



# Agenda

## Council Meeting

7.00pm, Thursday 24 June 2021

MS Teams

## Council Meetings

Council Meetings are public forums where Councillors come together to meet as a Council and make decisions about important, strategic and other matters. The Mayor presides over all Council Meetings, and they are conducted in accordance with the City of Yarra Governance Rules 2020 and the Council Meetings Operations Policy.

Council meetings are decision-making forums and only Councillors have a formal role. However, Council is committed to transparent governance and to 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 before the decision is made.

There are two ways you can participate in the meeting.

## Public Question Time

Yarra City Council welcomes questions from members of the community.

Ideally, questions should be submitted to Council in writing by midday on the day of the meeting via the form available on our website. Submitting your question in advance helps us to provide a more comprehensive answer. Questions that have been submitted in advance will be answered first.

Public question time is an opportunity to ask questions about issues for which you have not been able to gain a satisfactory response on a matter. As such, public question time is not:

- a time to make statements or engage in debate with Councillors;
- a forum to be used in relation to planning application matters which are required to be submitted and considered as part of the formal planning submission;
- a forum for initially raising operational matters, which should be directed to the administration in the first instance.

If you wish to raise matters in relation to an item on this meeting agenda, Council will consider submissions on these items in conjunction with and prior to debate on that agenda item.

When you are invited by the Mayor to ask your question, please come forward, take a seat at the microphone, state your name clearly for the record and:

- direct your question to the Mayor;
- refrain from making statements or engaging in debate
- don't raise operational matters which have not previously been raised with the Council administration;
- not ask questions about matter listed on the agenda for the current meeting.
- refrain from repeating questions that have been previously asked; and
- if asking a question on behalf of a group, explain the nature of the group and how you are able to speak on their behalf.

Once you have asked your question, please remain silent unless called upon by the Mayor to make further comment or to clarify any aspects.

## Public submissions

Before each item is considered, the meeting chair will ask people in attendance if they wish to make submission. If you want to make a submission, simply raise your hand and the Mayor will invite you to come forward, take a seat at the microphone, state your name clearly for the record and:

- Speak for a maximum of five minutes;
- direct your submission to the Mayor;
- confine your submission to the subject under consideration;
- avoid repetition and restating previous submitters;
- refrain from asking questions or seeking comments from the Councillors or other submitters;
- if speaking on behalf of a group, explain the nature of the group and how you are able to speak on their behalf.

Once you have made your submission, please remain silent unless called upon by the Mayor to make further comment or to clarify any aspects.

Once all submissions have been received, the formal debate may commence. Once the debate has commenced, no further submissions, questions or comments from submitters can be received.

## Arrangements to ensure our meetings are accessible to the public

Council meetings are held at either the Richmond Town Hall or the Fitzroy Town Hall. The following arrangements are in place to ensure they are accessible to the public:

- Entrance ramps and lifts (off Moor Street at Fitzroy, entry foyer at Richmond).
- Interpreting assistance is available by arrangement (tel. 9205 5110).
- Auslan interpreting is available by arrangement (tel. 9205 5110).
- A hearing loop is available at Richmond only and the receiver accessory is available by arrangement (tel. 9205 5110).
- Proposed resolutions are displayed on large screen.
- An electronic sound system amplifies Councillors' debate.
- Disability accessible toilet facilities are available at each venue.

## Recording and Publication of Meetings

An audio recording is made of all public Council Meetings and then published on Council's website. By participating in proceedings (including during Public Question Time or in making a submission regarding an item before Council), you agree to this publication. You should be aware that any private information volunteered by you during your participation in a meeting is subject to recording and publication.

## Order of business

1. **Acknowledgement of Country**
2. **Attendance, apologies and requests for leave of absence**
3. **Announcements**
4. **Declarations of conflict of interest**
5. **Confidential business reports**
6. **Confirmation of minutes**
7. **Public question time**
8. **Council business reports**
9. **Notices of motion**
10. **Petitions and joint letters**
11. **Questions without notice**
12. **Delegates' reports**
13. **General business**
14. **Urgent business**

## 1. Acknowledgment of Country

*“Yarra City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Owners and true sovereigns of the land now known as Yarra.*

*We acknowledge their creator spirit Bunjil, their ancestors and their Elders.*

*We acknowledge the strength and resilience of the Wurundjeri Woi Wurrung, who have never ceded sovereignty and retain their strong connections to family, clan and country despite the impacts of European invasion.*

*We also acknowledge the significant contributions made by other Aboriginal and Torres Strait Islander people to life in Yarra.*

*We pay our respects to Elders from all nations here today—and to their Elders past, present and future.”*

## 2. Attendance, apologies and requests for leave of absence

### Attendance

#### Councillors

- Cr Gabrielle de Vietri Mayor
- Cr Claudia Nguyen Deputy Mayor
- Cr Edward Crossland Councillor
- Cr Stephen Jolly Councillor
- Cr Herschel Landes Councillor
- Cr Anab Mohamud Councillor
- Cr Bridgid O’Brien Councillor
- Cr Amanda Stone Councillor
- Cr Sophie Wade Councillor

#### Council officers

- Vijaya Vaidyanath Chief Executive Officer
- Brooke Colbert Group Manager Advocacy and Engagement
- Ivan Gilbert Group Manager Chief Executive’s Office
- Lucas Gosling Director Community Wellbeing
- Gracie Karabinis Group Manager People and Culture
- Chris Leivers Director City Works and Assets
- Diarmuid McAlary Director Corporate, Business and Finance
- Bruce Phillips Director Planning and Place Making
- Rhys Thomas Senior Governance Advisor
- Mel Nikou Governance Officer

## 3. Announcements

An opportunity is provided for the Mayor to make any necessary announcements.

## 4. Declarations of conflict of interest (Councillors and staff)

Any Councillor who has a conflict of interest in a matter being considered at this meeting is required to disclose that interest either by explaining the nature of the conflict of interest to those present or advising that they have disclosed the nature of the interest in writing to the Chief Executive Officer before the meeting commenced.

## 5. Confidential business reports

The following items were deemed by the Chief Executive Officer to be suitable for consideration in closed session in accordance with section 66(2)(a) of the Local Government Act 2020. In accordance with that Act, Council may resolve to consider these issues in open or closed session.

### RECOMMENDATION

1. That the meeting be closed to members of the public, in accordance with section 66(2)(a) of the Local Government Act 2020, to allow consideration of confidential information

### Item

#### 5.1 Yarra Energy Foundation Funding Agreement 21/22

This item is presented for consideration in closed session because it contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets or if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

This item is considered applicable because it contains commercial information regarding the Yarra Energy Foundation.

## 6. Confirmation of minutes

### RECOMMENDATION

That the minutes of the Council Meeting held on Tuesday 1 June 2021 be confirmed.

That the minutes of the Council Meeting held on Monday 7 June 2021 be confirmed.

## 7. Public question time

An opportunity is provided for questions from members of the public.

## 8. Council business reports

Item		Page	Rec. Page	Report Presenter
8.1	Adoption of Annual Budget 2021/22	9	12	Wei Chen – Chief Financial Officer
8.2	2021/22 Annual Plan endorsement	14	16	Julie Wyndham – Manager Corporate Planning and Performance
8.3	Guidelines and Budget for the Annual Grants 2022, Small Project Grants 2021-22 and Room to Create Grants 2021-22	17	23	Malcolm McCall – Manager Social Strategy and Community Development
8.4	Active Transport Advisory Committee	25	30	Rhys Thomas - Senior Governance Advisor
8.5	Yarra Experience Program (Student work placements at Yarra)	31	34	Kristina Johnson – Manager Human Services and Support

## 9. Notices of motion

Item		Page	Rec. Page	Report Presenter
9.1	Notice of Motion No. 4 of 2021 - Support for Additional Cycling Infrastructure	35	36	Gabrielle de Vietri - Mayor

## **10. Petitions and joint letters**

An opportunity exists for any Councillor to table a petition or joint letter for Council's consideration.

## **11. Questions without notice**

An opportunity is provided for Councillors to ask questions of the Mayor or Chief Executive Officer.

## **12. Delegate's reports**

An opportunity is provided for Councillors to table or present a Delegate's Report.

## **13. General business**

An opportunity is provided for Councillors to raise items of General Business for Council's consideration.

## **14. Urgent business**

An opportunity is provided for the Chief Executive Officer to introduce items of Urgent Business.



## 8.1 Adoption of Annual Budget 2021/22

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<b>Reference</b>	D21/60637
<b>Author</b>	Wei Chen - Chief Financial Officer
<b>Authoriser</b>	Director Corporate, Business and Finance

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### Purpose

1. The purpose of this report is to present for adoption the proposed:
  - (a) Annual Budget 2021/22 (Budget) (**Attachment 1**);
  - (b) Revenue and Rating Plan 2021-2025 (Rating Plan) (**Attachment 2**); and
  - (c) Extension of COVID-19 Financial Hardship Policy (**Attachment 3**).

### Critical analysis

#### History and background

2. Section 94 of the *Local Government Act 2020* provides that Council must prepare and adopt a budget for each financial year and the subsequent 3 financial years.
3. Section 93 of the *Local Government Act 2020* requires a Council to prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years.
4. Section 96 of the *Local Government Act 2020* provides that Council must develop the budget in accordance with its community engagement policy.
5. The *Local Government Act 2020* introduced a new requirement for all Councils to develop a Community Vision by 31 October 2021. This is in addition to the requirement to develop a Council Plan, also to be adopted by 31 October 2021.
6. While the *Local Government Act 2020* removed the obligation of Councils to formally advertise the draft budget and seek and hear submissions, Council chose to undertake a similar process to previous years as the Community Vision and Council Plan 2021-25 will not be adopted until after the Annual Budget 2021/22 is adopted.
7. The *Local Government Act 2020* introduced a new requirement for all Councils to prepare and adopt a Financial Plan for period of at least the next 10 financial years by 31 October 2021.
8. On 20 April 2021, Council resolved to adopt the draft Budget and draft Rating Plan for the purpose of seeking community feedback.
9. On 7 June 2021, Council held a Special Council Meeting to hear any person who wishes to speak in support of written feedback to the draft Budget and draft Rating Plan.

#### 10. Discussion

11. The draft Budget released in April 2021 utilised preliminary valuations from the Valuer-General Victoria (VGV). Final valuations of all properties in the municipality have now been received, and adjustments have been made to the “rate in \$” to ensure compliance with the Fair Go Rates System. This does not impact on the total rates and charges revenue and the average general rate increase remains at 1.5%, in line with the rate cap. This “rate in the \$” will be pending clarification with the VGV on the final valuations received.
12. The current borrowing of \$32.5m has been reclassified from non-current liability to current liability in the 2020/2021 forecast balance sheet, even though the budget assumes the borrowing to be refinanced at maturity. This is to align the accounting treatment to the year-end financial statements.

13. The Victorian Ombudsman launched an investigation into rating hardship and the report was released in May 2021. As a response to one of the key recommendations, Local Government Victoria (LGV) undertook to collaborate with councils and local government professional associations to work on developing model financial hardship policy requirements. Council's current COVID-19 Financial Hardship Policy expires on 30 Jun 2021, and this report seeks to extend it for another year, pending the release of model financial hardship policy requirements from LGV. This is to ensure continuation of support to ratepayers in hardship due to COVID-19, until at least 30 June 2022

#### Options

14. There are no options to be considered in this report.

#### Community and stakeholder engagement

15. Council heard from over 1300 contributors on Yarra's future priorities between November 2020 – January 2021.
16. The draft Budget and draft Rating Plan was available for feedback between Friday 23 April and Friday 21 May.
17. Engagement during the exhibition period was facilitated online, in person and via email and hard copy. The following methods supported the Yarra community to engage in our budget consultation process:
- (a) **[yoursayyarra.com.au/budget2122](https://yoursayyarra.com.au/budget2122)** – Feedback tool – Go live: Friday 23rd April 2021;
  - (b) Video 1 with the Mayor – Introducing the Budget – Available via **[yoursayyarra.com.au/budget2122](https://yoursayyarra.com.au/budget2122)** from Friday 30 April 2021;
  - (c) Hard copies draft Budget available at town halls and posted if requested; and
  - (d) Two in person presentation and Q and A events were promoted to the broad community and held both during and outside of business hours on:
    - (i) Wednesday 5 May at Bargoonga Nganjin Library, and
    - (ii) Thursday 13 May at Richmond Town Hall.
18. The draft Budget and draft Rating Plan and the opportunity for community feedback was promoted through the following:
- (a) Mayor's fortnightly video update;
  - (b) Yarra News (delivered to all households);
  - (c) News item and banner on Yarra Corporate website;
  - (d) Direct email campaign to community organisations, groups, neighbourhood houses and local schools (including inserts for school newsletters);
  - (e) Materials displayed in Public Housing foyers (including translated panels);
  - (f) Community radio including translated briefs for CALD radio;
  - (g) Yarra life eNews;
  - (h) Newsletters managed through a range of Yarra service areas;
  - (i) Regular social media promotion throughout the exhibition period; and
  - (j) Direct emails to all Yarra advisory group members.
19. Council received feedback from 95 individuals or groups. A number of respondents raised multiple subjects in their feedback with 153 comments being received across 45 issues.
20. A summary of the issues raised in the feedback can be found at **Attachment 4**.

## Policy analysis

### Alignment to Council Plan

21. The Council Plan 2017-21 expires on 30 June 2021. A Council Plan 2021-25 is being developed and will be adopted by 31 October 2021 in accordance with the *Local Government Act 2020*. Yarra City Council is also developing its first Community Vision, which is a new requirement of the *Local Government Act 2020*. The Vision – Yarra 2036 - will identify the long-term aspirations and priorities of the community and provide a future lens to guide planning and decision making.
22. The draft Annual Budget 2021/22 has been structured according to the Strategic Objectives in the current Council Plan 2017-21. It is acknowledged that this will change once new Strategic Objectives are adopted as a result of the work in progress to develop a Community Vision and the Council Plan 2021-25.

### Climate emergency and sustainability implications

23. The annual budget preparation and adoption process shows a commitment to continue funding appropriate environmental initiatives.

### Community and social implications

24. The draft Budget and the draft Rating Plan supports Council's social policies and services.

### Economic development implications

25. The annual budget preparation and adoption process has wide-ranging economic implications for Yarra's citizens, particularly those reliant on Council infrastructure, services and funding, which in turn continue to support and contribute to economic activity in the municipality.

### Human rights and gender equality implications

26. There are no human rights and gender equality implications considered in this report.

## Operational analysis

### Financial and resource impacts

27. The budget has major financial implications for Council's current and future operations and financial direction into the future.

### Legal Implications

28. The draft Budget and draft Rating Plan have been prepared in accordance with the *Local Government Act 2020*.

## Conclusion

29. Council's 2021/22 budget process commenced in November 2020 and has involved numerous meetings with Councillors and Officers over the past several months.
30. Council ran an early community engagement process in late 2020/early 2021 and this initial round of consultation assisted Council to understand a range of community suggestions and priorities for the budget.
31. The draft Budget and draft Rating Plan was made available for feedback between Friday 23 April and Friday 21 May.
32. Engagement during this period was facilitated online, in person and via email and hard copy.
33. Council received feedback from 95 individuals or groups. A number of respondents raised multiple subjects in their feedback with 153 comments being received across 45 issues.
34. All feedback has been reviewed and assessed (refer **Attachment 4**). Officers will respond to all feedback in writing.

35. Council has satisfied the legislative requirements of the process and is now in a position to adopt its Annual Budget 2021/22 and Revenue and Rating Plan 2021-2025.
36. Any further changes resulting from the budget deliberation and resolution, or changes from the VGV, will be incorporated in the final version of the documents

## RECOMMENDATION

1. That Council, following a community engagement process conducted in accordance with its community engagement policy:
  - (a) notes the following two amendments to the draft Budget that was adopted on 20 April 2021:
    - (i) final valuations of all properties in the municipality have now been received from the Valuer-General Victoria, and adjustments have been made to the “rate in \$” to ensure compliance with the Fair Go Rates System; and
    - (ii) the current borrowing of \$32.5m has been reclassified from non-current liability to current liability in the 2020/2021 forecast balance sheet to align the accounting treatment to the year-end financial statements;
  - (b) notes that the current Council Plan 2017-2021 was used to develop this budget and that Council Plan 2021-25 and a Community Vision are currently in development. Annual Actions for 2021/2022, in advance of this process being finalised, are included in the budget;
  - (c) adopts the Annual Budget 2021/22 as its budget for the 2021/22 financial year and the subsequent 3 financial years (**Attachment 1**);
  - (d) adopts the Revenue and Rating Plan 2021-2025 (**Attachment 2**);
  - (e) endorses the extension of Council’s current COVID-19 Financial Hardship Policy for another year until 30 June 2022 (**Attachment 3**);
  - (f) declares rates and charges as per pages 35-37 of the draft budget document (**Attachment 1**), in summary, an amount of \$119,991,475 (or such greater amount as is lawfully levied as a consequence of this resolution) as the amount which Council intends to raise by General Rates and other charges, which is calculated as follows:

General Rates	\$118,869,434
Special Rates & other charges	\$723,890
Supplementary Rates	\$878,271
Pensioner rate rebate and other rate offsets	(\$480,120)
Total Rates and Charges	\$119,991,475
  - (g) advises in respect to General Rates:
    - (i) a general rate be declared in respect of and for the entire duration of the 2021/22 financial year;
    - (ii) it further be declared that the general rate be raised by application of a uniform rate;
    - (iii) a percentage of 0.0396395700 be specified as the percentage of the uniform rate which may be alternatively expressed as \$0.0396395700 cents in the NAV dollar: this figure is subject to clarifying the final valuations with the VGV;
    - (iv) it be confirmed that no amount is fixed as the minimum amount payable by way of a general rate in respect of each rateable property within the municipality; and
    - (v) the Council funded Pensioner Rate Rebate be declared at \$193.80 for 2020/21;

- (h) declares no Annual Service Charge in respect of the 2021/22 financial year;
- (i) declares no Municipal Charge in respect of the 2021/22 financial year; and
- (j) authorises the Chief Executive Officer to effect administrative and wording changes to the Annual Budget 2021/22, Revenue and Rating Plan 2021-2025 and COVID-19 Financial Hardship Policy, which may be required.

## Attachments

- 1 Annual Budget 2021-22 for adoption
- 2 Revenue and Rating Plan 2021-2025 for adoption on 24 June 2021
- 3 COVID-19 Financial Hardship Policy
- 4 Budget feedback register - 15 June 2021

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## 8.2 2021/22 Annual Plan endorsement

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### Executive Summary

#### Purpose

To present the proposed 2021/22 Annual Plan to Councillors for endorsement.

#### Key Issues

The proposed 2021/22 Annual Plan contains 44 actions that will be progressed during the 2021/22 financial year. Progress will be reported to Council on a quarterly basis.

The actions in the proposed 2021/22 Annual Plan will be reviewed and realigned to the strategic objectives in the Council Plan 2021-25 following its adoption by Council in October 2021.

#### Financial Implications

The proposed 2021/22 Annual Plan is fully resourced in the draft 2021/22 Budget.

Any changes arising out of the adoption of the 2021/22 Budget or other Council resolutions, including the addition of new projects, may result in a change in the 2021/22 Annual Plan.

#### PROPOSAL

Council endorse the 2021/22 Annual Plan.

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## 8.2 2021/22 Annual Plan endorsement

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<b>Reference</b>	D21/58307
<b>Author</b>	Shane Looney - Corporate Planner
<b>Authoriser</b>	Manager Corporate Planning and Performance

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### Purpose

1. To present the proposed 2021/22 Annual Plan to Councillors for endorsement.

### Critical analysis

#### History and background

2. The Annual Plan is one of the Council's key accountabilities to the community.
3. Yarra City Council produces an Annual Plan alongside each year's Budget, setting out specific projects and activities that Council will undertake towards achieving the strategic objectives set out in the Council Plan.
4. All actions are funded within the draft 2021/22 Budget and it is achievable and reflects the organisation's continued focus on delivering quality outcomes for our community.

#### Discussion

5. The proposed 2021/22 Annual Plan (Attachment 1) contains 44 actions.
6. The actions in the proposed 2021/22 Annual Plan will be reviewed and realigned to the strategic objectives in the Council Plan 2021-25 following its adoption by Council in October 2021.
7. Progress of the Annual Plan Actions is monitored and reported to Council quarterly in the Annual Plan Progress Report.
8. To ensure the integrity and transparency of the Annual Plan, once endorsed by Council, actions including their descriptions and milestones can only be changed by resolution of Council.
9. Officers and Councillors can propose changes to the Annual Plan over the course of the year as priorities change.

#### Options

10. There are no options considered in this report.

### Community and stakeholder engagement

11. Significant community engagement and consultation was undertaken during the development of the draft 2021/22 Budget. The proposed 2021/22 Annual Plan reflects the community priorities identified during this process.
12. Projects contained in the proposed 2021/22 Annual Plan are subject to external consultation and engagement on a case-by-case basis.

### Policy analysis

#### Alignment to Council Plan

13. The proposed 2021/22 Annual Plan has been structured based on the Council Plan 2017-21. It will be reviewed and realigned to the Council Plan 2021-25 once that plan has been adopted by Council.

#### Climate emergency and sustainability implications

14. The proposed 2021/22 Annual Plan includes 9 actions that support sustainability objectives (A sustainable Yarra).

#### Community and social implications

15. The proposed 2021/22 Annual Plan includes 7 actions that support social objectives (A Healthy Yarra).

#### Economic development implications

16. The proposed 2021/22 Annual Plan includes 5 actions that support economic objectives (A Prosperous Yarra).

#### Human rights and gender equality implications

17. The proposed 2021/22 Annual Plan includes 11 actions that support human rights objectives (An inclusive Yarra).

### Operational analysis

#### Financial and resource impacts

18. The proposed 2021/22 Annual Plan is fully resourced and funded within the draft 2021/22 Budget. Any changes arising out of the adoption of the 2021/22 Budget or other Council resolutions, including the addition of new projects, may result in a change in the 2021/22 Annual Plan.

#### Legal Implications

19. There are no legal implications.

### Conclusion

20. The proposed 2021/22 Annual Plan has been developed following a rigorous process and is presented to Council for endorsement.

## RECOMMENDATION

1. That Council:
  - (a) endorse the 2021/22 Annual Plan; and
  - (b) authorises officers to make minor administrative changes or clarifications if required.

## Attachments

- 1 Proposed 2021 22 Annual Plan



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## 8.3 Guidelines and Budget for the Annual Grants 2022, Small Project Grants 2021-22 and Room to Create Grants 2021-22

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### Executive Summary

#### Purpose

The purpose of this report is to provide an overview and seek endorsement of the process, objectives, priority areas and assessment procedures for the Annual Grants 2022, Small Project Grants 2021-22 and Room to Create Responsive Grants 2021-22 and outline and seek endorsement of the budget for these three grant programs, following 2021-22 budget approval.

#### Key Issues

The provision of Community Grants aim to support community initiatives and projects that address local issues, increase community resilience, build social capital and enhance the wellbeing of Yarra residents. Social outcomes such as knowledge and skills development, increased levels of resilience and celebration of cultural diversity are also aims of the grants program. The grants program is one of the key strategies in which Council addresses social cohesion and supports projects which aim to strengthen the community.

#### Financial Implications

The amounts of \$965,000 for the Annual Grants 2022, \$76,000 for the Small Project Grants 2021-2022, and \$25,000 for the Room to Create Responsive Grants 2021-22, have been allocated in the draft budget. All amounts are subject to the usual processes associated with obtaining budget approval by the Council. The proposed budget allocations are subject to minor variations depending on demand and with financial delegation approval of the CEO.

#### PROPOSAL

That Council endorses the funding allocation to the Annual Grants 2022, Small Project Grants 2021-22 and Room to Create Responsive Grants 2021-22 and the guidelines, assessment, monitoring and evaluation processes for each of the programs.

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## 8.3 Guidelines and Budget for the Annual Grants 2022, Small Project Grants 2021-22 and Room to Create Grants 2021-22

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<b>Reference</b>	D21/55405
<b>Author</b>	Michael Van Vliet - Team Leader Community Grants
<b>Authoriser</b>	Senior Planner Community Health and Safety

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### Purpose

1. The purpose of this report is to provide an overview and seek endorsement of the process, objectives, priority areas and procedures for the Annual Grants 2022, Small Project Grants 2021-22 and Room to Create Responsive Grants 2021-22; and outline and seek endorsement of the budget for these three grant programs, following 2021-22 budget approval.

### Critical analysis

#### History and background

2. The three grant programs outlined above are administered on an annual basis. The Annual Grants are the largest of our grant programs and attract more than 200 applications each year. The Small Project Grants are also very popular, with more than 100 applications per year. The Room to Create Responsive program began in 2018 and funds approximately eight projects each year.
3. The Annual Grants program (AG) provide financial and in-kind support for community initiatives and projects. The annual grants are split into several different streams, some of which also have sub-categories, and these are: Arts and Culture, Community Development, Community Housing, Family, Youth and Children, Sports and Recreation, Sustainability and Youth-Led Grants. The total allocation for 2021-22 is \$965,000 subject to the final approval of the Council budget. The annual grants will open in July and close in August for projects running in 2022.
4. The Small Project Grants program (SPG) are quick response grants for community groups and artists conducting projects in Yarra, with a maximum of \$1,000 in funds being available per grant. Funds are split, with 40 percent allocated to Arts and Culture and 60 percent for Community Projects. The total budget in 2020-21 is \$76,000. The grants will open in July and continue throughout the financial year, until the funding pool is exhausted.
5. The Room to Create Responsive Grant program (RTC) is a Council initiative that is intended to help creative spaces and live music venues remain in Yarra. The program is incentivised and designed to be quick response. The program pool is \$25,000 per annum and funding is capped at \$2,000 for a stand-alone grant or at \$5,000 for a matching grant – when the applicant can make a matching contribution of \$5,000 or more.
6. The assessment process varies for the three grants. The SPG's are assessed internally by Council Officers, the Annual Grants are assessed by community panels, consisting of external community representatives, while the RTC's are assessed by members of the Yarra Arts Advisory Committee (YAARTS).
7. The Yarra Grants Procedures Manual provides further detail about how assessments occur in general. There is also further information below about the selection process for the community panels.

Discussion: three -year funding

8. Following a suggestion from Councillors at the Council meeting on 2 February 2021, officers have further explored the possibility that the successful recipients of the Community Strengthening stream (which is a stream within the Annual Grants Program) be offered a three-year recurrent funding agreement.
9. The purpose of the Community Strengthening stream is to decrease social isolation, create opportunities for capacity building, opportunities for physical activity, and more importantly, provide these activities in a culturally appropriate context.
10. There are approximately 30 Culturally and Linguistically Diverse (CALD) senior's and women's groups in Yarra who apply for and receive funding each year under the Community Strengthening stream in the Annual Grants program.
11. The allocated funding (ranging from \$2,000 to \$4,000 per annum) is used to sustain these community groups, who generally meet weekly or monthly in community facilities. These grants support their operational costs including administration, meals, excursions, celebrations, and general activities.
12. The groups are currently required to apply for funding on an annual basis, and essentially provide the same or similar applications each year. They are supported by Council staff to access the digital platform SmartyGrants and are supported with language and digital literacy.
13. As the activities of the groups are similar from year to year (e.g. meeting weekly, sharing meals, physical activities, singing, or other culturally appropriate activities), and the benefits and rationale remain the same (decreasing social isolation, etc), the application process is repetitive and can become a barrier and burden for the groups and community leaders.
14. The leaders of senior's groups are ageing, have decreasing English language skills and limited or no access and knowledge of digital systems and hardware. It has also become apparent that some of the women's groups are also experiencing increasing demands and it has become apparent that they would also benefit from the recurrent funding model.
15. Rather than applying each year for a grant, officers propose that the groups apply once every three years. Once approved, the groups would receive three-year funding on a yearly basis which would reduce the administrative burden (and therefore barriers to participation) on the clubs to apply each year.
16. A further benefit of a recurrent funding model is that it would assist the community groups to plan their activities with a set amount of expected income over several years, ensuring the groups' longevity and sustainability.
17. To ensure adequate governance, it is recommended that groups continue to be required to provide acquittal statements on an annual basis (as is currently the requirement), to ensure the funds are being expended for their intended use. Once acquittals are received and approved the next year's funding would then be released to the group.
18. This proposed model is akin to the Victorian Multicultural Commission (VMC) model in supporting the ongoing activities of CALD senior's groups via the Senior Citizens Organisational Support grants. The VMC moved from an annual funding model to a three-year funding model some time ago to reduce administrative costs and reduce the barriers to participation for CALD groups who were submitting the same or similar applications annually.
19. There are currently several other multi-year grant programs offered by the Council, including the Investing in Community Grants, the Community Partnerships Grants, the Creative and Engage Yarra grants and the Celebrate Yarra grants. These programs have been successful in their administration and in the results of the projects.
20. The key criteria of a group who would be eligible for the recurrent funding would include:
  - (a) The group meets regularly (from weekly to monthly);

- (b) The group meets in order to foster social connections, participate in activities or excursions, increase knowledge or awareness of a topic, and/or share a meal; and
- (c) The funds being requested are to cover ongoing operational costs of maintaining group activities.

### Options

- 21. To approve the recommendation to offer three-year grants to the successful applicants in the Community Strengthening category.
- 22. To *not* extend the offer of three-year grants and remain with the current system whereby CALD groups continue to apply each year for the Community Strengthening stream.

### Community and stakeholder engagement

- 23. The Grants team seeks feedback on the grant process each year at both the application stage and through the acquittal process from grant applicants and recipients. This feedback is collated, and where practical, incorporated into the guidelines and application process for 2022 in an effort of continuous improvement.
- 24. The Community Grants are a cross-organisational program. The grants team regularly engages and consults with stream managers and internal assessors who are integral to the effective running of the grants program. Stream managers and internal assessors come from the following branches and units: Community Development; Family, Youth and Children Services; Arts, Culture and Venues; Aged and Disability Services, Sustainability and Strategic Transport; and Sports and Recreation.
- 25. The guidelines and application form are subject to annual review and minor changes are made to improve useability and ensure a clear grants process. The grants team works throughout the year on continuous improvement on governance, accountability and transparency.
- 26. A significant amount of support is available for potential grants applicants, with the Community Grants team providing several information sessions throughout the period that the grants are open.
- 27. To ensure accessibility to the grants program, further support and advice is provided for applicants as needed, particularly aimed at ensuring that CALD and other vulnerable groups can navigate the process.

### Community Panels – Annual Grants

- 28. Each year, a Community Panels is selected to make recommendations to Council for recipients of the Annual Grants. There is a separate panel for each of the different streams, based on industry knowledge and experience. The Community Panels are comprised of external community representatives and can also include Council Officers. The Community Panels consist of at least four people, comprising one Council officer and at least a further three who are independent to Council. Panellists are chosen for their expertise in the stream and are familiar with Yarra's grants programs.
- 29. Community Panels conduct their assessment process based on the Annual Grants guidelines, objectives, criteria and knowledge of stream priorities and community needs. The panel members receive all of the applications and summary of the internal assessor's comments before making their own comments in SmartyGrants. The Panels then meet to discuss and make their final recommendations for approval by Council.
- 30. The selection process is conducted through a targeted expression of interest, with the following selection criteria established for community representation on the panels. Panel members are required to possess:
  - (a) a strong working knowledge of the Yarra community;
  - (b) expertise in, and representative of, a program area relevant to the Annual Grants (e.g. youth programs, sports programs etc); and

- (c) a commitment to complying with the ethical requirements of the process, including confidentiality and declaration of any conflict of interest.
31. Membership of the Community Panels is sought from members of the community that demonstrate the appropriate requirements. Separately, the Yarra Arts Advisory Committee (excluding Councillors on the committee) serves as the Arts and Culture Community Panel.

### Policy analysis

32. The 2017 - 2021 Council Plan closely guides the Community Grants objectives. Community Grants are intended to support the delivery of the Council Plan and are a key way in which those objectives can be achieved in partnership with the community.
33. Six of the seven key objectives of the Council Plan relate to the Grants Program:
- (a) *Community health, safety and wellbeing are a focus in everything we do:* The Community Grants Program provides a flexible and responsive source of funds to support projects and initiatives within the not for profit community sector. The program supports Council's commitment to social justice and social inclusion principles, and provides support to communities living in Yarra's public housing estates. Many of the grants address social issues which improve community health and safety by seeking to resolve some of the urban problems of poverty, drug addiction and family violence;
  - (b) *Inclusion, diversity and uniqueness are welcomed, respected and celebrated:* The program provides support for community groups to offer inclusive and diverse activities, services, information and cultural celebrations, particularly in the arts and cultural and community development stream;
  - (c) *Council leads on sustainability and protects and enhances its natural environment:* The provision of a Climate Action stream which provides support to local community groups through community education and engagement in environmental sustainability. All applicants are asked to consider the environmental impact of their project;
  - (d) *Local businesses prosper and creative and knowledge industries thrive:* The Social Enterprise Grants have helped numerous local small businesses over the years to provide support to the community;
  - (e) *Connectivity and travel options are environmentally sustainable, integrated and well-designed:* Bicycle projects have been prioritised through the grants which incorporate the City of Yarra Bike Strategy; and
  - (f) *Transparency, performance and community participation drive the way we operate:* Yarra City Council's Community Grants Program is a recognised leader among Local Governments in Victoria. As well as having a diverse grants program, Yarra's grants have been an innovative means of connecting with and supporting local communities and involving them in the decision-making process.

### Climate emergency and sustainability implications

34. An additional \$50,000 was dedicated to the Climate Action stream in 2020-21 as a one-off occurrence, which increased the stream funding pool to \$80,000. These funds were added from the \$1.5M Emergency Community Support fund endorsed by Council as part of the COVID-19 Business and Community Support package. This stream is also the subject of a discretionary budget bid for Council's consideration throughout the budget deliberations. If supported this stream would see a net increase of \$98,000 per year for 2021-22 taking the total to \$128,000. The grant funding is used by community organisations to lead the fight against climate change through grassroots projects.

### Community and social implications

35. The grants programs aim to address social needs across various areas: arts and culture, environment, community development, sport and recreation, family, children and youth. Social objectives addressed within the grants program are:
- (a) building a sense of community through:

- (i) cultural activities: community celebrations, observance of traditional celebration days, cultural festivals and events;
  - (ii) recognition of diversity: projects that strengthen Yarra’s diverse community or celebrate and recognise diversity; and
  - (iii) social cohesion: projects which seek to bring people together and support the development of communities with shared aims and aspirations; and
- (b) promoting and improving community health and wellbeing through:
- (i) recreation opportunities: sports, social recreation, walking and improving access to recreational activities;
  - (ii) improving health and wellbeing: food security, nutrition, skills development, health information, social engagement and support; and
  - (iii) promoting the participation of people with a disability in cultural, social and civic activities: encouraging organisers to increase the accessibility of their events and programs.

Economic development implications

- 36. Community Grants strengthen the community sector through providing a flexible and responsive source of funds to community-based, not-for-profit organisations. Funding is used to support projects that deliver the outcomes outlined within the Council Plan, target the areas of highest need within the community, and ultimately aim to improve the long-term economic outlook for local individuals, families and businesses through strengthening the capacity of local organisations.
- 37. Grants redistribute funds to those less advantaged in the community. Projects that are funded to support new arrivals, young people and families through skills development or projects that support service coordination also have an indirect economic benefit.

Human rights and gender equality implications

- 38. The Community Grants Guidelines are in alignment with the Victorian Charter of Human Rights and Responsibilities Act 2006 and actively support people to participate in and contribute to their community.
- 39. The Community Grants applications seek information on how applicants will address issues of gender inequality in their proposed initiative, ensuring that planning and forethought on this issue is addressed from the outset.

**Operational analysis**

Financial and resource impacts

- 40. The amounts of \$965,000 for the Annual Grants 2022, \$76,000 for the Small Project Grants 2021/2022, \$25,000 for the Room to Create Grants, have been allocated in the draft budget and are subject to the approval process of the 2021/2022 budget. All the amounts are subject to the usual processes of Council budget approval. The proposed budget allocations are subject to minor variations depending on demand and with financial delegation approval of the CEO.
- 41. The proposed budget for the Annual Grants 2022 is shown in this table:

<b>Funding Streams</b>	<b>2022 Proposed Allocation</b>
Community Development	\$372,000
Family, Children and Youth	\$164,000
Climate Change	\$30,000
Arts and Culture	\$278,000
Sports	\$56,000
Yarra Housing Grant	\$53,500

Youth-Led Grants	\$12,000
<b>Total</b>	<b>\$965,500</b>

42. It should be noted that while the Annual Grants program is almost always oversubscribed, specific levels of demand for the various streams can vary from year to year. The proposed budget allocations listed above are provided based on both historical demand and previous budgets. The total allocations are subject to the final approval of Council's 2021/22 budget.
43. Due to the varying levels of demand across the various streams, officers have previously provided recommendations to Council which have included minor changes to the allocation of the budget of some streams, while keeping within the total overall allocation.
44. Any minor changes to the proposed budget allocations for the various streams requires approval by the CEO, prior to final endorsement from Council. It is unlikely that any changes will be made, but if required due to unforeseen circumstances such as increased demand in certain streams, the option would be that the CEO could approve minor adjustments rather than going back to Council to seek further approval. Final approval of all Annual Grant recipients is still to be determined by Council in a future report, expected in November 2021.

#### Legal Implications

45. The grants program enables Council to achieve some of the basic tenets of the *Local Government Act 1989*:
  - (a) Section 3C to promote the social, economic and environmental viability and sustainability of the municipal district;
  - (b) Section 3D fostering community cohesion and encouraging active participation in civic life; and,
  - (c) Section 3E planning for and providing services and facilities for the local community.
46. Council has not sought legal advice in relation to the grants program this year.

#### Conclusion

47. The amounts of \$965,000 for the Annual Grants 2022, \$76,000 for the Small Project Grants 2021/2022, \$25,000 for the Room to Create Grants 2021/22, have been allocated in the draft budget and are subject to the approval process of the 2021/2022 budget.
48. The guidelines for the Annual Grants 2022, Small Project Grants 2021/22 and Room to Create 2021/22 have been provided as attachments to this brief.

#### RECOMMENDATION

1. That Council:
  - (a) endorse the allocation of \$965,000 to the 2022 Annual Grants Program;
  - (b) endorse the allocation of \$76,000 to the Small Project Grants 2021/2022;
  - (c) endorse the allocation of \$25,000 to Room to Create Responsive Grants 2021/2022;
  - (d) endorse the guidelines for Annual Grants 2022;
  - (e) endorse the guidelines for the Small Project Grants 2021/2022;
  - (f) endorse the guidelines for the Room to Create Responsive Grants 2021/2022;
  - (g) approves delegation to the CEO to make minor adjustments within the overall budget, prior to final endorsement from Council; and
  - (h) approve the awarding of three-year grants to successful applicants in the Community Strengthening category of the Annual Grants 2022.

## Attachments

- 1 Annual Grant Guidelines 2022
- 2 Small Project Grant Guidelines 2021-2022
- 3 Room to Create Responsive Grant Guidelines 2021-2022



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## 8.4 Active Transport Advisory Committee

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<b>Reference</b>	D21/672
<b>Author</b>	Rhys Thomas - Senior Governance Advisor
<b>Authoriser</b>	Group Manager Chief Executive's Office

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### Purpose

1. To finalise the process to establish an Active Transport Advisory Committee in place of the existing Bicycle Advisory Committee.

### Critical analysis

#### History and background

2. On 16 July 2019, Council endorsed a Council Committees Policy which established consistent framework for the operation of Council Committees. Since the adoption of that policy, the terms of reference for each Committee were reviewed to ensure that it was simplified and consistent with the policy. The outcomes of these reviews were considered by Council at its meeting on 3 December 2019.
3. By way of context, the Council Committees Policy describes three types of committees:
  - (a) Advisory Committees (which are established by Council to provide advice to Council, a special committee or a Council officer);
  - (b) Interest Groups (which are established by Council to facilitate networking among members (including Council) on a subject of mutual benefit; and
  - (c) Project Consultative Groups (which are established by Council to provide advice and facilitate consultation in the delivery of a specific project).
4. In determining which type of committee is appropriate, it is necessary to understand the role and operation of the intended group. Where the intention is to support Council in the development of policy and to assist in informing its decision-making on an ongoing basis, an Advisory Committee is most appropriate. Where the intention is to bring like-minded people together to enable them to make community connections, learn from each other and share information among the group, an interest group is most appropriate. Where Council is seeking community advice or feedback in relation to a specific project or the development of a specific policy with the intention that the group be disbanded following the completion of the project, a Project Consultative Group is most appropriate.
5. While the structure of each of these committee types is broadly similar, there are administrative differences between them relating to establishment, the manner of member appointments, reporting to Council, publication of meeting proceedings and conflict of interest provisions.

#### Establishing an Active Transport Advisory Committee

6. On 12 November 2019, Council resolved:
  - “1. *That:*
    - (a) *Officers prepare a report on the feasibility of forming an Active Transport Advisory Committee to Council, such Committee to incorporate the Bicycle Advisory Committee;*
    - (b) *the report include a proposed terms of reference for this Committee; and*
    - (c) *the Bicycle Advisory Committee continue to operate in the meantime.”*

7. In presenting the item of General Business, it was clarified that the interpretation of “Active Transport” is intended to include cycling, walking, skating, scootering, etc. and not to include motor vehicles or public transport.
8. The Bicycle Advisory Committee has been established as an Advisory Committee with the following objectives:
  - (a) To provide advice to Council on how to:
    - (i) support and enhance safe and efficient cycling in Yarra; and
    - (ii) implement adopted Council policies/strategies as they impact on cycling; and
  - (b) To assist Council in its support for cycling by:
    - (i) providing a user perspective on proposed cycle projects and the existing network in Yarra; and
    - (ii) providing feedback on proposed initiatives such as local area traffic management/place making, road infrastructure, new strategies, master planning, parking changes or new products.
9. A broadening of the role of this committee to provide similar advice in relation to other means of ‘active transport’ (i.e. beyond bicycles) would reflect the interconnectedness of transport planning in the municipality and, align closely with the nature of organisational expertise and decision-making. While Council has historically considered cycling as a stand-alone transport mode, this is no longer the case, with Council now conducting its transport planning in a more integrated way than ever.
10. Further, Council is addressing challenges presented by the fast changing nature of personal transport, with developments such as ride sharing, car share schemes, dockless bicycle hire, power-assisted bicycles and the growth in what were traditionally regarded as toy vehicles (like scooters and skateboards) all making their presence felt within the past decade. A broadening of the role of the Bicycle Advisory Committee would enable Council officers and the Council itself to better respond to these developments.
11. On this basis, the author’s conclusion was that the establishment of an active transport advisory committee to replace the existing Bicycle Advisory Committee is warranted.
12. In investigating the scope of a future active transport advisory committee, the author developed a draft terms of reference, which was presented as a basis for discussion by the Bicycle Advisory Committee at their meeting in December 2019. Following this discussion, the draft terms of reference was further refined.
13. In developing the draft, the following considerations were made:
  - (a) It was proposed not to specifically include the consideration of wheelchairs and powered wheelchairs in the scope, as these matters are better addressed by Council’s Disability Advisory Committee;
  - (b) It was proposed to establish the formal appointment of members to the committee to enable the committee to be made up of a diversity of views and experiences and to facilitate an effective group size and consistency of attendance;
  - (c) It was proposed to draw a distinction between ‘motor vehicles’ and ‘power-assisted vehicles’ (with the former being out of scope and the latter being within scope) to enable the committee to provide advice on this growing segment of personal transport; and
  - (d) It was proposed to establish a membership rotation with half of the members reaching the end of their term every second year.

### Presenting the Terms of Reference to Council

14. The outcomes of the review were presented, together with a draft terms of reference to the Council at its meeting on 17 March 2020. The relevant part of the resolution at that meeting was that *“Council establish an Active and Public Transport Advisory Committee and authorise officers to incorporate changes to the terms of reference ... to reflect this integrated role of the committee and to make reference to Council’s declaration of a Climate Emergency and its Climate Emergency Plan once adopted.”*

### Discussion

15. Following the 17 March 2020 resolution, the author made a number of changes to the draft Terms of Reference and consulted internally with relevant staff and with Councillors.
16. The changes made were:
- (a) A reference to the climate emergency under “Purpose”;
  - (b) A change in title of the Committee to the “Sustainable Transport Advisory Committee” (this was the suggestion of staff in the Strategic Transport Unit, is less of a mouthful than “Active and Public Transport Advisory Committee”, and reflects the connection between “active” and “public” transport);
  - (c) Inclusion of a reference to public transport under “Objectives” (intentionally written to reflect the Council debate which indicated that the committee is to focus on Council’s limited role in public transport, and not public transport more widely either through direct delivery or advocacy);
  - (d) A change to the wording under “Selection Criteria” (to improve on some clunky wording in an earlier draft, but not change the criteria); and
  - (e) A change to the frequency of meetings, from bi-monthly to quarterly (based on feedback from the Strategic Transport Unit that quarterly meetings would allow for a more substantial agenda and strategic discussion).
17. In consulting on these changes, it became apparent that there was no universally understood interpretation of the Council’s direction in their resolution of 17 March 2020 as it related to public transport. It was also clear that the role of the committee as written would be a significant departure from the intent of the original motion, where the reasons for not including public transport matters were specifically discussed in the debate.
18. While the references to the climate emergency are clearly understood and were able to be accommodated into the terms of reference, the author is of the view that the late insertion of the reference to public transport is incongruous and has the potential to be a significant distraction for the work of the committee – even when limited in scope to only the public transport matters for which Council is responsible.
19. On this basis, it was decided to seek further direction from Council, and two alternative terms of reference have been developed:
- (a) At **Attachment One** is a terms of reference for an Active Transport Advisory Committee, which incorporates only the changes at paragraphs 16(a), (d) and (e); and
  - (b) At **Attachment Two** is a terms of reference for a Sustainable Transport Advisory Committee, which incorporates the changes at paragraphs 16(a), (b), (c), (d) and (e).
20. The draft Terms of Reference at **Attachment One**, which incorporates the matters shown at 16(a), (d) and (e) above, but not the changes shown at (b) and (c), is the one recommended for adoption.

### Establishment of the Committee

21. With the onset of the COVID-19 pandemic, followed by the Council election in late 2020, together with the ongoing operation of the Bicycle Advisory Committee, the establishment of this committee has been on hold.

22. It is now proposed to commence the recruitment process to appoint four community members for a four-year term and a further four community members for a two-year term (enabling the staggered recruitment process in future years).
23. The recruitment process (which would require a public expression of interest process followed by an internal shortlisting of candidates and preparation of a recommendation for Council, who will make the final decision by Council resolution) is expected to take approximately two months.

#### Options

24. In addition to the recommended terms of reference, an alternative option has been presented for consideration. Should Council determine to pursue this option, the following wording would be appropriate:
25. That Council:
  1. *That Council:*
    - (a) *establish a Sustainable Transport Advisory Committee;*
    - (b) *endorse the terms of reference for the committee at Attachment Two;*
    - (c) *dissolve the Bicycle Advisory Committee; and*
    - (d) *thank participants in meetings of the Bicycle Advisory Committee throughout 2020 and invite them to seek appointment to the Sustainable Transport Advisory Committee.*
26. Council is free to make further alteration to either of the terms of reference, by resolving at clause 1(b):
  - (b) *endorse the terms of reference for the committee at Attachment One (or Two), with the following changes:*
    - (i) ...

#### Community and stakeholder engagement

27. This process commenced with a discussion with the Bicycle Advisory Committee regarding an early draft Terms of Reference. No external consultation has taken place since that time.
28. Internal discussions have been held with officers in Council's Strategic Transport Unit.

#### Policy analysis

##### Alignment to Council Plan

29. The City of Yarra Council Plan 2017-2021 commits Council to "*maintain a culture of transparency, governance, ethical practice and management of risks that instils a high level of community respect and confidence in Council decision-making*".
30. The establishment of Advisory Committees and a public process to appoint members provides an opportunity to demonstrate this commitment to transparent governance.

##### Climate emergency and sustainability implications

31. The broadening of the role of the Bicycle Advisory Committee to support the move away from the use of motor vehicles provides a chance to make a difference in what is a significant carbon emitter in Yarra. Fostering a community that seeks sustainable transport alternatives would be a meaningful and long lasting response to the climate emergency.

##### Community and social implications

32. Council's advisory and other committees provide a connection between members of the community and Councillors and staff and provide an opportunity for direct involvement in the decision-making process. Community involvement in committees also provides connections between like-minded community members and a degree of community development and strengthening.

### Economic development implications

33. The advice provided in this report does not have any economic development implications.

### Human rights and gender equality implications

34. The advice provided in this report does not have any human rights implications.

35. Among the selection criteria for membership in both terms of reference is a desire for the membership to include “a diverse gender and other demographic mix”. While this is not a binding target, there is no reason to believe that community applications will be unable to garner sufficient suitable applications to ensure a gender balanced committee can be achieved.

## Operational analysis

### Financial and resource impacts

36. The precise cost to Council of an Advisory Committee is difficult to quantify.

37. Minor costs are associated with meeting logistics, such as catering, transport reimbursements, room hire (where relevant) and printing and mailing. The most significant costs are associated with officer time for meeting preparation, communication with members, attendance at meetings (including overtime) and preparation of meeting minutes. Further costs are incurred for officer time associated with committee administration, such as maintenance of Council’s website, communication with membership, public advertising and committee selection processes.

38. Should the author’s advice be heeded and the changes limited only to the altered scope of the Bicycle Advisory Committee, there would not be any financial implications.

### Legal Implications

39. Aside from the need to ensure that Council Committees do not inadvertently have delegated decision-making authority, no further legal implications have been identified arising from the matters addressed in this report.

## Conclusion

40. It is recommended that:

- (a) Council establish an Active Transport Advisory Committee, endorse its terms of reference and dissolve the Bicycle Advisory Committee;
- (b) the Councillors currently appointed to the Bicycle Advisory Committee (Cr Landes and Cr de Vietri) be appointed to the newly established committee; and
- (c) the recruitment process for community members be commenced immediately and a further report brought back to Council for a final decision.

## RECOMMENDATION

1. That Council:
  - (a) establish an Active Transport Advisory Committee;
  - (b) endorse the terms of reference for the committee at **Attachment One**;
  - (c) dissolve the Bicycle Advisory Committee; and
  - (d) thank participants in meetings of the Bicycle Advisory Committee throughout 2020 and invite them to seek appointment to the Active Transport Advisory Committee.
2. That:
  - (a) Cr Herschel Landes and Cr Gabrielle de Vietri be appointed as members of the new committee; and
  - (b) a further report be brought to Council recommending the appointment of community members to the new committee.

## Attachments

- 1 Active Transport Advisory Committee (draft)
- 2 Sustainable Transport Advisory Committee (draft)

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## 8.5 Yarra Experience Program (Student work placements at Yarra)

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<b>Reference</b>	D21/57447
<b>Author</b>	Kristina Johnson - Manager Human Resource Services and Support
<b>Authoriser</b>	Group Manager People and Culture

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### Purpose

1. Yarra City Council is committed to providing work placement programs that:
  - (a) contribute to the skills development of our youth within the local community;
  - (b) provide valuable experience and career readiness to ease the transition of students into the workplace; and
  - (c) demonstrate the wide variety of careers available within Local Government,As such we are partnering with local community schools i.e. Collingwood College to offer placements for VCAL (Year 11 and 12) students. This program is our “Yarra Experience Program.”

### Critical analysis

#### History and background

2. Yarra City Council currently offers various forms of work experience, work placement and traineeship programs. These include:
  - (a) Year 10 student work experience - offering students studying Year 10 at secondary school one (1) week work experience placements at various work branches across Council to gain some insight into working life and an overview of the various career options within Local Government;
  - (b) Graduate Internship Programs offering university students placements at Council whilst they continue to undertake their university studies. Typically, these internship placements are for one year and are offered to Swinburne University engineering students who are required to complete one year of “work placement” to complete their degree. These placements provide valuable on the job training and assist the students in their studies and employment options when completing their degree;
  - (c) Stepping into Program – Yarra City Council has a partnership with AND (Australian National Disability Network) and through this partnership each year we offer internships to people with differing abilities to provide them career readiness skills and experience. This program provides people with disabilities who are studying at university (generally in their final year of studies) with a supported internship at Yarra. This is a fantastic program which has been supported by various branches at Yarra including libraries and currently engineering;
  - (d) Apprenticeships and traineeships – our Infrastructure and Road branch offer both apprenticeships and traineeships to youths within our community that result in formal qualifications and a solid foundation to further their careers:
    - (i) Cleansing Crew Trainees – Yarra currently have four (4) trainee’s in a two (2)-year traineeship program that was facilitated in collaboration with our Youth Services branch. This enabled us to engage directly into the community youth space and specifically offer opportunities to those that reside in the public housing estates. These trainees gain valuable on the job experience as well as formal qualifications making them very employable upon completion of the two-year traineeship program; and

- (ii) Open Space Horticultural Apprenticeships – Yarra currently have two apprentices completing a traditional four (4) year apprenticeship program. These two apprentices currently placed at Yarra will finish their term with a horticulturalist trade qualification which will essentially set their career path moving forward. These apprentices are employed by AGA as the employer and training provider and are placed at Yarra; and
  - (e) Working for Victoria Program – last year Yarra City Council was successful in receiving funding from the Department of Jobs and Precincts for 67.7 FTE temporary six-month roles. These roles were directly aligned to community needs as a response to Covid-19 and were aimed at creating job opportunities for locals who were otherwise unemployed. This has been an exciting and successful program for Yarra where we have placed around 75 staff in mainly community facing roles to support our communities Covid-19 response. Many of the roles have been filled by youth from directly within our community and the roles are providing valuable experience that, if it was not for this program and funding, they may not have had access to. Unfortunately, the funding was for a limited time (six months) and the Working for Victoria staff will be finishing their temporary placements over the next two months; and
  - (f) Further to the above, Council is establishing a “collaboration project” with key businesses in the community. This project involves the CEO bringing together key stakeholders, including Yarra’s secondary schools, Bendigo Kangan Institute (BKI) and tech companies like MYOB, Seek, REA Group and Carsales, to lead a conversation around education and employment pathways for younger people within the City of Yarra.  
Yarra will be the conduit between the stakeholders to achieve the following objectives:
    - (i) Create employment opportunities at local tech companies for younger people living in the City of Yarra;
    - (ii) Encourage greater collaboration between Yarra’s schools, BKI and tech companies;
    - (iii) Create employment pathways and closer partnerships between BKI and local employers; and
    - (iv) Create opportunities for local students to undertake work experience at local tech companies.
3. A motion was passed at a Council meeting of 1 December 2020 requesting an “Officers Report on the potential for establishing student internships within the City of Yarra organisation, for the young people in our public housing areas and those attending community schools.”
4. Given this motion, an additional work experience program has been added to our list of programs. This program, titled the “Yarra Experience Program”, targets our community schools that are in close proximity to the public housing areas (such as Collingwood College). It offers internships to VCAL students (these are students who are studying Years 11 and 12 and are enrolled in the Victorian Certified of Applied Learning which is generally a pathway to TAFE, employment or apprenticeships/traineeships rather than university).

#### Discussion

- 5. The “Yarra Experience Program” will commence this year (2021) and is currently being coordinated with the Career Counsellors at Collingwood College and may progress to other local community schools in future years.
- 6. Yarra are offering a number of placements in various branches across Council and are aligning the type of work experience placements to the VCAL subjects offered by the individual schools. Depending on the requirements of the student’s studies, these placements may be offered within branches such as Childcare, Libraries, Recreation and Leisure, Community Development, Arts and Venues, Depot, Parks and Gardens.



7. Yarra have been invited to attend Collingwood College to provide an overview of the placement opportunities to the VCAL students and following this, students will be invited to apply for placements via completion of an application form. Yarra will then work closely with the school's career counsellor to align student placements with appropriate branches. Students will be asked to attend a "pre-placement discussion" to ensure that the appropriateness of the match prior to placement. Applications from students from lower-socio economic backgrounds will be given priority.
8. The aim of the program is to provide students with a genuine opportunity to gain some solid and functional skills and work experience to assist in their growth, development and "employment readiness." Students will have the opportunity to experience various facets of working life at Yarra and will be asked to participate in a corporate induction program similar to other Yarra employees. Work placements are likely to be on-site and hands-on or project-based work (dependent on the branch they are placed in).
9. Placements timeframes are aligned to the individual school curriculum and will commence in term 3 (August 2021). Students will be placed on-site at Yarra for a specified timeframe (as directed by the school curriculum) throughout the term.
10. A graduation ceremony will be held for all students who complete the "Yarra Experience Program" and they will be provided a written certificate of completion and accompanying letter detailing their service at Yarra and any notable achievements.
11. Overall, Yarra City Council is very active in the space of extending opportunities for youth from the community to gain valuable work experience that will assist with their career progression. Further opportunities to extend trainee and apprenticeship programs would be dependent on funding and additional FTE budget allocation in conjunction with ensuring that there are valuable and meaningful placement opportunities combined with the ability to provide on the job supervision and leadership. Given the near completion of our successful Working for Victoria program there is certainly an appetite by some branches to have more funding available to create more opportunities in this space.

#### Options

12. Not applicable.

#### Community and stakeholder engagement

13. Not applicable.

#### Policy analysis

##### Alignment to Council Plan

14. This program is aligned to the following objectives within the Council Plan:
  - (a) Objective 2 – An Inclusive Yarra; and
  - (b) Objective 7 – A Leading Yarra:
    - (i) 7.2 – Continue to develop a culture of continuous improvement and innovation.

##### Climate emergency and sustainability implications

15. Not applicable.

##### Community and social implications

16. As a large employer within the municipality it is important for Yarra City Council to ensure we are providing a range of work experience programs to support our local community. The "Yarra Experience Program" is a further enhancement to the range of other work experience programs that are already offered at Yarra and is targeted towards providing genuine placement opportunities for community schools and students who may live in public housing areas.

### Economic development implications

17. Not applicable.

### Human rights and gender equality implications

18. Our work experience and placement practices consider all human rights and gender equity matters to ensure fair and equitable eligibility criteria.

## Operational analysis

### Financial and resource impacts

19. Students will be provided a nominal “placement payment” of \$20 per day to cover the costs associated with transport and/or lunch. However, further consideration will be provided to students who may struggle to purchase appropriate/professional work attire and as such will be provided with store clothing vouchers to assist with the cost of purchasing such clothing.
20. It should be noted that the students are not employees and will not be undertaking work of an employee.

### Legal Implications

21. All placements will be made in partnership with the local school VCAL placement program and as such the students will be insured by the school.

## Conclusion

22. Yarra City Council is excited to be offering this work placement program to school students from community schools who are located within the vicinity of public housing. It will provide students with meaningful work placement programs that will inevitably assist in their VCAL studies but more importantly increase their overall “employability”. This placement program will complement the various other trainee, placement and internship programs already offered at Yarra.

## RECOMMENDATION

1. That Council acknowledges and supports the Yarra Experience Program offered to VCAL students, which compliments the various other placement programs already supported at Yarra.

## Attachments

There are no attachments for this report.

## 9.1 Notice of Motion No. 4 of 2021 - Support for Additional Cycling Infrastructure

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<b>Reference</b>	D21/61676
<b>Author</b>	Ivan Gilbert - Group Manager Chief Executive's Office
<b>Authoriser</b>	Group Manager Chief Executive's Office

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I, Councillor Gabrielle de Vietri, hereby give notice that it is my intention to move the following motion at the Ordinary Meeting of Council to be held on 24 June 2021:

1. *“That Council write to Paul Younis, Secretary, Department of Transport and the Hon. Ben Carroll MP, Minister for Public Transport and Minister for Roads and Road Safety, to:*
  - (a) *express strong support for the pop-up protected bike lanes along Heidelberg Road, which have significantly increased the safety and accessibility of cycling to a broad range of the community;*
  - (b) *encourage the State Government to make the Heidelberg Road temporary lanes permanent, subject to further refinement;*
  - (c) *welcome the State Government’s introduction of the new minimum passing distances to improve safety for cyclists of all ages and abilities;*
  - (d) *acknowledge the need for additional cycling infrastructure to relieve congestion and provide a clean, cheap and quick transport alternative to private motor vehicles - both within the municipality and to provide continuous connections with other municipalities;*
  - (e) *request that the State Government deliver at least 15km of additional protected bike lanes and enhanced bicycle infrastructure in Yarra within two years as part of the State Government’s commitment to 100km of new and improved bike routes across inner Melbourne suburbs, with particular emphasis on:*
    - (i) *strategic cycling corridors, the principal bicycle network, and in proximity of schools and activity centres; and*
    - (ii) *developing a stronger network of safe, accessible protected bike lanes for cyclists of all ages and abilities, including, but not limited to:*
      - a. *addressing the gap in safe cycling facilities between the St. Georges Road shared-path and the Capital City Trail shared path; and*
      - b. *safe and continuous east-west routes in Richmond towards the CBD.*
2. *That Council place a message of support on Council’s website and social media channels for the Heidelberg Road protected bike lanes to publicly demonstrate Council’s support for the project and for cycling projects in general.”*

## RECOMMENDATION

1. That Council write to Paul Younis, Secretary, Department of Transport and the Hon. Ben Carroll MP, Minister for Public Transport and Minister for Roads and Road Safety, to:
  - (a) express strong support for the pop-up protected bike lanes along Heidelberg Road, which have significantly increased the safety and accessibility of cycling to a broad range of the community;
  - (b) encourage the State Government to make the Heidelberg Road temporary lanes permanent, subject to further refinement;
  - (c) welcome the State Government's introduction of the new minimum passing distances to improve safety for cyclists of all ages and abilities;
  - (d) acknowledge the need for additional cycling infrastructure to relieve congestion and provide a clean, cheap and quick transport alternative to private motor vehicles - both within the municipality and to provide continuous connections with other municipalities;
  - (e) request that the State Government deliver at least 15km of additional protected bike lanes and enhanced bicycle infrastructure in Yarra within two years as part of the State Government's commitment to 100km of new and improved bike routes across inner Melbourne suburbs, with particular emphasis on:
    - (i) strategic cycling corridors, the principal bicycle network, and in proximity of schools and activity centres; and
    - (ii) developing a stronger network of safe, accessible protected bike lanes for cyclists of all ages and abilities, including, but not limited to:
      - a. addressing the gap in safe cycling facilities between the St. Georges Road shared-path and the Capital City Trail shared path; and
      - b. safe and continuous east-west routes in Richmond towards the CBD.
2. That Council place a message of support on Council's website and social media channels for the Heidelberg Road protected bike lanes to publicly demonstrate Council's support for the project and for cycling projects in general.

## Attachments

There are no attachments for this report.