



Ordinary Meeting of Council Agenda

to be held on Tuesday 4 October 2016 at 7.00pm
Richmond Town Hall

Disability - Access and Inclusion to Committee and Council Meetings:

Facilities/services provided at the Richmond and Fitzroy Town Halls:

- Entrance ramps and lifts (off Moor Street at Fitzroy, entry foyer at Richmond)
- Hearing loop (Richmond only), the receiver accessory may be accessed by request to either the Chairperson or the Governance Officer at the commencement of the meeting, proposed resolutions are displayed on large screen and Auslan interpreting (*by arrangement, tel. 9205 5110*)
- Electronic sound system amplifies Councillors' debate
- Interpreting assistance (*by arrangement, tel. 9205 5110*)
- Disability accessible toilet facilities

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Order of business

- 1. Statement of recognition of Wurundjeri Land**
- 2. Attendance, apologies and requests for leave of absence**
- 3. Declarations of conflict of interest (Councillors and staff)**
- 4. Confidential business reports**
- 5. Confirmation of minutes**
- 6. Petitions and joint letters**
- 7. Public question time**
- 8. General business**
- 9. Delegates' reports**
- 10. Questions without notice**
- 11. Council business reports**
- 12. Notices of motion**
- 13. Urgent business**

1. Statement of Recognition of Wurundjeri Land

"Welcome to the City of Yarra."

"Yarra City Council acknowledges the Wurundjeri as the Traditional Owners of this country, pays tribute to all Aboriginal and Torres Strait Islander people in Yarra and gives respect to the Elders past and present."

2. Attendance, apologies and requests for leave of absence

Anticipated attendees:

Councillors

- Cr Roberto Colanzi (Mayor)
- Cr Geoff Barbour
- Cr Misha Coleman
- Cr Jackie Fristacky
- Cr Sam Gaylard
- Cr Simon Huggins
- Cr Stephen Jolly
- Cr Amanda Stone
- Cr Phillip Vlahogiannis

Council officers

- Vijaya Vaidyanath (Chief Executive Officer)
- Ivan Gilbert (Group Manager – CEO's Office)
- Andrew Day (Director - Corporate, Business and Finance)
- Chris Leivers (Director - Community Wellbeing)
- Bruce Phillips (Director - Planning and Place Making)
- Guy Wilson-Browne (Director – City Works and Assets)
- Mel Nikou (Governance Officer)

3. Declarations of conflict of interest (Councillors and staff)

4. Confidential business reports

Nil

5. Confirmation of minutes

RECOMMENDATION

That the minutes of the Special Council Meeting held on Monday 19 September and the Ordinary Council Meeting held on Tuesday 20 September 2016 be confirmed.

6. Petitions and joint letters

7. Public question time

Yarra City Council welcomes questions from members of the community.

Public question time is an opportunity to ask questions, not to make statements or engage in debate.

Questions should not relate to items listed on the agenda. (Council will consider submissions on these items separately.)

Members of the public who wish to participate are to:

- (a) state their name clearly for the record;
- (b) direct their questions to the chairperson;
- (c) ask a maximum of two questions;
- (d) speak for a maximum of five minutes;
- (e) refrain from repeating questions that have been asked previously by themselves or others; and
- (f) remain silent following their question unless called upon by the chairperson to make further comment.

8. General business

9. Delegates' reports

10. Questions without notice

11. Council business reports

Item	Page	Rec. Page	Report Presenter
11.1 Yarra Libraries Annual Report 2015/2016	6	11	Margherita Barbante – Manager Yarra Libraries
11.2 Kangan Institute MoU	20	22	Bruce Phillips – Director Planning and Place Making
11.3 Memorandum of Understanding with Epworth Hospital	28	29	Bruce Phillips – Director Planning and Place Making
11.4 Memorandum of Understanding between the Royal Flying Doctor Service and Yarra Council	35	36	Bruce Phillips – Director Planning and Place Making
11.5 Appointment of Authorised Officers - Planning and Environment Act 1987	42	43	Ivan Gilbert - Group Manager Chief Executive's Office

Public submissions procedure

The public submission period is an opportunity to provide information to Council, not to ask questions or engage in debate.

When the chairperson invites verbal submissions from the gallery, members of the public who wish to participate are to:

- (a) state their name clearly for the record;
- (b) direct their submission to the chairperson;
- (c) speak for a maximum of five minutes;
- (d) confine their remarks to the matter under consideration;
- (e) refrain from repeating information already provided by previous submitters; and
- (f) remain silent following their submission unless called upon by the chairperson to make further comment.

12. Notices of motion

Nil

13. Urgent business

Nil

11.1 Yarra Libraries Annual Report 2015/2016

Executive Summary

Purpose

To provide Council with an Annual Report on services and activities informing key performance and strategic indicators for Yarra Libraries, for the reporting period 1 July 2015 to 30 June 2016 and to report on Year Three actions from the Yarra Libraries Plan 2013-2016: Building Community Discovery.

Key Issues

Yarra Libraries membership base remains strong going from 50,874 to 52,320 an increase of +2.8% in 2015/16.

Loans and visits at Yarra Libraries have stabilised and are trending upward. In 2015/2016 loans decreased by 1%, a vast improvement on -5.6% the previous year. This is a positive result considering the service was closed for a total of five weeks for capital improvement works including the implementation of Customer Self Service and the refurbishment of the Richmond Library.

Yarra Libraries collection turnover rate also continues to trend upwards going from a turnover rate of 4 in 2014/2015 to 4.46 in 2015/2016, meaning items are being borrowed more regularly, indicating our collection is increasingly meeting community needs.

eCollection loans increased by 38%. This shows an increasing preference by Yarra Libraries customers for online collections which include eBooks, eAudio, downloadable and streaming products. An upgrade to Wi-Fi Services resulted in a 52% increase to customers accessing this service.

In 2015/2016 Yarra Libraries applied for and was successful in receiving a 'Living Library Infrastructure Grant' of \$65,500 for the refurbishment of the Richmond Library. The total budget for this project was \$214,500.

Construction of the new facility 'Bargoonga Nganjin, North Fitzroy Library' at North Fitzroy began in 2015/2016 and is well on its way to completion with the opening expected in early 2017.

Yarra Libraries continues to work alongside a mix of community partners including the Brotherhood of St Laurence, Atherton Gardens Housing Estate committee, U3A and Infoxchange to engage, connect and deliver a broad range of programs and activities to the local community that aim to facilitate and encourage life-long learning.

Financial Implications

Yarra Libraries operates within the operational and capital budgets approved by Council for the 2015/16 financial year

PROPOSAL

Council notes the Yarra Libraries Annual Report for 1 July 2015 to 30 June 2016 and progress with the implementation of the Yarra Libraries Plan 2013-2016: Building Community Discovery.

11.1 Yarra Libraries Annual Report 2015/2016

Trim Record Number: D16/129587

Responsible Officer: Director Community Wellbeing

Purpose

1. To provide Council with an Annual Report on services and activities informing key performance and strategic indicators for Yarra Libraries, for the reporting period 1 July 2015 to 30 June 2016 and to report on Year Three actions from the Yarra Libraries Plan 2013-2016.

Background

2. Council resolved at its meeting on the 23 April 2013, to receive a report annually, in September each year and in line with Government reporting requirements, on the services and activities of Yarra Libraries. This report is being presented in October as a result of pressure on the Council meeting Agenda in September 2016.

External Consultation

3. The Yarra Libraries Advisory Committee continues to meet on a quarterly basis to discuss key issues concerning the library service. Council is represented by Cr. Roberto Colanzi (Mayor) as Chair of the committee and Cr. Sam Gaylard. Six members of the community also sit on the Advisory Committee and inform library strategy from a community perspective.
4. Yarra Libraries conducted a community Poll seeking input on two potential options to increase the Yarra Libraries Opening Hours. A link to the poll was forwarded to 38,574 library members, receiving a total of 1,823 responses. Of those responding to the survey 1,713 (94%) spoke English and 110 (6%) of overall poll respondents identified as speaking a language other than English.

Internal Consultation (One Yarra)

5. Yarra Libraries continues to work in partnership with colleagues across the City of Yarra to identify and implement initiatives that support Council and community outcomes across the service.

Financial Implications

6. Yarra Libraries operates within the operational and capital budgets approved by Council for the 2015/16 financial year.

Economic Implications

7. There are no direct economic implications as a result of this report, however research shows that Libraries can contribute significantly to economic development outcomes, including through learning and development, employment support and activation of precincts.

Sustainability Implications

8. There are no sustainability implications inherent in this report.

Social Implications

9. With a strong membership base of 52,320 members, Yarra Libraries supports cultural diversity and inclusion for all residents of Yarra. Many library members enjoy the diversity of the collections, activities and programs that the library offers. The libraries provide an environment that encourages literacy development, inspiration, learning and creativity.

Human Rights Implications

10. Through its Collection Development Policy and provision of collections and activities, Yarra Libraries actively supports the Charter of Human Rights and Responsibilities Act 2006. Those of direct relevance to the role and function of public libraries include:
 - (a) freedom of thought, conscience, religion and belief;
 - (b) freedom of expression; and
 - (c) taking part in public life and cultural life.

Communications with CALD Communities Implications

11. Yarra Libraries is committed to 'Inform, Engage, Consult and Build Community Discovery' for Yarra's CALD and hard to reach communities, by providing an environment that values diversity and fosters a strong sense of community. For more information see the 'Speak My Language' section of the attached annual report.
12. The following four elements position Yarra Libraries to meet the needs of the culturally and linguistically diverse community in Yarra:
 - (a) Inform: Provide information and resources in community languages which are accessible and culturally appropriate. The delivery of programs and services that engage value and promote cultural diversity within the community;
 - (b) Engage: Provide programs and services that are relevant and respond to the needs of Yarra's diverse community;
 - (c) Consult: Seek and encourage input from community groups and individuals across a range of service areas; demonstrate a willingness to learn and adapt consultation process to ensure results represent the diversity of the Yarra community; and
 - (d) Build Community Discovery: Yarra Libraries actively invests in capacity building to develop stronger communities to empower individuals and groups to engage with Yarra Libraries Strategy.

Council Plan, Strategy and Policy Implications

13. The Yarra Council Plan 2013-2017 includes a commitment for the Yarra City Council to deliver a range of projects that support Yarra's community through the development of community facilities. This includes the construction of the North Fitzroy Community Hub and the development of plans for the future infrastructure required to deliver library, leisure and aged services such as child care and meeting spaces for seniors.
14. The plan also includes a commitment for Yarra Libraries to celebrate Yarra's uniqueness through an increase in numbers attending events and activities for cultural and linguistically diverse communities at Yarra Libraries. Overall attendance at library events and activities decreased by 1% in the 2015/2016 reporting period, however this is a direct result of five closed weeks across the service during the implementation of RFID and Richmond Library refurbishment project.
15. Council's Mission and Core principles accord with and inform the objectives of the Yarra Libraries Plan and underpin the direction and content of its Strategic Plan 2013-2016.

Legal Implications

16. There are no legal implications for this report.

Other Issues

17. The below table provides a summary of the Yarra Libraries Annual Plan 2015/2015 Key Performance Indicators, including performance trends over recent years.

KPIs	2012/13	2013/14	2014/2015	2015/16	Variance 14/15
Loans	844,324	808,885	763,843	755,149	-1%
Visits	511,939	503,785	471,795	527,482	+11.8%
Membership	49,184	49,257	50,874	52,320	+2.8
Reference Enquiries	31,945	40,054	37,222	31,359	-15%
Activity Attendance	27,182	28,105	35,877	35,471	-1%
Acquisitions	31,067	30,152	29,297	29,781	+1.65
Computer Usage	56,449	57,701	58,441	56,025	- 4%
Wireless Usage	24,699	27,769	32,615	49,651	+52%
Website Visits	539,683	554,205	618,488	619,175	+1%

Note: Yarra Libraries had five closed weeks across the service due to capital works.

18. The below table provides a Yarra Libraries Branch Performance Summary 2015/2016.

Branch	Carlton	Collingwood	Fitzroy	North Fitzroy	Richmond
Membership	13,502	5,839	12,104	6,319	14,555
Visits	145,110	71,073	123,777	76,036	111,486
Loans (Physical)	138,147	96,114	132,663	107,698	163,667
Virtual Loans 107,622	N/A	N/A	N/A	N/A	N/A
Collection Size	27,239	24,888	39,784	15,571	43,104
Turn Over Rate	5.07	3.86	3.33	6.91	3.79
Program Attendance	9,728	4,868	10,585	4,201	7,670
PC Bookings	10,088	5,369	14,482	6,539	19,547
Wireless	10,989	6,409	15,021	2,773	14,459
Reference	8,353	4,470	7,970	2,949	7,617

19. Analysis of the above tables demonstrates that loans and visits have stabilised and are trending upward. In 2015/2016 loans decreased by 1%, which is a vast improvement on - 5.6% the previous year. This is a positive result considering the service was closed for a total of five weeks for capital improvement works including the implementation of Customer Self Service (RFID) and the refurbishment of the Richmond Library.

20. Yarra Libraries collection turnover rate also continues to trend upwards, going from a turnover rate of 4 in 2014/2015 to 4.46 in 2015/2016. This continued improvement is a direct result of an ongoing program to renew and revitalise Yarra Libraries physical collections across all branches, increased capital expenditure on eCollections and an increase in eCollection loans.
21. eCollection loans increased by 38%. This shows an increasing preference by Yarra Libraries customers for online collections which include eBooks, eAudio, downloadable and streaming products. Yarra Libraries membership base remains strong going from 50,874 to 52,320 an increase of +2.8% in 2015/16. An upgrade to Wi-Fi Services resulted in a 52% increase to customers accessing this service. The extended period of Branch closure during 2015/2016 had a negative impact on physical PC bookings and reference enquiries.
22. In 2015/2016 Yarra Libraries applied for and was successful in receiving a 'Living Library Infrastructure Grant' of \$65,500 for the refurbishment of the Richmond Library. The total budget for this project was \$214,500. This funding enabled Yarra Libraries to redesign the Richmond Library floor space introducing new carpets, colour palette, furniture and additional public access PCs from 12 to 22. Feedback from the Yarra community has been overwhelmingly positive about the results engaging in a range of activities including Wi-Fi, making and creating, working studying, reading, talking, meeting and playing games.
23. Construction of the new facility 'Bargoonga Nganjin, North Fitzroy Library' at North Fitzroy began in 2015/2016 and is well on its way to completion with the opening expected in early 2017. A significant amount of work is also being undertaken to ensure integration of services to be delivered from the building and to prepare for the opening of this facility.
24. In addition to having diverse language collections and subscriptions, which attract people from all over Melbourne, Yarra Libraries runs numerous programs and services for people who are culturally and linguistically diverse. Programs such as the Chinese and Vietnamese Reading months provide members of our CALD communities with the opportunity to attend a wide range of events and the opportunity to select items for inclusion in our library collection.
25. This year Yarra also introduced regular scheduled visits to Yarra's Greek Senior Citizens' group, which have proved very popular, and has held a regular conversation lounge for those wishing to improve their English-speaking skills. Additionally, some regular library programs, such as story times and digital training programs, also have bilingual sessions available in some languages. For more see the 'Speak my language' section of the Yarra Libraries Annual Report 2015/2016.
26. Yarra Libraries continues to work alongside an amazing mix of community partners including the Brotherhood of St Laurence, Atherton Gardens Housing Estate committee, U3A and Infoxchange to engage, connect and deliver a broad range of programs and activities to the local community that aim to facilitate and encourage life-long learning. One exciting example of this was a partnership between Yarra Libraries and the Alice Springs Library service to launch the 'Million Stories' program. Million Stories is an early childhood learning initiative that encourages people to share stories, poetry and song with their children to boost language and literacy development. For more information regarding the vast array of programs and activities delivered by Yarra Libraries to the community please see the attached Yarra Libraries Annual Report 2015/2016.

Options

27. There are no options for this report.

Conclusion

28. Yarra Libraries is proud of its achievements during the 2015/2016 reporting period. Recent milestones for Yarra Libraries include the refurbishment of the Richmond Library, commencement on building the North Fitzroy Community Hub, and the recent installation of self-checkout stations at all library branches. Thanks to these investments, Yarra Libraries' staff have been freed up to focus more proactively on programs and services, as we work to evolve our customer service to a new level. It has been a productive period of transformation in our staff, facilities and services, and now we look forward to using this momentum to take on new ideas, new technologies and new challenges.

RECOMMENDATION

1. That:
- (a) Council notes the Yarra Libraries Annual Report for 1 July 2015 to 30 June 2016 and progress with the implementation of the Yarra Libraries Plan 2013-2016: Building Community Discovery.

CONTACT OFFICER: Margherita Barbante
TITLE: Manager Yarra Libraries
TEL: 9205 5389

Attachments

- 1 Annual Report Paginated_1PDF

Attachment 1 - Annual Report Paginated_1PDF

CARLTON LIBRARY 667 Rathdowne Street, North Carlton
 COLLINGWOOD LIBRARY 11 Stanton Street, Abbotsford
 FITZROY LIBRARY 128 Moor Street, Fitzroy
 NORTH FITZROY LIBRARY 240 St Georges Road, North Fitzroy
 RICHMOND LIBRARY 415 Church Street, Richmond
 TELEPHONE 1300 695 427
 WEBSITE www.yarracity.vic.gov.au/libraries



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ARABIC

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SIMPLIFIED CHINESE

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GREEK

ΓΙΑ ΠΛΗΡΟΦΟΡΙΕΣ ΣΤΑ ΕΛΛΗΝΙΚΑ ΣΧΕΤΙΚΕΣ ΜΕ ΑΥΤΟ ΤΟ ΕΓΧΡΩΜΟ Η ΤΗ ΔΗΜΑΡΧΙΑ, ΠΑΡΑΚΑΛΟΥΜΕ ΚΑΛΕΣΤΕ ΤΟ 9280 1934 ΚΑΙ ΑΝΑΦΕΡΕΤΕ ΤΟΝ ΑΡΙΘΜΟ REF ΠΑΡΑΚΑΤΩ.

ITALIAN

PER AVERE INFORMAZIONI IN ITALIANO SU QUESTO DOCUMENTO O SUL COMUNE, SI PREGA CHIAMARE IL NUMERO 9280 1931 E CITARE IL NUMERO DI RIFERIMENTO (REF NUMBER) SOTTOINDICATO.

SPANISH

PARA INFORMACIÓN EN CASTELLANO SOBRE ESTE DOCUMENTO O SOBRE EL AYUNTAMIENTO, LLAME AL 9280 1935 Y CITE EL NÚMERO DE REF DE MÁS ADELANTE.

VIETNAMESE

ĐỂ BIẾT THÔNG TIN BẰNG TIẾNG VIỆT VỀ TÀI LIỆU NÀY HAY VỀ HỒI ĐỒNG, XIN HÃY GỌI SỐ 9280 1939 VÀ NÊU SỐ REF DƯỚI ĐÂY.

REF 14083

Front Cover Image: Bernie Phelan

Yarra Libraries

Annual Report 2015-16



Index

Mayor's Message	2
Library Manager's Message	2
About Yarra Libraries	3
Building Better Libraries	4
Onwards and Upwards	5
Investing in our Community	6
Community Events and Programs	7-11
Bridging the Digital Divide	12
Our People	13
Looking Ahead	14
Contact Us	15



Building on the momentum of this productive year just past, Yarra Libraries will continue to provide engaging, inclusive and imaginative services for the whole community.

Through development of the new strategic plan, we look forward to identifying medium and long-term goals that will address the community's evolving needs. When the new North Fitzroy Library, as part of Bargoonga Nganjin, opens in 2017, Yarra Libraries will have new opportunities to work together with other Council services, and provide an improved access point for the North Fitzroy community.

Yarra Libraries' focus on digital literacy will keep growing, as we strive to facilitate online participation for all Yarra residents. Our dedication to nurturing partnerships will also remain a significant part of the library service, as we continue to seek out new collaborative possibilities across a range of sectors. By reaching out to make new connections, across the community and within Council, we are building a better library service for everyone.

"The librarians are exemplary! You would find it very hard to replace them. They go out of their way and are patient, enthusiastic and hugely knowledgeable. They make me feel happy to use the library more than I usually would. BRILLIANT!"
Ariana, Fitzroy, July 2015

Our People

Meet three members of the Yarra Libraries Team



Hong Huang
Community Engagement Officer
19 years at Yarra Libraries

The best thing about my job is...
To see people going home not just with stuff from the supermarket, but a book which can feed their soul.
I recommend checking out...
[PressDisplay!](#) It covers 82 countries and 39 languages. One screen, much information!



Natasha Savic
Digital & Community Learning Liaison
9 months at Yarra Libraries

The best thing about my job is...
Being able to share my knowledge and develop programs to increase staff and community digital literacy skills.
I recommend checking out...
Learning resource: [Lynda.com](#)
Digital collections: eBooks, eMagazines and more!



Felicity Macchion
Coordinator Community Learning & Partnerships
2 years at Yarra Libraries

The best thing about my job is...
Making a difference in our community members' lives, which is so rewarding. The lifelong learning resources, training and programs for the whole community make up a big part of what Yarra Libraries are about.
I recommend checking out...
Our fantastic programs we offer for all ages, across our five branches. Go to our website to check them all out!
[General program information](#)
[Storytime, Rhymetime and Babytime](#)



• Award-winning authors George Megalogenis and Christos Tsiolkas appeared at Fitzroy Town Hall in conversation on Megalogenis's recent book, *Australia's Second Chance: how we became comfortable in our migrant skin*.

Annual Report 2015-16

MAYOR'S MESSAGE

I am very pleased to present the Yarra Libraries Annual Report 2015-2016. Yarra Libraries plays an integral role in facilitating lifelong learning and creativity in the City of Yarra.

This year, Yarra Libraries increased its focus on digital literacy and adapting its ever-widening range of programs and activities to meet our community's changing needs.

This included continuing to be a driver of early literacy within Yarra, as demonstrated by the One Million Stories program, which has seen children across Yarra reading, listening to and sharing stories as they work together to reach one million.

We have invested in library facilities, with the construction of the much-awaited \$14.5 million North Fitzroy Community Hub, Bargoonga Nganjin, commencing this year and the Richmond Library refurbishment being completed with the assistance of a Living Libraries Grant from the State Government.

There is much to look forward to in the year ahead. The next Yarra Libraries Strategy will be developed, a new library website will be released, and Bargoonga Nganjin is set to open in early 2017. It has been a great pleasure to watch Yarra Libraries evolve in its continued service of our community.



Cr Roberto Colanzi
Mayor
Yarra City Council

LIBRARY MANAGER'S MESSAGE

Yarra Libraries has continued to connect with the community over the past year through the delivery of personalised services, vibrant collections and diverse programs.

Across 2015-16 Yarra Libraries hosted 527,482 visits, supported 755,149 loans, delivered 35,471 programs and events, facilitated 49,651 Wifi sessions and had 619,175 hits to the Yarra Libraries website.

We were very excited to launch One Million Stories, a Yarra Libraries early literacy initiative developed in conjunction with Yarra's Family Services branch and the Alice Springs Public Library Service. This innovative program is an opportunity for parents, grandparents, carers and educators to contribute to the learning outcomes of our local children with "a story a day for every child."

The introduction of self-checkout has freed up library staff time to deliver a dynamic calendar of events across our great municipality. Partnerships are more important than ever, inspiring ideas and encouraging the exploration of opportunities beyond the traditional scope of libraries to create an environment rich in possibilities.

Technology is no longer a stand-alone element of Yarra Libraries' service but an enabler of everything we do. We have worked closely with both our staff and customers to provide digital literacy skills, recognising that such skills are critical to the long-term economic and educational success of the local community.

Thankyou to Yarra Libraries' dedicated staff, the Yarra community and our loyal customers for helping Yarra Libraries remain a vital source of information, learning and creativity within the City of Yarra.



Margherita Barbante
Manager Library Services
Yarra City Council

About Yarra Libraries

A BUSY YEAR

This is the last year of the most recent Yarra Libraries plan Building Community Discovery. The strategy has guided our programs and services from 2013 through to 2016, and everyone at Yarra Libraries is rightly proud of how much has been achieved during this time. Recent milestones for Yarra Libraries include the refurbishment of Richmond Library, commencement on building the North Fitzroy Community Hub, and the recent installation of self-checkout stations at all library branches. Thanks to these investments, Yarra Libraries' staff have been freed up to focus more proactively on programs and services, as we work to evolve our customer service to a new level. It has been a productive period of transformation in our staff, facilities and services, and now we look forward to using this momentum to take on new ideas, new technologies and new challenges.

FUTURE FOCUS

In preparing to develop the new strategic plan, we will be building on solid foundations, including the Yarra Libraries Learning Framework, released in 2015. The Learning Framework is a key development in our approach to fostering lifelong habits of learning, self-empowerment and self-expression. The educational, informational and recreational needs of our library users are rapidly changing, and we must look ahead with an

open and creative perspective on the library of the future. We will take stock of our progress to date, listen to the community's priorities, and build on our capacity to provide a welcoming, inclusive and stimulating library service.

OUR COMMUNITY

Yarra Libraries provides access to a diverse range of collections, services and activities across five branches, as well as online at our Virtual Library. While we view all of our branches as a whole service, we also acknowledge that the neighbourhood for each location is unique. Yarra Libraries strives to meet the needs of a population of great socio-economic and cultural contrast. By investing in our community through our facilities, services and programs, we ensure that our public libraries remain a valued information resource and a socially inclusive, equitable space for all.

YARRA LIBRARIES ADVISORY COMMITTEE

In 2015-16, the Yarra Libraries Advisory Committee was co-chaired by Yarra's Mayor, Cr Roberto Colanzi, and Cr Sam Gaylard. They were joined by the Library Management Team and six community representatives. The committee plays an active role in providing advice on how Yarra Libraries can best meet the needs of the community.



WIFI UPGRADE

In November 2015, Yarra Libraries upgraded the public wifi at all library branches. The upgrade included moving to a different system and installing access points in all community meeting rooms, where previously there was no coverage. Since the upgrade, wifi usage statistics have increased considerably and continues to trend upwards with very little downtime.

DISCOVER DIGITAL

The Discover Digital program grew in response to the increasing need to support the people in our community who have limited digital literacy, and either no or limited access to online technologies. Starting out with basic iPad introductions, the program has now expanded to include everything from using Gumtree, to digital marketing, to researching the history of a house online or learning to use social media for business. Yarra Libraries also offers specialised one-on-one help through digital coaching sessions, where customers can bring in their device and ask us anything. If customers are unable to make it into the branch, our librarians will come to them. Our Home Library Service offers personalised assistance with mobile devices and will even bring the iPad. Additionally, regular outreach work is undertaken, with recent visits including onsite digital training sessions at Collingwood Neighbourhood House and Rushall Park.

DIGITAL BOOT CAMP

As part of the National Year of Digital Inclusion (NYDI) Yarra Libraries received funding from GoDigi to run a Digital Boot Camp. The event was held at Citizens Park, Richmond, and covered basic navigation and functions of tablets/phones, accessing eBooks and much more. The digital coaching team was formed to help the

Yarra community learn how to easily, and safely, use digital tools in their everyday life with one-on-one help sessions aiming to support online skills and confidence using technology and online resources. The Digital Boot Camp was such a successful event, the digital coaching team now runs regular pop-up coaching and information stalls at other Council and community events.

LYNDA.COM

Lynda.com is a leading online learning resource offering more than 3,400 courses with 129,942 video tutorials, covering technical skills, creative techniques, business strategies, and much more. In addition to providing this wide range of quality courses free to library members, Yarra Libraries has been able to make use of Lynda.com for internal training as well, encouraging staff to engage and make use of this extensive educational resource. At the end of June 2016, all library staff were undertaking digital citizenship training through Lynda.com, to support the final step for Yarra Libraries to gain eSmart Libraries accreditation.

ESMART LIBRARIES

eSmart Libraries is a cyber safety and wellbeing initiative designed to help public libraries educate their users to use technology in a way that is safe, smart and responsible. Since 2013, Yarra Libraries has been working through the requirements of the eSmart Libraries Framework to achieve eSmart accreditation, which is finally on track to be approved in late 2016. The accreditation recognises Yarra Libraries as a safe digital environment with a commitment to providing library users with ongoing training and information about online safety. It also assures the public that our staff members are qualified, responsible, knowledgeable digital citizens.



• April 2016: Yarra Libraries partnered with the Atherton Gardens Housing Estate committee to hold an inaugural Family Fun Day

'The consideration and quality of showing beginners, mainly elderly, how to use an iPad was wonderful. The patience of going over and over ways of doing tasks says so much about teachers who make coming so enjoyable.'
Basic iPad attendee, Richmond Library, October 2015

Attachment 1 - Annual Report Paginated_1PDF

CAPTURE YARRA

In April, Yarra Libraries and Yarra Youth Services put out the call to all creative young people to enter the Capture Yarra photography competition. Competition entrants aged 12-18 were asked to submit a photo that showcased their Yarra. The three judges awarded a prize for three different age categories, in addition to a People's Choice Award. All entrants' photos were exhibited in Fitzroy Library throughout May 2016.

Poppy Ward, aged 12, had this to say about her winning picture, Tram Gateway:

What made you submit this particular photo? What do you like best about it?

Because I wanted a photo that had some light trails. And I like how it has the tram going through it.

What do you like best about your community? And why did you choose to show it off this way?

I like the Vietnamese restaurants around Victoria Street so I decided to take the photo there.

Is photography a new hobby or is it something you have been doing for a while?

I've been taking photos for a while now and I went to the photography workshop at the Cariton Library during the Easter holidays which gave me the idea to enter the photo competition.

How do you feel about being nominated?

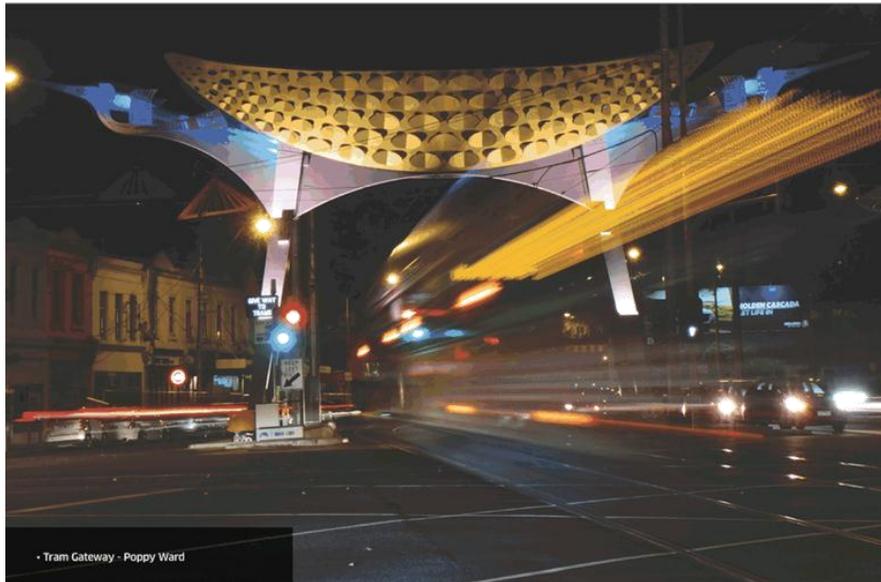
I feel very excited!



• Evening Light - Lillian Gutteridge



• The Bus Stop Lounge Room - Ella Cox



• Tram Gateway - Poppy Ward

Building Better Libraries

RICHMOND LIBRARY REFURBISHMENT

In 2016 Council received a Living Libraries Grant of \$65,504, from the Department of Environment, Land, Water and Planning, and contributed an additional \$150,000 to enable the complete interior refurbishment of Richmond Library. This allowed Yarra Libraries to completely reinvent and open up the space on the library floor, decluttering and introducing new carpet, paint, colours and furniture, and increasing the number of public PCs from 12 to 22.

The new moveable shelves offer the flexibility to change the layout for events and activities, creating more space or intimacy as needed. Available seating in the library has doubled, and the comfortable, multipurpose furniture will better support Yarra's library users to spend time in the library for a range of activities, such as using the Wi-Fi, making and creating, working, studying, reading, talking, meeting up or playing games. However patrons choose to use the library, they are ensured a comfortable environment with the modern facilities and flexibility they need and deserve.

BARGOONGA NGANJIN, NORTH FITZROY LIBRARY

This year building commenced on the much anticipated North Fitzroy Library and Community Hub. With the works well underway, this flagship facility is on track to open in early 2017. Many years in the making, and



with a total budget of approximately \$14.5 million, this project represents a major investment by Council, with support from the State Government's Living Libraries Fund. The facility will include a variety of services, including maternal child health, an Access Yarra customer service point, and community activity and meeting spaces. In consultation with the Wurundjeri Tribe Land and Compensation Cultural Heritage Council, the library will take the traditional name Bargoonga Nganjin, meaning 'gather everyone'. It will be an iconic building that complements the history and character of North Fitzroy and serves the Yarra community for many years to come.



Yarra Libraries regularly receives feedback from individual users across the year, expressing satisfaction with and gratitude for the libraries' services and facilities.

'I love the staff giving out as much info and advice as you like, and the library has such a calming atmosphere!'
Janet, Fitzroy, July 2015

Onwards and Upwards

Building on the upward trend shown across the board in 2014-2015, Yarra Libraries' statistics continued to improve in 2015-2016.

Customer visits increased by 11.8%, at their highest level since 2012. Following the Wi-Fi upgrade, the number of Wi-Fi users rose by 52%, an exceptionally large increase. Library membership also increased by 2.8%. Some statistics do show a slight decline; this is in part due to the branch closures which were necessary

to enable RFID installation across all branches, and the refurbishment of Richmond Library. Yarra Libraries enjoys a high level of community satisfaction and support and is pleased to be seeing momentum build through the investments being made in facilities, services and programming for the community.



"This library has the best book collection. I always find something unexpected... Choices are informed and comprehensive in what they seek to cover. Thank you to all the staff for making it such a delightful place to spend time."
Fitzroy Library patron, April 2016

can find out more about Sadie's work at www.sadiechandler.com. She will be exhibiting at Charles Nodrum Gallery in Richmond in 2017.

MAKE, DO & MEND

The sewing program Make, Do and Mend has been steadily growing over the last year. Now taking place across three branches, Make, Do and Mend has brought together a wide range of library patrons as they develop their sewing skills in a collaborative and welcoming environment. Yarra Libraries provides sewing machines, materials and guidance, and library users bring the inspiration.

Sree Nellerichal is a regular attendee at Make, Do & Mend and had great things to say about the program.

Why did you decide to attend Make, Do & Mend?

I only recently moved to Yarra after setting up a small boutique gift shop called Pookipoiga. Having to work with local and international artists, I have a lot of admiration for people who create things and sewing was something I wanted to get my hands on for a long time. It sounded like great timing as well as a bonus to interact with the community!

What did you make?

I made a scarf for my partner and a hat for myself. What did you like most about the program? It encourages creativity and I love the fact that we repurpose the fabrics, which is kind of what we do in our shop. Very environmentally friendly, you learn a skill, get to meet people. Triple impact!

If someone asked you what type of things you can learn and do at Yarra Libraries, what would you say?

I am yet to take full advantage of Yarra Libraries and feel like there are more things you could learn from them than what I know. I would think that the answer could be anything under the sky as you have got great resources like Lynda available through the Library.

"Huge congratulations on [the] range of activities. As a regular patron I have never seen anything approaching the diversity, depth [and] excellence of this program of activities. The digital sessions make the library instantly relevant and accessible for many people. Please keep this excellent new standard up."
Collingwood Library patron, May 2016

MOVIES IN THE PARK

Holden Street Neighbourhood House helped Yarra Libraries create an open air cinema in North Fitzroy, for our Movies in the Park event. Held at Holden Street Reserve, the movie *Whale Rider* was screened on a mild March night for an appreciative audience of more than 250 people. A successful partnership, and an enjoyable community evening, this popular debut event will definitely be back once the weather warms again.

ATARI PUNK SYNTH SESSIONS

These sessions gave attendees the opportunity to build their own electronic mini-synthesisers and experiment with different sounds and effects. Check out the great video made by staff member Dan to get an idea of what the workshops involved. The feedback for this program was overwhelmingly positive, with the workshops providing the unique combination of DIY electronics and music.

POP-UP LIBRARIES

Yarra Libraries took to the streets, or rather the tracks, with pop up libraries for commuters at East Richmond and Clifton Hill station. Staff set up early to provide paperbacks and info about Yarra Libraries' services to passengers and rail staff alike. This is yet another way that Yarra Libraries is reaching out into the community and bringing services directly to customers.

Attachment 1 - Annual Report Paginated_1PDF



• Lego Mindstorms • Melbourne Storm's Ben Nakubuwal, One Million Stories launch • Sadie Chandler's Paperwork (detail)

Investing in our Community

SELF CHECKOUT IS HERE!

In late 2015, Yarra Libraries installed self checkout stations at every library branch. This project was a huge undertaking by all library staff, who prepared every item in the collection



for the self checkout system. It also represents a sizeable and important investment by Council in the way that Yarra Libraries can service the community, with library staff now freed from having to spend the bulk of their time checking items in and out. This has enabled them to engage with patrons more flexibly and pro-actively. The old-fashioned service desks, which took up a lot of floor space, were removed and replaced with smaller, less intimidating information points. The new system has proved very popular with library patrons, with approximately 90% of all checkouts processed via self-service. The system has also enabled staff to spend more time on other services, such as programs, activities and community outreach. This technological change has had a huge impact, greatly benefiting both library staff and the community, by streamlining borrowing and enriching the breadth of service that Yarra Libraries is able to provide.

SUPPORTING SUSTAINABILITY

Yarra Libraries actively promotes sustainability in the community by offering a Green Gadgets collection for borrowing. The gadgets include up-to-the minute technology to help people monitor their energy usage and find ways to reduce their environmental footprint and save money. In 2015-16 the collection was expanded to include new thermal imaging technology. The FLIR One thermal-imaging camera shows otherwise invisible thermal energy in a colour-coded display to help find sources of heat loss and inefficient energy usage. It is complemented by the library's new 'point and click' infrared thermometer, which can simply be aimed at any surface to give a temperature reading that will help locate draughts and thermal leaks.

SPEAK MY LANGUAGE

In addition to having diverse language collections and subscriptions, which attract people from all over Melbourne, Yarra Libraries runs numerous programs and services for people who are culturally and linguistically diverse. During August 2015 we once again celebrated Chinese Reading Month with a comprehensive program that included workshops, author events, a calligraphy talk, and a Chinese book and film selection day. Vietnamese Reading Month took place in May 2016, with local crowds enjoying Vietnamese talks, film screenings, writing workshops and pop songs, and a day to select additional items to grow the collection. This year Yarra also introduced regular scheduled visits to Yarra's Greek Senior Citizens' group, which have proved very popular, and has held a regular conversation lounge for those wishing to improve their English-speaking skills. Yarra Libraries advertises the regular shifts of linguistically diverse library staff so that library patrons can receive quality customer service in languages other than English. Additionally, some regular library programs, such as story times and digital training programs, also have bilingual sessions available in some languages. A language diversity highlight during 2015-16 was the Aboriginal Language Awareness Workshop sponsored by the Ewing Trust. In response to popular demand, an extra session was scheduled in the lead up to Reconciliation Week. The workshop was run by Mandy Nicholson from the Victorian Aboriginal Corporation for Languages (VACL) and explained the foundations of the local Woiwurrung and Boonwurrung languages and their revival in a contemporary context.

U3A

Yarra Libraries has enjoyed a long and productive relationship with the University of the Third Age (U3A), and is pleased to have been able to extend this partnership during 2015-16. U3A has been working with Yarra Libraries to plan pop-up, community-led events that tap into the expertise and knowledge of the community to share skills and reach new demographics. The libraries' regularly scheduled Tea, Talk and Technology sessions are also run in partnership with U3A, who provide a casual and welcoming environment for people aged over 55 to socialise and learn about technology.

INFOXCHANGE

Infoxchange, a social enterprise that focuses on social justice through digital inclusion, worked in partnership with Yarra Libraries in 2015-16 to expand our digital training activities. Infoxchange assisted in the delivery of the very popular iPad training classes, amongst other initiatives, which grew into the Yarra Libraries Discover Digital program.

FAMILY FUN DAYS

In April 2016, Yarra Libraries partnered with the Atherton Gardens Housing Estate committee to hold an inaugural Family Fun Day on the estate grounds in Fitzroy. Local community service providers had information stalls, Yarra Libraries offered information about digital services and devices, and the community enjoyed entertainment including a free sausage sizzle, face painting and a petting zoo. Following on from the event's great success, the day will become an annual event.

ART EXHIBITIONS

In partnership with Yarra City Arts, Yarra Libraries houses exhibition spaces across three different branches. Fitzroy and Richmond libraries have display areas inside, and there are lightboxes on the wall alongside Carlton Library. Yarra City Arts curates exhibitions throughout the year in all three spaces, with each show running from four to eight weeks.

One of this year's most popular pieces was Paperwork by North Carlton artist Sadie Chandler, which was shown at Richmond Library from November 2015 to January 2016. In Sadie's own words:

"The wallpaper work *Paperwork* at Richmond Library was a collection of hundreds of original individual ink drawings of images in drawn frames, pasted one on top of the other and covering the entire wall surface. The drawings in black ink and felt tip pen on paper were an accumulation of images jostled together with portraits, landscapes, still lifes, and other art historical references, giving a sense of an infinite archive of scenes and stories.

My work has mostly involved painting and drawing, and out of these the wallpaper works have evolved. They are a way of making a lot of images culminating in one very large work without taking up too much space and without a lot of material. The wallpaper works are temporary and after the exhibition they are destroyed, as the pasted drawings are peeled off the wall. It is a bit sad to see them go, but that's what makes them spontaneous and exciting.

I am a library user, based in Carlton North, and I like that libraries house so many stories and collections. This is reflected in my work with the use of layers of images and the idea of an archive, museums and collections. I like that a library is accessible to everybody, it's a good place to show art."

More information about the Yarra City Arts exhibition program is available at yarracityarts.com.au, and you

Joined @YarraCouncil libraries online, and now I've got access to all these e-books I can borrow. So excited. (Small things make me happy)
Tweet from @KimAroundTown, June 2016

Community Events and Programs

This year has seen the Yarra Libraries program of events and activities go from strength to strength, and our library users have taken note.

One of the reasons that we have been able to extend our reach so successfully is that we have nurtured a focus on outreach, forming connections with our community and local service providers. From this, many wonderful ideas have taken shape.

Yarra is also fortunate to have the continued financial support of the Ewing Trust endowment, which contributes to programs and collections at the Fitzroy Library, and enables Yarra Libraries to employ a program facilitator. During the past year, the Trust has enabled us to have many varied events and workshops, including author events, featuring best-selling authors and respected thinkers, Aboriginal language programs about the Woivurrung and Boonwurrung languages, and a Family Fun Day at the Atherton Gardens Estate. The amount contributed by the Ewing Trust varies from year to year; in 2015-2016 it was \$110,000.

Here are some standout highlights from our 2015-2016 events program:

ONE MILLION STORIES

One Million Stories is a ground-breaking project in early childhood literacy. Launched in May, it is an initiative that will encourage people to share stories, poetry and song with their children to boost their development. Every story read, spoken or sung will be recorded as we work towards our goal of collecting One Million Stories. In its first month, 112 families registered to take part, with stories also being counted through childcare centres, schools and library storytime sessions. As of June, only one month into the project, the story tally had already reached 19,826!

LEGO MINDSTORMS

In February 2016, children aged from eight to 12 years took part in an exciting seven-week, hands-on course to build robots using Lego Mindstorms Kits. In addition to building the robots, the children learned to program them using a simple computer programming language.

Working together in pairs to create solutions for a variety of challenges, the children were introduced to electronics, mechatronics and computer language basics. Excited participant comments can be summarised with one child's exclamation, 'OMG MUM IT WAS AMAZING!'

AUTHORS IN CONVERSATION

Award-winning authors George Megalogenis (Walkley-Award-winning journalist and author) and Christos Tsiolkas (*The Slap*, *Dead Europe*, *Loaded*) appeared at Fitzroy Town Hall in conversation on Megalogenis's recent book, *Australia's Second Chance: how we became comfortable in our migrant skin*. Megalogenis argues that throughout Australian history, high immigration has usually correlated with prosperity and an ability to survive economic downturn. This timely conversation by two outstanding authors set out the background for an important topical issue. The event attracted a captivated crowd of almost 150 people, and was supported by the Thomas, Samuel & George Ewing Trust, in partnership with publishers Penguin Random House and local bookseller Brunswick Street Bookstore.

BRAIN BANK

Working in partnership with the Brotherhood of St Laurence, Yarra Libraries holds regular 'Brain Bank' sessions to provide assistance to refugees, asylum seekers and migrant communities to navigate online government services, complete forms and apply for jobs. People can make a booking with a skilled volunteer for one-on-one help. Brain Banks are available regularly at each library branch and are often booked out ahead of time. In the future, Yarra Libraries intends to complement this type of assistance with information sessions by the Department of Human Services about the myGov suite of eGovernment services.

** For someone with thousands of bees over their right shoulder, librarian Connor manages to summon a huge smile. Over her left shoulder is beekeeper Peter Dwyer from Backyard Honey, following our Suburban Beekeeping event at Richmond Library.*

'I just want to say how wonderful the library service is. I read a lot on a wide range of subjects and always find inspiration at the library. Staff are always helpful; we are so lucky in this community to have such a facility - I really appreciate it.'
Pippa, Richmond, June 2016



11.2 Kangan Institute MoU

Trim Record Number: D16/112521

Responsible Officer: Coordinator Social Policy and Research

Purpose

1. The purpose of this report is to seek Council's approval of a proposed Memorandum of Understanding (MOU) with Kangan Institute Richmond ('Kangan Institute').

Background

2. Under the Council Plan 2012-2017, Yarra City Council seeks to develop community partnerships with significant organisations within the municipality via the mechanism of Memoranda of Understanding that reflect the shared commitments between the parties.
3. This MOU with Kangan Institute focuses on maximising the strategic potential of their campus located in Cremorne (AKA Richmond), an area identified as an Urban Renewal Area due to its close proximity to jobs, services and public transport. This campus of the Kangan Institute has great potential to become a key employment incubator and community hub in this area.
4. Council's Swan Street Structure Plan recognises the importance of the Kangan Institute Cremorne Campus as a potential community hub and employment incubator. The Urban Design Framework for Cremorne also includes reference to Kangan Institute and the form and design of this location, with its heritage buildings and high-quality open spaces that could be adapted for multiple community uses.
5. The Cremorne Campus of the Kangan Institute is a unique educational and community resource and the Kangan Institute (TAFE) is an organisation that is keen to partner with Council to improve the utilisation of this space and its facilities and work together on achieving a strategic vision for the precinct. Council's aim is to support the role of the Institute and the Cremorne campus as a leading education and design centre for fashion and textiles.
6. Kangan Institute Cremorne Campus currently offers specialised traineeships, diplomas, advanced diplomas and customised industry programs in fashion, fashion business, millinery, visual merchandising, retail, and hair and beauty. It hosts the Centre for Fashion and Creative Industries, a Textile and Fashion Hub and a Business Enterprise Centre. Given these specialised resources are located in an area that Council has identified as an important metropolitan business cluster, this MOU seeks to harness potential partnership projects and support Kangan Institute to be better integrated with its local community.
7. Kangan Institute was until recently represented on Council's Business Advisory Group.
8. The MOU contains three main objectives:
 - (a) employment support and creation;
 - (b) existing and new community infrastructure and resources; and
 - (c) deliver social, environmental and economic benefits to the wider Yarra community.

External Consultation

9. The Yarra CEO, Director Community Wellbeing, and Cr Vlahogiannis met with representatives of Kangan Institute to identify areas of common interest. The consultations on the Swan Street Structure Plan have also included reference to the future of the former Kangan TAFE.

Internal Consultation (One Yarra)

10. Community Wellbeing Division and business areas including Economic Development, Community Infrastructure Planning and Strategic Planning have been involved in discussions in developing this MOU.

Financial Implications

11. There are no direct financial implications. The MOU proposes joint use of facilities which could possibly lead to resource efficiencies for Council.

Economic Implications

12. The area of Cremorne/Richmond (the area generally being south of Swan Street and west of Church Street) is a key employment precinct within Yarra with a high proportion of creative industries and occupations including design, furniture and IT. It is a location for several larger companies and enterprises, including innovative start-ups that have grown rapidly in recent years. For example, Uber, Tesla and carsales.com have their Melbourne offices located in Cremorne. 'Launch pad', a small-business multi-site co-workplace and small business incubator, is also based in this area.
13. Kangan Institute's location, facilities, education specialisation and Business Enterprise Centre present opportunities to contribute to Cremorne's development as a key business precinct in Yarra.

Sustainability Implications

14. This MOU aims to develop partnerships between Council and Kangan Institute to improve public transport infrastructure and internal pedestrian and cycling connectivity, to ensure sustainable development of Cremorne. It also would reduce the need for residents to travel out of the area to pursue services and access community infrastructure if Kangan Institute can be improved as an employment and community hub.

Social Implications

15. The staff and students at Kangan Institute would benefit from this MOU by improving the quality of the experience at the campus and also improving the linkages between the campus and the surrounding community. This would also have benefits for local residents who stand to benefit from increased meeting space or access to the facilities and services.

Human Rights Implications

16. Students who may be interested in pursuing the fashion/textile/creative industries offered at Kangan Institute have a right to the highest quality educational experience possible. Businesses and residents of Cremorne are also likely to benefit to improved access to local resources.

Communications with CALD Communities Implications

17. There has not been any consultation with CALD communities regarding this MOU.

Council Plan, Strategy and Policy Implications

18. The Council Plan 2012-17 committed Council to develop Memoranda of Understanding with key local organisations and businesses as part of its Community Partnerships Framework.

Legal Implications

19. There are no legal implications as the MOU is not a legally binding document.

Other Issues

20. N/A

Conclusion

21. This MOU aligns with many of the strategic and community priorities set by Council for the Cremorne area. It seeks to support the Institute to create multi-purpose arts, cultural, business and information facilities for the growing business and resident community in Cremorne.
22. The attached proposed Memorandum of Understanding outlines the purpose and objectives of the proposed partnership approach.

RECOMMENDATION

1. That Council:
 - (a) note the report on the proposed Memorandum of Understanding between Yarra City Council and the Kangan Institute, Richmond; and
 - (b) note the attached Memorandum of Understanding and resolve to authorise the Chief Executive Officer to sign the document on behalf of the Council.

CONTACT OFFICER: Belinda Robson
TITLE: Senior Policy Advisor
TEL: 9205 5093

Attachments

- 1 Memorandum of Understanding between Yarra City Council and Kangan Institute, Richmond

Attachment 1 - Memorandum of Understanding between Yarra City Council and Kangan Institute, Richmond



Memorandum of Understanding

PARTIES

Between Bendigo Kangan Institute, 85 Cremorne Street, Richmond, VIC 3121

and Yarra City Council ('the Council'), PO Box 168, Richmond, VIC 3121

1. Preamble

The City of Yarra is host to a number of large businesses which make significant economic, social and cultural contributions to the community's well-being. The Yarra City Council's Plan (2013-17) recognises the value of these organisations and the importance of developing partnerships to achieve community benefits. Large organisations offer resources that attract large numbers of people to the area every day, and Council recognises that these resources could be used more strategically to further improve the quality of life of Yarra's diverse residents. Such partnerships will enhance the core business of both parties and ensure that existing, as well as proposed services and facilities are designed to fulfil multiple community needs. The partnerships will also aim to assist in the realisation of Council's vision for a sustainable municipality and transport system.

The Bendigo Kangan Institute ('Kangan Richmond') is located in Cremorne, an area classified as a potential Urban Renewal Site by the state government's 2014 'Plan Melbourne' due to its close proximity to jobs, services and public transport. The area of Cremorne includes many former large industrial sites, and is now experiencing rapid residential growth. It also has a very significant economic and employment creation role for Yarra.

The Swan Street Structure Plan outlines the Council's vision for the area of Cremorne and recognises Kangan Institute as a key player in transforming the location. With the potential intensification of traffic and congestion issues, sustainable transport in the area also needs to be prioritised.

Kangan Richmond offers specialised traineeships, diplomas, advanced diplomas and customised industry programs in fashion, fashion business (buyer/forecasting), millinery, visual merchandising, retail, hair and beauty. It hosts the Centre for Fashion and Creative Industries, a Textile and Fashion Hub and a Business Enterprise Centre. The TAFE sector has faced significant financial challenges over recent years and Council is

Attachment 1 - Memorandum of Understanding between Yarra City Council and Kangan Institute, Richmond

keen to build on the unique industry profile of Kangan to realise a strategic vision for its future.

Kangan Richmond has great potential to become a key employment and community hub for Yarra's growing population. It is recognised by Council as a valuable educational precinct that could even better serve its local community.

It also contains heritage buildings and high-quality public open space which are of great importance to Yarra's community..

2. Purpose

- 2.1. The aim of this Memorandum of Understanding (**MOU**) is to record an understanding between Kangan Richmond and the Council.
- 2.2. The Council is committed to delivering innovative planning, urban design, landscape, architecture, recreational and cultural projects that improve the safety and amenity of the public domain; and provide opportunities for community health and wellbeing.
- 2.3. Kangan Richmond is an important education and training resource within the Yarra municipality.
- 2.4. The Council and Kangan Richmond wish to collaborate to improve the information flow between the two parties on a range of areas including: addressing the strategic vision for Cremorne as an employment hub; planning that enhances the connectivity between the education precinct and the surrounding neighbourhood; and brokering relationships that can assist in realising a strategic vision for Kangan Richmond, Cremorne indeed and the wider Yarra community.

3. Terms and Scope

The objectives of this MOU are to:

- Strengthen the relationship between the Council and Kangan Richmond to ensure there is high-level strategic co-ordination between the two organisations;
- Facilitate the development and management of joint projects which realise broad community benefits;
- Enable Council and Kangan Richmond to achieve resource efficiencies by streamlining communication pathways; and
- Collaborate to facilitate opportunities and to promote key initiatives undertaken by Kangan Richmond and the Council under this MOU.

The broad objectives of collaborative work in each of these areas of focus are listed below:

Employment support and creation

- 3.1. Build on the existing partnerships between Kangan Richmond and Council to strengthen Kangan's role as a business incubator.

Attachment 1 - Memorandum of Understanding between Yarra City Council and Kangan Institute, Richmond

- 3.2. Broker relationships between Kangan students and Yarra businesses, to enable Kangan students to showcase their skills and identify pathways to local employers and beyond.
- 3.3. Promote an innovative approach to the local creative industry groupings.

New community infrastructure and resources

- 3.4. Identify opportunities for opening the Kangan campus up to meet the needs of the wider Cremorne community;
- 3.5. Support the site to create multi-purpose arts, cultural, business and information technology facilities for the growing population of Cremorne.

Deliver social, environmental and economic benefits to the wider Yarra community

- 3.6. Foster partnerships between Kangan Richmond and Yarra's leading businesses and community organisations to respond to environmental, economic and social challenges facing the City of Yarra.
- 3.7. Support the delivery of Environmentally Sustainable Design (ESD) practices in Kangan's buildings and grounds.
- 3.8. Recognise the importance of sustainable transport systems in the Cremorne area and encourage linkages between Kangan Richmond and the surrounding transport systems.
- 3.9. Recognise the heritage value of Kangan's buildings and grounds and work together to support its preservation.

4. Principles of MOU Projects

- 4.1. This Memorandum of Understanding is based on the following shared commitments:
 - Understanding and respect for each party's specific legislative, philosophical and electoral mandates and responsibilities;
 - Shared focus on opportunities and outcomes for the local community;
 - Open and timely communication and consultation; and
 - Understanding of the resource capacities of each party.

5. Governance

- 5.1. The parties will meet regularly to oversee, co-ordinate and report on initiatives and projects commenced pursuant to this MOU.
- 5.2. The meeting will include:
 - 5.2.1. **Kangan Richmond:** The CEO (or nominees); and

Attachment 1 - Memorandum of Understanding between Yarra City Council and Kangan Institute, Richmond

5.2.2. **The Council:** The CEO (or nominees).

5.3. The meeting will be provided with administrative support by the Council and Kangan Richmond. This will include the provision of meeting venues.

5.4. The parties will meet at least once a year to review the status of the various projects and initiatives commenced in line with the objectives of this MOU.

6. Intellectual Property

6.1. Nothing in this MOU is intended to affect the intellectual property rights of the parties, including future intellectual property.

6.2. Where a project or activity is likely to create intellectual property, the parties will agree to the ownership of the intellectual property in writing before the project or activity is commenced.

7. Relationship of Parties

7.1. Neither party may use the name or logo of the other party unless with the prior written consent of the other party. Each party must use best endeavours to secure agreement in writing from the other party before making or permitting any public statements about this MOU and or any activities conducted pursuant to it.

7.2. Nothing in this MOU creates any relationship whereby a party incurs any liability or obligation on behalf of the other party.

7.3. This MOU is not intended to create binding or legal obligations on either party.

7.4. This MOU is not intended to influence the process or outcomes of Yarra Planning Scheme Amendments and Planning Permit applications.

8. Privacy

8.1. Each party agrees that no personal information (as defined in the *Privacy and Data Protection Act 2014* [Vic]) will be exchanged in the carrying out of activities under this MOU.

8.2. If it becomes necessary for personal information to be exchanged between the parties, the parties agree to enter into a binding agreement to govern the use of that personal information.

9. Disclosure of information

9.1. The parties do not intend disclosing any confidential information under this MOU.

9.2. Each party agrees that they must sign a confidentiality deed before they are provided with any confidential information by the other party.

10. Dispute resolution

10.1. Any disputes arising between the parties to the MOU will be addressed firstly through an informal resolution process involving the leadership team, and then if the issue cannot be resolved, will be escalated to the Chief Executives. If required,

Attachment 1 - Memorandum of Understanding between Yarra City Council and Kangan Institute, Richmond

variations in the scope of the project or MOU will need to be discussed and then formally acknowledged by the signatories of the MOU.

11. Term and Termination

11.1. This MOU commences on the date of the execution by both parties and continues until the earlier of:

11.1.1. The expiration of 3 years, unless otherwise agreed by the parties;

11.1.2. One party gives the other party 3 months' notice of termination.

11.2. On termination of this MOU, all projects and activities commenced under this MOU will cease unless otherwise agreed. For the avoidance of doubt, this clause does not apply to any separate agreements made by the parties in relation to projects undertaken in connection to the MOU.

12. Review

The operation of this agreement will be reviewed annually by the Chief Executive Officers.

SIGNED for and on behalf of

BENDIGO KANGAN INSTITUTE

.....
Chief Executive Officer

.....
Full name

.....
Date

SIGNED for and on behalf of
the City of Yarra

In the presence of:

.....
Chief Executive Officer Yarra Council

.....
Mayor City of Yarra

.....
Full name

.....
Full name

.....
Date

.....
Date

11.3 Memorandum of Understanding with Epworth Hospital

Trim Record Number: D16/136026

Responsible Officer: Coordinator Social Policy and Research

Purpose

1. This report is to provide background on a proposed Memorandum of Understanding (MoU) with the Epworth Foundation trading as Epworth Healthcare [or commonly known as 'Epworth Hospital'], located at 89 Bridge Road, Richmond.

Background

2. Under the Council Plan 2012-2017, Yarra Council seeks to develop community partnerships with significant organisations within the municipality via the mechanism of Memoranda of Understanding that reflect the shared commitments between the parties.
3. The Epworth Hospital is Victoria's largest private hospital and has just completed phase one of a major redevelopment of its Erin Street site and has a significant interface with the North West section of Bridge Road. It is also a major driver for employment and visitor activity in and around Bridge Road.
4. The hospital has close to 70,000 admissions per year, and employs more than 2,000 staff members and 1,200 accredited visiting specialists. Its new wing, known as the Lee Wing, includes a dedicated specialist consulting tower on Bridge Road.
5. The MoU articulates the following main objectives:
 - (a) improve the connectivity between the health precinct and surrounding neighbourhood;
 - (b) collaborate on community-based initiatives to improve social outcomes;
 - (c) build knowledge on the ways to best deliver health care; and
 - (d) deliver social, environmental and economic benefits to the wider Yarra Community.

External Consultation

6. Consultation with the Epworth Hospital.

Internal Consultation (One Yarra)

7. There has been consultation with Statutory Planning, Economic Development Unit and the Strategic Planning Unit.

Financial Implications

8. There are no financial implications arising from signing of this MoU.

Economic Implications

9. The Epworth Hospital is a significant economic driver for employment and retail in Bridge Road. The MoU includes the shared aim of fostering partnerships between businesses in Bridge Road to achieve broad economic outcomes for the local retail community.

Sustainability Implications

10. The MoU makes specific mention of the delivery of Environmentally Sensitive Design principles and also building connectivity between the Epworth hospital and the surrounding public transport systems in its environs.

Social Implications

11. The partnership with the Epworth Hospital offers an opportunity for Council to draw on its health expertise and use its networks for broader health promotion and research work. The Epworth also has a charitable arm, the Epworth Medical Foundation, funded entirely by donations. It offers a range of social supports such as the Accommodation Support Grants that enable patients to have accommodation close to the hospital while receiving treatment.

Human Rights Implications

12. There are no human rights implications.

Communications with CALD Communities Implications

13. There has not been any specific communications with CALD communities in the development of this MoU.

Council Plan, Strategy and Policy Implications

14. The Council Plan 2012-17 committed Council to develop Memoranda of Understanding with key local organisations and businesses as part of its Community Partnerships Framework.

Legal Implications

15. There are no legal implications as the MoUs are not a legally binding document.

Other Issues

16. There are no other issues.

Options

17. Council has determined to enter into MoUs with key community partners and the Epworth Hospital is a very significant addition to the community partnership group.

Conclusion

18. The Epworth Hospital is a significant asset to the Yarra municipality and the MoU will assist in collaboration and high-level strategic communication between the two partners.

RECOMMENDATION:

1. That Council:
 - (a) note the report on the proposed Memorandum of Understanding between Yarra City Council and the Epworth Hospital; and
 - (b) note the attached Memorandum of Understanding and resolve to authorise the Chief Executive Officer of Yarra City Council to sign the document on behalf of the Council.

CONTACT OFFICER: Belinda Robson
TITLE: Senior Policy Advisor
TEL: 9205 5093

Attachments

- 1 Memorandum of Understanding between Epworth Hospital and Yarra City Council

Attachment 1 - Memorandum of Understanding between Epworth Hospital and Yarra City Council



Memorandum of Understanding

PARTIES

Between Epworth Foundation trading as Epworth HealthCare ABN 97 420 694 950
(**Epworth HealthCare**) of 89 Bridge Road, Richmond, VIC 3121

and Yarra City Council (the **Council**), PO Box 168, Richmond, VIC 3121

1. Preamble

The City of Yarra is host to a number of large businesses which make significant economic, social and cultural contributions to the community's well-being. The Yarra City Council's Plan (2013-17) recognises the value of these organisations and the importance of developing partnerships to achieve community benefits. Large organisations offer resources that attract large numbers of people of the area every day, and Council recognises that these resources could be used more strategically to further improve the quality of life of Yarra's diverse residents. Such partnerships will enhance the core business of both parties and ensure that existing, as well as proposed services and facilities, are designed to fulfil multiple community needs. The partnerships will also aim to assist in the realisation of Council's vision for a sustainable municipality and transport system.

Epworth HealthCare owns and operates Epworth Richmond which is Victoria's largest private hospital and specialises in cardiovascular services, orthopaedics, neurosciences, oncology and general medicine. It operates a 24/7 emergency department which treats over 26,000 patients a year. Epworth Richmond is equipped with quality facilities and the latest technology, including a 26 bed intensive care unit, 27 operating theatres, and Australia's first de Vinci robotic system, day surgery facilities, four cardiovascular laboratories, community care, 61 beds for rehabilitation patients and a Hospital in the Home service. With close to 70,000 admissions, more than 2,000 staff members and 1,200 accredited visiting specialists at Epworth Richmond, Epworth HealthCare is a leading health care provider in Australia and, through Epworth Richmond, and Epworth HealthCare's research facilities and corporate offices in Richmond, is a leading employer in Yarra. It has also just completed phase one of a major redevelopment of its Erin Street site and has a significant interface with the north-west section of Bridge Road and is a major driver for employment and visitor activity in Richmond.

2. Purpose

2.1 The aim of this Memorandum of Understanding (**MOU**) is to record an understanding between the Epworth HealthCare and the Council.

Attachment 1 - Memorandum of Understanding between Epworth Hospital and Yarra City Council

- 2.2 The Council is committed to delivering innovative planning, urban design, landscape, architecture, recreational and cultural projects that improve the safety and amenity of the public domain; and provide opportunities for community health and wellbeing.
- 2.3 Epworth HealthCare is a leader in delivering patient care, rehabilitation and research services and a significant employer, owner, tenant, supplier and consumer of services within the Yarra municipality.
- 2.4 The Council and Epworth HealthCare wish to collaborate to improve the information flow between the two parties on a range of areas including: planning that enhances the connectivity between the health precinct and the surrounding neighbourhood; collaborating on research on community health issues, and resource-sharing.

3. Terms and Scope

The objectives of this MOU are to:

- Strengthen the relationship between the Council and Epworth HealthCare to ensure there is high-level strategic co-ordination between the two organisations;
- Facilitate the development and management of joint projects which realise broad community benefits;
- Enable Council and Epworth HealthCare to achieve resource efficiencies by streamlining communication pathways;
- Planning to help the development of the health precinct to further grow and attract social and economic benefits to the City of Yarra; and
- Collaborate to promote key initiatives undertaken by Epworth HealthCare and the Council under this MOU.

The broad objectives of collaborative work in each of these areas of focus are listed below:

Improve the connectivity between the health precinct and surrounding neighbourhood

- 3.1 ensure that the parties share plans for streetscape master planning and health precinct development to maximise opportunities for early discussion between parties.
- 3.2 ensure that the plans consider the pedestrian and traffic access issues for the staff and patients of the hospital including street and off-street car parking.

Collaborate on community-based initiatives to improve social outcomes

- 3.3 develop cooperative projects across a range of portfolio areas which harness the strong patient care and research expertise of Epworth HealthCare.
- 3.4 work together on projects that assist Council to improve its evidence base about social needs and advocate for better resident health outcomes.

Build knowledge on the ways to best deliver health care

- 3.5 share data and undertake community-based research on health needs in Yarra

Attachment 1 - Memorandum of Understanding between Epworth Hospital and Yarra City Council

- 3.6 improve the health and well-being of the Yarra community through creating a knowledge-sharing culture between Epworth HealthCare's health expertise and the health promotion work of Council.

Deliver social, environmental and economic benefits to the wider Yarra Community

- 3.7 Foster partnerships between Epworth Health Care and Yarra's leading businesses and community organisations to respond to environmental, economic and social challenges facing the City of Yarra.
- 3.8 Support the delivery of Environmentally Sustainable Design (ESD) practices in Epworth's buildings and grounds.
- 3.9 Recognise the importance of sustainable transport systems in the Richmond area and encourage linkages between Epworth Health Care and the surrounding transport systems.
- 3.10 Recognise the heritage value of Epworth's buildings and grounds and work together to support its preservation.

4. Principles of MOU Projects

- 4.1 This Memorandum of Understanding is based on the following shared commitments:
- Shared focus on the continued development of the health precinct in and around Epworth Richmond to grow and attract social and economic benefits to the City of Yarra;
 - Understanding and respect for each party's specific legislative, philosophical and electoral mandates and responsibilities.
 - Shared focus on outcomes for the local community;
 - Open and timely communication and consultation; and
 - Understanding of the resource capacities of each party.

5. Governance

- 5.1 The parties will meet regularly to oversee, co-ordinate and report on initiatives and projects commenced pursuant to this MOU.
- 5.2 The meeting will include:
- 5.2.1 **Epworth HealthCare:** The CEO (or nominees); and
- 5.2.2 **The Council:** The CEO (or nominees)
- 5.3 The meeting will be provided with administrative support by the Council and Epworth HealthCare. This will include the provision of meeting venues.
- 5.4 The parties will meet at least once a year to review the status of the various projects and initiatives commenced in line with the objectives of this MOU.

6. Intellectual Property

Attachment 1 - Memorandum of Understanding between Epworth Hospital and Yarra City Council

- 6.1 Nothing in this MOU is intended to affect the intellectual property rights of the parties, including future intellectual property.
- 6.2 Where a project or activity is likely to create intellectual property, the parties will agree to the ownership of the intellectual property in writing before the project or activity is commenced.

7. Relationship of Parties

- 7.1 Neither party may use the name or logo of the other party unless with the prior written consent of the other party. Each party must use best endeavours to secure agreement in writing from the other party before making or permitting any public statements about this MOU and or any activities conducted pursuant to it.
- 7.2 Nothing in this MOU creates any relationship whereby a party incurs any liability or obligation on behalf of the other party.
- 7.3 This MOU is not intended to create binding or legal obligations on either party.
- 7.4 This MOU is not intended to influence the process or outcomes of Yarra Planning Scheme Amendments and Planning Permit applications.

8. Privacy

- 8.1 Each party agrees that no personal information (as defined in the *Privacy and Data Protection Act 2014* [Vic]) will be exchanged in the carrying out of activities under this MOU.
- 8.2 If it becomes necessary for personal information to be exchanged between the parties, the parties agree to enter into a binding agreement to govern the use of that personal information.

9. Disclosure of information

- 9.1 The parties do not intend disclosing any confidential information under this MOU.
- 9.2 Each party agrees that they must sign a confidentiality deed before they are provided with any confidential information by the other party.

10. Dispute resolution

- 10.1 Any disputes arising between the parties to the MOU will be addressed firstly through an informal resolution process involving the leadership team, and then if the issue cannot be resolved, will be escalated to the Chief Executives. If required, variations in the scope of the project or MOU will need to be discussed and then formally acknowledged by the signatories of the MOU.

11. Term and Termination

- 11.1 This MOU commences on the date of the execution by both parties and continues until the earlier of:
 - 11.1.1 The expiration of 3 years, unless otherwise agreed by the parties;
 - 11.1.2 One party gives the other party 3 months' notice of termination.
- 11.2 On termination of this MOU, all projects and activities commenced under this MOU will cease unless otherwise agreed. For the avoidance of doubt, this clause does not

Attachment 1 - Memorandum of Understanding between Epworth Hospital and Yarra City Council

apply to any separate agreements made by the parties in relation to projects undertaken in connection to the MOU.

12. Review

The operation of this agreement will be reviewed annually by the Chief Executive Officers.

SIGNED for and on behalf of
EPWORTH FOUNDATION

In the presence of:

.....
Signature of Group Chief Executive

.....
Signature of Witness

.....
Full name

.....
Full Name

.....
Date

SIGNED for and on behalf of
YARRA CITY COUNCIL

In the presence of:

.....
Chief Executive Officer Yarra City Council

.....
Mayor City of Yarra

.....
Full name

.....
Full name

.....
Date

.....
Date

11.4 Memorandum of Understanding between the Royal Flying Doctor Service and Yarra Council

Trim Record Number: D16/136028

Responsible Officer: Coordinator Social Policy and Research

Purpose

1. This report is to provide background on a proposed Memorandum of Understanding (MoU) with the Royal Flying Doctor Service (RFDS).

Background

2. Under the Council Plan 2012-2017, Yarra City Council seeks to develop community partnerships with significant organisations within the municipality via the mechanism of Memoranda of Understanding that reflect the shared commitments between the parties.
3. The Royal Flying Doctor Service was ranked on the Charity Reputation Index as the country's most reputable charity in 2015 for the fifth year in row. Its Victorian State Head Office is located at Level 1, 345 Bridge Road and is a tenant of Yarra City Council.
4. The People and Culture team are co-located on Level 1 next to the offices of the RFDS. The purpose of this MoU is to strengthen the business partnership between the two organisations and to capitalise on the potential for sharing facilities and other resources that achieve efficiencies for both organisations.
5. The RFDS is one of the largest and most comprehensive aeromedical organisations in the world. It provides health and patient transport to four health campuses located in Yarra and is committed to further consolidating its operations in the Yarra municipality. Given its national focus, it has significant expertise in using innovative teleconferencing technology and offers a unique model of service delivery, employment creation and business activity that enhances the economic and social profile of the Yarra municipality.
6. Despite its national focus, it is also very much a leading local business that has a strong commitment to providing health and patient transport services to four health campuses within Yarra including the Epworth Hospital. It is also currently negotiating to open a second office within Richmond to move significant operations from outside of the municipality into Yarra.
7. The RFDS is a significant organisation within the City of Yarra for services, employment, community contribution and economic impact, and the proposed MoU reflects Yarra Council's commitment to strengthen collaboration and resource sharing.
8. Four main opportunities for sharing knowledge were identified in consultations between the RFDS and Council. These are:
 - (a) staff development, including sharing ideas about Information Communication Technologies (ICT) and business innovation;
 - (b) working with Environmentally Sustainable Design (ESD) principles;
 - (c) sharing information about Yarra health systems and volunteering opportunities in the local community; and
 - (d) a shared commitment to social justice for Aboriginal communities in Yarra.

External Consultation

9. There has not been external consultation on this initiative.

Internal Consultation (One Yarra)

10. There has been consultation with the Economic Development Unit, City Works and Assets, Property Services and People and Culture.

Financial Implications

11. There are no financial implications in signing this MoU.

Economic Implications

12. There are no specific economic implications.

Sustainability Implications

13. The RFDS is committed to exploring and developing sustainable transport options and uses telehealth options to reduce the need for carbon emitting transport when possible.

Social Implications

14. The RFDS has an extensive volunteer workforce and offers opportunities for Yarra residents to participate in fundraising, office administration and auxiliaries.

Human Rights Implications

15. The RFDS provides services to rural and remote communities because they believe that these communities have the same right to health services as those living in cities.

Communications with CALD Communities Implications

16. There has not been any consultation with CALD communities.

Council Plan, Strategy and Policy Implications

17. The Council Plan 2012-17 committed Council to develop Memoranda of Understanding with key local organisations and businesses as part of its Community Partnerships Framework.

Legal Implications

18. There are no legal implications as the MoU is not a legally binding contract.

Conclusion

19. This MoU represents a partnership opportunity with an internationally significant organisation that has based its Victorian operations in Yarra.
20. The attached proposed Memorandum of Understanding outlines the purpose and objectives of the proposed partnership approach.

RECOMMENDATION:

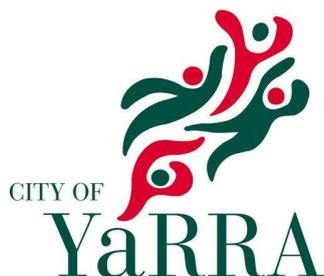
1. That Council:
 - (a) note the report on the proposed Memorandum of Understanding between Yarra City Council and the Royal Flying Doctors Service; and
 - (b) note the attached Memorandum of Understanding and resolve to authorise the Chief Executive Officer of Yarra City Council to sign the document on behalf of the Council.

CONTACT OFFICER: Belinda Robson
TITLE: Senior Policy Advisor
TEL: 9205 5093

Attachments

- 1 Memorandum of Understanding between RFDS and Yarra City Council

Attachment 1 - Memorandum of Understanding between RFDS and Yarra City Council



Memorandum of Understanding

PARTIES

Between The Royal Flying Doctor Service Victoria (**RFDS**), PO Box 7027,
Richmond VIC, 3121

and Yarra City Council (the **Council**), PO Box 168, Richmond, VIC 3121

1. Preamble

The City of Yarra is host to a number of large businesses which make significant economic, social and cultural contributions to the community's well-being. The Yarra City Council's Plan (2013-17) recognises the value of these organisations and the importance of developing partnerships to achieve community benefits. Large organisations offer resources that attract large numbers of people to the area every day, and Council recognises that these resources could be used more strategically to further improve the quality of life of Yarra's diverse residents. Such partnerships will enhance the core business of both parties and ensure that existing, as well as proposed services and facilities, are designed to fulfil multiple community needs. The partnerships will also aim to assist in the realisation of Council's vision for a sustainable municipality and transport system.

The Royal Flying Doctor Service is one of the largest and most comprehensive aeromedical organisations in the world. It provides health and patient transport to four health campuses located in Yarra and is committed to further consolidating its operations in the Yarra municipality. Given its national focus, it has significant expertise in using innovative teleconferencing technology and offers a unique model of service delivery, employment creation and business activity that enhances the economic and social profile of the Yarra municipality. A partnership between our two organisations will deliver on Council's commitment to an environmentally sustainable municipality and transport system.

2. Purpose

- 2.1 The aim of this Memorandum of Understanding (**MOU**) is to record an understanding between the RFDS and the Council.
- 2.2 The Council is committed to delivering innovative planning, urban design, landscape, architecture, recreational and cultural projects that improve the

Attachment 1 - Memorandum of Understanding between RFDS and Yarra City Council

safety and amenity of the public domain; and provide opportunities for community health and wellbeing.

- 2.3 The RFDS delivers aeromedical retrieval, GP and nurse clinics, telehealth, dental care, patient transfers, mental health, health education and research.
- 2.4 The Council and the RFDS wish to commit to a collaborative partnership that generates local benefits through drawing on the significant health expertise of the RFDS amongst its staff and volunteer base and facilitating linkages to various other health institutions and educational facilities in Yarra.

3. Terms and Scope

The objectives of this MOU are to:

- 3.1 Strengthen the relationship between the Council and the RFDS to ensure the sharing of professional expertise;
- 3.2 Facilitate the development and management of joint information communication technologies (ICT) projects which realise business efficiencies; and
- 3.3 Collaborate to share information about activities and opportunities for organisational promotion in the local area.

The broad objectives of collaborative work in each of these areas of focus are listed below:

4. Support shared staff development opportunities

- 4.1 Promote each other's forums, community education sessions or training that may be relevant and appropriate for staff to attend and which advance human resource goals of each organisation.
- 4.2 Consider mechanisms for Council staff to draw on the specialist health expertise of RFDS staff (e.g. mental health, ICT).
- 4.3 Exchange knowledge and expertise about business innovation that can benefit the local community.
- 4.4 Exchange knowledge and expertise about volunteering opportunities to support Council's work in this area.

5. Collaborate on participation and opportunities in the local community

- 5.1 Share information about current events and initiatives in the local Richmond business community.
- 5.2 Participate in strategic business and corporate events where issues of common interest are discussed.

Attachment 1 - Memorandum of Understanding between RFDS and Yarra City Council

- 5.3 Share information about significant changes in the local area (such as the new Richmond Secondary College) and its impact on our place of employment.
- 5.4 Link to Council's 'Health and Wellbeing Plan', and collaborate on responses to groups facing health disadvantage such as Aboriginal people.

6. Principles of MOU Projects

6.1 This Memorandum of Understanding is based on the following shared commitments:

- Understanding and respect for each party's specific legislative, philosophical and electoral mandates and responsibilities;
- Shared focus on outcomes for the local community;
- Open and timely communication and consultation; and
- Understanding of the resource capacities of each party.

7. Governance

- 7.1 The parties will meet regularly to oversee, co-ordinate and report on initiatives and projects commenced pursuant to this MOU.
- 7.2 The meeting will include:
 - 7.2.1 **RFDS:** The CEO (or nominees); and
 - 7.2.2 **The Council:** The CEO (or nominees)
- 7.3 The meeting will be provided with administrative support by the Council and the RFDS. This will include the provision of meeting venues.
- 7.4 The parties will meet at least once a year to review the status of the various projects and initiatives commenced in line with the objectives of this MOU.

8. Intellectual Property

- 8.1 Nothing in this MOU is intended to affect the intellectual property rights of the parties, including future intellectual property.
- 8.2 Where a project or activity is likely to create intellectual property, the parties will agree to the ownership of the intellectual property in writing before the project or activity is commenced.

9. Relationship of Parties

- 9.1 Neither party may use the name or logo of the other party unless with the prior written consent of the other party. Each party must use best endeavours to secure agreement in writing from the other party before making or permitting

Attachment 1 - Memorandum of Understanding between RFDS and Yarra City Council

any public statements about this MOU and or any activities conducted pursuant to it.

- 9.2 Nothing in this MOU creates any relationship whereby a party incurs any liability or obligation on behalf of the other party.
- 9.3 This MOU is not intended to create binding or legal obligations on either party.
- 9.4 This MOU is not intended to influence the process or outcomes of Yarra Planning Scheme Amendments and Planning Permit applications.

10. Privacy

- 10.1 Each party agrees that no personal information (as defined in the *Privacy and Data Protection Act 2014* [Vic]) will be exchanged in the carrying out of activities under this MOU.
- 10.2 If it becomes necessary for personal information to be exchanged between the parties, the parties agree to enter into a binding agreement to govern the use of that personal information.

11. Disclosure of information

- 9.1 The parties do not intend disclosing any confidential information under this MOU.
- 9.2 Each party agrees that they must sign a confidentiality deed before they are provided with any confidential information by the other party.

12. Dispute resolution

- 10.1 Any disputes arising between the parties to the MOU will be addressed firstly through an informal resolution process involving the leadership team, and then if the issue cannot be resolved, will be escalated to the Chief Executives. If required, variations in the scope of the project or MOU will need to be discussed and then formally acknowledged by the signatories of the MOU.

11. Term and Termination

- 11.1 This MOU commences on the date of the execution by both parties and continues until the earlier of:
 - 11.1.1 The expiration of 3 years, unless otherwise agreed by the parties;
 - 11.1.2 One party gives the other party 3 months' notice of termination.
- 11.2 On termination of this MOU, all projects and activities commenced under this MOU will cease unless otherwise agreed. For the avoidance of doubt, this clause does not apply to any separate agreements made by the parties in relation to projects undertaken in connection to the MOU.

Attachment 1 - Memorandum of Understanding between RFDS and Yarra City Council

12. Review

The operation of this agreement will be reviewed annually by the Chief Executive Officers.

SIGNED for and on behalf of
The Royal Flying Doctor Service Victoria

In the presence of:

.....
Signature of Chairman

.....
Signature of Witness

.....
Full name

.....
Full Name

.....
Date

SIGNED for and on behalf of
the City of Yarra

In the presence of:

.....
Chief Executive Officer Yarra Council

.....
Mayor City of Yarra

.....
Full name

.....
Full name

.....
Date

.....
Date

11.5 Appointment of Authorised Officers - Planning and Environment Act 1987

Trim Record Number: D16/143028
Responsible Officer: Chief Executive Officer

Purpose

1. To provide for the formal appointment of Council Officers as Authorised Officers pursuant to Section 147(4) of the *Planning and Environment Act 1987* and Section 232 of the *Local Government Act 1989*.

Background

2. In order to undertake the duties of office, the below named staff member should be appointed as an Authorised Officer pursuant to the above referred legislation.

Consultation

3. Not applicable.

Financial Implications

4. There are no direct financial implications arising from the appointment of an authorised officer.

Economic Implications

5. This report has no economic implications.

Sustainability Implications

6. This report has no sustainability implications.

Social Implications

7. This report has no direct social implications.

Human Rights Implications

8. This report has no Human Rights implications.

Communications with CALD Communities Implications

9. Not applicable.

Council Plan, Strategy and Policy Implications

10. This report is an example of this Council's positive action, in demonstrating its commitment to its legislative obligations.

Legal Implications

11. Appointment of Authorised Officers under the *Planning and Environment Act 1987* requires a formal resolution of Council. Where such authorisation is proposed to be granted, provision is also made to allow the respective officer to also initiate proceedings on behalf of Council (as provided in Section 232 of the *Local Government Act 1989*).

Other Issues

12. Not applicable.

Options

13. Not applicable.

Conclusion

14. That Council formally appoint **George Blake** as an authorised officer pursuant to Section 147 (4) of the *Planning and Environment Act 1987* and Section 232 of the *Local Government Act 1989*. The Instrument of Appointment and Authorisation document will be signed accordingly by the Chief Executive Officer.

RECOMMENDATION

1. That Council:
 - (a) formally appoints **George Blake** as an Authorised Officer pursuant to Section 147(4) of the *Planning and Environment Act 1987* and Section 232 of the *Local Government Act 1989*; and
 - (b) directs that the Instrument of Appointment and Authorisation be signed accordingly by the Chief Executive Officer.

CONTACT OFFICER: Ivan Gilbert
TITLE: Group Manager Chief Executive's Office
TEL: 9205 5110

Attachments

There are no attachments for this report.