expense.

Officer recommendation(s)	
	<ul style="list-style-type: none">• No changes be made.• The scheduled traffic counts be undertaken once COVID-19 restrictions are lifted.• If warranted, the installation of speed humps be referred to a future budget and turn bans consultation be commenced.

Submission: 22 - Alfred Street, Heidelberg Heights – traffic and road safety concerns

Member of community or Organisation	On behalf of Alfred Street residents
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4). The submission is a request for Council to address traffic and road safety concerns in Alfred Street, Heidelberg Heights.</p> <p>In summary, the submission includes</p> <ul style="list-style-type: none"> • ‘...thank you for the efforts in upgrading the community. We had a meeting with (a Council representative) a few months ago and appreciate all the work.’ • ‘Over the last 8-12 weeks our concern around the safety of Alfred street has increased significantly.’ • ‘...witnessed several close calls, ...happens so regularly now that when we have guests they even raise their concerns.’ • ‘More and more commuters are using Alfred Street as rat run andat times it looks like a race track.’ • ‘My partner .. and I moved in two years ago and love the area, but have grave concerns that we couldn’t raise a family here.’ • ‘...witnessed cars exceeding speeds of 80kms/hr and using Alfred Street as a late night hooning location. First and foremost, our safety...should be the #1 concern and the construction of roundabouts or speed bumps is a must.’ • ‘...Heidelberg Heights is fast becoming a great place to raise a family, with more and more young families... However, it only takes one accident to ruin countless lives.’ • ‘We truly appreciate the work you’ve put in thus far and hope to hear some good news in the near future.’

Officer comment(s)	
	<p>Council previously has undertaken traffic counts in various sections of Alfred Street in 2016, 2017 and 2018. The speeds of vehicles at the time was acceptable but higher than desirable with the 85%ile of vehicles being 54.0km/h 53.0km/h and 53.9km/h.</p> <p>A new count was scheduled for April this year, however this was postponed due to the restrictions put in place and changes to traffic patterns and numbers.</p> <p>Until new traffic counts are undertaken, a position on whether either the installation of speed humps or other treatments is appropriate or necessary cannot be reached.</p> <p>The cost of the installation of speed humps and intersection treatments would be approximately \$140,000 if treatments were included in all sections of the street.</p>

	The funding of the investigation, data collection and concept plans can be accommodated within the current operating budget. Any capital improvements would require additional funding.
Financial Data	
	This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$140,000 in Year 1 (2020/2021) as Capital Works expense.
Officer recommendation(s)	
	<ul style="list-style-type: none">• No changes be made.• The scheduled traffic counts be undertaken once COVID-19 restrictions are lifted• The installation of traffic treatments be referred to a future budget, if warranted.

Submission: 23 - Macleod area – pedestrian safety

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4). It is a request for Council to 'remedy the situation as soon as possible' in relation to pedestrian safety in the Macleod area.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'My wife and I came home by train late one night/morning after going to a concert, some months ago. As we walked home from Macleod station, we came to a section that had very low low street lighting, visibility was very poor. • We thought this might be a safety concern for a few reasons - security for people and allow better vision for pedestrians • I am submitting a request to remedy the situation as soon as possible.' <p>Note: The submitter has recently raised this matter with Council, describing this as a safety issue concerning a lack of street lighting for Leith Walk between Carwarp Street and Ferguson Street.</p>

Officer comment(s)	
	<p>There is an annual budget allocation to allow for potential lighting improvements throughout the municipality as requests are received. A night-time audit will be conducted within a month's time. If the audit result confirms an upgrade or additional lighting is required, appropriate works will be scheduled, utilising this budget.</p>
Financial Data	
	<p>This project can be funded from the unallocated lighting improvements funding from within the proposed 2020/2021 budget.</p>

Officer recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made.

Submission: 24 - De Winton Park – request to bring forward plans to upgrade ground lighting

Member of community or Organisation	A representative of the Macleod Football Club Inc
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021. It is a request for Council to 'bring forward plans to upgrade ground lighting at De Winton Park', noting that funds are currently allocated for the 2021/22 year.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'Over the next 6-12 months De Winton Reserve will be receiving significant infrastructure upgrades at the Facility which the club is very excited about.' <i>(Citing Pavilion works, redevelopment of the ground, carpark and crickets NETS).</i> • 'In the 21/22 draft budget, there is an allocation of dollars for the construction of sport field lighting at De Winton Reserve. ...request that this money be brought forward to coincide with the works that are currently taking place over the next 6-9 months. Due to' <ul style="list-style-type: none"> - 'The lighting deteriorating rapidly .. The club is planning to field a Women's team next season and with NELP occupying Windsor Reserve, the ground will also be used by the Macleod Junior Football Club...' - 'With the ground being redeveloped ...this would be the best time for the underground infrastructure to be laid avoiding disruption to a newly laid surface again the following year' - 'The re-surfacing of the carpark —The lighting design requires one light pole to be off the oval and set in the carpark near the crickets NETS. Again, these works can be done while carpark is being constructed, ...' • 'If the sport field lighting was to be constructed the in 21/22 it seems it would cost Council more money, and the disruption of brand-new infrastructure which can have its own issues. It seems logical while there are no Sporting clubs at this facility over the next 6-9 months, now would be the best time to complete all projects at this ground, ..'

Officer comment(s)	
	<p>De-Winton oval and facilities are currently undergoing a major upgrade with works commenced on the pavilion upgrade (including female friendly) and reconstructed sports field and cricket nets and car park to follow for completion in 2020/2021. The 100 lux lights are the final works to be undertaken and are currently scheduled for the following financial year. Therefore, construction could be bought forward which would enable all projects allocated to this facility to be completed in the next 6-9 months without further disruption to all the new works</p> <p>This application to allocate sports field lighting construction budget to the upcoming 2020/2021 financial year is supported, as it will enable a co-ordinated approach that minimises disruption to club and community.</p>

	<p>The program for 2020/2021 includes Sportsfield Lighting at Yulong Reserve, Bundoora; Warringal Park, Heidelberg; and Whatmough Park, Greensborough, which are all being considered for grant funding from SRV (to be confirmed by the end of July). It is suggested that the lighting project for De Winton Park be brought forward and added to the 2020/2021 lighting program. This would result in \$300,000 additional expenditure in 2020/2021 (ie. \$300,000 brought forward from 2021/2022 budget allocation).</p>
<p>Financial Data</p>	
	<p>This project is unfunded in the proposed 2020/2021 budget. This project is planned in the 4 years Capital Works Programs in Year 2 (2021/2022).</p> <p>If supported, the cost of this project would be \$300,000 in Year 1 (2020/2021) as Capital Works expense and over 4 years the funding impact is nil.</p>
<p>Officer recommendation(s)</p>	
	<ul style="list-style-type: none"> • Changes be made. • Council bring forward \$300,000 from Year 2 (2021/2022) in the 4-year Capital Works Program to Year1 (2020/2021).

Submission: 25 - Ivanhoe Shopping Centre – request for funding to upgrade 2 Gateway signs

Member of community or Organisation	On behalf of the Ivanhoe Traders Association (ITA)
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide funding 'to replace and upgrade the existing and outdated 2 x Shopping Centre Gateway signs' in the Ivanhoe Shopping Centre.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'The Ivanhoe Traders Association (ITA) would like to replace and upgrade the existing and outdated 2 x Shopping Centre Gateway signs on opposite ends of Upper Heidelberg Rd in the Ivanhoe Shopping Centre. ' • 'One is currently situated on the east side of street outside St James Church at 252 Upper Heidelberg Rd. The other is on the west side of the street outside the Ivanhoe Vet at 51 Upper Heidelberg Rd.' • 'The New Signs will replace the existing light boxes with the latest Digital LED Screens that can be remotely accessed via wireless technology.' • 'Their primary purpose will be to both welcome the thousands of commuters along Upper Heidelberg Rd into Ivanhoe and best promote what Ivanhoe and its Traders have to offer in real time.' <i>(Photos have attached been as part of this submission)</i> • 'Considering Australia has just entered its first Recession in 30 years, these signs can help mitigate the economic downturn by helping drive traffic into local businesses ' • 'It has been over 12 months since the Bell St Mall Sign/Screen has been operational which has worked flawlessly and received very positive community feedback including direct economic benefits for businesses. This same Bell St Mall Sign/Screen has also helped Banyule Council and other community organisations help get their messaging out for events.' • 'The ITA is seeking a financial contribution of \$50,000+GST from the 2020/2021 Council Budget towards the project.'

Officer comment(s)	
	<p>The installation of digital LED Screens at either end of the Ivanhoe Shopping Precinct Upper Heidelberg Road would not complement the neighbourhood character of the Ivanhoe Shopping Precinct. It is also unlikely that the Department of Transport (VicRoads) would approve digital LED screens in the road reverse.</p> <p>Council will continue to work with the Ivanhoe Traders Association to implement the 'shop local' campaign to assist business recovery from the COVID – 19 disruption.</p> <p>Council will be considering additional funding for <i>Building Connection and Celebrating Initiatives</i> at its meeting on the 6 July 2020. These initiatives will include activities to</p>

	encourage residents back to their local shopping strips and will celebrate the resilience of our local small businesses.
Financial Data	
	This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$50,000 in Year 1 (2020/2021) as Capital Works expense.

Officer recommendation(s)	
	<ul style="list-style-type: none">• No changes be made.• Council continue to work with the Ivanhoe Traders Association to implement the 'shop local' campaign to assist business recovery from the COVID-19 disruption.

Submission: 26 - Deloraine Aged Care - request for indented parking space

Member of community or Organisation	A representative of Deloraine Aged Care
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide an indented parking space to address a range of current accessibility issues at the facility (<i>Deloraine Aged Care</i>) and that 'indented parking would be the safest option'.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'Deloraine is an award-winning aged care facility that has been servicing the local community since around 1970.' • '... parking restrictions introduced in around 2017 have created a series of issues: <ol style="list-style-type: none"> (1) Resident boarding of bus for outings: Deloraine does not have a current option for bus parking arrangements that helps to ensure the safety of our residents and promote their independence. The residents either have to dangerously cross over ... Adeline St ... or walk much further down Adeline St has a significant downward slope.most of our residents need wheelchair assistance just to board the bus. This impacts their independence and self-worth. If residents could just exit via the ramp entrance on Adeline Street to board the bus at an indented parking place, most of them could do this by self-ambulating. It is safer and more convenient for residents (average age of 90 years) ...indented parking would be the safest option - Adeline Street is a busy street. (2) Safe short-term drop off/pick-up options for families and visitors: Deloraine is often asked by families and friends of residents for a place to cater for short term drop offs/pick ups of residents, particularly those residents who require wheelchairs and walking frames (many of whom are requiring these aids) (3) Ambulance parking: such a designated parking place would also be safer and more convenient for ambulance parking. Deloraine Aged Care submitted a petition request to Banyule City Council regarding the indented parking space with an initial 63 signatures. A further 29 signatures ... submitted .. in relation to this petition request.... <p>The submission includes an attachment which relates to the petition request. The attachment includes:</p> <ul style="list-style-type: none"> • 'Deloraine Aged Care ... urges the...Council to consider its petition request for an indented paved and curved parking space (large enough for an ambulance or aged care facility bus) as detailed in the petition request.

Officer comment(s)	
	<p>There is a gas main in the nature strip area outside Deloraine Aged Care Facility which would mean that only a partial indented bay could be achieved, or significant cost spent to relocate the gas main. As such vehicles would still be overhanging into the roadway.</p> <p>The cost of the works is expected to be \$20,000 to \$25,000 (without moving the gas main).</p> <p>An alternate solution to allow 2 parking spaces at the location has been determined by adjusting some of the parking signs. Notification letters have already been sent to the effected residents and subject to there being no major objections, signs would be installed in early July 2020.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$25,000 in Year 1 (2020/2021) as Capital Works expense.</p>
Officer Recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made • Council proceed with the alternate solution to provide 2 parking spaces through a change in parking restrictions and monitor the location. • If further works are required, these be referred to a future budget for funding.

Submission: 27 - Porter and Outhwaite roads in Heidelberg Heights - request for Council to fund installation of a roundabout at the intersection.

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide install a roundabout at the intersection of Porter Road and Outhwaite Road in Heidelberg Heights.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'I write on behalf of a number of concerned residents near the intersection of Porter and Outhwaite roads in Heidelberg Heights to request that Banyule Council fund the installation of a roundabout at this intersection. ' • 'We make this request in response to excessive hoon activity, including vehicles travelling at high speed through the intersection ... and performing doughnuts in the intersection... This activity is taking place on a regular basis, often peaking during the late afternoon/early evening on weekends.' (<i>citing availability of a video, and an attached photo</i>) • '...this intersection is adjacent to the recently upgraded Johnson Reserve. Council has obviously made a significant investment to upgrade the amenities resulting in an increasing number of families utilising the park. However, with more and more people visiting the park and the fact that hoon behaviour seems to peak at times when the park is at its busiest, ..this represents a significant and increasing risk to local residents and their children. • Local residents, including my wife and I, have repeatedly reported this behaviour to local police with no noticeable impact. ...enforcement cannot resolve this issue, as such, the only remaining solution is to install infrastructure that eliminates the associated risks. • We ask that council urgently install a roundabout to curb this behaviour before the worst-case scenario of a child being injured or killed becomes a reality. This request was originally made in correspondence ...dated 28 February 2020 ... <p>The submission includes an attachment which relates to the previous correspondence with Council, including a map of the intersection, photograph and signatories.</p>

Officer comment(s)	
	<p>Traffic counts were undertaken on Outhwaite Road west of Porter Road in October 2018 and indicated the road has a reasonably low volume of traffic (622 vehicles per day) and the speed of vehicles were within acceptable limits with an 85-percentile speed of 50km/h. No recent counts have been undertaken on Porter Road. New traffic counts have been scheduled to occur after COVID-19 lockdown restrictions have been lifted.</p> <p>A search through the state accident database has indicated that there has only been one 'other injury' crash recorded in the last 5 years.</p>

	<p>There does appear to be a hooning issue at the intersection, which has been referred to the Victoria Police for enforcement.</p> <p>There are several services located close to the intersection that would make the installation of a roundabout difficult including a power pole and Telstra assets. These services would either need to be relocated or the road reserve extended into the park to meet the required standards for a roundabout. The cost of the works is therefore difficult to estimate until a detailed investigation and design is undertaken but is likely to be in the order of \$100,000-\$200,000.</p> <p>The installation of raised central islands on each approach to the intersection could be considered. This treatment is estimated to be approximately \$50,000.</p> <p>Based on available speed, volume and crash data there is limited justification for the installation of traffic treatments at this intersection compared with other locations in the municipality.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$250,000 in Year 1 (2020/2021) as Capital Works expense.</p>

Officer recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made • The scheduled traffic counts be undertaken once COVID-19 restrictions are lifted • The installation of speed humps be referred to a future budget, if warranted; • The location again be raised with the Victoria Police for enforcement of the 'hoon' activity.

Submission: 28 - Watsonia Shopping Centre - support for items in the Budget - Special Rates Levy, advocacy with the North East Link Project, funding for Watsonia Traders Community Event, and ongoing support.

Member of community or Organisation	On behalf of Watsonia Traders Association
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is in support of items relating to Watsonia, highlighting the Special Rates Levy, Advocacy with the North East Link Project, Funding for the Watsonia Traders Community Event, and ongoing support.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'On behalf of the businesses in the Watsonia Shopping Centre and the Watsonia Traders Committee, I wish to express our support of the items relating to Watsonia in the Banyule City Council Proposed Budget 2020 – 2021.' • '...highlight the following items: <ul style="list-style-type: none"> - The Special Rates Levy - Advocacy for the North East Link Project - Funding for the Watsonia Traders Community Event - Ongoing support for the Watsonia Shopping Centre' • 'The Special Rate Levy has been a proven success in Watsonia....The Watsonia Traders Association is in full support of this successful scheme'. • 'We are extremely grateful for this (<i>North East Link Advocacy</i>) especially as our centre faces even more of an uncertain future with the ramifications of COVID-19 economic downturn. as we navigate the challenges of the North East Link Projects and the potential impacts. • '....Our annual community event, with the contribution of \$15,000 in sponsorship from Banyule City Council, brings our traders and customers together to share in an event that also involves many of our local groups. It was very disappointing to cancel this event in March 2020; however, we have planned to allocate these funds into supporting our Shop Local Campaigns that support both our traders and our community over the next six months. ...' • '....The support given for maintenance, upkeep and cleaning is greatly appreciated by our Association and we are always supportive of initiatives placed within Watsonia ... and seeing the economic potential of the Watsonia Shopping Centre grow.

Officer comment(s)	
	<p>Council is supporting the Watsonia Traders Association by contributing additional funding to the Special Rates Levy in 2020/2021 and \$40,000 for Advocacy for the North East Link Project is included in the proposed Budget 2020/2021.</p> <p>The \$15,000 sponsorship for the annual community event in 2020/2021 is currently in the operational budget however the information Council is now receiving in relation to</p>

	<p>events is that even as COVID-19 restrictions ease, there will be limitations to the way events are delivered.</p> <p>Guidelines for delivery of events are being prepared by the State Government (hopefully released in July) which will help both Council and other groups hoping to host community celebration events understand the risk and mitigation measures required.</p> <p>These measures may well put pressure on resources (e.g. social distancing initiatives such as barricades or temporary fencing and additional staff to count and/or restrict numbers in specific areas). This will require a high level of engagement and education prior to any event being delivered.</p> <p>Further discussion with the Watsonia Traders Association in relation to \$15,000 sponsorship for the annual community event in 2020/2021 will be required once the State Government releases its event guidelines.</p>
Financial Data	
	This project is funded in the proposed 2020/2021 budget.

Officer Recommendation(s)	
	<ul style="list-style-type: none"> • The submission be noted. • No changes be made.

Submission: 29 - Watsonia Neighbourhood House – welcome Council's continued support neighbourhood houses

Member of community or Organisation	Manager of Watsonia Neighbourhood House
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4). The submission is in support of the Plan and Budget, highlighting particular aspects, and welcomes Council's continued support of neighbourhood houses.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • '...We appreciate Banyule Council and our Councillors for their continued support of Neighbourhood Houses as a key initiative under People: Strong, healthy and inclusive communities, objective 1.1 Support and promote health and well being.' • '...thank Council for allocating over \$10 million in the Proposed Budget 2020/2021 through the Economic Support Package to support our local community and local economy. ... will provide need much needed relief to residents, small business and community organisations such as ours. ' • 'We are all in challenging times and neighbourhood houses are working hard to meet the changing needs of people in our community. On 25th March the Federal Government ordered neighbourhood houses to be closed to the public, severely impacting our model of service provision as well as depleting our income streams from service users.' • 'We have adapted our services...have risen to the challenge with creativity and determination and with Council's support we can achieve much more.' • 'In our work, we are already seeing the financial and social impact of the Covid-19 crisis on individuals and families ... These stressors are contributing to an increase in family violence in our community. ... encourage Council to take more decisive action through finalising and implementing a Banyule Gender Equity Plan this year and continuing to be an active participant in the Building a Respectful Community partnership. ' • 'We are pleased that Council is responding to the current Covid-19 crisis, while continuing to think long term so as we work on our recovery it is the perfect time to implement new practices in our commuting, consumption and waste management for a more resilient community. ' • '... We support Council's Inclusive employment program ...for people experiencing disadvantage and barriers to employment. Improving .. opportunity to participate in paid employment is life changing, and has been shown to improve health and well-being as well as financial independence. ' • 'Watsonia Neighbourhood House welcomes opportunity to work with Council, especially as we move into recovery phase from Covid-19 as restrictions on our activities start to ease.'

Officer comment(s)	
	This submission is not specifically requesting funds. Council provides annual funding of \$30,000 to Watsonia Neighbourhood House and will continue this. In addition, Council supports the cost of their advertising brochures.
Financial Data	
	N/A

Officer Recommendation(s)	
	<ul style="list-style-type: none">• The submission be noted.• No changes be made.

Submission: 30 - Merri Outreach Support Service - Banyule Housing Support Program, Shop 48 – request for increase in funding

Member of community or Organisation	General Manager of Merri Outreach Support Services Ltd
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide increased funding to 'secure the viability of the program going forward', requesting an increase of \$15,460.00 to core funding and brokerage funding.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'MOSS greatly values the partnership with Banyule City Council. In collaboration with council staff and services, the Banyule Housing Support Program and Merri Outreach Support Service (MOSS) have had some very significant outcomes for some of our most disadvantaged and vulnerable members of the community. We wish to continue to build the program....' • 'Since MOSS assumed the delivery of the Banyule Housing Support Program, several key factors have taken place which have contributed to an increasing in-kind contribution by MOSS over time. ' • 'The program has two full time funded positions...co-located at Shop 48. One... is funded by ...Council, whilst the other is funded by the Department of Health and Human Services (DHHS). ' • 'We are not requesting funds to address a retrospective funding shortfall, but we wish to secure the viability of the program going forward.wish to continue our partnership with Banyule Council to deliver great outcomes into the future. MOSS can significantly add value to this program with highly skilled staff, internal and external training opportunities, supervision and professional sector development....' • 'We propose to submit for funds to cover the leasing and running costs for one vehicle \$7,835.00, plus a 2.5% CPI increase of \$2,625. A total increase of \$10,460.00 to core funding.' • 'In addition, we also wish to propose to submit for an additional \$5,000 of Brokerage funding to assist MOSS in meeting the increase in demand for the already limited funds available to assist people to meet the burden of sky rocketing rentals and the increase in living expenses. ' <p>Note: The submission provides details of costings in relation to the program and includes an attachment (Quarterly report for January - March 2020).</p>

Officer comment(s)	
	<p>Merri Outreach Support Service (MOSS) offers homelessness support and through Council recurrent funding a dedicated full time position servicing the City of Banyule. The current grant is \$105,000 in 2019/2020. This was increased from \$93,000 in 2018/19.</p> <p>MOSS has covered the shortfall in full time salary costs for the Banyule worker in the past couple of years and also provided HEF (Housing Establishment Fund) for its clients through the main HEF pool across all its programs in the organisation. This</p>

	<p>support may cover rental costs, food, payment of bills etc which are identified for the family/individual being supported. During COVID-19, these financial costs have increased due to family circumstances changing.</p> <p>MOSS is seeking recognition of the shortfall between Council's grant and the cost of a full time worker salary and oncosts. It also would like a dedicated HEF type fund for the clients the worker deals with as part of the overall support offered to homeless and at risk of homelessness clients.</p> <p>MOSS' request is reasonable to cover the true full time salary costs of the Council funded position. In addition, due to COVID-19, MOSS have had increased demand in HEF type financial support for their clients which is recognised in their request.</p>
Financial Data	
	<p>This request is unfunded in the proposed 2020/2021 budget. Council currently funds \$105,000 per annum to MOSS. This request is for an additional \$15,460 per annum, which equates to a total of \$61,840 over the 4 years 2020/2021- 2023/2024 (operating expense).</p>

Officer Recommendation(s)	
	<ul style="list-style-type: none"> • Changes be made. • Council increase funding for MOSS to \$120,460 per annum (an increase of \$15,460 for the group per year excluding GST).

Submission: 31 - Montmorency Community Group – Climate Action - Support for the plan and budget particularly climate action and maintaining the commitment to carbon neutrality

Member of community or Organisation	A representative of Montmorency Community Group
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4) and is in support, particularly for climate action and maintaining the commitment to carbon neutrality.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'On behalf of the members, supporters and participants with the Montmorency Community Group, we wish to acknowledge Council's proposed plan and budget and particularly the considered support for climate action and maintaining the commitment to carbon neutrality by 2028. • As Banyule's oldest suburban localised transition town group of 10 years we thoroughly support the continuance of important and thorough work started in 2018-2019 rather than reducing or revoking that commitment. • We see that the financial and social benefit to Banyule coupled with the extensive Covid response to support jobs and community will be good for the community and Council alike and will strengthen our community into the future.'

Officer comment(s)	
	Submission is in support of the Council's proposed plan and budget, and particularly the considered support for climate action and maintaining the commitment to carbon neutrality by 2028.
Financial Data	
	N/A

Officer recommendation(s)	
	<ul style="list-style-type: none"> • The submission be noted. • No changes be made.

Submission: 32 - Budget and Council Plan - Concerns Raised and Council's obligations

Member of community or Organisation	On behalf of Banyule Ratepayers Action Group Inc.
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and proposed Council Plan 2017-2021 (Year 4) and is a request for Council to review, respond, consider, take action and positively engage as appropriate to the questions and issues; suggestions and proposals raised within the submission.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • Rating Strategy: '...council's COVID-10 'Economic Support Package' does not necessitate an increase in rates.' • Employee Costs: '...a hiring freeze at all levels plus management-encouraged natural attrition underpinned by urgent adoption of LEAN management principles coupled with a ruthless zero-based budget process will quickly move the 'grand ship BCC' in the right financial and strategic direction'. • Infrastructure and Initiatives: '...BCC needs to adopt AGILE management principles and methodology throughout its organisation as rapidly as possible....' • '..exhorts BCC to implement its COVI-19 Economic Support Package expeditiously but carefully, to ensure against related business failure, community mental stress and recipient fraud.' • Ivanhoe Library and Cultural Hub: '....harried BCC to come clear on the true cost of the project this grossly mismanaged project must now be independently investigated and subjected to an independent forensic financial audit.' • Bellfield Community Centre: '...requests formal confirmation from BCC about the estimated final cost of the Bellfield Community Centre Development'. • Debt Strategy: '....requests an explanation about the difference presented in the Balance Sheet and Statement of Cash Flows.' • Comprehensive Result: '...BCC to consider budget options that will, in conjunction with some hard-nosed financial decisions, lead to eliminating the deficit.' • Council Plan 2017-2021 Financials: '...do any of the proceeds from the sale of property infrastructure and/or plant and equipment for any year include projected revenue from the sale of the Rosanna Library?' 'Requires full transparency about BCC's intention to sell Rosanna Library and urgently seeks an unequivocal formal response to this effect from BCC, in the Public interest.' <p>• A report (eighteen pages) has been submitted as the formal submission and this has been provided to Councillors.</p>

Officer comment(s)	
	<p>Council has undertaken extensive public consultation to feed into the Council Plan to align our work with community needs and expectations. We evaluate what we are doing and look at the impacts of changing trends and legislative requirements e.g. recycling industry, North East Link Projects, National aged care reforms, and climate change and now COVID-19. The budget process includes detailed discussions with Councillors on developing and maintaining core financial principles and key financial sustainability ratios.</p> <p>Long Term Planning, operating and capital & initiatives budgets are developed with ongoing consultation with Councillors. The Rating Strategy and Fees & Charges Schedule were implemented after community consultation. All activities are planned and touch points are maintained with Councillors all throughout the financial budgeting, capital and project management activities.</p> <p>The organisation outlines its many operational initiatives through the Council Plan and continually looks for ways to reduce costs. Council continues to conduct service reviews to ensure operations meet quality, cost and service standards in line with community expectations.</p> <p>Capital Management Performance is reported to Council each quarter and to Executive Management Team and Councillors each month. Project status is reported and discussed as appropriate. Council has been provided full transparency of budget variations and Councillors are appropriately briefed prior to any significant decisions being made.</p> <p>The Annual Report will be available in late September 2020 and will include the Performance Statement (prepared in accordance with the <i>Local Government (Planning and Reporting) Regulations 2014</i>). The Performance Statement covers Financial Performance Indicators including efficiency measures. The data is audited each year.</p>
Financial Data	
	N/A

Officer Recommendation	
	<ul style="list-style-type: none"> • The submission be noted. • No changes be made. • The submission provided feedback to Council on several areas of concern. Council has reviewed the suggestions and proposals by BRAG and will, consistent with those received by residents throughout the year, refer each one to the appropriate Council officer for consideration. • Council with the positive engagement of the community continue to act for the future benefit of ratepayers and residents.

Submission: 33 - West Heidelberg Community Legal - request for funding support for a Pilot Project: Work and Development Permit Scheme

Member of community or Organisation	A representative of West Heidelberg Community Legal (Banyule Community Health)
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide funding support of \$17,500 for a Pilot Project: Work and Development Permit Scheme, to 'improve access to an important social justice initiative' and enable 'vulnerable Banyule residents to "work off" their fines by engaging in approved activities with relevant sponsor agencies'.</p> <p>In summary, the submission includes:</p> <ul style="list-style-type: none"> • 'West Heidelberg Community Legal is small community legal service providing a range of free legal services to the Banyule community,... WHCLS is experienced in working with individuals and communities to resolve legal problems, improve access to justice, advocate for just laws and legal processes and for the interests of those experiencing socio-economic disadvantage.' • '... we seek Council support for the establishment of a pilot project which we believe can substantially improve access to an important social justice initiative introduced by Fines Victoria in recent years – the Work and Development Permit Scheme. The WDP Scheme will allow vulnerable Banyule residents to "work off" their fines by engaging in approved activities with relevant sponsor agencies. Approved activities can include education, medical treatment, financial counselling and mentoring programs. ' • '...an alternative avenue for dealing with fines to avoid these matters being dealt with in Court and/or to prevent vulnerable community members from being required to enter into payment plans...' • 'We proposed to establish a pilot project which will involve resourcing a Project Worker position for 6-9 months (depending on the degree of support available). The Project Worker will promote the benefits of the scheme to interested community, health, support, educational organisations within Banyule and provide practical assistance for interested organisations to undertake the sponsorship accreditation process...(and) will promote the scheme within the community and track and measure the engagement with the scheme over the pilot period. ' • '...we do not have the resources to undertake this work without Council's support.... with a moderate investment in this project, we can make substantial gains for the local community. We seek \$17,500 for this project and are happy to provide any further information requested.'

Officer comment(s)	
	<p>This pilot project proposal is focused on establishing a sustainable model within the Banyule community which will also create 'buy in' from key stakeholders. It is a proven model currently in place in other municipalities and responds to a state government initiative not widely promoted within the community.</p> <p>The purpose of the WDP scheme is that it provides vulnerable people with a non-financial option to deal with their fine debt. If someone is suffering from acute financial hardship, family violence, homelessness, mental disabilities and/or addiction then they may be able to work off their fines. This is possible through the scheme by completing activities and treatment that can help to address the cause of offending behaviour.</p> <p>The pilot project will promote the scheme to potential partnering agencies within the municipality who would participate in the delivery of this service. For example: educational agencies, medical practitioners, counselling services etc all of which would be required for this to succeed.</p> <p>This project offers an alternative to disadvantaged individuals who have little to no capacity to pay the range of fines and who risk imprisonment as a result of non payment.</p> <p>An important benefit for participants is the engagement with support services that may not otherwise exist for them. In addition, participating organisations would likewise benefit from increased access by relevant client groups to their services.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$17,500 in Year 1 (2020/2021) as initiative expense.</p>
Officer Recommendation(s)	
	<ul style="list-style-type: none"> • Changes be made. • An allocation of \$17,500 be made in the 2020/2021 budget for this project, which offers an alternative to disadvantaged individuals who have little to no capacity to pay the range of fines and who risk imprisonment as a result of non payment.

Submission: 34 - Heidelberg Golf Club – impact of shutdown due to COVID-19

Member of community or Organisation	A representative of Heidelberg Golf Club
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and highlights to Council the impact on the club as a result of the shutdown due to COVID-19.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'The Club has been completely closed since 21st March 2020. Golf was only allowed to resume on 13th May. • Golf of itself brings little revenue to the Club. The Club relies on revenue in the form of functions and other events which may or may not include alcohol sales. • The Club also recently issued its membership renewal invoices. Not only were fees not increased but members could only be charged 11/12th of their fee from last year as a result of government shutdowns.' <p>Note: The submission does not indicate a specific request of Council.</p>

Officer comment(s)	
	<p>The Heidelberg Golf Club is not a Council owned asset. It is not clear what the submission is requesting. Council's Economic Development team may be able to assist with business support and grants to assist with any financial hardship.</p> <p>Council does not charge rates, instead a levy is charged in lieu of rates under the <i>Cultural and Recreational Land Act 1963</i>. This Organisation would be able to apply for a waiver or a deferral of their levy.</p> <p>The Heidelberg Golf Club is a semiprivate Golf Club and our Sport and Leisure team has no contract or service arrangement with this facility or club.</p> <p>As the Club is not a Council owned asset, there are no property-related works at the facility.</p>
Financial Data	
	N/A

Officer Recommendation(s)	
	<ul style="list-style-type: none"> • The submission be noted. • No changes be made. • The submitter be invited to liaise with Council's Economic Development team to discuss their needs regarding business support.

Submission: 35 - St George's Anglican Church – request for funding support to upgrade facilities for the benefit of community groups

Member of community or Organisation	A representative of St George's Anglican Church
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to provide funding support of \$32,000-\$35,000 for upgrades to facilities at the St George's Anglican Church, East Ivanhoe, for the benefit of community groups.</p> <p>In summary, the submission includes</p> <ul style="list-style-type: none"> • 'St George's Anglican Church East Ivanhoe through the provision of its Upper Meeting Room, Ground Floor Meeting Room, Evans Hall and courtyard to individuals, families, small sole traders and community groups at non-commercial rates acts as the de-facto community centre for Ivanhoe East These facilities, which are used by a diverse range of community groups are effectively subsidised by the parishioners for the benefit of the broader community.' • '...seek your support for funding for the following projects in the 2020/21 financial year <ol style="list-style-type: none"> 1. Solar Energy - \$12-\$15K <ul style="list-style-type: none"> '... The funding requested would enable an additional 13.2kW of panels and associated infrastructure to be installed' 2. Minor Capital Works - \$5K <ul style="list-style-type: none"> '...This funding would enable the rooms utilised by community groups to have minor upgrades to paint work and finalise some minor external works.' 3. Minor Capital Works - \$5K <ul style="list-style-type: none"> 'Upgrade toilet facilities, which act as the de-facto public toilets for the local shopping strip and hall users.' 4. Establishment of a community garden - \$10K <ul style="list-style-type: none"> '...The funds requested would enable the community garden to be established.' • 'Groups currently (using) our facilities, include, but are not limited to the following: U#A recorder and yoga classes; MSD Dance Studios; Heidelberg Choral Society; Fair Feet Dance; Baby Sensory Manningham; Jishukan Ryu martial arts; Kalinder Kaur Yoga; Alcoholics Anonymous Victoria; Heidelberg Wind Ensemble; Nancy Hanley Yoga for PTSD; Opa-Cize Fitness; Kroma Creative Dance; Artful-awareness; Claddagh Dancers; Save East Ivanhoe; McCubbin-Hartlands Estate Residents Association; East Ivanhoe Pre-school and numerous families for birthdays, wedding anniversaries and significant events.' • 'We also operate an Opportunity Shop which supports approximately 16 local and regional charities and other not-for profit groups with a focus on women, children, the homeless and marginalised.'

Officer comment(s)	
	<p>Minor capital works are a great addition to community halls and spaces to invite better participation and a better experience across our municipality. These works would be deemed as highly important to user groups.</p>

	<p>A site inspection would be required to determine community accessibility to and signage for the public toilet. It may then be reasonable for Council to support the improvements to these public toilets.</p> <p>The solar energy proposal aligns to Council's Corporate Emissions Reduction Plan.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$35,000 in Year 1 (2020/2021) as initiative expense.</p>

Officer Recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made. • It be noted that this is not a Council building and the group be encouraged to apply for projects through the Grants Program, inclusive of the environment grants. • Council arrange for a site inspection of the public toilet's accessibility prior to further funding consideration.

Submission: 36 - Request traffic management around Macorna St and Grant St and Cameron Parade

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to address 'concerns about speeding traffic between Macorna Street and Grant Street in Cameron Parade'.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • Mention of previous contact made with Council over this issue • '..seems to be at its worse on Sunday afternoons with hoons speeding up and down at this section of road. My neighbours and myself have trouble getting safely out of our drives' • 'We need speed humps both ways - one just after the corner of Grant Street going down and one coming up near Lincoln Street'. • 'I have lived here in Cameron Pde for over 52yrs and as a ratepayer I have the right to get something done about this ongoing problem...'

Officer comment(s)	
	<p>This has previously been investigated and speed calming measures are warranted given the volume and speed of traffic.</p> <p>Counts undertaken near 126 Cameron Parade from August 2018 indicated that the 85th percentile speed was 58km/h and the two-way volume was 3,880 vpd (vehicles per day)</p> <p>Works are current listed in the 2024/2025 financial year, being the installation of speed and volume controls between Carolyn Crescent and Sharpes Road.</p> <p>The estimated cost of works is \$60,000.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget.</p> <p>If supported, the cost would be \$60,000 in Year 1 (2020/2021) as Capital Works expense.</p> <p>The project is planned to be undertaken in Year 5 (2024/2025) of the capital works program.</p>

Officer recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made.

Submission: 37 - Francis Street and Montgomery Street, Heidelberg Heights – speeding and traffic concerns

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a 'request for Francis and Montgomery St', for Council to address concerns 'with the reckless driving by users of both streets'.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'I am currently completing a townhouse development on the corner of Francis and Montgomery Streets, and concerned with the reckless driving by users of both streets. I have prospective buyers who have young kids.'

Officer comment(s)	
	<p>Council previously has undertaken traffic counts along Francis Street in October 2015 and Montgomery Street in June 2008. The speed and volume of vehicles at the time was acceptable for both streets.</p> <p>New counts were scheduled for April this year, but postponed due to the COVID-19 lockdown restrictions put in place and changes to traffic patterns and numbers.</p> <p>Until new traffic counts are undertaken, a position on whether either the installation of speed humps or other treatments is appropriate or necessary cannot be reached.</p> <p>The cost of the installation of speed humps or other treatments for both streets would be approximately \$60,000.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$60,000 in Year 1(2020/2021) as Capital Works expense.</p>

Officer recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made. • The scheduled traffic counts be undertaken once COVID-19 restrictions are lifted. • The installation of speed humps or other treatments be referred to a future budget, if warranted.

Submission: 38 - Francis Street, Heidelberg Heights - Speed Issues

Member of community or Organisation	Owner of a local café
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to address concerns relating to speed issues on Francis Street, Heidelberg Heights.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'I am the owner of The....Café located on Francis St Heidelberg Heights. • '....over the course of the 3 ½ years that I have owned the business the numerous amount of cars that use Francis as a cut through from Bell to Edwin...' • 'This cut-through means that most of them are trying to beat the on-coming north bound traffic on Bell and speed to beat the traffic but unfortunately then continue speeding along Francis.' • 'I would like to submit to council a proposal the speed humps be placed on Francis St after the (<i>a fast food restaurant</i>) exit into Francis so that we can ensure the traffic from (<i>a fast food restaurant</i>) isn't impacted but at the same time we have a safe environment for our customers, staff and local community.' • 'Especially during this time of COVID ... additional number of children on the street ... a tragedy waiting to happen. • '...it can alleviated by at least one speed hump...'

Officer comment(s)	
	<p>Council previously has undertaken traffic counts along Francis Street in October 2015. The speed and volume of vehicles at the time was acceptable with 85% of vehicles travelling at 40.9km/h or less.</p> <p>A new count was scheduled for April this year, but postponed due to the restrictions put in place and changes to traffic patterns and numbers.</p> <p>Council would need the Department of Transport's (VicRoads) approval to consider a turn ban at the intersection. They previously advised against this to avoid an increase in traffic along Alfred Street and Miller Street (as Edwin Street is already a no right turn).</p> <p>If the project is to be considered further, significant community consultation should be undertaken and up to date traffic data obtained as part of DOT requirements.</p> <p>Until new traffic counts are undertaken, a position on whether either the installation of speed humps or turn bans is appropriate or necessary cannot be reached.</p> <p>The cost of the installation of speed humps would be approximately \$30,000 and signage changes can be accommodated within operational budgets.</p>

Financial Data	
	This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$30,000 in Year 1 (2020/2021) as Capital Works expense.

Officer recommendation(s)	
	<ul style="list-style-type: none">• No changes be made.• The scheduled traffic counts be undertaken once COVID-19 restrictions are lifted.• If warranted, the installation of speed humps be referred to a future budget and turn bans consultation be commenced.

Submission: 39 - Alfred Street and Montgomery Street, Heidelberg Heights – request for a roundabout

Member of community or Organisation	A member of the community
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to address traffic and speeding issues and provide a 'high roundabout' at the intersection of Alfred and Montgomery' streets.</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • 'We would like a high roundabout like the one up the road in St. Helliers Street, HH. at the intersection of Alfred and Montgomery.' • 'The traffic is pretty dangerous and fast now in Alfred Street since I moved there 9 years ago – cars speeding going in excess of 60K.. The street is being used as a rat run.' • 'When people visit they say omg that road it's so dangerous speaking of Alfred street ...the park in Alfred and James street makes it a dangerous mixture. Speed and children.' • '...(request for) a no Right hand turn from Bell Street into Alfred ... cars too speed very fast as they are using it as a cut through.' • 'There is a slip road Right from Bell Street going into Dresden Street so for safety there is no reason people should be turning Right into Alfred from Bell Street – there has been many accidents there and fatal ones as well. These cars really travel fast ...as Alfred street is a good wide street for speed.'

Officer comment(s)	
	<p>Council previously has undertaken traffic counts in various sections of Alfred Street in 2016, 2017 and 2018. The speeds of vehicles at the time was acceptable by higher than desirable with the 85 percentile of vehicles being 54.0km/h, 53.0km/h and 53.9km/h.</p> <p>A new count was scheduled for April this year, but postponed due to the restrictions put in place and changes to traffic patterns and numbers.</p> <p>A search through the state accident database has indicated that there have been no police reported crashes in the last 5 years.</p> <p>There are several services located close to the intersection that would make the installation of a roundabout difficult including a power pole and Telstra assets. These services would need to be relocated to meet the required standards for a roundabout.</p>

	<p>Council would need the Department of Transport's (VicRoads) approval to consider a turn ban at the intersection with Bell Street. They previously advised against this to avoid an increase in traffic along Francis and Miller Street (as Edwin Street is already a no right turn).</p> <p>If we were to proceed with a turn ban, we would need conduct significant community consultation and up to date traffic data as part of DOT requirements.</p> <p>The cost of works is therefore difficult to estimate until a detailed investigation and design is undertaken but is likely to be in the order of \$100,000-\$200,000. Other treatment options could be considered such as a raised intersection</p> <p>Any signage changes to install a right turn ban can be accommodated within operational budgets.</p> <p>The cost of works for a raised intersection would be approximately \$40,000 to \$50,000.</p> <p>Until new traffic counts are undertaken, a position on whether either the installation of roundabout or other speed reduction treatments are appropriate or necessary cannot be reached.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$250,000 in Year1 (2020/2021) as Capital Works expense.</p>

Officer recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made. • The scheduled traffic counts be undertaken once COVID-19 restrictions are lifted • If warranted, the installation of speed humps be referred to a future budget and turn bans consultation be commenced.

Submission: 40 - Eaglemont Village Traders Association - request for funding and continued support

Member of community or Organisation	Centre Manager - Eaglemont Village Traders Association
Summary:	
	<p>The submission relates to the proposed Budget 2020/2021 and is a request for Council to increase funding by \$5,000 for specific items to reinvigorate the Eaglemont shopping centre, and 'continued Council support for the Eaglemont Artisans and weekend activations...'</p> <p>The submission includes:</p> <ul style="list-style-type: none"> • Mention of previous correspondence with Council representatives, the EVT committee and Banyule Centre Managers, along with reference to the Eaglemont Village Business Plan • Requests for: <ul style="list-style-type: none"> '1. \$5k budget per year for book keeping/admin/governance/marketing and events (.....we such a small strip our budget is tiny, plus even our IGA now appears to have closed down along with losing our Butcher a couple of months ago too. The Village is looking so sad and empty and we need to focus on activations, marketing and opening empty shops) - I've been busier than ever with communication to traders - Council meetings and requests - increased social media posts - Mother's Day Comp pivoted to digital last minute and feedback was excellent '2. Continued council support for the Eaglemont Artisans and weekend activations through ½ and full road closures...' The submitter cites benefits of the program, including: <ul style="list-style-type: none"> - '... brings together approximately 25 small home based businesses and artisans. These Artisan Saturdays showcase unique one-of-a-kind treasures and the authentic village atmosphere for which the heritage listed Silverdale Road Eaglemont Village is famous.' - '...supported by Eaglemont Village Traders Association, artists, musicians and community organisations to build an event to benefit the entire community. These include ...Banyule Council, Olivia Newton John Wellness Centre, Heidelberg Historical Society and Neighbourhood Watch. - '...is run on a not for profit basis and with the help of a group of volunteers. • 'We intend to make the market a vibrant, popular and bustling regular event. Experience the blend of quality market stalls with the charm and good old fashioned customer service for which Eaglemont Shopping Village is renowned.'

Officer comment(s)	
	<p>Council currently supports the Eaglemont Village Traders Association (EVTA) via a special rate/charge scheme. This support is determined by the process outlined in the Local Government Act. The EVTA's role is to direct the Centre Manager to focus on priority areas within the Business Plan.</p> <p>In relation to the continued council support for the Eaglemont Artisans and weekend activations through half and full road closures, the information Council is now receiving in relation to events is that even as COVID-19 restrictions ease, there will be limitations to the way events are delivered.</p> <p>Guidelines for delivery of events are being prepared by the State Government (hopefully released in July) which will help both Council and other groups hoping to host community celebration events understand the risk and mitigation measures required.</p> <p>These measures may well put pressure on resources (e.g. social distancing initiatives such as barricades or temporary fencing and additional staff to count and/or restrict numbers in specific areas). This will require a high level of engagement and education prior to any event being delivered.</p> <p>Council will be considering additional funding for <i>Building Connection and Celebrating Initiatives</i> at its meeting on the 6 July 2020. These initiatives will include activities to encourage residents back to their local shopping strips and will celebrate the resilience of our local small businesses.</p>
Financial Data	
	<p>This project is unfunded in the proposed 2020/2021 budget. If supported, the cost would be \$7,000 in Year1 (2020/2021) as operating expense.</p>

Officer recommendation(s)	
	<ul style="list-style-type: none"> • No changes be made. • Council engage those community groups (who currently receive funding) to deliver events, and provide further information and training to ensure events and community celebrations are delivered in a safe way according to the State Government guidelines.

BANYULE CITY COUNCIL

Draft Governance Rules

GOVERNANCE RULES

Introduction

1. Nature of Rules

These are the Governance Rules of **Banyule City Council**, made in accordance with section 60 of the *Local Government Act 2020*.

2. Date of Commencement

These Governance Rules commence on 1 September 2020.

3. Contents

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Disclosure of Conflicts Of Interest
Chapter 6	Miscellaneous
Chapter 7	Election Period Policy

4. Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

<i>Act</i>	means the <i>Local Government Act 2020</i> .
<i>Chief Executive Officer</i>	includes an Acting Chief Executive Officer.
<i>Community Asset Committee</i>	means a Community Asset Committee established under section 65 of the Act.
<i>Council</i>	means Banyule City Council .
<i>Councillor</i>	means a person who is an elected member of the Council.
<i>Council meeting</i>	has the same meaning as in the Act.
<i>Delegated Committee</i>	means a Delegated Committee established under section 63 of the Act.
<i>Mayor</i>	means the Mayor of Council.
<i>these Rules</i>	means these Governance Rules.

Chapter 1 – Governance Framework

1. Context

These Rules should be read in the context of and in conjunction with:

- (a) the overarching governance principles specified in section 9(2) of the *Act*; and
- (b) the following documents adopted or approved by *Council*:
 - Governance Local Law
 - Councillor Code of Conduct

2. Council Meetings

Council Meetings are held regularly to conduct the ongoing business of the Council and unscheduled Meetings may be held from time to time.

It is important that the community is made aware of the times, dates and locations of Council and Delegated Committee meetings and the matters Council will consider. The timing of this notice should give the community adequate time to make arrangements to attend the meeting or view via the livestream.

An agenda for each Council Meeting must be provided to Councillors in advance so that they can prepare adequately for the Council Meeting. The Agenda contains the order of business and the professional advice of the organisation, with a recommendation for Council to consider.

The agenda is made available to the public via Council's website and at Customer Service Centres.

3. Decision Making

1. In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:
 - (a) fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
 - (b) on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations
2. Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered).
3. Without limiting anything in paragraph (b) of this sub-Rule:
 - (a) before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must identify the person or persons whose rights will be directly affected, give notice of the decision which *Council* must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;

- (b) if a report to be considered at a *Council meeting* concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
- (c) if a report to be considered at a *Delegated Committee* meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
- (d) if a member of Council staff proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the member of Council staff must, when making that decision, complete a Delegate Report that records that notice of the decision to be made was given to the person or persons and such person or persons were provided with an opportunity to communicate their views and their interests considered.

Chapter 2 – Meeting Procedure for Council Meetings

Contents

Part A – Introduction

1. Title

This Chapter will be known as the "Meeting Procedures Code".

2. Purpose of this Chapter

The purpose of this Chapter is to:

- provide for the election of the Mayor and any Deputy Mayor;
- provide for the appointment of any Acting Mayor; and
- provide for the procedures governing the conduct of *Council meetings*.

3. Definitions and Notes

(1) The following words have the meaning indicated:

"*agenda*" means the notice of a meeting setting out the business to be transacted at the meeting;

"*Chair*" means the Chairperson of a meeting and includes a Councillor who is appointed by resolution to chair a meeting under section 61(3) of the *Act*;

"*minute book*" means the collective record of proceedings of *Council*;

"*municipal district*" means the municipal district of *Council*;

"*notice of motion*" means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting;

"*notice of rescission*" means a *notice of motion* to rescind a resolution made by *Council*; and

"*written*" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and *writing* has a corresponding meaning.

(2) Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.

Part B – Election of Mayor

Introduction

This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

The role and functions of the Mayor are provided in the Act. The holder of this significant office is the Chairperson at Council Meetings, is the leader of the Councillors, acts as the principal spokesperson for Council and carries out civic and ceremonial duties.

4. Election of the *Mayor*

The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the *Act*.

Notes LGA Section 25 - Election of Mayor

The Act has specific provisions governing the election of the Mayor and the term of office for the Mayor:

Section 25 - Election of Mayor

25 Election of Mayor

- (1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- (2) Subject to section 167, any Councillor is eligible for election or re-election to the office of Mayor.
- (3) The election of the Mayor must—
 - (a) be chaired by the Chief Executive Officer; and
 - (b) subject to this section, be conducted in accordance with the Governance Rules.
- (4) Subject to subsections (5) and (6), the Mayor must be elected by an absolute majority of the Councillors.
- (5) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.
- (6) If only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.
- (7) In this section, absolute majority means the number of Councillors which is greater than half the total number of the Councillors of a Council.

Section 26 – When is a Mayor to be elected

- (1) A Mayor is to be elected no later than one month after the date of a general election.

...

- (3) Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.
- (4) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.
- (5) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.
- (6) A Mayor is to be elected within one month after any vacancy in the office of Mayor occurs.
- (7) The election of a Mayor after the period specified in this section does not invalidate the election.
- (8) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a one year or a 2 year term serves the remaining period of the previous

(1) Role and Election of Deputy Mayor

- (1) At the Council Meeting at which the Mayor is to be elected, the Council may resolve to establish the position of Deputy Mayor and elect a Councillor to the position of Deputy Mayor.
- (2) If the Mayor is not in attendance at a Council Meeting the Deputy Mayor must take the Chair.
- (3) The term of a Deputy Mayor is identical to the term of the Mayor as resolved by Council.
- (4) If the *Council* has not resolved to establish the position of *Deputy Mayor*, any provisions in these Governance Rules relating to the *Deputy Mayor* have no effect.

(2) Method of Voting

- (1) At the Council Meeting at which the Mayor is to be elected, the Council may resolve to establish the position of Deputy Mayor and elect a Councillor to the position of Deputy Mayor.
- (2) If the Mayor is not in attendance at a Council Meeting the Deputy Mayor must take the Chair.
- (3) The term of a Deputy Mayor is identical to the term of the Mayor as resolved by Council.
- (4) If the Council has not resolved to establish the position of Deputy Mayor, any provisions in these Governance Rules relating to the Deputy Mayor have no effect.

(3) Method of Voting

The election of the *Mayor* must be carried out by a show of hands or following a resolution made in accordance with Rule 40, an electronic method that enables those observing (in attendance and those watching a livestream broadcast) to see who a Councillor has voted for at the time the vote is taken.

(4) Determining the Election of Mayor / Deputy Mayor

- (1) The Chief Executive Officer will preside during the election of the Mayor.
- (2) The Chief Executive Officer must invite nominations for the office of Mayor and confirm acceptance of the nomination with the nominee.
- (3) Where in an election for the Mayor:
 - (a) only one candidate has been nominated, that candidate must be declared elected;
 - (b) two candidates have been nominated, a vote must be taken and the candidate who receives the number of votes equal to or greater than half the Councillors of the Council must be declared elected;
 - (c) two candidates have been nominated and no candidate receives the number of votes equal to half the Councillors of the Council, a second vote will be conducted.
 - (d) where, after a second vote, where two candidates have been nominated and no candidate receives the number of votes equal to half the Councillors of the Council the Chief Executive Officer will seek the meeting to resolve to conduct a new election at a meeting to be held at 6 pm the following day;

- (e) more than two candidates have been nominated and no candidate receives a the number of votes equal to or greater than half the Councillors of the Council:
 - I. the candidate with the fewest number of votes cast must be eliminated;
 - II. the names of the remaining candidates must be put to the vote again; and
 - III. the procedure in (i) and (ii) above must be continued until there remain only two candidates, at which point the candidate to be declared elected is to be determined by the procedures outlined in sub-clause (b) of this Clause.
 - IV. in the event of two or more candidates having an equality of votes and one of them having to be declared a defeated candidate (where there are three or more candidates with equal votes);
- (f) The Chief Executive Officer will conduct a vote for one candidate to be defeated.
- (g) If Council resolves to have the office of *Deputy Mayor*, the provisions of sub- rules (2) and (3) apply to the election of the *Deputy Mayor* with all necessary modifications and adaptations.

(5) Ceremonial Mayoral Speech

- (1) Upon being elected, the Mayor may make a ceremonial speech.
- (2) The purpose of the ceremonial Mayoral speech is to outline priorities for the year ahead based on the adopted Council Plan.

Part C – Meetings Procedure

Introduction

This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened, when and how business may be transacted at a meeting.

In accordance with Section 61 and 63 of the Act, the Mayor must take the Chair at all Council Meetings at which the Mayor is present. If the Mayor is absent, the Deputy Mayor (if any) must take the Chair and if both are absent, Council must elect one of the Councillors as Chairperson of the meeting.

The way in which Council and Committee Meetings are conducted makes a significant contribution to good governance. The Chairperson plays a crucial role in facilitating an orderly, respectful, transparent and constructive meeting by ensuring all Councillors and members of Delegated Committees and advisory committees have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed appropriately, and statutory requirements are adhered to.

The Chairperson is an independent leader of meetings and generally does not participate in debate or move or second motions.

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

Additionally, each member of the meeting has an obligation to participate in good decision-making.

Specific duties and discretions of the Chairperson are outlined throughout these Governance Rules

Notices of Meetings and Delivery of Agendas

6 Dates and Times of Meetings Fixed by *Council*

Subject to Rule 9, *Council* must from time to time fix the date, time and place of all *Council meetings*.

7 *Council* May Alter Meeting Dates

Council may change the date, time and place of any *Council meeting* which has been fixed by it and must provide reasonable notice of the change to the public.

8 Unscheduled Meetings

- (1) Council may by resolution call an unscheduled Meeting of the Council.
- (2) The Mayor, or three Councillors may by written notice call an unscheduled Meeting of the Council.
- (3) The CEO, following consultation with the Mayor, may call an unscheduled meeting.

- (4) A written notice to call an unscheduled Meeting must:
 - (a) Specify the business to be transacted;
 - (b) be delivered to the Chief Executive Officer or Delegate in sufficient time to enable notice to be given in accordance with clause 9 below.

9 Notice Of Meeting

Council Meetings

- (1) A notice of a Meeting, that is not an unscheduled Meeting, incorporating or accompanied by an Agenda of the business to be dealt with, must be sent electronically to every Councillor for all Council Meetings, at least 5 business days before the Meeting. A period of less than 5 business days may be justified if exceptional circumstances exist.
- (2) An *Agenda* for each *Council Meeting*, that is not an unscheduled Meeting, will be made available on *Council's* website no less than 36 hours before the *Council Meeting*.
- (3) A schedule of *Council Meetings* must be prepared and published that ensures it is available to a broad section of the community, including on *Council's* website at least once each year and with such greater frequency as the *Chief Executive Officer* determines. The schedule of Council meetings must also be available from Council's Customer Service Centres.

Unscheduled meetings

- (4) Notice of an unscheduled meeting must be published on Council's website as soon as practicable after the time and date of the meeting has been determined.
- (5) An Agenda for an unscheduled Meeting must be made available electronically to every Councillor at least 48 hours before the meeting. A period of less than 48 hours may be justified if exceptional circumstances exist.
- (6) An Agenda for an unscheduled Council Meeting will be made available on Council's website no less than 24 hours before the Council meeting.

10 Adjourned Meetings

- (1) Council may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- (2) The Chief Executive Officer must give written notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.
- (3) If it is impracticable for the notice given under clause 10(2) to be in writing, the Chief Executive Officer must give notice to each Councillor by telephone or in person.

11 Time limits for Meetings

- (1) A *Council meeting* must not continue after two and half hours unless a majority of Councillors present vote in favour of it continuing.
- (2) A meeting cannot be continued for more than 30 minutes (or a further 30 minutes, if a majority of Councillors has already voted to continue it for 30 minutes).
- (3) In the absence of such continuance, the meeting must stand adjourned to a time, date and place announced by the *Chair* immediately prior to the meeting standing adjourned. In that event, the provisions of sub-Rules 9(2) and 9(3) apply.

12 Cancellation or Postponement of a Meeting

- (1) In the case of an emergency, the Chief Executive Officer or Delegate or, in the absence of both, a Senior Officer, may postpone a Council Meeting, provided every reasonable attempt is made to notify every Councillor of the postponement.
- (2) The Chief Executive Officer, Delegate or Senior Officer must submit a full written report of the circumstances requiring his or her action in respect of the emergency postponement at the next Ordinary Meeting.

Quorums

1 Inability To Obtain A Quorum

If a quorum is not present within 30 minutes of the time appointed for the commencement of a Council Meeting:

- (1) the *Mayor* must convene another *Council meeting*, the *agenda* for which will be identical to the *agenda* for the lapsed meeting; and
- (2) the *Chief Executive Officer* must give all Councillors *written* notice of the meeting convened by the *Mayor*.

2 Inability To Maintain A Quorum

- (1) If a quorum ceases to be present at any time during a Council Meeting then no business can be legally transacted until a quorum is again formed. The meeting may be adjourned.
- (2) The Chairperson may defer an item of business in respect of which there is, or is likely to be, a disclosure of a conflict of interest by one or more Councillors that will cause a quorum to be lost, and direct the Chief Executive Officer to include that item of business on an Agenda for a future Council Meeting.
- (3) If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, Council will:
 - (a) Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
 - (b) Determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter at a meeting for which quorum can be maintained.
- (4) If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, and the matter cannot be separated into component parts or prior decisions made, Council will delegate the decision to be made:
 - (a) By the Chief Executive Officer; or
 - (b) By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.
- (5) A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council Meeting.

<i>Quorum Calculation</i>	
<i>Number of Councillors/ Committee Members</i>	<i>Number required for Quorum</i>
9	5

8	5
7	4

Business of Meetings

3 Agenda and the Order Of Business

- (1) The agenda for and the order of business for a Council meeting is to be determined by the Chief Executive Officer so as to facilitate and maintain open, efficient and effective processes of government.
- (2) Once an agenda has been sent to Councillors, the order of business for that Council meeting may be altered with the consent of Council.
- (3) The Chief Executive Officer, may prepare a written supplementary report on any item of business that has arisen since the preparation of the Agenda. Councillors must receive a copy of any supplementary report at least 24 hours before the time fixed for holding the Meeting.

4 Urgent Business

- (1) If the Agenda for a Meeting makes provision for urgent business, business cannot be admitted as Urgent Business other than by resolution of Council and only then if:
 - (a) It relates to or arises out of a matter which has arisen since distribution of the Agenda; and
 - (b) deferring the item until the next Meeting will mean a decision on the item will not have any effect on the matter; or
 - (c) involves a matter of urgent community concern; or
 - (d) cannot be safely or conveniently deferred until the next ordinary meeting.
 - (e) the item involves a matter of urgency as determined by the Chief Executive Officer; and
 - (f) it cannot be addressed through an operational service request process.
 - (g) Provided the matter does not:
 - substantially affect the levels of Council service;
 - commit Council to significant expenditure not included in the adopted budget;
 - establish or amend Council Policy; or
 - commit Council to any contractual arrangement.
- (2) A Councillor proposing a matter be admitted as urgent business must lodge it in writing to the Chief Executive Officer no later than 3 pm on the day of the Meeting.
- (3) The Chief Executive Officer will advise the Mayor of any matter he or she determines appropriate for Council to consider admitting as urgent business.
- (4) Prior to the consideration of the urgent business item, Council must first determine to accept the urgent business item and will require a mover and seconder and put the motion to the vote of the Council. The mover shall explain

why the item has been classified as urgent business without speaking to it and then move it without speaking to it.

Motions and Debate

5 Notice Of Motion

- (1) A Councillor can submit to the Chief Executive Officer a Notice of Motion for inclusion in the Agenda for a Meeting.
- (2) A notice of motion must be in writing signed by the Councillor (including by electronic means) and be lodged with the Chief Executive Officer at least fourteen (14) clear days before the Council Meeting at which it is intended to be considered to ensure its inclusion in the Agenda.
- (3) The Chief Executive Officer must then inform the Councillor about the legal and cost implications of any proposed notice of motion. The Chief Executive Officer may suggest revised wording to the draft notice of motion to facilitate compliance with the requirements for Notice of Motions under these Rules.
- (4) A Notice of Motion must relate to the objectives, role and functions of Council as outlined in the Act.
- (5) A Notice of Motion must call for a Council report if the Notice of Motion:
 - (a) affects the levels of Council service;
 - (b) if it is inconsistent with the strategic objectives of the Council as outlined in the Council Plan
 - (c) commits Council to expenditure not included in the adopted Council Budget;
 - (d) establishes, amends or extends Council policy;
 - (e) proposes to impact the rights of any person who has not had the opportunity to contribute their views;
 - (f) commits Council to any contractual arrangement; or
 - (g) concerns any litigation in respect of which Council is a party.
- (6) The Chief Executive Officer must reject any notice of motion which:
 - (1) is too vague;
 - (2) is identical or substantially similar to a notice of motion or other motion that has been considered by Council in the preceding six (6) months;
 - (3) is defamatory;
 - (4) may be prejudicial to any person or Council;
 - (5) is objectionable in language or nature;
 - (6) is outside the powers of Council; or
 - (7) is submitted during Election Period.
- (8) The Chief Executive Officer may reject any notice of motion:
 - (1) relates to a matter that can be addressed through the operational service request process; or
 - (2) relates to a matter that has been previously resolved by Council or is acted upon.
- (7) If rejecting a notice of motion, the Chief Executive Officer must:
 - (a) give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and

- (b) if the notice of motion cannot be amended to the satisfaction of the Chief Executive Officer, notify, in writing, the Councillor who lodged it of the rejection and the reasons for the rejection.
- (8) The Chief Executive Officer may designate a notice of motion to be confidential in accordance with the relevant grounds as contained in the Act, in which case the notice of motion will be considered in a session of a Council Meeting that is closed to members of the public.
- (9) The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda and outline the policy, financial and resourcing implications if the Notice of Motion is passed.
- (10) The Chief Executive Officer may arrange for comments of members of Council staff to be provided to Councillors prior to the Notice of Motion being published in the Agenda for the relevant Council Meeting.
- (11) The Motion moved must not be substantially different to the motion published in the Agenda, however, may be amended by resolution of the Council.
- (12) If a Councillor who has lodged a Notice of Motion is absent from the Meeting or fails to move the Motion when called upon by the Chairperson to do so, any other Councillor may move the Motion.
- (13) The Chair, having lodged a notice of motion in accordance with clause 5(2), must vacate the Chair of the Council Meeting to move the notice of motion and:
- the Deputy Mayor will assume the Chair; or
 - if the Deputy Mayor is not in attendance or there is no Deputy Mayor, Council must appoint a temporary Chair for the consideration of that item.
- (14) Unless Council resolves to re-list at a future meeting a Notice of Motion which has been lost, a similar motion must not be put before Council for at least three months from the date it was last lost.

6 Chair's Duty

The *Chair* must not accept any *Motion* which:

- (1) is defamatory;
- (2) is objectionable in language or nature;
- (3) is vague or unclear in intention;
- (4) is outside the powers of *Council*; or
- (5) is not irrelevant to the item of business on the *agenda* and has not been admitted as urgent,
- (6) purports to be an amendment but is not

7 Introducing a Report

- (1) Before a *written* report is considered by *Council* and any motion moved in relation to such report, a member of Council staff may introduce the report by indicating in not more than 2 minutes:
 - (a) its background; or
 - (b) the reasons for any recommendation which appears.
- (2) Unless *Council* resolves otherwise, a member of Council staff need not read any written report to *Council* in full.

8 Introducing A Motion or an Amendment

Introduction

This Section describes the procedure for introducing a motion or amendment, the rules of debate, foreshadowing a motion or amendment and the duty of the Chairperson in relation to accepting motions and amendments. It also describes the process for a Councillor lodging a notice of motion for consideration and/or indicating they will raise a matter at the next Council Meeting (foreshadowing items).

A Councillor may move any motion related to an item included in the agenda. In the interest of transparency and informed decision making, motions or amendments should not introduce new matters to a debate that have not been the subject of the report or background of the motion being considered by Council. Motions are required to be submitted in writing so they can be displayed to the meeting.

As a resolution must be able to be acted upon, a motion must clearly state what is intended and what its effect will be if it becomes the decision. This provides clarity for the implementation of Council decisions.

This Section also describes the circumstances and procedures under which a Council decision can be rescinded or altered. It also prescribes a procedure under which a Council policy can be altered or varied.

9 Moving a motion

The procedure for moving any *Motion* is:

- (1) the mover must outline the *Motion* without speaking in support of it;
- (2) the Motion must be seconded by a Councillor other than the mover;
- (3) if a Motion is not seconded, the Motion lapses for want of a seconder;
- (4) if there is a seconder, then the Chairperson must call on the mover to speak to the Motion;
- (5) after the mover has spoken to the Motion, the seconder may also speak to the Motion;
- (6) after the seconder has spoken to the Motion (or after the mover has spoken to the Motion if the seconder does not speak to the Motion), the Chairperson must call on any Councillor who wishes to speak against the Motion, then on any Councillor who wishes to speak for the Motion, after waiting until all Councillors wishing to speak to the Motion have spoken; and
- (7) if no Councillor wishes to speak against the Motion, then the Chairperson may put the Motion or call on any other Member to speak.

A resolution must be capable of standing alone, that is, a person reading the decision of Council in the minutes will be able to understand what Council is seeking to achieve without reference to other sources. This usually means it should include specifics about the action to be taken, the timing of the action to be taken, the details of any other organisation.

10 Right Of Reply

- (1) The mover of a Motion, which has not been amended, may, once debate has been exhausted, exercise a right of reply to matters raised during debate.
- (2) No new matters may be raised in the right of reply.
- (3) If no Councillor has spoken against a Motion, there will be no right of reply.
- (4) After the right of reply has been exercised, the Motion must immediately be put to the vote without any further discussion or debate.

11 Moving An Amendment

- (1) A Motion, which has been moved and seconded, may be amended by leaving out, inserting or adding words, which must be relevant to the subject of the Motion.
- (2) An amendment may be proposed or seconded by any Councillor, except the mover and seconder of the original Motion.
- (3) If a Councillor proposes an amendment and the original mover and seconder of the Motion both indicate their agreement with the amendment, the amended Motion becomes the substantive Motion without debate or vote.
- (4) If a Councillor proposes an amendment to which either the mover or seconder does not agree, the following will apply:
 - (a) the amendment must be moved and seconded;

- (b) a Councillor may speak on any amendment once, whether or not he or she has spoken to the Motion, but debate must be confined to the terms of the amendment;
- (c) any number of amendments may be proposed to a Motion, but only one amendment may be accepted by the Chairperson at any one time. No second or subsequent amendment, whether to the Motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with and voted on;
- (d) if the amendment is carried, the Motion as amended then becomes the Motion before the Meeting (known as the 'substantive Motion'); and
- (e) the mover of an amendment does not have right of reply.

If a proposed amendment is ruled to be the negative of, or substantially contrary to, the motion, it should be treated as an alternative motion to be considered only in the event that the motion before the Chair is lost – see Foreshadowing Motions.

12 Foreshadowing Motions

- (1) At any time during debate a Councillor may foreshadow a motion so as to inform *Council* of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- (2) A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the *Chair* being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- (3) A Motion foreshadowed has no procedural standing and is merely a means to assist the flow of the Meeting
- (4) The Minutes of the Meeting will not include foreshadowed Motions unless the foreshadowed Motion is subsequently formally moved as a Motion
- (5) The *Chair* is not obliged to accept foreshadowed motions.

13 Withdrawal Of Motions

- (1) Before any motion is put to the vote, it may be withdrawn by the mover and seconder with the leave of *Council*.
- (2) If the majority of Councillors objects to the withdrawal of the motion, it may not be withdrawn.

14 Separation Of Motions

- (1) Where a Motion contains more than one part, a Councillor may request the Chairperson to put the Motion to the vote in separate parts.
- (2) The Chairperson may decide to put any Motion to the vote in separate parts.

15 Motions moved in a block

The *Chairperson* may allow like *Motions* to be moved, or request *Councillors* to move like items, in a block (*en bloc*), only if the *Motions* note actions already taken and will not commit *Council* to further action, spending or changes to policy.

16 Motions In Writing

- (1) All *Motions*, except procedural *Motions*, must be submitted in writing.
- (2) Where motions are raised and considered during the meeting without having been put in writing in advance of the meeting, the *Chairperson* must seek the advice of the *Chief Executive Officer* regarding any legal, cost or other implications of the proposed motions.
- (3) The *Chairperson* may adjourn a Meeting while a *Motion* is being written or may request *Council* to defer the matter until the *Motion* has been written, allowing the Meeting to proceed uninterrupted.

17 Repeating Motion and/or Amendment

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

18 Debate Must Be Relevant To The Motion

- (1) Debate must always be relevant to the motion before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion.
- (2) If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chair may direct the speaker to be seated and not speak further in respect of the motion then before the Chair.
- (3) A speaker to whom a direction has been given must comply with that direction.

19 Adequate and sufficient debate

- (1) Adequate debate is required where a matter is contentious in nature. In such a case, every *Councillor* should be given an opportunity to participate in the debate.
- (2) A *Motion* has been sufficiently debated if opposing views (where they exist) have been sufficiently put, not so much the number of those who have spoken but whether all minority opposing views have been put.
- (3) Once the views put are representative of the views of all *Councillors* or *Members* the debate would be regarded as sufficient.

(4)

20 Speaking Times

- (1) Unless a Motion for an extension of speaking time has been carried, the maximum speaking times are:
 - (a) the mover of a Motion or amendment - five minutes;
 - (b) the mover of a Motion when exercising his or her right of reply - two minutes; and
 - (c) any other speaker - three minutes.
- (2) A Motion for an extension of speaking time must be proposed before the initial speaking time, for that speaker, expires.
- (3) A Motion for an extension of speaking time must not be accepted by the Chairperson if another Councillor has commenced speaking.
- (4) Only one extension of speaking time is permitted for each speaker.
- (5) Any extension of speaking time must not be more than two minutes.

21 Right to Ask Questions

- (1) A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.
- (2) The Chair has the right to limit questions and direct that debate be commenced or resumed.

Procedural Motions

22 Procedural Motions

- (1) Unless otherwise prohibited, and subject to sub- rule (3), a procedural Motion may be moved at any time and must be dealt with immediately by the Chairperson.
- (2) Procedural Motions require a seconder.
- (3) The Chairperson may reject a procedural Motion if he or she believes the Motion on which it is proposed has not been adequately or sufficiently debated.
- (4) Regardless of any other provision in this Local Law, a procedural Motion must be dealt with in accordance with the table at sub-rule (8).
- (5) A Procedural Motion may not be moved or seconded by the Chairperson.
- (6) Unless otherwise provided, debate on a procedural Motion is not permitted and the mover does not have a right of reply.
- (7) Unless otherwise provided, a procedural Motion must not be amended.
- (8) Procedural Motions table:

PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the <i>Act</i> ; or (d) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes
The closure (debate)	That the motion be now put	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for <i>Chair</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion Motion not further discussed or voted on until Council resolves to take the question from the table at the same meeting	Debate continues unaffected	No
Laying a motion on the table (pausing debate)	'That the motion be laid on the table'	A Councillor who has not spoken for/against the motion	During the election of the Mayor/Deputy Mayor	Motion not further discussed or voted on until Council resolves to take the question from the table at the same meeting	Debate continues unaffected	No

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Take a motion from the table (resume debate on a matter)	'That the motion in relation to xx be taken from the table'	Any Councillor	When no motion is on the table	Debate of the item resumes	Debate of the item remains paused	No
Alter the order of business	'That the item listed at xx on the agenda be considered before/after the item listed as xy'	Any Councillor	(a) At a Meeting to elect the Mayor; or (b) During any debate	Alters the order of business for the meeting	Items are considered in the order as listed in the <i>Agenda</i>	No
Consideration of confidential matter(s) (Close the meeting to members of the public)	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public for the consideration of item xx <i>is confidential as it relates to [insert reason]</i>	Any Councillor	During the election of the Mayor/Deputy Mayor	The meeting is closed to members of the public	The meeting Continues to be open to the public	Yes
Reopen the meeting	'That the meeting be reopened to members of the public'	Any Councillor		The Meeting is reopened to the public	The meeting remains closed to the public	No

Rescission Motions

23 Notice of Rescission

- (1) A Councillor may propose a motion to amend or rescind a previous resolution of Council provided:
 - a) the resolution has not been acted upon; and
 - b) the Notice of Motion is in writing and signed by the Councillor (Primary Councillor) and two other Councillors; and
 - c) the Notice of Motion is delivered to the Chief Executive Officer no later than 48 hours following the meeting of the Council at which the motion proposed to be rescinded or altered was adopted.

- (2) A resolution will be deemed to have been acted upon if:
 - a) its contents have or substance has been formally communicated to a person whose interests are materially affected by it;
 - b) a statutory process has been commenced so as to vest enforceable rights in or obligations on Council or any other person.

- (3) A Notice of Motion to rescind or alter previous resolution of Council:
 - a) is to be listed by the Chief Executive Officer for consideration at the next ordinary meeting of Council, unless a special meeting of Council is called to consider the notice of motion prior to the next ordinary meeting of Council;
 - b) may be moved by any Councillor present at the meeting if the Primary Councillor is not present at the meeting;
 - c) shall be deemed to have been withdrawn if not moved at the meeting for which it is listed.

- (4) The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:
 - (1) has not been acted on; and
 - (2) is the subject of a *notice of rescission* which has been delivered to the *Chief Executive Officer* in accordance with sub-Rule 23(1)(c),

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

24 If Lost

If a motion for rescission is lost, a similar motion may not be put before *Council* for at least three months from the date it was last lost, unless *Council* resolves that the *notice of motion* be re-listed at a future meeting.

25 If Not Moved

If a motion for rescission is not moved at the meeting at which it is listed, it lapses.

26 May Be Moved By Any Councillor

A motion for rescission listed on an agenda may be moved by any Councillor present but may not be amended.

27 When Not Required

- (1) Unless sub-Rule 27(2) applies, a motion for rescission is not required where Council wishes to change policy.
- (2) The following standards apply if Council wishes to change policy:
 - (a) if the policy has been in force in its original or amended form for less than 12 months, a *notice of rescission* must be presented to *Council*; and
 - (b) any intention to change a *Council* policy, which may result in a significant impact on any person, should be communicated to those affected and this may include publication and consultation, either formally or informally.

37 Points of Order

A point of order is taken when a Councillor draws the attention of the Chairperson to an alleged irregularity in the proceedings. Valid points of order, the process for raising and ruling on a point of order, and the procedure if there is dissent on the Chair's ruling are described in this section.

- (1) A Councillor raising a Point of Order must state:
 - (a) the Point of Order; and
 - (b) any section, Clause, paragraph or provision relevant to the Point of Order.
- (2) The *Chair* must decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the Point of Order raised, without entering into any discussion or comment.
- (3) The Chair may adjourn the Meeting to consider a Point of Order; otherwise he or she must rule on it as soon as it is raised.
- (4) All other matters before Council are suspended until the Point of Order is decided.

37.1 Dissent From Chair's ruling

- (1) A Councillor may move that the meeting disagree with the *Chair's* ruling on a point of order, by moving:

"That the *Chair's* ruling [setting out that ruling or part of that ruling] be dissented from".
- (2) When a motion in accordance with this Rule is moved and seconded, the *Chair* must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not present, temporary *Chair* elected by the meeting) must take his or her place.
- (3) The Deputy Mayor or temporary *Chair* must invite the mover to state the reasons for his or her dissent and the *Chair* may then reply.

- (4) The Deputy Mayor or temporary *Chair* must put the motion in the following form:

"That the *Chair's* ruling be dissented from."
- (5) If the vote is in the negative, the *Chair* resumes the Chair and the meeting proceeds.
- (6) If the vote is in the affirmative, the *Chair* must then resume the Chair, reverse or vary (as the case may be) his or her previous ruling and proceed.
- (7) The defeat of the *Chair's* ruling is in no way a motion of censure or non-confidence in the *Chair*, and should not be so regarded by the meeting.
- (8) The Chairperson must then resume the Chair for the remainder of the Meeting.

37.2 Valid points of order

- (1) A Point of Order may be raised in relation to:
 - (a) a Motion which has not be accepted by the Chairperson;
 - (b) a question of procedure;
 - (c) a Councillor who is not conducting themselves in accordance with the Councillor Code of Conduct;
 - (d) debate that is irrelevant to the matter under consideration;
 - (e) a matter that is outside the powers of Council; or
 - (f) any act of Disorder.

37.3 Contradiction or opinion

- (1) Rising to express a mere difference of opinion or to contradict a speaker is not a Point of Order.

Petitions and Joint Letters

38 Petitions and Joint Letters

- (1) Every petition submitted to Council must:
 - (a) be in legible and in permanent writing;
 - (b) is clear and on each page the matter and action sought from council is stated
 - (c) not be derogatory, defamatory or objectionable in language or nature;
 - (d) not relate to matters outside the powers of Council; and
 - (e) include the names, addresses and original signatures of at least 10 people
- (2) Where a petition has been signed by less than 10 people, it will be treated as a joint letter and forwarded directly to the appropriate member of Council staff for action as an operational item.
- (3) Any Councillor presenting a petition is responsible for ensuring that:
 - (a) he or she is familiar with the contents and purpose of the petition; and
 - (b) the petition is not derogatory, defamatory or objectionable in language or nature.
- (4) Unless sub-clauses (5) or (6) apply, the only Motions that may be considered by Council on any petition are:
 - (a) that the petition be received; and
 - (b) that the petition be referred to the relevant department for consideration and response; or
 - (c) that the petition be referred to the relevant department for a report to a future Council Meeting.
- (5) If a petition relates to an item listed on the Agenda for the Meeting at which it is submitted, the petition may be dealt with in conjunction with the item.
- (6) If a petition relates to a 'statutory matter' which is the subject of a public submissions process in accordance with the relevant legislation the petition will be treated as a joint submission in relation to the 'planning matter' or the 'statutory matter' (as the case may be).
- (7) The Chief Executive Officer may determine that an electronic or online petition will be submitted to a Council Meeting. An online or electronic petition may be submitted to a Council meeting.
- (8) The number of signatories to an online or electronic petition will be taken to be the number of signatories at the time the petition is provided to Council for submission to a Council meeting.
- (9) An online or electronic petition will not be presented to a Council meeting if it contains signatures that are false or misleading.

Voting

Introduction

At the conclusion of debate on a matter before the meeting, the Chairperson must put the question, motion or amendment to the vote. Each Councillor is entitled to one vote and voting must be able to be seen by those participating in the meeting and those observing the meeting. The vote is determined by a majority of the Councillors present at the meeting at the time the vote is taken voting in favour of the motion.

If a vote is tied, the Chairperson generally has a casting vote.

Sometimes a Councillor may want his or her vote is recorded – this is provided for in this section, along with the procedure when a Councillor calls for a division on a vote which is when how each Councillor voted is recorded.

Provision is made for the introduction of an electronic voting system as long as Council has resolved to implement the system and all participants in the meeting and those observing a meeting are able to see which way Councillor has voted on a matter at the time the vote is taken.

39 How Motion Determined

- (1) To determine a Motion at a Meeting, the Chairperson must first call for those in favour of the Motion and then those opposed to the Motion, and must then declare the result to the Meeting.
- (2) In the event of a tied vote, the Chairperson must, unless the Act provides otherwise, exercise the casting vote.

40 Voting must be seen

- (1) Voting may be by any method resolved by Council that enables those in attendance and those watching a livestream broadcast to clearly see which way a Council has voted at the time a vote is taken.
- (2) In the absence of a Council resolving an alternative method, voting on any matter is by show of hands.

41 When a division is permitted

- (1) A division may be requested by any Councillor on any vote.
- (2) The request must be made to the Chairperson either immediately prior to, or immediately after, the vote has been taken, and may not be made after the Meeting has moved to the next item of business.
- (3) When a division is called for the Chairperson must:
 - (a) first ask each Councillor wishing to vote in favour of the Motion to indicate their vote and the Chairperson must then state the names of those Councillors to be recorded in the Minutes;
 - (b) then ask each Councillor wishing to vote against the Motion to indicate their vote and the Chairperson must then state the names of those Councillors to be recorded in the Minutes;

- (c) next, ask each Councillor abstaining from voting to indicate their vote and the Chairperson must then state the names of those Councillors to be recorded in the Minutes; and
- (d) finally, declare the result of the division.
- (4) Where a division is requested after the original vote has been taken, the *Motion* is decided on the division and the fact that there may be a difference between the result obtained when the original vote was taken and the result obtained on the division must be disregarded.

42 No discussion once a vote has been declared

- (5) Once a vote on a Motion has been declared carried or lost by the Chairperson, no further discussion relating to the Motion is allowed, unless the discussion:
 - (a) involves a Councillor requesting that his or her opposition to a resolution be recorded in the Minutes or calling for a division in accordance with Rule 41(3); or
 - (b) is a Councillor foreshadowing a notice of rescission where a resolution has just been made, or a positive Motion where a resolution has just been rescinded.

Section 59 of the Act provides:

- (5) A question before a Council meeting is to be determined as follows—
 - (a) each Councillor present at a Council meeting who is entitled to vote is entitled to one vote;
 - (b) voting at a meeting must not be in secret, but if the meeting is closed to the public, a Councillor is not required to divulge their vote to the public;
 - (c) the question is determined in the affirmative by a majority of the Councillors present at a meeting at the time the vote is taken voting in favour of the question;
 - (d) subject to subsection (6), if the number of votes in favour of the question is half the number of Councillors present at the meeting at the time the vote is taken, the chairperson has a second vote;
 - (e) for the purpose of determining the result of a vote, a Councillor present at the meeting who does not vote is to be taken to have voted against the question.

The Chairperson does not have a casting vote in the election of Mayor or Deputy Mayor as these positions must be elected by an absolute Majority of Councillors.

Minutes

The Minutes of a meeting must contain details of the proceedings and resolutions made, be clearly expressed, be self-explanatory and incorporate relevant reports or a summary of the relevant reports considered in the decision-making process. The Minutes of a Council Meeting must be submitted to the next appropriate Council Meeting for confirmation.

43 Keeping of Minutes

- (1) The Chief Executive Officer or Delegate is responsible for the keeping of Minutes on behalf of Council. Those Minutes must record:
 - (a) the date, place, time and nature of the Council Meeting;
 - (b) the names of Councillors and whether they are present, an apology, on leave of absence, etc.;
 - (c) the titles of the members of Council staff present who are not part of the gallery;
 - (d) the disclosure of a conflict of interest made by a Councillor in accordance with the Act;
 - (e) the arrivals and departures of Councillors, during the course of the Meeting (including any temporary departures or arrivals);
 - (f) every Motion and amendment moved (including procedural Motions),
 - (g) the outcome of every Motion moved;
 - (h) where a division is called, the names of every Councillor and the way their vote was cast (and if they abstained);
 - (i) when requested by a Councillor, a record of their support of, opposition to, or abstention from voting on any Motion, noting that under s61(5) that a Councillor present at the meeting who does not vote is taken to have voted against the question;
 - (j) procedural motions;
 - (k) details of any failure to achieve or maintain a quorum;
 - (l) the time and reason for any adjournment of the Meeting or suspension of standing orders;
 - (m) the time the Council Meeting was opened and closed, including any part of the Council Meeting that was closed to members of the public;
 - (n) any other matter, which the Chief Executive Officer or Delegate thinks should be recorded to clarify the intention of the Meeting or assist in the reading of the Minutes.

44 Confirmation Of Minutes

- (1) The Minutes as recorded by the Chief Executive Officer, or Delegate, will be made available as the proposed Minutes to:
 - (a) Councillors, within 3 business days;
 - (b) members of the public, by publishing them on Council's website, within 4 business days
 - (c) of the Council Meeting they relate to.

- (2) No debate or discussion is permitted on the confirmation of Minutes except as to their accuracy as a record of the proceedings of the Council Meeting to which they relate;
- (3) Once the Minutes are confirmed in their original or amended form, the Minutes must, if practicable, be signed by the Chairperson of the Meeting at which they have been confirmed.
- (4) the Minutes must be held in accordance with the Public Records of Victoria standards.

45 Objection to Confirmation of Minutes

- (1) If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (2) If there is no seconder to the motion to the item or items, Council shall be deemed to have confirmed the item or items.

46 Deferral Of Confirmation Of Minutes

Council may defer the confirmation of minutes until later in the Council meeting or until the next meeting if considered appropriate.

Public Participation

- (1) At an ordinary meeting of Council, time may be allocated in accordance with Council policy to enable any person to address Council on a matter included on the Agenda.
- (2) Sub-clause (1) does not apply during any period when Council has resolved to close the meeting in respect of a matter under section 66 of the Act.
- (3) Comments should be confined to the matter under consideration and directed to the Chairperson.
- (4) Council may decide to defer discussion to a later date and the views of the person addressing Council should be sought concerning that other date.

47 Public Addressing The Meeting

- (1) Members of the public do not have a right to address *Council* and may only do so with the consent of the *Chair* or by prior arrangement.
- (2) Any member of the public addressing *Council* must extend due courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chair* whenever called on to do so.
- (3) A member of the public present at a *Council meeting* must not disrupt the meeting.
- (4) Silence must be preserved in the gallery at all times.

48 Chair May Remove

The *Chair* may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 47(2).

It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens his or her authority in chairing the meeting.

Disorderly Conduct

The conduct of Councillors and Members at meetings is governed by the *Act*, these Rules and the Councillor Code of Conduct.

49 Chairperson may adjourn disorderly Meeting

- (1) The Chairperson may call a break in a Meeting for either a short time, or to resume another day if:
 - (a) the behaviour at the Council table or in the gallery is significantly disrupting the Meeting; or
 - (b) when a Meeting has been in progress for longer than 2 hours.
- (2) The break referred to in sub-clause (1) is an adjournment.
- (3) Where a Councillor engages in improper or disorderly conduct, or acts in a way that otherwise disrupts the Meeting, and prevents the conduct of Council business:
 - (a) Council may, by resolution, suspend that Councillor from a portion of the Meeting or from the balance of the Meeting where the Chairperson has warned the Councillor to cease that behaviour; or
 - (b) The Mayor, under section 19 of the Act, at a Council meeting, having previously warned the Councillor to cease that behaviour, may direct a Councillor to leave the meeting for a period of time or the balance of the Meeting.
- (4) If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper. In that event, the provisions of sub-Rule 8 apply.

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

50 Removal from Chamber

The *Chair*, or *Council* in the case of a suspension, may ask the *Chief Executive Officer* or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chair* has ordered to be removed from the gallery under Rule 51.

Additional Duties of *Chair*

51 The *Chair's* Duties And Discretions

In addition to the duties and discretions provided in this Chapter, the *Chair*:

- (1) must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community; and
- (2) must call to order any person who is disruptive or unruly during any meeting.

Suspension of Standing Orders

52 Suspension of Standing Orders

- (1) To expedite the business of a meeting, *Council* may suspend standing orders.

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

Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.

- (2) The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of *Council*. An appropriate motion would be:

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

- (3) No motion can be accepted by the *Chair* or lawfully be dealt with during any suspension of standing orders.

- (4) Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

Miscellaneous

53 Meetings Conducted Remotely

If:

- (1) by law a meeting may be conducted electronically; and
 (2) *Council* decides that a meeting is to be conducted electronically,

the *Chair* may, with the consent of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

54 Procedure not provided in this Chapter

In all cases not specifically provided for by this Chapter, resort must be had to the Standing Orders and Rules of Practice of the Upper House of the Victorian Parliament (so far as the same are capable of being applied to *Council* proceedings).

55 Criticism of members of Council staff

- (1) The *Chief Executive Officer* may make a brief statement at a *Council meeting* in respect of any statement by a Councillor made at the *Council meeting* criticising him or her or any member of Council staff.
- (2) A statement under sub-Rule 55(1) must be made by the *Chief Executive Officer*, through the *Chair*, as soon as it practicable after the Councillor who made the statement has resumed his or her seat.

Chapter 3 – Meeting Procedure for Delegated Committees

Council may establish Delegated Committees and Advisory Committees as part of its governance framework. Delegated Committees can comprise Councillors, members of Council staff and others and must be chaired by a Councillor. As Council may delegate specific powers, duties and functions to Committees, their meeting procedures need to be formal.

If Council establishes a Delegated Committee, these Rules will apply to the Delegated Committee Meetings with any necessary modifications.

- (1) For the purpose of sub- rule (1):
 - (a) a Council meeting is to be read as a reference to a Delegated Committee Meeting;
 - (b) a Councillor is to be read as a reference to a Member of the Delegated Committee; and
 - (c) a reference to the Mayor is to be read as a reference to the Chairperson of the Delegated Committee.
- (2) If Council establishes a Delegated Committee, Council may resolve that a provision of this governance rules do not apply to that Committee.

Chapter 4 – Meeting Procedure for Community Asset Committees

The Act provides for Council to establish a Community Asset Committee for the management of a community asset such as a hall. Council may appoint members of the community to the committee and delegate to it powers, duties or functions. The powers delegated to a community asset committee must be limited in the amount and purpose of any financial delegation.

- (1) The Governance Rules may apply to any Community Asset Committee established by Council.
- (2) Council may resolve, in establishing a Community Asset Committee which chapters of the Governance Rules apply.
- (3) A Community Asset Committee must report the minutes of all Committee Meetings to the next practicable Council meeting.
- (4) A Community Asset Committee must act in accordance with its adopted Charter, Instrument of Delegation and any Terms of Reference adopted by Council.

Chapter 5 – Disclosure of Conflicts of Interest

1. Introduction

The Act defines general and material conflicts of interest and provides exemptions for remoteness and interests in common with a substantial proportion of ratepayers along with other specific circumstances.

The Act also provides Council must include in its Governance Rules procedures for disclosures of Conflicts of interest, including at meetings conducted under the auspices of Council that are not Council meetings. Meetings conducted under the auspices of Council include those meetings arranged or hosted by Council.

These Rules provide the procedures for disclosures of conflicts of interest.

2 Obligations with regard to conflict of interest:

(1) Councillors, members of Delegated Committees and Council staff are required to:

- Avoid - all situations which may give rise to conflicts of interest;
- Identify - any conflicts of interest; and
- Disclose – or declare all conflicts of interest;

3 Councillors and Members of Delegated Committees

- (1) May not participate in discussion or decision-making on a matter in which they have a conflict of interest.
- (2) When disclosing a conflict of interest, Councillors must clearly state their connection to the matter.
- (3) All disclosures of conflicts of interest will be recorded in the minutes of a Council or Delegated Committee Meeting.
- (4) Council will maintain a Conflict of Interest Register which will be made available on Council's website.

4 Procedure of a Conflict of Interest at a Council Meeting

A Councillor who has a conflict of interest being considered at a Council Meeting at which he or she:

- (1) is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered; or
- (2) intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:
 - (a) advising of the conflict of interest;
 - (b) explaining the nature of the conflict of interest; and
 - (c) detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:
 - i. name of the other person;
 - ii. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - iii. nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

5 Disclosure of Conflict of Interest at a Delegated Committee Meeting

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which he or she:

- (1) is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Delegated Committee* meeting immediately before the matter is considered; or
- (2) intends to present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the Delegated Committee meeting commences a written notice:
 - (a) advising of the conflict of interest;
 - (b) explaining the nature of the conflict of interest; and
 - (c) detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee's* relationship with or a gift from another person the:
 - I. name of the other person;
 - II. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - (d) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

6 Disclosure of a Conflict of Interest at a Community Asset Committee Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which he or she:

- (1) is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Community Asset Committee meeting immediately before the matter is considered; or
- (2) intends to present must disclose that conflict of interest by providing to the Chief Executive Officer before the Community Asset Committee meeting commences a written notice:

- (a) advising of the conflict of interest;
 - (b) explaining the nature of the conflict of interest; and
 - (c) detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:
 - I. name of the other person;
 - II. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - (d) nature of that other person's interest in the matter,
- and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Committee Asset Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

7 Procedure at other meetings organised, hosted or supported by Council

- (1) A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.
- (2) At the time indicated on the Agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.
- (3) If there is no Agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.
- (4) At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- (5) The existence of a conflict of interest will be recorded in the minutes of the meeting.
- (6) If there are no minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the Governance team for recording in the register of Conflicts of Interest.
- (7) The meeting minutes or record will also record the duration of the discussion and whether the Councillor left the meeting.
- (8) Meeting records and reports will be presented to Council for noting and inclusion on the public record.

8 Council staff

- (1) Must act in accordance with the Employee Code of Conduct.
- (2) Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.
- (3) May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at Rule 9 and the Employee Code of Conduct.

9 Procedure for disclosures of conflicts of interest by Council Staff

- (1) Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.
- (2) All conflicts of interest disclosed by Council staff will be provided to the Governance team for recording in the register of Conflicts of Interest.
- (3) A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:
 - (a) The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - (b) The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
 - (c) The staff member's Director determines that the conflict of interest has not influenced the advice provided; and
 - (d) The existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

10 Disclosure by Members of Council Staff Preparing Reports for Meetings

- (1) A member of Council staff who, in his or her capacity as a member of Council staff, has a conflict of interest in a matter in respect of which he or she is preparing or contributing to the preparation of a Report for the consideration of a:
 - (a) Council meeting;
 - (b) Delegated Committee meeting;
 - (c) Community Asset Committee meeting

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest.

- (2) The Chief Executive Officer must ensure that the Report referred to in sub-Rule 10(1) records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.
- (3) If the member of Council staff referred to in sub-Rule 10(1) is the Chief Executive Officer:
 - (a) the written notice referred to in sub-Rule 10(1) must be given to the *Mayor*; and
 - (b) the obligation imposed by sub-Rule 10(2) may be discharged by any other member of Council staff responsible for the preparation of the Report.

11 Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power

- (1) A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.
- (2) If the member of Council staff referred to in sub-Rule 11(1) is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

12 Disclosure by a Member of Council Staff in the Exercise of a Statutory Function

- (1) A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.
- (2) If the member of Council staff referred to in sub-Rule 12(1) is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

Chapter 6 – Miscellaneous

1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

- (1) is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
- (2) is attended by at least one member of Council staff; and
- (3) is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient *Council meeting*; and
- (b) recorded in the minutes of that *Council meeting*.

2. Confidential Information

- (1) If, after the repeal of section 77(2)(c) of the *Local Government Act 1989*, the *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- (2) Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

3. Joint council meetings

Regional collaboration provides benefits through collective procurement, increased advocacy and alignment for major projects. While on some matters that are worked on in partnership it's possible for the participating Councils to make their own decisions and determinations, in some circumstances, it may be beneficial to hold Joint Council Meetings as are provided for in the Act.

- (1) Council may resolve to participate in a Joint Council meeting to consider:
 - (a) Matters subject to discussion of the [insert existing alliance]
 - (b) Collaborative projects
 - (c) Collaborative procurement
 - (d) Emergency Response
- (2) If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer (or delegate) will agree on governance rules with the participating Councils.

- (3) Where [your council] is the lead Council on a matter to be brought for consideration at a Joint Council meeting, the Mayor will be nominated to Chair the Joint Council meeting
- (4) At a majority of Councillors will be appointed to represent Council at a Joint Council meeting.
- (5) Consistent information will be provided to Councillors prior to any Joint Meeting and every endeavour will be made by the Chief Executive Officer to facilitate a joint briefing.
- (6) A joint briefing arranged in accordance with sub-rule (5) may be held electronically.

Section 62 Joint meetings of Councils

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

Chapter 7 – Election Period Policy



Election Period Policy

I.

Election Period Policy

Council Plan Reference

The Election Period Policy links to the following Objective contained within the Council Plan 2017-2021.

'Performance' is about managing our resources wisely, providing organisational support services, strategic planning and risk management, in particular key direction 5.4:

'Provide good governance and be accountable.'

Application period

Date policy/strategy approved: 7 October 2019

Date policy/strategy amended: to be updated when adopted in August

Date policy/strategy due for review: 1 July 2023.

Legislative Context

An Election Period Policy must be included in a Council's Governance Rules as per section 69(1) of the Local Government Act 2020 and should prohibit certain decisions during an election period.

Sections 69 and 304 place certain limits on decisions being made, Council resources and publications.

Section 76D of the Local Government Act 1989, imposes serious penalties on a Councillor who misuses his or her position for private benefit, identified improper use of public resources as a misuse of position.

Victorian Charter of Human Rights and Responsibilities Act

In developing this procedure, the subject matter has been considered to determine if it raises any human rights issues. In particular, whether the scope of any human right established under the Victorian Charter of Human Rights and Responsibilities Act 2006 is in any way limited, restricted or interfered with by the contents of this policy.

A Human rights assessment has been undertaken and it is considered that the Election Period Policy is consistent with, and in some instances advances rights outlined in the Charter.

The human rights most relevant to this policy are:

- Your right to recognition and equality before the law (section 8)
- Right to privacy and reputation (section 13)
- Your right to taking part in public life (section 18)

Other Relevant Documentation

- 06176 Councillor Code of Conduct
- 09580 Cr Resource and Expense Entitlements Policy 2012
- 15753 Staff Code of Conduct
- 16674 & 16675 Councillor and Staff Interaction Protocol

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Definitions and key terms used this Policy

Election Period	<p>The statutory caretaker requirements apply during the “election period”. Local Government Act 2020 defines the election period to be the 32 day period that starts on the last day of nominations and ends at 6 p.m. on the Election Day. For the 2020 Council elections, this means that the mandatory election period will be:</p> <p style="padding-left: 40px;">From midnight on 22 September 2020 until 6 p.m. on 24 October 2020.</p>
Prohibited Decisions	<p>Section 69(2) of the Local Government Act 2020 (2020 Act) outlines the types of decisions that an Election Period Policy must prohibit during an election period. These are decisions that:</p> <ul style="list-style-type: none"> • relates to the appointment or remuneration of the Chief Executive Officer • commits the Council to expenditure exceeding one per cent of the Council's income • could be reasonably deferred until after the election <p>Section 69(3) prohibits any Council decision that would enable the use of Council resources that is intended to or would likely influence voting at the election.</p> <p>Note that this prohibition also applies to delegated decisions by committees or Council Staff</p>
Significant decisions	<p>Significant decisions that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions; and decisions that may have an irrevocable and/or significant impact on the municipality or a significant section of the community</p>
Council resources	<p>Section 304(1) of the 2020 Act prohibits the use of Council resources in a way that is intended to or is likely to affect the result of an election. Council resources include Council funded/purchased items including:</p> <ul style="list-style-type: none"> • Councillor and Corporate letterhead • Staff • Assets (Including Council vehicles) • Photos • Hospitality • Services • Property • Equipment • Stationery
Electoral material	<p>Under section 304(2) a Councillor or member of Council staff must not use Council resources to print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of the Council</p> <p>Electoral material is any matter that is “intended or likely to affect voting in an election” (excluding material produced by the returning officer for the purpose of conducting the election).</p> <ul style="list-style-type: none"> • Publicises the strengths or weaknesses of a candidate • Advocates the policies of the Council or of a candidate

	<ul style="list-style-type: none">• Responds to claims made by a candidate• Publicises the achievements of the elected Council• Publicises matters that have already been the subject of public debate• About matters that are known to be contentious in the community and likely to be the subject of election debate• Referring to Councillors or candidates by name or by implicit reference. <p>This include Council publications that are produced for the purpose of communicating with people in the community, including:</p> <ul style="list-style-type: none">• Council newsletters• Advertisements and notices• Media releases• Leaflets and brochures• Mailouts to multiple addressees• The publication of such material on the internet.
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Policy Scope

This policy applies to all Councillors, officers and contractors of Banyule City Council.

3. Policy Purpose

The Election Period Policy has been developed in order to ensure that general elections for Banyule City Council are conducted in a responsible, fair, equitable and transparent manner, and in accordance with statutory requirements and established “caretaker”.

The Policy covers the following:

- Decision making
- Misuse of resources
- Public consultation & events
- Equitable access to council information
- Council prohibition on publications or distributing material likely to influence voting

4. Policy

4.1 Decision Making

To ensure that Council does not make inappropriate decisions (as defined by Section 69(2) and (3) of the 2020 Act) during the election period, the following will apply:

**Council will not schedule or conduct a Council Meeting in the election period.
A person acting under delegation must not make a major policy decision.**

If exceptional circumstances arise, a Special Council meeting may be called for urgent items only that cannot be held over until the end of the election period. Council cannot make any *inappropriate decisions* that would affect voting in an election or decisions that can be reasonably made after the election and include *Major* and *Significant decisions*.

A Special Council meeting (called in accordance with the [Banyule Meeting Procedures Code](#)) may only be called in the following circumstances:

- the matter is urgent
- the decision is significant and cannot be reasonably deferred without major negative repercussions
- is required for operational purposes
- pursuant to a statutory requirement
- a decision cannot wait until after the election

As Council will not be holding an ordinary Council Meeting during the election period, the following headings under “Prohibited Decisions and Significant Decisions” only apply to reports for a Special Council Meeting.

The CEO will be responsible for determining if a matter is significant or urgent.

4.1.1 Prohibited Decisions

During the election period, Section 69(2) and (3) of the 2020 Act **prohibits** Council making any decision during the election period for a general election that:

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

4.1.2 Significant Decisions

In addition to the decisions specified in section 69 of the 2020 Act, a Council is prohibited in making decisions during the election period that are of a significant nature and which would unnecessarily bind an incoming council. These include:

- adopting any new Policy, Strategy or Local Law
- major planning scheme amendment
- allocating community grants or other direct funding to community organisations
- changes to strategic objectives and strategies in the council plan.

Note that this prohibition also applies to delegated decisions by committees or Council Staff.

4.1.3 Caretaker Statement - Special Council Meeting Reports

During the election period, the Chief Executive Officer (CEO) will ensure that an “Election Period Statement” is included in every report submitted to a Special Council meeting (if required) for a decision.

The “Election Period statement” will specify one of the following:

Not a prohibited or significant decision	The recommendation will include “it is not a “Prohibited Decision”, as defined in section 69(2) and (3) of the Local Government Act 2020, or a “Significant Decision” within the meaning of Council’s Election Period Policy.”
Not a prohibited but a significant decision	The recommendation will include “is not a “Prohibited Decision” within the context of Local Government Act 2020. The recommended decision is a “Significant Decision” within the meaning of Council’s Election Period Policy, but an exception should be made for the following reasons [insert reasons for making an exemption]”.
Seek an exemption from the Minister	The recommendation will include “That Council seek an exemption from the Minister because the matter requires a Prohibited Decision” within the meaning of section 69(2) and (3) of the Local Government Act 2020”.

During the election period, the Council will not make a decision on any matter or report that does not include one of these election period statements.

4.2 Council Resources

Council resources must be used exclusively for normal Council business during the election period and must not be used in connection with any election campaign or related activity.

4.2.1 Misuse of Position

Council resources are not to be used for campaigning by sitting councillors to increase advantage over other candidates or to influence voters.

Councillors cannot use their current (or former) position as a councillor to gain access to information or resources that would otherwise not be available. Councillors that are not candidates cannot use information or resources to assist another candidate.

Section 76D of the 1989 Act, imposes serious penalties on a Councillor who misuses his or her position for private benefit.

Notes

Section 76D Misuse of Position

- (1) A person who is, or has been, a Councillor or member of a special committee must not misuse his or her position—
- (a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
 - (b) to cause, or attempt to cause, detriment to the Council or another person.

Penalty: 600 penalty units or imprisonment for 5 years or both

- (2) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a special committee include—
- (a) making improper use of information acquired as a result of the position he or she held or holds; or
 - (b) disclosing information that is confidential information within the meaning of section 77(2); or
 - (c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff in contravention of section 76E; or
 - (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform; or
 - (e) using public funds or resources in a manner that is improper or unauthorised; or
 - (f) failing to disclose a conflict of interest as required under this Division.

4.2.2 Mayor and Councillor Support

The Councillor support staff, Governance staff, or any other staff member, will not be asked to undertake any tasks connected directly or indirectly with the election campaign of a Councillor standing for re-election.

4.2.3 Use of Council Equipment by Councillors

Councillors must not use Council issued equipment (including mobile phones, tablets, laptops, computers and/or printers) as a resource to assist with election campaigns. Councillors can return equipment if they choose, during the election period.

Councillors may continue to use any Council equipment provided to them to facilitate their performance of normal Council duties, subject to existing protocols and terms of use.

The allocated Mayoral motor vehicle must only be used for normal Mayoral activities during the election period and not to assist, or give the perception of assisting, an election campaign.

4.2.4 Councillors' Entitlement to Reimbursement

Reimbursements of Councillors' out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that support or are connected with a candidate's election campaign or personal use.

4.2.5 Travel and Accommodation

During the election period Councillors shall not participate in any interstate or overseas travel in their capacity as a Councillor. In circumstances where it is imperative that the Mayor (or nominee) represent Council on a delegation or forum, Council may, by resolution, approve such attendance. If consideration by Council is impractical, the Chief Executive Office may determine the issue.

4.2.6 Council Branding

No Council events, logos, letterheads, business cards, postage, uniforms or other Council identifying items, or other material such as photographs sourced or created by Council or other Banyule branding should be used for, or linked in any way to, a candidate's election campaign.

Councillor candidates are to be mindful of reproducing Council information on personal websites and social media as they are subject to copyright.

Councillor candidates should not create the perception that Council in any way endorses their views or supports their election campaign presented on personal websites or social media by misrepresenting Council branding during campaigning and the Election Period. Council remains at all times impartial and unbiased.

4.2.7 Data-bases and mailing lists

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

4.2.8 Further Advice

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

4.3 Public Consultation & Events

Public consultations and events must be avoided during the election period.

4.3.1 Public Consultations

Council will not commence public consultation during the election period.

Where public consultation activities are necessary during the election period to facilitate the day to day business of Council and ensure matters continue to be proactively managed, any such public consultations will avoid express or implicit links to the election. Such consultation must be assessed on whether it is a contentious or politically sensitive matter.

In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right to postpone a matter if the issue is likely to affect voting.

4.3.2 Council Events/functions

Where Council organised events and functions cannot be held before or after the Election Period they will be reduced to only those essential to the operation of the Council. These include annual State wide events such as Children's Week and Seniors week.

Where the public event is totally unavoidable they will require the express permission of the CEO.

Speeches & Invitations

Councillors must not give speeches at council events.

Invitations will be issued by the Banyule City Council and not under the name of the Mayor or Councillors.

Events

Under no circumstances may candidates use Council events to campaign.

No political or campaign signage or material is permitted to be displayed or distributed at Council events.

4.3.3 Non Council Events

Councillors may from time to time be invited to attend non-council events from external groups. Councillors may attend non-Council events during the election care taker period. Should Councillors make a speech at such events they should disclose they are doing so in their own private capacity and not as a member of the Council.

Criteria for CEO approval

Where the CEO is required to determine if a consultation, function or event is to be conducted during the election period, the CEO should consider:

- whether the content of the event is likely to be controversial
- whether the event could have significant consequences
- whether the event could wait until after the election
- the financial implications if the event was held during the election period or deferred until after the election
- the best interests of the Council
- whether the event is an ongoing yearly event therefore considered normal practice to continue i.e. children's week

4.4 Access to Information

Factual information on existing Council programs, policies and/or projects will be available to all candidates. Council recognises that all election candidates have rights to information from the Council administration. Councillor Candidates will be treated in the same way as other candidates with respect to access to Council held information.

It is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns. There shall be complete transparency in the provision of all information and advice during the election period.

4.4.1 Assistance to Councillors

Councillors will be able to obtain relevant information that is needed to perform their roles as Councillors. Councillors will not be able to obtain information that can be used for electioneering purposes.

Where Councillors are seeking to obtain Council information to use as part of their election campaigns the procedures as outlined in 4.4.2 Assistance to Candidates will apply.

Information and briefing material prepared by staff for Councillors during the election period will relate to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities.

Should Councillors be approached by residents requiring information during the election period, Councillors must direct the residents to contact the administration.

Should a Councillor request information during the election period, it will be provided, subject to the Councillor demonstrating that the information relates to a current issue (ie. an issue that has previously been raised with the Council) and cannot be dealt with after the election period.

All requests by Councillors must be directed to the CEO, any request deemed outside of normal business will be declared on the information register as outlined in 4.4.3.

4.4.2 Assistance to Candidates

During the election period all candidates for the Council election will be treated equally. All election related enquiries from candidates, whether Councillors or not, will be directed to the Returning Officer, or where the matter is outside the responsibilities of the Returning Officer, to the CEO or a designated member of Council staff.

Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

When contacting Council, candidates are to advise that they are acting as a candidate or prospective candidate.

Candidates may be approached from time to time while campaigning by residents with service requests or complaints. Candidates must not seek to act as an intermediary between the resident and Council in these matters. Council will not liaise with candidates in relation

to resolving the service issue or complaint of a third party, they will only deal directly with the affected party.

4.4.3 Information Register

1. An Information Request Register will be maintained by the Governance Department commencing on the opening of nominations on Thursday 17 September 2020. This Register will be a public document published on Council's website that records all requests for information of a non-election nature **by all candidates**, and the responses given to those requests.
2. Responses to candidate's requests – as per clause 1. - will be provided by Managers, Directors or the CEO.

The request for information will have regard to the following:

- Whether the request is reasonable request ie are not voluminous
- Commercial in confidence
- Privacy legislation
- Confidential matters
- Freedom of Information legislation

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4.4.4 Staff Involvement

Council staff must not campaign either directly or indirectly for any candidate in the Banyule City Council election.

Any staff member that becomes aware that a candidate for the election is a friend, relative or associate, should declare this to their Manager and the CEO in writing.

4.5 Council Publications & Communications

The recommended practice – in line with State and Federal Governments – is where possible to avoid all publication activity during the election period except where it is essential for the conduct of Council operations.

Council communications are a legitimate way to promote Council activities and services and should not be used in any way that might influence the outcome of a Council election. Where a publicity campaign is deemed necessary for a Council service or function, the CEO must approve it.

4.5.1 Prohibited Material

Under section 304(2) a [Councillor](#) or [member of Council staff](#) must not use [Council](#) resources to intentionally or recklessly print, [publish](#) or distribute or cause, permit or authorise to be printed, [published](#) or distributed any [electoral material](#) during the [election period](#) on behalf of the [Council](#).

This is to ensure the Council does not publish material with public funds that may influence, or be seen to influence, people's voting decisions.

The Act contains offences for breaches of section 304. A breach may be prosecuted in Court and, if a person is found guilty, he or she may be convicted and fined up to 60 penalty units.

This includes:

- A Councillor or member of Council staff who intentionally or recklessly authorises, prints, published or distributes an uncertified publication containing electoral matter

Notes

Prohibition on Councillor or member of Council staff

(1) A Councillor or member of Council staff must not use Council resources in a way that—

- (a) is intended to; or
- (b) is likely to—

affect the result of an election under this Act.

Penalty: 60 penalty units.

(2) A Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

Penalty: 60 penalty units. (3) Despite section 98(2), the Chief Executive Officer must not delegate the power to certify any advertisement, handbill, pamphlet or notice under this section to a member of Council staff.

(4) A Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, the Council or on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer under this section.

Penalty: 60 penalty units.

4.5.2 Certification of all Publications during Election Period

~~Relevant Council publications must be certified by the CEO before they may be printed, published or distributed during the election period, whether by the Council or by anyone acting for the Council.~~

~~This also applies to certification before the election period for some material to be issued in the election period.~~

~~A CEO must not certify a publication that contains *electoral matter*, unless that material is only about the election process. The certification by the CEO must be in writing and cannot be delegated.~~

4.5.3 Information, Publications, Media during election period

Social Media

Any publication on Council's social media sites such as Facebook, Instagram and Twitter during the election period must be certified by the CEO.

The Mayoral Facebook page will be suspended during the election period.

Staff responsible for administering individual social media sites will monitor their respective sites during the election period and use moderation features where available to ensure no electoral matter is posted and all social media activity during the election period is to conform with the following:-

- Facebook, Instagram and Twitter posts to be kept to minimum, normal day-to-day activities only.
- No launches or announcements of any new projects, policy initiatives, or programs.
- No matter is permitted that may be construed as ***electoral matter*** – sites should be reviewed to ensure there is none.
- No hosting or responding to political content at all is permitted.
- Any election related comments/posts by the public should be deleted as soon as possible.
- The only information regarding the election that can be posted and responded to is regarding the location of voting booths.

Personal Councillor Social Media Accounts

Personal Councillor and candidate social media accounts should be used in accordance with sections 4.2.1, 4.2.3 and 4.2.6 of the Election Period Policy.

Any candidate using material which is linked to Council on personal social media accounts should include a statement that they act as an individual and not a member of Council.

Council Publications including Councillor Information

Any reference to Councillors standing for re-election in Council publications printed, published or distributed during the election period must not include promotional text.

Annual Report

Council is required under sections 131 and 133 of the 1989 Act to produce and put on public display a copy of its Annual Report. The 2019-2020 Annual Report may be published during the election period. The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

Website

Material published on Council's website in advance of the election period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the caretaker period. Any new pages or new material to be updated on the website during the election period will require certification.

Councillor contact information will remain available on the Councillor profile pages but will be limited to names, contact details, date elected and membership of committees. Councillor profile photographs, profiles or policy statements will be removed.

Any reference to the election on the website will be restricted to process only.

If a Councillor maintains a private website, the Councillor should place a disclaimer on the website to the effect that no Council resources are being used to communicate political material.

Media

Media releases will not mention or quote any Councillor(s) during the election period. The CEO is the spokesperson for the Council during this period.

During the election period, no Council officer may make any public statement that relates to an election issue unless prior approval has been obtained by the CEO or his or her delegate.

The Banner and Councillor Ward newsletter

The Banner and Councillor Ward newsletter will not be published or distributed during the election period. The CEO will determine an appropriate cut off period for distribution of any publications that contain Councillor material, such as the ward newsletters, to ensure none are in circulation during the election period.

Other publications and bulk mailouts

There are to be no bulk mailouts to the community or to ratepayers.

Correspondence

Responses to correspondence will be signed by the relevant Director, Manager or CEO.

Criteria for CEO approval

The CEO will not grant approval for a publication that refers to:

- the election (other than about the election process);
- election candidates, including current councillors; or to
- issues which may be before the voters in an election.

The CEO may grant approval to a publication that contains information:

- about the election process; or
- about Council's services, but does not refer to a current councillor.

All publications will require vetting by the Governance department prior to CEO certification.

Campaign Material

Councillors producing their own campaigning publications should not mislead or give the impression the content has been produced or endorsed by Council.

Material as detailed in 4.2.6 should not be used in personal campaign publications to be sure not to mislead the public of the intent or origin of the publication.



Public Transparency Policy (Draft)

Policy Details

Date of Adoption	Date approved by Council:
Responsible Department	Governance & Communications
Legislative Context	<p>The Banyule Public Transparency Policy is made in compliance of section 57 of the <i>Local Government Act 2020</i>. 57 Public transparency policy:</p> <p>(1) A Council must adopt and maintain a public transparency policy.</p> <p>(2) A public transparency policy must –</p> <ol style="list-style-type: none"> (a) give effect to the public transparency principles; and (b) describe the ways in which Council information is to be made publicly available; and (c) subject to section 58(b), specify which Council information must be publicly available, including all policies, plans and reports required under this Act or any other Act; and (d) include any other matters prescribed by the regulations. <p>(3) A Council must adopt the first public transparency policy under this section on or before 1 September 2020.</p> <p>(4) For the purposes of the public transparency policy and the public transparency principles, information includes documents.</p>
Victorian Charter of Human Rights and Responsibilities Act	<p>In developing this policy, the subject matter has been considered to determine if it raises any human rights issues. In particular, whether the scope of any human right established under the Victorian <i>Charter of Human Rights and Responsibilities Act 2006</i> is in any way limited, restricted or interfered with by the contents of this policy.</p> <p>It is considered that the Public Transparency Policy is consistent with the rights outlined in the Charter. The human rights most relevant to this policy are the rights to:</p> <ul style="list-style-type: none"> • protection of privacy and reputation (section 13) • right to public life (section 18) <p>The policy strengthens these rights.</p>
References	<ul style="list-style-type: none"> • Local Government Victoria – Draft Public Transparency Policy and Fact Sheet • Freedom of Information Act 1984 – Part II Statement • Banyule Engagement Framework and Principles and Policy • Banyule Complaint Handling Policy • ‘Act for the future’ - Directions for a New Local Government Act • Victorian Ombudsman Investigation into Decision Making and Transparency
Related documents	<ul style="list-style-type: none"> • Banyule City Council – Freedom of Information Part II Statement (This document provides information on how to access information at Banyule). • Banyule Service Promise • Banyule Privacy Policy • Banyule Community Engagement Policy

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- Definitions and key terms used this policy**

Community	A group of people, the members of which reside in the same geographical area or have a shared background, interest, affiliation or membership.
Stakeholder	Individuals or organisations, which affect, or can be affected by Council decisions.
Transparency	<p>Organisations are transparent when they enable others to see and understand how they operate in an honest way. To achieve transparency, an organisation must provide information about its activities and governance to stakeholders that is accurate, complete, and made available in a timely way.</p> <p>Transparency enables accountability. This does not mean all information should be made publicly available. There are certain types of information that may not be provided publicly, including private information such as client records, and 'commercial in confidence' material such as tender submissions.</p>
Engagement	A genuine process of working with people to build understanding, strengthen relationships and inform decisions.
Consultation	Seeking feedback or advice on a select topic or project.
Delegation	Giving decision-making power by Council and/or the Chief Executive Officer (CEO) to members of Council staff.

1. Purpose

This policy supports Council in its ongoing drive for good governance and the importance of open and accountable conduct, and how council information is to be made publicly available.

Council must adopt and maintain a public transparency policy under section 57 of the *Local Government Act 2020* (the Act). This policy gives effect to the **Public Transparency Principles** outlined in section 58 of the Act.

2. Public transparency principles

Council is committed to, and will uphold, the following principles:

- (a) **Council decision-making** processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- (b) **Council information must be publicly available** unless—
 - (i) the information is confidential by virtue of this Act or any other Act; or
 - (ii) public availability of the information would be contrary to the public interest;
- (c) **Council information must be understandable and accessible** to members of the municipal community;
- (d) **Public awareness of the availability** of Council information must be facilitated.

3. Public transparency

Transparency is a fundamental tenet of democratic governance. Openness, accountability and honesty are essential to build high levels of accountability and trust among citizens and enable fully informed engagement in the democratic process.

Without transparency, effective community engagement, planning, financial management and any number of other council responsibilities cannot be performed legitimately.

4. Council decision making

4.1 Council decisions made at Council meetings

Policy Principle

Decisions will:

- be undertaken in accordance with the Act and the Governance Rules;
- be conducted in an open and transparent forum, unless in accordance with the provisions in the Act and Governance Rules; and
- be made fairly and, on the merits, and where any person whose rights will be directly affected by a decision of the Council, that person will be entitled to communicate their views and have their interests considered.

We will:

- Ensure Council meetings are open to the public and accessible via livestream/audio.
- Carefully consider and will minimise confidential reports and only close meetings to the public in accordance with the *Local Government Act 2020*.
- Ensure the title for any confidential reports will be included in the Ordinary Agenda with the relevant confidentiality clause.
- Determine expiry dates for any confidential reports.
- Make Council meeting agendas available five days prior to the Council Meeting on Council's website, other than special meetings. Where this cannot be met, advice will be provided on Council's website.
- Communicate when we cannot meet the deadlines for agenda papers.

4.2 Decisions made by officers under delegation

Delegation to the Chief Executive Officer (CEO) and other staff are made as:

- It is not practical for Council and its CEO alone to exercise the many statutory powers given to Council; and
- Delegation facilitates the achievement of good governance by empowering appropriate members of staff to make decisions on behalf of Council and its CEO.

Policy Principle

Decisions will:

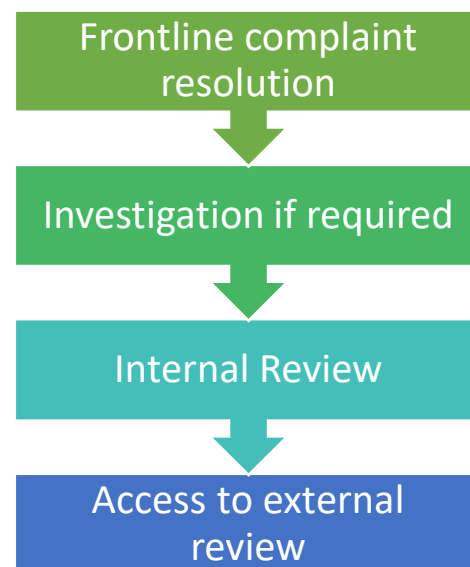
- be undertaken in accordance with the relevant Act and regulations the officer has delegation for;
- be made clear to the recipient of the decision; and
- be made fairly and, on the merits, and where any person whose rights will be directly affected by a Council decision, that person will be entitled to communicate their views and have their interests considered.

We will:

- Publish the Register of Delegation on Council's website
- Ensure that any review process, including how to make a complaint is made clear, noting that there are some review processes, such as infringements, which are subject to the appeal rights as per the relevant legislation.
- Decisions made by officers under delegation are subject to Council's Complaint Handling Policy, whereby a request to review the decision can be made.

Council's complaint Handling Policy has a four-tiered approach.

More information is provided under the Complaints section in this policy.



4.3 Community engagement commitment

Policy Principle

Our community engagement commitment is to:

- foster mutual trust, goodwill and respect between Council, community and stakeholders;
- inform, involve and engage communities and stakeholders, and establish processes to facilitate community participation in shaping and influencing decisions affecting them; and
- promote and practice good governance through accountability, transparency and responsiveness.

We will:

- Engage with the community and those who are directly affected by a Council decision;
- Use Council's engagement online platform, Shaping Banyule to communicate all current engagement projects;
- Use Council social media platforms to communicate current engagement projects; and Use various methods as outlined in the Council Community Engagement Policy to engage as outlined below:
 1. **Strategic** – *to inform strategic decisions related to policy, plans or programs*
 2. **Statutory** – *to obtain feedback to inform statutory approvals related to policy, plans, programs*
 3. **Research** – *to obtain evidence to review or design services programs*
 4. **Dialogue** – *to enable an ongoing dialogue with the community*
 5. **Transactional** – *to respond to queries or concerns*
 6. **Awareness** – *to create awareness through local media or other avenues.*

5. Publicly available information

Policy Principle

- Banyule proactively releases information with a commitment to providing as much information as possible, for free or at the lowest possible cost.
- Council will make available on its website all publicly required information.
- Council will respond to requests for information in alignment with the Act, including the Public Transparency Principles and this policy.

We will publish on Council's website:

- all publicly required information, except information outlined in section 7, subject to privacy, security or commercial considerations wherein only summaries or redacted information will be made available;
- the availability of documents in the document called a "Part II Statement" published in accordance the *Freedom of Information Act 1982*. Part II of the Freedom of Information Act 1982 requires government agencies and councils to publish a number of statements designed to assist members of the public in accessing the information it holds; and
- public notices as required by legislation.

5.1 Publicly available information

Council's website provides public access to numerous documents, policies, registers and publications. A number of these are also available in print at Council offices and libraries. Certain publications may be mailed or emailed upon request. A summary of documents and publications is provided below:

Information that must be made available as required by an Act or regulation	Information available on Council website
<ul style="list-style-type: none"> • Council Plan • Strategic Resource Plan • Budget • Annual Report • Councillor Code of Conduct • Procurement Policy • Audit and Risk Committee Performance Reporting • Register of Election campaign donations • Summary of Personal Interests* • Register of Planning Permits • Register of Planning Applications on Advertising • Copy of Planning Permits and Endorsed Plans (by application, charges will apply) • Register of Building Permits, Occupancy Permits and Temporary Approvals • Copies of Building Permits, plans and documentation (by application, charges will apply) • Register of Animal Registrations • Register of Public Roads • FOI Part II Statement • Public Interest Disclosure Procedures 	<ul style="list-style-type: none"> • Terms of reference/charters of Council Committees (formally known as Advisory Committees) • Registers of travel undertaken by Councillors or Council Staff • Councillor Expense reimbursements* • Registers of gifts, benefits and hospitality offered/accepted by Councillors or Council Staff* • Council meeting agendas and minutes • Tender appointments in Council meetings open to the public (only the evaluation matrix is marked confidential of each tender over \$100,000. • Code of Conduct for Council Staff • Register of Delegation made by the CEO • Register of Authorised Officers • Register of Interstate and Overseas Travel by Councillors and Staff • Register of Land Leases entered into by Council • Register of Donations and Grants made by Council • Register of Contracts Awarded by Council*

* New requirements will be implemented with development of new policies or when new provisions are in operation under the *Local Government Act 2020*.

5.2 Access to information

Where the information is not available on Council's website, the following options are available:

Proactive release

A person or party may request a document with the relevant Council department. In some cases, the document is available for purchase or inspection under the specific legislation.

The Customer Service Centre is available to assist with requests. Call 9490 4222 or email enquiries@banyule.vic.gov.au.

Freedom of Information (FOI)

Under the *Freedom of Information Act 1982*, the Act establishes a general right of access to information. Exceptions and exemptions may be necessary for the protection of essential public interests, such as personal information, commercially sensitive or legal information.

Information on how to access information or make a FOI application is available on Council's website. [Policies and documents for Inspection and FOI](#)

6. Making information understandable and accessible

Policy Principle

- Council information that is publicly available will be understandable and accessible, and regularly reviewed and updated.
- Consideration will be given to accessibility and cultural requirements in accordance with the *Charter of Human Rights and Responsibilities Act 2006*.
- Council will use social media to publish or stream appropriate Council information, such as Council meetings, and other online tools, such as Shaping Banyule, to publish Council information and encourage community engagement and consultation on projects and community-related matters.

We will:

- assist the community in accessing its publicly available information and will inform the community of its right to make an application under the *Freedom of Information Act 1982* for information which is not considered publicly available information;
- will facilitate the awareness of access to Council information through Council's website and through community engagement opportunities; and
- provide ongoing training to staff to improve communication and report writing.
- uphold the Banyule Service Promise (outlined below).
- implement customer experience and continuous improvement projects that review Council services and information.

- ensuring printed materials are designed for legibility and advertise the availability of language translation.
- committ to making online information accessible to everyone and more user-friendly in general, regardless of disability or technology, and following best practice principles and Web Content Accessibility Guidelines (WCAG) standards.

The Banyule Service Promise

The Banyule Service Promise outlines Council's commitment to the Banyule community and customers on the type and level of service they can expect to receive.

Council developed the Service Promise with a community reference group based on five key customer service principles:



These principles inform how Council builds and delivers services, creates processes and procedures, writes policies, and supports staff to deliver exceptional service.

In particular, three of these principles support Council to make information clear and understandable:

- * **Accountable:** communicate clearly, accurately, in plain language and within appropriate time frames.
- * **Proactive:** use a range of communication methods to cater for all demographics.
- * **Assessible:** have a range of options to contact Council, assisting all individuals equally.

7. Information not available

Some Council information may not be made publicly available. This will only occur if the information is confidential information or if its release would be contrary to the public interest or not in compliance with the *Privacy and Data Protection Act 2014*.

Confidential information is defined in section 3 of the *Local Government Act 2020*. It includes the types of information listed in the following table.

Type	Description
Council business information	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement information	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.
Personal information	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
Confidential meeting information	Records of a Council and delegated committee meetings that are closed to the public to consider confidential information
Internal arbitration information	Confidential information relating internal arbitration about an alleged breach of the councillor code of conduct.
Councillor Conduct Panel confidential information	Confidential information relating to a Councillor Conduct Panel matter.
Confidential information under the 1989 Act	Information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i>

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if its release is contrary to law, in breach of contractual requirements or it is likely to cause harm to any person or is not in the public interest to do so.

8. Public interest

Council is not required to make publicly available information if the release would be contrary to the public interest, in accordance with the *Local Government Act 2020*. When considering public interest, Council will apply the test that exists in the *Freedom of Information Act 1982*. Council may refuse to release information if it is satisfied that the harm to the community likely to be created by releasing the information will exceed the public benefit in it being released.

When considering possible harm from releasing information, Council will only concern itself with harm to the community or members of the community. Potential harm to Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents Council from performing its functions.

Information that might be withheld because it is contrary to the public interest may include:

- internal working documents that have not been approved or submitted to Council, especially where their release may mislead the public;
- directions to Council staff regarding negotiations in contractual or civil liability matters, where release may damage the Council's capacity to negotiate the best outcome for the community; and
- correspondence with members of the community, where release may inappropriately expose a person's private dealings.

9. Human Rights Charter

This policy has been reviewed against and complies with section 13 of the *Charter of Human Rights and Responsibilities Act 2006*, as this policy aligns with and provides for the protection of an individual's right not to have their privacy unlawfully or arbitrarily interfered with. It is also in line with section 18 which recognises a person's right to participate in the conduct of public affairs. See appendix A.

10. Complaints

If a person wishes to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance.

Following this, if the person is still not satisfied with the outcome and would like to contest the decision, this can be referred to the manager of the relevant area in line with Council's Complaint Handling Policy.

If not satisfied with Council's response, the concerns can be raised directly with the Victorian Ombudsman's office on (03) 9613 6222. or via the website – www.ombudsman.vic.gov.au.

11. Review of the policy

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the policy's implementation.

A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

HUMAN RIGHTS CHARTER – ASSESSMENT OF COMPATIBILITY

APPENDIX A

In accordance with section 28 of the *Charter of Human Rights and Responsibilities Act 2006*, this statement of compatibility is made with respect to the Public Transparency Policy and supports two of the Charter's human rights.

Objectives

- To ensure transparency and accountability strengthen governance and accountability
- To provide confidence to the community in the way Council operates
- To provide access to information and documents
- To ensure information is accessible and clear

Human Rights Assessment

What human rights are impacted? List each right - refer to Appendix A – Your Rights Explained for a detailed explanation of rights.	Will any person feel their rights are limited and why? Refer to 'Limiting Rights' on page 2 of the Human Rights Guidelines for advice.	What are the interests you have to balance? List any other interests of the community that need to be considered.	Is the limitation reasonable? Against each right limited, state why the limitation is reasonable.	What practical solutions are available to reduce the limitation? If a limited right is not reasonable, ensure comment made that the document was amended so the right is either not limited or reasonably limited.
1 Right to public life (18)	This policy supports and encourages the community to access Council services and information and participate in engagements or matters that impact them.		No limitation	Not required
2 Dignity: Protection of privacy and reputation	This policy supports and protects the privacy of individuals where possible and within the FOI Act.	The right to information and the rights of people's personal information, including community members, customers and staff, to remain private.	No limitation	Not required



2020/2021 Rating Strategy

June 2020

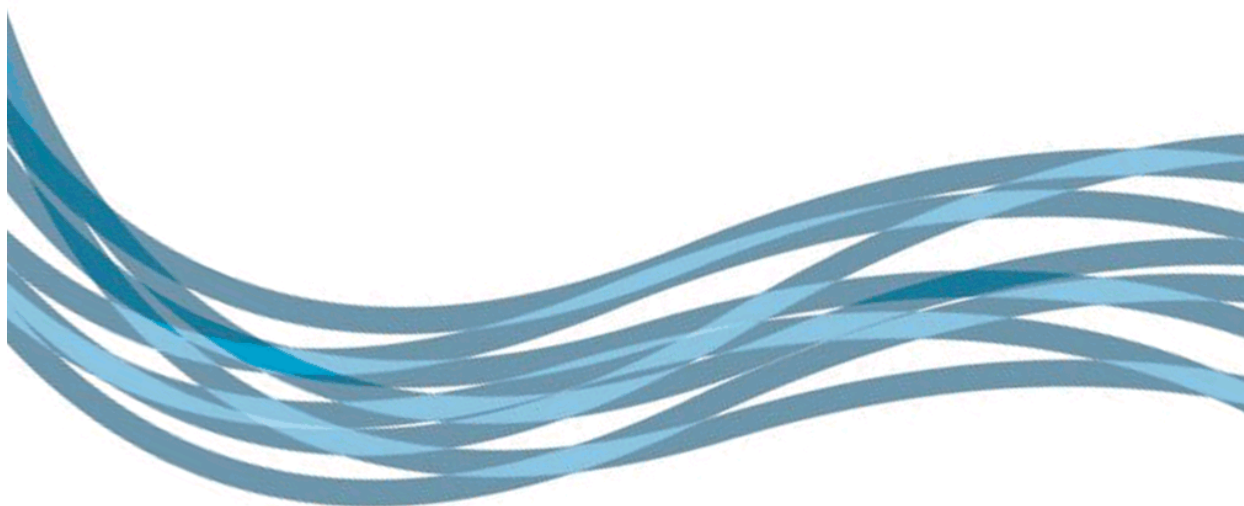


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Rating Strategy

Introduction

To ensure the Local Government Act rating objectives of equity and efficiency are achieved, it is important that Banyule City Council has a rating strategy in place that is transparent to the community and reviewed annually as part of the budget process.

The important matters to be considered in relation to the Rating Strategy include:

- The legislative framework (Part 2)
- What rates and charges can be declared (Part 3)
- The rate base (Part 4)
- Uniform or Differential rates (Part 5)
- Differential Rates (Part 6)
- Cultural and Recreational Lands (Part 7)
- Impact of Council revaluations and supplementary valuations (Part 8)
- The municipal charge (Part 9)
- Service rates and charges (Part 10)
- Special rates (Part 11)
- Rebates and concessions (Part 12)
- Exempt Properties (Part 13)
- Collections (Part 14)
- Fire Services Property Levy (Part 15)

What is a Rating Strategy?

A rating strategy is the method by which council systematically considers factors of importance that informs its decisions about the rating system. The rating system determines how Council will raise money from properties within the municipality. It does not influence the total amount to be raised, only the share of revenue contributed by each property. The rating system comprises the valuation base and actual rating instruments allowed under the *Local Government Act 1989* (The Act) to calculate property owners' liability for rates.

The Act requires Councils to exercise sound financial management. In particular, The Act states that the principles of sound financial management are to:

- a) manage financial risks faced by Council prudently having regard to economic circumstances;
- b) pursue spending and rating policies that are consistent with a reasonable degree of stability of the rates burden;
- c) ensure that decisions are made and actions are taken having regard to their financial effects on future generations;
- d) ensure full, accurate and timely disclosure of financial information relating to the Council

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The Council articulates its objectives, strategies and activities through community consultation and the development of key documents such as:

- the Council Plan, and
- the Strategic Resource Plan, and
- the Council Budget

Generally, Councils can fund their activities through revenue (including rates), capital grants and borrowing. As rates are a significant part of Council's revenue, a rating strategy is a key element in the Council exercising sound financial management.

Objectives of the Strategic Resource Plan

When considering the rating strategy, Council needs to meet the objectives set out in the Strategic Resource Plan (Council's 4 year financial plan).

Council's commitment to managing resources wisely will be achieved by the following key directions as outlined in the Strategic Resource Plan:

- Provide exceptional customer service
- Deliver best value services and facilities
- Provide responsible financial management and business planning
- Provide good governance and be accountable
- Promote an engaged and productive organisation
- Manage the systems and assets that support service delivery

Council's focus areas and initiatives are wide ranging and include:

- Improving preschools infrastructure
- Maintaining and upgrading of roads, drains and footpaths
- Ensuring our natural environment and tree assets are appropriately maintained
- Responding to land use planning issues in consistent, fair and timely manner
- Delivering social and economic benefits for our community
- Producing quality community festivals and events across the municipality

The following table lists the Strategic Objectives as described in the Banyule Council Plan 2017-2021.

Strategic Objective	Description
People: Strong, healthy and inclusive communities	Support and strengthen the health and wellbeing of the Banyule community.
Planet: Environmental sustainability	Protect and care for the natural environment.
Place: Great places and spaces	Maintain and enhance our public spaces, buildings and infrastructure
Participation: Engagement and advocacy	Engage meaningfully and advocate for the broader interest of the community
Performance: Efficiency and good governance	Manage our resources wisely to achieve Council's strategic objectives.

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Rating – The Legislative Framework

Purpose

The purpose of this section is to outline the legislative framework in which Council has to operate in constructing its rating system and the various issues that Council must consider in making its decision on the rating objectives

Objectives

The legislation specifies a number of major objectives for the rating system:

- the equitable imposition of rates and charges
- a reasonable degree of stability in the level of the rates effort
- contribute to the equitable and efficient carrying out of its functions
- apply principles of financial management, simplicity and transparency.

It must be acknowledged from the start that these objectives can conflict.

The two objectives which the rating system must have the greatest regard to are the achievement of equity and efficiency.

Equity

Having determined that Council must review its rating strategy in terms of the equitable imposition of rates and charges, it is a much more vexed question in terms of how to define and determine what is in fact equitable in the view of the Council.

Horizontal equity refers to justice or fairness in the treatment of like properties - in other words, that similar rates are paid by similar properties. Obviously, there is a fundamental importance on which characteristics define similarity. On the assumption that Council valuations fairly reflect the true valuation of like properties, horizontal equity will be achieved.

Vertical equity refers to justice or fairness in the treatment of properties in different circumstances (e.g. different property types – residential/commercial/ vacant land). It implies a "relativity" dimension to the fairness of the tax burden.

In the case of property taxation it may be considered equitable for one type of property to have to bear more or less of the rates effort than another type of property. Clearly, however, affordability criteria may be a significant concern that influences views about vertical equity.

Rates are essentially a wealth tax, determined on the value of property. A pure "wealth tax" approach implies that the rates paid relate directly to the value of a ratepayer's real property. The tests of horizontal and vertical equity are solely based on property value.

There is some debate surrounding the characteristics of property owners that may impinge on the application of an equity principle.

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The three main ways in which positions can vary are:

- the benefit or user pays principle – some groups have more access to, make more use of, and benefit from more, specific council services;
- the capacity to pay principle – some ratepayers have more ability to pay rates than do others with similarly valued properties;
- the incentive or encouragement principle – some ratepayers may be doing more towards achieving council goals than others in areas such as environmental or heritage protection.

The Benefit Principle

A popular complaint levelled at councils is that “the rates I pay have no correlation with the services I consume or the benefits I receive”. This argument is based on the benefit principle (the opposite of the wealth tax principle) that argues there should be a nexus between consumption/benefit and the rate effort.

Application of the benefit principle is difficult in practice because of the complexity and, in some cases, impossibility, of measuring the relative levels of access and consumption across the full range of council services. In some ways the arguing of the benefit principle with respect to council rates is like trying to do the same for the income tax that is used to fund a wide range of universally accessed services.

It is likely to be quite costly to regularly undertake in-depth analyses on service access, consumption patterns and costs in order to attempt to review the level of benefit. In any event many subjective assumptions will have to be introduced. Other pricing instruments such as user charges, special rates and charges and service rates and charges better lend themselves to dealing with the issue of benefit.

Capacity to Pay

Notwithstanding the practical limitations, council can make choices about the tax treatment of classes of real property in so much as they believe that a class of property will reflect the financial position of a household or business and its capacity to pay. However, the most vexed issue related to capacity to pay is assessing it across different classes of property.

While personal income tax is more reflective of the capacity to pay, it is not possible to expect a property tax system to deal practically with all aspects of capacity to pay based on individual households and businesses. It is also not practical or acceptable to shift, modify or manipulate the existing system to the benefit of one group of ratepayers at the expense of another unless such shift is widely accepted and for a proper purpose.

In fact, Local Government has no mandate or ability to universally apply a “capacity to pay” test.

Council has the option of introducing a Council rebate to certain groups to reduce that property’s rate effort. Presently pensioners within the municipality are able to access the State Government Rebate.

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Efficiency

Efficiency can be defined as the ratio of ends produced (output) to means used (inputs). In other words it can be considered directly related to the cost of administering the rates system. Administration costs include the issuing of assessments, collection of rates, including maintaining and improving collection systems, monitoring outcomes, educating and informing ratepayers, and enforcement and debt recovery. It also includes the maximization of additional rate income through supplementary valuations by ensuring the timeliness and accuracy of amended rate notices.

A simple rating system is more transparent, meaning that the underlying purpose and principles behind the design of a rate are clearer - who is liable for a particular rate and how rate liability is calculated. However, it is also possible for a simple rate system to be costly if it is unpopular and results in increased appeals and higher collection costs.

Anomalies with Property Taxation

Property taxes do not recognise the situation where ratepayers are “asset rich” and “income poor”. In these cases, ratepayers may have considerable wealth reflected in the property they own but have a low level of income. Examples include pensioners, businesses subject to cyclical downturn, and households with large families and property owners with little equity. In a commercial sense the argument has also been expressed in terms of the ability of property to generate a reasonable return.

Fair Go Rates System

The State Government’s Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. The prescribed rates caps were set at:

Financial Year	Rate Cap
2016/2017	2.50%
2017/2018	2.00%
2018/2019	2.25%
2019/2020	2.50%
2020/2021	2.00%

The cap applies to both general rates and municipal charges and is calculated on the basis of council’s average rates and charges.

The formulae provided by the Essential Services Commission (ESC) and agreed to by the State Government is:

$\frac{\text{Adopted General Rate and Municipal Charge Income} + \text{Annualised Supplementary Rate and Municipal Charge Income}}{\text{Number of Assessments as at 30 June}}$ <p>= Base Average Rate</p> $\text{Base Average Rate} \times (1 + \text{Prescribed Rate Cap})$ <p>= Maximum allowable Capped Average Rate</p>

The level of required rates and charges has been considered in this context, with reference to Council’s other sources of income and the planned expenditure on services and works to be undertaken for the Banyule community.

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In situations where the rate cap is not sufficient for Council's needs, Council can apply to the Essential Services Commission for a higher cap; this is known as a variation.

Banyule City Council will not apply for a variation to the rate cap for 2020/2021.

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What Rates And Charges May A Council Declare?

The *Local Government Act 1989* provides that Council may declare the following rates and charges on rateable land:

Rating option	Description	Banyule structure
General rate	A general rate is applied to all properties and can be set as either a uniform rate or a number of differential rates	Banyule applies the differential rates listed below.
Uniform rate	A uniform rate is a single rate in the dollar that is applied to the value of all properties in the municipality.	Banyule does not apply a uniform rate.
Differential Rates	Differential rates are different rates in the dollar that are applied to different classes of properties and are permitted if the Council uses Capital Improved Value as the rating valuation base. The Act allows the use of differential rates if the Council considers that this will contribute to the equitable and efficient carrying out of its functions.	The following differential rates are levied: <ul style="list-style-type: none"> • Residential Improved • Commercial/Industrial Improved (set at 1.25 times the residential improved rate) • Residential Vacant Land (set at 1.5 times the residential improved rate) • Commercial/Industrial Vacant Land (set at 2 times the residential improved rate)
Municipal Charge	A municipal charge to cover some of the administrative costs of the Council. This is a flat-rate charge applied to all properties excluding cultural and recreational properties.	Banyule does not levy a municipal charge.
Service rates and charges	Service rates or annual service charges (or a combination of both) can be levied for provision of a water supply, collection and disposal or waste, and sewerage services as outlined in The Act.	Banyule does not levy any annual service charges to rateable properties for a standard service. Banyule does charge for the collection and disposal of refuse from non-rateable properties and for the collection of non-standard refuse from rateable properties. These charges are declared in the Schedule of Fees and Charges.

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Rebates and Concessions	The Act allows Councils to grant a rebate or concession in relation to any rate or charge to assist the proper development of all or part of the municipal district, preserve buildings or places that are of historical or environmental interest, or to restore or maintain buildings or places of historical, environmental, architectural or scientific interest.	Banyule does not offer any general council rebates.
Waivers	The Act provides that Council may waive rates in part or in full under financial hardship or to promote other objectives as specified in the Act	Banyule offers waivers under section 171A of the Act to those suffering financial hardship as a result of being impacted by COVID-19 pandemic.
Special Rates and charges	A special rate or charge may be declared for purposes of: <ul style="list-style-type: none"> • Defraying any expenses or • Repaying with interest any advance made or debt incurred or loan raised by Council. 	Banyule levies special rates and charges for promotional and marketing activities to assist retail associations, for street and drainage construction and to install solar panels for older ratepayers.
Cultural and Recreational Lands	In accordance with the <i>Cultural and Recreational Lands Act 1963</i> Council may levy an amount in lieu of rates on properties that meet the definition of cultural and recreational lands.	Banyule does levy an amount in lieu of rates for cultural & recreational using the following methodology: In Use Value X (Residential Improved rate X Questionnaire Weighting) X 45% (cost of Council Services available to the entity).
Electricity Generation Lands	An amount payable in lieu of rates may be levied under the <i>Electricity Industry Act 2000</i> . This amount is agreed upon between the generator and the council	There are no lands where electricity is generated in a manner and volume where this provision currently applies in Banyule.
Cladding rectification charge	A Council may enter into a cladding rectification agreement in respect of rateable land with an existing building on it, to fund works that rectify fire-prone cladding. The costs are then recovered through a charge on the land.	Council has not received any requests for a cladding rectification agreement.

Determining Which Valuation Base To Use

Purpose

The purpose of this section is to outline the different methods that Council can utilise to value land and the issues that Council must consider in making its decision on the valuation method.

Introduction

Three methods of valuing land are allowed under The Act:

- Site Value (SV) – Value of land only

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- Net Annual Value (NAV) – rental valuation based on Capital improvement Value (CIV). For residential and farm properties, NAV is calculated at 5 per cent of the CIV. For commercial properties NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.
- CIV – value of land and improvements upon the land

Banyule uses CIV for rating valuation purposes, along with the majority of other Victorian Councils.

Site Value (SV)

This method places a value on the land only and does not consider any value of any buildings constructed on the land. It is not considered to result in the most equitable distribution of the rate effort.

With valuations based simply on the valuation of the land and with only very limited ability to apply differential rates, the implementation of site value in Banyule would cause a significant shift in rate effort from the business sector into the residential sector. In addition, there would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on the more typical quarter acre residential block.

There is no Victorian Council that currently uses this valuation base.

Net Annual Value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is closely linked to capital improved value. For residential properties Valuers derive the NAV directly as 5 per cent of the CIV.

In contrast to the treatment of residential, NAV for business properties are assessed with regard to the actual market rental. This differing treatment of business versus residential has led to some suggestions that all properties should be valued on a rental basis. There is currently no legislation that supports this suggestion.

Where a Council utilises NAV, it may only apply three differential rates. For example, City of Melbourne utilises NAV, applying a differential rate for residential and non-residential land only.

Capital Improved Value (CIV)

CIV is the most commonly used valuation method by Victorian Local Government with most Councils applying this methodology. Based on the value of both land and all improvements on the land, it is relatively easy to understand by ratepayers as it equates to the market value of the property.

For CIV, business properties are valued primarily by the capitalisation method of valuation. This method of valuation is the industry standard for assessing the value of business properties and has as its base sale price and market rent of the property. For this reason, rental details are sought by rating Valuers every 2 years. When analysed on a per square metre basis, rents provide a means of establishing the rental market in a location.

The advantages of using CIV include:

- CIV includes all improvements and hence is often supported on the basis that it more closely reflects 'capacity to pay'. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than site value or NAV.

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- The concept of the market value of property is far more easily understood with CIV rather than NAV or Site Value.
- The use of CIV allows Council to apply differential rates which greatly adds to Council's ability to equitably distribute the rating effort based on ability to afford Council rates.

The major disadvantage with CIV, and indeed all the other rating methods, is that rates are based on the property value which may not necessarily reflect the income level of the property owner as with pensioners and low income earners.

Determining The Rating System – Uniform Or Differential

Purpose

The purpose of this section is to outline the two rating systems (uniform or differential) that Council can utilise to apply rates and the issues that Council must consider in making its decision on the rating system.

Uniform Rate

If a Council declares that general rates will be raised by application of a uniform rate, the Council must specify a percentage as a uniform rate. A uniform rate will apply to the value of every rateable property within the municipality.

Rates will be determined by multiplying the percentage (the rate in the dollar) by the value of the land.

Banyule believes that a uniform rate should not be applied to all properties because it is not equitable. In particular, such a rate does not reflect the use of Council services and infrastructure nor does it create incentive for best use of property in the municipality.

Banyule has adopted differential rating as it considers that differential rating contributes to the equitable distribution of the rating effort. Differential rating allows particular classes of properties to be assessed at different levels from the general rate set for the municipality. Differential rating allows Council to shift part of the rate effort from some groups of ratepayers to others, through different 'rates in the dollar' for each class of property.

Council is entitled to apply many differential rates provided it used CIV as its base for rating.

Section 161 of The Act outlines the regulations relating to differential rates. This section is outlined below:

- 1) A Council must raise any general rates by application of a differential rate, if it uses the CIV system of valuing rates,
 - a) Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.
- 2) If a Council declares a differential rate for any land, the Council must:
 - a) Specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Councils functions and must include the following:
 - i. A definition of the types of classes of land which are subject to the rate and a statement of the reasons for the use of that rate.
 - ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographical location (other than location on the basis of whether or not the

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- land is within a specific ward in Councils district) and planning scheme zoning of the land, and
- iii. If there has been a change in the valuation system, any provision for relief from a rate to ease the transition for that land, and
- b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The maximum differential allowed is no more than 4 times the lowest differential rate. For Banyule, the lowest rate is the Residential Improved rate.

Council has the option of increasing each respective differential rate in order to influence the behaviour of landowners.

There is no theoretical limit on the number or type of differentials which can be levied.

Differential Rates

Advantages of a differential rating system

The perceived advantages of utilising a differential rating system are:

- There is a greater flexibility to distribute the rate effort between all classes of property and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for businesses;
- Differential rates allow Council to better reflect the investment required by Council to establish infrastructure to meet the needs to the commercial and industrial sector; and
- Enables Council to encourage particular developments through its' rating approach e.g. encourage building on vacant land.

Disadvantages of a differential rating system

The perceived disadvantages of utilising a differential rating system are:

- The justification of the differential rate can at times be difficult for the various rating groups to understand, giving rise to queries, objections and complaints.
- Differential rating involves a degree of administrative complexity, as properties can change from one classification to another (e.g. vacant land to residential) requiring Council to process supplementary valuations.

Objectives of the Rates and Characteristics

Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions.

Details of the objectives of each differential rate are set out below.

Residential/Commercial/Industrial Vacant Land

Objective:

To encourage the development of land and to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- 1) Implementation of good governance and sound financial stewardship; and
- 2) Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
- 3) Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and

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- 4) Provision of strategic and economic management, town planning and general support services; and
- 5) Promotion of cultural, heritage and tourism aspects of Council's municipal district.

Types and Classes

Any rateable land on which no dwelling is erected.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure and Capital Works described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Banyule Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Banyule Planning Scheme.

Commercial/Industrial Improved Land

Objective:

To ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council having regard to the capacity of such land to be used to yield income and the demands such land makes on Council's infrastructure.

Those functions include the:

- 1) Implementation of good governance and sound financial stewardship; and
- 2) Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
- 3) Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
- 4) Provision of strategic and economic management, town planning and general support services; and
- 5) Promotion of cultural, heritage and tourism aspects of Council's municipal district.

Types and Classes:

Any rateable land which is used, or designed or adapted to be used, primarily for commercial or industrial purposes.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure and Capital Works described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

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Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Banyule Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Banyule Planning Scheme.

Types of Buildings:

The types of buildings on the land within a differential rate are all buildings that are now constructed on the land.

Residential Improved Land*Objective:*

To ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the relative benefits derived from the carrying out of such functions.

Those functions include the:

- 1) Implementation of good governance and sound financial stewardship; and
- 2) Construction, renewal, upgrade, expansion and maintenance of infrastructure assets; and
- 3) Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services; and
- 4) Provision of strategic and economic management, town planning and general support services; and
- 5) Promotion of cultural, heritage and tourism aspects of Council's municipal district.

Types and Classes:

Any rateable land which is not Vacant Land, Commercial / Industrial Vacant Land or Commercial / Industrial Improved Land.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure and Capital Works described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Banyule Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Banyule Planning Scheme.

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Types of Buildings:

The types of buildings on the land within a differential rate are all buildings that are now constructed on the land.

Cultural And Recreational Lands*Objective:*

To ensure that the promotion of cultural, heritage and recreational activity occurs within Council's municipal district and that this is supported in a way that encourages appropriate activity and development.

Council has considered the service utilised by the lands and the benefit these lands provide to the community by consideration of their cultural or recreational land use, as required under The Act.

Types and Classes:

Under the provisions of the Cultural and Recreational Land Act 1963, the Council levies an amount in lieu of rates payable in respect of recreational lands that have the following characteristics:

Any land which is not Residential Vacant Land, Commercial / Industrial Vacant Land or Commercial / Industrial Improved Land, which is specifically set aside for the use of cultural and recreational pursuits whereby the members do not derive a financial benefit or profit from the activities.

The Act effectively provides for properties used for outdoor activities to be differentially rated unless it involves land that is being leased from a private landowner. The discretion of whether to provide a cultural and recreational lands rate rests with Council.

The amount in lieu of rates payable in respect of each rateable land to which the Cultural and Recreations Land rate applies is determined by the following methodology:

$$\text{In Use Value} \times (\text{Residential Improved rate} \times \text{Community Benefit Criteria Discount}) \times 36\%$$
 (Cost of Council Services available to the entity).

In Use Value has been determined as being 70% of the Capital Improved Value.

The Questionnaire weighting determines the level of benefit these lands provide to the community.

Currently Council has the following properties that are currently defined as Cultural and Recreational properties in accordance with the Cultural and Recreational Lands Act:

1. Ivanhoe Golf Course
2. Rosanna Golf Club
3. Heidelberg Golf Club
4. Yarraman Riders
5. Heidelberg Bowling Club

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The Community Benefit Criteria Discount is assessed, based on:

Community Benefit Criteria	Maximum Discount
Social Interaction	20%
Culturally and Linguistically Diverse participation	20%
Access all abilities	20%
Environmental Programs	20%
Employment Opportunities / Volunteer Participation	20%
TOTAL POSSIBLE DISCOUNT	100%

Community Benefit is re-assessed each year as part of the budget preparation process.

The Impacts Of Revaluations And Supplementary Valuations

Purpose

The purpose of this section is to provide an overview of the rate revaluation and supplementary valuation processes.

Introduction

Revaluations carried out in accordance with the *Valuations of Land Act 1960* are conducted annually and will be conducted by the Valuer-General.

Property values are determined by qualified Valuers comparing each property to the recent sales figures of similar properties in the neighbourhood. The key factors are location, land size, type of house and condition.

The Valuer General of Victoria is responsible for reviewing the total valuation of each municipality for accuracy before certifying that the valuations are true and correct. Valuations are conducted using Best Practice Guidelines formulated and published by the Valuer General Victoria.

No Windfall Gain

There is a common misconception that if a property's valuation rises then Council receives a "windfall gain" with additional income. This is not so as the revaluation process results in a redistribution of the rate effort across all properties in the municipality. Any increase to total valuations of the municipality is offset by a reduction to the rate in dollar (ad valorem rate) used to calculate the rate for each property. Total income is fixed each year as part of the budget process.

How does this affect my rates?

The general revaluation process enables Council to re-apportion the rate income across the municipality in accordance with movements in property values. Properties which have increased in value by more than the average will receive a rate increase of more than the headline rate. Properties with an increase in value less than the average will receive a rate increase less than the headline rate.

Supplementary Valuation

In accordance with the *Valuation of Land Act 1960* further Valuations are required to be carried out between General revaluations, these are known as Supplementary Valuations.

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Supplementary Valuations are completed when properties are physically changed by buildings being erected, demolished or altered, when properties are amalgamated, subdivided, portions sold off, rezoned or roads constructed.

Supplementary Valuations are adopted to bring the value of properties into line with values assigned to other properties in the municipality. This is to ensure that as near as practicable the rating valuation reflects the current property condition at the date prescribed for the General revaluation.

Municipal Charge

Purpose

The purpose of this section is to outline the municipal charge that Council may utilise to apply rates and the issues that Council consider when applying a municipal charge.

Introduction

In addition to differential rates, Council may declare a municipal charge to cover some of the administrative costs of Council. Currently the total revenue from a municipal charge must not exceed 20% of the sum total of the general rates and municipal charge combined in a financial year.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Banyule does not levy a Municipal Charge.

Advantages of a Municipal Charge

The arguments in favour of a municipal charge are they apply equally to all properties and are based upon the recovery of fixed costs of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Councils administrative costs can be seen as a practical method of recovering these costs.

Disadvantages of a Municipal Charge

The argument against a municipal charge is that this charge is regressive in nature and would result in lower valued properties paying higher overall rates and charges than they do at present. The equity objective in levying rates against property values is lost in a municipal charge as it is levied uniformly across all assessments.

Service Charge

Purpose

The purpose of this section is to outline the service rates and charges that Council currently applies and new charges that could be utilised and the issues that Council must consider in making its decision when reviewing these service rates and charges.

Section 162 of The Act allows Council to declare a service rate for specified services.

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Advantages of a Service Charge

If a service charge is levied for collection and disposal of refuse it is easily understood by the residents as a user-pays system. There is also the ability to identify and apportion the costs of this service.

Service charges are also able to be levied on only those properties that actually receive a service, meaning that relief is provided to ratepayers who aren't able to use a particular service.

Service charges are also not subject to the Fair Go Rate Cap (as outlined in Section 2.3), other than in the year of their introduction. This means that as costs of a service move outside of inflation, these costs can be effectively quarantined from within the Rate Cap.

Disadvantages of a Service Charge

This charge is regressive in nature and would result in lower valued properties paying higher overall rates and charges. The equity objective in levying rates against property values is lost in a service charge as it is levied uniformly across all assessments.

The impact of a service charge may also appear disproportionate to the users of the service as it is currently subsidised by the rates paid by owners of non-Residential Improved properties.

Current Use of Service Charge

Banyule does not currently levy an annual service charge for the collection and disposal of waste to all ratepayers. A standard service is provided to residential rateable properties and is funded from general rates. A service charge for non-standard refuse from rateable properties is however charged (refer 10.6).

Annual Charges for Non Rateable Land

Banyule charges for the collection and disposal of refuse from non-rateable properties. These charges are declared in the Schedule of Fees and Charges. The revenue received covers the costs of providing this service.

Annual Charges for Rateable Land

Banyule charges for non-standard and additional collection and disposal of refuse from rateable properties. These charges are declared in the Schedule of Fees and Charges.

Special Rate Or Charge

Purpose

The purpose of this section is to outline the special rates and charges that Council currently applies and new charges that could be utilised.

Introduction

Section 163 of The Act permits councils to declare a special rate in relation to the performance of a function where Council considers that the function is or will be of special benefit to the persons required to pay the special rate.

Special Rates Schemes

Council currently has 13 Special Rate and or Charge schemes in operation, 11 are Promotional Schemes, one is a Construction Scheme and one is an Aged Services Solar Program

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Scheme Name	Finish Date
Rosanna Special Charge (Subject to renewal)	June-2020
Heidelberg Central Special Charge Scheme	June-2021
The Mall and Bell Street Mall Special Rate (Subject to renewal)	June-2020
Montmorency Shopping Village Special Charge	June-2024
Watsonia Special Charge	June-2022
Macleod Village Special Charge Scheme	June-2022
Greensborough Town Centre Special Rate and Charge	June-2022
Eaglemont Village S/C Special Charge	June-2022
Ivanhoe Shopping Centre Special Rate	June-2023
East Ivanhoe Special Charge	June-2023
Lower Plenty Special Charge	June-2025
Wattle Drive Road Construction	June-2021
Aged Services Solar Program Special Charge	December-2027

Promotional Schemes

These schemes are declared for strip shopping centres within the City. They are primarily for the encouragement of commerce, retail activity and employment opportunities in and around the scheme area.

Council considers that there would be a special benefit to the area as the viability of the Precinct as a business, commercial, retail and professional area the value and the use, occupation and enjoyment of the properties and the businesses included in the scheme area will be maintained or enhanced through increased economic activity.

The amount collected from the scheme is matched by council (to declared capped amounts) and payments are made to the traders on a quarterly basis.

A decision to review Special Rates and or Charge Schemes occurs at the expiry of the current scheme, not during the budget discussions and is subject to extensive consultation with stakeholders and separate Council discussion and approval.

Constructional Schemes

These schemes are declared when there is something constructed that would be of special benefit to the persons required to pay it. For example road, drain and car parking construction

The scheme that exists within Banyule is for road construction and it runs for a period of 10 years. Contributors have the option of paying the account in full at the commencement of the scheme and therefore avoiding the financing surcharge or paying it off over a 10 year period.

These schemes are declared as required following extensive consultation with stakeholders and do not form part of the budget process.

Aged Services Solar Scheme

This scheme is declared for the purposes of assisting older ratepayers to purchase roof-top solar panels. The Aged Services Solar Program runs for 10 years however there is no financing surcharge applied.

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Rebates And Concessions

Purpose

The purpose of this section is to outline the rebates and concessions that could be utilised and the issues that Council must consider in making its decision when reviewing these rebates and concessions.

Introduction

Under The Act, Council has the power to grant a rebate or concession in relation to any rate or charge to assist 'proper' development and the preservation of buildings or places of historical, environmental, architectural or scientific importance within the municipality.

While the original intent of the term 'proper' development has a land use perspective, Councils have been known to use the provision to assist economic development. Rebates and concessions should be used with respect to individual properties within a property class. The legislation intended that differential rates be used to achieve an outcome for a class of properties.

The granting of rebates and concessions results in a higher rating effort being applied to other properties to raise the same level of rate revenue.

State Government Pensioner Rebate

Pensioners may qualify for a maximum 50% State Government rate rebate (to a gazetted maximum) for the home in which they are living. A rebate will apply for the Fire Services Property Levy. To be eligible, a ratepayer must hold one of the following concession cards:

- Pensioner Concession Card from Centrelink or Veterans' Affairs
- Gold Card from Department of Veterans Affairs specifying War Widow (WW) or Totally and Permanently Incapacitated (TPI).

Other than administrative costs this State Government Rebate scheme is cost neutral to Council as this is fully funded by the State Government.

Council Pensioner Rebate

Council has the option of introducing a pensioner rebate to complement the existing State Government rebate. A Council Pensioner rate rebate redistributes the rate effort with other ratepayers bearing the cost by way of higher rates and charges. The rate effort for non-pensioners is likely to be greater as the number of pensioners increases.

Once a rebate has been introduced, it may be difficult to remove. Ratepayers receiving the benefit would not support the removal of this benefit.

Council does not grant any further rebates or concessions than those afforded by the State Government Pensioner Rebate scheme.

Properties Exempt From Rates

Purpose

The purpose of this section is to raise awareness of non-rateable properties.

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Introduction

The Act provides for properties where the use is charitable, to be non-rateable. Legal precedent has determined that charitable uses include those providing health services, education, religion and services to the needy.

Application for exemption from rating may be made at any time during the financial year and will be assessed based on the usage of the property. Council does not generally allow for any retrospective claims.

Department of Human Services Housing

In relation to the Department of Human Services (DHS) owned housing, properties are rated if occupied. Properties are not rated if unoccupied or not habitable.

There are a number of organisations providing housing for people with low-income, on a voluntary and not for profit basis. The provisions of The Act preclude such residential housing from being non-rateable, even though their use may be regarded as charitable, in the everyday sense of the word.

During 2009 The Act was amended to allow Council to grant a rebate or concession in relation to any rate or charge, to support the provision of affordable housing, to a registered agency.

Council does not provide a rate rebate to support the provision of affordable housing by registered agencies. Assistance for low income households is provided through the State Government pensioner rebate.

A pre-existing agreement is in place for the provision of a 50% rate rebate in relation to certain DHHS elderly persons units. This agreement has no sunset clause subject to the units remaining as housing for the elderly.

Collections

Purpose

The purpose of this section is to outline the rate payment options and processes that are in place in relation to payment of rates. It also includes the support provided to ratepayers facing hardship. Council must consider fairness, compassion, confidentiality and compliance with statutory requirements when reviewing these arrangements.

Liability to Pay Rates

The owner of the land is liable to pay the rates and charges on that land. In certain cases, the occupier, mortgagee or licensee holder is liable to pay the rates.

The Act declares the unpaid rate or charge, interest and costs to be the first charge upon the land, when the land is sold; ensuring Council receives the outstanding monies prior to the discharge of any mortgage and or charges on the land.

Payment Dates for Rates

Council, in accordance with The Act must allow for the payment of rates by four instalments per annum. The mandatory instalment payments are required at the end of September, November,

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February and May each year in accordance with the Gazetted dates. Council may allow a person to pay a rate or charge in a single lump sum payment.

Banyule City Council offers payment by instalments only.

Payment Methods

Council offers a range of payment options including

- Weekly direct debit
- Fortnightly direct debit
- Monthly direct debit
- BPay
- BPayView
- Australia Post billpay (phone & internet)
- Mail
- Over the counter services at Council Service Centres or Australia Post agencies.

Incentives for Prompt Payment

Section 168 of The Act provides that incentives may be offered by Council for payment of rates and charges before the due dates.

No incentives are offered by Council for the payment of rates and charges before the dates.

Late Payment of Rates

Council has determined that the application of penalty interest will be applied on the sixth business day from the gazetted due date. The grace period was adopted by Council July 2014 and will remain in place unless revoked and this will be declared as part of the annual Declaration of Rates and Charges.

Interest penalties will be in accordance with Section 172 (2) of The Act, which allows interest to be imposed on unpaid rates at the rate fixed under Section 2 of the Penalty Interest Rates Act 1983.

Council cannot apply an alternative rate but has the power to exempt any person from paying the whole or part of any interest amount generally or specifically payable.

Debt Recovery – Collection of Overdue Rates

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. Amendments to The Act require the purchaser of property, or their agents to notify Council by way of notices of acquisition.

In the event that an account becomes overdue, Council has established procedures and guidelines for the collection of the debt. This creates a consistent approach to debt collection and ensures that all ratepayers are treated equally and fairly.

The purpose of the Collection guidelines is to act as a genuine deterrent to ratepayers who might otherwise fail to pay rates on time, to allow Council to recover the administrative cost of following up unpaid rates and to recover any interest cost the Council may incur due to lost investment opportunities. The principle in providing for such penalty is that ratepayers who pay within the required timeframe should not have to subsidise or bear any cost of ratepayers who default in payment.

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Deferral of Interest, Rates and Charges under Financial Hardship

Ratepayers who have been assessed as suffering hardship will not be expected to make payments until 30 June 2021. At the expiration of the payment deferral, ratepayers will be expected to enter in to a payment plan to have the arrears paid within a twelve-month period (by 30 June 2022).

Council will not charge interest on rates debt accumulated during the pandemic for those assessed as suffering from financial hardship. The interest hold will begin from 11 March 2020 and continue to 30 June 2021 to allow ample time for the debt to be paid without interest.

This deferral will be based on the ratepayer indicating, via application, that they are impacted by:

- Unemployment or significant reduction in earnings
- Business closure or significant restrictions on trade
- Loss of rental income
- Financially supporting a friend or family member who may be experiencing hardship

Waivers of Rates under Financial Hardship

Council acknowledges that some ratepayers will experience difficulty from time to time in meeting rate payments due to any number of reasons. Council further understands that relief measures have a cost to Council which must be borne by other ratepayers in either the short or long term.

Council will waive rates under hardship caused by the COVID-19 pandemic **under section 171A of the Local Government Act 1989** to owners or authorised representatives based on the following three strategies:

- a) a waiver for all principal owned residential properties of ratepayers holding a current Commonwealth Health Care Card - JobSeeker category. The amount to be waived will be \$500 to a maximum of the applicants 2020/21 general rates levied; and
- b) a waiver for commercial and industrial improved properties if assessed as eligible under Councils' Hardship criteria – Job Keeper eligibility. The amount to be waived will be \$500 to a maximum of the applicants 2020/21 general rates levied ; and
- c) a waiver for all other ratepayers if assessed as eligible under Councils' hardship criteria – financial hardship demonstrated through a significant loss of income directly due to the coronavirus pandemic. The amount to be waived will be \$100 to a maximum of the applicants 2020/21 general rates levied.

Council recognises there are other cases of genuine financial hardship requiring respect and compassion in special circumstances. In accordance with The Act Council has established a policy which includes provisions for the waiver of interest or deferral of rates and charges.

Special Circumstances Waiver of Interest

Council acknowledges that ratepayers will experience circumstances where they may fail to make payment of their instalment and that this failure to pay on time is a departure from their usual pattern. In these circumstances, upon receipt of a written request from the ratepayer Council may

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waive interest or associated charges as a “one-off” special circumstances waiver, once the overdue amount has been paid.

Fire Services Property Levy

The Victorian Government introduced a property based levy to fund the Metropolitan Fire brigade (MFB) and the Country Fire Authority (CFA) from 1 July 2013.

The Fire Services Property Levy replaced the insurance-based funding model as recommended by the Victorian Bushfires Royal Commission.

Under the property-based levy:

- councils collect the levy through rates notices;
- the levy is calculated based on the capital improved value of a property;
- the levy consists of a fixed component plus a variable component calculated as a percentage of capital improved property values;
- the fixed component varies for residential properties and non-residential properties; and
- the levy rate varies for different property types such as residential, industrial, commercial and primary production.

The fire services property levy is shown separately on rate notices.

It is important to note that Council is not raising any additional revenue from the levy; it is merely acting as a collection agency on behalf of the State Government.

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COVID-19 Pandemic Rates Financial Hardship Assistance Policy

June 2020



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Policy Overview

Purpose of Policy

The purpose of this policy is to enable Council to provide financial relief to individuals and businesses who are experiencing hardship as a result of COVID-19. This policy aims to provide ratepayers with a clear understanding of options and assistance available during this pandemic.

Scope

This policy extends to all properties in Banyule from 11 March 2020 to 30 June 2021.

Objectives

The policy will give direction to Council Officers to ensure that the principals of transparency, efficiency, equity and capacity to pay are adhered to. This will ensure that all ratepayers are treated fairly, and financial relief is provided as efficiently as possible.

This policy will also ensure that all provisions of the *Local Government Act 1989* are adhered to and will further ensure that Council will not jeopardise the funding of its operations.

Method

All applications for assistance will need to be made in writing. Council prefers all applications to be made electronically, through Council's website. Where this is not possible, scanned and emailed documents are preferred. Applications and correspondence will be accepted via mail, however it is necessary to state that this is the slowest form of communication

Timeliness

Generally, applications will be responded to within 14 days.

Confidentiality

Applications for financial hardship will be treated in accordance with Council's Privacy Policy.

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Policy Detail - General

Financial Hardship

Financial hardship is a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary. This policy is to address temporary financial hardship due to the impact of the Coronavirus pandemic. This policy applies to all properties in Banyule from 11 March 2020 through until 30 June 2021

Assistance

Council has implemented two different levels of hardship assistance relating to hardship caused by the COVID-19 pandemic, being a deferral for those indicating hardship and a partial waiver framework for those ratepayers suffering significant hardship. The two levels of assistance are:

Deferral

Assessment of Hardship (Deferral)

Each ratepayer will be experiencing the impacts of the current economic and health situation, as well as the uncertainty that accompanies the current situation. As a result of the unknown nature and timeframes of the current situation, ratepayers will be assessed as being in hardship if they indicate that any of the below criteria apply:

- Unemployment or significant reduction in earnings
- Business closure or significant restrictions on trade
- Loss of rental income
- Financially supporting a friend or family member who may be experiencing hardship

Payment Deferment

Ratepayers who have been assessed as suffering hardship will not be expected to make payments until 30 June 2021. However, they will be encouraged to make smaller payments if they are able to. Those assessed as suffering hardship will receive annual rate and valuation notices during this period, in accordance with the s158 of the Local Government Act 1989.

At the expiration of the payment deferment, ratepayers will be expected to enter in to a payment plan to have the arrears paid within a twelve-month period (by 30 June 2022).

Ratepayers who have been assessed as suffering hardship will receive correspondence from Council three months prior to the expiration of this payment deferment inviting them to enter in to a payment plan, in the anticipation that their circumstances may have improved.

Council will not charge interest on rates debt accumulated during the pandemic for those assessed as suffering from financial hardship. The interest hold will begin from 11 March 2020 and continue to 30 June 2021 to allow ample time for the debt to be paid without interest.

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Waivers

Assessment of Hardship (Waivers)

Council has put in place three eligibility categories that result in different types of waivers. These are:

- a) ratepayers holding a Commonwealth Health Care Card or Pensioner Concession Card– JobSeeker category for Residential Improved properties where the ratepayer is an owner-occupier
- b) ratepayers receiving JobKeeper for Commercial Improved and Industrial Improved properties
- c) ratepayers who don't fit in to either criteria a) or criteria b) who are suffering hardship demonstrated through a significant loss in income directly due to the coronavirus pandemic.

To satisfy Council's assessment criteria, ratepayers will need to supply:

a)	<ul style="list-style-type: none"> • A copy or a photo of a Commonwealth Health Care Card or Pensioner Concession Card – JobSeeker category, effective for any period after the 11 March 2020, with the name and address matching the property address and ownership details of the property being applied for. • A declaration stating that the applicant understands the penalties for giving to Council any information which is false or misleading on the application or fails to notify Council of any change in circumstances which is relevant to an application under section 171A of the <i>Local Government Act 1989</i> • Where the applicant is not listed as a ratepayer in Council records, a statutory declaration stating that the applicant is responsible for paying the rates from the owner or their authorised representative.
b)	<ul style="list-style-type: none"> • The name, date of birth and residential address of the applicant or • The legal name, trading name and ABN of the applicant. • Where the applicant is not listed as a ratepayer in Council records, a statutory declaration stating that the applicant is responsible for paying the rates from the owner or their authorised representative or • A certified copy of a lease agreement stating that the applicant is responsible for payment of rates. • Written confirmation from the applicant of a successful application through myGov or through the ATO's Business Portal for JobKeeper payments for employees or the applicant, working or typically based at the premises where hardship is being applied for. • A declaration stating that the applicant understands the penalties for giving to Council any information which is false or misleading on the application or fails to notify Council of any change in circumstances which is relevant to an application under section 171A of the <i>Local Government Act 1989</i>
c)	<ul style="list-style-type: none"> • The name, date of birth and residential address of the applicant or • The legal name, trading name and ABN of the applicant. • Where the property is not owner/occupied and is usually a rental property – information detailing how the rental income has been reduced as a result of the pandemic. • Where the property is not a rental property – information detailing how there has been a reduction in monthly income of 30% or greater as a result of the pandemic. • A declaration stating that the applicant understands the penalties for giving to Council any information which is false or misleading on the application or fails to notify Council of any change in circumstances which is relevant to an application under section 171A of the <i>Local Government Act 1989</i>

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Conditions of Waiver Applications

1. In addition to a successful waiver, ratepayers will be able to apply to defer payment of any remaining rates payable until 30 June 2021. All conditions of the deferral option will be applied
2. All waivers granted will be applied in the 2020/2021 rate year.
3. Waivers granted will be allocated, in the following order:
 - 1) Legal costs owing, if any
 - 2) Interest owing, if any
 - 3) Arrears rates, charges and Fire Services Property Levy owing, if any
 - 4) Current rates, charges and Fire Services Property Levy owing
4. Only one successful application per applicant can be made for waivers under section a). For the purposes of this policy, multiple owners who jointly own properties are considered one applicant.
5. Applicants holding an eligible Centrelink pension card may be eligible for a Victorian government pension rebate. Recipients may apply for a waiver under any of the above categories and this waiver will be in addition to any rebate provided by the Victorian government.
6. Incomplete applications or applications not including all required documentation will not be processed until the required information is submitted.
7. A successful waiver under section c) will not disqualify an applicant from making a subsequent application under sections a) or b). Any successful subsequent applications will only result in a waiver of the applicable amount, less the amount already waived under c)
8. Applicants may make applications for multiple properties under section b) or c) however an individual application must be made for each property.
9. Managing agents may make application on behalf of ratepayers, as long as council has been notified that they are the authorised representatives of the owner.
10. Waivers of rates that result in a ratepayer having a credit balance will not generally be eligible for a refund of the amount in credit.
11. Applications are subject to audit by Council or Council's appointed auditors. Failure to supply documentation when requested may result in the waiver being withdrawn and penalty interest charged.
12. Any decision by Council to not grant a waiver will be communicated in writing. Unsuccessful applicants will be able to request a review by a senior officer, not responsible for the assessment of the original application.
13. Applicants not able to make a written application due to disability, age, language or lack of access to technology can make an application using the assistance of a friend, relative, support person or council officer, who will be able to submit a written application on their behalf.

Special Rates and Charges

Special rates and charges levied under s. 163 of the Local Government Act 1989 will be treated in the same manner as general rates, with no interest being levied from 11 March 2020, until 30 June 2021 for those that have been granted hardship under this policy.

Administration Charges

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Council will not levy an administration charge during the operation of this policy for direct debit payments that dishonour through lack of funds for those that have been granted hardship under this policy. Three consecutive direct debit dishonours will result in a direct debit arrangement being cancelled.

Previously Levied Penalty Interest

Penalty interest levied prior to 11 March 2020 will not be waived unless a successful application is made under Council's existing Rates Hardship Assistance Policy or via a one-off Special Circumstances waiver as outlined in Council's Rating Strategy

Collections

Council will not undertake any collection activities during the applicable period of this policy under sections 180 or 181 of the Local Government Act 1989 for those ratepayers who have been granted hardship under this policy

Delegations

CD 9445 CEO to Staff Delegation – as required in Section 98 of Local Government Act 1989 applies throughout this document.

Implementation and Review

This policy is effective from April 2020 through to 30 June 2021.

This policy will be superseded by Council's Rates Hardship Assistance Policy from 1 July 2021

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