



Moreland City Council

## COUNCIL AGENDA

WEDNESDAY 14 AUGUST 2019

COMMENCING 7 PM

**COUNCIL CHAMBER, MORELAND CIVIC CENTRE,  
90 BELL STREET, COBURG**

### Language Link

This is the Agenda for the Council meeting.  
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## **INFORMATION ABOUT COUNCIL MEETINGS**

Council encourages its citizens to participate in the local government of Moreland. Accordingly, these notes have been developed to help citizens better understand Council meetings. All meetings are conducted in accordance with Council's Meeting Procedure Local Law 2018.

**WELCOME** The Mayor, who chairs the meeting, formally opens the meeting, delivers an acknowledgement of country and welcomes all present. This Council meeting will be recorded and webstreamed live to Council's website. This recording will also be available as Video on Demand. Although every care is taken to maintain privacy, gallery attendees are advised they may be recorded.

**APOLOGIES** Where a Councillor is not present, his/her absence is noted in the minutes of the meeting.

**DECLARATION OF INTERESTS AND/OR CONFLICT OF INTERESTS** Under the *Local Government Act 1989*, a Councillor has a duty to disclose any direct or indirect pecuniary (financial) interest, s/he may have in any matter to be considered by Council that evening.

**CONFIRMATION OF MINUTES** The minutes of the previous meeting are placed before Council to confirm the accuracy and completeness of the record.

**MINUTES/REPORTS OF SPECIAL COMMITTEES** Council considers reports from Special Committees that Councillors represent Council on.

**PETITIONS** Council receives petitions from citizens on various issues. Any petitions received since the previous Council meeting are tabled at the meeting and the matter referred to the appropriate Director for consideration.

**PUBLIC QUESTION TIME** This is an opportunity (30 minutes), for citizens of Moreland to raise questions with Councillors.

**COUNCIL REPORTS** Officers prepare detailed reports, which are considered by Councillors and a Council position is adopted on the matters considered. The Mayor can invite firstly Councillors, secondly Officers, and then citizens in attendance to identify Council reports which should be given priority by the meeting and considered in the early part of the meeting.

**NOTICES OF MOTION** A motion which has been submitted to the Chief Executive Officer no later than 12 pm (noon) ten days prior to the meeting which is intended to be included in the agenda. The motion should outline the policy, financial and resourcing implications.

**NOTICE OF RESCISSION** A Councillor may propose a motion to rescind a resolution of the Council, provided the previous resolution has not been acted on, and a notice is delivered to the authorised officer setting out the resolution to be rescinded and the meeting and date when the resolution was carried. For a decision of the Council to be rescinded, the motion for rescission must be carried by a majority of the votes cast. If a motion for rescission is lost, a similar motion may not be put before the Council for at least one month from the date it was last lost, unless the Council resolves that the notice of motion be re-listed at a future meeting. If a motion for rescission is not moved at the meeting for which it is listed, it lapses. A motion for rescission listed on a meeting agenda may be moved by any Councillor present but may not be amended.

**FORESHADOWED ITEMS** This is an opportunity for Councillors to raise items proposed to be submitted as Notices of Motion at future meetings.

**URGENT BUSINESS** The Chief Executive Officer or Councillors, with the approval of the meeting, may submit items of Urgent Business (being a matter not listed on the agenda) but requiring a prompt decision by Council.

**CONFIDENTIAL BUSINESS** Whilst all Council and Committee meetings of Council are open to its citizens, Council has the power under the *Local Government Act 1989* to close its meeting to the general public in certain circumstances which are noted where appropriate on the Council Agenda. Where this occurs, members of the public leave the Council Chamber or Meeting room while the matter is being discussed.

**CLOSE OF MEETING** The Mayor will formally close the meeting and thank all present.

**NEXT MEETING DATE** The next Council meeting will be held on Wednesday 11 September 2019 commencing at 7 pm, in the Council Chamber, Moreland Civic Centre, 90 Bell Street, Coburg. There will be a Council meeting designated to consider Planning and Related Matters held on 28 August 2019 commencing at 6.30 pm.



**1. WELCOME**

**2. APOLOGIES**

Leave of absence has been requested by Cr Davidson from 4 August 2019 to 20 August 2019 and Cr Irfanli from 26 August 2019 to 13 September 2019.

**3. DECLARATION OF INTERESTS AND/OR CONFLICT OF INTERESTS**

**4. CONFIRMATION OF MINUTES**

The minutes of the Council meeting held on 10 July 2019 and the Special Council meeting held on 10 July 2019 be confirmed.

**5. MINUTES / REPORTS OF SPECIAL COMMITTEE**

Nil.

**6. PETITIONS**

Nil.

**7. PUBLIC QUESTION TIME**

**8. COUNCIL REPORTS**

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**11. FORESHADOWED ITEMS**

**12. URGENT BUSINESS REPORTS**

**13. CONFIDENTIAL BUSINESS**

**DCF66/19     PROPERTY MATTERS (D19/272111)**

*Pursuant to sections 77(2)(c) and 89(2)(h) this report has been designated as confidential by the Chief Executive Officer because it relates to any other matter which the Council or special committee considers would prejudice the Council or any person.*

**DCF67/19     MORELAND AFFORDABLE HOUSING LTD  
(D19/251553)**

*Pursuant to sections 77(2)(c) and 89(2)(e) this report has been designated as confidential by the Chief Executive Officer because it relates to proposed developments.*

# **DCF62/19 TRAM SUBSTATION PROPOSAL - 211 REYNARD STREET PASCOE VALE SOUTH (D19/285324)**

## **Director City Futures**

### **City Change**

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#### **Executive Summary**

The Department of Transport (DoT) has an intention to introduce larger, low floor trams on route 58 (Melville Road) to improve capacity and accessibility. Council has consistently been supportive of investment in public transport in Moreland. The introduction of these trams means that additional power is needed, resulting in the requirement for an additional substation close to the line near Reynard Street in Pascoe Vale South. Funding and execution of tram substation projects are the responsibility of the State Government.

Public Transport Victoria (PTV) (now DoT as of 1 July 2019) approached Council in 2014 to seek agreement on siting a new tram power substation in Shore Reserve, Pascoe Vale South. Council officers advised PTV that Council did not support this proposed location as it would detract from the amenity of the heritage parkland and may impact upon mature trees and tree roots. Council officers suggested commercial properties in the area would be a more suitable location for the substation.

In April 2017, PTV purchased the vacant former shop and residence in a residential area at 211 Reynard Street, Pascoe Vale South (shown in Attachment 1). PTV did not seek Council's input regarding the suitability of the site for a substation prior to the purchase.

On 2 July 2018, PTV requested a meeting to discuss a new substation for tram route 58 but did not disclose the location. PTV subsequently cancelled this meeting.

In November 2018, Council officers met with PTV to discuss the substation. PTV advised Council of the property address. Council officers confirmed that no planning permit was required and advised that PTV should assemble all technical reports on the substations potential impacts prior to public consultation.

PTV advised the community of the proposed substation in early 2019, with a drop-in session for the community held on 3 April 2019.

As the building has a wall that is 200 millimetres from a bedroom in the neighbouring dwelling at 209 Reynard Street, the neighbours and surrounding community have become concerned about potential health and other impacts, particularly associated with electromagnetic fields (EMF). The community have raised a petition, regularly attended Council meetings to seek information from Council and organised an on-site rally.

The property at 211 Reynard Street, Pascoe Vale South is in the Neighbourhood Residential Zone - Schedule 1 (NRZ1) and does not require a planning permit for a substation. Consequently, DoT may proceed to build and operate the substation without any planning approval from Council.

At the 8 May 2019 Council meeting, Council resolved, (NOM18/19) to undertake a number of actions in response to community concerns with the substation.

In accordance with that decision:

- The Mayor wrote to the Minister for Public Transport requesting detailed information on EMF assessments, control measures and layout plans for the substation building. The letter also requested the substation project not be further progressed until the information is made available (Attachment 2);
- Council commissioned an independent, accredited expert to peer review the EMF reports prepared for PTV;
- The Mayor wrote to the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) seeking guidance about safe buffer zones of substations from houses. (Attachment 4).

The response to these actions is as follows:

- While the Minister did not respond directly, the Acting Deputy Secretary Transport Operations (previously PTV Chief Executive Officer) engaged in a series of meetings with Council's Chief Executive Officer and senior management on the issues of concern to the local community;
- Council's appointed independent EMF expert provided Council with a peer review of the EMF reports for the proposed substation, (Attachment 3). The peer review highlighted that while the proposal will meet ARPANSA guidelines, potential health concerns remain with the proposal (refer to extract below);
- The response from ARPANSA has been received and is included at Attachment 5.

The community in the immediate vicinity of 211 Reynard Street has actively expressed concerns regarding the safety of the substation within 200 millimetres of a neighbouring dwelling. The expert report commissioned by Council confirms it would be preferential to site the substation at a location where greater clearance from dwellings can be realised. The report states that:

*even after applying stringent mitigation methods at the proposed transformer substation at 211 Reynard Street, reducing fields to acceptable levels would be unlikely, due largely to the limited buffer distances at such a narrow site (6.0 M). If this distance were to be increased by 2-3 times, the chances of bringing fields down to acceptable levels would be greatly increased, because of the nature of fall-off of field with distance.*

On 1 August 2019, Council officers held a meeting with the 2 of the most immediately affected residents, to discuss the expert EMF peer review report commissioned by Council. A copy of the EMF peer review report has also been provided to DoT.

To date, in recognition of the concerns of the surrounding community Council has been advocating for DoT to explore alternative sites and Council officers have provided advice and assistance with this exploration. This has led to DoT exploring a potential alternative site and not progressing plans at 211 Reynard Street during this time.

Until this point Council has not had an evidence base with which to confirm that the 211 Reynard Street site is not a safe site for a substation. In recognition of the findings of the EMF peer review commissioned by Council, it is recommended Council writes to confirm to the State Government that it does not support the development of a substation at 211 Reynard Street due to the potential health concerns and re-affirm its continued interest to work with DoT to resolve a suitable and safe location for the substation.

## **Officer Recommendation**

That Council:

1. Writes to the Hon. Melissa Horne, Minister for Public Transport, and local State Members of Parliament for Brunswick and Pascoe Vale South, to advise Council does not support the development of a substation at 211 Reynard Street, Pascoe Vale South due to the electromagnetic field safety concerns confirmed by the expert peer review commissioned by Council, at Attachment 3 to this report.
2. Authorises the Chief Executive Officer (or anyone acting in that position) and senior officers of Council to write to the Secretary of the Department of Transport, Paul Younis confirming Council does not support the development of a substation at 211 Reynard Street, Pascoe Vale South, indicating a continued commitment to work with the Department of Transport to resolve a suitable and safe location for a substation.

## **1. Policy Context**

The Department of Transport (DoT), through its subordinate agency, Public Transport Victoria (PTV), is responsible for the operation, funding and expansion of public transport in Victoria. The DoT makes decisions regarding new infrastructure investment to ensure passenger capacity grows to reflect demand. In this particular instance, the DoT has an intention to introduce larger, low floor trams on route 58 (Melville Road) to improve capacity and accessibility. The introduction of these trams means that additional power is needed, resulting in the requirement for an additional substation close to the line.

The Moreland Integrated Transport Strategy (MITS) 2019 places a clear priority on mode shift that encourages residents to take up more sustainable modes of travel rather than driving. Council advocates to the State Government for tram services that are frequent, reliable and accessible. Increasing the capacity of trams is therefore consistent with MITS.

The Moreland Planning Scheme identifies the zoning of 211 Reynard Street, Pascoe Vale South as Neighbourhood Residential Zone - Schedule 1 (NRZ1). The NRZ1 is a residential zone that forms part of the suite of zones within the Victorian Planning Provisions that are approved by the Minister for Planning and applied to residential land throughout Victoria. Within this zone, the use and development of land for a Minor Utility Installation, which includes a substation, does not require a planning permit. Consequently, the proposed substation at 211 Reynard Street does not require any approval from Council.

Shore Reserve has previously been muted as a potential alternative site for the substation. The Moreland Planning Scheme identifies that Shore Reserve is within a Public Park and Recreation Zone (PPRZ) and a Heritage Overlay. Within this zone and overlay the use and development land for Minor Utility Installation, which includes a substation, does not require a planning permit.

The *Rail Management Act (1996)* also provides the DoT with specific powers to facilitate the installation of tram related infrastructure, including substations, on public land without the further approval of Council.

## **2. Background**

### **Shore Reserve**

In early 2014, PTV (now DoT) approached Council with a proposal to develop a tram substation in Shore Reserve, a park abutting the corner of Melville Road and Reynard Street, Pascoe Vale South. Council's response to the proposal was to indicate it did not support the substation being located in Shore Reserve, due to the heritage parkland values, tree protection, reduced recreational access and loss of visual amenity. Council's general advice to PTV at the time was to consider alternative commercial properties in the area.

## **211 Reynard Street, Pascoe Vale South**

In April 2017, PTV bought the vacant former shop/residence at 211 Reynard Street, Pascoe Vale South. PTV did not seek Council's input regarding the suitability of the site for a substation prior to the purchase.

On 2 July 2018, PTV requested a meeting for 23 July 2018 to discuss a new substation for tram route 58 but did not disclose the location. PTV cancelled this meeting.

In November 2018, Council officers met with PTV to discuss the proposed substation at 211 Reynard Street. Council confirmed that no planning permit was required but advised that PTV should prepare detailed technical reports on the potential impacts of the subdivision to inform public consultation.

PTV advised the community of its intent in early 2019, culminating in a PTV organizing a community drop-in session on 3 April 2019.

As the building has a wall that is 200 millimetres from a bedroom in the neighbouring dwelling at 209 Reynard Street, the immediate neighbours and surrounding community have become quite concerned about health and other impacts from a proposed substation, particularly associated with electromagnetic fields (EMF). The community has raised a petition, attended Council meetings asking questions from the public gallery and organised an on-site rally. A key demand the community have raised is that Council consider allowing DoT to locate the substation in Shore Reserve.

### **Substation description**

The proposed substation comprises of a 1.2 Megawatt (MW) transformer with a rectifier unit. The building would also have provision for a second 1.2 MW transformer that would only function as a backup in the event of failure or maintenance of the first unit. The substation would also contain a 100 kilo-volt-ampere (kVa) transformer for the purposes of air-conditioning and lighting.

### **Council response 8 May 2019**

At the Council meeting held on 8 May 2019, Council resolved to:

1. *Write to the Hon. Minister for Public Transport Melissa Horne to request that in light of the safety concerns expressed by the community:*
  - a) *A report be prepared by an appropriately qualified practitioner that demonstrates the substation will not result in a dangerous level of Electro Magnetic Field (EMF) in neighbouring dwellings. The report should detail the appropriate Act(s) and Regulations that guide EMF assessments and control measures and the Substations and high voltage installations exceeding 1 kV ac. Australia Standard (AS 2067:2016). The EMF report expert should include base level EMF testing of the site.*
  - b) *Detailed specifications of the substation transformer equipment are provided, including physical dimensions, setbacks from boundaries and likely output of EMF.*
  - c) *Detailed plans of design features to contain the likely EMF levels within formally recognised safe limits.*
  - d) *Concept drawings of the proposed substation building, including height, setback from all boundaries, construction materials, external lighting, external air conditioning units, signage and points of access.*
  - e) *Detailed information of noise emissions from the site.*
  - f) *An undertaking be provided that the 211 Reynard Street, Coburg substation project will not be further progressed until the information sought above has been made available to Council and the local community.*
  - g) *For the Minister to consider the removal of the substation from 211 Reynard Street to an alternative site.*

2. *Commission a peer review of the Public Transport Victoria (PTV) supplied EMF emissions report and its findings from suitably qualified expert, including independent base level EMF testing of the site. The brief for the EMF peer review report must be informed by input from concerned members of the community.*
3. *Receives a future report detailing the results and conclusions of the EMF peer review report, independent base level testing and the further information provided by the PTV.*
4. *Write to the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) to seek guidance about safe buffer zones of substations from houses."*

This resolution resulted from the continuing concerns raised by the community in the vicinity of 211 Reynard Street, Pascoe Vale South, regarding the proposal by DoT to develop the vacant building with a tram power substation. The primary concerns are noise and most significantly, the potential health risks arising from electromagnetic fields (EMF).

The actions determined by Council have been completed. The response to these actions is as follows:

- While the Minister did not respond directly, the Acting Deputy Secretary of Transport Operations engaged in a series of meetings with Council's CEO and senior management on the issues;
- The independent EMF expert provided Council with a peer review of the EMF reports for the proposed substation (**Attachment 3**). The peer review highlighted potential health concerns with the proposal;
- A response to the letter to ARPANSA was received (**Attachment 5**). The response lacks any specific direction or clear position on the matter.

### 3. Issues

#### **Site description and context, 211 Reynard Street, Pascoe Vale South**

211 Reynard Street is a vacant shop with a rear dwelling on the corner of Braemar Street (**Attachment 1**). It has an Art Deco shop front that once operated as a local hairdresser. The building is approximately 6.0 metres wide, with the eastern boundary wall set back approximately 200 millimetres from the wall of the neighbouring dwelling at 209 Reynard Street.

#### **Health and Safety implications**

##### ***Electromagnetic Fields (EMF)***

In meetings and correspondence, DoT officers have been forthcoming with information, furnishing their EMF reports to Council for the purpose of peer review. They have, however, stressed the growing urgency to resolve the matter as additional capacity on the route 58 tram is required in time to offset passenger disruption likely to be experienced when grade separation works are carried out on the Upfield Railway Line in 2020.

In response to the requirements of Item 2 of the resolution of 8 May 2019, Council engaged Professor Andrew Wood of Swinburne University to peer review the EMF reports provided by DoT as part of the substation proposal. Professor Wood is an expert in the area of impacts upon human health from EMF. Professor Wood has been called on as an expert advisor on EMF matters at court and co-authored ARPANSA standards, being standards set to govern the regulations for managing EMF in Australia.

In his peer review report at **Attachment 3**, Professor Wood outlines that the proposed methods set out in the original EMF report, including the technique of “prudent avoidance” whereby equipment siting and cabling laying methods are designed to minimise the level of EMF emanating from the site, are a valid practice. However, in summary the review report notes that due to the narrow nature of the building (approximately six metres), the levels may still be of concern.

When interviewed by Council officers as a follow up, Professor Wood agreed that an alternative location that afforded a significantly greater buffer from dwellings was likely to ensure that EMF levels remained within safe levels set out in ARPANSA standards, but this would be subject to confirmation by detailed design and modelling.

An extract from the executive summary of Professor Wood’s report states:

*Although the predicted ac and dc fields are well within the levels set by international bodies, their levels are well above values measured at present and above what the local community are likely to be prepared to accept. The principles of prudent avoidance (‘doing what can be done without undue inconvenience and at modest expense to avert the possible risk to health from exposure’) involve various methods of reducing magnetic fields at locations occupied by people. However, it is my view that even after applying stringent mitigation methods at the proposed transformer substation at 211 Reynard Street, reducing fields to acceptable levels would be unlikely, due largely to the limited buffer distances at such a narrow site (6.0 M). If this distance were to be increased by 2-3 times, the chances of bringing fields down to acceptable levels would be greatly increased, because of the nature of fall-off of field with distance.*

## **Noise**

In terms of the concerns regarding noise emanating from the development, DoT has indicated accurate noise projections will be provided as final detailed designs become available. DoT has indicated they are compelled to comply with the requirements of the Environmental Protection Authority’s (EPA), most notably the *State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) (SEPP No. N-1)*.

## **Human Rights Consideration**

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

## **4. Consultation**

Following a letter drop of the immediate neighbourhood, which provided three early concept architectural designs, along with common questions and answers regarding EMF and a link to the project website, PTV conducted a drop-in session regarding the proposal on 3 April 2019. The session, held at the Reynard Street Neighbourhood House, was also attended by the Mayor and Council officers. Since that session, members of the surrounding community have attended almost every Council meeting, raising their concerns and tabling a petition. The petition listed the concerns that the community has with the proposed substation and requested that Council act to keep our community safe, healthy and peaceful.

Council officers have maintained regular contact with the community, including the lead petitioner, providing regular updates on progress of DoT’s responses to Council letters and more recently DoT’s actions in working towards achieving an alternative site for the substation. It is recognised that the community have displayed a considerable level of patience while alternatives have been pursued.

On 1 August 2019, Council officers held a meeting with the two of the most immediately affected residents, to discuss the expert EMF peer review report commissioned by Council. A copy of the EMF peer review report has also been provided to the DoT.

## **5. Officer Declaration of Conflict of Interest**

Council officers involved in the preparation of this report have no conflict of interest in this matter.

## **6. Financial and Resources Implications**

Council have currently expended approximately \$7,500 on expert opinion regarding this matter. For the time being, it is considered necessary to retain the services of the EMF expert for advice on an ongoing basis.

These costs have been met by the City Change Branch budget.

Responding to this State Government project has absorbed a considerable amount of officer time, which is being managed within current resources.

## **7. Implementation**

Subject to Council's decision, letters will be sent by the Mayor to the Hon. Melissa Horne, Minister Public Transport, local State Members of Parliament for Brunswick and Pascoe Vale South advising that Council does not support the location of a substation at 211 Reynard Street, Pascoe Vale South.

The Acting Chief Executive Officer will also write to the Secretary of the Department of Transport, Paul Younis confirming that Council does not support the development of a substation at 211 Reynard Street, Pascoe Vale South, while indicating a continued commitment to work with DOT to resolve a suitable and safe location for a substation.

## **Attachment/s**

<a href="#"><u>1</u></a>	Aerial Photo - 211 Reynard Street, Pascoe Vale South	D19/271821
<a href="#"><u>2</u></a>	Letter from Mayor to Melissa Horne Public Transport Minister - Further Information and Commitments	D19/175113
<a href="#"><u>3</u></a>	Peer Review Study of Tram Substation EMF Reports	D19/271827
<a href="#"><u>4</u></a>	Letter to ARPANSA - Further Information Tram Substation Buffer Distances	D19/243791
<a href="#"><u>5</u></a>	Response from ARPANSA to Mayor - Potential Health Concerns	D19/295402





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The Hon Melissa Horne MP  
Minister for Public Transport  
Level 20, 1 Spring Street  
Melbourne VIC 3000

Dear Ms Horne

**PROPOSED TRAM SUBSTATION – 211 REYNARD STREET, PASCOE VALE SOUTH.**

At the General Meeting of Council held on 8 May 2019, it was resolved to write to you seeking specific assurances and commitments regarding the proposed tram power substation at 211 Reynard Street, Pascoe Vale South.

At the Council Meeting, the overwhelming interest from the public gallery related to this project. Several members of the local Reynard Street community expressed grave concerns regarding the potential health and safety implications of the project. Despite previous commitments from the PTV project team, vital information regarding detail of the substation has not been forthcoming. Council therefore seeks your urgent cooperation and intervention in this matter to avert further escalation of community concerns.

Council therefore seeks the following information and undertakings by 29 May 2019:

- a) A report prepared by an appropriately qualified practitioner that demonstrates the substation will not result in a dangerous level of EMF in neighbouring dwellings. The report should detail the appropriate Act(s) and Regulations that guide EMF assessments and control measures, including those set out in Australia Standard AS 2067:2016 – (Substations and High Voltage Installations Exceeding 1 kV AC). The EMF report expert should include base level EMF testing of the site.
- b) Detailed specifications of the substation transformer equipment, including physical dimensions, setbacks from boundaries and likely output of electromagnetic fields (EMF).
- c) Detailed plans of design features to contain the likely EMF levels within formally recognised safe limits.
- d) Concept drawings of the proposed substation building, including height, setback from all boundaries, construction materials, external lighting, external air conditioning units, signage and points of access.
- e) Detailed information of noise emissions from the site.

**Moreland Language Link**

廣東話	9280 1910	हिन्दी	9280 1918
Italiano	9280 1911	普通话	9280 0750
Ελληνικά	9280 1912	ਪੰਜਾਬੀ	9280 0751
عربي	9280 1913		
Türkçe	9280 1914	All other languages	
Tiếng Việt	9280 1915		9280 1919

- f) An undertaking that the 211 Reynard Street, Coburg substation project will not be further progressed until the information sought above has been made available to Council and the local community.
- g) An undertaking to consider the removal of the substation from 211 Reynard St to an alternative site as a means of resolving the issue.

As previously stated, Moreland City Council fully understands the need to build more tram power substations across the network to improve the capacity and reliability of this important network. However, Council must put the health and well-being of its community forward as our first consideration.

For further information please contact Phillip Priest, Acting Director City Futures on 9240 1245 or via email [ppriest@moreland.vic.gov.au](mailto:ppriest@moreland.vic.gov.au).

Yours sincerely



Cr Natalie Abboud  
**MAYOR**

16 / 05 / 2019

cc All MCC Councillors  
Dr Nerina Di Lorenzo, CEO

**PEER REVIEW**

**OF REPORTS BY JACOBS, BECA AND AURECON (AEMO)**

**REGARDING THE ELECTRIC AND MAGNETIC FIELDS ASSOCIATED  
WITH THE PROJECTED TRAM TRANSFORMER STATION AT 211  
REYNARD ST. PASCOE VALE SOUTH**

**BY**

**Professor Andrew Wood**

**School of Health Sciences**

**Swinburne University of Technology**

**Hawthorn, Vic 3122**

**31<sup>st</sup> July 2019**

## EXECUTIVE SUMMARY

Although the predicted ac and dc fields are well within the levels set by international bodies, their levels are well above values measured at present and above what the local community are likely to be prepared to accept. The principles of prudent avoidance ('doing what can be done without undue inconvenience and at modest expense to avert the possible risk to health from exposure..') involve various methods of reducing magnetic fields at locations occupied by people. However, it is my view that even after applying stringent mitigation methods at the proposed transformer substation at 211 Reynard Street, reducing fields to acceptable levels would be unlikely, due largely to the limited buffer distances at such a narrow site (6.0 M). If this distance were to be increased by 2-3 times, the chances of bringing fields down to acceptable levels would be greatly increased, because of the nature of fall-off of field with distance.

## INTRODUCTION

1. Public Transport Victoria (PTV) are aiming to convert a property at 211 Reynard St for use as a transformer station to supply 600 V dc to boost the capacity of the nearby tram route on Melville Rd Pascoe Vale S. This will involve the installation of one or possibly two transformers with associated rectifiers and capacitor banks to convert the incoming 22 kV ac to 600 V dc. Moreland City Council are conducting a due diligence process to determine the possible environmental impacts, particularly on properties adjacent to the projected transformer station.

## SCOPE OF THIS REVIEW

2. I have been asked by the Transport Department of Moreland City Council to produce a peer review of the three reports provided by Public Transport Victoria (PTV). These are reports by Jacobs, Beca and Aurecon relating to Electric and Magnetic Fields from Pascoe Vale Tram Substation, both now and after the proposed installation works. For convenience, I will refer to these three reports as Ja, Be and Au respectively. In particular, I have been asked to assess whether the EMF emissions of the substation comply with current Australian Standards, Internal Standards and any Australian Standards and how the projected fields may impact on neighbouring properties. I have also been asked to advise on the proposed methods for EMF mitigation as part of a Prudent Avoidance Strategy.

**BODY OF THE REVIEW**

3. I have read three reports and note that Be presents data based on survey measurements of Extremely Low Frequency (ELF) electric and magnetic fields (EMFs) as exist at 211 Reynard St and immediately nearby. Ja presents predicted EMF values (dc and ELF ac) within and in the surrounding area of the substation on completion of the project. In addition, Au report contains comments on the Ja predicted field levels in relation to international standards. This report also comments on the community concerns which have emerged and the way Prudent Avoidance principles might be applied as a way of allaying some of these concerns.

**DC MAGNETIC FIELDS**

4. The details of where the 600 V dc cable will run after exiting the building to connect to the tram route on Melville Rd some 150 m away are not given, so it is not possible to comment on possible impacts on houses along the route. The modelling in Ja is of a single cable 0.5 m from ground level running NS in the building and approximately 3 m from the common wall between the projected substation and the residence at 209 Reynard St. The worst-case situation (150% of planned maximum loading for 1.2 MW) reveals fields of over three times the Earth's field along the length of the common wall. The modelling seems to be consistent with the Biot-Savart formula  $B = 2 \times 10^{-7} \times I/r$ , where  $I$  is the current (3 kA) and  $r$  the distance (3 m). This gives 200  $\mu$ T, which is close to the value of 203  $\mu$ T given in the report for this position. The plan for the substation shows a future second transformer as a backup. Even though Ja model both transformers as being active, it is my understanding that they will never both be on at the same time. The modelling would seem to me to be a good indication of what field levels might be expected at no. 209 as well as other properties at similar distances from the cable. Note that burying the cable in a trench will give little shielding of dc magnetic fields.

**AC MAGNETIC FIELDS**

5. As revealed on p 6 of Ja, the incoming 22 kV primaries (given as 11 kV in the report) will carry modest current. Nevertheless, currents of the figure quoted, 66A, in suburban streets, would be expected to be associate with several  $\mu$ T, unless attenuated by phase cancellation effects, which they are in this case because of the trefoil arrangement of cables. The major current is between the transformer and the rectifier, which for 150% of maximum loading amounts to just under 1800 A line-to-line according to estimates provided by Ja (this seems reasonable).

6. The precise arrangement of cables between the transformer secondary and the rectifiers is not given, but the implication is that it is a so-called 12-pulse system, with a set of 6 cables (3 delta and 3 wye) arranged side-by-side 0.25 m apart in a flat configuration. The height of this above the floor is specified as being at the 'FFL' which is not defined. The maximum (150% loading) at the common wall is quoted as being just over 37  $\mu\text{T}$  (or 373 milliGauss). Note that this flat arrangement already provides a large amount of phase cancellation (the Biot-Savart formula applied to a single cable current of 3 kA (ac) gives a field of 200  $\mu\text{T}$  at a 3 m distance, as shown above, thus a field reduction of over 5-fold has been achieved through phase cancellation). Whether further reduction, by use of reverse phase trefoils or other alternative arrangements of cables would be a matter for further investigation, although typically differences between phase arrangements are of the order of less than 10-fold. Thus reducing the field at the common wall (perhaps at the expense of the field at the wall adjacent to the Braemar St) by a factor of two orders of magnitude (to 4 milliGauss, say, could represent a considerable challenge. However, the 150% loading used in Ja represents a very rare occurrence under fault conditions, The typical loading is expected to be well under 100%, but at present the ratio between daily maximum and time-averaged values is unknown.
7. The diagram on p 11 of Ja implies that both transformers (present and future) have been modelled (with a total power of 2 x 1.2 MW). Since they are separated by several metres, the elevated fields at the common wall are localised to the regions where the cables run from the transformers to the rectifiers (two 4 m stretches). Since these are relatively well-contained, further passive or active shielding should be considered [1]. The advice I have from PTV is that the two transformers will not be run in parallel, but shielding should nevertheless be considered for both of them.
8. The harmonics referred to on p6. are to do with the specific harmonics in the 12-pulse system and are typically a few percent of the transformer-rectifier current (4.5% in this case). However, they are considered by Ja to be generating magnetic fields 'between transformer and rectifier'. There will also be ac magnetic fields associated with remaining ripple in the dc current in the cable leaving the building. Since there are capacitor banks shown in the design it may be safe to assume that ac fields along the route of the cable at 550, 650, 1150 and 1250 Hz should be minor. However, since the induced current in the body is directly proportional to frequency it might be prudent to follow up with the consultants (Ja) on this point (1250 Hz fields will induce 25 times as much current as 50 Hz fields, for the same magnetic flux density). I am here commenting the modelling provided by Ja and understand that further filtering measures can be put in place to attenuate ripple both on the transformer-rectifier and dc cable circuits.

9. Although I am not familiar with the details of EN45502-2-3, the ac field of 163  $\mu\text{T}$  (at 150% loading) in Braemar St (see Table 4.2) exceeds the 139  $\mu\text{T}$  figure mentioned in 4.2.1, column 4. If mitigation techniques to reduce the fields at no. 209 have the consequence of increases to passers-by in Braemar St, this may need further serious consideration concerning implantable devices.
10. The Ja report does not model RF fields, either within the substation or in adjacent regions. There is a comment in section 4.3 that since there are specific EN standards covering tram substations for RF emissions, this particular substation will comply. Figure 4.4 has a helpful conversion from  $\text{dB}\mu\text{A/m}$  to nT or pT (the two quantities are linked via the factor  $4\pi \times 10^{-7}$ , among other conversion factors). Although these field values are very small, the metric of concern for RF exposure is the Specific Absorption Rate (in W/kg). A number of assumptions are involved in converting magnetic field to Power Flux Density (in  $\text{W/m}^2$ ) and then several more in estimating Specific Absorption Rate. Further assessments may need to be done to allay community concerns (see paragraphs 12 and 15 below). As I understand it, RF emissions will be extremely infrequent and associated with circuit breaker operation, but this information does not appear in the reports I am commenting on.

## ELECTRIC FIELDS

11. Electric fields (E-fields) tend to be a lesser concern to the general public (the International Agency for Research on Cancer has categorised specifically extremely low frequency magnetic fields as possibly carcinogenic to humans: electric fields are 'not classifiable'). The existing E-fields within no. 211 and on the footpaths outside have been measured by Be, and are unremarkable, except for a value of 280 V/m on the corners of Reynard and Braemar St, most likely associated with the existing overhead power distribution cables in the street. This value is fairly typical in suburban streets. E-fields are strongly attenuated by trees and other structures in the street.

## PRUDENT AVOIDANCE/PRECAUTIONARY PRINCIPLE

12. Even though the fields discussed here are well within the current ARPANSA/ICNIRP guidelines (see Au for specific values), there is a case, given the IARC classification mentioned above, for mitigation, specifically of 50 Hz magnetic fields. Both Ja and Au comment of possible field mitigation strategies, principally in relation to ELF magnetic

fields. Table 5.1 in Ja lists screening, active cancellation and re-location as the three major strategies, since there is little scope for limiting traction current. Section 5.2 in AU gives a rationale behind reducing fields below the relevant General Public limits, especially if exposure would be over prolonged periods and if children are involved. Since there could well be children living in adjacent residences and since the exposure is expected to be more-or-less continuous, a precautionary approach is warranted. It is my view that further adjustments of the distance of the transformer-rectifier cables from no.209 and changing the cable arrangements may not be sufficient to allay community concerns and that active screening may need to be done in addition. Even this may not be sufficient. The use of metal shielding in the common wall (typically mu-metal, copper, or a laminated design) is another possibility, but my understanding is that field reduction by this method is quite modest. Even if the average loading is 40% rather than 100% (or even the 150% worst-case scenario discussed by Ja) the mitigation to levels the community may be prepared to accept represents a considerable challenge, in my opinion.

## CONCLUSION

13. Having reviewed the report of Ja, it is my view that the authors have used appropriate modelling techniques to characterise the ac EMFs from cables connecting the transformer secondaries to the rectifiers, since this represents to largest amount of ac current (around 1 kA). I am confident that the EMFs in neighbouring dwellings will comply with ARPANSA/ICNIRP limit values, however, since they could well be in excess of 300 milliGauss there is a case for further precautionary measures than those proposed in the Au report, as discussed below. The dc magnetic field from the cable from the rectifier(s) to the street is also high when compared to the Earth's field and these elevated fields will be experienced in the neighbouring property. Nevertheless, it should be emphasised that the fields are well below the ICNIRP dc limits, including for people with implants. 50 Hz Electric fields were not modelled in the Ja report, although they are expected to be less of a concern.
14. The Ja report did not model RF fields, noting that they would be expected to comply with Railway System standards. However the magnetic field RF limits have been derived from the Power Flux Density (PFD) limits, assuming the measurement point is several wavelengths away from the source (far-field). At 50 kHz, for example this distance would be of the order of 6 km, so compliance with the magnetic field limit would not necessarily imply compliance with PFD limits and even less with the Basic Restrictions, which are 0.08 W/kg of Specific Absorption Rate for 100 kHz – 300 GHz (at present) for whole-body

exposure. However, the RF sources within the transformer station are not expected to be strong. On the other hand, because of community concerns over smart meters, which are relatively low power RF sources, comparison with existing tram transformer stations for RF emissions might be prudent. If indeed RF is only emitted when circuit breakers are operating, which will be a rare event, then this will be a minor issue.

15. The Au report gives a number of recommendations on mitigation methods for ac fields, especially regarding the adjacent property (209 Reynard St), including locating cables as far away from the common wall as possible and using phase cancellation techniques (the ac low voltage cables assumed at present to be 0.25 m apart in a flat configuration). It is my opinion that these measures will only have a modest effect on fields at the common wall. It is important to convey the actual predicted fields after applying these measures rather than giving imprecise indications. Although the worst-case value of  $37.3 \mu\text{T}$  is well within the ICNIRP general public limit of  $200 \mu\text{T}$ , the ruling in the *Energex vs. Logan City Council & Ors* (2002) [4] case has set what is regarded as some in the public arena as an expectation that mitigation measures for new builds ought to be able to achieve a maximum time averaged field of 4 milliGauss ( $0.4 \mu\text{T}$ ) in relation to feeders to transformer stations. It should be pointed out that the judge in this case did add the words 'where reasonably practicable'. Nevertheless, since this represents a reduction of around 90-fold (compared to worst-case  $37.3 \mu\text{T}$ ), this represents a significant challenge. Even assuming a 40% average load, the reduction would need to be 24-fold, which is still a challenge. Other mitigation methods such as passive shielding by the use of series-capacitor loops [2] or active shielding [3] should be considered, although again the expected reductions are in the region of 10-fold rather than 100-fold. It must be said that fields around  $30 \mu\text{T}$  close to transformers in commercial or domestic situations are not uncommon. Blocks of flats may have transformers in the basement of first floor, and the fields on the floor of the flats above or to the side may be elevated, in most cases without the occupants knowing. It should be added that for greater distances from the source (more than 10 m, say) the fall-off in magnetic field is faster than the  $1/r$  mentioned in paragraph 4. For two conductor sources the fall-off is with  $1/r^2$  and with multiple-conductor sources it is  $1/r^3$  [1]. There are a variety of methods for predicting 50 Hz magnetic fields due to specific cable configurations and it would be wise to use more than one, to check for consistency. Measurements from existing 1.2 MW stations at comparable distances would be useful to have.
16. It is to be emphasised that a causal link between 50 Hz magnetic fields above a few milliGauss and childhood leukaemia has not been established. There is on the other hand equivocal evidence of an association, which in part led to the IARC categorisation of 50

- Hz magnetic fields as 'possibly carcinogenic to humans'. My own view, as quoted in section 45 of the Energex vs Logan City Council and Ors judgement is that although 'the possibility remains that homes in which the fields above 4 mG measured as a 24 hour average are associated with childhood leukaemia, I consider the possibility of the magnetic fields as being causative to be very small'. The reasons for advocating the lowering of fields as much as practicable is for reasons of the application of the precautionary principle, or Prudent Avoidance, rather than an expectation that there will be a demonstrative reduction in disease incidence. The application of Prudent Avoidance Principles implies 'doing whatever can be done at modest cost and without undue inconvenience to avoid the possible risk' to health. How this translates into specific measures is a matter of interpretation, but the principles of effective risk communication would dictate that affected parties should be in full possession of relevant data and be respected in the overall planning process.
17. According to the Be report, the 50 Hz magnetic field on the footpath at the boundary of 209 and 211 Reynard St is of the order of 0.09 mT (0.9 milliGauss) – (Test Traverse T2, 14 m). This, I would suggest, indicates that the present field levels next to the common wall of this order of magnitude. Thus even keeping below the suggested field level of 4 milliGauss (0.4  $\mu$ T) mentioned above represents an increase on existing values. However, this is well below the 200  $\mu$ T ICNIRP limit (Au), although it is to be remembered that the ICNIRP Basic Restrictions are set by considering immediate electrophysiological effects rather than the issue of long-term exposures.
18. The projected worst case dc magnetic field of 200  $\mu$ T at the common wall between nos. 209 and 211 represents around 4 x the Earth's field of 60  $\mu$ T in Coburg (see <http://www.magnetic-declination.com/Australia/Melbourne/121955.html>). Assuming the property frontage of no. 209 to be 16.5 m, the values will be of the order of or significantly greater than the Earth's field over most of the property area. Depending on the direction of current flow, the effect of the dc cable would be either to add to or subtract from the Earth's field in the neighbouring property. This might affect devices (such as smart phones) which use internal magnetometers to determine orientation. As the Au report points out, the fields are well within ICNIRP limits, but that at 40% of levels for concern for medical implant interference (see p5 of Au, bottom line), the margin is not great, particularly if the Earth's field is additive (40% would rise to 50%). It is not clear at this stage what route will be chosen for the cable running along Reynard St to Melville Rd, and again, this might adversely impact on the dc fields experienced in no. 209.

## References

- [1] D. Urban, M. Bangay, and T. Dovan, "Mitigating Nonionizing Radiation Risks," in *Non-Ionizing Radiation Protection*, A. W. Wood and K. Karipidis, Eds. Hoboken, NJ: John Wiley & Sons, 2017, pp. 496-525.
- [2] R. A. Walling, J. J. Paserba, and C. W. Burns, "Series-capacitor compensated shield scheme for enhanced mitigation of transmission line fields.," *IEEE Transactions on Power Delivery*, vol. 8, no. 1, pp. 461-468, 1993.
- [3] S. Celozzi and F. Garzia, "Active shielding for power-frequency magnetic field reduction using genetic algorithms optimisation," *IEE Proceedings - Science, Measurement and Technology*, vol. 15, no. 1, pp. 2-7, 2004.
- [4] <https://archive.sclqld.org.au/qjudgment/2002/QPEC02-001.pdf>

## Appendix

## Author's Biographical Note

## Qualifications

1. **THE AUTHOR** is Andrew William Wood. I am a biophysicist with a first honours degree in physics, a masters and a PhD in Biophysics, with over 40 years' experience in both these areas.
2. **CURRENTLY** I am Professor within the School of Health Sciences, Faculty of Health, Arts and Design, Swinburne University of Technology in Melbourne. I have been full professor for ten years and was Associate Professor for the six years prior to that. Until the end of 2002, I was in the School of Biophysical Sciences & Electrical Engineering at Swinburne University of Technology for 23 years, initially as Lecturer and promoted to Senior Lecturer in 1984. Prior to that I was Development Officer for the University of London Board of Studies in Physiology after having completed post-doctoral work within the Department of Medicine at King's College Hospital Medical School, University of London.
3. I have academic qualifications in Physics (BSc Honours, University of Bristol, UK) and Biophysics (MSc, University of East Anglia, UK; PhD, University of London, UK). My Masters and Doctoral theses were both concerned with the transport of mineral salts across biological cell membranes. My research into this topic has continued up to the present, having directed several projects investigating cell calcium dynamics.
4. I am a member of the Institute of Physics (UK), the Bioelectromagnetics Society and am currently the President of the latter society (whose headquarters are in Washington DC).
5. **AS** a member of the Bioelectromagnetics Society, I have attended Annual Meetings of the society (and related meetings) for most years since 1991, presenting some of my research work at these meetings. I am currently an Associate Editor of the journal Bioelectromagnetics.
6. I have been involved in research into possible bio-effects of Electric and Magnetic Fields (**EMF**) for 26 years. In 1985, I spent 5 months in Dr Carl Blackman's laboratory at the US Environmental Protection Agency. Dr Blackman's name is often associated with the 'Calcium Effect', which is quoted as evidence for low level EMF having biological effects which could possibly be linked to harm.

7. I have been in receipt of funds both from national competitive granting bodies such as the National Health and Medical Research Council (**NHMRC**) and the Australian Research Council and from non-government sources, including a Telstra Research Fellowship. I have received over 12 project grants, and 3 program grants, the majority to do with possible EMF bioeffects. I am a Chief Investigator with the Australian Centre for Electromagnetic Bioeffects Research (**ACEBR**), which is a NHMRC-funded centre for research excellence and is into its 8<sup>th</sup> year of operation (and 5 years prior to that as the Australian Centre for Radiofrequency Bioeffects Research).
8. I have been involved, in the past, in several Government committees in radiation and EMF matters, notably the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) Radiation Health Committee (**RHC**) as a non-ionising Radiation specialist. I was until 2011 the Chair of the Extremely Low Frequency (**ELF**) Standard Working Group, which had been given the task of drafting the new Australian standard relevant to powerline EMF exposures, by the RHC.
9. I have undertaken several assignments with the World Health Organisation (**WHO**), including being a short-term consultant within the Ministry of Health, Malaysia, and as a member of the Task Group to finalise the WHO Environmental Health Criteria monograph on ELF (No. 238). I am currently a member of the International Expert Group of the International Commission for Nonionizing Radiation (ICNIRP) and a member of a Dosimetry Working Party for WHO/ICNIRP.

In regard to possible conflict of interest I would like to make it clear that in 1991, I was seconded on a part-time basis to the (then) Electricity Supply Association of Australia as a Scientific Consultant, to construct a database of scientific studies relating to possible health effects of ELF and to advise on interpretation of these scientific studies in relation to public health. I received some research funding from the (now defunct) Australian Electricity Supply Industry Research Board. I have appeared as an expert witness in three court cases in which EMF was an issue. I appeared in my capacity as a Swinburne employee, not as a private individual. I have never received salary or personal direct or indirect payment from the electricity supply industry, either in respect to advice I have given or to the preparation of expert witness reports. Again, in my capacity as a Swinburne employee, I have accepted assistance to attend Bioelectromagnetics conferences from industry sources.



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The Manager  
Melbourne Office  
Australian Radiation Protection and  
Nuclear Safety Agency (ARPANSA)  
619 Lower Plenty Road  
YALLAMBIE VIC 3085

Dear Sir/ Madam

**REQUEST FOR INFORMATION AND GUIDANCE – SAFE EMF BUFFER DISTANCES  
FOR TRAM SUBSTATIONS IN RESIDENTIAL AREAS.**

On behalf of Moreland City Council, I seek guidance and advice in relation to safe buffer distances for the location of new tram substations in established residential areas.

Specifically, Public Transport Victoria (PTV) have acquired a disused property at 211 Reynard Street, Pascoe Vale South, for the purposes of installing a tram substation to increase power supply capability for the Route 58 Tram on Melville Road. The proposal has become the subject of a high level of concern in the immediate community, with a number of residents citing possible health implications from prolonged exposure to electromagnetic fields (EMF).

This type of equipment is described in the Moreland Planning Scheme as a Minor Utility Installation and consequently does not require a planning permit from Council. Nevertheless, Council wishes to ensure the safety and well-being of its community.

Briefly, the known details of the proposed substation are as follows:

- The existing building has a width of approximately 6.0 metres and is situated on a corner.
- An auxiliary transformer for air conditioning, lighting and sundry power that has a power rating of 100 KVA.
- The power rating of the main transformer is 1.2 MVA.
- An additional transformer of the same rating (1.2 MVA) is proposed for the rear of the building that will function as a back-up/ stand-by unit.
- The primary supply voltage is 22 KV ac.
- The secondary output is 600 V dc from the bridge rectifier.

**Moreland Language Link**

廣東話	9280 1910	हिन्दी	9280 1918
Italiano	9280 1911	普通话	9280 0750
Ελληνικά	9280 1912	ਪੰਜਾਬੀ	9280 0751
عربي	9280 1913		
Türkçe	9280 1914	All other languages	
Tiếng Việt	9280 1915		9280 1919

PTV engaged a consultant to produce an EMF report as part of the development of detailed plans. Council subsequently engaged a suitable expert to peer review this report. A copy of the peer review report can be provided to your agency upon request once it is finalised.

Council would appreciate any advice you can provide regarding safe buffer distances from the equipment to the bedroom in the abutting building. There is an air gap of approximately 200 mm between neighbouring walls at 209 and 211 Reynard Street.

It should be noted that PTV are intending to add a total of 30 additional substations across the entire tram network, a situation that is likely to create community interest on a broader scale.

For further information please contact Council's Manager City Change, Olivia Wright, on 9240 1245 or via email [owright@moreland.vic.gov.au](mailto:owright@moreland.vic.gov.au).

Yours sincerely

*Natalie Abboud*

Natalie Abboud  
**MAYOR MORELAND CITY COUNCIL**

31/07/2019

cc All MCC Councillors  
Dr Nerina Di Lorenzo, CEO  
Phillip Priest, A/DCF



**Fig 1- 211 Reynard Street, Pascoe Vale South**



Australian Government  
Australian Radiation Protection  
and Nuclear Safety Agency



29 July 2019

Ref: D1925669

Natalie Abboud  
Moreland City Council  
90 bell street,  
Coburg,  
Victoria, 3058

**Re: Request for information and guidelines - safe EMF buffer distances for tram substations in residential areas.**

Dear Ms Abboud

Thank you for your letter of 3 July 2019 concerning information and advice on safe EMF buffer distances for tram substations in residential areas

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) provides expert advice on radiation protection and nuclear safety matters to the Australian Government. In order to provide the best advice on the protection of the Australian public from the effects of radiation, ARPANSA undertakes its own research and reviews the relevant scientific research, including exposure to static and extremely low frequency (ELF) electric and magnetic fields (EMF) from electricity supply infrastructure.

We have also received the draft report by Professor Andrew Wood on the various EMF measurements and calculations of the current and proposed substation site. We have perused this report in order to give general advice on the safety of EMF. ARPANSA cannot comment on the accuracy of the report or the recommendations given by the author.

Substations, power lines and other electrical sources such as common electrical appliances and wiring, all emit EMF. As we are surrounded by electrical sources in our daily lives we are all exposed to some level of EMF constantly. The EMF measurements and calculations in the near vicinity of the substation site as mentioned in Professor Wood's draft report are higher than what is normally encountered but lower than exposure Guidelines published by the International Commission of Non-Ionising Radiation Protection (ICNIRP). The ICNIRP Guidelines are aimed at preventing the established health effects resulting from exposure to EMF and are consistent with ARPANSA's understanding of the scientific basis for the protection of the population.

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arpansa.gov.au

There is no established evidence that the EMF exposure from substations, power lines, transformers or other electrical sources, regardless of the proximity, causes any health effects. There is a body of epidemiological research indicating an association between prolonged exposure to higher than background ELF magnetic fields (which can be associated with residential proximity to electrical supply infrastructure) and childhood leukaemia. There are problems with the methods in epidemiological studies that weaken the conclusion from these results. It is not known how magnetic fields could cause childhood leukaemia. Overall, other research including various experimental studies have not confirmed these results.

The EMF measurements and calculations in the near vicinity of the substation site as mentioned in Professor Wood's draft report are well below the limit set by ICNIRP based on established health effects. The EMF measurements and calculations are higher than what is normally encountered in the everyday environment. In these circumstances, ARPANSA, along with the World Health Organization and other national health authorities, advocates a degree of precaution and the reduction in exposures to magnetic fields where this can be achieved at modest or no cost. This is consistent with the policy of prudent avoidance adopted by the electrical supply industry. A precautionary assessment must be based on avoidable exposures and net benefit (taking costs and other risks into account) with the overall aim to reduce exposure without increasing other risks or reducing the benefits of electricity supply. ARPANSA cannot comment on the specific mitigation techniques to reduce EMF exposure mentioned in Professor Wood's draft report.

The Australian Government has a role in providing scientific advice on radiation protection and in facilitating uniformity of radiation protection standards throughout Australia. The state and territory governments, in turn, are responsible for the planning and regulation of infrastructure, including the provision of electrical power. Environmental impact assessments of electrical infrastructure, which consider possible health effects, is also undertaken by state and territory authorities.

ARPANSA continues to maintain continual oversight of emerging research into the potential health effects of EMF exposure from substations and other electrical sources in order to provide accurate and up-to-date advice and reassurance to the Australian Government and people.

For more information refer to the ARPANSA factsheet 'Electricity and Health'

<https://www.arpansa.gov.au/understanding-radiation/radiation-sources/more-radiation-sources/electricity>

Yours sincerely



Dr Ken Karipidis  
Assistant Director  
Assessment and Advice Section  
Radiation Health Services Branch

## DCF63/19 TRIAL ROAD CLOSURES - JOHN STREET, BRUNSWICK EAST (D19/243646)

### Director City Futures

### City Change

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#### Executive Summary

At the April 2019 Council meeting, Council considered a report (DCF22/19) on improving safety of cyclists travelling along the East Brunswick shimmy on John Street in Brunswick East. Council resolved at this meeting to commence the process for a trial road closure at the northern end of John Street, Brunswick East, defined in the *Local Government Act 1989* as a 'genuine traffic diversion experiment'. The purpose was to determine whether the closure is an appropriate method to reduce vehicle volumes on John Street, thus improving cycling along this route. Furthermore, the trial would also provide information on how traffic is re-distributed across nearby local streets such as Hutchinson Street, Ethel Street and French Avenue and thus inform a decision on whether to convert the temporary closure to a permanent closure.

The process required public consultation under Section 223 of the *Local Government Act 1989*. This report explains the results of that consultation and feedback received from VicRoads on the proposal to allow Council to make a decision on the trial road closure.

Following the review of 149 submissions, 62 in support, 75 against and 12 neutral, Council officers recommend Council undertakes the trial closure of John Street at the Albert Street end to a point 8 metres further south (Attachment 1). Given the upcoming developments occurring on John Street, the closure will help reduce the traffic volumes along this section of the street. In line with the Moreland Integrated Transport Strategy 2019, the lower traffic volumes will improve both pedestrian and cycling safety along this key section of the Brunswick Shimmy.

The trial closure will also help inform any decision to move to a permanent closure by providing an opportunity to gather data on how traffic is re-distributed in the local area. This data will assist in identifying any concerns resulting from the re-distributed traffic and if required, develop an appropriate local area traffic management strategy to resolve these and other issues if recommending to proceed with a permanent closure in the future.

#### Officer Recommendation

That:

1. Council resolves, under Section 207, Schedule 11, Clause 10(1)(c) of the *Local Government Act 1989*, to erect temporary barriers in John Street, Brunswick East to a point 8 metres south of Albert Street to block the passage of vehicles other than bicycles, for the purpose of a genuine traffic diversion experiment, as published in public notices on 13 and 14 May 2019, with a further report to be presented to Council 5 months after the trial closure.
2. Council officers undertake traffic counts before and during (approximately 2-3 months after the closure has been implemented) the temporary closure in John Street, Hutchinson Street, Albert Street, Glenlyon Road, Ethel Street, French Avenue, Clarke Street, Deakin Street and Methven Street in Brunswick East, to assess the redistribution of traffic in the area as a result of the closure.
3. Based off traffic volume data during the trial closure, Council officers assess whether redistributed traffic requires additional traffic calming strategy in neighbouring streets.
4. Council officers monitor the queuing at the intersection of Glenlyon Road and Nicholson Street, Brunswick East before and during the temporary closure.

5. Council receives a further report in early 2020 on the impacts of the traffic diversion experiment in John Street, Brunswick East to a point 8 metres south of Albert Street.
6. Council officers notify all those previously notified in writing, including those who made submissions and Department of Transport, of Council's decision.

## **1. Policy Context**

Council's Moreland Integrated Transport Strategy 2019 includes Headline Action 3 – use of road closures to support mode shift.

## **2. Background**

In April 2019, Council considered a report (DCF22/19) on improving the safety of cyclists travelling along the East Brunswick shimmy on John Street, especially given the impacts that the East Brunswick Village is anticipated on having in the local area. Council resolved to:

- Provide in-principle support to close John Street at Albert Street, improving the crossing at Albert Street and upgrade the refuge island at the intersection of Glenlyon Road and John Street.
- Approve the commencement of the process under Section 207, Schedule 11, Clause 10(1)(c) of the *Local Government Act 1989* to erect temporary barriers in John Street from Albert Street to a point 8 metres to the south of Albert Street to block the passage of vehicles other than bicycles, for the purpose of a genuine traffic diversion experiment.
- Give public notice of the traffic diversion experiment proposals and calls for submissions under Section 223 of the *Local Government Act 1989* as required by Section 207A of the Act, in the *Moreland Leader* and *Northern Leader* newspapers, on Council's website and to owners and occupiers of all properties in the area bounded by Nicholson Street, Glenlyon Road, Hutchinson Street, Fleming Park and Victoria Street.
- Appoint Cr Riley as Chair, and Cr Dorney, Cr Martin and Cr Tapinos to a Committee to hear any submitters requesting to be heard in support of their written submission.
- Notes the Hearing of Submissions Committee meeting will be held on a date and time to be set, at the Moreland Civic Centre, 90 Bell Street, Coburg.
- Following the consultation process, receives a report outlining any submissions received in relation to the proposed traffic diversion experiment and the report from VicRoads on the proposal, with a recommendation whether to proceed.

The public notices required by Council were published in the *Moreland Leader* and the *Northern Leader* newspapers on 13 and 14 May 2019 and placed on Council's website. During the week prior, the required notices were mailed to the owners and occupiers of all properties in the area bounded by Nicholson Street, Glenlyon Road, Hutchinson Street, Fleming Park and Victoria Street in Brunswick East as per Council's resolution. Due to the large volumes of submissions, the public consultation was extended for an additional week until the 21 June 2019.

### **Diverted traffic - Glenlyon Road/John Street intersection**

Recent traffic counts reveal that Glenlyon road currently sees just under 11,300 vehicles per day. Local John Street, East Brunswick traffic, previously travelling north from their residences on John Street to then travel west onto Albert Street, would, during the trial, be forced to travel south on John Street and then West onto Glenlyon Road. As such it is expected that the number of right hand turns from John Street onto Glenlyon Road is expected to increase. Council officers will conduct counts at peak times to assess the impact of the trial closure on these movements.

### **Glenlyon Road and John Street crossing facility**

It is expected that an upgrade to the Glenlyon Road and John Street intersection crossing facilities is to occur in the 2019/2020 financial year. This will see the construction of a larger refuge island on Glenlyon Road and a kerb outstand on the Southern side of Glenlyon Road thus reducing the crossing length. This will also see a larger refuge area for cyclists directly west of the refuge island, thus making it safer for cyclists to cross at this location.

### **Increased Traffic Volumes in local streets**

Base line counts have been conducted for John Street, Hutchinson Street, Albert Street, Glenlyon Road, Ethel Street, French Avenue, Clarke Street, Deakin Street and Methven Street. Once the trial closure is put in place counts will be conducted in these same areas to evaluate the redistribution of traffic in the area.

## **3. Issues**

### **Public submissions**

Total number of submissions: 149

- 75 Submissions against.
- 62 Submissions in support.
- 12 Submissions neutral.

### **Submissions in favour**

- 37 submissions supporting the trial closure received from cyclists currently using the Brunswick shimmy have welcomed the closure, citing that the closure would make the John Street leg safer for cyclists;
- 23 submissions supporting the trial closure in John Street have welcomed the trial closure, stating that it will help reduce the amount of traffic through their street and thus make it safer for children and adults to access facilities in the area including Fleming Park by foot and bicycle;
- The Brunswick Residents Network have made their submission in favour of the closure citing an improvement to the cycling network in the area and a reduction in cut through traffic via John Street, while recognising potential impacts on Hutchison Street which runs parallel to John Street to the west. Brunswick Residents Network believes that this is not a reason to abandon the closure, but that Council needs to address resident concerns through a range of measures, including considering reduced speed limit trials, conducting traffic counts and investigating new traffic calming measures in Hutchinson Street to slow traffic moving north-south and east-west.

### **Submissions in opposition**

75 submissions opposing the proposed closure raised various concerns, the main points of which are summarised below:

- 37 submissions from local area residents state that John Street is used by locals in the area to safely access Glenlyon Road. The closure of John Street would prevent the use of Glenlyon Road as a safe route to accessing Nicholson Street to travel south;
- 20 submissions from the residents opposing the trial closure state that Victoria Street currently has no right turn restrictions onto Nicholson Street during peak times, and the right hand turn from Albert street is extremely difficult to safely make during peak times. As such this limits the ability of local residents to safely access Nicholson Street when wanting to travel south;

- 6 submissions from residents also state the difficulty in accessing Nicholson Street, south bound, from Albert Street and Victoria Street has been further exacerbated by the recent Yarra Tram stop works which has effectively converted Nicholson street to a one lane street in this area, thus making traffic heavily congested;
- 5 submissions from the residents opposing the trial closure believe that the traffic volume through John Street is in fact local residents using their local network in the safest manner possible to get in and out of the area, as opposed to 'rat-runners' who are using it as a cut through. As such, local residents believe that they have the right to access this road to safely make their way through to Nicholson Street during peak times;
- 12 submissions from residents of John Street, and in particular the apartment complex, 'The Albert', which has 2 car park exits from the complex directly onto John Street, have raised concerns of being limited from turning north onto John Street as a result of the closure. Those concerned have outlined that the 176 well-utilised car park spaces in The Albert, will be forced to travel south on John Street and of those wishing to travel west or wishing to access Lygon Street, will be forced to make a right hand turn from the unsignalised intersection of Glenlyon Road and John street. Residents have claimed the right-hand turn is unsafe and very risky during peak times due to the nature and volume of the road;
- 44 submissions from residents in neighbouring Hutchinson Street, Ethel Street, Deakin Street, Methven Street and French Avenue are concerned about the traffic volume increase that their streets will see as local residents look for alternatives to navigate north south between Glenlyon Road and Albert Street;
- Residents of the above noted streets have also noted the narrow nature of their streets and the safety implications that an increase in volume will have on the residents of the streets;
- 6 submissions from residents have requested an alternative approach of creating two alternate one-way streets on John Street and Hutchinson and combining this with a protected bike lane on John Street;
- 5 submissions from residents have also noted that they are concerned that Council is ignoring the needs of local residents in favour of decisions that will only improve conditions for cyclists who may not reside in the local area;
- 8 submissions from residents have also raised concerns around the dangers that cyclists using the East Brunswick Shimmy introduce to pedestrians in the area. Residents believe increasing cycling activity through John Street will only put local pedestrians further at risk and make it more difficult to access facilities such as Fleming Park;
- 6 submissions stated that a closure of John Street will see an increase in congestion on Nicholson street.

### **Nicholson Street traffic**

Submissions calling for John Street to remain open to reduce traffic congestion in Nicholson Street and Glenlyon Road are contrary to the aims of the Moreland Integrated Transport Strategy (MITS) of keeping 'through' traffic on the arterial and Major Council Roads.

### **VicRoads/Department of Transport (DoT) report**

Council requested a report from VicRoads, now DoT, on the proposed trial closure, as required by Clause 10, Schedule 11 of the *Local Government Act 1989*. VicRoads has given consent for Council to undertake this trial road closure. Council officers are working with their counterparts at DoT to determine assessment criteria for the trial closure on the arterial road network. This information will be included in a post-trial evaluation report to Council, along with an officer recommendation on whether to proceed with the permanent closure or not.

## Assessment

Council officers recommend that Council undertakes the trial closure in line with the MITS. The closure will see a reduction in volumes through John Street, Brunswick East thus considerably improving cycling safety along this section of the Brunswick Shimmy. Furthermore, the reduction in volumes will also improve pedestrian safety of residents accessing local shops and Fleming Park.

A trial closure will provide an opportunity for officers to collect traffic volume and queuing data in local streets to inform the decision regarding a permanent closure. This will involve organising volume counts in:

- John Street;
- Hutchinson Street;
- Albert Street;
- Glenlyon Road;
- Ethel Street;
- French Avenue;
- Clarke Street;
- Deakin Street; and
- Methven Street, Brunswick East.

Council officers will also collect queue length data at Glenlyon Road and Nicholson street, Brunswick East and monitor turning movements at the southern end of John Street and the eastern end of Albert Street at Nicholson Street, Brunswick East.

This data will allow Council officers to form an opinion on whether to recommend proceeding with a permanent closure, and if so, what other traffic management infrastructure or traffic surveys are required.

## Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

## 4. Consultation

In accordance with Section 223 of the *Local Government Act 1989*, public notices of the proposed trial road closures were placed in the *Moreland Leader* and *Northern Leader* newspapers. Notice was also placed on Council's website on 10 May 2019. Notices were sent by mail to occupiers and owners of the larger apartment complexes in the area and the remaining letters were hand delivered by Council officers.

In addition to this, a Variable Messaging Sign was placed on John Street from 19 May up until 21 June 2019 indicating that Council was requesting submissions for the John Street, Brunswick East, closure on Council's website. The consultation period closed on 21 June 2019, which provided more than the required 28 days for submissions.

Council received 62 submissions supporting the closure and 75 submissions opposing the closure.

Vic Roads, now DoT, has given consent for Council to undertake this trial road closure.

### Verbal submissions

There were 8 requests to speak to written submissions. The verbal submissions were heard on 25 July 2019, by the Hearing of Submissions Committee established by Council on 10 April 2019 (DCF22/19). Councillors Riley, Dorney and Irfanli were in attendance. A summary of the verbal submissions is at **Attachment 2**.

## 5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

## 6. Financial and Resources Implications

The recommended trial closure is estimated to cost approximately \$20,000 which can be funded from the 2019/2020 MITS road closures budget.

## 7. Implementation

After consideration of the written and verbal submissions, and the report from VicRoads/DoT, Council may decide whether to proceed with the trial road closures as proposed.

Subject to Council's decision, Council officers will proceed:

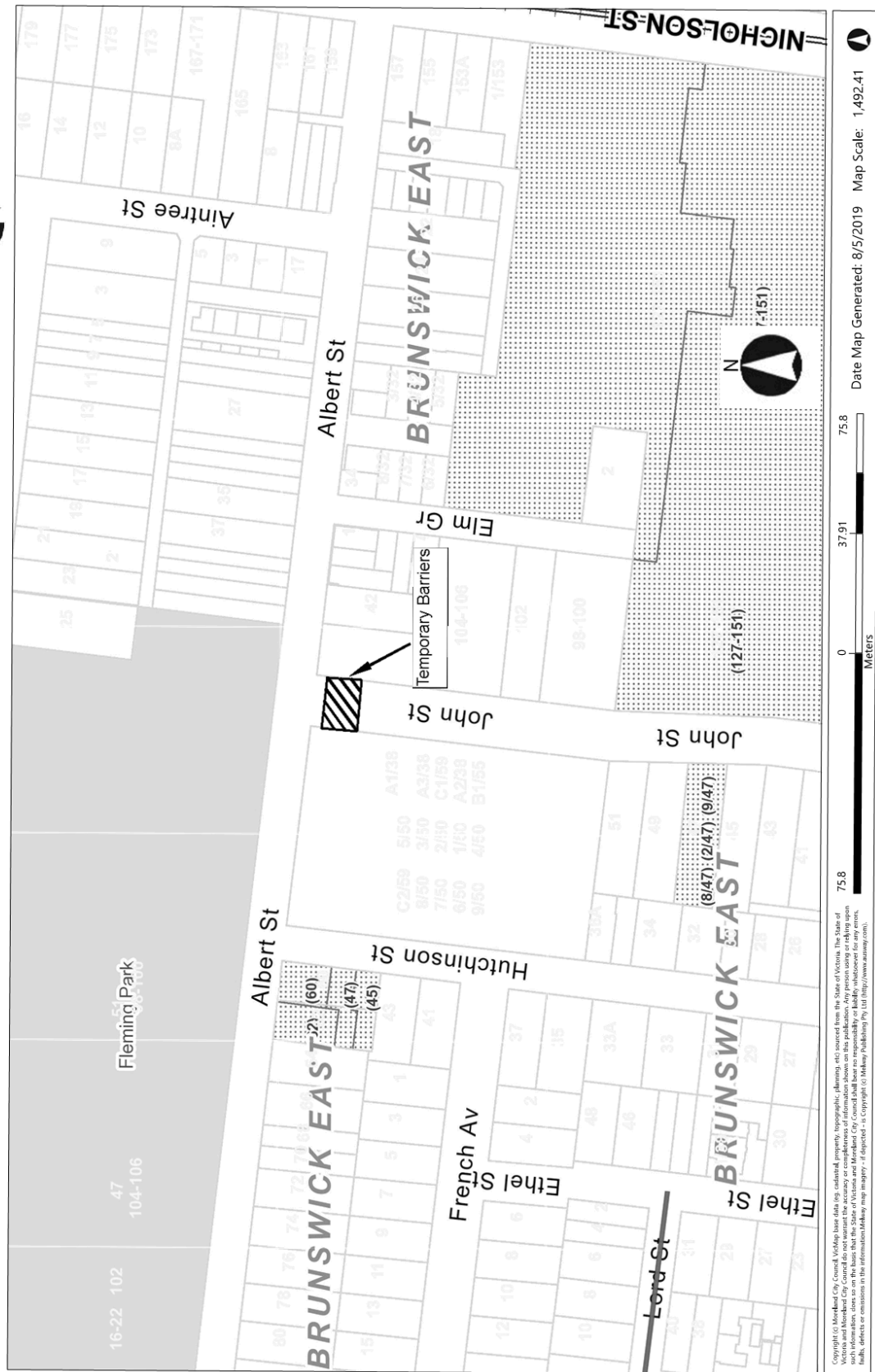
- To implement the temporary road closures, within 3 months;
- Organise for traffic counts on John Street, Hutchinson Street, Albert Street, Glenlyon Road, Ethel Street, French Avenue, Clarke Street, Deakin Street and Methven Street post closure;
- Monitor the queuing and safety at the intersection of Glenlyon Road and Nicholson Street, and Glenlyon Road and John Street before and after the closures;
- To notify all those previously notified in writing, plus those who made submissions;
- Prepare a report to be considered by Council in early 2020 to review the impact of the trial closures.

## Attachment/s

<a href="#"><u>1</u></a>	Barrier Location Map - John Street Road Closure	D19/258141
<a href="#"><u>2</u></a>	John Street trial closure - Hearing of submissions - July 2019	D19/306444



Moreland City Council



**Hearing of submissions – John Street, Brunswick**

Coburg Civic Centre, 90 Bell Street, Coburg  
25 July 2019

Start time: 6:02PM

Attending: Cr Mark Riley, Cr Jess Dorney, Cr Ali Irfanli

Apology: Cr Lambros Tapinos

Conflicts: None

**Lynette**

- Maghull Street
- Supports MITS and BITS
- Is a pedestrian, bike rider and a driver
- Does not support closure
- It is unsafe to turn right onto Nicholson Street

**John**

- Drivers access John Street to access Glenlyon – Nicholson – City – Eastern suburbs
- Right turn from Albert Street onto Nicholson Street is unsafe
- Will use Hutchinson Street instead
- He undertook 5 hours of counts – there were more bikes than cars
- It is already a good street to ride on
- Is the closure a good solution?

**Scott**

- Maghull Street resident
- Hearing of submissions is democracy at work
- Right turn Albert Street – Nicholson is unsafe so use John – Glenlyon.
- Not safe to go onto Nicholson Street
- John Street is the best option for peds, bikes and cars
- Maybe make Albert Street one way: Nicholson to Lygon
- Dog leg in Fleming Park is unsafe for cyclists
- Maybe make John Street one way
- Hutchinson Street is a disaster – close or make it one way
- Undertook surveys John Street 4.30 – 5.30 Tuesday – there was 75 cars and 64 bikes
- Only 20 of the 64 bikes had lights – need to increase use of safety equipment

**Craig**

- Ethel Street resident
- Pedestrian crossing is good
- John Street closure is bad
- Ethel Street is narrow
- Hutchinson Street – there is 2.7 metres left when vehicles park opposite each other
- Need to ban parking on one side
- French Street has greater than 3 ton or 6 metres do not enter
- 3 way pedestrian crossing at Albert Street/John Street

**Nick (BRN)**

- John Street resident – supports the closure
- EBV – 1000 residents are coming
- Crashes at Glenlyon Road
- Need traffic lights on Nicholson Street
- Hutchinson Street will be impacted initially but this will change as drivers become aware.
- Increase the priority for pedestrians and bikes
- Improved pedestrian safety

**Ivo & Sean**

- Hutchinson Street residents
- Believe that this is the worst thing for the street
- 2.7m gap between parked vehicles
- Single lane entry at Glenlyon Road
- Angry and frustrated drivers
- Concerned with potential additional traffic
- 6 metres narrower than John Street
- Pedestrians and cars are likely to increase
- Hutchinson will become a rat run
- Contacted Moreland 12 months ago regarding Stop signs
- \$14,000 worth of damage to parked vehicle
- Crane and road closure regularly occur John Street cause traffic chaos
- Speed of cyclists – need calming of cyclists.

**Natalie**

- Hutchinson Street resident with a 4 month old baby
- School parents driving to primary school on Nicholson Street
- From 8.30 – 9.00 am and 3.30 – 4.00 pm
- Kids cannot kick football
- Speed humps
- People are hooning and it is dangerous

**Naomi**

- Pedestrian catching tram
- Visibility at park
- Need Give Way and Stop signs at park
- There are speeding cyclists

6.42pm close

# **DCF64/19 DEPARTMENT OF TRANSPORT'S SYDNEY ROAD IMPROVEMENT PROJECT (D19/287652)**

## **Director City Futures**

### **City Change**

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#### **Executive Summary**

Following the death of a cyclist on Sydney Road in 2015, a 'codesign' working group was convened by the Department of Transport (DoT), then VicRoads to investigate opportunities for changes to the street. This working group included Council officers as well as representatives from State Government agencies, transport operators, traders' associations and transport advocacy groups.

During June and July 2019, DoT conducted consultation on potential options for change to Sydney Road between Brunswick Road, Brunswick and Bell Street, Coburg (the 'Sydney Road Improvement Project'). These options were informed by feedback provided by the codesign group.

While all 5 options include installation of accessible tram stops, they vary greatly in the extent of change to different transport modes and users of Sydney Road. The option known as 'option 3', which represents the most significant change from current conditions, would entail extended footpaths with opportunities for street tree planting, physically separated bicycle lanes and removal of all on-street parking along the full extent of Sydney Road between Brunswick Road, Brunswick and Bell Street, Coburg if fully implemented.

This option represents the closest alignment with the Moreland Integrated Transport Strategy (MITS) 2019, as the option which most improves the amenity of Sydney Road for pedestrians, removes conflicts between transport modes, and improves the safety of Sydney Road for cyclists. It also aligns with the State Government's Movement and Place network classification for Sydney Road which prioritises cycling and tram movements, as well as place value (particularly in the Brunswick section).

The Moreland Economic Development Strategy 2016-2021 seeks to ensure that activity centres are economically viable and attractive, and to improve and advocate for improvements to transport connections to activity centres. Council has also committed to supporting the viability and growth of local businesses, including through the Brunswick and Coburg Special Rate and Charge Schemes.

While reduction in car parking has the potential to negatively impact businesses particularly those whose customers primarily arrive by car, improvements to place quality and improved access for visitors via sustainable transport modes may positively impact businesses. The extent of these positive and negative impacts is not yet fully known however is likely to have different effects on different types of businesses in different sections of the road.

Recent surveys of Sydney Road users commissioned by Council found that only 13% drove and parked on Sydney Road itself. A significant number of trips by car were made over short distances, including within the same postcode. On average, traders estimated that 61% of customers came by car (compared to the actual figure of 39%), and that 14% came by foot (compared to the actual figure of 31%). The proportion of respondents expecting to spend more than \$50 during their visit didn't differ greatly by transport mode, although motorists (10%) and cyclists (9%) were more likely than the average visitor (7%) to spend more than \$100.

A trial of removal of on-street parking to facilitate physically separated bicycle lanes and provide for enhanced placemaking (for example, greening, parklets) would enable better understanding of the impacts of such change in the longer term. It is recommended that Council make a submission to the DoT to provide in-principle support for Option 3, reserving its decision on a preferred long-term outcome for Sydney Road until the outcomes a trial are known. The recommended location for a trial is between Brunswick Road and Glenlyon Road, Brunswick and would involve a reduction of approximately 100 parking spaces during the trial period.

If a trial was supported and implemented by DoT, Council officers would support local businesses through relocation of loading and passenger drop-off zones, increase in nearby disabled parking, opportunities for footpath dining and trading, placemaking elements to improve the place quality of the street, and promotional campaigns to encourage people to visit and shop in the area.

It is also recommended to advocate to the DoT for the use of physically separated bicycle lanes (including removal of parking) at some sections of Sydney Road to provide a safe and accessible detour route during the closure of the Upfield Shared Path as a result of Level Crossing Removal Project (LXRP) works.

It is not recommended that the trial of the Option 3 treatment and detour route for cyclists during LXRP disruptions to the Upfield Shared Path commence at the same time, recognising that allowing a trial of Option 3 in Brunswick in isolation, would allow a much better understanding of the implications of this change to Sydney Road and the implications of the LXRP detour can also be separately understood.

## **Officer Recommendation**

That Council:

1. Provides in-principle support for Option 3 in June/July 2019 Department of Transport consultation on the Sydney Road Improvement Project, noting this is the option which best aligns with the Moreland Integrated Transport Strategy 2019 and the Movement and Place network classification for Sydney Road.
2. Notes the commitment, enshrined in the Brunswick and Coburg Special Rate and Charge Schemes, to supporting the viability and growth of local businesses and shopping strips, and that the potential impacts of removing car parking to provide additional space for pedestrians and cyclists can be better understood through a trial of the Option 3 treatment.
3. Supports the temporary removal of car parking on Sydney Road, Coburg for the extent of the disruption to the Upfield Shared Path due to the Level Crossing Removal Project, to provide physically separated bicycle lanes as a safe and accessible detour route for cyclists.
4. Supports a 6-month trial to be conducted of the option 3 treatment on Sydney Road between Brunswick Road and Glenlyon Road, Brunswick to better understand the impacts of such changes, including:
  - a) Physically separated bicycle lanes;
  - b) Enhanced placemaking which may include parklets and additional opportunities for footpath dining and trading;
  - c) Removal of on-street car parking;
  - d) Relocation of loading and drop-off/pick-up opportunities to adjacent side streets;
  - e) Additional disabled parking in adjacent side streets;
  - f) Measures to support local businesses during this period;
  - g) That the trial and the Level Crossing Removal Project detour route not commence at the same time.

5. Reserves its position on the preferred ultimate outcome of the Sydney Road Improvement Project until the impacts of change are better understood following the conclusion of a trial.
6. Endorses the submission to the Department of Transport, at Attachment 1 to this report, on the Sydney Road Improvement Project reflecting Council's position, including advocating for a trial of the option 3 treatment and the use of physically separated bicycle lanes on Sydney Road during Level Crossing Removal Project disruptions to the Upfield Shared Path to provide a safe detour route.
7. Receives a further report on a trial of the Option 3 treatment on Sydney Road between Brunswick Road and Glenlyon Road, Brunswick if this trial is supported by the Department of Transport and when more detail is available.

## 1. Policy Context

The Council Plan 2017-2021 states that key priorities for Council include to:

- Facilitate a demonstrable shift to more sustainable modes of transport that also targets a long-term reduction in car use;
- Support the local economy and trading environments to enhance economic activity and promote local jobs;
- Develop a clear and funded approach to achieve zero carbon emissions by 2040;
- Invest in the revitalisation of shopping and trading precincts.

The Moreland Integrated Transport Strategy (MITS) 2019 states that Council will:

- Prioritise access by walking, cycling and public transport over car-based travel;
- Reallocate road space and car parking according to the road user hierarchy which prioritises (in descending order):
  - Pedestrians (including people using mobility devices)
  - Cyclists
  - Public transport users
  - Motorists.

MITS 2019 does not state a preferred outcome for Sydney Road.

Council's Urban Heat Island Effect Action Plan 2016-2026 identifies that the Upfield corridor, which includes the area around Sydney Road and the Upfield rail line, has some of the hottest surface temperatures in Moreland. The Cooling the Upfield Corridor Action Plan recognises there is currently limited opportunity to mitigate the urban heat island effect on Sydney Road however reconfiguration of the street through the Sydney Road Improvement Project could provide options to do so.

The Department of Transport (DoT) has adopted the Movement and Place Framework (Framework) which recognises streets are both movement corridors and places in their own right. This Framework is used to define the priority to be given to different forms of transport as well as the quality of place. DoT defines Sydney Road as a state-significant transport corridor (M1) for trams and bicycles, and of municipal or neighbourhood (P3 or P4) significance in terms of place depending on location.

The Moreland Economic Development Strategy 2016-2021 seeks to ensure that activity centres are economically attractive and to improve and advocate for improvements to transport connections to activity centres and industrial precincts including bike lanes, pedestrian routes and freeway access. Council has committed to supporting the viability and growth of retail and commercial businesses, shopping strips and business associations. This commitment has been written into the Funding Agreements governing the Brunswick and Coburg Special Rate and Charge Schemes, which Council has supported for a number of decades.

Of particular note from the Brunswick Structure Plan is the following vision for Sydney Road recognising its iconic status as a retail strip:

*Sydney Road will continue to function as one of Melbourne's iconic nineteenth century retail strips, and will experience significant revitalisation through the establishment of a series of distinctive precincts. The renewal process will bring a new residential population that will provide a major boost in new investments that upgrade heritage buildings and precincts, and through urban and cultural initiatives. The presence of more people living and working in the Sydney Rd precinct (Local Area 1) will support a healthy 24-hour local economy.*

The Brunswick Place Action Plan includes an action to participate in the Sydney Road Improvement Project codesign group in order to improve bicycle safety on Sydney Road, and also includes the potential for allocation of future Council budget towards trials of implementation actions in partnership with DoT.

The Coburg Place Action Plan includes an action to implement dedicated bicycle lanes on all primary streets within the Coburg Activity Centre excluding Bell Street (which includes Sydney Road).

## **2. Background**

Sydney Road is an arterial road managed by DoT (previously VicRoads). Following the death of a cyclist on Sydney Road in 2015, VicRoads convened a 'codesign' group to discuss potential options for change, comprising Council, state government agencies, transport operators, traders associations and transport advocacy groups.

Council resolved in August 2015 (DCI31/15) to prioritise active and public transport modes on Sydney Road and request that the state government commission a study into a proposal put forward by Revitalise Sydney Road, an advocacy group calling for wider footpaths, separated cycling facilities, and increased long-stay off-street parking near Sydney Road.

Council also resolved in July 2017 (DCI37/17) to continue to attend codesign group workshops and request that the state government report to Council on the feasibility of recommendations made by the codesign group.

In June and July 2019, DoT ran public consultation on five options for changes to Sydney Road, all of which include construction of accessible tram stops:

- Option 1A: Footpath extensions at trams stops only, with cars merging into a single lane shared with trams at these locations. Parking removed at tram stops but retained elsewhere during off-peak times;
- Option 1B: Accessible tram stops only, retaining two lanes of traffic during peak periods. Parking removed at tram stops but retained elsewhere during off-peak times;
- Option 2: Dedicated tram lane during peak periods. Parking removed at tram stops but retained elsewhere during off-peak times;
- Option 3: Physically separated bicycle lane and footpath extensions along the corridor, with cars and trams sharing a single lane at all times. Parking removed along the entire corridor;
- Option 4: Footpath extensions at selected locations (not only at tram stops), with cars and trams sharing a single lane at all times. Parking removed at tram stops and other selected locations but retained elsewhere during off-peak times.

**Attachment 2** shows the 5 options as they were presented to the public for consultation.

Consultation on the options was undertaken via an online survey, as well as a number of face-to-face consultation sessions run by DoT, and survey collectors endeavouring to personally visit every business along Sydney Road. Council officers supported DoT through promotion of the survey link and information on how to attend consultation sessions through Council's website and social media. Council officers also promoted the survey link to key community and advisory groups such as traders associations and Council's Transport Advisory Committee and Disability Working Group.

While DoT consultation closed on 14 July 2019, DoT has agreed to allow Council to make a submission following the August Council meeting. DoT has not yet made the results of its consultation available to Council or the public.

Council officers commissioned intercept surveys of shoppers and other visitors to Sydney Road to gain a reliable understanding of the transport modes used to access the area, and how these compare to traders' perceptions. In July 2019, Council resolved (NOM34/19) to note that this survey was underway and to receive a report at the August 2019 meeting on its results.

At the July 2019 meeting, Council also resolved (NOM35/19) to prepare an advocacy report detailing options for detours during closures of the Upfield Shared Path due to upcoming Level Crossing Removal Project (LXRP) works and current redevelopment at the Jewell Station precinct. This report is to include, among other things, data on how people travel to and from Sydney Road and surrounding locations, and options for trialling bicycle lanes on Sydney Road as detour routes around LXRP and Jewell Station precinct disruptions.

### **3. Issues**

#### **Sydney Road travel survey results**

Intercept surveys commissioned by Council were held between Friday 12 July and Saturday 20 July at various locations along Sydney Road in Brunswick and Coburg. 854 shoppers and other visitors were surveyed on how they travelled to the area, the purpose of their trip, how long they intended to stay and how much they intended to spend. In addition, 255 traders were surveyed, primarily on their perception of how their customers arrive to their business.

Using a random intercept method ensures a more accurate snapshot of the behaviour of the actual shopper/visitor profile of the street on the days the survey was taken, rather than using an online survey which may be prone to selection bias.

Overall:

- 39% of people surveyed on Sydney Road arrived to the area by car;
- 31% by foot;
- 18% by public transport;
- 8% by bicycle.

Traders over-estimated the number of people arriving by car (average trader estimated was 61%) and under-estimated how many walked (average trader estimate was 14%).

As the surveys were held during winter with some bad weather, the results may over-estimate the proportion of people typically accessing the area by car. 17% of respondents said their travel mode on the survey day was not how they typically travelled to the area. Of the responses given by these people (multiple travel modes could be selected by a single person), 39% indicated they typically travelled by public transport, 25% by walking, 18% by car and 15% by bicycle.

A high proportion of visitors were local, with the majority (56%) of all surveyed visitors living in Brunswick, Coburg or Brunswick West. However, many of these shorter trips were still being made by car. 22% of Brunswick residents surveyed drove to survey locations within Brunswick compared to 38% of all people surveyed at those locations. 30% of Coburg residents drove to locations at Coburg, compared to 43% of all visitors. The vast majority of these short trips were made by people who did not have mobility related disabilities.

Of Sydney Road users who drove:

- 45% parked in off-street car parks (of which 88% did not pay for parking);
- 34% parked on Sydney Road;
- 10% parked in side streets;
- 11% parked at other locations such as business owned parking.

Notably, this means that only 13% of total visitors parked on Sydney Road.

The proportion of visitors intending to spend more than \$50 during their visit did not vary significantly by transport mode. 10% of people who drove and 9% of those who cycled intended to spend more than \$100 compared to an average of 7%. Overall, the majority (58%) of all visitors intended to spend less than \$50, with a further 14% not intending to spend any money.

133 of 254 traders surveyed provided additional comments. Of these, the majority either mentioned parking was difficult or were concerned that changes to parking could negatively impact on their business. A key theme was that traders believed longer term parking was required for them and their customers. Some traders made other comments, such as supporting improved bicycle lanes or commenting that there was a lot of congestion.

However, the comments provided by shoppers and other visitors had a greater mix of views, with many people supporting improvements for sustainable transport modes even if this involved reduction in car parking.

Feedback also indicated that some respondents found the 5 options the DoT consulted on were confusing, and it was not apparent exactly what changes were proposed in each option.

Further detail on the survey results is shown in **Attachment 3**.

### **Transport impacts**

An assessment of the impacts of each option on various transport modes and other aspects is shown in **Attachment 4**. It should be noted that the options show mid-block locations only and do not provide any detail on how signalised intersections would function.

Option 3 is the only option which officers consider provides an improvement for cyclists, through providing a physically separated bicycle lane. This would most likely reduce road crashes (including car dooring incidents) involving cyclists and attract more people to use bicycles to access Sydney Road, including less experienced or confident cyclists. While option 4 provides more space for cyclists during weekday peak times (as there is no parking allowed similar to current clearways but without a second traffic lane), there is minimal opportunity for physical separation, meaning potentially increased risk from motorists attempting to illegally overtake trams.

The impact of the options on tram speeds and reliability is not fully known. Options which remove the clearway lane (options 1A, 3 and 4) may negatively impact on tram running to varying extents as trams and general traffic share a lane at all times (or merge at tram stops, as in option 1A). However, this may be moderated by reduced traffic if the road becomes less attractive to through traffic.

In addition, option 3 is likely to improve tram running outside of weekday peak times, compared to current conditions, as trams would no longer be delayed by vehicles pulling into or out of on-street parking, or by traffic searching for a parking space on Sydney Road. While option 2 may provide greater priority for trams in weekday peak times through a dedicated lane, the lack of physical separation means that its effectiveness would likely be reduced by driver non-compliance. The DoT has indicated there may be opportunity to use interventions such as modifications to traffic signals and turn bans to improve tram priority, however these are not indicated in any of the 5 options.

A number of options provide varying levels of opportunity for kerb extensions, from tram stop locations only (option 1A) to also including other selected locations (option 4) to the entire corridor (option 3). Widened footpaths may attract more pedestrian activity through increasing capacity and accessibility, as well as providing space for greening that could provide a pleasant pedestrian environment through mitigating the Urban Heat Island Effect. Pedestrian activity may also be attracted through increased opportunity for placemaking, street furniture and footpath dining/trading. Further detail on this issue is provided in the following section of this report.

All options involve a reduction in on-street car parking to allow the construction of accessible tram stops (to meet legislated accessibility requirements). However, options vary from retaining most of existing on-street parking (options 1A and 1B) to removing all on-street parking on Sydney Road (option 3). While option 3 would reduce the supply of parking in the area, significant off-street parking exists near Sydney Road, particularly concentrated in the areas of greatest retail activity. An assessment conducted by the Revitalise Sydney Road advocacy group estimates there are over 900 off-street spaces in Council car parks near Sydney Road between Brunswick Road and Moreland Road, as well as over 1,350 spaces in privately owned car parks for customers (for example, Woolworths, Barkly Square). This compares to approximately 450 on-street spaces on Sydney Road for the same length.

As part of implementing the Moreland Integrated Transport Strategy (MITS) 2019, Council will apply timed parking restrictions to all currently unrestricted parking within approximately 200 metres of the Brunswick Activity Centre (in 2019/2020) and expand the use of some paid parking (from 2020/2021). Council has also approved (DCF38/19) a trial of a new permit type that permits all-day parking in time restricted areas for \$10 per day. Expansion of parking restrictions is likely to increase the availability of short-term parking for customers and other visitors by reducing long-term unrestricted parking spaces. Expanded opportunities for paid parking can cater for some cases of longer-term and all-day parking while still managing demand.

All options except option 1B will reduce the capacity of the road during weekday peak periods compared to current conditions. Sydney Road currently operates with a single lane shared between general traffic and trams at other times (excluding signalised intersections), including during other busy periods such as Saturday mornings. However, MITS 2019 and the Movement and Place Framework network classification for Sydney Road place a low priority on vehicle movements.

### **Place and economic impacts**

Any change to the layout and function of Sydney Road has potential for both positive and negative impacts to its place quality and local economy.

Reduction in car parking is opposed by many businesses along Sydney Road and may adversely affect businesses highly reliant on customers arriving by car, such as those whose customers travel long distances or those selling goods difficult to transport by modes other than car.

Conversely, businesses may also benefit from increased ease and attractiveness of access by walking, cycling and public transport, or by increased trade as a result of place improvements (for example greening, more opportunities for footpath dining) made possible by wider footpaths.

The extent of positive or negative impacts to the local economy cannot be fully predicted yet, however may be better understood through trialling changes.

In the event of any change to Sydney Road, even as a trial, it would be necessary to provide support to local businesses such as through relocation of loading zones and pick-up/drop-off areas to appropriate locations in side streets, increase in disabled parking in side streets, use of parklets and other placemaking elements to encourage activity, and use of communications channels to promote Sydney Road as a great place to visit and shop.

Increased opportunity for very short-term parking (for example, 15 minutes) could be made on side streets to cater for both goods loading and passenger pick-up/drop-off, as loading zones can only be used by certain vehicles (for example, not taxis, Ubers or other private vehicles dropping off passengers).

Options in the DoT consultation which provide for kerb extensions (options 1A, 3 and 4) present opportunities for improved place quality, varying from minimal (option 1A) to significant (option 3). In particular, these kerb extensions would allow greening to address the Urban Heat Island Effect which is currently limited due to footpath width and building awnings. However, in the event changes reduced the overall number of visitors to the street, place quality would be diminished through reduced activation.

### **Implementation and staging**

Implementation of any significant change would be costly and is currently unfunded. In particular, option 3, if fully implemented, would include kerb extensions, street tree planting and separated bicycle lanes for a 4 kilometre distance and require significant investment.

Short-term trials along a more limited extent of Sydney Road could provide a better understanding of the impacts of changes such as reallocation of road space to support sustainable transport modes. This would inform future Council decisions on preferred outcomes on Sydney Road in the longer term and, if successful, could increase support for changes. Trials could also be relatively inexpensive and may be feasible to achieve in the shorter term.

Any trial would be undertaken and funded by DoT, with Council playing a role in advocating for the trial (including desired outcomes), making changes to parking (e.g. relocation of loading zones, provision of drop off areas, provision of disabled parking spaces and supporting the trial through placemaking and communications campaigns).

### ***Trial between Brunswick Road and Glenlyon Road, Brunswick***

It is recommended that a trial of the option 3 treatment be undertaken for a period of 6 months on Sydney Road between Brunswick Road and Glenlyon Road, which would involve a reduction of approximately 100 parking spaces during the trial period. This location is recommended due to the higher number of cyclists who would benefit from physically separated lanes, higher availability of nearby off-street parking, and higher proportion of businesses that may benefit from footpath trading/dining. As Sydney Road is managed by the DoT, Council would need to advocate for this trial but could play a significant role in supporting it, including through placemaking interventions, relocation of loading/drop-off areas and other measures to support local businesses.

During a trial, as kerb extensions would not be implemented, the use of planter boxes and parklets could be used to demonstrate the potential future extent of the kerb and opportunities for greening and placemaking. This would assist in visually communicating potential changes to the community.

### ***Bicycle detour route during LXRPs works***

It is also recommended to advocate to the DoT and the LXRPs for the use of physically separated bicycle lanes on Sydney Road to provide a safe and convenient detour route during the time that the Upfield Shared Path is closed due to LXRPs works in Coburg. It is understood that the path will be closed approximately between Tinning Street, Brunswick and O'Hea Street, Coburg for an extended period of time. The commencement of works has not yet been confirmed but may begin as early as late 2019.

It is not recommended that the trial of the option 3 treatment in Brunswick, and detour route for cyclists during LXRPs disruptions to the Upfield Shared Path, commence at the same time. This would ensure that the trial of option 3 in Brunswick in isolation, would allow a much better understanding of the implications of this change to Sydney Road and the implications of the LXRPs detour can also be separately understood.

As such, if the Sydney Road detour for cyclists during LXRP work was approved by the DoT, a decision on the commencement of the Brunswick trial should be deferred for a few months when the impacts of the detour route are better understood.

### **Submission to the DoT**

It is recommended Council makes a submission to DoT providing in-principle support for option 3, subject to development of measures to support local traders (for example, relocation of loading/drop-off areas, increase in disabled parking in side streets) and the outcomes of a trial of this treatment.

Option 3 represents the greatest alignment with MITS 2019 and the DoT's Movement and Place network classification for Sydney Road. However, it also represents the most radical change and thus presents risks and opportunities, particularly to local businesses, that cannot be better understood until a trial is conducted.

Providing in-principle support for this option would allow Council to affirm support for improved sustainable transport and place outcomes on Sydney Road while reserving a final position until after a trial, when impacts can be better understood. As Council does not currently have a resolved position on the Sydney Road Improvement Project (other than previously resolving to participate in codesign group meetings), it is likely to miss the opportunity to influence a DoT decision on this issue unless a position is taken now.

### **Human Rights Consideration**

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

## **4. Consultation**

The DoT, as the State Government agency with responsibility for Sydney Road, has undertaken the consultation process on their Sydney Road Improvement Project which has now concluded.

The DoT has granted Council an extension of time to consider this matter at the August Council meeting, to resolve its submission. This report has also been informed by stakeholder views expressed during co-design group meetings, and the findings of recent intercept surveys (which included opportunity for open-ended feedback) conducted at Sydney Road, including with traders, shoppers and other users of the area.

Internal consultation was undertaken between the Transport, Economic Development, Places and Urban Design Units to better understand the impact on this issue on a number of Council portfolio areas and Council's potential role in any changes to or trials on Sydney Road in the future.

## **5. Officer Declaration of Conflict of Interest**

Council officers involved in the preparation of this report have no conflict of interest in this matter.

## 6. Financial and Resources Implications

There are no direct financial implications as a result of actioning this report.

Advocacy to the DoT regarding the recommended trials and other outcomes for Sydney Road, as well as working to develop solutions such as relocation of loading/drop-off areas, can be undertaken within existing officer resources.

Implementation of change on Sydney Road is the responsibility of the DoT as the arterial road manager. However, there may be benefit to co-investment to help deliver a trial in the shorter term, as mentioned in the Brunswick Place Action Plan. Depending on the timing of a trial, this could be accommodated within existing budgets, such as for the MITS behaviour change program and the Parklet program. Alternatively, if the trial was to occur in future years, additional funding may be sought through the budget process.

A further report would be presented to Council prior to the commencement of any trial, which would provide further detail of financial and resource implications once these are better understood.

## 7. Implementation

If approved, the Director City Futures will forward the submission at (**Attachment 1**) to the DoT, providing in-principle support for option 3, advocating for a trial of this treatment on Sydney Road between Brunswick Road and Glenlyon Road, Brunswick to better understand the impacts of this change, and separately advocating for separated bicycle lanes to be provided on Sydney Road during closure of the Upfield Shared Path due to LXRP works.

If the DoT agrees to conduct a trial of the option 3 treatment on this section of Sydney Road, Council officers will work to develop a comprehensive plan for this trial which will include investigating relocation of loading/drop-off areas, opportunities for placemaking and activation, other opportunities to support local businesses, and an evaluation framework for the trial. A further report would be presented to Council prior to the commencement of a trial for final approval once further detail is known.

### Attachment/s

<a href="#"><u>1</u></a>	Proposed Council submission to Department of Transport regarding Sydney Road	D19/287660
<a href="#"><u>2</u></a>	Department of Transport Consultation Options - Sydney Road Improvement Project	D19/290567
<a href="#"><u>3</u></a>	Survey of Sydney Road Users - Summary Report	D19/290568
<a href="#"><u>4</u></a>	Officer Analysis of Department of Transport Options for Sydney Road Improvement Project	D19/290569

## Proposed Council submission to Department of Transport ' Road



Moreland City Council

Moreland City Council  
Municipal Offices  
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Doc. No: D19/287660  
Enq: Alexander Sheko  
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Mr Vince Punaro  
Regional Director, Metro North West  
Metropolitan Operations  
Department of Transport  
12 Clarke Street  
SUNSHINE VIC 3020

Dear Mr Punaro,

### **COUNCIL SUBMISSION – SYDNEY ROAD IMPROVEMENT PROJECT**

I am writing to provide this submission on the Sydney Road Improvement Project consultation recently undertaken by the Department of Transport (DoT), which was resolved by Moreland City Council at its 14 August Council meeting. Council appreciates the additional time given by DoT for Council to make a submission following the formal close of consultation in mid July 2019.

Council has long advocated for improved cycling safety on Sydney Road, and this issue has become particularly salient in recent years following the death of Alberto Paulon in 2015 as a result of a car dooring incident. Since this time Council officers have participated in the Sydney Road Codesign Group convened by (then) VicRoads together with other key stakeholders.

In assessing the Sydney Road Improvement Project options developed by DoT, Council has had regard to a number of its strategic directions, including the Moreland Integrated Transport Strategy (MITS) 2019, the Economic Development Strategy 2016-21, and the Urban Heat Island Action Plan.

On 14 August 2019, Council resolved to provide in-principle support for Option 3 as shown in recent DoT consultation, noting that this is the option which best aligns with Council's MITS 2019 as well as DoT's Movement and Place network classification for Sydney Road. However, Council also notes that this is a significant change with potential impacts, particularly on local businesses, which are not yet fully understood.

Council therefore requests that DoT conduct a six-month trial of this treatment between Brunswick Road and Glenlyon Road, Brunswick to better understand the impacts of such a change. Council officers would be pleased to work in collaboration with DoT to determine further details of this trial including relocation of loading and drop-off/pick-up opportunities to adjacent side streets, parking provision for people with disabilities, use of parklets and other placemaking elements to create activation, other measures to support local businesses during the trial, and an evaluation framework for measuring success.

Council also requests that DoT support the use of physically separated bicycle lanes on Sydney Road, including temporary removal of on-street car parking, during the disruption to the Upfield Shared Path due to Level Crossing Removal Project (LXRP) works.

If you require further information regarding the above, please contact Council's Transport Strategy Implementation Lead, Alexander Sheko on 9240 2432.

Yours sincerely

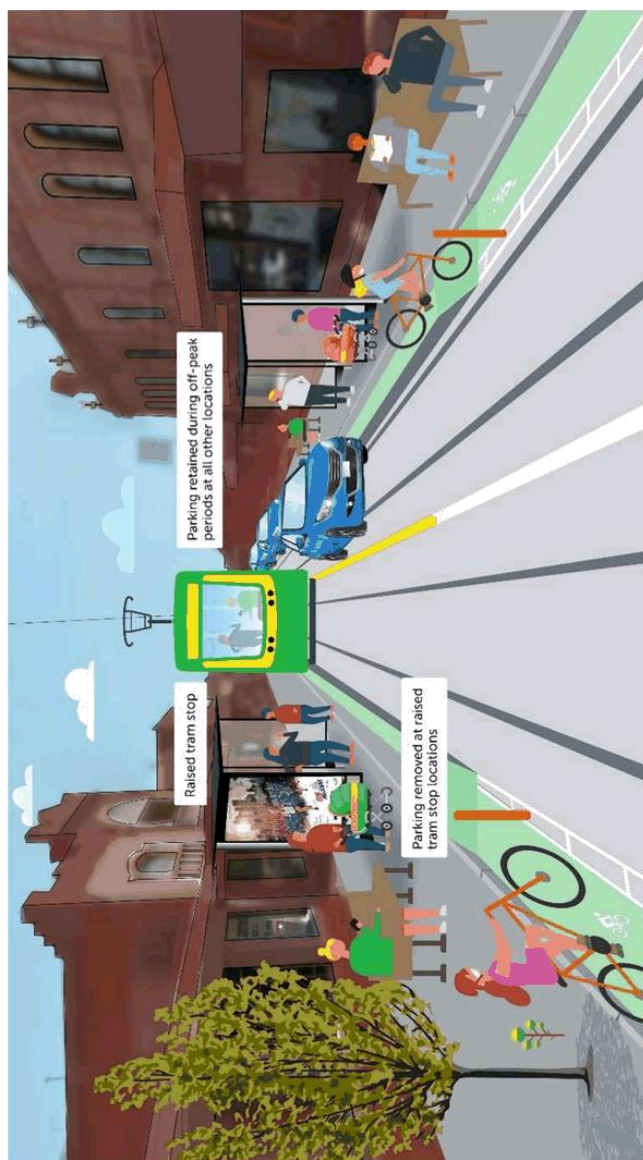
Phillip Priest  
**ACTING DIRECTOR CITY FUTURES**  
/ 08 / 2019

**Moreland Language Link**

廣東話	9280 1910	हिंदी	9280 1918
Italiano	9280 1911	普通话	9280 0750
Ελληνικά	9280 1912	ਪੰਜਾਬੀ	9280 0751
عربي	9280 1913		
Türkçe	9280 1914	All other languages	
Tiếng Việt	9280 1915	9280 1919	

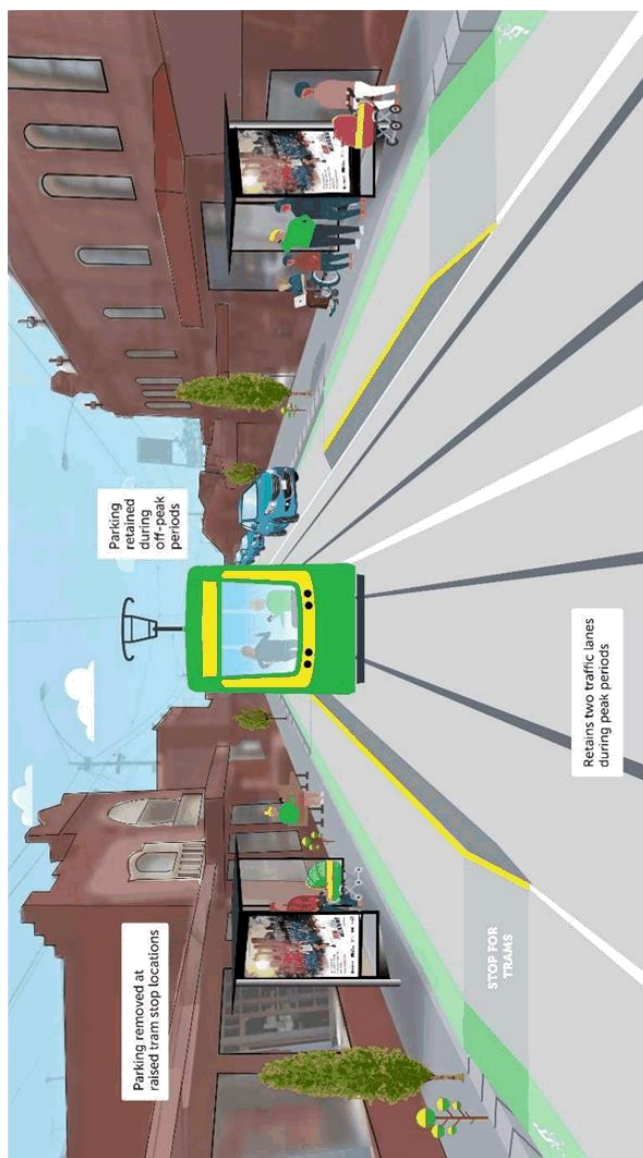
## Option 1A

Kerbside raised tram stops with no other changes along Sydney Road, some parking lost at tram stop locations only



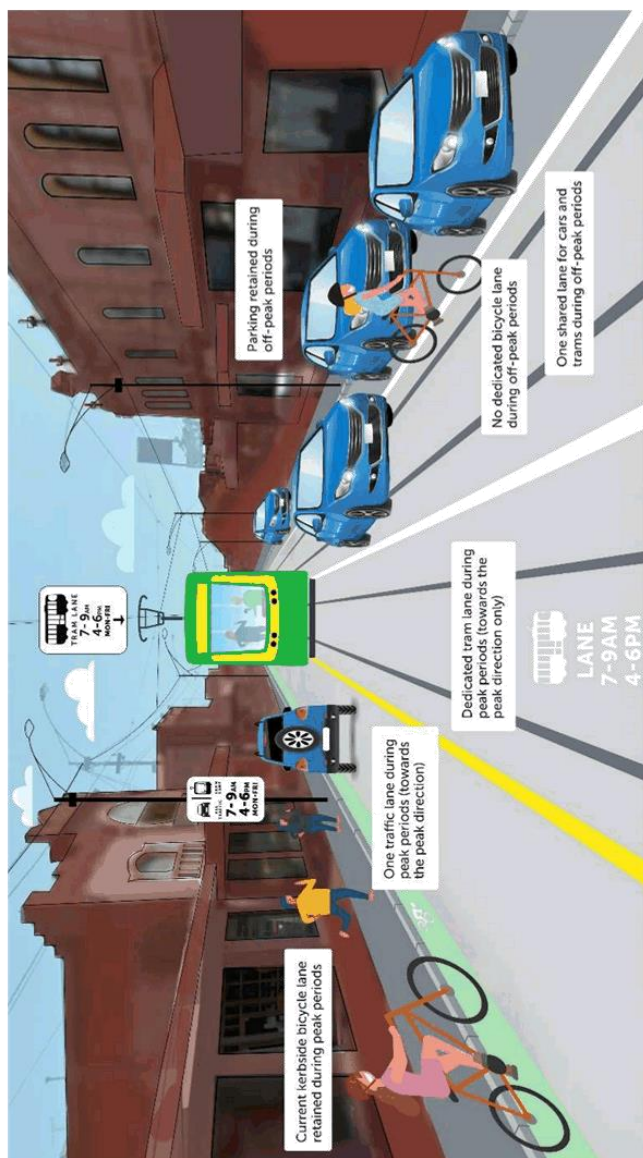
## Option 1B

Kerbside raised tram stops (alternate design) with no other changes along Sydney Road, some parking lost at tram stop locations only



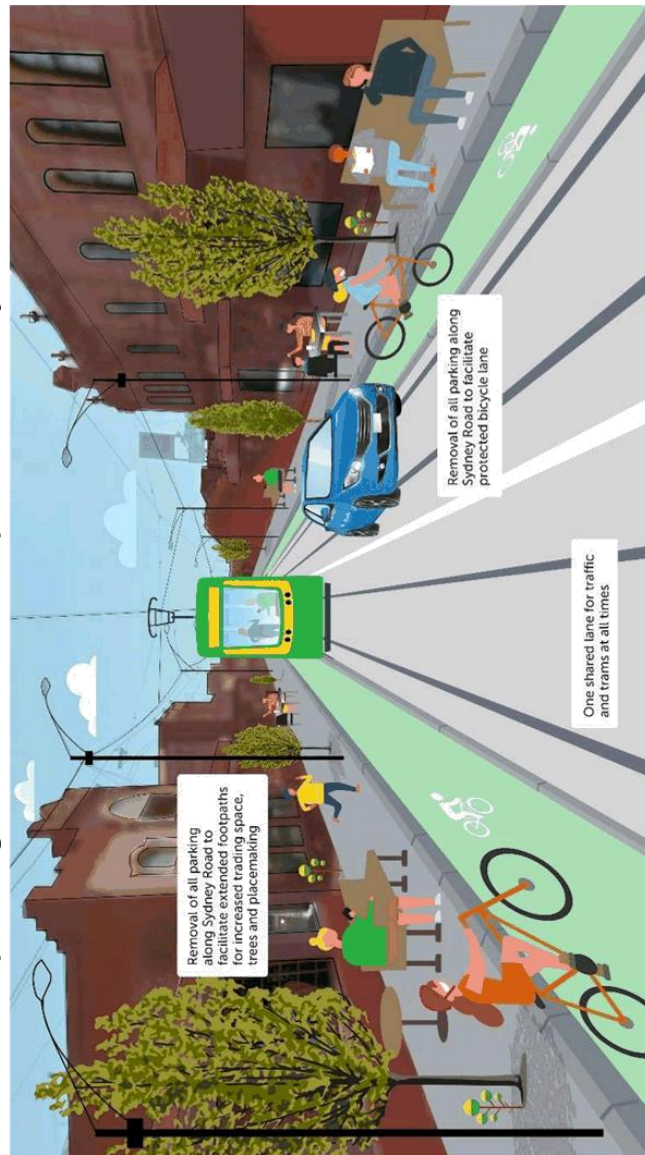
## Option 2

Raised tram stops with dedicated tram lane in peak periods (in peak direction), no change outside peak periods



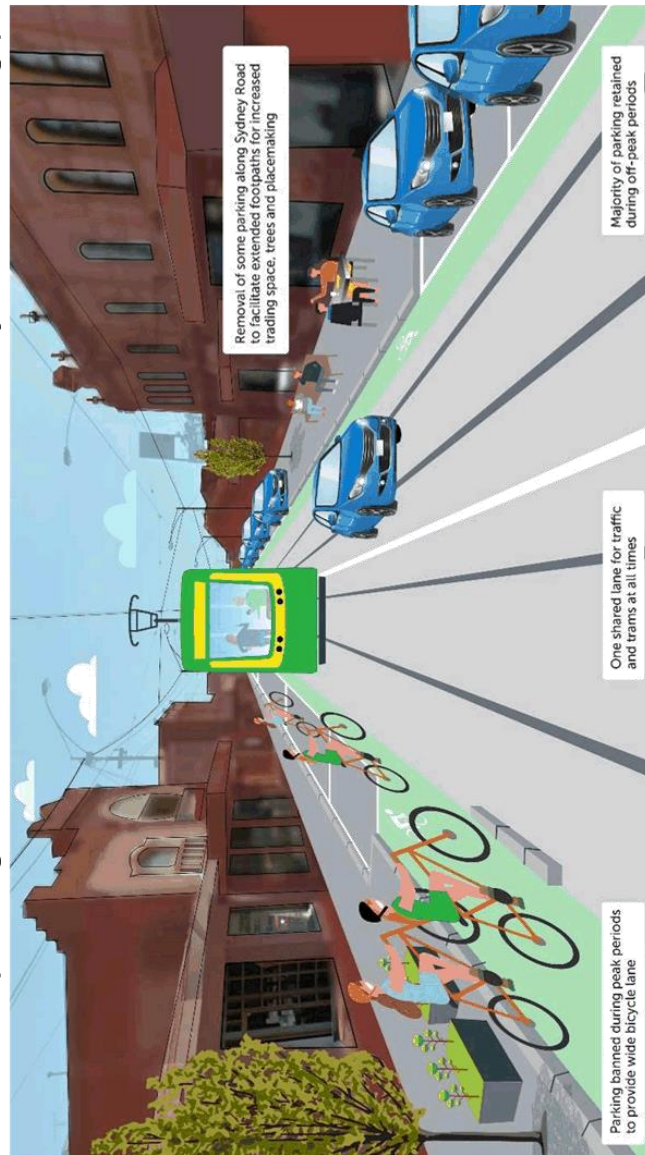
### Option 3

Raised tram stops with continuous protected bicycle lane, extended widened footpaths and removal of parking in sections with protected bicycle lane.



## Option 4

Raised tram stops with partially protected kerbside bicycle lane, wider footpaths at select locations, parking banned for wide kerbside bicycle lane during peak periods.





## Sydney Road Intercept Survey

### Summary Report

23 July 2019

Prepared for Moreland City Council

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## Introduction

Conversation Caravan was engaged by Moreland City Council to engage with traders and users using Sydney Road to understand patterns of movement and transport preferences.

The purpose of this research was to inform Council's understanding of how its users typically arrive at Sydney Road, their primary reason for visiting, as well as demographic details (age, gender, postcode, cultural and mobility descriptors). The research was also an opportunity to understand trader's perception about how their users are accessing Sydney Road.

## Research methodology

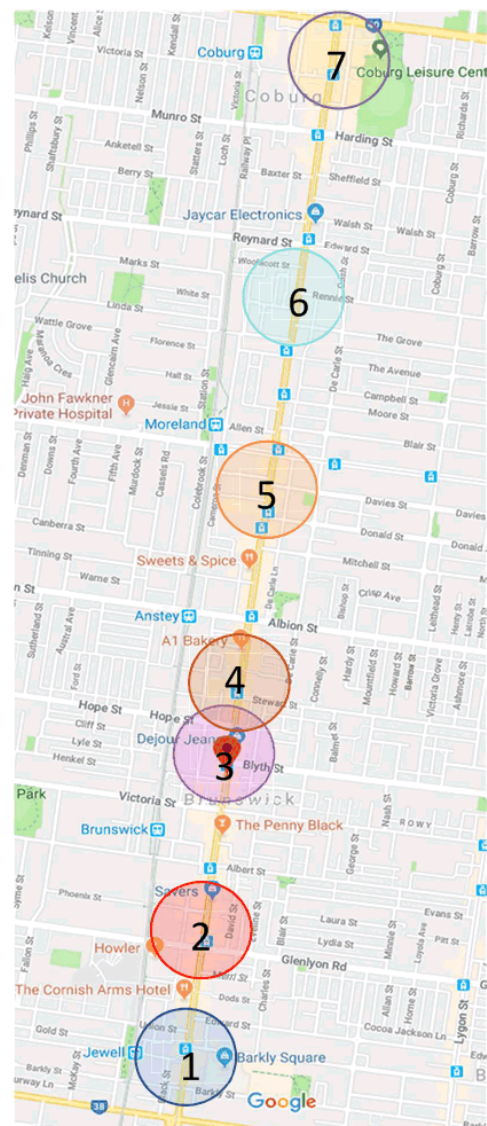
Intercept surveys were the primary research tool used for this project. Intercepting users of Sydney Road on the street as they went about their daily activities and took part in community life. Traders (staff, owners, volunteers) were intercepted within their business premise during opening hours.

The study area includes the length of Sydney Road from Bell Street to Brunswick Road and the surrounding streets. For the purpose of this project Sydney Road was divided into seven precincts. Intercept surveys were conducted up to 250m either side of these target locations (right):

1. Wilson Avenue
2. Glenlyon Road
3. Sparta Place
4. Stewart Street
5. Davies Street
6. The Grove
7. Victoria Mall.

Intercept surveys were conducted across the study area and across various times of day (weekday and weekend). Consultation was carried out between Friday 12 July and Sunday 21 July. Appendix 1 shows the spread of hours across the seven precincts.

During the first weekend of surveying (Friday 12 and Saturday 13 July) Melbourne had its coldest day for Winter. With patches of hail and heavy rain, users recording using the car, however noted this was not their main form of transport used (view Appendix 2 User Data).



## Participation

More than 1000 intercept surveys were conducted across the research period this included:

- 854 Users (shoppers, visitors)
- 255 Traders (owner, staff volunteers).

Summarised below is the demographic makeup of each of these target stakeholders. More detail can be found within Appendix 2 User Data and Appendix 3 Trader Data.

Despite the short length of the intercept survey (2 min average) some users chose to abandon the survey part way through, therefore not all sections have a response tallying 854 users.

## Users of Sydney Road

The user segment represents people intercepted out and about on Sydney Road. This segment included those *living* on Sydney Road or on a side street; we intercepted this group as they were returning home from work (commuting), leaving home to travel into the City or somewhere else, or enjoying the backyard experience of Sydney Road (exercising, eating, shopping).

This segment includes those *working* in the study area; we intercepted them as they were walking with colleagues or taking a lunch break; going to or from work and moving their car.

We also intercepted those for which Sydney Road is a *destination* for their weekly grocery shop, iconic fashion (Dejour jeans, bridal wear, op shops and vintage clothing) or a place where they can bar and restaurant hop across the day.

We also intercepted *tourists* (mainly from Sydney) that had stumbled into the Sydney Road or, arrived with or had been dropped off by a friend.

## Gender and Age

Participation across the gender was even, with a slightly higher proportion of females participating than males. This is comparable with data related to shopping habits (grocery and fashion) across the genders where males account for 45% of shopping trade and women for 55%<sup>1</sup>.

<u>Female (428)</u>	<u>Male (392)</u>	<u>Other (2)</u>	<u>Prefer not to say (1)</u>
<17 (9)	<17 (10)	24 – 35 (2)	18 – 23 (1)
18 – 23 (36)	18 – 23 (29)		
24 – 35 (146)	24 – 35 (120)		
35 – 50 (136)	35 – 50 (101)		
51 – 65 (71)	51 – 65 (80)		
66 – 75 (21)	66 – 75 (39)		
75> (6)	75> (13)		

## Average Spend

Users were asked to record *their likely spend across their total trip*, for some this was easy as they were at the end of their visit and therefore able to add up their expenditure, where for others, at the start of their trip estimating was a little difficult.

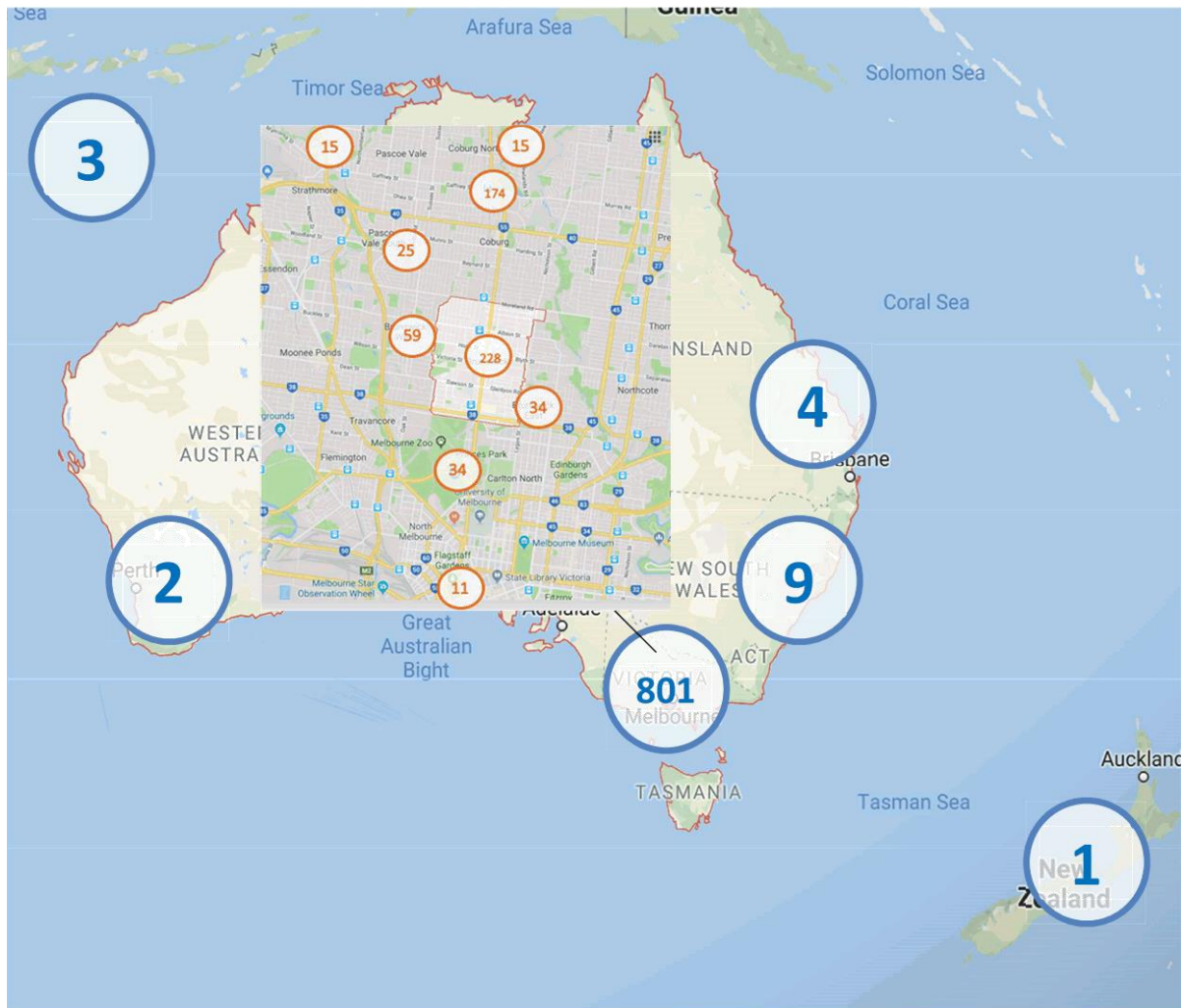
Across the user segments the highest spend category reported was *Under \$50* (32%). The next largest category was *Less \$20* (26%) then *\$50 to \$100* (19%).

<sup>1</sup> Kumaravel, R., (2017) *Consumer Shopping Behaviour and the role of women in shopping*. Vol 7 Research Journal Social Science and Engagement.

## Location

The majority (94%) of people intercepted lived nearby or in Greater Melbourne, the top nine postcodes where these users reside is shown in Diagram 1. Local users account for 69% (595) of people intercepted recorded postcodes for this local audience is shown within the insert map. A small portion of people lived in other areas of Australia, New Zealand or further afield (Singapore, Canada, Italy) as also shown in diagram 1 below.

Diagram 1 Home Postcode



## Language Spoken

Users of Sydney Road were asked if they spoke another language other than English at home, 269 (32%) of people spoke another language other than English, 556 (66%) did not speak another language and three preferred not to say.

During our engagement many commented on the confusing streets signs, tow away zones and understanding when and where they were able to park their car. Perhaps consider ways to simplify existing road signage and rules that can be easily understood by a person for whom English their second or even third language.

## Time spent on Sydney Road

Majority of users spent between 1-2 hours (26%) and between 30 minutes to 1 hour (25%) on Sydney Road. Grocery shopping and eating and drinking were the main purposes for visiting Sydney Road and this is consistent with the time spent, with some users doing quick or longer grocery shops and having a quick coffee or longer sit-down meal.

There were users (10%) who spent 15 minutes or less doing a quick grocery shop and there were others who took their time and spent anywhere from 30 minutes to 4 hours grocery shopping. Users walking their dog or exercising also spent a shorter amount of time on Sydney Road.

People who spent more than 8 hours (5%) on Sydney Rd were typically working though some were having a leisurely day on Sydney Road, eating, shopping and socialising.

## Purpose of visit to Sydney Road

There were two predominant reasons for using Sydney Road, grocery shopping and eating and drinking. A number of users surveyed also worked on Sydney Road or in the area, or lived in the area. There were also smaller representations such as passing through, professional appointments, using the laundromat, beauty treatments, exercising and utilising community facilities.

## Traders

A total of 255 traders were spoken to with representation of 131 business owner/managers, 114 staff members and three volunteers. Staff members who worked on Sydney Road worked in various roles from full-time, part-time, casual and also worked on a variety of days and times across the week.

Some traders have been there well over 30 years, while some other businesses were new to the area. 'I just opened two weeks ago', owner of a fashion retail business. A couple of businesses also advised they were in their last two weeks of business and would be moving their business to an online shop.

## Business Type

A variety of businesses were surveyed, the largest group were food and beverage accounting for 76 of businesses (30%) surveyed. Fashion retailers (retail and opportunity shops) were the next largest category accounting for 48 businesses (19%). Specialty retailers (tobacco, florist, electronics included) accounted for 25 businesses (9%) and bridal related businesses (fashion, cakes, stationary) accounted for 22 businesses (8%).

A summary of business types and the included sub categories is shown below.

Business Type	Number
Beauty and body-related services (hair, beauty, massage)	17
Bridal shopping (fashion, cakes, stationary, accessories)	22
Fashion retail (fast fashion, designers, second hand stores)	48
Food or beverage (casual takeaway, dine in)	76
Grocery Shopping (convenience retail, bottle shop, cultural grocery stores)	21
Medical services (doctors, physiotherapists, medical specialists, chemists)	15
Other (Pawn Shop, Discount Retail, Art Shop/Gallery, Car Share)	11
Professional service (Real Estate, Accountant, Tailor, Travel Agent)	19
Specialty retail (tobacco, florist, electronics)	25
<b>Total</b>	<b>254</b>

## Precinct

The precinct in which traders were surveyed was fairly equally represented between 8% - 16% each precinct, with the exception of the Stewart Street precinct having a larger representation of 28%.

Some traders in some precinct areas were underrepresented due to the number of vacant shop fronts or the businesses being closed at the time of surveying, despite the shop sign stating their business was open. There were also a handful of traders who did not wish to participate, citing limited English or being time poor (with customers) as reasons they were unable to participate.

## Feedback about the VicRoads Consultation

Many of the participants (traders and users) we spoke with had heard about the VicRoads proposal for Sydney Rd. Hearing about it in local media (newspaper, traders association, social media) or through a fellow trader. The majority of the traders recalled being visited by a representative and/or participated online.

Some had provided their feedback either at an on street pop up or online. Whereas the majority of people we spoke with had not yet participated or provided feedback.

The VicRoads consultation process attracted the following feedback:

- Online survey was confusing “understanding the options online was confusing.”
- Lost confidence in government processes “we gave feedback on the rail crossing, we wanted it underground. We fought hard. What’s the point in participating in this one.”
- People feel disempowered. “Vic Roads has already made up their minds, nothing is going to change that.”
- Concerns over local neighbourhood “I have seen Vic Roads (proposals), I am concerned about the impact on the smaller streets”.
- Preference of options “Option 3 is preference, anything that encourages public transport for less pollution and walking and cycling”.
- Opinions from people who utilise the area “I’m a cyclist, I don’t think cycling paths need to be on Sydney Road, I’d prefer super tram stops. There is a perfectly good bike lane behind the street.” “Remove the parking from the street, (I) have seen the project online”. “Preference for removing cars, (I) use the Upfield’s path however that is too narrow.”
- “Better access for bikes and pedestrians balanced with the needs of drivers and businesses”.

## Trader Concerns

Traders were not directly asked about the VicRoads project however provided feedback as part of the conversation, which was recorded and presented to the project team for review.

Some were concerned about the removal of on street carparking and the impact it would have on their business:

- “Our biggest concern is if they take out the parking, people will not know we are here.” This business relied on passing cars, pulling in to collect something quickly.
- “On street parking is needed to make it easier for deliveries and delivery drivers (Uber eats, Deliveroo)”. Food and beverage businesses frequently had motorcycles and bicycles parking in front of their shop to access their shops.
- The fear of, or getting a fine was perceived to have scared away customers “if they take away car parking, it makes it hard for clients to get their hair done, they are worried about being fined”.

## User Insights

Summarised below are the key insights from the user survey, using the modes of transport as the basis for this analysis.

### Who's driving their car

Users who drove their car accounted for 334 people (39%), car use was higher among the working population with 76 of the 111 workers driving to Sydney Road. Driving was preferred by older people with 21 of the 79 users aged between 65 - 75 and over 75 driving to Sydney Road.

People who drive their car to Sydney Road are generally people who live a distance from Sydney Road or locals who need their car due to the size or weight of what they are buying. Car drivers were accessing bridal stores or speciality stores and may have travelled from anywhere in Victoria.

Users driving also include those that are stopping to pick up a coffee or something to eat before they continue on their commute or final destination. Of those driving at the time of intercept, 41 (12%) do not usually drive to Sydney Road. Walking was reported as their usual, preferred form of transport. This corresponds with the poor weather reported at the start of the survey period.

### Where do we park

Users have their *favourite* carpark, that is where they know they are likely to secure a carpark that has a suitable time allocation for their visit. Users typically parked in an off-street carpark (36%) or on Sydney Rd (33%). Many users reported parking in the more well-known off-street carpark, Coburg Recreation Reserve, Barkly Square or behind Coles in Coburg or behind Zagames.

Some drivers parked their car in these preferred locations and then used the Tram to access the rest of Sydney Road. Parking on Sydney Road was also favoured by those driving.

## Who prefers to walk

After driving, walking was the second largest mode of transport used by 263 participants surveyed (31%). Walking was the primary mode of transport for 82% (218) of people outside of intercept times.

The largest age bracket of walkers were aged between 24 - 35 and accounted for 85 (32%) of all walkers. Despite walking, the primary reason for 84 of these users on foot was shopping, 67 (79%) of these users anticipated spending between Under \$50 (36), \$50 - \$100 (22) and Over \$100 (9).

Walking was the second preferred mode of transport for older people with 20 of the 79 users aged between 65 - 75 and over 75. Reasons site were no longer holding a license and feeling safe in their community.

Walking was preferred by local residents who found it easier and more time efficient to walk compared to driving. It was considered faster, due to congestion and traffic and easier than trying to find a carpark "I generally avoid driving on Sydney Road because of the traffic."

Many residents that were driving at the time of surveying were quick to follow this up with "we typically walk" feeling almost ashamed for driving a short distance. Of those driving at the time of intercept, 23 of the 41 people that used another form of transport preferred walking and lived within 3056, 3057 and 3058.

## Who's using public transport

After driving and walking, public transport was the preferred mode of transport for 157 users (18%); trams were the preferred mode with 111 (13%) people taking a tram, 25 (3%) catching a train and 21 (2%) taking a bus.

Reason for visiting Sydney Road were evenly spread across shopping (59) and eating/drinking (50). Public transport was used more widely used in Precinct 1, Precinct 2 and Precinct 7 when compared to other areas, this also corresponds with the increased numbers in these areas.

Public transport use was balanced across gender, with 75 males and 74 women using public transport.

## Who rides their bike

Bike riders accounted for 70 (8%) of participants surveyed. Of the 70 who rode their bikes, 61 (87%) people use bikes as their main mode of transport when utilising Sydney Road. The other 9 (14%) participants normally used cars (4), trams (3) or walked (2).

Precinct 1 had the highest portion of bike riders with 30 (42%) bike riders in the Wilson Avenue Precinct, with the working (33%), eating and drinking (26%) and shopping for groceries (23%) cited as the reason for visiting Sydney Road.

The Glenlyon precinct had 16 (22%) of bike riders, the Sparta place precinct and the Victoria Mall precinct had 6 (8%), the Stewart street precinct had 10 (14%), the Davies street precinct had 2 (2%), the Grove precinct had no bike riders (0%) of users surveyed.

## Who catches an Uber

Using a rideshare or taxi service accounted for 11 participants. Using this mode was often coupled with another option “walk here, buy too much and catch an Uber home”, “catch public transport (stay out too late), catch an Uber home.

Uber was also used by 2 people working in the area who found it difficult to access car parking, and/or were unable to move their car during the day “I have to catch an Uber because parking is too hard to manage while working”.

Taxi was also used by an older person accessing a professional service.

Traders also noted that users often get dropped off at their premise by an Uber or call their users a Taxi after a night out at dinner (food and beverage) or a beauty appointment.

## Who uses other forms of transport

Other forms of transport accounted for 13 users. This included coming or being dropped off by a friend (8), skateboard (2), the use of a mobility scooter (2) and scooter (1).

One scooter user found navigating Sydney Road difficult “pedestrian paths are too narrow for scooters and the traders put their chairs out on the street makes it difficult for me to access. This is worse when there are works on the footpath then I have to go on the road. There is not always a ramp put out.”

One user who was dropped off, typical drives and commented that “trams hold the cars and then cars try to overtake and move into the bike lane; needs improving is dangerous”.

Other forms of transport were taken by tourists (3) and users eating or drinking in Sydney Road (11).

## User feedback on their preferred mode of transport

Users were not directly asked about the VicRoads project or ideas to improve their experience however provided feedback as part of the conversation. Summarised below are some verbatim comments related to users travel preferences.

### Driving

Some comments from those who drive:

- Needing longer time allocations for parking, particularly those coming to watch the VFL, working in the area or older people with mobility issues “the times zones for parking are not suitable, they aren’t realistic”.
- More off street carparking “remove carparking off Sydney Road and create more off street parking”.
- Different parking restrictions and time limits across the precincts made it confusing for some to understand.

### Walking

Some comments from those who walk:

- Sidewalks are narrow, especially in areas where traders have street furniture on the footpath and cyclists lock their bikes to traffic guards “people in bars spill over into the street”.
- Expanding the pathway network was noted as an extended benefit of the VicRoads project “(I’d like) tram and bike lanes and expanded footpaths”.
- Unevenness of footpaths (potholes, raised and uneven) “footpaths are full of potholes and they are too narrow and uneven.”

### Public transport

Some comments from those using public transport:

- Improving the reliability and speed of public transport “public transport can run late due to traffic.” “Around 5 or 6pm public transport is too crowded, (we) need more frequent trams”.
- Advocating for weekend bus service “I have to drive my dad to Sydney Road on Sunday because the buses don’t run.”
- Public transport users recognised the interferences cars had on their transport choice and wanted to see this improved “cars should need to give way to trams” and “trams get stuck behind cars”.

### Bike riding

Some comments from those who ride:

- Utilisation of the existing bike path “I’m a cyclist, I don’t think cycling paths need to be on Sydney Road, I’d prefer super tram stops. There is a perfectly good bike lane behind the street.”
- Improve the safety of riding a bike for cyclists “more bike lanes, doesn’t feel safe for cyclists”; “bikers getting car doored”; “as a cyclist I find Sydney Road awful, (I) use the back streets and crossing these streets I use the pedestrian crossing to cross with my bike”.
- “I find the VicRoads proposal encouraging and might consider buying a bike.”

## Trader Views

Traders were asked to comment on the travel patterns and preferences of their customers. The majority of traders provided a considered response when determining how their customers travelled to their business. Only 50 of the 255 traders (19%) selected car as the primary mode of travel, whereas 75 traders (29%) recognised that their customers used four or more modes of travel to access their business.

Some common perceptions across the business types:

- Customers of food businesses were more typically expected to drive. Traders often see customers “park at the front then run in” or walking past “they’ll call an Uber to pick them up” wanting to get home and enjoy their meal.
- Customers with medical appointments were more likely to drive or catch a taxi, often in poor health or coming from further distance (specialist appointment).
- Customers of speciality stores (bulky items or specialist items) were more likely to drive given the distance travelled. Traders were aware of customer locations as they had previously posted items to customers or it had come up in conversation.
- Customers who were having their hair done tended to drive, or get dropped off, especially if they were having their hair done for an event (such as a wedding) and did not want to have their hair ruined catching transport. Traders often experience customers feeling stressed or having a ‘negative experience’ instead of enjoying their beauty treatment due to parking time restrictions and the clear way. “They are always worried about getting a fine”.
- Customers who were bridal shopping were most likely to drive for a multitude of reasons, the bride and the bridal party and or family had travelled from all over the state to dress shop on a street (Sydney Road) with several bridal shops, they were collecting their dress and car is the preferred mode for the protection of the dress.
- Customers grocery shopping had two considerations which impacted their mode of transport, how far they lived from Sydney Road and the quantity of groceries they were buying.

Some commonalities exist across the precincts:

- Businesses located in the *busier* precincts were more likely to acknowledge the various types of transport modes used. Recognising that public transport and walking in particular were used by their customers. In busier areas the travel patterns of people were more visible “I see people getting off the tram”, “walk past and decide to come in.” Compared with businesses located in quieter areas (Precinct 6, Precinct 5) where the perception was that more customers travelled by car.
- Over half of the businesses within Precinct 3 Sparta selected car as the main (>90%) mode of customer travel. Largely due to the number of bridal stores and fashion retail stores in that precinct and driving being the preferred mode of transport for brides due to travelling distances and collection of dresses.

## Perceptions versus reality

Shown below is a comparison of user travel preferences to the perceptions of traders when considering their customers travel preferences.

From this data comparison it is clear:

- Use and perception of Uber and Taxi use is closely matched across all precincts.
- Use and perception of public transport use is closely matched across Precincts 1 and 2. In Precinct 3 traders underestimated public transport use, whereas in Precincts 5, 6 and 7 traders overestimated public transport use.
- Use and perception of bike use is closely matched in Precincts 1, 2 and 7. In Precinct 3 and 4 traders underestimated bike use, whereas in Precinct 5 traders overestimated bike use.
- Perception of car use is overestimated in all precincts, especially in Precincts 2, 3, 4, 5 and 6 where there is more than a 20% difference.
- Perception of walking is underestimated in all precincts, especially in Precincts 3, 4, 5 and 6 where there is more than a 20% difference.

	Car		PT		Bike		Walk		Uber/Taxi	
Precinct	Trader	User	Trader	User	Trader	User	Trader	User	Trader	User
Precinct 1 Wilson Avenue	43%	36%	22%	21%	14%	15%	18%	25%	3%	2%
Precinct 2 Glenlyon Road	49%	29%	20%	19%	10%	10%	21%	38%	1%	1%
Precinct 3 Sparta Place	73%	49%	11%	18%	5%	7%	10%	24%	1%	1%
Precinct 4 Stewart Street	66%	43%	15%	16%	4%	7%	14%	33%	1%	1%
Precinct 5 Davies Street	51%	28%	29%	21%	4%	2%	15%	45%	1%	1%
Precinct 6 The Grove	71%	48%	21%	17%	0%	0%	4%	30%	3%	4%
Precinct 7 Victoria Mall	64%	50%	20%	17%	3%	4%	13%	25%	0%	2%
<b>Total</b>	<b>61%</b>	<b>39%</b>	<b>18%</b>	<b>18%</b>	<b>5%</b>	<b>8%</b>	<b>14%</b>	<b>31%</b>	<b>1%</b>	<b>1%</b>

Similarly, while traders are concerned with the current parking situation and any potential change that would reduce on-street car parking, users are much more positive towards these changes. Siting improvements in amenity, improved movement of public transport and improved streetscape for walking/cycling.

# ANALYSIS OF SYDNEY ROAD IMPROVEMENT PROJECT CONSULTATION OPTIONS

This table summarises the expected impact on all user categories of the five options being consulted on by DoT. As all options include accessible tram stops, the accessibility benefits of these stops are not included in the analysis. The impact of each option on each user category is also shown as follows:

1 – Significant negative impact		2 – Some negative impact		3 – No/marginal impact		4 - Some positive impact		5 – Significant positive impact	
Option	Walking/Place	Cycling	Trams	General traffic	Parking	Officer comment			
1A	Widened footpaths at tram stop locations only, allowing for some placemaking and greening (4)	No change (3)	Potential for delays due to increased congestion as cars now merge into a single lane at tram stops (2)	Potential for delays due to increased congestion as cars now merge into a single lane at tram stops (2)	Minimal loss of parking (3)	This option presents some modest opportunities for wider footpaths, and greater placemaking and greening. However, it entails the loss of the clearway and is likely to delay trams and motorists due to pinch points created at the tram stops.			
1B	No change (3)	No change (3)	No change (3)	No change (3)	Minimal loss of parking (3)	This option represents a “do-minimum” with new accessible tram stops only. It provides no benefit to tram running, cyclist safety or place, but does not entail loss of road capacity or parking.			
2	No change (3)	No change (3)	Potential for improved speed and reliability during peak hours however this is subject to driver compliance which is unlikely (3-4)	Potential for delays as motorists may only use left lane during peak periods (2)	Minimal loss of parking (3)	This option potentially improves tram running on Sydney Road which is among the slowest tram corridors in Melbourne. However, as the dedicated tram lane operates only in peak and is enforced by signage rather than physical separation, it is unlikely to provide significant benefit as some motorists will not comply.			

Option	Walking/Place	Cycling	Trams	General traffic	Parking	Officer comment
3	Widened footpaths along entire corridor, allowing for placemaking and greening (5)	Separated bike lane along entire corridor, improving safety and attracting more cyclists (5)	Likely delays as trams must share single lane with motorists at all times however are no longer delayed by motorists pulling into/out of on street parking (impact unclear)	Likely delays as motorists must share single lane with trams at all times (1)	Loss of parking along entire corridor (1)	<p>This option represents the most radical change however is the only option which improves cycling conditions on Sydney Road. It also provides significant opportunities for placemaking and greening by extending the kerb along the entire corridor.</p> <p>Although removal of the clearway may result in some delay to tram services during weekday peak periods, this may be mitigated by reduced traffic as the road is less attractive for through traffic. Outside these times, tram running is likely to improve due to reduced delay from vehicles entering/exiting on-street parking and lower local traffic volumes searching for parking. The overall impact of this option on trams is not fully known.</p> <p>This option represents the most significant removal of car parking on Sydney Road which has the potential to impact local traders. Relocation of loading zones and pick-up/drop-off areas is likely to be required, along with placemaking and promotions activities to support business activity.</p>

Option	Walking/Place	Cycling	Trams	General traffic	Parking	Officer comment
4	Widened footpaths at tram stop locations and other selected locations only, allowing for some placemaking and greening (4)	Potential for negative safety impact as there is no separated lane and motorists may attempt to overtake trams causing conflict with cyclists (2)	Likely delays as trams must share single lane with motorists at all times (1)	Likely delays as motorists must share single lane with trams at all times (1)	Loss of some parking (2)	<p>This option is similar to Option 1A but provides for more opportunities to widen footpaths while still retaining parking. It may reduce safety for cyclists due to inconsistency of conditions and the likelihood of motorists attempting to overtake trams.</p> <p>Tram travel speeds are likely to be negatively impacted as trams would share a single lane with vehicles at all times, and also continue to be held up by traffic caused by vehicles searching for parking, as well as vehicles pulling into/out of on-street spaces.</p>

# **DCD20/19 FULL POTENTIAL: A STRATEGY FOR MORELAND'S YOUNG PEOPLE - POLICY ADOPTION (D19/264772)**

## **Director Community Development**

### **Early Years and Youth**

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#### **Executive Summary**

At the June 2019 Council meeting, Council approved and released Full Potential: A Strategy for Moreland's Young People (the Strategy) for final public consultation and review (DCD14/19).

The draft Strategy outlined 5 outcome areas to best support young people:

- Improving our service system;
- Enhancing voice and participation;
- Increasing skills and job opportunities;
- Supporting health and resilience;
- Providing youth friendly spaces and places.

This report outlines the Strategy review process and affirms young people and community support for the proposed 5 outcome areas.

The consultation and review process occurred over a 6-week period from 13 June 2019 to 25 July 2019 and invited young people, service agencies, schools and community groups to review and provide a formal written submission or general comments in response to the draft Strategy.

In summary, strong support was received from local service agencies to improve the service system for young people and to adopt a collective impact approach to monitoring and evaluation of our progress in achieving the Strategy's vision. Young people reaffirmed the challenges of securing employment, mental health and navigating the service system amongst others.

Some minor adjustments have been made to the Strategy following the consultation, and one additional priority has been included to strengthen partnerships with employment agencies.

The Strategy builds on existing strengths and endorses Council's role in service planning and coordination and ultimately delivering more efficient service and greater opportunities for all Moreland's young people now and into the future.

Full Potential: A Strategy for Moreland's Young People is included at Attachment 1.

#### **Officer Recommendation**

That Council:

1. Adopts 'Full Potential: A Strategy for Moreland's Young People' at Attachment 1 to this report.
2. Notes the contribution of young people and community in the development of 'Full Potential: A Strategy for Moreland's Young People'.

## **1. Policy Context**

Full Potential: A Strategy for Moreland's Young People (the Strategy) aligns with the Council Plan Strategic Objective: Connected Community and the priority to:

- better equip our young people for employment and provide opportunities to participate in civic life.

## **2. Background**

Moreland Youth Services key strategic document, Oxygen Phase Two Report and Action Plan 2015 - 2018 was adopted by Council in May 2015 (DSD/16/15).

A subsequent outcomes report was noted by Council at the February 2018 meeting (DSD2/18) with the action plan formally concluding on 30 June 2018.

The new Strategy was informed by input from over 2,300 young people in Moreland aged from 12 to 25 years, local service organisations, educators and cross Council collaboration to identify 5 key outcome areas and set a new strategic direction for Moreland.

The draft Strategy was presented at the June 2019 Council meeting, where it was authorised for final public consultation and review (DCD14/19).

## **3. Issues**

### **External review process**

The review process commenced on 13 June 2019 and was designed to target 4 key stakeholder groups including:

- Young People;
- Schools and Educators;
- Local service agencies; and
- Internal Council staff.

Engagement methodologies included:

- Uploading the draft Strategy to Council's webpage and social media platforms inviting review and feedback;
- Placing hard copy draft Strategies at the Oxygen Youth Space for review and comments by all guests attending the facility;
- Conducting small focus group discussion with young people attending the Oxygen Youth Space during drop-in times;
- Circulating the draft Strategy to all primary and secondary schools who participated in the Moreland Youth Resilience Survey and Youth Strategy Survey;
- Circulating the draft Strategy to all agencies who participated in the development process and member agencies of the Moreland Youth Commitment Network;
- Formal in person meetings with key partner agencies including:
  - Merri Community Health,
  - Inner Northern Local Learning and Employment Network (INLLEN),
  - Youth Projects Glenroy,
  - Victorian State Government, Departments of Jobs, Precincts and Regions.

The review process formally ended on 25 July 2019 which resulted in some adjustments to the draft Strategy.

## **Review and feedback themes**

Stakeholder feedback was largely positive with key themes including:

- Strong support for a collective impact approach to monitoring and evaluation of the Strategy and a focus on enhancing the service system;
- Need to strengthen partnerships with key employment agencies and improve employment outcomes for young people;
- Acknowledgment that key priorities need to be funded and resourced appropriately to ensure outcomes are achieved;
- Reaffirming the importance of meaningful youth participation.
- Young people remaining at the centre of decision making and positive role modelling;
- The need to continue to support the work of the Inner Northern Youth Employment Task Force (INYet);
- Local service sector appetite to be actively engaged in the action planning phase to ensure the Strategy is fully implemented.

## **Draft Strategy Adjustments**

The review and feedback process has resulted in the following adjustments and inclusions:

- Minor grammar and formatting adjustments;
- Insertion of the Council resolved Climate Emergency Statement as seen on page 14;
- Inclusion of 'internships' into priority action 3.2;
- Inclusion of a new priority 3.4 to further strengthen commitment to employment outcomes;
- Inclusion of 'positive role models' into priority action 4.2;
- Inclusion of 'emotional intelligence' into priority action 4.3.

## **Human Rights Consideration**

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

## **4. Consultation**

In addition to the external review process, Council officers have had ongoing discussions and feedback from the Oxygen Youth Committee.

The draft Strategy was circulated to members of the Corporate Management Team on 11 July 2019 for final comment; and the Councillor responsible for Youth, Cr Dale Martin has been consulted in the preparation of this report.

## **5. Officer Declaration of Conflict of Interest**

Council officers involved in the preparation of this report have no conflict of interest in this matter.

## **6. Financial and Resources Implications**

There are no immediate financial implications in relation to the Strategy other than publishing costs which will be met through the existing Youth Services budget.

An Action Plan will be developed to guide implementation of the Strategy and any additional resourcing requirements will be sought through the usual Council budget process and through external funding sources where possible.

## **7. Implementation**

Subject to approval, Council officers will immediately commence work on developing the Action Plan and implementation of priorities.

An event to formally launch the Strategy will be held to celebrate the contribution of young people and community in shaping the futures of Moreland's young people.

### **Attachment/s**

1 [!\[\]\(1d8b21bd91d4dd3773223ed44a91b69f\_img.jpg\)](#) Full Potential A Strategy for Morelands Young People D19/291178

# FULL POTENTIAL

A Strategy for Moreland's Young People

Moreland City Council

Youth Services

August 2019

## Executive Summary

Moreland City Council is deeply committed to helping each young person achieve their full potential. Development of this Strategy has been informed by research, evidence and most importantly through consultation with young people.

This Strategy establishes a clear focus for Council and identifies how our role can create the most positive social and collective impact; as coordinator, partner, provider and through direct engagement with young people.

We are building on our strengths and leveraging internal change, so that we can provide opportunities more seamlessly across life stages, supporting young people as they navigate through transitions at key stages of their life. Our extensive consultation and research has identified five key outcomes which we will focus on in the coming years:

- (1) Improving our service system;
- (2) Enhancing youth voice and participation;
- (3) Increasing skills and job opportunities;
- (4) Supporting health and resilience; and
- (5) Providing youth friendly spaces and places.

To deliver on these outcomes requires collaboration from all corners of the community and a shared understanding that this Strategy is for all young people in Moreland.

The Strategy outlines the key priorities we will focus on in the coming years. Our goal is that all young people can reach their full potential and contribute to a thriving Moreland.

To help communicate and promote the work we will be doing and how we will do it we have developed a “Strategy on a Page”, which identifies the priorities to be actioned to achieve our five key outcome areas. We have also colour coded our priorities to the role we expect to lead in the delivery of each priority. (see following page)

The remainder of this document explains the detail, how we got there, and what it means for the years ahead.

# FULL POTENTIAL A STRATEGY FOR MORELAND'S YOUNG PEOPLE



## COUNCIL VISION

Moreland will be known for its proud diversity and for being connected, progressive and sustainable city in which to live, work and play.

## OUR PURPOSE

To engage with young people and service providers to improve access to support, create opportunities and empower young people in Moreland.

## OUR ROLE

ENGAGE

COORDINATE

PARTNER

PROVIDE

## OUTCOMES

## PRIORITIES

<b>ONE: SERVICE SYSTEM</b>	Take a leadership role to <b>partner</b> and work strategically with all stakeholders to improve collective impact responses.	Diversify and <b>coordinate</b> Council's digital platforms to make information more engaging and accessible.	<b>Partner</b> with stakeholders to develop a Early Years and Youth Framework and enhance collaboration.	<b>Provide</b> community grants to organisations best placed to respond to the needs of young people.
<b>TWO: VOICE AND PARTICIPATION</b>	<b>Engage</b> directly with young people through activities, events and having a physical presence in schools.	<b>Provide</b> leadership opportunities and avenues for young people to participate in Council and community decision-making.	<b>Engage</b> with young people to connect them with volunteering opportunities they are passionate about.	Support opportunities for young people to <b>engage</b> , co-design, plan and participate in community activities and events.
<b>THREE: SKILLS AND JOBS</b>	Strengthen private sector <b>partnerships</b> to improve employment pathways (especially at entry level and with industry).	<b>Provide</b> opportunities for young people to gain work experience, internships and employment through Council.	<b>Coordinate</b> access to certified training, skill development, entrepreneurship and job readiness programs	Support a collective impact approach in <b>partnership</b> with key employment agencies to improve employment outcomes for young people.
<b>FOUR: HEALTH AND RESILIENCE</b>	<b>Coordinate</b> and research the wellbeing and resilience of young people in Moreland.	Connect and <b>partner</b> young people to accessible health services, positive role models and recreational opportunities.	<b>Coordinate</b> and promote the importance of healthy behaviours, including sleep, emotional intelligence and responsible online behaviour.	<b>Coordinate</b> advocacy for funding for services and programs that improve mental health outcomes for young people.
<b>FIVE: SPACES AND PLACES</b>	<b>Provide</b> access and maximise utilisation of the Oxygen Youth Space.	Advocate with our <b>partners</b> for transport options for young people to access safe spaces and places across the municipality.	Centralise and <b>coordinate</b> access to data and information about youth services and places through the Oxygen Youth Space.	Plan for and <b>provide</b> youth-friendly community spaces in collaboration with young people.

## FOUNDATIONS OF OUR WORK

We  
Action

We are  
Inclusive

We  
Innovate

We are  
Sustainable

We are  
Fair

# Acknowledgements

## First People

The City of Moreland acknowledges the Wurundjeri people as the traditional owners and custodians of this land and pays respect to their Elders past, present and emerging.

## Our Community

The formulation of this Strategy has been driven by extensive community engagement in combination with comprehensive research and analysis.

Moreland City Council would like to acknowledge and thank all parties who contributed to the development of this Strategy:

**Young People** who live, work and study in Moreland shared their feelings, thoughts, aspirations and needs;

**Oxygen Youth Committee** championed the causes of young people and drove youth engagement to inform the Strategy and consultation plan;

**Council Staff and Councillors** shared their expertise and commitment to young people;

**Other Councils and State Government Agencies** shared insights and information freely;

**Our local schools and service organisations** who work tirelessly across the community and support our young people; and

**Spark Strategy** a social impact advisory firm collaborated with Council on the development of this Strategy.

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## Mayors Foreword

On behalf of Moreland City Council, I am pleased to introduce Full Potential: A Strategy for Moreland's Young People which will provide a clear direction to guide Council's work with and for young people aged 12 – 24 who live, work or play in the City of Moreland.

There are almost 30,000 young people living in Moreland and they are an integral part of our community, bringing vibrancy, new ideas and life to our City. We have researched, consulted and engaged extensively with young people, local service organisations, schools, state and federal governments to inform and establish our evidence base and identify where Council is best placed to support our young people.

As adults, we understand that adolescence and the transition to adulthood is a time of change, opportunity and challenge, so it is important that our vulnerable young people are prioritised, and intervention happens early, when support is needed. This Strategy will be the guiding light for our work over the coming years, and we always welcome conversations with our community on how we can continue to improve.

We extend our gratitude to all who have been involved now, and into the future as we bring the Strategy to life.

Cr Natalie Abboud  
Mayor

## Message from our Youth Services Team

We love working with and for young people and we take this responsibility very seriously. In collaboration with our partners we have been able to achieve terrific outcomes for our community and are well on our way to creating a more youth friendly city.

The Oxygen Youth Space, Moreland's first dedicated facility for young people, continues to soar in popularity. Attendance rates continue to grow; in 2013, our first year of operation, we had 550 visits per month, this has now grown to 1700 visits per month, since the facility expanded in 2018. We are delighted with this result. Oxygen provides our young people with a safe and inclusive space to learn, connect and socialise.

We regularly see first-hand the highs and lows our young people experience, and we make a concerted effort to deliver services that are valuable and needed. Through our direct and collective efforts in 2018, over 80 young people were supported to find a job; 500 young people participated in our vocational training programs, completed entry level training courses and secured learner driver permits amongst other things and we are eager to keep working hard to build on these outcomes.

Young people must and will always inform the things we do and how we do them and that's the way we like it.

To see what we are up to now visit: [www.moreland.vic.gov.au](http://www.moreland.vic.gov.au) and search for the youth page.

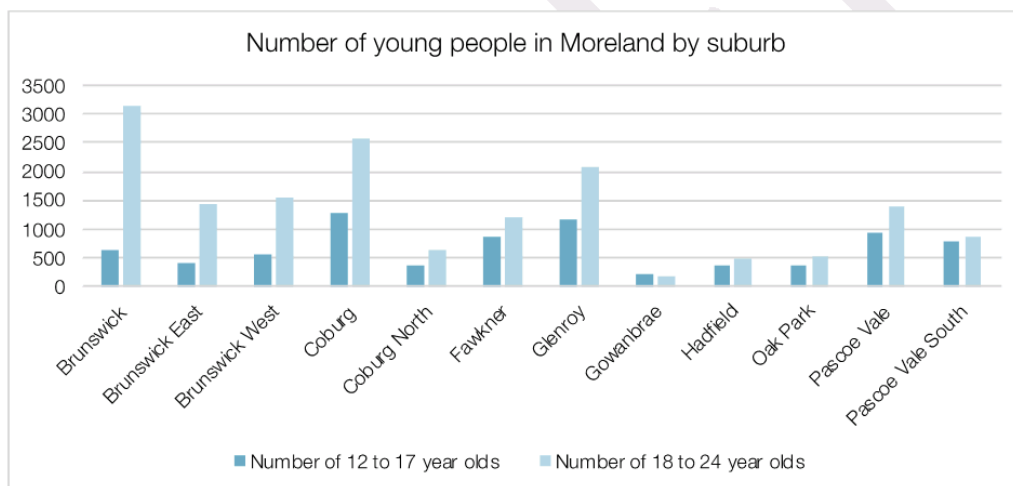
## Snapshot of our Young People

Council identifies all young people as those aged 12-24 years but importantly distinguishes adolescent young people at 12-17 years and young adults at 18-24 years.

This is important as adolescent young people are predominantly in secondary school with some having entered the workforce. Young adults are at a different stage of development and more likely to be focused on career or starting a family with an alternate set of opportunities and challenges.

### Numbers of Young People

In 2016, there were 24,078 young people aged 12 to 24 years living in Moreland, representing 14.8% of the total population of the municipality. The number of young people in Moreland increased by 5% from 2011 to 2016. This growth is forecast to increase, with estimates indicating there will be 35,238 young people aged 12 to 24 living in Moreland by 2036.



Source: 2016 Census

The suburbs in Moreland with the greatest number of young people are summarised in the table below.

12 to 17 year olds	18 to 24 year olds	12 to 24 year olds
Coburg – 1,295	Brunswick – 3,150	Coburg – 3,850
Glenroy – 1,173	Coburg – 2,555	Brunswick – 3,802
Pascoe Vale - 923	Glenroy – 2,064	Glenroy – 3,237
Fawkner - 878	Brunswick West – 1,561	Pascoe Vale – 2,322
Pascoe Vale South - 776	Brunswick East – 1,436	Brunswick West – 2,116

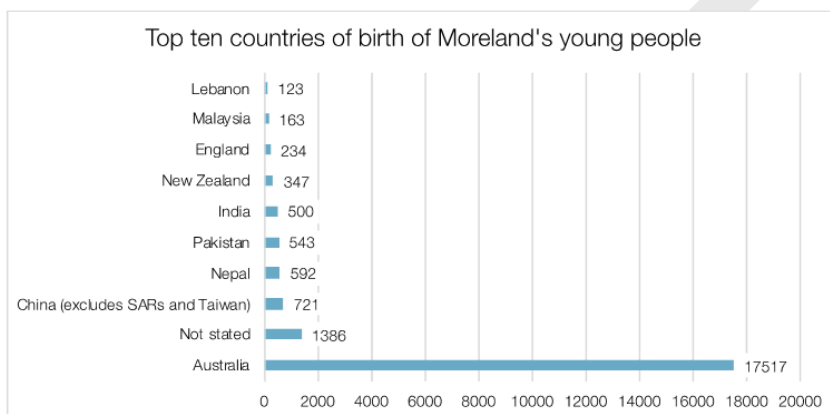
Source: 2016 Census

### Aboriginal and Torres Strait Islander Young People

There were 192 Aboriginal and/or Torres Strait Islander 12 to 24 year olds living in Moreland in 2016, which equated to 0.8% of all young people. This percentage is higher than for the entire population of Moreland as 0.5% of all Moreland's residents identify as Aboriginal and/or Torres Strait Islander.

### Cultural and Linguistic Diversity of Young People

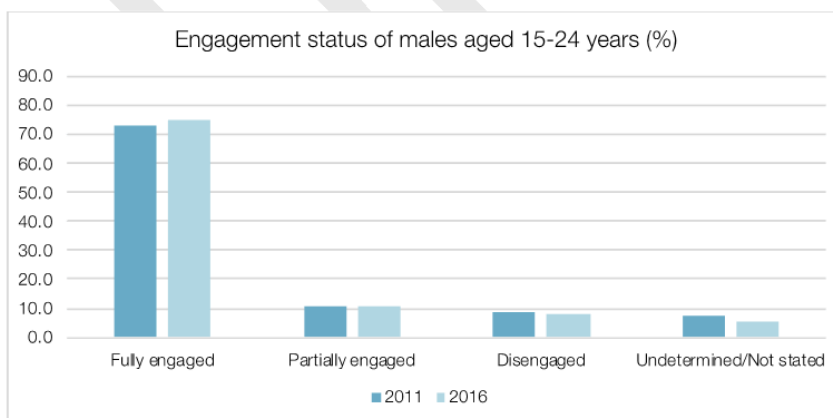
Over 70% of Moreland's young people were born in Australia, with a significant proportion from a range of Asian countries (China – 3%, Nepal – 2.5%, Pakistan – 2.3%, India – 2.1%, Malaysia – 0.7% etc). Country of birth is unknown for 5.8% of 12 to 24 year olds in Moreland. In addition, almost one in six (16.7%) of Moreland's young people arrived in Australia within the preceding decade.



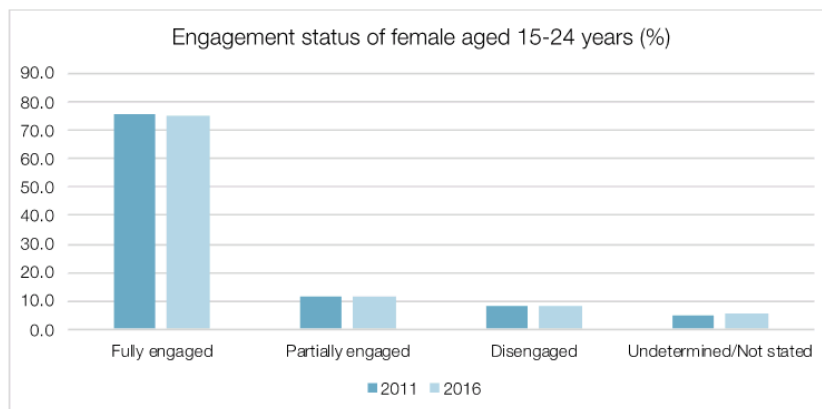
Source: 2016 Census

### Disengagement of Young People

Disengagement is determined by whether people are studying and/or working. The 2016 Census indicates that 1,904 (19.1%) of boys and men and 1,986 (19.8%) of girls and women aged 15 to 24 in Moreland were either disengaged or partially engaged.



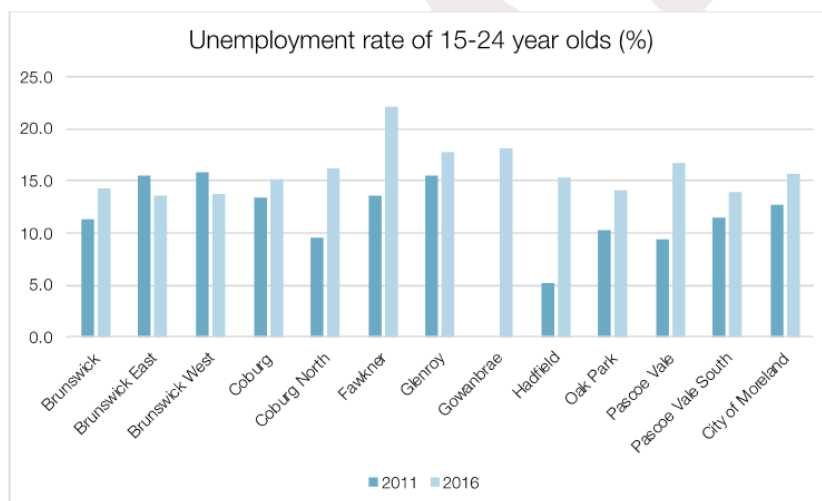
Source: 2016 Census



Source: 2016 Census

### Unemployment of Young People

In 2016, the Moreland labour force aged 15 to 24 years totalled 12,238 young people, of whom 1,913 (15.6%) were unemployed. Brunswick, Coburg and Glenroy were the suburbs with the highest numbers of unemployed young people at 327, 294 and 273 respectively. Fawkner, Gowanbrae and Glenroy were the suburbs with the highest proportion of unemployed young people at 22.1%, 18% and 17.7% respectively.



Source: 2016 Census

### Young People Experiencing Homelessness

The 2016 Census estimated that 261 young people (12 to 24 years) in Moreland were experiencing homelessness. This number includes: people living in improvised dwellings, tents or sleeping out; people in supported accommodation for the homeless; people staying temporarily with other households; people living in boarding houses or other temporary lodgings; and people living in severely crowded dwellings. Service providers noted that this is likely to be an underestimate.

## What we did

The development of this Strategy has been informed by an extensive and robust process which established our evidence base and tested our results. This involved five (5) key phases:

### 1. Literature Review Phase

This phase established alignment to existing strategic commitments and leading literature at the local, state, national and international level which included:

Document	Strategic Considerations	Outcomes Alignment
Moreland Community Vision: Our Community in 2025	Moreland will be known for its proud diversity and for being a connected, progressive and sustainable City in which to live, work and play.	<ul style="list-style-type: none"> <li>➤ Service System</li> <li>➤ Voice and Participation</li> <li>➤ Skills and Jobs</li> <li>➤ Health and Resilience</li> <li>➤ Spaces and Places</li> </ul>
Council Plan 2017 – 2021	<p>Sets out three Strategic Objectives which include:</p> <ul style="list-style-type: none"> <li>• Connected Community;</li> <li>• Progressive City; and</li> <li>• Responsible Council</li> </ul> <p>Within this plan Council sets a priority to better equip our young people for employment and provide opportunities to actively participate in civic life.</p>	<ul style="list-style-type: none"> <li>➤ Voice and Participation</li> <li>➤ Skills and Jobs</li> </ul>
Public Health & Wellbeing Plan 2017 – 2021	<p>Aims to support local communities to maximise their own health and wellbeing by ensuring community members have the opportunity to take control of their health and is broken down into 2 focus areas:</p> <ul style="list-style-type: none"> <li>• Healthy Communities; and</li> <li>• Livable Neighborhoods.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Health and Resilience</li> <li>➤ Spaces and Spaces</li> </ul>
Moreland Early Years Strategy 2016 – 2020	<p>Aims to provide a framework to increase wellbeing in children aged 0-12 years, who live, work or play in Moreland.</p> <p>Outcomes of the Moreland Early Years Strategy 2016-2020 are:</p> <ul style="list-style-type: none"> <li>• Improved health, wellbeing and education outcomes for children in Moreland, especially for those children who are vulnerable;</li> </ul>	<ul style="list-style-type: none"> <li>➤ Service System</li> <li>➤ Health and Resilience</li> <li>➤ Spaces and Places</li> </ul>

	<ul style="list-style-type: none"> <li>• An integrated and responsive family and child focused service system in Moreland; and</li> <li>• Moreland becoming a more child-friendly city and community.</li> </ul>	
Future Ready Moreland	<p>There are 4 key pillars to this plan:</p> <ul style="list-style-type: none"> <li>• Strengthen our community engagement and customer service;</li> <li>• Enable our people to deliver their best;</li> <li>• Optimise our resources and financial opportunities; and</li> <li>• Accelerate new and more connected ways of working.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Service System</li> <li>➤ Voice and Participation</li> </ul>
Victorian Youth Policy: Building a Stronger Youth Engagement in Victoria.	<p>Key priorities include:</p> <ul style="list-style-type: none"> <li>• Education and Jobs;</li> <li>• Mental Health;</li> <li>• Roadmap for Reform: strong families, safe children; and</li> <li>• Family violence</li> </ul> <p>Other areas relevant to young people include alcohol consumption; housing; transport and a focus on priority groups including Aboriginal young people; culturally diverse young people; LGBTQI+; young people with a disability; and rural and regional young people.</p>	<ul style="list-style-type: none"> <li>➤ Voice and Participation</li> <li>➤ Skills and Jobs</li> <li>➤ Health and Resilience</li> </ul>
National Youth Commission: Understanding the complexities of youth transitions.	<p>Aims to provide insight into the transitions young people experience from:</p> <ul style="list-style-type: none"> <li>• School to work;</li> <li>• School to post-secondary study;</li> <li>• Post-secondary to work;</li> <li>• Work to work; and</li> <li>• Work to study.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Service System</li> <li>➤ Skills and Jobs</li> </ul>
United Nations: World Youth Report – Youth Civic Engagement.	<p>Identifies “young person” or “youth” as those between the ages of 15 and 24 and provides a basis for policy discussions around youth civic engagement in order to ensure that young people are able to participate fully and effectively in all aspects of the societies in which they live</p>	<ul style="list-style-type: none"> <li>➤ Voice and Participation</li> </ul>

## 2. Research and Consultation Phase

We surveyed, interviewed and held focused discussions with our young people, educators, local service organisations and community to ensure that current and future opportunities and challenges were identified.

This included:

- The Youth Resilience Survey completed by 1882 individuals from 15 primary and secondary schools across Moreland; Schools Survey completed by 45 local educators; and General Youth Survey completed 316 young people; and
- Benchmarking with eight Local Government youth services to identify best practice, new approaches and share insights and expertise.

## 3. Analysis Phase

Utilising this research and consultation data, we developed a comprehensive need and service analysis across Moreland to outline and highlight key learnings, opportunities and challenges for Council, young people, service organisations and educators. The report, Young People in Moreland – A Needs and Service Analysis can be viewed at [www.moreland.vic.gov.au](http://www.moreland.vic.gov.au) (search for the youth page).

## 4. Framework Phase

Building on the previous three phases, a Strategy Framework was developed, which outlined:

- our key purpose, to establish why we exist;
- identified roles, best placed for Council youth services;
- key outcome areas and priorities; and
- our values and principles that underpinned the framework.

The Strategy on a Page sets the foundation on how we will work now and in the future.

## 5. Testing Phase

The Strategy Framework was shared and we invited young people, educators, local service organisations, Council staff and community to read, review, interrogate and respond to the proposed framework. This process was critical in ensuring that the framework was balanced and in alignment with expectations and needs.

The development process included 10 workshops and focus groups, over 30 group and individual interviews, many face-to-face interviews and three significant surveys. This has resulted in approximately 2300 direct and indirect engagements with young people, 40 staff members at Moreland City Council, 45 local educators, 8 other Councils in Victoria and 25 service providers and strategic partners. The process has been both extensive and diverse, with rich conversations revealing a wealth of perspectives and insights.

## What we learned

Outlined below are the key learnings that have informed the development of the Strategy.

### Challenges and issues facing young people

We identified that young people in Moreland encounter a diverse array of challenges and issues. Access to employment, mental health, bullying, maintaining healthy relationships and education pose key challenges for young people. Furthermore, young people who are disengaged from education and/or employment are more likely to experience challenges in social connection and accessing services. Research also indicates a higher level of need amongst newly arrived and culturally and linguistically diverse young people. Service providers identified those living in the northern areas of Moreland as generally facing greater challenges. Lack of sleep, an absence of positive role models and excessive use of technology also emerged as key issues facing young people. Amongst all of these challenges, mental health and employment support were cited most frequently.

### Local service and support system

Over twenty organisations are running at least eighty services, programs and facilities in Moreland for young people. Given the number and variety of services, it can be difficult to know what is available and where to go for information. Complexity and confusion are exacerbated by services closing, opening and changing on a regular basis, and this also gives rise to a level of instability across the sector. Some services are highly specialised, others are generalist and the rest sit elsewhere along the spectrum. Furthermore, some service providers only operate in and around Moreland whilst others have state-wide or national operations. Most youth services in Moreland operate from one fixed location and about a third run at multiple locations, or on an outreach basis. In addition, schools are often approached by multiple service providers and may not have the resources to partner with all of them.

### Access barriers and considerations

There is an array of barriers that impede young people's access to services in Moreland. Research and stakeholder engagement has indicated that these include:

- Changes to and instability of services;
- Lack of awareness and information to navigate what's available;
- Location of services and transport issues in getting to them;
- The length of waiting lists and limited service hours;
- Not knowing anyone who provides or attends the service (social barriers); and
- Cost to access services, supports and spaces (financial barriers).

### Transition points

Transition points into and out of education, employment and parenthood were identified as points of vulnerability and challenge for some young people. This includes the move from primary to secondary school, departing secondary school, entering tertiary studies, seeking employment and starting a family.

### The importance of collaboration

Council understands the importance of genuine collaboration with young people, other teams across Council, schools, service organisations and government agencies. This has been further validated through interviews and meetings that have occurred during the strategic planning process. Council stands ready in its role to engage, coordinate, partner and provide to develop holistic outcomes for young people through enhanced collective impact. Effective networks to share information, professional development and sharing resources and spaces are also critical to sustaining long term success.

### Continuity across the 0-24 years age cohorts

It is important that there is continuity of information and services for infants, children, young people and families. In recognition of this, Moreland City Council has formed the Early Years and Youth Branch, comprising three teams - Maternal and Child Health and Immunisation, Children's Services and Youth Services. With a new structure in place, these three teams will now work more closely to ensure continuity of services and information for those aged 0-24 years. We have identified the 'middle years' children aged 8-12 years as a key collaboration opportunity across the Early Years and Youth Branch.

### Benchmarking other Councils

In addition to the activities summarised above, we engaged staff from other Councils in Victoria to learn about their approach and priorities. This benchmarking exercise has identified that there is no single youth services model that is considered best practice across local government. Instead, each team has tailored their approach to respond to the key issues facing young people in their municipality. All the Councils that we spoke to have a youth committee embedded in their service, which provided a hands-on opportunity for young people to participate in their local community and to advocate on the issues they are passionate about. We are reviewing the Youth Service operating model to ensure it aligns with the outcomes sought in this Strategy, incorporating learnings from the benchmarking exercise.

## What we have planned

Our strategic planning framework consists of the following:

### Council Vision

Moreland will be known for its proud diversity and for being a connected, progressive and sustainable city in which to live work and play.

### Our Purpose

To engage with young people and service providers to improve access to support, create opportunities and empower young people in Moreland.

### Our Roles

<b>Engage:</b>	We will directly engage and listen to our young people and community.
<b>Coordinate:</b>	We will collectively plan, advocate and share information.
<b>Partner:</b>	We will connect and partner across Moreland and beyond.
<b>Provide:</b>	We will provide services, spaces and grants.

### Our Outcome Areas

Moreland young people and community have identified five key outcome areas which will set the strategic direction forward and includes:

<b>One:</b>	Improving our Service System.
<b>Two:</b>	Enhancing Voice and Participation.
<b>Three:</b>	Increasing Skills and Jobs.
<b>Four:</b>	Supporting Health and Resilience.
<b>Five:</b>	Youth Friendly Spaces and Places.

### Our Foundations

Underpinning the entire Strategy are our Foundations, which can be thought of as guiding principles or values, which demonstrate how we will approach all that we do.

<b>We Action:</b>	We will do what we say.
<b>We are Inclusive:</b>	We are open to all.
<b>We Innovate:</b>	We are bold, new and creative.
<b>We are Sustainable:</b>	We are in a state of climate emergency that requires urgent action by all levels of government, including local Councils.
<b>We are Fair:</b>	We are balanced and equitable.

# What we will do

## Outcome Area One: Improving Our Service System

### What does this mean?

Moreland services are working together to plan, design and deliver needed services that have the greatest collective impact and establish improved transitions between primary and secondary years. Services will be supported to share information, with the collective goal to simplify the service system so that it is easy to navigate, seamless and easily accessible.

### What have young people told us?

*"Knowing about services and events, that's a key one"*

Female, 16

*"I don't really know where or how to find them"*

Male, 15

*"It can be scary going from primary to secondary school"*

Female, 13

### Priorities we will action:

1.1	Take a leadership role to partner and work strategically with all stakeholders to improve collective impact responses.
1.2	Diversify and coordinate Council's digital platforms to make information more engaging and accessible.
1.3	Partner with stakeholders to develop an Early Years and Youth Framework and enhance collaboration.
1.4	Provide community grants to organisations best placed to respond to the needs of young people.

## Outcome Area Two: Enhancing Voice and Participation

15

**What does this mean?**

Moreland's young people will be heard and connected to Council, active in the community and provided opportunities to influence decision-making. They will be supported to care about the issues they are passionate about, the city they live in and the world around them.

**What have young people told us?**

*"The Freeza music committee is lots of fun"*

Female, 17

*"I am interested in helping homeless people"*

Male, 20

*"I felt happy when I got to go to the Youth Summit"*

Female, 13

**Priorities we will action:**

2.1	Engage directly with young people through activities, events and having a physical presence in schools.
2.2	Provide leadership opportunities and avenues for young people to participate in Council and community decision-making.
2.3	Engage with young people to connect them with volunteering opportunities they are passionate about.
2.4	Support opportunities for young people to engage, co-design, plan and participate in community activities and events.

### Outcome Area Three: Increasing Skills and Jobs

#### What does this mean?

Moreland's employers, training providers and industries are working together to ensure Moreland's young people are supported, prepared and connected with real employment, internships, training and entrepreneurship opportunities. Moreland's young people are supported to find work, so they can be independent.

#### What have young people told us?

*"Having businesses in Moreland provide internships"*

Male, 20

*"A lot of employers want you to have experience"*

Female, 18

*"It was really hard to find a job after uni"*

Female, 23

#### Priorities we will action:

3.1	Strengthen private sector partnerships to improve employment pathways (especially at entry level and with industry).
3.2	Provide opportunities for young people to gain work experience, internships and employment through Council.
3.3	Coordinate access to certified training, skill development, entrepreneurship and job readiness programs.
3.4	Support a collective impact approach to the monitoring and evaluation of our joint work in partnership with key employment agencies to improve employment outcomes for young people.

## Outcome Area Four: Supporting Health and Resilience

### What does this mean?

Moreland's young people will be physically, mentally and emotionally supported to live happy and healthy lives and will be well prepared to thrive in an ever-changing world, both as adolescents and as they transition to adulthood.

### What have young people told us?

*"People bully because they have been bullied"*

Male, 13

*"People get too addicted to their phones"*

Female, 14

*"Sometimes I forget to eat, do homework and other physical activities"*

Male, 17

### Priorities we will action:

4.1	Coordinate and research the wellbeing and resilience of young people in Moreland and support schools to respond to survey findings
4.2	Connect and partner young people to access health services, positive role models and recreational opportunities.
4.3	Coordinate and promote the importance of healthy behaviours, including sleep, emotional intelligence and responsible online behaviour.
4.4	Coordinate advocacy for funding for services and programs that improve mental health outcomes for young people.

## Outcome Area Five: Youth Friendly Spaces and Places

### What does this mean?

Moreland's young people will be provided with digital and physical spaces and places to learn, socialise, engage and play. The Moreland community will be youth friendly - where all young people feel welcomed, embraced, celebrated and considered in shaping the city in which they live.

### What have young people told us?

*"Sometimes I don't go because it takes two trains and a bus"*

Male, 17

*"We need more youth spaces like Oxygen"*

Female, 13

*"Having a place to go to, to take your mind off pressure"*

Male, 18

### Priorities we will action:

5.1	Provide access and maximise utilisation of the Oxygen Youth Space.
5.2	Advocate with our partners for transport options for young people to access safe spaces and places across the municipality.
5.3	Centralise and coordinate access to data and information about youth services and places through the Oxygen Youth Space.
5.4	Plan for and provide youth-friendly community spaces in collaboration with young people.

## Keep up with change

Council is committed to the responsible implementation of this Strategy. To support effective implementation that is responsive to social, technological and other changes, we will develop an Action Plan and update it periodically. Key to the development of this Action Plan is that it is aligned to available resources and funding.

The Action Plan will enhance our accountability to our young people and the broader community. It will do this by clearly detailing actions that advance our priorities, with each action outlining specific metrics including responsibility, resources, timeframes and measurable outcomes.

### Tracking our Progress

This Strategy and the associated Action Plan will be reviewed and reported on at regular intervals. This will enable Council to monitor and evaluate progress, drive continuous improvement and review priorities.

## References

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- National Youth Commission, Understanding the Complexity of Youth Transition:  
<https://nycinquiry.org.au/understanding-the-complexity-of-youth-transitions>

## Our Contact Information

### To contact Moreland City Council

Phone: 9240 1111

Accessible options

TTY: Phone 133 677

Speak and listen: Phone 1300 555 727

Internet relay users: Connect to National Relay Service. Ask for (03) 9240 1111

Fax: (03) 9240 1212

Instagram @morelandcitycouncil

[www.moreland.vic.gov.au](http://www.moreland.vic.gov.au)

### To contact Moreland Youth Services

Phone: 9389 8645

Email: [oxygen@moreland.vic.gov.au](mailto:oxygen@moreland.vic.gov.au)

Facebook/[morelandyouth](https://www.facebook.com/morelandyouth)

Instagram @morelandyouth

[www.moreland.vic.gov.au/moreland-youth](http://www.moreland.vic.gov.au/moreland-youth)

# **DBT15/19 COUNCIL ACTION PLAN 2018-2019: PERFORMANCE REPORT - FOURTH QUARTER 1 APRIL TO 30 JUNE 2019 (D19/289743)**

## **Director Business Transformation**

### **Corporate Governance**

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#### **Executive Summary**

The purpose of this report is to present fourth quarter (Q4) performance reporting against the 2018/2019 Council Action Plan (CAP), which is the second year of the 4-year Council Plan 2017/2021 (Council Plan). This Q4 CAP report covers the period from 1 April to 30 June 2019 and provides a status update on the delivery for the financial year 2018/2019 CAP items, referred to as CAP Financial Year 2019 (FY19) in this report. This report should be read in conjunction with the previous three quarterly reports.

By the end of Q4, out of the 62 active CAPs, 61 CAP items have been 'achieved'; which equates to a 98% overall achievement.

In year two of the Council Plan we delivered on commitments which will benefit the Moreland community for many years to come, including:

- Construction of the Oak Park Sports and Aquatic Precinct (completed ahead of schedule and opened on 29 October 2018);
- Purchase of land to build two new parks in Brunswick, where open space would be most beneficial;
- Adoption of key strategies including the Moreland Waste and Litter Strategy, Moreland Integrated Transport Strategy and Zero Carbon Evolution (ZCE) refresh 2020 and ZCE 2040 Framework to support long strategic outcomes for the community;
- Completion of playground upgrades for Jacobs Reserve, Hosken Reserve, Allard Park, Austin Crescent/Gavin Park and Denzil Don Reserve, in accordance with the Play Strategy Action Plan;
- Improved and enhanced planning and development outcomes for the community via the development of the Design Excellence Scorecard (the outcomes of which will be reported to Council in early 2020);
- Sporting infrastructure upgrades were completed, including: improved lighting at Clifton Park West; converting the Glenroy Bowls pitch to synthetic, completing the female friendly change room project for Hallam and Dunstan reserves;
- Currently more than 80% of identified procurement projects are undertaken in collaboration with Northern Region Councils, with overall savings realised at more than 10%; and
- Continued advocacy for level crossing removal in Moreland has resulted in an additional two-level crossings being formally announced by the Premier for Munro and Reynard Streets, Coburg (as included in the Upfield railway corridor works).

Complete year in review commentary will be made available in the Annual report 2018/2019, which will detail how our services, key initiatives (CAP deliverables) and performance metrics, collectively paint the picture of successes and areas of continuous improvement.

#### **Officer Recommendation**

That Council notes the Council Action Plan - fourth quarter performance report for the 2018/2019 financial year, at Attachment 1 to this report.

## REPORT

### 1. Policy Context

Council adopted the Council Plan 2017/2021 (Council Plan) in July 2017. This document sets the vision, purpose, values, key strategic objectives and key priorities to be delivered over the 4-year life of the plan.

The Council Action Plan (CAP) 2018/2019 contains the deliverables and the corresponding actions, measures and targets, delivered during the 2018/2019 financial year (FY19) to achieve the vision articulated in the Council Plan.

### 2. Background

The CAP FY19 performance reporting forms part of the corporate performance reporting cycle.

In addition to quarterly CAP reporting for 2018/2019, Council's Annual report for 2018/2019 will detail how our services, key initiatives (CAP deliverables) and performance metrics, collectively paint the picture of successes and areas of continuous improvement.

### 3. Issues

Detailed results for fourth quarter performance reporting against the FY19 CAP including summary charts by department are shown at **Attachment 1**.

For the FY19 CAP, the cumulative results are as follows:

Status active CAPs	Number	Percentage
Achieved	61	98%
Not achieved	1	2%
<b>Total</b>	<b>62</b>	<b>100%</b>

Not active	Number
Discontinued	2

A summary is provided below of items achieved or not achieved during the period of Q4 (April - June 2019) and the items that were discontinued during FY19.

#### **Achieved CAP items (46 items):**

46 CAP items obtained an 'achieved' status in Q4 and are summarised below:

- **CAP 5 - Deliverable: C2a) Aquatic and Leisure Strategy:** The 2018/2019 - 2022/2023 action plan has been developed, with the 2018/2019 action plan actioned and reported;
- **CAP 8 - Deliverable: C2d) Upgrades and management of active sporting infrastructure, including pavilions and surfaces:** Clifton Park West – lighting, Glenroy Bowls synthetic green conversion and Hallam and Dunstan Reserves – female friendly change room projects, were completed on time and budget;
- **CAP 9 - Deliverable: C2e) Recreation planning:** Draft Active Recreation Strategic Framework was endorsed at June 2019 Council meeting, which makes way for public consultation to commence July 2019;
- **CAP 10 - Deliverable: C3a) Responding to Aged Care Reforms:** Community engagement and summary report has been completed. Report presented to June 2019 Council meeting and endorsement received as to the future direction of Council while block funding remains;

- **CAP 11 - Deliverable: C3b) Living and Ageing Well in Moreland Strategy:** A Framework was endorsed at the June 2019 Council meeting and is available on the Council website;
- **CAP 12 - Deliverable: C3c) Disability: Responding to NDIS reforms:** At June 2019 Council meeting position endorsed for future, while NDIS transition continues and until future Home and Community Care funding is determined;
- **CAP 13 - Deliverable: C4a) Moreland Early Years Strategy 2016-2020:** Supported Playgroup Program was established in Q2, whilst the Australian Early Development Census data has been analysed and disseminated to the Family and Children's Services Advisory Group and associated networks, and to Councillors via a Councillor Connect item;
- **CAP 14 - Deliverable: C4b) Moreland Playspace Strategy 2016 – 2020:** Completed the agreed playground upgrades as per year 2 program:
  - Jacobs Reserve
  - Hosken Reserve
  - Allard Park
  - Austin Crescent/Gavin Park
  - Denzil Don Reserve;
- **CAP 16 - Deliverable: C5b) Implement the current Oxygen Phase 2 Report and action plan and develop a new Youth Strategy in 2018:** An outcomes forum was completed with Moreland Youth Services, Resilience Youth Australia, Participating Schools and local service providers in May 2019, with results also being made available at this time by way of online portal access to individual school results;
- **CAP 17 - Deliverable: C6a) Lighting of Upfield Bike track:** Lighting of the Upfield shared path between Moreland Road and Tinning Street is being designed by the Level Crossing Removal Project (LXRP) as part of the Moreland Road level crossing removal and is subject to the LXRP timing. This section will not be delivered this financial year. Council officers have produced detailed design lighting plans for Vic Roads to implement on five other sections of the Upfield shared path, which will be completed in 2019/20;
- **CAP 22 - Deliverable: P1b) Better planning and development outcomes:** A Report to Council titled, 'Better Planning and Development Outcomes through Additional Urban Design Resources' was presented to the June Council meeting. This report outlined the success of this role, and contribution it has made to better development outcomes. The quality development scorecard outcomes will be reported to Council in February 2020, as resolved by Council in DCF3/19;
- **CAP 23 - Deliverable: P1c) Improved Planning Services:** At the June Council meeting (DCF41/19), Council noted the performance of the team over the last 12 months (as well as the continuation of the roles); and the enhanced planning enforcement achievements and targets for the next 12 months;
- **CAP 24 - Deliverable: P1d) Moreland Industrial Land Strategy (MILS) Implementation:** Council made a final decision on the Amendment C164 on 8 May 2019. Council resolved to split the amendment further to create a part 3. Part 2 was adopted and Part 3 was abandoned. Council officers continue to communicate with proponents regarding several proponent led amendments, which facilitate implementation of the MILS;
- **CAP 29 - Deliverable: P1i) Residential Zones:** On 13 February 2018, a formal request to seek interim mandatory height controls for the Brunswick and Coburg Activity Centres for a 2-year period via Amendment C171 was requested. On 4 June 2019, Councillors were briefed on the findings of the Medium Density Housing Review and recommendations for implementation;

- **CAP 31 - Deliverable: P1k) Establish an ongoing monitoring and review program for the Local Planning Policy Framework (LPPF):** Phase 1 results were presented to Councillors on 10 September 2018, at a briefing on the Local Planning Policy Monitoring and Evaluation Framework. Phase 2 monitoring measures for LPPF have been developed;
- **CAP 32 - Deliverable: P1l) Advertising Signs in Sports Grounds:** Council adopted the Amendment on 12 June 2019;
- **CAP 33 - Deliverable: P1m) Water Map: implement initiatives which support a water sensitive city and improve water quality and efficiency outcomes:** In June 2019 Council resolved to accept the tender for City Oval Stormwater Harvesting System from Multipro Civil, noting the requirement to carry forward Council and grant funds and utilise budget from other integrated water management budget from 2019/2020 to fund construction. A Civic Event for Jones Park water sensitive urban design (WSUD) project in Brunswick was held on 19 May 2019 including a community planting around the wetland;
- **CAP 34 - Deliverable: P1n) Protect Moreland's Heritage -** A Planning Panel was convened on the 6 and 7 May 2019 to consider submissions to the Amendment. The Panel's report was received on 20 June 2019. Council will consider the Panel's recommendations in August 2019. The Stage 1 heritage assessment of places nominated as part of the public process in November 2016 was completed in April 2019;
- **CAP 37 - Deliverable: P1q) Urban Heat Island Action Plan:** In June 2019 Council noted the annual report to Council on ESD achievements, (as part of the Governance report). The report included the year-end highlights of cross-Council projects which aimed to improve built environment outcomes and reduce or mitigate the Urban Heat Island Effects;
- **CAP 38 - Deliverable: P2a) Review of the Moreland Integrated Transport Strategy (MITS):** MITS adopted at the March Council meeting, with the Advocacy and capex program adopted at the June Council meeting;
- **CAP 39 - Deliverable: P2b) Finalise Brunswick and Coburg Activity Centre car parking strategies:** An Amendment package has been prepared and sent to the Minister for Planning to seek authorisation for the amendment to the planning scheme. Councillors were briefed on the Planning Scheme Amendment, prior to the MITS adoption in March;
- **CAP 40 - Deliverable: P2c) Extend the Upfield Bike Path to connect with the Western Ring Road Path:** Council officers finalised input on the plans and handed over the project to VicRoads to implement. Council officers will continue to support VicRoads as required to undertake the works in 2019/2020;
- **CAP 41 - Deliverable: P2d) Continue to advocate for level crossing removal in Moreland:** Council continued to work with the State Government through the LXRP to provide policy and strategy reference documents to help guide the redevelopment of the Upfield railway corridor. Council officers also participated in the LXRP's community engagement sessions on 25 and 28 May 2019. Council's advocacy for an additional 2-level crossings, at Munro Street and Reynard Street, Coburg, also resulted in the Premier formally announcing their inclusion on 12 June 2019;
- **CAP 43 - Deliverable: P3a) Economic Development Strategy 2016-2021:** Implementation of the 12-month annual program was achieved. Whilst Investment Facilitation key projects objectives were obtained. The key projects were:
  - Update Commercial Priority Planning Process brochure,
  - Engage with health service providers as a key sector for investment,
  - Engage with commercial real estate agents to build Invest Moreland network,
  - Collaborate with NORTH Link on Melbourne's North Investment Attraction Strategy;

- **CAP 44 - Deliverable: P3b) The Coburg Initiative (TCI): major urban regeneration project for the Coburg Activity Centre:** Council explored redevelopment scenarios for Council owned land in the Coburg Activity Centre. This CAP will continue into FY20;
- **CAP 46 - Deliverable: P3d) Parklet Program:** A new temporary Parklet was installed at Brunswick North Primary School in June 2019. Applications for a second temporary parklet in and around the Brunswick Activity Centre are currently being reviewed by officers;
- **CAP 52 - Deliverable: P6a) Zero Carbon Evolution (ZCE) Strategy:** 'ZCE - Refresh to 2020' and 'ZCE 2040 Framework' were adopted by Council in September 2018 with amendments, including that the 2040 Framework be revised to include acknowledgement of the Climate Emergency. The draft Zero Carbon Moreland – Action Plan 2020/21 – 2024/25 was endorsed for extended community consultation in April 2019;
- **CAP 53 - Deliverable: P7a) i) Shopping Strip Renewal Program:** The Holmes Nicholson Moreland Neighbourhood Activity Centre construction works were completed in October 2018, the concept design for Gaffney Village Shopping Strip completed. The design work has been completed and construction commenced on the Bonwick Street Shopping Strip Upgrade in June 2019 (this site has a multi-year construction timeframe);
- **CAP 54 - Deliverable: P7b) Implement Coburg Streetscape Masterplan:** The design drawings have been completed to support streetscape works to improve the Russel Street Precinct. The construction drawings have commenced and will be completed by mid-September. This deliverable is a multi-year project, with construction to be completed in FY20;
- **CAP 56 - Deliverable: P7d) Implement Brunswick Structure plan:** Council resolved in January 2019 to change the target to complete construction to September 2019 as part of decision to appoint the contractor to construct the project. (DCF8/19). This date has been reflected in the CAP for 2019/2020. Construction of the project has commenced, and the Brunswick Townhall Forecourt is mostly complete with only minor works remaining for completion. Work is progressing on Mechanics forecourt and is on track to be completed by September 2019;
- **CAP 57 - Deliverable: P8a) Deliver on actions and commitments in the Moreland Arts and Culture Strategy:** Writer-in-Residence program implemented and achieved as per Q2 reporting. The 3 writers have completed their residencies and public outcomes. Two rounds of Arts Investment Grants completed over current and previous years. Review of both rounds and evaluation of first round completed;
- **CAP 58 - Deliverable: P8b) Create a hub for the Arts and invest in the Arts industries:** Staged implementation plan for Arts Infrastructure Plan completed. Two cost neutral initiatives from Arts Infrastructure Plan implemented;
- **Cap 59 - Deliverable: P9a) Trial, education and implementation of initiatives to actively reduce waste to landfill:** Food Organics and Garden Organics (FOGO) trial was completed and after review and audits, Council determined to proceed, with FOGO stage 1. Second collection of hard waste occurred in October 2018. A report was prepared on the results of the collection and impact on CRS and dumped rubbish and was presented to the April 2019 Council meeting;
- **CAP 60 - Deliverable: P9b) Become a 'Plastic Wise' Council by banning all disposable plastic items at Council festivals and events:** The Waste and Litter Strategy 2018 was adopted by Council in December 2018. The Plastic Wise Policy adopted by Council in April 2019. Council Festival and events procedures have been updated in alignment with the adopted Plastic Wise Policy;

- **CAP 61: Deliverable: R1a) Customer Service strategy:** Tasks identified in the Customer Service Strategy have been achieved in accordance with targets for year 1 of the program. Council's new Complaints Resolution Policy has been finalised and delivers on requirements outlined in the Victorian Ombudsman's *Councils and Complaints: A Good Practice Guide*. Training has been created and is being rolled out. Improvements in data capturing of complaints will continue to enhance complaints reporting;
- **CAP 62 - Deliverable: R1b) Continuous Improvement in service delivery:** Completion of FY19 program of work has been achieved, with a combination of internal and external improvements achieved;
- **CAP 63 - Deliverable: R2a) Improved Community Engagement:** The Policy was adopted in December 2018 and progress updates will be provided annually. An overview of the implementation of the community engagement and public participation policy and community engagement framework, including actions planned and undertaken has been communicated in the last quarter;
- **CAP 64 - Deliverable: R3a) Wheatsheaf Hub:** In December 2018, Council committed to undertake full design, which is progressing. A Planning Permit application for the main works was submitted on 11 April 2019;
- **CAP 65 - Deliverable: R3b) Saxon Street Hub:** Concept Plan developed and endorsed by Council in December 2018. The financial plan was included and endorsed at Council's June meeting. Current activation period "Siteworks" continues to be well attended with active participation by a diverse range of community members, with the potential governance models and approaches considered via an independent strategic Governance advisory report;
- **CAP 70 - Deliverable: R4a) Review of the Local Government Act:** Council attended a ministerial briefing on the key reforms and proposed Local Government Bill 2019 on 17 June. An overview of the reform themes, key changes and key considerations for Moreland was circulated to Councillors and the Executive on 27 June. Further insights and implications for Council are being refined in the development of Council's submission to the Minister on the proposed Bill and associated new reforms;
- **CAP 74 - Deliverable: R5b) Continuous Improvement in service delivery:** Work progressed with the finance team to review and map their processes, with 58 processes now mapped in Promapp, with 6 also undergoing a continuous improvement process. The subdivision bonds team have used Promapp to guide continuous improvement and further training in Promapp has occurred with Human Resources, including recruitment processes, Property, Civic Protocols, Amenity and Compliance and process mapping for incident reporting;
- **CAP 75 - Deliverable: R5c) Working with Regional Partners:** Implemented the Category Management structure, with a Category Management Plan established by each Procurement Partner, in accordance with the Procurement Strategy. Currently more than 80% of identified procurement projects are undertaken in collaboration with Northern Region Councils, with overall savings realized from these procurement projects being more than 10%. An initial 2019/2020 program for Collaborative Procurement across Northern Region Councils has been established;
- **CAP 76 - Deliverable: R6a) IT Strategy:** Mobile device rollout completed in Q1. New data analytics solutions, such as Microsoft Power BI for analytics has been introduced. Consolidation of Cloud Migration to support data warehousing has been completed. Opportunities for Internet of things (IoT) has been explored with the Smart Cities Project being a major step in the establishment of our data collection network;
- **CAP 77 - Deliverable: P2e) Review of the Moreland Pedestrian Strategy:** 10-year pedestrian capital program adopted by Council in June 2019;
- **CAP 78 - Deliverable: P2f) Review and fund the Moreland Bike Strategy:** 10-year bicycle capital program adopted by Council in June 2019.

#### **Not Achieved CAP item (1 item in total)**

- **CAP 67 - Deliverable: R3d) Fleming Park:** Whilst the Fleming Park 'Refresh' Master Plan was adopted in July for implementation over 12 years; the detailed design for stage 1 was not completed by June 2019. The outcome of the schematic design review of the masterplan and proposed changes to the park's heritage controls (C174) has identified alternate design options for implementing the objectives of the masterplan, which are to be presented for Council consideration early in 2019/2020; with the detailed design of stage 1 works to progress following this.

#### **Discontinued CAP items (2 items where actions were discontinued, resulting in the CAP not being actively pursued)**

- **CAP 27 - Deliverable: P1g) Council to partner in one pilot deliberative development project:** At the August 2018 Council meeting, Council determined to not pursue partnering in a pilot deliberative development project at this time;
- **CAP 45 - Deliverable: P3c) The Coburg Initiative (TCI): major urban regeneration project for the Coburg Activity Centre; with Progress delivery of: TCI Development Cluster 2 – Hospital:** The program and future actions for this project are presently under review as further investigation and advice is sought to consider broader potential uses for the site in the context of the future delivery of State led transport infrastructure projects such as Level Crossing Removals.

#### **4. Consultation**

Advice was sought from officers across Council to provide performance results for the CAP Q4 performance report.

#### **5. Officer Declaration of Conflict of Interest**

Council officers involved in the preparation of this report have no conflict of interest in this matter.

#### **6. Financial and Resources Implications**

The actions in the 2018/2019 CAP are funded through the 2018/2019 budget.

#### **7. Implementation**

The Q4 performance results will be made available on Council's website.

#### **Attachment/s**

- 1 [!\[\]\(0288b7d66b6d18feaf4e2f4e8476acd8\_img.jpg\) CAP Financial Year 2019 4th quarter report D19/289771](#)

**2018/2019 COUNCIL ACTION PLAN****4th Quarter Performance Report:  
1 April to 30 June 2019**



**CONNECTED COMMUNITY**  
2018 - 2019 COUNCIL ACTION PLAN

CAP: 1	Key Priority: C1. Achieve higher levels of social cohesion for our multicultural, established and newly arrived community, by fostering opportunities for shared learning and celebration			
Deliverable: C1a) Social Cohesion Plan Development - Scope initiatives within the Human Rights Policy to improve social cohesion				
No:	Actions	Measures	Targets	Qtr X
1	Develop a funding program to support the implementation of the Social Cohesion Plan	Funding of priority projects	December 2018	2
2	Develop monitoring and evaluation framework and align with other relevant strategies and plans	Framework developed	December 2018	2
Accountable: Arden Joseph		Budget: \$80K OPEX		Resourcing: BASE
Responsible: Bernadette Hetherington				
Department: Community Development				
Branch: Community Wellness				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Funding guidelines developed to support the implementation of the Social Cohesion Plan.			On Target	
2. Monitoring and evaluation framework developed.			Achieved	
2nd QUARTER REPORTING			STATUS	
1. Negotiations with the preferred applicant have commenced and key performance indicators are being finalised.			Achieved	
2. Monitoring and evaluation framework developed.			Achieved	



**CONNECTED COMMUNITY**  
2018 - 2019 COUNCIL ACTION PLAN

CAP: 2		Key Priority: C1. Achieve higher levels of social cohesion for our multicultural, established and newly arrived community, by fostering opportunities for shared learning and celebration		
Deliverable: C1b) Food System Strategy - Delivering on The Moreland Food System Framework to achieve a just, sustainable and vibrant Food System for Moreland.				
No:	Actions	Measures	Targets	Qtr X
1	Process to grow edible produce on council owned land developed.	Guidelines for establishing community gardens and growing food in public places are drafted and disseminated.	September 2018	1
2	Development of at least one new community garden.	Partner with relevant stakeholders to identify and progress the establishment of community garden	June 2019	4
Accountable: Arden Joseph		Budget: \$100K OPEX	Resourcing:	
Responsible: Bernadette Hetherington				
Department: Community Development				
Branch: Community Wellness				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Guidelines and process map have been developed and circulated to internal stakeholders for confirmation. Dissemination of the guidelines and process map will occur in quarter 2.			On Target	
2. Fawknor Food Bowls community garden has been established.			On Target	
2nd QUARTER REPORTING			STATUS	
1. Guidelines developed and designed for public distribution.			Achieved	
2. Fawknor Food Bowls Garden developed and established.			Achieved	



**CONNECTED COMMUNITY**  
2018 - 2019 COUNCIL ACTION PLAN

CAP: 4		Key Priority: C1. Achieve higher levels of social cohesion for our multicultural, established and newly arrived community, by fostering opportunities for shared learning and celebration		
Deliverable: C1d) Library Services Strategy 2019/2023 - fostering community connectedness; lifelong learning, creativity and wellbeing				
No:	Actions	Measures	Targets	Qtr X
1	Library Strategy developed and presented to Council for endorsement	i) Draft Strategy to Moreland Libraries Advisory Committee (MorLAC)	i) November 2018	2
		ii) Council Report and final Strategy	ii) February 2019	3
Accountable: Arden Joseph		Budget: Capital (books) \$1M and Base budget	Resourcing: Base budget implementation resources for year one actions TBD	
Responsible: Genimaree Panozzo				
Department: Community Development				
Branch: Cultural Development				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1 i) First version of draft Library Strategy presented to Moreland Libraries Advisory Committee (MorLAC) for feedback on 25 September.			On Target	
ii) Not commenced.			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
1 i) Draft Library Services Strategy was presented to Council for endorsement for community consultation at the Council Meeting on 12 December 2018. Council endorsed the Draft Library Services Strategy for community consultation from 13 December 2018 – 13 February 2019 to allow additional time for community feedback. Council reset the Council Action Plan 2018/2019 deadline by extending the deadline by one month to March 2019 to accommodate the extended period of community consultation.			Achieved	
ii) The strategy is being progressed in preparation for the February report.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
Draft Library Services Strategy was endorsed by Council at its meeting on Wednesday 14 March 2019, the strategy will now be placed on Council's website and circulated.			Achieved	



Moreland City Council

**CONNECTED COMMUNITY**  
2018 - 2019 COUNCIL ACTION PLAN

CAP: 5	Key Priority: C2. Set a clear vision and strategy for aquatics, leisure and sporting facilities to meet ongoing community needs			
Deliverable: C2a) Aquatic and Leisure Strategy- identify infrastructure / asset condition / trends, current needs and future expectations				
No:	Actions	Measures	Targets	Qtr X
1	Develop 5 year action plan to implement Aquatic and Leisure Strategy recommendations	Action plan developed	September 2018	1
		Implement year one actions	June 2019	4
Accountable: Arden Joseph		Budget: Pending strategy adoption, year 1 budget requirement is a total of \$5.9M	Resourcing: <ul style="list-style-type: none"><li>Officer resource</li><li>Specialist contractors</li></ul>	
Responsible: Bernadette Hetherington				
Department: Community Development				
Branch: Community Wellness				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1) i. High level 5 year action plan developed for 2018/19 – 2022/23			Achieved	
ii. Year one actions (2018/19) scoped			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
1) i. High level 5 year action plan developed for 2018/19 – 2022/23			Achieved	
li Delivery of the 2018/19 Aquatic Infrastructure capital program - year one actions (2018/19) are progressing to plan, with focus of Q2 being preparation for the summer seasonal operations.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
1) i) High level 5 year action plan developed for 2018/19 – 2022/23			Achieved	
ii) 2018/19 plan being actioned and reported.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
1) i) High level 5 year action plan developed for 2018/19 – 2022/23			Achieved	
ii) 2018/19 plan actioned and reported.			Achieved	



Moreland City Council

**CONNECTED COMMUNITY**  
 2018 - 2019 COUNCIL ACTION PLAN

CAP: 6		Key Priority: C2. Set a clear vision and strategy for aquatics, leisure and sporting facilities to meet ongoing community needs		
Deliverable: C2b) Oak Park construction and ongoing operations - Build and open				
No:	Actions	Measures	Targets	Qtr X
1	Complete construction of the Oak Park Sports and Aquatic Precinct	Construction works completed	October 2018	2
2	Opening of the Oak Park Leisure Centre	Facility open to public	November 2018	2
Accountable: Grant Thorne/Arden Joseph		Budget: \$8.5m CAPEX	Resourcing: PM, Building Projects, Contracted Service Provider (YMCA) External contractor and consultants	
Responsible: Greg Gale/Joe Luppino				
Department: City Infrastructure/Community Development				
Branch: Capital Works Planning and Delivery/Community Wellbeing				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. The construction of the Oak Park Sports and Aquatic Precinct reached completion on 6 September 2018, ahead of schedule. The facility has been handed over to the YMCA in preparation for the 2018/19 summer season, opening on 29 October.			Achieved	
2. Civic launch scheduled for 17 October and opening date 29 October			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
1. The construction of the Oak Park Sports and Aquatic Precinct reached completion on 6 September 2018, ahead of schedule. The facility has been handed over to the YMCA in preparation for the 2018/19 summer season, opening on 29 October.			Achieved	
2. Successful opening on the 29 <sup>th</sup> of October			Achieved	



**CONNECTED COMMUNITY**  
2018 - 2019 COUNCIL ACTION PLAN

CAP: 7	Key Priority: C2. Set a clear vision and strategy for aquatics, leisure and sporting facilities to meet ongoing community needs			
Deliverable: C2c) Municipal Public Health and Wellbeing Plan 2017-21: outlines our approach for healthy people and communities, including partnerships.				
No:	Actions	Measures	Targets	Qtr X
1	Monitor the implementation of Year 1 Action Plan	Year 1 actions implemented and included as part of Year 1 report	October 2018	2
2	Update Monitoring and Reporting Framework	Year 1 report completed and submitted to Council	October 2018	2
Accountable: Arden Joseph		Budget:		Resourcing: BASE
Responsible: Bernadette Hetherington				
Department: Community Development				
Branch: Community Wellness				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Year one actions implemented, gaps identified, and actions amended as required.			On Target	
2. Report drafted for October Council meeting.			On Target	
2nd QUARTER REPORTING			STATUS	
1. Project Board meetings held to monitor progress of plan.			Achieved	
2. Council report submitted in October to show the year one actions and achievements against the priorities of each outcome.			Achieved	

CAP: 8	Key Priority: C2. Set a clear vision and strategy for aquatics, leisure and sporting facilities to meet ongoing community needs			
Deliverable: C2d) Upgrades and management of active sporting infrastructure, including pavilions and surfaces - develop a holistic approach to the management and upgrades of active sporting infrastructure in Moreland.				
No:	Actions	Measures	Targets	Qtr X
1	Complete Clifton Park West Sports field lighting project	Project completed within budget and timelines	February 2019	3
2	Complete Glenroy Bowls Synthetic Green Conversion project	Project completed within budget and timelines	June 2019	4
3	Complete female friendly change room projects at Hallam Reserve and Dunstan Reserve	Project completed within budget and timelines	June 2019	4



**CONNECTED COMMUNITY**  
2018 - 2019 COUNCIL ACTION PLAN

<b>Accountable:</b> Arden Joseph/Grant Thorne	<b>Budget:</b> Glenroy Bowls: \$300K Clifton Park: \$200K Hallam Reserve: \$352K Dunstan Reserve: \$941K	<b>Resourcing:</b> <ul style="list-style-type: none"><li>• Officer resources</li><li>• Specialist consultant support</li><li>• Contractors</li><li>• State Government grants</li></ul>
<b>Responsible:</b> Bernadette Hetherington / Greg Gale		
<b>Department:</b> Community Development/City Infrastructure		
<b>Branch:</b> Community Wellbeing/Capital Works Planning & Delivery		
<b>1<sup>st</sup> QUARTER REPORTING</b>		<b>STATUS</b>
1. Clifton Park West Sports field lighting construction works in progress.		On Target
2. Glenroy Bowls Synthetic Green Conversion currently out to Tender.		On Target
3. Hallam Reserve Tender evaluations completed, Dunstan Reserve final design and tender specifications currently being finalised.		On Target
<b>2nd QUARTER REPORTING</b>		<b>STATUS</b>
1. The Clifton Park West Sports field lighting project has been completed ahead of target.		Achieved
2. Glenroy Bowls Synthetic Green Conversion project, is tracking to complete as per target.		On Target
3. Female friendly change room projects at Hallam Reserve and Dunstan Reserve, are on track to deliver as per project target.		On Target
<b>3rd QUARTER REPORTING</b>		<b>STATUS</b>
1. Clifton Park West Sports field lighting project completed within budget and timelines.		Achieved
2. Glenroy Bowls Synthetic Green Conversion project completed within budget and timelines.		Achieved
3. Female friendly change room projects at Hallam Reserve and Dunstan Reserve are on track to deliver as per project target.		On Target
<b>4th QUARTER REPORTING</b>		<b>STATUS</b>
1. Clifton Park West Sports field lighting project completed within budget and timelines.		Achieved
2. Glenroy Bowls Synthetic Green Conversion project completed within budget and timelines.		Achieved
3. Female friendly change room projects at Hallam Reserve and Dunstan Reserve are on track to deliver as per project target.		Achieved



**CONNECTED COMMUNITY**  
2018 - 2019 COUNCIL ACTION PLAN

CAP: 9		Key Priority: C2. Set a clear vision and strategy for aquatics, leisure and sporting facilities to meet ongoing community needs			
Deliverable: C2e) Recreation planning - Develop a strategic approach to sporting infrastructure and precinct requirements across the municipality to better plan for and align infrastructure to ongoing community needs					
No:	Actions	Measures		Targets	Qtr X
1	Develop the Moreland Active Recreation Strategy	Draft Strategy adopted		June 2019	4
Accountable: Arden Joseph		Budget: \$70K (Council \$40k and SRV Grant \$30k)		Resourcing: <ul style="list-style-type: none"><li>• Officer resources</li><li>• Specialist consultant support</li><li>• State Government grant</li></ul>	
Responsible: Bernadette Hetherington					
Department: Community Development					
Branch: Community Wellness					
1 <sup>st</sup> QUARTER REPORTING				STATUS	
Project brief completed and out for Request for Quote (RFQ) which closes 5 October 2018.				On Target	
2nd QUARTER REPORTING				STATUS	
Active Recreation Strategic Framework in development.				On Target	
3rd QUARTER REPORTING				STATUS	
Active Recreation Strategic Framework development is in progress with the research, literature review and needs analysis undertaken. A key issues paper and community participation survey is being prepared.				On Target	
4th QUARTER REPORTING				STATUS	
Draft Active Recreation Strategic Framework was endorsed at June 2019 Council meeting. Consultation period commences July – August 2019.				Achieved	

CAP: 10	Key Priority: C3. Determine the best way for Moreland to continue supporting our community throughout, and after Aged Care & NDIS reforms			
Deliverable: C3a) Responding to Aged Care Reforms				
No:	Actions	Measures	Targets	Qtr X
1	Consult with Community and Agencies	Community Engagement completed and evidence of consultation	July 2018 - onwards	N/a
2	Determine future of council in delivery beyond June 2020 on Commonwealth Home Support Program (CHSP); and the Regional Assessment Service (RAS) program (subject to timely Commonwealth and State information provision).	Council briefing provided	March 2019	3



**CONNECTED COMMUNITY**  
2018 - 2019 COUNCIL ACTION PLAN

<b>Accountable:</b> Arden Joseph	<b>Budget:</b> Also funding opportunities sought as required based on annual action plans	<b>Resourcing:</b> BASE
<b>Responsible:</b> Ros Pruden		
<b>Department:</b> Community Development		
<b>Branch:</b> Aged and Community Support		
<b>1<sup>st</sup> QUARTER REPORTING</b>		<b>STATUS</b>
1. Review of feedback from previous consultation and plans commenced for next stage.		On Target
2. No further information available from Commonwealth or State		On Target
<b>2nd QUARTER REPORTING</b>		<b>STATUS</b>
1. Community consultation plan has been drafted in relation to the living and Ageing Well in Moreland Framework and Action Plan and other aged related matters.		On Target
2. No further information available about Commonwealth funding beyond June 2020. As there is a reliance on timely Commonwealth and State information being provisioned, there will be difficulty in providing a Council briefing by March 2019. It is more likely that the briefing will be presented in April 2019.		On Target
<b>3rd QUARTER REPORTING</b>		<b>STATUS</b>
1. Community engagement undertaken.		On Target
2. No further information available about Commonwealth funding beyond June 2020, there is a Council Briefing is scheduled for 15 April 2019.		Behind Target
<b>4th QUARTER REPORTING</b>		<b>STATUS</b>
1. Community engagement and summary report completed.		Achieved
2. Report tabled at June 2019 Council meeting with position endorsed for future while block funding remains.		Achieved



Moreland City Council

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CAP: 11		Key Priority: C3. Determine the best way for Moreland to continue supporting our community throughout, and after Aged Care & NDIS reforms		
Deliverable: C3b) Living and Ageing Well in Moreland Strategy - Improved Health and Wellbeing outcomes for Seniors in Moreland				
No:	Actions	Measures	Targets	Qtr X
1	Finalise Living and Ageing Well in Moreland Framework	Framework and Action plan developed and presented to Council for endorsement	June 2019	4
Accountable: Arden Joseph		Budget: Other funding opportunities sought as required based on annual action plans.	Resourcing: BASE	
Responsible: Ros Pruden				
Department: Community Development				
Branch: Aged and Community Support				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Council briefing held on 17 September 2018			On Target	
2nd QUARTER REPORTING			STATUS	
Expression of Interest advertised for an Older Persons Reference Group for consultation in relation to the Living and Ageing Well in Moreland Framework and Action Plan.			On Target	
3rd QUARTER REPORTING			STATUS	
Community engagement activities held during the quarter and the Older Persons Reference Group met for the first time in February 2019.			On Target	
4th QUARTER REPORTING			STATUS	
Framework endorsed at June 2019 Council meeting. Framework available on Council website.			Achieved	



**CONNECTED COMMUNITY**  
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CAP: 12		Key Priority: C3. Determine the best way for Moreland to continue supporting our community throughout, and after Aged Care & NDIS reforms		
Deliverable: C3c) Disability: Responding to NDIS reforms				
No:	Actions	Measures	Targets	Qtr X
1	Determine Council's future re: Home and Community Care for Younger Persons program (HACCPYP) Services in line with Aged Care Reforms (subject to timely State information provision).	Council briefing provided.	March 2019	3
Accountable: Arden Joseph		Budget: Other funding opportunities sought as required based on annual action plans.	Resourcing: BASE	
Responsible: Ros Pruden				
Department: Community Development				
Branch: Aged and Community Support				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Continue to monitor clients transition to NDIS and residual HACC PYP clients and their service needs.			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
Continue to monitor clients transition to NDIS and residual HACC PYP clients and their service needs. Approximately 2/3 of eligible clients have transitioned to NDIS.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
Advice received from DHHS regarding reduction in funding as clients transition to NDIS. Continue to monitor transition to NDIS and plan HACC-PYP service levels for remaining clients. Delays in receiving updated information has resulted in Council briefing now scheduled for April 2019.			Behind Target	
4 <sup>th</sup> QUARTER REPORTING			STATUS	
Report tabled at June 2019 Council meeting with position endorsed for future while NDIS transition continues and until future HACC funding is determined.			Achieved	



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CAP: 13		Key Priority: C4. Enhance family and children's services to meet the needs of Moreland's growing population and increasing birth rate.		
Deliverable: C4a) Moreland Early Years Strategy 2016-20 – improved health, wellbeing and education outcomes for all children in Moreland				
No:	Actions	Measures	Targets	Qtr X
1	Establish the Supported Playgroup Program (SP)	Venues confirmed, staff recruited, referral pathways established and playgroups operating	October 2018	3
2	Utilise the 2018 AEDC data to examine the progress of key areas for children in Moreland.	Report on the 2018 AEDC results in Moreland.	June 2019	4
Accountable: Arden Joseph		Budget: SP is funded by the State Department of Education and Training (\$220k pa)	Resourcing: BASE	
Responsible: Barry Hahn				
Department: Community Development				
Branch: Early Years & Youth				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Staff have been recruited and the program has been successfully established including referral pathways and playgroups are operating at a number of venues.			On Target	
2. Early planning has occurred in regard to methodology for reviewing the data which will be available in the first quarter of 2019.			On Target	
2nd QUARTER REPORTING			STATUS	
1. Program fully established and planning completed for full delivery in 2019 calendar year.			Achieved	
2. There will be a minor delay in the release of the AEDC which was originally to be available in February 2019. It is now expected that Moreland's data will be available in April 2019.			On Target	
3rd QUARTER REPORTING			STATUS	
1. As reported in quarter 2 the Program is fully established.			Achieved	
2. Data will be analysed and disseminated in May/June 2019.			On Target	
4th QUARTER REPORTING			STATUS	
1. As reported in quarter 2 the Program is fully established.			Achieved	
2. The data has been analysed and disseminated to the Family and Children's Services Advisory Group and associated networks and to Councillors via a Councillor Connect item.			Achieved	



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CAP: 14		Key Priority: C4. Enhance family and children’s services to meet the needs of Moreland’s growing population and increasing birth rate.		
Deliverable: C4b) Moreland Playspace Strategy 2016 – 2020: Encourage increased participation of adults and children in passive outdoor activities.				
No:	Actions	Measures	Targets	Qtr X
1	Implement Playspace Strategy	Complete playground upgrades as per Play Strategy action plan (Page 42): <ul style="list-style-type: none"><li>- Jacobs Reserve</li><li>- Hosken Reserve</li><li>- Allard Park</li><li>- Austin Crescent/Gavin Park</li><li>- Denzil Don Reserve</li></ul>	June 2019	4
Accountable: Grant Thorne		Budget: CAPEX \$437K	Resourcing: CAPEX funded from Open Space Reserve	
Responsible: Andrew Dodd				
Department: City Infrastructure				
Branch: Open Space and Street Cleansing				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Site analysis and delivery method planning complete for all sites. Community consultation for Hosken Reserve will occur during October, with construction to commence early November. Preliminary concept work and internal consultation has commenced for all other sites.			On Target	
2nd QUARTER REPORTING			STATUS	
Hosken Reserve – completion expected end of January 2019 Jacobs Reserve – 2nd round of community consultation scheduled for end of June, on target for June completion. Concept development and quotations underway for all other sites.			On Target	
3rd QUARTER REPORTING			STATUS	
Hosken Reserve – complete. Allard Park – consultation during April 2019. Jacobs Reserve, Denzil Don Reserve, Austin Crescent / Gavin Park – construction to commence May 2019. All projects are on track for completion prior to 30 June.			On Target	
4th QUARTER REPORTING			STATUS	
All completed and CAP budget expended.			Achieved	



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CAP: 16		Key Priority: C5. Better equip our young people for employment and provide opportunities to actively participate in civic life		
Deliverable: C5b) Implement the current oxYgen Phase 2 Report and action plan and develop a new Youth Strategy in 2018 - investing in young people through services and spaces.				
No:	Actions	Measures	Targets	Qtr X
1	Implement Youth Resilience Survey - year 2	Survey tool implemented	April 2019	4
		Outcomes Forum held	June 2019	4
2	Develop the Moreland Youth Strategy	Draft Strategy adopted	June 2019	4
Accountable: Arden Joseph		<b>Budget:</b> Youth Resilience Survey: \$13k (OPEX) • Youth Strategy: \$30K (OPEX -TBC)	<b>Resourcing:</b> <ul style="list-style-type: none"><li>• Existing Officer resource</li><li>• Input from Oxygen Committee and other partners / young people</li><li>• Consultant to implement Resilience Survey</li><li>• Consultant to support the development of Youth Strategy</li></ul>	
Responsible: Barry Hahn				
Department: Community Development				
Branch: Early Years & Youth				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. i) Youth strategy scope completed and works out to public tender			On Target	
ii) Not commenced			On Target	
2. Not commenced			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
1. i) Preparation occurring in relation to the implementation of the Youth Resilience Survey.			On Target	
ii) Not commenced			On Target	
2. Consultants engaged: stakeholder interviews, research and consultation occurring.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
1. Survey administered to participating schools.			On Target	
2. Research and consultation is completed. Stakeholder interviews are currently occurring in relation to service model.			On Target	



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4 <sup>th</sup> QUARTER REPORTING	STATUS
1. i) and ii) An outcomes forum was completed with Moreland Youth Services, Resilience Youth Australia, Participating Schools and local service providers in May 2019 with results also being made available at this time by way of online portal access to individual school results.	Achieved
2. Draft Strategy – Full Potential – adopted at the June Council meeting and released for consultation.	Achieved

CAP: 17		Key Priority: C6. Help people feel safer in our neighbourhoods		
Deliverable: C6a) Lighting of Upfield Bike track - to ensure safety for users and increase usability.				
No:	Actions	Measures	Targets	Qtr X
1	Install lighting as per Year 2 action plan	Install lighting from Moreland Road to Tinning Street	Subject to LXP timing	4
Accountable: Phillip Priest (A)		Budget: \$70k Capex	Resourcing:	
Responsible: Olivia Wright				
Department: City Futures				
Branch: City Change				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Designs currently underway, due to be completed in quarter 2.			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
Lighting works will be delivered by LXRA as part of the Moreland – Bell Street to Moreland Level Crossing removal works in 2019/20. Additional lighting design works currently underway.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
This lighting is being designed by Level Crossing Removal Project (LXP) as part of the Moreland Road level crossing removal which will not be delivered this financial year. Timing for works has not been announced at this stage. Additional lighting design works on the Upfield corridor that do not need LXP approval are nearing completion.			On Target	



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4th QUARTER REPORTING	STATUS
<p>As highlighted previously, lighting of the Upfield shared path between Moreland Road and Tinning Street is being designed by LXR as part of the Moreland Road level crossing removal and is subject to LXR timing. This section will not be delivered this financial year.</p> <p>Instead, officers produced detailed design lighting plans for VicRoads to implement on five other sections of the Upfield shared path as follows:</p> <ul style="list-style-type: none"><li>• Fawkner Station to Box Forest Road</li><li>• Plaisted Street to Shorts Road</li><li>• Spry Street to Bakers Road</li><li>• Rogers Street to O'Hea</li><li>• Renown Street to Batman Train Station (was designed but completed by Metro Trains).</li></ul>	Achieved



CAP: 21	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1a) Virtual Moreland: Improve Council's decision making process and put Moreland at the forefront of using virtual reality for planning and consultation				
No:	Actions	Measures	Targets	Qtr X
1	Develop a virtual 3D model of Brunswick and Coburg Activity centres to improve community engagement and decision making in planning (including developing virtual reality and augmented reality applications)	To progress work to develop a 3D model that is integrated with Council's existing GIS system.	Presentation at a Council briefing by February 2019	3
Accountable: Phillip Priest (A)		Budget: Supported by Smart Cities and Suburbs Program grant of \$396,900	Resourcing: 1 EFT B7 Virtual Moreland Officer plus input from Planning & Economic Development and Corporate Services	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Development of Virtual Reality Application and Augmented Reality Mobile Application is underway and on target for the internal testing phase by December 2018, which aim to improve how the community can view and understand development proposals. Digital construction of 3D model is underway and due for completion by October 2018.			On Target	
2nd QUARTER REPORTING			STATUS	
Development of the Virtual Reality and Augmented Reality Application is continuing in line with timeframes established. Integration of the 3D model with Councils GIS system is a key milestone for Quarter 3.			On Target	
3rd QUARTER REPORTING			STATUS	
Work is progressing to integrate the 3D model with Councils GIS system. A Councillor briefing on the 17 December 2018 included a presentation of a 3D model in Virtual Reality.			Achieved	



CAP: 22	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1b) Better planning and development outcomes- improving the quality of development (note: supported by all deliverables outlined in this priority)				
No:	Actions	Measures	Targets	Qtr X
1.	Engage 12 month Urban Design Officer to provide advice on an increased proportion of development application and upskill developers and other Council staff	12 month Urban design officer engaged	September 2018	11
2	Reporting of high density and medium density Scorecards to UEC & Council	i) Present draft scorecards to UEC for input	i) December 2018	2
		ii) Report draft scorecards to Council	ii) February 2019	3
3	Monitor implementation of Quality Development Scorecards	Report to Council on implementation of new urban design officer and quality development scorecard(s)	June 2019	4
Accountable: Phillip Priest (A)		Budget: 1 EFT Urban Design Officer, approx. \$100k plus \$30K OPEX carry forward from 17/18	Resourcing: Input from UMUD, UMCS, Urban Planning Coordinator, Urban Designer 1 EFT	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. An Urban Design Officer commenced in the Urban Design Unit on 3 September 2018.			Achieved	
2. i) An Urban Environment Committee Meeting is scheduled for October 2018; the draft scorecards will be presented for feedback. ii) The draft scorecards are on track to be reported to Council in February 2019.			On Target	
3. Monitoring of the outputs of the Urban Design Officer and quality development scorecard will be undertaken to inform the June 2019 Council report.			On Target	



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2nd QUARTER REPORTING	STATUS
1. An Urban Design Officer commenced on 3 September 2018 and has been working to provide advice on medium density development applications and upskill developers and other Council staff through development of the Medium Density Design Advice Sheets.	Achieved
2. i) The draft Scorecards were presented to the Urban Environment Committee in October, and discussed with experts, the development industry, academics and others throughout November 2018. (Achieved)  ii) The Scorecard is on track to be reported to Council in February 2019.	On Target
3. A report to Council on implementation of new urban design officer and quality development scorecard will be presented to the June 2019 meeting.	On Target
3rd QUARTER REPORTING	STATUS
1. The Medium Density Urban Design officer has been continuing to provide advice on medium density development applications and finalise the Good Design Advice Sheets and the online Tree Selection Tool.	Achieved
2. Council adopted a Trial Design Excellence Scorecard at the February Council Meeting (DCF3/19), for a 12-month trial period.	Achieved
3. The Medium Density Urban Design officer has been continuing to provide advice on medium density development applications and finalise the Good Design Advice Sheets and the online Tree Selection Tool. At the February 2019 Council Meeting, Council resolved to receive a report on the implementation of the Trial Design Excellence Scorecard in February 2020 (DCF3/19).	On Target
4th QUARTER REPORTING	STATUS
1. The Medium Density Urban Design officer has been continuing to provide advice on medium density development applications, and a further four years of funding to continue an Urban Design – Design Advice Officer has been allocated.	Achieved
2. Council adopted a Trial Design Excellence Scorecard at the February Council Meeting (DCF3/19), for a 12 month trial period. Outcomes of this Trial will be reported to Council in February 2020.	Achieved
3. A Report to Council titled, 'Better Planning and Development Outcomes through Additional Urban Design Resources' was presented to the June Council Meeting. This report outlined the success of this role, and contribution it has made to better development outcomes. The quality development scorecard outcomes will be reported to Council in February 2020, as resolved by Council in DCF3/19.	Achieved



CAP: 23		Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development		
Deliverable: P1c) Improved Planning Services - the engagement of two fixed term (time limited) urban planning officer roles to enable the branch to better respond to the increased number of planning permit applications and a 12 month planning enforcement officer role to respond to increase in planning compliance issues.				
No:	Actions	Measures	Targets	Qtr X
1	Fixed Term for 2 planning officer positions ends at the end of Yr 2. Review for ongoing need.	Review completed of service impact achieved through appointment of 2 urban planners.	Report completed	4
2	Two additional Fixed term planning enforcement positions ends at Yr 3.	i) Enforcement officers appointed	Appoint positions(s)	1
		ii) Review completed of service impact achieved through appointment of 2 planning enforcement officers.	Report completed	4
Accountable: Phillip Priest (A)		Budget: \$188k OPEX (this is for the continuation of the two Planning Officer roles in 2018/19). In addition, the 2018/19 budget bid includes request for 2 additional proactive Planning enforcement Officers (1 x B5 and 1 x B6 for 3 years) at total cost of \$577,000.00	Resourcing: 2 x Planning Officers; 1 x B5 Planning Enforcement; 1 x B6 Planning Enforcement	
Responsible: Stephen Meloury (A)				
Department: City Futures				
Branch: City Development				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Positions appointed in 2017.			Achieved	
2. i) Positions appointed and one re-advertised. ii) Development of the revised proactive enforcement system is well progressed with reporting capability to inform the Council report in quarter 4.			On Target	
2nd QUARTER REPORTING			STATUS	
1. Positions continue and are appointed to support Unit functions.			Achieved	
2. Both positions now appointed with officers to commence end of January.			On Target	
3rd QUARTER REPORTING			STATUS	
1. Positions continue and are appointed to support Unit functions.			Achieved	
2. Officers have commenced and a proactive enforcement program is underway and on target.			On Target	



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4th QUARTER REPORTING	STATUS
1. Report presented to the June Council meeting (DCF41/19), noting the performance of the team and resourcing going forward.	Achieved
2. Report presented to the June Council meeting (DCF41/19), noting the performance of the team over the last 12 months and noting the enhanced planning enforcement achievements and targets for the next 12 months.	Achieved

CAP: 24	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1d) Moreland Industrial Land Strategy (MILS) Implementation - Council initiated and proponent led planning scheme amendment packages. In addition to Council led amendment, proponent led amendment requests in accordance with the MILS will also be considered over the 4 year term.				
No:	Actions	Measures	Targets	Qtr X
1	Progress Amendment C164 (Council led amendment to implement MILS) including: an Independent Planning Panel Hearing.	Present Council's position at an independent Planning Panel Hearing	July 2018	1
1A	Report to Council Panel recommendations.	Report to Council and subject to Councils decision, submit Amendment C164 for approval to Minister for Planning	November 2018	2
2	Proponent led amendments to implement MILS (ongoing in 2018/19).	Progress proponent led amendments to implement MILS	Briefings as required	As relevant
Accountable: Phillip Priest (A)		Budget: Carry forward \$90k OPEX from 2017/2018 financial year to pay for Planning Panel and adoption statutory fees	Resourcing: <ul style="list-style-type: none"><li>1 EFT B7: Strategic Planner</li><li>1 EFT B6: Strategic Planner</li><li>Unit Manager Amendments</li></ul>	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				



1 <sup>st</sup> QUARTER REPORTING	STATUS
1. Council's position on Amendment C164 was presented to an independent planning panel at a hearing that was held 4 June to 9 June 2018.	Achieved
1A. Council received the report of the independent planning panel on 7 August 2018. A report is proposed to be considered by Council at the November 2018 Council Meeting.	On Target
2. Council Officers continue to communicate with proponents regarding several proponent led amendments, which facilitate implementation of the MILS (Briefings with Councillors are arranged at key milestones).	On Target
2nd QUARTER REPORTING	STATUS
1. Council's position on Amendment C164 was presented to an independent planning panel at a hearing that was held 4 June to 9 June 2018.	Achieved
1A. Council considered the Panel recommendations at their meeting 14 November 2018. The Amendment was split into 2 parts. Part 1 was adopted by Council at their meeting 14 November 2018. Council resolved to undertake further investigation regarding the use of the new Commercial 3 Zone for some of the land included in the Amendment (Part 2). A Report to Council will be prepared once this investigation is complete. Part 2 is ongoing pending further investigation.	Achieved
2. Council Officers continue to communicate with proponents regarding several proponent led amendments, which facilitate implementation of the MILS (Briefings with Councillors are arranged at key milestones).	On Target
3rd QUARTER REPORTING	STATUS
1. Council's position on Amendment C164 was presented to an independent planning panel at a hearing that was held in June 2018.	Achieved
1A. Council considered the Panel recommendations at their meeting 14 November 2018. The Amendment was split into 2 parts. Part 1 was adopted by Council and submitted to the Minister for Planning on 1 March 2019. Part 2 is due to be reported to Council at the May meeting following further investigation of the use of the new Commercial 3 Zone.	Achieved
2. Council Officers continue to communicate with proponents regarding several proponent led amendments, which facilitate implementation of the MILS (Briefings with Councillors are arranged at key milestones).	On Target
4th QUARTER REPORTING	STATUS
1. Council's position on Amendment C164 was presented to an independent planning panel at a hearing that was held in June 2018.	Achieved
1A. Council made a final decision on the Amendment at their meeting on 8 May 2019. Council resolved to split the amendment further to create a part 3. Part 2 was adopted and Part 3 was abandoned.	Achieved



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2. Council Officers continue to communicate with proponents regarding several proponent led amendments, which facilitate implementation of the MILS (Briefings with Councillors are arranged at key milestones).	Achieved
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CAP: 25		Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development		
Deliverable: P1e) Affordable Housing Policy Implementation: Addressing affordability for Moreland				
No:	Actions	Measures	Targets	Qtr X
1	Establishment of Moreland Affordable Housing Ltd (Housing Trust), subject to State approval.	Council report to confirm board nominees	End of Q2	2
2	Evaluation of Moreland Affordable Housing Strategy 2014-18 & proposal for future policy approach	Briefing to Councillors	March 2019	3
Accountable: Phillip Priest (A)		Budget: TBD + \$217K Opex - Admin trust	Resourcing:	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Board Chair has been appointed and recruitment for Directors has commenced.			On Target	
2. Councillors briefed on housing and affordable housing issues, to provide general direction for future policy and strategy approach.			On Target	
2nd QUARTER REPORTING			STATUS	
1. Council resolved to appoint the board nominees and the first board of Moreland Affordable Housing Ltd has been appointed.			Achieved	
2. Evaluation of Moreland Affordable Housing Strategy 2014-18 underway, to inform the March 2019 Councillor briefing on a future Housing Strategy			On Target	
3rd QUARTER REPORTING			STATUS	
1. Achieved Q2.			Achieved	
2. Councillors were briefed on 12 March on the Moreland Affordable Housing Strategy 2014-18 and proposals for a future approach on Housing.			Achieved	



CAP: 26	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1f) Design Excellence Process Improvement - Establish an Architectural design review panel to assess development applications for quality and excellence in design, build capacity of councillors to assess quality development, and consider development of a policy to fast track planning permit applications demonstrating design excellence.				
No:	Actions	Measures	Targets	Qtr X
1	On hold: pending outcome of 12 month trial of the scorecard (ref: DED25/18) <i>Also see CAP 22</i>	TBD	TBD	TBD
Accountable: Phillip Priest (A)		Budget: See item P1b) above (CAP 22)	Resourcing: 30K 17/18 carry forward	
Responsible: Stephen Meloury (A)				
Department: City Futures				
Branch: City Development				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. This action will be discontinued for the FY19 reporting period, pending outcome of the trial.			Discontinued	



CAP: 27	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1g) Council to partner in one pilot deliberative development project - to showcase a model for the community and encourage more deliberative development models in Moreland				
No:	Actions	Measures	Targets	Qtr X
1	No hold: Subject to Year 1 research paper findings and Council resolution, prepare budget business case for project to be undertaken in 2019/20.	To be determined	TBD	TBD
Accountable: Joseph Tabacco		Budget: Base (to prepare Council budget business case)	Resourcing: Minimal	
Responsible: Marie Claire O'Hare (A)				
Department: Engagement and Partnerships				
Branch: Places				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. At the August 2018 Council meeting, Council determined to not pursue partnering in a pilot deliberative development project at this time.			Discontinued	



CAP: 28	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1h) Excellence in ESD outcomes - Seek an extension to the ESD Local Planning Policy, Clause 22.08				
No:	Actions	Measures	Targets	Qtr X
1	Continue to advocate to Minister for Planning to extend ESD local Planning Policy and/or implement a State-wide policy.	Advocacy letter to Minister beginning of Quarter 1, and request meeting with Joint Councils and Minister for Planning to advocate for policy extension and to progress work on a state wide approach (in conjunction with the Joint Councils)	August 2018	1
Accountable: Philip Priest (A)		Budget: Unit base resources. Continued implementation of the ESD policy is subject to outcomes of Business Case for a permanent 1 EFT B7 ESD Engineer (\$107,252.00).	Resourcing: Manager coordinate advocacy Senior ESD Officer Joint Council Working Group, CASBE, MAV coordinating	
Responsible: Olivia Wright				
Department: City Futures				
Branch: City Change				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Council Officers finalised over August 2018 a joint advocacy letter signed by the Mayors of ten metropolitan Councils, which advocated for a further extension to local ESD Policies and/or collaborative implementation of a state-wide approach. The letter was subsequently sent to the Planning Minister on 10 September 2018.			Achieved	



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CAP: 29		Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development		
Deliverable: P1i) Residential Zones - Review the 2017 Reformed Residential Zones to understand their impacts on residential development outcomes, and scope any necessary changes to the Planning Scheme to improve built form outcomes within the Residential Zones. Incorporate findings of the Medium Density Housing Review into recommended actions.				
No:	Actions	Measures	Targets	Qtr X
1	Progress Amendment C171 to the Moreland Planning Scheme.	Brief Council on Minister's response to C171 once a response is received	Subject to Minister's response to the Amendment	As relevant
2	Undertake further strategic work required to support and justify any changes to the planning scheme as recommended by the Medium Density Housing Review	Briefing to Council on potential further work to implement the Medium Density Housing Review	End of Q1 / 2018	1
Accountable: Phillip Priest (A)		Budget: Amendment C171 met within the budget of the Strategic Planning Unit  A multi-year budget bid has been made to assist implementation of the Medium Density Review \$25,000 for 2018/19 to undertake the supporting strategic work to justify the implementation and \$70,000 in 2019/20 to undertake a planning scheme amendment if required.	Resourcing: <ul style="list-style-type: none"><li>• 1 EFT B7: Strategic Planner</li><li>• 1 EFT B6: Urban Designer</li><li>• Overseen by Unit Manager Strategy and Amendments</li></ul>	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Amendment C171 was submitted to the Minister for Planning on 13 February 2018. No decision or correspondence has been received to date. Council Officers sent a further letter on 2 August 2018 requesting that a decision be made on the amendment (Councillors will be briefed once a response/decision is received).			On Target	
2. Council were briefed 10 September 2018 on the further strategic work required to support an amendment to increase tree canopy planting at the Medium Density Housing Review.			Achieved	



2nd QUARTER REPORTING	STATUS
1. Amendment C171 was submitted to the Minister for Planning on 13 February 2018. No decision or correspondence has been received from the Minister regarding this Amendment. Council Officers sent further letters on 2 August 2018 and 3 January 2019, requesting that a decision be made on the amendment (Councillors will be briefed once a response/decision is received).	On Target
2. Council were briefed 10 September 2018. Officers are progressing the development of an online Tree Selection Tool to improve plant selection in medium density development, as well as preparing an Amendment to the planning scheme to improve tree canopy planting requirements. This work was reported to Council in October 2018 as part of the Medium Density Housing Review Council Report.	Achieved
3rd QUARTER REPORTING	STATUS
1. The Minister for Planning did not agree with Council's request to process a fast track Amendment to introduce mandatory maximum heights for the Brunswick and Coburg Activity Centres on an interim basis, or to rezone parts of Moreland's neighbourhood centres (as advised via a letter dated 16 February 2019). In accordance with the Council resolution (DED95/17), a new amendment request will be submitted to the Minister for Planning. Councillors will be briefed on the Minister's response to a standard amendment process for C171 once a response is received.	On Target
2. Achieved Q2.	Achieved
4th QUARTER REPORTING	STATUS
1. Councillors were briefed on the Minister's response to Amendment C171, and the findings of the Activity Centre Pilot Program on the 11 June 2019. As a result, a new amendment request is no longer required.	Achieved
2. Achieved Q2.	Achieved



CAP: 31		Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development		
Deliverable: P1k) Establish an ongoing monitoring and review program for the Local Planning Policy Framework- to ensure evidence based decision making, up to date reporting on planning outcomes, and planning framework that can respond proactively to emerging trends and issues.				
No:	Actions	Measures	Targets	Qtr X
1	Implement ongoing program	i) Distribution of phase 1 results (outcomes policy monitoring)	Presentation at a Councillor Briefing by September 2018	1
		ii) Development of phase 2 – (policy implementation monitoring measures)	June 2019	4
Accountable: Phillip Priest (A)		Budget: Base	Resourcing: <ul style="list-style-type: none"><li>Overseen by Unit Manager Strategy</li><li>Band 7 Urban Planning Analyst</li></ul>	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. i) Phase 1 results were presented to Councillors on the 10 September 2018, at a briefing on the Local Planning Policy Monitoring and Evaluation Framework.			Achieved	
1. ii) Phase 2 is under development.			On Target	
2nd QUARTER REPORTING			STATUS	
i) Phase 1 results were presented to Councillors on the 10 September 2018, at a briefing on the Local Planning Policy Monitoring and Evaluation Framework.			Achieved	
ii) Phase 2 monitoring measures is under development for completion in Q4.			On Target	
3rd QUARTER REPORTING			STATUS	
i) Phase 1 results were presented to Councillors on the 10 September 2018, at a briefing on the Local Planning Policy Monitoring and Evaluation Framework. (Achieved Q2)			Achieved	
ii) Phase 2 monitoring measures are under development for completion in Q4.			On Target	



4th QUARTER REPORTING	STATUS
i) Achieved Q2 (see notation above).	Achieved
ii) Phase 2 monitoring measures for LPPF have been developed. These are now being reviewed to determine if the LPPF monitoring program can evolve into an wider monitoring program for all of Councils Strategies.	Achieved

CAP: 32	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1I) Advertising Signs in Sports Grounds - Establish a planning framework to ensure that advertising in sports grounds can be undertaken appropriately, in a timely manner and with appropriate control over visual impacts.				
No:	Actions	Measures	Targets	Qtr X
1	Report to Council to adopt the amendment	Report to Council and subject to Council's decision, submit Amendment C169 for approval to Minister for Planning	April 2019	3
Accountable: Phillip Priest (A)		Budget: BASE	Resourcing: <ul style="list-style-type: none"><li>Overseen by Unit Manager Amendments</li><li>Band 6: Strategic Planner1 EFT B6: Strategic Planner</li></ul>	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
A summary of submissions to Amendment C169 was reported to Council at the 13 June 2018 meeting. Council resolved to refer the submissions to a Planning Panel. The Planning Panel Hearing was held on 5 September 2018. NOTE: Need to reset the target date to be subject to decision by Minister for Planning – As relevant.			On Target	
2nd QUARTER REPORTING			STATUS	
In response to the Panel recommendations, Officers have made changes to the Amendment that are being tested internally prior to Council consideration.			On Target	
3rd QUARTER REPORTING			STATUS	
In response to the Panel recommendations, Officers have made changes to the Amendment. To ensure that the changes adequately address the Panel recommendations, an external peer review of the changes is currently underway. Council is due to consider the panel recommendations and changes to the Amendment in Quarter 4.			Behind Target	



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4th QUARTER REPORTING	STATUS
Council adopted the Amendment at its meeting on 12 June 2019.	Achieved

CAP: 33	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1m) Water Map: implement initiatives which support a water sensitive city and improve water quality and efficiency outcomes.				
No:	Actions	Measures	Targets	Qtr X
1	Progress design and/or delivery of stormwater harvesting systems	Commence construction of stormwater harvesting system at City Oval, Coburg	June 2019	4
2	Progress design and/or delivery of water sensitive urban design (WSUD) initiatives	Complete construction of WSUD project at Jones Park, Brunswick	June 2019	4
Accountable: Philip Priest (A)		Budget: Capex (\$300K for WSUD plus carry forward remaining budget from 2017/18 and \$350k for stormwater harvesting)	Resourcing: <ul style="list-style-type: none"><li>Overseen by Unit Manager ESD</li><li>Band 7 Senior ESD Officer</li></ul>	
Responsible: Olivia Wright				
Department: City Futures				
Branch: City Change				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Following community consultation during 2017/18 on the concept design for a stormwater harvesting system at City Oval (Coburg), a specialist consultancy has commenced detailed design for the project.			On Target	
2. Following a tender in late 2017/18, a specialist construction company has been appointed and commenced construction of the water sensitive urban design (WSUD) project in Jones Park (Brunswick).			On Target	
2nd QUARTER REPORTING			STATUS	
1. Tender for construction of a stormwater harvesting system at City Oval (Coburg) undertaken in 2nd Quarter, however tender responses returned substantially over budget. Work is underway with Procurement to identify ways to get project back on budget. Currently 'on target' but at risk of falling 'behind target' if solution can not be confirmed.			On Target	
2. Construction of the water sensitive urban design (WSUD) project in Jones Park (Brunswick) well underway at end 2nd Quarter, and on track to be completed in 3rd Quarter.			On Target	



3rd QUARTER REPORTING	STATUS
1. Following a process of value engineering and looking for cost savings (including asking tenderers for their best offer), the tender responses are well over the budget and will trigger a planning permit. A report is being prepared to present to Council in the 4th quarter to reset this CAP deliverable and advise on the best way forward to complete this important project.	Behind Target
2. Construction of the Jones Park water sensitive urban design (WSUD) project in Brunswick is complete with a Civic Event and community plantings scheduled for May 2019.	Achieved
4th QUARTER REPORTING	STATUS
1) A Council Report on the City Oval Stormwater Harvesting System was presented to the June Council Meeting. Council resolved to accept the tender from Multipro Civil, noting the requirement to carry forward Council and grant funds and utilise budget from other integrated water management budget from 2019/20 to fund construction.	Achieved
2) A Civic Event for Jones Park water sensitive urban design (WSUD) project in Brunswick was held on Sunday 19 May 2019 including a community planting around the wetland.	Achieved

CAP: 34	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1n) Protect Moreland's Heritage - via implementation of the Heritage Action Plan.				
No:	Actions	Measures	Targets	Qtr X
1A	Report to Council to consider submissions received to the Amendment.	Report to Council to endorse Officer response to submissions.	Subject to timing of decision by Minister of Planning and timing of Planning Panel process	N/a
1B	Planning Panel to consider submissions (to implement Heritage Gaps Study).	Present Council's position at an independent Planning Panel.	Subject to timing of decision by Minister of Planning and timing of Planning Panel process	N/a
1C	Report to Council to consider the Panel's report.	Report to Council and subject to Council's decision, submit Amendment C174 for approval to Minister for Planning	Subject to timing of decision by Minister of Planning and timing of Planning Panel process	N/a



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2	Stage 1 heritage assessment of places nominated as part of the public process in November 2016.	Final stage 1 heritage assessment with clear guidance about the number of properties to be assessed as part of a stage 2 full heritage study.	Heritage Consultants on existing Panel to be briefed and assessment of places progressed.	4
<b>Accountable: Phillip Priest (A)</b>		<b>Budget:</b> Amendment administration and planning panel costs to be absorbed as part of base budget.  OPEX bid for \$30k to undertake preliminary assessment of nominated places.	<b>Resourcing:</b> <ul style="list-style-type: none"><li>Overseen by Unit Manager Amendments</li><li>Band 6 Strategic Planner</li><li>Band 5 Strategic Planner</li></ul>	
<b>Responsible:</b> Kate Shearer				
<b>Department:</b> City Futures				
<b>Branch:</b> City Strategy and Design				
<b>1<sup>st</sup> QUARTER REPORTING</b>			<b>STATUS</b>	
<p><b>1A)</b> Council at its meeting on 6 December 2017 resolved to endorse the Draft Heritage Gap Study and seek Authorisation to prepare/exhibit the amendment (for interim and permanent controls).</p> <p><b>Amendment C174 (permanent heritage controls):</b> Further information (requested by DELWP Officers) was provided by Council Officers on 17 August 2018. Another further information request was received, which was responded to on 12 September 2018.</p> <p><b>Amendment C173 (interim heritage controls):</b> Amendment was submitted to the Minister for Planning for approval on 13 February 2018, no decision has been made.</p> <p>Progress of both projects (permanent and interim heritage controls) have been delayed through further information requests from DELWP or no decision made by the Minister for Planning. Council Officers continue to liaise with DELWP Officers regarding the status of both amendments.</p>			On target	
<b>1B)</b> See response above – pending Ministerial authorisation			On Target	
<b>1C)</b> See response above – pending Ministerial authorisation			On Target	
<p><b>2)</b> A brief has been prepared for Heritage Consultants to complete the stage 1 assessment of places nominated as part of the public process in November 2016. This work will provide clear guidance about the number of properties to be assessed as part of a stage 2 full heritage study.</p>			On Target	
<b>2nd QUARTER REPORTING</b>			<b>STATUS</b>	
<p><b>1A)</b> Amendment C174 that seeks to introduce the Heritage Overlay to various properties and introduce an incorporated plan to exempt minor matters from requiring planning permission, was on public exhibition until 25 January 2019. Submissions will be reported to a future Council meeting.</p>			On Target	
<p><b>1B)</b> The Planning Panel to consider submissions to this Amendment has been set for the week of 6 May 2019.</p>			On Target	
<p><b>1C)</b> Subject to the receipt of the Panel's report, a report outlining the Officer response to the Panel recommendations and a decision on the Amendment is due to be considered at the August 2019 Council meeting.</p>			On Target	

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2) A consultant has been briefed and is due to commence the assessment of heritage places in February 2019.	On Target
<b>3rd QUARTER REPORTING</b>	<b>STATUS</b>
<b>1A)</b> Council considered submissions to Amendment C174 at their meeting 13 March 2019. At this meeting, Council resolved to refer the Amendment and submissions to an independent planning panel.	Achieved
<b>1B)</b> The Planning Panel to consider submissions to this Amendment has been requested for the week of 6 May 2019.	On Target
<b>1C)</b> Subject to the receipt of the Panel's report, a Council Report outlining the Officer response to the Panel recommendations and a decision on the Amendment will be presented. Timing for release of the Panel Report is determined by the Panel, not Council.	On Target
<b>2)</b> A consultant has been engaged and a preliminary Stage 1 heritage assessment of the places nominated as part of the public process in November 2016 is underway.	On Target
<b>4th QUARTER REPORTING</b>	<b>STATUS</b>
<b>1A)</b> Achieved in Q3.	Achieved
<b>1B)</b> A Planning Panel was convened on the 6th and 7th May 2019 to consider submissions to the Amendment.	Achieved
<b>1C)</b> The Panel's report was received on 20 June 2019. Council is due to consider the Panel's recommendations at their meeting in August 2019.	Achieved
<b>2)</b> The Stage 1 heritage assessment of places nominated as part of the public process in November 2016 was completed in April 2019.	Achieved



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CAP: 35		Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development		
Deliverable: P1o) Medium Density Housing Review - The project will review the quality of townhouse and unit development within Moreland and make recommendations on how it can be improved.				
No:	Actions	Measures	Targets	Qtr X
1	Finalise Medium Density Housing Review (Note: this item links to deliverable P1 I – Residential Zones)	Medium Density Housing Review outcomes reported to Council	October 2018	2
2	Progress further work required to implement the recommendations of the Medium Density Housing Review	Briefing to Council in relation to progress of further work and implementation	Q2	2
Accountable: Phillip Priest (A)		Budget: A multi-year budget bid ("Improve development / tree canopy via Planning Scheme") has been made for \$25,000 in year one (to undertake the supporting strategic work) and \$70,000 in year two to undertake the planning scheme amendment if required.	Resourcing: <ul style="list-style-type: none"><li>• Overseen Unit Manager Strategy and Unit Manager Urban Design</li><li>• Band 7 Senior Strategic Planner</li><li>• Band 6 Urban Designer.</li></ul>	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. The Medium Density Housing Review to be presented to Council for adoption at the 10 October 2018 Council Meeting.			On target	
2. Councillors were briefed at the 10 September 2018 Council Briefing on the detail and progress of the further work to implement the Medium Density Housing Review.			Achieved	
2nd QUARTER REPORTING			STATUS	
1. The Medium Density Housing Review was presented to Council for adoption at the 10 October 2018 Council Meeting.			Achieved	
2. Councillors were briefed at the 10 September 2018. Officers are progressing the development of an online Tree Selection Tool and are undertaking the background work to inform an Amendment to the planning scheme to improve tree canopy planting. This work was reported to Council on 10 October 2018 as part of the Medium Density Housing Review Council Report.			Achieved	



CAP: 36	Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development			
Deliverable: P1p) Corporate Carbon Reduction Plan - implement initiatives to support energy efficiency and renewables for Council's operations.				
No:	Actions	Measures	Targets	Qtr X
1	Accelerate the transition of Council's light vehicle fleet to meet the requirements of the Light Vehicle Policy	Changeover up to an additional 10 light vehicles to electric vehicles.	June 2019	4
2	Rainwater harvesting, storage and reuse system at the Council Depot to offset potable water use.	Installation of rainwater harvesting and storage infrastructure at Depot.	Rainwater harvesting and tanks installation underway. By June 2019.	4
Accountable: Philip Priest (A)/Grant Thorne		Budget: Capex \$500K + carry forward amount from 2017/2018 financial year (TBD)	Resourcing: • Overseen Unit Manager ESD • Band 7 Senior ESD Officer	
Responsible: Olivia Wright / Andrew Dodd				
Department: City Futures/ City Infrastructure				
Branch: City Change/ Open Space & Street Cleansing				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Project negotiations have continued with external partners.			Behind Target	
2nd QUARTER REPORTING			STATUS	
The project has been discontinued. A portion of budgeted funds are being redirected to accelerate purchase of up to 10 new Battery Electric Vehicles (BEVs) for Council's passenger fleet.			On Target	
3rd QUARTER REPORTING			STATUS	
1. Four new EVs have been delivered to Council. A further six EVs are on order.			On Target	
2. The feasibility of a revised functional design for a stormwater harvesting and storage system at the Depot is being verified by civil and structural engineers. Pending feasibility, procurement will commence as soon as possible in Quarter 4.			Behind Target	
4th QUARTER REPORTING			STATUS	
1. A total of ten new EVs have been delivered to Council for use in the passenger fleet.			Achieved	
2. Two 50kL rainwater tanks, receiving rainwater from the roof of the main Depot building, have been installed at the Walter Street end of the Depot site, providing an alternative water source for watering of street and park trees held at the Depot before planting.			Achieved	



CAP: 37		Key Priority: P1. Enhance liveability, affordability and sustainability by guiding growth, and excellence in urban design and development		
Deliverable: P1q) Urban Heat Island Action Plan				
No:	Actions	Measures	Targets	Qtr X
1	Coordinate implementation of the plan / projects to mitigate urban heat island effect (including WSUD, stormwater harvesting and tree planting initiatives)	Status report to Council on outcomes and achievements in ESD annual report	June 2019	4
Accountable: Philip Priest (A)		Budget: Base and CAPEX funds  Also refer P1m) and P4d)	Resourcing: <ul style="list-style-type: none"><li>Overseen Unit Manager ESD</li><li>Band 7 Senior ESD OfficerB7 ESD officer project manage</li></ul>	
Responsible: Olivia Wright				
Department: City Futures				
Branch: City Change				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Highlights from implementation of the Urban Heat Island Effect Action Plan include: <ul style="list-style-type: none"><li>The Cooling Community Project was announced as a finalist in the 2018 Premiers Sustainability Awards – Social Justice category.</li><li>Council's new Urban Forestry Officer provided a briefing on implementation of the Urban Forest Strategy to the Sustainable Moreland Advisory Group.</li><li>Community feedback on the draft Cooling the Upfield Corridor Action Plan was analysed to inform the final action plan.</li><li>Detailed design started for a stormwater harvesting system at City Oval (Coburg) and construction began on a water sensitive urban design project in Jones Park (Brunswick).</li></ul>			On Target	
2nd QUARTER REPORTING			STATUS	
Highlights of cross-Council projects which aim to improve built environment outcomes and reduce or mitigate the UHIE include: <ul style="list-style-type: none"><li>The Strategic Planning-led 'Design Excellence Scorecard' project, including consultation with various ESD consultants and developers. ESD aspects promoted through the Scorecard include high-quality green roofs. The Scorecard is expected to be launched in Q3.</li><li>The Urban Design-led 'Good Design Advice Sheets' (available at <a href="https://www.moreland.vic.gov.au/about-us/have-your-say/consultations/moreland-good-design-medium-density-review/">https://www.moreland.vic.gov.au/about-us/have-your-say/consultations/moreland-good-design-medium-density-review/</a> ) were finalised and uploaded onto the Moreland City Council website. The Sheets advocate for various ESD aspects, including greater tree canopy in private open space areas, improved landscaping and greater site permeability.</li></ul>			On Target	



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<ul style="list-style-type: none"> <li>The Cooling the Upfield Corridor Action Plan was endorsed by Council in October 2018. It contains specific actions which will help mitigate the UHIE in this corridor, such as altering streetscapes to increased tree canopy or water sensitive urban design when opportunities arise during new development applications or road closure opportunities.</li> <li>Progress on the City Oval stormwater harvesting project and Jones Park Water Sensitive Urban Design (WSUD) project (ref CAP 33).</li> </ul>	
<b>3rd QUARTER REPORTING</b>	<b>STATUS</b>
<p>Highlights of cross-Council projects which aim to improve built environment outcomes and reduce or mitigate the UHIE include:</p> <ul style="list-style-type: none"> <li>The 'Design Excellence Scorecard', including ESD aspects such as high-quality green roofs, was adopted by Council for a one-year trial period.</li> <li>Moreland supported RMIT to deliver three 'Citizen Science' events in early February monitoring urban heat effects in central Brunswick and Coburg. It was part of an Australian-wide Citizen Science program – over 20 Councils in most states hosted events, with focus on public education around the UHIE and ways to mitigate it.</li> <li>The WSUD project at Jones Park was completed during Quarter 3 including aquatic plantings. Terrestrial planting will be undertaken during Autumn (Quarter 4) including through community plantings with residents and/or school children (ref CAP 33).</li> </ul>	On Target
<b>4th QUARTER REPORTING</b>	<b>STATUS</b>
<p>Year-end highlights of cross-Council projects which aim to improve built environment outcomes and reduce or mitigate the UHIE include:</p> <ul style="list-style-type: none"> <li>Commencement of the one-year pilot phase of the 'Design Excellence Scorecard', which includes ESD excellence aspects such as high-quality green roofs.</li> <li>The WSUD project at Jones Park was commissioned and officially launch in Quarter 4 including terrestrial planting by contractors and community (ref CAP 33).</li> <li>The Open Space team continued street and park tree planting through implementation of the Urban Forest Strategy.</li> <li>Council purchased land to create two new parks for the community in Tinning Street and West Street, Brunswick consistent with Council's <a href="#">Park Close to Home</a> Framework.</li> <li>ESD Unit contributed to Council advocacy for inclusion of urban cooling initiatives into the Level Crossing Removal Project (LXRP) and input to the concept design for redevelopment of 33 Saxon Street ('Siteworks') and the design of Wheatsheaf Community Hub, which is aiming for Passive House certification.</li> <li>The Urban Design team supported city greening and cooling through streetscape renewal projects such as Saxon Lane redevelopment next to Brunswick Library and the Brunswick Mechanics Institute Forecourt project.</li> </ul> <p>This was reported in the Governance report at the June Council meeting.</p>	Achieved



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CAP: 38	Key Priority: P2. Facilitate a demonstrable shift to more sustainable modes of transport that also targets a long term reduction in car use.			
Deliverable: P2a) Review of the Moreland Integrated Transport Strategy (MITS), with specific focus on achievement of this outcome to drive later year's action to enable mode shift and reduction in traffic congestion				
No:	Actions	Measures	Targets	Qtr X
1	Council endorsed final MITS document	Council endorsement	March 2019	3
2	Full advocacy campaign developed and revised CAPEX program	Advocacy campaign and revised 10 year CAPEX program developed	June 2019	4
Accountable: Phillip Priest (A)		Budget: \$100k	Resourcing:	
Responsible: Olivia Wright				
Department: City Futures				
Branch: City Change				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Draft MITS adopted for public consultation in July 2018. Council resolved to receive final MITS document in February 2019.			On Target	
2. Advocacy program and revised CAPEX program being prepared in parallel			On Target	
2nd QUARTER REPORTING			STATUS	
1. Consultation report completed and Councillors briefed. Currently developing final report for adoption in March 2019.			On Target	
2. Advocacy program and revised CAPEX program being prepared for adoption in June 2019.			On Target	
3rd QUARTER REPORTING			STATUS	
1. MITS was endorsed at Council's March 2019 meeting.			Achieved	
2. Advocacy program is being finalised for consultation prior to presentation to Council in 4th Quarter.			On Target	
4th QUARTER REPORTING			STATUS	
MITS endorsed at March Council meeting.			Achieved	
Advocacy program and capex program adopted at June Council meeting.			Achieved	



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CAP: 39		Key Priority: P2. Facilitate a demonstrable shift to more sustainable modes of transport that also targets a long term reduction in car use.		
Deliverable: P2b) Finalise Brunswick and Coburg Activity Centre car parking strategies - to improve activity centres and update potentially car parking rates and also investigate opportunity for developers to contribute to infrastructure via a cash in lieu scheme				
No:	Actions	Measures	Targets	Qtr X
1	Finalise the parking strategy (a single parking strategy is being prepared concurrent to the MITS)	Council adoption of strategy	March 2019	3
2	Prepare an amendment package to implement the updated strategy	Preparation of planning scheme amendment documentation commenced, Council Briefing on Amendment documentation	June 2019	4
Accountable: Phillip Priest (A)		Budget: Carry forward from 2017/2018 financial year to finalise Parking strategy and utilise budget to support any planning scheme amendment process.	Resourcing: <ul style="list-style-type: none"><li>Overseen Unit Manager Strategy / Amendments</li><li>Band B7 Senior Strategic Planner</li></ul>	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Council conducted further consultation on the MITS and the Parking Strategy to ensure that the community has more opportunity to provide input prior to Council adopting them.			On Target	
2. An amendment package will be prepared to implement the Parking Strategy once the MITS and the Parking Strategy have been adopted by Council.			On Target	
2nd QUARTER REPORTING			STATUS	
1. Consultation report completed and Councillors briefed. Currently developing final report for adoption in March 2019.			On Target	
2. An Amendment package will be prepared for consideration at the March 2019 Council Meeting when the final MITS is presented to Council.			On Target	
3rd QUARTER REPORTING			STATUS	
1) The Moreland Integrated Transport Strategy and Parking Implementation Plan was endorsed by Council at its meeting on 13 March 2019, which included Council also authorising Officers to prepare an Amendment to the planning scheme to implement the Strategy and Plan.			Achieved	



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2) An Amendment package is currently being prepared to implement the endorsed Moreland Integrated Transport Strategy and Parking Implementation Plan. Exhibition of the Amendment is due to commence in Quarter 4.	On Target
<b>4th QUARTER REPORTING</b>	<b>STATUS</b>
1) Achieved in Q3.	Achieved
2) An Amendment package has been prepared and sent to the Minister for Planning to seek authorisation for the amendment. Councillors were briefed on the March MITS Adoption Council Report (which included detail on the Planning Scheme Amendment) prior to the MITS adoption in March.	Achieved

CAP: 40		Key Priority: P2. Facilitate a demonstrable shift to more sustainable modes of transport that also targets a long term reduction in car use.		
Deliverable: P2c) Extend the Upfield Bike Path to connect with the Western Ring Rd Path - continue advocacy with the offer of half of funding from State Govt.				
No:	Actions	Measures	Targets	Qtr X
1	In partnership with VicRoads deliver the 'missing link' on the Upfield Shared Path providing a connection to the Western Ring Road	The construction of the missing link will be completed in 2019/20, as per State Government advice.	June 2019	4
Accountable: Phillip Priest (A)		Budget:		Resourcing: Transport team
Responsible: Olivia Wright				
Department: City Futures				
Branch: City Change				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Full funding announced by the State Government in May. VicRoads have indicated planning to occur in 2018/19 with construction to occur in 2019/20			On Target	
2nd QUARTER REPORTING			STATUS	
Full funding announced by the State Government in May. VicRoads have indicated planning to occur in 2018/19 with construction to occur in 2019/20.			On Target	
3rd QUARTER REPORTING			STATUS	
VicRoads (with Council support) are developing the plans and seeking relevant approvals to undertake the works in 2019/20.			On Target	



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4th QUARTER REPORTING	STATUS
Council officers finalised input on the plans and handed over the project to VicRoads to implement. Officers will continue to support VicRoads as required to undertake the works in 2019/20.	Achieved

CAP: 41	Key Priority: P2. Facilitate a demonstrable shift to more sustainable modes of transport that also targets a long term reduction in car use.			
Deliverable: P2d) Continue to advocate for level crossing removal in Moreland - Work with the Level Crossing Removal Authority (LXRA) to maximise community benefit from crossing removals in Moreland.				
No:	Actions	Measures	Targets	Qtr X
1	Ongoing meetings and feedback to LXRA.	Meetings attended	Ongoing (subject to LXRA timelines)	N/A
2	Advocacy strategy to maximise community benefit and seek additional crossings to be removed on Upfield Line	Council's endorsed position made known in various avenues to LXRA, Minister for transport and broader community.	Ongoing	N/A
3	Participation in any associated community engagement.	Community engagement events attended.	Ongoing (subject to LXRA timelines)	N/A
Accountable: Joseph Tabacco		Budget: Base (supported by LXRA temporary resource)	Resourcing: 0.6 FTE (Senior officer)	
Responsible: Marie Claire O'Hare (A)				
Department: Engagement and Partnerships				
Branch: Places				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. LXRA meetings attended and feedback provided to LXRA.			On Target	
2. Council's endorsed its advocacy position to seek additional level crossing removals and community benefit. Council advocated to the LXRA and Minister for Transport. Council circulated its advocacy position online and at the LXRA community engagement events.			On Target	
3. Council Officers attended LXRA community engagement events in July 2018.			On Target	
2nd QUARTER REPORTING			STATUS	
1. LXRA meetings attended and feedback provided to LXRA.			On Target	
2. Council continues to formally endorse and communicate its formal position and purpose which seeks to optimise community benefit as the engineering design solutions are progressed by LXRA.			On Target	
3. No Community engagement held during this quarter. Council continue to respond to formal questions and information requests in an efficient and timely fashion.			On Target	

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3rd QUARTER REPORTING	STATUS
1. Level Crossing Removal Project (LXRP) meetings attended and feedback provided to LXRP.	On Target
2. No further media statement or public announcements have been made by LXRP in relation to the Upfield line proposed works.	On Target
3. No engagement activities were undertaken by LXRP during this period.	On Target
4th QUARTER REPORTING	STATUS
1. LXRA meetings attended and feedback provided to LXRP.	Achieved
2. A media announcement on 12th June 2019 by Daniel Andrews announced some concept images for the station designs for Moreland and Coburg Station.	Achieved
3. Council continued to work with the Victorian Government through the Level Crossing Removal Project (LXRP) to provide policy and strategy reference documents to help guide the redevelopment of the Upfield railway corridor. Officers also participated in the LXRP's community engagement sessions on 25 and 28 May 2019. Council's advocacy for an additional two level crossings at Munro Street and Reynard Street also resulted in the Premier formally announcing their inclusion on 12 June 2019.	Achieved

CAP: 77	Key Priority: P2. Facilitate a demonstrable shift to more sustainable modes of transport that also targets a long term reduction in car use.			
Deliverable: P2e) Review of the Moreland Pedestrian Strategy- to ensure alignment with revised Moreland Integrated Transport Strategy (MITS)				
No:	Actions	Measures	Targets	Qtr X
1	Implement adjusted program, as informed by MITS	Develop revised 10 year capital program	June 2019	4
Accountable: Phillip Priest (A)		Budget: \$260k CAPEX	Resourcing: Transport team	
Responsible: Olivia Wright				
Department: City Futures				
Branch: City Change				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Draft MITS adopted for public consultation in July 2018. Council resolved to receive final MITS document in February 2019. A revised 10 year Pedestrian capital program will be developed by June 2019			On Target	



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2nd QUARTER REPORTING	STATUS
Consultation report completed and Councillors briefed. Currently developing final report for adoption in March 2019. A revised 10 year pedestrian CAPEX program is being prepared for adoption in June 2019 guided by final MITS document.	On Target
3rd QUARTER REPORTING	STATUS
10-year pedestrian capital program being finalised for consultation to internal and external stakeholders prior to presentation to Council in 4th Quarter.	On Target
4th QUARTER REPORTING	STATUS
10-year pedestrian capital program adopted by Council at June 2019 meeting.	Achieved

CAP: 78	Key Priority: P2. Facilitate a demonstrable shift to more sustainable modes of transport that also targets a long term reduction in car use.			
Deliverable : P2f) Review and fund the Moreland Bike Strategy - ensuring alignment with revised Moreland Integrated Transport Strategy (MITS)				
No:	Actions	Measures	Targets	Qtr X
1	Implement adjusted program, as informed by MITS	Develop revised 10 year capital program	June 2019	4
Accountable: Phillip Priest (A)		Budget: \$426K - OPEX 29 5 year resource plan \$915K	Resourcing: Transport team	
Responsible: Olivia Wright				
Department: City Futures				
Branch: City Change				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Draft MITS adopted for public consultation in July 2018. Council resolved to receive final MITS document in February 2019. A revised 10 year Bike capital program will be developed by June 2019			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
Consultation report completed and Councillors briefed. Currently developing final report for adoption in March 2019. A revised 10 years CAPEX program is being prepared for adoption in June 2019 guided by the adopted MITS.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
10-year cycling priority capital program being finalised for consultation to internal and external stakeholders prior to presentation to Council in 4th Quarter.			On Target	
4 <sup>th</sup> QUARTER REPORTING			STATUS	
10-year bicycle capital program adopted by Council at June 2019 meeting.			Achieved	

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CAP: 43		Key Priority: P3. Support the local economy and trading environments to enhance economic activity and promote local jobs		
Deliverable: P3a) Economic Development Strategy 2016-21 - Facilitate the growth and diversity of local jobs				
No:	Actions	Measures	Targets	Qtr X
1	Implementation of Economic Development Strategy	The following actions have been advanced or implemented: <ul style="list-style-type: none"><li>Website Upgrade &amp; Marketing</li><li>SSRP – Retail programs</li><li>Workforce Development initiatives &amp; programs</li><li>Events &amp; Training program</li><li>Regional projects</li></ul>	Implementation of the 12 month annual program on target	4
2	Investment Facilitation key projects: <ul style="list-style-type: none"><li>Update <i>Commercial Priority</i> Planning Process brochure</li><li>Engage with health service providers as a key sector for investment</li><li>Engage with commercial real estate agents to build <i>Invest Moreland</i> network</li><li>Collaborate with NORTH Link on Melbourne’s North Investment Attraction Strategy</li></ul>	<ul style="list-style-type: none"><li>Attend Pre-Planning meetings</li><li>Planning applications lodged</li><li><i>Commercial Priority</i> brochure complete for printing</li><li>Expand and update <i>Invest Moreland</i> network</li><li>NORTH Link strategies to incorporate Economic Development input</li></ul>	<ul style="list-style-type: none"><li>10 pre-planning business application meetings</li><li>Print <i>Commercial Priority</i> brochure for distribution by 31 July 2019</li><li>5 meetings with health service providers</li><li>5 meetings with commercial real estate agents</li><li>Moreland integrated into Melbourne’s North Investment Attraction Strategy</li></ul>	4
Accountable: Joseph Tabacco		Budget: Base & Capex \$50K for Christmas lights and celebrations programme		Resourcing: Base
Responsible: Maria – Luisa Nardella				
Department: Engagement and Partnerships				
Branch: Economic Development				



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1 <sup>st</sup> QUARTER REPORTING	STATUS
<b>1. Implementation of Economic Development Strategy</b> <ul style="list-style-type: none"> <li>New <i>Business Moreland</i> website went live on 18 September 2018</li> <li>Development and marketing underway for Moreland <i>converger</i> program, which launches October 18</li> <li>Young Entrepreneurs of the North (YEN) program Graduation completed in August 2018</li> <li>Supported development and launch of <i>Food Melbourne's North</i> on 30 August 2018</li> <li>CEO Business Round Table held 31 July 2018</li> <li>Growing Bonwick partnership project received State Government funding (launched in September 2018)</li> <li>Holmes - Nicholson - Moreland Shopping Strip Renewal Shop Front Improvement program delivered</li> <li>Brunswick Special Rate &amp; Charge Scheme Renewal process finalisation</li> <li>Brunswick Vacant Shop Research project with RMIT Masters students in progress</li> <li>Brunswick Design District Memorandum of Understanding was signed 14 September</li> <li>Progress of 420 Victoria St (Brunswick Business Incubator) transformation model supported by Council August 2018</li> </ul>	On Target
<b>2. Investment Facilitation – ongoing program of activities</b> <ul style="list-style-type: none"> <li>New <i>Commercial Priority Process</i> collateral disseminated through Economic Development initiatives and networks</li> <li>Development of new <i>Invest Moreland</i> collateral for distribution, consistent with new <i>Business Moreland</i> branding</li> <li>Comments provided to NORTH Link on draft Melbourne's North Investment Attraction Strategy</li> <li>Planning underway for <i>Investment Matters</i> event for commercial and industrial real estate agents to inform and share information</li> <li>7 pre-planning investor application meetings</li> <li>5 key planning applications lodged</li> <li>Opening of new Royal Nut Company premises (corner of Phoenix and Fallon Streets) – Investment Facilitation Officer supported Royal Nut company through the site selection process and facilitation of development approval process.</li> </ul>	On Target
2nd QUARTER REPORTING	STATUS
<b>1. Implementation of Economic Development Strategy:</b> <ul style="list-style-type: none"> <li>LaunchVic funded converger program launched – October 2018</li> <li>First converger masterclass delivered in November 2018</li> <li>Final CEO Business Round Table held November 2018</li> <li>Bonwick Street, laneway project successfully delivered.</li> <li>Brunswick Special Rate &amp; Charge Scheme in place</li> <li>Brunswick Vacant Shop Research project with RMIT Masters students delivered</li> <li>Brunswick Design District Memorandum of Understanding in place – working group established</li> <li>New 12-month testing period MOU in place with MEDC Board (BBI) for 1 November 2018 – 1 Nov 2019</li> </ul>	Achieved



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<ul style="list-style-type: none"> <li>• Planning for 420 Victoria St EOI in action</li> <li>• Final 2018 Moreland Business Network event held on 13 December 2018</li> <li>• Preliminary planning undertaken for the Better Approvals Process project</li> <li>• Continued support for NORTHLink regional projects</li> <li>• Further development of Melbourne's North Joblink</li> </ul>	
<p><b>2. Investment Facilitation – ongoing program of activities:</b></p> <ul style="list-style-type: none"> <li>• Investment Matters breakfast for commercial and industrial real estate agents held on 10 October 2018 – 30 participants and new network created</li> <li>• New Invest Moreland collateral distributed at breakfast event and available to view on website</li> <li>• 8 pre-planning investor application meetings</li> <li>• 5 key investor meetings held</li> <li>• 2 key planning applications lodged</li> <li>• Opening of Lobbs café with 20 jobs and Investment Facilitation Officer supported facilitation of development approval process</li> </ul>	On Target
<b>3rd QUARTER REPORTING</b>	<b>STATUS</b>
<p><b>1. Implementation of Economic Development Strategy:</b></p> <ul style="list-style-type: none"> <li>• LaunchVic \$100K funded Converger Program has delivered in January - March a workshop, masterclass and a meetup attracting 100 people. Since October launch, there have been 200 attendees</li> <li>• Completed 8 Shopfront Improvement Program for Holmes/Nicholson Moreland Shopping Strip- included large external shop wall mural</li> <li>• Brunswick Special Rate &amp; Charge Scheme in place</li> <li>• Shopping Strip Short Video Promotional Program for 5 neighbourhood centres commenced</li> <li>• Planning and design development of footpath art program for West Street Hadfield shopping strip</li> <li>• Brunswick Design District working group meetings continue to establish long term engagement strategy</li> <li>• Brunswick Design District pre-engagement activity held at Sydney Road Street Party securing feedback from over 100 community members</li> <li>• 12-month testing period MOU with MEDC Board (BBI) to provide improved onsite services monitored and supported</li> <li>• Planning for 420 Victoria St EOI continues with Council endorsement of EOI objectives and criteria</li> <li>• Women's Coffee Conversations included 30 attendees at March event</li> <li>• Continued support for NORTHLink regional projects including proposed briefing for Moreland food business (in planning) as part of Food Melbourne's North group</li> <li>• Further refinement of Melbourne's North Joblink and focus on joint Council marketing strategy</li> <li>• MEG briefing in response to Notice of Motion and proposal for Christmas decorations in December 2019</li> </ul>	On Target



<p>2. Investment Facilitation – ongoing program of activities:</p> <ul style="list-style-type: none"> <li>• Co-ordinate Better Approvals Project – working group appointed, and Project commenced 26 March 2019</li> <li>• Buy local supplier strategy investigated with future Ryman Healthcare aged care facility, on-site development works commenced</li> <li>• 3 pre-planning investor application meetings</li> <li>• 2 key investor meetings held</li> <li>• 2 key planning applications lodged</li> <li>• Opening of Nudo event space (5 jobs), Council's Investment Facilitation Officer supported facilitation of development approval process</li> </ul>	On Target
<b>4th QUARTER REPORTING – 1 April to 30 June 2019</b>	<b>STATUS</b>
<p><b>1. Implementation of Economic Development Strategy:</b></p> <ul style="list-style-type: none"> <li>• LaunchVic Converger funded program continues to attract significant participation – program delivery until September 2019</li> <li>• Completed (8) Shopfront Improvement Program for Holmes/Nicholson Moreland Shopping Strip- included large external shop wall mural</li> <li>• Brunswick &amp; Coburg Special Rate &amp; Charge Schemes in place</li> <li>• Shopping Strip Short Video Promotional Program for 5 neighbourhood centres completed</li> <li>• Brunswick Design District– working group has appointed Blocurban to develop a highlevel framework for the partnership</li> <li>• MOU with MEDC (BBI) services are being monitored.</li> <li>• 420 Victoria St EOI recommendations for shortlist to RFP on track for MEG in June and Council Briefing and Council Report in early July</li> <li>• Continued support for NORTHLink – North &amp; West City Deal process being explored</li> <li>• Increased budget and product installation for Glenroy Christmas decorations approved for December 2019.</li> </ul>	Achieved
<p><b>2. Investment Facilitation – ongoing program of activities:</b></p> <ul style="list-style-type: none"> <li>• Better Approvals Project coordination complete</li> <li>• BAM (Business Approvals Moreland) phase 2 testing period in action</li> <li>• 3 pre-planning investor application meetings</li> <li>• 2 key investor meetings held</li> <li>• Conga Foods warehouse / office extension: 150 Newlands Road, Coburg North: 20 new jobs (approx.) Officer supported facilitation of development approval process. Currently at Notice of Decision to Issue Permit stage</li> <li>• Centorrino Technologies re-location: 640-642 Sydney Road, Coburg - Officer supported facilitation of development approval process – 17 new jobs (approx.)</li> <li>• Aldi Coburg North opening – 20 new jobs (approx.).</li> </ul>	Achieved



CAP: 44	Key Priority: P3. Support the local economy and trading environments to enhance economic activity and promote local jobs			
Deliverable: P3b) The Coburg Initiative (TCI): major urban regeneration project for the Coburg Activity Centre; with Progress delivery of: TCI Development Cluster 1 – Coburg Square				
No:	Actions	Measures	Targets	Qtr X
1	Progress to delivery to achieve redevelopment of the Coles/Council car park site in the heart of Coburg. <i>(Subject to Council decision in 2018 to progress and finance project)</i>	i) Project viability progressed with partner	June 2019	4
		ii) Progress reports to Council provided at key milestones.	Ongoing as milestones achieved.	As relevant
Accountable: Joseph Tabacco		Budget: \$100K Business Case (TBD)	Resourcing: 0.8 FTE (senior officer) 0.5 FTE (project support)	
Responsible: Marie Claire O'Hare (A)				
Department: Engagement and Partnerships				
Branch: Places				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1i. Council continues to explore development options to develop the carpark site. 1ii. Report (Confidential) provided to Council July 2018.			On Target	
2nd QUARTER REPORTING			STATUS	
1i. Council continues to explore development options to develop the carpark site. 1ii. No Council reports required in this quarter.			On Target	
3rd QUARTER REPORTING			STATUS	
1i. Council continues to explore development options to develop the carpark site. 1ii. No Council reports required in this quarter.			On Target	
4th QUARTER REPORTING			STATUS	
1i. Council explored redevelopment scenarios for Council owned land in the Coburg Activity Centre. This CAP will continue into FY20. 1ii. No Council reports required in this quarter.			Achieved	



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CAP: 45		Key Priority: P3. Support the local economy and trading environments to enhance economic activity and promote local jobs		
Deliverable: P3c) The Coburg Initiative (TCI): major urban regeneration project for the Coburg Activity Centre; with Progress delivery of: TCI Development Cluster 2 – Hospital				
No:	Actions	Measures	Targets	Qtr X
1	Subject to outcomes of RFQ/EOI process in 2017/18, progress tender process to attract a major hospital/health facility into the Coburg Activity Centre.	Progress reports to Council provided at key milestones.	Ongoing as milestones achieved.	As relevant
Accountable: Joseph Tabacco		Budget: \$200K Business Case (TBD)	Resourcing: 0.8 FTE (senior officer) 0.5 FTE (project support)	
Responsible: Marie Claire O'Hare (A)				
Department: Engagement and Partnerships				
Branch: Places				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Request For Quote process completed in June 2018. A Demand/Supply analysis was undertaken in August 2018 and a Report (confidential) was considered by Council in October 2018.			On Target	
2nd QUARTER REPORTING			STATUS	
The program and future actions for this project are presently under review as further investigation and advice is sought to consider broader potential uses for the site in the context of the future delivery of State led transport infrastructure projects such as Level Crossing Removals.			Discontinued	



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CAP: 46		Key Priority: P3. Support the local economy and trading environments to enhance economic activity and promote local jobs		
Deliverable: P3d) Parklet Program: Implement the short-term and long-term parklet program				
No:	Actions	Measures	Targets	Qtr X
1	Continue to implement the Parklet program (including any short or long term installations).	Implement the short term and long term Parklet Program streams via assessment of applications	Ongoing delivery based on applications received	4
Accountable: Phillip Priest (A)		Budget: Base resources and any income generated will be used to fund maintenance / purchase new parklet infrastructure.	Resourcing: <ul style="list-style-type: none"><li>Overseen Unit Manager Urban Design</li><li>Band 6, 0.1 FTE Urban Designer</li></ul>	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
An engagement plan is under development to promote the Parklet Program to retailers/broader Moreland community ahead of the forthcoming Parklet location change date on 1 January 2019. Council Officers continue to promote the program e.g. recent presentation to City of Melbourne Officers in late September 2018.			On Target	
2nd QUARTER REPORTING			STATUS	
<ul style="list-style-type: none"><li>Application for a long-term Parklet installation has progressed with installation planned for January 2019.</li><li>Unfortunately, a short-term Parklet application that was under process for installation in January 2019 was withdrawn by the applicant in late December. Council Officers are now following up on another application that was received.</li><li>Parklet furniture installation on Florence Street was considered by Council at their 12 December 2018 meeting. Council resolved that some parklet furniture assets will be removed from the Florence Street, Brunswick parklet, and relocated elsewhere in Moreland, in alignment with the objectives of the Parklet Program, for the broader community to enjoy.</li></ul>			On Target	
3rd QUARTER REPORTING			STATUS	
<ul style="list-style-type: none"><li>Council's first long-term Parklet was installed in March 2019, hosted by Grandview Hotel Brunswick West.</li><li>In line with Councils resolution from the 12 December 2018 meeting, some parklet furniture assets will be removed from the Florence Street, Brunswick parklet and moved to a new location. Two applications to host a new Parklet are currently being reviewed by Officers.</li></ul>			On Target	



4th QUARTER REPORTING	STATUS
A new temporary Parklet was installed at Brunswick North Primary School in June 2019. Applications for a second temporary parklet in and around the Brunswick Activity Centre are currently being reviewed by officers.	Achieved

CAP: 47	Key Priority: P4. Increase tree canopy cover, enhance existing open space and create at least two new parks in areas with the lowest access to open space			
Deliverable: P4a) More Open spaces and parks in Moreland - establish a framework or open space fund allocation and then undertake land purchase and conversion to Open Space.				
No:	Actions	Measures	Targets	Qtr X
1	Implement the Park Close to Home Strategy.	Progression on securing two new sites.	June 2019	4
Accountable: Liz Rowlands		Budget: Reserve exists - funded from the Open Space Project and Framework.	Resourcing: Resourcing needs to be funded from the Open Space Reserve	
Responsible: Fay O'Reilly				
Department: Finance				
Branch: Property				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
New officer appointed in late September to focus solely on these land purchases. Officer now progressing on current identified areas and consulting with key units throughout the organisation, in particular Open Space and Strategic Planning.			On Target	
2nd QUARTER REPORTING			STATUS	
Several land transactions are currently underway towards the delivery of 2 parks. This will diminish two GAP areas.			On Target	
3rd QUARTER REPORTING			STATUS	
To support the Park Close to Home, Council has acquired two sites towards the conversion of two new parks (open Space) in Moreland and both parks will be in Brunswick.			Achieved	



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CAP: 48		Key Priority: P4. Increase tree canopy cover, enhance existing open space and create at least two new parks in areas with the lowest access to open space		
Deliverable: P4b) Florence Street Pop up park - creation of additional open space in Brunswick				
No :	Actions	Measures	Targets	Qtr X
1	Monitor and evaluate the success of the pop up park, including the level of community support for a permanent park in this precinct.	Review community feedback and brief Council on outcomes and potential next steps	December 2018	2
Accountable: Phillip Priest (A)		Budget: \$100k (park installation and resources)	Resourcing:	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
A survey has been finalised to allow the community to express their feedback regarding a permanent park on Florence Street, based on the temporary pop-up park that has been installed since February 2018. The community engagement commenced in late September and will be complete by 18 October 2018.			On Target	
2nd QUARTER REPORTING			STATUS	
Council considered community feedback on the parklet installation and potential permanent park at Florence Street at the meeting on 12 December 2018. Council resolved on 12 December to retain a modified parklet in Florence Street, smaller than the current parklet to allow for part of the parklet furniture to be moved elsewhere in Moreland.			Achieved	



CAP: 49	Key Priority: P4. Increase tree canopy cover, enhance existing open space and create at least two new parks in areas with the lowest access to open space			
Deliverable: P4c) Urban Forest Strategy: will guide the strategic direction of the management of Moreland's urban forest, aiming to create a municipality where healthy trees and vegetation are a core part of the urban environment				
No:	Actions	Measures	Targets	Qtr X
1	Progress Landscape Bonds for Protection of Trees	Council report presented by target timeline	November 2018	2
Accountable: Grant Thorne		Budget:		Resourcing: BASE and OPEX
Responsible: Andrew Dodd				
Department: City Infrastructure				
Branch: Open Space and Street Cleansing				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Moreland Executive Group discussion updating on progress of landscape bonds and what is still required, to be held on 2 October 2018. Councillor briefing to be held on 8 October 2018. Update report to go to Council in November 2018			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
A report on the progress was presented at the November 2018 Council meeting, with the following outcome: 1. Notes the work already completed regarding landscape bonds and that further work is required in considering key issues within this process. 2. Receives a final report by February 2020 on the feasibility of establishing landscape bonds following the completion of the analysis.			Achieved	



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CAP: 50	Key Priority: P4. Increase tree canopy cover, enhance existing open space and create at least two new parks in areas with the lowest access to open space			
Deliverable: P4d) Greening Sydney Road - Develop a strategy and implementation plan for cooling Sydney road as part of the UHIE Action Plan				
No:	Actions	Measures	Targets	Qtr X
1	Final Cooling the Upfield Corridor Action Plan presented to Council for adoption	Report to Council on outcomes of consultation and consider key issues and Officer recommendations	October 2018	2
Accountable: Phillip Priest (A)		Budget: Base resources (subject to outcomes of December 2018 report to Council)	Resourcing: <ul style="list-style-type: none"><li>Overseen by Unit Manager Urban Design</li><li>Band 6 Urban Designer</li></ul>	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
The findings of the community engagement on the Draft Cooling the Upfield Corridor Action Plan was compiled and reviewed, resulting in updates to the draft report. A summary of community engagement findings and an updated Action Plan will be presented to Council at its meeting in October 2018.			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
The Cooling the Upfield Corridor Action Plan was adopted by Council on 10th October 2018.			Achieved	



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CAP: 52		Key Priority: P6. Develop a clear and funded approach to achieve zero carbon emissions by 2040		
Deliverable: P6a) Zero Carbon Evolution (ZCE) Strategy – Reset of actions currently behind delivery, and development of future ZCE (2020 – 2040)				
No:	Actions	Measures	Targets	Qtr X
1	Finalise ZCE – Refresh to 2020 for adoption and implementation, and ZCE 2040 Framework for adoption	Report to Council with 'ZCE - Refresh to 2020' and 'ZCE 2040 Framework' for adoption	Report to Council by September 2018	2
2	Implement funded Year 1 actions in 'ZCE – Refresh to 2020'	1. ZCE Program implementation (renewable energy, energy efficiency and activating the community) by MEFL 2. Installation of solar PV on leased community facilities	1. Quarterly progress reporting to ZCE Board 2. Installation of Solar PV on community facilities by June 2019	4
3	Draft ZCE 5 year Action Plan 2020 – 2025 for community consultation to support implementation of the ZCE 2040 Framework	Prepare draft 5 year action plan for community consultation	Report to Council by March 2019	3
Accountable: Phillip Priest (A)		<b>Budget:</b> 1. 2018/2019 draft budget: a. \$400k (ZCE Program via MEFL); b. \$125k (CAPEX) for Solar on Leased Facilities	<b>Resourcing:</b> • Overseen Unit Manager ESD • MEFL staff for ZCE program delivery • Band 7 Senior ESD Officer (for solar installations)	
Responsible: Olivia Wright				
Department: City Futures				
Branch: City Change				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. A report was presented to Council on 12 September 2018 with 'ZCE - Refresh to 2020' and 'ZCE 2040 Framework' for adoption. The documents were endorsed by Council with amendments, including that the 2040 Framework be revised to include acknowledgement of the Climate Emergency.			Achieved	
2. The quarterly meeting of the ZCE Board was held on 5 July 2018, with the progress report noting a record 1.1MW of solar installed across Moreland via Positive Charge in 2017/18. ZCE activities in Quarter 1 included: a. Spring Solar Campaign letter mailed to some 15,000 households in Brunswick, Brunswick East, Fitzroy North, Hadfield, Glenroy and Oak Park.			On Target	

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<ul style="list-style-type: none"> <li>b. Two more Moreland businesses signed Environmental Upgrade Agreements (EUAs) to improve the performance of their buildings at no upfront cost.</li> <li>c. Solar on Leased Facilities program – following site analysis, Council requested quotes from solar suppliers for solar PV systems on six leased buildings.</li> </ul>	
3. The ZCE 'Brains Trust' of community, government and private sector experts participated in a half-day facilitated workshop on Wednesday 5 September to advise on the likely impact, feasibility and relative priority of options across Waste, Transport and Energy being considered in development of a draft Zero Carbon Action Plan 2020 – 2025.	On Target
<b>2nd QUARTER REPORTING</b>	<b>STATUS</b>
1. Adoption of ZCE Refresh and the 2040 Framework was achieved in 1st Quarter.	Achieved
2. The quarterly meeting of the ZCE Board was held on 7 November 2018, with the progress report noting a total of 2.9MW of total solar installed in Moreland via Positive Charge to end 1st Quarter 2018/19. ZCE activities in Quarter 2 included: <ul style="list-style-type: none"> <li>a. Strong attendance at the Solar Information Session held in October 2018.</li> <li>b. Solar on Leased Facilities program – solar installations were completed at West Coburg Bowls Club and Fawkner Bowls Club. Installation of solar at Lake Park Kinder is scheduled for January. Remaining three sites (Denzil Don Kinder, Brunswick NW Kinder, and Dawson St Childcare Centre) are expected to be completed by April 2019.</li> </ul>	On Target
3. The draft Zero Carbon Moreland – Action Plan 2020 – 2025 is being prepared with internal consultation and is scheduled for Council endorsement for community consultation in March 2019.	On Target
<b>3rd QUARTER REPORTING</b>	<b>STATUS</b>
1. Achieved Q1.	Achieved
2. a) The quarterly meeting of the ZCE Board was held on 14 February 2019, with the progress report noting a total of 3.2MW of total solar installed in Moreland via Positive Charge to end 2nd Quarter 2018/19.  b) Solar on Leased Facilities program: Solar PV was installed Lake Park Kinder in January 2019 and the contract for solar PV at Dawson Street Child Care Centre has been agreed. Installation of solar PV at Denzil Don Kinder and Brunswick NW Kinder have been delayed due to contract negotiations, and alternative sites are being sought as back-up if the contracts do not progress.	On Target
3. Councillors were briefed in March on the draft Action Plan and a report to adopt the draft Action Plan for consultation was deferred to the April Council meeting to allow further work to occur with key partners including MEFL. The report to adopt the draft Action Plan for consultation is on target for the April 2019 Council meeting.	Behind Target



4th QUARTER REPORTING	STATUS
1. Achieved in 1st Quarter.	Achieved
2. a) A quarterly progress report was presented to the Zero Carbon Moreland (ZCM) Board on Wed 19 June 2019, with the ZCE Annual Achievements summary report presented as an attachment to the June 2019 Governance Report to Council. At the end of financial year, the project is somewhat behind (annual) targets related to Business Solar (kW installed) and Residential Energy Efficiency (Lifetime tonnes CO <sub>2</sub> e saved). However, some 730kW total rooftop solar has been installed across Moreland residents and businesses via Positive Charge (MEFL) during 2018/19. Unmet targets will be 'carried forward' for delivery during 2019/20.  b) The Solar on Leased Facilities program delivered 73.6kW installed capacity during 2018/19, with a total of 216kW installed on leased facilities since program inception. Solar on Leased installations in 2018/19 include West Coburg Bowling Club (20kW), Fawkner Bowling Club (18kW), Lake Park Kindergarten (5.5kW), Dawson Street Child Care Centre (14.5kW) and the Denzil Don Kindergarten (9kW). A total of 794kW of rooftop solar capacity is now installed across Council facilities.	Achieved
3. The draft Zero Carbon Moreland – Action Plan 2020/21 – 2024/25 was presented to the April Council Meeting and endorsed for extended community consultation.	Achieved

CAP: 53    Key Priority: P7. Invest in the revitalisation of shopping and trading precincts				
Deliverable: P7a) i) Shopping Strip Renewal Program – Improve the quality of our Neighbourhood Activity Centres ii) Accelerate Shopping Strip Renewal program by designing and constructing 2 additional centres				
No:	Actions	Measures	Targets	Qtr X
1	ia) Construction of Holmes Nicholson Moreland Neighbourhood Activity Centre streetscape upgrade	Construction completed	November 2018	2
2	ib) Design for Gaffney Village Shopping Strip	Complete concept design	June 2019	4
3	ic) Upgrade of Bonwick Street shopping strip in Fawkner	Design completed in 2018 and construction to commence in 2018/2019 & 2019/20	June 2019	4



<b>Accountable: Phillip Priest (A)</b>	<b>Budget: 1a.</b> Holmes/Moreland Road construction is delivered over two financial years <ul style="list-style-type: none"><li>• \$50,000 for design</li><li>• \$100,000.00 for design/construction drawings, \$2 million for construction TBC</li><li>• Budget 1b</li><li>• Budget 1c \$2,192,000 over two financial years</li></ul>	<b>Resourcing:</b> <ul style="list-style-type: none"><li>• Overseen Unit Manager Urban Design</li><li>• Band 6 and Band 7 Urban Designers</li></ul>
<b>Responsible: Kate Shearer</b>		
<b>Department: City Futures</b>		
<b>Branch: City Strategy and Design</b>		
<b>1<sup>st</sup> QUARTER REPORTING</b>		<b>STATUS</b>
1. The construction of Holmes Nicholson has been progressing to program and is due for completion in October ahead of the community celebration launch event to formally announce the completion of the project on 25 October 2018.		On Target
2. Site survey work and boundaries confirmed to inform the concept design for Gaffney Village Shopping Strip.		On Target
3. Bonwick Street: Preliminary consultation to gather local insights was completed in June 2018. The current concept design has been finessed ahead of the next phase of consultation which is due to commence on 1 October 2018.		On Target
<b>2nd QUARTER REPORTING</b>		<b>STATUS</b>
1. Construction completed on 25 October 2018.		Achieved
2. Draft concept design was completed on 31 December 2018. Community Consultation will be conducted during January and February 2019.		On Target
3. Bonwick Street: Consultation was undertaken on the concept design in October 2018. Community feedback received highlighted concerns around carparking, which was reported to Council at the 12 December 2018 Council Meeting. Council resolved to increase the project scope to include additional works to the eastern carpark. The concept design is currently being revised.		On Target
<b>3rd QUARTER REPORTING</b>		<b>STATUS</b>
1. Achieved Quarter 2.		Achieved
2. Community consultation was completed in February and preparation of design drawings based on feedback received is in progress.		On Target
3. Concept design revisions based on the December 2018 Council decision are complete. Tender released in March to engage a contractor to undertake the improvement works.		On Target



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4th QUARTER REPORTING	STATUS
1. Achieved in Quarter 2.	Achieved
2. Concept design has been finalised for Gaffney Village Shopping Strip based on community feedback.	Achieved
3. Design was completed for the Bonwick Street Shopping Strip Upgrade in early 2019, and a contract awarded for Construction at the 8 May Council Meeting. Construction commenced on the Bonwick Street Shopping Strip Upgrade in June 2019.	Achieved

CAP: 54	Key Priority: P7. Invest in the revitalisation of shopping and trading precincts			
Deliverable: P7b) Implement Coburg Streetscape Masterplan - Deliver streetscape upgrade projects within Coburg Activity Centre				
No:	Actions	Measures	Targets	Qtr X
1	Streetscape upgrade to occur at the Russell Street Precinct.	Complete design/construction drawings	June 2019	4
Accountable: Phillip Priest (A)		Budget: \$100,000	Resourcing: <ul style="list-style-type: none"><li>Overseen Unit Manager Urban Design</li></ul>	
Responsible: Kate Shearer				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Pre-design community engagement was undertaken between 20 August and 16 September 2018. Findings of this community engagement have been compiled and have informed the preliminary concept design. The draft concept design is due to be completed by end of October 2018 ready for the next phase of community engagement to test the design with the community.			On Target	
2nd QUARTER REPORTING			STATUS	
Informed by the findings of the community engagement, a draft concept design for Louisa Street was developed in 2018. The decision to build an elevated rail over Bell Street in Coburg however (announced by the State Government in October 2018), has necessitated a re-evaluation of the design and timing of the Louisa Street project to ensure an optimal design outcome will be achieved for the community.  An alternative project in the Coburg Activity Centre that implements the Coburg Streetscape Masterplan will be identified, to ensure streetscape improvements are made in Coburg in line with the project target timeline, and in a location not impacted by the level crossing removal. The alternative project is to be located on the eastern side of Sydney Road, to avoid any conflict with the level crossing removal area.			On Target	

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3rd QUARTER REPORTING	STATUS
Officers have identified Russell Street Precinct from the Coburg Streetscape Masterplan as the alternate project to Louisa Street. Community consultation the project was completed in March, and design drawings are being prepared in response to feedback.	On Target
4th QUARTER REPORTING	STATUS
The design drawings have been completed to support streetscape works to improve the Russel Street Precinct. The construction drawings have commenced and will be completed by mid-September. This deliverable is a multi-year project, with construction to be completed in FY20.	Achieved

CAP: 56		Key Priority: P7. Invest in the revitalisation of shopping and trading precincts		
Deliverable: P7d) Implement Brunswick Structure plan - Deliver streetscape upgrade projects within Brunswick Activity Centre				
No:	Actions	Measures	Targets	Qtr X
1	Streetscape / public space upgrades for Brunswick Town Hall forecourt and Mechanics Institute forecourt	Complete construction of streetscape / public space upgrades to Brunswick Town Hall forecourt and Mechanics Institute forecourt	September 2019	4
Accountable: Phillip Priest (A)		Budget: 1. \$1,200,000 capital budget for construction budget	Resourcing: <ul style="list-style-type: none"><li>Overseen Unit Manager Urban Design</li><li>Band 7 Senior Urban Designer</li></ul>	
Responsible: Kate Shearer (A)				
Department: City Futures				
Branch: City Strategy and Design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
Community engagement on the concept design for Brunswick Mechanics Institute and Brunswick Townhall Forecourt was completed on 6 July 2018. Comments from the community and internal stakeholders have informed and shaped the current design which is due to be advertised for tender in November 2018.			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
The concept design was completed, and the tender was advertised in November 2018. The tender applications were evaluated, and the preferred contractor is set to be approved by Council at the 13 February 2019 Council meeting.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
Contractor has been engaged and improvement works have commenced.			On Target	

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4th QUARTER REPORTING	STATUS
<p>Council resolved in January 2019 to change the Target to complete construction to September 2019 as part of decision to appoint the contractor to construct the project. (DCF8/19). This date has been reflected in the new CAP for 2019/20.</p> <p>Construction of the project has commenced, and the Brunswick Townhall Forecourt is mostly complete with only minor works remaining for completion. Work is progressing on Mechanics forecourt and is on track to be completed by September 2019.</p>	Achieved

CAP: 57	Key Priority: P.8 Strengthen and invest in the significant creative sector in Moreland and enhance its standing as a destination for the arts			
Deliverable: P8a) Deliver on actions and commitments in the Moreland Arts and Culture Strategy, including actions to:				
i) enhance the capacity of Moreland's creative sector to maintain and grow their practice in the municipality				
ii) Increase access and engagement of community in Council's Arts and Culture program as both participants and audiences				
iii) Pilot an operational grants program for local Arts organisations and projects				
No:	Actions	Measures	Targets	Qtr X
1	Implement Strategy actions including; a) Implement a Writer in Residence program	Writer in Residence Program implemented	December 2018	2
2	Continue to implement Arts Investment Grants program and conduct evaluation	Review and evaluation of Arts Investment Grants conducted	June 2019	4
Accountable: Arden Joseph		Budget: 1. Base 2. OPEX Budget for 18/19 financial year	Resourcing: 1. Within current staffing. 2. Staffing within allocated budget for program.	
Responsible: Genimaree Panozzo				
Department: Community Development				
Branch: Culture Development				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Writer-in-Residence EOIs conducted and residencies awarded to three local writers. Program implemented.			Achieved	
2. Not commenced.			On Target	



2nd QUARTER REPORTING	STATUS
1. Writer-in-Residence – three local writers resident for three months, completing work and undertaking public workshops.	Achieved
2. Arts Investment Grants - second round (final round of this pilot) submissions received and review and evaluation of program is on target.	On Target
3rd QUARTER REPORTING	STATUS
1. Achieved in Quarter 2.	Achieved
2. Arts Investment Grants: Second round of Arts Investment Grants completed. All four Community of Practice Meetings completed for Round One. Community of Practice meetings are being established for Second Round projects.	On Target
4th QUARTER REPORTING	STATUS
1. Writer-in-Residence program implemented and achieved as per quarter 2 reporting. The three writers have completed their residencies and public outcomes.	Achieved
2. Two rounds of Arts Investment Grants completed over current and previous years. Review of both rounds and evaluation of first round completed (evaluation of impact of second round grants not possible given that grants were only awarded in 3rd quarter of year). Comprehensive Review and Evaluation report with numerous recommendations presented at Moreland Arts Advisory Committee meeting for feedback on 20 June 2019. Report and recommendations supported by Committee and further recommendation given by Committee for Council to continue the Arts Investment Grants program in future years.	Achieved



CAP: 58	Key Priority: P.8 Strengthen and invest in the significant creative sector in Moreland and enhance its standing as a destination for the arts			
Deliverable: P8b) Create a hub for the Arts and invest in the Arts industries				
No:	Actions	Measures	Targets	Qtr X
1	Implement recommendations of Arts Infrastructure Plan 2018-2022	i. Develop staged implementation plan for endorsed initiatives	i. February 2019	3
		ii. Deliver at least 2 initiatives that are cost neutral	ii. A minimum of 2 initiatives implemented by June 2019	4
Accountable: Arden Joseph		Budget: \$50k for Arts Infrastructure Officer with any additional costs TBD pending implementation plan budget requirements	Resourcing: TBD pending budget bid outcomes	
Responsible: Genimaree Panozzo				
Department: Community Development				
Branch: Cultural Development				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. i) Arts Infrastructure Officer position advertised and interviews held. A preferred applicant has been chosen and will commence in mid-November. This Officer will have responsibility for commencing a staged implementation of the Plan's initiatives.			On Target	
ii) Not commenced, dependent on prior item.			On Target	
2nd QUARTER REPORTING			STATUS	
1. i) Arts Infrastructure Officer commenced in November 2018 and staged plan is being developed by Arts and Culture Manager and new Arts Infrastructure Officer.			On Target	
ii) Scoping of initiatives has commenced.			On Target	
3rd QUARTER REPORTING			STATUS	
1. i) Staged implementation plan being finalised by Unit Manager Arts and Culture and Arts Infrastructure Officer. Progress update delivered to Moreland Arts Advisory Committee (Moreland Arts Board).			Behind Target	
2. ii) Two cost neutral initiatives underway include being a point of contact for local artists to assist with planning queries to remove existing hurdles to establishing new arts spaces (Action Area 1) and developing a vision and business plan for the Coburg Courthouse to consider how the space can successfully become a small-scale theatre and rehearsal space (Action Area 4).			On Target	



4th QUARTER REPORTING	STATUS
1. Staged implementation plan for Arts Infrastructure Plan completed.	Achieved
2. Two cost neutral initiatives from Arts Infrastructure Plan implemented: A) Point of contact established to assist local artists with planning queries to establish or enhance arts spaces (Action 1.5) B) Brunswick Design District Partnership established, in collaboration with Council Officers from other units, between State Government of Victoria (Creative Victoria), RMIT University and Moreland Council. (Action 1.2).	Achieved

CAP: 59		Key Priority: P9. Enhance the environmental outcomes of Council waste services and increase the communities' awareness/participation in environmental initiatives to reduce waste to landfill.		
Deliverable: P9a) Trial, education and implementation of initiatives to actively reduce waste to landfill				
No:	Actions	Measures	Targets	Qtr X
1	Progress the transition of diverting food waste from the garbage bin to the green bin by providing timeline and implementation plans to Council for action.	i) Application to be submitted to Veolia via MMWRG for additional feedstock (food and green waste) to be supplied by Moreland.	i) Trial to commence September 2018	1
		ii) Trial of approximately 1000 households to gauge viability of a Municipality wide service.	ii) Report to be ready for February 2019	3
2	Undertake analysis of the impact on dumped rubbish following the change to the Hard Waste Collection Service	Following second annual Hard Waste Collection in October 2018, a report on Dumped rubbish CRS numbers to be run and compared with previous years data	Report to be presented in April 2019	4
Accountable: Grant Thorne		Budget: 1) Base  2) Base	Resourcing: Food waste trial requires \$35K	
Responsible: Andrew Dodd (Acting)				
Department: City Infrastructure				
Branch: Roads, Fleet and Waste				



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1 <sup>st</sup> QUARTER REPORTING	STATUS
1. i) Application to Veolia has been made, and final approval has been received from Veolia for the commencement of the FOGO trial. Auditing program, communications & evaluation strategy has been developed. Trial will commence late November/early December.	Behind Target
1. ii) Trial will commence late November/early December. Report to Council to be prepared by June 2019.	Behind Target
2. Second collection of hard waste occurring in October – November, with report to be prepared on the results of the collection and impact on CRS and dumped rubbish by April 2019.	On Target
2 <sup>nd</sup> QUARTER REPORTING	STATUS
1. i) Application submitted and approved, trial now underway	Achieved
1. ii) Trial of approximately 1000 households currently underway, trial due to end in March 2019, with report due to Council end of April 2019.	Behind Target
2. Second biannual Hard Waste collection completed, report from collection contractor received, works has commenced to compile report for submission to the April Council meeting.	On Target
3 <sup>rd</sup> QUARTER REPORTING	STATUS
1) i) Trial nearing completion, final audits to be completed 2/4/19.	Achieved
1) ii) Trial of approximately 1000 households currently underway, trial due to end in March 2019, but report due to Council in February 2019 is now going to April Council meeting.	Behind Target
2) Second collection of hard waste occurring in October, with report to be prepared on the results of the collection and impact on Customer Request for Service (CRS) and dumped rubbish by April 2019, Report will be submitted to the April Council meeting.	On Target
4 <sup>th</sup> QUARTER REPORTING	STATUS
1) i) Trial was completed.	Achieved
1) ii) Trial was completed and after review and audits, council agreed to proceed: FOGO stage 1 has been launched in the first week in July 2019 – it's going well with pre-trial 540 requests for green waste bins (including upsizes), in the first week of rollout and received over 105 requests in the first week of July.	Achieved
2) Second collection of hard waste occurred in October 2018. A report was prepared on the results of the collection and impact on CRS and dumped rubbish and was presented to the April 2019 Council meeting.	Achieved



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PROGRESSIVE CITY

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CAP: 60		Key Priority: P9. Enhance the environmental outcomes of Council waste services and increase the communities' awareness/participation in environmental initiatives to reduce waste to landfill.		
Deliverable: P9b) Become a 'Plastic Wise' Council by banning all disposable plastic items at Council festivals and events.				
No:	Actions	Measures	Targets	Qtr X
1	Amend Council's waste and litter strategy and, festival and events policies to fully implement a Council wide plastic wise policy.	i) Updated Waste and Litter Strategy presented to Council for adoption	December	4
		ii) Develop a Council wide plastic wise policy	March 2019	3
		iii) Council Festival and events procedures updated to align with the plastic wise policy	June 2019	4
Accountable: Phillip Priest (A)/ Arden Joseph		Budget: Base	Resourcing:	
Responsible: Olivia Wright/ Genimaree Panozzo				
Department: City Futures/ Social Development				
Branch: City Change / Culture Development				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. i. Waste and litter strategy consultation period closed and analyses of feedback is being assessed with required amendments to the draft strategy. MEG discussion booked for 23 October and Council Briefing booked for 12 November. Report to adopt strategy will go to December meeting.			On Target	
ii. Not yet actioned.			Behind Target	
iii. Stallholder guidelines updated in June 2018 (ie. previous financial year) to eliminate disposable (single use) plastic items.			Achieved	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
1. i. Waste and Litter Strategy 2018 endorsed by Council with amendments, on 12 December 2018.			Achieved	
ii. Council is currently drafting the Council wide plastic wise policy and will be consulting with internal stakeholders in January 2019.			On Target	
i. Council Festival and events procedures, were updated in June 2018) and aligned with the plastic wide policy. May be updated again by June 2019, following adoption of the Council wide plastic wise policy.			Achieved	

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3rd QUARTER REPORTING	STATUS
i) Refer to previous comments, achieved in Quarter 2.	Achieved
ii) The draft Plastic Wise Policy was developed and reported to the March Council meeting for adoption. Council resolved to defer the report to the April meeting, it will next be heard at the April meeting.	Achieved
iii) Council Festival and events procedures (June 2018) will be updated as necessary by June 2019, following adoption of the Council wide plastic wise policy.	On Target
4th QUARTER REPORTING	STATUS
i) Refer to previous comments.	Achieved
ii) The draft Plastic Wise Policy was presented to the April Council meeting and adopted.	Achieved
iii) Council Festival and events procedures have been updated in alignment with the adopted Plastic Wise Policy.	Achieved



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## RESPONSIBLE COUNCIL

2018 - 2019 COUNCIL ACTION PLAN

CAP: 61		Key Priority: R1. Improve resident satisfaction to 90% with Council's performance in customer service		
Deliverable: R1a) Customer Service strategy - Improve resident satisfaction to 90% with Council's performance in customer service - various deliverables				
No:	Actions	Measures	Targets	Qtr X
1	Implement Customer Service Strategy 2018-2022	Achieve year one action plan items for this strategy.	June 2019	4
2	Implement Complaints Resolution Policy and Procedural Guide	i) Create and roll out training ii) establish reporting of complaint data and outcomes for key service areas	March 2019	3
Accountable: Joseph Tabacco		Budget: TBA: There may be some cash costs associated with IT reconfiguration and system development. There may also be some costs for the development of the training	Resourcing: Implementation will involve many services in Council	
Responsible: Jessamy Nicolas				
Department: Engagement & Partnerships				
Branch: Community Engagement				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Customer Service Strategy finalised and noted by Council. Key initiatives now being delivered through the 'Future Ready Moreland' Strategy commencing with the configuration of Councils Customer Relationship Management (CRM) platform.			On Target	
2. Draft Complaints Policy and Implementation Guide complete to be formally adopted before the end of 2018. Configuration of CRM to capture complaints data commenced. Development of training modules underway, which are close to completion.			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
1. A cross-organisational team is progressing implementation of the strategy's key deliverable, the configuration of the Council's customer relationship management platform. This team are analysing complaints data and working through key complaint focus areas. Based on analysis outcomes, procedures will be developed to support continuous improvement.			On Target	
2. The Draft Policy and implementation guide have been developed and internal consultation is complete. Recommendations for improvements need to be adopted. This will then influence the implementation guide.			On Target	



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## RESPONSIBLE COUNCIL

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3rd QUARTER REPORTING	STATUS
<p>1.</p> <ul style="list-style-type: none"> <li>• Work continues on improvements to customer communication during the issue resolution process including more information upfront on how their complaint will be managed, expected resolution timeframes and advice on the final outcome of their query.</li> <li>• Improved internal reporting on Service Level Agreements for customer requests is being finalised which will provide business units with improved visibility on tasks under their management and opportunities to reduce wait times.</li> <li>• A focus on improving the customer experience is underway with a review of the quality framework in frontline customer service in progress and expected to be completed by quarter 4.</li> <li>• Ongoing collaboration with the continuous improvement team to reduce handling times of high volume customer requests is showing improved outcomes in areas such as abandoned vehicles.</li> <li>• The development of a customer charter is in progress which will bring clarity to the goals of the customer service team and build focus on each customer interaction.</li> </ul>	On Target
<p>2) Council's new Complaints Resolution Policy has been finalised pending MEG approval and delivers on requirements outlined in the Victorian Ombudsman's <i>Councils and Complaints: A Good Practice Guide</i>.</p> <p>I. Complaints resolution training has been embedded into induction training for new customer service personnel. Once testing on the draft procedural guide is completed training will be extended to other business units. This will commence before the end of June 2019, prioritising high volume complaint areas.</p> <p>II. Capture of complaint related data enabling root cause analysis has commenced with feedback being provided to business units on process enhancement as well as options to improve complaint management in accordance with the Ombudsman's complaint management guide.</p>	Achieved
4th QUARTER REPORTING	STATUS
<p>1) Tasks identified in the customer service strategy have been achieved in accordance with targets for year 1 of the program under 5 key themes.</p> <p>a) Understand &amp; engage with our customer: Goals included making improvements to the customer service surveys with additional information coming from the Customer Service Benchmarking Surveys which have enabled improvements to our current services and identified a range of additional opportunities to improve through "Project better". Analysis of complaints data has delivered process improvements in tree maintenance requests to reduce unnecessary CRS' and transport through the creation of an</p>	Achieved



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## RESPONSIBLE COUNCIL

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<p>appeals process where payments have been requested for reinstatement work but disputed by applicants.</p> <p>b) Define our Service Standards: Reports have been created that reflect service standards that are available for the various business units to utilise in their operations reflecting in/out/outstanding CRS', timeframes of closure and SLA targets. Contact centre metrics have been established reflecting industry best practice and are reported via the Customer Service Steering Committee with solid progress made towards meeting these.</p> <p>c) Improve our processes &amp; systems: In conjunction with the continuous improvement team, enhancements have been made to complaints categories, including noise, construction enforcement, abandoned vehicles &amp; parking violations helping to create a better customer experience in all of these areas. Improvements have been made to our website and options available for customers to lodge requests online.</p> <p>d) Enable our Staff (Recruit and train staff in a customer focused approach): Further enhancements have been made to the knowledge base for customer service as well as other teams across Moreland establishing links for their processes and procedures. The Engagement Branch have developed a high level customer charter identifying the 'what, why and how' we are achieving our community goals. KPI's have been developed for staff that ensure minimum productivity standards, more than 20 staff (5 on 2018) have completed the staff survey and we have commenced working from home trial to increase productivity and reduce unplanned leave. We are also measuring a KPI against first call resolution with additional training and processes have been developed to enable better resolution of issues during first contact with a customer service team member.</p> <p>e) Monitoring and Measuring Our Performance: As part of this target, we were required to develop improved monitoring of the customer service performance. This has occurred through the creation of a monthly report showing the achievement of the centre which is widely distributed and discussed during the Customer Service Steering Committee. A pilot has been undertaken via sms to allow customers to provide feedback on our performance. This is currently being evaluated in conjunction with the IT team.</p>	
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## RESPONSIBLE COUNCIL

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2)	Achieved
a) The Complaints Policy has received full approval which meets the guidelines as per the Victorian Ombudsman's requirements. b) Complaints are being logged within customer service in accordance with the procedure guidelines with training commenced in other business units. Training is to be completed by the end of the next quarter. c) Complaint data is being reported and utilised to deliver feedback to relevant business units. In the next reporting period, there are expected to be improved reporting which will be circulated across the organisation which will add further visibility to the key learning available from complaints data.	

CAP: 62		Key Priority: R1. Improve resident satisfaction to 90% with Council's performance in customer service		
Deliverable: R1b) Continuous Improvement in service delivery -To improve overall service delivery by streamlining processes and improving the customer service experience				
No:	Actions	Measures	Targets	Qtr X
1	Implement planned improvement initiatives as per program of works	Completion of FY19 program of work	100% by June 2019	Ongoing
Accountable: Sue Vujcevic		Budget: TBD		Resourcing: TBD
Responsible: Trisha Love				
Department: Business Transformation				
Branch: Organisational Performance				
1 <sup>st</sup> QUARTER REPORTING				STATUS
FY19 improvement projects are actively progressing to plan and improvement results will be posted in the second half reporting.				On Target
2nd QUARTER REPORTING				STATUS
The Q2 update includes that individual improvement initiatives are progressing across a range of Council processes with resource changes impacting on timing for delivery (examples include reviewing and updating planning enforcement processes, BPAY introduced for open space payments in subdivisions). Focus for Q3 will be support existing initiatives with available resources to maximise process improvements and customer impact including continuing with Trees Maintenance. Although behind, the end of Q4 target is anticipated to be met with continuous improvement efforts being targeted towards the finance and human resources functions of Council to identify process efficiencies and map key processes and working with supervisors to identify local Continuous Improvement needs through the Service Unit Plan process.				Behind Target



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## RESPONSIBLE COUNCIL

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3rd QUARTER REPORTING	STATUS
Quarter 3 activities include a range of improvement initiatives across a range of Council processes including working with the Community Engagement team to reduce the number of customer request types, which has improved ability to assign and track customer service requests. Trained and coached all Finance teams and Managers in the use of Promapp.	On Target
4th QUARTER REPORTING	STATUS
<p>The Better Approvals small business project achieved its phase 2 milestone and tested solutions with trial businesses.</p> <p>The customer service focused project team developed a better understanding of where an increased focus on complaints handling would be beneficial, including community requests for tree maintenance. A review of subdivision bonds has occurred with service improvement recommendations developed and the Community Engagement team are using new team planning tools.</p> <p>The libraries teams have also looked at making libraries more “pram-friendly” and improving online sign-ups to make joining the library and accessing online services easier.</p> <p>Internal Pathway system processes were improved to help track and coordinate planning compliance work, helping ensure construction across Moreland is safe and compliant.</p> <p>We are continuing to shift our manual paper-based processes to online and digital processes. Initiatives this quarter included work on our No Spray Register, which is now digitised and viewable on a map; a new online module for performance development and reviews has also been tested.</p> <p>This quarter we also launched our new tree finder tool, which helps people select the right tree species for their space and helps increase the urban forest throughout Moreland. The tool also speeds up the process to Council check trees in planning applications for medium and high density development against the list of recommended species.</p>	Achieved



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CAP: 63		Key Priority: R2. Reach the top 25% of all Councils for improved community satisfaction with Council's engagement practices		
Deliverable: R2a) Improved Community Engagement - Fundamental rethink and potential reorganisation				
No:	Actions	Measures	Targets	Qtr X
1	Present a community engagement policy, framework and implementation plan for endorsement.	Council adoption on the draft Community Engagement Policy Framework	December 2018	2
2	Commence implementation of framework	Council briefing on implementation actions planned and undertaken	March 2019	3
Accountable: Joseph Tabacco		Budget: Base	Resourcing:	
Responsible: Jessamy Nicolas				
Department: Engagement & Partnerships				
Branch: Community Engagement				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Councillors were provided with a briefing on progress of the development of Community Engagement Policy and Framework.			On Target	
2. The endorsed policy and framework will inform the implementation.			On Target	
2nd QUARTER REPORTING			STATUS	
1. The Policy was adopted in the Council meeting in December and it was agreed progress updates would be provided annually. Additionally, thank you letters have been sent to formal submitters and the website has been updated.			Achieved	
2. The implementation plan was presented to the December Council meeting for noting. Currently establishing new Community Engagement Branch with a view to recruit the new Community Engagement Coordinator in the next 6 weeks. Working in partnership internally to collate potential pilot/demonstration projects and develop stakeholder maps.			On Target	

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## RESPONSIBLE COUNCIL

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3rd QUARTER REPORTING	STATUS
1. As above, this has been achieved in Quarter 2.	Achieved
2. Further to the briefing at Councillor planning workshop on Friday 1 March, a more detailed briefing is available on Councillor Connect. This provides an overview of the implementation of the community engagement and public participation policy and community engagement framework, including actions planned and undertaken since the policy was adopted by council in December 2018.	Achieved

CAP: 64		Key Priority: R3. Maintain and match our infrastructure to community needs and population growth		
Deliverable: R3a) Wheatsheaf Hub - create an integrated community hub in Glenroy with a focus on education, lifelong learning and health, combined with a district level open space.				
No:	Actions	Measures	Targets	Qtr X
1	Implement Advocacy Plan to mobilise community support for funding request to State Government	Implement Community Engagement campaign	November 18	2
2	Commence detailed design phase, subject to funding commitments.	Town planning permit process commenced	June 19	4
Accountable: Arden Joseph/Grant Thorne		Budget: (\$300K in Reserve) Indicative costings and grant funding coming.	Resourcing:	
Responsible: Barry Hahn/Greg Gale				
Department: Social Development/City Infrastructure				
Branch: Social Policy and Early Years/Capital Works Planning and design				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. 500+ online petitions received for Give Glenroy a Go and approximately 2000 postcards delivered to the Premier; with strong sustained social media coverage and coverage in Moreland Leader.			On Target	
2. Council endorsed recommendations to commence early design, including planning permit documentation			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
1. Advocacy Campaign completed: funding for the Library and Early Years components confirmed.			Achieved	
2. A consultant team was engaged in September 2018 to commence design work and prepare documentation for a Planning Permit application.			On Target	



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3rd QUARTER REPORTING	STATUS
1. Achieved in Quarter 2.	Achieved
2. Council committed to undertake full design in December 2018. Preparation of Planning Permit application for main works is progressing.	On Target
3rd QUARTER REPORTING	STATUS
1. Achieved in Quarter 2.	Achieved
2. In December 2018, Council committed to undertake full design, which is progressing. A Planning Permit application for the main works was submitted on 11 April 2019.	Achieved

CAP: 65	Key Priority: R3. Maintain and match our infrastructure to community needs and population growth			
Deliverable: R3b) Saxon Street Hub: implement Strategic Plan to guide future use and development of the Hub.				
No:	Actions	Measures	Targets	Qtr X
1	Develop concept plan to guide future use and development of Saxon Street Hub.	Concept Plan endorsed by Council.	December 2018	2
2	Identify potential partners/tenants for the Hub and an appropriate governance model to manage these	Briefing to Council on progress	June 2019	4
3	Develop a financial strategy to deliver the Hub, including identification of potential external funding sources	Briefing to Council on progress	June 2019	4
4	Continue short term activation of site as 'Siteworks' whilst long term planning is underway.	Continue to grow numbers of people using the site.	Ongoing	As relevant

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<b>Accountable: Joseph Tabacco</b>	<b>Budget:</b> Continue building reserve to fund design development and construction.	<b>Resourcing:</b> 0.8 FTE (senior officer) 0.5 FTE (project support)
<b>Responsible: Marie Claire O'Hare (A)</b>		
<b>Department: Engagement and Partnerships</b>		
<b>Branch: Places</b>		
<b>1<sup>st</sup> QUARTER REPORTING</b>		<b>STATUS</b>
1. Concept plan development underway. Community consultation completed September 2018, which included feedback from 176 participants.		On Target
2. Councillors briefed in July 2018 and Council report endorsed August 2018.		On Target
3. Operational financial modelling underway in alignment with concept plan development.		On Target
4. Saxon Street site is activated with 80% community use of spaces and 15% creative industry use.		On Target
<b>2nd QUARTER REPORTING</b>		<b>STATUS</b>
1. Concept plan delivered and endorsed via Council report in December 2018		Achieved
2. Initial scoping and approach commenced to identify an approach to verifying future users, partners and tenants and appropriate governance model.		On Target
3. Initial scoping and approach commenced to deliver a financial strategy to deliver the project including identification of potential external funding sources.		On Target
4. Site activation continues to be achieved via functions and a community focused activities and events which are managed and facilitated by existing tenants on the site.		On Target
<b>3rd QUARTER REPORTING</b>		<b>STATUS</b>
1. Concept Plan developed and endorsed by Council in December 2018.		Achieved
2. Undertaking research to determine most appropriate governance models, and tenancy criteria, for Council consideration.		On Target
3. The financial plan for delivery is being actively worked on.		On Target
4. Current activation period "Siteworks" grows from strength to strength with site use numbers, active organisations and active events all growing.		On Target
<b>4th QUARTER REPORTING</b>		<b>STATUS</b>
1. Concept Plan developed and endorsed by Council in December 2018.		Achieved
2. Potential governance models and approaches considered via an independent strategic Governance advisory Report.		Achieved
3. The financial plan was included and endorsed at Councils June meeting.		Achieved



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4. Current activation period "Siteworks" continues to be well attended with active participation by a diverse range of community members.	Achieved
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CAP: 67		Key Priority: R3. Maintain and match our infrastructure to community needs and population growth		
Deliverable: R3d) Fleming Park - Rejuvenate Fleming Park to meet the needs of the current and future community.				
No:	Actions	Measures	Targets	Qtr X
1	Fleming Park master plan review	Adoption of the refreshed master plan following community consultation	July 2018	1
2	Undertake detailed design to implement stage 1 of the Fleming Park Master Plan	Detailed design for stage 1 completed	June 2019	4
Accountable: Arden Joseph/Grant Thorne		Budget: Pending Council report – will be within existing CAPEX allocation (draft April 2018 / final July 2018)	Resourcing: Officer resources / Specialist Contractor Support (depending on the project)	
Responsible: Bernadette Hetherington/ Greg Gale				
Department: Community Development/City Infrastructure				
Branch: Community Wellbeing/Capital Works planning and delivery				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Fleming Park 'Refresh' Master Plan adopted for implementation over 12 years			Achieved	
2. Project scoping document being undertaken for the detailed design for master plan.			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
1. Fleming Park 'Refresh' Master Plan adopted for implementation over 12 years			Achieved	
2. Tenders currently being considered with design consultant to be engaged in February 2019 to commence design.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
1. Fleming Park 'Refresh' Master Plan adopted for implementation over 12 years.			Achieved	
2. Design consultant engaged to undertake schematic design review of masterplan works as a whole and undertake detailed design for the reimagining of the grandstand.			On Target	

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4th QUARTER REPORTING	STATUS
1. Fleming Park 'Refresh' Master Plan adopted for implementation over 12 years.	Achieved
2. The outcome of the schematic design review of the masterplan and proposed changes to the park's heritage controls (C174) has identified alternate design options for implementing the objectives of the masterplan, which are to be presented for Council consideration early in 2019/20. Detailed design of stage 1 works to progress following this.	Not Achieved

CAP: 70		Key Priority: R4. Provide transparent and effective governance of Council's operations		
Deliverable: R4a) Review of the Local Government Act - Opportunity to input into State Government review				
No:	Actions	Measures	Targets	Qtr X
1	Implement changes arising from the new Government Act.	Support organisation to ensure relevant sections of the new LGA is implemented as per the required timeframes	As per required dates for key deliverables in the new LGA	As relevant
Accountable: Sue Vujcevic		Budget: Base		Resourcing:
Responsible: Jodie Watson				
Department: Business Transformation				
Branch: Corporate Governance				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
No actions required yet as the new Local Government Bill has not been debated in Parliament.			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
No actions required yet as the new Local Government Bill has not been debated in Parliament.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
No actions required yet as the new Local Government Bill has not been debated in Parliament.			On Target	
4 <sup>th</sup> QUARTER REPORTING			STATUS	
Council attended a ministerial briefing on the key reforms and proposed Local Government Bill 2019 on 17 June. An overview of the reform themes, key changes and key considerations for Moreland was circulated to Councillors and the Executive on 27 June. Further insights and implications for Council are being refined in the development of Council's submission to the Minister on the proposed Bill and associated reforms.			Achieved	

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CAP: 73		Key Priority: R5. Operate without seeking an exemption from the rate cap through efficient use of Council's skills and financial resources		
Deliverable: R5a) Service Innovation Initiative - to support rate capped environment, maintaining service levels, but increasing revenue opportunities or decreasing expenditure				
No:	Actions	Measures	Targets	Qtr X
1	Delivery of Business enhancement projects	Identify short and long financial impacts.	March 2019	3
Accountable: Sue Vujcevic		Budget: OPEX funding		Resourcing: \$100k
Responsible: Jodie Watson				
Department: Business Transformation				
Branch: Corporate Governance				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Work has continued in this project, including delivery of the draft policy for Council managed community venues and accompanying Council Report for presentation at the October Council meeting. In addition, support has been provided to develop the draft Community Engagement Policy.			On Target	
2nd QUARTER REPORTING			STATUS	
1. Adoption of the policy for Council managed community venues at the December 2018 Council meeting; additionally, provision of support to the organisational re-structure, communications and recruitment was undertaken this quarter.			Achieved	



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CAP: 74		Key Priority: R5. Operate without seeking an exemption from the rate cap through efficient use of Council's skills and financial resources		
Deliverable: R5b) Continuous Improvement in service delivery - To improve overall service delivery by streamlining processes and improving the customer service experience				
No:	Actions	Measures	Targets	Qtr X
1	Develop implementation plan for process mapping and use of standard processes.	Implement process mapping approach for 2 to 3 model areas	June 2019	4
Accountable: Sue Vujcevic		Budget: Base	Resourcing:	
Responsible: Trisha Love				
Department: Business Transformation				
Branch: Organisational Performance				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
The implementation plan has been developed and signed off by the executive team. Work has now commenced with the 3 target areas to embed process mapping and improvement into daily operations.			On Target	
2 <sup>nd</sup> QUARTER REPORTING			STATUS	
Individuals were trained in Revenue Services, Planning Enforcement, Amenity and Compliance, Community Development Teams and Project Management. Eight processes were successfully published, most by Community Development on their Community Gardens processes. Building on these learnings, the business improvement team will next work with the Finance team, training all managers and team members to use Promapp to document and improve their processes.			On Target	
3 <sup>rd</sup> QUARTER REPORTING			STATUS	
Council's Organisational Performance team have trained the Finance team to embed process mapping; over 20 processes were reviewed this quarter, with two processes finalised.			On Target	
4 <sup>th</sup> QUARTER REPORTING			STATUS	
Work progressed with the finance team to review and map their processes, with 58 processes now mapped in Promapp, with 6 also undergoing a continuous improvement process. The subdivision bonds team have used Promapp to guide continuous improvement and further training in Promapp has occurred with Human Resources, including recruitment processes, Property, Civic Protocols, Amenity and Compliance and process mapping for incident reporting.			Achieved	



CAP: 75	Key Priority: R5. Operate without seeking an exemption from the rate cap through efficient use of Council's skills and financial resources			
Deliverable: R5c) Working with Regional Partners - Generate financial efficiencies, through collaboration and partnership opportunities.				
No:	Actions	Measures	Targets	Qtr X
1	Implement category management structure	A Category management plan is established by each category manager, in accordance with the Procurement Strategy	September 2018	1
2	Annual plan of procurement projects	i) Percentage of identified procurement projects undertaken in collaboration with northern region Councils	Target 80%	4
		ii) Savings realised from the procurement projects undertaken in collaboration with northern region Councils	At least 10% savings	4
		iii) Establish a 2019/20 program for Collaborative Procurement across Northern Region Councils, incorporating a category management structure	June 2019	4
Accountable: Liz Rowlands		Budget: Base + \$120k OPEX	Resourcing: Procurement All services with joint procurement opportunities	
Responsible: Olivia Akdeniz				
Department: Finance				
Branch: Procurement				
1 <sup>st</sup> QUARTER REPORTING			STATUS	
1. Implement Category Management structure: A Category management plan will be established by each Category Manager once the recruitment process for 1x Procurement Partner and 1x Senior Procurement Partner is finalised. Procurement Partner has been appointed in September 2018. Recruitment for the Senior Procurement Partner position is expected to be finalised by end of October 2018.			Behind Target	



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2. Annual plan of procurement projects	On Target
i. Currently more than 80% of identified procurement projects are undertaken in collaboration with Northern Region Councils.	
ii. Overall savings realised from the procurement projects undertaken in collaboration with Northern Region Councils is more than 10%.	On Target
iii. Workshops and meetings with the Northern Region Councils are being held to establish a 2019/20 program for Collaborative Procurement.	On Target
<b>2nd QUARTER REPORTING</b>	<b>STATUS</b>
1. Implement Category Management structure: Recruitment process for 1x Procurement Partner and 1x Senior Procurement Partner is finalised. (Procurement Partner has been appointed in September 2018. Senior Procurement Partner has been appointed in November 2018.)  A Category Management Plan has been established by each Procurement Partner, in accordance with the Procurement Strategy	Achieved
2. Annual plan of procurement projects:	Achieved
i) Currently more than 80% of identified procurement projects are undertaken in collaboration with Northern Region Councils. (NRC)	
i) Overall savings realised from the procurement projects undertaken in collaboration with Northern Region Councils is more than 10%.	Achieved
ii) A 2019/20 program for Collaborative Procurement across Northern Region Councils, incorporating a category management structure has been established. There will be several workshops over the next couple of months for the NRC to agree on the program.	On Target
<b>3rd QUARTER REPORTING</b>	<b>STATUS</b>
1. Implement Category Management structure: Recruitment process for 1x Procurement Partner and 1x Senior Procurement Partner is finalised (Procurement Partner has been appointed in September 2018 and Senior Procurement Partner has been appointed in November 2018). A Category Management Plan has been established by each Procurement Partner, in accordance with the Procurement Strategy.	Achieved
2. Annual plan of procurement projects:	Achieved
i) Currently more than 80% of identified procurement projects are undertaken in collaboration with Northern Region Councils.	
ii) Overall savings realised from the procurement projects undertaken in collaboration with Northern Region Councils is more than 10%.	Achieved



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iii) A 2019/20 program for Collaborative Procurement across Northern Region Councils, incorporating a category management structure is being established. Two workshops were held during February and March. There will be several more workshops over the next couple of months for the Northern Region Councils to agree on the program.	On Target
<b>4th QUARTER REPORTING</b>	<b>STATUS</b>
1. Implement Category Management structure: Recruitment process for 1x Procurement Partner and 1x Senior Procurement Partner is finalised (Procurement Partner has been appointed in September 2018 and Senior Procurement Partner has been appointed in November 2018). A Category Management Plan has been established by each Procurement Partner, in accordance with the Procurement Strategy.	Achieved
2. Annual plan of procurement projects: i) Currently more than 80% of identified procurement projects are undertaken in collaboration with Northern Region Councils.	Achieved
ii) Overall savings realised from the procurement projects undertaken in collaboration with Northern Region Councils is more than 10%.	Achieved
iii) An initial 2019/20 program for Collaborative Procurement across Northern Region Councils has been established. The group is currently working on three collaborative tenders.	Achieved

CAP: 76	Key Priority: R6. Enable Council's workforce to be mobile and accessible, supported by smart and efficient technologies			
Deliverable: R6a) IT Strategy - Set direction for IT resources allocation over 3 years and how this will add value to Moreland. Outcome will be more efficient use of time and money while addressing need for business intelligence and sustainable integration				
No:	Actions	Measures	Targets	Qtr X
1	Year 2: rollout of mobile devices to all staff.	100% of computer users have access to and have been trained on a mobile device	All roles requiring a computer to have mobile device/computer	1
2	Consolidation of Cloud migration to support Data Warehousing.	i) Introduce new Data Analytics solutions, to support Data Warehousing. ii) Complete System migrations as per IT program of work.	i) By June 2019  ii) at least 90% of program implemented.	4



3	Explore opportunities to embed "the Internet of things", by installing data collection sources which will inform Council decisions and action.	Data Collection sources are piloted to count people traffic and vehicle traffic	Data collection sources are implemented and data analysed to determine value of pilot.	4
<b>Accountable: Sue Vujcevic</b>		<b>Budget:</b> 1) IT Budget Capex 2) Base: no additional CAPEX or OPEX 3) Absorbed in IT Budget	<b>Resourcing: IT</b>	
<b>Responsible: Kimberly Spiteri (A)</b>				
<b>Department: Business Transformation</b>				
<b>Branch: Information Technology</b>				
<b>1<sup>st</sup> QUARTER REPORTING</b>			<b>STATUS</b>	
1. Finalising last remaining mobile device rollouts for hard to reach staff			On Target	
2. The Power BI analytics tool is being established. Demonstrations and training has taken place and staff are starting to visualise data for their teams			On Target	
3. Dependant on smart cities grant. We are waiting to hear whether our submission is successful or not.			On Target	
<b>2nd QUARTER REPORTING</b>			<b>STATUS</b>	
1. Mobile device rollout is complete.			Achieved	
2. Power BI Reporting Server created and reports are now being published using the software using Finance and HR data. Although it is still in <i>proof of concept mode</i> , various teams are now using the solution such as Planning to report on planning applications. The IT team are assisting other staff across Council to create reports, in order to analyse data such as Urban Planning to realise the tools potential. Currently at the stage of exploring available options and assessing various components such as access to publishing and viewing reports. A review needs to also be conducted to see if this is a solution that fits Moreland's needs and requirements.			On Target	
3. Submission for smart cities grant successful and planning has commenced with various stakeholders to kick off this project			On Target	
<b>3rd QUARTER REPORTING</b>			<b>STATUS</b>	
1. Mobile device rollout is complete.			Achieved	
2. Power BI Reporting server is being used to publish reports and the organisation is considering new reporting functions that leverage this application.			On Target	



<p>3. The Northern Melbourne Smart Cities Network, enabling data to drive change project was initiated on 1 February 1, 2019 with the target project completion date of Jun 30, 2020, key activities have included:</p> <ul style="list-style-type: none"> <li>• The Smart Cities and Suburbs Program Contributor Organisation Agreement was finalised and the Project Board was established.</li> <li>• The initial grant payment of \$161,226.00 was received from the Commonwealth in January 2019.</li> <li>• Stage 1 for Smart Cities Network Design commenced.</li> <li>• A workshop was delivered by RMIT and La Trobe to all Councils.</li> <li>• At Moreland, various business units were consulted to determine requirements for 5 different types of sensor and all required information has been provided to RMIT to progress the network design.</li> <li>• RMIT have started to setup all simulators and plan the interference measurements and as well as work on selecting the top 5 sites for each Council to deploy sensors.</li> <li>• Preparation for a public tender to seek a qualified contractor for the provisioning of hardware and installation services will commence in April.</li> </ul>	On Target
4th QUARTER REPORTING	STATUS
1) Rollout of Mobile Devices to all staff has been completed.	Achieved
<p>2)</p> <ul style="list-style-type: none"> <li>• Consolidation of Cloud Migration to Support Data Warehousing has been completed.</li> <li>• New Data Analytics solutions, such as Microsoft Power BI for analytics has been introduced.</li> <li>• New project to fast track business intelligence and analytics has commenced.</li> <li>• Opportunities for data warehousing and an EDW (Enterprise Data Warehouse) is being considered.</li> </ul>	Achieved
<p>3)</p> <ul style="list-style-type: none"> <li>• Opportunities for IoT has been explored with the Smart Cities Project being a major step in the establishment of our data collection network.</li> <li>• Smart Cities Project is set to implement the new network which will take place during the 2019-20 year.</li> </ul>	Achieved

# **DCF65/19 MORELAND AFFORDABLE HOUSING LTD - MEMORANDUM OF UNDERSTANDING - COUNCIL ACTION PLAN ITEM (D19/273622)**

## **Director City Futures**

### **City Strategy and Design**

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#### **Executive Summary**

The Council Plan 2017-2021 contains Action 25, to establish the Moreland Affordable Housing Ltd (MAH), an arms-length company that will provide new affordable housing in Moreland. To support the operation of the MAH, a draft Memorandum of Understanding (MOU) has been prepared.

The MOU puts into effect previous Council decisions relating to the funding of the company and establishes how MAH and Council will work together effectively. It also sets out the operational relationship, including expectations for the site feasibility analysis to be undertaken as set out in Council report DCF26/19, and to be reported to Council in February 2020.

The MOU ensures that MAH is accountable to Council for the prudent use of funds in support of Council and MAH's common goals. Council officers and board members of MAH have worked closely to ensure the provisions of the MOU are clear and workable.

The MOU also provides for Council and the MAH to agree on an Annual Activity Plan that will include:

- A description of the goals, objectives and related activities for the year;
- A proposed budget;
- Proposed performance indicators for the measurement of performance against agreed goals and objectives.

MAH has agreed to sign the MOU presented for Council endorsement and has provided Council with the first Annual Activity Plan as required under the terms of the MOU.

Endorsement of the MOU would be an exciting step in the establishment of the MAH and will ensure effective governance contributes to the successful delivery of affordable housing outcomes in Moreland.

#### **Officer Recommendation**

That Council:

1. Endorses the Memorandum of Understanding at Attachment 1 to this report, between Council and Moreland Affordable Housing Ltd.
2. Authorises the Chief Executive Officer to sign the Memorandum of Understanding for Moreland City Council.
3. Authorises in accordance with the Memorandum of Understanding provisions, the Director City Futures to annually review and approve an Annual Activity Plan over the term of the Memorandum of Understanding.
4. Notes the Moreland Affordable Housing Ltd 2019/2020 Annual Activity Plan at Attachment 2 to this report, that will be approved by the Director City Futures.

## **1. Policy Context**

The establishment and operation of Moreland Affordable Housing Ltd (MAH) was a major deliverable of the Moreland Affordable Housing Strategy 2014-2018 (MAHS) and it furthers the implementation of Council Action Plan 2018/2019 Item 25.

The Municipal Health and Wellbeing Plan 2017-2021 sets out a specific priority action under Outcome 3 of the Liveable Communities focus area:

- Council will establish Moreland Affordable Housing Ltd to increase the provision of social and affordable housing in the municipality.

The recommendations in this report follow on from decisions made in previous reports to Council:

- DSD29/15 Affordable Housing Options Paper - 11 November 2015;
- DSD14/16 Moreland Housing Reserve Guidelines and Establishment of Moreland Affordable Housing Ltd - 8 June 2016;
- DSD45/17 Establishment of Moreland Affordable Housing Ltd - 15 November 2017;
- DSD27/18 Moreland Affordable Housing Ltd - Inaugural Board - 14 November 2018;
- DCF26/19 Moreland Affordable Housing Ltd – Properties for Feasibility Analysis to Inform Potential Development – 10 April 2019 (Confidential report).

## **2. Background**

This report supports Council's existing commitment to direct investment into increasing affordable housing outcomes. MAH is the Council adopted model to develop and add to affordable housing stock within the municipality. Being at arms-length from Council allows MAH to flexibly engage on a needs basis with personnel and other organisations that have the prerequisite skills and knowledge to develop affordable housing stock.

This report specifically responds to part 4 of the Council resolution in DSD45/17 Establishment of Moreland Affordable Housing Ltd - 15 November 2017:

- To receive further reports in 2018 to finalise board nomination approvals, and to endorse a Memorandum of Understanding between Council and Moreland Affordable Housing Ltd on the operational relationship including site feasibility studies for a demonstration project.

In DSD45/17 Council endorsed a \$865,000 commitment of funding over 4 years. The first half-year of this 4-year financial commitment was provided through an interim funding agreement for \$112,000, signed by Council officers earlier in 2019.

Therefore, the proposed Memorandum of Understanding (MOU) provides for the balance of \$753,000 of committed funds.

### **3. Issues**

#### **Purpose of Memorandum of Understanding**

The Memorandum of Understanding (MOU) has a limited but clear purpose to provide a framework for an effective working relationship between Council and MAH. It ensures that MAH is accountable to Council for the prudent use of funds in support of Council and MAH's common goals. Conversely, it gives MAH clarity on the process to drawdown and account for funding for its essential operations up to the end of 2022. Council officers and board members of MAH have worked closely to ensure the provisions of the document are clear and workable. The MOU that will be signed by both MAH and Council is included at **Attachment 1**.

#### **Purpose of the Annual Activity Plan**

The MOU provides for MAH to propose, and Council to agree on, a yearly Activity Plan. The yearly Activity Plan must include (as per Schedule Clause 3.1.1 of the MOU):

- A description of the goals, objectives and related activities;
- A proposed budget for the funds; and
- Proposed performance indicators for the measurement of performance against agreed goals and objectives.

The Director City Futures is satisfied that the proposed 2019/2020 Annual Activity Plan meets expectations. Under the MOU, MAH is required to provide a formal report to Council's Authorised Representative (Director City Futures) twice per year. The proposed 2019/2020 Annual Activity Plan is included at **Attachment 2**.

References in the Annual Activity Plan to 'MCC' relate to Moreland City Council.

#### **Human Rights Consideration**

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

### **4. Consultation**

Drafts of the MOU were considered by the MAH board, and comments and proposals were worked through with advice from the Chief Financial Officer and specialist legal counsel retained by Council.

In supporting the finalising of the Annual Activity Plan, officers attended a facilitated planning session with the MAH Board on 12 May 2019 and subsequently provided written feedback on draft Annual Activity Plans presented by the MAH.

The Chairperson of MAH Tony Nippard and Board Member Melanie Raymond met with the Chief Executive Officer, Director City Futures and Director City Infrastructure on 15 July 2019 to discuss the MOU and other MAH matters.

### **5. Officer Declaration of Conflict of Interest**

Council officers involved in the preparation of this report have no conflict of interest in this matter.

### **6. Financial and Resources Implications**



The funds required to action this decision are budgeted for within the current year City Strategy and Design Branch budget, with funding for the operations of MAH included with the Housing Reserve established by Council.

## 7. Implementation

Subject to Council's endorsement, the MOU will be signed by Moreland Affordable Housing, and then by Council's Chief Executive Officer. The Director City Futures will then approve the Annual Activity Plan.

Council officers will continue to work with MAH to ensure funded activities are progressing and administrative and reporting milestones are achieved in accordance with the MOU requirements.

### Attachment/s

- |   |   |            |
|---|---|------------|
| 1  | MAH Memorandum of Understanding - Execution Version | D19/277627 |
| 2  | Proposed MAH Activity Plan 2019-20                  | D19/278954 |



Moreland City Council

**Date:**                **July 2019**

## **Memorandum of Understanding**

**Moreland City Council**  
ABN 46 202 010 737  
and

**Moreland Affordable Housing Ltd**  
ABN 78 630 001 446



Moreland City Council

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## Memorandum of Understanding

### Dated

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### Parties

Name	<b>Moreland City Council ABN 46 202 010 737</b>
Address	90 Bell St Coburg, Victoria 3058
Short name	<b>Council</b>

Name	<b>Moreland Affordable Housing Ltd ABN 78 630 001 446</b>
Address	90 Bell Street Coburg, Victoria 3058
Short name	<b>MAH</b>

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### Background

- A. Council established MAH as a company limited by guarantee for the purpose of providing relief to persons who are homeless or whose life circumstances render them vulnerable to loss of affordable and secure housing.
- B. Council wishes to engage MAH to provide either directly or through partnership with other organisations, a range of affordable accommodation options in the City of Moreland.
- C. This agreement supports the express intention of MAH as outlined in its constitution to achieve A and B through accepting by way of transfer, lease or other mechanism, land from Council for development for the purpose of increasing the range of affordable housing in the City of Moreland.
- D. Council has resolved to provide a total of \$865,000 (exclusive of GST) to MAH over its first four years of operation. This agreement follows on from the 2018/19 Funding and Service Agreement in which Council provided \$112,000 for its initial part-year operation.



## The parties agree

### 1. Definitions

In this MoU:

**Business Day** means a day other than a Saturday, Sunday or public holiday in Melbourne.

**Claim** means any claim, allegation, cause of action, proceeding, demand, debt, liability, obligation, cost or expense of any nature however it arises and whether it is present or future, fixed or unascertained, actual or contingent (whether or not the facts, matters or circumstances giving rise to that claim are known to that person or to any other person at the date of this MoU and whether at law, in equity, under statute or otherwise.

**Confidential Information** means any information relating to the past, present or future business of a party that comes to the knowledge of the other party and includes:

- (a) the terms of this MoU;
- (b) financial, budgetary, marketing, research and business plan information;
- (c) the position of a party or an officer or employee of that party on any confidential matter;
- (d) the terms of any contract, agreement or business arrangement with third parties;
- (e) trade secrets, licences, know-how and related information;
- (f) client lists and supplier lists;
- (g) third party information disclosed in confidence; and
- (h) any other information the disclosure or use of which may be detrimental to the interests of a party or of any other person who has provided it to that party on a confidential basis,

but does not include information in the public domain (unless in the public domain due to a breach of confidentiality by any person).

**Council Authorised Representative** means the person authorised by Council to transmit and receive notices, information and reports in connection with this MoU and otherwise represent Council in relation to the Services and who is as at the Effective Date:

- (i) the person specified as such in item 7.1 of the Schedule; or
- (j) any other person of whom Council notifies MAH in writing.

**Effective Date** means 1 July 2019.

**Funding and Services Agreement** means the agreement of that name dated 16 April 2019 between Council and MAH.

**Funds** means

- (a) any monies paid by Council to MAH under this MoU; and



- (b) the Rolled Over Funds.

**Insolvency Event** means, in relation to a person, any of the following:

- (a) the person becomes insolvent;
- (b) the person assigns any of its property for the benefit of creditors or any class of them;
- (c) a receiver, receiver and manager, administrator, controller, provisional liquidator or liquidator is appointed to the person or the person enters into a scheme of arrangement with its creditors or is wound up;
- (d) the holder of a Security Interest takes any step towards taking possession of or takes possession of any assets of the person or exercises any power of sale;
- (e) a judgment or order is made against the person in an amount exceeding \$10,000 (or the equivalent in any other currency) and that judgment or order is not satisfied, quashed or stayed within 20 Business Days after being made;
- (f) any step is taken to do anything listed in the above paragraphs; and
- (g) any event that is analogous or has a substantially similar effect to any of the events specified in this definition in any jurisdiction.

**Intellectual Property Rights** means all intellectual property rights (whether or not registered, including all applications and the right to apply for registration) including any processes, technology, systems, reports, specifications, blueprints, patents, trademarks, service marks, trade names, domain names, designs, design rights, brands and company names, trade secrets, copyright works, URLs, drawings, discoveries, inventions, improvements, technical data, research data, formulae, computer programs, software, know-how, logos, symbols and similar industrial or intellectual property rights.

**Loss** means any damage, liability, action, loss, charge, cost or expense.

**MAH Authorised Representative** means the person authorised by MAH to transmit and receive notices, information and reports in connection with this MoU and otherwise represent MAH in relation to the Services and who is as at the Effective Date:

- (a) the person specified as such in item 7.2 of the Schedule; or
- (b) any other person of whom MAH notifies Council in writing.

**MoU** means this memorandum of understanding including the Schedules executed by the parties as an agreement.

**Rolled Over Funds** means the funds specified in item 4.1 of the Schedule, being:

- (a) the amount paid by Council to MAH under the Funding and Services Agreement; and
- (b) any related interest earned,

which remains unspent and uncommitted at the end of the term of that agreement.

**Schedule** means the schedule to this MoU.



**Security Interest** means:

- (a) any mortgage, pledge, lien, charge or other preferential right, trust arrangement, agreement or arrangement of any kind given or created by way of security, including a security interest (as defined in the *Personal Property Securities Act 2009*); and
- (b) any agreement to create or grant any arrangement described in paragraph (a).

**Services** mean the services set out in item 1 the Schedule.

**Term** means the period commencing on the Effective Date and continuing until 30 June 2022 unless terminated earlier.

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## 2. Nature of legally binding relationship

The parties expressly acknowledge and agree that:

- 2.1 they intend to be legally bound by this MoU;
- 2.2 MAH stands as an independent contractor for the supply of the Services to Council;
- 2.3 nothing in this MoU will be construed or deemed to constitute a partnership, joint venture or employee, employer or representative relationship between Council and MAH;
- 2.4 any relationship of partnership or employment between Council and MAH is denied; and
- 2.5 nothing in this MoU will be deemed to authorise or empower MAH to act as agent for Council.

---

## 3. Description of Services

### 3.1 Responsibilities of MAH

3.1.1 MAH must ensure that it:

- (a) carries out and completes the Services with due diligence and in a professional manner to the best of its ability and judgment and to the reasonable satisfaction of Council;
- (b) uses its reasonable endeavours to ensure that the Services are completed within any time frames required by Council and in accordance with the performance indicators agreed from time to time with Council;
- (c) reports to Council as required;
- (d) is accountable to Council through the Council Authorised Representative;
- (e) complies with all relevant laws legislation applying to matters within the scope of the Services; and
- (f) complies with any relevant policies of Council in force and notified to MAH in writing from time to time.



### **3.2 Annual activity plans, half yearly and annual reports**

MAH must submit:

- 3.2.1 an annual activity plan and proposed budget for Council's approval, the half yearly reports and the annual report in accordance with the reporting schedule set out in item 3 of the Schedule; and
- 3.2.2 any other report required by Council under this MoU within the time reasonably specified by Council.

### **3.3 Warranties in respect of the Services**

MAH warrants that:

- 3.3.1 it is competent to carry out the Services;
- 3.3.2 the personnel it uses for the provision of the Services have the necessary skills, knowledge, experience, qualifications and licences to carry out the Services; and
- 3.3.3 it will not breach the Intellectual Property Rights of any person in the performance of the Services.

### **3.4 Financial support limitations**

MAH acknowledges and agrees that nothing in this MoU will be construed as creating any obligation or commitment by Council to provide additional or recurrent funding beyond that specifically provided for in this MoU.

### **3.5 Conflict of interest**

Council acknowledges that MAH may engage in other business activities during the Term in carrying on MAH business. MAH must not do so in a manner which conflicts with the material interests of Council with respect to affordable housing in the City of Moreland.

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## **4. Provision of resources**

### **4.1 Council to provide**

Council may provide at its cost the resources set out in item 2 of the Schedule for use by MAH in the provision of the Services.

### **4.2 MAH to provide**

Except as provided in clause 4.1, MAH must provide at its cost all the resources required to provide the Services.

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## **5. Rolled Over Funds**

- 5.1 MAH may retain the Rolled Over Funds.
- 5.2 The Rolled Over Funds form part of the Funds.



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## **6. Payment**

- 6.1 Subject to this clause 6, Council will pay the Funds to MAH in accordance with the Schedule.
- 6.2 MAH must apply the Funds:
- 6.2.1 to the provision of the Services only and for no other purpose; and
  - 6.2.2 in accordance with the approved budget,
- unless otherwise approved in writing by Council.
- 6.3 MAH must apply all interest earned on the Funds to the provision of the Services.
- 6.4 Notwithstanding any other provision of this MoU, Council may by written notice withhold payment of any amount of the Funds if it reasonably believes that:
- 6.4.1 MAH has not complied with this MoU;
  - 6.4.2 MAH is unlikely to be able to perform the Services or manage the funds in accordance with this MoU; or
  - 6.4.3 there is a serious concern relating to MAH or this MoU that requires investigation.
- 6.5 Any notice under clause 6.4 will contain the reasons for the action taken and where relevant the steps MAH may take to address those reasons.
- 6.6 Council will only pay a withheld amount once MAH has addressed the reasons set out in clause 6.4 to Council's reasonable satisfaction.
- 6.7 MAH must submit to Council invoices for the payment of the Funds in the manner and form set out in item 6 of the Schedule.

---

## **7. GST**

- 7.1 In this clause, words that are defined in *A New Tax System (Goods and Services Tax) Act 1999* have the same meaning as their definition in that Act.
- 7.2 Except as otherwise provided by this clause, all consideration payable under this MoU in relation to any supply is exclusive of GST.
- 7.3 If GST is payable in respect of any supply made by a supplier under this MoU, subject to clause 7.4 the recipient will pay to the supplier an amount equal to the GST payable on the supply at the same time and in the same manner as the consideration for the supply is to be provided under this MoU.
- 7.4 The supplier must provide a tax invoice to the recipient before the supplier will be entitled to payment of the GST payable under clause 7.3.

---

## **8. Record keeping**

- 8.1 MAH must keep financial accounts and other records that:



- 8.1.1 detail and document the conduct and management of the Services; and
- 8.1.2 correctly record and explain its transactions, financial position and performance and account for all funding received under this MoU.
- 8.2 MAH must maintain the records referred to in clause 8.1 for a period of no less than 7 years after the end of the Term.

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## **9. Intellectual Property Rights**

- 9.1 As between MAH and Council, MAH owns the Intellectual Property rights in works it creates as a result of performing the Services.
- 9.2 MAH grants to Council a permanent, non-exclusive, irrevocable, royalty-free licence to use, modify, communicate, reproduce, publish and adapt the reports MAH provides to Council under this MoU.

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## **10. Publicity**

- 10.1 MAH must acknowledge Council's support in all reports, publications and promotional and advertising material published in connection with this MoU. Council may notify MAH of the form of acknowledgement that MAH is to use.
- 10.2 MAH must not represent to any third person or the public at large that Council supports an activity or proposal unless Council has given express approval.

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## **11. Authorised Representatives**

- 11.1 Council will:
  - 11.1.1 ensure that throughout the Term, a person occupies the role of Council Authorised Representative; and
  - 11.1.2 give written notice to MAH of any change in the identity and contact details of the person performing the functions of Council Authorised Representative, within 5 Business Days of such a change.
- 11.2 MAH will:
  - 11.2.1 ensure that throughout the Term, a person occupies the role of MAH Authorised Representative; and
  - 11.2.2 give written notice to Council of any change in the identity and contact details of the person performing the functions of MAH Authorised Representative, within 5 Business Days of such a change.
- 11.3 The parties will ensure that their respective Authorised Representatives undertake regular consultation about the provision of the Services.



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## **12. Confidential Information**

### **12.1 Duty not to disclose or misuse Confidential Information**

12.1.1 Each party may disclose Confidential Information only:

- (a) for the purposes of performing its obligations under this MoU;
- (b) as required by law; or
- (c) as permitted or required in writing by the other party.

12.1.2 The parties may only use Confidential Information to perform their obligations under this MoU.

### **12.2 Preservation of Confidential Information**

Each party must take whatever measures are reasonably necessary to prevent the disclosure or misuse of Confidential Information, including:

- 12.2.1 complying with all security measures established to safeguard Confidential Information from unauthorised access or use; and
- 12.2.2 keeping Confidential Information under the party's control.

### **12.3 Return or destruction of Confidential Information**

A party must immediately on termination of this MoU or on the other party's written request at any other time:

- 12.3.1 return to the other party Confidential Information provided to or obtained or accessed by the party under this MoU; or
- 12.3.2 destroy Confidential Information so that it is incapable of being revived; and
- 12.3.3 provide a statutory declaration to the other party that all Confidential Information has been returned or destroyed in accordance with this clause.

---

## **13. Insurance**

13.1 MAH must effect and maintain for as long as any obligations remain in connection with this MoU:

- 13.1.1 where applicable, workers compensation insurance as required by law; and
- 13.1.2 any other additional insurance specified in the Schedule.

13.2 MAH must, on request from Council, promptly produce evidence of currency of the policies required under clause 13.1.



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**14. Indemnity****14.1 Indemnity**

Subject to clause 14.2, MAH must pay to Council on demand an amount equal to any Loss or Claim of Council in connection with:

- 14.1.1 any breach by MAH of any provision (including any obligation, representation or warranty) of this MoU; or
- 14.1.2 any injury or death or damage to or loss or destruction of the property of any person in connection with the performance by MAH (including its officers, employees, contractors or agents) of its obligations under this MoU.

**14.2 Exclusion of liability**

The liability of MAH for any Loss or Claim under clause 14.1 will be reduced to the extent the Loss or Claim is caused by a negligent act or omission or act of default by Council or an officer or employee of Council.

**14.3 Operation of indemnity**

- 14.3.1 Clause 14.1 is in addition to, and does not limit or exclude, any other rights or remedies that Council may have.
- 14.3.2 Clause 14.1 is a continuing obligation of MAH which is separate and independent from its other obligations. Clause 14.1 survives the termination, completion or expiration of this MoU.
- 14.3.3 It is not necessary for Council to incur any expense or make any payment before enforcing a right under clause 14.1.

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**15. Dispute resolution**

- 15.1 If a dispute arises under this MoU, either party may at any time give written notice to the other requesting that a meeting take place to seek to resolve the dispute.
- 15.2 Nominated senior representatives of both parties must meet within 10 Business Days of the notice and endeavour to resolve the dispute in good faith. If such meeting does not take place or if after 10 Business Days of the meeting the dispute remains unresolved, the parties may refer the dispute to mediation in accordance with clause 15.3.
- 15.3 Within 5 Business Days of a dispute being referred to mediation, the parties may agree to refer the dispute to an independent third person to mediate some form of resolution. Each party may choose to identify up to 3 preferred mediators and if one or more common mediators are identified, the mediator is to be appointed from this number. If no common party is identified, or if for any reason, agreement cannot be reached on a suitable mediator, the parties may agree to refer the dispute to The Dispute Settlement Centre of Victoria for mediation.
- 15.4 During a dispute each party must continue to perform its obligations under this document.
- 15.5 No party may commence any action or proceedings in relation to a dispute without first complying with clauses 15.1 and 15.2.



- 15.6 Clauses 15.1, 15.2 and 15.3 do not restrict or limit the right of either party to obtain interlocutory relief, or to immediately terminate this document where this document provides such a right.
- 15.7 Each party will bear their own costs in complying with this clause 15 and the parties will share equally the cost of any mediator appointed under clause 15.3.

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## **16. Termination**

### **16.1 Mutual termination**

This MoU may be terminated at any time with the consent of both parties.

### **16.2 Immediate termination**

Council may terminate this MoU immediately without compensation, and payment only for work then completed, if:

- 16.2.1 MAH suffers an Insolvency Event;
- 16.2.2 MAH is found guilty of any criminal offence other than an offence which in the reasonable opinion of Council does not affect MAH's ability to carry out and complete the Services properly; or
- 16.2.3 there is any serious failure or neglect on the part of MAH in carrying out the Services, any act of serious misconduct or any other serious or persistent breach of any of the terms of this MoU.

### **16.3 Notice of unsatisfactory performance**

If at any time Council believes that areas of MAH's performance of the Services has not been satisfactory, it may give notice to MAH, specifying those areas of performance and a reasonable time within which they are to be improved to a specified standard.

### **16.4 Further action by Council**

At the end of the time specified by Council under clause 16.3, Council may:

- 16.4.1 take no further action;
- 16.4.2 extend the time lines for specified improvement to a specified standard for a further specific period; or
- 16.4.3 if MAH's performance of the Services is still unsatisfactory, terminate this MoU by giving notice of termination in writing to MAH and paying MAH for work then completed.

### **16.5 Termination by MAH**

MAH may terminate this MoU if Council is in material breach of the MoU and fails to remedy the default within 20 Business Days after receiving notice requiring remedy of the default.



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## **17. Notices**

### **17.1 Delivery of notice**

- 17.1.1 A notice or other communication given to a party under this MoU must be in writing and in English, and must be delivered to the party by:
- (a) delivering it personally to the party;
  - (b) leaving it at the party's address set out in the notice details;
  - (c) posting it by prepaid post to the party at the party's address set out in the notice details; or
  - (d) email to the party's email address set out in the notice details.
- 17.1.2 If the person to be served is a company, the notice or other communication may be served at the company's registered office.

### **17.2 Notice details**

- 17.2.1 The notice details of each party are set out under the heading 'Parties' (or as notified by a party to the other parties according to this clause).
- 17.2.2 Any party may change its notice details by giving notice to the other parties.

### **17.3 Time of service**

- 17.3.1 A notice or other communication is taken to be delivered:
- (a) if delivered personally or left at the person's address, upon delivery;
  - (b) if posted within Australia to an Australian address:
    - (i) using express post, 2 Business Days after posting; and
    - (ii) using any other prepaid post, 6 Business Days after posting;
  - (c) if posted to an address in a different country, 10 Business Days after posting; and
  - (d) if delivered by email, at the time the email left the sender's email system, unless the sender receives notification that the email was not received by the recipient.
- 17.3.2 Despite clause 17.3.1, a notice or other communication which is received after 5.00pm or on a non-business day (each in the place of receipt), is taken to be delivered at 9.00am on the next business day in the place of receipt.

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## **18. Governing law**

This MoU is governed by the law applying in Victoria and the parties submit to the exclusive jurisdiction of the courts of Victoria.



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## 19. Interpretation

### 19.1 Words and headings

In this MoU, unless expressed to the contrary:

- 19.1.1 words denoting the singular include the plural and vice versa;
- 19.1.2 the word 'includes' in any form is not a word of limitation;
- 19.1.3 where a word or phrase is defined, another part of speech or grammatical form of that word or phrase has a corresponding meaning;
- 19.1.4 headings and sub-headings are for ease of reference only and do not affect the interpretation of this MoU; and
- 19.1.5 no rule of construction applies to the disadvantage of the party preparing this MoU on the basis that it prepared or put forward this MoU or any part of it.

### 19.2 Specific references

In this MoU, unless expressed to the contrary, a reference to:

- 19.2.1 a gender includes all other genders;
- 19.2.2 any legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced and includes any subordinate legislation issued under it;
- 19.2.3 any document (such as a deed, agreement or other document) is to that document (or, if required by the context, to a part of it) as amended, novated, substituted or supplemented at any time;
- 19.2.4 writing includes writing in digital form;
- 19.2.5 'this MoU' is to this MoU as amended from time to time;
- 19.2.6 'A\$', '\$', 'AUD' or 'dollars' is a reference to Australian dollars;
- 19.2.7 a clause, schedule or attachment is a reference to a clause, schedule or attachment in or to this MoU;
- 19.2.8 any property or assets of a person includes the legal and beneficial interest of that person of those assets or property, whether as owner, lessee or lessor, licensee or licensor, trustee or beneficiary or otherwise;
- 19.2.9 a person includes a firm, partnership, joint venture, association, corporation or other body corporate;
- 19.2.10 a person includes the legal personal representatives, successors and permitted assigns of that person, and in the case of a trustee, includes any substituted or additional trustee; and
- 19.2.11 any body (**Original Body**) which no longer exists or has been reconstituted, renamed, replaced or whose powers or functions have been removed or transferred to another body or agency, is a reference to the body which most closely serves the purposes or objects of the Original Body.



---

**20. General****20.1 Variation**

This MoU may only be varied by a document executed by the parties.

**20.2 Counterparts**

This MoU may be executed in counterparts, all of which taken together constitute one document.

**20.3 Liability**

If a party consists of 2 or more people or entities, an obligation of that party binds each of them jointly and severally.

**20.4 Severability**

20.4.1 Any provision of this MoU that is held to be illegal, invalid, void, voidable or unenforceable must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable.

20.4.2 If it is not possible to read down a provision as required by this clause, part or all of the clause of this MoU that is unlawful or unenforceable will be severed from this MoU and the remaining provisions continue in force.

**20.5 Waiver**

The failure of a party at any time to insist on performance of any provision of this MoU is not a waiver of the party's right at any later time to insist on performance of that or any other provision of this MoU.

**20.6 Further assurance**

Each party must promptly execute and deliver all documents and take all other action necessary or desirable to effect, perfect or complete the transactions contemplated by this MoU.

**20.7 Survival and enforcement of indemnities**

20.7.1 Each indemnity in this MoU is a continuing obligation, separate and independent from the other obligations of the parties and survives termination of this MoU.

20.7.2 It is not necessary for a party to incur expense or make payment before enforcing a right of indemnity conferred by this MoU.

**20.8 No merger**

The warranties, undertakings, agreements and continuing obligations in this MoU do not merge on completion of the transactions contemplated by this MoU.

**20.9 Business Day**

If a payment or other act is required by this MoU to be made or done on a day which is not a Business Day, the payment or act must be made or done on the next following Business Day.

---

## Schedule 1      Details

### 1.      **Services**

(see clause 1)

- 1.1      Development and implementation of the annual activity plan approved by Council.

### 2.      **Council information and resources**

(see clause 4.1)

- 2.1      Council will provide to MAH within the timelines reasonably convenient to the relevant Council unit:

2.1.1      Property Unit: information on titles, land agreements, lease arrangements, land title transfer and potential road closures;

2.1.2      Strategic Transport: information and data on parking use;

2.1.3      Strategic Planning Unit: information on planning scheme amendment process;

2.1.4      Development engineers: information on infrastructure and transport;

2.1.5      Environmentally Sustainable Design: information in response to consultant report procured by MAH;

2.1.6      Urban Design: information in response to design proposed by MAH;

2.1.7      Urban Planning; information on proposed planning permit application.

- 2.2      Council may provide to MAH, if requested by MAH in writing and subject to availability:

2.2.1      access to meeting rooms.

### 3.      **Reporting**

(see clause 3.2)

- 3.1      Annual activity plan

3.1.1      The annual activity plan must include:

(a)      a description of the goals, objectives and related activities;

(b)      a proposed budget for the Funds; and

(c)      proposed performance indicators for the measurement of performance against agreed goals and objectives.

3.1.2      Council may require amendment to the annual activity plan, including the proposed budget and performance indicators, prior to approval.



- 3.1.3 If either MAH or Council identifies a need to revise an approved annual activity plan, MAH must submit any proposed changes for Council's approval, prior to implementation.

### 3.2 Half yearly report

The half yearly report must include:

- 3.2.1 a brief description of actual performance and outcomes against the performance indicators;
- 3.2.2 an explanation as to how MAH is addressing any issues, problems or delays; and
- 3.2.3 unaudited half yearly management accounts.

### 3.3 Annual report

- 3.3.1 The annual report must include:

- (a) a description of actual performance and outcomes against the performance indicators;
- (b) an explanation as to how MAH is addressing any issues, problems or delays; and
- (c) audited financial statements for the financial year.

- 3.3.2 If the annual report does not comply with the requirements of item 3.3.1, Council may refuse to accept the report until the outstanding information is provided.

Milestone	Information to be included	Anticipated Due Date
<b>Year 1</b> 2019/20 Annual activity plan	Goal, objectives, activities and performance indicators  Proposed budget	1 July 2019
<b>Year 1</b> 2019/20 Half yearly report	Summary report on performance against indicators  Unaudited half yearly management accounts	1 February 2020
<b>Year 2</b> 2020/21 Annual activity plan	Goal, objectives, activities and performance indicators  Proposed budget	1 June 2020
<b>Year 1</b> Acquittal report - annual report 2019/20	Report on performance against performance indicators  Audited financial statements	30 September 2020
<b>Year 2</b> 2020/21 Half yearly report	Summary report on performance against indicators  Unaudited half yearly	1 February 2021



	management accounts	
<b>Year 3</b> Annual activity plan 2021/22	Goal, objectives, activities and performance indicators  Proposed budget	1 June 2021
<b>Year 2</b> Acquittal report - annual report 2020/21	Report on performance against performance indicators  Audited financial report	30 September 2021
<b>Year 3</b> 2021/22 Half yearly report	Summary report on performance against indicators  Unaudited half yearly management accounts	1 February 2022
<b>Year 4</b> Annual activity plan 2022/23 (half year funding)	Goal, objectives, activities and performance indicators  Proposed budget	1 June 2022
<b>Year 3</b> Acquittal report - annual report 2021/21	Report on performance against performance indicators  Audited financial report	30 September 2022
<b>Year 4</b> Acquittal report - annual report 2022/23	Report on performance against performance indicators  Audited financial report	30 September 2023

#### 4. Payment

(see clause 6)

##### 4.1 Rolled Over Funds

\$106,270.84

##### 4.2 Funds

\$753,000 (GST excl), in accordance with the table set out in item 5 of the Schedule.



## 5. Payment schedule and milestones

Milestone	Anticipated date (subject to milestone having been achieved and valid tax invoice submitted to Council)	Funds instalment (excl GST)	GST	Total (incl GST)
Execution of Agreement	1 July 2019	\$108,542	\$10,854	\$119,396
Acceptance of Half yearly report Year 1	mid February 2020	\$108,542	\$10,854	\$119,396
Acceptance of Annual activity Year 2	July 2020	\$105,904	\$10,591	\$116,495
Acceptance of Acquittal report Year 2	mid October 2020			
Acceptance of Half Yearly report Year 2	mid February 2021	\$105,904	\$10,590	\$116,494
acceptance of Annual activity Plan Year 3	July 2021	\$107,820	\$10,782	\$118,602
Acceptance of Acquittal report Year 3	mid October 2021			
Acceptance of Half yearly report	mid February 2022	\$107,820	\$10,782	\$118,602
acceptance of Annual activity Plan Year 3	July 2022	\$108,468	\$10,847	\$119,315
Acceptance of Acquittal report Year 3	mid October 2022			
<b>Total</b>		<b>\$753,000</b>	<b>\$75,300</b>	<b>\$828,300</b>

## 6. Invoicing requirements

(see clause 6 and item 5 of the Schedule)

MAH must send valid tax invoices to Council and include:

- 6.1 amount invoiced and a description of the relevant milestones to which the invoice relates;  
and



6.2 bank account details for payment of the invoice by electronic funds transfer.

**7. Authorised Representatives**

(see clause 1)

**7.1 Council Authorised Representative:**

Name: Phillip Priest

Phone: 03 92401248

Email: PPriest@moreland.vic.gov.au

Postal address: Moreland City Council, Locked Bag 10, Moreland VIC 3058

**7.2 MAH Authorised Representative**

Name: Tony Nippard

Phone: 0409 252 912

Email: tony.nippard@gmail.com

Postal address: 90 Bell Street, Coburg, VIC 3052

**8. Additional insurance**

(from clause 13)

Professional indemnity insurance

Management liability insurance

Public and products liability insurance



## Signing Page

**Executed** by the parties as an agreement

**Signed Sealed and Delivered** by Grant Thorne,  
Acting Chief Executive Office as the delegate of and  
on behalf of the **Moreland City Council** in the  
presence of:

)  
)  
)  
)  
) .....  
Grant Thorne

.....  
(Signature of Witness)

.....  
(Name of Witness)

**Executed by Moreland Affordable Housing Ltd**  
**ABN 78 630 001 446** in accordance with s 127(1) of  
the *Corporations Act 2001*:

)  
)  
)  
)

.....  
Signature of Director

.....  
Signature of Director (or Company Secretary)

.....  
Print full name

.....  
Print full name

<b>Moreland Affordable Housing Ltd – Annual Activity Plan (2019/2020)</b>		
<b>Goal 1 - Increase the supply of affordable housing in Moreland</b>		
<b>Objective</b>	<b>Activity</b>	<b>RACI</b>
Develop a feasibility framework that articulates the best available opportunity for affordable housing in Moreland	<p>Undertake a high-level appraisal of MCC sites to assess &amp; prioritise projects for full feasibility - October 2019 (Co-dependant Goal 2 &amp; 3).</p> <p><u>KPI</u> - Complete a full feasibility assessment and report to Council by December 2019 on the preferred approach and methodology for MCC consideration (February 2020).</p> <p><u>Budget Allocation</u> - \$72,000</p>	MAH (RES/ACC) MCC (CON/INF)
<b>Goal 2 - Establish Implementation Mechanisms with MCC</b>		
Establish key implementation/transfer mechanisms, timeframes and roles in collaboration with MCC to enable access to air rights and/or land	<p>Work with MCC to detail the transfer process and implementation assumptions for preferred affordable housing projects.</p> <p><u>KPI</u> – MAH to detail preferred methodology to develop feasibility modelling &amp; transaction design. MCC to consider, affirm or advise MAH regarding the implementation framework.</p> <p><u>Budget Allocation</u> - \$25,000</p>	MCC (RES/ACC) MAH (CON/INF)
<b>Goal 3 – Develop Partnerships with the Affordable Housing sector</b>		
Engage with Housing Associations to test the development assumptions underpinning MAH's goal to increase affordable housing supply	<p>Collaborate and co-design a feasibility program for sites identified by MCC in partnership with Housing Associations &amp; MCC transaction mechanisms</p> <p><u>KPI</u> – Market Test the development feasibility and MCC transaction framework with key HAs that establishes viable project options</p> <p><u>Budget Allocation</u> - \$20,000</p>	MAH (RES/ACC) MCC (CON/INF)
<b>Goal 4 - Establish MAH Operational Readiness</b>		
Develop a Business Plan that supports MAH objectives	Develop a high-level Statement of Intent that outlines MAH's strategic goals by July 2019	MAH (RES/ACC)
	<p>Complete a Business Plan in adherence with MAH goals/funding obligations within an acceptable risk profile by September 2019</p> <p>Articulate the intended client settings, Moreland needs profile, income parameters, partnership opportunities and constraints that focusses on affordable outcomes within a viable model</p> <p><u>KPI</u> – 12-month BP/Roadmap</p>	MAH (RES/ACC) MCC (CON/INF)

	<p>Establish a 4-year funding agreement (MOU) with MCC by August 2019</p> <p><u>Budget Allocation - \$100,000</u></p> <ul style="list-style-type: none"> <li>• <u>Business Plan - \$32,000</u></li> <li>• <u>Executive Officer - \$68,000</u></li> </ul>	MAH/MCC (RES/ACC)
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MOU Funding Milestone	Anticipated date	Funds instalment (excl GST)	GST	Total (incl GST)
<b>2019/2020</b>				
Execution of Agreement	1 July 2019	\$108,542	\$10,854	\$119,396
Acceptance of Half yearly report Year 1	mid-February 2020	\$108,542	\$10,854	\$119,396
		<b>\$217,084</b>	<b>\$21,708</b>	<b>\$238,792</b>

*RACI (Responsible, Accountable, Consulted, Informed)*

## **DCI14/19 WEED MANAGEMENT REVIEW - FURTHER REPORT TO DCI70/17 (D18/306499)**

### **Director City Infrastructure**

### **Open Space and Street Cleansing**

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#### **Executive Summary**

In September 2016, Council adopted the Pest and Weed Management Policy 2016-2026 (the Policy) after a community consultation process.

The Policy, among various aims, sought to underscore the benefits of an integrated pest and weed management strategy in public open space. It aims to ensure proper selection and use of herbicides/pesticides as well as investigating the use of viable alternatives to reduce the reliance on chemicals, leading to better environmental and more sustainable outcomes.

In considering a report at the December 2017 meeting (DCI7017), Council resolved that an update report be provided to Council, after an assessment of the results of the trials of safer, organic, bio-degradable alternatives, outlining options for the phasing out of glyphosate.

Councillors were briefed in August 2018 on the results of the trials of alternate products, with no clear viable product performing as well or was as cost efficiently as glyphosate. Since then there have been concerns raised regarding products containing glyphosate, including legal action against its manufacturer, and some Councils deciding to ban its use.

Council officers have sought advice from government agencies on their current position on glyphosate and have contacted other land management organisations to determine their current practices relating to weed management and glyphosate. Councillors were briefed in July 2019 on the feedback received, including that government bodies contacted remain aligned that glyphosate is safe when used in accordance with label instructions. All land managers contacted are currently testing alternate products, using a risk-based approach when using glyphosates, in line with Council's current process.

To stop the use of glyphosate immediately would have a potential financial impact of between \$1.5 million – \$2.8 million, which is significant and may impact other services and service levels.

Though glyphosate is considered safe to use in accordance with label instructions by all government bodies in Victoria, in accordance with Council's current policy of continued reduction of chemical use, as well as increasing community concern surrounding the product, the decision has been made to phase out its use.

A phased approach to stopping the use of glyphosate products is recommended to allow for incremental changes to the budget, continued testing and cost analyses of alternate products, reviewing service standards with community consultation and considering current contracts in place relating to weed management.

#### **Officer Recommendation**

That Council:

1. Adopts a phased approach to ceasing the use of glyphosate products by August 2021.
2. Receives a report in August 2020, providing an update on the progress of moving to banning glyphosate by 2021.
3. Continues to advocate for viable alternate products to replace glyphosate.

## **1. Policy Context**

The Pest and Weed Management Policy 2016-2026 (the Policy), was adopted by Council in September 2016.

Amongst the various aims, the Policy sought to underscore the benefits of an integrated pest and weed management strategy in public open space, ensure proper selection and use of herbicides and pesticides as well as investigate the use of viable alternatives that lead to better environmental and more sustainable outcomes. The main objectives of the policy are:

- Seek to reduce the use of chemically based herbicide and pesticides as a weed control and landscape management measure where possible and replace with environmentally sustainable alternatives.
- Continue to investigate cost effective alternatives to herbicide and pesticide use where available.
- Trial environmentally sustainable herbicide and pesticide alternatives for weed control spray applications utilising a risk management approach.
- Utilise aspects of Integrated Pest Management Plan methodologies for Open Space Management.
- Guide and implement best practice methods and clear and accountable management systems for weed control and pesticide application to minimise environmental and human impacts.
- Review the process for assessing new chemicals to ensure that herbicide and/or pesticide use is justified, minimised and the lowest toxicity necessary to achieve the desired outcome.
- Create a safe environment for all staff and the community in relation to chemical application within the municipality.

The Policy went through a full community consultation process. Residents had the opportunity to provide feedback on the draft policy through the 'Have your Say' section on Council's web site, before it was adopted.

An email invitation, together with a copy of the draft policy was also sent to the following community groups:

- All former members of the Sustainable Moreland Advisory Group (SMAG).
- The Brunswick South Planters.
- The Gowanbrae Residents Group.
- Friends of Coburg Lake and Surrounds.
- Friends of Merri Creek.
- Friends of Edgars Creek.
- Friends of Moonee Ponds Creek.
- The Merri Creek Management Committee.
- The Moonee Ponds Creek Coordinating Committee.
- Brunswick Communities for Nature.

Feedback received through this consultation period helped form the final policy.

## 2. Background

At the August 2017 Council meeting, Council resolved to seek an update on the Policy (NOM45/17) and its impact on herbicide use within the municipality. A subsequent report in response was presented at the December 2017 Council meeting. As a result, Council:

- Acknowledged the actions undertaken to date implementing the Pest and Weed Management Policy.
- To receive a report after an assessment of the results of the trials of safer, organic, bio-degradable alternatives, outlining options for the phasing out of glyphosate.

Council officers undertook trials of various alternative, organic herbicide products in the market, including steam applications to control weeds. The trials commenced in February 2018 and locations where trials were carried out included:

- Laneways between Albert and Smith Street (Brunswick West);
- Nature strips at Hunter street (Brunswick West), Bindi Street (Glenroy);
- Plantations at Blyth Street (Brunswick), Stewart Street, Brickworks, Nicholson Street and Barkly Street (Brunswick);
- Harmony Park and De Chene Reserve playground in Moreland.

Alternative organic products that were trialled included:

- Bio-weed (a pre-emergent, plant-based extract);
- Beat-A-Weed (a salt and vinegar formulation);
- Steam.

For all products, inspections were carried out by Council officers after 3 days, 7 days, 21 days and 28 days to gauge efficacy and rate of kill, as well as 8 weeks after initial application, to gauge if there was longer-term control achieved.

Data was recorded during the trials to prepare comparison figures on the effectiveness of each product as well as cost comparisons. A report of this data was compiled by Dr Peter May from Melbourne University (**Attachment 1**). Councillors were briefed on the trial results in August 2018, with Dr Peter May attending to answer questions on the alternate products trialled. It was reported that there was no alternate product at the time to that performed as well and as cost effectively as glyphosate, with estimations that should Council engage steam as a viable option, the cost implication could be between \$1.5 and \$2.8 million.

In a recent lawsuit against Monsanto (the company who manufactures Roundup products with the key ingredient of glyphosate), a jury in California's Superior Court agreed the product contributed to a person's cancer and the company should have provided a label warning of the potential health hazard, ordering the company to pay US\$289 million in damages. Monsanto has denied a link between glyphosate, the active ingredient in Roundup and cancer, saying hundreds of studies have established that glyphosate is safe and will appeal the decision.

The US Environmental Protection Agency says Roundup's active ingredient is safe for people when used in accordance with label directions and will appeal the decision.

The Australian Pesticides and Veterinary Medicines Authority (APVMA), supported by investigations and conclusions in March 2017, that glyphosate can continue to be used safely according to label directions. It must be noted that Roundup is a registered chemical within Australia. As Australia's agriculture-veterinary chemical regulator, it is the role of the APVMA to consider all relevant scientific material when determining the likely impacts on human health and worker safety, including long and short-term exposure to users and residues in food before registering a product. It is the role of regulators to determine whether products used according to label instructions could result in a level of exposure that poses an unacceptable risk to people.

Exposure risk to the public is relatively low due to the diluted state of the chemical when applied. The highest risk for exposure lies with operators who mix the chemical. Council operators are highly trained, follow all safety requirements of any chemical used and adhere to strict safe work procedures for the task.

As it stands, Council receives on average 450-500 customer service requests per year relating to weed management. Of these requests, less than 2% relate to concerns of chemical use. A vast majority call for Council to manage weed control within the municipality. Striking a balance between community expectation, and implications of alternate products on service delivery is very important.

Residents also have the option to register their property on a 'No Spray' register meaning Council does not spray chemical in front of its property. In registering, residents accept maintenance responsibilities of weed control in these areas. There are currently over 150 properties registered.

### **3. Issues**

Since the August 2018 briefing, Council officers have continued to investigate alternate products and gain an understanding of industry trends in the use of glyphosate to control weeds.

Council officers contacted government bodies to determine the current position in relation to glyphosate use, as well as other land management organisations to determine their weed management processes and how they aligned to Council's risk-based approach where:

- No glyphosate is sprayed around playgrounds or adjacent to schools, child care centres and Maternal Child Health buildings;
- Residents can register on the 'No Spray Register' if they do not want chemical sprayed by Council around their property;
- All staff applying glyphosate are fully trained and use it as per label instructions;
- Other means such as mulching and planting are utilised where practical to control weeds.

The following government bodies were contacted:

- Department of Health and Human Services (DHHS);
- Environmental protection Agency (EPA);
- Australian Pesticide Veterinary Medicines Authority (APVMA);
- CSIRO;
- Worksafe Victoria.

All government bodies replied (**Attachment 2**) and are aligned with the APVMA position that glyphosate is safe to use as per label directions.

The following land management organisations were also contacted:

- Department of Environment, Land, Water and Planning (DELWP);
- Parks Victoria;
- Melbourne Water;
- Hume City Council;
- Yarra City Council;
- Darebin City Council;
- City of Melbourne.

Five out of 7 organisations replied (**Attachment 2**) and align with Council's current process of a risk-based approach and continued investigation of alternate products to glyphosate.

Though glyphosate is considered safe to use as per label instructions by all governing bodies in Victoria, due to Council's current policy of continued reduction of chemical use, as well as increasing community concern surrounding the product, the decision has been made to phase out its use.

In light of the potential significant financial impact and impact on services, a phased considered approach to stopping glyphosate use in Moreland is recommended over the next 2 years. This gives ample time to fully plan implementation, considering the following:

### **Industry trends**

The industry itself is currently working through the glyphosate issue and determining ways forward. Council officers will contact all the organisations mentioned above as well as the Municipal Association of Victoria (MAV) to form a working group to guide the industry in a consistent approach. This may also facilitate more alternate products to be sought from the market.

### **Alternate products available**

Council officers will continue to investigate alternate products to form the best approach to phasing out glyphosate use with the most appropriate methods.

### **Current contracts**

Council currently contracts out portions of its weed management in laneways. This contract expires in December 2019. There is an opportunity to test the market to determine what alternate products and services are available and ask for these in this tender process.

### **Community impact**

As there is potential for the need to adjust service levels when considering alternate products to minimise change impact, community consultation may be required on the service levels. Community involvement in weed management may also need to increase in relation to weed management around residential properties to ensure complete success of the change.

### **Publicity**

In addition to the lawsuit in America referenced earlier in this report, other lawsuits have been ongoing in America and Australia against Roundup manufacturer Monsanto.

Moyne Shire has also recently banned glyphosate use, City of Hobart has continued to use glyphosate whilst seeking alternate products, DELWP is conducting a review of their processes in relation to glyphosate use.

Should Council endorse the phasing out of Glyphosate products by August 2021, it will be the first Victorian Inner-Metropolitan Council to have an implementation plan to do so, responding to community concern surrounding the product.

## **Human Rights Consideration**

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

### **4. Consultation**

Relevant Council departments were consulted during the creation of this report as well as external organisations listed in the report.

### **5. Officer Declaration of Conflict of Interest**

Council officers involved in the preparation of this report have no conflict of interest in this matter.

### **6. Financial and Resources Implications**

#### **Resourcing implications**

Based on trial results, all alternate products would have cost implications due to them requiring more treatments to control weeds than chemical methods. It is estimated that for contracted service delivery relating to steam, cost implications could be in excess of \$2.8 million and to provide these services internally costs would be between \$1.5 and \$2.1 million.

The true cost implications of alternate products are still largely unknown, with more investigating required before a definitive way forward can be finalised.

### **7. Implementation**

Subject to Council's decision, the phasing out of glyphosate products for weed management will occur over the next 2 years, with the complete ceasing of its use planned by August 2021. A report will be presented to Council in August 2020, updating it on progress of alternative products and the implementation plan to eradicate glyphosate use.

This will allow for incremental adjustments to budgets where necessary in 2020/2021 and 2021/2022, further testing of alternate products, reviews of current service levels will lessen the immediate impacts this change will have on the community.

## **Attachment/s**

- |                          |  |            |
|--------------------------|--|------------|
| <a href="#"><u>1</u></a> | Alternative Weed Control Regimes Report - Dr Peter May | D18/269470 |
| <a href="#"><u>2</u></a> | Glyphosate Responses Letters                           | D19/302266 |

## MAY HORTICULTURE SERVICES PTY

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email: mayhorticulture@gmail.com

ABN 63 117 905 263



### Notes on a trial of alternative weed control regimes by City of Moreland Dr Peter May May 2018

#### Background

This report was commissioned by Mr. Mark Corea of the City of Moreland. The brief was to observe and review the performance of several alternative weed control techniques that were being trialed by the city. The choice of treatments, design and layout of the trial was done by City of Moreland staff and the trial was begun in February 2018. Details of the trial layout are best obtained from the Open Space Management team at the city.

My understanding of the trial is that it was driven by a desire to seek weed control approaches that would allow the city to reduce the use of the herbicide glyphosate for weed control in open space (parks, playgrounds, plantations) and utility areas (gutters, laneways). This process has been stimulated by resident concern that glyphosate poses a health risk to the community. The purpose of this review is not to debate that issue, but rather to compare the outcomes of trial materials with glyphosate to see whether opportunities exist to reduce the use of that herbicide.

#### Herbicide terminology

Discussions of the differences between herbicides use a number of terms specific to that field. To facilitate the discussion in this report, these terms are defined here.

Herbicides can be **selective or non-selective**. Selective herbicides affect some plant species more than others. A typical split is between herbicides that affect grass species more than broad leaf species and vice versa but there are other examples. Non-specific herbicides generally affect a wide range of species but are rarely completely non-specific.

Herbicides can be **knockdown or pre-emergence**. The difference here is that a knockdown herbicide is applied to standing vegetation that it then kills. A pre-emergence herbicide is generally applied to soil (often bare soil) with the intention of preventing the germination of weed seeds. Some herbicides have both functions but this is uncommon.

Herbicides can be **contact or translocated**. A contact herbicide typically can only damage green tissue to which it is directly applied. A translocated herbicide is absorbed into plant tissue (often through foliage but also potentially through bark or by root uptake) and translocated throughout the plant, enabling damage to parts of the plant that did not come into direct contact with the chemical at application. Because contact herbicides only affect tissue they are directly applied to they have some limitations. They are most effective against annual weeds, where there are no perennating organs below ground, and they are most effective against small weeds, because it is easier to apply herbicide to all green tissues with a small plant. Translocated herbicides do not have to be applied as carefully to the plant as unsprayed tissue can still be affected. Translocated herbicides are also potentially more useful against perennial weeds as translocation may carry the herbicide below ground.

Using the terminology set out above, glyphosate, the herbicide at the centre of this study, is a non-selective, translocated, knockdown herbicide.

### Herbicide treatments under trial

The materials used in this trial are listed below. In this report, where a chemical is named using the chemical name of the active ingredient, that will use lower case. If the herbicide name is a commercial trade name, that name will be capitalized. The treatments were as follows (the letter codes are those assigned by City of Moreland staff):

NM (normal mix - a tank mix of glyphosate, Esteem and simazine, with Liase, (an adjuvant to improve glyphosate uptake) – this is the standard weed control approach used at present in City of Moreland for general weed control).

Steam

BSL (Barricade/Slasher)

SL (Slasher)

BBW (Barricade/Beataweed)

BW (Beataweed)

Bg (Barricade/glyphosate)

Bi Bioweed

The component materials of these treatments are listed in the following table where their properties are set out and some relevant comments included.

Treatment/chemical	Poison schedule*	Mode of action	Target species	Comments
Steam	N/A	Knockdown	Non-selective	
glyphosate	S5 (Caution)	Knockdown	Non-selective	Especially useful for grass weeds and some broadleaf weeds.

simazine	NS	Pre-emergence	Wide range of annual broadleaf and grass weeds.	Banned in EU. Long residual life in soil depending on rate of application.
Associate (metsulfuron)	NS	Knockdown and pre-emergence	Broadleaf weeds and some grass weeds	Long residual life in soil.
Beat a Weed (acetic acid and salt)	NS	Knockdown	Non-selective	
Bioweed (terpenes and fatty acids (from pine?))	NS	Knockdown	Non-selective	Severe eye irritant. Claims for pre-emergence activity but is "not residual"?
Slasher (nonanoic acid)	S5 (Caution)	Knockdown	Non-selective	
Barricade (prodiamine)	NS	Pre-emergence	Grass weeds only	Requires rain or irrigation within 7 days of application.

\* Agricultural poisons (which includes herbicides) are covered by the Poisons Act and each is assigned to a Poison Schedule, which categorizes the chemical by its poison hazard. Chemicals can be either not scheduled or belong to Schedule 5, 6 or 7. The level of hazard increases from not scheduled to Schedule 7. In this trial, most materials are not scheduled, with the exceptions of Slasher and glyphosate, which are both Schedule 5 poisons.

### Process of the study

The trial treatments began in February 2018. For this study, an initial site inspection of the four locations was made on February 14, before treatment. The treatments were carried out over 15-16 February. Then three subsequent visits were made to the study sites, on February 20, March 6 and April 11. At each visit notes were made of observations of weed responses, and photographs were taken of indicative responses.

The locations were:

Hunter St., West Brunswick (bluestone kerb and gutter)  
Lane between Smith and Albert Sts., West Brunswick (bluestone pavers)  
Harmony Park, North Coburg (weeds in gravel)  
De Chene Reserve, Coburg (weeds in mulched beds around a playground).

The weed populations were different at each location, which meant that responses of a number of species could be observed. There was a mixture of annual and perennial weeds of both monocot (grasses and sedges) and dicot types. Because not every treatment was used at every site, and because the weed species varied between sites the summary below attempts to draw conclusions across sites rather than discussing each in detail.

Because of the dry weather that occurred after spraying there was little seed germination at most sites and so it is not at this time possible to comment on the efficacy of any of the pre-emergence herbicides in the trial. Plant responses are taken to be due to response to the knock down properties of each treatment.

## Summary of observed responses of weeds to treatments

First inspection 20 February

Steam

Rapid kill of standing vegetation. Figure 1 shows the laneway site.

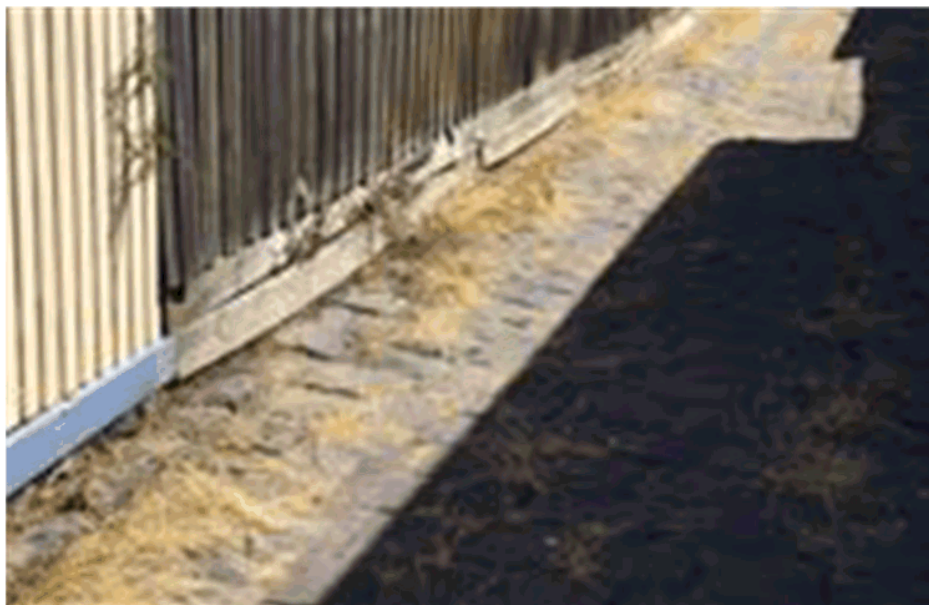


Figure 1: Laneway area five days after steam treatment.

All other treatments were showing some evidence of foliage scorching but it was too early to draw conclusions.

Second inspection 6 March

Steam

Rapid kill of green tissue of most species. At some locations basal resprouting of grassy weeds, umbrella sedge and dandelion occurred. Could knockdown quite large weeds quickly.

NM

Rapid kill in most cases. A few green leaves still evident on a few plants. Umbrella sedge and fleabane not responding as quickly as grass weeds.

BG

Rapid kill of grasses with a few green patches evident on leaves. Umbrella sedge largely unaffected.

BSL

Some leaf scorch but plants mostly still green.

SL

Similar to BSL.

BBW

Similar to BSL. Cyperus largely unaffected.

BW

Similar to BSL

Bi

Similar to BSL. Kikuyu burned off at one site but only superficially affected at another.

Figures 2 and 3 show grasses sprayed with Barricade/Slasher and Normal Mix respectively on 6 March, 14 days after treatment.



Figure 2: Grassy weeds in laneway after treatment with Barricade/Slasher



Figure 3: Laneway grassy weeds after treatment with normal mix.

#### Second inspection

The laneway treatment area had been brush-cut between the two inspections, which limits the observations that could be made at that site to only evidence of weed seed germination or basal re-sprouting on non-killed weeds.

#### Steam

Basal re-sprouting continued. Evidence at several locations that steam may have killed grass weeds, including kikuyu grass (at De Chene Reserve). This kikuyu effect should be followed up with further observations in Spring as it is an interesting result.

#### NM

Excellent result at all locations with both knockdown and possible residual effects.

#### BG

Clean at all sites. Some grass and weed germination. Barricade has not stopped germination of grasses. Unsure if this is a tolerance or a lack of rain to incorporate.

#### BSL

Resprouting from crowns of most weed species.

#### SL

Similar to BSL.

BBW  
Similar to BSL.

BW  
Similar to BSL

Bi  
Similar to BSL.

Figure 4 shows the steam treated area and Figure 5 shows a comparison between Beataweed on the left and Normal Mix on the right (both are at Harmony Park on 11 April).



Figure 4: Steam treated area Harmony Park. Note good initial knockdown but that weeds are re-sprouting from crowns that were not killed.



Figure 5: Beataweed (left) and normal mix (right) treated areas at Harmony Park. The Beataweed treatment has had little lasting effect on standing vegetation but the normal mix has killed off the standing weeds.

### General thoughts raised by the trial

The trial compared weed control using steam and three “organic” contact herbicides with glyphosate (which is the current basis of open space weed management in the City of Moreland). The glyphosate is normally used in combination with two pre-emergence herbicides to give both knockdown and residual weed control. Because the four alternative treatments have contact type herbicide effects only, none of them can replace the functionality of glyphosate and this was demonstrated in the trial.

If low hazard and efficacy (extent of weed kill) are required, steam is the best option of the trialed materials. However, steam is more expensive than the other contact materials (largely based on the time taken to use it) but the evidence in this trial shows that it had the best knockdown effect.

If the decision was taken to use one of the trialed contact herbicides there is no evidence that one is any better than the others. Choice would be based on cost and risk to the applicator. To optimize the performance of contact herbicides the following suggestions are made:

apply to young, small weed plants,  
apply regularly and frequently,  
contact the manufacturers to find out if wetting agents/stickers/spreaders can assist with covering as much of the weed as possible.

Consider trialing gluphosinate-ammonium (Basta®) as a glyphosate alternative. This is a contact herbicide but in my experience can give very good weed control. As a contact herbicide it still has the limitations of that class of herbicide. It has not attracted the level of attention paid to glyphosate.

If a decision is made to start rolling out an alternative, “low hazard” herbicides approach to open space weed management, I suggest that this be done in a step-wise fashion beginning with a few strategically chosen locations. Playgrounds are an obvious choice.

If a decision-making framework is required to determine where particular open space weed management treatments might be used, a risk assessment approach could be taken. This could be similar to that used for tree hazard assessment where the nature of the target (age of users, frequency of use, likely contact with treated areas) as well as the properties of the treatment (toxicity, residual behaviour) are taken into account to determine the hazard of the operation to park users and residents.

In general, review herbicide application technology with a view to demonstrating that care to avoid off site contamination is being taken. Check nozzles and operating pressures to increase droplet size and reduce misting from nozzles. If not being done, consider use of spray nozzle hoods.

End of report

Terms for supply of consultancy and reports:

- May Horticulture Services Pty.Ltd. assumes that any project or property is not in violation of any applicable codes, ordinances, statutes or other local, state or federal government regulations.
- May Horticulture Services Pty.Ltd. shall take care to obtain all information from reliable sources. All data shall be verified insofar as possible, however May Horticulture Services can neither guarantee nor be responsible for the information provided by others not directly under May Horticulture Services' control.
- No May Horticulture Services employee shall be required to give testimony or to attend court by reason of the report unless subsequent contractual arrangements are made, including payment of an additional fee for such services.
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- The report represents the opinion of May Horticulture Services' consultant and May Horticulture Services' fee is in no way conditional upon the reporting of a stipulated result, the occurrence of a specific event, nor upon any finding to be reported.
- Any sketches, diagrams or photographs used in the report are not necessarily to scale and should not be construed as engineer's or architect's drawings.
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- To the writer's knowledge, all facts matter and all assumptions upon which the report proceeds have been stated within the body of the report and all opinions contained within the report will be fully researched and referenced and any such opinion not duly researched is based upon the writer's experience and observations.



Australian Government  
Australian Pesticides and  
Veterinary Medicines Authority

Dear Andrew,

Thank you for your correspondence of 14 May.

The approaches you've outlined are not in conflict with our position. The decision to use a registered product in accordance with the [label instructions](#) in public places rests with the relevant local authority. SafeWork will be able to connect you with appropriate worker health and safety resources should you wish to provide contemporary training to your staff.

The APVMA continues to actively monitor any new scientific information and we remain satisfied that APVMA approved products containing glyphosate can continue to be used safely according to label directions. The APVMA's position is aligned with other international regulators and the Joint FAO/WHO Meeting on Pesticide Residues, including recent comprehensive reviews of glyphosate conducted by the USA and Canada. More information can be found on our website: <https://apvma.gov.au/node/13891>.

Should you have any further questions, please don't hesitate to contact me.

Yours sincerely,

[Redacted signature]

[Redacted name]

[Redacted title]

Australian Pesticides and Veterinary Medicines Authority (APVMA)  
Armidale NSW 2350

P: +61 2 6770 2337

[Redacted email address] | [www.apvma.gov.au](http://www.apvma.gov.au)

Mr Andrew Dodd  
Locked Bag 10  
MORELAND VIC 3058

Dear Mr Dodd

**Glyphosate use by Moreland Council**

Thank you for your letter of 14 May 2019, outlining Council's risk-based approach to glyphosate use, which excludes use in places close to child-care centres and playgrounds, and forms a register for no-spraying adjacent to some residents' properties.

EPA is currently preparing a position on glyphosate use in light of recent media coverage and public interest. Our position statement will be based on our review of assessments from a range of international and national organisations and regulatory agencies. This review will ensure we provide the most-up to date and thoroughly researched advice for glyphosate use.

Currently, EPA recommends that glyphosate be used as directed on the product label. The label provides instructions for safety and use. By following the label instructions, the level of exposure to glyphosate, and hence risk, is minimised. In addition to this, I note Council's approach to the use of glyphosate is likely to further reduce the level of exposure and risk within the community.

I look forward to being able to share our position statement with you, once it has been completed. I'd also like to commend council's proactive and precautionary approach to managing chemicals in the environment.

If you have any questions or would like to discuss this matter further please feel free to contact me at [REDACTED]

Yours sincerely,

[REDACTED]

Environment Protection Authority Victoria

31/6/2019



[REDACTED]  
EPA Victoria

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Carlton VIC 3053

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PO Box 279 Geelong VIC 3220  
Tel/ 03 4243 7000 Fax/ 03 4243 9321  
[worksafe.vic.gov.au](http://worksafe.vic.gov.au)



7 June 2019

Andrew Dodd  
Manager, Open Space and Street Cleansing  
Moreland Council  
Locked Bag 10  
MORELAND VIC 3058

By email: [adodd@moreland.vic.gov.au](mailto:adodd@moreland.vic.gov.au)

Dear Mr Dodd,

**GLYPHOSATE USE BY MORELAND CITY COUNCIL**

Thank you for your correspondence to [REDACTED], Chief Executive of WorkSafe Victoria (WorkSafe) of 14 May 2019 about glyphosate herbicide use by Moreland City Council. [REDACTED] has asked me to respond on her behalf.

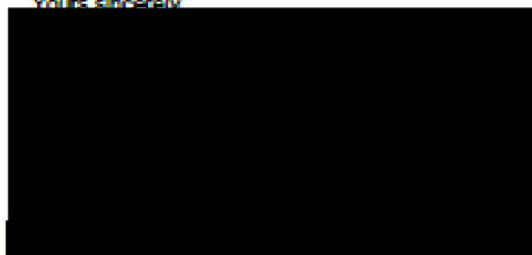
As you have mentioned, the Australian Pesticides and Veterinary Medicines Authority (APVMA) maintains that products containing glyphosate are safe to use according to label instructions. Yet the level of risk to human health posed by glyphosate remains a matter of some debate among international health and regulatory bodies. WorkSafe is continuing to monitor and work with other relevant authorities regarding the use of glyphosate to ensure our guidance is up to date.

At this time, WorkSafe has no prohibitions or restriction on the use of this product other than its use in accordance with the manufacturer's safety data sheet and container labelling recommendations. WorkSafe has produced guidance to assist employers to minimise risks to employees and others when using herbicides such as glyphosate and I have attached this guidance for your information.

Further information about the use of hazardous substances may be found on our website at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au).

I trust this information has been useful. For further information about occupational health and safety, please do not hesitate to contact the WorkSafe Advisory service on 1800 136 089.

Yours sincerely,



worksafe victoria

encl. ISBN Compliance code hazardous substances 2018  
ISBN Glyphosate herbicides information 2017



## Department of Health and Human Services



50 Lonsdale Street  
Melbourne Victoria 3000  
Telephone: 1300 650 172  
GPO Box 4057  
Melbourne Victoria 3001  
[www.dhhs.vic.gov.au](http://www.dhhs.vic.gov.au)  
DX 210081

HHSD/19/219251

Andrew Dodd  
Manager Open Space and Street Cleansing  
Moreland City Council  
Municipal Offices  
90 Bell Street  
COBURG VIC 3058

Dear Mr Dodd

Thank you for your letter dated 14 May 2019 to [REDACTED] regarding glyphosate use by Moreland City Council.

As you may be aware, the registration of all agricultural products in Australia is the responsibility of the Australian Pesticides and Veterinary Medicines Authority (APVMA). All agricultural chemical products registered for use in Australia undergo a rigorous scientific assessment before they are approved. The assessment process takes into account the safety of people, animals, crops and the environment and ensures that registered agricultural products do not adversely impact human health when used in accordance with the product label.

APVMA re-considered glyphosate following an assessment by the International Agency for Research on Cancer (IARC) in 2016. IARC re-classified glyphosate as 'probably carcinogenic to humans'. Using IARC's assessment and other scientific evidence, the APVMA determined that glyphosate is safe to use according to label directions. You may wish to refer to the APVMA statement which is available on their website at <https://apvma.gov.au/node/32991>. All APVMA-approved products containing glyphosate can continue to be used safely in accordance with label directions.

The Department of Health and Human Services supports the APVMA's advice and recommendations.

Should you wish to discuss this matter further, please contact [REDACTED] Principal Advisor, Environmental Health Policy and Risk Management at the Department of Health and Human Services on [REDACTED] or [REDACTED].

Yours sincerely

[REDACTED]

[REDACTED] (Environment) Health Protection Branch

29 / 05 / 2019





Dear Mr Dodd,

Thank you for your letter in which you sought advice regarding glyphosate use.

Overall, the approach you are adopting to minimise spraying and potential exposures is always a sound one. However, CSIRO is not an environmental or human health regulatory agency and as such does not generate or enforce regulations or policy. State Government EPAs and Health Departments are best placed to advice on policy. Our main role has been to provide input to regulators around knowledge they may require to make policy and provide directions on use.

Best regards

[Redacted]

[Redacted]

[Redacted]

CSIRO Land and Water

E [Redacted]

T [Redacted]

M [Redacted]

<https://www.csiro.au/en/Research/LWF>

*CSIRO acknowledges the Traditional Owners of the lands that we live and work on across Australia and pays its respect to Elders past and present.*

Your ref: D19/168576

17 June 2019

Andrew Dodd  
Manager, Open Space and Street Cleansing  
Moreland City Council  
Locked Bag 10  
MORELAND VIC 3058

Dear Andrew

**Re: Glyphosate use**

Thank you for your letter dated 14 May 2019 addressed to [REDACTED] outlining Moreland Council's current risk based approach to Glyphosate use, and seeking Melbourne Water's current practices.

Melbourne Water's current operational approach to Glyphosate, and any other herbicide application, is to ensure we minimise use as far as practicable, meet all relevant label requirements, maintain training compliance and competency of our team members, and ensure we monitor weather conditions to minimise drift and overspray during application.


Where residents have informed us that they do not wish herbicide applied as part of our grass and natural resource management programs, we utilise other techniques if possible. We continually review and analyse alternative weed control methods and products, including a thorough risk analysis of techniques to ensure one risk is not replaced by another.

**External Advice**

The most recent advice Melbourne Water has sought regarding glyphosate was in September 2018 from The Australian Pesticides and Veterinary Medicine Authority (APVMA). This was following the United States court case, where APVMA issued the following statement:


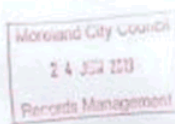

*"APVMA is aware of the August 2018 decision in the Californian Superior Court of Australia concerning glyphosate. Glyphosate is registered for use in Australia and APVMA approved products containing glyphosate can continue to be used safely according to label instructions."*

As per APVMA advice, glyphosate based herbicides can be safely used, however all label instructions should be followed. Additionally, our operational team members implement controls above and beyond those detailed on the label should they choose to.



Moreland City Council  
24 JUN 2019  
C 08/4820  
Sent to: [REDACTED]  
Sent by: [REDACTED]  
Sent with: [REDACTED]  
Forwarded to: A. Dodd  
Subject: [REDACTED]

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PO Box 4342 Melbourne VIC 3001 Australia  
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Printed on 100% recycled paper

**Future use of Glyphosate based herbicides**

Melbourne Water continues to monitor and review our approach to best practice management of all herbicide and chemical usage throughout our operations, undertaking applied research projects for alternative treatment methodologies, and work with Government regulators, the Department of Health, and the Department of Environment, Land, Water and Planning to keep across emerging information and advice.

We proactively seek alternative and more effective methods to deliver services to the customers, community and environment safely.

Please contact [REDACTED] Manager Waterways and Land Delivery Works Execution on [REDACTED] should you wish to discuss the above further.

Yours sincerely

[REDACTED] Waterways and Land, Service Delivery



**Parks Victoria**  
Level 10, 535 Bourke St  
Melbourne Victoria 3000  
**Telephone 13 1963**  
[www.parks.vic.gov.au](http://www.parks.vic.gov.au)  
ABN 95 337 637 697

18 June 2019

Mr Andrew Dodd  
Manager, Open Space and Street Cleansing  
Moreland City Council  
90 Bell St  
COBURG, VICTORIA, 3058

Dear Mr Dodd,

Thank you for your letter of 14<sup>th</sup> May 2019 regarding Glyphosate use by Moreland Council and request for understanding of our organisation's current practices.

I can advise that in 2018, following media reports of a successful litigation in the USA linking glyphosate use to cancer, Parks Victoria sought advice from the Chief Health Officer of Victoria on the safe use of products containing glyphosate.

The Acting Chief Health Officer, Dr Brett Sutton, advised that all Australian Pesticides and Veterinary Medicines Authority (APVMA) approved products containing glyphosate can continue to be used safely according to label directions.

The Department of Health and Human Services also consulted with WorkSafe, who recommended that Parks Victoria's employees, contractors and volunteers follow appropriate warnings and safety directions on product labels and Safety Data Sheets, which includes wearing appropriate personal protective equipment (PPE) when handling and using products containing glyphosate.

As there are some slight variations in the PPE requirements specified across the various brands of glyphosate herbicides, Parks Victoria has prescribed PPE requirements that are equal to or exceed the requirements listed for staff, volunteers and contractors.

Parks Victoria are guided by the advice from the Acting Chief Health Officer and regulatory agencies and will continue to monitor APVMA and WorkSafe advice and will respond accordingly if this advice changes.

Should you require further advice on this matter please contact the undersigned on [REDACTED]

Yours sincerely [REDACTED]

[REDACTED]

[REDACTED] Legal Risk and Compliance, [REDACTED]



## **DCD21/19 CLIFTON PARK PROTECTIVE FENCING - RESPONSE TO NOTICE OF MOTION NOM55/18 (D19/269750)**

### **Director Community Development**

### **Community Wellbeing**

---

#### **Executive Summary**

Council has 52 sporting grounds used by community sporting clubs for a range of sporting activities. In addition, Council has two community synthetic pitches located at Clifton Park, Brunswick and John Fawcner College, Fawcner. Council's synthetic pitches are a key infrastructure in assisting communities to be more active, more often, in particular for training, and in facilitating the growth and diversity of football participation.

At the December 2018 Council meeting, Council resolved (NOM55/18) to receive a report:

- Identifying a risk assessment and management plan for the Clifton Park Synthetic facilities and surrounding amenities.
- Presenting the risk assessment and management plan report of the Clifton Park synthetic facilities, identifying the potential risks, analysing potential damage and recommending suitable treatment options to effectively manage any risk.

Following this decision, Council officers engaged a consultant to undertake an inspection of the playing surface of Clifton Park Synthetic Football Pitch to assess the general condition and the safety concerns raised over public safety regarding impact from errant footballs.

This report presents the outcomes of the risk assessment undertaken at the Clifton Park Synthetic Football Pitch in relation to the safety concerns raised over public safety regarding impact from errant footballs.

In summary, the report considers that the likelihood of a person being struck by an errant ball while using the pedestrian path is a low risk. Recommended actions for Council include improved signage, usage of traffic cones during training and matches, reduction of the playing surface hardeners and fixing a hole in the mesh fence. These findings are supported by officers.

#### **Officer Recommendation**

That Council:

1. Notes the findings of the Clifton Park Synthetic Pitch Risk Assessment and Management Plan at Attachment 1 to this report.
2. Advises the petition organiser of PET21/28 of the outcomes of the Risk Assessment and Management Plan for the Clifton Park Synthetic Pitch.

## **1. Policy Context**

The 2017-2021 Council Plan establishes priorities and sets an agenda for this Council term while keeping sight of long-term future challenges and opportunities.

To achieve this vision, 3 strategic objectives have been set:

- Connected Community;
- Progressive City; and
- Responsible Council.

These 3 strategic objectives guide a range of priority actions which Council will implement during this term. This report supports the 'Connected Communities' and 'Responsible Council' objectives of the 2017-2021 Council Plan:

- Set a clear vision and strategy for aquatics, leisure and sporting facilities to meet ongoing community needs.
- Maintain and match our infrastructure to community needs and population growth.

## **2. Background**

Council has 52 sporting grounds used by community sporting clubs for a range of sporting activities. In addition, Council has 2 community synthetic pitches located at Clifton Park, Brunswick and John Fawkner College, Fawkner. Council's synthetic pitches are a key infrastructure in assisting communities to be more active, more often, in particular for training, and in facilitating the growth and diversity of football participation.

Council completed the synthetic soccer pitch at Clifton Park in May 2011. The synthetic pitch, which runs east/west and parallel with Victoria Street, Brunswick, includes a pavilion and sportsfield lighting. It is suitable for formal competition and caters for approximately 80-90 hours use per week. The usage statistics and the demand for a suitable training and playing venue in Brunswick, sees the facility at capacity use after 4pm weekdays and on weekends. Many schools, professional football, personal training programs and community use occur on the pitch throughout the weekdays.

Petition PET21/18 was submitted to the Council meeting on 12 December 2018 containing 171 signatures and requesting Council install ball protective fencing behind both goal ends of the synthetic pitch. The request was based on soccer balls being retrieved from outside the field of play and soccer balls being kicked towards the pathways and onto Victoria Street, Brunswick.

## **3. Issues**

The Moreland caters for 12 football clubs, collectively providing 165 teams in associated leagues and competitions. There is a total of 24 football pitches in Moreland, of which 18 are dedicated football pitches and 6 seasonal facilities. In addition, Council has 2 community synthetic pitches located at Clifton Park, Brunswick and John Fawkner College, Fawkner. Both synthetic pitches are currently booked to capacity.

Council has an obligation to people who could be affected by the activities conducted by users at any venue it provides. This duty is to prevent injuries occurring to people resulting from exposure to hazards that the Council or users could reasonably be expected to foresee and mitigate. Council owes this duty to all players, officials, spectators and members of the public.

Council had no current data to indicate how many soccer balls are being kicked towards the pathways, or onto Victoria Street, Brunswick, as there has been no incidents, near misses or complaints reported to Council of errant balls at the Clifton Park Synthetic Pitch facility.

Between 1 February 2019 and 30 June 2019 there have been a total of 180 pitch bookings. 81 (45%) of which were associated with Moreland sports clubs and schools, 71 (40%) were associated with non-Moreland clubs and schools, and 28 (15%) were associated with Private/Commercial entities.

Throughout this period Football Victoria (FV), FV referees, schools, sporting clubs and community organisations as well as private/commercial users were requested to document incidents, near misses or complaints to Council officers of errant balls at the Clifton Park Synthetic Pitch facility. Between 1 February 2019 and 30 June 2019 no incidents were reported. Further to this, no complaints were received from spectators, local residents or general community members.

Council officers also engaged a consultant to undertake an inspection of the playing surface of the Clifton Park Synthetic Football Pitch to assess the general condition and the safety concerns raised over public safety. A risk assessment was undertaken on the surface and surrounds of Clifton Park to determine any potential risks associated with usage of the pitch and, any risks posed to the public who may be struck by errant balls whilst using paths behind both goals. The full results can be seen in the risk assessment report at **Attachment 1**.

The report highlighted and recommended the following items:

- The likelihood of an incident where a member of the public is struck by an errant ball whilst using the pedestrian path behind either goal, was considered to be of low risk;
- Recommended Council invest in permanent signage warning of the risk;
- Recommended Lining the path with traffic cones extending out 3 to 5 metres either side of the goal uprights during training and matches behind both the northern and southern goals;
- The surface hardness was considered high risk and should be addressed as soon as possible. The hardness should be reduced with the addition of more crumbed rubber to the areas identified within the report. (The synthetic surface is due for replacement in 2021/22);
- Identified holes within the mesh fence at the rear of the goals should be repaired and install an access gate behind both the northern and southern goals.

Council is obligated to minimise risks through the provision of acceptable facilities including appropriate allocations. This is a joint obligation with sporting and community organisations, owing a duty of care to all players, officials, spectators and members of the public. Council officers believe it is reasonable to accept the recommendations and associated expenditure.

### **Human Rights Consideration**

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

## **4. Consultation**

Consultation regarding the risk assessment at the Clifton park Synthetic Pitch was undertaken with Open Space Maintenance and Design, Football Victoria (FV), FV referees, schools, sporting clubs and community organisations as well as private/commercial users of this facility.

## **5. Officer Declaration of Conflict of Interest**

Council officers involved in the preparation of this report have no conflict of interest in this matter.

## 6. Financial and Resources Implications

The total value of the recommended controls is in the order of \$2,200. The value for these actions can be absorbed in Recreation Services current year base budget.

Action	Value
Installation of permanent warning signage	\$800
Goal uprights traffic cones	\$200
Repair holes in fencing behind north west and south eastern goals	\$300
Replacement fence section with lockable pedestrian gate behind north west and south eastern goals	\$900
Additional crumbed rubber infill to the areas identified within the report.	No additional cost – part of synthetic pitch maintenance contract.

## 7. Implementation

Subject to Council's decision, within the next 3 months the following actions will be undertaken:

- Installation of permanent signage warning of the risk of errant balls;
- Using traffic cones, blocking off the path extending out 3-5 metres either side of the goal uprights during training and matches behind both the northern and southern goals;
- Repair of holes in fencing behind north west and south eastern goals;
- Replacement of the fence section with lockable pedestrian gate behind north west and south eastern goals;
- Reduce the hardness of the synthetic field with the addition of more crumbed rubber infill to the areas identified within the report.

## Attachment/s

1 [↓](#) Clifton Park Synthetic Football Pitch Risk Assessment D19/279374



AUSTRALIAN GOLF COURSE SUPERINTENDENTS' ASSOC. LTD.  
 A.C.N. 053 205 888  
 A.B.N. 96 053 205 888  
 Suite 1  
 752 Blackburn Road Clayton VIC 3168  
 Phone: (03) 9548 8600 Fax: (03) 9548 8622  
 Email: bruce@agcsa.com.au

5<sup>th</sup> June 2019

Mr. J Luppino.  
 Unit Manager Recreation Services  
 Moreland City Council  
 90 Bell Street  
 Coburg 3058

Dear Joe,

#### INSPECTION OF CLIFTON PARK SYNTHETIC PITCH 16<sup>TH</sup> APRIL 2019

As requested an inspection of the playing surface of Clifton Park Synthetic Football Pitch was undertaken to assess the general condition and in particular the safety concerns raised over public safety regarding impact from errant footballs.

#### SYNTHETIC PITCH COVERAGE

Overall, the surface had a very good to excellent coverage with repairs to high traffic areas on the penalty spots and centre (See Photograph 2).

The synthetic turf surface is maintained by a contractor and regularly groomed which assists in providing a uniform surface. The synthetic turf is scheduled for replacement in the coming years which will ensure a high quality surface is provided for years to come.

#### SURFACE LEVELS

The surface levels were generally very good no noticeable areas of concern throughout the surface.

#### SURFACE HARDNESS

The average reading for surface hardness of the outfield was within the High normal range as detailed in the following table;

Performance Indicator	Unacceptably low	Low normal	Preferred range	High normal	Unacceptably high
Surface Hardness (gravities)	<30	31 - 54	<b>55 - 90</b>	91 - 120	>120

*Reference: AFL Ground Managers Seminar, 2014*

A full assessment of the ground was completed using a 2.25 kg Clegg hammer. The results that were collected can be seen in (Appendix 2).

The results on this occasion had the field in the high normal range for the first drop, with an average of 113.0 gravities. There were seven locations identified where the surface hardness exceeds acceptable levels. These locations are highlighted in red in table 1 and can be identified on the Sportsfield locality map.

The surface hardness readings on the goal lines in particular are considered excessive with 210 gravities in the northern end and 270 in the south. This is a similar reading to what would be expected

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for concrete and has a high risk for potential for injury to occur as a result of excessive surface hardness.

The hardness of the centre circle and both goals should be investigated by a synthetic turf expert and an appropriate program put in place to reduce the surface hardness readings within these areas.

#### **SURFACE TRACTION AND STABILITY**

The traction device was not used on this occasion but it is likely there would be no issues with surface stability given the overall synthetic turf coverage.

#### **RISK ASSESSMENT**

A risk assessment was undertaken on the surface and surrounds of Clifton Park to determine any potential risks associated with usage of the pitch and in particular any risks posed to the general public who may be struck by errant balls whilst using paths behind both goals. The results can be seen in the risk assessment attachment.

The likelihood if an incident where a member of the public is struck by an errant ball whilst using the pedestrian path behind either goal is considered to be of low risk.

It would be reasonable that both the club and council contribute to the cost of mitigating this risk with the installation of permanent signage and traffic cones be set out to block the section of path behind the goals at each end during training and matches.

The surface hardness was considered a high risk and should be addressed as soon as possible. The hardness should be reduced with the addition of more crumbed rubber to the areas identified.

#### **CONCLUSION**

The surface is generally in good condition for the level of usage and age of the synthetic turf. As discussed the surface is due for replacement in the coming year and based on several hardness readings is showing signs of wear requiring immediate action. A risk assessment on the surface and surrounds is attached which shows further investigation is also required into managing the risk associated with public being impacted by errant footballs behind both the northern and southern goals. It is recommended to invest in permanent signage warning of the risk as well as blocking off the path extending out 3-5 metres either side of the goal uprights with traffic cones during training and matches. Holes within the fence at the rear of the goals should also be repaired and the potential for the installation of an access gate investigated.

If you have any queries please do not hesitate to contact me.

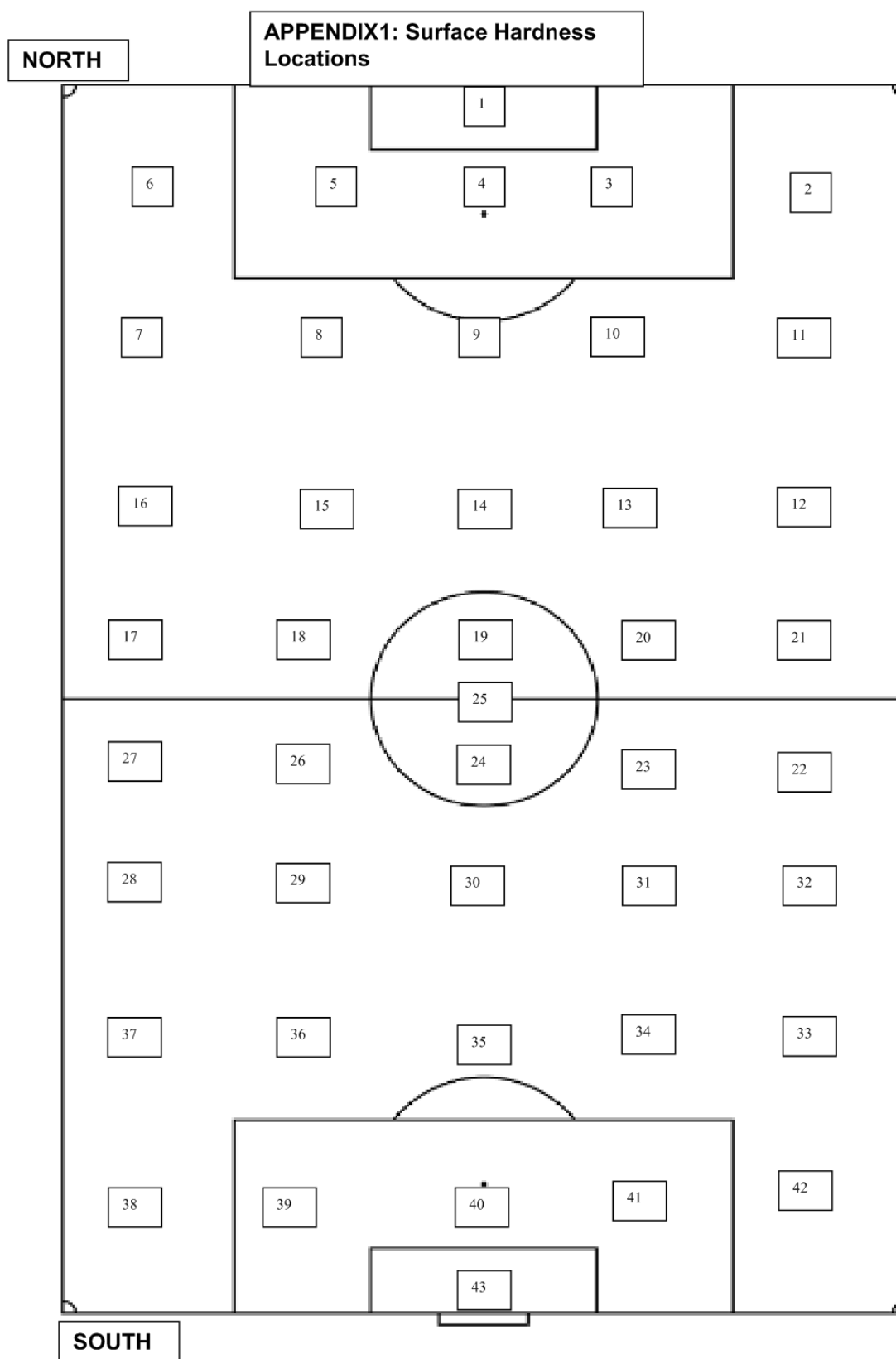
Yours sincerely



Bruce Macphee  
**AGCSATech**

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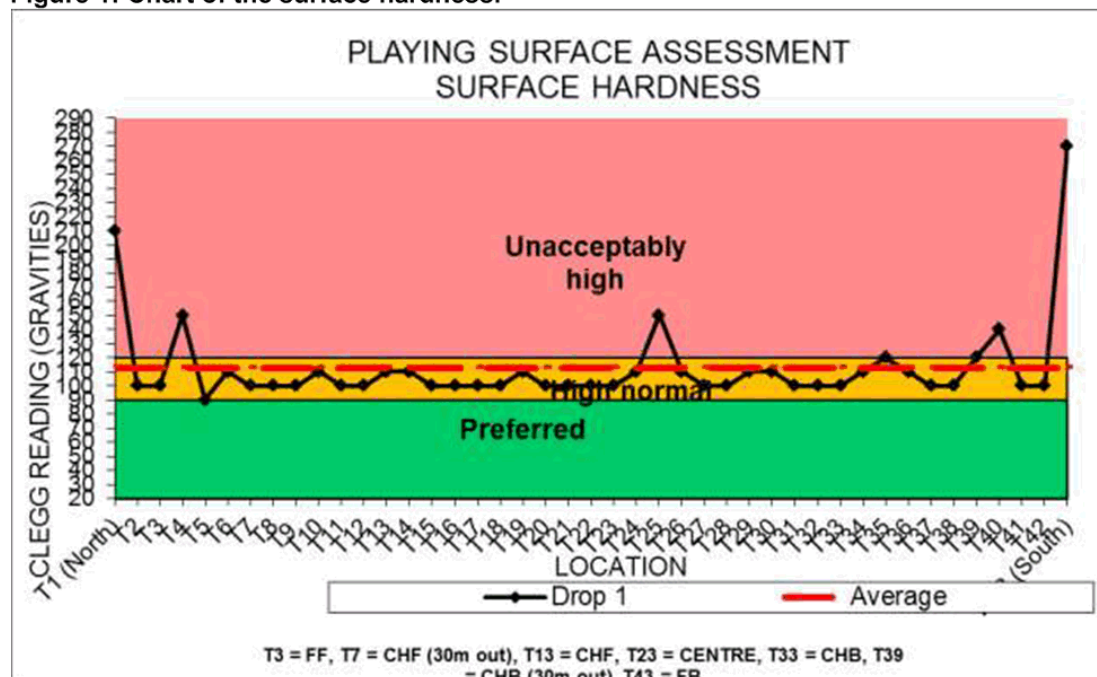


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Table 1: Surface hardness - Outfield

Location	1 <sup>st</sup> Drop	Location	1 <sup>st</sup> Drop
T1 (North)	210	T25(Centre circle)	150
T2	100	T26	110
T3	100	T27	100
T4	150	T28	100
T5	90	T29	110
T6	110	T30	110
T7	100	T31	100
T8	100	T32	100
T9	100	T33	100
T10	110	T34	110
T11	100	T35	120
T12	100	T36	110
T13	110	T37	100
T14	110	T38	100
T15	100	T39	120
T16	100	T40	140
T17	100	T41	100
T18	100	T42	100
T19	110	T43 (South)	270
T20	100	<b>Average</b>	<b>113.0</b>
T21	100	<b>Minimum</b>	<b>90</b>
T22	100	<b>Maximum</b>	<b>270</b>
T23	100	<b>Std. Deviation</b>	<b>31.4</b>
T24	110		

Figure 1: Chart of the surface hardness.



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## APPENDIX 3: Photographs



Photograph 1: Panorama view from western grand stand.



Photograph 2: Showing the proximity of the pathway and northern goals.

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**Photograph 3: Showing the proximity of the pathway and southern goals.**



**Photograph 4: View from the rear of the southern goals.**

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Photograph 5: Showing hole in the fence at the rear of the southern goals.



Photograph 6: Showing synthetic turf surface through the centre corridor of the pitch.

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Photograph 7: showing the southern goals.



Photograph 8: Showing the synthetic turf in the northern goals which is worn and excessively hard.

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## Clifton Park Synthetic Pitch

1. Background Information			
<b>Location:</b>	Clifton Park Synthetic 430 Victoria St, Brunswick VIC 3056	<b>Date:</b>	24/5/19
<b>Title of Assessment:</b>	Clifton Park Synthetic football pitch risk assessment	<b>Name of person conducting assessment:</b>	Bruce Macphee

2. Risk Assessment				
Identify and list Hazards		List Current Risk Controls	Risk Rating	List Additional Controls (if any - where current controls are not adequately managing the level of risk)
1	<b>Surface Coverage</b> (synthetic turf free of excessive wear, holes, torn or frayed edges)	Regular inspection prior to matches or training. The referee will check the pitch before each game for animal faeces, sharp objects and other litter.	Low	Inspections prior to training and on match days.
2	<b>Surface Levels</b> (surface free of holes, depressions or trip hazards)	Regular inspection prior to matches or training	Low	Inspections prior to training and on match days.
3	<b>Surface Hardness</b> (Surface conforms to acceptable surface hardness using clegg hammer)	Six monthly testing of surface using clegg hammer. Regular grooming and infill depth check.	High	Surface hardness must be addressed immediately Six monthly testing of surface using clegg hammer.
4	<b>Surface Traction</b> (Surface conforms to acceptable surface traction using traction device)	Six monthly testing of surface using traction device	Low	Six monthly testing of surface using traction device.
5	<b>Perimeter fencing Safe</b> (signage, free from holes protruding wire)	Regular inspection prior to matches or training	Medium	Repair hole in fencing behind north west and south eastern goals. Recommended to investigate replacement section with lockable pedestrian gate.
6	<b>Goalposts</b> (both permanent and temporary): danger of goals collapsing or injuries from implements used to secure goals Goal post padding securely attached	Goalposts on pitch should be checked by referees before each match	Low	Goalposts on pitch to be checked by referees before each match.

## Clifton Park Synthetic Pitch

2. Risk Assessment				
	Identify and list Hazards	List Current Risk Controls	Risk Rating	List Additional Controls (if any - where current controls are not adequately managing the level of risk)
7	Run off distance between boundary and perimeter fence	Fixed boundary marking at accepted distance	Low	No action required.
8	Spectator safety (Are spectators kept at an adequate distance from play)	Permanent perimeter fence in place to separate spectators and players	Low	Referee to keep spectators outside perimeter fencing.
9	Public safety (Are public at risk of impact by footballs)	Permanent perimeter fence in place to separate spectators and public.	Low	Potential risk to public from impact by football due to close proximity of pathway to rear of goals. Block pathway with traffic cones during matches. Erect warning signage at either end of ground.
10	Interchange benches ( Do interchange benches comply with laws, regulations, rules and standards)	Benches and structures should be checked periodically for condition and maintenance requirements.	Low	Six monthly inspections of structures for deterioration.
11				
12				

## Clifton Park Synthetic Pitch

1. **Consequence** - Evaluate the consequences of a risk occurring according to the ratings in the top row

Descriptor	Level	Definition
<b>Insignificant</b>	<b>1</b>	No injury
<b>Minor</b>	<b>2</b>	Injury/ ill health requiring first aid
<b>Moderate</b>	<b>3</b>	Injury/ill health requiring medical attention
<b>Major</b>	<b>4</b>	Injury/ill health requiring hospital admission
<b>Severe</b>	<b>5</b>	Fatality

3. **Risk Matrix** – Using the matrix calculate the level of risk by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
<b>Almost Certain Likely</b>	Medium	High	Extreme	Extreme	Extreme
<b>Possible</b>	Medium	Medium	High	Extreme	Extreme
<b>Unlikely</b>	Low	Medium	Medium	High	Extreme
<b>Rare</b>	Low	Low	Medium	Medium	High
	Low	Low	Low	Medium	Medium

2. **Likelihood** - Evaluate the likelihood of an incident occurring according to the ratings in the left hand column

Descriptor	Level	Definition
<b>Rare</b>	<b>1</b>	The event may occur only in exceptional circumstances.
<b>Unlikely</b>	<b>2</b>	The event could occur over an extended period of time
<b>Possible</b>	<b>3</b>	May occur several times over a period of time
<b>Likely</b>	<b>4</b>	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
<b>Almost Certain</b>	<b>5</b>	Prone to occur regularly It is anticipated for each repetition of the activity of event

4. **Risk Level/Rating and Actions**

Descriptor	Definition
<b>Extreme:</b>	<b>Extreme Risk:</b> Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken immediately. Cease associated activity.
<b>High:</b>	<b>High Risk:</b> Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification.
<b>Medium:</b>	<b>Medium Risk:</b> Management responsibility must be specified
<b>Low</b>	<b>Low risk:</b> manage by routine procedures

# DBT16/19 GOVERNANCE REPORT - AUGUST 2019 - CYCLICAL REPORT (D19/271836)

## Director Business Transformation

### Corporate Governance

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#### Executive Summary

The Governance Report has been developed as a monthly standing report to Council to provide a single reporting mechanism for a range of statutory compliance, transparency and governance matters.

The Governance Report – August 2019 includes:

- Reports from Committee to Council;
- Assemblies of Councillors records;
- Responses to On Notice items taken at the 10 July 2019 Council meeting;
- Authority to amend Planning Scheme Amendment documentation; and
- Appointment and authorisation to enforce the *Planning and Environment Act 1987*.

This report recommends that Council notes the Reports from Committee to Council, Records of Assemblies of Councillors and adopts the Councils Vehicle Crossing Policy as amended.

#### Officer Recommendation

That Council:

1. Notes the reports from Committees to Council at Attachment 1 to this report.
2. Notes the Records of Assemblies of Councillors held between 1 June and 30 June 2019 at Attachment 2 to this report.
3. Notes the responses to Question Time - On Notice items from the 10 July 2019 Council meeting at Attachment 3 to this report.
4. In the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989*:
  - a) Appoints and authorises the Council staff referred to in the Instruments at Attachment 4 to this report, as set out in each instrument.
  - b) Determines the instruments come into force immediately the common seal of Council is affixed to the instrument and remain in force until Council determines to vary or revoke.
  - c) Authorises the affixing of Council's common seal.
5. Notes the error in the resolution of DCF30/19 Amendment C164 Part 2 - Decision Gateway 3 - Consideration of Further Work and Decision on the Amendment, at the 8 May 2019 Council Meeting, that incorrectly references a PAO (Public Acquisition Overlay) rather than the correct PO (Parking Overlay) and authorises the Director City Futures to write to the Minister for Planning to advise of the clerical error as part of the adoption consideration of approval of Amendment C164, Part 2.

## **1. Policy Context**

The appointment of Councillors to specific areas of responsibility and committees provides a framework for relationships between Councillors and the administration of Council and reporting back of these committees to Council is an important transparency mechanism.

Section 80A of the *Local Government Act 1989* (the Act) sets out the context in which the Assembly of Councillors Records must be reported to Council.

The Meeting Procedure Local Law 2018 provides for the Chairperson to take a question On Notice and a written response to be provided to the person, should the question require a detailed answer that is not available at the meeting.

Section 224 of the *Local Government Act 1989* provides for the appointment of Authorised Officers for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

Under the *Planning and Environment Act 1987* Authorised Officers can only be appointed by Council as this act prohibits delegation of the power to appoint Authorised Officers.

## **2. Background**

The Governance Report has been developed as a standing monthly report to Council to provide a single reporting mechanism for a range of statutory compliance, transparency and governance matters.

In accordance with best practice and good governance principles, and to ensure compliance with the requirements of the *Local Government Act 1989* (the Act), this report incorporates matters including reporting of advisory committees, records of Assemblies of Councillors, items relating to the delegation of Council powers, and policy and strategy reporting.

## **3. Issues**

### **Reports from Committee to Council**

The minutes and/or a summary of the key issues discussed at the following meetings are provided at **Attachment 1** for Council's information:

- Human Rights Advisory Committee – 28 February 2019.
- Moreland Arts Advisory Committee – 20 June 2019.
- Audit and Risk Management Committee – 25 June 2019.

### **Assemblies of Councillors**

An Assembly of Councillors is a meeting of an advisory committee of the Council, if at least 1 Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and 1 member of Council staff which considers matters that are intended or likely to be the subject of a decision of the Council or delegate.

Some examples include Councillor Briefings, meetings with residents/developers/clients/organisations/government departments/statutory authorities and consultations. Councillors further requested that all Assembly of Councillors Records be kept for Urban Planning Briefing meetings, irrespective of the number of Councillors in attendance.

Records of Assemblies of Councillors and Planning Briefings held during the period 1 May to 31 May 2019 are presented at **Attachment 2** for the following meetings:

- Councillor Briefing - 5 May 2019.
- Finance Review Committee - 6 May 2019.
- Councillor Briefing - 13 May 2019.
- Human Rights Advisory Committee - 30 May 2019.

### **On Notice Responses**

At the 10 July 2019 Council meeting, 1 question was taken On Notice during question time:

- ON10/19 LXP - Active Transport - John Englart.

A copy of Council's response is included at **Attachment 3**.

### **Appointment and Authorisation to enforce the *Planning and Environment Act 1987***

The appointment of Authorised Officers facilitates the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council. Authorisations are made to specific Council officers in accordance with their roles and responsibilities.

Under the *Planning and Environment Act 1987* Authorised Officers can only be appointed by Council as this Act prohibits delegation of the power to appoint authorised officers.

The position description for Councils Urban Planners includes the objective:

*To undertake such duties, in consultation with the Planning Coordinator, Unit Manager Urban Planning and Group Manager City Development, as are necessary to achieve compliance with the Moreland Planning Scheme, Planning and Environment Act and related legislation.*

Therefore, it is recommended that all urban planners are authorised to undertake planning enforcement work, rather than relying solely on Planning Enforcement staff. This requires authorisation under the *Planning and Environment Act 1987* to comply with legislative requirements such as entry of land powers.

The Instruments of Appointment and Authorisation at **Attachment 4** concern 10 Urban Planners.

### **Amendment C164 correction**

At the 8 May 2019 Council Meeting, Council considered report DCF30/19 - Decision Gateway 3 - Consideration of Further Work and Decision on the Amendment. Amendment C164 (the subject of the report) seeks to proactively rezone industrial land in the Brunswick Structure Plan Area to implement the Brunswick Structure Plan and Moreland Industrial Land Strategy. Council's decision included an incorrect acronym. The acronym PAO (Public Acquisition Overlay) was used instead of the correct acronym PO (Parking Overlay).

Amendment C164 Part 2, sought to apply a Parking Overlay only to specific properties. It is clear from the amendment material, commentary included in the report, the Officer Recommendation and the attachments to the report, that the Amendment relates to the application of a Parking Overlay and not a Public Acquisition Overlay. Therefore, the use of the acronym PAO is confirmed as an administrative error. As Council is not able to make a decision on an amendment twice, it is recommended that the error is noted by Council and the Director City Futures is authorised to write to the Minister for Planning, accompanying Amendment C164 Part 2, outlining the clerical error and referencing this report.

## Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

### 4. Consultation

Advisory committees provide a valuable communication and consultation link between the organisation, Councillors, Council and the community.

Consultation regarding Amendment C164 Part 2 will be conducted in accordance with the requirements of the *Planning and Environment Act 1987*.

### 5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

### 6. Financial and Resources Implications

There are no financial implications associated with this report.

### 7. Implementation

Governance activity, including reports of committees to Council, Assemblies of Councillors and On Notice items, will continue to be reported to Council monthly.

The Instruments of Appointment and Authorisation will be duly executed.

Subject to Council's decision, the Director City Futures will write to the Minister for Planning to advise of the administrative error in relation to Amendment C164.

## Attachment/s

<a href="#"><u>1</u></a>	Committee to Council Reports - August 2019	D19/286257
<a href="#"><u>2</u></a>	Assembly of Councillors Record - 1 June 2019 - 30 June 2019	D19/219270
<a href="#"><u>3</u></a>	On Notice response from 10 July Council meeting	D19/299286
<a href="#"><u>4</u></a>	Instruments of Appointment and Authorisation to enforce the Planning and Environment Act 1987	D19/306798



### MINUTES - Human Rights Advisory Committee

<b>Date:</b> 28/02/19	<b>Time:</b> 6-8pm	<b>Location:</b> Council Chambers, 90 Bell Street Coburg
<b>Attendees:</b>	Kimberley Fraser, Philippa Day, Julio Estorinho, Elizabeth Young (Welcome to Australia), Lisa Marson (Brotherhood of St Laurence, NDIS), Muhammad Murtaza, Helen Mathews, Mellem Rose, Asad Khan, Cr. Mark Riley (Moreland City Council), Nalika Peiris (Moreland City Council), Sam Citroen (Moreland City Council), George Paris (Moreland City Council) and Libby Gott (Moreland City Council)	
<b>Apologies:</b>	Peter Smith, Anh Nguyen, Sue Lopez Atkinson, Jillian Dent, Ann Soo, Sarah Hockey	
<b>Chairperson:</b>	Cr Mark Riley	
<b>Standing Agenda Items</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome</b>	Acknowledgement of Country	Chair
<b>Introductions</b>	<p>"Welcoming Australia" – has been rebranded from "Welcome to Australia".</p> <p>New members Cr. Mark Riley, George Paris (Disability Planner) and Julio Estorinho (RWG rep) were acknowledged.</p> <p>Mellem made a note of name spelling – not Mellum, so please amend other documents.</p>	Officers to amend any name spelling errors
<b>Actions from last Minutes</b>	<ul style="list-style-type: none"> <li>Libby to scope a proposed Implementation Framework/Plan to be discussed at next meeting – this to be a standing item. – TO BE DISCUSSED IN ITEM 5</li> <li>TOR review must be on next agenda. – COMPLETE</li> <li>All other actions have been completed</li> </ul>	Libby



### MINUTES - Human Rights Advisory Committee

<p><b>Item 1: Report back from Network Meetings</b></p> <p>Disability Working Group (DWG) &amp; Reconciliation Working Group (RWG)</p>	<p>George represented Peter Smith for the DWG update:</p> <ul style="list-style-type: none"> <li>- Notice of Motion (NOM) overview of disability and access in retail shops and business' is underway</li> <li>- Council have employed Josh Morgan on a part-time basis since the last meeting who is blind and working on events and policy development as "Events Support Officer".</li> <li>- The last DWG meeting had guests from YMCA and Arts and Culture to talk about Leisure Centre access with communities and Council internally.</li> <li>- TOR (Terms of Reference) update was also discussed and will be reviewed for 2019 pending feedback from Governance unit.</li> </ul> <p>Julio gave the RWG update:</p> <ul style="list-style-type: none"> <li>- Jan 26 remains a key focus and how to progress the 'Change the Date' campaign.</li> <li>- Challenge of not having a Reconciliation Action Plan is being discussed and an April workshop planned to mitigate this.</li> <li>- Include a longer lead time for Jan 26<sup>th</sup> 2020, for broader education around what that date means.</li> <li>- Treaty talks/yarning circles about State Govt Treaty process was discussed as community education strategy.</li> <li>- The RWG sought to clarify as to its relationship with the HRAC and reporting of discussions and actions back to Council.</li> <li>- The RWG also sought mechanism to liaise with other working group and Advisory Groups.</li> <li>- The RWG also have a question regarding how does RWG liaise with other working groups (DWG, Early Years, Housing, etc.)?</li> </ul>	<p>Nalika to give overview of how all groups fit together in Item 3 (see below)</p>
<p><b>Item 2: Organisational Update</b></p>	<p>Restructure update from officers: The organisational restructure came into effect as of December 2018. The Engagement and Partnerships Department is a new area created to focus on strengthening community engagement, advocacy and major partnerships.</p>	<p>Action for officer – Updated organisational structure and strategic priorities/Council Plan to be re-sent to all committee members</p> <p>Officers</p>



### MINUTES - Human Rights Advisory Committee

	<p>In addition to the restructure the three areas of focus for Council is the Moreland Integrated Transport Strategy, Zero Carbon Moreland, and Waste Management.</p> <p>An associate issue of waste bins on the footpaths causing access issues was raised. Recommend using complaints and Enquiries App on the website to report bins issues.</p> <p>In relation to the topic of Zero Carbon Moreland the areas of climate emergency and the opportunity to link human rights and wellbeing planning and environmental links were raised.</p>	
<p><b>Item 3: Context/Refresh of purpose of Advisory Group and intersectionality approach</b></p>	<p>A presentation outlining the relationship between the Human Rights Policy and associated advisory and working group structures was presented along with a background of the development of the Human Rights Policy. (See Appendix)</p> <p>Council does not have a current Reconciliation Action Plan. There are many alternatives to having a RAP (which is essentially a business plan for Reconciliation work), with examples being:</p> <ul style="list-style-type: none"> <li>- 'Aboriginal Partnerships Plan' (City of Yarra)</li> <li>- 'Cultural Safety Template' (Merri Health, Inner North Primary Care Partnership )</li> <li>- RAP questions will be worked through in an upcoming workshop with RWG in April.</li> </ul> <p>The payment for members on Advisory Committees was raised and discussed. Key issues raised were:</p> <ul style="list-style-type: none"> <li>▪ the difference between unpaid/paid consultative work</li> <li>▪ volunteering and the challenges this presents and if it is fair/equitable for vulnerable communities to be constantly volunteering time.</li> <li>▪ there are potential governance issues here is payment is made.</li> <li>▪ the importance of using the skill-set of people with a lived experience</li> </ul>	Nalika



### MINUTES - Human Rights Advisory Committee

	<ul style="list-style-type: none"> <li>taking on the opportunities to go to communities rather than communities coming to Council.</li> <li>Consider issue of privilege consultation processes.</li> </ul> <p>There is an opportunity to consider these elements in the implementation of Council's Community Engagement Framework.</p> <p>The committee was informed of the budget simulator created to inform budget process. The timely communication of such useful tools was noted.</p>		
<b>Item 4: Terms of Reference Review/New Members</b>	<p>Council officers awaiting specific advice regarding Terms of Reference.</p> <p>Change of the term 'Asylum Seekers' to 'people seeking asylum' – all members agreed.</p> <p>Change term 'Transgender' to 'Trans and gender diverse' and Bisexual has no hyphen. Also include Asexual.</p> <p>Specific Questions raised in relation to engaging communities with limited English, young people, unemployment, social cohesion.</p>	<p>TOR edits: change wording to "people seeking asylum" rather than "asylum seekers".</p> <p>Trans and Gender diverse rather than 'Transgender'.</p> <p>Bisexual has no hyphen.</p> <p>Include Asexual.</p> <p>Nalika to talk to Youth committee about representation/presence at HRAC</p> <p>Hard copies of the documents to be sent to members as requested. Helen to receive hard copies.</p>	<p>Officers</p>



### MINUTES - Human Rights Advisory Committee

		Circulate links to the social cohesion plan.	
<b>Item 5: Implementation Plan Human Rights Policy in practice</b>	<p>An outline of the items will be embedded an annual report to Council in September 2019. The biannual implementation plan is developed for internal use. The first phase has now finished (2016-18), and the next phase is being scoped. A draft will be ready to present at the next meeting.</p> <p>Employment Diversity and Communication/Visibility are two focus areas of interest in the next phase (2019-2020).</p>	<p>Officer to send draft implementation plan with next agenda.</p>	Officers
<b>Item 6: Maurice Blackburn Oration 2020 Background and Future Planning</b>	<p>Renaming of Oration to be considered – “Doris and Maurice Blackburn Oration” considering Doris Blackburn made the bequest, not Maurice.</p> <p>The next oration is planned for mid/late 2020. HRAC can suggest speakers and will be consulted on the planning of the event.</p>	<p>Include link of the Oration page in minutes (see below).</p> <p><b>Maurice Blackburn Oration Page:</b>  <a href="https://www.moreland.vic.gov.au/events-recreation/festivals-and-major-events/maurice-blackburn-oration/">https://www.moreland.vic.gov.au/events-recreation/festivals-and-major-events/maurice-blackburn-oration/</a></p>	Officers
<b>Other Business:</b>	<p>Sydney Road Street Party Parade will be happening in early March with a parade for the first time. There may be potential for some human rights elements in the future.</p> <p>Midsumma – Pride March and Carnival both had Moreland representing alongside all Northern Network Councils (Banyule, Darebin, Yarra, Whittlesea and Nillumbik). It was noted by members that the LGBTIQ+ Digital Histories Libraries</p>	<p>Libby to pass on to the libraries staff that workshop feedback was positive</p>	All



### MINUTES - Human Rights Advisory Committee

	<p>workshop said it was fantastic and to pass on to the libraries staff; and the All-Inclusive Gym and Swim night at Brunswick Baths was also a success.</p> <p>2019 is the UN – International Year of Indigenous Languages</p> <p>Harmony Day will be hosted on 21<sup>st</sup> March, at the Harry Atkinson Centre from 11am -1pm with guest speakers and refreshments.</p> <p>International Women's Day next Friday 8<sup>th</sup> March at Brunswick Town Hall - Gender Equality statement will be tabled at the 13 May Council meeting for adoption.</p> <p>Phillipa - Thanks to Libby for all the hard work while in Petr's role.</p>	George to share Harmony Day info when available.	
<b>Next Meeting:</b>	Thursday May 30 <sup>th</sup> 6-8pm (during Reconciliation Week)		Officers
<b>Thank you and Close</b>	Meeting closed at 8.05pm		Chair

### APPENDIX 1



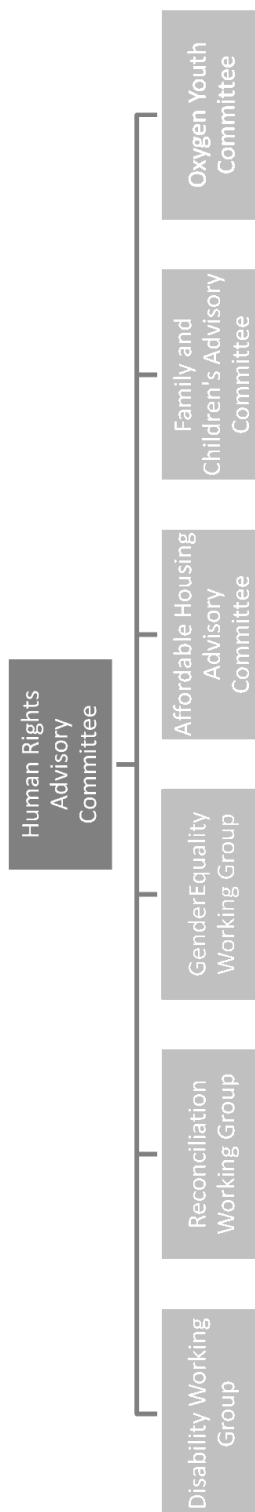
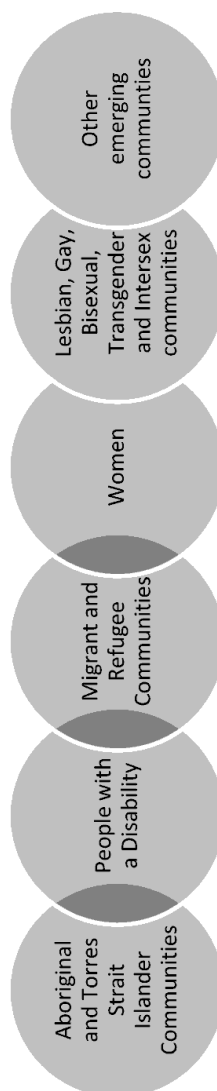
## MINUTES - Human Rights Advisory Committee

### Council Plan

### Municipal Public Health Plan

### Municipal Strategic Statement

### Human Rights Policy



**MORELAND ARTS ADVISORY COMMITTEE (MORELAND ARTS BOARD) – Minutes**

**Date:** Thursday June 20, 2019

**Time:** 6.00pm – 7.30pm

**Venue:** Council Chambers, Coburg Civic Centre

**Chair:** Cr Mark Riley

**Secretary:** Craig Rogers (Unit Manager Arts and Culture)

**Guests:** Genimaree Panozzo (Manager Cultural Development).

**Attendees:** Mitchel Brannan, Jane Hartnell, Luke Duncan King, Olivia Poloni, Rohini Sharma, Fern Smith and Dan Wollmering.

**Apologies:** Izzy Roberts-Orr, Linda Short, Bobby Virgona (Next Wave)

Agenda Item	Notes and Agreements	Who
Welcome & Introductions	<ul style="list-style-type: none"> <li>- Welcome</li> <li>- Minutes from previous meeting accepted by members as a true reflection</li> <li>- Acknowledgement of country</li> </ul>	Chair
Arts Investment Grants Review	<ul style="list-style-type: none"> <li>- Review of Draft Arts Investment Grants Evaluation Report including review of recommendations</li> <li>- Discussion ensued regarding confusion between the Arts Investment Grants program and the Arts Activation Grants</li> <li>- In order to remove this confusion, the Arts Activation Grants should continue to focus on projects, events and initiatives, both once off and ongoing, and also continue to focus on capacity building activities for local community groups</li> <li>- The Arts Investment Grants should as a result, focus on funding operational and infrastructure needs relating to arts organisation either already with Moreland or relocating to the area. This would include professional development activities for the sector</li> <li>- Discussion ensued regarding the strong desire to obtain commitment from Council for multi-year funding for the Arts Investment Grants to give greater certainty to arts organisations and allow for multi-year grant funding</li> <li>- Suggested that a case be made to Council to include this as ongoing budget.</li> <li>- Discussion ensued regarding the need for more formal data to be obtained from grant recipients. Current funding recipients of the Arts Investment Grants are required to submit a financial acquittal only</li> </ul>	All

	<ul style="list-style-type: none"> <li>- It is recommended that the acquittal process be expanded to include a written project acquittal with specific headings</li> <li>- Suggestion that mandatory interviews be included in the grant requirements for funding recipients at the end of their projects</li> <li>- Suggestion that before grants are provided we need to be clear with funding recipients what data needs to be collected</li> <li>- Question raised regarding funded infrastructure and what happens to the infrastructure if the organisation closes</li> <li>- Suggestion that a link be provided on the website to previously funded grants to provide great clarity to applicants regarding the purpose of these grants</li> <li>- Suggestion that video applications be allowed for communities that may not have sufficient written English skills</li> <li>- Suggestion also about allowing interviews as part of the process for funding assessments</li> <li>- Discussion ensued regarding how to promote the grants including a suggestion that Council obtain videos from previous funding recipients regarding the benefits of the grants and outcomes</li> <li>- Discussion ensued regarding the need to look at streamlining the application process more if possible</li> <li>- Discussion ensued regarding the importance of this funding program to the local arts community</li> </ul>	
<p>John Pascoe Fawkner Memorial</p> <ul style="list-style-type: none"> <li>- Update</li> </ul>	<ul style="list-style-type: none"> <li>- Background to the John Pascoe Fawkner Memorial project provided by Craig Rogers</li> <li>- In October 2018 Council called for a report regarding the potential relocation of the John Pascoe Fawkner Statue, formerly located in the City of Melbourne.</li> <li>- The artist of the work, Michael Meszaros, is prepared to gift the piece to Moreland Council.</li> <li>- Consultation is almost complete regarding the John Pascoe Fawkner monument</li> <li>- Discussion ensued regarding the John Pascoe Fawkner monument. John Fawkner is very well represented. Suggestion that what the community needs is more indigenous acknowledgement</li> </ul>	Craig Rogers
<p>Moreland Advocacy LXRA Public Art Opportunities</p>	<ul style="list-style-type: none"> <li>- Discussion regarding the LXRA project and potential public art and arts infrastructure opportunities within this project</li> <li>- Considered vital that the Moreland Arts Advisory Committee take a proactive role and advocate about the benefits of public art in</li> </ul>	All

	<p>these spaces and opportunities for local artists to ensure they are included.</p> <ul style="list-style-type: none"> <li>- Discussion ensued about social procurement being built into the LXRA project</li> <li>- The Arts Infrastructure and Public Art Officer roles have recently been aligned to better advocate for arts into this project</li> <li>- As a committee the Moreland Arts Advisory Committee wants to ensure good public outcomes for artists and arts infrastructure</li> <li>- Suggested that there is a need to make sure council is involved in which artists get commissioned works</li> <li>- Suggested that gallery space could be provided in current stations on ground level as these will be available and empty</li> <li>- Ed Service, Arts Infrastructure Officer, is part of the Internal Working Group on this project. Ed will attend the next Arts Advisory Committee meeting to discuss this project in particular what opportunities are there for artists to be involved</li> <li>- Request from the Moreland Arts Advisory Committee that Council continue to advocate for dedicated public art funding from the LXRA</li> </ul>	
Any other business	Close	Chair

Next Meeting – Tuesday 13th August, 6:00pm - 7:30pm



Moreland City Council

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<b>Committee:</b>	Audit and Risk Management Committee (an Advisory Committee of Council pursuant to Section 139(2) of the <i>Local Government Act 1989</i> )
<b>Meeting Date:</b>	Tuesday 25 June 2019
<b>Representatives:</b>	Councillors – Cr John Kavanagh, Cr Mark Riley and Cr Ali Irfanli (apology) Independent members - John Watson (Chair), Craig Burke and Joelle Tabone

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The Audit and Risk Management Committee (ARMC) is chaired by Independent Chair, John Watson. The following business was conducted:

- No conflicts of interest were declared.
- No fraud or impeding legal matters were noted.
- No obstructions to the work of the internal auditor or external auditor were noted.
- The Minutes of the Audit and Risk Management Committee meeting held 26 March 2019 were confirmed.
- That status of business actions from the previous ARMC Minutes were noted.
- A Cyber Security Update was noted and the development of a Cyber Security Strategy was endorsed.
- A Workcover Information Report was noted.
- VAGO's report on the Follow Up of Oversight and Accountability of Committees of Management was noted.
- As part of Committee Management, the list of key policies for review was endorsed, the Committee Health Check for 2018/19 was noted and Committee member position description and skills matrix reviewed.
- The status of outstanding audit items was noted.
- The Audit Function Improvement Program for 2019/20-2021/22 was noted and an update requested for 17 September Committee meeting.
- Register of delegations currently in place for Council were noted.
- Draft Gifts, Benefits and Hospitality Policies for employees and Councillors were noted as well as the Gifts Registers.
- Status against the 2018/19 Internal Audit Program was noted.
- Proposed Annual Internal Audit Program July 2019-June2020 was endorsed.
- The Leisure Facilities Contract Management Review, Follow Up of Selected Higher Risk Matters Raised in Prior Audit Reports and Procurement and Purchasing Cards Review Audit Reports were endorsed, including associated recommendations and management actions.
- Fraud Management and Prevention Memorandum of Audit Planning was endorsed.
- Recent reports and publications were noted.
- External Audit Interim Management Letter from VAGO was noted.
- Risk Management Quarterly Status Update was noted.
- Financial Management Report for the financial year-to-date period ended 30 April 2019 was noted.

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**Next Meeting:** 3 September 2019 at 6pm.

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## ASSEMBLY OF COUNCILLORS RECORD

1 June 2019 to 30 June 2019

An Assembly of Councillors is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Assembly of Councillors does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139 of the *Local Government Act* a club, association, peak body, political party or other organisation.

Assembly details	Councillor attendees	In	Out	Officer attendees	Matters discussed	Conflict of interest disclosures
<b>Councillor Briefing</b> 3 June 2019	<u><b>In Attendance</b></u> Cr Abboud Cr Bolton Cr Dorney Cr Irfanli Cr Kavanagh Cr Martin Cr Riley Cr Tapinos Cr Yildiz JP  <u><b>Apologies</b></u> Nil  <u><b>Absent</b></u> Nil  <u><b>Leave of absence</b></u> Cr Carli Hannan Cr Davidson	6.52 pm 6.52 pm 6.52 pm 6.52 pm 6.52 pm 6.52 pm 6.52 pm 6.52 pm 6.52 pm 6.52 pm	7.48 pm 7.48 pm 7.48 pm 7.48 pm 7.48 pm 7.48 pm 7.48 pm 7.48 pm 7.48 pm 7.19 pm	Nerina Di Lorenzo Liz Rowlands Arden Joseph Grant Thorne Phil Priest Sue Vujcevic Joseph Tabacco Greg Gale	<ul style="list-style-type: none"> <li>• Budget submissions</li> </ul>	Nil
<b>Councillor Briefing</b> 11 June 2019	<u><b>In Attendance</b></u> Cr Abboud Cr Bolton Cr Davidson Cr Dorney Cr Irfanli Cr Kavanagh Cr Martin Cr Riley Cr Tapinos  <u><b>Apologies</b></u> Cr Yildiz JP  <u><b>Absent</b></u> Nil  <u><b>Leave of absence</b></u> Cr Carli Hannan	6 pm 6.30 pm 6 pm 6 pm 6.45 pm 6.30 pm 6 pm 6 pm 6 pm 6 pm	10 pm 10 pm 10 pm 10 pm 10 pm 10 pm 8.50 pm 10 pm 10 pm 10 pm	Nerina Di Lorenzo Arden Joseph Grant Thorne Phil Priest Sue Vujcevic Joseph Tabacco Phil Priest Barry Hahn Leanne Giardina Marie Clare O'Hare Kate Shearer Kim Giaquinta Andrew Dodd	<ul style="list-style-type: none"> <li>• MCH Service Name – Consultation Findings</li> <li>• Saxon Street Redevelopment</li> <li>• Activity Centre Pilot outcomes and Amendment C171</li> <li>• Waste Services Review</li> <li>• Council Meeting Agenda</li> </ul>	Cr Abboud declared a conflict of interest in Notice of Motion NOM25/19 (Council meeting agenda) - and left the meeting for the discussion

Assembly details	Councillor attendees	In	Out	Officer attendees	Matters discussed	Conflict of interest disclosures
<b>Councillor Briefing</b> 17 June 2019	<b><u>In Attendance</u></b> Cr Bolton Cr Kavanagh Cr Martin Cr Riley  <b><u>Apologies</u></b> Cr Davidson (at ALGA conference) Cr Abboud Cr Dorney Cr Irfanli Cr Yildiz JP  <b><u>Leave of absence</u></b> Cr Carli Hannan Cr Tapinos	6.20 pm 6 pm 6 pm 6 pm	8.26 pm 8.26 pm 8.26 pm 8.26 pm	Liz Rowlands Arden Joseph Grant Thorne Phil Priest Sue Vujcevic Joseph Tabacco Jodie Watson Tom Barnes Greg Gale Amber Stuart Genimaree Panozzo Craig Rogers	<ul style="list-style-type: none"> <li>Risk Appetite Statement</li> <li>Gifts, Benefits and Hospitality Policy</li> <li>Budget 2019/2020</li> <li>Coburg Night Market 2019</li> </ul>	Nil
<b>Planning Briefing</b> 24 June 2019	<b><u>In Attendance</u></b> Cr Abboud Cr Dorney Cr Irfanli Cr Kavanagh Cr Martin Cr Riley  <b><u>Apologies</u></b> Nil  <b><u>Leave of absence</u></b> Cr Carli Hannan Cr Davidson Cr Tapinos  <b><u>Absent</u></b> Cr Bolton Cr Yildiz JP	6.55 pm 6.55 pm 6.55 pm 6.55 pm 6.55 pm 6.55 pm	9.18 pm 9.18 pm 7.37 pm 9 pm 9.18 pm 9.18 pm	Narelle Jennings Phil Priest Vita Galante Darren Camilleri Robert Shatford Lachlan McGowan Joseph Tabacco Marie Clare O'Hare Liz Nairn Nerina Di Lorenzo	<ul style="list-style-type: none"> <li>116 Jukes Road, Fawkner</li> <li>21-25 Northumberland Road, Pascoe Vale</li> <li>2 Elm Grove, Brunswick</li> <li>92-104 Lowson Street, Fawkner</li> </ul> <p><i>Councillor briefings on other matters:</i></p> <ul style="list-style-type: none"> <li>151 Melbourne Avenue, Glenroy</li> <li>3-5 Centennial Avenue, Brunswick West – Supreme Court Appeal</li> <li>22 Black Street, Brunswick</li> </ul>	92-104 Lowson Street, Fawkner: Cr Irfanli Cr Kavanagh

**Sent:** Tuesday, 30 July 2019 12:24 PM

**To:** [REDACTED]

**Subject:** HPRM: On Notice Item from 10 July Council meeting

Hi John,

It was nice to see you at the Town Hall meeting on the weekend.

I'm writing in response to your question from the July 10 Council meeting, and I apologise for the delay in my reply. You asked whether Council had provided any active transport data to the LXR, and if the LXR had in return shared any data with us.

I can advise that Council has supplied the following active transport data to the LXR:

- 2019 Upfield Corridor Study (24 hours – Park Street to Sydney Road)
- 2017 Upfield Corridor Study (24 hours – Park Street to Sydney Road)
- 1999 to 2015 Upfield Corridor Study (24 hours – Park Street to Sydney Road)
- 2019 Super Tuesday report (2 hours at a range of locations across Moreland)
- 2018 Super Tuesday report (2 hours at a range of locations across Moreland)
- Super Tuesday Summary report up to 2017

All of these studies relate to bicycle count data and have been provided to the LXR to assist in their understanding of bicycle traffic along the Upfield Shared User Path and wider bicycle network across Moreland.

In response to your second question, officers are not aware of any active transport data that has been provided to us by the LXR.

I trust this answers your query. Should you require any further information, please don't hesitate to contact Council's LXR Project Manager, Richard Tolliday on [rtolliday@moreland.vic.gov.au](mailto:rtolliday@moreland.vic.gov.au).

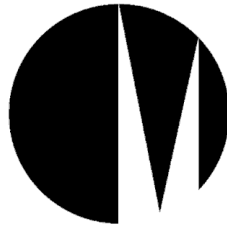
Kind regards,  
Joseph

**Joseph Tabacco**

Director Engagement & Partnerships | Moreland City Council  
90 Bell Street, Coburg 3058 | Locked Bag 10, Moreland 3058  
9240 2227 | 0429 869 996 | [jtabacco@moreland.vic.gov.au](mailto:jtabacco@moreland.vic.gov.au)



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Moreland City Council

## **Moreland City Council**

### **Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)**

S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/285603

### Instrument of Appointment and Authorisation

In this instrument 'officer' means

- **Mark Hughes, Coordinator Urban Planning**

**By this instrument of appointment and authorisation Moreland City Council –**

1. under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared** that this instrument –

- (a) comes into force immediately upon its execution;
- (b) remains in force until:
  - (i) varied or revoked, or
  - (ii) the officer's employment by Moreland City Council ceases.

This instrument is authorised by a resolution of the Moreland City Council on 14 August 2019.

The COMMON SEAL of )  
MORELAND CITY COUNCIL )  
was affixed on 14 August 2019 )  
with the authority of the Council:

.....  
Chief Executive Officer

.....  
Councillor



Moreland City Council

## **Moreland City Council**

### **Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)**

S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/285743

### Instrument of Appointment and Authorisation

In this instrument 'officer' means

- **Robert Shatford, Planning Team Coordinator**

**By this instrument of appointment and authorisation Moreland City Council –**

1. under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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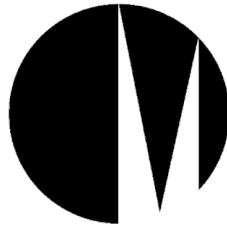
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Moreland City Council

## **Moreland City Council**

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/285564

**Instrument of Appointment and Authorisation**

In this instrument 'officer' means

- **Darren Camilleri, Planning Team Coordinator**

**By this instrument of appointment and authorisation Moreland City Council –**

1. under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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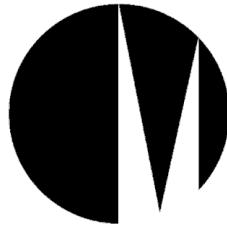
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Councillor



Moreland City Council

## **Moreland City Council**

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/290766

### Instrument of Appointment and Authorisation

In this instrument 'officer' means

- Vita Galante, Planning Team Coordinator

**By this instrument of appointment and authorisation Moreland City Council –**

1. under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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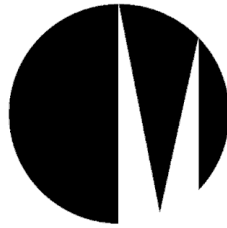
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Moreland City Council

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/298035

### Instrument of Appointment and Authorisation

In this instrument 'officer' means

- Katherine MacLaren, Principal Urban Planner

**By this instrument of appointment and authorisation Moreland City Council –**

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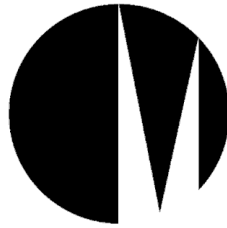
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Moreland City Council

## **Moreland City Council**

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/298041

### Instrument of Appointment and Authorisation

In this instrument 'officer' means

- Lachlan McGowan, Principal Urban Planner

**By this instrument of appointment and authorisation Moreland City Council –**

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Moreland City Council

## **Moreland City Council**

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/298048

### Instrument of Appointment and Authorisation

In this instrument 'officer' means

- Lauren Lees, Principal Urban Planner

**By this instrument of appointment and authorisation Moreland City Council –**

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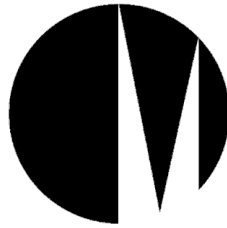
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Moreland City Council

## **Moreland City Council**

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/298021

### Instrument of Appointment and Authorisation

In this instrument 'officer' means

- **Jessica Weymouth, Urban Planner**

**By this instrument of appointment and authorisation Moreland City Council –**

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Councillor



Moreland City Council

## **Moreland City Council**

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/298073

### Instrument of Appointment and Authorisation

In this instrument 'officer' means

- Michael Alexander, Urban Planner

**By this instrument of appointment and authorisation Moreland City Council –**

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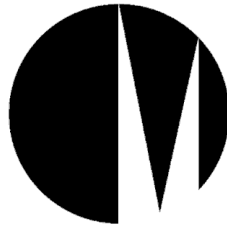
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Moreland City Council

## **Moreland City Council**

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

14 August 2019  
D19/298081

### Instrument of Appointment and Authorisation

In this instrument 'officer' means

- William Loton, Urban Planner

**By this instrument of appointment and authorisation Moreland City Council –**

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## **EMF28/19 DISCONTINUANCE AND SALE OF PORTION OF ROAD ENCLOSED AT 1 ESSEX STREET, BRUNSWICK (D19/264509)**

### **Executive Manager Finance**

#### **Property**

---

#### **Executive Summary**

The purpose of this report is to recommend the discontinuance of the road status and sale of the land from the former road at the side of 1 Essex Street, Brunswick, to the adjoining owner.

On 9 November 2018, the owner of 1 Essex Street, Brunswick, contacted Council expressing an interest in acquiring a narrow section of the road reserve enclosed within the fence boundary of the property shown at Attachment 1.

The owner of 1 Essex Street, Brunswick undertook a cadastral survey of their property. This survey identified a difference between the title boundary and the property boundary fence line built along the north side of Walton Street encroaching into the road reserve.

The encroachment is up to 0.58 metres in width and 18.29 metres in length, measuring approximately 10.6 square meters in total. The fence line is aligned with other buildings along the north side of Walton Street.

The proposed discontinuance and transfer of land from the road will not change the current status and use of the road. The remaining road measures 6.4 metres in width, which is sufficient for vehicle movement.

At the May 2019 meeting (EMF15/19), Council resolved to commence the procedures to discontinue the enclosed narrow section of Right of Way (ROW) and sell the land in accordance with section 206 and clause 3 of Schedule 10 of the *Local Government Act 1989*. As part of the statutory process, public notice of the proposal was given. No submissions or objections were received.

The proposed sale of the former road to the owner of 1 Essex Street, Brunswick will provide income of \$15,697 to Council. This amount has been agreed upon by the applicant for the purchase pending a Council decision. This transaction would result in the removal of road status for the narrow length section of road to the side of 1 Essex Street, Brunswick.

#### **Officer Recommendation**

That Council:

1. Notes no objections were received, and internal and external referrals provided no objections, to the proposed discontinuance and sale of the road enclosed within the side of 1 Essex Street, Brunswick, as shown at Attachment 1 to this report and determines the road enclosed within the side of 1 Essex Street, Brunswick, is not reasonably required as a road for public use.
2. Approves the discontinuance and sale of the road enclosed within the side of 1 Essex Street, Brunswick, as shown at Attachment 1 to this report, by private treaty to the property owners of 1 Essex Street, Brunswick for the purchase price of \$15,697.00, in accordance with section 206 and clause 3 of Schedule 10 of the *Local Government Act 1989* and Council's *Rights of Way Associated Policies 2011* and the *Rights of Way Strategy*.
3. Authorises the Executive Manager Finance to do all things necessary to affect the discontinuance and sale of the narrow section of road enclosed within the side of 1 Essex Street, Brunswick to the adjoining property owner.

4. Publishes notice of the approval of the discontinuance and sale of the road enclosed within the side of 1 Essex Street, Brunswick in the *Victoria Government Gazette*.
5. Updates the Register of Public Roads in accordance with section 19 of the *Road Management Act 2004*, in the following the discontinuance being published in the *Victoria Government Gazette*, without a further report to Council.

## **1. Policy Context**

The Council Plan 2017–2021 articulates Council's provision of a large range of services for our community. These externally facing service areas are supported by a range of Council teams that include the management of the community's Council-owned property and assets.

Council's Rights of Way Associated Policies 2011 and Rights of Way Strategy 2011 have been used in assessing this proposal.

## **2. Background**

On 9 November 2018 the owner of 1 Essex Street, Brunswick contacted Council expressing an interest in acquiring the narrow section of the road enclosed within their fence boundary. The proposed road discontinuance area is shown highlighted in blue on the plan as shown at **Attachment 1** to this report.

The road was created in 1892, located on title Volume 2474 Folio 494704.

At the May 2019 Council meeting (EMF15/19), Council resolved to commence the procedures to discontinue the enclosed narrow section of road and sell the land in accordance with section 206 and clause 3 of Schedule 10 of the *Local Government Act 1989*.

To discontinue and transfer the land from the former road will not affect the current status of the remaining road and will formalise the occupation of the narrow section of road that is currently enclosed.

## **3. Issues**

A cadastral survey of the property at 1 Essex Street, Brunswick by a land surveyor identified an encroachment into the ROW, showing a difference between the fence and title boundaries. The southern side fence-line of 1 Essex Street Brunswick is aligned with other buildings along Walton Street, as shown at **Attachment 2**.

The encroachment ranges from approximately 0.43 metres to 0.58 metres in width and 18.29 metres in length, measuring approximately 10.61 square meters in total.

The narrow, enclosed section of road does not currently provide carriageway rights to any other properties, nor does this section serve any municipal road purposes. Council records indicate the narrow section of road has been enclosed and built over since at least 1979. It has not been used for road purposes for a minimum of 38 years.

Council officers recommend discontinuing the road and to sell the land from the former road in accordance with the procedures under *Local Government Act 1989* and Councils *Rights of Way Strategy* and *Rights of Way Associated Policies*.

### **Human Rights Consideration**

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

#### 4. Consultation

Public notice of Council's intention to discontinue the former road and sell the land appeared in the *Moreland Leader* newspaper on 20 May 2019 and *Northern Leader* newspaper on 21 May 2019. The proposal was made available on Council's website and the 8 adjoining owners were notified in writing.

No objections were received during the public notice period.

A Dial Before You Dig search was undertaken to locate external services in the location of the proposed road discontinuance and the following services have no assets in the immediate area:

- APA;
- Citipower.

The following external referral authorities were consulted regarding the proposal:

- Yarra Valley Water;
- Melbourne Water;
- Telstra.

The following Council units and Council officers were consulted regarding the proposal:

- Engineering Services;
- Development Engineer;
- Transport Development Engineer;
- City Development;
- Building Services;
- Street Cleansing;
- Open Space Design and Development;
- Open Space Maintenance.

No objections were received. There are no service assets in this section of road.

#### 5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

#### 6. Financial and Resources Implications

The applicant has paid a deposit of \$1,200 for the application to discontinue the road and purchase the land pending a Council decision.

In accordance with 3.4.2 of Council's Rights of Way Associated Policies, the former road will be sold to the owner in physical occupation.

In accordance with section 3.5.1 the ROW shall be sold at market rates.

The owner of 1 Essex Street, Brunswick has agreed to the purchase price of \$15,697 and have signed a conditional 'Letter of Offer' pending Council's decision.

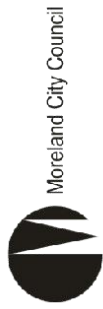
Once discontinued and sold, the land at 10.61 square metres will become rateable.

#### 7. Implementation

Subject to Council's decision, officers will proceed with the formal discontinuance of the ROW and prepare the transfer documentation.

#### Attachment/s

- 1 [Aerial Map - 1 Essex Street, Brunswick](#) D19/110913
- 2 [Site Photo - 1 Essex Street, Brunswick](#) D19/111245







**EMF29/19 PROPOSED RIGHT OF WAY DISCONTINUANCE AND SALE  
ADJOINING 1-7/51-53 MIDDLE STREET, 45-51 DAVIES  
STREETS AND 6-10 PIMBIAL COURT, HADFIELD  
(D19/281242)**

**Executive Manager Finance**

**Property**

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**Executive Summary**

The purpose of this report is to recommend the commencement of the statutory process under the *Local Government Act 1989*, to discontinue the landlocked road at Middle Street, Pimbial Court and Davies Street, Hadfield and sell the land from the former road to the owners of the adjoining properties.

On 29 December 2017, Council received a request for acquiring a section of the Right of Way (ROW) adjoining properties at units 1-7/51-53 Middle Street, 45-51 Davies Street and 6-10 Pimbial Court, Hadfield, shown at Attachment 1 to this report.

The road was created in 1850, located on Old (General) Law title in Book I, number 435. The ROW originally ran from Middle Street to South Street. Part of the road to the south of Pimbial Court was claimed via adverse possession by a large development. The remaining ROW is a long, narrow strip, measuring approximately 1.8 metres in width and 118.5 metres in length, measuring approximately 213.3 square metres in total.

Part of the northern section of road is occupied by a development built in the 1970's these are Units 1-7 of 51-53 Middle Street. The section between Pimbial Court and Davies Street was previously occupied by an old factory site between 1989 to 2012. This site was demolished by 2014, residential development started in 2016, developing and subdividing properties to create 6, 7, 8, 9 and 10 Pimbial Court abutting the ROW.

Following the initial enquiry, Council wrote to the owners of the properties adjoining the ROW at Pimbial Court, part of Davies Street and units in Middle Street.

Three other owners have responded in writing with an interest in purchasing. The proposed sale of the ROW to the 4 property owners will provide total income of \$38,500 to Council. These transactions would result in the removal of the road status and any unsold portions will be vested in Council, avoiding any future claims of adverse possession.

As the section of road is not required, it is recommended that the statutory process to discontinue the road and sell the land be commenced.

**Officer Recommendation**

That Council:

1. Commences the procedures to discontinue the 213.3 square metre section of road and sell the land shown highlighted in blue outline at attachment 1 to this report, to the adjoining property owners in accordance with section 206 and clause 3 of Schedule 10 of the *Local Government Act 1989*.
2. Gives public notice of the proposed discontinuance in the *Moreland* and *Northern Leader* newspapers and on Council's website and invites written submissions. The notice will state that if discontinued, Council proposes to sell the land from the road to the owners of 3/51-53 Middle Street, 5/51-53 Middle Street, 2/47 Davies Street and 2/49 Davies Street, Hadfield, in accordance with Council's Rights of Way Associated Policies 2011 and the Rights of Way Strategy.
3. Appoints Councillor \_\_\_\_\_ as Chair, and Councillors \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to a Committee to hear any submitters requesting to be heard in support of their written submission.

4. Notes the Hearing of Submissions Committee meeting will to be held on a date and time to be set, at the Moreland Civic Centre, 90 Bell Street, Coburg. The date and time will be set by Council and any submitters will be notified.
5. Following the consultation process, receives a report outlining any submissions received in relation to the proposed discontinuance and sale, with a recommendation whether to proceed.

## **1. Policy Context**

The Council Plan 2017–2021 articulates Council's provision of a large range of services for our community. These externally facing service areas are supported by a range of Council teams that include the management of the community's Council owned property and assets.

Council's Rights of Way Associated Policies 2011 and Rights of Way Strategy 2011 have been used in assessing this proposal.

## **2. Background**

On 29 December 2017, Council received a request for acquiring a section of the Right of Way (ROW) adjoining properties at units 1-7/51-53 Middle Street, 45-51 Davies Street and 6-10 Pimbial Court, shown at **Attachment 1** to this report.

The road was created in 1850, located on Old (General) Law title, in Book I, number 435. The ROW originally ran between Middle Street to South Street. Part of the road to the south of Pimbial Court was claimed via adverse possession by a large development. The remaining ROW is a long, narrow strip, measuring approximately 1.8 metres in width and 118.5 metres in length, measuring approximately 213.3 square metres in total.

Part of the northern section of road is occupied by a development built in the 1970's these are Units 1-7 of 51-53 Middle Street. South of this, the section between Pimbial Court and Davies Street was previously occupied by an old factory site between 1989 to 2012. This site was demolished by 2014, residential development started in 2016, developing and subdividing properties to create 6, 7, 8, 9 and 10 Pimbial Court abutting the ROW.

Following the initial enquiry, Council wrote to the owners of the properties adjoining the ROW at Pimbial Court, part of Davies Street and units in Middle Street.

Three other owners have responded in writing, expressing an interest in purchasing the ROW.

The proposed ROW discontinuation and sale will assign ownership to the landlocked sections of road to the abutting properties, formalise the occupation of the properties on Middle Street and avoid any future claims of adverse possession.

## **3. Issues**

The ROW at the north end is occupied by the properties at Units 1-7 of 51-53 Middle Street since this land was developed in 1972. The unit owners have accrued proprietary rights as the occupations has prevailed for more than 30 years.

To the south of this development, the road is also landlocked. It was previously occupied by a factory site, since been demolished, with the subdivided lots recently being sold and developed in Pimbial Court.

The ownership of the road is still in the name of the original subdivider since 1850. As the road is located on 'Old system' or 'General' Law title it will need to be converted during the conveyancing process to the current, Torrens Law title.

Preliminary investigations show the ROW is not currently used as a road, Council records also indicate the road has not been used as a road.

A Yarra Valley Sewer asset is located along part of the length of the road and as such an easement will need to be created and vested in Yarra Valley Water (YVW).

Council officers recommend that Council commences the procedures under *Local Government Act 1989* to discontinue the road and sell the land in accordance with Council's Rights of Way Strategy and Rights of Way Associated Policies.

## **Human Rights Consideration**

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

## **4. Consultation**

The relevant service authorities have been consulted and no objections have been received. Yarra Valley Water have a sewer asset running along the length of part of the ROW. An easement will be shown and saved in favour of YVW on the Certificate of Title.

The property owners adjoining the ROW at Units 1-7 of 51-53 Middle Street, 6-10 Pimbial Court and 45-51 Davies Street, Hadfield were consulted regarding the proposal, by mail.

Responses were received from the owners of 3/51-53 Middle Street, 5/51-53 Middle Street, 2/47 Davies Street and 2/49 Davies Street, Hadfield, with all 4 expressing an interest in purchasing the ROW abutting their property. No objections or other expressions of interest in purchasing were received from any other properties at this stage.

In the case of the properties on Middle Street, in accordance with section 3.2 of Council's Rights of Way Associated Policies, Council will give preferential allocation to persons demonstrating continuous exclusive occupation.

Council officers from the following Council units have been consulted:

- Engineering Services;
- Development Engineer;
- Transport Development Engineer;
- City Development;
- Building Services;
- Street Cleansing.

No objections have been received from these units.

## **5. Officer Declaration of Conflict of Interest**

Council officers involved in the preparation of this report have no conflict of interest in this matter.

## **6. Financial and Resources Implications**

In accordance with section 5.7 of Council's Rights of Way Strategy, the former road will be sold for market value for the land by private treaty to abutting owners, unless the market rate is lower than the minimum, administration costs to discontinue it.

The proposed sale of the ROW to the 4 property owners of 3/51-53 Middle Street, 5/51-53 Middle Street, 2/47 Davies Street and 2/49 Davies Street can provide the total income of \$38,500 inclusive of GST to Council. These transactions would result in the removal of the road status for the 213.3 square metre (in total) section of road between units 1 to 7 of 51-53 Middle Street, 45 to 49 Davies Street and 6 to 10 Pimbial Court, Hadfield. The remaining unsold portions of former road will be transferred to Council ownership.

## 7. Implementation

The statutory procedures require Council to give public notice of its intention to discontinue and sell the road and invite submissions from affected parties. In addition, all abutting property owners will be advised of the proposal in writing and informed of their right to make a submission. Subject to Council's decision, notice will also be given on Council's website.

Submitters may request to be heard by a Committee appointed by Council prior to a decision being made on the proposal.

After completion of the statutory consultation process, a report will be prepared for Council outlining any submissions received and a recommendation regarding whether to proceed with the discontinuance and sale.

### Attachment/s

- 1 [Download](#) Map - Proposed Right of Way Discontinuance - Middle Street, Davies Street and Pimbial Court, Hadfield D19/281974



Moreland City Council



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50.8 0 25.40 50.8  
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Date Map Generated: 22/7/2019

Map Scale: 1,000.00



# **DBT17/19 CONTRACT 792T - PROVISION OF CORPORATE CATERING SERVICES - TENDER AWARD (D19/277576)**

## **Director Business Transformation**

### **Corporate Governance**

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#### **Executive Summary**

The purpose of this report is to recommend the award of a contract for the provision of corporate catering services to Council.

Tenders were invited and assessed for services including the preparation, delivery and serving of meals and where required, upon completion of the meal, the cleaning of tables, relevant equipment, crockery and cutlery.

The aim of the tender process is to engage a panel of registered food businesses, including local businesses and social enterprises.

Successful contractors will be required to provide and deliver meals ranging from fruit, snacks and sandwiches to formal main course type meals to Council Civic Centres and other locations throughout the municipality on an as needs basis. The functions at which catering will be required will vary from Council meetings, committee meetings, internal meetings, civic events and formal dinners.

Successful contractors will be required to provide a diverse range of foods, adapting for religious beliefs, special dietary requirements, healthy food choices and catering should reflect Moreland's culturally diverse community.

The tender process was designed to ensure all businesses, small to large, local and outside of the municipality, had the same opportunity to tender for the contract whilst applying a strong emphasis on economic and social sustainability. The process also sought to demonstrate Council's leadership by recognising and rewarding suppliers who source ethically and sustainably produced, seasonal and local food/ingredients, to meet high standards of animal welfare and minimise the water and energy used to produce and transport the food.

The potential term for the successful tenderers is five years, consisting of the initial contract term of 3 years with two 1-year extension options.

#### **Officer Recommendation**

Council :

1. Awards Contract 792T - Provision of Corporate Catering Services for the initial 3 years with 2x1-year options to be exercised at Council's discretion, to:

Contract A – Refreshments, snacks and light lunches:

- a) Green Refectory Pty Ltd;
- b) George & Jody Panagiotou Trust & Mankar Family Trust trading as The Deli Coburg Pty Ltd;
- c) Cultural Catering Pty Ltd;
- d) Asylum Seeker Resource Centre Inc trading as ASRC Catering.

Contract B – Hot meals and events:

- e) Barth St Pty Ltd trading as Your Private Chef catering and events;
- f) Cafés International Pty Ltd trading as Hudson's Famous.

2. Authorises the Director Business Transformation to do all things necessary to execute contracts for Contract 792T - Provision of Corporate Catering Services, and any other required documentation.
3. Advises all tenderers for Contract 792T - Provision of Corporate Catering Services of Council's decision in this matter.

## 1. Policy Context

The tender process for the Provision of Corporate Catering Services is in keeping with Council's commitment to accountability and sound financial management. It also addresses the requirement under section 186 of the *Local Government Act 1989*, which requires Council to conduct a public tender for goods and services where the contract value is more than \$150,000.

## 2. Background

The current catering contract expired on 30 April 2019.

Council invited a range of local and established catering suppliers to a Supplier Forum for the Catering Contract on 21 March 2019 at the Coburg Civic Centre. This was the first Supplier Forum Council has held and it was well attended with 11 caterers attending for further information about the proposed contract.

Tenders were invited and assessed for a panel of registered food businesses to deliver a range of catering services to Council. Due to the complexity of the range of services required and a desire to support social, local and economic sustainability, there are 2 contracts:

- Contract A – refreshments, snacks and light lunches.
- Contract B – hot meals and events.

The tender process included:

- A public tender that opened on 8 April 2019.
- Advertising in *The Age* newspaper on 6 April 2019.

The tender closed on 14 May 2019.

A summary of the tender assessments is contained in **Confidential Attachment 1**.

## 3. Issues

### Tender assessment

Tenders were assessed by a panel of stakeholders, consisting of the Corporate Venue Business Coordinator, Manager Corporate Governance and the Business Liaison Officer - Economic Development. A representative of the Procurement Unit was involved in the development of the specifications and tender process.

Tenders were evaluated in accordance with the principles detailed in Council's Procurement Policy at the time of tender.

The tender responses were assessed using the same weighting criteria. Weightings applied to the nominated categories were allocated as follows:

Price	20%
Experience	20%
Capacity, resource and innovation	15%
Economic sustainability	30%
Environmental sustainability	5%
Food safety compliance	10%
Social sustainability	Non-weighted

Within the criteria the following aspects were compared and considered:

- Schedule of rates;
- Indicative price comparison;
- Past performance and references;
- Qualifications, skills and experience;
- Ability to cater to special requests for example, allergies;
- Financial viability;
- Environmental management, sustainability and waste minimisation;
- Packaging and commitment to minimising single use plastics and packaging;
- Risk and insurance;
- Compliance and registration;
- Occupational Health and Safety and Equal Employment Opportunity;
- Compliance to conditions of contract;
- Conflict of interest.

### **Tender results**

A panel of contractors (as opposed to a single contractor) was sought via the tender process, as a panel brings the ability to provide the following:

#### ***Contract A – refreshments, snacks and light lunches***

- Value for money;
- Menu choice and variety;
- Food transportation;
- Environment, Social and Economic Sustainability objectives;
- Minimal use of single use plastics and packaging;
- Experience and quality;
- Compatible order processing.

#### ***Contract B – evening meals and events***

- Value for money;
- Menu choice and variety;
- Food transportation and chef staff;
- Environment, Social and Economic Sustainability objectives;
- Minimal use of single use plastics and packaging;
- Experience and quality;
- Compatible order processing.

Eleven tender submissions were received. All were compliant and therefore included in the assessment process.

The tenders were assessed by the assessment panel and responses weighted according to the criteria. As part of the assessment, reference checks were completed. Tenderers were also required to submit a copy of the most recent food safety assessment report completed by their local Council.

## **Economic implications**

The tender was designed to ensure all businesses, small to large, local and outside of the municipality, had the same opportunity to tender for the contract. This is in keeping with Council's Procurement Policy.

There was a strong focus on economic sustainability through the weighting applied to this category, with particular attention to locality and preference to local market suppliers.

The Economic Development Branch provided a key level of support, collaborating to promote the tender for this contract prior to release across local businesses. The Business Liaison Officer also participated in the delivery of the supplier forum and ensuring the tender specification used accessible language and format to maximise response.

## **Social implications**

Council's first 'supplier forum' was held for this contract, with referrals sought from across Council departments, existing suppliers and other suppliers with capacity to provide the services required.

In support of smaller businesses and based on feedback through the supplier forum, a sample completed tender submission form for was included in the Tender pack for all suppliers to provide guidance.

This approach ensured that the tender was accessible to all and promoted equity through a fair, transparent and supportive process.

## **Environmental implications**

The tender process sought to demonstrate Council's leadership by recognising and rewarding suppliers who source ethically and sustainably produced, seasonal and local food/ingredients, to meet high standards of animal welfare and minimise the water and energy used to produce and transport the food. Caterers were also required to minimise waste, energy and water use in-house.

Council's commitment to reducing and seeking to eliminate all unnecessary use of single-use plastic within Moreland was affirmed through this tender. Reference to Council's Plastic Wise Policy, in development at the time, was provided to support the progressive elimination of single-use plastic at festivals, events and within Council facilities and services, in the broader context of meeting Council's objective of zero waste to landfill by 2030.

To support Council's position to protect the environment and make decisions based on ecological sustainability; this contract required that food must be presented/delivered in containers or packaging which minimise environmental impact. The following priority order has been applied appropriate to the type of food:

- Re-usable trays/platters (including lids);
- Recyclable trays and platters (including lids);
- Contains recycled material;
- Can be composted.

Any single use packaging is required to be minimised as much as possible, however if required should be recyclable or compostable. The use of cling wrap should be avoided in favour of aluminium foil, which can be recycled in general co-mingled recycling bins.

## **Human Rights Consideration**

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

#### **4. Consultation**

Various key stakeholders from across Council were consulted in the preparation of the tender specifications.

#### **5. Officer Declaration of Conflict of Interest**

Council officers involved in the preparation of this report have no conflict of interest in this matter.

#### **6. Financial and Resources Implications**

Council has spent an average of \$160,000 per year on catering in recent years. The estimated budget over the 5-year life of this contract is approximately \$800,000.

The engagement of local businesses offers a reduction in additional delivery costs, in addition to supporting our economic and social sustainability objectives.

#### **7. Implementation**

Subject to Council's decision, contracts will be drawn up and executed. The new contracts are proposed to come into effect on 1 September 2019.

#### **Attachment/s**

- |          |  |            |
|----------|--|------------|
| <b>1</b> | Tender Evaluation Report - Corporate Catering Services | D19/300753 |
|----------|--|------------|

*Pursuant to sections 77(2)(c) and 89(2)(d) this attachment has been designated as confidential by the Chief Executive Officer because it relates to contractual matters.*

## **NOM38/19 SHORE RESERVE SHOWDOWN (D19/299362)**

**Cr John Kavanagh**

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### **1. Background**

Cr Kavanagh's background:

August 11 was the second annual Shore Reserve Showdown between parents of Coburg West Primary School and Pascoe Vale South Primary School. After a huge success of the first Showdown last year it is anticipated that this will be an annual event. The event is a huge fundraiser for both local schools as well as a magnificent social event.

### **2. Policy Context**

The Municipal Public Health and Wellbeing Plan (2017-2021) includes the focus area of Healthy Communities which lists outcomes including

1. Moreland residents are physically active at all stages of life
3. Moreland residents participate in community life, are socially connected and are connected to culture.

The Shore Reserve Showdown event supports these outcomes.

### **3. Financial Implications**

The ground hire and event permit fees for the 2019 Shore Reserve Showdown were \$180.

### **4. Resources Implications**

There are no resource implications in implementing this motion.

### **Motion**

That Council refunds the \$180 ground hire fees and event permit fees paid for the 2019 Shore Reserve Showdown between Coburg West Primary School and Pascoe Vale South Primary School and waives all equivalent fees for the 2020 event.

# **NOM39/19 ENSURING EXCEPTIONAL PUBLIC ART OUTCOMES IN THE BELL - MORELAND LEVEL CROSSING PROJECT (D19/299384)**

**Cr Mark Riley**

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## **1. Background**

Cr Riley's background:

The 2018 Level Crossing Removal Project (LXRP): Urban Design Framework states with respect to art work at:

### **5.13 Integrated Art Work Measures M13.1:**

Where appropriate, art works are integrated into the design and construction of transport precincts and infrastructure at key locations, in accordance with the Integrated Art Guidelines, such as:

- Within activity centres to provide an opportunity to activate local areas.
- Infrastructure elements such as retaining walls, bridges, bridge piers and underpasses.
- Built form components such as bike parking facilities, walls, screens and fences.
- Public realm spaces and contributory elements such as lighting, sound, soft and hard landscape and seating.

### **M13.2 A creative approach to transport infrastructure design improves the function of the transport environment.**

Council seeks to achieve the optimal outcomes for the Moreland community and having further clarity on the LXRP's plans will assist Council to better form and articulate an advocacy position and clear willingness to support art in the Bell-Moreland Level Crossing Project.

## **2. Policy Context**

Officer comments:

This Notice of Motion is aligned with Council's Arts and Culture Strategy 2017-2022: Creative Capital and Council's Moreland Arts Infrastructure Plan 2018-2023. The Moreland Arts Infrastructure Plan was also adopted by Council in March 2019 and contains a specific initiative to "Advocate for the inclusion of arts infrastructure and public art to the State Government Level Crossing Removal Project."

Moreland has one of the most vibrant arts sectors across Melbourne and is home to internationally recognised artists, writers and musicians as well as a growing field of emerging artists. Moreland has an award winning creative sector including, visual artists, musicians, writers, performing artists, makers, designers and architects with a plethora of independent artists and small to medium sized arts organisations.

Council is a strong supporter of the arts and has a long-established reputation for working with local artists to achieve world class public art outcomes. Moreland's MoreArt Festival has engaged artistically with the Upfield Rail Corridor for over 10 years, in collaboration with Vic Track, Metro Trains and private property owners.

The removal of level crossings at Bell Street, Munro Street, Reynard Street and Moreland Road and subsequent elevation of the railway line will create new opportunities for public art within the Upfield Corridor.

Locally commissioned, designed and made public art gives a significant and easily orchestrated opportunity for the LXP to partake in active engagement with the Moreland community. Council's established relationships with the creative community can ensure that the projects align with the objectives of LXP's creative strategy: namely engaging with the local community, community art works, considering local history and involving local people in each step of the process. Moreland is well placed to work with LXP to achieve locally engaged, world class and timely results.

In order for Council to optimise the opportunity for the LXP to deliver a world class outcome for public, further information is needed from the LXP about the existing plans and approach for including public art with the Bell to Moreland level crossing removal project.

### **3. Financial Implications**

Officer comments:

There are no direct financial costs associated with making the request for information. Council officers who are managing Council's role in the level crossing removals, can provide any assistance needed.

### **4. Resources Implications**

Officer comments:

The resources required to action the proposal can be accommodated within existing staff resources.

### **Motion**

That Council seeks clarity from the Level Crossing Removal Project on Integrated Art Work Measures, as outlined in the 2018 Level Crossing Removal Authority: Urban Design Framework, to establish its detailed plans for integrating art into the Bell-Moreland Level Crossing Project, to facilitate Council formulating a clear position to advocate for exceptional public art outcomes.

**1. Background**

Cr Abboud's background:

Moreland City Council has a long and proud history of supporting and celebrating diversity exemplified by our public message: Moreland. One Community, Proudly Diverse. This sentiment is reflected in all our policies and practices. Over the years, Council has also advocated strongly to the Commonwealth Government to improve the conditions for people seeking asylum in Australia so that they can successfully form part of our local communities.

The Commonwealth's current Community Sponsorship Program is a mechanism through which local communities and businesses can sponsor visas for refugees and people seeking asylum who wish to rebuild their lives in Australia. However, the Scheme is limited to an annual intake of 1,000 per year with significant costs and constraints for those who wish to be sponsors. Council supports the proposals by Amnesty International to introduce much needed improvements to the Program and an expansion of the annual intake.

The 'Meet my Neighbour' campaign and the 'The Sum of Us' community conversations have been developed to advocate and engage local communities on this issue.

**2. Policy Context**

Council's Human Rights Policy 2016–2026 includes, in the section titled *Advocacy and Leadership*:

*In collaboration with people from identified priority groups, Council will advocate to other spheres of government, business, partner organisations and the community to promote human rights and address issues of discrimination and marginalisation at the local, regional, national and international level.*

**3. Financial Implications**

There are no additional financial implications for this decision. All costs will be accommodated within the base budget.

**4. Resources Implications**

The actions will be undertaken as part of the implementation of the Human Rights Policy 2016–2026.

**Motion**

That Council:

1. Writes to the Prime Minister of Australia advocating for an expansion and improvement to the Community Sponsorship Program as proposed by Amnesty International.
2. Demonstrates its support for the 'Meet my Neighbour' campaign through its regular communications channels, including social media and website.
3. Partners with Amnesty International to deliver its 'Sum of Us' program by hosting up to 4 community conversations over the 2019/2020 financial year and promoting them on Council's website and social media.

**1. Background**

Cr Bolton's background:

Many residents are alarmed about the Level Crossing Removal Project's (LXRP) plan to only install lifts and stairs at the new elevated Moreland and Coburg train stations, and not escalators. Escalators are needed to relieve pressure on the lifts. There are many people with medical conditions where they cannot use the stairs but could use the escalators. If escalators are not installed, all of those people would be forced to cram into the lifts. Other stations such as Footscray station were also built with only stairs and lifts but had to be retrofitted with escalators months later because of the number of falls on the steps.

Munro Street, Coburg, is a very busy street and is quite scary to cross when the boom gates are not down. With the removal of the boom gates, pedestrian operated lights will be necessary for pedestrians and cyclists when the level crossing is removed. The LXRP intends to remove the rail crossover at Coburg station and install a crossover at Anstey station. If that situation remains after the removal of the level crossings, it means that trains will be permanently short-shunted at Anstey station, leaving many more people stranded when the trains are short-shunted on the line.

**2. Policy Context**

Officer comments:

**Access and amenities at the new Moreland and Coburg stations**

The LXRP is constructing 2 new elevated stations at Coburg and Moreland as part of the Bell to Moreland level crossing removal project. The existing stations are accessible for people of all mobilities via ramps to the stations and platforms.

The LXRP has indicated both Moreland and Coburg stations will have stairs and two lifts, which operate on uninterrupted power supply, for each platform to provide access. An opportunity exists to install escalators to improve the level of access to the stations for people of all mobilities.

If escalators are unable to be incorporated as part of the project at this time, then consideration needs to be given to ensure that escalators can be installed in future. The current designs include separate platforms rather than an island platform for both stations. Escalators are substantial pieces of infrastructure and are not easily retrofitted into a design. Appropriate space at both the ground and elevated platform levels would need to be set aside on both sides of the stations to provide for future opportunities to install escalators for each platform at both stations. This will have significant impacts on open space, the new bike and pedestrian paths and the overall design for the station precincts. Therefore, these matters must be considered and incorporated into the designs now to ensure that both Moreland and Coburg stations are futureproofed and can accommodate increased patronage into the future.

At present only Coburg station includes toilets and secure bicycling parking, the creation of two new stations provides an opportunity to future proof and upgrade the facilities at both stations, particularly Moreland station which does not have toilets or secure bicycle parking at present.

### **Public consultation**

Council has publicly expressed its disappointment at the lack of community consultation regarding the project and particularly the recent release of the station designs without any consultation with Council or the Community.

The Mayor on behalf of Council has already written to the Hon. Jacinta Allan, Minister for Transport Infrastructure, expressing its disappointment and requesting further consultation with Council and the Community.

### **Pedestrian crossing**

Council and the Moreland Community have been advocating for a pedestrian crossing at Munro Street, Coburg for a long time, in an effort to improve the safety of this crossing point for both pedestrians, cyclists and cars.

The level crossing removal project provides an opportunity to improve the conditions at this crossing point for all parties. The Munro Street crossing point, which is presently unsignalised, would meet the Australian Standard requirements for the installation of a signalised pedestrian crossing in this location.

### **Crossovers/turnbacks on the Upfield line**

The LXRP is proposing to install a crossover, often referred to as a 'turnback', at Anstey Station to allow trains to continue operating along the southern section of the Upfield railway line while the level crossings are being removed. Council officers support this initiative as it will allow some commuters the ability to continue using the train during the construction of the new elevated line between Tinning Street and O'hea Street.

Turnbacks are a beneficial component of an effective railway network as they allow flexibility and the opportunity to deal with disruptions at various points on the line. Council officers support the recommendation to install a turnback north of Bell Street to improve the ability for the railway operators to continue to provide services when disruptions occur.

### **Environmental management**

Council officers are aware of concerns relating to the possibility of pollution and risks to health from an elevated railway line. There is no public information regarding the risks and health impacts to address these concerns.

It is appropriate for Council to request information from the LXRP which address these issues. This information should be provided to the community to ensure that appropriate risk mitigation strategies are in place to ensure the health and safety of the community.

### **Heritage**

Heritage Victoria has informed Council it has received and accepted two applications to amend the registration of Upfield railway line precinct in the Victorian heritage register. This process will involve a 60-day public consultation period where interested parties will be able to make submissions on the recommendation from Heritage Victoria to the Heritage Council.

Many of the assets which will be reviewed by this process are presently affected by a local heritage overlay provision in the Moreland Planning Scheme for which Council is responsible for. It would therefore be appropriate for Council to provide a submission to this process once the recommendation of Heritage Victoria has been received.

### **3. Financial Implications**

Officer comments:

There are no direct financial costs associated with making a request for information. Council officers managing Council's role in the level crossing removals, can provide any assistance needed to action this, including drafting letters to the LXP and Heritage Victoria.

### **4. Resources Implications**

Officer comments:

The resources required to action the proposed advocacy can be accommodated within existing staff resources.

### **Motion**

That Council:

1. Advocates to the Level Crossing Removal Project for:
  - a) Escalators to be installed at the elevated stations (Moreland and Coburg stations) on the Upfield Line;
  - b) Two lifts be installed on both sides of Moreland station with an uninterrupted power supply;
  - c) Public toilets be installed in both stations, including at the currently unstaffed Moreland station;
  - d) Public consultation on the station designs in addition to the open space;
  - e) Pedestrian operated lights at the intersection of Munro Street, Coburg and the Upfield Shared Path;
  - f) A rail crossover to be reinstated north of Bell Street;
  - g) A public meeting with representatives of the LXP and members of the community to discuss the proposals in the Visions for the Upfield Corridor document.
2. Seeks information from the Level Crossing Removal Project on the issue of likely risks from brake particulate pollution from the elevated train line and what steps the Level Crossing Removal Project is taking to mitigate this risk.
3. When Heritage Victoria begins public consultation on the Upfield Railway Precinct later this year, makes a submission seeking the inclusion of the Munro Street Signal Box building and substation, the gardens surrounding Moreland train station, the Tinning Street Signal box and gates, the Colebrook Street Sub-station and rails, the Coburg station pedestrian underpass and significant native trees in the Coburg Railway Reserve.

## **1. Background**

Cr Bolton's background:

With the disaster of fires from legal and illegal waste dumps, including SKM's recycling dump/facility, and contaminated recycling material being returned from China, Malaysia and Indonesia, there is beginning to be a public discussion about the State government building its own public recycling processing plant. While SKM is the main company that has been exposed as sending contaminated recycling material overseas for processing, other recycling companies such as Visy have been exposed as sending contaminated recycling material to Indonesia which is being returned to Australia.

## **2. Policy Context**

Officer comments:

Council's Waste and Litter Strategy 2018 and Zero Carbon Moreland 2040 Framework reflect Council's aspiration for zero waste to landfill and transition to a circular economy.

Council is an active supporter of the Municipal Association of Victoria's (MAVs) 'Rescue Our Recycling' advocacy campaign which calls on the Victorian Government to:

1. Invest in recycling infrastructure by committing greater quantities of Sustainability Fund money to bolster sorting and processing capability in Victoria, to reflect the urgent need for more capacity in materials recovery facilities across the State;
2. Fund and support market development;
3. Introduce a container deposit scheme;
4. Bolster community education;
5. Strengthen industry oversight/regulation.

Current advocacy by the MAV and Council does not prescribe that new recycling infrastructure should be State owned. The alternative includes increasing capacity at existing Material Recovery Facilities (MRFs) and adding secondary sorting facilities to increase the quality/value of the sorted material.

Council's most recent advocacy aligned to the Rescue Our Recycling campaign was through a submission in April 2019 to the Victorian Parliamentary Inquiry into Recycling and Waste. Additionally, Council officers participated in a stakeholder workshop held by Infrastructure Victoria on 13 June 2019, as input to the development of 'Advice on waste infrastructure in Victoria. Infrastructure Victoria will be undertaking further consultation on the draft advice in coming months.

Consistent with Council's advocacy position in the Waste and Litter Strategy, the MAV made a submission to a review of the *Product Stewardship Act 2011* (Act) in June 2018 which clearly outlined shortcomings in the current Act and made recommendations for strengthening the Act and introducing mandatory product stewardship schemes, including for packaging.

## **3. Financial Implications**

Officer comments:

Continuation of Council's advocacy for investment in Victoria's recycling infrastructure and robust national product stewardship schemes can be progressed within existing operational budgets.

#### **4. Resources Implications**

Officer comments:

Council advocacy related to waste and circular economy outcomes can be progressed within existing resources with internal capacity enhanced as the new waste education roles commence at Council in the coming months.

#### **Motion**

That Council:

1. Writes to the State Government advocating that it builds its own public recycling processing facility in Victoria to deal with the recycling crisis and seeks support from the Municipal Association of Victoria and the Victorian Local Governance Association for this proposal.
2. Writes to the Municipal Association of Victoria and the Victorian Local Governance Association seeking support to lobby the Federal Government to amend the Product Stewardship Act 2011 to restrict the destructive practices of corporations such as producing unnecessary packaging which needs to be thrown away by consumers and making products which have to be thrown away because they can't be repaired.

# **NOM43/19 MORELAND PRIMARY SCHOOL CROSSING ON DE CARLE STREET, COBURG (D19/300276)**

**Cr Sue Bolton**

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## **1. Background**

Cr Bolton's background:

Parents at Moreland Primary School report many near misses at the school crossing on De Carle Street. Many cars speed through the crossing without slowing down. The traffic appears to come from both the northern and southern directions. Traffic coming from the south, tends to get up to high speed to take advantage of gaps in the traffic to cross Moreland Road then do not appear to notice the school crossing which is only a short distance from Moreland Road.

## **2. Policy Context**

Officer comments:

The recently adopted Moreland Integrated Transport Strategy (MITS) has a particular emphasis on the safety of all road users in the municipality and managing traffic volume and speed. MITS includes an action on improving active travel to school and to work with schools to give priority access to walking and cycling at key entrances to the school, separating vulnerable road users from vehicles to improve safety outcomes.

Each year Council undertakes regular surveys of traffic volumes and speeds in local roads to inform its traffic management program, including funding allocations for traffic calming measures.

To investigate the concerns raised regarding the school crossing on De Carle Street, Coburg, Council officers would arrange for an independent Road Safety Audit to occur to provide a comprehensive assessment of the safety at and nearby to this crossing.

In 2017 Council supported VicRoads for a Blackspot funding application banning right turns into and out of both legs of De Carle Street. The funding bid was not successful.

More recently the accident data for this intersection has not qualified for Black Spot funding.

## **3. Financial Implications**

Officer comments:

An independent Road Safety Audit will cost between \$3,000 and \$5,000 and can be accommodated within the existing Transport Unit budget.

## **4. Resources Implications**

Officer comments:

Council has received one recent enquiry regarding the operation of the school crossing and in 2015 relocated the Blair Street crossing away from the De Carle Street roundabout to address safety issues.

An independent Road Safety Audit can be arranged within existing resources.

## **Motion**

That:

1. Council organises an independent Road Safety Audit to determine any road safety issues on De Carle Street, Coburg at the school crossing abutting the Moreland Primary School.
2. Council officers write to the Moreland Primary School advising of the recommendations arising from the Road Safety Audit for De Carle Street, Coburg, with a copy of this letter provided to all Councillors.

### 1. Background

Cr Irfanli's background

Moreland City Council is strategically increasing its focus on winning more grants from the State and Federal Governments to bring forward capital projects. These grants from the State and Federal Government play a key role in getting projects off the ground and ensuring state of the art facilities for our community. For example, at the last Victorian State Election the Victorian Government provided total grants of \$2.35M (\$1.6M Department of Education and \$0.75M Living Libraries) to the Wheatsheaf Community Hub project. Council contributed \$24M and together the project became far more viable to bring the project to life.

At the recent Australian Local Government Association (ALGA) conference, there was a particular focus on ensuring each Council was preparing and presenting 'Shovel Ready' projects. These are projects that are ready to go with all planning, costing and preparation undertaken. These projects often require a final funding contribution to proceed to construction. The benefit of preparing projects to be shovel ready and making them easy to find online, is that projects from Council will be front of mind for State and Federal Governments and any other philanthropic or community contribution to bring the project to life.

### 2. Policy Context

Officer comments:

Council's Strategic Resource Plan is reviewed annually as part of Council planning process and updated to reflect changing circumstances. The aim of the Strategic Resource Plan is to ensure existing and new infrastructure is appropriately planned and budgeted for. Council is also required to prepare and publish its capital works program through its budgeting cycle.

Work to progress and finalise of an advocacy framework is currently underway. The framework will provide practical tools and approaches that help quickly identify, refine and assess advocacy projects (including shovel ready initiatives) in the context of community needs, government priorities, community support, resources and Council priorities.

The framework will provide a strategic, quick and intuitive way to assess proposed advocacy by ensuring that shovel ready initiatives line up with key priorities, have measurable outcomes and identify the required funding gap.

When finalised the advocacy framework will help to:

- Quickly prioritise and assess advocacy projects based on key priorities;
- Identify advocacy allies;
- Provide early warning of possible advocacy blockages;
- Identify advocacy opportunities;
- Help in audience identification/selection (community, government etc.);
- Provide community advocates with collateral to advocate on their own behalf;
- Create key messaging;
- Assess advocacy against key performance indicators;
- Provide latest learnings on advocacy for staff and Councillors.

This framework will help Council reach decisions more effectively and be more overt in its advocacy effort.

### **3. Financial Implications**

Officer comments:

There are no direct financial costs associated with making available on Council's website a list of Shovel Ready Projects Council is preparing in its pipeline of Infrastructure projects, upon the completion of its advocacy framework.

### **4. Resources Implications**

Officer comments:

The resources required can be accommodated within the existing staff resources of the Engagement and Partnerships directorate and specifically the Communications Unit, with input from the relevant project managers across the organisation to inform the project list.

### **Motion**

That Council creates an online list of Shovel Ready Projects it is preparing in its pipeline of infrastructure projects. This list should be limited as to not dilute each project's importance. Each project should be fully costed with planning and design finalised with only funding being the final step to construction commencing.

## **NOM45/19 RECREATION FACILITY DESIGN GRANTS (D19/300665)**

**Cr Ali Irfanli**

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### **1. Background**

Cr Irfanli's background:

Many of our recreation clubs have infrastructure projects that they are looking to get off the ground. It is quite common to find that these projects have not been costed, designed and planned. Without this detail it is difficult for the clubs to plan what they need to fund the project and for Council to better plan the pipeline of projects. Facility Design Grants will provide financial assistance to sporting clubs to fund schematic designs for redevelopment or new facilities, where communities conduct, organise and participate in sport and recreation. This funding will let sporting groups with financial capacity and relevant projects to be 'shovel ready' for future applications to grant programs.

### **2. Policy Context**

Officer comments:

Council's Municipal Public Health and Wellbeing Plan (2017-2021) includes the outcome Liveable Neighbourhoods and at points 4 and 5 states:

4. Moreland residents have access to well designed and well-located community facilities
5. Moreland's buildings and public spaces are well designed, and encourage community interaction.

### **3. Financial Implications**

There would be no financial implications in preparing a report outlining the feasibility of Facility Design Grants.

### **4. Resources Implications**

Council officers will need to reprioritise existing work to prepare this report in a timely manner.

### **Motion**

That Council receives a report outlining the viability of introducing a new category of 'Facility Design Grants' to be awarded to sporting clubs in Moreland, to support the preparation of schematic designs for redeveloped or new community sports facilities. The report should examine features such as facility design parameters, selection criteria for awarding grants, timing, co-contribution levels and notional funding amounts.

# **NOM46/19 CALL FOR SAFETY AND PROTECTION OF SACRED TREES ON DJAP WURRUNG COUNTRY (D19/300703)**

**Cr Jess Dorney**

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## **1. Background**

Cr Dorney's background:

At a time when Victoria is in negotiations for a Treaty, authorities are moving in to remove sacred trees to make way for what many people including the Aboriginal traditional owners and elders are calling 'a brief and unnecessary extension of the Western Highway'. These trees are of very strong cultural, spiritual and historical significance, with some being 700-800 years old. For countless generations, Aboriginal ancestors from country have had a deep relationship with these trees, which play a continued role in looking after people and country for generations. Regardless of this the Federal Environment Minister has made the decision not to protect 6 trees that would be impacted by the duplication, when there is an alternative route proposed that could see these trees saved.

## **2. Policy Context**

Officer comments:

Council's Human Rights Policy, 2016-2026 incorporates the following statement of commitment to Aboriginal and Torres Strait Islander Communities:

*Moreland City Council's vision for reconciliation is where Aboriginal and Torres Strait Islander people are recognised as the traditional custodians of the land, whose dispossession is addressed through respectful partnerships between Indigenous and non Indigenous people. Council is committed to reconciliation with Indigenous Australians, particularly the Wurundjeri people as traditional owners of the land we now call Moreland.*

In 2010, Moreland prepared a 'Pre-Contact Aboriginal Heritage Study' with a purpose to identify ways to protect Aboriginal Heritage in instances where it may be threatened by a development proposal.

## **3. Financial Implications**

Officer comments:

There are no financial implications in writing to the Victorian Premier, Minister for Transport Infrastructure and the Minister for Roads.

## **4. Resources Implications**

Officer comments:

The officer time will be required to write to the Victorian Premier, Minister for Transport Infrastructure and the Minister for Roads.

## **Motion**

That Council writes to the Minister for Transport Infrastructure, Hon Jacinta Allan MP, the Minister for Roads, Hon Jaala Pulford MP and the Victorian Premier Daniel Andrews stating:

- a) Council strongly opposes harm, destruction and forced removal of the 6 sacred trees on Djap Warrung country;
- b) The act, if carried out would have devastating emotional, physical and spiritual effects on the Traditional Owners of this land and other people connected to this sacred site;

- c) The decision to remove the trees would compromise Victorian Treaty negotiations the government is working hard towards; and
- d) Requests that the State Government halts works on the duplication of the Western Highway and sits down with Traditional Owners to find an appropriate alternative that protects these 6 sacred trees.