

# Ordinary Meeting of Council

Nellie Ibbott Chambers, Ivanhoe Library and Cultural Hub, 275 Upper Heidelberg Road, Ivanhoe 3079

5 September 2022

## ATTACHMENTS

### **3.1 Ivanhoe Aquatic Centre Stage 2 Redvelopment - Consultation Feedback and Revised Concept Design**

Attachment 1.	Ivanhoe Aquatic Centre Stage 2 - Concept Plan Option 1.....	3
Attachment 2.	Ivanhoe Aquatic Centre Stage 2 - Concept Plan Option 2.....	7

### **3.3 Inclusive Banyule**

Attachment 1.	Final draft Inclusive Banyule 2022-26 .....	11
Attachment 2.	Inclusive Banyule 2022-23 Integrated Action Plan .....	29

### **3.4 Banyule Youth Summit Recommendations 2022 Report Card**

Attachment 1.	Banyule Youth Summit Report Card - Booklet 2022.....	35
---------------	--	----

### **3.5 Review of Council's Advisory and Population Committees**

Attachment 1.	Banyule Advisory and Population Committee Review June 2022.....	41
---------------	---	----

### **5.1 157-163 Lower Heidelberg Road, Ivanhoe - Proposed 5 Storey Retirement Village (P779/2022)**

Attachment 1.	Site and floor plans .....	49
Attachment 2.	Elevation plans .....	65
Attachment 3.	Landscape plans.....	69
Attachment 4.	Visualisations and materials schedule.....	91

### **5.2 Hurstbridge Rail - Landscape and Active Transport Feasibility Study - Final**

Attachment 1.	Hurstbridge Rail Feasibility Study - Community Consultation Paper ...	99
Attachment 2.	Hurstbridge Rail Feasibility Study - Final.....	121

### **5.3 Tree Removal associated with Redmond Court Wetlands Reserve Upgrade - P641/2022**

Attachment 1.	Redmond Court Wetlands Reserve Upgrade - Tree Removal and Replacement Planting Plans - Rev B .....	227
Attachment 2.	Redmond Court Wetland Reserve Upgrade Tree Removal Summary	237

### **7.2 Support for Banyule Retail Centres - Review**

Attachment 1.	Banyule Schemes Overview .....	239
Attachment 2.	Draft Key Recommendations by Premier Retail Marketing Consultants	241
Attachment 3.	New Funding Agreement Inclusions.....	245
Attachment 4.	Centre Classification and Expectations of the Role .....	251

### **8.2 Draft Governance Rules**

Attachment 1.	Draft Governance Rules.....	253
Attachment 2.	Ministerial Good Practice Guideline .....	333

### **8.3 Audit & Risk Committee - Bi-Annual Report and Charter Review**

Attachment 1.	Audit and Risk Committee Charter - 1 August 2022 .....	335
---------------	--	-----

---

Attachment 2.    Audit & Risk Committee Bi-Annual Report Dec 21 to May 22.....347



Haskell  
architects

Level 1, 420 Spencer Street, Melbourne, VIC 3000, Australia  
Tel +61 3 8602 0700 Fax +61 3 8602 0701 Email [haskell@haskell.com.au](mailto:haskell@haskell.com.au)

## PROPOSED GROUND FLOOR PLAN

CLIENT  
**Banyule City Council**

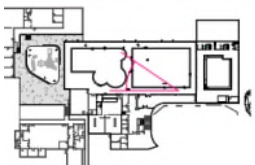
PROJECT NUMBER	21044
----------------	-------

PROJECT NAME	IVANHOE AQUATIC CENTRE
--------------	------------------------

SCALE	As indicated @ A3
PROJECT DIRECTOR	D.H

DATE	03/15/22
------	----------

NORTH 



**Haskell**  
architects

Level 1, 420 Spencer Street, Melbourne, VIC 3000, Australia  
Tel +61 3 8602 0700 Fax +61 3 8602 0701 Email [haskell@haskell.com.au](mailto:haskell@haskell.com.au)

#### ARTIST IMPRESSIONS 01

CLIENT  
Banyule City Council

PROJECT NUMBER  
**21044**

PROJECT NAME  
**IVANHOE AQUATIC CENTRE**

SCALE  
**As indicated @ A3**

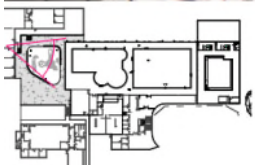
PROJECT  
DIRECTOR

**D.H**

DATE  
**03/15/22**

**NORTH**





**Haskell**  
architects

Level 1, 420 Spencer Street, Melbourne, VIC 3000, Australia  
Tel +61 3 8602 0700 Fax +61 3 8602 0701 Email [haskell@haskell.com.au](mailto:haskell@haskell.com.au)

#### ARTIST IMPRESSIONS 05

CLIENT  
Banyule City Council

PROJECT NUMBER  
21044

PROJECT NAME  
IVANHOE AQUATIC CENTRE

SCALE  
As indicated @ A3

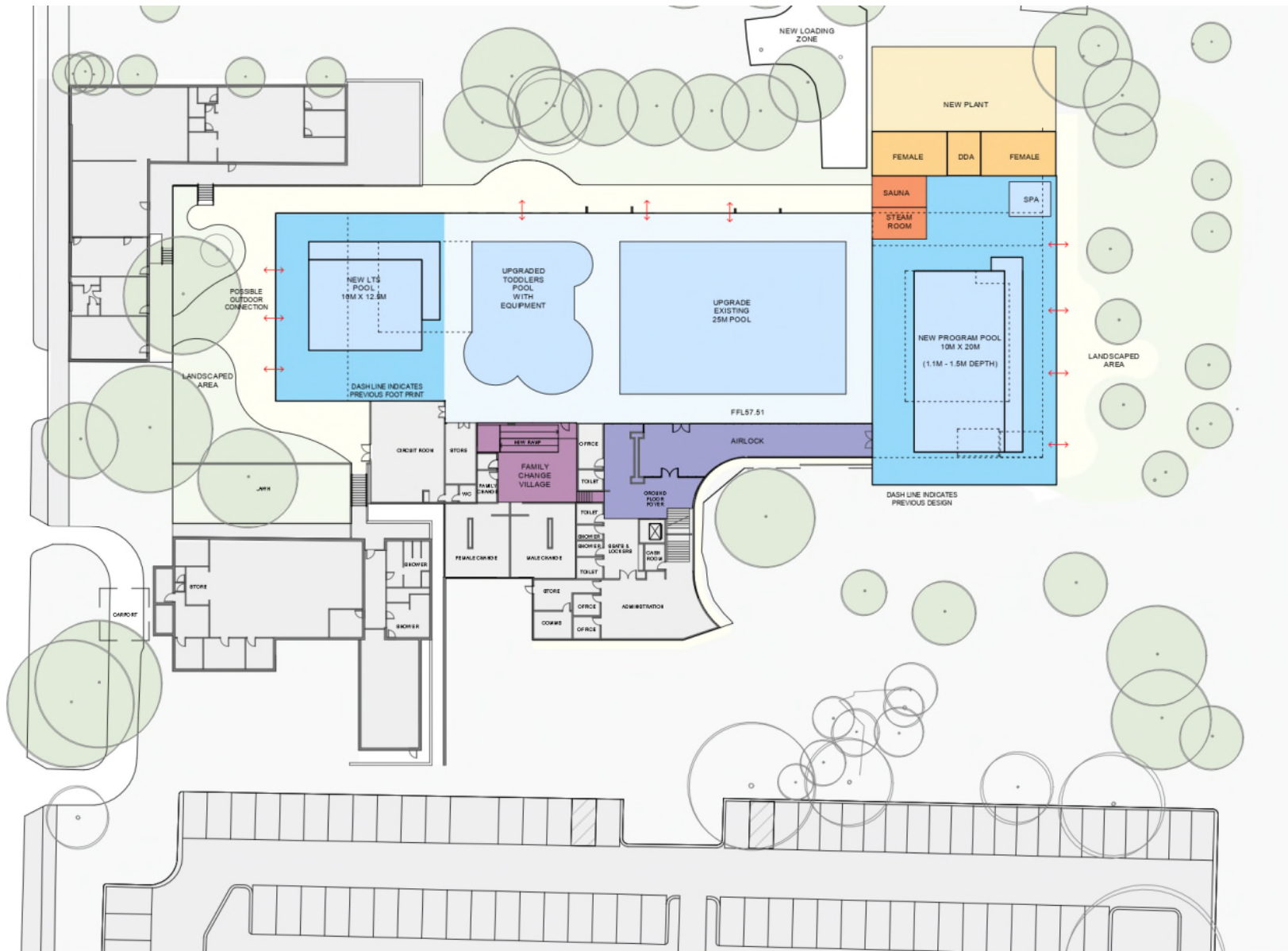
PROJECT  
DIRECTOR

D.H

DATE  
03/15/22

NORTH





**Haskell**  
architects

Level 1, 420 Spencer Street, Melbourne, VIC 3000, Australia  
Tel +61 3 9802 0700 Fax +61 3 9802 0701 Email haskell@haskell.com.au

# PROPOSED GROUND FLOOR PLAN - REVISED SCOPE - OPTION 2

CLIENT  
Banyule City Council

PROJECT NUMBER  
21044

PROJECT NAME  
IVANHOE AQUATIC CENTRE

SCALE  
As indicated @ A3

PROJECT DIRECTOR  
DH

DATE  
25/05/22

NORTH





**Haskell**  
architects

Level 1, 420 Spencer Street, Melbourne, VIC 3000, Australia  
Tel +61 3 9802 0700 Fax +61 3 9802 0701 Email [hes.hel@haskell.com.au](mailto:hes.hel@haskell.com.au)

#### ARTIST IMPRESSIONS 01

CLIENT  
Banyule City Council

PROJECT NUMBER  
**21044**

PROJECT NAME  
IVANHOE AQUATIC CENTRE

SCALE  
As indicated @ A3

PROJECT  
DIRECTOR

D.H

DATE  
04/13/22

NORTH



**Haskell**  
architects

Level 1, 420 Spencer Street, Melbourne, VIC 3000, Australia  
Tel +61 3 9802 0700 Fax +61 3 9802 0701 Email [hes.haskell@haskell.com.au](mailto:hes.haskell@haskell.com.au)

#### ARTIST IMPRESSIONS 02

CLIENT  
Banyule City Council

PROJECT NUMBER  
**21044**

PROJECT NAME  
IVANHOE AQUATIC CENTRE

SCALE  
As indicated @ A3

PROJECT  
DIRECTOR

D.H

DATE  
03/15/22

NORTH





# Inclusive Banyule

A plan for uplifting social equity for all



## Message from the Mayor

---

### INCLUSIVE BANYULE

Since we released our *Inclusion, Access and Equity Framework 2017 –2021* four years ago, Banyule, like many places across the world, has faced significant challenges with the COVID-19 pandemic. As we launch this reimagined *Inclusion Access and Equity Framework* as 'Inclusive Banyule', the pandemic continues to impact the diverse community of people who live, learn, visit or work in Banyule.

With increased economic and health risks, the importance of local connection and social inclusion have never felt closer to home. People survive and thrive more when they are connected not only by place, but by shared values and a sense of belonging to a community.

Throughout this pandemic, we have seen incredible achievements at the community level, with important initiatives, such as food banks to support residents experiencing disadvantage, and a proliferation of informal networks of connection, support and neighbourliness, including those in digital spaces. Council has also continued to provide local jobs and services, including our award-winning Inclusive Employment Program, to support those who are vulnerable or experiencing disadvantage.

Under Victorian, federal and international laws, Council has a mandate to ensure that the services we provide, the culture of our organisation and the culture we support locally, is one of fairness, equality and inclusion. Core to our role as a leading local stakeholder is to ensure we embed and enact principles of good access, equity, participation and basic human rights for everyone in our community.

Inclusive Banyule uses four simple levers to drive an inclusive and connected local community. We will do this by tackling barriers to access, by driving equity for groups vulnerable to disadvantage, such as First Nations people, people living with disability, older people, and multicultural and LGBTIQ+ communities living in Banyule. In addition to fostering change through our community action plans, Council recognises that every one of us has a right to social justice and community inclusion.

Understanding this, we hope to drive participation in the civic, cultural and economic life of our municipality. This is done with a focus on meeting everyone's basic human right to social justice and to individual and community wellbeing – aspirations echoed in our Community Vision 2041 developed by you:

**"We in Banyule are a thriving, sustainable, inclusive and connected community. We are engaged, we belong, and we value and protect our environment."**

## Our commitment

“An inclusive society is defined as a society for all, in which every individual has an active role to play. Such a society is based on fundamental values of equity, equality, social justice, human rights and freedoms, as well as on the principles of tolerance and embracing diversity” UNESCO 2012

Council has long recognised the richness that a diverse community brings to Banyule and the importance of working with communities to address inequities. In 2014, we were one of the first Melbourne councils to develop and implement an Inclusion, Access and Equity Framework. From here, we worked with our more marginalised communities to develop population action plans.

Inclusive Banyule represents the next step in maturing Council's approach to inclusion, informed by the community, and by research and data. Inclusive Banyule considers the environmental, economic, political, social, cultural and behavioural factors present within Banyule, meaning we can plan appropriate and targeted action that responds to the diverse needs of our communities at different ages and life stages and promotes access, equity, participation and rights for all people.

Inclusive Banyule represents our commitment to our diverse communities and improving the liveability of Banyule for all. Fundamental to this is taking pride in our First Nations heritage and our broader cultural and environmental legacy.

### Acknowledgement of Traditional Custodians

Banyule City Council is proud to acknowledge the Wurundjeri Woi-wurrung people as Traditional Custodians of the land and we pay respect to all Aboriginal and Torres Strait Islander Elders, past, present and emerging, who have resided in the area and have been an integral part of the region's history.

Council seeks to be inclusive of everyone who resides in Banyule or visits our municipality. We value diversity and this following statement underpins and reinforces our commitment to inclusion:

### Banyule's Diversity Statement

Our community is made up of diverse cultures, beliefs, abilities, bodies, sexualities, ages and genders. Council is committed to access, equity, participation and rights for everyone; principles which empower, foster harmony and increase the wellbeing of an inclusive community.

We purposefully take steps to uplift social inclusion to support all people to experience social justice-based outcomes of:

**Access** - Everyone can access places, spaces, services and programs that meet their needs.

**Equity** - Everyone is ensured equal opportunity and has their difference recognised and valued.

**Participation** - Everyone has the opportunity for real participation in the decisions that govern their lives.

**Rights** - Everyone's difference is celebrated, ensuring we live in harmony and without risk of discrimination or violence.

## Hallmarks of our approach

---

Inclusive Banyule guides the ways that Council works to promote and foster diversity and inclusion across our organisation and the municipality. Uplifting inclusion requires ongoing effort and specific initiatives that make a difference. Our approach towards uplifting inclusion are underpinned by these hallmarks:

### Learn and adapt

- We embed into our daily work the pillars of social justice; access, equity, participation and rights.
- We engage our communities to better understand the lived experience of people, their needs and aspirations.
- We apply an intersectional lens to reduce vulnerability to discrimination and social exclusion.
- We elevate the visibility and awareness of diversity within our communities and neighbourhoods.
- We address perceptions and attitudes that reinforce inequities.
- We adapt our social infrastructure and public places and spaces to be 'fit for people'.
- We adapt our communication and engagement practices to reduce barriers to inclusion.

### Partnerships and collaboration

- We focus efforts on creating synergies and finding new ways to work better together.
- We work with organisations that are present, relevant and engaged to deliver better outcomes for the community.
- We create connections between people, organisations, services, places, environments and ecosystems.
- We advocate together to address issues and barriers.
- We support communities and community groups to equitably access opportunities and resources.

### Focus

- We address issues important to our communities:
  - Accessible and social housing
  - Social infrastructure
  - Connected and cohesive communities
  - Employment pathways and workplace conditions
  - Mental health and support services
  - Family violence
  - Gender equity
  - Environment and sustainability
  - Fairness and safety
- We support identified communities that experience structural disadvantage.
- We identify and address systemic barriers that reinforce inequities.
- We deliver initiatives that accelerate measurable outcomes.



## Policy Context

Inclusive Banyule aims to support our community to take one step closer to achieving the Banyule Community Vision 2041:

**“We in Banyule are a thriving, sustainable, inclusive and connected community. We are engaged, we belong, and we value and protect our environment”.**

The Banyule Community Vision 2041 reflects our community's values, aspirations and priorities over the next 20 years, as represented in Figure 1. One of the six community themes is Our Inclusive and Connected Community, described as:

**“A safe, healthy, vibrant and connected community where people of all ages and life stages love to live, work and stay; diversity and inclusion are valued and encouraged.”**

This Vision is supported by six community priority themes:



Figure 1 Banyule Community Vision 2041

Uplifting inclusion across communities and neighbourhoods, and within our own organisation is a Council priority. It is embedded in the *Council Plan 2021-2025* and represents a key feature of our Municipal Public Health and Wellbeing priorities. These priorities are represented in Figure 2.

### Our Health and Wellbeing Priorities for 2021-2025

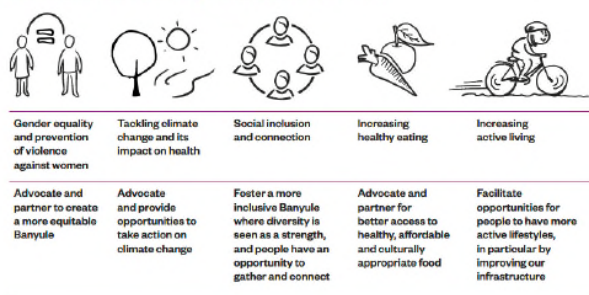


Figure 2 Banyule's Municipal Health & Wellbeing Priorities

Inclusive Banyule works with and complements Council's planning framework. It represents as an organisational plan in this hierarchy illustrated in Figure 3.

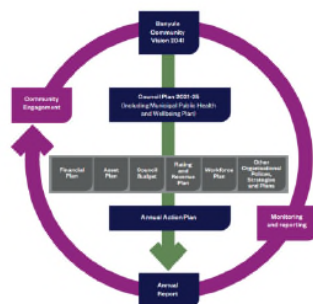


Figure 3 Banyule's Planning Framework

Banyule City Council recognises its role as a global citizen. We share a commitment to the elevation of human rights and social inclusion for everyone and acknowledge the United Nations Sustainable Development Goals as a call to action that informs Inclusive Banyule.

Council plays a leading role in local efforts to improve society, support people and pursue economic prosperity for all. Inclusive Banyule addresses inclusion in alignment with the global development goals represented in Figure 4.



Figure 4 United Nations Sustainable Development Goals

In Australia, the Australian Human Rights Commission has statutory responsibilities to address discrimination under the *Age Discrimination Act 2004*, *Australian Human Rights Commission Act 1986*, *Disability Discrimination Act 1992*, *Racial Discrimination Act 1975*, and the *Sex Discrimination Act 1984*. It is unlawful to discriminate based on a range of protected attributes including age, disability, race, sex, intersex status, gender identity and sexual orientation in certain areas of public life, including education and employment.

As is the case across Australia, in Victoria all councils are governed by state legislation, which generally overlap with Commonwealth laws. State legislation stipulates the activities which Council is required to perform and provides scope for Council to pursue discretionary activities that respond to local needs. Our legislative obligations include, but are not limited to:

*Local Government Act 2020 (Vic)*- requires Council to achieve the best outcomes for the community and future generations.

*Disability Act 2006 (Vic)*- requires Council to reduce barriers to accessing goods, services and facilities; and obtaining and maintaining employment. Promote inclusion and participation in the community and achieve tangible change in attitudes and practices that discriminate.

*Gender Equality Act 2020 (Vic)*- requires Council to consider and promote gender equality; and take necessary and proportionate action towards achieving gender equality, including undertaking Gender Impact Assessments.

*Public Health and Wellbeing Act 2008 (Vic)*- requires Council to create an environment which supports the health of community members and strengthen the capacity of people to achieve better health.

*Child Wellbeing and Safety Act 2005 (Vic)*- requires Council to support all children to reach their full potential and participate in society irrespective of their family circumstances and background.

*Climate Change Act 2017 (Vic)*- outlines Council's role in supporting vulnerable communities and promoting social justice and intergenerational equity. It also includes principles of equity and community engagement to inform decision making.

*Charter of Human Rights and Responsibilities Act 2006 (Vic)*- requires Council to act in a way that is compatible with human rights.

*Multicultural Victoria Act 2011 (Vic)*- in alignment with this Act, all Banyule residents are equally entitled to access opportunities and participate in and contribute to social, cultural, economic and political life.

*Racial and Religious Tolerance Act 2001 (Vic)*- in alignment with this Act, Council promotes the full and equal participation of every person in a society that values freedom of expression and is an open and multicultural democracy.

*The Equal Opportunity Act 2010 (Vic)*- makes discrimination because of a personal characteristics, as defined in the Act\*, against the law. The Act creates 'positive duty' responsibilities which requires Council to eliminate discrimination, sexual harassment and victimisation as much as possible. This means taking reasonable and proportionate measures which align with the six minimum standards identified by the Victorian Equal Opportunity & Human Rights Commission.

*Family Violence Protection Act 2008 (Vic)*- creates an obligation for Council to take reasonable steps to maximise safety for children and adults who have experienced family violence who access relevant Council services, and prevent and reduce family violence.

*Planning and Environment Act 1987 (Vic.)*- creates an obligation for Council to secure a pleasant, efficient and safe working, living and recreation environment for all and to balance the present and future interests of all Victorians.

The legislative framework reminds us that people's experiences with inclusion are different and there are groups within Banyule that continue to experience long-term and entrenched structural disadvantage.

\*Characteristics protected in the Equal Opportunity Act 2010 (Vic.) are:

Age	Marital status	Sex characteristics
Parent and carer status	Race	Sexual orientation
Disability	Political belief or activity	Profession, trade or occupation
Employment activity	Pregnancy and breastfeeding	Lawful sexual activity
Gender identity	Sex	Industrial activity
Expunged homosexual conviction	Physical features (height, weight, size, shape, facial features, hair and birthmarks)	Personal association with someone who has, or is assumed to have, one of these personal characteristics



## Inclusion benefits everyone

Inclusion occurs when a diversity of people (e.g. of different ages, cultural backgrounds, genders) feel valued and respected, have access to opportunities and resources, and can contribute their perspectives and talents to improve their community.

Diversity Council of Australia

Everyone benefits when we consider the needs of all people, and offer additional focus to communities who experience greater levels of disadvantage and social inequities.

The outcomes of adopting a social justice approach to inclusion is compelling. Deloitte Access Economics (2019) modelling and analysis indicates that a more inclusive society increases the Australian economic dividend by \$12.7 billion annually. Vic Health (2005) states that inclusion has a 'powerful and protective effect on public health'.

When we focus on access, equity, participation and human rights, we can influence significant, measurable impacts as represented in Table 1.

Table 1 Impact of inclusive practice

### We see an uplift in:

Positive health behaviours and self esteem  
Improved mental and physical health  
Employment outcomes and access to wider talent pool  
Increased productivity in the workplace  
Boost to inclusive economic growth  
Improved quality of life  
Stronger sense of social identity and social cohesion  
Perceptions of safety

### We see a decrease in:

Cost of delivering social services  
Rates of loneliness  
Rates of mortality, cognitive & functional decline  
Rates of depressive symptoms  
Dependencies on social welfare  
Levels of poverty  
Rates of crime and engagement with the justice system

As we continue to develop and refine our inclusive practices, we believe we can create positive impact, leading to strengthened communities and over time an uplift in the quality of life for residents, as represented in Figure 5.

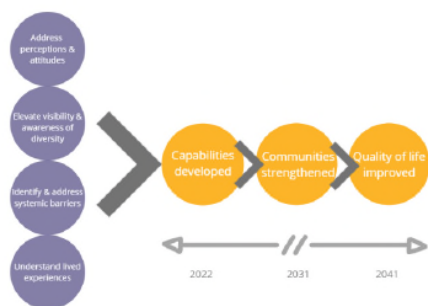


Figure 5 Impact of inclusive practice



## Pathway to inclusion

To uphold and exceed Council's obligations to uplift inclusion and respond to our positive duty to act under the Equal Opportunity Act 2010 (Vic.), a range of important steps towards inclusion were identified.

### Inclusion starts with addressing inequities

There are groups within Banyule that experience structural disadvantage, occurring as a result of mainstream policies and programs not meeting everyone's needs or offering equal opportunities, and this can lead to poorer social, health and economic outcomes. To address structural disadvantage, Banyule recognises and seeks to support a range of identified groups as identified in the Royal Commission into Family Violence findings, including but not limited to the groups in Table 2.

Table 2 Identified groups experiencing structural disadvantage

First Nations people	Multicultural communities	Women and girls
Children in out-of-home care	Young people aged 12 to 25	Older adults
Faith communities	LGBTQIA+ communities	People with disability
People working in the sex industry	People experiencing homelessness	Victim survivors
People experiencing mental health issues	Refugees and people seeking asylum	People experiencing poverty

### Recognising intersectionality

Intersectionality refers to the ways in which different aspects of a person's identity can expose them to overlapping forms of discrimination and marginalisation. Council recognises that individual characteristics that inform our social identity do not exist independently from each other. Rather they often intersect to create complex forms of inequities as a result of systems and structures that disadvantage certain population groups or people with specific characteristics, as shown in Figure 6. Intersectionality is considered a fundamental approach and embedded in Council's approach to inclusion.

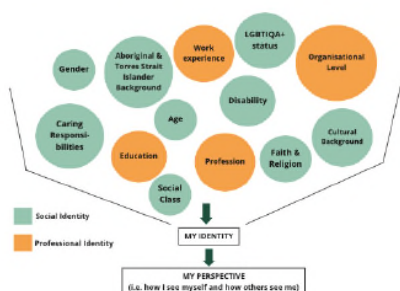


Figure 6 Intersectionality

### Knowledge and curiosity

Because we live in a dynamic and fast changing society, we share the responsibility to reflect, learn and adapt in response to societal events and challenges. When we routinely apply a social justice lens to Banyule's policies, strategies, and service and program practices, we are better positioned to identify the unintended consequences of Council's actions that may create or reinforce structural disadvantage for different groups of people. This process may lead to the identification of emerging and new groups of people experiencing inequities, which will require Council to adapt to proactively respond.

### Intentional inclusive practice

We purposefully take steps to uplift inclusion to support all people's experience of social justice-based outcomes of access, equity, participation and rights. The practice of inclusion requires planned, adaptive and incremental actions orientated towards key elements that lead to change. Over the next four years, Banyule's actions will focus on:

- Addressing perceptions & attitudes
- Elevating visibility & awareness of diversity
- Identifying & address systemic barriers to inclusion
- Understanding the lived experiences of people

## Diversity in Banyule

Home to over 137,000 people (2022), with a median age of 39 years of age, Banyule residents identify with incredibly diverse range of backgrounds and differ across a number of dimensions such as age, religion, culture, gender, LGBTIQ+, experience of disability and socio-economic background. This snapshot of diversity is used to highlight the importance of taking an intersectional approach to inclusion.

### First Nations

The Wurundjeri Woi-wurrung people are the Traditional Custodians of Banyule, although under 1,000 First Nations people call Banyule home. Banyule works in partnership with First Nations people to improve inclusion outcomes through the Reconciliation Action Plan.

### Age and households

In 2022, people aged 35-49 years are the most represented age group in Banyule, representing one in five residents. Similarly, one in five residents are under the age of 18 years and 23% are over 60+ years. These statistics indicate Banyule is a popular home for families with dependent children (34.3% of households). Single parent families represent 10% of these households and 81% of single parents identify as female. Of the older adult resident population, 10% aged 65+ years live alone, with older adult females more likely than males to live alone.

Population forecasts suggest that each service age group will grow in number over time. However, more significant growth is expected in the under 18 age group which will increase to one in five by 2041 and almost one in four residents will be aged 60+ years.

With the understanding that children, young people and older adults are identified communities, designing tailored inclusion strategies within Council's services, programs and actions will continue to be an important consideration.

### Gender

Gender refers to the characteristics of women, men, girls and boys that are socially constructed. WHO 2022

Whilst most Banyule residents identify as heterosexual, the Victorian Government estimates that 5.7% of the population openly identify with the LGBTIQ+ community. The majority identified as being lesbian/gay (1.8%) or bisexual (2.8%). The remaining identified as being transgender, gender diverse, queer, pansexual, asexual, having an intersex variation or other (appr1.1% combined).

Based on these statistics, it is estimated that just under 7,000 or 1.4% residents in Banyule identify with the LGBTIQ+ community and 221 Banyule couples are living in a same-sex relationship. On the premise that the LGBTIQ+ community is identified as experiencing inequities, our population will continue to grow and our inclusive strategies aim to support more people to feel psychological safety to identify, it is reasonable to predict that actions that address gender-based identity issues will become more important to address over time.

In Banyule, statistics indicate traditional societal roles may continue to influence perceptions of inclusion. For example, females are more likely than males to provide unpaid childcare (32.5%), unpaid care (15.2%), do unpaid domestic work (77.4%) and to volunteer (22.2%).

### Cultural diversity

Banyule is home to people with ancestries from over 140 countries and 23% of residents were born overseas, with UK, China, Italy, India being the main countries of birth. Heidelberg West is celebrated as the home of the

largest Somali population in Australia. From 2014 to 2020, there was a 25% increase in the number of people who settled in Banyule with a Bridging E Visa.

In homes and communities across Banyule, you are likely to hear 120 different spoken languages including Mandarin, Italian, Greek, Cantonese and Arabic, by 22% of residents. Whilst most are fluent in speaking English, 3% of residents experience difficulties. Along with language diversity, the residents of Banyule hold a range of religious beliefs including 51% observing Christianity, 2% Islam and 2% Buddhism. However, 35% state they do not practice religion.

Because residents from multicultural backgrounds experience a range of barriers to inclusion, especially as it relates to employment and service access, working with our multicultural communities to drive actions that raise awareness and visibility and uplift our inclusive practices will continue to feature in our annual action plans.

### Disability

More than 17% of residents identify as having a disability, and of these residents, 5% need assistance with their daily core activities. There is strong evidence to suggest people with disabilities experience significant barriers to inclusion. For example, only 34% aged 20 years+ with disabilities have completed a Year 12 education; only 53% are employed; and 38% of households with a person with a disability are low-income households.

Older adults are more likely to identify as having a disability and across Banyule, 13% of people provide unpaid assistance to a person with a disability, long term illness or older adult.

### Socio-economic status

Across Banyule, residents report differing social and economic experiences. Overall, Banyule's SEIFA index of disadvantage is 1055, ranking Banyule as the 11<sup>th</sup> most affluent municipality in Victoria, which indicates most people are faring well. Most adults are employed, yet females are more likely to work part-time than males (51% compared to 22%) and the main local employment industries are Health Care and Social Assistance (15.1%), Education and Training (11.3%) and Professionals, Scientific Technical Services (9.3%). However, 15% of Banyule households are low-income households (earning less than \$650 per week) and females are more likely to be low-income earners than males. Whilst Banyule's unemployment rate is relatively low, in Heidelberg West/Bellfield where the SIFA rating is 864.1, 27% are low-income households, 14% are households without a car and 34% of people in this community live in social housing. One in four young people are unemployed and 13% are reported to be disengaged from school. This community is identified as experiencing state and nationally significant levels of disadvantage.

### Other diversity indicators

Across Victoria, 14% of adult residents have low-level literacy proficiency, struggling with tasks such as reading and writing and understanding procedural text most people take for granted.

It is important to reflect that there are groups of people with acute levels of disadvantage in Banyule, including over 320 people recorded as experiencing homelessness.

In a one-year period ending March 2022, 1,185 family violence incidents were reported in Banyule (Crime Statistics Agency 2022), whereby approximately 3 out of 4 family members affected were female and 81 were under 18 years of age.

Whilst Banyule has a positive duty to focus on the inclusion needs of all people, there is a strong case for providing supports to identified groups who experience inequities because they are more likely to experience complex and multiple barriers to inclusion.



## Leading change

Over the next four years, Council will progress specific actions to measure up to our Inclusive Banyule commitments and make significant progress towards our objectives. Our approach will remain targeted and intentional and will feature a blend of planned and deliberately emergent activities that create multiple and sustainable community benefits.

### Objective 1: Being an equitable and inclusive workplace and increasingly diverse workforce.

<b>Intended outcome</b> <ul style="list-style-type: none"> <li>The diversity of our own workforce reflects the diversity of Banyule's population.</li> </ul>	
<b>Our strategy</b> <i>Our People Strategy 2024</i> <ul style="list-style-type: none"> <li>Attract the most capable people to build an exceptional, diverse and culturally safe workforce who share our values.</li> </ul> <i>Gender Equality Action Plan 2021-2025</i> <ul style="list-style-type: none"> <li>Establish a full set of workplace diversity and inclusion baseline measures.</li> <li>Track progress and ensure accountability.</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>Increased diversity reflected in Banyule workforce data.</li> <li>Barriers to the recruitment and retention of leaders from diverse backgrounds are identified and addressed.</li> </ul>
<b>Intended outcomes</b> <ul style="list-style-type: none"> <li>Our people feel culturally safe, included and valued.</li> <li>Our organisation attracts the most capable people to build an exceptional, diverse and culturally safe workforce who share our values.</li> <li>Our employee experience and our reputation as an employer is aligned to our values, purpose and organisational needs.</li> <li>Our culture helps us to live the organisational values, always work collaboratively and provide excellent service, including during times of change.</li> </ul>	
<b>Our strategy</b> <i>Our People Strategy 2024</i> <ul style="list-style-type: none"> <li>Nurture a progressive, diverse, inclusive, safe and healthy workforce; a culture that fosters organisational agility and adaptability.</li> <li>Build a workplace culture that brings us together around shared values and purpose, creating a strong sense of connection for everyone.</li> </ul> <i>Gender Equality Action Plan 2021-2025</i> <ul style="list-style-type: none"> <li>Facilitate employee engagement with workplace gender equality and diversity and inclusion.</li> <li>Focus on LGBTIQ+ cultural safety.</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>Increased feelings of safety, inclusion and validation through staff surveys.</li> </ul>
<b>Intended outcome</b> <ul style="list-style-type: none"> <li>Our people commit to the ongoing learning and work of diversity, equity and inclusion.</li> </ul>	
<b>Our strategy</b> <i>Our People Strategy 2024</i> <ul style="list-style-type: none"> <li>Demonstrate our ability to work with our community in a way that shows an understanding of and respect for their unique background and circumstances.</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>All staff and councillors complete foundational cultural competency training and ongoing equity and inclusion trainings and workshops.</li> <li>Council makes available to staff ongoing opportunities for learning and engagement.</li> <li>Audits are done by department to assess opportunities related to equity, diversity and inclusion.</li> <li>Shifting attitudes towards equity, diversity and inclusion from staff.</li> </ul>

## Objective 2: Delivering equitable and inclusive services, places and spaces

Council has adopted a range of strategies to strengthen our Inclusive and Connected Community, as described in the *Council Plan 2021-2025*. To uplift inclusive practice across our range of services, places and spaces, we will routinely apply a gender equality and inclusion lens as we implement our intended strategies.

### Intended Outcome

- Our services, spaces and places are welcoming, safe, accessible, and affordable for all.

#### Our Strategy

- Provide a range of services and programs, and work with relevant partners to enhance health and wellbeing outcomes and social cohesion. This strategy aligns with our Municipal Public Health and Wellbeing response.
- Provide a range of services and programs that support the development of children, young people and families. This strategy is underpinned by the Child and Youth Framework.
- Deliver a range of accessible services and programs for older people that support social connections and independent living. This strategy forms part of the Older Adults Strategic Plan.
- Promote active and connected living through a range of accessible and inclusive opportunities for all people of all ages through sport and recreation. This strategy forms part of the Recreation Plan.
- Deliver a range of services and programs to become the leading Council in supporting and empowering people with disabilities. This strategy is progress through the Inclusive Banyule Annual Action Plan.

#### Indicators

- Council support for the diversity and inclusion of the Banyule Community.
- Increased number and diversity of people and communities accessing services, spaces, and places.
- Increased community satisfaction index scores for Banyule community facilities.
- Reported decrease of incidents of discrimination in customer/community member surveys of those accessing Banyule services, places and spaces.
- Strengthened perceptions of personal safety of those accessing Banyule services, places and spaces.
- Strengthening perceptions of belonging and inclusion of those accessing Banyule services, places and spaces.
- Banyule services are assessed for financial inclusion.
- People have access to health services.
- People have access to essential community services (transport, access to internet, telephone, electronic devices, or computer).
- People feel valued in the community.
- People have trust in local government its functions.

### Intended Outcome

- Our services, spaces and places are responsive to the emerging priorities, assets and needs of our diverse communities.

#### Our Strategy

- Provide and promote arts and cultural experiences to enhance community connectedness, engagement and a sense of wellbeing. This strategy forms part of the Arts and Culture Strategic Plan.
- Actively support and facilitate infrastructure, service and programs that address community safety. This strategy is linked to the Asset Plan and will be reflected in the Resilient Banyule Framework.
- Strengthen community preparedness and resilience for emergency events. This Strategy will be reflected in the Resilient Banyule Framework.
- Provide for and facilitate specific programs and respond to current and emerging preventable disease, outbreaks and public health risks. This strategy forms part of the Municipal Emergency Management Plan.
- Enable and empower philanthropic and business partners to support our community through the establishment of the Banyule Community Fund.

#### Indicators

- The needs of all people in the community are foundational to the planning and design of services programs and places.
- Council maintains channels of communication and feedback loops with diverse groups in community.
- Efforts are made to ensure that council policy and budget is responsive to emerging community issues and needs.
- Processes are established to reflect upon and learn from council responses to emerging community issues and needs.



<b>Intended Outcome</b> <ul style="list-style-type: none"> <li>Council policies, strategies, plans and other public - facing information are developed and implemented using equity centred design.</li> </ul>	
<b>Our Strategy</b> <ul style="list-style-type: none"> <li>Promote community awareness and support a diverse, connected, and inclusive community that respects and celebrates different cultures, beliefs, abilities, bodies, ages, sexualities, genders and identities. This strategy is progressed through the Inclusive Banyule Annual Action Plan.</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>Equity centred design policy created.</li> <li>Number of staff trained in equity centred design principles.</li> <li>Proportion of Council policies, strategies and plans that are developed according to equity centred design principles.</li> </ul>
<b>Intended Outcome</b> <ul style="list-style-type: none"> <li>Inclusion outcomes and practice across our range of services, places and spaces is uplifted and informed by the Traditional Custodians of Banyule, the Wurundjeri Woi Wurrung people, identified Elders and other First Nations people.</li> </ul>	
<b>Our Strategy</b> <ul style="list-style-type: none"> <li>Enhance our relationship and work in respectful partnership with the Traditional Custodians of Banyule, the Wurundjeri people, identified Elders and other Aboriginal and Torres Strait Islanders. This strategy is underpinned by the Innovate Reconciliation Action Plan.</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>Number of Reconciliation Action Plan actions completed.</li> </ul>

### Objective 3: Recognising and strengthening diverse communities and neighbourhoods.

In recognition that we live and work in dynamic and changing environment, we will prioritise specific enabling activities that will accelerate curiosity, learning and adaptive inclusion, and will have significant and direct benefits for our communities. These activities are:

<b>Intended Outcome</b> <ul style="list-style-type: none"> <li>Banyule keeps pace with trends, best practice and inform and uplift planning and practice.</li> </ul>	
<b>Strategy</b> <ul style="list-style-type: none"> <li>Curate and disseminate social research and demographic data. This strategy is progressed through the Inclusive Banyule Annual Action Plan.</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>Number of community data reports made publicly accessible.</li> <li>Number of requests for information.</li> </ul>
<b>Intended Outcome</b> <ul style="list-style-type: none"> <li>Organisations and networks share understandings, strengthen collaborative partnerships and create collective impact.</li> </ul>	
<b>Strategy</b> <ul style="list-style-type: none"> <li>Work with network partners across disciplines and priority groups. This strategy forms part of Council's operational core business.</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>Number of joint advocacy projects progressed</li> <li>Diversity of community and network partners that council works with</li> <li>\$ allocated to Inclusive Banyule grants</li> <li>Community outcomes reported as a result of funding for inclusion initiatives</li> </ul>

<b>Intended Outcome</b> <ul style="list-style-type: none"> <li>We identify and address barriers to inclusion, access and equity and ensure human rights are upheld.</li> </ul>	
<b>Strategy</b> <ul style="list-style-type: none"> <li>Audit and review the delivery of Council's programs, services, policy and strategy. This Strategy is responds to the Gender Equality Action Plan.</li> <li>Actively advocate to address physical accessibility barriers in non-Council community places and spaces. This strategy aligns with a range of Council obligations including statutory obligations under the Planning and Environment Act 1987 (Vic.)</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>Number of Gender Impact and Equality Assessments</li> <li>Reporting to the Gender Equality Commission and published recommendations &amp; findings on Council's website</li> <li>Proportion of people who feel connected or belonging in Banyule</li> <li>Proportion of people who report feeling safe in the municipality</li> <li>Number of people participating in active aging programs and events</li> </ul>
<b>Intended Outcome</b> <ul style="list-style-type: none"> <li>Barriers are reduced for communities, organisations and partners who engage, work and do business with us</li> <li>Our information is accessible, and language is inclusive</li> <li>All people can participate in decision-making</li> <li>People and communities are connected and participate fully in community life</li> <li>People from diverse backgrounds experience fewer barriers to employment</li> </ul>	
<b>Strategy</b> <ul style="list-style-type: none"> <li>Audit and review communication, meetings, engagement and employment practices. This strategy aligns with a range of Council Plans including the Banyule Service Promise, Community Engagement Policy, Inclusive Local Jobs Strategy, and the Social Enterprise Strategy.</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>Increase in ranking for community decisions, consultation, and engagement in Satisfaction Survey (higher than Victorian average).</li> <li>Attendance at Council run and supported arts and cultural events</li> <li>Perceptions of the local neighbourhoods</li> <li>Communication and information meet accessibility standards</li> <li>Inclusive language is consistently applied across all channels</li> </ul>
<b>Intended Outcomes</b> <ul style="list-style-type: none"> <li>Increased awareness and understanding of diversity, and embedded curiosity about lived experience and impact.</li> <li>Professional and community inclusion capabilities are enhanced.</li> </ul>	
<b>Strategy</b> <ul style="list-style-type: none"> <li>Deliver a range of inclusion-focused events, forums and communities of practice. This strategy is progressed through the Inclusive Banyule Annual Action Plan.</li> </ul>	<b>Indicators</b> <ul style="list-style-type: none"> <li>Number of inclusion-focused events, forums and community of practice delivered</li> <li>Council support for the diversity and inclusion of the Banyule community.</li> </ul>



## Governance of Inclusive Banyule

---

### Quality improvements

Council is committed to improving the quality of our work. We will measure how well we delivered our projects using several tools, including:

- Community satisfaction surveys.
- Household surveys.
- Self-assessment tools including internal Benefits Realisation Framework.
- Workforce diversity and inclusion surveys.

### Long term impact

Ultimately, Council wants to work with the community to create a positive impact. The benefits often take many years to reflect in community level indicators. As we monitor and report on trends over time, we will measure our impact by consulting with our identified community to determine these questions:

**“Is anyone better off as a result of our actions?”**

**“Should we be continuing these actions?”**

### Oversight

Council's Inclusive Banyule Advisory Committee will play a fundamental role in overseeing the delivery of this Plan, informing the annual Inclusive Banyule Plan actions and monitoring progress.

An annual action plan will be developed in consultation with our Inclusive Banyule Advisory and population committees, and through community consultation. Council is taking an integrated planning approach whereby responsibilities for uplifting inclusive practices are shared across the organisation.

Council's Community Impact Team will lead a coordinated and integrated response, in partnership with People & Culture, who will lead change to create an inclusive Banyule workplace.

Implementation of Inclusive Banyule will be delivered through existing Council funding and new initiatives projects. External funding through grants and partnerships will be routinely sought to drive further investment.

For more information about the Inclusive Banyule Plan, please contact the Community Impact team on 03 9490 4222 or visit Council's website.



## Inclusive Banyule- 2022/23 Integrated Action Plan

Council takes an intersectional, adaptive methodology to inclusion. Our approach will remain targeted and intentional and will feature a blend of planned and deliberately emergent activities that create multiple and sustainable community benefits.

Through consultation with community and identified priority groups, Council will be pursuing the following actions in the period of July 1, 2022 and June 30, 2023.

Action	Purpose	Role of committees	Delivery partners	Measures of success	Strategic links
<b>We will deliver an Inclusive Seminar Series</b>	To elevate the visibility and awareness of diversity in Banyule	We will work with the Inclusive Banyule Advisory Committee and population committees to plan and evaluate the project.	We will partner with organisations and groups with subject matter expertise to deliver the project.	Between July and September 2022, we plan activities with a community working group. Between October 2022 and June 2023, we will deliver 6 Inclusive seminars and publish the recordings on Council's website, where feasible. Participants in sessions reporting increased understanding of diversity matter in focus	This action responds to a range of community issues and seeks to both elevate visibility and awareness of diversity and address community attitudes and perceptions.
<b>We will develop a days of significance calendar and significant day fact sheets</b>	To identify days of significant important to our communities.	We will work with the Inclusive Banyule Advisory Committee and population committees to identify days of significance.	We will work with community groups to develop fact sheets specific to days of significance.	We will deliver a multi-faith and observation day calendar by October 2022 and identify significant days Council takes a lead on. For 10 day of significance, Council will produce, publish and promote a fact sheet via appropriate communication channels.	This action responds to the shared community issue of connected and cohesive communities and aims to elevate visibility and awareness of diversity.
<b>We will support key community days of significance</b>	To elevate the visibility and awareness of diversity in Banyule.	We will partner with population committees to plan and evaluation the	We will offer funding, through a formal applications process, to	From July 2022 to June 2023, Council will directly	This action responds to the shared community issue of connected and cohesive

	To support community groups to highlight and address the inequities experienced by identified populations.	significant days Council takes the lead on.	community groups, clubs and organisations to lead observation days identified as a priority.	lead or support the following activities: The 16 days of activism IDAHOBIT Trans Day of Visibility Trans Day of Remembrance Refugee week Harmony week International day of people with a disability RU OK day World Elder Abuse Awareness day Sorry Day NAIDOC Reconciliation Week Children's Week Seniors Week	communities and aims to address perceptions and attitudes.
<b>We will deliver an Assessable Communications Practice Guide</b>	To reduce access barriers to Council's communication channels.	We will work with the Disability and Inclusion Committee to inform the content of this practice guide.	We will partner with the Banyule Disability Services Network and key local disability advocacy groups to develop the practice guide.	An Accessible Communications Practice Guide published by June 30, 2023 on Council's website.	This action is underpinned by the Disability Act 2006. Completion of this action will support the future augmentation of Council's communication channels including the website.
<b>We will develop an Inclusive Grants Practice Guide</b>	To support community groups to consider ways to uplift the inclusiveness of project for which they seek Council funding.	We will work with population committees to inform the development of an Inclusive Grants Practice Guide	We will fund .id to provide Banyule Communities of Interest data  We will work with a not for profit organisation to develop videos to support community inclusive grant writing.	27 Communities of Interest will be described on the City of Banyule community profile  A requirement to consider inclusion is integrated into Community Grants Guidelines	This action responds to the shared community issue of connected and cohesive communities.



<b>We will develop an Inclusive Events Practice Guide</b>	To support Council and other community groups to deliver more inclusive community events.	We will work with population committees to inform the critical success factors for the project and to review progress		By June 30 2023, an Inclusive Events Practice Guide published on Council's website.	This action responds to the shared community issues of connected and cohesive communities, and fairness and safety.
<b>We will deliver the 2022/23 Inclusive Employment program</b>	To support local people experiencing barriers to employment with a 6 month job opportunity at Banyule City Council in a paid role tailored to an individual's areas of interest, goals, strengths and ability.	We will build stronger connections with population committees and local community groups.	We will work with BSL and Interact Australia to inform the project.	15 local jobs positions in 2022-23	This action responds to the Inclusive Local Jobs Strategy and responds to a shared community issue- Employment pathways and workplace conditions.
<b>We will create a program that supports employers with free tools, resources and access to recruitment services and local talent</b>	To build stronger, more inclusive workplaces.		We will work in partnership with local employment partners.	A sustainable program designed and tested for fidelity.	This action responds to the Inclusive Local Jobs Strategy and responds to a shared community issue- Employment pathways and workplace conditions.
<b>We will undertake Gender Impact Assessments on Council's new or reviewed services, programs, policies and strategies.</b>	To support critical thinking about how Council policies, programs and services will meet the different needs of women, men and gender diverse people.	We will use the Gender Impact Assessment Tool published by the Commission for Gender Equality in the Public Sector.	We will work with population committees to test our critical thinking.	All policies, programs and services that have a 'direct and significant impact on the public' will be assessed prior to being presented to Council.	This action responds to Council's legislative requirements under the Gender Equality Act 2020 and form part of Council's Gender Equality Action Plan.
<b>We will seek to understand how disability presents differently in the workplace and community</b>	To better understand the value of diversity in the workplace and community, and identify further barriers to inclusion	We will work with the Inclusive Banyule Advisory Committee and population committees to gather information and discuss barriers	We will work with peak bodies inclusion Amaze and Vision Australia to develop documentation to support individuals and professionals to understand the presentation of the identified disability in the workplace and community	Information reports published specific to Intellectual disability Vision impairment Collation and promotion of 6 case studies that exemplify positive inclusion outcomes for local people with disabilities.	This action is underpinned by the Disability Act 2006 and informed by the Disability Services Network and the Disability and Inclusion Committee.

<b>We will map all current Disability specific networks and groups in Banyule</b>	To position Council to facilitate access to information about services residents and professionals.	We will work with the Banyule Disability Services Network and Neighbourhood Houses to scope the project	We will work with the Disability Services Network and support groups offered by Neighbourhood Houses to gather information for the project	A local network map on Council's website by June 30, 2023.	This action responds to direct community feedback. Completion of this action will position Council to progress further action on better ways to keep community informed.
<b>We will identify key population trends based on 2021 Census data</b>	To identify new and emerging trends within the Banyule community	We will partner with the Inclusive Banyule Advisory Committee to generate key understandings from the trend analysis		Key population trends report published on Council's website by April 2023.	This action responds to Council's legislative requirement to achieving best outcomes for the municipal community, including future generations.
<b>We will produce social research reports on identified communities</b>	To facilitate improved understanding of identified populations groups and the typical barriers to inclusion	We will work with population committees to review the fidelity of the social research reports		10 reports specific to: LGBTIQ+ communities Older adults People experiencing homelessness Refugee and asylum seekers Victim survivors People with a disability Children and young people People experiencing poverty People experiencing mental health issues Faith communities	This action responds to legislative requirement to achieve best outcomes for the municipal community, including future generations.
<b>We will deliver a Homelessness Protocol</b>	To establish a consistent response framework to presentations of homelessness in Banyule		We will partner with the community support system in Banyule to inform the protocol	A Homelessness Protocol adopted by December 2022	As family violence is the leading cause of homelessness, this action is underpinned by the Family Violence Protection Act 2008 (Vic).



<b>We will fund the Midsumma in Banyule on QWere St event</b>	To celebrate local arts and cultural contributions of the LGBTQIA+ community	We will partner with the LGBTQIA+ committee to inform the planning of the event	We will fund and support the Montmorency Traders Association to run the event	The Midsumma in Banyule on QWere St delivered in January 2023	This action responds to important community issues including connected and cohesive communities and fairness and safety.
<b>We will produce a Welcome Pack for Refugees and Asylum seekers</b>	To support newly arrived people to connect with local support networks		We will partner with Amnesty International and the Montmorency Asylum Seekers Group to develop the welcome pack	A Welcome Pack distributed by March 2023	This action responds to obligations under the Multicultural Victoria Act 2001 (Vic.).
<b>We will offer Diversity and Inclusion training to all Council staff</b>	To support Council staff to understand diversity in the workforce and support inclusive practices			50% of Council staff complete the training	This action responds to Council's legislative requirements under the Gender Equality Act 2020 and form part of Council's Gender Equality Action Plan.
<b>We will make progress towards addressing Universal Access issues in Council's community buildings</b>	To address physical access barriers to Council's community buildings.			\$125,000 invested in Universal Access improvements	This action is underpinned by the Disability Act 2006 and the Planning and Environment Act 1987 (Vic.)
<b>We will maintain the Rainbow Tick accreditation for our Older Adults Program</b>	To continue to provide inclusive older adults programs for the LGBTQIA+ community			Successful renewal of the Rainbow Tick accreditation	This action responds to obligations under the Equal Opportunity Act 2010 (Vic.) and forms part of the Older Adults Strategic Plan.
<b>We will update Council's Inclusive Language Guide</b>		We will collaborate with the LGBTQIA+ committee to inform the refresh of the Guide	We will partner with Banyule Community Health Service adopt consistent language	A refreshed Inclusive Language Guide published by October 2022.	This action responds to obligations under the Equal Opportunity Act 2010 (Vic.)
<b>We will deliver the AAA Inclusion@Sport Project</b>	To support sports clubs to uplift inclusion practices	We will collaborate with the Disability & Inclusion Committee to inform project implementation		3 Banyule sports clubs completed the AAA Inclusion@Sport program	This action is underpinned by the Disability Act 2006 and the Equal Opportunity Act 2010 (Vic.).
<b>We will deliver a discussion paper on</b>	To inform the development of a Banyule Universal	We will collaborate with population committees to		By November 2022, a discussion paper completed and presented	This action is underpinned by the Disability Act 2006

<b>Universal Design and Placemaking</b>	Design and Placemaking Policy.	inform the discussion paper.		to Council for consideration.	and the Planning and Environment Act 1987 (Vic.)
---	--------------------------------	------------------------------	--	-------------------------------	--



# Banyule Youth Summit Report Card

The 2021 Youth Summit brought together 100 young people to discuss issues that concern them and their peers.



## Banyule Youth Summit Report Card

As representatives of their generation, young people discussed and debated many topics which included environment, racism, gender equality, mental health LGBTQIA+ and cultural diversity.

As representatives of their generation, young people discussed and debated many topics which included environment, racism, gender equality, mental health LGBTQIA+ and cultural diversity. On the day, the young delegates at the Summit presented their collective recommendations to representatives from different levels of government and key decision makers both in person and via live stream.

A list of recommendations were proposed and Council officers accepted the challenge to address as many recommendations as possible within Councils funding parameters and scope. The main goal was to ensure that young people were at the centre of the actions taken, with Council working in partnership with young people to deliver these over the past 12 months. Young people were actively involved in consultation processes as well as working tirelessly to achieve great outcomes for their community. We are delighted to share with you these fantastic achievements, and incredible variety of significant outcomes that have been achieved in partnership with Banyule's young people.



## Summit Outcomes



### YOUNG CARERS

Merri Health produced four short films in partnership with young people to raise awareness of and enhance understanding and appreciation of young carers. The films sought to provide a greater understanding of what a young carer might be experiencing day to day. Council similarly partnered with Merri Health to support young carers through an 8 week 'Young Carers' social group where young people could come together to socialise with other young carers and have access to professional youth worker support.



### Responsibility

Staff and Allies need to accept responsibility to call out harmful behaviours - including 'jokes' and 'games'



### Educating peers and holding people to account

Inform people choosing harmful behaviour of the magnitude of harm, ensure measures are put in place to prevent recurrence, retaliation and ignorance



### Validation and support

Acknowledge the direct and cumulative harm of each behaviour on survivors and ensure they are supported to heal



### LGBTQIA+

Youth Services developed 'Ditching Discrimination' - a workshop to support teachers to understand LGBTQIA+ inclusive language, current statistics and issues experienced by young people, as well as practical ways teachers in schools can support students. Additionally, a second workshop 'Queer-ies' was created in partnership with young people from Councils Rainbow Space program discussing the various ways that young people can be an ally to LGBTQIA+ peers. The workshop also explores the positive impact community support and celebration can have on the health and wellbeing of rainbow youth.



### LGBTQIA+

In response to a Summit recommendation, Council has developed unisex bathroom signage to be used at Banyule City Council events and celebrations. Young people advocated that all gender bathrooms protect and respect individuals who identify as a different gender and ensures that transgender and non-binary individuals feel safe using Council bathrooms. Free LGBTQIA+ inclusion merchandise and resources are now available at all youth events - celebrating young people's diversity through positive messaging.



## Summit Outcomes

### LGBTQIA+

Council held queer music event 'Shout It Out' for LGBTQIA+ young people and allies. The event was developed after young people expressed to Council they wanted to be seen, heard and free to express themselves. The event included live music, performances and a LGBTQIA+ friendly market space.



### EDUCATION

Council developed a range of new workshops and school holiday opportunities to address the presenting needs and interests of young people including 'Bullying and Social Harassment' plus a series of workshops aimed at building life skills and pathways.



### Bullying and Social Harassment

THE REAL IMPACT

### MENTAL HEALTH

Based on feedback from young people, two new workshops 'Supporting Friends: A tool kit of skills to help you check in with your loved ones' and 'Building Boundaries' were developed and have now been presented in person to over 300 students in schools throughout Banyule. In partnership with the Banyule Nillumbik Youth Services Network professional workshops for parents and others who support young people have also been delivered focusing on topics such as suicide prevention and building positive body image and self-esteem.



### MENTAL HEALTH

Equipped with responses from Council's annual youth survey, a local young artist developed a digital image that encompassed themes and responses relating to young people's hopes, dreams and challenges experienced throughout 20-2021. This artwork was displayed at the Art on the Walk exhibition in Greensborough over the 2021 summer break. This work invited open conversations and opportunity to 'see' young people in the community and to try to understand their mental health challenges as well as the positive things that get them through.



### RACISM

Council came together with First Nations leaders to implement awareness raising activities and workshops. This included working with Nartarsha Bamblett, an Aboriginal woman from the descendants of Yorta Yorta, Guna Kurnai, Wuradjeri & Warlpiri tribes who delivered a 'Cultural Excellence Workshop' for young people. Youth Services also provided a unique school holiday event 'Traditional Aboriginal Games' allowing a focus on health and wellness while learning about Aboriginal history and culture.



### RACISM

At the 2021 Youth Summit, young people made a recommendation to Council to stamp out racism by creating awareness of First Nations culture through sharing stories, culture and hearing First Nations people's voices. In partnership with emerging First Nations leaders, two videos were created on the topic of acknowledging country. The first is an acknowledgement of country in young people's voices, and in the other First Nations young people share their insights about the importance of a meaningful acknowledgement of country.



### ALL ABILITIES

Council in conjunction with Yellow Lady Bugs, supported the production of 'Orange Juice'; a short film about the uniquely female experience of being on the Autism spectrum. Written, filmed and directed by a young Autistic woman, it shows a young girl who struggles to identify with her peers, and whose experience asks us to think about acceptance, belonging and how we treat others.





## Summit Outcomes

### ALL ABILITIES

Council celebrated Banyule's young inclusion community by launching 'Art on the Walk' on International Day of People with Disability 2021. 'Art on the Walk' was a multi-faceted art exhibition by diverse young people. This event culminated in the installation of permanent art on planter boxes in Greensborough, celebrating the talents and creativity of young people active in Council's inclusive creative arts programs for young people. For this exhibit Youth Services also created an innovative 'Inclusion Access Key' allowing a holistic sensory experience of the exhibition. This included interactive elements accessible for people using mobility devices, and elements accessible by sight, smell, vision and sound ensuring all people had the ability to experience the event.



### SOMALI AUSTRALIAN YOUNG PEOPLE

Young men from the Somali Australian community were invited by Council to an Employment Forum to connect with career mentors and to investigate their employment pathway opportunities. Attendees had the chance to hear about the successes and journeys of peers and community leaders. Young men were linked in on the day with local support services able to provide expert ongoing access to free employment support.



### SOMALI AUSTRALIAN YOUNG PEOPLE

A range of exciting leadership, cultural and wellbeing activities have been delivered for Somali-Australian young men and women based on consultation and feedback from the community. Opportunities have included Mental Health First Aid, Recreation activities, Art workshops, Wellbeing events and Intergenerational, Cultural and Community celebrations.



### GENDER EQUALITY

In partnership with WaterMarc, Youth Services hosted a 'Women's Only Slide' Night to bring together girls and women of all ages to enjoy themselves in a safe environment. This event was developed in response to feedback from young women who asked for a woman's only space where they could experience a greater sense of security and enjoyment.



### AFTER THE MAN CAVE EXPERIENCE IT WAS REPORTED THAT.....

**95%** OF THE BOYS BETTER UNDERSTAND THE NEGATIVE IMPACTS OF NOT TALKING ABOUT THEIR EMOTIONS.



### GENDER EQUALITY

Council funded the delivery of 'Man Cave' workshops in a Banyule secondary school which worked closely with 70 young men from across Year 9 and 11 to support their understanding of healthy masculinity and emotional regulation. Feedback indicated that young men who completed the program felt better able to manage their mental health, seek support and communicate their emotions in a healthy way.



### ENVIRONMENT

Council supported a school jumper recycling project that saw over 200 jumpers originally destined for landfill head towards a textile recycler. They took these jumpers to use the wool to make new product and in doing so, prevented many kilograms of greenhouse gases from polluting out atmosphere.



### ENVIRONMENT

Council's Sustainability Team invited young people to hear about actions and initiatives that Council is working on to tackle environmental sustainability. Young people spent the afternoon workshopping ideas about how change could be realised in their communities, and Council provided information about how young people could action a project with positive environmental outcomes, and the support that could be provided to make young people's ideas come to life. Young people were also invited to take part in an indigenous planting potting workshop and asked to be the custodian of their native flower.





### CULTURAL DIVERSITY

With support from the Victorian State government, Council has created the SALDHIG Diverse Community project team, to build capacity within the local CALD and Somali Australian community. Council has been responsible for strength-based community led capacity building activities, which with evidence-based consultation have successfully developed inclusive and culturally sensitive workshops and events for the community on topics that are important to them.



### CULTURAL DIVERSITY

Council's Diverse Communities team has designed a 'Cultural Competency Training' for community sector workers that aims to equip participants with a deeper understanding of Somali culture, community and faith. The training aims to improve the knowledge of Somali Australian culture with the hope of increasing CALD community access into local services while promoting cohesion and knowledge.



## More outcomes from the Summit

- Young people were supported by Council to re-imagine their clothing by coming along to swap and up-cycle their wardrobes. The event encouraged young people to consider the long-lasting effects of the fast fashion industry on the environment and provided young people with ideas about how to go about applying more sustainable consumer habits to their fashion choices by cutting, sewing and adding to old clothes to make them new again.
- Council supported a young graphic design artist to showcase an all abilities awareness campaign they had developed to educate the public about how young people with all abilities can be helped to feel more included at events. The campaign reiterated the different ways that events providers can work to ensure people with disabilities have access to events in the same way able bodied people do.
- Youth services ran a First Nations Latitude social/consultation event to enable young people to feed back to Council and the community about what was important for them to have full lives.
- Council engaged social media as an avenue to raise awareness on the issues identified by young people in the 2021 Youth Summit. This included acknowledging significant cultural days/events/topics, while promoting and sharing existing resources, information and links to services relating to mental health, wellbeing, cultural identity, sustainability and belonging.
- Development of a new environmental resource online, [www.banyuleyouth.com/enviro](http://www.banyuleyouth.com/enviro) - supporting young people to access local sustainability actions, resources and information.

### More information:

To find out more and to see videos from both the Summit and Report Card events please visit [banyuleyouth.com](http://banyuleyouth.com) or contact Banyule Youth Services for more information.

Phone: 9457 9855 | Email: [banyuleyouth@banyule.vic.gov.au](mailto:banyuleyouth@banyule.vic.gov.au)





## Banyule Advisory and Population Committee Review

---

June 2022

### Overview

---

Banyule Council works closely with advisory and population committees to support Council to better understand key issues our communities experience. The outcomes of committee meetings guide Council to deliver inclusive services and to help develop, implement and monitor Council's plans and strategies.

At the 24 May 2021 Council Meeting, Council resolved to adopt a new committee structure. Subsequent to a Expression of Interest and appointment process, in July 2021, the 2022-2023 committees were inducted, then supported to meet:

- Reconciliation Action Plan (RAP) Advisory Committee
- Environment and Climate Action Advisory Committee (ECAAC)
- Arts and Culture Advisory Committee (ACAC)
- Inclusive Banyule Advisory Committee plus population committees:
  - Disability and Inclusion Committee
  - Age-friendly Committee
  - Multicultural Committee
  - LGBTIQ+ Committee

The purpose of the review is to provide Council with an update on the implementation of advisory and population committees in the period between July 2021 and June 2022 and offer recommendations for further optimisation of the committee process.

This interim review is presented in the following order:

1. Membership and attendance metrics
2. Year 1 Committee statements
3. Future development opportunities

## Membership and attendance metrics

Committee	Induction members (July 2021)	Current members (June 2022)	Average rate of attendance
Reconciliation Action Plan Advisory Committee	9	10	85%
Environment and Climate Action Advisory Committee	11	10	90%
Arts and Culture Advisory Committee	12	12	86%
Inclusive Banyule Advisory Committee	22	19	61%
Disability and Inclusion Committee	15	12	85%
Multicultural Committee	14	13	56%
LGBTIQA+ Committee	15	15	71%
Age-friendly Committee	9	8	90%

## Year 1 Committee statements

### Reconciliation Action Plan Advisory Committee

The RAP Advisory Committee is made up of 10 members with a connection to the Aboriginal and Torres Strait Islander community in Banyule. The first year has brought up issues around strengthening the First Nation's voice across the municipality and how to best move towards reconciliation.

First year actions have included:

- Establishing a sub-committee to establish a comprehensive and consistent communication plan to promote Treaty and Yoorrok Justice Commission key messages to community.
- Completion of the RAP Annual Report which was submitted to Reconciliation Australia and Council for tabling.
- The continued consultation relating to and the activation of the Barrbunin Beek Gathering Place
- Discussions on days of significance such as Sorry Day and what this means for community
- Investigation into the renaming of Council areas with a connection to atrocities against First Nation's people.

Moving forward, the committee will continue to advise on steps towards Treaty, how to work on a clear communication plan across Council and the ongoing recognition of Banyule's First Nations community.

### Environment and Climate Action Advisory Committee

Year one of the ECAAC has included consultation on;

- the Urban Forest Strategic Plan,
- Community Service and Infrastructure Framework,
- State of the Environment Report
- No Local Extinction Plan,
- Olympic Leisure Centre redevelopment and;



- the Hurstbridge Rail Corridor Feasibility Study.

ECAAC have also been informed on;

- the Sustainable Building Guidelines,
- Community led energy innovation grants
- Better Score project

The advisory committee have allocated approximately \$125,000 worth of grants which will support Council in reaching its climate action goals.

A system of briefing papers was introduced for members to ensure meetings were efficient and attendees had a background understanding of consultation.

A series of structured conversations took place across June to hear from a sample of BECAAC members about their views on year one outcomes. These conversations will help Council understand where there may be opportunities for improvement. BECAAC members all mentioned that they were happy with the structure of the committee and felt it was organised well. They also all appreciated the briefing papers and felt they were being genuinely consulted on matters.

Some challenges identified were:

- Ensuring genuine consultation by bringing topics to BECAAC earlier in the development timeline.
- Ensuring agendas are balanced to allow enough time for discussion.

Some opportunities identified were:

- Delivery of the brief in a variety of mediums, i.e. video briefings
- Having less structured 'workshops' throughout the year.

### **Arts and Culture Advisory Committee**

Banyule Arts and Culture Advisory Committee is made up of 12 members with strong representation of professionals in the Creative & Cultural Sector across Melbourne. Meetings have focused on the impact of COVID on our creative community and approaches to achieving the arts and culture outcomes stated in Council's Vision and Council Plan.

The Art Collection sub-working group was established to review nominated artworks intended for acquisition into the Banyule Art Collection. Accordingly, a formal recommendation was made to Council by ACAC (in line with our Art Collection Policy) to acquire 11 works of art into the City's Collection. Council endorsed this recommendation in February.

EOI's for a second sub-working group are being held in June/July, to form an assessment panel for the upcoming Arts & Culture Project Grants round.

### **Inclusive Banyule Advisory Committee**

Inclusive Banyule Advisory Committee is made up of stakeholders and representatives from our five population committees; Age-Friendly, Disability, LGBTIQ+, Multicultural, RAP. Since inception (November 2021), the committee has identified shared inclusion priority areas of:

- Mental health and wellbeing, and social connection
- Family violence
- Social and community housing
- Employment

Areas for shared action and advocacy led by the committee is through partnership with Council. The Committee identified the need for micro and localized activation and reengagement as part of community-led reactivation and recovery from the COVID-19 pandemic. It also played an instrumental role in the development and implementation of the Inclusive Banyule Grants program including having representation on the assessment

panel. The committee have also had the opportunity to provide input and feedback throughout the development of the Inclusive Banyule Plan and 2022/23 Action Plan.

The committee has experienced some inconsistency in 2022 in participation and attendance however members are engaged and committed to the advisory committee.

## Population committees

### Disability and Inclusion Committee

Year 1 of the committee has focused on the development of the new Inclusive Banyule Plan. As part of this process, the members mind mapped and identified key priorities for people with disabilities in Banyule. Three targeted focus groups explored their priorities which included Accessibility and Universal Design, Communication and Information Provision and Employment and Business. A series of suggested action improvements were identified and informed the new plan. Members were also invited to comment on the Achievement Report of the Previous Action Plan. Members contributed to key council activities including the planning and delivery of International Day of People with Disability and the AAA Sport and Recreation Grant application. They participated in consultation on Watsonia Town Square, COVID Impacts on People with Disability, Religious Discrimination Bill, Inclusive Banyule Grants and were invited to contribute to the consultation for the State Disability Plan,

The committee moved to a zoom platform to as it was more inclusive of people with a hearing impairment and the usage of auslan interpreters. Online meetings have allowed for ongoing good levels of participation with members indicating this as their preferred way of delivery. Members found targeted opt in or out focus group allowing for targeted conversation and deliberation very useful and a constructive way to be informed on the context, issues and then explore opportunities for change. Members are keen to be involved in practical working groups on projects of interest.

### Age-friendly Committee

In October 2014, Banyule joined the World Health Organisation Network of Age Friendly Cities with the vision to be an inclusive and accessible community that promotes active ageing. As a result of this membership and exchange of ideas, we established its Age Friendly Banyule Champion program, which gives older residents the opportunity to identify and address issues that improve older people's connections to their local community.

The Banyule Age Friendly Cities Advisory Committee oversee the implementation of the strategy and the action plan. Our goals for older residents are:

- Opportunities to maintain and improve their health and wellbeing
- Encouragement and opportunities to participate in the community
- Community health support services: making the right available to meet their needs
- Civic participation and employment: actively involved in the community
- Ageism and respectful inclusion: valued and contributing to their community
- Communication and information: able to easily access information about their community and services
- Housing; have a range of housing options to meet their needs
- Transportation: able to easily move about Banyule to participate in the community and have access to services
- Outdoor spaces and buildings: access to pleasant, safe and healthy environments

Achievements of the committee in Year 1 have included:

- Advocacy for the installation of a shade sail at the Ivanhoe Seniors Exercise Park
- Advocacy for improved readability and usability of Council's website
- Providing community input regarding Inclusive Banyule, the Olympic Village development and East Ivanhoe shopping precinct



- Exploration of arts and cultural activities for older adults
- Contributions have resulted in a map being developed to identify cooler places to visit in Banyule during periods of heatwave.

### **Multicultural Committee**

Year 1 has focused predominately on the development of Inclusive Banyule. This has included committee members participating in several consultation sessions which aided in the development of the plan and priorities. The Multicultural Committee were consulted by the Communication and Governance team on strategies to make Council's website more inclusive of people who speak languages other than English.

The Multicultural committee has experienced inconsistent attendance and challenges in ensuring all members have an opportunity to speak during hybrid meetings.

### **LGBTIQA+ Committee**

Whilst the LGBTIQA+ Committee have maintained membership at 15, 2 members resigned and were replaced through previous expressions of interests, as per the Terms of Reference. The first year of the LGBTIQA+ committee addressed several issues including the Religious Discrimination Bill, Co-housing, and the Inclusive Banyule Plan. Other issues were tabled but not actioned including the Queer memorial/ place of remembrance, opportunity to securing a safe gathering place, gender neutral toilets and Census data questions advocacy. The committee supported events including IDAHOBIT and the Trans Gender Day of Visibility, with multiple positive outcomes.

As a result of consultation activities to inform Inclusive Banyule, the committee proposed working collaboratively to build understand of local supports and uplifting safe places to connect with community; finding ways to support community members to form natural connections with like-minded people; valuing uniqueness and opportunities to feel visible and seen. Ideas tabled included peer mentoring programs, addressing assumptions of gender, inclusive events, arts & cultural inclusion. To make progress, the LGBTIQA+ committee suggest focussing on commonalities, normalising diversity, uplifting engagement and supporting grassroots organisations.

## **Development opportunities**

---

As a result of feedback from Committee Members and Contact Officers, the following opportunities to improve the committee experience are tabled for noting, with the view that Contact Officers seek to further explore these recommendations with committees and brief Council on key recommendations in April 2023.

### **Opportunity 1: Induction and mentoring enhancements**

Whilst an induction session is offered to committee members at the commencement of their term, there is an opportunity to further enhance the opportunities for committee members. In partnership with committees, develop an updated induction process and establish a mentoring practice guide.

Purpose- to support committee members to actively contribute, take on leadership roles within the committee and foster community leadership.

### **Opportunity 2: Implement annual surveying of advisory and population committees**

Develop and adopt a standard annual survey of committees. Implement at the following inflection points within the committee term:

- At induction
- At end of year 1 of committee term
- At completion of committee term

Purpose- to gauge the value ascribed by individuals to committee membership and identify opportunities to implement measures aimed at elevating the experiences of committee members.

### Opportunity 3: Improved subject matter briefings

Adopt a Committee briefing format. As successfully implemented by the Environment and Climate Action Advisory Committee, all Council officers or other guest speakers seeking to present information to an advisory or population committee meeting are requested to complete a Committee briefing paper, to be attached to the agenda.

Purpose- to adequately inform members of matters to be discussed at the committee meeting, leading to higher quality conversations and feedback.

### Opportunity 4: Timely and targeted engagement with Committees

Build in committee engagement into project management and community engagement approaches. Feedback indicates that engagement is often tokenistic and fails to allow for authentic opportunities to contribute.

Purpose- to ensure genuine consultation by bringing topics to committees earlier in the development timeline.

### Opportunity 5: Simplified Committee Agendas

Adopt a committee agenda incorporating an accessible table format.

Purpose- to support the Chair to facilitate the meeting.

Agenda item	Information	Presenter	Time
<b>Introductions</b>	<ul style="list-style-type: none"> <li>Acknowledgements</li> <li>Attendees and apologies</li> <li>House keeping</li> </ul>		
<b>Minutes from previous meeting</b>	<ul style="list-style-type: none"> <li>Acceptance of minutes</li> <li>Actions arising from previous minutes</li> </ul>		
<b>Standing agenda items</b>	<ul style="list-style-type: none"> <li>Updates from Council</li> </ul>		
<b>New business</b>	<ul style="list-style-type: none"> <li>Presentations</li> <li>Speakers</li> </ul>		
<b>Meeting close</b>	<ul style="list-style-type: none"> <li>Date of next meeting</li> </ul>		

### Opportunity 6: Facilitate integrated working group opportunities

Taking an intersectional approach, in the event a community issue or opportunity has relevance for two or more committees, the establishment of a working group is recommended.

Purpose- to bring together interested committee members to discuss, plan and progress action toward an appropriate response.

The first working group, to plan the Inclusive Seminar Series, is currently being trialled with six committee members expressing interest in participation.

### Opportunity 7: Adopt an Inclusive Meetings Practice Guide

In acknowledgement of the differing access and inclusion needs of meeting participants (current and future), develop and adopt an Inclusive Meetings Practice Guide.

Purpose- to establish consistent best practice strategies to support all people, irrespective of identity, to participate in Council's advisory and population committees.

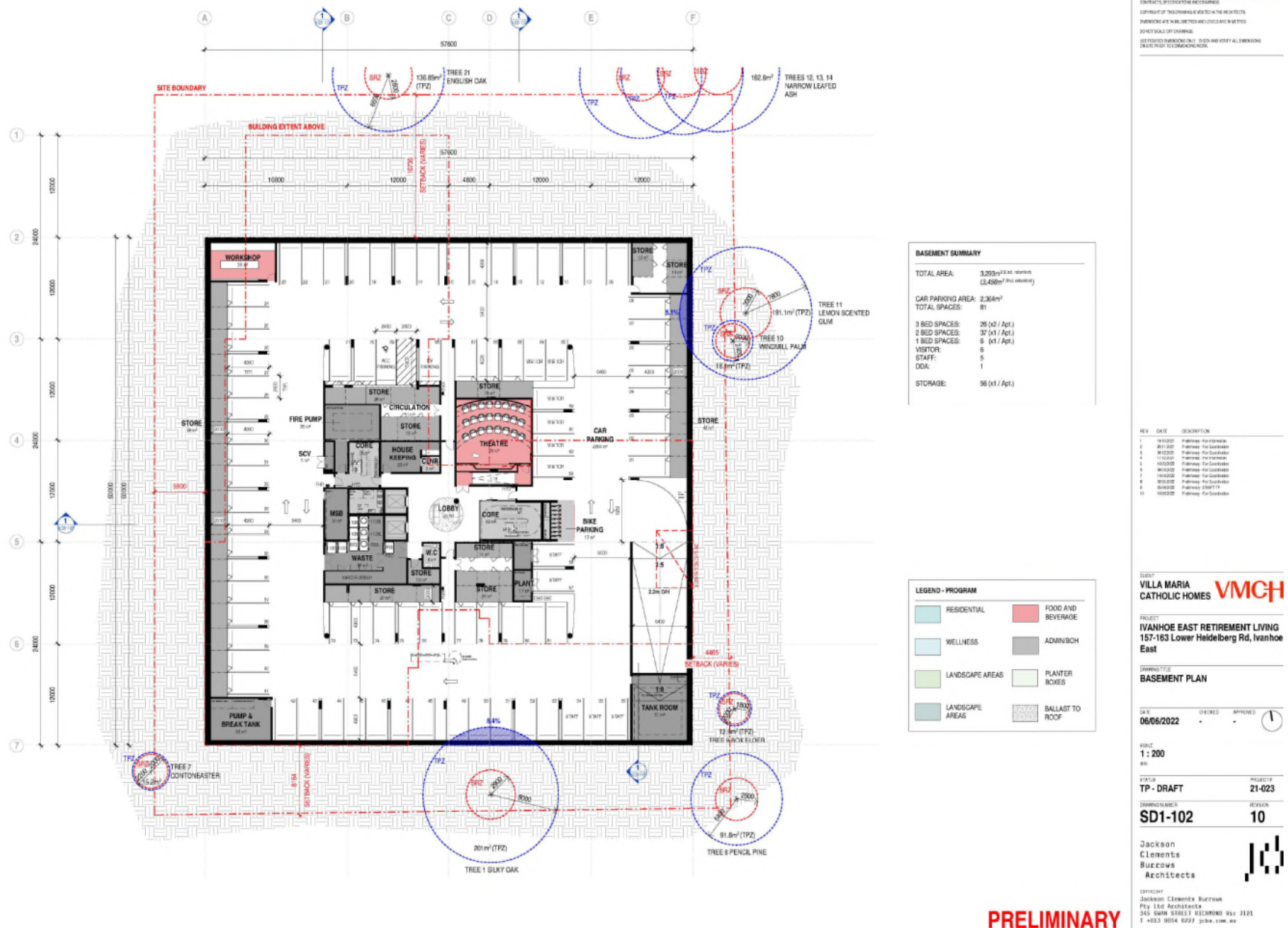
The hallmarks of a practice guide will include:



- Meeting formats (face-to-face, hybrid, online)
- Meeting protocols
- Best practice methods of supporting all members to contribute
- Best practice methods of responding emerging to Terms of Reference breaches
- Accessible documentation
- Accessible meeting tools, including interpreters.







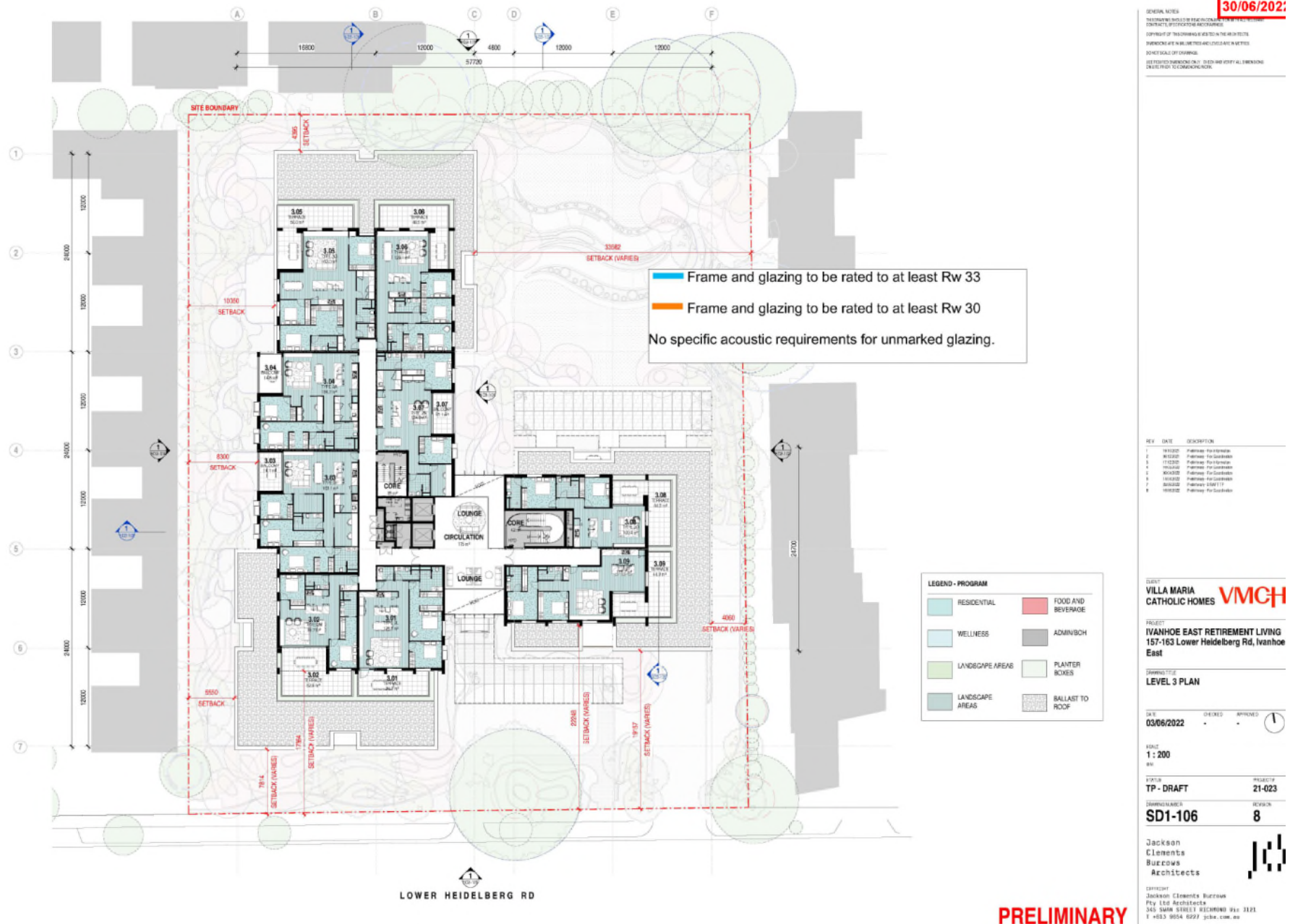




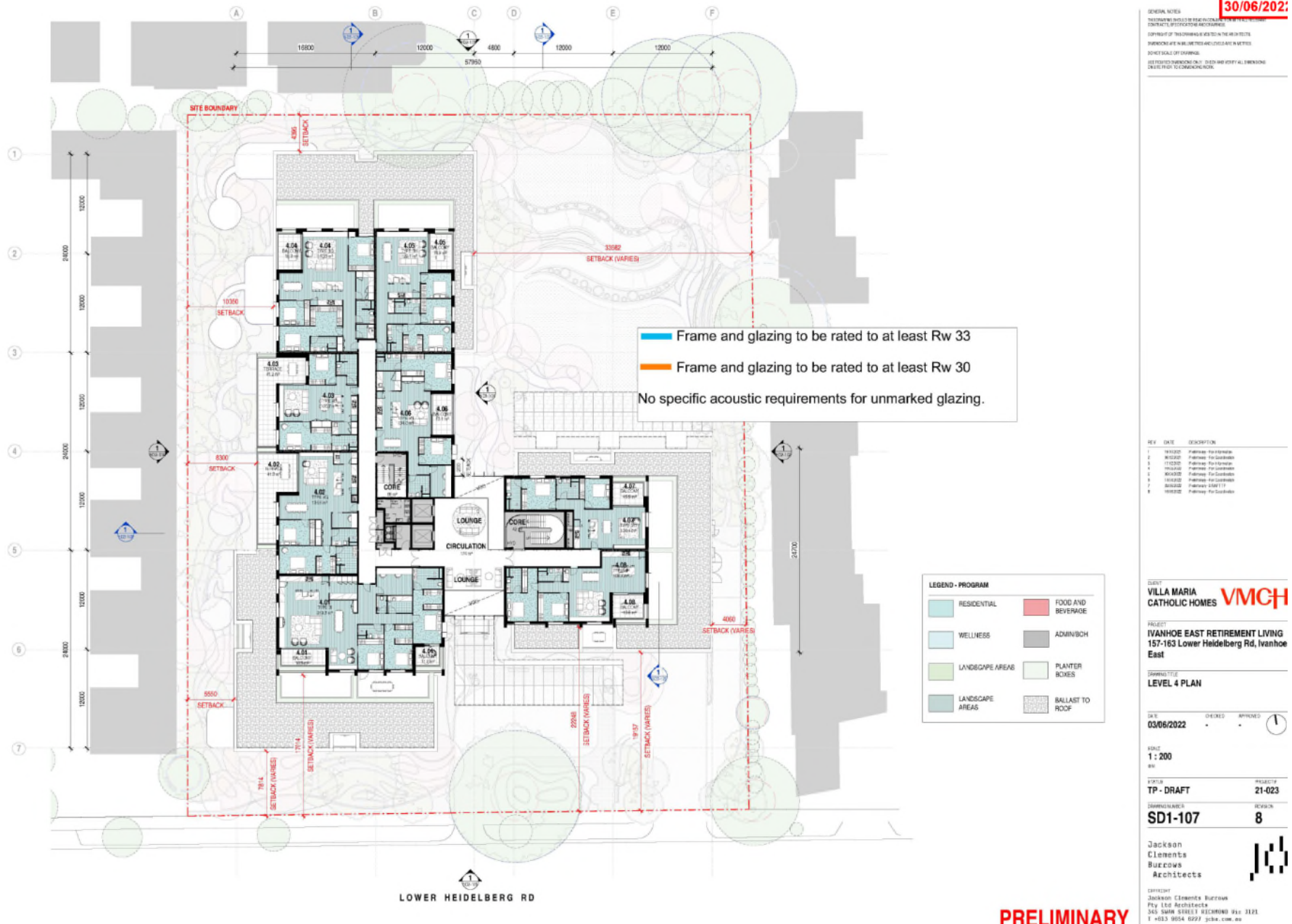




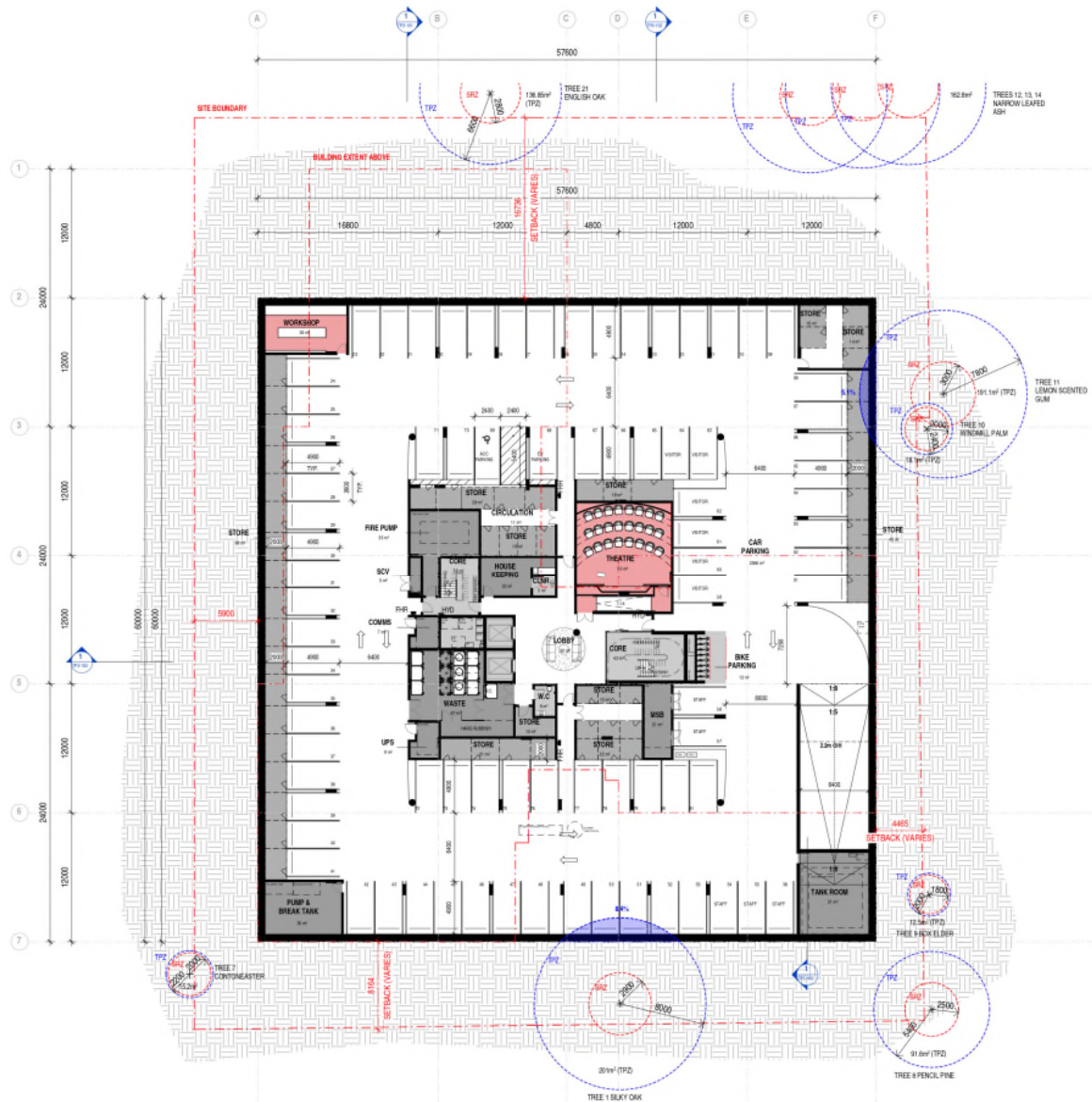












BASEMENT SUMMARY	
TOTAL AREA:	3,383sqm (Floor area) (3,458sqm (incl. voids))
CAR PARKING AREA:	2,388sqm
TOTAL SPACES:	81
3 BED SPACES:	26 (incl. Apt 3)
2 BED SPACES:	37 (incl. Apt 1)
1 BED SPACES:	6 (incl. Apt 2)
VISITOR:	6
STAFF:	5
DOA:	1
STORAGE:	36 (incl. Apt 1)

GENERAL NOTES  
THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL PRELIMINARY CONTRACTS, SPECIFICATIONS AND CONDITIONS.  
COPYRIGHT OF THIS DRAWING IS RESERVED BY THE ARCHITECTS.  
DIMENSIONS ARE IN METRES AND LEVELS ARE IN METRES.  
DO NOT SCALE OFF DRAWINGS.  
USE PRINTED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK.

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Tender/Planning

CLIENT  
VILLA MARIA  
CATHOLIC HOMES



PROJECT  
IVANHOE EAST RETIREMENT LIVING  
157-163 Lower Heidelberg Rd, Ivanhoe East

DRAWING TITLE  
BASEMENT PLAN

DATE	CHECKED	APPROVED
30/06/2022	/	/

SCALE  
1:200

STATUS  
TOWN PLANNING

PROJECT #  
21-023

DRAWING NUMBER  
TP1-102

REVISION  
1

Jackson  
Clements  
Buzdow  
Architects



COPYRIGHT  
JACKSON CLEMENTS BUZDOW  
PTY LTD ARCHITECTS  
345 DAWN STREET RICHMOND VIC 3121  
T +613 8264 8227 jcb@jcb.com.au



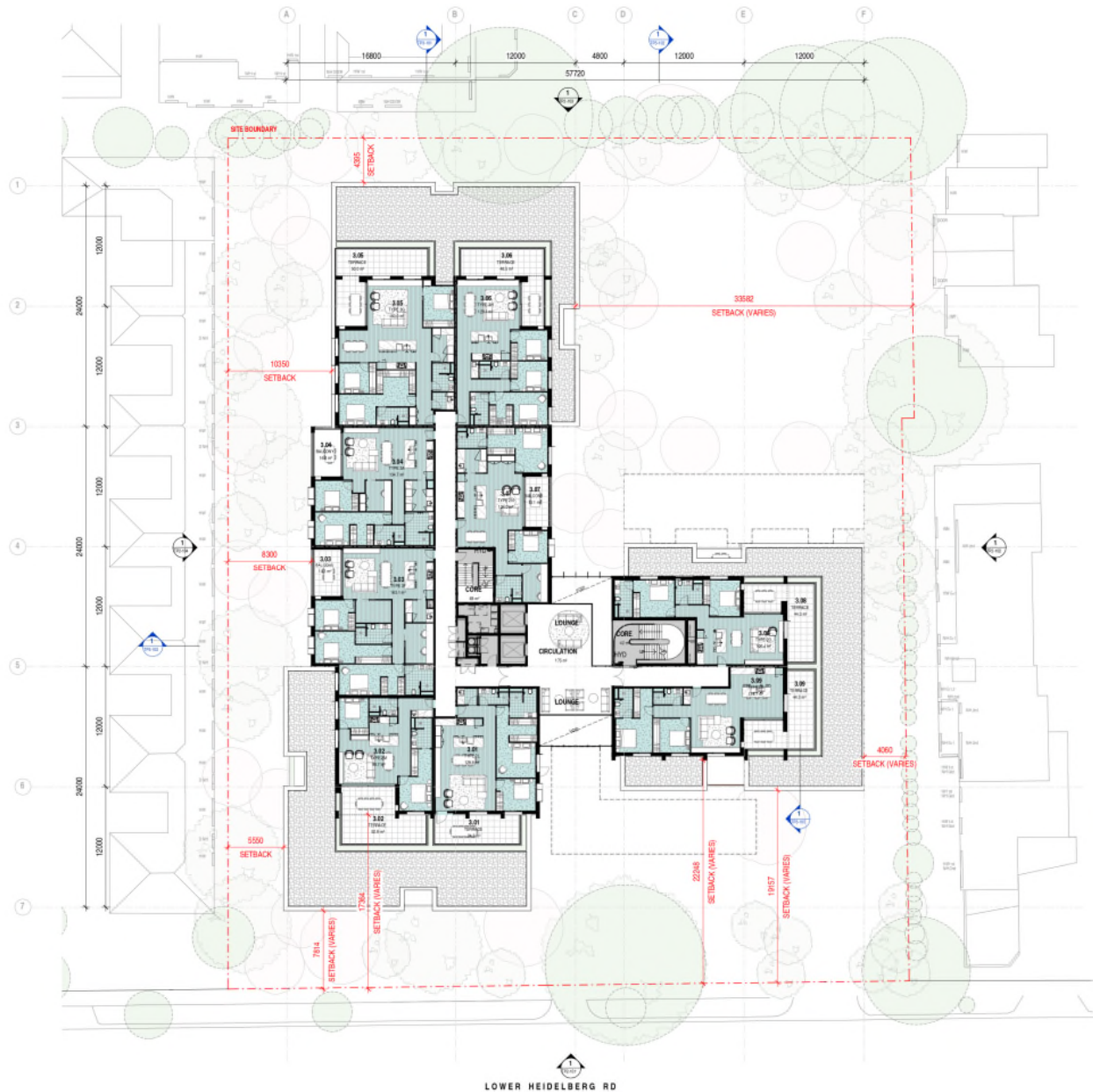


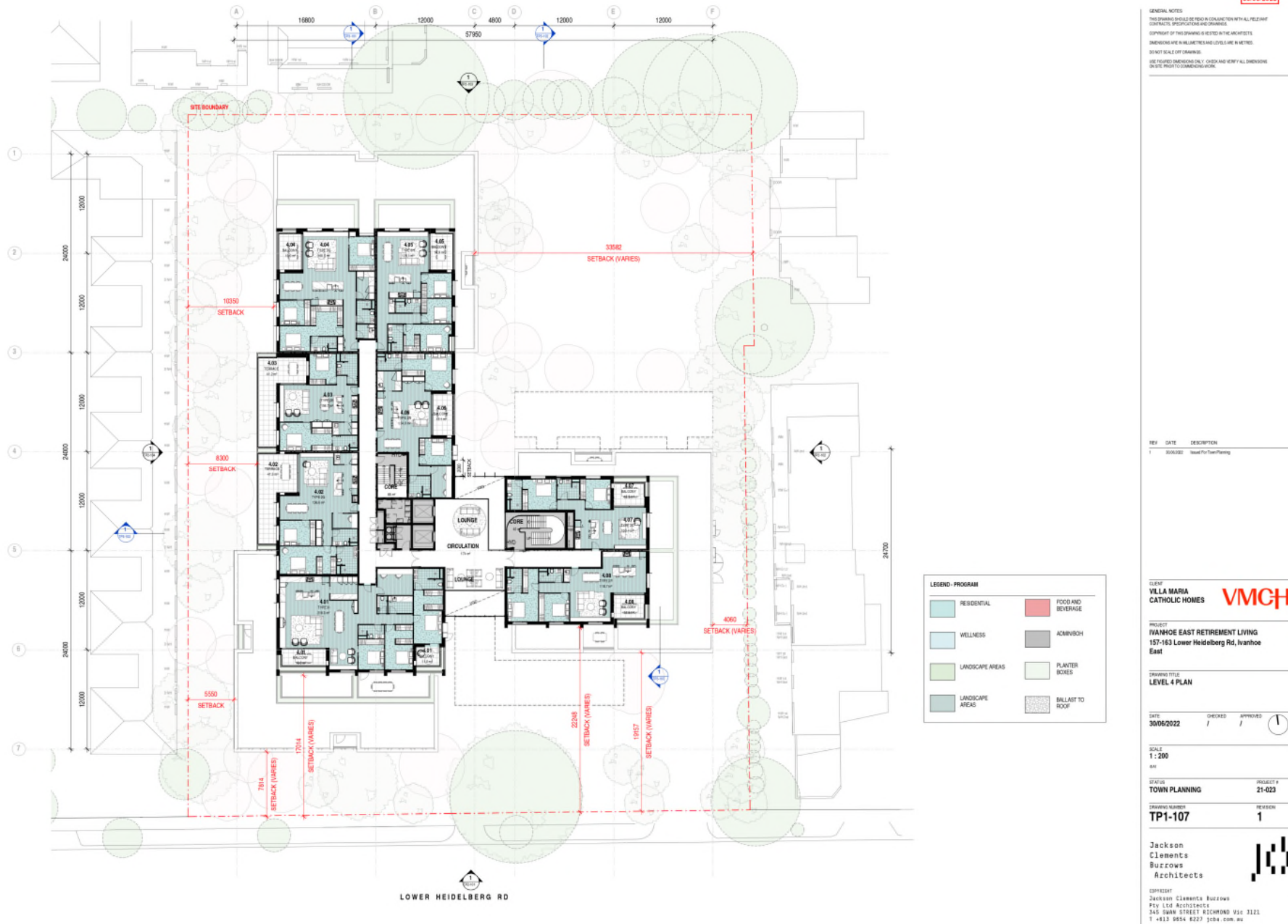


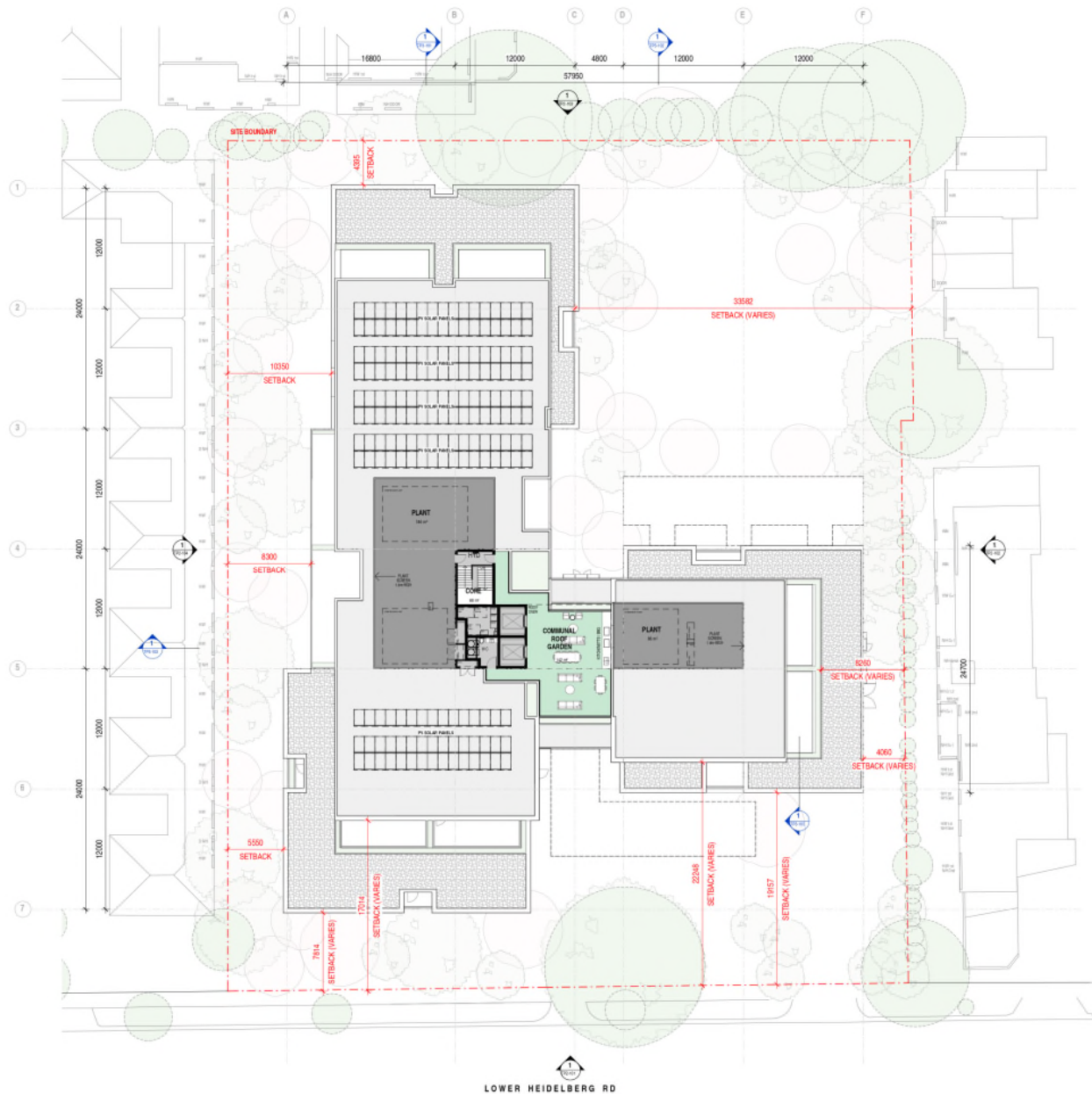






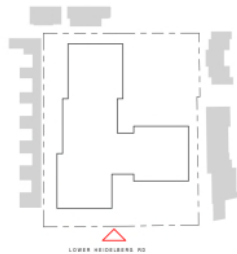












## FACADE LEGEND

SS-01	SUN SCREEN- HORIZONTAL ALUMINUM PLATE IN POWDERCOAT FINISH	P-01	PLANTER BOX, STANDARD RECTANGULAR BOX IN RENDER FINISH
SS-02	SUN SCREEN- VERTICAL ALUMINUM PLATE IN POWDERCOAT FINISH	P-02	PLANTER BOX, INTEGRATED WITH WINDOW HOOD IN METAL FINISH
OS-01	OVERLOOKING SCREEN- PERFORATED METAL IN POWDERCOAT FINISH		

\*ALL SUNSHADING DEVICES WINDOW HOODS ARE EITHER MF-02 POWDERCOAT FINISH- RED, OR MF-03 POWDERCOAT FINISH- GREY

## MATERIAL LEGEND

EF-01	BRICK- RED	QZ-01	FIXED GLAZING	MF-01	ALUMINUM WINDOW EXTRUSIONS IN POWDERCOAT FINISH
EF-02	BRICK- GREY	QZ-02	OPERABLE GLAZING (COURTESY)	MF-02	ALUMINUM WINDOW FRAMES IN POWDERCOAT FINISH- RED
EF-03	RENDER FINISH- RED OXIDE	QZ-03	CLEAR GLAZING (ULTRAM GLAZING)	MF-03	ALUMINUM WINDOW FRAMES IN POWDERCOAT FINISH
EF-04	RENDER FINISH- GREEN/ GREY OXIDE	QZ-04	PROTECTED GLASS (700mm HIGH)	MF-04	BALUSTRADE IN POWDERCOAT FINISH
				MF-05	STEEL PERGOLA FRAME IN SELECT PAINT FINISH

GENERAL NOTES  
THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL PRELIMINARY CONTRACTS, SPECIFICATIONS AND CONDITIONS.  
COPYRIGHT OF THIS DRAWING IS RESERVED BY THE ARCHITECTS.  
DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
DO NOT SCALE OFF DRAWINGS.  
USE PRINTED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK.

REV DATE DESCRIPTION  
1 30/06/2022 Issued For Town Planning

CLIENT  
VILLA MARIA  
CATHOLIC HOMES



PROJECT  
IVANHOE EAST RETIREMENT LIVING  
157-163 Lower Heidelberg Rd, Ivanhoe East

DRAWING TITLE  
BUILDING ELEVATIONS

DATE 30/06/2022 CHECKED / APPROVED /

SCALE  
As indicated

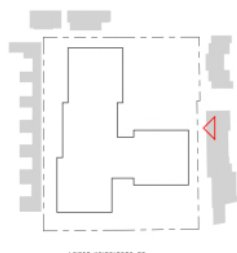
STATUS  
TOWN PLANNING PROJECT # 21-023

DRAWING NUMBER  
TP2-101 REVISION 1

Jackson  
Clements  
Buzcows  
Architects



COPYRIGHT  
JACKSON CLEMENTS BUZCOWS  
PTY LTD ARCHITECTS  
345 DAWN STREET RICHMOND VIC 3121  
T +613 8264 8227 jcbw.com.au



## FACADE LEGEND

SS-01	SUN SCREEN - HORIZONTAL ALUMINIUM PLATE IN POWDERCOAT FINISH	P-01	PLANTER BOX, STANDARD RECTANGULAR BOX IN RENDER FINISH
SS-02	SUN SCREEN - VERTICAL ALUMINIUM PLATE IN POWDERCOAT FINISH	P-02	PLANTER BOX, INTEGRATED WITH WINDOW HOOD IN METAL FINISH
OS-01	OVERLOOKING SCREEN - PERFORATED METAL IN POWDERCOAT FINISH		

\*ALL SUN SHADING DEVICES WINDOW HOODS ARE EITHER MF-02 POWDERCOAT FINISH - RED, OR MF-03 POWDERCOAT FINISH - GREY

## MATERIAL LEGEND

EF-01	BRICK - RED	GZ-01	FIXED GLAZING	MF-01	ALUMINIUM WINDOW EXTRUSIONS IN POWDERCOAT FINISH
EF-02	BRICK - GREY	GZ-02	OPERABLE GLAZING (LOWEES)	MF-02	ALUMINIUM WINDOW FRAMES IN POWDERCOAT FINISH - RED
EF-03	RENDER FINISH - RED OXIDE	GZ-03	CLEAR GLAZING (ULTRAM GLAZING)	MF-03	ALUMINIUM WINDOW FRAMES IN POWDERCOAT FINISH
EF-04	RENDER FINISH - GREEN/GRAY OXIDE	GZ-04	PROTECTED GLASS (700mm HIGH)	MF-04	BALUSTRADE IN POWDERCOAT FINISH
				MF-05	STEEL PERGOLA FRAME IN SELECT PAINT FINISH

## GENERAL NOTES

THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL PRELIMINARY CONTRACTS, SPECIFICATIONS AND DRAWINGS.  
COPYRIGHT OF THIS DRAWING IS RESERVED IN THE ARCHITECTS.  
DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
DO NOT SCALE OFF DRAWINGS.  
USE PRINTED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK.

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Town Planning

CLIENT  
VILLA MARIA  
CATHOLIC HOMES



PROJECT  
IVANHOE EAST RETIREMENT LIVING  
157-163 Lower Heidelberg Rd, Ivanhoe East

DRAWING TITLE  
BUILDING ELEVATIONS

DATE	CHECKED	APPROVED
30/06/2022	/	/

SCALE  
As indicated

STATUS  
TOWN PLANNING

PROJECT #  
21-023

DRAWING NUMBER  
TP2-102

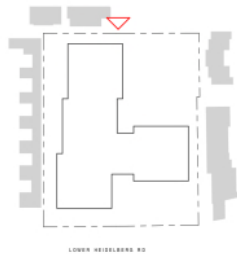
REVISION  
1

Jackson  
Clements  
Buzdow  
Architects



COPYRIGHT  
JACKSON CLEMENTS BUZDOW  
PTY LTD ARCHITECTS  
345 DAWN STREET RICHMOND VIC 3121  
T +613 8264 8227 jcb.com.au





GENERAL NOTES  
THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL PRELIMINARY  
CONTRACTS, SPECIFICATIONS AND CONDITIONS.  
COPYRIGHT OF THIS DRAWING IS RESERVED BY THE ARCHITECTS.  
DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
DO NOT SCALE OFF DRAWINGS.  
USE PRINTED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS  
ON SITE PRIOR TO COMMENCING WORK.

30/06/2022

REV DATE DESCRIPTION  
1 30/06/2022 Issued For Town Planning

CLIENT  
VILLA MARIA  
CATHOLIC HOMES

PROJECT  
IVANHOE EAST RETIREMENT LIVING  
157-163 Lower Heidelberg Rd, Ivanhoe  
East

DRAWING TITLE  
BUILDING ELEVATIONS

DATE 30/06/2022 CHECKED / APPROVED /

SCALE  
As indicated

STATUS TOWN PLANNING PROJECT # 21-023

DRAWING NUMBER TP2-103 REVISION 1

Jackson  
Clements  
Buzdow  
Architects

COPYRIGHT  
Jackson Clements Buzdow  
Pty Ltd Architects  
345 DAWN STREET RICHMOND VIC 3121  
T +613 8264 8227 jcb@jcb.com.au

Sample of 2 page, 300mm x 450mm  
Drawing of 2 page, 300mm x 450mm



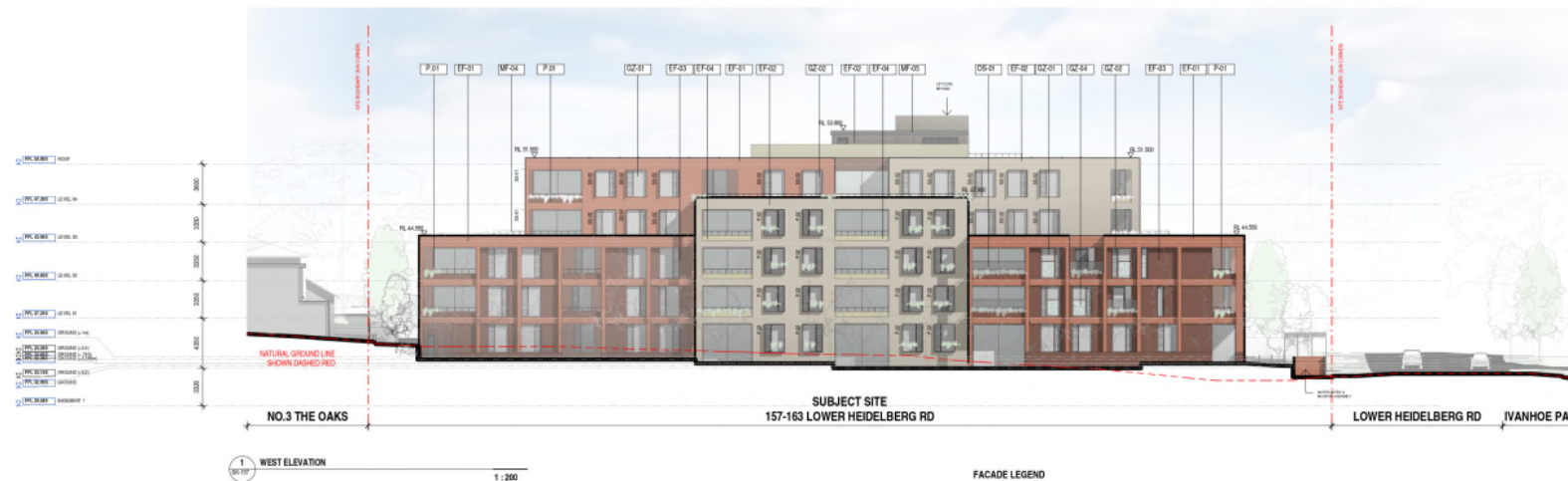
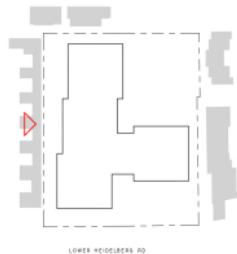
## FACADE LEGEND

SS-01	SUN SCREEN- HORIZONTAL ALUMINIUM PLATE IN POWDERCOAT FINISH	P-01	PLANTER BOX- STANDARD RECTANGULAR BOX IN RENDER FINISH
SS-02	SUN SCREEN- VERTICAL ALUMINIUM PLATE IN POWDERCOAT FINISH	P-02	PLANTER BOX- INTEGRATED WITH WINDOW HOOD IN METAL FINISH
OS-01	OVERLOOKING SCREEN- PERFORATED METAL IN POWDERCOAT FINISH		

\*ALL SUNSHADING DEVICES WINDOW HOODS ARE EITHER MF-02 POWDERCOAT FINISH- RED, OR MF-03  
POWDERCOAT FINISH- GREY

## MATERIAL LEGEND

EF-01	BRICK- RED	GZ-01	FIXED GLAZING	MF-01	ALUMINIUM WINDOW EXTRUSIONS IN POWDERCOAT FINISH
EF-02	BRICK- GREY	GZ-02	OPERABLE GLAZING (COURTESY)	MF-02	ALUMINIUM WINDOW FRAMES IN POWDERCOAT FINISH- RED
EF-03	RENDER FINISH- RED OXIDE	GZ-03	CLEAR GLAZING (ULTRAM GLAZING)	MF-03	ALUMINIUM WINDOW FRAMES IN POWDERCOAT FINISH
EF-04	RENDER FINISH- GREEN/ GREY OXIDE	GZ-04	PROTECTED GLASS (770mm HIGH)	MF-04	BALUSTRADE IN POWDERCOAT FINISH
				MF-05	STEEL PERGOLA FRAME IN SELECT PAINT FINISH



## FACADE LEGEND

SS-01	SUN SCREEN- HORIZONTAL ALUMINIUM PLATE IN POWDERCOAT FINISH	P-01	PLANTER BOX, STANDARD RECTANGULAR BOX IN RENDER FINISH
SS-02	SUN SCREEN- VERTICAL ALUMINIUM PLATE IN POWDERCOAT FINISH	P-02	PLANTER BOX, INTEGRATED WITH WINDOW HOOD IN METAL FINISH
OS-01	OVERLOOKING SCREEN- PERFORATED METAL IN POWDERCOAT FINISH		

\*ALL SUN SHADING DEVICES WINDOW HOODS ARE EITHER MF-02 POWDERCOAT FINISH - RED, OR MF-03 POWDERCOAT FINISH - GREY

## MATERIAL LEGEND

EF-01	BRICK- RED	GZ-01	FIXED GLAZING	MF-01	ALUMINIUM WINDOW EXTRUSIONS IN POWDERCOAT FINISH
EF-02	BRICK- GREY	GZ-02	OPERABLE GLAZING (LOUVRES)	MF-02	ALUMINIUM WINDOW FRAMES IN POWDERCOAT FINISH - RED
EF-03	RENDER FINISH- RED OXIDE	GZ-03	CLEAR GLAZING (ULTRAM GLAZING)	MF-03	ALUMINIUM WINDOW FRAMES IN POWDERCOAT FINISH
EF-04	RENDER FINISH- GREEN/ GREY OXIDE	GZ-04	PROTECTED GLASS (700mm HIGH)	MF-04	BALUSTRADE IN POWDERCOAT FINISH
				MF-05	STEEL PERGOLA FRAME IN SELECT PAINT FINISH

GENERAL NOTES  
THIS DRAWING IS ISSUED BY DESIGN CONSULTANTS WITH ALL PRELIMINARY CONTRACTS, SPECIFICATIONS AND DRAWINGS.  
COPYRIGHT OF THIS DRAWING IS RESERVED IN THE ARCHITECTS.  
DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
DO NOT SCALE OFF DRAWINGS.  
USE PRINTED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK.

REV DATE DESCRIPTION  
1 30/06/2022 Issued For Town Planning

CLIENT  
VILLA MARIA CATHOLIC HOMES **VMCH**

PROJECT  
IVANHOE EAST RETIREMENT LIVING  
157-163 Lower Heidelberg Rd, Ivanhoe East

DRAWING TITLE  
BUILDING ELEVATIONS

DATE 30/06/2022 CHECKED / APPROVED /

SCALE  
As indicated

STATUS TOWN PLANNING PROJECT # 21-023

DRAWING NUMBER TP2-104 REVISION 1

Jackson Clements Buzza Architects **JCB**

COPYRIGHT  
Jackson Clements Buzza Pty Ltd Architects  
345 DAWN STREET RICHMOND VIC 3121  
T +613 8264 8227 jcb@jcb.com.au

RECEIVED  
30/06/2022

VMCH, IVANHOE EAST  
157-163 LOWER HEIDELBERG RD

TOWN PLANNING DOCUMENT

ECKERSLEY GARDEN ARCHITECTURE





RECEIVED  
30/06/2022

## CONTENT

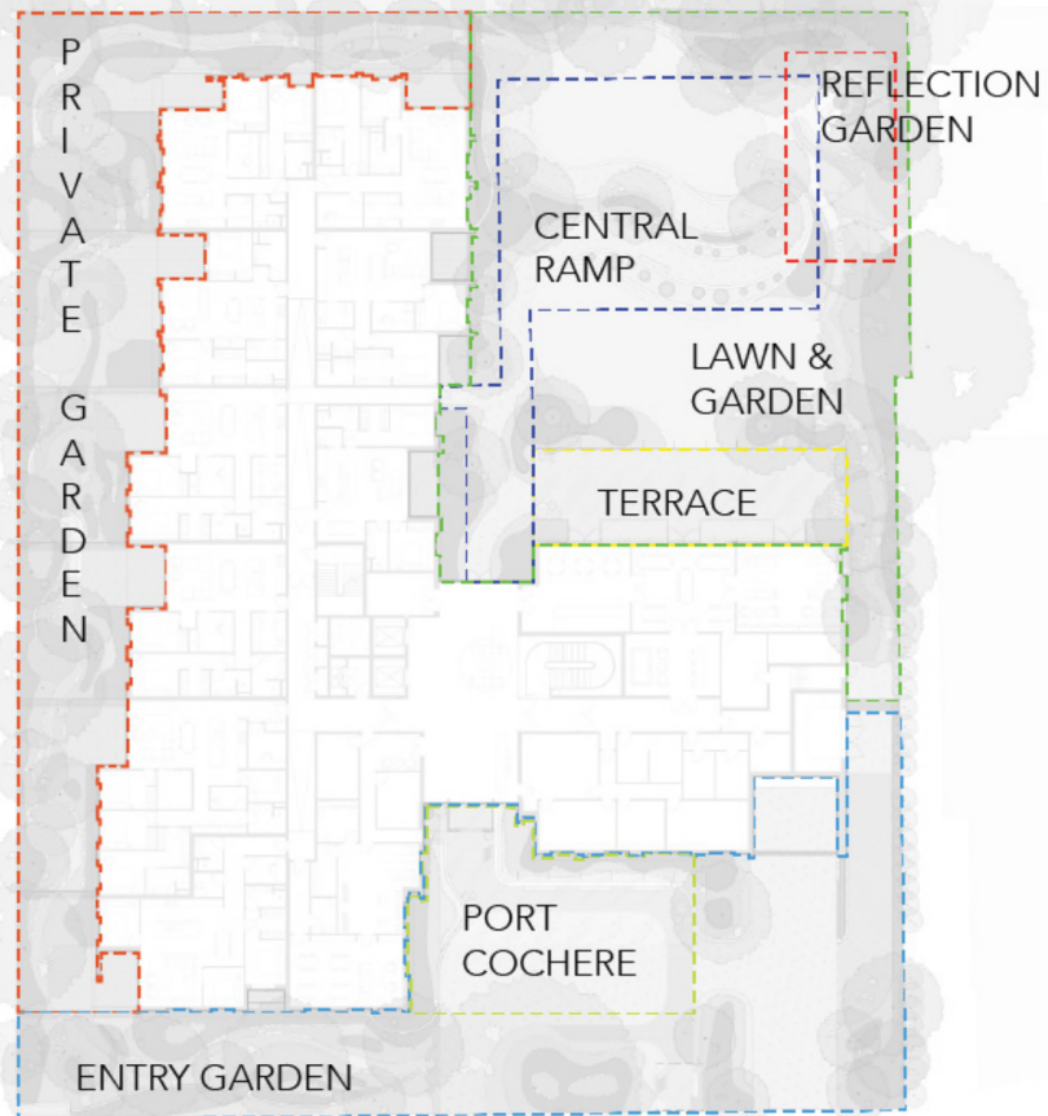
- 1.0 LANDSCAPE CONCEPT
- 2.0 LANDSCAPE ZONES
  - 2.1 LANDSCAPE SCHEMATIC PLAN
- 3.0 FRONT GARDEN PLAN
- 4.0 PORT COCHERE PLAN
- 5.0 PERGOLA & TERRACE PLAN
- 6.0 CENTRAL RAMP PLAN
- 7.0 LAWN & GARDEN PLAN
- 8.0 REFLECTION PLAN
- 9.0 PRIVATE GARDEN PLAN
- 10.0 TREE PLAN
  - 10.1 TREE DATA
  - 10.2 TPZ
- 11.0 PLANT DATA- DATA
  - 11.1 PLANT DATA- GRASS, STRAP LEAVES & EMERGENTS
  - 11.2 PLANT DATA- GROUNDCOVER & CLIMBER







RECEIVED  
30/06/2022



VMCH | IVANHOE EAST - LANDSCAPE ZONES  
PG - 2.0

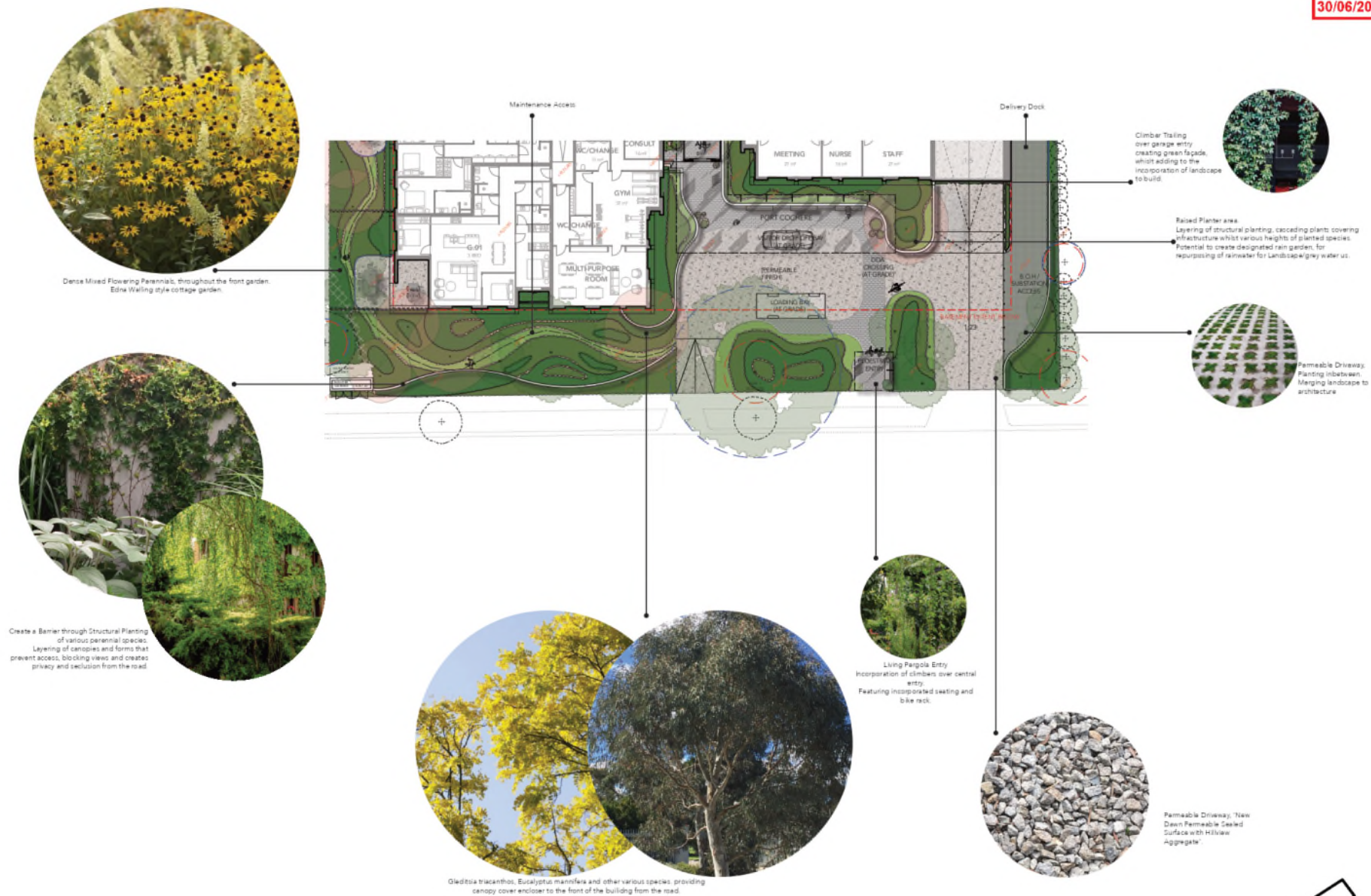






Quantity Surveyor: Mr. Michael P. Lee P.O. Box 100, 100/101, 100/102, 100/103, 100/104, 100/105, 100/106, 100/107, 100/108, 100/109, 100/110, 100/111, 100/112, 100/113, 100/114, 100/115, 100/116, 100/117, 100/118, 100/119, 100/120, 100/121, 100/122, 100/123, 100/124, 100/125, 100/126, 100/127, 100/128, 100/129, 100/130, 100/131, 100/132, 100/133, 100/134, 100/135, 100/136, 100/137, 100/138, 100/139, 100/140, 100/141, 100/142, 100/143, 100/144, 100/145, 100/146, 100/147, 100/148, 100/149, 100/150, 100/151, 100/152, 100/153, 100/154, 100/155, 100/156, 100/157, 100/158, 100/159, 100/160, 100/161, 100/162, 100/163, 100/164, 100/165, 100/166, 100/167, 100/168, 100/169, 100/170, 100/171, 100/172, 100/173, 100/174, 100/175, 100/176, 100/177, 100/178, 100/179, 100/180, 100/181, 100/182, 100/183, 100/184, 100/185, 100/186, 100/187, 100/188, 100/189, 100/190, 100/191, 100/192, 100/193, 100/194, 100/195, 100/196, 100/197, 100/198, 100/199, 100/200, 100/201, 100/202, 100/203, 100/204, 100/205, 100/206, 100/207, 100/208, 100/209, 100/210, 100/211, 100/212, 100/213, 100/214, 100/215, 100/216, 100/217, 100/218, 100/219, 100/220, 100/221, 100/222, 100/223, 100/224, 100/225, 100/226, 100/227, 100/228, 100/229, 100/230, 100/231, 100/232, 100/233, 100/234, 100/235, 100/236, 100/237, 100/238, 100/239, 100/240, 100/241, 100/242, 100/243, 100/244, 100/245, 100/246, 100/247, 100/248, 100/249, 100/250, 100/251, 100/252, 100/253, 100/254, 100/255, 100/256, 100/257, 100/258, 100/259, 100/260, 100/261, 100/262, 100/263, 100/264, 100/265, 100/266, 100/267, 100/268, 100/269, 100/270, 100/271, 100/272, 100/273, 100/274, 100/275, 100/276, 100/277, 100/278, 100/279, 100/280, 100/281, 100/282, 100/283, 100/284, 100/285, 100/286, 100/287, 100/288, 100/289, 100/290, 100/291, 100/292, 100/293, 100/294, 100/295, 100/296, 100/297, 100/298, 100/299, 100/300, 100/301, 100/302, 100/303, 100/304, 100/305, 100/306, 100/307, 100/308, 100/309, 100/310, 100/311, 100/312, 100/313, 100/314, 100/315, 100/316, 100/317, 100/318, 100/319, 100/320, 100/321, 100/322, 100/323, 100/324, 100/325, 100/326, 100/327, 100/328, 100/329, 100/330, 100/331, 100/332, 100/333, 100/334, 100/335, 100/336, 100/337, 100/338, 100/339, 100/340, 100/341, 100/342, 100/343, 100/344, 100/345, 100/346, 100/347, 100/348, 100/349, 100/350, 100/351, 100/352, 100/353, 100/354, 100/355, 100/356, 100/357, 100/358, 100/359, 100/360, 100/361, 100/362, 100/363, 100/364, 100/365, 100/366, 100/367, 100/368, 100/369, 100/370, 100/371, 100/372, 100/373, 100/374, 100/375, 100/376, 100/377, 100/378, 100/379, 100/380, 100/381, 100/382, 100/383, 100/384, 100/385, 100/386, 100/387, 100/388, 100/389, 100/390, 100/391, 100/392, 100/393, 100/394, 100/395, 100/396, 100/397, 100/398, 100/399, 100/400, 100/401, 100/402, 100/403, 100/404, 100/405, 100/406, 100/407, 100/408, 100/409, 100/410, 100/411, 100/412, 100/413, 100/414, 100/415, 100/416, 100/417, 100/418, 100/419, 100/420, 100/421, 100/422, 100/423, 100/424, 100/425, 100/426, 100/427, 100/428, 100/429, 100/430, 100/431, 100/432, 100/433, 100/434, 100/435, 100/436, 100/437, 100/438, 100/439, 100/440, 100/441, 100/442, 100/443, 100/444, 100/445, 100/446, 100/447, 100/448, 100/449, 100/450, 100/451, 100/452, 100/453, 100/454, 100/455, 100/456, 100/457, 100/458, 100/459, 100/460, 100/461, 100/462, 100/463, 100/464, 100/465, 100/466, 100/467, 100/468, 100/469, 100/470, 100/471, 100/472, 100/473, 100/474, 100/475, 100/476, 100/477, 100/478, 100/479, 100/480, 100/481, 100/482, 100/483, 100/484, 100/485, 100/486, 100/487, 100/488, 100/489, 100/490, 100/491, 100/492, 100/493, 100/494, 100/495, 100/496, 100/497, 100/498, 100/499, 100/500, 100/501, 100/502, 100/503, 100/504, 100/505, 100/506, 100/507, 100/508, 100/509, 100/510, 100/511, 100/512, 100/513, 100/514, 100/515, 100/516, 100/517, 100/518, 100/519, 100/520, 100/521, 100/522, 100/523, 100/524, 100/525, 100/526, 100/527, 100/528, 100/529, 100/530, 100/531, 100/532, 100/533, 100/534, 100/535, 100/536, 100/537, 100/538, 100/539, 100/540, 100/541, 100/542, 100/543, 100/544, 100/545, 100/546, 100/547, 100/548, 100/549, 100/550, 100/551, 100/552, 100/553, 100/554, 100/555, 100/556, 100/557, 100/558, 100/559, 100/560, 100/561, 100/562, 100/563, 100/564, 100/565, 100/566, 100/567, 100/568, 100/569, 100/570, 100/571, 100/572, 100/573, 100/574, 100/575, 100/576, 100/577, 100/578, 100/579, 100/580, 100/581, 100/582, 100/583, 100/584, 100/585, 100/586, 100/587, 100/588, 100/589, 100/590, 100/591, 100/592, 100/593, 100/594, 100/595, 100/596, 100/597, 100/598, 100/599, 100/600, 100/601, 100/602, 100/603, 100/604, 100/605, 100/606, 100/607, 100/608, 100/609, 100/610, 100/611, 100/612, 100/613, 100/614, 100/615, 100/616, 100/617, 100/618, 100/619, 100/620, 100/621, 100/622, 100/623, 100/624, 100/625, 100/626, 100/627, 100/628, 100/629, 100/630, 100/631, 100/632, 100/633, 100/634, 100/635, 100/636, 100/637, 100/638, 100/639, 100/640, 100/641, 100/642, 100/643, 100/644, 100/645, 100/646, 100/647, 100/648, 100/649, 100/650, 100/651, 100/652, 100/653, 100/654, 100/655, 100/656, 100/657, 100/658, 100/659, 100/660, 100/661, 100/662, 100/663, 100/664, 100/665, 100/666, 100/667, 100/668, 100/669, 100/670, 100/671, 100/672, 100/673, 100/674, 100/675, 100/676, 100/677, 100/678, 100/679, 100/680, 100/681, 100/682, 100/683, 100/684, 100/685, 100/686, 100/687, 100/688, 100/689, 100/690, 100/691, 100/692, 100/693, 100/694, 100/695, 100/696, 100/697, 100/698, 100/699, 100/700, 100/701, 100/702, 100/703, 100/704, 100/705, 100/706, 100/707, 100/708, 100/709, 100/710, 100/711, 100/712, 100/713, 100/714, 100/715, 100/716, 100/717, 100/718, 100/719, 100/720, 100/721, 100/722, 100/723, 100/724, 100/725, 100/726, 100/727, 100/728, 100/729, 100/730, 100/731, 100/732, 100/733, 100/734, 100/735, 100/736, 100/737, 100/738, 100/739, 100/740, 100/741, 100/742, 100/743, 100/744, 100/745, 100/746, 100/747, 100/748, 100/749, 100/750, 100/751, 100/752, 100/753, 100/754, 100/755, 100/756, 100/757, 100/758, 100/759, 100/760, 100/761, 100/762, 100/763, 100/764, 100/765, 100/766, 100/767, 100/768, 100/769, 100/770, 100/771, 100/772, 100/773, 100/774, 100/775, 100/776, 100/777, 100/778, 100/779, 100/780, 100/781, 100/782, 100/783, 100/784, 100/785, 100/786, 100/787, 100/788, 100/789, 100/790, 100/791, 100/792, 100/793, 100/794, 100/795, 100/796, 100/797, 100/798, 100/799, 100/800, 100/801, 100/802, 100/803, 100/804, 100/805, 100/806, 100/807, 100/808, 100/809, 100/810, 100/811, 100/812, 100/813, 100/814, 100/815, 100/816, 100/817, 100/818, 100/819, 100/820, 100/821, 100/822, 100/823, 100/824, 100/825, 100/826, 100/827, 100/828, 100/829, 100/830, 100/831, 100/832, 100/833, 100/834, 100/835, 100/836, 100/837, 100/838, 100/839, 100/840, 100/841, 100/842, 100/843, 100/844, 100/845, 100/846, 100/847, 100/848, 100/849, 100/850, 100/851, 100/852, 100/853, 100/854, 100/855, 100/856, 100/857, 100/858, 100/859, 100/860, 100/861, 100/862, 100/863, 100/864, 100/865, 100/866, 100/867, 100/868, 100/869, 100/870, 100/871, 100/872, 100/873, 100/874, 100/875, 100/876, 100/877, 100/878, 100/879, 100/880, 100/881, 100/882, 100/883, 100/884, 100/885, 100/886, 100/887, 100/888, 100/889, 100/890, 100/891, 100/892, 100/893, 100/894, 100/895, 100/896, 100/897, 100/898, 100/899, 100/900, 100/901, 100/902, 100/903, 100/904, 100/905, 100/906, 100/907, 100/908, 100/909, 100/910, 100/911, 100/912, 100/913, 100/914, 100/915, 100/916, 100/917, 100/918, 100/919, 100/920, 100/921, 100/922, 100/923, 100/924, 100/925, 100/926, 100/927, 100/928, 100/929, 100/930, 100/931, 100/932, 100/933, 100/934, 100/935, 100/936, 100/937, 100/938, 100/939, 100/940, 100/941, 100/942, 100/943, 100/944, 100/945, 100/946, 100/947, 100/948, 100/949, 100/950, 100/951, 100/952, 100/953, 100/954, 100/955, 100/956, 100/957, 100/958, 100/959, 100/960, 100/961, 100/962, 100/963, 100/964, 100/965, 100/966, 100/967, 100/968, 100/969, 100/970, 100/971, 100/972, 100/973, 100/974, 100/975, 100/976, 100/977, 100/978, 100/979, 100/980, 100/981, 100/982, 100/983, 100/984, 100/985, 100/986, 100/987, 100/988, 100/989, 100/990, 100/991, 100/992, 100/993, 100/994, 100/995, 100/996, 100/997, 100/998, 100/999, 100/1000, 100/1001, 100/1002, 100/1003, 100/1004, 100/1005, 100/1006, 100/1007, 100/1008, 100/1009, 100/1010, 100/1011, 100/1012, 100/1013, 100/1014, 100/1015, 100/1016, 100/1017, 100/1018, 100/1019, 100/1020, 100/1021, 100/1022, 100/1023, 100/1024, 100/1025, 100/1026, 100/1027, 100/1028, 100/1029, 100/1030, 100/1031, 100/1032, 100/1033, 100/1034, 100/1035, 100/1036, 100/1037, 100/1038, 100/1039, 100/1040, 100/1041, 100/1042, 100/1043, 100/1044, 100/1045, 100/1046, 100/1047, 100/1048, 100/1049, 100/1050, 100/1051, 100/1052, 100/1053, 100/1054, 100/1055, 100/1056, 100/1057, 100/1058, 100/1059, 100/1060, 100/1061, 100/1062, 100/1063, 100/1064, 100/1065, 100/1066, 100/1067, 100/1068, 100/1069, 100/1070, 100/1071, 100/1072, 100/1073, 100/1074, 100/1075, 100/1076, 100/1077, 100/1078, 100/1079, 100/1080, 100/1081, 100/1082, 100/1083, 100/1084, 100/1085, 100/1086, 100/1087, 100/1088, 100/1089, 100/1090, 100/1091, 100/1092, 100/1093, 100/1094, 100/1095, 100/1096, 100/1097, 100/1098, 100/1099, 100/1100, 100/1101, 100/1102, 100/1103, 100/1104, 100/1105, 100/1106, 100/1107, 100/1108, 100/1109, 100/1110, 100/1111, 100/1112, 100/1113, 100/1114, 100/1115, 100/1116, 100/1117, 100/1118, 100/1119, 100/1120, 100/1121, 100/1122, 100/1123, 100/1124, 100/1125, 100/1126, 100/1127, 100/1128, 100/1129, 100/1130, 100/1131, 100/1132, 100/1133, 100/1134, 100/1135, 100/1136, 100/1137, 100/1138, 100/1139, 100/1140, 100/1141, 100/1142, 100/1143, 100/1144, 100/1145, 100/1146, 100/1147, 100/1148, 100/1149, 100/1150, 100/1151, 100/1152, 100/1153, 100/1154, 100/1155, 100/1156, 100/1157, 100/1158, 100/1159, 100/1160, 100/1161, 100/1162, 100/1163, 100/1164, 100/1165, 100/1166, 100/1167, 100/1168, 100/1169, 100/1170, 100/1171, 100/1172, 100/1173, 100/1174, 100/1175, 100/1176, 100/1177, 100/1178, 100/1179, 100/1180, 100/1181, 100/1182, 100/1183, 100/1184, 100/1185, 100/1186, 100/1187, 100/1188, 100/1189, 100/1190, 100/1191, 100/1192, 100/1193, 100/1194, 100/1195, 100/1196, 100/1197, 100/1198, 100/1199, 100/1200, 100/1201, 100/1202, 100/1203, 100/1204, 100/1205, 100/1206, 100/1207, 100/1208, 100/1209, 100/1210, 100/1211, 100/1212, 100/1213, 100/1214, 100/1215, 100/1216, 100/1217, 100/1218, 100/1219, 100/1220, 100/1221, 100/1222, 100/1223, 100/1224, 100/1225, 100/1226, 100/1227, 100/1228, 100/1229, 100/1230, 100/1231, 100/1232, 100/1233, 100/1234, 100/1235, 100/1236, 100/1237, 100/1238, 100/1239, 100/1240, 100/1241, 100/1242, 100/1243, 100/1244, 100/1245, 100/1246, 100/1247, 100/1248, 100/1249, 100/1250, 100/1251, 100/1252, 100/1253, 100/1254, 100/1255, 100/1256, 100/1257, 100/1258, 100/1259, 100/1260, 100/1261, 100/1262, 100/1263, 100/1264, 100/1265, 100/1266, 100/1267, 100/1268, 100/1269, 100/1270, 100/1271, 100/1272, 100/1273, 100/1274, 100/1275, 100/1276, 100/1277, 100/1278, 100/1279, 100/1280, 100/1281, 100/1282, 100/1283, 100/1284, 100/1285, 100/1286, 100/1287, 100/1288, 100/1289, 100/1290, 100/1291, 100/1292, 100/1293, 100/1294, 100/1295, 100/1296, 100/1297, 100/1298, 100/1299, 100/1300, 100/1301, 100/1302, 100/1303, 100/1304, 100/1305, 100/1306, 100/1307, 100/1308, 100/1309, 100/1310, 100/1311, 100/1312, 100/1313, 100/1314, 100/1315, 100/1316, 100/1317, 100/1318, 100/1319, 100/1320, 100/1321, 100/1322, 100/1323, 100/1324, 100/1325, 100/1326, 100/1327, 100/1328, 100/1329, 100/1330, 100/1331, 100/1332, 100/1333, 100/1334, 100/1335, 100/1336, 100/1337, 100/1338, 100/1339, 100/1340, 100/1341, 100/1342, 100/1343, 100/1344, 100/1345, 100/1346, 100/1347, 100/1348, 100/1349, 100/1350, 100/1351, 100/1352, 100/1353, 100/
--

30/06/2022

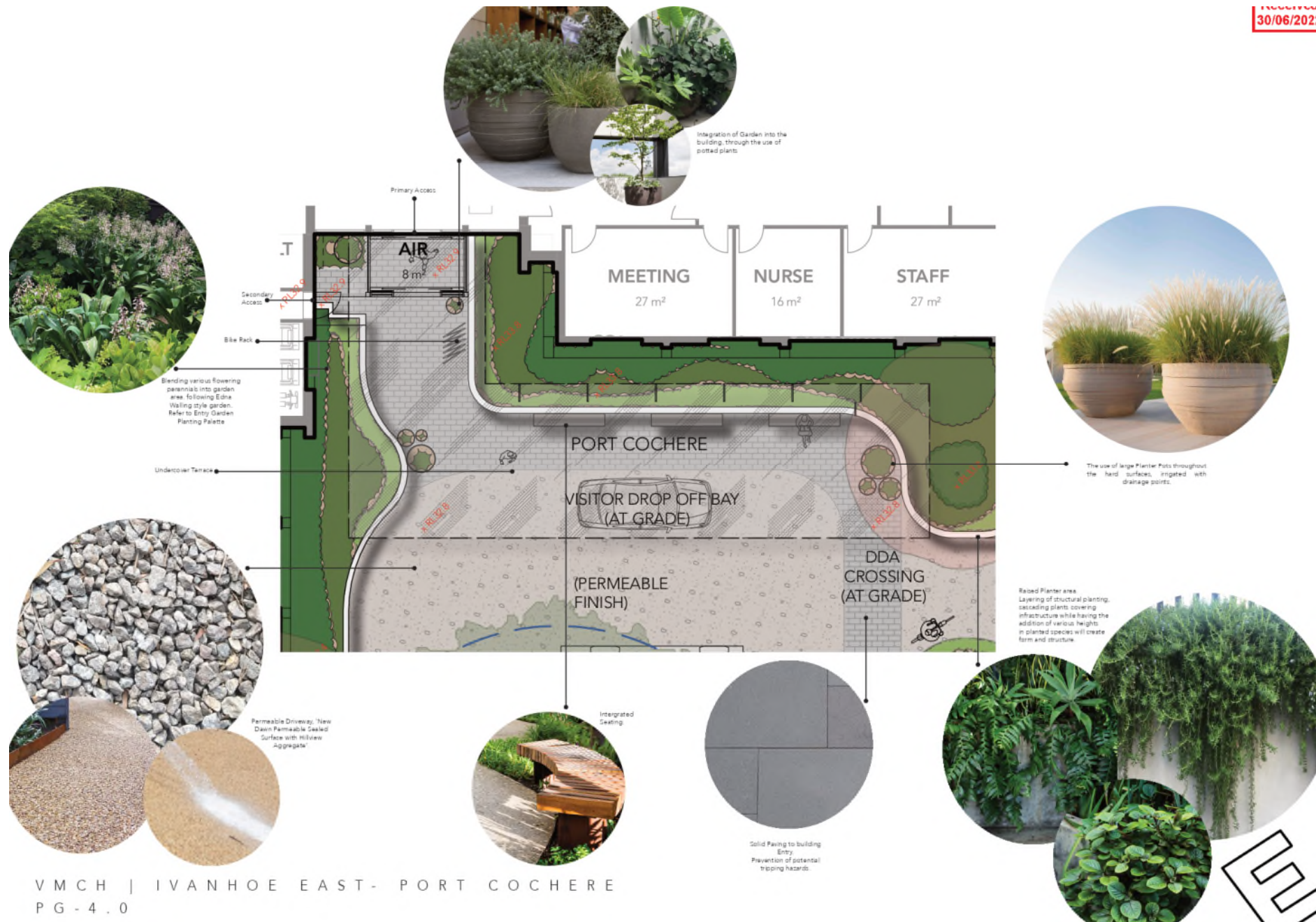


VMCH | IVANHOE EAST - ENTRY GARDEN  
PG - 3.0





RECEIVED  
30/06/2022





RECEIVED  
30/06/2022

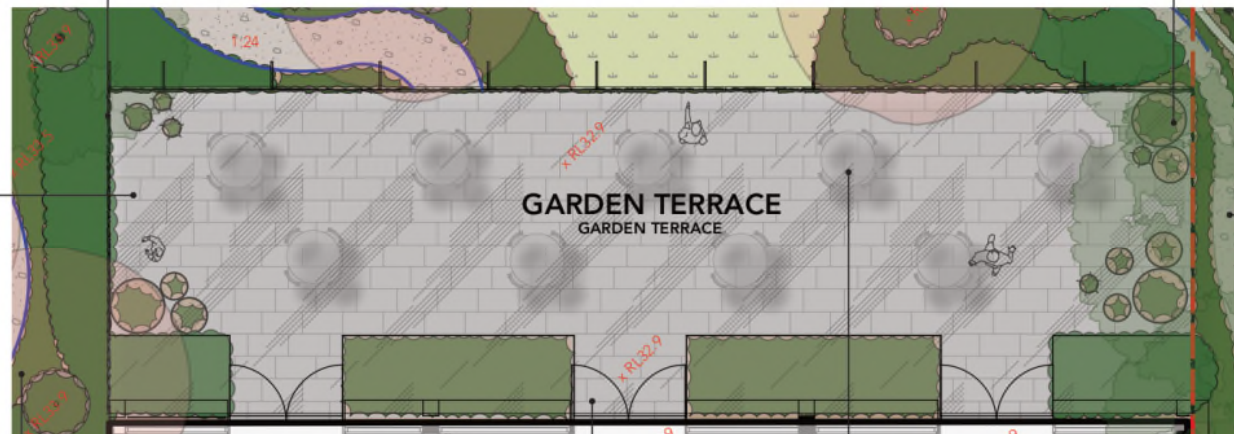


Pergola Structure with tension wire with parthenocarpous top.  
Planting will create seasonal changes; shade in summer, light in winter.



Combination Planting  
within pots, various plants  
in single pots creating  
variation forms and  
textures.

Undercover Terrace



Maintenance Access  
Permeable Surface, 'New Dawn Permeable Sealed  
Surface with Hillview Aggregate'.



Feature Garden  
Central view from foyer and  
building entry.  
Blending the landscape into the  
building.



Seamless Entry to the building  
Bring landscape to the the  
building.



Seating under the pergola,  
providing protection from the  
elements and bringing plants  
into the hardscape.

VMCH | IVANHOE EAST - PERGOLA & TERRACE  
PG - 5 . 0





30/06/2022



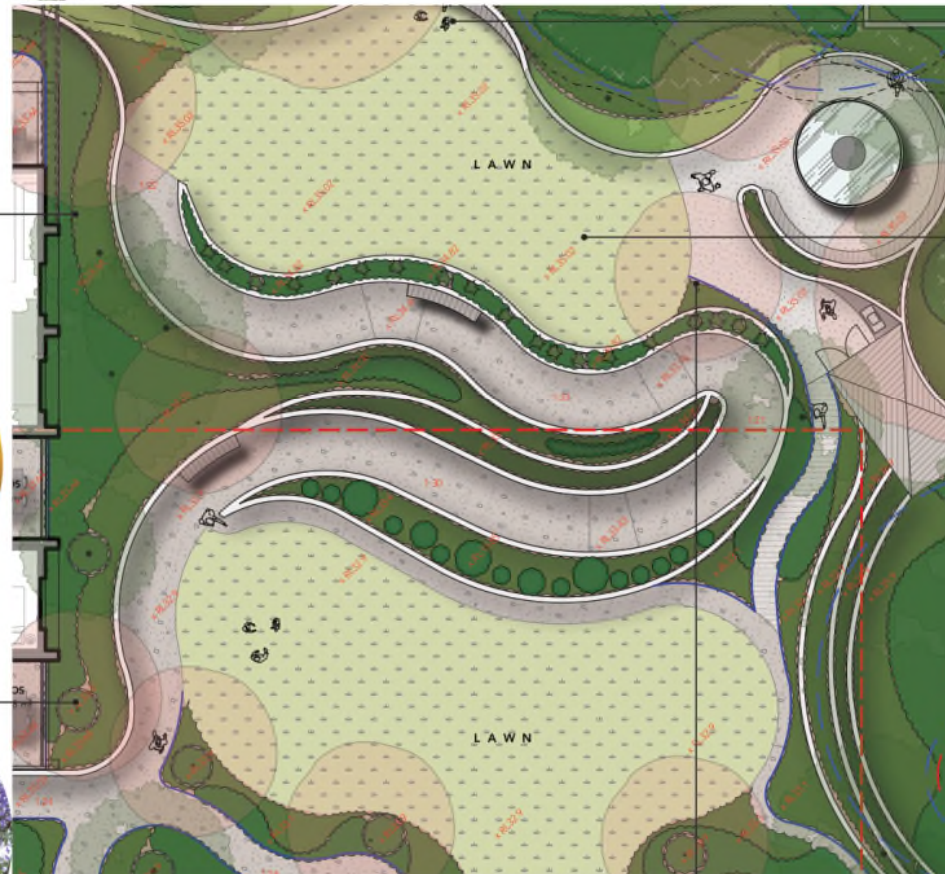




Dense Mixed Flowering Perennials following the lawn edge.



Various Evergreen & Deciduous Trees, creating varying shade options, mixed plant forms and seasonal variation.



Canopy Cover for summer shade and seasonal variations.



Lawn Space for passive recreation with various resting options available for residents.



Lawn Space for active recreation with various opportunities to engage in physical activity.

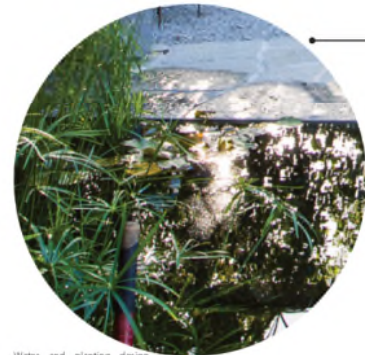




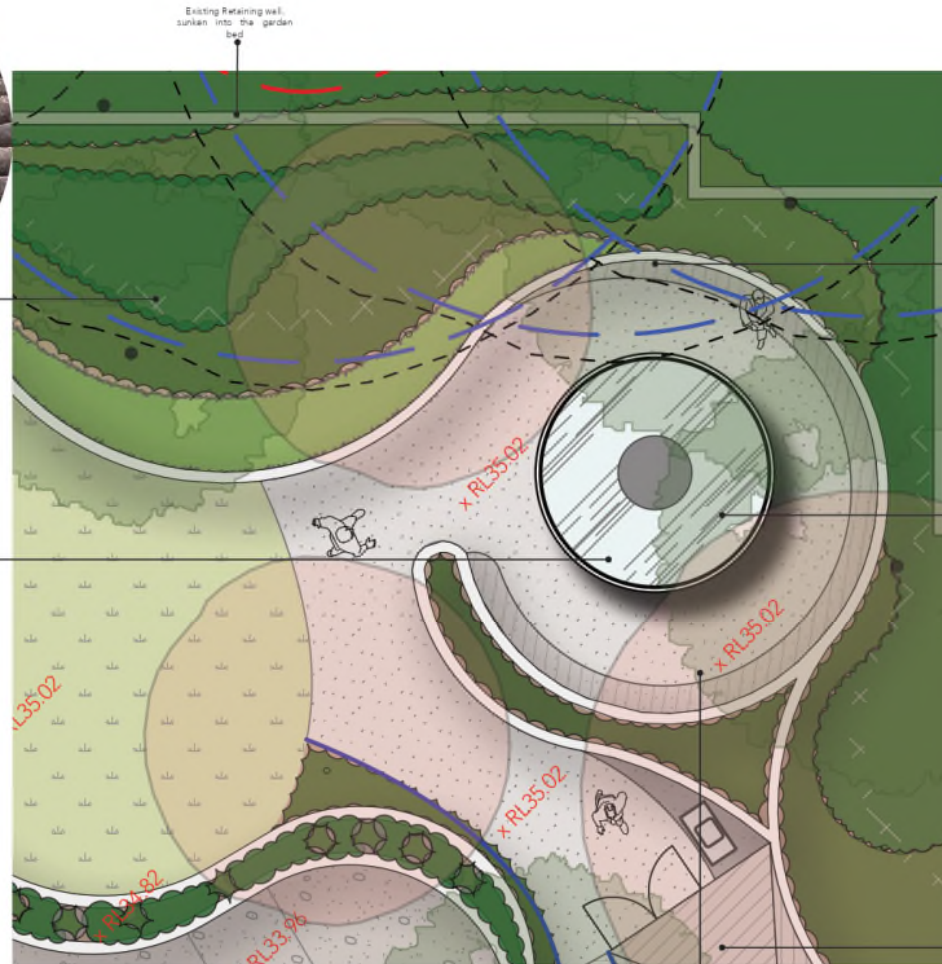
30/06/2022



Tensarlock Retaining grade planted out hiding the weighted bags additionally they are permeable.



Water and planting design creating a place for reflection and passive activities.



Integrated Seating options running along the Retaining wall.



the use of water, planting design and materials choice will create a quiet reflective place separated from the central gardens.



Garden Shed tucked away within garden beds, reminiscent of cottage gardens. Additional storage of landscaping equipment, community engagement options of potting up bench.



Overlooking lawn and surrounding garden beds.





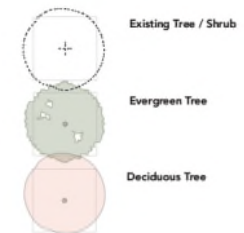
30/06/2022



30/06/2022



#### TREE LEGEND



#### PLANT SCHEDULE

SYM	Botanical Name	Common Name	Spacing	Quantity
<b>Trees</b>				
APDS	Acer palmatum 'Dissectum Seiryu'	Lace Leaf Maple	As plan	1
CCFP	Cercis canadensis 'Forest Pansy'	Purple Leaf Redbud	As plan	4
CIHY	Citrus hystrix	Thai Lime	As plan	1
CILA	Citrus latifolia	Persian Lime	As plan	1
CILJ	Citrus limon	Espaliered Lemon Variety	As plan	1
ELRE	Elaeocarpus reticulatus	Blueberry Ash	As plan	15
EMLS	Eucalyptus mannifera 'Little Spotty'	Dwarf Spotted Gum	As plan	8
GBPS	Ginkgo biloba 'Princeton Sentry'	Maidenhair Tree	As plan	4
GTSU	Gleditsia triacanthos 'Sunburst'	Sunburst Honey Locust	As plan	6
JAMI	Jacaranda mimosifolia	Jacaranda Tree	As plan	4
LINA	Lagerstroemia indica 'Natchez'	White Crepe Myrtle	As plan	5
LNMC	Laurus nobilis 'Miles Choice'	Bay Leaf	As plan	1
MADE	Magnolia denudata	White Yulan Magnolia	As plan	3
OEKO	Olea europaea 'Kalamata Olive'	Kalamata Olive	As plan	1
PRPE	Prunus persica	Peach	As plan	1
TRLA	Tristanopsis laurina	Water Gum	As plan	12

VMCH | IVANHOE EAST- TREE PLAN  
PG - 10.0





RECEIVED  
30/06/2022

CODE	SPECIES	GROWTH RATE	ORIGIN	POT SIZE	Height @ Planting(H X W)	Height @ Maturity(H x w)	Quantity
APDS	Acer palmatum 'Dissectum Seiryu'	Slow	Exotic	40cm	1 x 1 m	2 x 2.5m	1 + POTTED
CCFP	Cercis Canadensis 'Forest Pansy'	Medium	Exotic	50cm	2.5 X 3.5m	8 x 8 m	4 + POTTED
CHY	Citrus hystrix	Medium to Fast	Exotic	40cm	1 x .5m	4 x 3.5m	1 + POTTED
CLA	Citrus latifolia	Medium to Fast	Exotic	40cm	1.5x 1m	4 x 3.5m	1 + POTTED
CLI	Citrus limon	Medium to Fast	Exotic	40cm	1.5 x 1m	4 x 3.5m	1 + POTTED
ELRE	Elaeocarpus reticulatus	Medium	Native	75L	3.5 x 1 m	12 x 5m	15
EMLS	Eucalyptus mannifera 'Little Spotty'	Medium to Fast	Native	40cm	2 x 1m	14 x 6m	8
GBPS	Ginkgo biloba 'Princeton Sentry'	Medium to Fast	Exotic	50cm	2 x 1m	15 x 6m	4
GTPS	Gleditsia triacanthos 'Sunburst'	Fast	Exotic	75L	3.5 x 2.5m	12 x 8m	8
JAMI	Jacaranda mimosaefolia	Slow	Exotic	50cm	3 X 1.5m	9 x 9m	4
LINA	Legenstromia indica 'Hatched'	Medium	Exotic	40cm	1.5 x .5m	3 x 3m	5
LVMC	Laurus nobilis 'Miles Choice'	Slow	Exotic	40cm	1 x .5m	3 x 2m	1 + POTTED
MADE	Magnolia denudata	Slow	Exotic	50cm	2 X 1m	15 x 15m	3
OEKO	Olea europaea 'Kalamata Olive'	Medium	Exotic	40cm	1 x .5m	4 x 4m	1 + POTTED
PRPE	Prunus persica	Medium	Exotic	40cm	1 x .5m	8 x 8m	1
TRLA	Tristanopsis laurina	Slow to Medium	Native	50cm	1.5 x 1 m	10 x 8m	12

LARGE TREE  
AT MATURITY



APDS



CCFP



CHY



CLA



CLI



ELRE



EMLS



GBPS



GTPS



JAMI



LINA



LVMC



MADE



OEKO



PRPE



TRLA



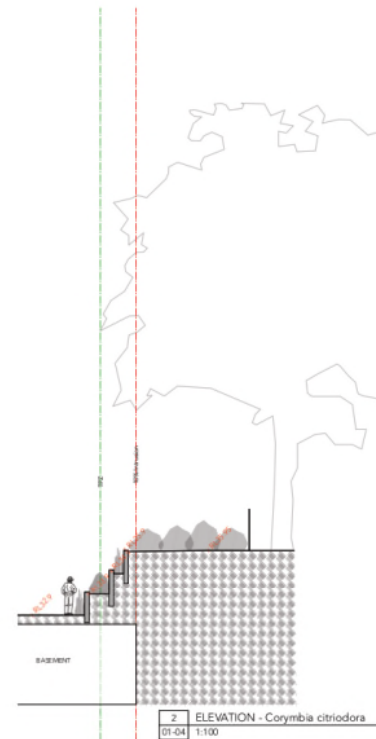
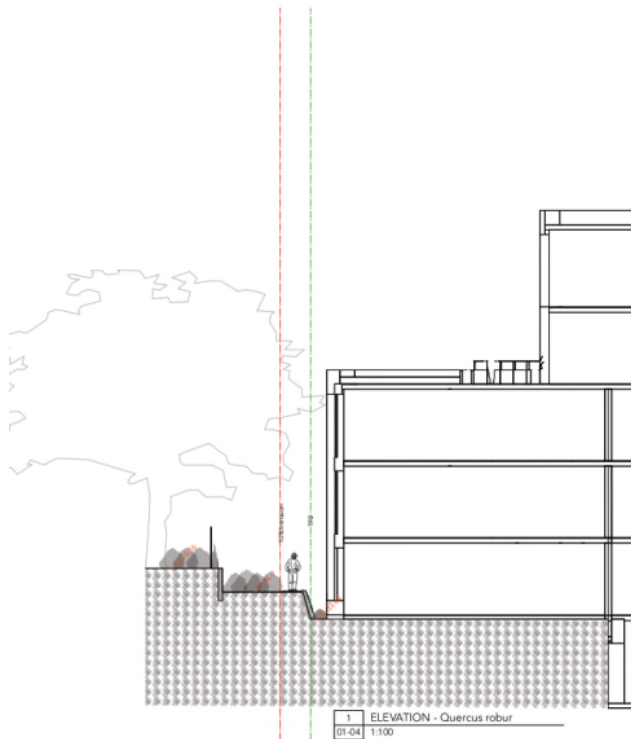
CHY



## NOTES

30/06/2022

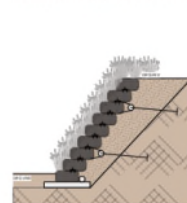
THIS DRAWING IS CONCEPTUAL ONLY  
AND IS NOT TO BE USED FOR CONSTRUCTION  
ALL METAL STRUCTURES, BOUNDARY WALLS,  
RETAINING WALLS AND FENCES ARE TO BE FINISHED  
IN A DARK COLOUR



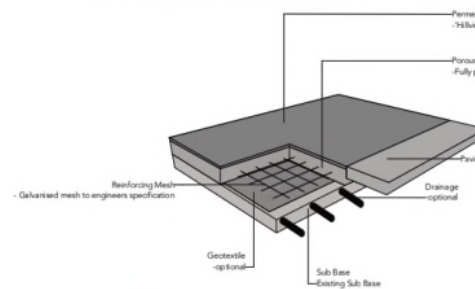
GRAVITY WALL TWO BAG DEPTH



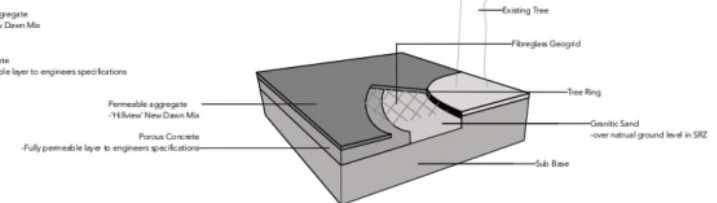
TERRALOCK AND ANCHOR TYPICAL SECTION DETAIL SECTION



INDUSTRIAL DRIVEWAY TREATMENT - PERMEABLE SPECIFICATION



PERMEABLE AGGREGATE OVER TPZ



NOTE:  
OR USE IN AREA WHERE RETAINING  
WALLS DO NOT EXCEED 1.2M

NOTE:  
FOR USE IN RETAINED AREAS THAT  
EXCEED 1.2M  
CAN BE SAT AT MAX 80 DEGREES

NOTE:  
TREATMENT IS TO BE SPECIFIED TO WHERE  
VEHICLE LOADING ARE EXPECTED  
A CIVIL ENGINEER SHOULD BE CONSULTED

NOTE:  
TREATMENT IS SUITABLE FOR PAVING  
ADJACENT TO LARGE TREE WITHIN TPZ  
AN ARBORIST SHOULD BE CONSULTED

VMCH | IVANHOE EAST - TPZ DATA  
PG - 10.2

RECEIVED  
30/06/2022

CODE	SPECIES	GROWTH RATE	ORIGIN	POT SIZE	Height @ Planting(H X W)	Height @ Maturity(H x w)
AGAT	Agave attenuata	Medium	Exotic	20cm	14 x 14cm	1.5 x 1.5m
CIJU	Citrus australis	Slow to Medium	Native	20cm	50 x 2 cm	2 x 2m
COAL	Cornus alba	Medium to Fast	Native	14cm	20 x 20 cm	2 x 2m
COGL	Cornus Glibra	Medium to Fast	Native	14cm	20 x 20 cm	2 x 2m
COGT	Cordyline stricta	Fast	Exotic	14cm	20 x 10cm	2 x 2m
DOAL	Daphne odora 'Alba'	Medium	Native	14cm	14 x 14 cm	1.5 x 1.5
ECWU	Euphorbia wulfenii	Fast	Exotic	14cm	14 x 14 cm	1 x 1m
GAFL	Gardenia florida	Medium	Exotic	14cm	14 x 20 cm	1 x 1m
HFGN	Hymenocallis flavum 'Golden Nugget'	Medium	Native	20cm	20 x 20cm	1.5 x 2m
HYGU	Hydrangea quercifolia	Medium to Fast	Exotic	20cm	20 x 20cm	1.5 x 1.5m
LIRE	Ligularia reniformis	Fast	Exotic	14cm	20 x 20cm	1.5 x 1.5
LNFC	Leucos nobilis 'Pleasant Choice'	Slow to Medium	Exotic	40cm	40 x 40cm	2 x 2m
OMFO	Omanthus x fortunei	Medium	Exotic	14cm	14 x 14 cm	2 x 2m
RIOP	Raphiolepis indica 'Oriental Pearl'	Medium	Exotic	14cm	14 x 20 cm	1 x 2m
ROBL	Rosemarinus officinalis 'Blue Lagoon'	Medium	Exotic	14cm	20 x 20cm	1 x 1.5m
SLHR	Salvia leucantha 'Harry Red'	Fast	Exotic	14cm	20 x 20 cm	1.5 x 1.5m
SNCA	Salvia nemorosa 'Caradonna'	Fast	Exotic	14cm	20 x 20 cm	1.5 x 1.5m
TEPA	Tetrapanax papyrifer	Medium	Exotic	20cm	25 x 25cm	2.5 x 2.5m
VOAW	Viburnum odoratissimum 'Awabuki'	Medium	Exotic	14cm	20 x 20cm	2.5 x 2.5m



AGAT



CIJU



COAL



COGL



COGT



DOAL



ECWU



GAFL



HFGN



HYGU



LIRE



LNFC



OMFO



RIOP



ROBL



SLHR



SNCA



TEPA



VOAW





RECEIVED  
30/06/2022

CODE	SPECIES	GROWTH RATE	ORIGIN	POT SIZE	Height @ Planting(H X W)	Height @ Maturity(H x w)
ARCI	<i>Anthropodium cinctum</i>	Medium	Exotic	14cm	20 x 20 cm	50 x 50 cm
CAKF	<i>Calamagrostis x acutifolia 'Karl Foerster'</i>	Fast	Exotic	14cm	20 x 20cm	1.5 x 1.5m
CLMI	<i>Clivia miniata</i>	Slow	Exotic	14cm	20 x 20 cm	50 x 50 cm
ELCA	<i>Elettaria cardamomum</i>	Fast	Exotic	14cm	20 x 20cm	1 x 1m
HEHY	<i>Hemerocallis x hybrida</i>	Fast	Exotic	14cm	20 x 20cm	1.5 x 1.5m
LCLP	<i>Lomandra confertifolia 'Little Pal'</i>	Medium	Native	14cm	20 x 15cm	50 x 50 cm
LITA	<i>Lomandra longifolia 'Tanika'</i>	Fast	Exotic	14cm	20 x 20cm	1 x 1m
LMEG	<i>Liriope muscari 'Evergreen Giant'</i>	Medium to Fast	Native	14cm	20 x 20 cm	50 x 50 cm
MITR	<i>Miscanthus transmonisonensis</i>	Fast	Exotic	14cm	20 x 20cm	1.5 x 1.5m
MSAD	<i>Miscanthus sinensis 'Adagio'</i>	Fast	Exotic	7cm	20 x 20cm	1.5 x 1.5m



ARCI



CAKF



CLMI



ELCA



HEHY



LCLP



LITA



LMEG



MITR



MSAD

CODE	SPECIES	GROWTH RATE	ORIGIN	POT SIZE	Height @ Planting(H X W)	Height @ Maturity(H x w)
ACTE	<i>Achillea 'Terracotta'</i>	Fast	Introduced	14cm	15 x 15cm	50 x 50cm
ALGI	<i>Allium giganteum</i>	Fast	Exotic	14cm	15 x 15cm	20 x 20cm
ALMA	<i>Alocasia macrorrhiza</i>	Fast	Exotic	20cm	20 x 20cm	1.5 x 1.5m
CIVE	<i>Canna indica 'Edulis'</i>	Fast	Exotic	20cm	20 x 20cm	1 x 1m
ECPU	<i>Echinacea purpurea</i>	Fast	Introduced	14cm	15 x 15cm	50 x 20 cm
HEOR	<i>Heliborus orientalis</i>	Fast	Introduced	14cm	15 x 15cm	20 x 20cm
SEAJ	<i>Sedum 'Autumn Jay'</i>	Fast	Introduced	14cm	15 x 15cm	25 x 10cm



ACTE



ALGI



ALMA



CIVE



ECPU



HEOR



SEAJ



RECEIVED  
30/06/2022

CODE	SPECIES	GROWTH RATE	ORIGIN	POT SIZE	Height @ Planting(H X W)	Height @ Maturity(H x w)
CAGL	<i>Carpobrotus rossi</i>	Fast	Native	7cm	str.	str.
CGCI	<i>Casuarina glauca</i> 'Cousin It'	Medium	Native	14cm	str.	str.
DICR	<i>Disphyma crassifolium</i>	Fast	Native	7cm	str.	str.
DIRE	<i>Dichondra repens</i>	Fast	Native	7cm	str.	str.
MECO	<i>Mesembryanthemum cordifolium</i>	Fast	Exotic	7cm	str.	str.
MERE	<i>Mentha requienii</i>	Fast	Exotic	7cm	str.	str.
VIHE	<i>Viola hederacea</i>	Fast	Native	7cm	str.	str.
VILA	<i>Viola labradorica</i>	Fast	Native	7cm	str.	str.



CAGL



CGCI



DICR



DIRE



MECO



MERE



VIHE



VILA

CODE	SPECIES	GROWTH RATE	ORIGIN	POT SIZE	Height @ Planting(H X W)	Height @ Maturity(H x w)
PAHE	<i>Parthenocissus Henryana</i>	Fast	Exotic	14cm	str.	str.
PAQU	<i>Parthenocissus quinquefolia</i>	Fast	Introduced	14cm	str.	str.
PATR	<i>Parthenocissus tricuspidata</i>	Fast	Introduced	14cm	str.	str.
PTLO	<i>Parthenocissus tricuspidata</i> 'Lowli'	Fast	Exotic	14cm	str.	str.



PAHE



PAQU

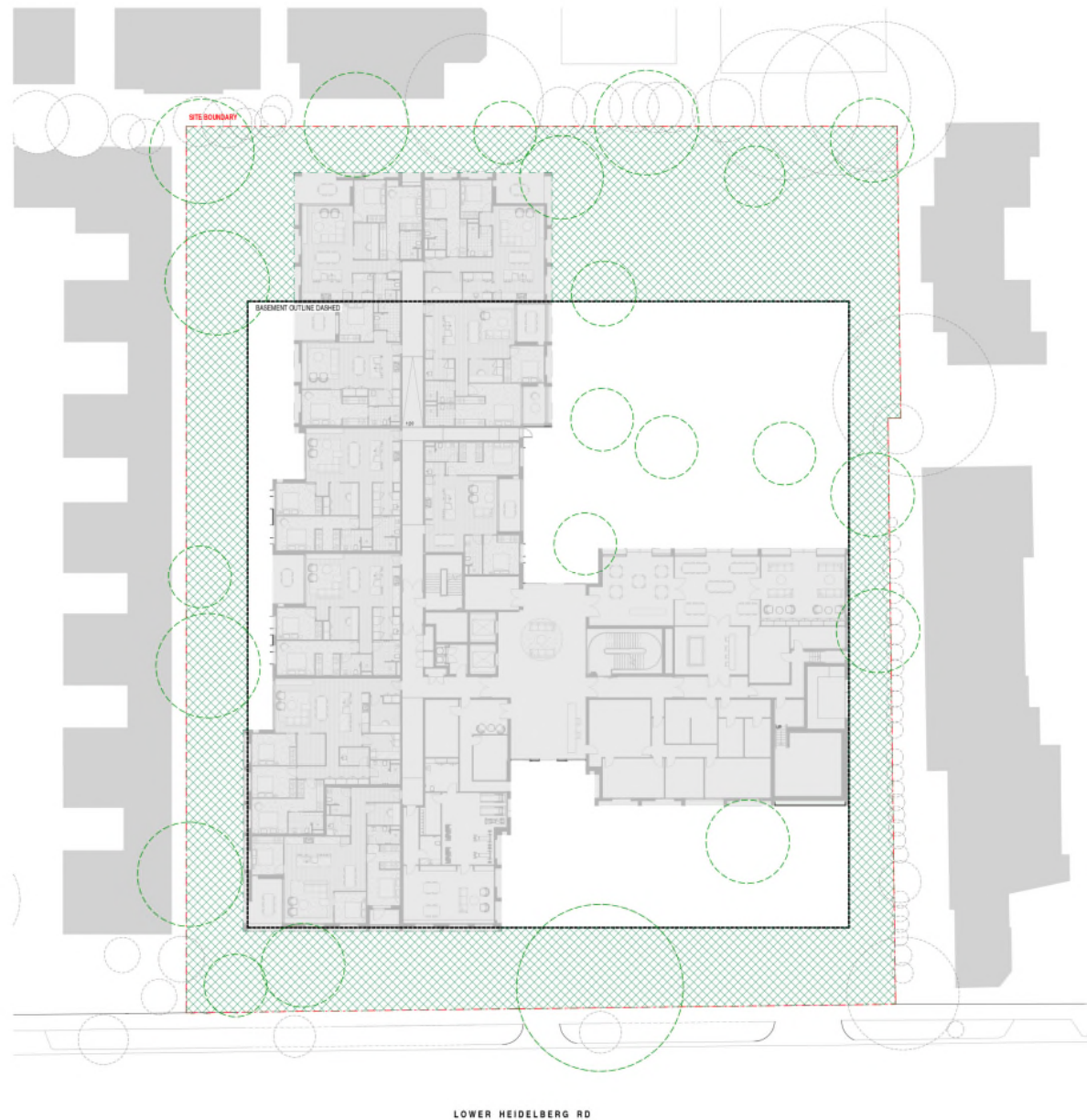


PATR



PTLO





GENERAL NOTES  
THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL PRELIMINARY CONTRACTS, SPECIFICATIONS AND CONDITIONS.  
COPYRIGHT OF THIS DRAWING IS RESERVED BY THE ARCHITECTS.  
DIMENSIONS ARE IN METRES AND LEVELS ARE IN METRES.  
DO NOT SCALE OFF DRAWINGS.  
USE PRINTED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK.

30/06/2022

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Town Planning

CLIENT  
VILLA MARIA  
CATHOLIC HOMES

VMCH

PROJECT  
IVANHOE EAST RETIREMENT LIVING  
157-163 Lower Heidelberg Rd, Ivanhoe  
East

DRAWING TITLE  
LANDSCAPE CALCULATIONS - DEEP  
SOIL PLANTING

DATE	CHECKED	APPROVED
30/06/2022	/	/

SCALE  
1:200

DATE

STATUS  
TOWN PLANNING

PROJECT #  
21-023

DRAWING NUMBER  
TP1-202

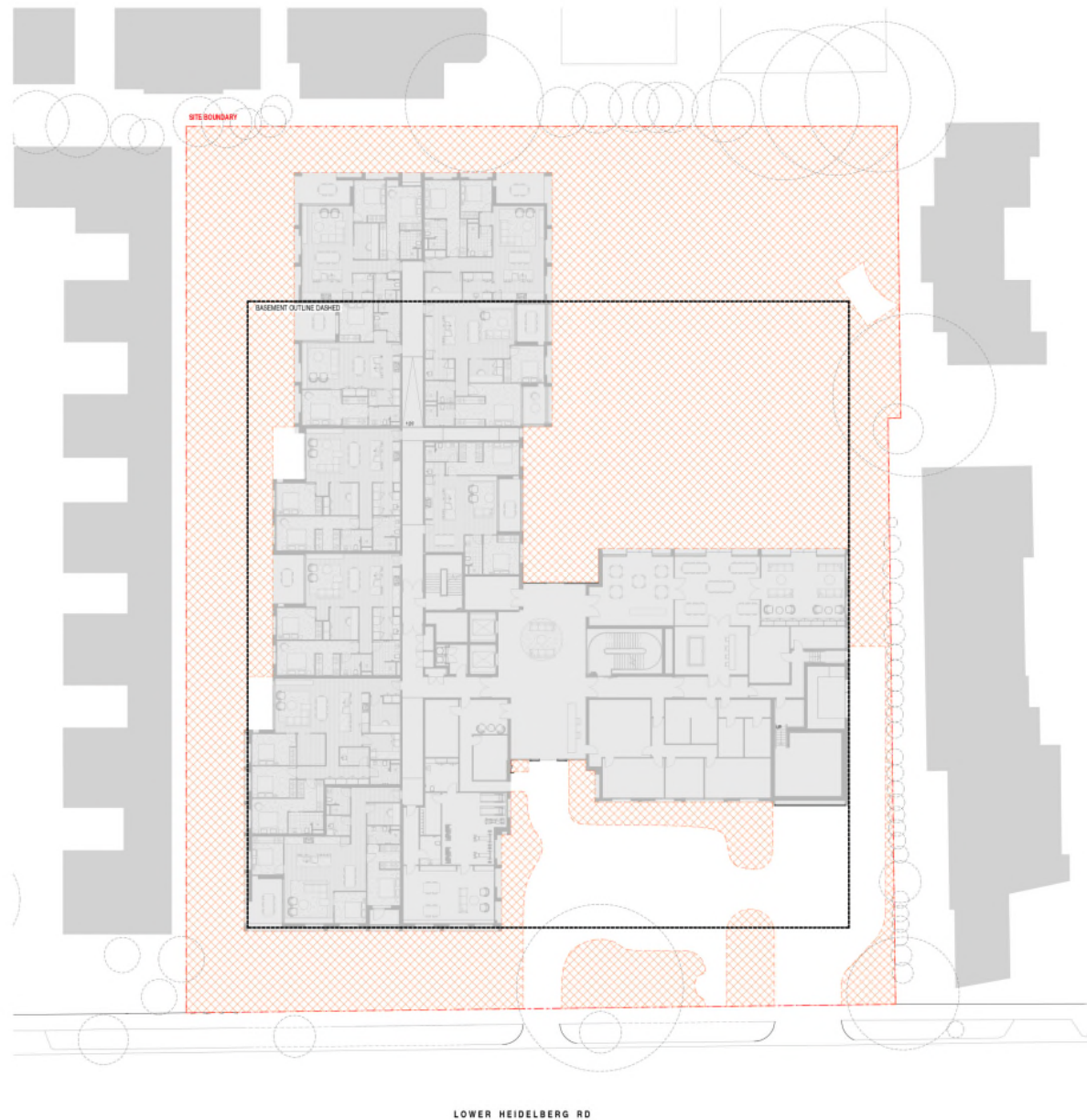
REVISION  
1

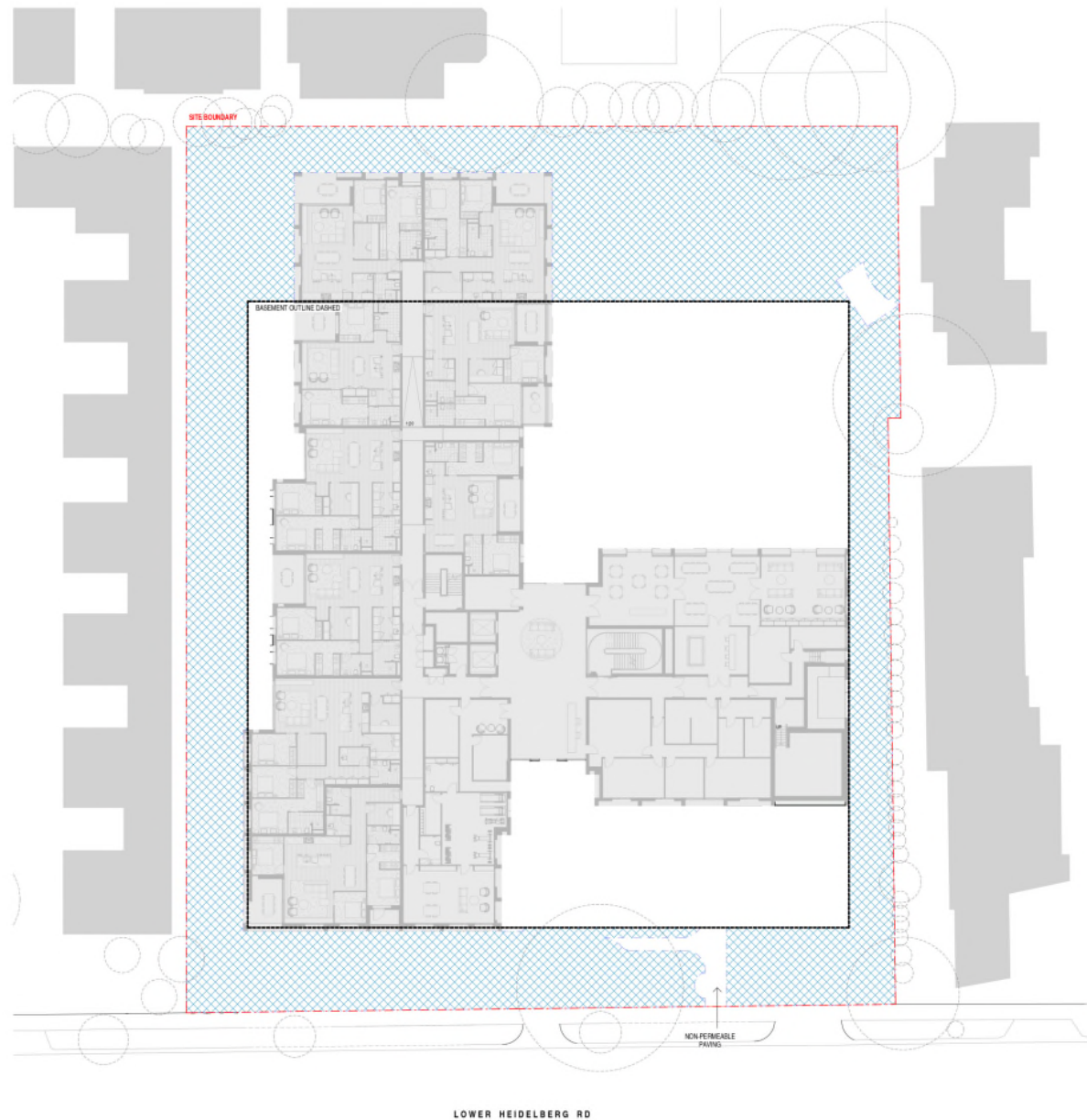
Jackson  
Clements  
Buzcova  
Architects

JCB

COPYRIGHT  
JACKSON CLEMENTS BUZCOVA  
PTY LTD ARCHITECTS  
345 DAWN STREET RICHMOND VIC 3121  
T +613 8284 8227 jcb@jcb.com.au













APPROACH FROM WEST

**30/06/2022**

**GENERAL NOTES**  
 THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL PRESENTING  
 CONTRACTS, SPECIFICATIONS AND CONDITIONS.  
 COPYRIGHT OF THIS DRAWING IS RESERVED TO THE ARCHITECTS.  
 DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
 DO NOT SCALE OFF DRAWINGS.  
 USE TRAPPED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS  
 ON SITE PRIOR TO COMMENCING WORK.

---

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Town Planning

---

**CLIENT**  
 VILLA MARIA  
 CATHOLIC HOMES

**PROJECT**  
 IVANHOE EAST RETIREMENT LIVING  
 157-163 Lower Heidelberg Rd, Ivanhoe  
 East

**DRAWING TITLE**  
 VISUALISATION

---

DATE	CHECKED	APPROVED
30/06/2022	/	/

---

**SCALE**

**DAY**

---

STATUS	PROJECT #
TOWN PLANNING	21-023

---

DRAWING NUMBER	REVISION
TP10-501	1

---

Jackson  
 Clements  
 Buzza  
 Architects

**Copyright**  
 JACKSON CLEMENTS BUZZA  
 Pty Ltd Architects  
 345 DAWN STREET RICHMOND VIC 3121  
 T +613 8284 8227 jcbw.com.au

Copyright © 2022 Jackson Clements Buzza Architects Pty Ltd



APPROACH FROM SOUTH-WEST

**30/06/2022**

**GENERAL NOTES**  
 THIS DRAWING IS TO BE USED IN CONNECTION WITH ALL PRESENT CONTRACTS, SPECIFICATIONS AND CONDITIONS.  
 COPYRIGHT OF THIS DRAWING IS RESERVED TO THE ARCHITECTS.  
 DIMENSIONS ARE IN METRES AND LEVELS ARE IN METRES.  
 DO NOT SCALE OFF DRAWINGS.  
 USE TRIMMED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK.

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Town Planning

**CLIENT**  
 VILLA MARIA  
 CATHOLIC HOMES

**PROJECT**  
 IVANHOE EAST RETIREMENT LIVING  
 157-163 Lower Heidelberg Rd, Ivanhoe East

**DRAWING TITLE**  
 VISUALISATION

DATE	CHECKED	APPROVED
30/06/2022	/	/

**SCALE**

**DAY**

STATUS	PROJECT #
TOWN PLANNING	21-023

DRAWING NUMBER	REVISION
TP10-502	1

**Jackson Clements Buzza Architects**

**COPYRIGHT**  
 JACKSON CLEMENTS BUZZA  
 PTY LTD ARCHITECTS  
 345 DAWN STREET RICHMOND VIC 3121  
 T +613 8264 8227 jcb@jcb.com.au

Copyright © 2022 Jackson Clements Buzza Architects. All rights reserved.



30/06/2022

GENERAL NOTES  
 THIS DRAWING IS ISSUED BY PERIOD IN CONJUNCTION WITH ALL PRESENT  
 CONTRACTS, SPECIFICATIONS AND CONDITIONS.  
 COPYRIGHT OF THIS DRAWING IS RESERVED IN THE ARCHITECTS.  
 DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
 DO NOT SCALE OFF DRAWINGS.  
 USE TRIMMED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS  
 ON SITE PRIOR TO COMMENCING WORK.



APPROACH FROM SOUTH

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Town Planning

CLIENT  
**VILLA MARIA**  
**CATHOLIC HOMES** **VMCH**

PROJECT  
**IVANHOE EAST RETIREMENT LIVING**  
 157-163 Lower Heidelberg Rd, Ivanhoe  
 East

DRAWING TITLE  
**VISUALISATION**

DATE	CHECKED	APPROVED
30/06/2022	/	/

SCALE

N/A

STATUS	PROJECT #
TOWN PLANNING	21-023

DRAWING NUMBER	REVISION
TP10-503	1

Jackson  
 Clements  
 Buzza  
 Architects



COPYRIGHT  
 JACKSON CLEMENTS BUZZA  
 PTY LTD ARCHITECTS  
 345 DAWN STREET RICHMOND VIC 3121  
 T +613 8284 8227 jcb@jcb.com.au

Copyright © 2022 Jackson Clements Buzza Architects  
 All rights reserved. No part of this publication may be reproduced without prior written permission.



30/06/2022

GENERAL NOTES  
 THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL PRELIMINARY  
 CONDITIONS, SPECIFICATIONS AND DRAWINGS.  
 COPYRIGHT OF THIS DRAWING IS RESERVED TO THE ARCHITECTS.  
 DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
 DO NOT SCALE OFF DRAWINGS.  
 USE TRIMMED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS  
 ON SITE PRIOR TO COMMENCING WORK.



APPROACH FROM SOUTH-EAST

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Town Planning

CLIENT  
**VILLA MARIA**  
**CATHOLIC HOMES** **VMCH**

PROJECT  
**IVANHOE EAST RETIREMENT LIVING**  
 157-163 Lower Heidelberg Rd, Ivanhoe  
 East

DRAWING TITLE  
**VISUALISATION**

DATE	CHECKED	APPROVED
30/06/2022	/	/

SCALE

NAT

STATUS	PROJECT #
<b>TOWN PLANNING</b>	<b>21-023</b>

DRAWING NUMBER	REVISION
<b>TP10-504</b>	<b>1</b>

Jackson  
 Clements  
 Buzza  
 Architects



COPYRIGHT  
 JACKSON CLEMENTS BUZZA  
 PTY LTD ARCHITECTS  
 345 DAWN STREET RICHMOND VIC 3121  
 T +613 8264 8227 jcb@jcb.com.au

Sample of 3 days, 3pm and 6pm  
 100% (100% of the total project cost) 100% (100% of the total project cost)



APPROACH FROM EAST

30/06/2022

GENERAL NOTES  
 THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL PRESENT  
 CONTRACTS, SPECIFICATIONS AND ORDINANCES.  
 COPYRIGHT OF THIS DRAWING IS RESERVED TO THE ARCHITECTS.  
 DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
 DO NOT SCALE OFF DRAWINGS.  
 USE TRAPPED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS  
 ON SITE PRIOR TO COMMENCING WORK.

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Town Planning

CLIENT  
 VILLA MARIA  
 CATHOLIC HOMES



PROJECT  
 IVANHOE EAST RETIREMENT LIVING  
 157-163 Lower Heidelberg Rd, Ivanhoe  
 East

DRAWING TITLE  
 VISUALISATION

DATE	CHECKED	APPROVED
30/06/2022	/	/

SCALE

DAY

STATUS	PROJECT #
TOWN PLANNING	21-023

DRAWING NUMBER	REVISION
TP10-505	1

Jackson  
 Clements  
 Buzza  
 Architects




COPYRIGHT  
 JACKSON CLEMENTS BUZZA  
 PTY LTD ARCHITECTS  
 345 DAWN STREET RICHMOND VIC 3121  
 T +613 8264 8227 jcbw.com.au

Sample of 2 days, 3pm and 4pm views  
 15/06/2022 15:00:00 15/06/2022 15:00:00





COURTYARD EAST FACADE

<b>30/06/2022</b>		
<small>GENERAL NOTES THIS DRAWING IS VALID FOR PERIOD IN CONJUNCTION WITH ALL PRESENT CONTRACTS, SPECIFICATIONS AND DRAWINGS. COPYRIGHT OF THIS DRAWING IS RESERVED TO THE ARCHITECTS. DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES. DO NOT SCALE OFF DRAWINGS. USE PRINTED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK.</small>		
REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Town Planning
<small>CLIENT <b>VILLA MARIA CATHOLIC HOMES</b> <b>VMCH</b></small>		
<small>PROJECT <b>IVANHOE EAST RETIREMENT LIVING</b> 157-163 Lower Heidelberg Rd, Ivanhoe East</small>		
<small>DRAWING TITLE <b>VISUALISATION</b></small>		
DATE	CHECKED	APPROVED
30/06/2022	/	/
<small>SCALE</small>		
<small>AW</small>		
<small>STATUS</small> <b>TOWN PLANNING</b>		<small>PROJECT #</small> <b>21-023</b>
<small>DRAWING NUMBER</small> <b>TP10-506</b>		<small>REVISION</small> <b>1</b>
<small>Jackson Clements Burrows Architects</small>		
<small>COPYRIGHT JACKSON CLEMENTS BURROWS PTY LTD ACQUISITION 315 DAWN STREET RICHMOND VIC 3121 T +613 8264 8227 jcb.com.au</small>		





COURTYARD NORTH FACADE

**30/06/2022**

GENERAL NOTES  
THIS DRAWING IS ISSUED BY FIELD IN CONNECTION WITH ALL PRESENT CONTRACTS, SPECIFICATIONS AND CONDITIONS.  
COPYRIGHT OF THIS DRAWING IS RESERVED IN THE ARCHITECTS.  
DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
DO NOT SCALE OFF DRAWINGS.  
USE PRINTED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK.

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Town Planning

CLIENT  
**VILLA MARIA CATHOLIC HOMES** **VMCH**

PROJECT  
**IVANHOE EAST RETIREMENT LIVING**  
157-163 Lower Heidelberg Rd, Ivanhoe East

DRAWING TITLE  
**VISUALISATION**

DATE	CHECKED	APPROVED
30/06/2022	/	/

SCALE

REV

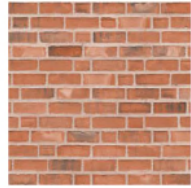
STATUS	PROJECT #
<b>TOWN PLANNING</b>	<b>21-023</b>

DRAWING NUMBER	REVISION
<b>TP10-507</b>	<b>1</b>

**Jackson Clements Buzza Architects**

COPYRIGHT  
JACKSON CLEMENTS BUZZA  
PTY LTD ARCHITECTS  
345 DAWN STREET RICHMOND VIC 3121  
T +613 8284 8227 jcb@jcb.com.au

Copyright © 2022 Jackson Clements Buzza Architects  
All rights reserved. No part of this publication may be reproduced without prior written permission.



**EF-01**  
BRICK - RED COLOUR



**EF-02**  
BRICK - GREY COLOUR



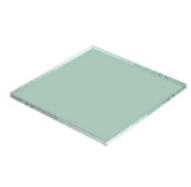
**EF-03**  
RENDER FINISH - RED  
OXIDE COLOUR )



**EF-04**  
RENDER FINISH -  
GREY/GREEN OXIDE COLOUR



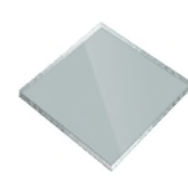
**EF-05**  
BALLUST



**GZ-01**  
THERMAL PERFORMANCE  
FIXED GLAZING



**GZ-02**  
BREEZEWAY LOUVRES  
OPERABLE GLAZING



**GZ-03**  
LOW IRON CLEAR GLAZING  
(ATRIUM GLAZING)



**FF-01**  
STONE TILES



**FF-02**  
EXPOSED AGGREGATE  
PERMEABLE PAVING



**MF-01**  
ALUMINIUM WINDOW FINS IN  
POWDERCOAT FINISH



**MF-02**  
ALUMINIUM WINDOW  
FRAMES IN POWDERCOAT  
FINISH - RED



**MF-03**  
ALUMINIUM WINDOW  
FRAMES IN  
POWDERCOAT FINISH -  
GREY



**MF-04**  
BALUSTRADE IN  
POWDERCOAT METAL  
FINISH



**MF-05**  
STEEL PERGOLA FRAME IN  
SELECT PAINT FINISH

GENERAL NOTES  
THIS DRAWING IS TO BE USED IN CONJUNCTION WITH ALL PRELIMINARY  
CONTRACTS, SPECIFICATIONS AND CONDITIONS.  
COPYRIGHT OF THIS DRAWING IS RESERVED IN THE ARCHITECTS.  
DIMENSIONS ARE IN MILLIMETRES AND LEVELS ARE IN METRES.  
DO NOT SCALE OFF DRAWINGS.  
USE TRAPPED DIMENSIONS ONLY. CHECK AND VERIFY ALL DIMENSIONS  
ON SITE PRIOR TO COMMENCING WORK.

REV	DATE	DESCRIPTION
1	30/06/2022	Issued For Tender/Planning

CLIENT  
**VILLA MARIA**  
CATHOLIC HOMES



PROJECT  
**IVANHOE EAST RETIREMENT LIVING**  
157-163 Lower Heidelberg Rd, Ivanhoe  
East

DRAWING TITLE  
**FINISHES**

DATE	CHECKED	APPROVED
30/06/2022	/	/

SCALE  
**1:100**

STATUS  
**TOWN PLANNING**

DRAWING NUMBER  
**TP10-801**

Jackson  
Clements  
Buzza  
Architects



COPYRIGHT  
JACKSON CLEMENTS BUZZA  
PTY LTD ARCHITECTS  
345 DAWN STREET RICHMOND VIC 3121  
T +613 8264 8227 jcb.com.au

Sample of 3.5mm, 5mm and 10mm  
1:100 scale drawing of finishes and materials



# Consultation Summary Paper

Draft Hurstbridge Rail Feasibility Study

August 2022



Consultation Summary Paper | Draft Hurstbridge Rail Feasibility Study



## Contents

<b>Introduction .....</b>	<b>3</b>
<b>Feedback response summary .....</b>	<b>4</b>
<b>Public Exhibition: draft Hurstbridge Rail Feasibility Study .....</b>	<b>5</b>
Shaping Banyule.....	5
Social Media Campaign .....	17
Key Stakeholders.....	18
Written feedback.....	18
<b>Conclusion .....</b>	<b>20</b>

## Introduction

---

In 2021, Council engaged the services of a consultant (Stantec/Outlines) to develop a high-level understanding of active transport connections and landscape/open space embellishment options along the Hurstbridge rail corridor from Darebin rail station to Montmorency rail station. The outcome of this body of work is the Draft Hurstbridge Rail Feasibility Study.

The purpose of the Hurstbridge Rail Feasibility Study is to:

- Look to achieve safe, direct and legible active transport facilities that connect a wide range of users to the network of places along the Hurstbridge rail corridor and adjacent activity centres;
- Look at options to provide attractive and welcoming places through improved urban design and landscaping aspects along the rail corridor; and
- Support Council's advocacy activities.

### Public Exhibition of draft Hurstbridge Feasibility Study

The draft Hurstbridge Rail Feasibility Study was presented to Banyule City Council at the ordinary meeting held on 28 February 2022. Council resolved to approve the public exhibition of the draft study for a period of six weeks. The engagement period was scheduled from 15 March to 22 April 2022.

Consultation included key stakeholders and the community and was conducted mainly through Council's consultation website [Shaping.Banyule@banyule.vic.gov.au](mailto:Shaping.Banyule@banyule.vic.gov.au) with a promotion article in The Banner, signage posters with QR codes posted along the route of the Hurstbridge rail line, and direct emails to key stakeholders. Additionally, a targeted Social Media campaign was undertaken in conjunction with the Shaping Banyule page. Feedback was also sought via a presentation to Council's BECACC Committee on 8 June 2022. A teams meeting was held with Department of Transport staff on to outline the study and garner feedback.

The Shaping Banyule page was divided into several sections. The main introduction page asked the community to complete two questions:

- Open Space and Landscaping are important to me because....
- Safe spaces to walk and cycle are important to me because....

The Shaping Banyule page then looked at each section of rail line in detail and again two questions were asked, the example for the Darebin station to Ivanhoe station being shown below.

- What do you think about the opportunities and issues for active transport identified between Darebin and Ivanhoe stations?
- What do you think about the proposed cycling treatments identified between Darebin and Ivanhoe stations?

Finally, a Social Map was made available for the community to drop pins onto individual maps and put in any comments or feedback.

### Feedback response summary

The table below summarises the consultation undertaken and the associated response numbers.

**Table 1: Feedback response summary**

Date	Type of Consultation	Attendees or Responses
15 Mar 2022 – 22 April 2022	The Banner promotion article.	
	Shaping Banyule – Overall number of views and contributions.	3613 views 374 contributions
	Shaping Banyule – Two Questions relating to Why active transport is important to you, and Why landscaping and urban design is important to you.	155
	Shaping Banyule – Two Questions relating to opportunities/issues and proposed cycling treatments.	96
	Shaping Banyule - Social Maps – Number of pins detailing comments/feedback.	100
	Social Media Campaign through targeted ads on Facebook and Instagram.	26,736 people reached Generated 751 clicks through to Shaping Banyule
	Signage Posters with QR code.	42
	Department of Transport stakeholder meeting.	12
	BECACC presentation.	10
	Direct email to key stakeholders.	55
	Written responses.	12



## Public Exhibition: draft Hurstbridge Rail Feasibility Study

### Shaping Banyule

Consultation material including the full draft study were hosted on Council's Shaping Banyule website. In all, the draft Hurstbridge Rail Feasibility Study engagement site was viewed 3,613 times by 1,945 unique visitors. Of these, 374 contributors completed one or more of the question sets and/or left feedback on the Social Maps. The Shaping Banyule page was divided into a number of sections. The main introduction page invited the community to complete two questions:

- Open Space and Landscaping are important to me because....
- Safe spaces to walk and cycle are important to me because....

The Shaping Banyule page then looked at each section of rail line in detail and again two questions were asked,

- What do you think about the opportunities and issues for active transport identified between Station A and Station B?
- What do you think about the proposed cycling treatments identified between Station A and Station B?

Finally, a Social Map was available for each section of rail line, inviting the community to drop a pin on any location on the map and give comments or feedback at that location.

The highest response rate was for the two main page questions relating to what is important to me and why with 155 comments received. These are detailed below under main themes and summarised in the tables 2 and 3 below:

**Table 2: Open Space and Landscaping are important to me because...**

Theme	Comments(sample)
<b>General Health and Well being (43 Comments)</b>	<ul style="list-style-type: none"> <li>• Psychological and physical resilience.</li> <li>• Green spaces are essential for human wellbeing.</li> <li>• Open space and natural landscape are essential for mental health and general wellbeing.</li> <li>• It makes me feel peaceful and relaxed. It's an escape for folk who don't have their own spaces. I can walk my dog in some areas off lead and that's good for him. Physically and mentally.</li> <li>• I need and want to walk every day for my mental health, to connect with nature, for connection for my physical health!!!</li> <li>• Connection to nature keeps me centred and means that I can keep living in the city.</li> </ul>
<b>Environment and Environment Protection (41 Comments)</b>	<ul style="list-style-type: none"> <li>• Preserve nature, natural environment, create corridors for wildlife. Visually attractive, relaxing spaces, support relaxation, exercise and play.</li> <li>• Open space and integrated landscaping are key factors which attracted me to the area. The development and maintenance of these factors enhance the local environment.</li> <li>• This is the green wedge. We highly value the treed environment and being connected to nature. This is important for wildlife corridors too.</li> <li>• Improving the quality of biodiversity assets connects my children with nature and cultural assets.</li> </ul>
<b>Benefit to Community (20 Comments)</b>	<ul style="list-style-type: none"> <li>• It creates a sense of community to be able to share our beautiful environment and a sense of belonging and connection to the land.</li> </ul>

	<ul style="list-style-type: none"> <li>• It makes the community more inviting and lets visitors know we take pride and look after our local environment.</li> <li>• Because it provides greater community access and engagement.</li> <li>• Because they improve the health of our community.</li> <li>• I don't want to be restricted to exercising within a gym, I want to be able to exercise by myself and with friends, outside of the gym and safely. I also feel like I exercise more when there are open spaces to enjoy close by.</li> </ul>
<b>For walking, dog walking and cycling (33 comments)</b>	<ul style="list-style-type: none"> <li>• It gives me space to exercise, walk, play through with my kids and enjoy nature.</li> <li>• I ride a bike and walk not just for leisure but for commuting often. The rail corridor is often, or would be if accessible, a flatter, more direct and safer route than roads.</li> <li>• i am a keen cyclist using both road bike, commuter cycle and E-bike. I would love to see more bike lanes along the railways in the Banyule area, but I am concerned that this might mean the destruction of trees and vegetation currently near the railways.</li> <li>• They should be safe areas away from Traffic, be wide and sealed, not be difficult to access and provide a direct path not meander</li> <li>• I enjoy wandering in either direction. I don't want my walk to be too controlled. I want to breathe and enjoy the natural indigenous parts of our parks.</li> </ul>

**Table 3: Safe spaces to walk and cycle are important to me because...**

Theme	Comments(sample)
<b>General Health, safety and well-being. (33 Comments)</b>	<ul style="list-style-type: none"> <li>• Promote health, exercise, appreciation of nature, provide options for active transport, keep people connected.</li> <li>• Allow both safe exercise for individuals and families and also the potential to commute to remove vehicles from our roads.</li> <li>• Safe spaces to walk are important to me for good health and general fitness, cycling less important but for same reasons.</li> <li>• I like to walk for physical and mental health, a sense of connection to the landscape, as good for the environment/sustainability and to socialise.</li> <li>• Exercise for health, transport and fun are an integral part of daily life. Encouraging lifelong health habits is good for physical &amp; mental health and can prevent so many adverse health outcomes. Safety is a key deterrent to involvement in walking/cycling.</li> </ul>
<b>Safety and Separation from vehicular traffic (51 Comments)</b>	<ul style="list-style-type: none"> <li>• We want separation from roads for our walking and bike lanes wherever possible.</li> <li>• Everyone needs opportunities to exercise outdoors and increasingly these opportunities are limited as a result of urbansiation. These spaces should be at a distance from main roads, where traffic noise and air pollution create unhealthy environments.</li> <li>• I'm a cyclist and often am towing my toddler behind me. The roads aren't safe, and many trails aren't safe also (I've had a very bad accident on one). Both cycling and walking as transport modes are important to me and things I want available for my kids.</li> </ul>



	<ul style="list-style-type: none"> <li>The roads are so busy walking or riding along sections (especially Greensborough station to Montmorency station) is unpleasant and dangerous yet this link to shops, transport and existing bike paths and open spaces is so important.</li> <li>With the increasing traffic a safe well-lit walkway is very important. I'm not sure you can safely have a combined walking and cycling path especially given the attitude of some riders.</li> </ul>
<b>Mode of Transport (23 Comments)</b>	<ul style="list-style-type: none"> <li>I use them daily with my young child and to get to work.</li> <li>I prefer to ride my bike for necessary tasks and for pleasure and i want to feel safe.</li> <li>I want to use my car less and use cycling as a safe means to get around.</li> <li>I ride to work every day and roads are not safe for cyclists. Bike paths keep society healthy and less cars on the road which is better for the environment.</li> </ul>

### Individual rail section feedback

The Shaping Banyule page then looked at each section of rail line in detail and again two questions were asked,

- What do you think about the opportunities and issues for active transport identified between Station A and Station B?
- What do you think about the proposed cycling treatments identified between Station A and Station B?

**Table 4: What do you think about the opportunities and issues for active transport identified between rail stations?**

Rail Section	Comments
<b>Darebin to Ivanhoe station</b>	<ul style="list-style-type: none"> <li>Quite Accurate, Good assessment (3 comments).</li> <li>Plenty of opportunities as plenty of verge space.</li> <li>A new crossing over Darebin Creek to connect Salisbury Avenue to Wingrove Street would be excellent for cycling and walking. Using sealed pavements this currently means crossing Heidelberg Rd, or going around Rockbeare Park to the Abercorn Avenue bridge.</li> <li>Love them and hits the nail on the head for what is needed.</li> <li>Being more removed from busy roads like Heidelberg Rd would be great, connection to Alphington on western side of railway line would offer a fantastic connection.</li> <li>No safe cycling route along Heidelberg Road between Council boundary and Lower Heidelberg road.</li> </ul>
<b>Ivanhoe to Eaglemont station</b>	<ul style="list-style-type: none"> <li>A Quietway along Sherwood Road would be costly as the current traffic calming measures would need replacing. It is used by the replacement buses when the trains are not running, so there is the potential for clashes there. Spend funds on open space.</li> <li>Be careful to keep traffic access into Eaglemont via Ashby Grove. Retain the very good FoEV planted vegetation along Sherwood Road including bit south of Ashby Grove.</li> <li>Quite Accurate (2 Comments). Looks like good space for a path south of the line.</li> <li>Is it preferred to try to make walking connection east or west of the train line? This seems unclear to me. A pedestrian crossing or least a pedestrian refuge is needed on Marshall Rd near the join with Maltravers.</li> </ul>



	<ul style="list-style-type: none"> <li>Disappointed that green area between Eaglemont and Ivanhoe stations enjoyed by many is considered for replacement with a concrete bicycle path. More community consultation required pre action.</li> <li>Verge of rail corridor could have a path to connect Eaglemont to Ivanhoe however crossing over to Ivanhoe at the boom gates is dangerous and doesn't allow easy crossing of bikes to go down to Yarra Trail or East Ivanhoe.</li> <li>Existing community-led planting along the south-east side of Sherwood road south of Eaglemont Station is significantly valued by locals.</li> <li>I would like to ride/walk from the beginning to end in Banyule.</li> </ul>
<b>Eaglemont to Heidelberg station</b>	<ul style="list-style-type: none"> <li>I don't believe the amenity of the area is being respected; and neither is the history of our special postcode. I'm concerned that with the proposed development there will be needless loss of our 'greenbelt' in addition to what we know as Eaglemont. It makes the community more inviting.</li> <li>The issues identified around the Studley Road/Banksia/Bell intersection on Page 38 suggest this will require an expensive solution, and I would prefer to see the funds used enhancing open spaces for all, instead of facilities for a few very keen cyclists.</li> <li>Rationalising parking in particular a good idea, but do not remove parking (2 Comments).</li> <li>Safety concerns on the north side of the line in Heidelberg need a practical solution for cyclists.</li> <li>I think the opportunities are lacking in any real consultation with residents who ACTUALLY live in the area.</li> <li>No convenient cycle access from Yarra St to west side of railway line. Is there an opportunity for a SUP on the north side of Banksia St to connect Mount St to Studley Rd bike lanes?</li> <li>Fix the dangerous bridge for pedestrians on Odenwald road. Sherwood road is not appropriate for bike path due to narrow street with all day parking. Sherwood road is used as bus replacement when train works are being done.</li> <li>Almost complete obliviousness to unstructured recreation (i.e. walking without the dangerous cycling intrusions that have made so many previously delightful walks in Banyule unusable to particularly the vulnerable elderly.</li> <li>Land utilisation should include covering of the rail precinct from the Odenwald Bridge to the Banksia Street Bridge. This would enable widening of the Odenwald rail bridge crossing allowing for 2-way traffic with a bicycle lane(s).</li> <li>Speed limits on roads such as Allandale should be slowed to 40 or even 30 so cars don't feel they need to rush past people on bikes.</li> <li>Build better path between the two stations.</li> </ul>
<b>Heidelberg to Rosanna station</b>	<ul style="list-style-type: none"> <li>Good. I would emphasise car traffic reduction or further calming on Darebin Street. Despite significant road furniture already in place, cyclists contend with too many cars going at too great a pace. The rail corridor is often, a flatter, more direct and safer route than roads.</li> <li>Site 61- I would like improved wider path through this area- its lovely bush but the path is narrow, and I worry about snakes. Please leave the parklands as it is. They should be safe areas away from Traffic, be wide and sealed, not be difficult to access and provide a direct path not meander.</li> <li>An accurate assessment. Could add that the pedestrian rail crossing at St James road is unsuitable for cycling.</li> <li>Firstly, the rail tunnel is not on your map so where is the bike trail at this point. Secondly, without traffic lights how do bikes cross from Yarra St to the Yarra trail as you have stated? Bike path adj to De Winton park pavilion not possible!</li> <li>Disagree with the removal of any parking within vicinity of the hospital precinct.</li> </ul>

	<ul style="list-style-type: none"> <li>Any opportunity such as underused public land that becomes a trap for garbage, a thicket of weeds or storage of old rail parts is a wasted opportunity.</li> <li>Too much energy being spent on so few users.</li> <li>Priority should be given to connecting of communities (i.e. Heidelberg shopping strip), rather than rail stations.</li> <li>Well identified, direct routes are a trade-off between busy roads and ease of navigating (incline or routing).</li> <li>Support any opportunities to increase open green spaces.</li> <li>Main issue is how busy Cape Street is, and area is hilly. Cape St is very busy and very narrow and is even unsafe for people just trying to get in and out of their cars let alone the cyclists who have to dodge car doors and cars going onto the wrong side of the road while avoiding car doors. (2 Comments)</li> </ul>
<b>Rosanna to Macleod station</b>	<ul style="list-style-type: none"> <li>Improve access between Rosanna parklands and Macleod station.</li> <li>The existing rustic nature of the park should be retained. Plant and support indigenous and native plants. Provide more seating in shaded areas. Consider low impact (self composting/drop dunny style) toilets.</li> <li>Good assessment. Make sure the crossing at Ruthven St does not require cyclists to dismount.</li> <li>Rosanna parklands has so much potential as a destination for meeting up, walking or picnics. It needs a clear pathway (for walking, cycling, prams and wheelchairs), seats, native gardens, lights (for safety) and undercover areas. (2 Comments)</li> <li>I love walking around the Rosanna Park with my dog. It's a real treasure in our community. One thing I dislike is train honking noises. It's frighteningly loud and unnecessarily long sometimes. I'm wondering whether this noise pollution.</li> <li>I have cycled to work via the route along Ellesmere Parade from Davies Street to Macleod on many occasions. Keep commuting Cyclist separate from traffic and parkland would be ideal. Crossing Chapman Street on a bike is regularly challenging.</li> <li>Terrific. Need all the crossing to be safer though - the small ones are scary.</li> <li>There should be public toilets and a water fountain at the Lower Plenty Road end of Rosanna Parklands.</li> <li>There is absolutely no need for any paved space within the parklands, there will be fierce opposition to this from the community. What we need is more indigenous planting to protect biodiversity.</li> <li>Both sides of track need a higher density of indigenous species to encourage biodiversity in the area. Active waste and litter controls should be considered to reduce further degradation to the environment. Removal of weeds &amp; revegetation incl. Salt Creek.</li> <li>Mix of paved paths and unpaved tracks means varied options for users, I think south side should remain as a bushland reserve, does not need a paved path through it.</li> <li>A safe, if possible separated, cycling path along Ellesmere clear through to MacLeod station would be fantastic. Rosanna parklands should not be used for transiting through as increases risk to others accessing the park for leisure. (3 Comments)</li> </ul>
<b>Macleod to Watsonia station</b>	<ul style="list-style-type: none"> <li>Ok as interim solutions.</li> <li>Area 64 - is very busy with netball related traffic on many days of the week- Monday, Wed, all day Saturday, Sunday evening - dangerous for cyclists and path not consistent.</li> <li>Steep hills and narrow roads not taken into account, need to slow traffic.</li> <li>Opportunities to make Wungan Street safer, especially uphill.</li> </ul>



<b>Watsonia to Karingal Gardens</b>	<ul style="list-style-type: none"> <li>• Good for a start.</li> <li>• Agree - As a Mum with a Pram, it's impossible to cross Grimshaw St to access Lemon Tree Lane Playground (Stairs) or Fell Reserve (4 lanes busy traffic). Same for little kids / wheelchair / elderly / crossing the road to get to the bus stop.</li> <li>• There should be a shared walking &amp; cycling path from Watsonia to Greensborough stations. Adjacent to the railway line as it's very flat and would be very easy to walk &amp; cycle on. This should be connected to all the neighbouring streets it passes.</li> <li>• They are practical and solve connectivity issues. They should also be tied into the recommendations of the Watsonia town square design.</li> </ul>
<b>Karingal Gardens to Greensborough station</b>	<ul style="list-style-type: none"> <li>• Support new rail bridge.</li> <li>• Point 'AJ' - using the top of Grimshaw St and Main St for a separated cycling path is a great idea. Cut that top of Grimshaw down to a Single Lane &amp; use the other lane space to separate out a gutter-raised cycling lane all the way to the station. Awesome.</li> <li>• Lots of people would walk/cycle/e-scooter to the railway stations if there was a pleasant, car-free, easy and safe way to get there. A path between Watsonia and Greensborough Stations would do this. Make it lush with plantings and shrubs and job done.</li> <li>• I think there are some missing points. I feel really unsafe walking/cycling at night between Greensborough station and Kalparrin gardens. I would love a decent path between the station and the start of Kalparrin gardens that has some exposure to Circuit.</li> </ul>
<b>Greensborough to Montmorency station</b>	<ul style="list-style-type: none"> <li>• There absolutely must be a cycle path between Greensborough station that links up with the Plenty river trail and goes all the way to Montmorency and down past Sherbourne road and down to Eltham to connect up to the Diamond valley trail.</li> <li>• Good start, terrific and logical (2 Comments).</li> <li>• The rail corridor could accommodate a bike/walking trail.</li> <li>• Please retain existing trees and other vegetation and plant out bare ground with suitable plants. Choose a route that causes the least environmental damage. Ensure that walkers do not have to compete with speeding cyclists. (2)</li> <li>• opportunities for more inclusive routes are welcome.</li> <li>• The opportunity to provide a safe corridor for our community that is currently lacking is essential. Families do not travel in this corridor due to high traffic issues along with a lack of shared paths. Build a shared trail Greensborough – Montmorency.</li> <li>• Good. There's needs to be a cycle/ waking bridge from railway road to the plenty river trail. Currently the connection to the trail from railway road is awful and dangerous.</li> <li>• Consider a defined path along Railway/Williams/Mayona roads to better link the two areas. This is a relatively flat open area; we'll suited to a defined pathway (where possible) augmented with the footpath.</li> <li>• The path needs to follow the rail line not meander around, if we need to duplicate the line to Monty, which I believe is a waste of money if it is not going to Eltham, at least provide a decent path that uses this land effectively (3 Comments)</li> <li>• There are issues not just accessing Greensborough station, but the area south of the rail line. even the current paths are lacking in connection to shops and other facilities in Greensborough.</li> </ul>



- My preference, for both vehicles and bikes would be a dedicated bike path. Yes, the streets might be quiet, but they are heavily congested with vehicles due to the ever-increasing number of multi-unit developments, all along the rail passage.
- The routes Need to be legible, easily understandable, not dangerous hidden spaces, and be well used in order to be safe.

**Table 5:** What do you think about the proposed cycling treatments identified between Station A and Station B?

Rail Section	Comments
<b>Darebin to Ivanhoe station</b>	<ul style="list-style-type: none"> <li>• I am in favour.</li> <li>• Cycle bridge across Darebin Creek alongside the railway bridge needs to be designed to avoid steep gradients at each end. This makes the Salisbury Ave option very workable. Bridge would connect to cycle friendly Wingrove Street with safe cycling to Heidelberg Road via Station Street, Fairfield.</li> <li>• Great, but potentially missed opportunity to improve green spaces / shaded riding areas?</li> <li>• A safe connection to Heidelberg would be ideal. A lot of the time people don't ride because they don't want to arrive in a puddle of sweat. Ivanhoe is tricky in that way that it is hilly and unless you have an ebike cycling is often mostly recreational.</li> <li>• Doesn't appear to address Heidelberg Road issue. Cyclists won't use Darebin Ck trail to meet Salisbury Ave as it is too much of a detour.</li> <li>• Make sure the track has three lanes. Left, Right and passing. Two lanes are not enough especially when electric bikes are involved. Pedestrians, dogs and cyclists need more room.</li> </ul>
<b>Ivanhoe to Eaglemont station</b>	<ul style="list-style-type: none"> <li>• I am in favour, good to get them enacted (3 Comments)</li> <li>• It would be good to see a path and gardens along between the houses and the rail line - it is very open so security is not really an issue, and more use would make it safer.</li> <li>• Upgrade and use the maintenance track close to the east side of the railway line and overcome the safety issues to do so. Kitchener Reserve is a mess currently, revegetate it with native plants and maintain it properly.</li> <li>• Not sure what the nature of the road markings will be for cycling on Sherwood Rd, however allowing car parking in bike lanes makes the route more dangerous.</li> <li>• I am not clear on what treatment 14 (Banksia St crossing) entails. Would it not be possible to add lights facing the Old Banksia St Service road to enable crossing by bike?</li> <li>• Not required. Cyclists mainly social/weekends, not work related, residents minimal users. Cost up/min benefit, green areas lost. More green required for visual, soil, Co2/O2use.</li> <li>• Good to get some options as it is very disconnected even for walking despite the easier grade along rail corridor compared to steep hills the bike lanes currently have.</li> <li>• Look @ a map. We are hemmed in by arterial roads, divided by rail lines. We need off road opportunities here too. Mental &amp; physical health! Community integration! Environment! 20 Minute neighbourhoods!</li> <li>• Friends of Eaglemont Village have conducted significant landscape improvements along the south-east side of Sherwood Road south of Eaglemont Station. Any Quietway works or new shared path should not destroy community-planted landscaping.</li> </ul>

<b>Eaglemont to Heidelberg station</b>	<ul style="list-style-type: none"> <li>• In favour.</li> <li>• I believe these are the concerns of the few being used to overcome those of the many.</li> <li>• Do not support reduction in car parking as it is important for the medical facilities and this would only allow for a short section of two-way track. What happens either side of that section? There are plans for Odenwald Bridge. Why bother for only a few.</li> <li>• Highly in favour of protected bike lanes on busy roads, however my experience is where there is parking in the lead-up to an intersection (i.e. within 10m), turning drivers tend not to notice cyclists emerging from the protected lane.</li> <li>• Another initiative at the expense of the neighbourhood character in an area where the highest rate payers are fed up with an attack of green space for people to pass through on a weekend bike ride. Sherwood Rd residents had to suck up a substation.</li> <li>• A SUP under Heidelberg Station would be ideal.</li> <li>• Oppose this. Sherwood road is not appropriate for this due to bus replacement and all-day parking turning it into one lane already during the day.</li> <li>• I'd be a lot more interested if there was also a section here for walking options (zero listed-not a single seat for example).</li> <li>• How many people are going to be willing to cycle through the major road section you need a user study before committing OUR rates to bicycle lanes that as in the city are rarely used.</li> <li>• it more bike friendly with more space and a better way to get from the first other side into Heidelberg.</li> </ul>
<b>Heidelberg to Rosanna station</b>	<ul style="list-style-type: none"> <li>• Good for a start.</li> <li>• Need a safer way to cross Carwarp Street.</li> <li>• All sensible, Path between Burgundy St and Darebin St could do with a gradient reduction in the top 50m.</li> <li>• Disagree with bike lanes increasing - evidence in the city shows that these are seldom used &amp; become a nightmare for the overall users of an area.</li> <li>• Protected cycle lanes are the way to guarantee cyclists will use the design changes, placing sharrows - which 90% of motorists do not understand the implication of - will not result in a large uptake and mean more motorists ignore sharrows !</li> <li>• This is a total waste of money and time. SUP next to the railway line? Are you going to take land off people? And why is Manton Street being turned into a cycling lane. Hawdon Street is critical for parking, too steep and narrow. (3 Comments)</li> <li>• Looks great! Having safer bike infrastructure on Cape Street is great.</li> <li>• Bicycle lane promised at last election. Would like to see it built.</li> <li>• It would be great to see the road widened to allow for a dedicated bike lane and safer parking. Or even better a bike path along the extremely wide nature strip. This would also accommodate a much safe route for kids biking to school.</li> </ul>
<b>Rosanna to Macleod station</b>	<ul style="list-style-type: none"> <li>• In favour (3 Comments) Keep going with the upgrades.</li> <li>• Important to separate walkers with dogs off lead and cyclists.</li> <li>• Need a safe and convenient way to cross to the eastern side of the railway by bike without dismounting.</li> <li>• Please make any cycling track safe and away from cars. Cycling becoming appealing very quickly when you feel unsafe.</li> <li>• Currently, there is a bike road starting from Lower Plenty Road to the level crossing at Davies Street and Ellesmere Road. I'd like to see the bike road continue on to Chapman Street and if possible, further.</li> </ul>



	<ul style="list-style-type: none"> <li>A good idea if kept out of the park. Any bike paths should be outside the parklands on the other side of the rail corridor away from the park. Utilising West side of track makes sense for SUP, as the parklands is a leisurely space for people to enjoy rather than interface with commuters. Cyclists have road bike lanes &amp; are very entitled it is not pleasant having them roar past on walking paths I walk through Rosanna park 6 out of 7 days a week and cyclists sometimes race through using it as a thoroughfare. Walkers stroll along and dogs are off lead and cyclists just aren't compatible. (5 comments)</li> <li>Better paths in the park or past Macleod football club would be good rather than by the road.</li> <li>Cycle paths already exist. Could be better access to the Main Yarra Trail.</li> <li>Route looks ok. If possible, separating cycling lane from road (i.e. more than just painted line) would increase safety and use.</li> <li>Is good should encourage more cycling track around with good drainage no water pool during wet seasons.</li> </ul>
<b>Macleod to Watsonia station</b>	<ul style="list-style-type: none"> <li>In favour. A cycling path is a great idea. Moving cyclists next to train is a great idea as will take cyclists off Wungan St. (3 comments)</li> <li>There are several areas where the footpath is interrupted, and the traffic is actually high volume in this area at times.</li> <li>Obvious path to the west of the railway line to have a separated pathway. Need calming in bike lanes, as dangerous to walk when bikes go fast.</li> </ul>
<b>Watsonia to Karingal Gardens</b>	<ul style="list-style-type: none"> <li>In favour.</li> <li>I don't see any significant improvements mentioned there. Crossing Grimshaw St even out of peak times is near impossible. Please install push-button crossings, one near the Police station PLEASE. This will open up either side so much more.</li> <li>Promoting cycling and greater community connectivity is wonderful. I'd certainly tie it in with the Watsonia town square proposals.</li> </ul>
<b>Karingal Gardens to Greensborough station</b>	<ul style="list-style-type: none"> <li>In favour. Need to consider lighting. And be as direct as possible. (2 comments)</li> <li>There is no safe cycling route from Woolworths Greensborough to Greensborough Station. Heaps of people go to the station from this direction and also to the Plaza. Please make cycling from this direction safe and accessible for all. It's not now.</li> <li>Improving connections to Poulter reserve area is a great idea. Cycling paths either side of Bicton Street are very narrow and uneven. I don't like to take my kids along this section as I feel it is unsafe compared to other parts,</li> </ul>
<b>Greensborough to Montmorency station</b>	<ul style="list-style-type: none"> <li>In favour. Can't imagine it being done any other way. Think the community will love it. (5 comments)</li> <li>Must be a separated dedicated cycle trail connecting the diamond creek trail at Eltham with the Monty station, plenty river trail and Greensborough stations adjacent to the new duplicated railway line. Not shared with the walkways dedicated cycleway.</li> <li>Need more bicycle accommodation at railway stations.</li> <li>Definitely no concrete surfaces please. Walking on concrete, this will be a uncomfortable and a health hazard- as concrete causes foot problems. also bad for environment. Please use smooth, soft surfaces e.g. crushed fine gravel- such as on Warburton trail.</li> <li>Very good, will be much safer. Better connection to Plenty River Trail very welcome.</li> <li>Keeping the cycle lane along the rail corridor would be the gold standard.</li> <li>Please, whatever you do, do not cut down more trees.</li> <li>A direct and separate cycleway between stations as part of the duplication build seems like a good idea considering all the challenges.</li> </ul>



- it needs to follow the rail line, widen the underpass at Sherbourne, painting bike lanes on roads just allows cars to park in them and then you end up having to ride in the traffic, like Mountain View rd.
- Great idea. Would be great to extend safe cycling along the corridor beyond the Gboro bypass to at least Macleod.
- Restrictions to entry on bike paths and choke points need to also consider non-standard bicycles e.g.: tandems, cargo bicycles, bikes with trailers (i.e. longer and/or wider wheelbases than a standard bicycle).
- I think the path veers away from the train line too much. A path right next to the train line is ideal. Also, a path from Montmorency station to Eltham station is needed too.
- The separated cycleway "incorporated into duplication" will not happen. It is not on the current scope and the state government has only committed to an investigation". by the time this is done it will not be "practical" to add infrastructure to the railway.
- An off-road path and bridge between the two stations is needed, without significant inclines.
- My preference would be sealed but a firm gravel type would probably be better environmentally. My only concern with gravel is that it washes away with rain and is dangerous for bikes.
- I think it's important to remember not everybody is a cyclist. Walkers are more vulnerable.

## Social Map Individual Sections

The Social Map invited the community to drop pins on a map of each individual area outlining any additional comments or feedback they would like to give in the area. 100 pins were dropped onto the maps. The following summarises the comments/feedback received.

### Darebin to Ivanhoe station (No pins)

### Ivanhoe to Eaglemont station (24 pins)

- This area looks so much better than it did a few years ago – a great example of what volunteers can achieve. Council should encourage this kind of activity and commitment. Planting along this strip by a local community group would enhance the immediate station area, and the overall rail corridor landscaping. Volunteers in the community have done an amazing job on the land below the embankment of this railway line. What was barren and damaged post substation is now great and better every day. There is no space in this reservation for pedestrian, hiking or cycling, although there should be space for people to wander and dream. If a water supply/system could be added to replace the current plastic bottle system that would help. And why not continue west of the Ashby grove underpass all the way to Ivanhoe station? The volunteer organization (FoEV) would love to be involved, reduce the strain, help you out, be useful. (12 comments)
- Kitchener Reserve was intended as public open space, and could become a nice gathering spot with a bit of funding and attention.
- It would be great to see improvements along this path, and it presents opportunities for new plantings. Safety is not really a concern and encouraging more use would make it safer.
- This wide verge between Alandale Rd and the rail line has a number of mature trees, and the recent work by the Friends of Eaglemont Village is a great example of how the land along the rail line can be used for community gardens and made to look so much better with input from the local residents and community. There is already a walking track but there is insufficient space for the inclusion of a cycle track. If this example were followed along much more of the rail corridor it would encourage many more residents to get out into and enjoy their immediate neighbourhood, supporting their wellbeing, and possibly contributing to a greater sense of community.

- Rail corridor can be greatly enhanced by relevant rail authority cutting out dead trees, clearing overgrowth, cutting out invasive species, and cutting back large trees (as recently done north of Eaglemont Station).
- This space could be improved with more seating and planting.
- Bus stop requires improvement - better lighting and improvement in garden area at rear of shelter.
- Concur that the railway verge is a golden opportunity for revegetation to create a wildlife corridor that is not being undertaken by private railway operators.
- Pedestrian improvements required on SE side of Norman St.

#### **Eaglemont to Heidelberg (11 Pins)**

- Planned works for Odenwald Rd bridge upgrade/pedestrian access should dictate timing of any cycling treatment in the immediate area, i.e. no point doing cycle work before the bridge work is completed. (3 Comments)
- Sherwood Road is bedlam whether or not there is a train replacement service operating - and it is all due to the number of cars parked along it. Already it is difficult navigating the speed humps, with vision of oncoming traffic obscured by parked cars, and the ever-present threat of cars haring down from Studley Road. If we are to add bike lanes or some such development, we are going to add to this local issue of simply getting about. Loss of native habitat - the dedicated work of planting by Friends of Eaglemont Village - will also occur if we are to further develop this area.
- The removal of parking, hereabouts free parking, will prove detrimental to residents and their visitors in addition to medical staff at the hospital. As it is matters for parking are difficult enough. (3 Comments)
- Could line the fence here with indigenous shrubs.
- Sherwood Rd is busy enough as an approach to a metro train station and a link to schools and shopping at the Ivanhoe end. It is difficult for cars to pass comfortably at the best of times in two lanes. Add to this, the never-ending parked cars of hospital workers filling the streets of Eaglemont with their cars. They are not riding their bikes! When there is a bus replacement service (which is a regular occurrence- Sherwood Rd is bedlam and movement is tight). We want to preserve and increase green space - we don't want more lanes, carved up nature strips, road markings and removal of green zones to cater for people 'passing through' at the expense of neighbourhood character!

#### **Heidelberg to Rosanna station (10 Pins)**

- Only 10 people have contributed a comment in response to this. Suggest it would provide a greater breadth of feedback, and it would be more accessible, to conduct field interviews with residents in the relevant spaces.
- This would have been a nice open space to offset the car park and concrete railway overpass if VicTrack had not sold it off for development.
- Improve cycling access from Beetham Parade to the SUP beside Ellesmere Parade. Currently requires awkward manoeuvring in traffic.
- Reinstate the zebra crossing from station to shops.
- Extend the SUP around the corner to join up with the cycle lane in Station Rd.
- Parkland needs water taps for people and dogs.
- No cycle lane on Manton Street. The road is not wide enough now with all the parking on eh street, caused by multi-unit developments and the extra cars it generates.
- Would be great to have an easy transition to west side of railway, even if no further supporting infrastructure / lanes were put in place along Beetham Pde
- Opportunity to do more with this space, a small playground and some bench seating.

#### **Rosanna to Macleod station (25 Pins)**



- Safe crossing for pedestrians and cyclists wanting connecting Sprinthorpe and Cherry Street reserve to Macleod station. (3 comments)
- Safer crossing for cyclists – wider islands.
- Picnic facilities, shaded areas, toilets, water fountains, bins, all abilities playground and toilets in Rosanna Parklands. (6 Comments)
- Choose one grassy area for an off-leash dog zone, so young families can enjoy picnics (etc) undisturbed in other areas of the park. Expand usage of fenced-off revegetation zones to protect wildlife. Create a dense and diverse understory of shrubs in the wooded areas. This parkland has the potential to be a much more effective wildlife sanctuary, with maintained walkways and areas for recreation (like Blackburn Lake for example). (3 comments)
- More dense planting of indigenous plants please. We cherish the natural setting as an escape from the endless built environment that surrounds us. No paved paths, no additional facilities. Just more indigenous plants and less lawn. The existing lawn doesn't have much use, just ask the kids that got so much enjoyment playing in all the planted sections throughout lockdown, much more fun to be had in the bush. A few areas for dogs to run around in is great, but the overall lawn area could be reduced to expand that natural sections for the community and biodiversity to enjoy. (3 comments)
- The rail corridor is a barren scar through the area that is vegetated either side. Improve biodiversity and amenity by planting within the rail corridor. Increase vegetated areas on both sides of track too. (2 comments)
- Extend bike path, if feasible, all the way to Chapman St.
- Paths through Harry Pottage Reserve require upgrading and maintenance for safe use by pedestrians and cyclists. Pedestrian/bike crossing required to permit safe access through Harry Pottage Reserve to Springfield Estate and La Trobe Uni. (2 comments)
- Strongly support SUP alongside McNamara St or bike lane on McNamara St. Needs to link to Macleod Stn and YMCA. (2 Comments)

#### **Macleod to Watsonia station (4 Pins)**

- Would like to see bike path on the train line side of Somers avenue.
- I use paths in parks, but off lead dogs chase bikes.
- SUP along railway easement would provide good, safe linkage between MacLeod and Watsonia and enhance safe cycle or foot traffic to LaTrobe Uni and MacLeod College and shops. (2 comments)

#### **Watsonia to Kalparrin Gardens (2 Pins)**

- Planning of open space and active travel ideas need to work alongside or be integrated with the Watsonia town square development.
- Greater use of existing infrastructure for a SUP on the existing Greensborough Rd and subsequent rail corridor to Grimshaw street.

#### **Kalparrin to Greensborough station (11 Pins)**

- Shared Bike / Pedestrian Path from Watsonia Station to Greensborough Station. No skimping on the crossing here - either go above the road, or below it. And make sure there's access to the path from the road too.
- Kalparrin Gardens could be so much better. Upgrade the windy paths on the south side, make it a bit easier to get up that hill. Plant it out properly with an understory of natives, get a heap of different flat picnic spots across the hills w/picnic tables, - better toilets - make it feel more inviting generally. How about a community Veg Garden next to the train line? Upgrade that BBQ Area and playground up the top - it looks uninviting.  
Connect Kalparrin to a shared bike/footpath that goes between Watsonia and Greensborough Stations and you've got the perfect mid-point rest-stop going between them - and it's all flat. Travelling between



Greensie and Watsonia by foot at the moment is a big climb, then a big descent. A path alongside the railway line would be so much easier, and really add to the amenity of the area. Add some drinking fountains, better seating, toilets and it would make it great I reckon. I'd be there all the time. (2 comments)

- A new and larger basketball court is desperately needed here (there is a ring, but the court is not big enough to use). With all the high-density apartments approved, this space is already and will continue to be a busy hub for families and recreation. Other ideas for the space could be a dog agility course or a tennis rebound wall attached to a basketball court revamp. This space caters for kids with a small playground, but the adolescents need a basketball court that is fit for purpose.
- Area is very popular for BBQ /picnics, could do with more spots or more landscaping.
- Mural in underpass. (2 comments)
- Reduce inclines if possible.
- Unsafe feeling in bridge underpass. (2 comments)

#### **Greensborough to Montmorency station (Responses 13)**

- A footbridge should go over the railway line at Petrie park to St Francis Xavier Primary School so the kids can safely get to and from school without having to run the gauntlet of cars and the narrow roadway on the mountain view bridge. Should be more footbridges to connect the suburb over the railway lines also.
- A sculpture of a native animal to remind us to look after our waterways; and a way-finding sign for the Plenty River Trail/Swing Bridge/Escarpment/Montmorency
- There are some potential issues with the trail connections through this area with the protection of the Eltham Copper Butterfly habitat which abuts Binns Street at this location.
- Mayona Reserve and the adjacent rail corridor is a site of very high biodiversity values with two Nationally protected species and a number of State protected species recorded for the location. This needs to be considered and incorporated into any proposals in this vicinity.
- Make it easy for Monty residents to get to Greensborough Plaza by foot/bike/escooter. Build a dedicated Shared Bike / Walking pathway from Montmorency Station, adjacent the railway line, to Greensborough Station and up into Greensborough Plaza.
- Opportunity for convenience retailer e.g. coffee. Secure, weather proof bike/e-scooter parking. Level ground market stall/community area to anchor activities/festivals held on WERE street.
- Recommend working with Nillumbik Shire Council and State Government to extend proposed SUP to Diamond Creek trail near Eltham thereby linking SUP Greensborough to Eltham.
- Strongly support SUP Greensborough to Montmorency along railway line with road underpass at Sherbourne Rd bridge.
- Bridge from railway road to plenty river trail.
- Opportunity to replant trees that have been cut down for shade and heat reduction.
- connected lanes and paths to other bike lanes south of the shopping precinct in Greensborough are required to make the path part of a usable commuter network.
- Separate shared pathway along south side from Montmorency station to Greensborough stn
- Widening of underpass with sage lighting for night and local artistry.

## **Social Media Campaign**

A Social Media campaign was also run in conjunction with the Shaping Banyule page over the same six-week consultation time period. The Social Media campaign consisted of targeted advertisement on Facebook, with a presence on Instagram and Twitter.

The social media campaign reached 26,736 people through the targeted ads. Reach is the total number of people who see our ads on their feed. We reach people through specifically targeting them with our paid ads. Reach is the number of unique people who see our ads. Overall, we made 65,257 impressions through our ads. Impressions are the number of times our ads are displayed, no matter if it was clicked or not. A click through rate of 4.27% or 751 clicks was achieved meaning a resident/person would see the ad on their feed, want to know more and then they click the link connected to the ad through to the web page.

## Key Stakeholders

Fifty key stakeholders were contacted separately by email and offered meetings if they would like to discuss the draft Hurstbridge Rail Feasibility Study further. Key Stakeholders included, Department of Transport, VicTrack, Metro Trains, adjoining local Councils, adjoining local primary and secondary schools, adjoining local Shopping Centres, Friends of parklands groups, and large employers such as the Austin/Mercy Hospitals. The Department of Transport offered to collate the replies from their internal agencies and a teams meeting was held on 1 April 2022.

Additionally, a presentation of the draft Hurstbridge Rail Feasibility Study was made to Council's Banyule Environment and Climate Action Advisory Committee (BECAAC) committee on 7 June 2022.

## Written feedback

Twelve written responses were received during the public exhibition period from key stakeholders and members of the community. A summary of feedback, around key themes, is provided in the table below.

**Table 6 Comments - Written feedback**

Theme	Comments
<b>Community Consultation</b>	<ul style="list-style-type: none"> <li>I find it very difficult to work out how to respond to the consultation using the structures presented on the website.</li> <li>Model of community engagement should have included face to face engagement and open presentations by consultant and Council officers. (2 comments)</li> <li>Found it easy to navigate Shaping Banyule website.</li> <li>I would welcome an in-person community session particularly around the Ivanhoe/Eaglemont area.</li> </ul>
<b>Friends of Eaglemont Village</b>	<ul style="list-style-type: none"> <li>The wide verge with mature trees between Alandale Rd and the rail line is a great example of how the rail corridor can be improved with input from the local residents and community.</li> <li>Work of Friends of Eaglemont Village should be acknowledged.</li> </ul>
<b>Shared User Path</b>	<ul style="list-style-type: none"> <li>Shared Use Paths are often, in reality, not safe for pedestrians because of the behaviour of some cyclists.</li> <li>The Rosanna Parklands and also the new footpath from Davies Street to Rosanna Station are used constantly - so we would be very appreciative to have improvements made to the area between the rail and street.</li> </ul>



	<ul style="list-style-type: none"> <li>We need to move away from defaulting to Shared Use Paths as the basis for design. They are problematic for pedestrian and cyclists experience and level of comfort, especially in high volume areas. Where paths are associated with public transport, i.e. Bus to Train connections, DSAPT will apply, which does not support SUPs. Except for low usage, recreational paths, separated pedestrian and bicycle paths should be the basis for design.</li> <li>I would like to see as part of this project a shared user path between Stephens Street, Montmorency to Montmorency Station. The rail corridor here is very wide and is currently being used for heavy vehicles for the LXP. As well as a connection from Stephens Street, Montmorency, over Sherbourne road and along the rail line to connect with the existing bike tracks around Alistair Knox Park, Eltham. These suggestions would provide missing links that our area would greatly benefit from.</li> <li>A great idea to have a bike/walking path along the train line. I believe having a cycle/walking path along the train line all the way to Hurstbridge would be a wonderful asset to the local community.</li> </ul>
<b>Odenwald Bridge</b>	<ul style="list-style-type: none"> <li>Firstly, for 30+ years I have taken my life in my hands every time I have cycled of walked across the bridge. As I am now ageing, I am not as agile to get out of the way of careless or incompetent drivers. Secondly, now that my wife needs to use a wheelchair to get around, she is extremely vulnerable whenever she crosses this bridge. She cannot see traffic coming from behind her. Also, on several occasions when I have been accompanying her, she has almost tipped her power chair over as she leaves the footpath onto the bridge roadway. Any changes to Odenwald bridge must simultaneously allow for safer vehicular, pedestrian, cycling and wheelchair traffic.</li> </ul>
<b>Walking</b>	<ul style="list-style-type: none"> <li>More emphasis required on walking and sections should be devoted to walking treatments.</li> </ul>
<b>Open Space</b>	<ul style="list-style-type: none"> <li>There should be more emphasis on walking and open space which benefit many people as opposed to the few who benefit from cycling.</li> <li>Make open space more appealing for local people.</li> <li>Banyule Council's own research shows that residents would prefer more spending on Parks and Gardens, and Playgrounds, ahead of other capital spending.</li> <li>I have been reading and viewing the planned improvements to the 'Hurstbridge Rail Corridor Feasibility Study' and quite pleasantly welcome the proposed changes, especially to the Rosanna/Macleod corridor. Why? Because we have lived in Ellesmere Parade now for sixty-three years and have been unable to have any changes or improvements made to the road-side area. Trees and bushes have aged and consequently dug-out but never replaced by Council.</li> </ul>
<b>Public Toilets</b>	<ul style="list-style-type: none"> <li>I think there should be public toilets available at regular distances along the corridor.</li> </ul>
<b>Cycling Treatments</b>	<ul style="list-style-type: none"> <li>Cycling treatments within station precincts requires its own section to identify the requirements and trade-offs. Stations must comply with Disability Standards for Accessible Public Transport 2002 (DSAPT). Some cycling treatments, such as shared use paths, are not suitable for accessible paths within train station precincts. SUPs may also not be appropriate for paths within stations that are expected to have a large number of pedestrians and cyclists during peak times. These cycling treatment considerations need to be identified to ensure best outcomes for users and DSAPT compliance, with</li> </ul>



	<p>trade-offs for competing precinct land being managed. An Accessibility Consultant should be engaged to provide advice on DSAPT compliance.</p> <ul style="list-style-type: none"> <li>• It really is time that the raising dangers of cyclists to walkers was recognized (the aggressive behaviours of cyclists on many Banyule “shared” [paths have driven many elderly away from these parks completely - we and our neighbours are 6 of them).</li> <li>• I am supportive of a trail along the rail corridor. However, it must avoid remnant vegetation.</li> <li>• It appears the study area stops at Monty station. Has extending it all the way to the Diamond Creek Trail and then Eltham station been considered? Surely it would be sensible to extend it the whole way. Yes, Banyule stops at Shelbourne Rd, but have you asked Nillumbik to be involved? The train line crosses the Diamond Creek Trail; hence it would be logical to connect to that. If a bridge over the creek is too expensive, then it could connect to the Diamond Ck Trail via the parkland west of the creek (north of Bridge Street).</li> </ul>
<b>Governance of rail</b>	<ul style="list-style-type: none"> <li>• Until the Victorian rail authorities come to a level of understanding - commensurate with interstate and overseas standards - of their place in (not over) the communities and places they intersect, there will be little chance of community and local government outcomes matching their inputs.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• This should have happened 10 years ago, but what is happening at the moment is a disgrace. As you would know the density has risen year after year, yet the infrastructure hasn't. It's a “no brainer” more train equals less cars.</li> <li>• By making improvements, we want to: <ul style="list-style-type: none"> <li>◦ make commuting quick, convenient and easy</li> <li>◦ increase connection and reduce delays</li> <li>◦ develop a more complete network</li> <li>◦ make commuting inviting, interesting and pleasurable</li> <li>◦ improve pedestrian and personal security</li> <li>◦ strengthen signs and directions to help people find their way.</li> </ul> </li> </ul> <p>I couldn't put better myself, but there is lack of vision for the future. If the powers to be believe there is no need for the duplication to Eltham, then pack up and go home. Stop wasting money on half doing it.</p>

## Conclusion

The draft Hurstbridge Rail Feasibility Study has been developed to:

- Look to achieve safe, direct and legible active transport facilities that connect a wide range of users to the network of places along the Hurstbridge rail corridor and adjacent activity centres;
- Look at options to provide attractive and welcoming places through improved urban design and landscaping aspects along the rail corridor; and
- Support Council's advocacy activities.

The community was invited to provide feedback on the draft Hurstbridge Rail Feasibility Study through mainly online methods. During this time approximately 385 pieces of individual feedback were received. These responses have been analysed and it has been found that there is a desire for better and improved active transport links and open space/landscaping and urban design along the Hurstbridge rail track.

There has been positive support for the draft Hurstbridge Rail Feasibility with overall support for the concept of an active transport corridor extending from Darebin Station to Montmorency Station, which is well designed, accessible, safe, flat and considers the interaction of cyclists, walkers and walkers with dogs. Urban design and landscaping were also favourably received by the community, particularly around the concept of a wildlife corridor and continuing with the good work undertaken by the Friends of Eaglemont Village. Positive feedback was obtained in relation to the Improvements recently completed on the shared path alongside the Rosanna Parklands, with a desire to retain Rosanna Parklands as is.

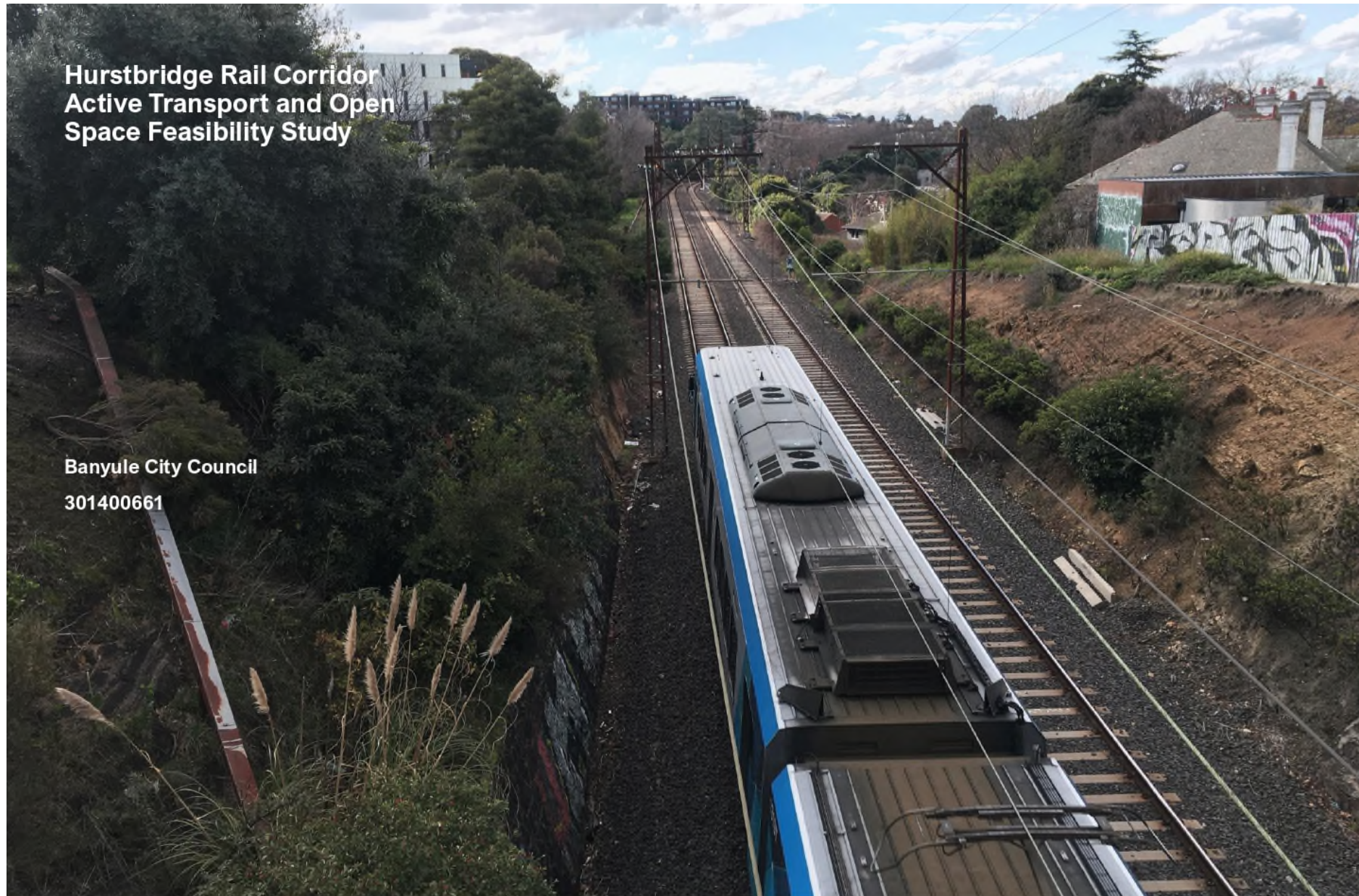
However, the community agrees that there is significant work to be done to achieve a safe and comfortable cycling and walking environment for all, including vulnerable users. How to achieve the infrastructure for this cycling and walking environment varies in the feedback. Most contentious issues revolve around the installation of bike infrastructure on road, sharing of shared user paths, shared user path behaviour particularly the behaviour of speeding cyclists, loss of parking, and any loss of trees/greenery.

An issue raised by community members included the need for face to face consultation with the community. Although the online platforms were well used, many community members believed that there would have been a benefit to open discussion between the community and Council, if an open presentation and forum had been staged.

This feedback will inform the development of the final Hurstbridge Rail Feasibility Study.







# Hurstbridge Rail Corridor Active Transport and Open Space Feasibility Study

Banyule City Council  
301400661



now



Stantec

OUTLINES

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 – 01/08/2022

1

**“We acknowledge the Traditional Custodians of the land and pay respect to Elders past, present and future. We honour Australian Aboriginal and Torres Strait Islander peoples’ unique cultural and spiritual relationships to place and their rich contribution to our society. To that end, all our work seeks to uphold the idea that if we care for Country, it will care for us.”**

## Contents

<b>Part One</b>	
Introduction	04
<b>Part Two</b>	
Policy Review and Key Themes	10
<b>Part Three</b>	
Baseline Conditions	16
<b>Part Four</b>	
Travel Behaviours and Demographics	22
<b>Part Five</b>	
Issues and Opportunities	35
<b>Part Six</b>	
User Needs and Facilities	45
<b>Part Seven</b>	
Corridor Arrangements	53
<b>Part Eight</b>	
Urban Design and Open Space	66
<b>Part Nine</b>	
Alignment Options Assessment	90
<b>Part Ten</b>	
Conclusion	102



## Part One Introduction



now



Stantec

OUTLINES

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

4

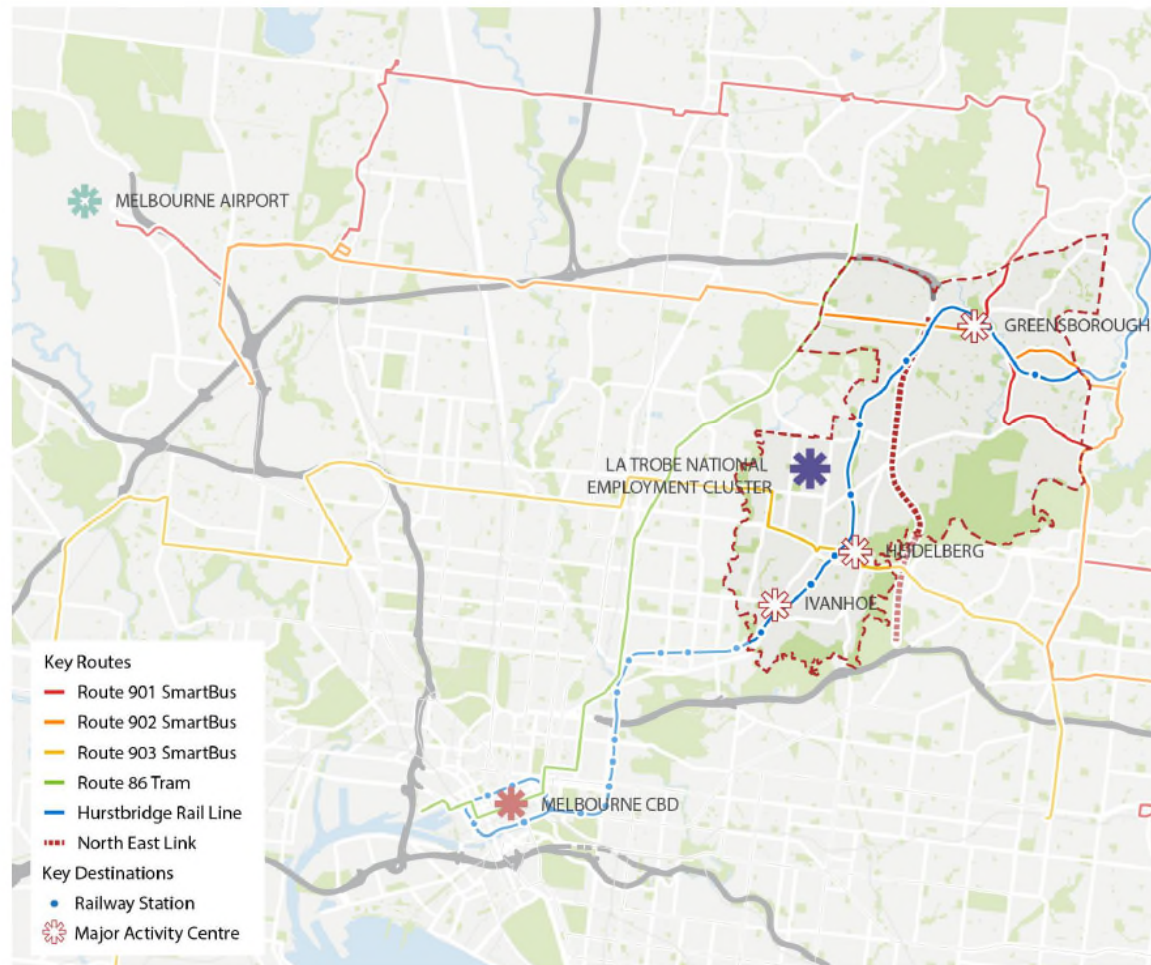
## Introduction

### Background

The Banyule local government area (LGA) is located approximately 7 km to 21 km northeast of central Melbourne. Three Major Activity Centres (MACs) are located within this area: Heidelberg, Ivanhoe and Greensborough.

The Hurstbridge Rail Corridor within the LGA is an approximately 17 km long linear transport corridor that extends from the southwest through to the northeast. Along the corridor there are various significant centres of activity and employment, including in Greensborough and Ivanhoe and the commercial and health precincts in Heidelberg. Furthermore, local retail centres surround many of the stations, including at Watsonia, where the Watsonia Town Square redevelopment will take place following the receipt of State funding from the North East Link project.

Banyule City Council has commissioned GTA, now Stantec and Outlines to undertake a feasibility study to outline opportunities to improve active transport and open space arrangements along and for connecting land near the Hurstbridge rail line within Banyule.



## Introduction

### Purpose of the Feasibility Study

The overall purpose of the feasibility study is to achieve a high-level understanding of options and opportunities to improve walking, cycling and urban place near the Hurstbridge rail line within Banyule. The study will provide the background and basis for Council's advocacy direction regarding future improvements, and assist with understanding relative priorities for, active transport and open space interventions along the Hurstbridge rail line.

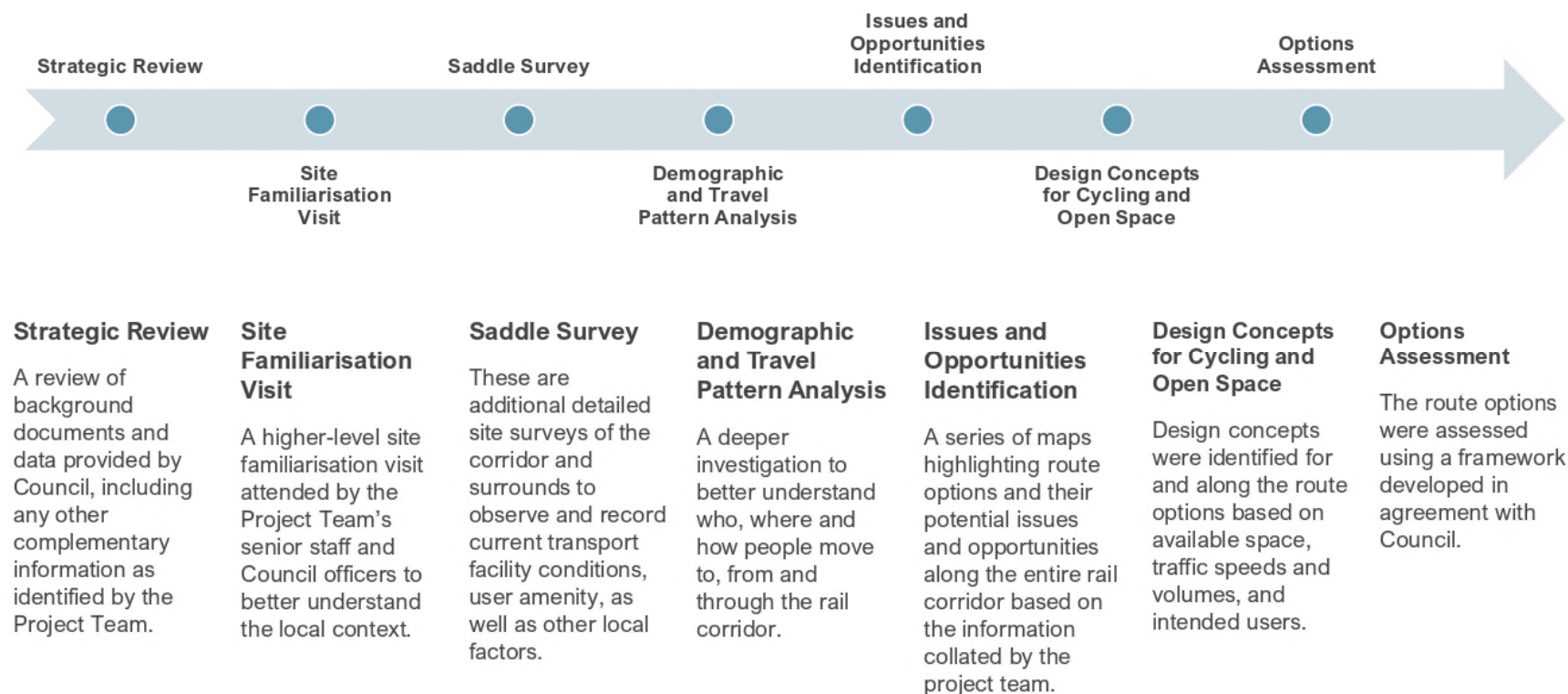
The key activities of the feasibility study included:

- Understand Council's strategic direction and priorities for walking, cycling and provision of open space along the Hurstbridge rail corridor.
- Understand who, where and why people currently walk and/or ride in the LGA, with a focus on those that move to, from and through the rail corridor.
- Identify potential issues and opportunities for active transport and open space along the Hurstbridge rail corridor.
- Identify feasible active transport and open space improvements along the Hurstbridge rail corridor to improve its accessibility and sense of place for the local community.
- Assessment of options using an assessment framework agreed with Council, based on Council's strategic direction and priorities for active transport and open space facilities.





## Introduction

**Approach to this Feasibility Study**

## Introduction

### Study Area

#### Study Area

The study area for this project is within and abutting the Hurstbridge rail corridor. Consideration is also being given to nearby destinations and road networks, especially where the rail corridor is inaccessible and/or doesn't align with key movement patterns, i.e. the northern end as the corridor bends round from a northerly direction to an easterly one.

#### Topography

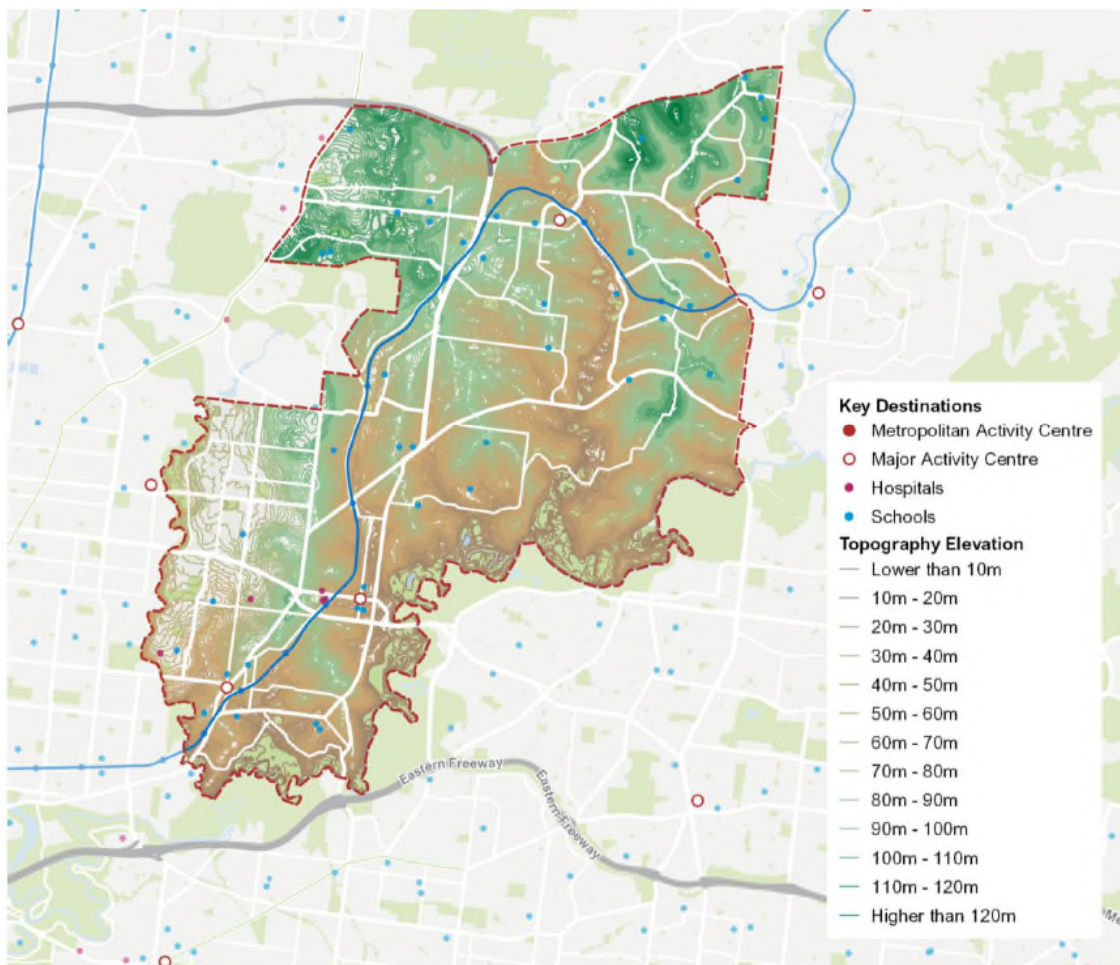
The topography across Banyule consists of steep and hilly terrain with a variation of more than 110m from the lowest to highest points. The railway corridor broadly follows a path that is parallel to contours between 60-80m to maintain a relatively level corridor.

As rail lines have to be relatively flat, where there are steep changes in elevation, the rail corridor has been cut into or elevated over the terrain. These cuttings or elevations are significant in places such as Heidelberg, Greensborough and Montmorency.

#### Key Destinations

The Ivanhoe, Heidelberg and Greensborough Activity Centres are located along the Hurstbridge rail line and have stations with the same name.

Other key locations near the railway corridor include La Trobe University, Heidelberg Medical Precinct, schools and numerous parkland areas with community sports centres.





## Introduction

### Context

#### Activity Centres

These places provide a suburban focal point for various services, employment and housing. In the context of this study, they form one of the major employment drivers of Banyule and are generally located along the railway corridor.

#### Neighbourhood Centres

These centres form part of the “20-minute Neighbourhood” strategy and provide access to local services and employment within a 20-minute walk, cycle or public transport trip from home. These areas of activity are major points of opportunity to increase walking and cycling trips.

#### Hospitals

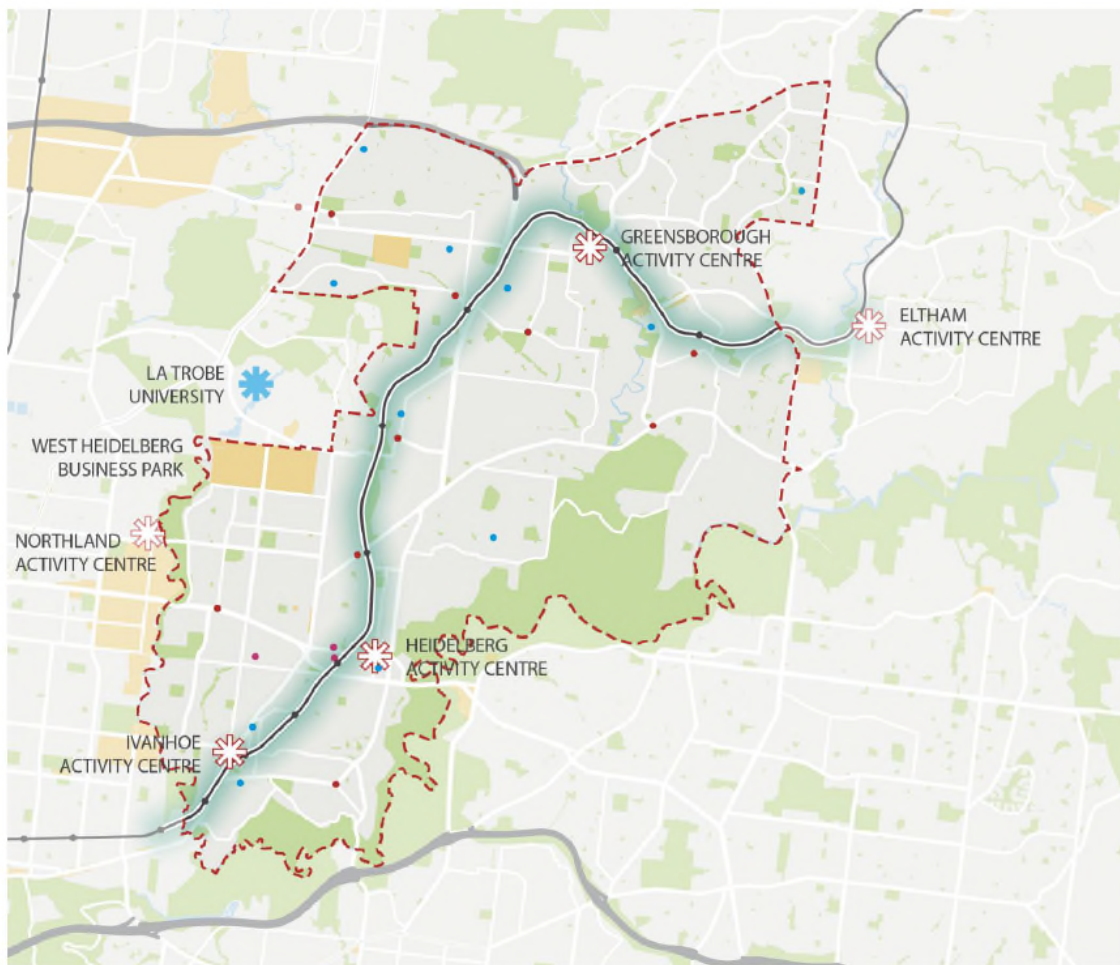
Several hospitals exist along the Bell Street corridor near Heidelberg and are key drivers of employment in Banyule. Staff provide the best opportunity for increased active transport use.

#### Industrial Areas

Many jobs in Banyule are found in these areas. Trips for commuting and logistics (e.g., deliveries by cargo bikes) could be undertaken by cycling.

#### Education Precincts

Macleod Station is the closest major public transport service to La Trobe University. Active transport can play a key role in linking them.





## Part Two Policy Review and Key Themes



now



**Stantec**

**OUTLINES**

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

10

## Policy Review and Key Themes

### Transport

Several key policy documents relating to transport were reviewed to develop an understanding of key themes relating to active transport in Banyule



**Council Plan 2017-2021**



**Draft Bicycle Strategy 2021**



**Movement and Place in Victoria**



**Integrated Transport Plan 2015-2035**



**Walking Strategy 2018-2028**



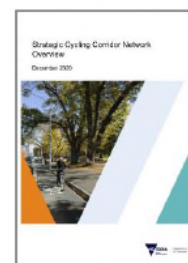
**Victorian Cycling Strategy 2018-28**



**Greensborough North-East Gateway Integrated Strategic Plan - 2021**



**Greensborough Activity Centre Transport Masterplan 2017**



**Strategic Cycling Corridor (SCC) Network Overview**

## Policy Review and Key Themes

### Open Space

Several key policy documents relating to open space were reviewed to develop an understanding of key themes relating to open space in Banyule.



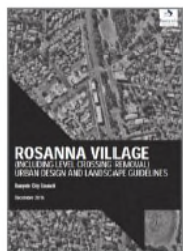
**Council Plan 2017-2021**



**Public Open Space Plan  
2016-2031**



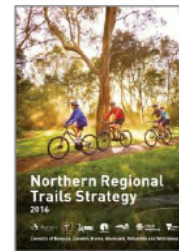
**Petrie Park and Rattray  
Reserve Master Plan  
2016**



**Rosanna Urban Design  
& Landscape  
Guidelines 2016**



**Watsonia  
Neighbourhood Centre  
Concept Plan 2019**



**Northern Regional  
Trails Strategy 2016**



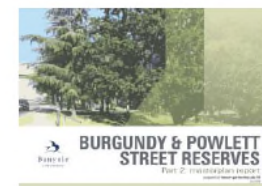
**Heidelberg Activity  
Centre and Medical  
Precinct Public  
Realm Strategy 2018**



**Karparrin Gardens  
Master Plan 2016**



**Urban Forest  
Strategic Plan**



**Burgundy and  
Powlett Street  
Reserves Master  
Plan**



## Policy Review and Key Themes

### Existing and Proposed Strategic Cycling Corridors

#### Existing Routes

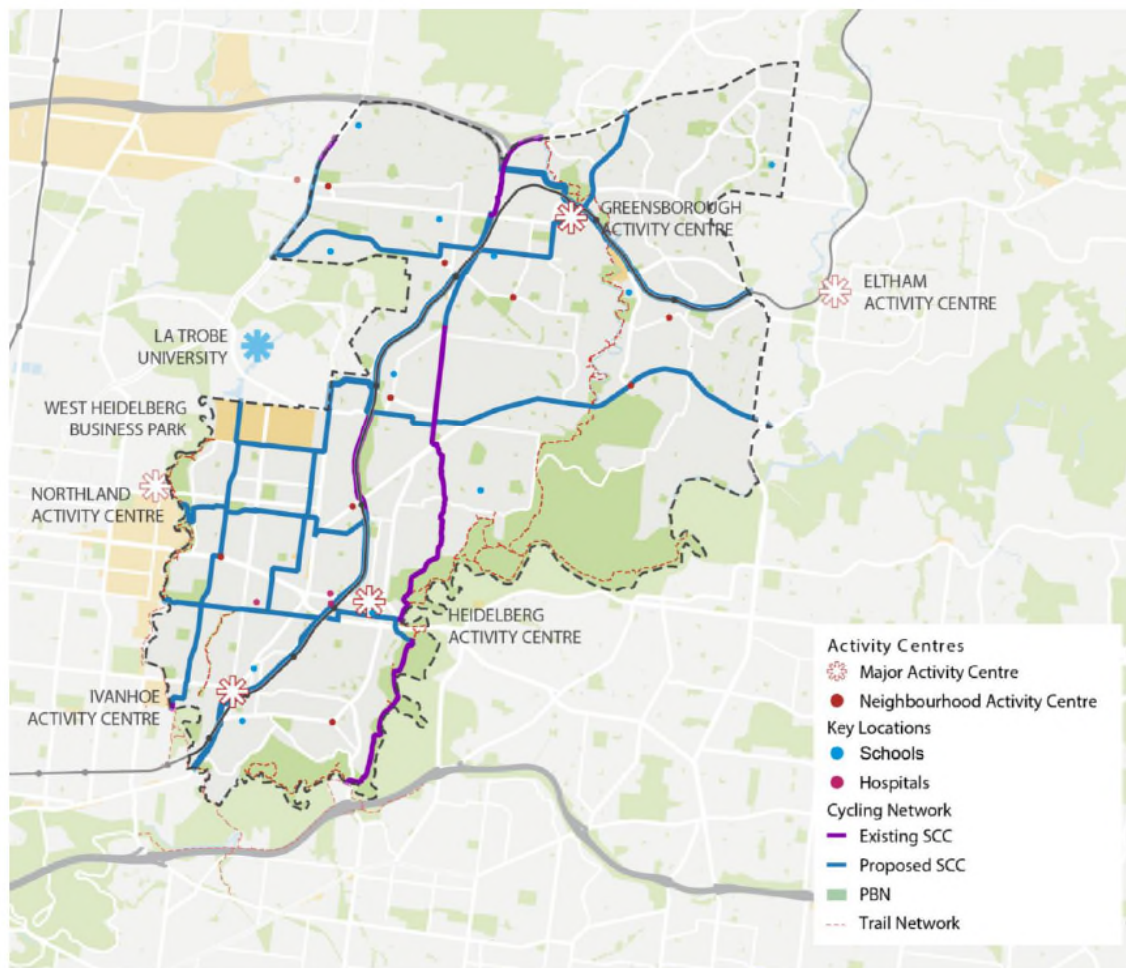
Strategic Cycling Corridor (SCC) routes that are in place within Banyule consist of on-road cycle lanes along Main Street / Diamond Creek Road / Greenwood Drive / Oriel Road, shared use streets on Joynt Street / Porter Street / Edwin Street, and shared use paths on the Main Yarra Trail / Banyule Trail / River Gum Walk / Greensborough Highway and along the rail corridor at Rosanna.

A review of the existing network as part of the Banyule Bicycle Strategy reveals a disconnected collection of cycling routes along most of the railway alignment in Banyule, from Darebin to Montmorency.

#### Proposed Routes

DoT has recently adopted a revised SCC network that includes an indicative alignment along much of the Hurstbridge rail line. The overall network proposed a hub and spoke network to connect activity centres in Banyule.

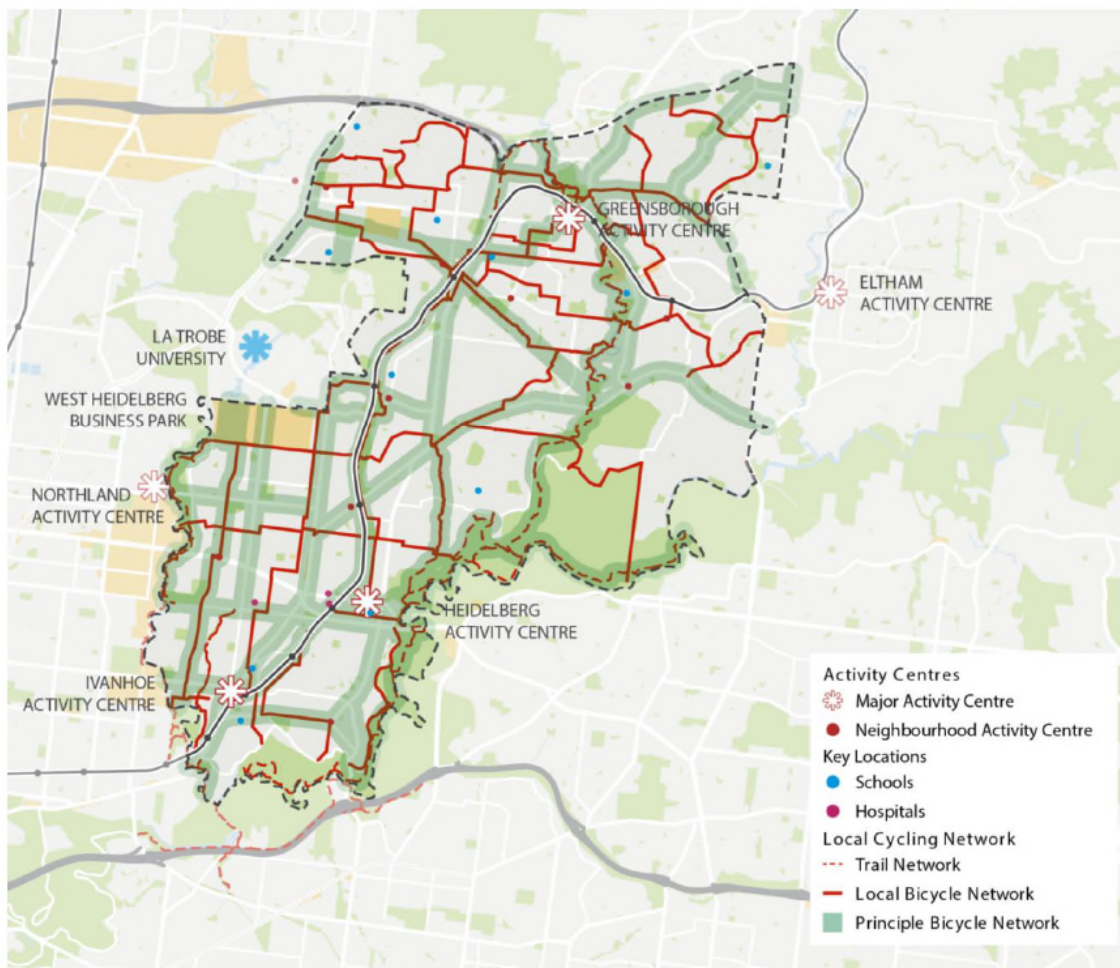
The SCC network is a subset of the Principal Bicycle Network, which is also shown on this map. For the purpose of this study, the Local Bicycle Network forms a complementary network to the SCC.



## Policy Review and Key Themes

### Banyule Local Bicycle Network (LBN)

As part of its Bicycle Strategy, Council has a Local Bicycle Network, comprising 12 local on-road cycling routes promoted by Council as an alternative to the more direct but highly trafficked arterial roads. The LBN complements the Principal Bicycle Network (PBN), Strategic Cycling Corridors (SCC) and off-road trails in the LGA. The aim of the LBN is to provide connections to facilities such as shopping centres, community facilities, schools and links to off road trails and the PBN.



## Policy Review and Key Themes

### Key Themes

The document and policy review revealed key themes that emphasise the social value of active travel in the community

#### Transport

- Safe and universally accessible walking and cycling for all ages and abilities that stimulates economic and tourism activity by attracting people to the area
- Reduce car reliance, especially for shorter trips
- Promote a culture of walking and cycling that promotes community participation and social connection
- Improve connections to public transport, activity centres, schools and other walking and cycling routes
- Prioritise road space for sustainable transport including zero emission modes (walking and cycling) and lower emission modes (public transport).

#### Open Space

- Improve access and equity of access to open space
- Open space to improve health and well-being
- Reimagine road reserve and transport infrastructure as public open space
- Enhance quantity, quality and diversity of public open space
- Six 'pillars' underpinning Open Space provision in Banyule, including:
  - Quantity
  - Quality
  - Accessibility and connectivity
  - Equitable distribution
  - Diversity
  - Sustainability



Part Three  
**Baseline Conditions**



now



Stantec

**OUTLINES**

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

16

## Baseline Conditions

### Existing Active Transport Infrastructure

#### Strategic Cycling Corridor and Principal Bicycle Network

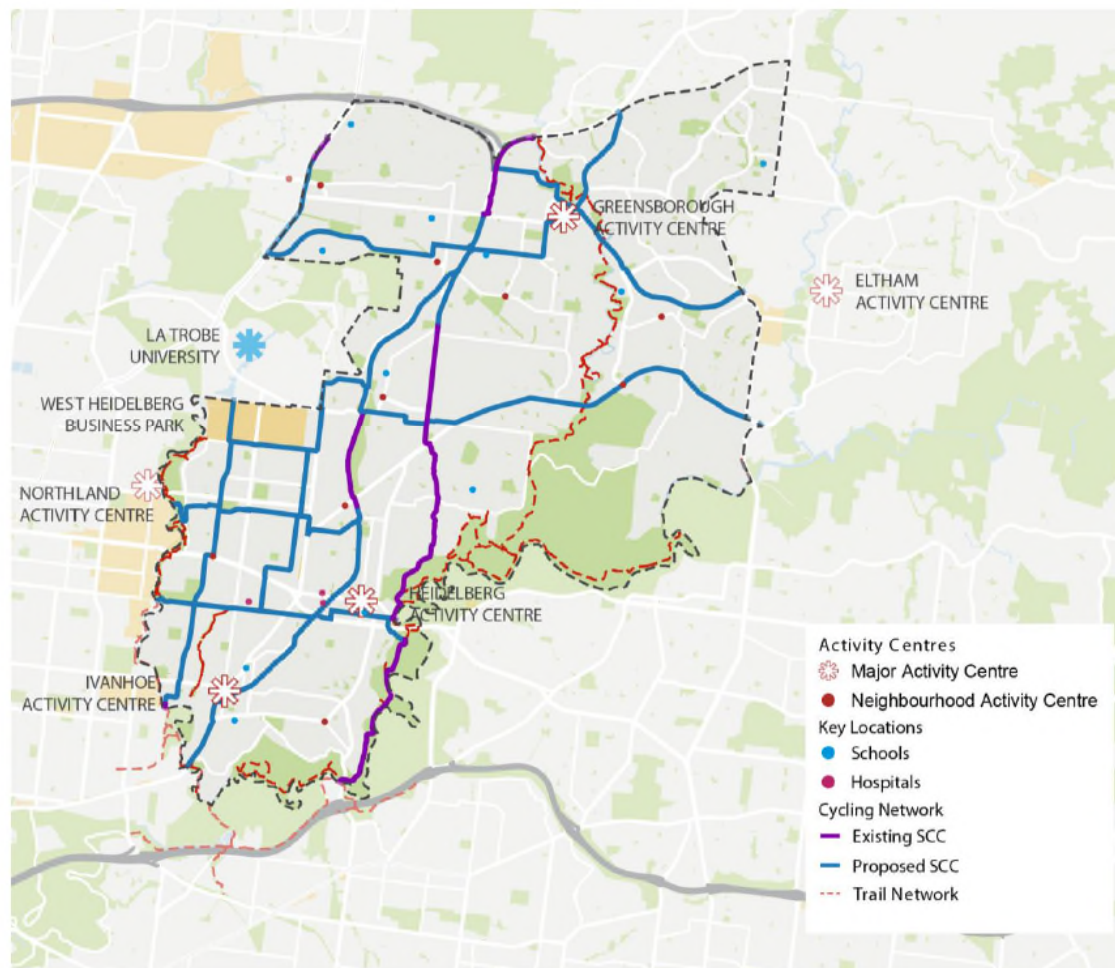
While there is a broad proposed network in Banyule, much of the SCC and PBN is yet to be built to an acceptable level of cyclist safety. The majority of what has been built as part of the SCC consists of connections along the Yarra River and a recently completed section at Rosanna Station.

The PBN comprises some on-road cycle lanes along Studley Road in Heidelberg, Wungan Street in Macleod and an existing trail adjacent to the rail corridor between Darebin Street and Burgundy Street. However, their suitability for the purposes of this study may not be sufficient.

#### Other Routes and Trails

Other recreational trails not part of the SCC/ PBN have been built near the rail corridor and mainly consist of ad-hoc paths along easements, open space reserves and paths along the rail corridor.

For example, the trail through Rosanna Parklands does not form part of the SCC network but provides a connection through an important green space.



## Baseline Conditions

### Proposed Infrastructure

Several major infrastructure projects are underway and have implications for the immediate corridor and its surrounds.

#### North East Link

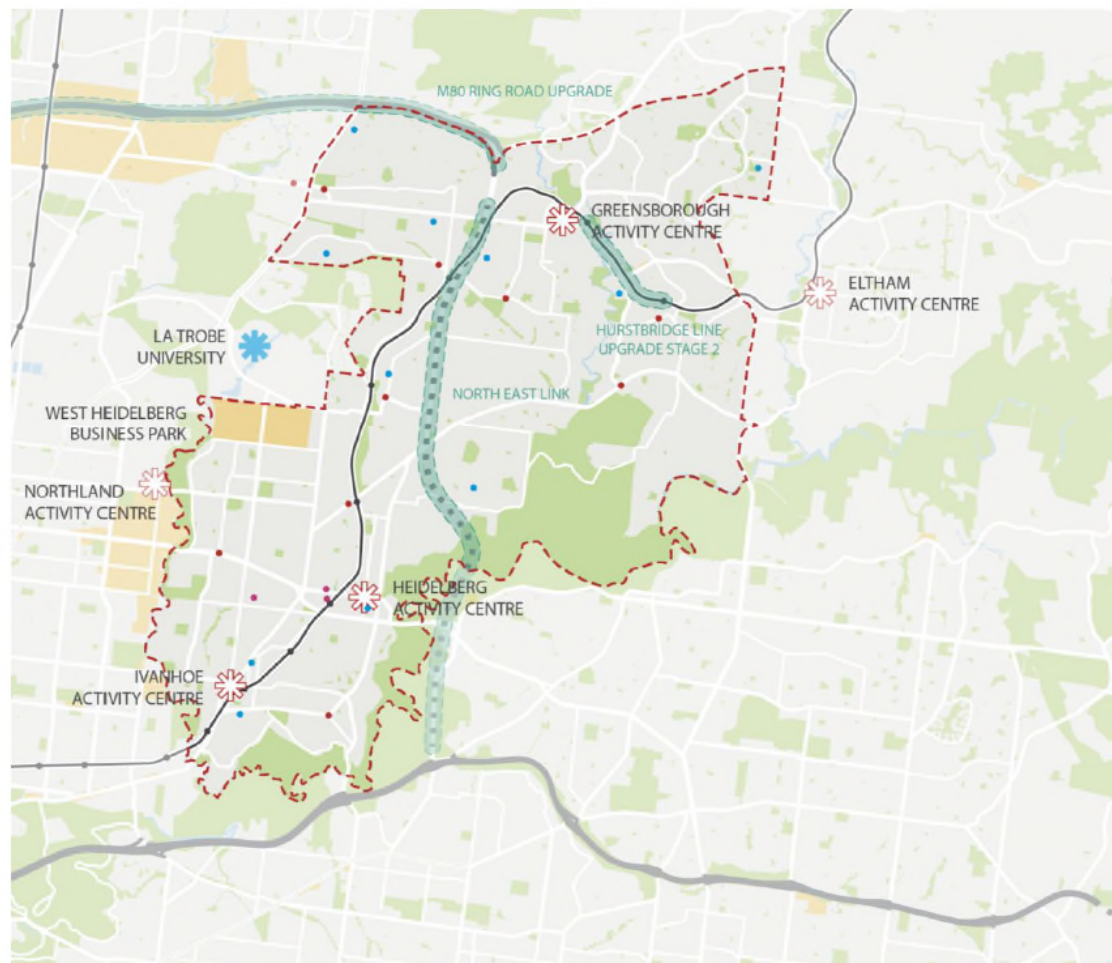
The North East Link is a toll road project connecting the M80 Ring Road with the Eastern Freeway and will mainly follow the alignment of the Greensborough Bypass through Banyule. Several at-grade shared paths have been proposed as part of this project.

#### Hurstbridge Line Upgrade Stage 2

This project will duplicate portions of track and stations between Greensborough and Diamond Creek Stations. A shared path has been committed by DoT between Greensborough and Eltham with construction commencing in late 2022. As part of this project, additional crossing points for pedestrians and cyclists have been proposed.

#### M80 Ring Road Upgrade

The project is related to the North East Link project and will include the construction of missing links within the shared path network within the corridor alongside additional crossings over the freeway for pedestrians and cyclists.





## Baseline Conditions

### Space Syntax – Network integration and Connectivity

#### What is It

Space syntax is an approach to measuring network connectivity. This shows where connectivity on the existing road network is high or low, giving insight into where people will likely access and/or cross residential areas, activity centres, or the rail line.

#### What does it show

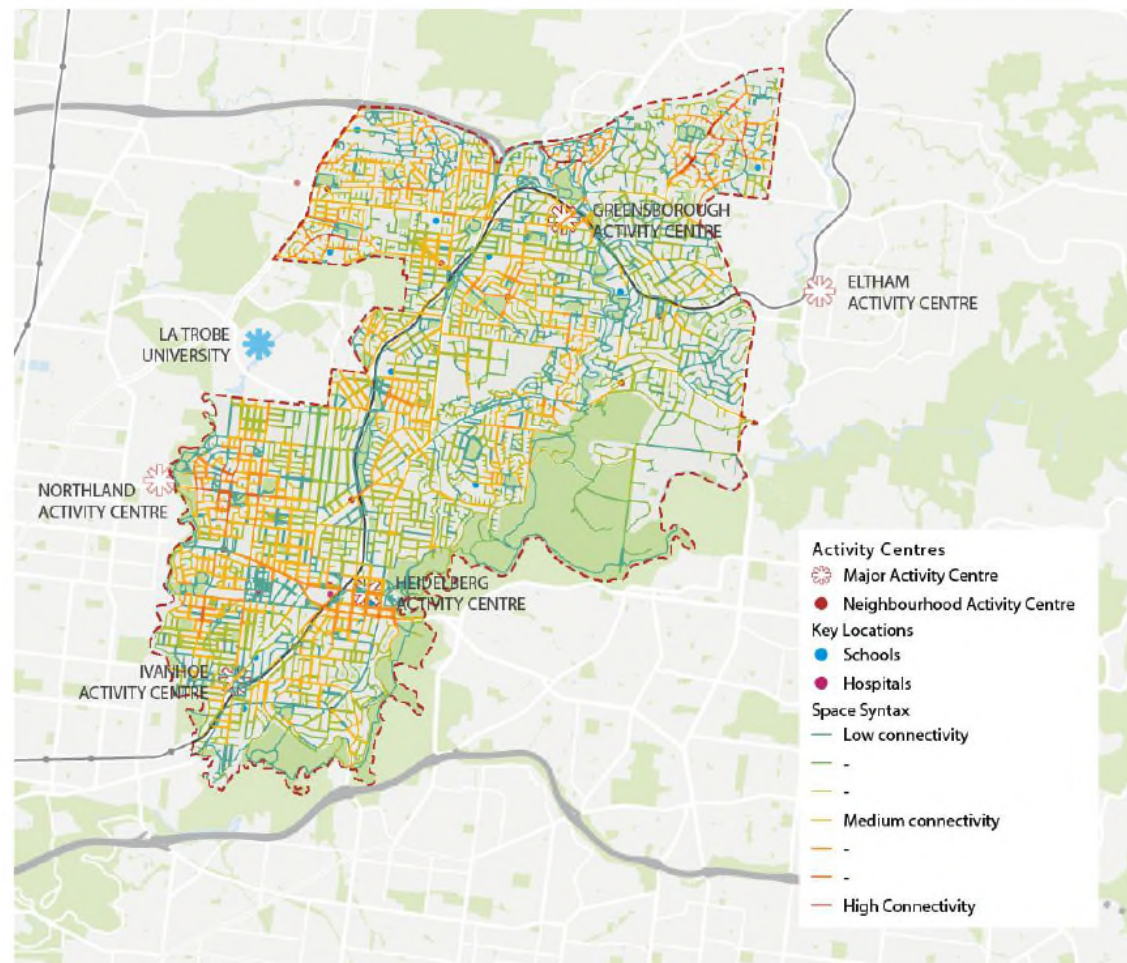
Where there are large street blocks, such as the Greensborough Activity Centre, there are lower levels of connectivity for walking and cycling. Conversely, where there are small street blocks, such as the Heidelberg Activity Centre, there are higher levels of connectivity for walking and cycling.

The immediate surrounds of the rail corridor also have low connectivity. This is the result of a lack of crossing points across the rail corridor.

#### What can we do about it

Where there is high connectivity there is generally a higher potential for walking and cycling. As such, we can promote areas with existing high accessibility and focus on improving accessibility where it is low, especially between trip destinations and catchments.

It also highlights the need to ensure there are regular and high quality crossing opportunities of major transport infrastructure to minimise segregation.



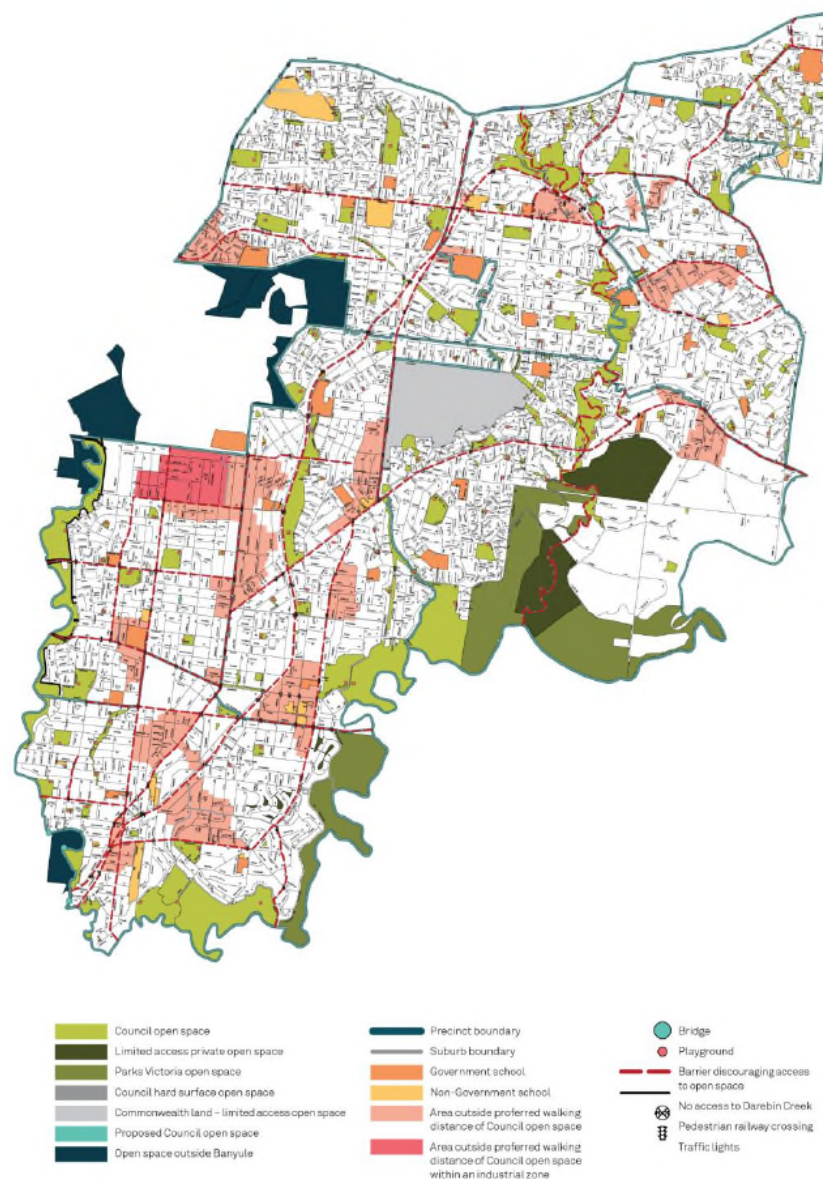
## Baseline Conditions Open Space

Existing open space and amenities such as schools and playgrounds (as informed by the Banyule Public Open Space Plan Technical Report) in the LGA have been mapped. Most of these facilities are located along the rail corridor and the creek system.

Providing shared use pathways along the rail corridor could provide active, cultural and ecological connections between community members and the surrounding environment, and when combined with those already in the creek system, would put most residents within 400m of open space.

Areas outside the preferred 400m walking distance of Council open space would benefit most from improved active transport accessibility to increase community use of the existing open space.

Image is from Banyule City Council's Public Open Space Plan Technical Report.





## Baseline Conditions

### Summary of Findings

**An assessment of the baseline conditions shows that there are the ingredients for a well-connected and legible active transport network. The key is to leverage off these developments to create wider benefits for the community.**

#### Parks and Recreation

Shared use pathways along the corridor could provide active, cultural and ecological connections for community members and the surrounding environment. This type of facility could be used to improve and create more direct walking connections to existing Council open space, especially from areas currently identified as being too far away from this open space.

#### Existing Active Transport Infrastructure

There is an identified network proposed for the entire Banyule LGA with very little implemented thus far. The SCC proposes a "grid-style" network for cyclists through the southern portion of the region, with a "point-to-point" network for the northern half.

The proposed SCC network includes a cycling corridor along the Hurstbridge railway line, and options to further develop this route are explored in this report.

#### Proposed Infrastructure

The proposed major infrastructure projects that are underway in Banyule include a number of shared paths being built along their affected corridors. However, these projects do not necessarily consider their interfaces with the broader network.

To extract maximum value from these projects and ensure a sustained legacy for the community, any proposals from this study should consider how they could integrate with these projects.

#### Accessibility

Space syntax analysis revealed that older, more established suburbs in Banyule have fine-grain and well-connected block permeability as compared to newer areas in the north. However, the greatest impedance on accessibility was the rail corridor itself, which creates a severance between east and west.

This is the result of crossing points along the corridor being placed far apart. This has a larger impact on cyclists and pedestrians as compared to car drivers. Providing regularly spaced and logical crossing points where possible will be critical in alleviating this issue.



## Part Four Travel Behaviours and Demographics



now



Stantec

OUTLINES

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

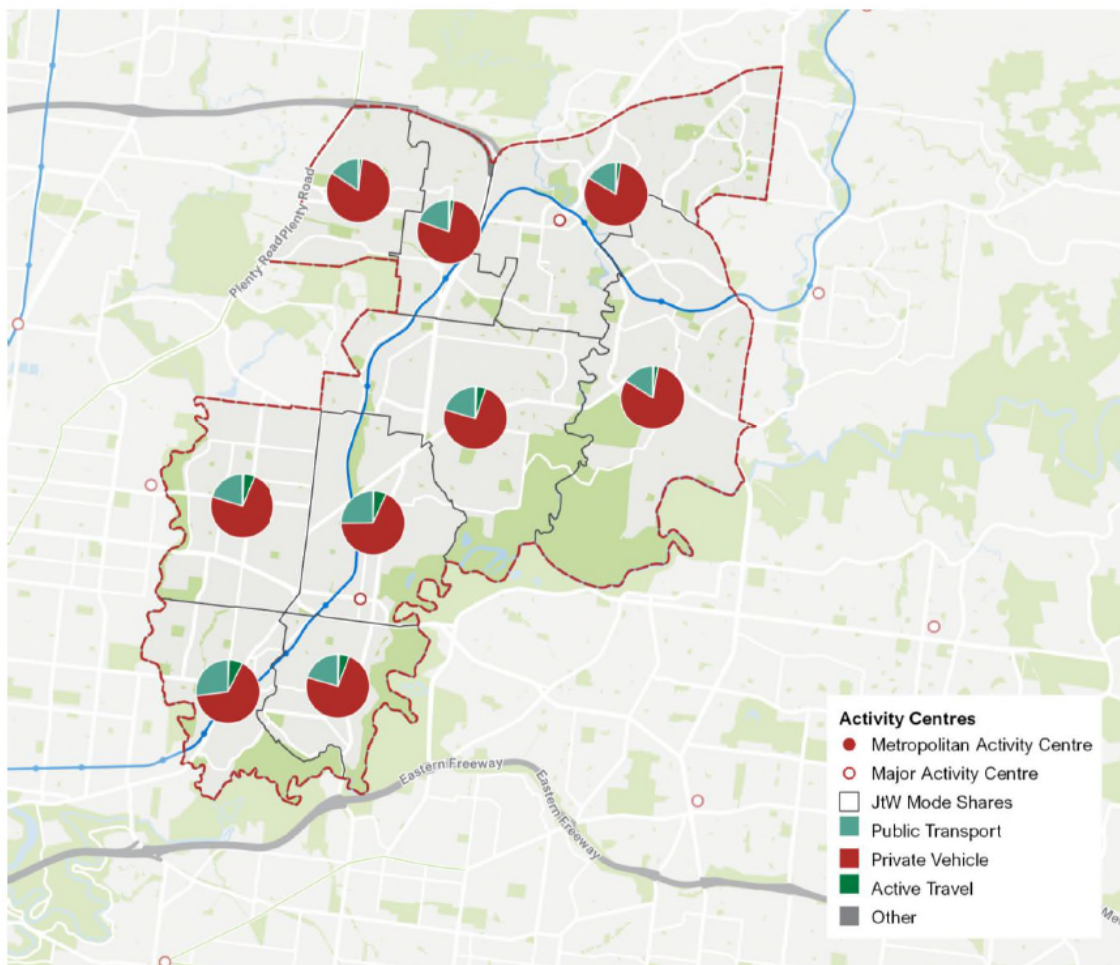
22

## Travel Behaviours and Demographics

### ABS Census 2016 Journey to Work – Trips from Home Mode Splits (SA2)

Driving to work remains the predominant transport mode, with public transport use ranging from 20 to 25 percent of trips depending on location within the LGA.

Walking and cycling to work is more common in the southern portion of the LGA, which correlates with an area with higher income compared to other parts of the LGA.



## Travel Behaviours and Demographics

### Journey to Work – All Users

The activity centres of Greensborough, Heidelberg and Ivanhoe are key employment attractors, drawing workers from all parts of the LGA.

Major commuting flows also exist between activity centres and other neighbourhood centres such as Watsonia and Montmorency.

It is noted that commuting patterns by private vehicles and public transport follow a similar pattern.





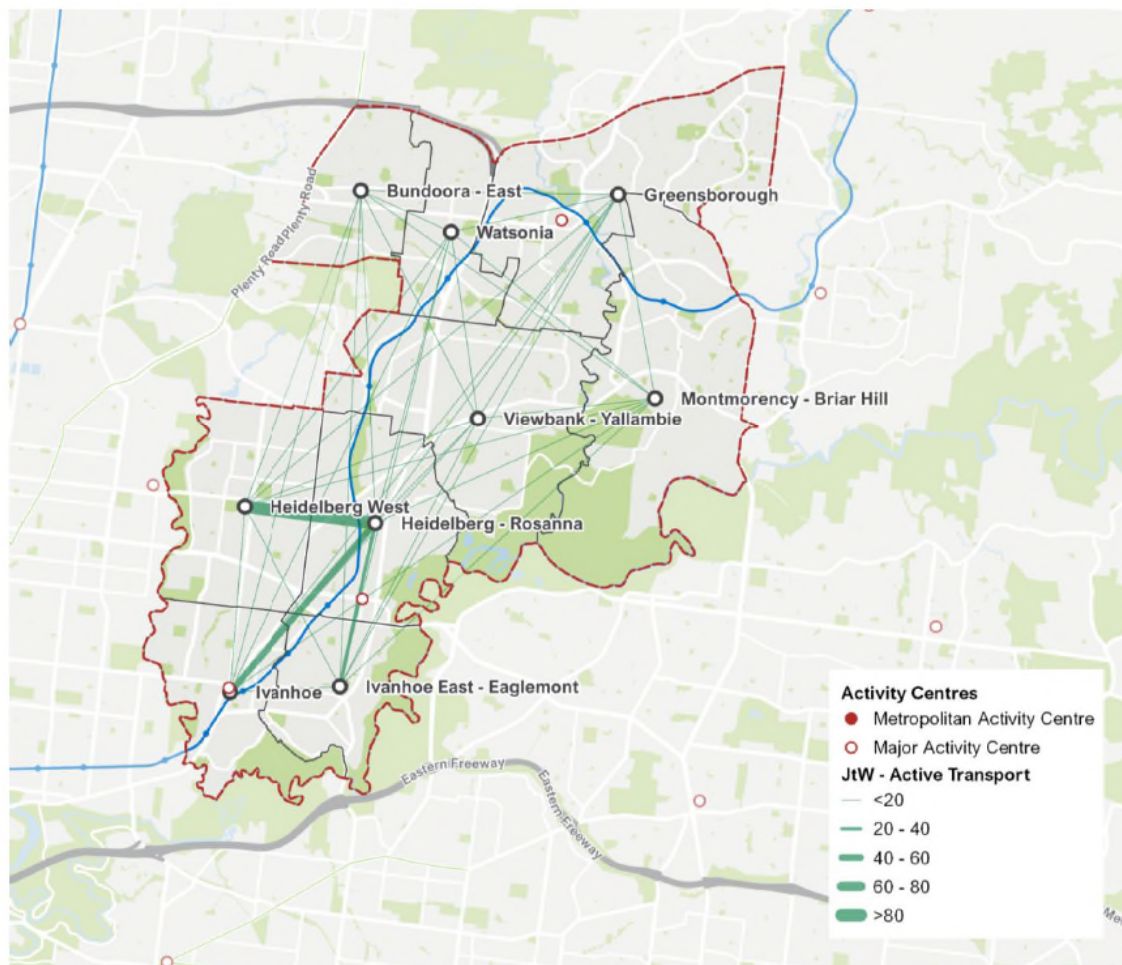
## Travel Behaviours and Demographics

### Journey to Work – Active Transport

Active transport commuting occurs much more in the southern portion of the LGA, between Ivanhoe, Heidelberg, Heidelberg West and Rosanna, reflecting the concentration of major employers such as hospitals and tertiary education institutions in this area. Smaller commuting flows are also observed between Greensborough and Montmorency.

Of those that cycled to work on Census day in 2016, 85 per cent of those were male and most of them were between 30 and 49 years of age. The average trip distance for cyclists going to work is 8 km with a duration of 36 minutes.

Active transport as a mode choice for trips to the Melbourne CBD is substantially higher in the southern area of Banyule as compared to the northern area (greater than 3% vs circa 1% or less). This becomes important to note when comparing car ownership rates between the south and north of the LGA.

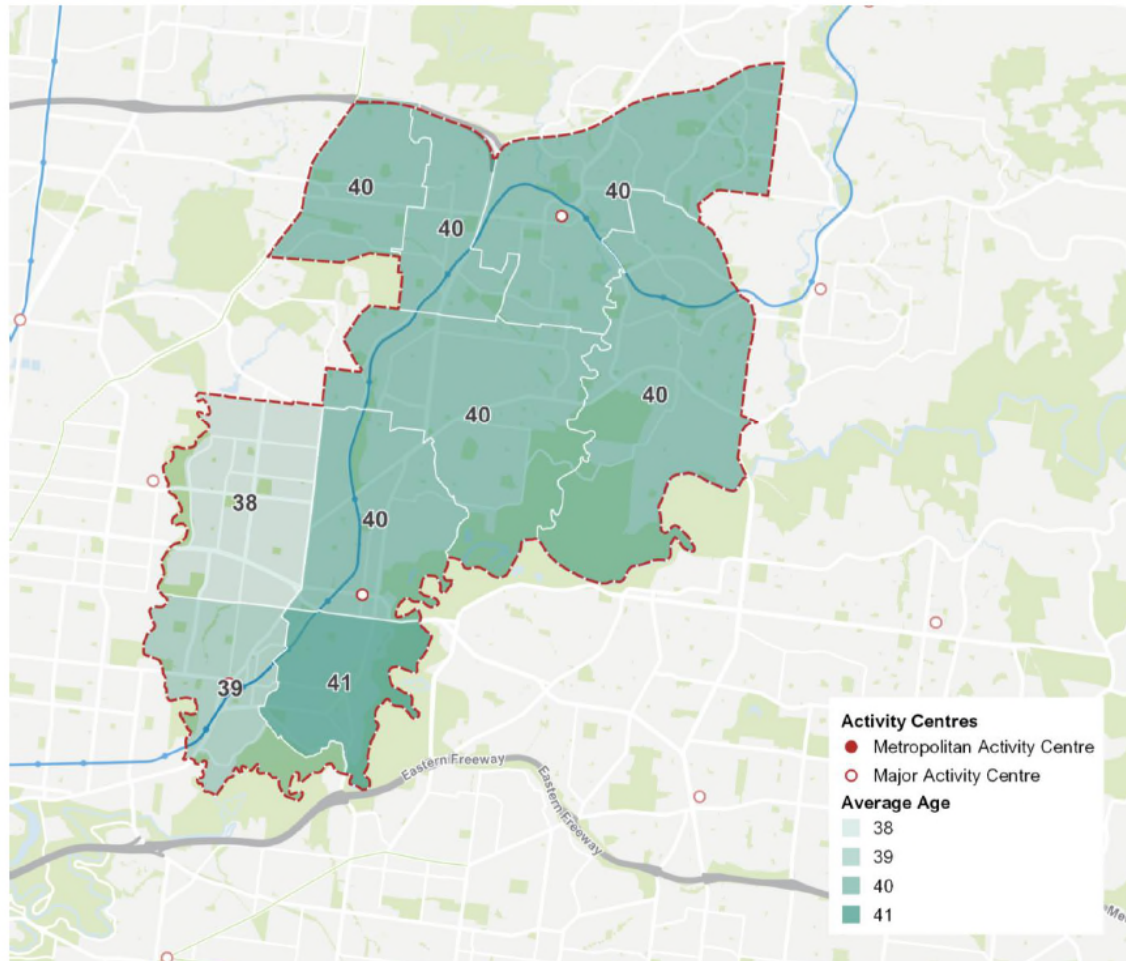


## Travel Behaviours and Demographics

### ABS Census 2016 – Average Age (SA2)

No major variances in age exist within the LGA, with the average age slightly older than the average age of 36 across Greater Melbourne.

Based on the 2016 Census Data, the population of Banyule is increasing at a 0.6% growth rate per annum with a median age of 39 years across the LGA, higher than the median for both Victoria and Australia. Banyule is identified as having an ageing population which is forecast to continue over the next 30 years.

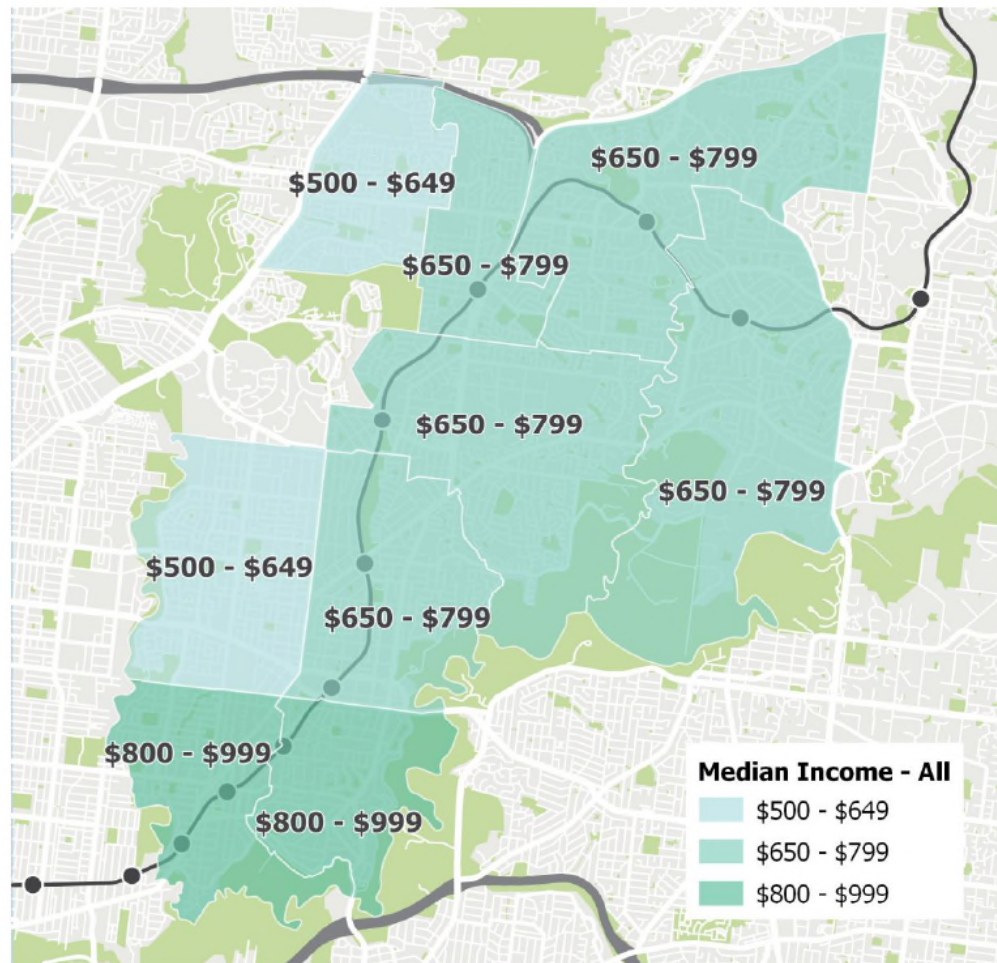




## Travel Behaviours and Demographics

### ABS Census 2016 – Median Income (SA2)

Median incomes are highest in the southern portion of the LGA and this also correlates to areas of the highest active transport commuting activity.

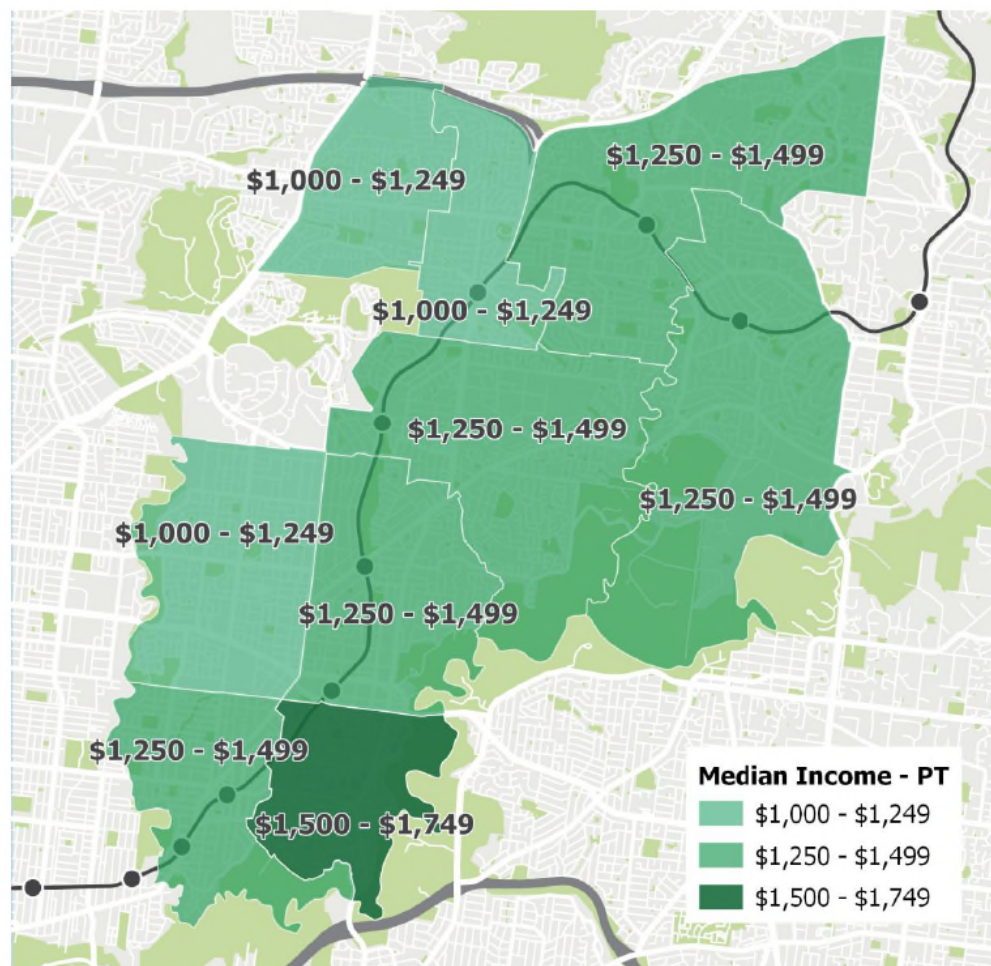




## Travel Behaviours and Demographics

### ABS Census 2016 – Median Income of people who use Public Transport to Work (SA2)

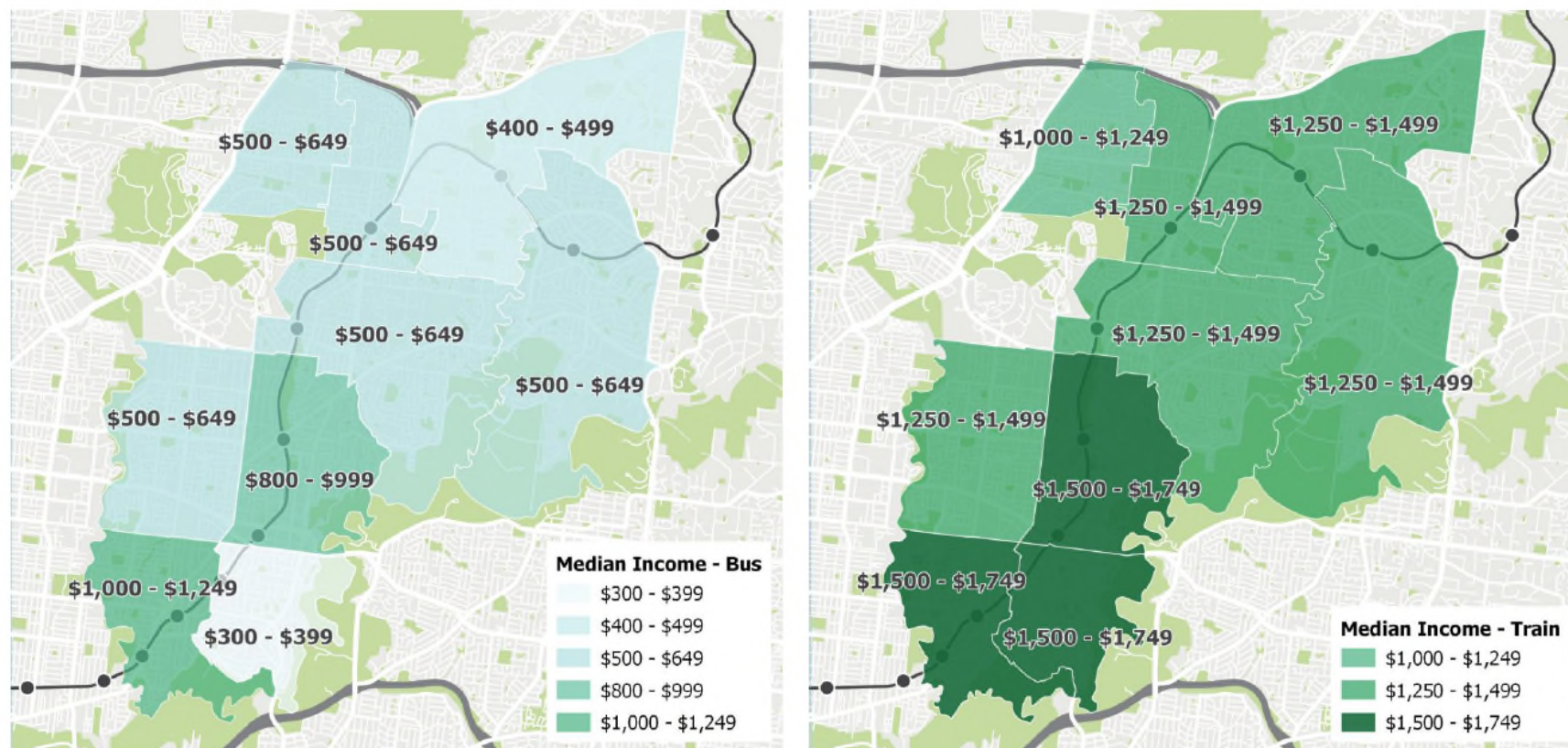
Those who use public transport to go to work have higher median incomes than the general population, as evident when comparing incomes in the map to the right with median incomes for all residents on page 27. There is a significant difference in the income of people who travel by bus and people who travel by train, as shown on the next page.



## Travel Behaviours and Demographics

### ABS Census 2016 – Comparison of Median Income of people who use Bus and Train (SA2)

Those who travel to work by bus generally have lower incomes than those who travel by train. This applies across the LGA. Note that the same colour scale is used across both maps, and that the low median income of bus users in Ivanhoe East – Eaglemont may be skewed by a low number of people using this mode in this SA2.

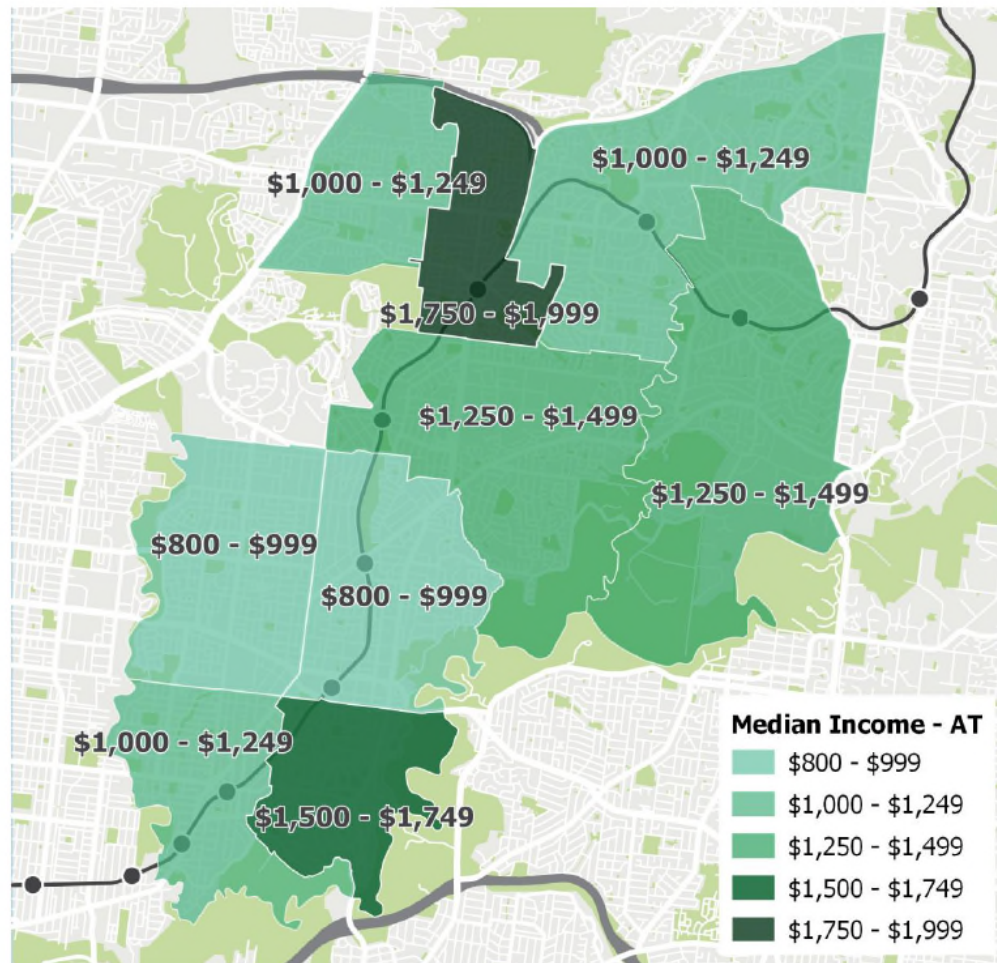




## Travel Behaviours and Demographics

**ABS Census 2016 – Median Income of people who use Active Transport to Work (SA2)**

Those who use active transport to go to work have higher median incomes than the general population, as evident when comparing incomes in the map to the right with median incomes for all residents on page 27.





## Travel Behaviours and Demographics

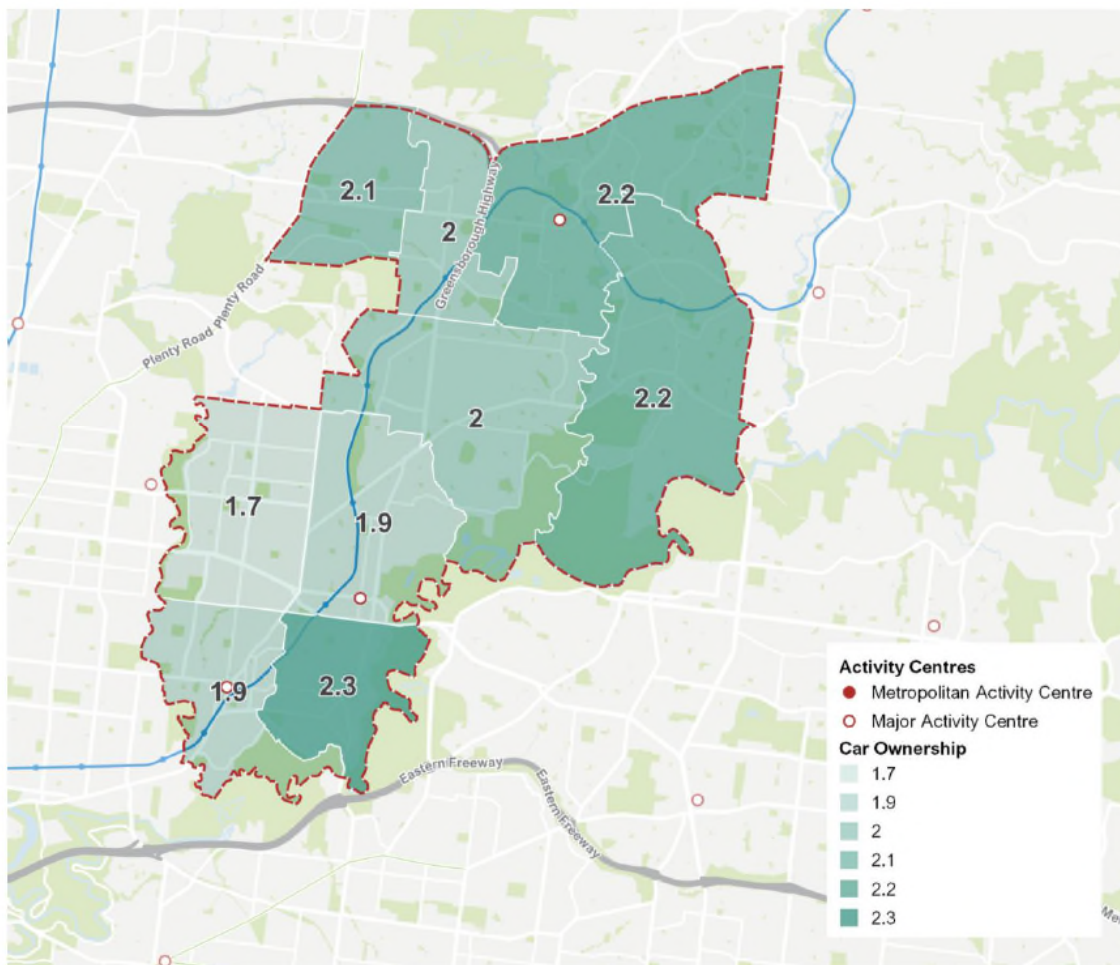
### ABS Census 2016 – Average Car Ownership (SA2)

Banyule has an average rate of car ownership of 1.9 cars per household, which is higher than the average of 1.7 cars per household in Greater Melbourne.

Ivanhoe East SA2 has a higher car ownership rate (2.3) compared to adjacent regions. However, trips to work from this SA2 by active transport to the Melbourne CBD is higher than adjacent SA2 areas (4% vs 3%). On the other hand, when considering overall trips to all places of work both inside and outside of the LGA, this mode share drops somewhat.

When considering the lower than average public transport mode share in Ivanhoe East alongside higher median income, this is potentially representative of a user group with a higher disposable income that owns multiple cars, but may use them for leisure purposes rather than for trips to work.

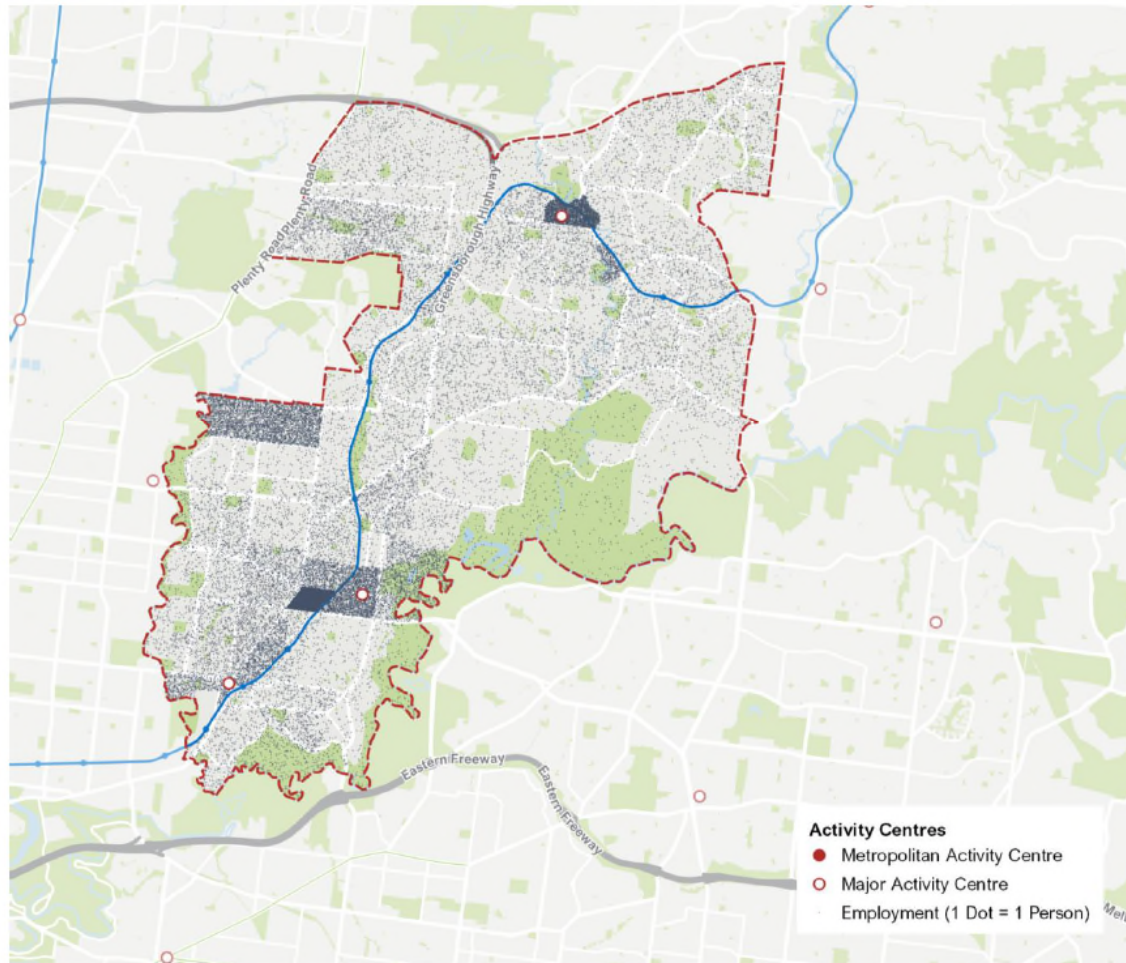
This pattern has been observed in other affluent suburbs in Melbourne such as Toorak, Kew and Albert Park. In these cases, despite having highly accessible public transport networks, car ownership remains above the Greater Melbourne or LGA average.



## Travel Behaviours and Demographics

### ABS Census 2016 – Employment Density (DZN)

Jobs are heavily concentrated around the activity centres of Heidelberg and Greensborough, as well as in the Heidelberg West industrial precinct, with jobs relatively sparse elsewhere due to the predominance of residential land uses.



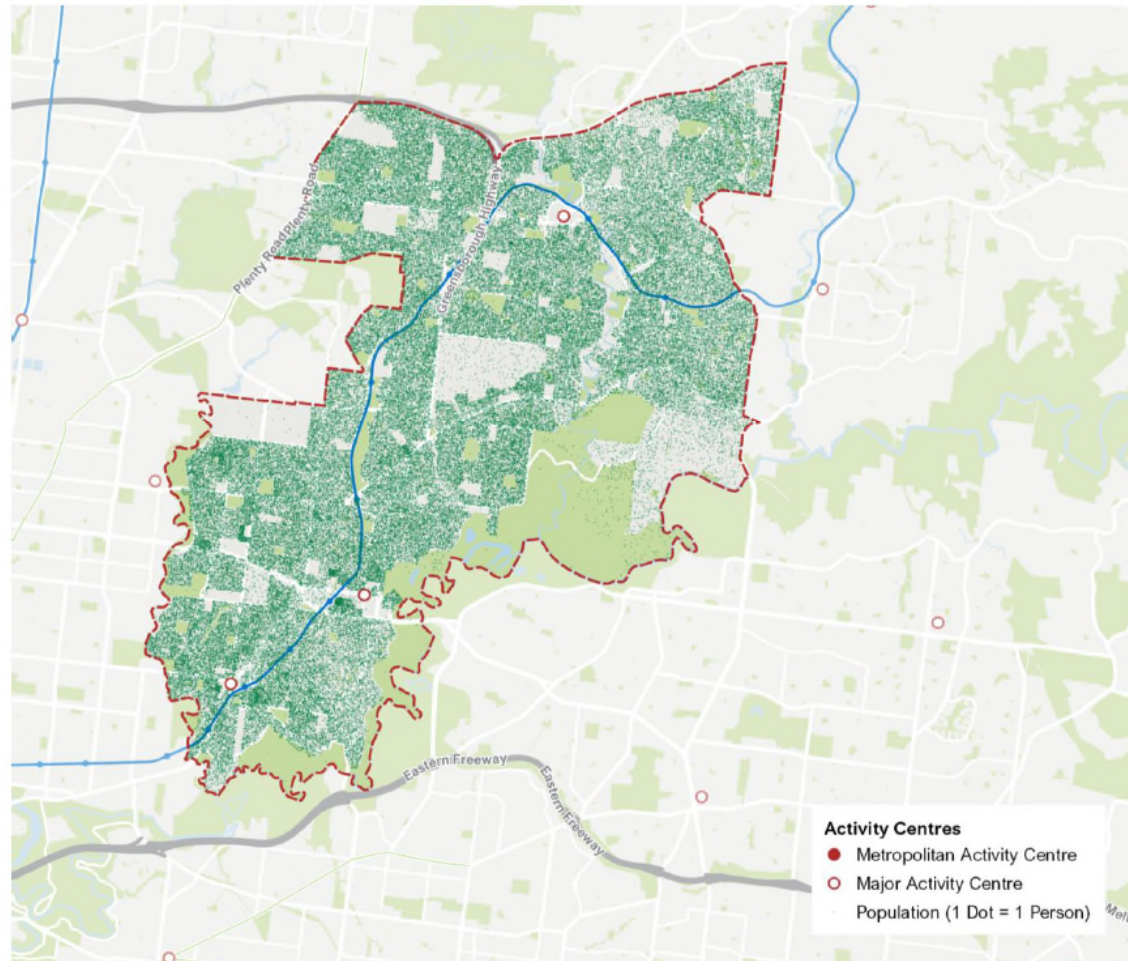


## Travel Behaviours and Demographics

### ABS Census 2016 – Population Density (MB)

The total population of Banyule was 121,865 in the Census population data in 2016, living in 50,223 dwellings with an average household size of 2.54.

Population densities are relatively even across the built-up areas in Banyule, except for higher densities observed near Heidelberg and Ivanhoe, and low densities in the Lower Plenty rural-residential area and at the Simpson Barracks.





## Travel Behaviours and Demographics

### Summary of Findings

The demographic patterns of Banyule reveal a user profile that deviates slightly from the baseline of Metropolitan Melbourne and also varies between its northern and southern halves of the LGA

#### Mode Shares for Trips to Work

While private vehicle trips remain the predominant mode in Banyule (75%), public transport and active transport trips are higher in the southern portion of the LGA compared to the northern portion (30% vs 20%).

For comparison, Metropolitan Melbourne's mode share for private vehicle trips to work is also 75%, with 19% being achieved by public transport. This puts Banyule in a comparable range with the broader metropolitan area.

#### Intra-LGA Trips

Trips within Banyule show a significant variation between various segments of the rail corridor.

Private vehicle trips are concentrated towards the Heidelberg and Greensborough Activity Centres. Opportunity exists to encourage active travel trips between these areas along the rail corridor.

Public transport trips on the other hand are centered around the Heidelberg Activity Centre as a result of Heidelberg Station being the confluence of multiple bus routes. Opportunity exists to use active transport to facilitate last mile journeys from points of access to public transport.

Active travel trips are concentrated within the southern portion of the LGA with a strong east-west movement between Heidelberg West and Heidelberg. The opportunity for these trips is to increase mode share through better cycling facilities.

#### Household Demographics

The household profile in Banyule is one of marginally higher car ownership (1.9) as compared to Metropolitan Melbourne's average (1.7) as well as one that is older (39 vs 36). Additionally, median incomes of people who take alternative modes of transport have double the median income in Banyule.

The overall profile of Banyule indicates a user profile that has an interest in cycling, but may require more attention in providing safe and convenient access where possible.

#### Population and Employment

Population density across the LGA is largely even throughout with some higher density areas adjacent to railway stations. On the other hand, employment is concentrated to the Greensborough and Heidelberg Activity Centres, and the West Heidelberg Business Park directly south of La Trobe University.

Given this, it is important to consider providing an appropriate east-west connection between the railway corridor and the university.

## Part Five Issues and Opportunities



now



Stantec

OUTLINES

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

35

## Baseline Conditions Darebin Station to Ivanhoe Station

A universal opportunity along the entire railway line is the addition of seats along footpaths and shared paths to allow for breaks, especially in sections that are steep.



● Railway crossing (all) ● Railway crossing (walking/cycling only)

### Issues

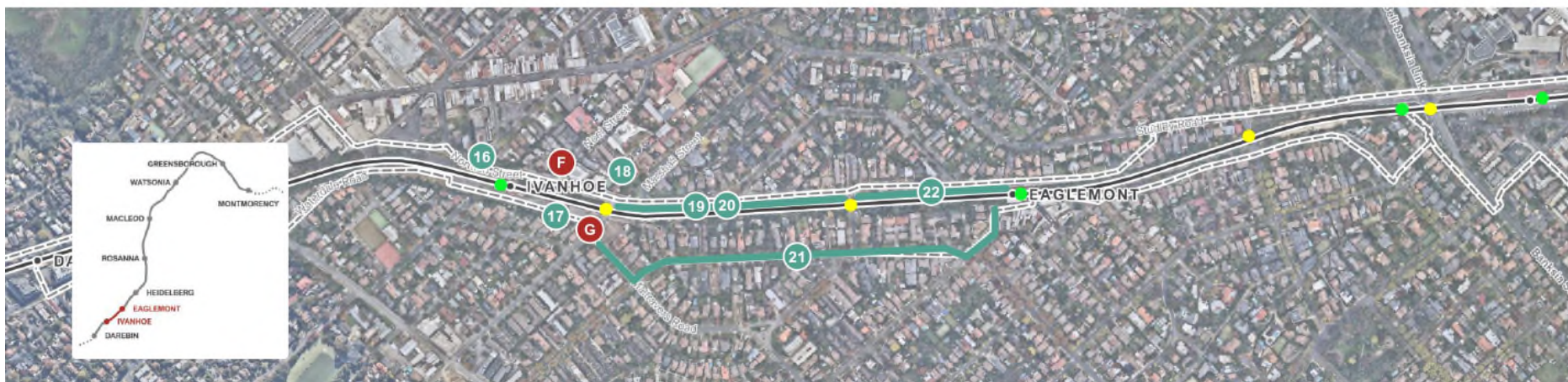
- A** Level difference along Darebin Creek and trail
- B** Existing non-DDA compliant stair access to station
- C** Heidelberg Road is very busy with no cycle lanes south of Lower Heidelberg Road
- D** While there is space here for a potential SUP, there is an elevation difference between Quest service road and Upper Heidelberg Road
- E** Difficult to cross/turn across Lower Heidelberg Road

### Opportunities

- 1** A new crossing of Darebin Creek would connect to the Darebin Creek Trail and the new SUP north of the railway line at Alphington
- 2** Existing creek crossing and connection to Darebin Creek trails
- 3** Space between railway corridor and property boundary is potentially wide enough for a SUP
- 4** Existing playground connection
- 5** Existing underpass with long ramp on western side could be reconfigured to be more accessible for cycling
- 6** Salisbury Avenue is quiet with some existing traffic calming measures
- 7** Proposed public square as part of Ivanhoe Structure Plan
- 8** Verge is wide enough along Salisbury Avenue to widen to SUP
- 9** Existing vegetation frames view of rail and heritage bridge, enhancing gateway to commercial area
- 10** There is potentially space between the Quest Hotel and the railway for a SUP
- 11** Landscape character is enhanced by existing trees
- 12** Space could be reallocated from station parking for new route
- 13** Car park access road connects entire length between Marshall Street and Waterdale Road
- 14** Cycle parking required outside of Ivanhoe Station
- 15** Proposed boulevard treatment as part of Ivanhoe Structure Plan



## Baseline Conditions Ivanhoe Station to Eaglemont Station



### Issues

- F** Cars travel at high speeds along Norman Street so traffic calming and reduction would be required for a Quietway-style route
- G** Marshall Street / Maltravers Road / Station access intersection is awkward and unsafe to cross as a cyclist (note improvements here are currently being advocated for by council)

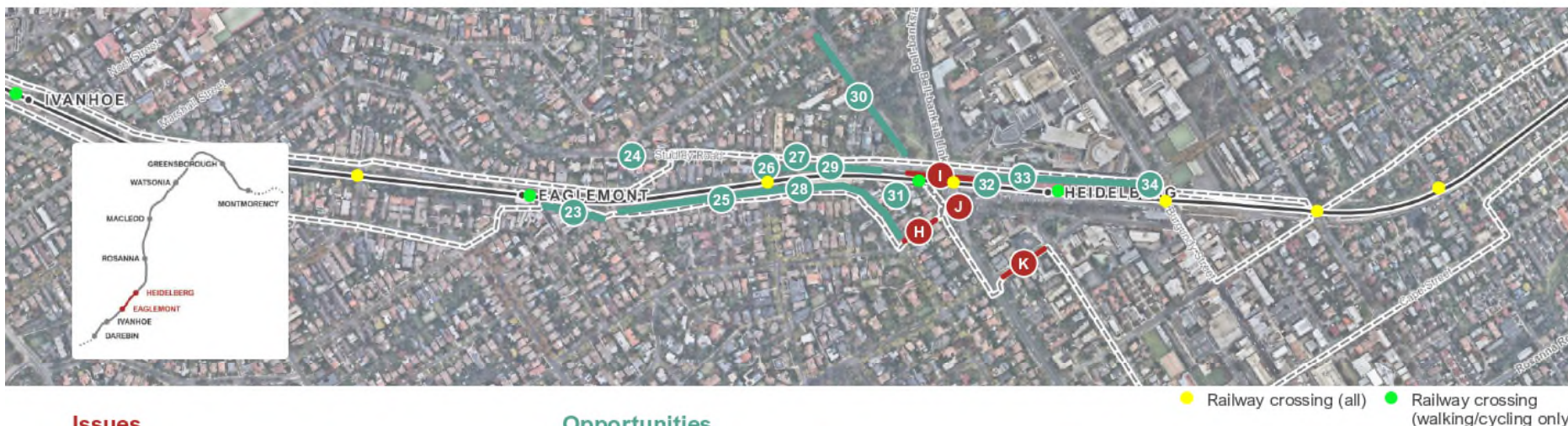
### Opportunities

- 16** The corner of Marshall Street and the rail corridor could be a potential open space
- 17** The Kitchener Reserve has the potential to be a public open space
- 18** Opportunity to connect to school
- 19** Verge on railway side of Sherwood Road has large mature trees and understory contributes to landscape character
- 20** A Quietway-style route would be feasible along Sherwood Road if through traffic was redirected to Upper Heidelberg Road and Studley Road
- 21** Quiet residential roads here are suitable for Quietway-style route. However, this route is not very direct
- 22** There is a wide verge along Sherwood Road beside the railway line, which could be considered for planting by community groups e.g. Friends of Eaglemont Village

● Railway crossing (all) ● Railway crossing (walking/cycling only)



## Baseline Conditions Eaglemont Station to Heidelberg Station



### Issues

- H** Very steep connection
- I** The two consecutive left-turn lanes (one a slip lane) make for a hostile cycling environment at this intersection. Banksia Street could be filtered here to reduce conflicts. A bike box with a filter lane could also improve safety

- J** This is a challenging area to determine a suitable alignment due to differences in elevation and a busy road environment
- K** Mount Street has steep grades and unprotected cycle lanes. The transition to a signalised crossing of Banksia Street is awkward

### Opportunities

- 23** Connection to station via car park access
- 24** Unprotected cycle lanes on Studley Road, which is around 10m wide. All properties have off-street parking
- 25** There is a wide verge along Alandale Road beside the railway line
- 26** There are plans to improve Odenwald Road bridge as there are no footpaths on the bridge
- 27** Heritage value and landscape character of rail bridge
- 28** Quiet residential streets are suitable for Quietway treatment. Eastern end connects to Eaglemont Village and Station
- 29** Verge is wide enough for existing footpath to be widened to SUP standards
- 30** Opportunity to link with proposed PBN route west towards Austin Repatriation Hospital
- 31** Pedestrian bridge from previous Banksia Street alignment
- 32** Key gateway location in Heidelberg Structure Plan
- 33** Car parking and centre median hatching could be removed to facilitate widening of existing footpath to SUP standards
- 34** Key gateway location in Heidelberg Structure Plan



## Baseline Conditions Heidelberg Station to Rosanna Station



### Issues

- L** Burgundy Street is a busy shopping precinct however there is no cycle parking provision
- M** Stradbroke Avenue is very steep
- N** Cape Street is busier than adjacent parallel streets but is also less steep
- O** Hawdon Street has steep road grades
- P** Beetham Parade is a busy shopping precinct with significant traffic access to the railway station as well
- Q** Transition from Beetham Parade to SUP on Ellesmere Parade is awkward and indirect

### Opportunities

- 35** Existing mature trees enhance character
- 36** Yarra Street is a local cycle route from station to Main Yarra Trail
- 37** Open space is planned here as part of the Burgundy and Powlett Street Reserves
- 38** Path along railway is less steep than other parallel routes. Transition to road requires changes
- 39** Existing mature trees enhance character
- 40** Heidelberg heritage and view lines to surrounding areas at top of hill
- 41** Maintenance tracks between railway cutting and houses
- 42** Verge between houses and railway cutting
- 43** Verge continues north to Rosanna Station
- 44** Manton Street is a quiet residential area but is not as direct as other options
- 45** Options and funding exist for a SUP on the western side of the railway, however this relies on rail infrastructure being relocated
- 46** Routing via the footpath by the tennis club and De Winton Park is more direct than local roads
- 47** Potential to cross under station to join path on the eastern side of the railway
- 48** SUP from the Lower Plenty Road level crossing removal is on the eastern side of the railway corridor. Transitions to on-road section south of the station



## Baseline Conditions Rosanna Station to Macleod Station



### Issues

- R** Visibility of westbound traffic is hindered by level crossing, making it difficult to traverse this dog leg. A crossing will be built here as part of the SUP extension
- S** Some space constraints outside the new townhouse development and on-street car parking – a shared path will be delivered along here

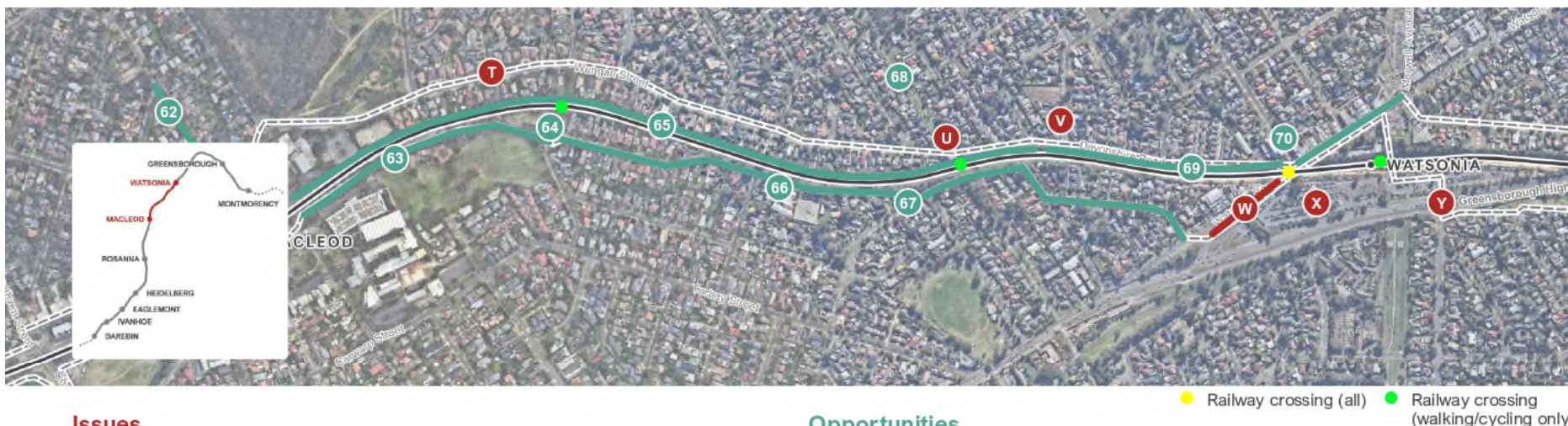
### Opportunities

- 49** Existing high-quality SUP along Ellesmere Parade that finishes at Davies Street and will be extended to Macleod Station
- 50** Opportunity to connect to Rosanna parklands and playground
- 51** Opportunity to connect to Rosanna Primary School
- 52** Unpaved path through Rosanna Parklands makes for a safe, direct and attractive route through a highly valued green space
- 53** Proposed extension of shared path from Davies Street to Macleod Station
- 54** Opportunity for active transport linkage to connect to SUP on Kingsbury Drive further west to La Trobe Uni via Ruthven Street.
- 55** Off-road path through Macleod Park at football club could be modified to accommodate cyclists
- 56** Desire lines indicate verge is well used as a path with enough space for a SUP and this is being delivered as part of the SUP extension
- 57** Large mature eucalypts are attractive and provide shade
- 58** Key community facilities along Birdwood Avenue
- 59** Key activity point at Macleod Recreation and Fitness Centre
- 60** Opportunity to enhance path links to Harry Pottage Reserve and Cherry Street Grassland Reserve
- 61** Opportunity for Macleod Community Garden and rail corridor 'beautification' collaboration



## Baseline Conditions

### Macleod Station to Watsonia Station



#### Issues

- T** Wungan Street has unprotected cycle lanes and higher traffic volumes and speeds compared to other parallel streets
- U** Existing at-grade walking and cycling crossing has poor visibility with no safety gates or alarms
- V** Devonshire Road has no cycle lanes and constant traffic at higher speeds
- W** Busy and wide section of road
- X** Road through/near Watsonia is challenging because of severance caused by railway cutting, railway parking, Greensborough Highway and future North East Link
- Y** Elder Street / Greensborough Highway intersection is busy and awkward to cross when cycling. It could be better integrated with existing paths along old Greensborough Road alignment and transmission line corridor

#### Opportunities

- 62** Joynt Street is the main cycling and walking route to La Trobe University
  - 63** Somers Avenue is a low traffic street
  - 64** Existing walking and cycling underpass could be linked to the network better
  - 65** There is potentially enough space between the railway corridor and houses for a SUP
  - 66** Opportunity to improve street tree character with infill trees and native plantings along Somers Avenue
  - 67** Quiet residential streets are suitable for Quietway treatment. Reasonably direct and legible route
  - 68** Wattle Drive is unpaved and continues to Gresswell Forest Reserve
  - 69** Vegetation along Devonshire Rd is approximately 10m wide. If loss of vegetation is acceptable, there is space for a SUP on the southeastern side
  - 70** Simplify Watsonia Road / Devonshire Road intersection
- Busy high street with on-street parking. Making parking parallel instead of 90° would make cycling safer



## Baseline Conditions

### Watsonia Station to Kalparrin Gardens



#### Issues

- Z** Dennet Street / Greensborough Highway interface is a low timber fence
- AA** Lack of lighting and passive surveillance
- AB** Grimshaw Street is a very busy street and is difficult to cross without signals
- AC** Pedestrian overpass has stairs only and is inaccessible to cyclists
- AD** Crossing Grimshaw Street is not safe or attractive away from signalised crossings
- AE** Awkward transition from Kempston Street to Kalparrin Gardens SUP. Blind corner around Kempston Street and fast-moving traffic

#### Opportunities

- 71** Opportunity for green link between Gresswell forest and Plenty River in powerline easement
- 72** Off Map – Proposal to simplify Watsonia Road / Devonshire Road intersection
- 73** Old Greensborough Road is now a low traffic road with signed cycle route and sections of walking and cycling only
- 74** Opportunity for improved landscape character with new street planting
- 75** Quiet residential streets
- 76** Nell Street will have cycle lanes as part of North East Link
- 77** Proposed community hub site
- 78** Existing informal path behind school and reserve could be converted to a SUP
- 79** Many changes have been proposed as part of North East Link, including a grade separated intersection at Grimshaw Street
- 80** Quiet residential streets
- 81** Hailes Street and William Street are relatively quiet with some inclines and a pedestrian bridge over rail line
- 82** Existing high-quality SUP through Kalparrin Gardens
- 83** Coordinate future proposals with Kalparrin Gardens masterplan including formalised rail crossing at Jessop Street and access to skate park
- 84** There is potentially enough space to continue the SUP alongside the footpath on the southern side of Yando Street



## Baseline Conditions

### Kalparrin Gardens to Greensborough Station



#### Issues

- AF** Off Map – Henry Street has some steep sections with no cycle lanes
- AG** Off Map – Approximately 40m of cycle lanes along Henry Street south of Vermont Parade
- AH** Intersection of Grimshaw Street / Henry Street is wide and busy. Not attractive or safe for walking or cycling

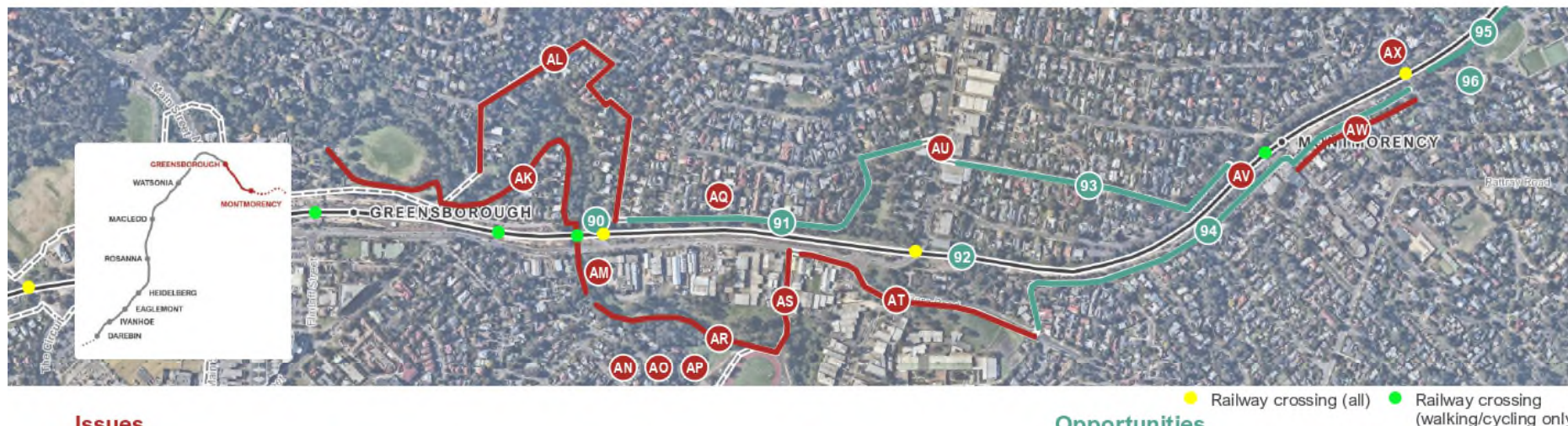
- AI** Connection to the Plenty River Trail could be improved around stadium
- AJ** Grimshaw Street / Main Street could be improved for cycling by directing traffic to use The Circuit. Given the availability of off-street parking, on-street parking could be reduced as well

#### Opportunities

- 85** The LBN 12 cycling route connects to Greensborough Major Activity Centre using quiet residential streets
- 86** Footpath along The Circuit could be widened to be a SUP that connects to the north side of the rail line via underpass
- 87** Connection to Plenty River Trail and Greensborough Station
- 88** Opportunity to enhance key connections to Poulter Reserve path network, playground and oval picnic shelters from Poulter Street
- 89** Steep embankment on north side of rail corridor along Poulter Avenue an opportunity for indigenous infill planting and biodiversity corridor



## Baseline Conditions Greensborough Station to Montmorency Station



### Issues

- AK** Trail continues to Montmorency Station but is indirect
- AL** Residential roads are quiet but very steep and indirect
- AM** Steep embankments to Plenty River
- AN** Off Map – Nell Street is direct but hilly. Cycle lanes are proposed as part of North East Link
- AO** Off Map – Steep climb along athletic club driveway
- AP** Stairs to Nell Street
- AQ** Minimal lighting and passive surveillance
- AR** Plenty River Trail is an alternative to Para Road but is indirect
- AS** Transition to Plenty River Trail is via an industrial road and a narrow, steep footpath
- AT** Para Road is very busy and has high vehicle speeds. There is also a steep incline with unprotected cycle lanes. This makes it difficult to cross from Station Road
- AU** Sherbourne Road is very busy and difficult to cross without signals or some form of priority

### Opportunities

- 90** There is potentially a space for a walking and cycling bridge to the north of the rail bridge to connect to existing underpass on Plenty River Trail
- 91** Railway Road is a quiet residential street. There is potentially space for a SUP along the verge
- 92** Mature trees along streets provide significant habitat value and landscape character
- 93** Quiet residential streets to Montmorency Station
- 94** Binns Street and Station Road proposed as route
- 95** SUP along south side of the railway corridor proposed as part of Hurstbridge Rail Duplication Project (Stage 2)
- 96** Key connection to Petrie Park

Part Six  
**User Needs and Facilities**



now



**Stantec**

**OUTLINES**

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

45



## User Needs and Facilities

### Facility Considerations for Pedestrians

As many of Banyule's Activity Centres are clustered around the rail corridor, walking as a means of last-mile journeys and complete journeys is critical. Improving the walking experience for pedestrians forms another aspect of increased connectivity for the network in Banyule. As part of this project, pedestrian facilities should:

- Make walking quick, convenient and easy, increasing connectivity and reducing delays
- Connect key links to develop a complete network
- Provide an attractive experience to make walking inviting and interesting
- Include seating along footpaths and shared paths to create opportunities for rest and socialising
- Consider pedestrian and personal security in order to facilitate a safe and comfortable environment
- Be legible for pedestrians through wayfinding

This section sets out broad level design directives and criteria for the development of the walking facilities.



## User Needs and Facilities

### Facility Considerations for Pedestrians

Transport for NSW's Walking Space Guide recommends minimum widths for footpaths based on the setting and the volume of people, as shown below.



#### Low flow (<7 people per hour [pph])

In low traffic volumes areas, the footpath should be at least 2m plus space for a buffer between the footpath and traffic lanes. These footpaths support people walking side by side and passing in single file on the rare occasion they need to.

#### Local street, medium flow (7-69 pph)

For a higher flow of pedestrians, the footpath width should be at least 2.3m for the footpath, and an additional 0.8m that can be used as a passing place when pairs or groups of people pass each other.

#### Main street, medium activity (70-399 pph)

In a medium-activity main street or a high-activity local footpath, the recommended width is at least 3.2m with a 1.3m buffer to traffic lanes. This width supports people walking in pairs and passing another person without having to walk single file.

#### Main street, high activity (400-2000pph)

In a high activity main street, the footpath width should be at least 3.9m, with a 1.5m buffer that contains planting and street furniture. This width supports people walking in pairs being able to pass other groups of people without walking in single file.

#### Main street, very high activity (>2000 pph)

In a very high activity main street, the footpath width should be at least 4.5m, with a 1.5m buffer for planting and street furniture. This gives enough space for groups of people to walk comfortably.



## User Needs and Facilities

### Facility Considerations for Cyclists

Given the severing nature of the rail corridor in its current configuration, there is an opportunity to increase the overall connectivity for active transport across the entire Banyule LGA. In this regard, the broad level design considerations that have been considered as part of this project are that the bicycle facilities should:

- Use best practices and leading innovations in bicycle facility design
- Be safe and enable users of all abilities to use them
- Provide competitive travel times compared to other potential routes in the area
- Be able to accommodate current and future bicycle volumes
- Connect with existing facilities and local trip generators/destinations
- Be intuitive to cyclists

This section sets out broad level design directives and criteria for the development of the bicycle facilities.





## User Needs and Facilities

### Facility Considerations for Cyclists

People can be categorised into four groups based on their level of comfort when cycling and their interest in or intent to cycle for transport.

#### Group 1 - Strong and Fearless

These users will cycle regardless of road conditions and are ready to mix with traffic.

#### Group 3 - Interested but Concerned

These users are curious about cycling and like to ride but are put off by conditions where conflicts are more likely.

#### Group 2 - Enthused and Confident

These users are already riding, but they could ride more and their riding experience could be better.

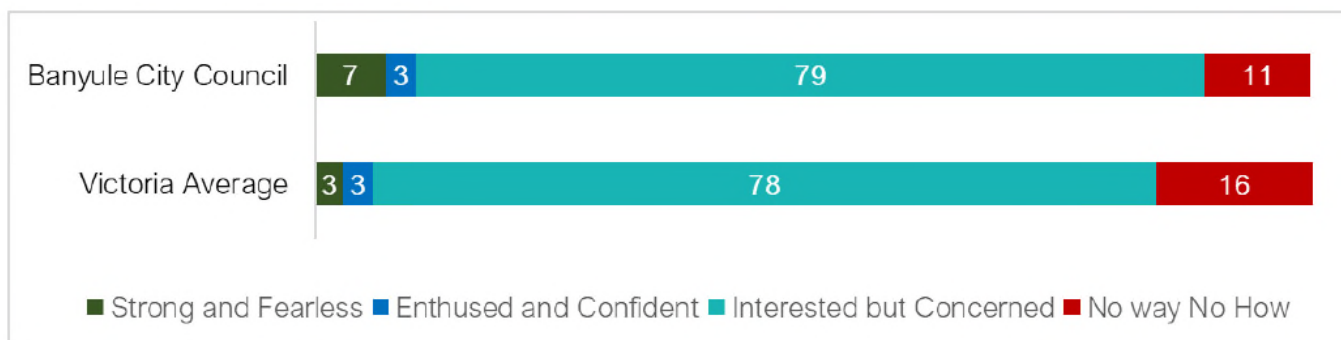
#### Group 4 - No way no how

This group of users consist of those who either cannot cycle, because of unsuitable terrain or they have no interest in cycling.

#### Why this Matters

Group 1 will cycle no matter the condition and need no persuasion. Group 4 is unlikely to cycle no matter the level of incentive provided. Groups 2 and 3 is where opportunity is greatest to enable more cycling.

As part of a research project<sup>1</sup> in Victoria, residents were surveyed about their attitude and interest in cycling. The results of this survey are available by LGA. Around 82% of Banyule residents fall into Groups 2 and 3.

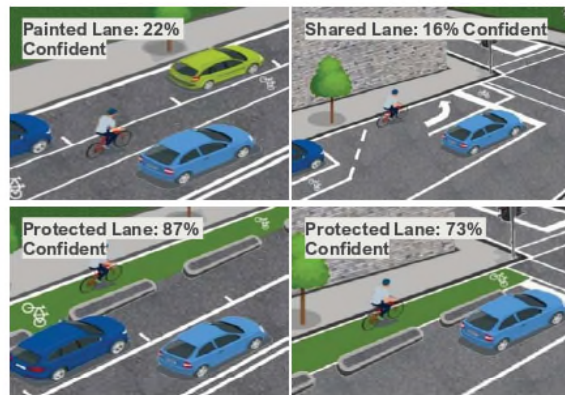


1. Pearson et al (2022) The potential for bike riding across entire cities: quantifying spatial variation in interest in bike riding. <https://doi.org/10.1016/j.jth.2021.101290>

## User Needs and Facilities

### Facility Considerations for Cyclists

#### Confidence at Different Treatments

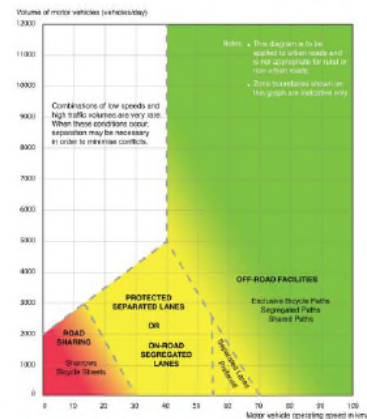


City of Melbourne research has shown that many people living within cycling distance of the CBD can ride to work but choose not to – like the “interested but concerned” group.

They are generally not confident that the existing infrastructure is safe. Many own or have access to a bicycle. The majority (77 %) consider themselves to be cautious riders, preferring off-road low-stress routes, and are willing to take a longer route to get to their destination. Only 8 per cent consider themselves to be confident riders.

Concern for safety is the most significant barrier preventing this group from cycling. The type of on-road cycling facilities where they would feel confident are physically protected lanes.

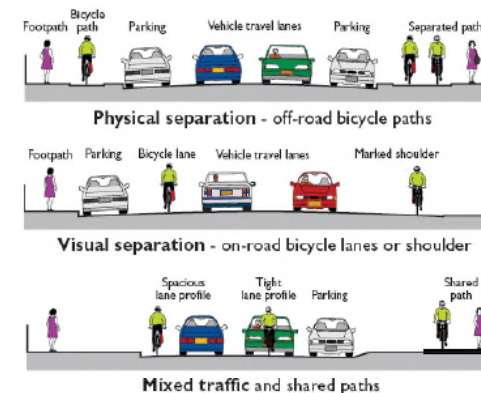
#### Minimum Levels of Separation



There are degrees of minimum separation recommended based on the volume and speed of traffic on urban roads. A shared road environment is considered appropriate in low traffic and low speed routes while full separation is necessary for the inverse.

This relationship between traffic volumes and traffic speed is considered appropriate for what is needed to support users who are “interested and concerned” or “enthused and confident”. These users make up over 80% of all potential and current users in the Banyule LGA.

#### Methods of Separation



Physical separation: Paths, shared or exclusive-use, separated from the roadway.

Visual separation: Line marked space on roads, bicycle lanes or shoulders.

Mixed traffic: Riders share road lanes with motor vehicles. There are two categories of shared space:

- **Spacious profile:** with a consistently wide kerb lane to allow riders and drivers to share space according to the prevailing road speed.
- **Tight profile:** used in low-speed, low motor vehicle volume environments. In this case the lane width is restricted so that vehicles cannot pass riders.

## User Needs and Facilities

### Facilities for Place Making – Healthy Streets

The Healthy Streets Framework was developed to facilitate a holistic approach to improving streets for people. The Healthy Streets Approach has been adopted by Greater London and other places where a similar outcome is sought.

There are several reasons why communities would like to make streets more welcoming and pleasant for walking and cycling. This can include climate change mitigation, place-making, encouraging alternative modes of transport, public health outcomes and more. The Framework offers a step-by-step guide to creating these environments.

The figure to the right highlights factors that make for an attractive environment for walking and cycling on our streets. Ultimately, these are urban design factors that are qualitative and most often the most tangible considerations for users.

In the context of Banyule and the rail corridor, the Healthy Streets Framework provides guidance on developing facilities and building amenity along the corridor to encourage walking and cycling as a choice mode for potential users in the community. This comes back to enticing the “interested but concerned” and “enthused and confident” groups of cyclists into accessing the corridor.





## User Needs and Facilities

### Facilities for Place Making – Movement and Place: Urban Road and Street Design Guide (DoT)

#### Overview

The figure on the right illustrates the strategies to design streets that benefit current and future road users, as part of the Victorian Department of Transport's Urban Road and Street Design Guide (draft, 2020). These are relevant to the aspirations and outcomes sought for Banyule.

#### Movement

Roads and streets must move more people and reduce reliance on private vehicles. Enabling a variety of modes, increases accessibility and economic activity.

#### Place

Places can be enhanced by centering human-scaled experiences and emphasising inclusion, social interaction and personal and collective meaning.

#### Safety

Our roads and streets should be safe for all users. This strategy aligns with Towards Zero principles and emphasises safe speeds and safe roads.

#### Why this Matters

Applying these strategies means incorporating green infrastructure into active travel routes, ensuring these routes connect to places people want to visit, ensuring safety for all users by separating modes where needed, and ensuring comfort for users by including places to dwell and essential facilities (e.g., benches, drinking fountains, toilets).

Council will engage with DoT and assist in updating Movement and Place mapping when preferred routes are confirmed.

#### Ecology

Streets can protect and enhance the natural environment by enabling sustainable transport, incorporating green infrastructure, and using recycled and low impact materials.

#### Health

Roads and streets can support the physical and mental health of all users by improving air quality, reducing physical inactivity, and enabling social interaction.

#### Strategies



#### Guiding principles

##### GREAT ROADS AND STREETS...



Part Seven  
**Corridor Arrangements**



now



Stantec

**OUTLINES**

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

53

## Corridor Arrangements Proposed Infrastructure

### Summary of Cycle Treatment Types



#### Quietway / mixed traffic street

- No physical infrastructure, just painted cycle lanes or sharrows.
- Suitable for streets with speeds of 40km/h or less and with traffic volumes of less than 2000 motor vehicles per day.
- Due to the lower speeds and motor traffic volumes, people cycling can safely and comfortably mix with motor traffic.
- To ensure low speeds and motor vehicle volumes, these streets should include traffic calming and modal filters.



#### Protected Cycle Lane

- Suitable for streets with speeds over 40km/h and with traffic volumes of more than 2000 motor vehicles per day.
- Protection can be in the form of parked cars and/or kerbed buffers.
- These can be built on a "pop up" or trial basis using flexible bollards and bolt-down kerbs.



#### Shared Use Path (SUP)

- Shared paths are for walking and cycling and should only be used if separate space is not available for each mode. Shared paths provide lower levels of service to people walking and cycling, as these modes have different speeds.
- Shared paths are unsuitable for access to public transport, e.g. station precincts. In these locations, the Disability Standards for Accessible Public Transport 2002 apply, which do not support shared paths.
- For this study, shared paths have been defined as "on-road" (alongside a road by widening an existing path or building a new path) or "off-road" (separate from the road, e.g. in parkland or along the railway line). Shared paths are recommended to be as wide as possible.



## Corridor Arrangements

### Cycling Treatments - Quietway

A Quietway is a traffic calmed street with reduced access movements for motor vehicles. The slower speeds and lower volumes of motor vehicles means it is safe to cycle with motor traffic.

**Access restrictions:** turn bans or modal filters



**Traffic calming:** buildouts with cycle bypasses



**Sharrows:** show it's safe to 'take the lane'





## Corridor Arrangements

### Cycling Treatments - Midblock



Bus stop bypass



Two-way cycleway



Stepped cycleway



Modal filter



Contraflow cycle lane



Give way slow point under bridge for cars



## Corridor Arrangements

### Cycling Treatments – Intersections & Space Activation



Entrance/exit only street



Raised intersection



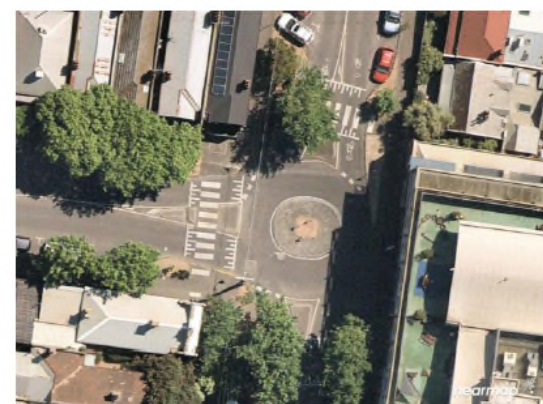
Space activation



Diagonal filter



Left in, left out

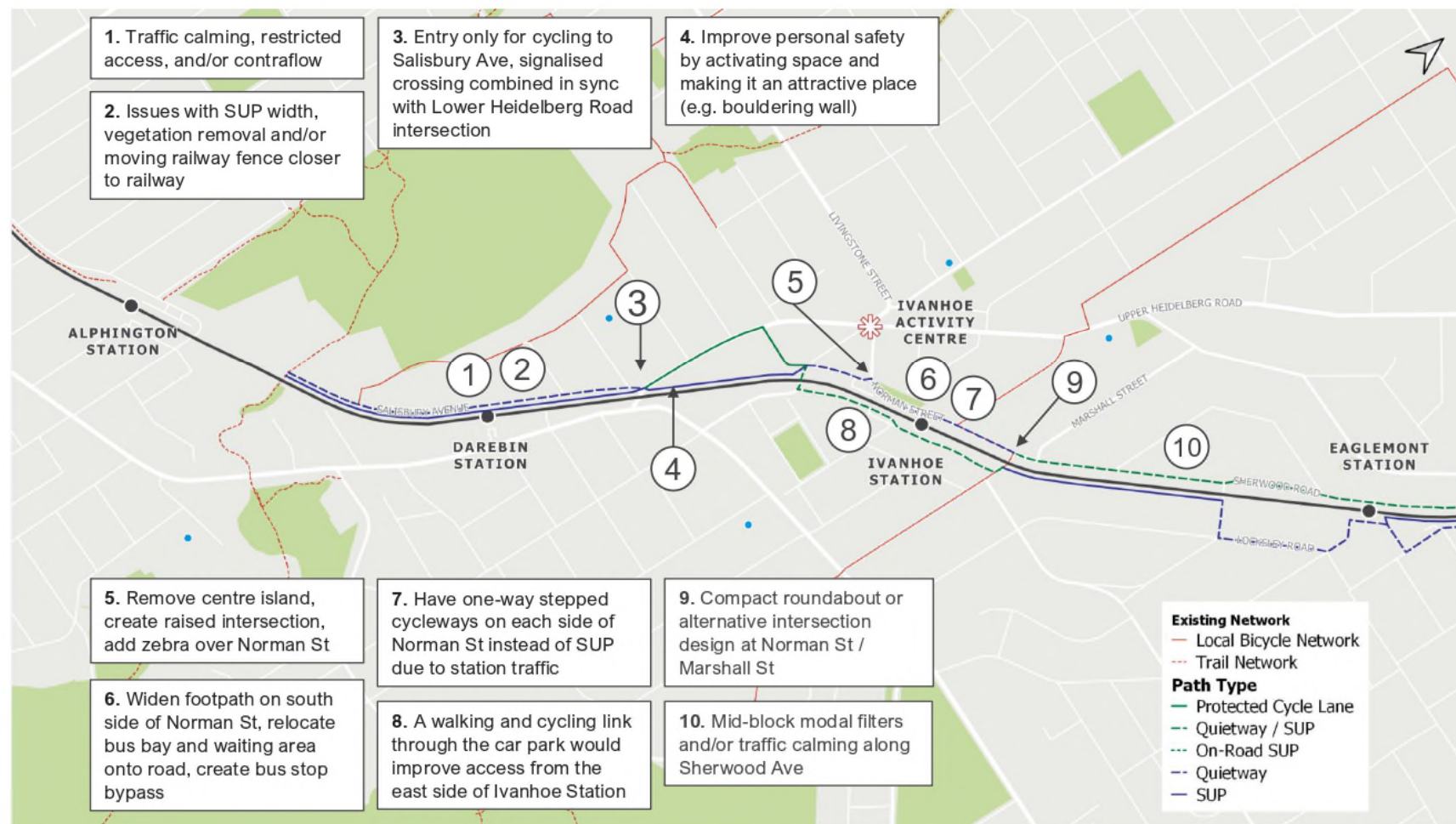


Compact roundabout



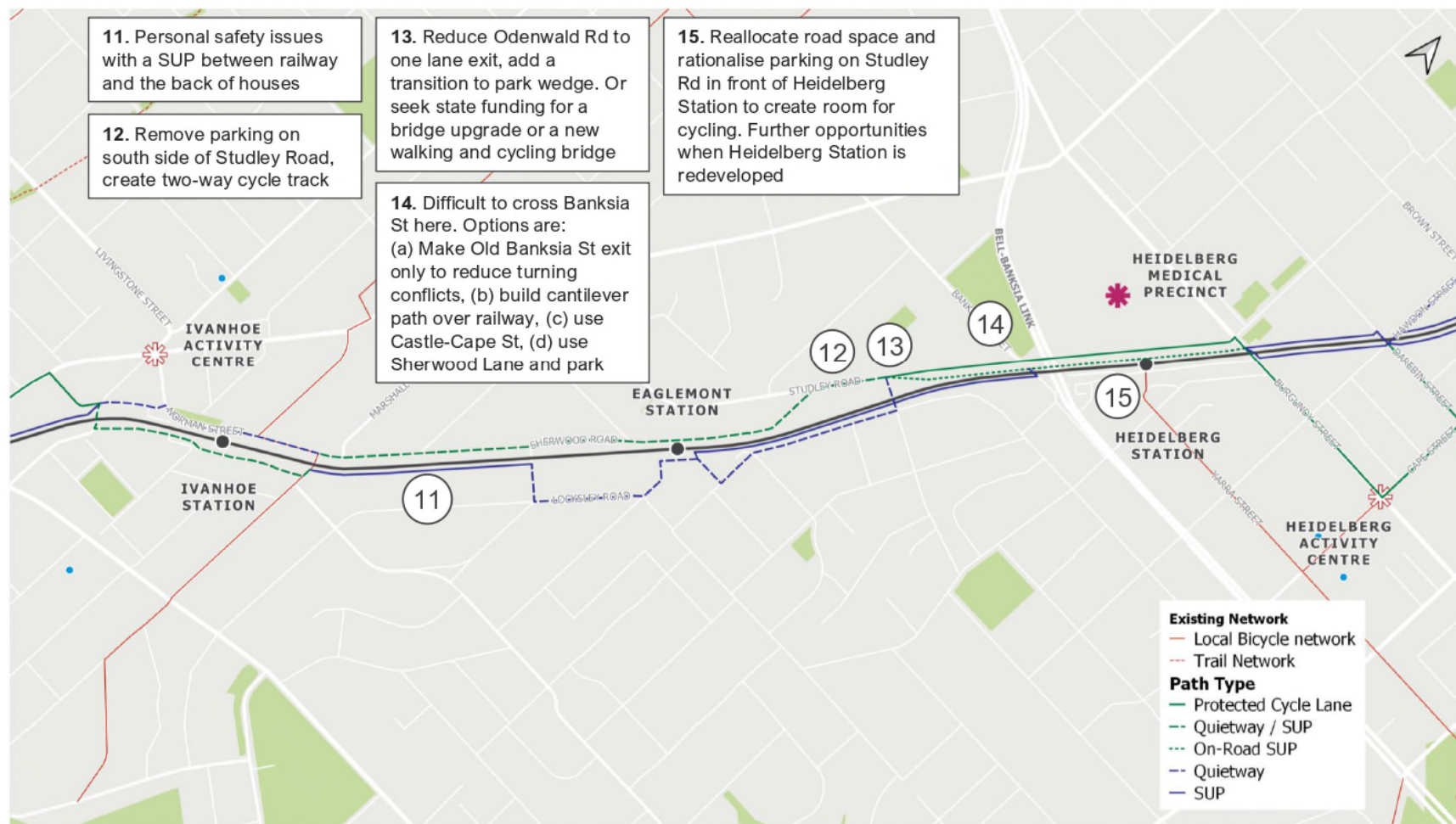
## Corridor Arrangements

## Darebin to Ivanhoe - Cycling Treatments



## Corridor Arrangements

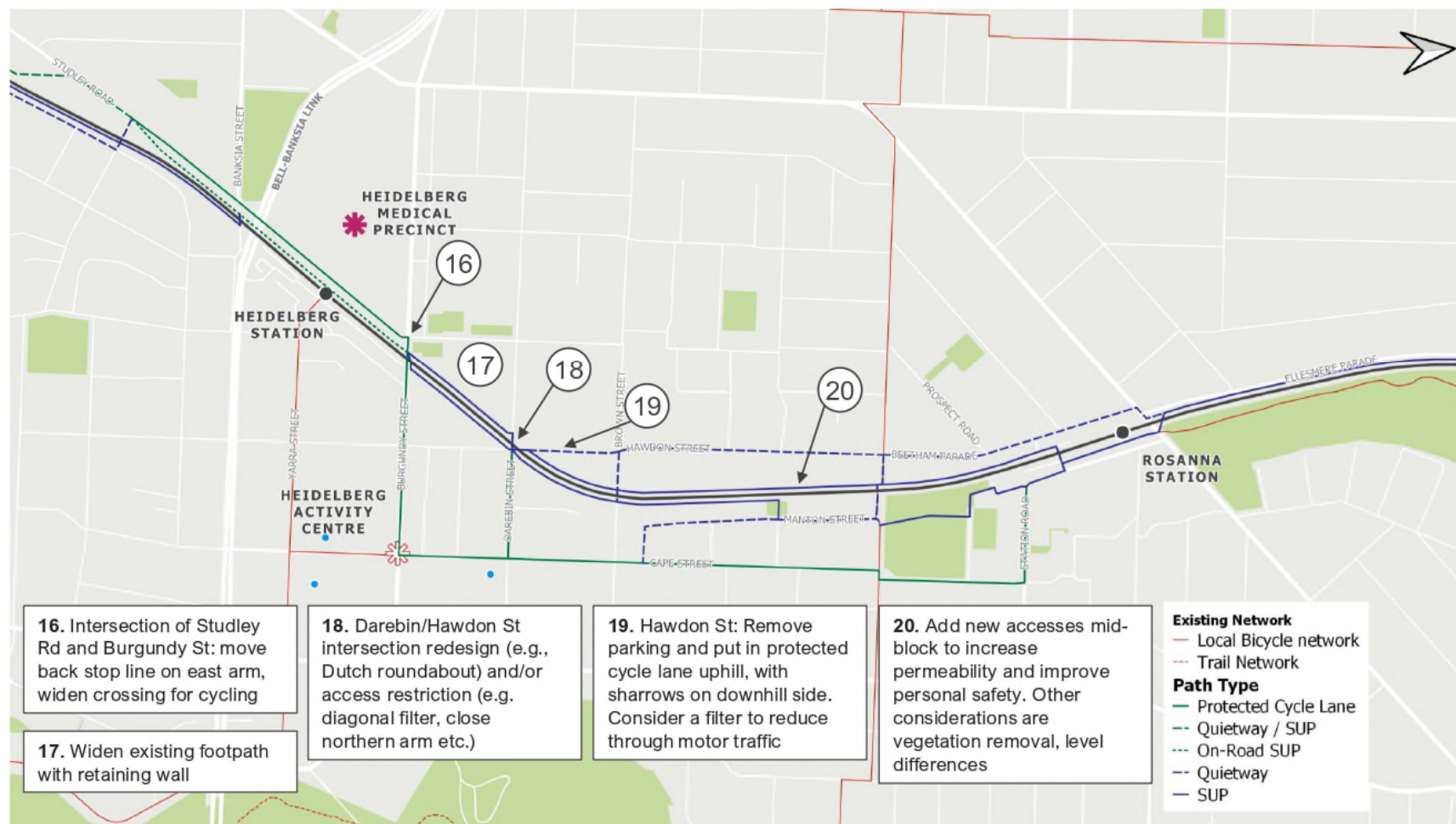
### Ivanhoe to Heidelberg - Cycling Treatments





## Corridor Arrangements

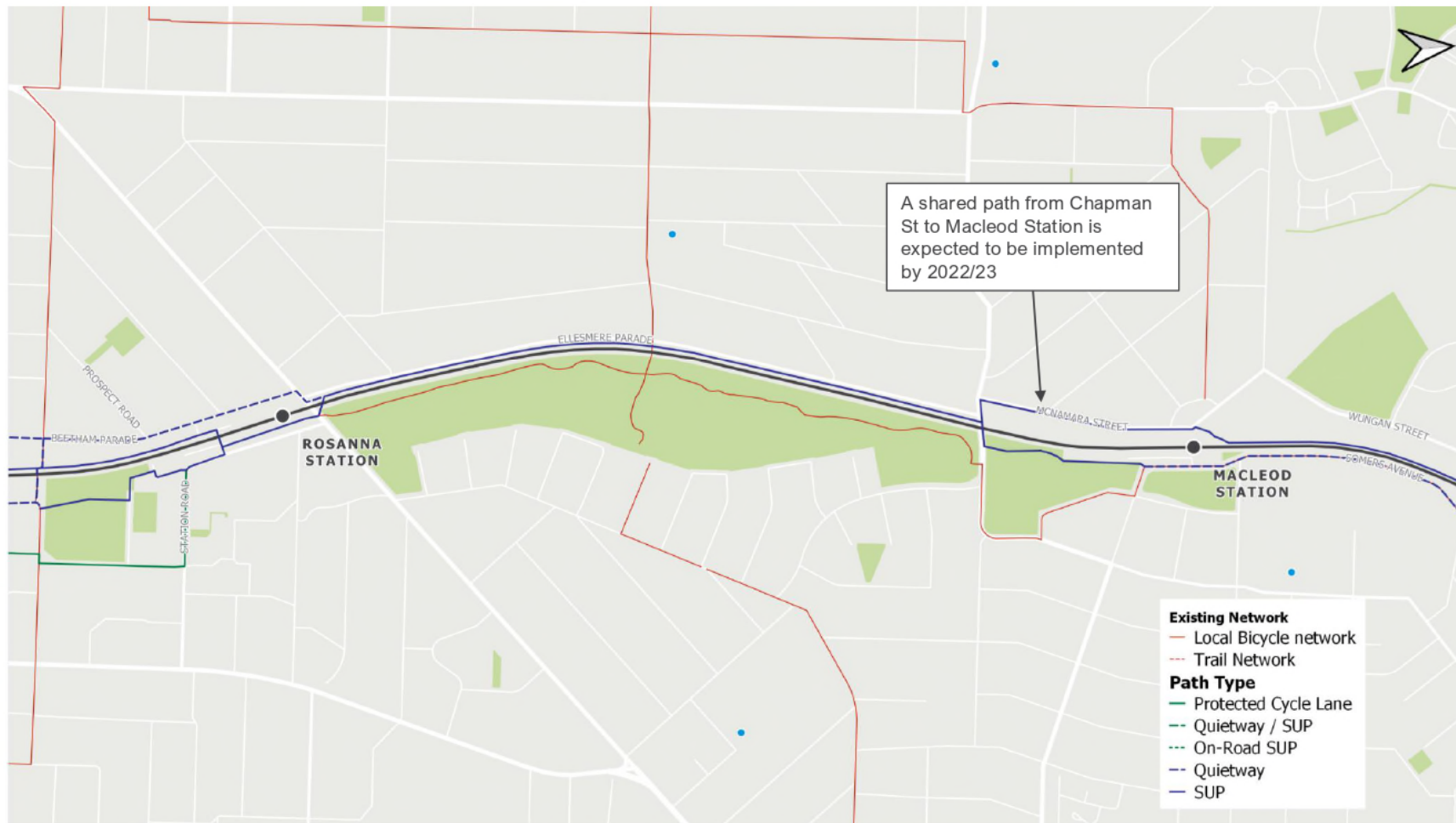
### Heidelberg to Rosanna - Cycling Treatments





## Corridor Arrangements

### Rosanna to Macleod - Cycling Treatments



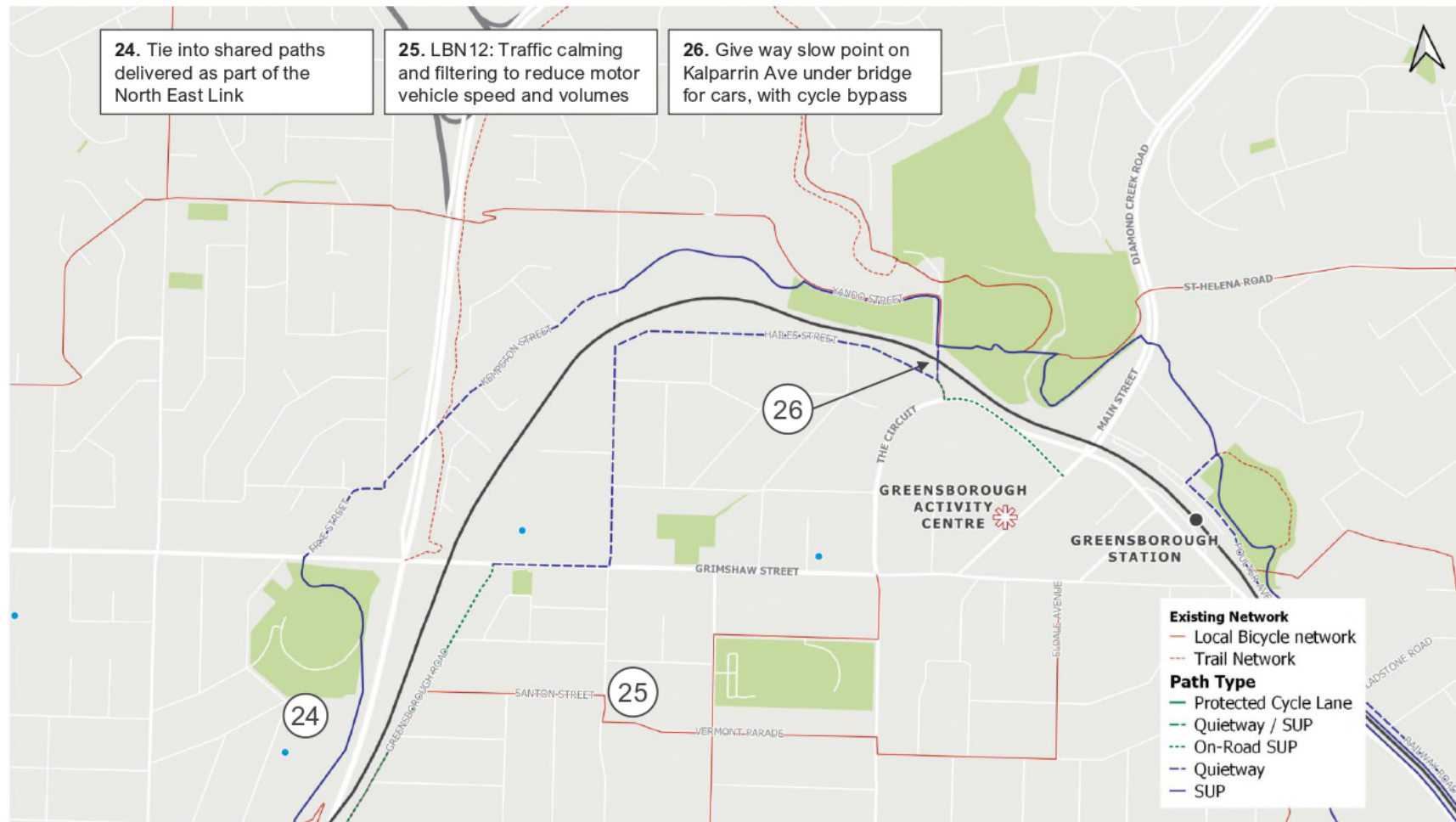
## Corridor Arrangements

## Macleod to Watsonia - Cycling Treatments



## Corridor Arrangements

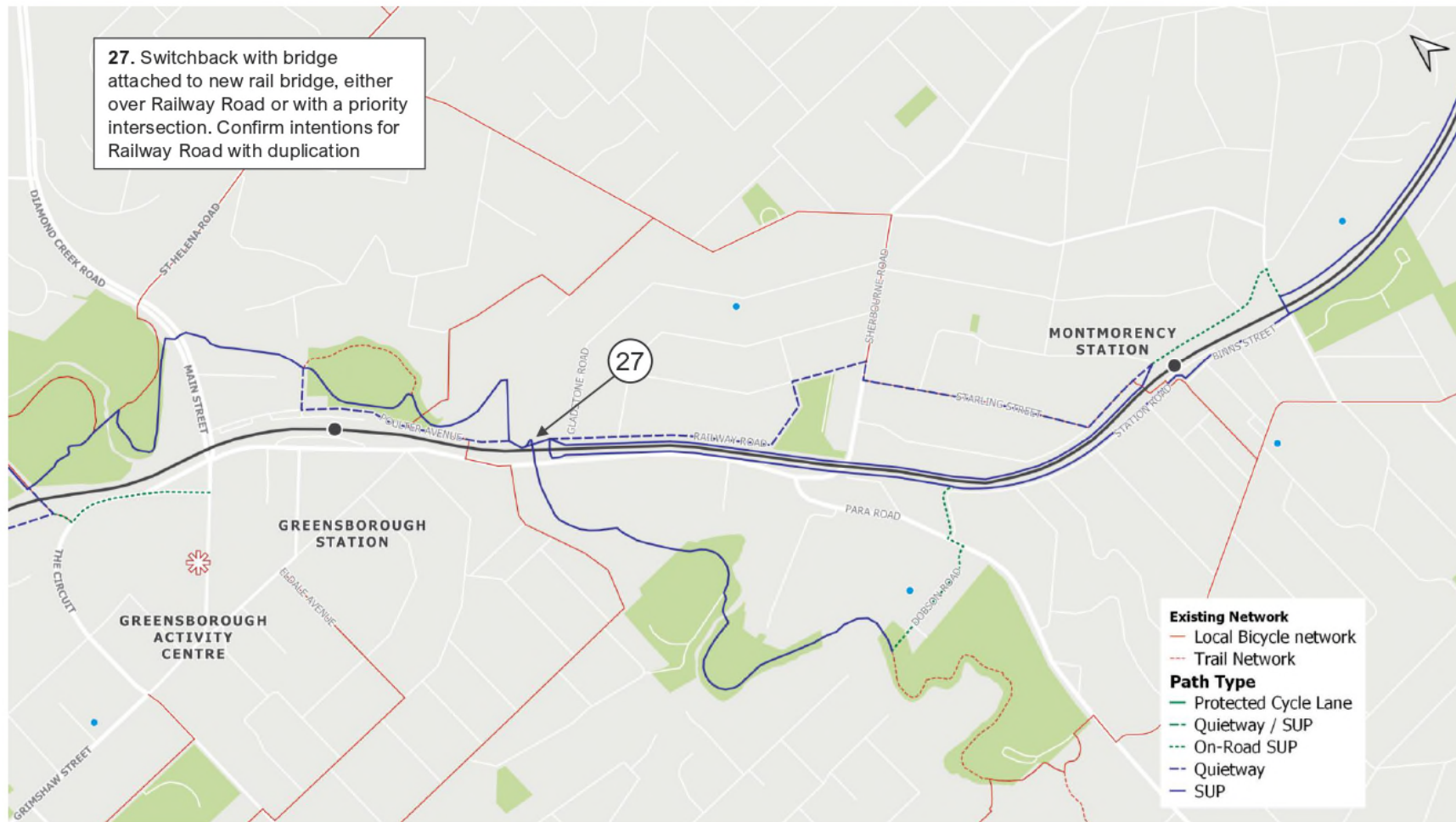
## Watsonia to Kalparrin Gardens - Cycling Treatments





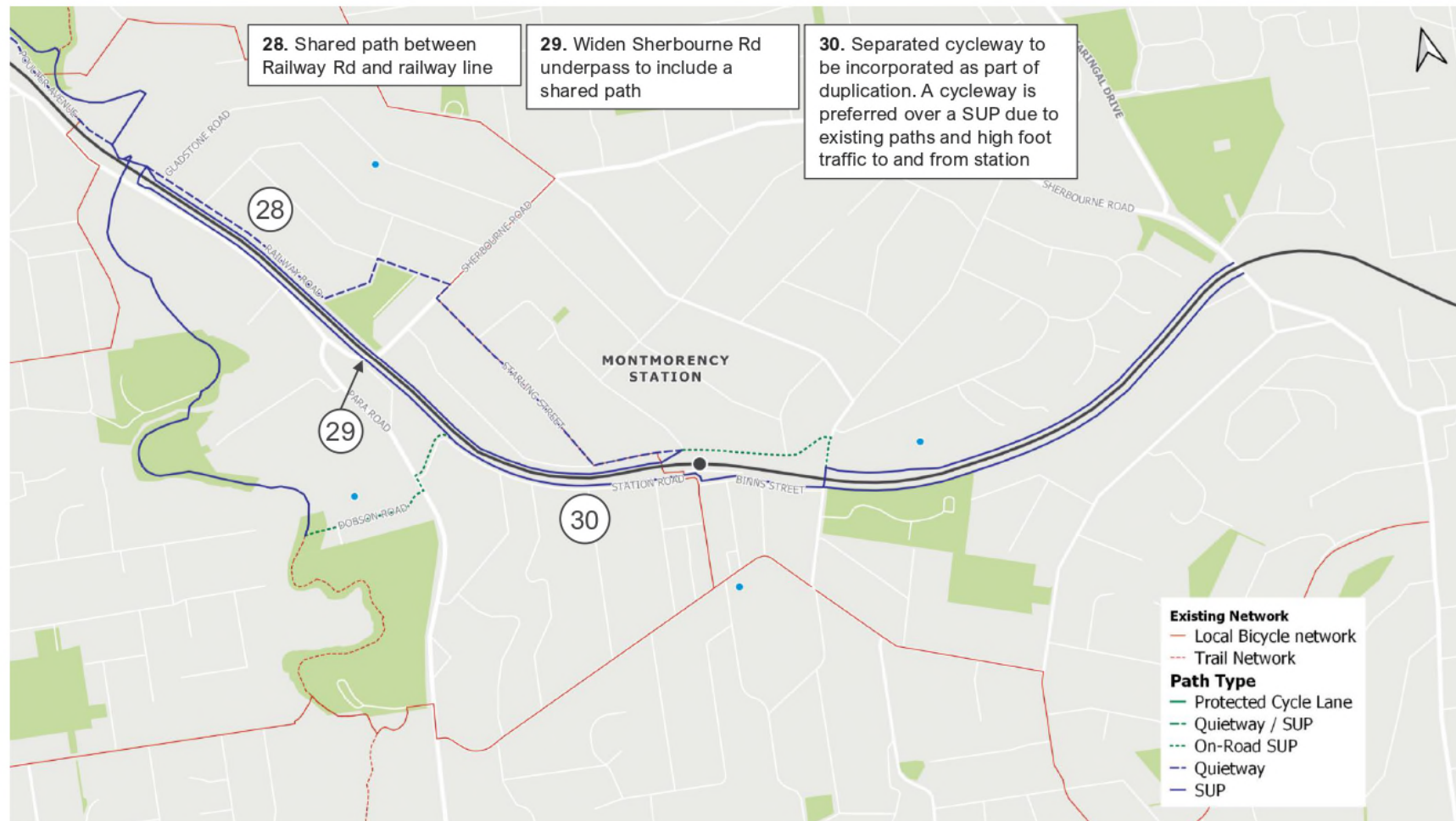
## Corridor Arrangements

### Kalparrin Gardens to Greensborough - Cycling Treatments



## Corridor Arrangements

### Greensborough to Montmorency - Cycling Treatments



## Part Eight Urban Design and Open Space



now



**Stantec**

**OUTLINES**

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

66



## Urban Design and Open Space





## Urban Design and Open Space Overview

As outlined in the *Banyule Public Open Space Plan 2016-2031*, Banyule is fortunate to have an extensive network of public open space, contributing to a local lifestyle, identity and character that is appreciated by communities.

The guiding principle of Council's open space strategy is community health and wellbeing, which recognizes the significant health benefits that proximity to natural environments provides.

The environment adjacent to the rail corridor and proposed cycle route presents an opportunity for enhancement and improvement through applying best practice open space and urban design principles.





## Urban Design and Open Space Approach

The proposed cycling corridor presents opportunities to make improvements to the urban environment.

Generally, each location or scenario would require a specific design approach. However, it is possible to summarize the various opportunities into key design principles.

The key design principles applied are:

- Ecology
- Amenity
- Safety



Water sensitive urban design applied along road verge



## Urban Design and Open Space

### Design Principle - Ecology

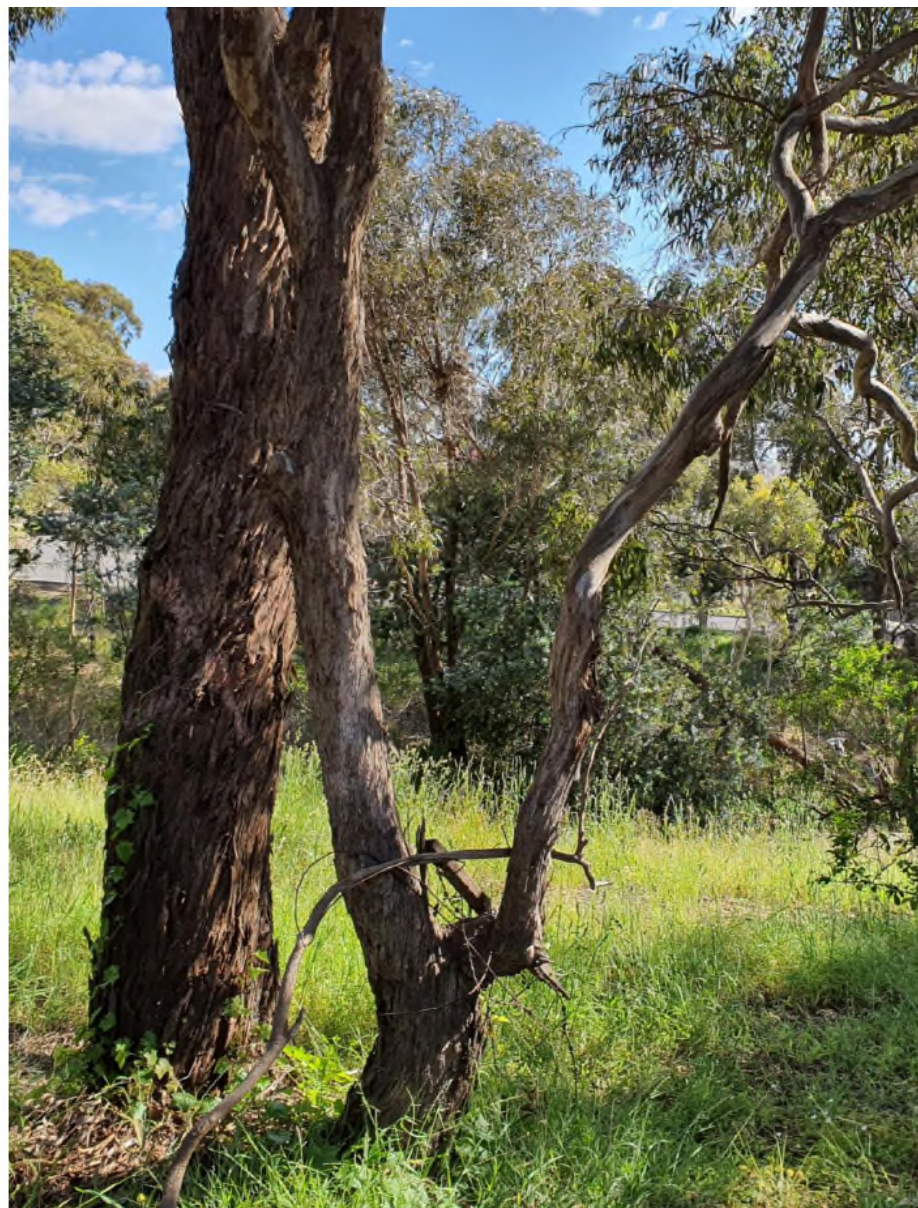


The principle of ecology encompasses the many aspects of landscape and open space design.

When thinking about the ways to implement ecological design in urban environments, various aspects are to be considered, such as water quality, air quality and soil health. This section will focus on:

- Biodiversity
- Habitat
- Aesthetics and visual improvement

The overriding design principles can be applied to design interventions 'on the ground' such as street tree planting, revegetation, perennial garden beds or community gardens.



Managing weeds around existing habitat trees improves their value



## Urban Design and Open Space

### Strategies to implement Design Principle – Ecology

#### Biodiversity



Map and record native vegetation via arborist or ecological assessments. Rail corridors in Australia are particularly well-known as biodiversity hotspots, due to minimal landscape intervention and maintenance.

Retain and protect remnant vegetation – trees, bushes and groundcovers.

Plant a variety of species.

#### Habitat



Retain and protect mature trees which are habitat for native fauna.

Replace removed trees with locally indigenous species.

Plant insect and bird-attracting flowering species.

Leave logs on the ground for reptiles and invertebrates

#### Aesthetics and visual improvement



Retain and protect vegetation contributing to local character.

Plant street trees appropriate to their location and guidelines set by Council.

Encourage 'greening' of the urban environment by planting under-utilised spaces such as nature-strips, verges or the rail corridor.

## Urban Design and Open Space

### Strategies to implement Design Principle – Ecology

#### Groundcover planting



Low groundcovers are often suitable for streetscape planting in verges and next to paths.

Native grasses and strappy plants are species that can be hardy and drought-tolerant.

Flowering plants and perennials are valued for visual and seasonal interest.

Water sensitive urban design within streetscapes or open space reserves can be used for passive irrigation or treatment of stormwater.

#### Mid-storey planting



Plant insect and bird-attracting flowering species, which are typically the mid-storey plants in an ecosystem.

Plant 'woody meadows' for interesting flowering, and low-maintenance gardens. (Woody Meadows are diverse shrub plantings maintained by coppicing (hard-pruning to 10-20 cm) to promote flowering and create dense canopies to exclude weeds.)

Bushes and medium-height plants are not often found in the public realm due to perceived safety issues around lack of visibility.

Opportunities exist along the rail corridor such as on embankments or areas set back from public paths or points of access.

#### Trees



Tree species selection should consider various factors, including:

- Location – streetscape, reserve, local character
- Size – height under powerlines, proximity to roads or other assets
- Suitability – species proven as street trees, or trees suitable for ecological habitat etc.
- Infill street tree planting where lacking

Increase tree canopy coverage to combat the urban heat island effect (see *Banyule Council's Urban Forest Strategic Plan*).

Trees adjacent to the rail line will need to conform with VicTrack and Metro Train guidelines with respect to height and spread.



## Urban Design and Open Space

### Strategies to implement Design Principle – Ecology

#### Water sensitive urban design (WSUD)



Water sensitive urban design within streetscapes or open space reserves can be used for passive irrigation or treatment of stormwater.

#### Resident gardening



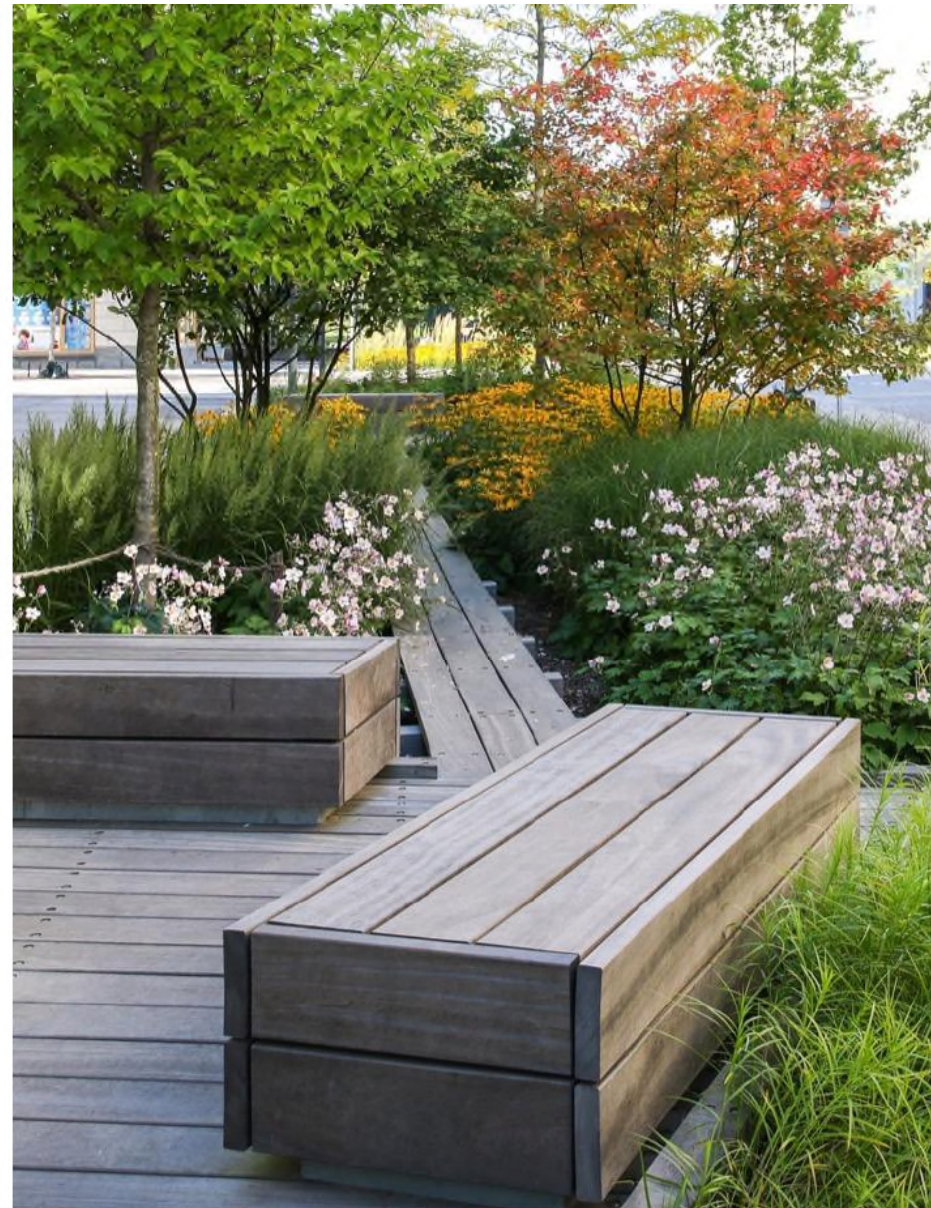
Encourage input and 'ownership' by resident or Friends' groups to 'beautify' under-utilised land.

## Urban Design and Open Space Design Principle - Amenity



Supporting infrastructure is critical to improve user experience:

- Local connectivity and access
- Facilities for people walking and cycling
- Community engagement and activity



Provision of seating in pocket park



## Urban Design and Open Space Strategies to implement Design Principle – Amenity

### Connectivity and access



Ensure clear, accessible links to important destinations that are likely to correlate with cycle usage:

- Parks, playgrounds and reserves
- Schools and sporting facilities
- Shops
- Other bike routes

### Facilities for people walking and cycling



Install supporting infrastructure at regular locations, to facilitate and enhance the user experience:

- Bike parking, fixit stations or electric bike charging
- Places to pause and rest, with regular seating along footpaths, shared paths and cycleways. Shade, either fixed structures or canopy trees
- Drinking fountains, picnic tables or shelters
- Wayfinding signage
- Toilets

### Community engagement and activity



Encourage community engagement such as Friends' groups or community gardens within Council-owned land.

Provide signage and education regarding environmental values.

Provide local plant species lists and nurseries for use in back or front yards.



## Urban Design and Open Space

### Design Principle - Safety



Providing a safe environment for pedestrians and cyclists is a fundamental of good design.

Introduce traffic calming treatments that can be integrated with landscape interventions

- Visibility and passive surveillance
- Traffic calming
- Safety infrastructure



Low groundcover plants and clear-trunked trees assist with maximum visibility between user groups – pedestrians, cyclists and drivers



## Urban Design and Open Space

### Strategies to implement Design Principle – Safety

#### Visibility and passive surveillance



Visibility is important to increase the perception of safety. Clear, open spaces are more comfortable and can be implemented in a variety of ways:

- Paths located close to areas of activity feel safer
- Lighting
- Visibility from adjoining properties, passive surveillance
- Trees and planting should ensure clear sightlines
- Vegetation should not cause a physical hazard to cyclists or vehicles

#### Traffic calming



Landscaping and urban design can facilitate traffic calming:

- Narrower streets and street trees indicate to drivers that it is a lower-speed environment
- Reduced road corner radius at an intersection can slow vehicles and provide an opportunity to plant in the verges
- Chicanes are designed to slow vehicles and are an opportunity for garden beds or street tree indents

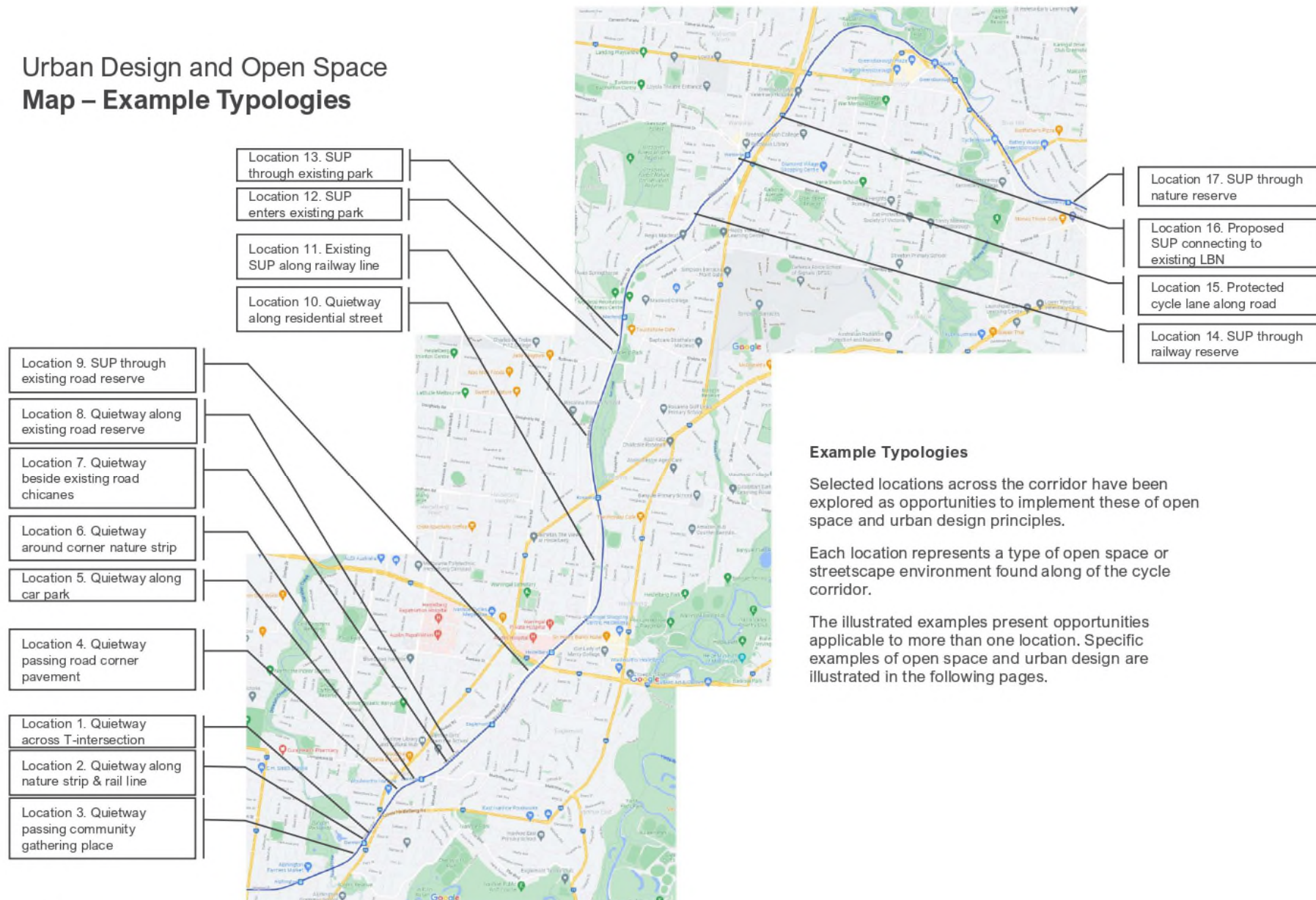
#### Safety infrastructure



Supporting infrastructure can benefit users and improve their experience:

- Use lighting to improve areas of low activation or passive surveillance
- Use barriers where needed to reduce hazards, such as fencing along the railway line, bollards

## Urban Design and Open Space Map – Example Typologies



### Example Typologies

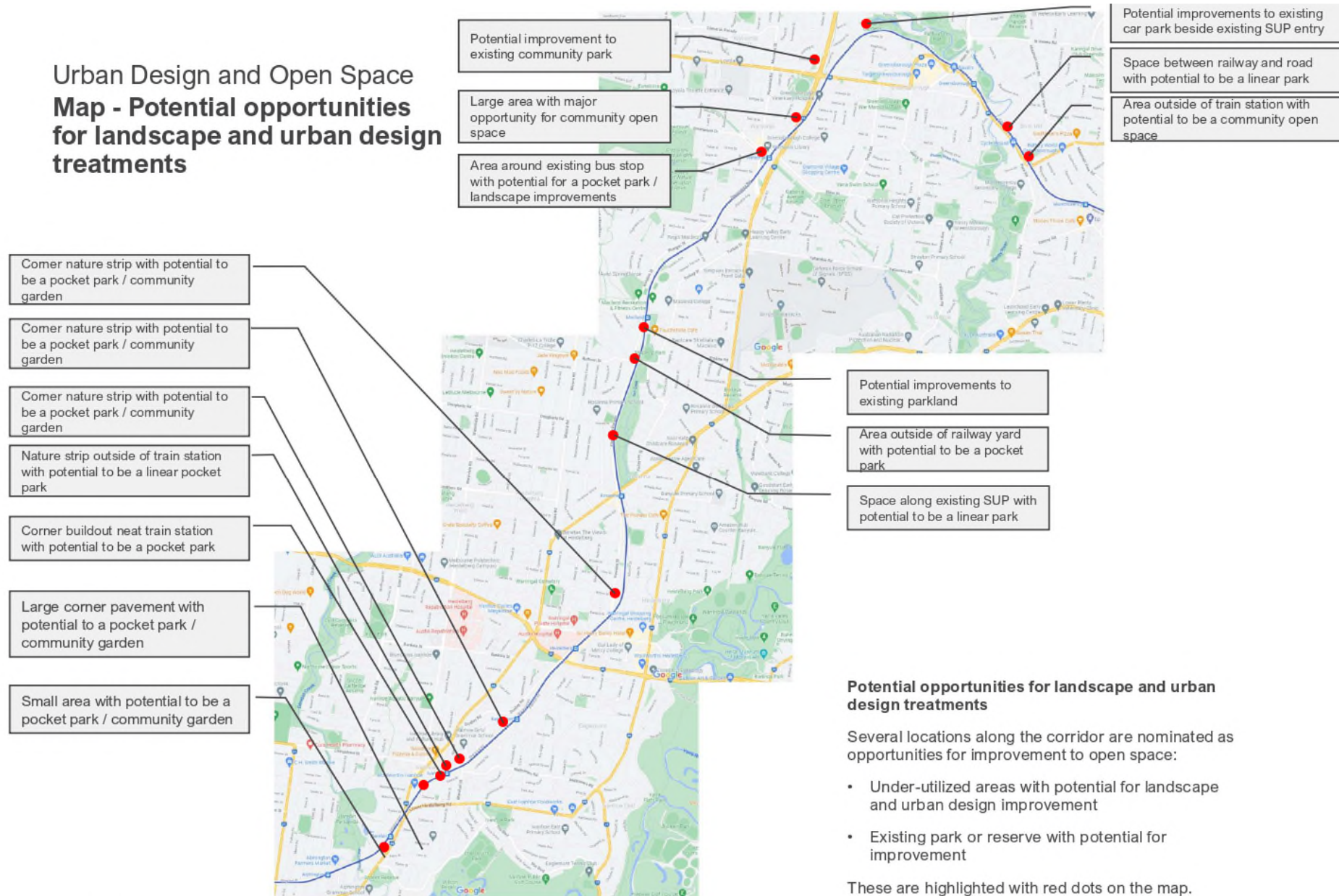
Selected locations across the corridor have been explored as opportunities to implement these of open space and urban design principles.

Each location represents a type of open space or streetscape environment found along of the cycle corridor.

The illustrated examples present opportunities applicable to more than one location. Specific examples of open space and urban design are illustrated in the following pages.



## Urban Design and Open Space Map - Potential opportunities for landscape and urban design treatments



## Urban Design and Open Space Illustrations

The following pages illustrate various ways to implement the principles of open space and urban design.

Specific locations have been illustrated as a guide and example of the strategies that can be implemented across the bicycle corridor.

## Urban Design and Open Space Example Typologies

Location 1. Quietway across T-intersection  
(Darebin to Ivanhoe – Salisbury Ave)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Introduce WSUD
- d** Reduce road corner radii and introduce WSUD planting

Location 2. Quietway along nature strip & rail line  
(Darebin to Ivanhoe – Salisbury Ave)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest



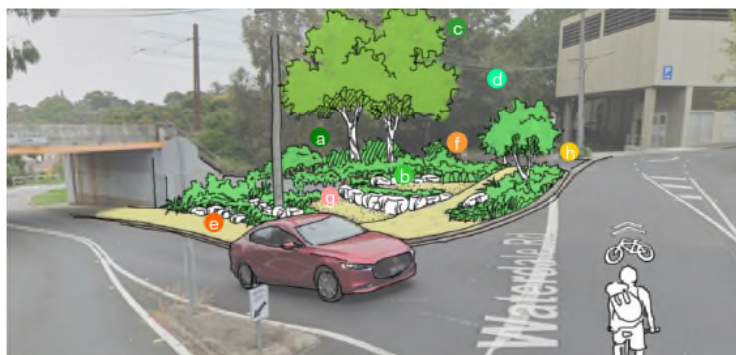
## Urban Design and Open Space Example Typologies

Location 3. Quietway passing community gathering place  
(Darebin to Ivanhoe – Salisbury Ave)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Plant medium height flowering feature trees under power lines to provide shade and visual attraction
- d** Identify potential location for community open space  
Enhance the usability of proposed community open space by providing amenities such as:
- e** Seating
- f** Wayfinding signages
- g** Barrier fence along railway

Location 4. Quietway passing road corner pavement  
(Ivanhoe to Heidelberg – Waterdale Rd)

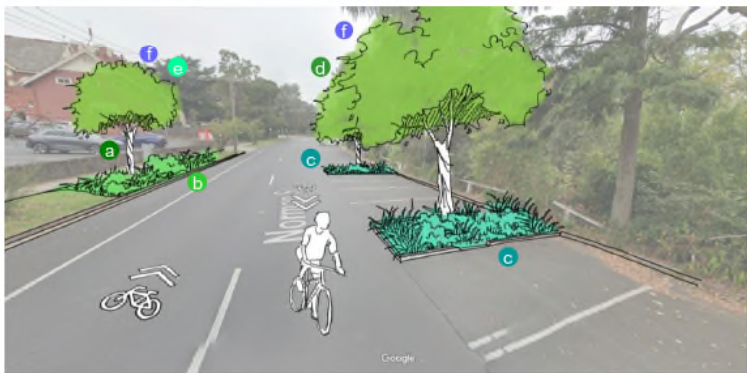


- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Planting clear trunk native shade trees to provide natural shade
- d** Planting medium height flowering feature trees under power lines to provide shade and visual attraction
- e** Identify potential location for community open space  
Enhance the usability of proposed community open spaces by providing amenities such as:
- f** Bike parking / bike fixit stations
- g** Seating / drinking fountains
- h** Potential for wayfinding signage

\* Area shown above will be considered as part of the Waterdale Road Pocket Parks and Shared Zone Project to be delivered in 2022 by Council.

## Urban Design and Open Space Example Typologies

Location 5. Quietway along car park  
(Ivanhoe to Heidelberg – Norman St)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Introduce WSUD
- d** Plant clear trunk native shade trees to provide natural shade
- e** Plant medium height flowering feature trees under power lines to provide shade and visual attraction
- f** Increase tree planting along the corridor as vertical visual elements to calm traffic

Location 6. Quietway around corner nature strip  
(Ivanhoe to Heidelberg – Norman St)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Identify potential location for community open space  
Enhance the usability of proposed community open space by providing amenities such as:
- d** Bike parking / bike fixit stations / e-bike charging at the proximity of train station
- e** Seating / drinking fountain
- f** Wayfinding signage



## Urban Design and Open Space

### Example Typologies

Location 7. Quietway beside existing road chicanes  
(Ivanhoe to Heidelberg – Sherwood Rd)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Introduce WSUD
- d** Plant clear trunk native shade trees to provide natural shade
- e** Plant medium height flowering feature trees to provide shade and visual attraction
- f** Create pinch points by extending existing chicanes integrated with planting
- g** Increase tree planting along the corridor as vertical visual elements to calm traffic

Location 8. Quietway along existing road reserve  
(Ivanhoe to Heidelberg – Sherwood Rd)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Planting clear trunk native shade trees to provide natural shade
- d** Plant supplementary planting of trees (medium height trees under power lines) for long-term provision of canopy
- e** Increase tree planting along the corridor as vertical visual elements to calm traffic



## Urban Design and Open Space Example Typologies

Location 9. SUP through existing road reserve  
(Ivanhoe to Heidelberg – Studley Rd)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Plant clear trunk native shade trees to provide natural shade
- d** Increase tree planting along the corridor as vertical visual elements to calm traffic
- e** Barrier fence along railway / SUP

\* To accommodate proposed SUP through existing nature reserve by extending the edge of reserve and reducing road medium and removing existing trees (as shown dashed in red) .

Location 10. Quietway along residential street  
(Heidelberg to Rosanna – Hawdon St)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Plant clear trunk native shade trees to provide natural shade
- d** Plant medium height flowering feature trees under power lines to provide shade and visual attraction
- e** Create pinch points by Introduce chicanes integrated with planting
- f** Introduce speed humps integrated with planting
- g** Increase tree planting along the corridor as vertical visual elements to calm traffic

## Urban Design and Open Space Example Typologies

Location 11. Existing SUP along railway line  
(Rosanna to Macleod – Ellesmere Parade)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Plant clear trunk native shade trees to provide natural shade
- d** Plant medium height flowering feature trees under power lines to provide shade and visual attraction
- e** Identify potential locations for community open space
- Enhance the usability of proposed community open space by providing amenities such as:
- f** Seating / drinking fountain
- g** Increase tree planting along the corridor as vertical visual elements to calm traffic

Location 12. SUP enters existing park  
(Rosanna to Macleod – McNamara St)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Plant clear trunk native shade trees to provide natural shade
- Enhance the usability of existing community open space by providing amenities such as:
- d** Seating / drinking fountain
- e** Increase tree planting along the corridor as vertical visual elements to calm traffic



## Urban Design and Open Space Example Typologies

Location 13. SUP through existing park  
(Rosanna to Macleod – McNamara St)



- a** Introduce tiered native woody meadows planting
  - b** Introduce flowering bulbs and perennials to create visual and seasonal interest
  - c** Plant clear trunk native shade trees to provide natural shade
- Enhance the usability of existing community open space by providing amenities such as:
- d** Potential for bike parking / bike fixit stations / e-bike charging at the destination
  - e** Seating / drinking fountains
  - f** Potential for wayfinding signages
  - g** Increase tree planting along the corridor as vertical visual elements to calm traffic

Location 14. SUP through railway reserve  
(Macleod to Watsonia – Devonshire Rd)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Barrier fence along railway / SUP



## Urban Design and Open Space Example Typologies

Location 15. Protected cycle lane along road  
(Watsonia to Kalparrin Gardens – Watsonia Rd)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Planting clear trunk native shade trees to provide natural shade
- d** Planting medium height flowering feature trees under power lines to provide shade and visual attraction
- e** Increase tree planting along the corridor as vertical visual elements to calm traffic

Location 16. Proposed SUP connecting to existing LBN with major opportunity for community open space (Watsonia to Kalparrin Gardens – Greenaway St)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Introduce WSUD
- d** Plant clear trunk native shade trees to provide natural shade
- e** Plant medium height flowering feature trees under power lines to provide shade and visual attraction
- f** Identify potential location for community open space
- Enhance the usability of proposed community open space by providing amenities such as:
- g** Potential for bike parking / bike fix station / e-bike charging at the destination
- h** Potential for seating / drinking fountains
- i** Potential for wayfinding signage
- j** Picnic / shade shelter



## Urban Design and Open Space

### Example Typologies

Location 17. SUP through nature reserve  
(Greensborough to Montmorency – Mayona Rd)



- a** Introduce tiered native woody meadows planting
- b** Introduce flowering bulbs and perennials to create visual and seasonal interest
- c** Planting clear trunk native shade trees to provide natural shade
- d** Planting medium height flowering feature trees to provide shade and visual attraction
- e** Increase tree planting along the corridor as vertical visual elements to calm traffic

\* To accommodate proposed SUP through existing nature reserve, existing trees are to be removed. (as shown dashed in red).

## Part Nine Alignment Options Assessment



now



**Stantec**

**OUTLINES**

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

90



## Assessment Framework Criteria

### Key Themes

The route options and treatments outlined in the previous sections were assessed using an assessment framework developed with input from Banyule City Council. Four categories of metrics were identified: Accessibility, Safety and Comfort, Network Integration and Path Performance, as shown in the diagram below. Scores for each of these categories were weighted based on their relative importance, for example Accessibility, and Safety and Comfort contributed 40% and 30% of the total score, respectively. Higher scores indicate a superior route for accessibility and user comfort. This assessment focused on the physical attributes of the routes and did not assess other elements such as cost.



Note – some criteria that were previously discussed have been removed as they were either not possible to be consistently assessed upon further work, or were criteria that the project team felt should be more of an outcome than a criteria of this study.

## Assessment Framework Criteria

### Criteria Bands

Key Theme	Criteria	Definition	Grade	Score	Definition
Accessibility – 40%	Place	The Place value within the M+P Framework	A	5	P1
			B	4	P2
			C	3	P3
			D	2	P4
			E	1	P5
	Places of Interest	Number of points of interest near the route, e.g. community centres, open space, schools	A	5	Connects to 4 points or more per kilometer
			B	4	-
			C	3	Connects to 2 points of more per kilometer
			D	2	-
			E	1	Connects to no points of interest
	Open Space	Distance to nearby public open space	A	5	Nearest open space is less than 200m away
			B	4	-
			C	3	Nearest open space is less than 400m away
			D	2	-
			E	1	Nearest open space is more than 800m away
	Crossing	Distance between crossing points over major road and rail links	A	5	No more than 25m
			B	4	-
			C	3	No more than 100m
			D	2	-
			E	1	More than 400m
Safety and Comfort – 30%	Traffic	Traffic speed and road type	A	5	Options are categorised based on the road speed and type, with separated trails rating the highest.
			B	4	
			C	3	
			D	2	
			E	1	
	Delay	Number of times a cyclist/pedestrian has to give way to other modes	A	5	No more than 0.5 stops per kilometer
			B	4	-
			C	3	No more than 1.0 stops per kilometer
			D	2	-
			E	1	More than 2.0 stops per kilometer



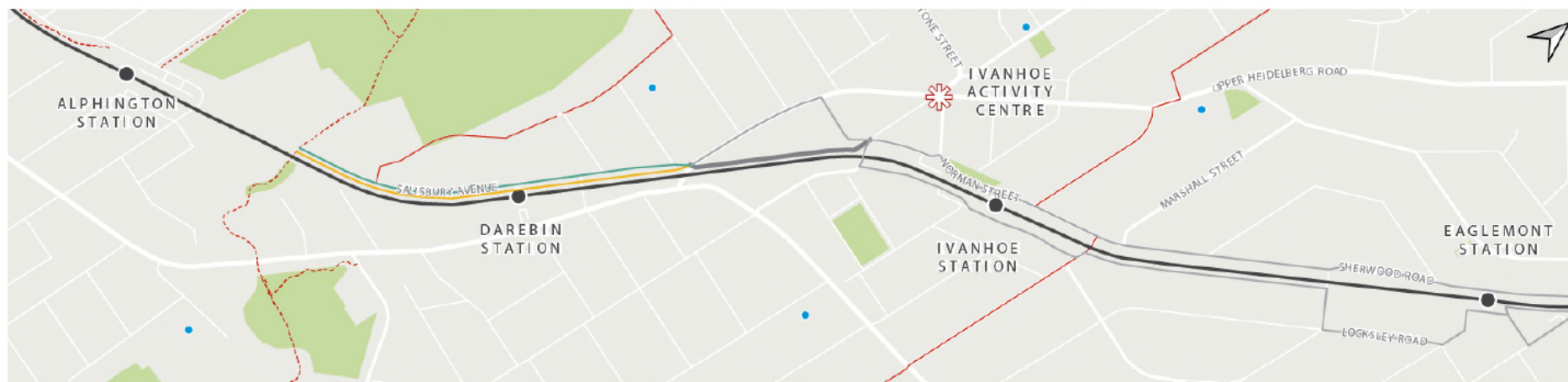
## Assessment Framework Criteria

### Criteria Bands

Key Theme	Criteria	Definition	Grade	Score	Definition
Network Integration – 15%	Strategic Corridor	Alignment with strategic corridors, e.g. SCC	A	5	Corridor is part of the SCC
			B	4	Corridor is part of the PBN
			C	3	Corridor is part of the LBN
			D	2	Corridor is part of the NRTS
			E	1	Corridor is not part of any strategic corridor
	Public Transport	Connectivity to public transport stations and stops	A	5	Corridor connects to a train station or major interchange
			B	4	-
			C	3	Corridor connects to bus stop
			D	2	-
			E	1	Corridor does not connect to any public transport
Path Performance – 15%	Elevation	Average gradient on path link	A	5	Flat grades 0-2%
			B	4	-
			C	3	Flat to steep grades 2-5%
			D	2	-
			E	1	Steep grades or steps 5% for more than 50m
	Detour	Route length compared to 'crow-flies' length	A	5	Detour factor is no more than 110%
			B	4	-
			C	3	Detour factor is no more than 120%
			D	2	-
			E	1	Detour factor exceeds 130%
	Turns	Number of sharp turns along a route	A	5	Less than 1.0 sharp turn per kilometre
			B	4	-
			C	3	Less than 2.0 sharp turns per kilometre
			D	2	-
			E	1	More than 3.0 sharp turns per kilometre

## Assessment by Section

## Section 1 – Darebin to Ivanhoe



## Major Precincts

- Major Activity Centre
- Major Education Precinct
- Major Health Precinct
- Schools

## Connections

- Local Bicycle Network
- Existing Trail Network

## Assessment

## Framework Options

- Common Section
- Option 1
- Option 2
- Option 3

## Option 1

Quietway along Salisbury Avenue to Upper Heidelberg Road

## Option 2

Shared use path along the western side of the Hurstbridge Rail Line to Upper Heidelberg Road

The southwest end of the corridor could connect to existing cycling corridors via Rockbeare Grove or the underpass at Darebin Station. In the longer term, a walking and cycling bridge over the Darebin Creek alongside the railway bridge could connect to the existing shared path at Alphington Station.

## Common Section

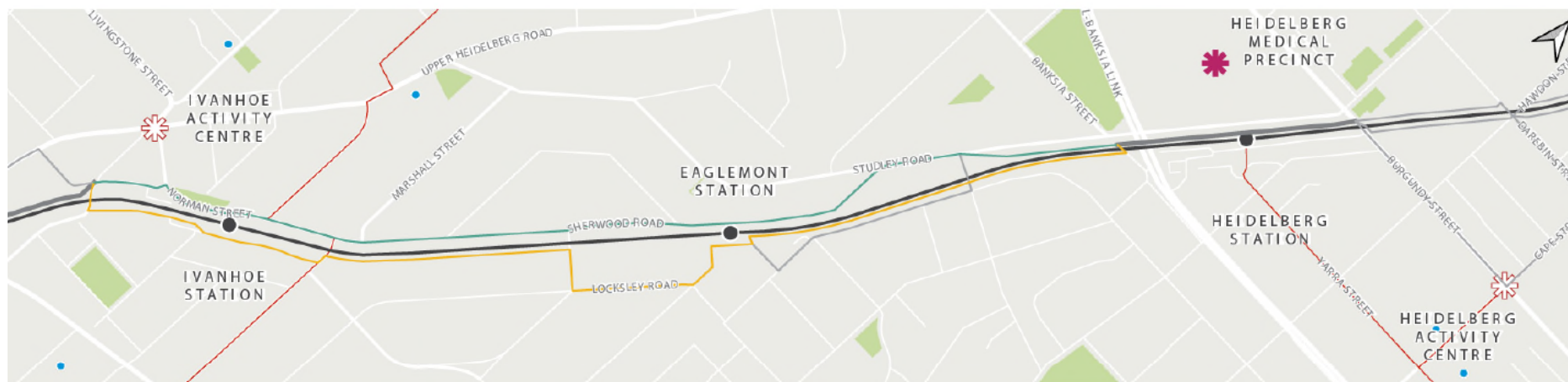
Shared use path along the western side of the Hurstbridge Rail Line from Upper Heidelberg Road to Kiernan Avenue

	OP 1	OP 2	Common
Place	C	C	C
Places of Interest	E	E	E
Open Space	C	C	A
Crossing	D	E	E
Traffic	C	A	A
Delay	E	D	A
Strategic Corridor	B	C	C
Public Transport	A	B	E
Elevation	C	C	C
Detour	A	A	A
Turns	A	A	E
<b>Weighted Score</b>	<b>8.10</b>	<b>8.30</b>	<b>8.95</b>



## Assessment by Section

### Section 2 – Ivanhoe to Heidelberg



#### Major Precincts

- Major Activity Centre
- Major Education Precinct
- Major Health Precinct
- Schools

#### Connections

- Local Bicycle Network
- Existing Trail Network

#### Assessment

##### Framework Options

- Common Section
- Option 1
- Option 2
- Option 3

#### Option 1

Quietway along Sherwood Road to Banksia Street and potential for sections of shared paths

#### Option 2

Shared use path along the eastern side of the Hurstbridge Rail Line to Banksia Street. Quietway around Eaglemont Station precinct

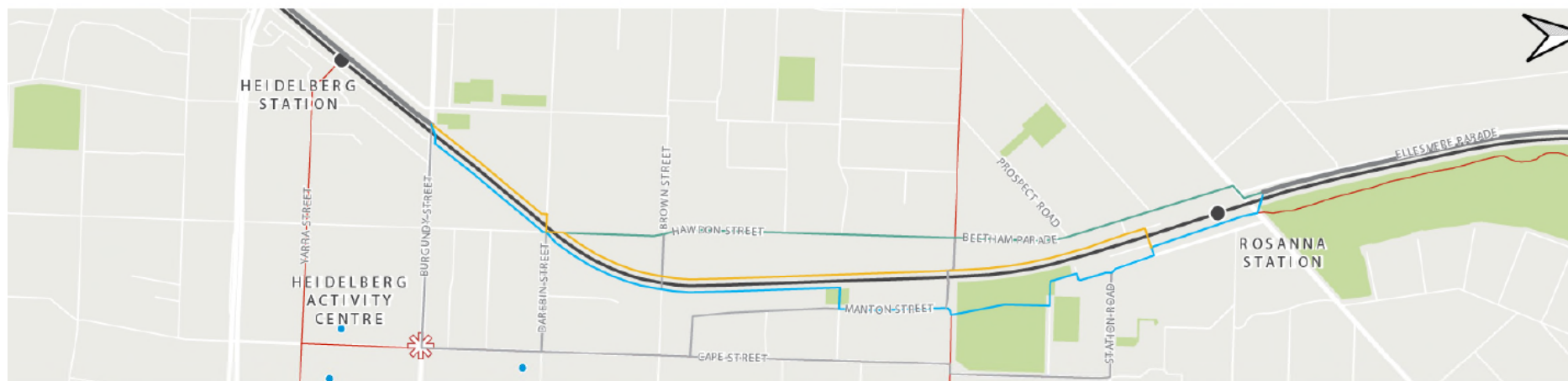
#### Common Section

On-road shared use path or on-road protected cycle lanes along Studley Road between Banksia Street and Burgundy Street

	OP 1	OP 2	Common
Place	D	C	D
Places of Interest	E	E	C
Open Space	A	A	A
Crossing	D	D	D
Traffic	C	B	A
Delay	D	D	E
Strategic Corridor	B	C	A
Public Transport	B	C	A
Elevation	B	B	A
Detour	D	E	A
Turns	B	E	A
<b>Weighted Score</b>	<b>8.20</b>	<b>8.00</b>	<b>10.35</b>

## Assessment by Section

### Section 3 – Heidelberg to Rosanna







#### Major Precincts

-  Major Activity Centre
-  Major Education Precinct
-  Major Health Precinct
-  Schools

#### Connections

-  Local Bicycle Network
-  Existing Trail Network

#### Assessment Framework Options

-  Common Section
-  Option 1
-  Option 2
-  Option 3

#### Option 1

Shared use path between Burgundy Street and Darebin Street along western side of rail corridor. Quietway along Hawdon Street

#### Option 2

Shared use path between Burgundy Street and Rosanna Station along western side of rail corridor.

#### Option 3

Shared use path between Burgundy Street and Manton Reserve along east side of rail corridor. Quietway along Manton Street. While this section scores highest, it may not be feasible due to recent works at the park.

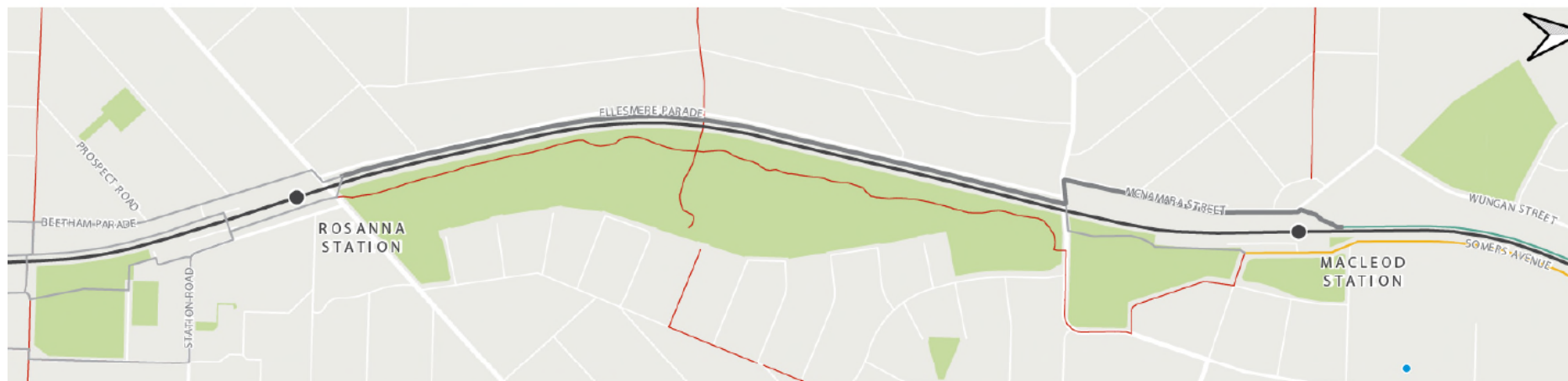
#### Common Section

Existing shared use path along the western side of the Hurstbridge Rail Line with extension towards Chapman Street.



	OP 1	OP 2	OP 3	Common
Place	D	D	D	D
Places of Interest	E	D	C	E
Open Space	A	B	A	B
Crossing	D	D	D	E
Traffic	C	A	A	A
Delay	D	C	C	A
Strategic Corridor	D	A	B	A
Public Transport	E	D	D	E
Elevation	B	C	C	B
Detour	A	B	C	A
Turns	D	E	E	A
<b>Weighted Score</b>	<b>7.60</b>	<b>8.65</b>	<b>9.15</b>	<b>9.20</b>

## Assessment by Section

### Section 4 – Rosanna to Macleod



#### Major Precincts

-  Major Activity Centre
-  Major Education Precinct
-  Major Health Precinct
-  Schools

#### Connections

-  Local Bicycle Network
-  Existing Trail Network

#### Assessment Framework Options

-  Common Section
-  Option 1
-  Option 2
-  Option 3

#### Option 1

See next page

#### Option 2

See next page

#### Common Section

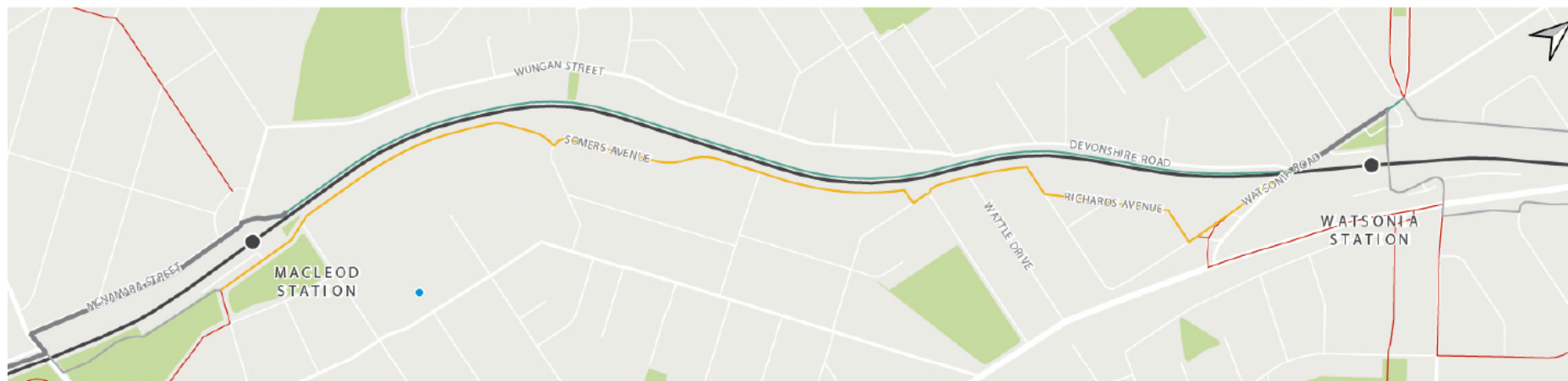
Existing shared use path along the western side of the Hurstbridge Rail Line with extension to Chapman Street (first phase) and then from Chapman Street to Macleod Station (second phase).

	OP 1	OP 2	Common
Place			D
Places of Interest			C
Open Space			A
Crossing			D
Traffic			A
Delay	See next page		E
Strategic Corridor			A
Public Transport			A
Elevation			A
Detour			A
Turns			A
<b>Weighted Score</b>			<b>10.35</b>



## Assessment by Section

### Section 5 – Macleod to Watsonia



#### Major Precincts

- Major Activity Centre
- Major Education Precinct
- Major Health Precinct
- Schools

#### Connections

- Local Bicycle Network
- Existing Trail Network

#### Assessment Framework Options

- Common Section
- Option 1
- Option 2
- Option 3

#### Option 1

Shared use path on the western side of the Hurstbridge Rail Line

#### Option 2

Quietway along Somers Avenue

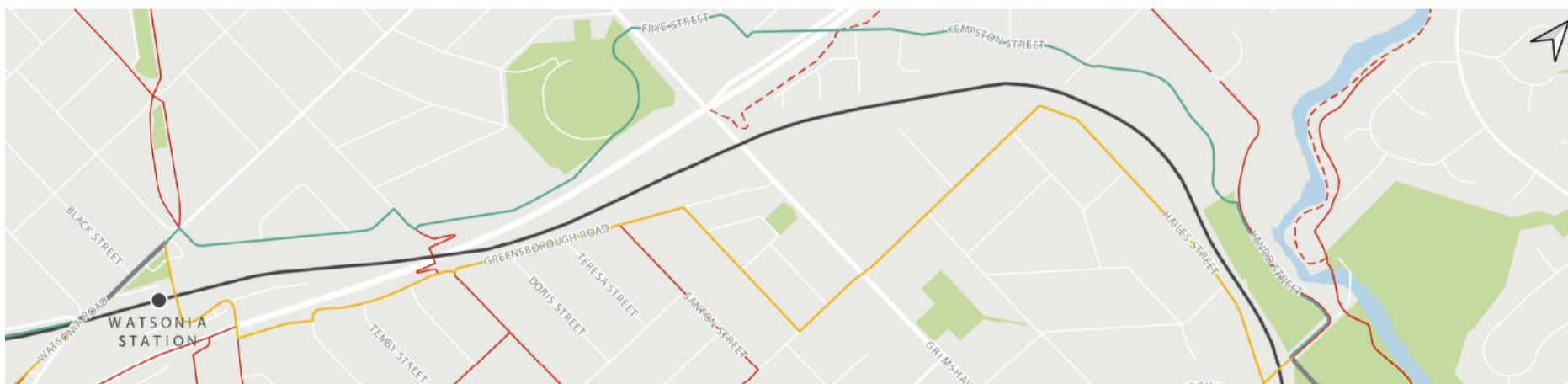
#### Common Section

Protected cycle lanes along Watsonia Road

Note that Wungan Street was considered but ultimately excluded from assessment due to high traffic volumes and speeds and the availability of better alternatives.

	OP 1	OP 2	Common
Place	D	D	D
Places of Interest	D	D	A
Open Space	B	B	A
Crossing	E	D	B
Traffic	A	C	A
Delay	A	E	E
Strategic Corridor	A	E	E
Public Transport	E	E	E
Elevation	B	B	B
Detour	A	E	A
Turns	A	E	E
<b>Weighted Score</b>	<b>8.25</b>	<b>6.40</b>	<b>10.00</b>

## Assessment by Section

**Section 6 – Watsonia to Kalparrin Gardens**

## Major Precincts

- Major Activity Centre
- Major Education Precinct
- Major Health Precinct
- Schools

## Connections

- Local Bicycle Network
- Existing Trail Network

## Assessment Framework Options

- Common Section
- Option 1
- Option 2
- Option 3

**Option 1**

Quietway on Ibbotson Street and Kempson Street. Shared path along Greensborough Bypass between Grimshaw Street and Nell Street then tie in to existing shared path in Kalparrin Gardens. This route will eventually be replaced by the NEL shared paths.

LBN12 links Watsonia Station and the Greensborough Major Activity Centre via residential streets. This route should be promoted as the existing route for this section of the corridor while the NEL shared paths are being constructed.

**Option 2**

On-road shared use path along Greensborough Road to Hobson Street then Quietway to Kalparrin Gardens.

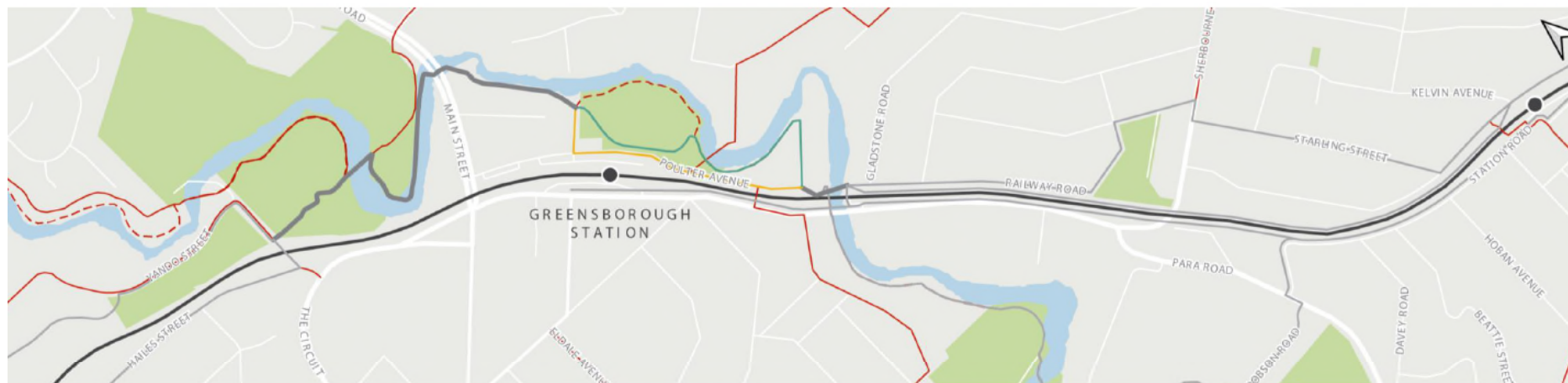
**Common Section**

See next page

	OP 1	OP 2	Common
Place	D	C	
Places of Interest	D	E	
Open Space	B	A	
Crossing	D	D	
Traffic	B	C	
Delay	E	E	See next page
Strategic Corridor	D	C	
Public Transport	D	C	
Elevation	B	C	
Detour	E	E	
Turns	D	E	
<b>Weighted Score</b>	<b>8.25</b>	<b>6.40</b>	

## Assessment by Section

## Section 7 – Kalparrin Gardens to Greensborough



## Major Precincts

- Major Activity Centre
- Major Education Precinct
- Major Health Precinct
- Schools

## Connections

- Local Bicycle Network
- Existing Trail Network

## Assessment Framework Options

- Common Section
- Option 1
- Option 2
- Option 3

## Option 1

Existing shared use path along Plenty River

## Option 2

Quietway along Poulter Avenue and Main Street

LBN12 links Watsonia Station and the Greensborough Major Activity Centre via residential streets. This route should be promoted as the existing route for this section of the corridor while the NEL shared paths are being constructed. From the Greensborough MAC, LBN12 could link to Greensborough Station via Flintoff Street and the station overpass.

## Common Section 1

Existing shared use path along Plenty River

## Common Section 2

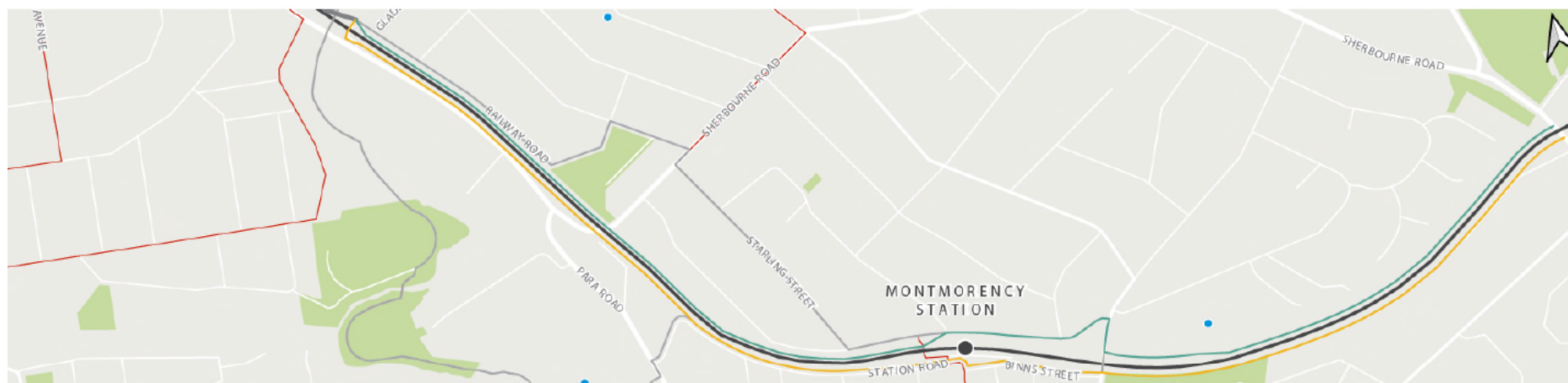
New active transport bridge across Plenty River

	OP 1	OP 2	Common 1	Common 2
Place	D	D	C	E
Places of Interest	D	E	C	E
Open Space	A	A	A	C
Crossing	D	C	D	C
Traffic	A	C	A	A
Delay	E	E	E	A
Strategic Corridor	E	E	B	D
Public Transport	E	E	E	E
Elevation	B	B	B	D
Detour	E	C	E	E
Turns	E	E	E	A
<b>Weighted Score</b>	<b>7.40</b>	<b>7.10</b>	<b>8.65</b>	<b>7.85</b>



## Assessment by Section

## Section 8 – Greensborough to Montmorency



## Major Precincts

- Major Activity Centre
- Major Education Precinct
- Major Health Precinct
- Schools

## Connections

- Local Bicycle Network
- Existing Trail Network

## Assessment

## Framework Options

- Common Section
- Option 1
- Option 2
- Option 3

## Option 1

Shared use path along the northern side of the Hurstbridge Rail Line. On-road shared use path in front of Montmorency Station

## Option 2

Shared use path along the southern side of the Hurstbridge Rail Line

## Common Section

See previous page

At present, there are no connecting routes to the east of Sherbourne Road, but the long term intention is to extend this Strategic Cycling Corridor to Eltham Station.

	OP 1	OP 2	Common
Place	D	D	
Places of Interest	E	E	
Open Space	B	B	
Crossing	E	E	
Traffic	A	A	
Delay	C	A	See previous page
Strategic Corridor	C	A	
Public Transport	C	B	
Elevation	D	C	
Detour	E	E	
Turns	A	A	
<b>Weighted Score</b>	<b>7.70</b>	<b>8.90</b>	

## Part Ten Conclusion



now



**Stantec**

**OUTLINES**

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022 102

## Conclusion

This report presents the feasibility of developing active transport and open space options along the Hurstbridge railway line. The baseline conditions and resulting active travel participation rates were set out, along with the policies at state and local government levels that support this active transport route. The outcomes of a saddle survey were outlined, showing issues and opportunities identified along the railway corridor. Options for the proposed active transport route along with urban design and open space improvements were presented and assessed based on a framework developed with council.

The outcomes of this Study will inform future walking and cycling infrastructure provision along the Hurstbridge Rail Corridor. This will be provided mainly by the Victorian State Government as the majority of the land is managed as rail reserve by State Government authorities. Council's role will be to advocate for its community to ensure State Government infrastructure projects capture the active transport and landscaping amenity and safety aspects that have been highlighted throughout the community consultation undertaken as part of this work. Council will also undertake complementary walking and cycling infrastructure projects in the interfacing areas of the Hurstbridge rail corridor as part of its capital works program.

Both Council and State Government walking and cycling infrastructure provision projects will include opportunities for improved landscaping and amenity and will include further community consideration of proposed design solutions along and around the rail corridor.



## Quality Record

Issue	Date	Description	Prepared By	Checked By	Approved By	Signed
Draft	09.12.2021	Draft Report	Mitchell Su, Liz Irvin	Alex Blackett	Alex Blackett	
Final	14.01.2022	Final Report for Consultation	Liz Irvin	Alex Blackett	Alex Blackett	
Final	01.08.2022	Final Report following Consultation	Liz Irvin	Alex Blackett	Alex Blackett	

© GTA Consultants, now Stantec 2021

The information contained in this document is confidential and intended solely for the use of the client for the purpose for which it has been prepared and no representation is made or is to be implied as being made to any third party. Use or copying of this document in whole or in part without the written permission of GTA Consultants, now Stantec constitutes an infringement of copyright. The intellectual property contained in this document remains the property of GTA Consultants, now Stantec.



now



Stantec

OUTLINES

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

104

**VIC NSW QLD SA WA**

Level 25, 55 Collins Street Melbourne

[www.gta.com.au](http://www.gta.com.au)

+61 3 9851 9600

ABN 17 007 820 322



now



**Stantec**

**OUTLINES**

Hurstbridge Rail Corridor Active Transport and Open Space Study

Final - 301400661 - 01/08/2022

105





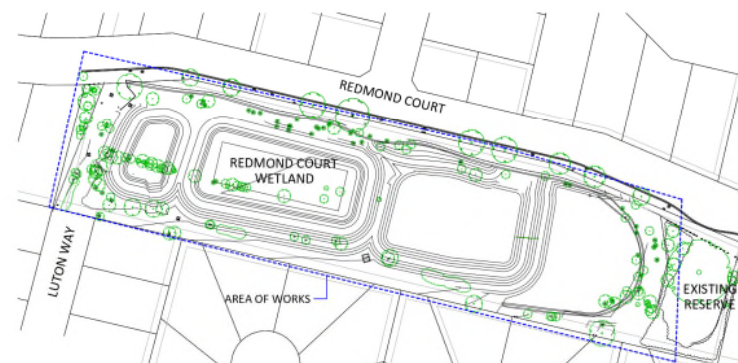
# REDMOND COURT WETLAND LANDSCAPE DOCUMENTATION PACKAGE

Received  
02/08/2022

## PHASE ISSUE FOR TENDER

ADDRESS:  
12 REDMOND COURT, BUNDOORA

DRAWINGS:		SHEET NO.	REV NO.
DD-000	COVER PAGE	1	B
DD-101	LANDSCAPE DEMOLITION	2	B
DD-102	LANDSCAPE DEMOLITION	3	B
DD-201	LANDSCAPE SETOUT	4	B
DD-202	LANDSCAPE SETOUT	5	B
DD-301	SURFACES, FINISHES AND FURNITURE	6	B
DD-302	SURFACES, FINISHES AND FURNITURE	7	B
DD-401	PLANTING PLAN & SCHEDULE	8	B
DD-402	PLANTING PLAN & SCHEDULE	9	B
DD-501	LANDSCAPE DETAILS	10	B

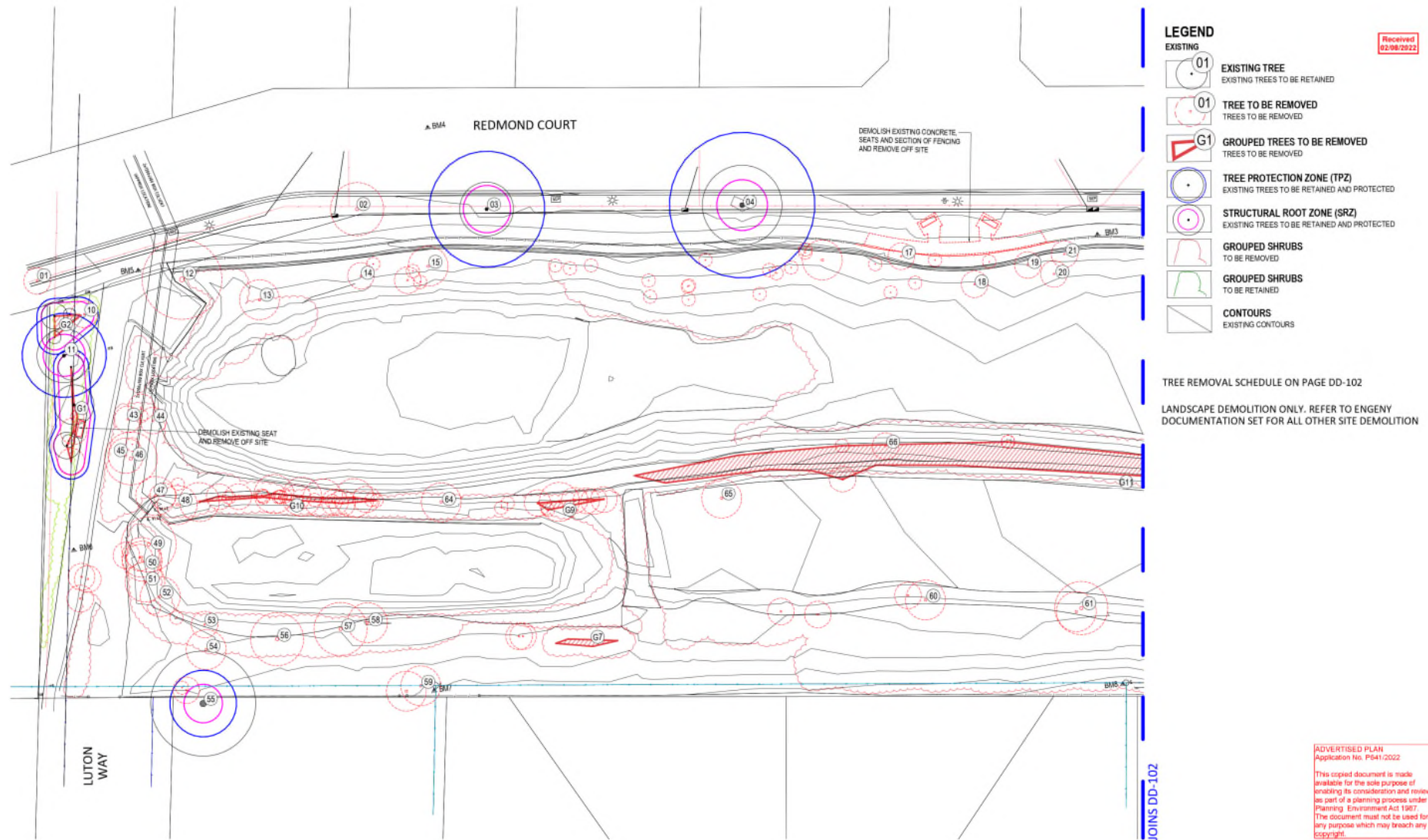


CONTEXT PLAN  
NOT TO SCALE

NOTE: LANDSCAPE DOCUMENTATION PACKAGE TO BE READ IN CONJUNCTION WITH ENGEMY DOCUMENTATION SET

ADVERTISED PLAN  
Application No. P941/2022  
This copied document is made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning, Environment Act 1987. The document must not be used for any purpose which may breach any copyright.





Level 3, 1 Flintoff Street  
Greensborough VIC 3000

**WARNING**  
BEWARE OF UNDERGROUND SERVICES. THE LOCATIONS OF UNDERGROUND SERVICES ARE INDICATIVE ONLY. THEIR EXACT LOCATION SHOULD BE PROVEN ON SITE. DIAL BEFORE YOU DIG.  
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCEMENT OF WORK. REPORT ALL DISCREPANCIES TO SUPERINTENDENT PRIOR TO CONSTRUCTION. FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DRAWINGS.  
ALL DRAWINGS MAY NOT BE FURTHER REPRODUCED WITHOUT THE

**PROJECT**  
**REDMOND COURT WETLAND**  
**LANDSCAPING WORKS**

**PROJECT STATUS**  
**FOR REVIEW**  
NOT FOR CONSTRUCTION

**DRAWING NUMBER**  
**DD-101**

NO. REVISION	DATE
P FOR REVIEW	07/04/22
- FOR REVIEW	27/05/22
A FOR REVIEW	21/07/22
B ISSUE FOR TENDER	02/08/22

**REV**  
**B**

**PHASE**  
**DESIGN DEVELOPMENT**

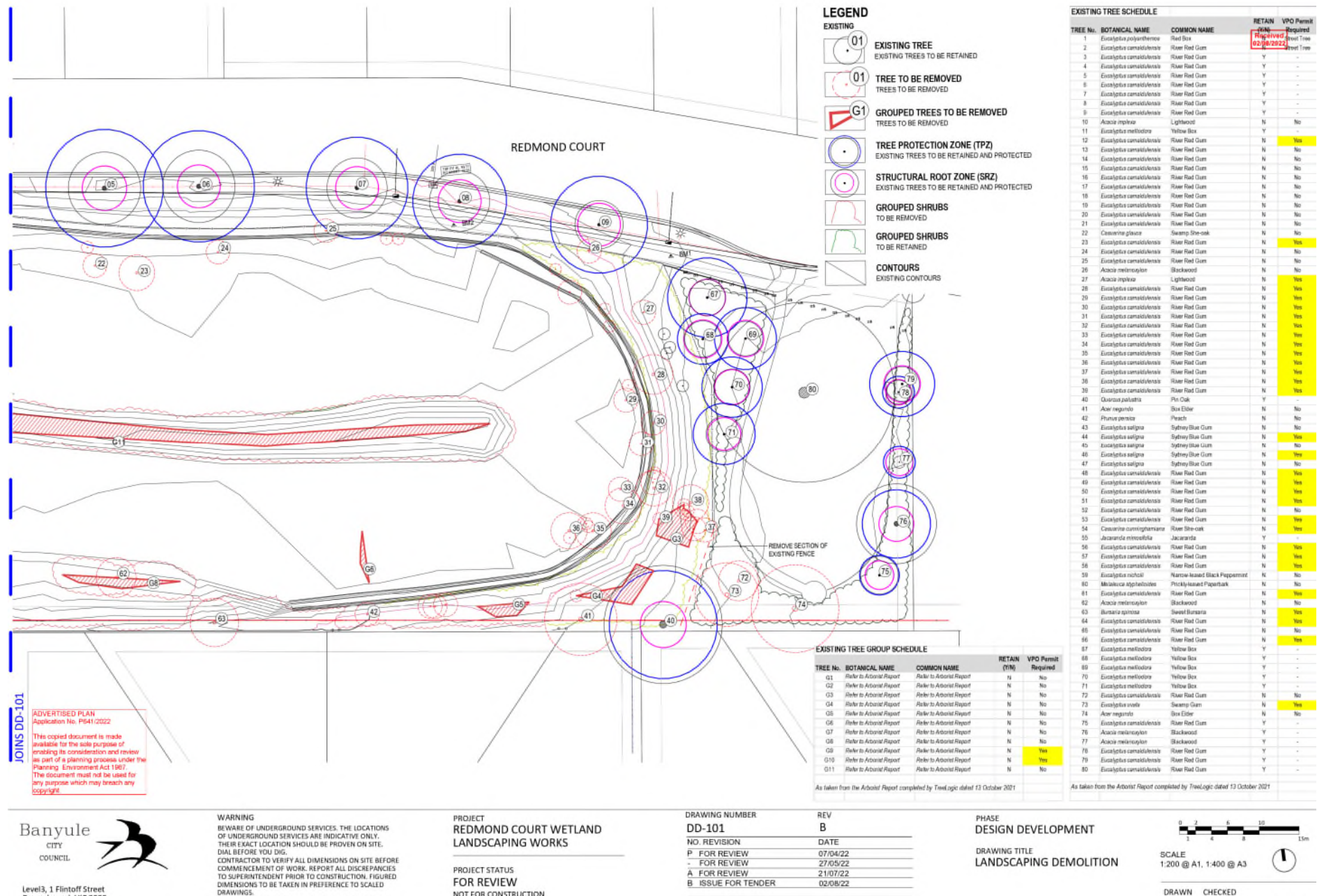
**DRAWING TITLE**  
**LANDSCAPING DEMOLITION**



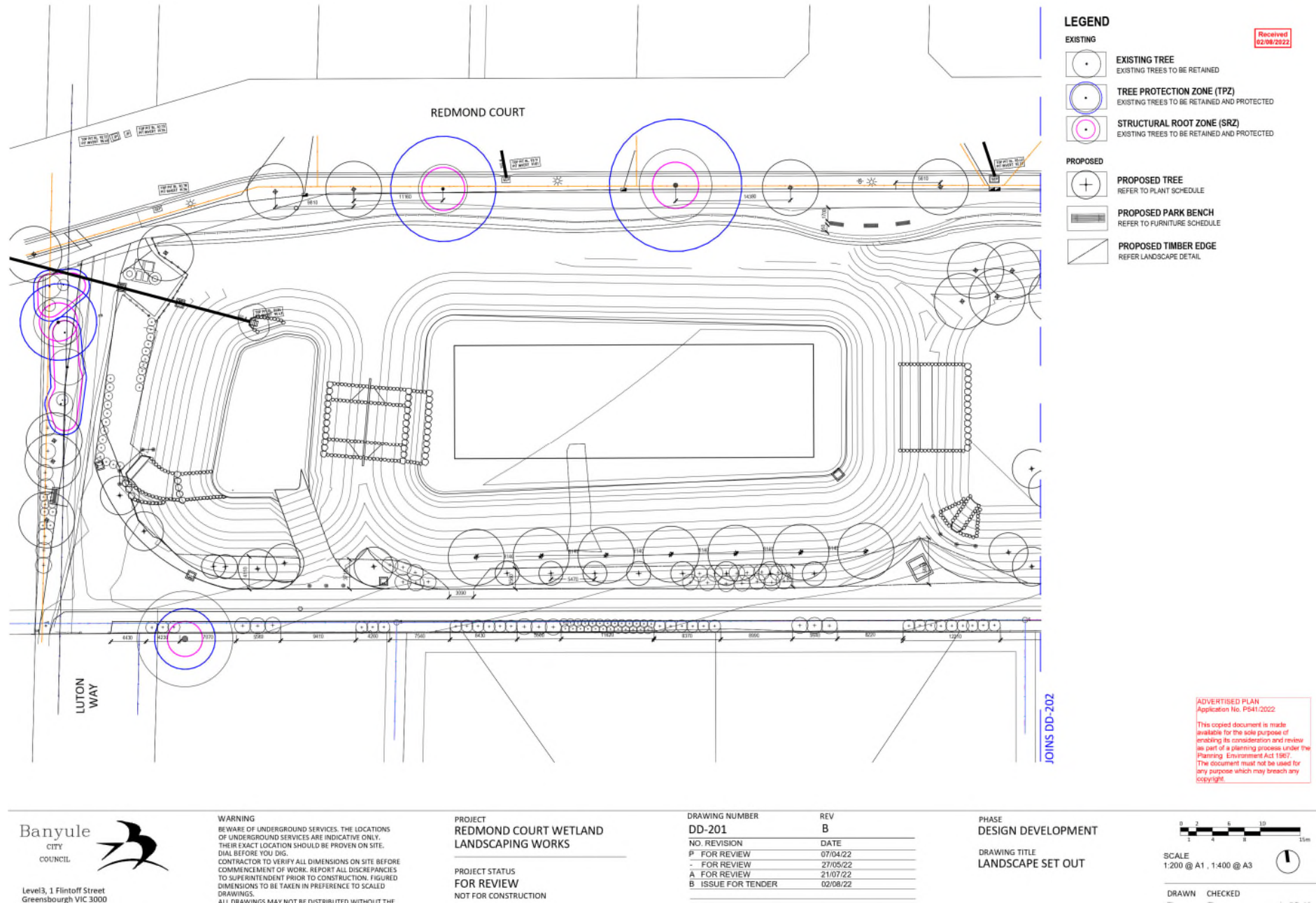
**SCALE**  
1:200 @ A1, 1:400 @ A3

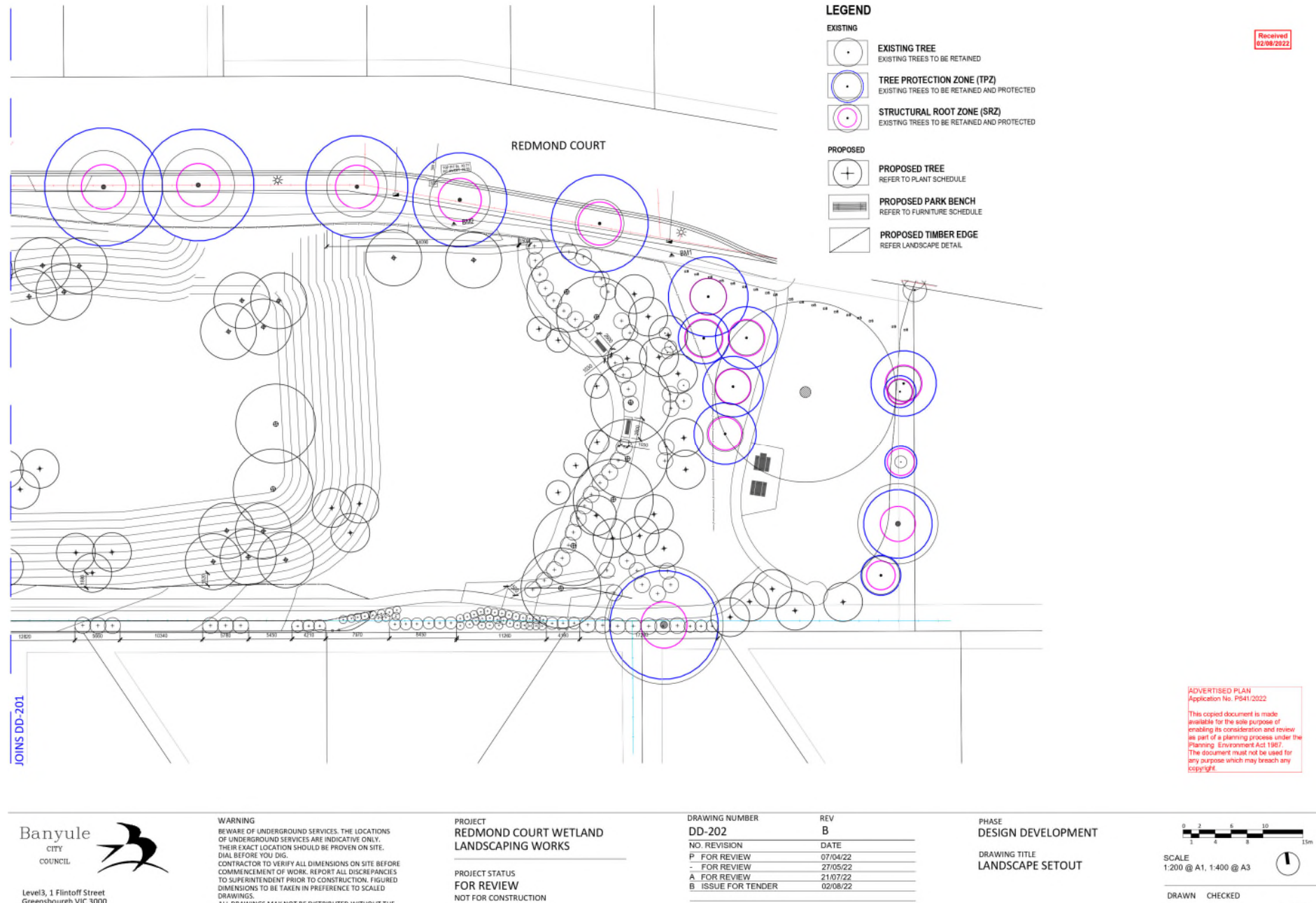
**DRAWN** **CHECKED**



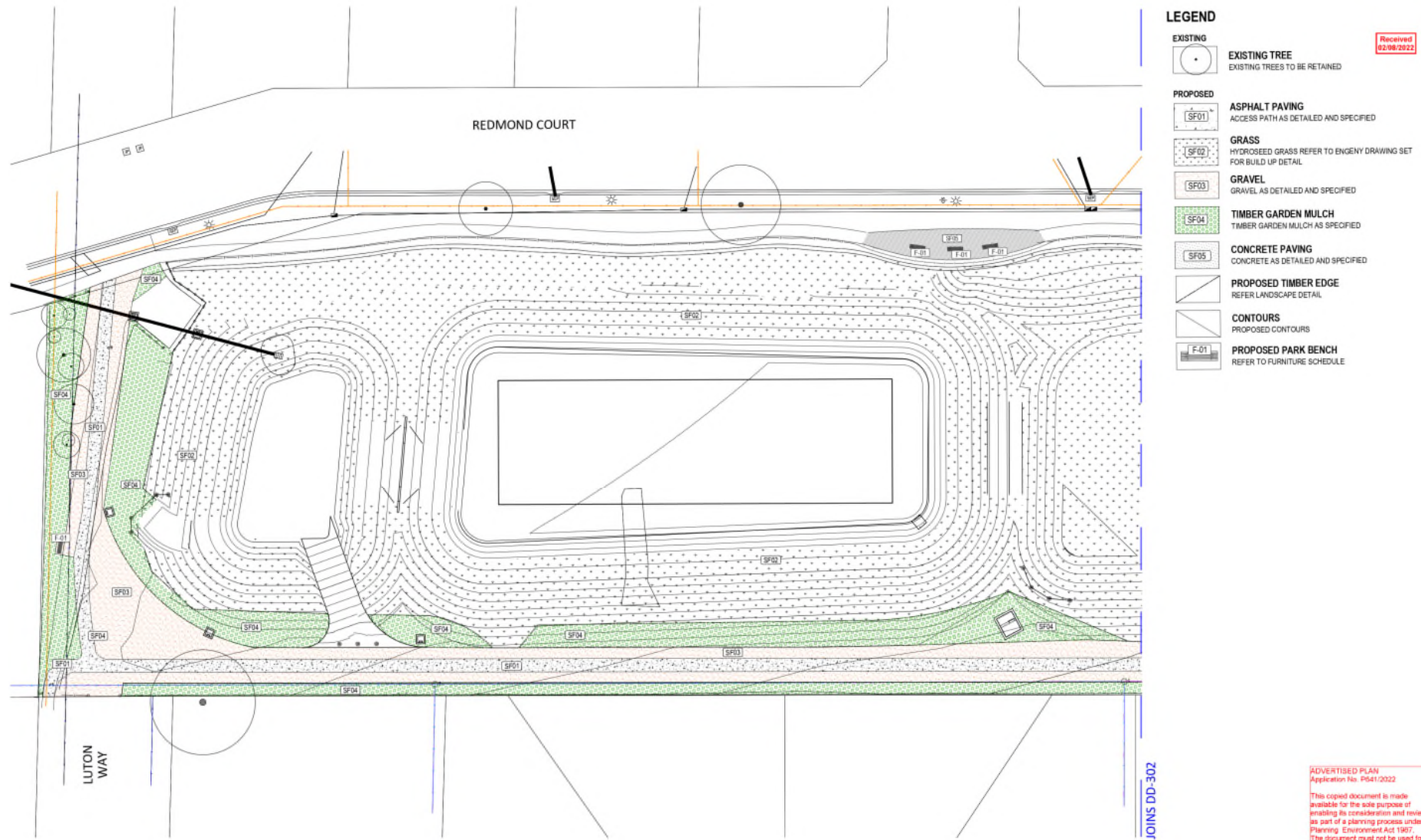












Level 3, 1 Flintoff Street  
Greensborough VIC 3000

**WARNING**  
BEWARE OF UNDERGROUND SERVICES. THE LOCATIONS OF UNDERGROUND SERVICES ARE INDICATIVE ONLY. THEIR EXACT LOCATION SHOULD BE PROVEN ON SITE. DIAL BEFORE YOU DIG. CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCEMENT OF WORK. REPORT ALL DISCREPANCIES TO SUPERINTENDENT PRIOR TO CONSTRUCTION. FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DRAWINGS. ALL DRAWINGS MAY NOT BE REPRODUCED WITHOUT THE COUNCIL'S PERMISSION.

**PROJECT**  
**REDMOND COURT WETLAND**  
**LANDSCAPING WORKS**

**PROJECT STATUS**  
**FOR REVIEW**  
**NOT FOR CONSTRUCTION**

**DRAWING NUMBER**  
**DD-301**

NO.	REVISION	DATE
P	FOR REVIEW	07/04/22
-	FOR REVIEW	27/05/22
A	FOR REVIEW	21/07/22
B	ISSUE FOR TENDER	02/08/22

**REV**  
**B**

**PHASE**  
**DESIGN DEVELOPMENT**

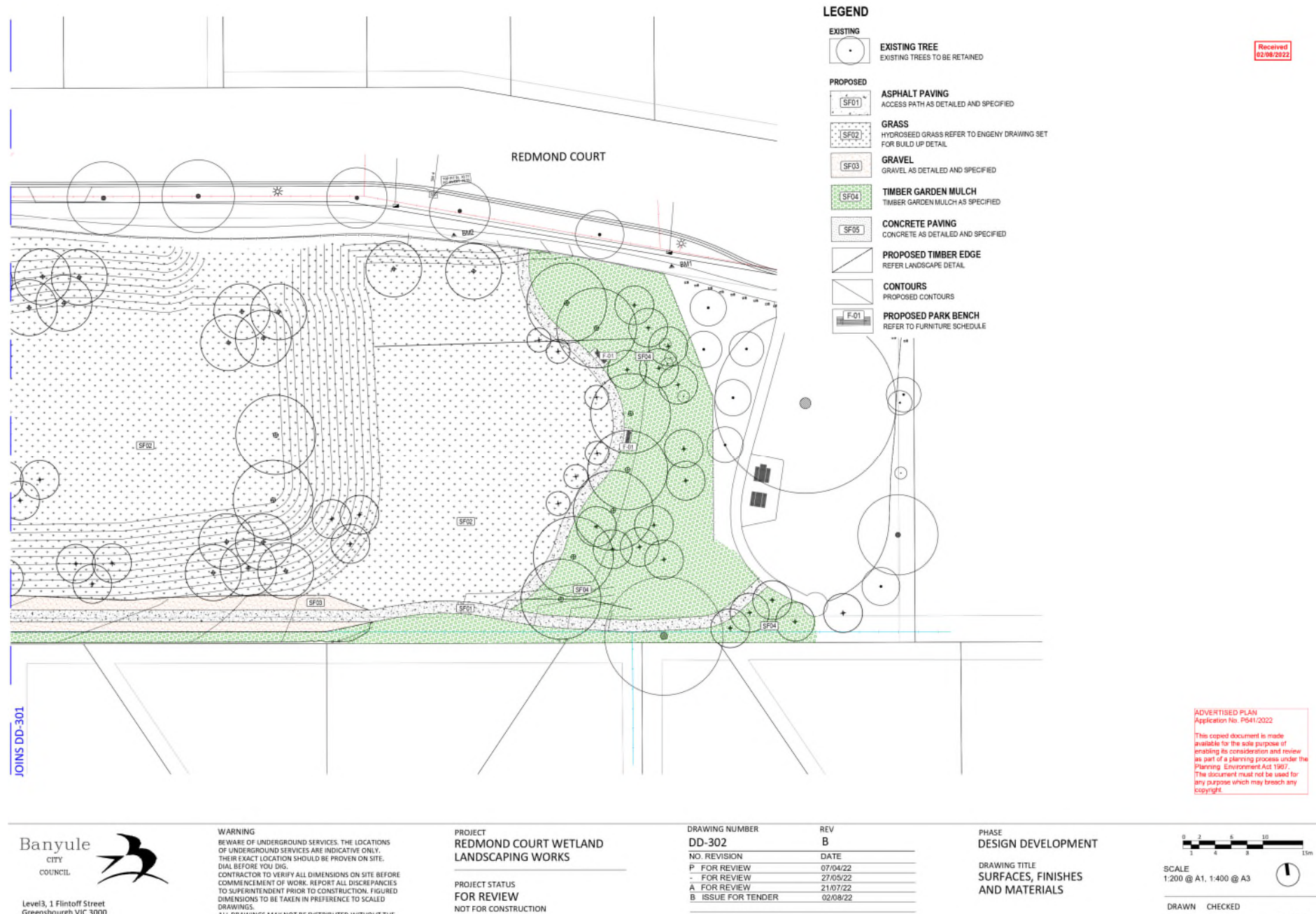
**DRAWING TITLE**  
**SURFACES FINISHES AND**  
**FURNITURE**

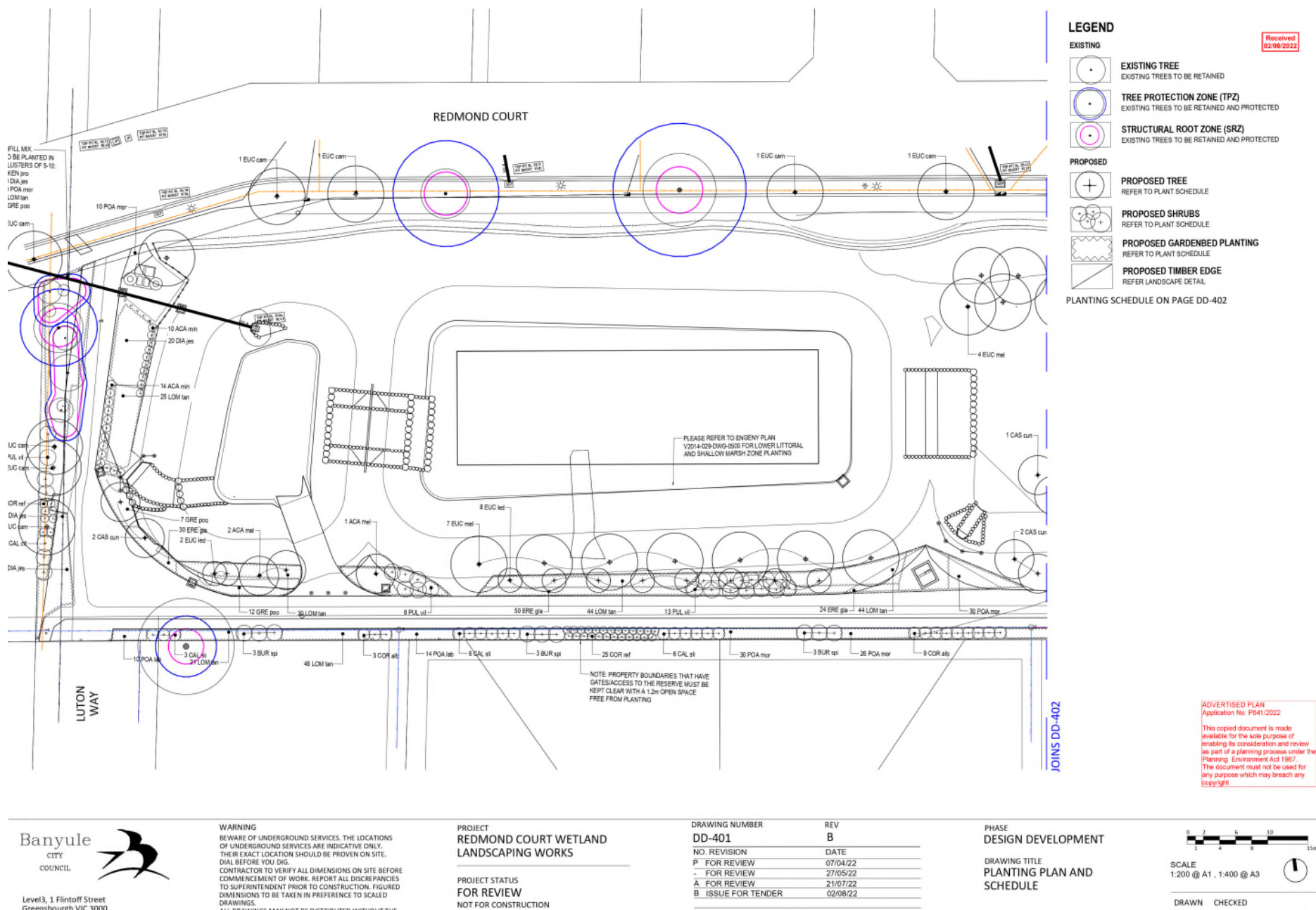


**SCALE**  
1:200 @ A1, 1:400 @ A3

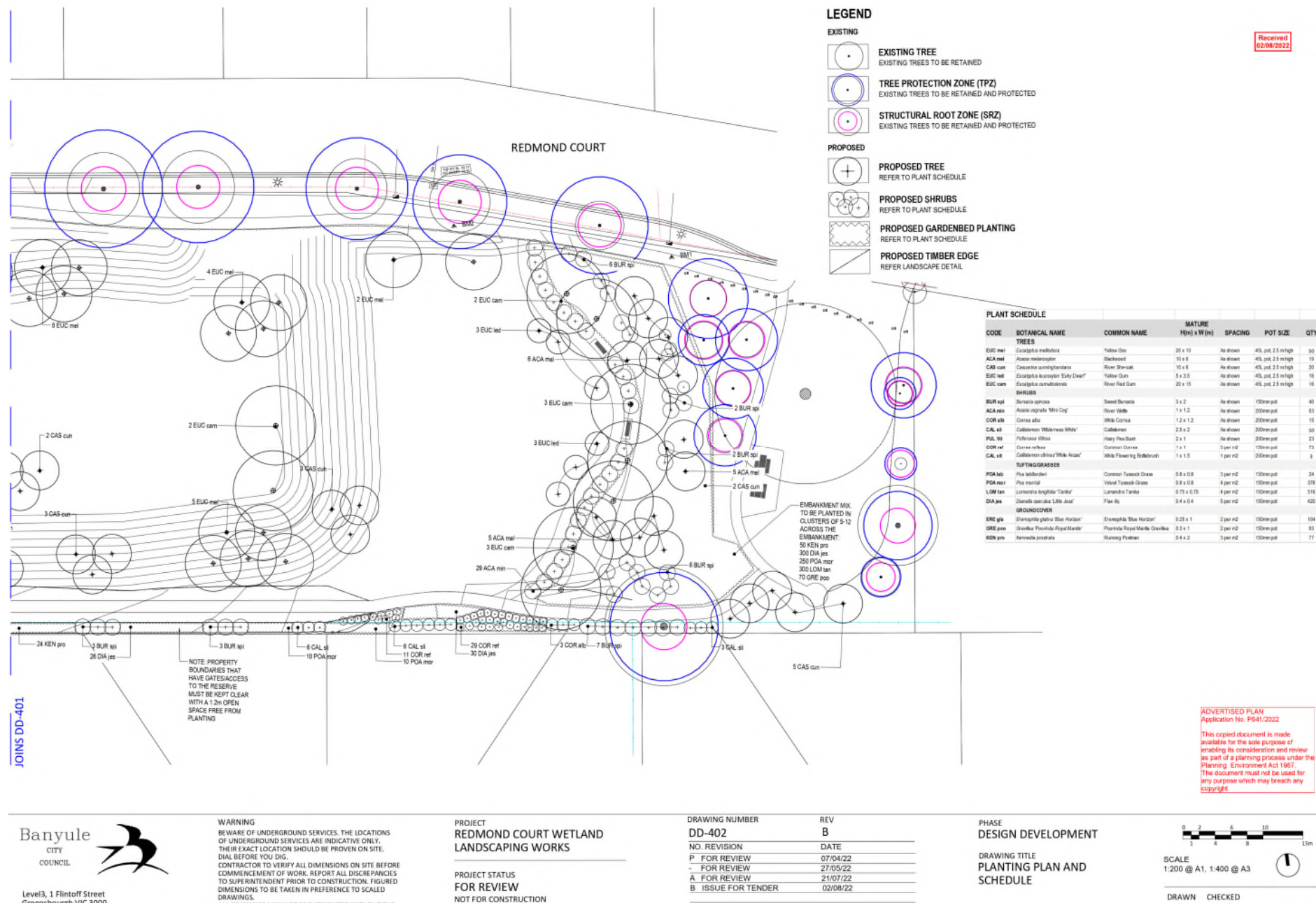
**DRAWN** **CHECKED**



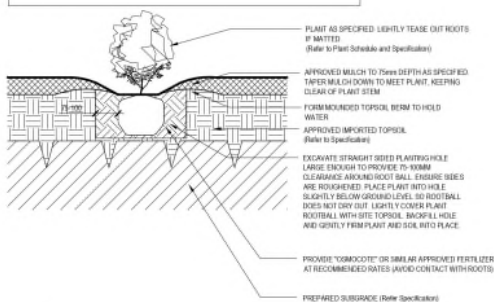













**Banyule**  
CITY  
COUNCIL



Level 3, 1 Flintoff Street  
Greensborough VIC 3000

**WARNING**

BEWARE OF UNDERGROUND SERVICES. THE LOCATIONS OF UNDERGROUND SERVICES ARE INDICATIVE ONLY. THEIR EXACT LOCATION SHOULD BE PROVEN ON SITE, DIAL BEFORE YOU DIG.

CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCEMENT OF WORK. REPORT ALL DISCREPANCIES TO SUPERINTENDENT PRIOR TO CONSTRUCTION. FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DRAWINGS.

ALL DRAWINGS MAY NOT BE DISTRIBUTED WITHOUT THE

PROJECT  
REDMOND COURT WETLAND  
LANDSCAPING WORKS

PROJECT STATUS  
FOR REVIEW  
NOT FOR CONSTRUCTION

DRAWING NUMBER	REV
DD-501	B
NO. REVISION	DATE
P FOR REVIEW	07/04/22
- FOR REVIEW	27/05/22
A FOR REVIEW	21/07/22
B ISSUE FOR TENDER	02/08/22

PHASE  
DESIGN DEVELOPMENT

DRAWING TITLE  
LANDSCAPE DETAILS

DRAWN      CHECKED

# Redmond Court Wetland Reserve Upgrade Tree Removal Summary

## Trees Proposed for Removal –

- 59 Individual trees (inc. 2 street trees)
- 163 grouped trees
- **In total 222 (inc. 2 street trees) are proposed for removal**

## Removal of Trees requiring a planning permit –

- 31 Individual trees
- 28 grouped trees
- **In total 59 trees require a permit to remove** (under Clause 42.02 - Vegetation Protection Overlay – Schedule 5)

## Replacement Planting

- 101 new medium-large indigenous canopy trees
- 237 shrubs
- 1,336 native grasses/tufting/tussocks
- 274 groundcover plantings

## Background Information

Redmond Court Wetland Reserve sits at the south side of College View residential development, Bundoora, south of Parade College, and is approximately 1 km east of Darebin Creek.

The Wetland was constructed in circa 2001 as part of the College View residential development. Covering a total area of 1.2 hectares, the wetland treats stormwater runoff from a 54.8 hectare catchment including the Parade College school grounds.

The College View Estate residents value the wetland amenity but have expressed a desire for a portion of the land occupied by the wetland to be made available for recreational activities as open space. This was the key driver for Council to review potential options for the space.

Redmond Court Wetland Reserve is due for an upgrade to fix current functional issues. The project aims to improve our waterways and refresh the parkland for all community members.

The key feature for the wetland upgrades is reducing the size of the wetland and creating more passive open space, including more lawn area, for the community at the reserve.

The construction of the wetland component is scheduled for this coming summer with the open space upgrades scheduled to occur at the same time if budget permits or in the financial year of 2022-23 or beyond. For more information, please visit:  
<https://shaping.banyule.vic.gov.au/RedmondCrtWetland>





Banyule's scheme sizes as at June 2021

Association	Number of Rateable Assessments	Type	Scheme Duration	Special Levy	Council Capped Contribution	Total Budget p.a.
Bell Street Mall	68	Rate Min: \$350 Max: \$2,000	1 July 2020 – 30 June 2025	\$55,000	\$50,000	\$105,000
Eaglemont	25	Charge: \$600 per assessment	1 July 2017 – 30 June 2022	\$14,400	\$12,500	\$26,900
East Ivanhoe	76	Charge: \$525 per assessment	1 July 2018 – 30 June 2023	\$39,375	\$37,000	\$76,375
Greensborough	366	Combination Primary: Rate Min \$300 (\$138,800) Secondary: Charge \$200 per assessment (\$41,200)	1 July 2017 – 30 June 2022	\$180,000	\$105,000	\$285,000
Heidelberg	260	Differential Charge Min \$223 Max \$552	1 July 2014 – 30 June 2021	\$97,300	\$88,797	\$188,097
Ivanhoe	234	Rate in the dollar Minimum charge \$200	1 July 2018 – 30 June 2023	\$120,000	\$100,000	\$220,000
Lower Plenty	31	Charge: \$750 ground floor \$2500 first floor	1 July 2018 – 30 June 2025	\$18,750	\$17,160	\$35,910
Macleod	43	Charge: Primary: \$480 Secondary: \$375	1 July 2017 – 30 June 2022	\$19,170	\$18,400	\$37,570
Montmorency	57	Charge: Primary: \$528 Secondary: \$264	1 July 2017 – 30 June 2024	\$26,400	\$22,065	\$48,465
Rosanna	78	Charge \$500 per assessment	1 July 2020 – 30 June 2025	\$40,000	\$39,000	\$79,000
Watsonia	67	Charge: \$550 per assessment	1 July 2017 – 30 June 2022	\$36,850	\$26,827	\$63,677



## Retail Review of Banyule City Council Special Rate and Charge Scheme 2021

Draft report by David West, Premier Retail Marketing

## Key Recommendations

Recommendation	Responsible	Council Action
Develop a consistent Business Plan format for each Centre that includes – Centre Vision, Mission, Research/Survey Summary, Strategies and Actions and Measurement	Centre Managers	<b>No action required:</b> A template is included in the existing Marketing and Management Guidelines. Having a position on the committee and involvement in the strategic business planning process will ensure that a consistent format is adhered to by Centre Managers.
Develop a one-page Annual Business Plan summary that details Strategies and Actions for the coming year for distribution to all businesses	Centre Managers	<b>Progressed:</b> Council will build the template into the SmartyGrants platform for a consistent approach to Annual Business planning across the centres. Centre Manager can base their summary on the data provided to Council.
Create a holistic membership proposal for all businesses within the precinct and other associated members working from home-based businesses and those outside the Special Rate boundary.	Associations & Council	<b>Progressed:</b> In line with Urban Enterprise consultant's findings and will be strongly considered at Council's review in February 2025.
Conduct quarterly street audits of vacancies and the business mix to monitor changes in economic conditions	Centre Managers	<b>Progressed:</b> Vacancies will be a quarterly reporting requirement built into SmartyGrants.
Establish a single point of contact within Council for maintenance/cleaning issues	Council	<b>Progressed:</b> Council has developed a process for logging streetscape requests for Centre Managers and developed reporting to better aid this process.
Introduce an ex-officio (non-voting) position on each Committee so that a Council Business Engagement Officer can be part of planning and implementation discussions		<b>Progressed in a modified format:</b> Council will sit on all committees as a voting member (one vote) and be part of the decision-making process.
Review buildings and shopfronts in each centre to determine if a shopfront improvement program is required in some centres	Centre Managers & Council	<b>Progressed:</b> Council has embarked upon a roller door program in neighbourhood centres. Implementation is on schedule for September 2022. Street activation training with Pop Creative Collective was arranged by Council and conducted in June's Centre Manager meeting.
Install street counters to record pedestrian numbers to monitor growth and response to promotions	Council	<b>Progressed:</b> Council has implemented street counters in five centres with Phase 2 (remaining centres) implementation currently underway way.



Introduce a business attraction strategy to attract new businesses and fill vacancies	Centre Managers & Council	<b>Progressed:</b> The Economic Development Strategy currently in development will explore investment attraction opportunities not only to fill vacancies but to target stronger collaboration with existing growth industries (such as health) and emerging industries such as food manufacturing.
Use an accounting system like Xero to make it easier to upload Centre accounts and receive payment from Council	Council	<b>Progressed:</b> Council will be using SmartyGrants to streamline the reporting and invoicing process.
Use analytics to monitor customer behaviour on each precinct website	Centre Managers	<b>Will Progress:</b> Council will proffer this skill as an option to Centre Managers as part of their annual training program.
Include details of how to get to each centre, where to park and facilities that help visitors as a customer service on Centre websites	Centre Managers	<b>Parked:</b> Centre Managers have in place or are currently developing individual websites for each centre that speak to this item.
Consider other business clusters not in a Scheme that would benefit from the strategy of collaboration on a smaller scale	Council	<b>Progressed:</b> The Place-Based framework will provide Council with the tools to prioritise investment in the municipality and look in further detail at each neighbourhood activity centre/ place.
Use a Council incident reporting system (if not an urgent public safety risk) to enable task allocation and easier progress tracking of issues	Council & Centre Managers	<b>Progressed:</b> Council's new streetscape improvement process means that reports can be generated in real time to track progress of incidents and actions. The Economic Development Team is the escalation point of call for actions not completed within reasonable timeframes.
Conduct a monthly street audit with Council maintenance, cleaning etc staff to highlight key issues and priorities	Council & Centre Managers	<b>Parked:</b> This recommendation is resource intensive across all 11 centres and not supported by Council. The new process for logging streetscape requests has been implemented and will be monitored ongoing for its effectiveness and opportunities to improve.
Websites and Instagram must be true to the presentation and character of each precinct/centre	Centre Managers	<b>Will progress:</b> Council's new training program for Centre Managers will seek to determine from Centre Managers whether brand strategy is a current skills gap that needs to be met.
Council resources will be required to support the Scheme Renewal process for 4 Schemes in 2022 to meet legal requirements and deadlines	Council	<b>No action required.</b> Council has resourced the scheme renewal processes which are almost at their completion.
Continue the journey with Heidelberg West Business Park to develop a funding model after an excellent effort by Council Economic Development Staff to develop a governance model and well-presented website	Council	<b>Progressed:</b> With Council's support, the HWBPA secured \$65,000 to continue providing benefits to members in the 2022/2023 financial year. Council has been invited by the HWBA to attend committee meetings and offer support on a regular basis and will commence doing so in August 2022.

Survey customers and visitors in the street to determine where they come from and create a catchment area map for each Centre	Centre Managers & Council	<b>Will progress:</b> Centre Managers will be encouraged to collect catchment data through their existing promotions e.g. asking for postcode data when carrying out a promotion.
Implement a shopping preferences survey to determine a hierarchy in various categories such as fashion, food, gifts, leisure and general retail	Centre Managers & Council	<b>Will progress:</b> Council will further engage with Centre Managers to determine whether this activity is still a priority as it is not a priority for Council at this stage.
Develop a professional services and resources database to assist businesses with videographers, photographers, designers, social media specialists, content creators etc	Council & Centre Managers	<b>Progressed:</b> Council has created a business directory that identifies local businesses against the named industries. Centre Managers may wish to share their providers with each other and create a shared list of recommended contacts.
Produce a series of short videos on small businesses in each centre	Centre Managers & Council	<b>No action required:</b> Council currently completes business profiles via its Rediscover Local Program.
Link to Mainstreet Australia and Mainstreet America to discover valuable resources and information.	Centre Managers	<b>No action required:</b> Centre Managers are all aware of Mainstreet Australia.





## Attachment 3: New Funding Agreement Inclusions

New Funding Agreement Inclusions	Justification	Benefits to Council	Benefits to Associations
<b>Governance Requirements</b>			
<p><b>That a Council Economic Development Officer is appointed to the Trader Association Committees. The Officer is to have voting rights (one vote) and the Rules of The Association to be updated to reflect the widened definition of a member. Council will cover the costs associated with updating the Rules of Association.</b></p>	<ul style="list-style-type: none"> <li>Council makes a substantial financial contribution to the trader's associations that warrants input into the strategic direction of the associations as well as a selection of key personnel.</li> <li>Council is increasing its level of support and presence towards a genuine collaboration that is focused on results.</li> </ul>	<ul style="list-style-type: none"> <li>With some committees meeting a maximum of once a quarter, it is acknowledged that many decisions are made outside of a formal Committee meeting setting. Being a voting member ensures transparency and accountability in all decision-making arenas.</li> <li>Better understanding of barriers to success.</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced Council support during meetings particularly where governance queries or Council specific questions raised.</li> <li>A Council Officer helps Committees to reach a quorum – our engagement process has identified that this is particularly an area of concern within smaller centres.</li> <li>As Council steps up its involvement with the Committee, the number of internal Centre Manager meetings will be reduced per annum from seven to four. The focus of these meetings will shift to targeted training which will support committee growth and development.</li> </ul>
<p><b>That the executive office bearers in the larger centres being Greensborough, Heidelberg and Ivanhoe have a maximum tenure of three consecutive years and then must vacate for a year from the committee as an office bearer or ordinary committee member before being able to nominate for re-election. In instances where the four executive office bearers in the committee are therefore not permitted to run for re-election, for the benefit of continuity, the Secretary and Vice President can re-</b></p>	<ul style="list-style-type: none"> <li>Smaller to medium sized centres are encouraged to change over executive office bearers, however Council acknowledges the lack of depth in the number of businesses/ property owners can pose as a barrier. Eaglemont for example has 25 rateable properties only compared with Greensborough's 373.</li> <li>Financial risks are greater in larger centres. Eaglemont's annual total scheme</li> </ul>	<ul style="list-style-type: none"> <li>Mitigate perceived Conflicts of Interest – pecuniary or non-pecuniary and mitigate fraud risk.</li> </ul>	<ul style="list-style-type: none"> <li>Mitigate perceived Conflicts of Interest – pecuniary or non-pecuniary / mitigate fraud risk.</li> <li>Encourages participation of new members leading to new ideas and initiatives.</li> </ul>

nominate for a further year in any position on the committee. Council will cover costs associated with updating the Rules of Association.	funding is \$26,900. Greensborough's total scheme funding is \$285,000.		
New Funding Agreement Inclusions	Justification	Benefits to Council	Benefits to Associations
<b>That Trader Association Committees must have a defined conflict of interest process and procurement process as outlined in the Marketing and Management Guidelines and use these as required. Council will support the committee with templates.</b>	<ul style="list-style-type: none"> <li>The use of these processes during decision making ensures a fair, equitable lawful and value for money procurement of goods and services.</li> </ul>	<ul style="list-style-type: none"> <li>Mitigate conflict of interest / fraud risk</li> <li>Strengthen Council's legal obligations to ensure that the proceeds of the special rates and charges which Council raises are applied for the purposes for which the rates and charges have been declared and levied by Council.</li> </ul>	<ul style="list-style-type: none"> <li>Mitigate conflict of interest / fraud risk</li> <li>Support from Council to establishing and complying with governance processes where required.</li> <li>Benefits to reputation of the association in being open, transparent and accountable.</li> </ul>
<b>That Signing of a Code of Conduct is completed per annum by the Trader Association Committee members. Council will support the committee with templates.</b>	<ul style="list-style-type: none"> <li>Banyule upholds high ethical standards and it is an expectation that affiliated Committee members uphold the same standards in the way they behave and the boundaries within which they maintain in their operations.</li> </ul>	<ul style="list-style-type: none"> <li>A shared understanding of how Council and Committee members collectively work.</li> </ul>	<ul style="list-style-type: none"> <li>Visibility of the ethical standards and responsibilities expected of each Committee member.</li> <li>A framework that assists in identifying breaches that would then be managed via the Rules of Association (disciplinary actions).</li> </ul>
<b>That a signed contract of engagement or letter of appointment exists between the committee and the centre manager to confirm the role, conditions, remuneration and key measures of performance and that this is renewed every year. This document will clearly articulate what the Centre Manager role is responsible for and what the association will provide.</b>	<ul style="list-style-type: none"> <li>A formalised contractual agreement ensures transparency and mitigates fraud risk and ensures public accountability and compliance with the <i>Local Government Act 2020</i>.</li> </ul>	<ul style="list-style-type: none"> <li>Transparency of pay and conditions.</li> </ul>	<ul style="list-style-type: none"> <li>Transparency of pay and conditions.</li> <li>The inclusion of termination agreements protects both parties who may wish to end the contract.</li> </ul>

That a Council Officer is required as part of the recruitment process of a Centre Manager. That a Council Officer is an active participant in performance management of a Centre Manager (as breaches arise) and Committee member where required.	<ul style="list-style-type: none"> <li>Recognition that committees sometimes lack the experience or time required to effectively recruit or performance manage Centre Managers and that Centre Managers also face challenges in managing committees.</li> </ul>	<ul style="list-style-type: none"> <li>The right person is employed with clear expectations of the role and pay.</li> <li>Consistency and quality of performance across the centres.</li> </ul>	<ul style="list-style-type: none"> <li>Support/expertise with recruitment including the provision of position descriptions, interview support, contract templates.</li> <li>Support with performance management.</li> <li>Support with expectation setting.</li> </ul>
New Funding Agreement Inclusions	Justification	Benefits to Council	Benefits to Associations
Centre Performance KPIs			
<p>That the Trader Association Committees complete quarterly acquittal reporting using SmartyGrants platform demonstrating <u>centre specific KPIs</u> as outlined in the association's Annual Business Plan and 5-Year strategic plan.</p> <p>Quarterly payments will be tied to the submission of reports and outcomes. Reporting workload will be commensurate with the size of the centre.</p>	<ul style="list-style-type: none"> <li>The introduction of Key Performance Indicators aligns Council's expectations with existing Service Level Agreements across the organisation and sets Council and committees up for success.</li> <li>Strengthen transparency and accountability to satisfy Council's auditing requirements and <i>Local Government Act 2020</i> obligations.</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced visibility of budgets in quarterly reporting leads to better oversight of surpluses to assist Council manage existing surplus concerns.</li> <li>Enhanced visibility of activities, KPI's and outcomes that justify spend.</li> <li>Reduce waste time spent chasing up late reports.</li> </ul>	<ul style="list-style-type: none"> <li>Streamlining the reporting process through SmartyGrants will make the reporting process easier.</li> <li>Committees determine KPIs per initiative and report back on outcomes and insights.</li> <li>Greater visibility of the valuable work undertaken by each committee.</li> <li>Clear reporting deadlines reduces confusion.</li> <li>Council investment in pedestrian counters and Annual Trader Surveys will lead to better data and a greater understanding of outcomes and opportunities.</li> </ul>
That the Centre Manager and or Committee member must attend quarterly training sessions conducted by Banyule Council to enhance Professional Development.	<ul style="list-style-type: none"> <li>Investment in professional development of the Centre Managers to increase skills and achievements.</li> </ul>	<ul style="list-style-type: none"> <li>Improvement in the quality and consistency of marketing and promotional outputs.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing development leads to new and innovative ways of working.</li> <li>Challenging the status quo through learning opens</li> </ul>



Where a Governance Training session is conducted biennially, the Centre Managers as well as the President or other office bearer representative must also attend.	<ul style="list-style-type: none"> <li>Training is cost prohibitive to centres with smaller budgets.</li> </ul>	<ul style="list-style-type: none"> <li>Improvement in return on investment.</li> <li>Targeted training that is of value to Centre Managers and meets identified skills gaps.</li> </ul>	<ul style="list-style-type: none"> <li>opportunities to achieve big.</li> <li>Improvement in the quality of marketing and promotional outputs.</li> <li>Centre Managers will have input into training topics with sessions providing Centre Managers/ Committee members greater opportunity to develop their skills.</li> </ul>
<b>New Funding Agreement Inclusions</b>	<b>Justification</b>	<b>Benefits to Council</b>	<b>Benefits to Associations</b>
<p><b>That Council engagement is required to support the strategic planning process for scheme renewals. Council to cover the cost of strategic plans for smaller centres.</b></p> <p>(Refer to Attachment 3 for centre classification for the purpose of this review)</p>	<ul style="list-style-type: none"> <li>The Five-Year Strategic Plan defines the aspirations of the committee. It is important that the committee's vision is aligned with Council's vision of the centre and its surrounds and a collaborative approach to planning will deliver the best outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Strategic plans that are aligned with Council's vision.</li> </ul>	<ul style="list-style-type: none"> <li>Trader Association will have Council involvement from very beginning of the process meaning that the business plan draft will have full Council support.</li> <li>Ongoing development leads to new and innovative ways of working.</li> </ul>
<b>Committee Spend KPIs</b>			
<p><b>The Centre Managers are paid within the benchmarked range of \$50 per hour up to \$80 per hour to carry out their administrative and marketing activities and that these hours should not exceed an annual average of benchmarked hours per week as specified in Attachment 3.</b></p> <p><b>Any additional hours of work to be presented to the committee for sign off via the procurement process.</b></p>	<ul style="list-style-type: none"> <li>Council has undertaken benchmarking of the average hourly rate for Centre Managers in metropolitan Melbourne. The rate is benchmarked at \$65 per hour for administration and marketing duties.</li> <li>In addition, the industry average rate per hour is between \$50 to \$80 dictated by experience, level of skill, outputs and performance.</li> <li>Presently, there is a lack of consistency and transparency in the way Centre Managers are paid for their services.</li> </ul>	<ul style="list-style-type: none"> <li>To promote transparency and consistency in the way funds are distributed to Centre Managers for the work that they do.</li> <li>To ensure businesses and Council are receiving the best return on investment for the service provided.</li> </ul>	<ul style="list-style-type: none"> <li>Committees and Council have clearer expectations of Centre Manager deliverables which are consistent across all eleven centres.</li> <li>Supports committees in developing contracts with Centre Managers.</li> <li>Centre Managers that have specialised marketing skills above and beyond the expectations of</li> </ul>

	<ul style="list-style-type: none"> <li>Some Centre Managers outsource specialist marketing activities to a third party via a procurement process. Others insource these activities to their own marketing businesses and others provide the service inhouse at their Centre Manager hourly rate.</li> <li>A consistent approach that follows a procurement process and conflict of interest process for additional hours or specialist skills ensures transparency and the best return on investment for all parties.</li> </ul>		<p>the role can present their quote to the committee for these services. This quote is subject to a procurement process and a conflict of interest process.</p> <ul style="list-style-type: none"> <li>Centre Managers have the opportunity to generate additional income via accessing grants from Council or other funding bodies to deliver community focused projects.</li> </ul>
New Funding Agreement Inclusions	Justification	Benefits to Council	Benefits to Associations
<b>Additional Clause Inclusions/tightening</b>			
<b>That Centre Managers and Committee Members must not make improper use of their position or information acquired by virtue of holding their position so as to gain an advantage or benefit (financial or other i.e. bonuses, rewards, points etc) for themselves or any other person or to cause detriment to the Association.</b>	<ul style="list-style-type: none"> <li>This clause is included in the Consumer Affairs Victoria- Model Rules for Incorporated Associations and extends to Committee members only. While most associations have adopted the model rules some have not. Irrespective, the inclusion of this clause in the new Funding Agreement protects Council and the committees from fraud risk.</li> </ul>	<ul style="list-style-type: none"> <li>Mitigate perceived Conflicts of Interest – pecuniary or non-pecuniary / mitigate fraud risk.</li> </ul>	<ul style="list-style-type: none"> <li>Mitigate perceived Conflicts of Interest – pecuniary or non-pecuniary / mitigate fraud risk.</li> </ul>
<b>Clarify the use of Council's contribution to ensure that the contribution is used in the manner intended for which the rates and charges have been declared and levied by Council.</b>	<ul style="list-style-type: none"> <li>Council's contribution allows the Associations to pay for items not directly related to marketing and promotions. This includes: maintenance of assets and infrastructure, graffiti removal, streetscape, security, landscaping, beautification, new</li> </ul>	<ul style="list-style-type: none"> <li>Clearer expectations on the use of council's contribution.</li> </ul>	<ul style="list-style-type: none"> <li>Clearer expectations on the use of the council's contribution.</li> <li>Committees can progress infrastructure and maintenance requests using their scheme funds.</li> </ul>

	street furniture and repainting. This flexibility allows the Trader Associations to respond to local infrastructure issues which may be difficult for Council to fund given other competing budget priorities.		
--	--	--	--



**Attachment 4:** Classification of Centres by Size and Benchmarked Annual Hours Per Week for Core Administration  
and Marketing Activities

Activity Centre	Scheme Funding Total \$	# of Ratable Properties	Classification for purposes of this review: Small, Medium or Large	Benchmarked Centre Manager Core Hours per week based on size of activity centre
Eaglemont	26,900	25	Small	8.5
Lower Plenty	35,910	30	Small	8.5
Macleod	37,570	43	Small	8.5
Montmorency	48,465	57	Small	10.0
Bell St Mall	105,000	68	Medium	13.0
East Ivanhoe	76,375	68	Medium	13.0
Watsonia	71,677	69	Medium	13.0
Rosanna	80,500	80	Medium	13.0
Ivanhoe	220,000	226	Large	20.0
Heidelberg Central	188,097	262	Large	20.0
Greensborough	285,000	373 (Plaza188/180)	Large	20.0
<b>TOTAL</b>	<b>1,175,494</b>	<b>1,301</b>		

**Core marketing and administrative duties include but are not limited to:**

- Bimonthly or monthly committee meetings including agenda and minutes when required
- AGM agenda, presentation, and minutes when required
- Attendance at Centre Manager meetings and other stakeholder meetings
- Council reporting
- Annual business planning and budgeting
- Maintaining a database and website
- Social media - management and administration eg. content development, post shares, content editing, billing, scheduling and advertising. (
- Event planning, attendance (eg. permits/admin etc) and measuring success
- Trader newsletters/updates
- Responding to complaints, queries and other communication from traders and stakeholders electronically or face to face
- Marketing coordination ie promotional material, stakeholder engagement, procurement
- Advocacy - attendance at meetings and administration
- Support the Special Rate and Charge renewal process
- Coordination of capital works improvements: streetscape improvements, graffiti removal, shopfront improvement projects etc.
- Welcome packs/Introduction to new businesses

**Additional specialized activities subject to a procurement process include but not limited to:**

- Graphic Design
- Programmatic campaigns
- Search Engine Optimisation
- Campaign asset development
- Hire or supply of equipment: eg. decals, marquees
- Signage
- Photography
- Videography
- Entertainers
- Website development and modifications
- 5 Year Strategic Business Planning
- Subcontractors (eg. paid event staff)
- Printing





**Governance Rules**

**Election Period Policy incorporated into the Rules**

**Adopted by Council**

## Document Version History

Version	Date	Author	Comments
1	17 August 2020	Manager Corporate Governance and Communications	Final and adopted by Council
2	5 September 2022	Manager Corporate Governance and Communications	Draft for community consultation
3	Scheduled for 14 November 2022	Manager Corporate Governance and Communications	

## GOVERNANCE RULES

### Introduction

#### 1. Nature of Rules

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

#### 2. Date of Commencement

These Governance Rules commence on 14 November 2022.

#### 3. Contents

These Governance Rules are divided into the following Chapters:

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

#### 4. Definitions

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

<i>Act</i>	means the <i>Local Government Act 2020</i> .
<i>Chief Executive Officer</i>	includes an Acting Chief Executive Officer.
<i>Community Asset Committee</i>	means a Community Asset Committee established under section 65 of the Act.
<i>Council</i>	means <b>Banyule City Council</b> .



<i>Councillor</i>	means a person who is an elected member of the Council.
<i>Council meeting</i>	has the same meaning as in the <i>Act</i> .
<i>Delegated Committee</i>	means a Delegated Committee established under section 63 of the <i>Act</i> .
<i>Mayor</i>	means the Mayor of Council.
<i>these Rules</i>	means these Governance Rules.
<i>Attendance</i>	attend, attending and in attendance include attend, attending or in attendance by electronic means.

## Chapter 1 – Governance Framework

### 1. Context

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

- (a) the overarching governance principles specified in section 9(2) of the *Act*; and
- (b) the following documents adopted or approved by *Council*:
  - Governance Local Law No. 2
  - Councillor Code of Conduct
  - Staff Code of Conduct
  - Council Expense Policy
  - Councillor Gift Policy
  - Fraud and Corruption Policy
  - Councils Community Engagement Policy
  - Councils Public Transparency Policy
  - Councillor Staff Interaction Protocols
  - Instruments of Delegation
  - Relevant Instrument of Appointment to Authorised Officers

And other documents that gives rise to Council's decision making or a document that may be created after the adoption of these Governance Rules that relate to the strategic direction and decision-making framework of Council.

### 2. Council Meetings

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

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

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

The agenda is made available to the public via Council's website and as requested from Banyule Customer Service Centres.

### 3. Decision Making

- (a) In any matter in which a decision must be made by Council (including persons acting with the delegated authority of Council), Council must consider the matter and make a decision:
  - i) fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
  - ii) on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations
- (b) Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered).
- (c) Without limiting anything in paragraph (b) of this sub-Rule:
  - i) before making a decision that will directly affect the rights of a person, Council (including any person acting with the delegated authority of Council) must identify the person or persons whose rights will be directly affected, give notice of the decision which Council must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;
  - ii) if a report to be considered at a Council meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
  - iii) if a report to be considered at a Delegated Committee meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
  - iv) if a member of Council staff proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the member of Council staff must, when making that decision, complete a Delegate Report that records that notice of the decision to be made was given to the person or persons and such person or persons were provided with an opportunity to communicate their views and their interests considered.

### 3. Statement of Commitment to good governance and governance principles (s 9 of the *Local Government Act 2020*)

- (a) The Banyule City Council seeks to apply the governance principles as enshrined in s 9 of the Local Government Act 2020 in that:
  - v) Council decisions are to be made and actions are taken in accordance with the relevant law;



- vi) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
  - vii) the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
  - viii) the municipal community is to be engaged in strategic planning and strategic decision making;
  - ix) innovation and continuous improvement is to be pursued;
  - x) collaboration with other councils and Government statutory bodies is to be sought;
  - xi) the ongoing financial viability of the Council is to be ensured;
  - xii) regional, state and national plans and policies are to be considered in strategic planning and decision making;
  - xiii) the transparency of Council decisions, actions and information is to be ensured.
- (b) To successfully implement the overarching governance principles, the Council must take into account the following:
- xiv) community engagement
  - xv) public transparency
  - xvi) strategic planning
  - xvii) financial management; and
  - xviii) service performance

## **Chapter 2 – Meeting Procedure for Council Meetings**

## Part A - Introduction

### 1. Title

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

### 2. Purpose of this Chapter

The purpose of this Chapter is to:

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

### 3. Definitions and Notes

(1) The following words have the meaning indicated:

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

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

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

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

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

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

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

"*attend, attending, and in attendance*" include attending, or in attendance by electronic or in person means.

"*Chief Executive Officer*" includes Acting Chief Executive Officer

"*Council*" means Banyule City Council



*"Council meeting"* has the same meaning as in the Act

*"general business"* means business of a minor or routine nature

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

## Part B – Election of Mayor

### Introduction

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

The role and functions of the Mayor are set out in section 19 of the Act. Amongst many other duties, the Mayor is the Chairperson of Council meetings, is the leader of the Councillors and is responsible for promoting behaviours amongst Councillors that met the standards of conduct set out in the *Local Government Act 2020* and the *Local Government (Governance and Integrity) Regulations 2020*.

The Mayor, is the official spokesperson for Council and carries out civic and ceremonial duties.

### 4. Election of the Mayor

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

#### Notes LGA Section 25 - Election of Mayor

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

##### Section 25 - Election of Mayor

25 Election of Mayor

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

##### Section 26 – When is a Mayor to be elected

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

...

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

### **Role of the Deputy Mayor**

A Council may establish an office of Deputy Mayor and the election would take place at the meeting at which the Mayor is elected.

If the Council has established an office of Deputy Mayor, the provisions of this Act relating to the office of Deputy Mayor apply.

The Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if:

- The Mayor is unable for any reason to attend a Council Meeting or part of a Council Meeting;
- The Mayor is incapable of performing the duties of the office of Mayor for any reason including illness, or
- The Office of the Mayor is vacant.

The term of the Deputy Mayor is to be identical to the term of the Mayor as resolved by Council.

If the Council has not resolved to establish the position of Deputy Mayor, any provisions in these Rules relating to the Deputy Mayor have no effect.



## 5. Method of Voting

The election of the Mayor must be carried out by a show of hands in accordance with division 9 or such other visual or audible means as the Chief Executive determines.

## 6. Determining the Election of Mayor / Deputy Mayor

- (1) The Chief Executive Officer must open the meeting of the meeting scheduled for the election of the Mayor and invite nominations for the Office of the Mayor
- (2) Any nomination for the office of the Mayor must be:
  - a. seconded by another Councillor; and
  - b. accepted by the nominee and

- (3) Once nominations for the office of the Mayor have been received, the Chief Executive Officer shall:
  - a. confirm that no further nominations shall be accepted. At that point, nominees become candidates for election and their candidature cannot be withdrawn.

b. The following provisions will govern the election of the Mayor. **Single nomination**

- (4) if there is only one nomination, the candidate nominated must be elected to be duly elected.

### **Multiple Nominations**

- (5) if there is more than one nomination, the Councillors in attendance at the meeting must vote for one of the candidates.
- (6) in the event of a candidate receiving the votes of an absolute majority of Councillors, that candidate is declared to have been elected.

Three or more nominations and no Candidate Obtaining Absolute Majority on First Vote

- (7) (7) in the event that:
  - a. there are three or more candidates
  - b. no candidate receives the votes of an absolute majority of Councillors; and
  - c. it is not resolved to conduct a new election at a late date and time,

the candidate with the fewest number of votes must be declared to be a defeated candidate. the Councillor in attendance at the meeting ill then vote for one of the remaining candidates.

- (8) if one of the remaining candidates receives the votes of an absolutely majority of Councillors, that candidate is duly elected. If none of the remaining candidates receives the votes of an absolute majority of Councillors and it is not resolved to conduct a new election at a later date and time, the process of declaring the candidates with fewest number of votes a defeated candidate and voting for the remaining candidate must be repeated until one of the candidates receives the votes of an absolute majority of Councillors. That candidate must then be declared to have been duly elected.
- (9) for the purposes of sub rules 7 and 8, if no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes then the candidate who is to be declared a defeated candidate will be determined by lot.
- (10) if a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:
  - a. each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
  - b. the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors surnames are identical, the order will be determined by the alphabetical order of the Councillors first names;
  - c. as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).

**Two nominations or two remaining candidates and no candidate obtaining an absolute majority on first vote**

- (11) In the event of two (2) candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors in attendance at the meeting will consider whether to resolve to conduct a new election at a later date and time.
- (12) If:
  - a. It is resolved to conduct a new election at a later date and time a new election will take place on the date and at the time resolved upon. In the event the provisions of this Rule will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination or any candidate who receives the votes of an absolute majority of Councillors will be declared duly elected; and
  - b. it is not resolved to conduct a new election at a later date and time Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more votes are taken neither candidates receive the votes of an absolute majority of Councillors, the provisions of sub rule 6.11 and this sub rule 6.12 must again be followed.

**7. Ceremonial Mayoral Speech**

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

**8. Appointment of Acting Mayor**

If Council has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- (1) resolving that a specified Councillor be so appointed; or
  - (2) following the procedure set out in Rules 6 and 7 (inclusive) of this Chapter,
- at its discretion.

**9. Election of the Deputy Mayor and Chairs of Delegated Committees**

Any election for:

- (1) any office of the Deputy Mayor; or
- (2) Chair of a Delegated Committee

will be regulated by Rules 4-6 (inclusive) of this Chapter, as if the reference to the:

- (3) Chief Executive Officer is reference to the Mayor; and
- (4) Mayor is a reference to the Deputy Mayor or the Chair of the Delegated Committee (as the case may be).

**10. Appointment of Acting Mayor**

If Council has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- (1) resolving that a specified Councillor be so appointed; or
- (2) following the procedure set out in Rule 5 and 6 (inclusive) of this Chapter, at its discretion.



## Part C – Meetings Procedure

### Introduction

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

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

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

The Chairperson is an independent leader of meetings and generally does not participate in debate or move or second motions. However, from time to time, the Mayor or Chairperson may wish to participate in the debate by moving and seconding a motion, in which case the Mayor needs to highlight that they are speaking on behalf of their role as a Councillor and not the Mayor (if they are the Mayor of the day).

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

Additionally, each member of the meeting has an obligation to participate in good decision-making. Specific duties and discretions of the Chairperson are outlined throughout these Governance Rules.

### Division 1 -Notices of Meetings and Delivery of Agendas

#### 11. Dates and times of meetings fixed by Council

Subject to Rule 13, Council must from time to time fix the date, time and place of all Council meetings.

#### 12. Council may alter Meeting dates

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

#### 13. Special meetings

(1) Council may by resolution call an special meeting of the Council.

- (2) The Mayor, or at least three (3) Councillors may by written notice call a special Meeting of the Council.
- (3) The Chief Executive Officer, following consultation with the Mayor, may call a special meeting.
- (4) A written notice to call a special Meeting must:
  - (a) specify the date and time of the special Council meeting
  - (b) specify the business to be transacted;
  - (c) be delivered to the Chief Executive Officer or Delegate in sufficient time to enable notice to be given in accordance with clause 14 below.

#### **14. Notice of Meeting**

##### **14.1 Council Meetings**

- (1) A notice of a Meeting, that is not a special meeting, incorporating or accompanied by an agenda of the business to be dealt with, must be sent electronically to every Councillor for all Council meeting, at least 5 business days before the meeting. A period of less than five (5) business days may be justified if exceptional circumstances exist.
- (2) An agenda for each Council Meeting, that is not a special meeting, will be made available on Council's website no less than 36 hours before the Council meeting.
- (3) A schedule of Council Meetings must be prepared and published that ensures it is available to a broad section of the community, including on Council's website at least once each year and with such greater frequency as the Chief Executive Officer determines. The schedule of Council meetings must also be available from Council's Customer Service Centres at request.
- (4) Notwithstanding sub-Rule 14.1 a notice of a meeting need not be delivered or sent to any Councillor who has been granted leave of absence unless the Councillor has requested the Chief Executive Officer in writing to continue to give notice of any meeting during the period of their absence.

##### **14.2 / Special Meetings**

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

**15. Adjourned Meetings**

- (1) Council may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- (2) The Chief Executive Officer must give written notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.
- (3) If it is impracticable for the notice given under clause 15(2) to be in writing, the Chief Executive Officer must give notice to each Councillor by telephone or in person.

**16. Cancellation or postponement of a Meeting**

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

**Division 2 - Quorums****17. Inability to obtain a quorum**

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

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

**18. Inability to maintain a Quorum**

- (1) If a quorum ceases to be present at any time during a Council meeting then no business can be legally transacted until a quorum is again formed. The meeting may be adjourned.
- (2) The Chairperson may defer an item of business in respect of which there is, or is likely to be, a disclosure of a conflict of interest by one or more Councillors that will cause a quorum to be lost and direct the Chief Executive Officer to include that item of business on an agenda for a future Council meeting.



- (3) If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, Council will:
- (a) Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
  - (b) Determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter at a meeting for which quorum can be maintained.
- (4) If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, and the matter cannot be separated into component parts or prior decisions made, Council will delegate the decision to be made:
- (a) By the Chief Executive Officer; or
  - (b) By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.
- (5) A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council Meeting.

<i>Quorum Calculation</i>	
<i>Number of Councillors/ Committee Members</i>	<i>Number required for Quorum</i>
9	5
8	5
7	4

### Division 3 - Business of Meetings

#### 19. Agenda and the order of business

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

**20. Urgent Business**

- (1) If the agenda for a meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if:
  - (a) It relates to or arises out of a matter which has arisen since distribution of the agenda; and
  - (b) deferring the item until the next meeting will mean a decision on the item will not have any effect on the matter; or
  - (c) involves a matter of urgent community concern; or
  - (d) cannot be safely or conveniently deferred until the next ordinary meeting.
  - (e) the item involves a matter of urgency as determined by the Chief Executive Officer; and
  - (f) it cannot be addressed through an operational service request process.
  - (g) Provided the matter does not:
    - substantially affect the levels of Council service;
    - commit Council to significant expenditure not included in the adopted budget;
    - establish or amend Council policy; or
    - commit Council to any contractual arrangement.
- (2) A Councillor proposing a matter be admitted as urgent business must lodge it in writing to the Chief Executive Officer no later than 3 pm on the day of the Meeting.
- (3) The Chief Executive Officer will advise the Mayor of any matter that they determine appropriate for Council to consider admitting as urgent business.
- (4) Prior to the consideration of the urgent business item, Council must first determine to accept the urgent business item and will require a mover and seconder and put the motion to the vote of the Council. The mover shall explain why the item has been classified as urgent business without speaking to it and then move it without speaking to it.

**21. General Business item**

- (1) When dealing with General Business on the agenda, a Councillor may make a statement on an issue of concern or of interest.
- (2) Only business of a minor or routine nature should be admitted as general business and there shall be no debate or resolution arising out of that statement.
- (3) A Councillor may not speak longer than 3 minutes on an item of general business.

An example of a general business item could be an update from a Councillor(s) on the following items:

- A recent event that they attended
- A recent Banyule achievement; either relating to employee, Councillor or the organisation
- A condolence or celebratory item
- Relevant tributes and recognition
- A note of thanks

A general business item does not require a Councillor to vote on the matter, as it does not require a decision.



*Division 4 - Motions and Debate***22. Notice of Motion**

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

- (8) If rejecting a notice of motion, the Chief Executive Officer must:
  - (a) give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and
  - (b) if the notice of motion cannot be amended to the satisfaction of the Chief Executive Officer, notify, in writing, the Councillor who lodged it of the rejection and the reasons for the rejection.
- (9) The Chief Executive Officer may designate a notice of motion to be confidential in accordance with the relevant grounds as contained in the Act, in which case the notice of motion will be considered in a session of a Council meeting that is closed to members of the public.
- (10) The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda and outline the policy, financial and resourcing implications if the notice of motion is passed.
- (11) The Chief Executive Officer may arrange for comments of members of Council staff to be provided to Councillors prior to the notice of motion being published in the agenda for the relevant Council meeting.
- (12) The motion moved must not be substantially different to the motion published in the agenda, however, may be amended by resolution of the Council.
- (13) If a Councillor who has lodged a Notice of motion is absent from the meeting or fails to move the Motion when called upon by the Chairperson to do so, any other Councillor may move the motion.
- (14) The Chair, having lodged a notice of motion to move the notice of motion and:
  - the Deputy Mayor will assume the Chair; or
  - if the Deputy Mayor is not in attendance or there is no Deputy Mayor, Council must appoint a temporary Chair for the consideration of that item.
- (15) Unless Council resolves to re-list at a future meeting a notice of motion which has been lost, a similar motion must not be put before Council for at least three (3) months from the date it was last lost.

### **23. Chair's Duty**

The Chair must not accept any motion which:

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

**24. Introducing a Report**

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

**25. Introducing a Motion or an Amendment**

The procedure for moving any motion is:

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

**Notes**

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

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

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



taken, the timing of the action to be taken, the details of any other organisation and any references to specific attachments that should be read in conjunction with the meeting minutes from the associated agenda.

## **26. Right of Reply**

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

## **27. Moving an Amendment**

- (7) A motion, which has been moved and seconded, may be amended by leaving out, inserting or adding words, which must be relevant to the subject of the motion.
- (8) An amendment may be proposed or seconded by any Councillor, except the mover and seconder of the original motion.
- (9) If a Councillor proposes an amendment and the original mover and seconder of the motion both indicate their agreement with the amendment, the amended motion becomes the substantive motion without debate or vote.
- (10) If a Councillor proposes an amendment to which either the mover or seconder does not agree, the following will apply:
  - (a) the amendment must be moved and seconded;
  - (b) a Councillor may speak on any amendment once, whether or not they has spoken to the motion, but debate must be confined to the terms of the amendment;
  - (c) any number of amendments may be proposed to a motion, but only one amendment may be accepted by the Chairperson at any one time. No second or subsequent amendment, whether to the Motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with and voted on;
  - (d) if the amendment is carried, the motion as amended then becomes the motion before the meeting (known as the 'substantive Mmotion'); and
  - (e) the mover of an amendment does not have right of reply.

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

## **28. Foreshadowing Motions**

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

## **29. Withdrawal of Motions**

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

## **30. Separation of Motions**

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

## **31. Motions moved in a block**

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

## **32. Motions in Writing**

- (1) All motions, except procedural motions, must be submitted in writing.

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

**33. Repeating Motion and/or Amendment**

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

**34. Debate must be relevant to the Motion**

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

**35. Adequate and sufficient debate**

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



**36. Speaking Times**

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

**37. Right to ask Questions**

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

**38. 36. Priority of address**

- (3) In the case of competition for the right of speak, the Chairperson must decide the order in which the Councillors concerned will be heard.

**Division 5 - Procedural Motions****39. Procedural Motions**

- (1) Unless otherwise prohibited, and subject to sub- rule (3), a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.
- (2) Procedural motions require a seconder.
- (3) The Chairperson may reject a procedural motion if they believe the motion on which it is proposed has not been adequately or sufficiently debated.

- (4) Regardless of any other provision in this Governance Rules a procedural motion must be dealt with in accordance with the table set out titled 'Procedural Motions Table'.
- (5) A Procedural motion may not be moved or seconded by the Chairperson.
- (6) Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
- (7) Unless otherwise provided, a procedural motion must not be amended.

Procedural motions table **CEDURAL MOTIONS TABLE**

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
<b>Adjournment of debate to later hour and/or date</b>	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion Not the Chair	(a) During the election of a <i>Chair</i> , (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
<b>Adjournment of debate indefinitely</b>	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion Not the Chair	(a) During the election of a <i>Chair</i> , (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the <i>Act</i> ; or (d) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
<b>The closure (debate)</b>	That the motion be now put	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion Except the Chair	During nominations for <i>Chair</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No
<b>Laying a motion on the table (pausing debate)</b>	'That the motion be laid on the table'	A Councillor who has not spoken for/against the motion Except the Chair	During the election of the Mayor/Deputy Mayor	Motion not further discussed or voted on until Council resolves to take the question from the table at the same meeting	Debate continues unaffected	No
<b>Take a motion from the table (resume debate on a matter)</b>	'That the motion in relation to xx be taken from the table'	Any Councillor Except the Chair	When no motion is on the table	Debate of the item resumes	Debate of the item remains paused	No
<b>Alter the order of business</b>	'That the item listed at xx on the agenda be considered before/after the item listed as xy'	Any Councillor Except the Chair	(a) At a Meeting to elect the Mayor; or (b) During any debate	Alters the order of business for the meeting	Items are considered in the order as listed in the <i>Agenda</i>	No



Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
<b>Consideration of confidential matter(s) (Close the meeting to members of the public)</b>	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public for the consideration of item xx <i>is confidential as it relates to [insert reason]</i>	Any Councillor Except the Chair	During the election of the Mayor/Deputy Mayor	The meeting is closed to members of the public	The meeting Continues to be open to the public	Yes
<b>Reopen the meeting</b>	'That the meeting be reopened to members of the public'	Any Councillor Except the Chair		The Meeting is reopened to the public	The meeting remains closed to the public	No
<b>suspension of standing orders</b>	That standing orders be suspended it's the one on the left	Any Councillor Except the Chair		The formalities of the meeting procedure are temporarily disposed.  no motion can be accepted by the Chair or lawfully be dealt with until standing orders are resumed than the	the formalities of the meeting procedure remain in place	yes

Procedural Motion	Form	Mover & Second	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
<b>resumption of standing orders</b>	that standing orders be resumed	Any Councillor r Except the Chair	when standing orders have not been suspended	the formalities of the meeting have been reinstated.	the formalities of the meeting procedure remain temporarily disposed of  no motion can be accepted by the Chair or lawfully be dealt with until standing orders are resumed	yes

## Division 6 - Rescission Motions

### 40. Notice of Rescission

- (1) A Councillor may propose a motion to amend or rescind a previous resolution of Council provided:
  - a) the resolution has not been acted upon; and
  - b) the notice of motion is in writing and signed by the Councillor (primary Councillor) and two other Councillors; and
  - c) the notice of motion is delivered to the Chief Executive Officer no later than 48 hours following the meeting of the Council at which the motion proposed to be rescinded or altered was adopted.
- (2) A resolution will be deemed to have been acted upon if:
  - a) its contents have or substance has been formally communicated to a person whose interests are materially affected by it;
  - b) a statutory process has been commenced so as to vest enforceable rights in or obligations on Council or any other person.
- (3) A notice of motion to rescind or alter previous resolution of Council:
  - a) is to be listed by the Chief Executive Officer for consideration at the next ordinary meeting of Council, unless a special meeting of Council is called to consider the notice of motion prior to the next ordinary meeting of Council;
  - b) may be moved by any Councillor in attendance at the meeting if the Primary Councillor is not present at the meeting;
  - c) shall be deemed to have been withdrawn if not moved at the meeting for which it is listed.
- (4) The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:
  - (1) has not been acted on; and
  - (2) is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with sub-Rule 40(1)(c),unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

### 41. If Lost

If a motion for rescission is lost, a similar motion may not be put before Council for at least three (3) months from the date it was last lost, unless Council resolves that the notice of motion be re-listed at a future meeting.

### 42. If Not Moved

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

### 43. May be moved by any Councillor

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



**44. When not Required**

- (1) Unless sub-Rule 42(2) applies, a motion for rescission is not required where Council wishes to change policy.
- (2) The following standards apply if Council wishes to change policy:
  - (a) if the policy has been in force in its original or amended form for less than 12 months, a notice of rescission must be presented to Council; and
  - (b) any intention to change a Council policy, which may result in a significant impact on any person, should be communicated to those affected and this may include publication and consultation, either formally or informally.

**Division 7 - Points of Order****Introduction**

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

**45. Chair to decide**

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

**46. Dissent From Chair's ruling**

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

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

"That the Chair's ruling be dissented from."

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

**47. Valid Points of Order**

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

**48. Contradiction or opinion**

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

## Division 8 - Petitions and Joint Letters

### 49. Petitions and Joint Letters

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



## Division 9 - Voting

### Introduction

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

The vote is determined by a majority of the Councillors in attendance at the meeting at the time the vote is taken voting in favour of the motion.

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

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

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

### 50. How Motion determined

- (1) To determine a motion at a meeting, the Chairperson must first call for those in favour of the motion and then those opposed to the motion and must then declare the result to the meeting.
- (2) In the event of a tied vote, the Chairperson must, unless the Act provides otherwise, exercise the casting vote.
- (3) The Chairperson may adjourn the meeting to consider how their casting vote will be cast.
- (4) The Chairperson may direct that a vote be recounted to satisfy themselves of the result.

### 51. Voting must be seen

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

### 52. When a division is permitted

- (1) A division may be requested by any Councillor on any vote.
- (2) The request must be made to the Chairperson either immediately prior to, or immediately after, the vote has been taken, and may not be made after the Meeting has moved to the next item of business.

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

**53. No discussion once a vote has been declared**

- (1) Once a vote on a motion has been declared carried or lost by the Chairperson, no further discussion relating to the motion is allowed, unless the discussion:
  - (a) involves a Councillor requesting that their opposition to a resolution be recorded in the minutes or calling for a division in accordance with Rule 49; or
  - (b) is a Councillor foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

**Section 59 of the Act provides:**

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

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

## Division 10 - Minutes

### Introduction

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

### 54. Keeping of Minutes

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

### 55. Confirmation of Minutes

- (1) The minutes as recorded by the Chief Executive Officer, or delegate, will be made available as the proposed minutes to:
  - (a) Councillors, within 3 business days;
  - (b) members of the public, by publishing them on Council's website, within 4 business days or where as reasonably practicable to publish to Councils websote
  - (c) of the Council meeting they relate to.
- (2) No debate or discussion is permitted on the confirmation of minutes except as to their accuracy as a record of the proceedings of the Council meeting to which they relate;



- (3) Once the minutes are confirmed in their original or amended form, the minutes must, if practicable, be signed by the Chairperson of the meeting at which they have been confirmed.
- (4) the minutes must be held in accordance with the Public Records of Victoria standards.

**56. Objection to confirmation of Minutes**

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

**57. Deferral of confirmation of minutes**

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

## **Division 11 - Public Participation**

### **Introduction**

Council Meetings are held for Council to make its decisions. Members of the public do not have a right to address Council, however provisions are made for Council to respond to questions from the community, and in particular circumstances.

At each Ordinary Meeting there is an opportunity for members of the public to ask questions of the Council or speak to an item on the Agenda, participation includes:

- requesting to speak
- talking about a public submission
- submitting a question to public question time
- presenting a petition.

Guidelines for these processes are available on Councils website.

Members of the community may also seek to inform individual Councillors of their views by contacting them directly in advance of a Council Meeting.

**58. Public addressing the Meeting**

- (1) At an ordinary meeting of Council, time may be allocated in accordance with Council Policy to enable any person to address Council on a matter included on the Agenda.
- (2) Sub-clause (1) does not apply during any period when Council has resolved to close the meeting in respect of a matter under section 66 of the Act.
- (3) Comments should be confined to the matter under consideration and directed to the Chairperson.

- (4) Council may decide to defer discussion to a later date and the views of the person addressing Council should be sought concerning that other date.
- (5) Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- (6) A member of the public in attendance at a Council meeting must not disrupt the meeting.
- (7) Silence must be preserved in the gallery at all times.

**59. Chair may Remove**

The *Chair* may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 58(5).

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

## Division 12 - Disorderly Conduct

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

### 60. Chairperson may adjourn disorderly Meeting

- (1) The Chairperson may call a break in a meeting for either a short time, or to resume another day if:
  - (a) the behaviour at the Council table or in the gallery is significantly disrupting the meeting; or
  - (b) when a meeting has been in progress for longer than two (2) hours.
- (2) The break referred to in sub-clause (1) is an adjournment.
- (3) Where a Councillor engages in improper or disorderly conduct, or acts in a way that otherwise disrupts the meeting, and prevents the conduct of Council business:
  - (a) Council may, by resolution, suspend that Councillor from a portion of the Meeting or from the balance of the meeting where the Chairperson has warned the Councillor to cease that behaviour; or
  - (b) The Mayor, under section 19 of the Act, at a Council meeting, having previously warned the Councillor to cease that behaviour, may direct a Councillor to leave the meeting for a period of time or the balance of the Meeting.
- (4) If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, they may adjourn the meeting to a later time on the same day or to some later day as they think proper. In that event, the provisions of sub-Rule 15(2) and (3) and (4) apply.

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

### 61. Removal from Chamber

The Chair, or Council in the case of a suspension, may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber or a member who is in attendance at the Council meeting whether electronic or in person any person who acts in breach of this Chapter and whom the Chair has ordered to be removed from the gallery under Rule 59.

## Division 13 - Additional Duties of Chair

### 62. The Chair's Duties and Discretions

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

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



## Division 14 - Suspension of Standing Orders

### 63. Suspension of Standing Orders

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

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

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

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

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

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

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

"That standing orders be resumed."

## Division 15 - Physical and Remote Attendance.

### 64. Mode of Attendance

- (1) Each notice of meeting must indicate whether the relevant Council meeting is to be conducted:
- (c) wholly in person;
  - (d) wholly by electronic means; or
  - (e) partially in person and partially by electronic means
- (2) The indication of the notice of meeting must be consistent with any Resolution of Council that has expressed preference for, or otherwise specified, when Council meetings are to be conducted:
- (a) wholly in person;
  - (b) wholly by electronic means; or
  - (c) partially in person and partially by electronic means
- (3) The default mode of attendance for a council or special meeting is wholly in person
- (4) If a Council meeting is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means
- (5) Any request made under sub rule 64.4 must
- (a) be in writing;
  - (b) be given to the Chief Executive Officer no later than 10am on the day of the relevant Council meeting; and

- (c) specify the reasons why the Councillor is unable or does not wish to attend the Council meeting in person.
- (6) The Chief Executive Officer must ensure that any request received in accordance with sub-Rule 64.5 and any other request received from a Councillor to attend electronic means is made known at the commencement of the relevant Council meeting.
- (7) The Chief Executive Officer may approve and must not unreasonably refuse any request and will confirm in writing or verbally no later than 3pm on the day of the request for the Councillor(s) to attend by electronic means and must inform the rest of the Councillors of their decision.
- (8) A Councillor who is attending a council meeting by electronic means is responsible for ensuring that they are able to access equipment and are in such an environment that facilitate participating in Council meetings.
- (9) Without detracting from anything said in sub-Rule 64.8, a Councillor who is attending a meeting by electronic means must be able to:
  - (a) hearing the proceedings;
  - (b) see all Councillors and members of Council staff who are also attending the Council meeting, at least while a Councillor or member of Council staff is speaking;
  - (c) be seen by all Councillors, members of Council staff, members of Council staff and members of the public who are physically present at the Council meeting; and
  - (d) be heard when they speak
- (10) if the conditions of sub-Rule 64.9 cannot be met by one or more Councillors attending a Council meeting, whether because of technical difficulties or otherwise:
  - (a) the council meeting will nonetheless proceed as long as a quorum is present;
  - (b) the relevant Councillor (or Councillors) will be treated as being absent from Council meeting or that part of the Council meetingunless the Council meeting has been adjourned in accordance with these Rules.
- (11) Nothing in this Rule 64 prevents a Councillor from joining (or re-joining) a Council meeting at the time that they achieve compliance with sub-Rule 64.9 even if the Council meeting has already commenced or has continued in their absence.

## Division 16 - Miscellaneous

### 65. Meetings conducted Remotely

If:

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

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

**66. Procedure not provided in this Chapter**

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

**67. Criticism of members of Council staff**

- (1) The Chief Executive Officer may make a brief statement at a Council meeting in respect of any statement by a Councillor made at the Council meeting criticising him or her or any member of Council staff.
- (2) A statement under sub-Rule 67(1) must be made by the Chief Executive Officer, through the Chair, as soon as it practicable after the Councillor who made the statement has resumed their seat.



### Chapter 3 – Meeting Procedure for Delegated Committees

#### Introduction

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

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

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

**Chapter 4 – Meeting Procedure for Community Asset Committees****Introduction**

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

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

## Chapter 5 – Disclosure of Conflicts of Interest

### Introduction

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

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

Meetings conducted under the auspices of Council include those meetings arranged or hosted by Council.

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

### 1 Obligations with regard to conflict of interest:

- (1) Councillors, members of Delegated Committees, Community Asset Committees and those attending meetings auspice by Council staff are required to:
  - Avoid - all situations which may give rise to conflicts of interest;
  - Identify - any conflicts of interest; and
  - Disclose – or declare all conflicts of interest;

### 2 Councillors and Members of Delegated Committees

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

### 3 Procedure of a Conflict of Interest at a Council Meeting

A Councillor who has a conflict of interest being considered at a Council Meeting at which they

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



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

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

#### **4 Disclosure of Conflict of Interest at a Delegated Committee Meeting**

A member of a Delegated Committee who has a conflict of interest in a matter being considered at a Delegated Committee meeting at which they

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

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

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

#### **5 Disclosure of a Conflict of Interest at a Community Asset Committee Meeting**

A Councillor who has a conflict of interest in a matter being considered at a Community Asset Committee meeting at which they:

- (1) are present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Community Asset Committee meeting immediately before the matter is considered; or

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

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

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

## **6 Procedure at other meetings organised, hosted or supported by Council**

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

**7 Council staff**

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

**8 Procedure for disclosures of conflicts of interest by Council Staff**

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

**9 Disclosure by members of Council Staff preparing reports for Meetings**

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

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

- (2) The Chief Executive Officer must ensure that the Report referred to in sub-Rule 9(1) records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.
- (3) If the member of Council staff referred to in sub-Rule 9(1) is the Chief Executive Officer:
  - (a) the written notice referred to in sub-Rule 9(1) must be given to the Mayor; and
  - (b) the obligation imposed by sub-Rule 9(2) may be discharged by any other member of Council staff responsible for the preparation of the Report.



**10 Disclosure of Conflict of Interest by members of Council Staff in the exercise of delegated power**

- (1) A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer explaining the nature of the conflict of interest.
- (2) If the member of Council staff referred to in sub-Rule 10(1) is the Chief Executive Officer the written notice must be given to the Mayor.

**11 Disclosure by a member of Council Staff in the exercise of a statutory function**

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

## Chapter 6 – Miscellaneous

### 1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

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

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

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

### 2. Confidential Information

- (1) If, a, the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, they may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- (2) Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.
- (3) Nothing in Sub-Rule 2(2) will, without more, mean that the information designated by the Chief Executive Officer under sub-Rule 2(1) satisfies the definition of "confidential information" as contained in section 3(1) of the *Act*.

### 3. Joint council meetings

#### Introduction

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

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

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

**Section 62 Joint meetings of Councils - LGA**

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



**Chapter 7 – Election Period Policy**



**Election Period Policy**



## 1. Election Period Policy

### **Legislative Context**

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

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

### **Victorian Charter of Human Rights and Responsibilities Act**

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

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

The human rights most relevant to this policy are:

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

### **Other Relevant Documentation**

- Councillor Code of Conduct
- Cr Expense Policy
- Staff Code of Conduct
- Councillor and Staff Interaction Protocol
- Councillor Gifts Policy

## Table of Contents



## Definitions and key terms used this Policy

Advertising sign	<p>Means play place card, board, poster, banner, sign, card, structure or another similar device, whether portable or affixed or attached to any land, building, vehicle, trailer, person or other thing, used for the purpose of soliciting goods or services or displaying information but excludes any place card, board, poster, banner, sign, card or similar device attached to or on any device or trailer.</p> <p>a) and used for the purposes of promoting a registered political party or a person's candidature or prospective candidature at an election; or</p> <p>if the use of the vehicle or trailer is ancillary to another connected with activities being carried out on land (such as the use of a vehicle or trailer in connection with building or commercial activities being carried out on land).</p>
Chief Executive Officer (CEO)	<p>means:</p> <ul style="list-style-type: none"> <li>a) the person appointed by Council to be its Chief Executive Officer under section 44 of the Act, or any other person acting in that position; and or</li> <li>b) the Chief Executive Officer delegate</li> <li>c) or any other person that the Chief Executive Officer selects for the purpose of giving effect to this Policy.</li> </ul>
Council	means the Banyule City Council, whether constituted before or after the commencement of this Policy.
Council controlled land	means any land which Council owns, occupies, manages, has leased or licensed to another person or is otherwise under Council's control and management, other than a road.
Candidate:	<p>means a person:</p> <ol style="list-style-type: none"> <li>1. who has been nominated as a candidate for an election under section 256 of the Act</li> <li>2. who has: <ul style="list-style-type: none"> <li>• publicly expressed an intention to run as a candidate in the election; and or</li> <li>• a person who has formally nominated as a candidate in the election with the Election Manager.</li> </ul> </li> </ol> <p>A candidate is a "known candidate" when a person has actual knowledge of the candidates identify and that they meet the above definition.</p>
Councillor-candidate	means a current Councillor who has nominated, or is considering nominating for the election in the 26 October 2024 general elections.

Election Period	<p>The statutory caretaker requirements apply during the “election period”. <i>Local Government Act 2020</i> (The Act) defines the election period to be the 32 day period that starts on the last day of nominations and ends at 6 p.m. on the Election Day</p> <p>For the 2024 Council elections, this means that the mandatory election period will be: From midnight on 24 September 2024 through to 6 p.m. on 26 October 2024.</p>
Prohibited Decisions	<p>Section 69(2) of the the Act outlines the types of decisions that an Election Period Policy must prohibit during an election period. These are decisions that:</p> <ul style="list-style-type: none"> <li>• relates to the appointment or remuneration of the Chief Executive Officer</li> <li>• commits the Council to expenditure exceeding one per cent of the Council's income</li> <li>• could be reasonably deferred until after the election</li> </ul> <p>Section 69(3) prohibits any Council decision that would enable the use of Council resources that is intended to or would likely influence voting at the election.</p> <p>Note that this prohibition also applies to delegated decisions by committees or Council Staff</p>
Publication	<p>means:</p> <p>a) a published work in any form (e.g. hardcopy or digital) including but not limited to brochures, articles, letters, posters, policies, strategies, papers, letters commentary.</p> <p>b) the act or process of publishing.</p>
Publish	means publish by any means including a publication on the internet.
Public consultation	means a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, that includes discussions on that matter with the public.
Significant decisions	Significant decisions that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions; and decisions that may have an irrevocable and/or significant impact on the municipality or a significant section of the community
Council resources	<p>Section 304(1) of the 2020 Act prohibits the use of Council resources in a way that is intended to or is likely to affect the result of an election.</p> <p>Council resources include Council funded/purchased items including:</p> <ul style="list-style-type: none"> <li>• Councillor and Corporate letterhead</li> <li>• Staff</li> <li>• Assets (Including Council vehicles)</li> <li>• Photos</li> <li>• Hospitality</li> <li>• Services</li> <li>• Property</li> </ul>

	<ul style="list-style-type: none"> <li>• Equipment</li> <li>• Stationery</li> </ul>
Electoral matter	<p>Under section 304(2) a <a href="#">Councillor</a> or <a href="#">member of Council staff</a> must not use <a href="#">Council</a> resources to print, <a href="#">publish</a> or distribute or cause, permit or authorise to be printed, <a href="#">published</a> or distributed any <a href="#">electoral material</a> during the <a href="#">election period</a> on behalf of the <a href="#">Council</a></p> <p>Electoral matter is any matter that is “intended or likely to affect voting in an election” (excluding material produced by the returning officer for the purpose of conducting the election).</p> <ul style="list-style-type: none"> <li>• Publicises the strengths or weaknesses of a candidate</li> <li>• Advocates the policies of the Council or of a candidate</li> <li>• Responds to claims made by a candidate</li> <li>• Publicises the achievements of the elected Council</li> <li>• Publicises matters that have already been the subject of public debate</li> <li>• About matters that are known to be contentious in the community and likely to be the subject of election debate</li> <li>• Referring to Councillors or candidates by name or by implicit reference.</li> </ul> <p>This include Council publications that are produced for the purpose of communicating with people in the community, including:</p> <ul style="list-style-type: none"> <li>• Council newsletters</li> <li>• Advertisements and notices</li> <li>• Media releases</li> <li>• Leaflets and brochures</li> <li>• Mailouts to multiple addressees</li> <li>• The publication of such material on the internet.</li> </ul>
Electoral material	means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include advertisement in a newspaper that is only announcing the holding of a meeting.
Electioneering	means any action, statement or publication that contains material directly related to, or likely to influence, a Councillors election or a candidates election.
Election Manager	<p>means:</p> <p>a) The Victorian Electoral Commission; or</p> <p>b) the person appointed in writing by the Victorian Electoral Commission</p>
Nomination day	means the last day on which nominations to be a candidate at a Council election may be received in accordance with the Act or / and the regulations (s.3)
Road	<p>Road includes:</p> <p>a) a street; and</p>



	<ul style="list-style-type: none"> <li>b) a right of way</li> <li>c) a public highway; and</li> <li>d) any land reserved or proclaimed as a street or road under the Crown Land (Reserves) Act 1978 or the Land Act 1958, and</li> <li>e) a public road under the Road Management Act 2004; and</li> <li>f) a passage; and</li> <li>g) a cul de sac; and</li> <li>h) a by-pass; and</li> <li>i) a bridge or ford; and</li> <li>j) a footpath, bicycle path or nature strip; and</li> <li>k) any culvert or kerbing or other land; and</li> <li>l) works forming part of the Road.</li> </ul>
Staff, Member of Council staff, Staff member	means any employee of Council whether permanent or temporary or casual, and includes contractors and volunteers carrying out work for or on behalf of Banyule City Council.

## 2. Policy Scope

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

## 3. Policy Purpose

The Election Period Policy has been developed in accordance with the *Local Government Act 2020* to ensure that general elections on Saturday 26 October 2024 (and subsequent elections) for Banyule City Council are conducted in a responsible, fair, equitable and transparent manner, and in accordance with statutory requirements and established "caretaker".

The Policy covers the following:

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

## 4. Policy

### 4.1 Decision Making

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

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

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

An special Council meeting (called in accordance with the Governance Rules) may only be called in the following circumstances:

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

As Council will not be holding an Ordinary Council meeting during the election period, the following headings under "Prohibited Decisions and Significant Decisions" only apply to reports for an special Council meeting.

The Chief Executive Officer will be responsible for determining if a matter is significant or urgent.

#### 4.1.1 Prohibited Decisions

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

- (a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
- (b) commits the Council to expenditure exceeding one per cent (1%) of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or

the

- (c) If the above decisions are made during the election period, they are deemed invalid.
- (d) In accordance with section 69(5) of the Act, any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is an invalid decision, is entitled to compensation from the Council for that loss or damage.

#### 4.1.2 Significant Decisions

##### Decisions - Council

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

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

Importantly, during the election period reports to Council will be carefully vetted to avoid listing matters on the agenda which could foreseeably influence voters' intentions at the forthcoming election; or encourage Councillor -candidates to use the matter as part of their election platform.

Councillors will commit to refrain from moving motions on or raising matters at Council meetings that could potentially influence voting at an election.

##### Delegates- Staff

Note that this prohibition also applies to delegated decisions by committees or Council Staff. The ordinary day-to-day business of local government must continue throughout the election period. The business will be conducted by Council, its delegates and staff in a responsible and transparent manner, in accordance with statutory requirements.

Most decisions are not made at meetings of the Council. Significant decision-making power is formally delegated to staff and the decisions of a delegate is 'deemed' to be a decision by Council. Because a delegate's decision is the same as a Council decision, the same constraints that apply to decisions made in Council meetings apply when delegates make either decisions.

Delegates should therefore give careful consideration to the exercise of their powers during the election period.



Should a delegate be required to make a decision(s) under delegation in the ordinary course of Council business during the election period, the delegate must satisfy themselves beforehand that the decision is not a prohibited decision.

#### 4.1.3 Caretaker Statement - Special Council Meeting Reports

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

The "Election Period statement" will specify one of the following:

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

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

## 4.2 Council Resources

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

### 4.2.1 Misuse of Position

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

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

section 123 of the 2020 Act, imposes serious penalties on a Councillor who misuses their position for private benefit.

Nr

(f) failing to disclose a conflict of interest as required under this Division.

### 4.2.2 Mayor and Councillor Support

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

#### 4.2.3 Use of Council Equipment by Councillors

Councillors must not use Council issued equipment (including mobile phones, tablets, laptops, computers and/or printers) as a resource to assist with election campaigns.

Councillors can return equipment if they choose, during the election period.

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

Councillor candidates must not use Council resources in connection with any activity associated with their election campaigns, regardless of any equipment to "reasonable personal use" of Council equipment under any other policy, protocol or terms of use.

Councillor-candidate should also be mindful to manage any perceived conflicts even where a direct expenses isn't incurred, this any include for example:

- where campaign related emails are received in a Council email account, send any responses from a private email and encourage the correspondence to use that account in the future.
- where campaign related calls are received on a council device, provide and encourage the caller to use a non-council number for future calls.

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

#### 4.2.4 Councillors' Entitlement to Reimbursement

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

This will be inline with Councils adopted Council Expenses Policy.

#### 4.2.5 Travel and Accommodation

During the election period Councillors shall not participate in any interstate or overseas travel in their capacity as a Councillor. In circumstances where it is imperative that the Mayor (or nominee) represent Council on a delegation or forum, Council may, by resolution, approve such attendance. If consideration by Council is impractical, the Chief Executive Office may determine the issue.

#### 4.2.6 Council Branding

No Council events, logos, letterheads, business cards, postage, uniforms or other Council identifying items, or other material such as photographs sourced or created by Council or other Banyule branding should be used for, or linked in any way to, a candidate's election campaign.

Councillor candidates are to be mindful of reproducing Council information on personal websites and social media as they are subject to copyright.

Councillor candidates should not create the perception that Council in any way endorses their views or supports their election campaign presented on personal websites or social media by misrepresenting Council branding during campaigning and the Election Period. Council remains at all times impartial and unbiased.

#### 4.2.7 Data-bases and mailing lists

The databases and mailing lists held by the organisation remain the property of the Council and are subject to the requirements of the *Privacy & Data Protection Act 2014*, and are therefore not available to members of the public, candidates or to councillors.

#### 4.2.8 Further Advice

In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer.



## 4.3 Public Consultation & Events

**Public consultations and events must be avoided during the election period.**

### 4.3.1 Public Consultations

Council will not commence public consultation during the election period.

Where public consultation activities are necessary during the election period to facilitate the day to day business of Council and ensure matters continue to be proactively managed, any such public consultations will avoid express or implicit links to the election. Such consultation must be assessed on whether it is a contentious or politically sensitive matter.

In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right to postpone a matter if the issue is likely to affect voting.

### 4.3.2 Council Events/functions

Where Council organised events and functions cannot be held before or after the Election Period they will be reduced to only those essential to the operation of the Council. These include annual State wide events such as Children's Week and Seniors week.

Where the public event is totally un avoidable they will require the express permission of the Chief Executive Officer.

#### **Speeches & Invitations**

Councillors must not give speeches at council events.

Invitations will be issued by the Banyule City Council and not under the name of the Mayor or Councillors.

#### **Events**

Under no circumstances may candidates use Council events to campaign.

No political or campaign signage or material is permitted to be displayed or distributed at Council events.

### 4.3.3 Non Council Events

Councillors may from time to time be invited to attend non-Council events from external groups. Councillors may attend non-Council events during the election care taker period. Should Councillors make a speech at such events they should disclose they are doing so in their own private capacity and not as a member of the Council.

#### **Criteria for Chief Executive Officer approval**

Where the Chief Executive Officer is required to determine if a consultation, function or event is to be conducted during the election period, the Chief Executive Officer should consider:

- whether the content of the event is likely to be controversial
- whether the event could have significant consequences
- whether the event could wait until after the election
- the financial implications if the event was held during the election period or deferred until after the election
- the best interests of the Council

- whether the event is an ongoing yearly event therefore considered normal practice to continue i.e. children's week

## 4.4 Access to Information

**Factual information on existing Council programs, policies and/or projects will be available to all candidates. Council recognises that all election candidates have rights to information from the Council administration. Councillor Candidates will be treated in the same way as other candidates with respect to access to Council held information.**

It is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns. There shall be complete transparency in the provision of all information and advice during the election period.

### 4.4.1 Assistance to Councillors

Councillors will be able to obtain relevant information that is needed to perform their roles as Councillors. Councillors will not be able to obtain information that can be used for electioneering purposes.

Where Councillors are seeking to obtain Council information to use as part of their election campaigns the procedures as outlined in 4.4.2 Assistance to Candidates will apply.

Information and briefing material prepared by staff for Councillors during the election period will relate to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities.

Should Councillors be approached by residents requiring information during the election period, Councillors must direct the residents to contact the administration.

Should a Councillor request information during the election period, it will be provided, subject to the Councillor demonstrating that the information relates to a current issue (ie. an issue that has previously been raised with the Council) and cannot be dealt with after the election period.

All requests by Councillors must be directed to the Chief Executive Officer, any request deemed outside of normal business will be declared on the information register as outlined in 4.4.3.

### 4.4.2 Assistance to Candidates

During the election period all candidates for the Council election will be treated equally. All election related enquiries from candidates, whether Councillors or not, will be directed to the Returning Officer, or where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or a designated member of Council staff.

Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

When contacting Council, candidates are to advise that they are acting as a candidate or prospective candidate.

Candidates may be approached from time to time while campaigning by residents with service requests or complaints. Candidates must not seek to act as an intermediary between the resident and Council in these matters. Council will not liaise with candidates in relation



to resolving the service issue or complaint of a third party, they will only deal directly with the affected party.

#### 4.4.3 Information Register

1. An Information Request Register will be maintained by the Governance Department commencing on the opening of nominations . This Register will be a public document published on Council's website that records all requests for information of a non-election nature **by all candidates**, and the responses given to those requests.
2. Responses to candidate's requests – as per clause 1. - will be provided by Managers, Directors or the Chief Executive Officer.

The request for information will have regard to the following:

- Whether the request is reasonable request ie are not voluminous
- Commercial in confidence
- Privacy legislation
- Confidential matters
- Freedom of Information legislation

■

#### 4.4.4 Staff Involvement

Council staff must not campaign either directly or indirectly for any candidate in the Banyule City Council election.

Any staff member that becomes aware that a candidate for the election is a friend, relative or associate, should declare this to their Manager and the Chief Executive Officer in writing.

## 4.5 Council Publications & Communications

The recommended practice – in line with State and Federal Governments – is where possible to avoid all publication activity during the election period except where it is essential for the conduct of Council operations.

Council communications are a legitimate way to promote Council activities and services and should not be used in any way that might influence the outcome of a Council election. Where a publicity campaign is deemed necessary for a Council service or function, the Chief Executive Officer must approve it.

### 4.5.1 Prohibited Material

Under section 304(2) a [Councillor](#) or [member of Council staff](#) must not use [Council](#) resources to intentionally or recklessly print, [publish](#) or distribute or cause, permit or authorise to be printed, [published](#) or distributed any [electoral material or matter](#) during the [election period](#) on behalf of the [Council](#).

This is to ensure the Council does not publish material with public funds that may influence, or be seen to influence, people's voting decisions.

The Act contains offences for breaches of section 304. A breach may be prosecuted in Court and, if a person is found guilty, they may be convicted and fined up to 60 penalty units.

This includes:

A Councillor or member of Council staff who intentionally or recklessly authorises, prints, published or distributes an uncertified publication containing electoral matter.

The words "advertisement, handbill, pamphlet or notice" are to be interpreted broadly and will include, amongst other things:

- Brochures, pamphlets, handbills, flyers, magazines, and books
- newsletters and other circulars (hardcopy and / or electronic)
- new website material and social media posts
- mass mail outs or letters to a large number of people
- media releases
- material to publicise a function or event
- notice or posters placed on Council controlled property, including walls, noticeboards, and electronic noticeboards and screens.

This does not apply to the publishing of any document published before the commencement of the election period or publication of any document required to be published in accordance with, or under, any Act or Regulation.

#### Notes

##### Prohibition on Councillor or member of Council staff

(1) A Councillor or member of Council staff must not use Council resources in a way that—

- (a) is intended to; or
- (b) is likely to—

affect the result of an election under this Act.

Penalty: 60 penalty units.

**(2) A Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.**

**Penalty: 60 penalty units.** (3) Despite section 98(2), the Chief Executive Officer must not delegate the power to certify any advertisement, handbill, pamphlet or notice under this section to a member of Council staff.

(4) A Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, the Council or on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer under this section.

**Penalty: 60 penalty units.**



#### 4.5.2 Information, Publications, Media during election period

##### **Social Media**

Any publication on Council's social media sites such as Facebook, Instagram and Twitter during the election period must be certified by the Chief Executive Officer.

The Mayoral Facebook page will be suspended during the election period.

Staff responsible for administering individual social media sites will monitor their respective sites during the election period and use moderation features where available to ensure no electoral matter is posted and all social media activity during the election period is to conform with the following:-

- Facebook, Instagram and Twitter posts to be kept to minimum, normal day-to-day activities only.
- No launches or announcements of any new projects, policy initiatives, or programs.
- No matter is permitted that may be construed as **electoral matter** – sites should be reviewed to ensure there is none.
- No hosting or responding to political content at all is permitted.
- Any election related comments/posts by the public should be deleted as soon as possible.
- The only information regarding the election that can be posted and responded to is regarding the location of voting booths.

##### **Personal Councillor Social Media Accounts**

Personal Councillor and candidate social media accounts should be used in accordance with sections 4.2.1, 4.2.3 and 4.2.6 of the Election Period Policy.

Any candidate using material which is linked to Council on personal social media accounts should include a statement that they act as an individual and not a member of Council.

##### **Council Publications including Councillor Information**

Any reference to Councillors standing for re-election in Council publications printed, published or distributed during the election period must not include promotional text.

##### **Annual Report**

Council is required to produce and put on public display a copy of its Annual Report. The 2023-2024 Annual Report may be published during the election period.

The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

##### **Website**

Material published on Council's website in advance of the election period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the caretaker period.

Any new pages or new material to be updated on the website during the election period will require certification.

Councillor contact information will remain available on the Councillor profile pages but will be limited to names, contact details, date elected and membership of committees. Councillor profile photographs, profiles or policy statements will be removed.

Any reference to the election on the website will be restricted to process only.

If a Councillor maintains a private website, the Councillor should place a disclaimer on the website to the effect that no Council resources are being used to communicate political material.

### **Media**

Media releases will not mention or quote any Councillor(s) during the election period. The Chief Executive Officer is the spokesperson for the Council during this period.

During the election period, no Council officer may make any public statement that relates to an election issue unless prior approval has been obtained by the Chief Executive Officer or their delegate.

### **The Banner and Councillor Ward newsletter**

The Banner and Councillor Ward newsletter will not be published or distributed during the election period. The Chief Executive Officer will determine an appropriate cut off period for distribution of any publications that contain Councillor material, such as the ward newsletters, to ensure none are in circulation during the election period.

### **Other publications and bulk mailouts**

There are to be no bulk mailouts to the community or to ratepayers.

### **Correspondence**

Responses to correspondence will be signed by the relevant Director, Manager or Chief Executive Officer.

### **Criteria for Chief Executive Officer approval**

The Chief Executive Officer will not grant approval for a publication that refers to:

- the election (other than about the election process);
- election candidates, including current councillors; or to
- issues which may be before the voters in an election.

The Chief Executive Officer may grant approval to a publication that contains information:

- about the election process; or
- about Council's services, but does not refer to a current councillor.

All publications will require vetting by the Governance department prior to Chief Executive Officer certification.

### **Campaign Material**

Councillors producing their own campaigning publications should not mislead or give the impression the content has been produced or endorsed by Council.

Material as detailed in 4.2.6 should not be used in personal campaign publications to be sure not to mislead the public of the intent or origin of the publication.





## HUMAN RIGHTS CHARTER – ASSESSMENT OF COMPATIBILITY

### APPENDIX A

In accordance with section 28 of the *Charter of Human Rights and Responsibilities Act 2006*, this statement of compatibility is made with respect to the **Governance Rules**.

#### Objectives

- To ensure transparency and accountability strengthen governance and accountability
- To provide confidence to the community in the way Council operates
- To provide access to information and documents
- To ensure information is accessible and clear

#### Human Rights Assessment

What human rights are impacted? List each right - refer to Appendix A – Your Rights Explained for a detailed explanation of rights.	Are human rights supported?	Will any person feel their rights are limited and why? Refer to 'Limiting Rights' on page 2 of the Human Rights Guidelines for advice.	What are the interests you have to balance? List any other interests of the community that need to be considered.	Is the limitation reasonable? Against each right limited, state why the limitation is reasonable.
Right to recognition and equality before the law (section 8)	Yes - Councils must not knowingly be in breach of the Charter of Human Rights and Responsibilities and must always consider them when they create laws, develop policies and deliver services. Council reports which form part of the business considered at Council meetings must consider these rights. At Banyule, a section on Human Rights forms part of the Report template. Reasonable adjustments are made for all people wanting to participate.			

<b>What human rights are impacted?</b> List each right - refer to Appendix A – Your Rights Explained for a detailed explanation of rights.	<b>Are human rights supported?</b>	<b>Will any person feel their rights are limited and why?</b> Refer to 'Limiting Rights' on page 2 of the Human Rights Guidelines for advice.	<b>What are the interests you have to balance?</b> List any other interests of the community that need to be considered.	<b>Is the limitation reasonable?</b> Against each right limited, state why the limitation is reasonable.
Right to privacy and reputation (section 13)	Yes - Council's public participation policies requires names and addresses. Only the person's name and suburb are mentioned in the meeting. Submitters are advised of this including whether they would like to pass on any details to the local media. It is an opt in process. The request to speak and public question time provides guidelines on the types of things that cannot be made defamatory, derogatory or comments that may embarrass others.	All Council participants must not divulge (Councillor, staff & members of the public) moderation may be required at time to remove personal information which impacts the other rights on expression of interest and right to participate in public life.	The right to privacy and reputation are important rights, in particular with public records and information on websites and recordings effectively remaining in the public realm forever. Once the information is made public is difficult to retract.	Yes, Members of the public are advised what information will form part of the public records.
Right to freedom of expression (section 15)	Yes, guidance is provided	A Councillor/Visitor has the ability to participate in a respectful manner and contribute to the Good Governance of the Council meeting. Council's Guidelines for request to speak and public questions are consistent with state government requirements and supports other rights to be balanced against this right.	Rules on Councillor conduct and public participation support other rights such as 'the right to privacy and reputation' and 'Peaceful assembly and freedom of association (section 16)' and 'Right to take part in public life (section 18)'	Yes, the guidelines on participation are made available and are consistent with State Government moderation rules to protect others and their rights.  Limitations apply both to Councillors and visitors to support orderly conduct of meetings.

<b>What human rights are impacted?</b> List each right - refer to Appendix A – Your Rights Explained for a detailed explanation of rights.	<b>Are human rights supported?</b>	<b>Will any person feel their rights are limited and why?</b> Refer to 'Limiting Rights' on page 2 of the Human Rights Guidelines for advice.	<b>What are the interests you have to balance?</b> List any other interests of the community that need to be considered.	<b>Is the limitation reasonable?</b> Against each right limited, state why the limitation is reasonable.
Peaceful assembly and freedom of association (section 16)	Yes, provisions in the Rules provide for orderly conduct	Council must preserve the objective of setting the rules of behaviour for those participating in or present at Council meetings. By ensuring that visitors must not interject or take part in the debate protects the integrity of the formal meeting proceedings and protects the rights of all to a respectful meeting. Similar rules apply to Councillors and the Mayor has the ability to request a stop to certain behaviour.	Council meetings exist for Council to make decisions. The right to take part in public life is provided in many forms and the rules of engagement apply for assist in peaceful and orderly meetings.	It is considered reasonable to preserve the public order of Council meetings.  The Rules provide for the Mayor to ask the behaviour to be stopped and where the behaviour continues the Mayor may request the person to leave the chamber.
Right to take part in public life (section 18)	Yes	While the Draft Governance Rules imposes procedural limitations, it does so in a manner which is considered proportionate to its purpose and objectives, taking into account the need to provide notice of business to be conducted at a meeting and the efficient and orderly conduct of meetings.	The need to run effective meetings and responsibilities of employers for the health and safety of all participants. Rules for speaking times and conduct apply to both Councillors and members of the public.  Council meetings are not the only avenue for members of the public to participate and	The limitation for the public is reasonable and a limitation on speaking times is also applicable to Councillors to allow for the orderly conduct of meetings. (The speaking times for the public do not form part of the draft rules)



<b>What human rights are impacted?</b> List each right - refer to Appendix A – Your Rights Explained for a detailed explanation of rights.	<b>Are human rights supported?</b>	<b>Will any person feel their rights are limited and why?</b> Refer to 'Limiting Rights' on page 2 of the Human Rights Guidelines for advice.	<b>What are the interests you have to balance?</b> List any other interests of the community that need to be considered.	<b>Is the limitation reasonable?</b> Against each right limited, state why the limitation is reasonable.
			have their views heard. The rules need to apply the whole Banyule community and this means equal access to the Councillors and Executive via normal methods of contact and not just council meetings.	
Right to a fair hearing (section 24)	Yes	Rights supported by providing Councillors an opportunity to speak. Members of the public are provided with opportunities to address the Council.	Speakers will not be interrupted or written statements amended where they comply with the rules of participation. This applies to both Councillors and members of the public.	It is considered reasonable to preserve the public order of Council meetings and provide access equally to the community.

OFFICIAL

## Local Government Victoria Bulletin

### BULLETIN: 32/2022

#### MINISTERIAL GOOD PRACTICE GUIDELINES AND RESOURCES (VIRTUAL MEETINGS)

The *Regulatory Legislation Amendment (Reform) Act 2022* (the Amendment Act), received Royal Assent on 29 March 2022 and includes reforms relating to virtual council meetings. From 2 September 2022, councils and regional libraries will be able to conduct virtual meetings in accordance with their relevant Governance Rules (or Local Laws in the case of regional libraries) on a permanent basis.

These reforms will be incorporated into Division 2, Part 3 of the *Local Government Act 2020* (LG Act), which relates to the procedures for Council decision making, including the holding of meetings (being council meetings, joint meetings of councils, delegated committee, and joint delegated committee meetings).

LGV has worked with the sector to develop a Ministerial Good Practice Guideline and draft model Governance Rules that may assist councils to develop Governance Rules to comply with the new virtual meeting provisions.

The Minister for Local Government has approved the Good Practice Guideline (MGPG-3). The guidelines and the draft model rules are available at <https://www.localgovernment.vic.gov.au/council-governance/how-we-regulate-councils>.

The Guideline takes effect from 2 September 2022 to align with the commencement of the new provisions in the LG Act. It is being released now to assist councils to amend their Governance Rules in consultation with their communities, in order to comply with the new provisions. In developing or amending their Governance Rules, councils must ensure that a process of community engagement is followed in accordance with section 60(4) of the LG Act.

From 2 September 2022, these amendments will supersede Part 12 of the LG Act, which currently enables councils to conduct meetings virtually in response to COVID-19.

A copy of the *Regulatory Legislation Amendment (Reform) Act 2022* can be found at: <https://www.legislation.vic.gov.au/as-made/acts/regulatory-legislation-amendment-reform-act-2022>.

#### Matters relating to regional libraries

The Amendment Act does not alter the ability for regional libraries to meet virtually, in accordance with their local laws.

It should be noted that the previous requirement for the local law to specify how many members must attend the meeting in person (under section 197E(2)(a) of the *Local Government Act 1989*) has now been repealed.

OFFICIAL





# Audit & Risk Committee

## Charter



## Banyule City Council – Audit & Risk Committee Charter

<b>Date of Adoption</b>	Date endorsed by Audit & Risk Committee: 19 June 2020 Council Policy - Date Adopted by Council: 17 August 2020 Date revised by Audit & Risk Committee: 17 June 2022
<b>Responsible Department</b>	Corporate Services
<b>Legislative Context</b>	<p>The Local Government Act 2020 (the Act) requires all Councils to establish and Audit &amp; Risk Committee and prepare and approve a committee charter.</p> <p>The Charter must specify the functions and responsibilities of the committee, which are specified in section 54 of the Act</p> <p>Section 54 of the Act also describes the work an Audit and Risk Committee must undertake.</p> <p>Local Government Act 2020, Section 53 requirements</p> <ol style="list-style-type: none"> <li>(1) A Council must establish an Audit and Risk Committee.</li> <li>(2) An Audit and Risk Committee is not a delegated committee.</li> <li>(3) An Audit and Risk Committee must— <ol style="list-style-type: none"> <li>(a) include members who are Councillors of the Council; and</li> <li>(b) consist of a majority of members who are not Councillors of the Council and who collectively have— <ol style="list-style-type: none"> <li>(i) expertise in financial management and risk; and</li> <li>(ii) experience in public sector management; and</li> </ol> </li> <li>(c) not include any person who is a member of Council staff of the Council.</li> </ol> </li> <li>(4) The chairperson of an Audit and Risk Committee must not be a Councillor of the Council.</li> <li>(5) Sections 123 and 125 and Division 2 of Part 6 apply to a member of the Audit and Risk Committee who is not a Councillor as if the member were a member of a delegated committee.</li> <li>(6) A Council may pay a fee to a member of an Audit and Risk Committee who is not a Councillor of the Council.</li> </ol> <p>Section 123 – Misuse of Position, section 125 - Confidential Information</p>
<b>References</b>	<ul style="list-style-type: none"> <li>• Local Government Victoria's Audit Committees: A guide to good practice for local government (2011) and 2020 updated Guide</li> <li>• Internal Audit and Risk Management Policy for the NSW Public Sector - Audit and Risk Committee Charter at Annexure B</li> <li>• Australian National Audit Office   Better Practice Guide   Public Sector Audit Committees</li> <li>• IBAC Local Government Integrity Frameworks Review 2019</li> </ul>

## Table of Contents

<b>1. Role</b>	<b>5</b>
<b>2. Purpose</b>	<b>5</b>
<b>3. Membership &amp; Appointments</b>	<b>5</b>
<b>3.1 Composition</b>	<b>5</b>
<b>3.2 Appointment</b>	<b>5</b>
<b>3.3 Chairperson</b>	<b>6</b>
<b>3.4 Term</b>	<b>6</b>
<b>3.5 Assessment of an Audit Committee members performance</b>	<b>6</b>
<b>3.6 Fees</b>	<b>7</b>
<b>3.7 Replacement of a Member</b>	<b>7</b>
<b>4. Meetings</b>	<b>7</b>
<b>4.1 Meeting schedule</b>	<b>7</b>
<b>4.2 Agendas and Minutes</b>	<b>7</b>
<b>4.3 Temporary Chair</b>	<b>7</b>
<b>4.4 Quorum</b>	<b>7</b>
<b>5. Authority</b>	<b>8</b>
<b>6. Functions &amp; Responsibilities</b>	<b>8</b>
<b>6.1 Monitor the compliance of Council policies and procedures with the overarching governance principles</b>	<b>8</b>
6.1.1 Internal Control Environment	8
<b>6.2 Monitor Council financial and performance reporting</b>	<b>9</b>
<b>6.3 Monitor and provide advice on risk management and fraud prevention systems and controls</b>	<b>9</b>
6.3.1 Risk Management	9
6.3.2 Fraud and Corruption Prevention	9
<b>6.4 Oversee internal and external audit functions</b>	<b>9</b>
6.4.1 Internal Audit	9
6.4.2 Management Responsibilities	9
6.4.3 External Audit	10
<b>6.5 Other Responsibilities</b>	<b>10</b>
<b>7 Reporting</b>	<b>10</b>
<b>8 Committee Member Regulatory Obligations</b>	<b>11</b>
<b>8.1 Misuse of Position</b>	<b>11</b>
<b>8.2 Confidentiality</b>	<b>11</b>
<b>8.3 Conflict of Interest</b>	<b>11</b>
<b>9 Performance Evaluation</b>	<b>11</b>
<b>10 Appendix A</b>	<b>12</b>



## Definitions

Throughout this document, the following terms are defined as:

<b>Act</b>	Local Government Act 2020
<b>CEO</b>	Chief executive Officer of Banyule City Council
<b>Committee</b>	Audit & Risk Committee
<b>Committee Members</b>	The appointed members of the Audit and Risk Committee
<b>Council Officers</b>	Staff of Banyule City Council
<b>Councillors</b>	Elected members of Banyule City Council
<b>External Auditor</b>	The auditor appointed by the Auditor General
<b>IBAC</b>	Independent Broad-based Anti-Corruption Commission
<b>Internal Auditor</b>	Auditor appointed by Banyule City Council
<b>Internal Control Environment</b>	controls that Council relies upon in the course of carrying out its activities
<b>Management</b>	The CEO, Directors, and Managers of Banyule City Council
<b>LGI</b>	Local Government Inspectorate
<b>VAGO</b>	Victorian Auditor General's Office
<b>VO</b>	Victorian Ombudsman

The Audit and Risk Committee (the Committee) Charter is prepared as required in compliance with section 54(1) of the *Local Government Act 2020* (the Act).

## 1 Role

---

The Audit and Risk Committee (the Committee) is established in compliance with section 53(1) of the Local Government Act 2020 (the Act) to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee as outlined in this Charter enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to Council.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

## 2 Purpose

---

The functions and responsibilities of the Committee include the following:

1. monitor the compliance of Council policies and procedures with—
  - a) the overarching governance principles; and
  - b) this Act and the regulations and any Ministerial directions;
2. monitor Council financial and performance reporting;
3. monitor and provide advice on risk management and fraud prevention systems and controls;
4. oversee internal and external audit functions.

The Charter sets out the Committee's objectives; authority; composition and tenure; roles and responsibilities; and reporting, administrative and governance arrangements.

The Committee's objective is to provide appropriate independent advice and recommendations to Council on matters relevant to the Committee's Charter in order to facilitate decision-making by Council in relation to the discharge of Council's accountability requirements.

## 3 Membership & Appointments

---

### 3.1 Composition

The Audit and Risk Committee will consist of:

1. Two Councillors
2. Three suitably qualified Independent Representatives.

The Committee will consist of five members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee.

The Chief Executive Officer, all Directors and other managers, as required, will attend all meetings, except for confidential matters. The Risk & Assurance Officer or a designated officer will attend and provide administrative support.

### 3.2 Appointment

Council will appoint the Committee members and the Committee Chair.

### 3.3 Chairperson

The Chair of the Audit and Risk Committee must be appointed by Council and must be an Independent Representative

The Chair plays a pivotal role in the overall effectiveness of the Audit and Risk Committee and must have significant business experience and leadership skills in order to build sound relationships and strong communication channels

The Chairperson of the Committee will facilitate the meetings of the Audit and Risk Committee and invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary

The Chairperson will be required to liaise with Management between Committee meetings on matters needing discussion.

### 3.4 Term

#### 3.4.1 Councillors

- The Council will review the Councillor Representatives on an annual basis (normally occurring at the Council Meeting of the Mayoral Election).

#### 3.4.2 Independent Members

- Audit & Risk Committee Independent Members will be appointed for an initial term of three years.
- Independent Representatives may be re-appointed for a further term but will not be appointed for more than two consecutive terms
- Independent members must collectively have expertise in financial management and reporting and risk management and also experience in public sector management
- The reappointment of Independent Representatives to serve additional terms will be at Council's discretion
- The expiry time for Independent Representatives should preferably occur in a different period to each other and that of the externally contracted Internal Auditors to ensure, as far as possible, continuity of knowledge residing in the Committee
- Should the resignation/retirement of more than one Independent Representative coincide then the Council may extend the remaining Independent Representative's term by one year to ensure continuity.

#### 3.4.3 Chairperson

- The term of the Chairperson shall be resolved on an annual basis.
- The term of the Chairperson may be extended beyond 12 Months however, must not exceed the current term of their primary role as an Independent member.
- In the event there is no nomination from the Independent Representatives to act as the Chairperson, the CEO will elect a temporary Chair for each meeting from the remaining independent members who are present (including those present via teleconference or videoconference)

### 3.5 Assessment of an Audit Committee members performance

Where an extension of the member's tenure is being considered, Council will take into consideration whether the member has<sup>1</sup>:

- a good understanding of the entity's business
- a good understanding of, and commitment to, the committee's responsibilities
- displayed the ability to act objectively and independently and made a constructive contribution to the work of the committee, and
- displayed a willingness to devote the time required to prepare for, and participate in, committee meetings and engage with management, as required, outside committee meetings.

<sup>1</sup> Australian National Audit Office | Better Practice Guide | Public Sector Audit Committees



### 3.6 Fees

Pursuant to section 53(6) of the Act, the Council will pay a fee to independent committee members. This fee will be based on a per annum fee, set by Council

Time spent on performing any special task deemed necessary by the Audit & Risk Committee will be paid for at an hourly rate to be negotiated, depending upon the requirements of the task and professional expertise of the Independent Representatives. A quote will be required and forwarded to the Director Corporate Services

Payment will be made each quarter following receipt of a Tax Invoice after each meeting

No less than once every Council term (4 years), the fee paid to Independent Members will be benchmarked against no less than five other like councils to provide the Council with the information required to fully review fees.

### 3.7 Replacement of a Member

In the event that an independent member is not physically present for any three (3) meetings in any twelve (12) month period, unless Council at an open meeting resolves otherwise, a vacancy occurs and a position shall be filled following advertising process.

In the event the Council proposes to replace a member of the Committee, it must give 4 weeks written notice to the member of its intention to do so and provide that member with the opportunity to be heard if that member so requests. The Chairperson (or Acting Chairperson) shall be informed of this process.

## 4 Meetings

### 4.1 Meeting schedule

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require

A schedule of meetings will be developed annually and agreed by members

All committee members are expected to attend each meeting in person or through teleconference or videoconference where those facilities are available.

### 4.2 Agendas and Minutes

Meeting agendas and appropriate briefing materials will be provided to members at least one week before each meeting; and

Minutes will be prepared for all meetings and will be provided to the Chair prior to being presented to Council as unconfirmed minutes and then submitted to the subsequent Committee meeting for confirmation.

### 4.3 Temporary Chair

In the absence of the Chair, the Committee will elect a temporary Chair for the meeting from the remaining independent members who are present (including those present via teleconference or videoconference).

### 4.4 Quorum

A quorum of three members comprised of two Independent members and one Councillor will be necessary to transact business of the committee. To maintain the requirement in the Act for majority members who are not Councillors of the Council, should more than one Councillor be present, only one Councillor will have voting rights.

#### Notes

*The Act applies no restrictions on the number of Councillors who may attend Committee meetings. The restrictions in the Act apply only to the number of voting members. This means that Councillors who are not members of the Committee, but who have a keen interest in the business of the Committee and wish to contribute to the discussion, may attend meetings but cannot vote on resolutions.*

## 5 Authority

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time, and any such authority shall be temporary and may only relate to specific matters as directed by Council.

The Audit and Risk Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment.
- Approve internal and external audit plans, including internal audit plans with an outlook of greater than one year.
- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer.
- Seek any relevant information it requires from Council, Council Officers (who are expected to co-operate with the Committee's requests) and external parties;
- Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities.
- Seek resolution on any disagreements between management and the external auditors on financial reporting
- Recommend the appointment and termination of appropriate internal audit resources

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

## 6 Functions & Responsibilities

### 6.1 Monitor the compliance of Council policies and procedures with the overarching governance principles (Table below)

#### 6.1.1 Internal Control Environment

- Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment
- Determine whether systems and controls are reviewed regularly and updated where required
- Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile
- Ensure that a program is in place to test compliance with systems and controls.
- Obtain briefings on any significant compliance matters
- Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses
- Assess whether the control environment is consistent with the Overarching Governance Principles.

#### Overarching governance principles – LGA 2020 – Section 9

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;
- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- (d) the municipal community is to be engaged in strategic planning and strategic decision making;
- (e) innovation and continuous improvement is to be pursued;
- (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- (g) the ongoing financial viability of the Council is to be ensured;
- (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- (i) the transparency of Council decisions, actions and information is to be ensured



## **6.2 Monitor Council financial and performance reporting**

- At least annually, review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof
- At least annually, review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators
- Review the annual financial report and performance statement, and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position
- Review with management and the external auditors the results of the audit including any difficulties encountered by the auditors and how they were resolved
- Recommend the adoption of the annual financial report and annual performance statement to Council.

## **6.3 Monitor and provide advice on risk management and fraud prevention systems and controls**

### **6.3.1 Risk Management**

- Review annually the effectiveness of Council's risk management framework
- Review Council's risk appetite statement and the degree of alignment with Council's risk profile
- Review Council's risk profile and the changes occurring in the profile from meeting to meeting
- Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans
- Review the insurance program annually prior to renewal
- Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

### **6.3.2 Fraud and Corruption Prevention**

- Review the process of developing and implementing the council's fraud control arrangements to assist council in ensuring it has appropriate processes and systems in place to detect, capture and effectively respond to fraud and improper activities
- Obtain regular updates from management on all suspected and actual fraud, corruption, thefts and material breaches of legislation
- Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

## **6.4 Oversee internal and external audit functions.**

### **6.4.1 Internal Audit**

- Review and approve the three-year strategic internal audit plan, the annual internal audit plan and any significant changes to them
- Review progress on delivery of annual internal audit plan
- Review and approve proposed scopes for each review in the annual internal audit plan
- Review reports on internal audit reviews, including recommendations for improvement arising from those reviews
- Meet with the leader of the internal audit function at least annually in the absence of management
- Monitor action by management on internal audit findings and recommendations
- Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work. Annually review performance, including the level of satisfaction with the internal audit function having regard to the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing
- Recommend to Council, if necessary, the termination of the internal audit contractor
- Monitor that the internal auditor's annual plan is linked with and covers the material business risks.



#### 6.4.2 Management Responsibilities:

- To advise the Committee when the Internal Auditor undertakes any specific projects or investigations deemed necessary by the Chief Executive Officer, Executive Officers and/or the Council. The Committee is to receive reports of any such projects or investigations undertaken by the internal auditor
- Ensure that the Committee is aware of and appropriately represented with regard to any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change.

#### 6.4.3 External Audit

- Annually review and approve the external audit scope and plan proposed by the external auditor
- Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information
- Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner
- Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them
- Meet with the external auditor at least annually in the absence of management.

#### 6.5 Other Responsibilities

Perform other activities related to this charter as requested by the Council.

### 7 Reporting

The Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities, as set out in this Charter, for the previous year.

Local Government Act 2020, section 54(5) and 54(6)

An Audit and Risk Committee must—

- prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
- provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.

The Chief Executive Officer must—

- ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee; and
- table reports and annual assessments of the Audit and Risk Committee at Council meetings when required by this Act and when requested by the chairperson of the Audit and Risk Committee.

## 8 Committee Member Regulatory Obligations

---

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to (refer to Appendix A for further detail):

- misuse of position as a member of the Committee (Section 123)
- confidential information (Section 125) and
- conflict of interest (Sections 126 to 131).

### 8.1 Misuse of Position

A committee member must not intentionally misuse their position—

- to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- to cause, or attempt to cause, detriment to the Council or another person.

### 8.2 Confidentiality

A committee member must not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.

### 8.3 Conflict of Interest

Committee members must declare any conflicts of interest at the commencement of each meeting or before discussion of the relevant agenda item or topic

Details of any conflicts of interest will be appropriately minuted

Written declarations on the appropriate form of any conflicts of interest must be submitted to the Chair

If the Chair has an Interest, the written declaration must be submitted to the CEO

Any conflicts of interests declared will be entered into the central register of conflict of interest declarations and management plans managed by the Governance department.

## 9 Performance Evaluation

---

The Committee will annually:

- Evaluate its own performance using a Self-Assessment tool which will be reviewed, adopted and completed by the Committee
- Review and assess the adequacy of the audit committee charter, requesting Council's approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation
- Confirm that all responsibilities outlined in this charter have been carried out.

## 10 Appendix A

### Committee Member Regulatory Obligations

#### Guidance to Members

LGA Section	LGA Requirement
<b>Misuse of Position</b>	
123(1)	A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> <li>a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or</li> <li>b) Cause, or attempt to cause, detriment to the Council or another person</li> </ul>
123(3)	Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> <li>a) Making improper use of information acquired as a result of being a member of the Committee; or</li> <li>b) Disclosing information that is confidential information; or</li> <li>c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or</li> <li>d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or</li> <li>e) Using public funds or resources in a manner that is improper or unauthorised; or</li> <li>f) Participating in a decision on a matter in which the member has a conflict of interest.</li> </ul>
<b>Confidential Information</b>	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
<b>Conflicts of Interest</b>	
126	A member of the Committee has a conflict of interest if the member has: <ul style="list-style-type: none"> <li>a) A general conflict of interest as described in Section 127; or</li> <li>b) A material conflict of interest as described in Section 128.</li> </ul>
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
<p style="text-align: center;"><b>Please Note</b></p> <p><i>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</i></p>	



# Audit & Risk Committee

Report - 1 December 2021 – 31 May 2022



## Report - 1 December 2021 – 31 May 2022

### Overview

Banyule City Councils' Audit & Risk Committee was first established in 1997 and subsequently re-established to align with the Local Government Act 2020 as of 01 September 2020. The Committee reports to Council and provides appropriate advice and recommendations relevant to its Charter (Adopted by Council 17 August 2020) in order to facilitate Council decision making.

Members include a Chairperson, two Independent Representative and three Councillors (which includes the substitute). The Committee meets four times a year and the minutes of the meetings are submitted to Council. The key purpose of this report is to provide Council with an overview of the Audit & Risk Committee's primary functions; activities and outcomes over the last 6 Months for the period 1 December 2021 to 31 May 2022.

External Audit is undertaken by Victorian Auditor-General's Office (VAGO) who provide an audit opinion on the financial and performance statements of Banyule City Council. The internal audit function is outsourced by Crowe Australasia which continues to work to the Strategic Internal Audit Plan developed and reviewed (with management input) annually.

The Committee will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities, as set out in this Charter, for the previous year.

### Authority

The functions of the Council's Audit & Risk Committee are established under Section 54 of the *Local Government Act 2020* and set out in the Committee's Charter. The Charter is reviewed annually; the last update was approved by Council at its 17 August 2020 meeting.

### Membership

Membership of the Committee is as follows:

Name	Type	Commencement	Concludes
Dr Irene Irvine	Independent Representative	1 February 2018	31 January 2024
Prof Stuart Kells	Independent Representative	1 October 2018	30 September 2024
Mr Greg Rimmer-Hollyman	Independent Representative	1 September 2020	30 August 2023
Cr Peter Dimarelos	Councillor	18 November 2021	14 November 2022
Cr Mark Di Pasquale	Councillor	18 November 2021	14 November 2022
Cr Peter Castaldo	Councillor (Substitute)	18 November 2021	14 November 2022

### Meetings and attendance

Two meetings were held during the past 6 Months and member attendance was as follows:

Name	10 December 2021	25 March 2022
Dr Irene Irvine	Remote	Present
Prof Stuart Kells	Remote	Remote
Mr Greg Rimmer-Hollyman	Remote	Remote
Cr Peter Castaldo	Remote	Absent
Cr Mark Di Pasquale	Absent	Present
Cr Peter Dimarelos	Remote	Present

The CEO, all Directors, key Council Officers, Council's internal auditor and VAGO representatives are regular attendees at these meetings.

### Governance and Compliance

In order to ensure accountability; compliance and transparency, in addition to this Annual Report, the Audit and Risk Committee submits the Minutes of each of its meetings to the next available Ordinary Council Meeting.

The Committee also seeks information from the Chief Executive Officer at each Audit and Risk Committee Meeting regarding any breaches, non-compliance or fraud issues since the last meeting. The Internal Auditor is also required to advise if their work had been impeded in any way during the conduct of their audits. The Internal Auditor meets the Committee, in the absence of management, prior to each agenda meeting.

### Meetings

During the past 6 Months the Committee met on two occasions:

- 10 December 2021
- 25 March 2022

A Work Plan has been developed to align with the Committee Charter. Attached as Appendix 'A'.

### External Audit

In accordance with the Victorian *Local Government Act 2020*, Council's External Auditor is appointed by the Victoria Auditor General (VAGO). For the current reporting period VAGO's contracted Agent, HLB Mann Judd undertook the external audit of Banyule City Council.

HLB Mann Judd were in attendance for the 25 March 2022 quarterly meeting to discuss the following report to the Audit Committee:

- Victorian Auditor General's Office: Results of 2020-21 Local Government Audits

On 2 December 2021 the Victorian Auditor-General (VAGO) tabled in Parliament an audit titled Results of 2020-21 Audits: Local Government which is relevant to the local government sector and summarises the findings of the most recent round of local government financial audits



The audit found that the sector has a low-risk financial profile and that in relation to Council funding options collectively there are significant cash holdings, low debt levels and a strong capacity to repay financial obligations when they fall due. It also noted that the financial position of the local government sector remained resilient despite the uncertain environment caused by the pandemic

Mann Judd informed the Committee that in terms of strategy it is a relatively normal year. In terms of significant risks it is consistent with previous years however Council needs to be mindful of increased costs.

The Committee noted the report and the self-assessment undertaken against the two audit recommendations.

### **Internal Audit**

The following internal audits were undertaken and tabled during 1 December to 31 May 2022. These included:

1. Internal Audit - Leases & Licences
2. Internal Audit - Developer Contributions

Management has responded to relevant audit finding and has prioritised and planned treatments for areas of deficiency identified. The Committee has maintained oversight of all open audit findings and the status of treatment plans through the regular review of the Status Report – Internal Audit Recommendations.

Management has continued to provide the Committee with draft Memorandums of Planning and reference documents for upcoming internal audits for review and feedback. This approach has ensured there is a broad agreed approach in the scope of work for each internal audit prior to commencement.

These include:

3. Business Continuity Planning and Disaster Recovery - MAP
4. Review of outgoing funding provided to SACOV - MAP
5. Fraud & Corruption - MAP
6. OHS Management and Follow Up (Greencap) - MAP
7. Human Resources - MAP

### **Management Reporting**

During this reporting period, quarterly risk management reports were provided allowing the Committee to assess controls and their effectiveness and assisting in concentrating risk management efforts, if and where required. In addition, the Committee received presentations on the status and management of important risks including:

1. Investment Policy - December 2021
2. Risk Management Framework Annual Review
3. Audit & Risk Committee Annual Report 2021
4. Staff Gifts and Hospitality Policy
5. Hospitality & Catering Policy
6. Local Government Act 2020 - Implementation - Progress Report December 2021
7. Audit & Risk Committee - Self Assessment Survey 2021
8. Enterprise Risk Report
9. Safety Wellbeing Quarterly Report
10. Quarterly Financial Management Report - September 2021
11. Computer Assisted Audit Techniques (CAAT's) - Quarterly Report
12. Parking Appeal Review Process
13. Victorian Auditor General's Office: Results of 2020-21 Local Government Audits
14. Computer Assisted Audit Techniques (CAAT's) - Quarterly Report

AUDIT & RISK COMMITTEE | . Report - 1 December 2021 – 31 May 2022

- 15. Cyber Security Essential 8 - Implementation Update
- 16. Investment Strategy
- 17. Organisational Resilience Policy & Plan
- 18. Strategic Risk Update
- 19. Local Government Act 2020 - Implementation - Progress Report March 2022
- 20. Safety Wellbeing Quarterly Report 1 December 2021 to 28 February 2022
- 21. Quarterly Financial Management Report - December 2021

Council management also conducted the following self-assessments:

- 1. Sexual Harassment Survey Report 2021 - Staff and Councillor
- 2. Ombudsman Self-Assessment - Financial Hardship Ratepayers

The next reporting period (1 June 2021 to 30 November 2021) will include the annual financial report and the annual performance statement after being considered and recommended to Council for adoption.

ANNUAL WORK PLAN 1 December 2021 to 31 March 2022		A&RC MEETING DATES	
	GENERAL RESPONSIBILITIES/ITEMS	DECEMBER	MARCH
	Review and endorse Annual Financial Audit Strategy		☐
	Review and endorse VAGO – Closing Audit Report & Final Management Letter		
	'In principle' endorsement of Council's Annual Financial Statements		
	Review and endorse Council's Annual Report		
	Local Government Performance Reporting Framework (LGPRF)		
	Compliance Management/Management Attestations		
	Related Parties		
BUDGET	Proposed Annual Budget		
	Public Submissions		
CAATS	Review and discuss Status Report	☐	☐
	Review and endorse various CAAT's as required	☐	☐
FINANCIALS	Review and discuss Quarterly Financial Management Reporting	☐	☐
	Councils Investments Report	☐	
	Review the Audit & Risk Committee Charter		
	Reference to Meeting Schedule	☐	
	Local Government Act Implementation Progress Report	☐	☐
	Assessing the performance of the Committee	☐	
	Induction for Audit Committee members (On appointment)		
	A&RC Self-Assessment Survey		
IBAC	Update of past and current Self-Assessments	☐	☐
INTERNAL AUDIT	Endorse Strategic Internal Audit Plan		
	Review and approve Internal Audit Scopes	☐	☐
	Review and discuss Internal Audit Reports	☐	☐
	Review the performance of the Internal Audit service provider		
RISK MANAGEMENT	Review and discuss Risk Management Reporting	☐	
	OH&S Metrics	☐	☐
	Insurance Coverage		
	Business Continuity Planning		☐
VAGO	VAGO Results – Local Government Audits	☐	☐
	Performance Audits / Self-Assessments	☐	☐
OTHER	Director's presentation	CS	ACS
	Bi-Annual Report to Council on ARC activity	☐	