

Ordinary Meeting of Council Agenda

to be held on Tuesday 20 December 2016 at 7.00pm Richmond Town Hall

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- Electronic sound system amplifies Councillors' debate
- Interpreting assistance (by arrangement, tel. 9205 5110)
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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 Amanda Stone (Mayor)
- Cr Danae Bosler
- Cr Mi-Lin Chen Yi Mei
- Cr Misha Coleman
- Cr Jackie Fristacky
- Cr Stephen Jolly
- Cr Mike McEvoy
- Cr Daniel Nguyen
- Cr James Searle

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)
- Jane Waldock (Assistant Director Planning and Place making)
- Guy Wilson-Browne (Director City Works and Assets)
- Joanne Murdoch (Group Manager Advocacy and Engagement)
- Fred Warner (Group Manager People, Culture and Community)
- Mel Nikou (Governance Officer)

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

4. Confidential business reports

ltem

- 4.1 Personnel matters
- 4.2 Contractual matters; and matters prejudicial to Council and/or any person
- 4.3 Proposed developments
- 4.4 Contractual matters
- 4.5 Contractual matters
- 4.6 Contractual matters

Confidential business reports

The following items were deemed by the Chief Executive Officer to be suitable for consideration in closed session in accordance with section 89 (2) of the *Local Government Act* 1989. In accordance with that Act, Council may resolve to consider these issues in open or closed session.

RECOMMENDATION

- 1. That the meeting be closed to members of the public, in accordance with section 89 (2) of the *Local Government Act* 1989, to allow consideration of:
 - (a) personnel matters;
 - (b) contractual matters;
 - (c) development matters; and
 - (b) matters prejudicial to Council and/or any person.
- 2. That all information contained within the Confidential Business Reports section of this agenda and reproduced as Council Minutes be treated as being and remaining strictly confidential in accordance with the provisions of sections 77 and 89 of the *Local Government Act* 1989 until Council resolves otherwise.

5. Confirmation of minutes

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on Tuesday 6 December 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

ltem		Page	Rec. Page	Report Presenter
11.1	Station Street, North Carlton - Temporary Road Closure	8	11	Richard Young – Manager Traffic and Special Projects
11.2	Yarra Libraries Local History Policy 2016	73	75	Margherita Barbante - Manager Yarra Libraries
11.3	Yarra Libraries Opening Hours Review 2016	85	93	Margherita Barbante - Manager Yarra Libraries
11.4	Naming of Bargoonga Nganjin Spaces and Rooms	124	126	Margherita Barbante - Manager Yarra Libraries
11.5	Implementation of Place Management Strategies for Illegal Graffiti	127	130	Aldo Malavisi - Community Partnerships Unit Manager
11.6	Review of Engagement Response to Primary Homelessness	131	134	Aldo Malavisi - Community Partnerships Unit Manager
11.7	Review Format of Receiving and Responding to Questions Raised at Public Question	135	137	Ivan Gilbert - Group Manager Chief Executive's Office
11.8	Appointment of a Heritage Advisor	138	144	Ivan Gilbert - Group Manager Chief Executive's Office
11.9	Audit Committee Annual Report 2015/2016	145	146	Kathy Duffy – Manager Risk, Audit and Procurement
11.10	Appointment of Chair for Audit Committee	155	156	Kathy Duffy – Manager Risk, Audit and Procurement

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 Station Street, North Carlton - Temporary Road Closure

Trim Record Number: D16/178022 Responsible Officer: Manager Traffic and Special Projects

Purpose

1. To present to Council a draft version of the information to be provided to VicRoads to allow it to write its report on the proposal to close Station Street, North Carlton at the intersection with Princes Street, on a temporary basis for the purposes of undertaking a traffic diversion experiment.

Background

- 2. Following a submission made by a resident of Station Street to Council at its meeting of 10 November 2015, Council resolved to explore the possible continuation of a temporary closure of Station Street that was in place to facilitate Melbourne Water Sewer Upgrade works at the time. The Melbourne Water works were completed in March 2016 and Station Street was reopened to traffic following the completion of the works.
- 3. Council considered subsequent officer reports on this matter at its meetings of 15 December 2015, 19 April 2016 and 2 August 2016. At these meetings Council considered, amongst other officer feedback, the results of a public consultation exercise and the processes involved in temporarily closing a road for the purposes of undertaking a traffic diversion experiment.
- 4. Schedule 11, Section 10, of the Local Government Act (LGA) 1989 allows Council to block or restrict the passage or access of vehicles on a road, for as long as necessary, for the purposes of undertaking a genuine traffic diversion experiment. However, Council must not exercise this power unless it has considered a report from VicRoads on the matter.
- 5. At the Ordinary Meeting of Council held on 2 August 2016, Council resolved:

That Council:

- (a) notes the Officer report suggesting abandoning the proposed temporary road closure at Station/Princes Streets as a trial traffic management experiment as inappropriate in light of the need for analysis of impacts of a trial based on up-to-date data analysis and other evidence;
- (b) notes the representations by residents of Station Street, North Carlton on the officer report, and their own informative analysis of safety impacts and traffic flow based on local knowledge;
- (c) determines in accordance with Council's three prior resolutions on this matter dated 10 November 2015, 15 December 2015 and 19 April 2016, and Council's 2016/17 Budget allocation for this trial to proceed, to continue the process to pursue the agreed trial closure at Station/Princes Streets as a traffic management experiment under the provisions of the Local Government Act; and
- (d) receive a draft of the proposed report to VicRoads on this matter which is to incorporate photographic evidence and other evidence on the former lengthy queuing on Station Street, submissions on amenity and safety issues impacting Station Street, safety impacts on Princes Street as determined to be included in Council's prior resolutions, together with fuller analysis of impacts on other streets based on up-todate data analysis and other evidence.
- 6. To assist VicRoads in writing its report to Council on this matter, Council is required to provide VicRoads with a range of information as specified within Traffic Engineering Manual (TEM), Volume 1, Chapter 13: Road Closures (VicRoads, 2014).

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- 7. A draft version of the information to be provided to VicRoads is attached to this report (refer to Attachment 1) and includes:
 - (a) an independent Traffic Impact Assessment (TIA) undertaken by GTA Consultants. The TIA investigates traffic, transport and safety impacts on the local and arterial road network associated with the proposal in line with industry standard techniques and upto-date data and analysis as required by VicRoads;
 - (b) photographic and other evidence as required by the 2 August 2016 Council resolution; and
 - (c) other background information as required by VicRoads and officer comment, clarification or opinion as the day-to-day managers of the local road network.
- 8. Council officers consider that the required information has been prepared to allow VicRoads to write its report on this matter.
- 9. On receipt, the VicRoads report on this matter will be presented to Council for consideration. If Council's decision is to proceed with the closure, officers will present the key findings of the study to the wider North Carlton community and will seek feedback on the proposal in accordance with Section 223 of the Local Government Act 1989. The results of the community consultation and any other representations will be presented to Council for a final decision.
- 10. The expected timelines for this process is shown in Table 1. It is noted that these timelines may need to be adjusted depending on VicRoads availability to write its report over the summer holiday period.

Table 1: Process and reporting timelines

Process	Timeline
VicRoads to prepare report to Council	December 16 / January 17
VicRoads report presented to Council	February 17
Community consultation	February / March 17
Presentation of consultation results to Council	March / April / May 17

External Consultation

- 11. In line with the requirements of Traffic Engineering Manual, Volume 1, Chapter 13: Road Closures (VicRoads, 2014), a range of stakeholders including Bicycle Network, Victoria Walks, public transport operators and the emergency services have been consulted regarding the proposed temporary closure.
- 12. The public transport operators and emergency services (including ambulance, fire and police services) consider that the temporary road closure will not have a significant impact on its respective operations.
- 13. Bicycle Network opposes the road closure on the basis that any additional traffic using Canning Street will impact on the safety and amenity of the Canning Street strategic cycling corridor.

Internal Consultation (One Yarra)

- 14. No further internal consultation has been undertaken in the preparation of this report.
- 15. Council's Strategic Transport Unit has previously been consulted on this matter and considers that any increase in traffic on or across Canning Street would be detrimental to the operation of the regionally significant Canning Street cycling corridor.

Financial Implications

- 16. There are no financial issues arising from the recommendations contained in this report.
- 17. Council has allocated a budget of \$50,000 for this project. To date, approximately \$31,000 (inclusive of GST) has been spent on the required TIA.

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18. The balance of the total budget will be required to implement and monitor the temporary road closure if the project proceeds. This includes expenditure on infrastructure (i.e. signage, bollards/barriers, paint etc.) and ongoing traffic counts in response to resident concerns and as part of the evaluation report to be provided to Council.

Economic Implications

19. There are no economic issues arising from the recommendations contained in this report.

Sustainability Implications

20. There are no sustainability issues arising from the recommendations contained in this report.

Social Implications

21. There are no social issues arising from the recommendations contained in this report.

Human Rights Implications

22. There are no human rights issues arising from the recommendations contained in this report.

Communications with CALD Communities Implications

23. A language advisory panel will be included in any future correspondence with residents and owner non-occupiers. This will include contact details and a reference number to access Council's interpreter services.

Council Plan, Strategy and Policy Implications

24. The proposal to install a temporary road closure at Station Street for the purposes of undertaking a traffic diversion experiment is included as an action in Section 3.09 of Council's Annual Plan for 2016/17.

Legal Implications

- 25. In accordance with s34 of the Victorian Road Management Act 2004 Council's obligations as a Responsible Road Authority include;
 - (a) to provide and maintain, as part of a network of roads, roads for use by the community served by the road authority;
 - (b) to manage the use of roads having regard to the principle that the primary purpose of a road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment; and
 - (c) to manage traffic on roads in a manner that enhances the safe and efficient operation of roads.

Other Issues

26. There are no other issues arising from the recommendations contained in this report.

Options

27. No option exists as Council must receive a report from VicRoads on this matter. Hence the Traffic Impact Assessment and other attached documents should be submitted to VicRoads to allow it to write its report as it is a requirement of the Local Government Act 1989.

Conclusion

- 28. Council has resolved to proceed with the process to close Station Street, North Carlton at the intersection with Princes Street, on a temporary basis for the purposes of undertaking a traffic diversion experiment.
- 29. Schedule 11, Section 10, of the Local Government Act (LGA) 1989 allows Council to block or restrict the passage or access of vehicles on a road, for as long as necessary, for the purposes of undertaking a genuine traffic diversion experiment. However, Council must not exercise this power unless it has considered a report from VicRoads on the matter.
- 30. The information required from Council to assist VicRoads in preparing its report on this matter has been prepared and is ready to be sent to VicRoads. Yarra City Council – Ordinary Meeting of Council Agenda – Tuesday 20 December 2016

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31. On receipt, the VicRoads report on this matter will be presented to Council for consideration. If Council's decision is to proceed with the closure, officers will present the key findings of the study to the wider North Carlton community and will seek feedback on the proposal in accordance with Section 223 of the LGA 1989. The results of the community consultation and any other representations will be presented to Council for a final decision.

RECOMMENDATION

1. That the information (as attached) be sent to VicRoads to allow it to write its report on the proposal to close Station Street, North Carlton at the intersection with Princes Street, on a temporary basis for the purposes of undertaking a traffic diversion experiment.

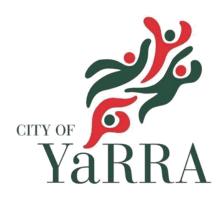
CONTACT OFFICER:	Danny Millican
TITLE:	Senior Traffic Engineer
TEL:	9205 5762

Attachments

1 Attachment 1 Draft Information to VicRoads

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Attachment 1 - Attachment 1 Draft Information to VicRoads

STATION STREET ROAD CLOSURE

Traffic Diversion Experiment

1

1. Introduction

In April 2016, Yarra City Council resolved to progress with a proposal to temporarily close Station Street at the intersection of Princes Street, North Carlton, to vehicles for the purposes of undertaking a traffic diversion experiment.

This traffic diversion experiment will be initially undertaken for a 12 month period. The decision to proceed with the traffic diversion experiment will be made by Council in March / April 2017 following further consultation with the North Carlton community.

In line with Schedule 11, Section 10, of the Local Government Act 1989, Council is seeking a report from VicRoads on this matter.

This document provides the information required by VicRoads to prepare its report. Specifically, this includes:

- Section 2: An independent Traffic Impact Assessment (TIA) undertaken by GTA Consultants.
- Section 3: In line with the Yarra City Council Resolution of 2 August 2016, resident submissions received prior to the resolution on amenity and safety issues on Station Street between Lee Street and Princes Street have also been provided.
- Section 4: Additional information required by VicRoads as per Section 13.4.2 and 13.5 of Traffic Engineering Manual (TEM) Volume 1 Chapter 13: Road Closure (VicRoads, August 2014), including Council officer comment.

Section 2: GTA Consultants Traffic Impact Assessment





Station Street Road Closure Carlton North Transport Impact Assessment

 Client //
 Yarra City Council

 Office //
 VIC

 Reference //
 V105900

 Date //
 25/11/16

Station Street Road Closure

Carlton North

Transport Impact Assessment

Issue: C 25/11/16

Client: Yarra City Council Reference: V105900 GTA Consultants Office: VIC

Quality Record

Issue	Date	Description	Prepared By	Checked By	Approved By	Signed
A-Dr	25/10/16	Draft	Anna Scott / Jacquelyn Viti	Alex Blackett	Reece Humphreys	
А	14/11/16	Final	Anna Scott / Jacquelyn Viti	Alex Blackett	Reece Humphreys	
В	24/11/16	Revised Final	Anna Scott / Jacquelyn Viti	Alex Blackett	Reece Humphreys	
С	25/11/16	Revised Final	Anna Scott / Jacquelyn Viti	Alex Blackett	Reece Humphreys	Ruph

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1. Introduction

1.1 Background & Purpose

The City of Yarra is currently considering what the benefits and impacts are of temporarily closing Station Street, at its intersection with Princes Street in North Carlton, for the purposes of undertaking a traffic diversion experiment.

The closure has previously been suggested as part of a Local Area Traffic Management Study of the North Carlton area in 2003. This proposal only restricted egress (southbound) movements from Station Street to Princes Street due to expected redistributed rat-running traffic caused by other traffic management measures being implemented in the precinct.

Moreover, Station Street was temporarily closed at this location between January 2015 and March 2016 by Melbourne Water to enable them to upgrade the sewer network. Consequently, the City of Yarra has consulted with North Carlton residents about formally closing Station Street at Princes Street in February and March 2016. The responses from the community indicated that only half are supportive of the closure, with those not being supportive largely being concerned about traffic redistribution impacts onto surrounding streets.

GTA Consultants was commissioned by the City of Yarra in September 2016 to undertake a transport impact assessment of the proposed closure of Station Street at Princes Street. The assessment aims to provide an understanding of what the potential implications of the closure are, as well as whether the associated benefits and impacts are material.

1.2 Proposed Closure

The proposed road closure is located in North Carlton, at the intersection of Station Street and Princes Street. The location of the closure is shown in Figure 1.1.



Figure 1.1: Subject Site and its Environs

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1.3 Methodology

The report is an assessment of the anticipated transport implications of the proposed closure of Station Street and has been completed through the following steps:

- i A **policy review** of relevant transport documents affecting and guiding the development and management of the area
- ii Setting out the **existing transport conditions** in the area to understand the current access arrangements and what impact the proposal will have of current users
- The collection and analysis of traffic data to understand how motorists currently access and travel through the area
- iv A **traffic assessment** of the proposal to identify how the resulting road network will operate in the future and what impacts there will be on current users
- Provide a summary of conclusions of what the potential implications of the closure are, as well as whether the associated benefits and impacts are material to current users
- vi Provide a **recommendation** about whether the proposed closure of Station Street should be pursued further.

1.4 References

In preparing this report, reference has been made to the following:

- Documentation provided by the City of Yarra
- City of Yarra Local Area Traffic Management Plan
- o VicRoads Traffic Engineering Manual Volume 1: Chapter 13
- traffic and car parking surveys undertaken by GTA Consultants as referenced in the context of this report
- o an inspection of the site and its surrounds
- o other documents as nominated.



2. Background

2.1 Policy & Strategies

There are a number of policies and strategies prepared by national, state and local government bodies that help inform how the North Carlton area should be developed and managed into the future. Those that have the highest relevance in regards to the proposed closure of Station Street is discussed below.

2.1.1 VicRoads SmartRoads Policy

SmartRoads is a VicRoads policy which sets strategic 'modal' priorities on the road network and underpins many of the strategies significant to the operational directions that support broader strategies around land use and transport.

"There is no single solution to managing congestion on our roads. Sustainable management of congestion will require an integrated approach involving better management of the existing network, building new infrastructure, visionary land use planning, encouraging sustainable transport modes, and changes in behaviour by individuals, businesses and government."

All road users will continue to have access to all roads. However, certain routes will be managed to work better for cars while others for public transport, cyclists and pedestrians during the various peak and off-peak periods.

The VicRoads SmartRoads Network Operating Plan for the area surrounding the subject site has been reproduced in Figure 2.1.

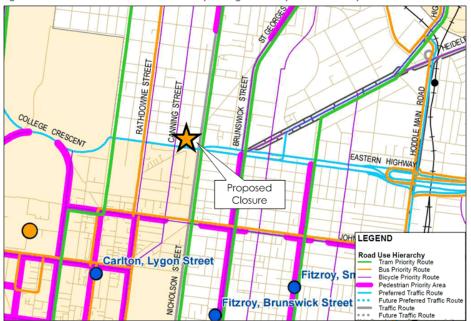


Figure 2.1: VicRoads SmartRoads Network Operating Plan – City of Hobsons Bay

Source: VicRoads Website

3

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Figure 2.1 illustrates the following arterial road network priorities in the area:

- Princes Street is nominated as a Preferred Traffic Route
- Nicholson Street is nominated as a Traffic Route and Tram Priority Route
- Rathdowne Street is a Bus and Bicycle Priority Route
- Canning Street is a Bicycle Priority Route.

On this basis, it can be understood that the proposed closure of Station Street will prevent vehicular access to a Preferred Traffic Route.

2.1.2 Yarra City Council Local Area Traffic Management Plan

The City of Yarra Council adopted its Local Area Traffic Management Policy in May 2014. The policy outlines Council's process for conducting Local Area Traffic Management (LATM) studies. The aim of the policy is to reduce traffic volume and speeds on local roads and provide a safer environment for cyclists and pedestrians. The LATM Policy separates the City of Yarra into 21 precincts, of which North Carlton is the #2 precinct, bound by Park Street to the north, Nicholson Street to the east, Princes Street to the south and Lygon Street to the west.

The LATM Policy sets out the following processes in undertaking studies:

- Upon receipt of requests, Council officers will make a preliminary site visit and review available traffic data to quantify if there is a readily apparent road safety problem.
- If the site is not considered a road safety issue, officers will refer this to the LATM priority ranking list.
- If a safety issue is identified from the analysis of site investigations, evidentiary traffic data and engineering assessment, officers may decide to bypass the LATM process and consider another appropriate course of action to address the issue.

The LATM priority ranking list is based on a warrants system to determine the priorities for competing LATM works. These precincts will be ranked according to the following criteria using available data:

- Casualty crashes any reported fatalities, serious injuries and other injuries in the last five years on local streets or intersections;
- Traffic speed any local street with an 85th percentile speed generally greater than 44km/h;
- Traffic volume any local street with an average weekday traffic volume generally greater than 1,000 vehicles;
- Through traffic any local street with a peak hour to 24-hour volume ratio generally in excess of 14%;
- Heavy vehicles any local street with a proportion of commercial vehicles to all traffic generally in excess of 5%;
- Activity land use generators (e.g. hospitals and schools) considered in terms of likely pedestrian and bicycle generation, especially by vulnerable road users; and
- Resident complaints expressed by the number of received letters, petitions and notes to file from Council officers.

Each year Council officers review the LATM priority ranking list as part of developing budgets and traffic management programs for the subsequent financial year, and advise councillors accordingly.

It is unclear at this time how the proposed closure of Station Street ranks against other LATM issues within the municipality. However, as part of this study, consideration is being given to each the criteria used to assess such matters.

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2.2 Temporary Closure (Water Main Upgrade)

Between January 2015 and March 2016, Melbourne Water closed various streets in North Carlton and North Fitzroy to enable them to replace a 114-year old section of the Carlton main sewer. These closures included Scotchmer Street, Amess Street and Station Street, and resulted in changes to traffic patterns through the wider North Carlton and North Fitzroy areas.

The works on Station Street required that it be closed at its intersection with Princes Street. During this time, pedestrian access was maintained along Station Street to Princes Street, but access by cars and cyclists was prevented, with detours in place.

Councillors and Council Officers met with VicRoads in mid-2016 about the potential of continuing the road closure on Station Street. While VicRoads noted that they had not observed any notable impact on the arterial road network with the closures in place, they did indicate they needed an assessment of the potential impacts in the area once traffic patterns returned to normal following the reopening of Scotchmer Street, Amess Street and Station Street.

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3. Baseline Conditions

3.1 Carlton North Demographics

The North Carlton LATM Policy precinct (#2) is bound by Park Street to the north, Nicholson Street to the east, Princes Street to the south and Lygon Street to the west. Within this area, the below key demographics have been identified.

3.1.1 Population

According to data collected in 2015, Carlton North has a population of approximately 9,086 people. The area is highly accessible for tertiary institutions located in central Melbourne, with almost one in five residents studying at a university.

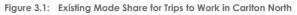
3.1.2 Land Use

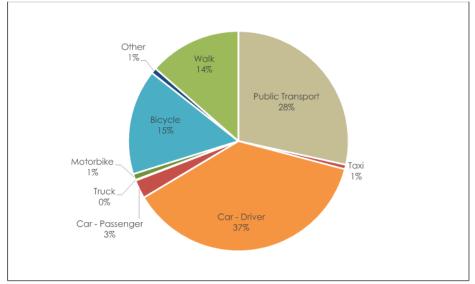
The area is predominantly residential; however, the following major non-residential land uses exist:

- o Curtain Square, which is approx. 350m northwest of Station Street
- o Carlton North Primary School, which is approx. 200m northwest of Station Street.

3.1.3 Mode Splits

Existing mode split data has been sourced from ABS 2011 Journey to Work Data, for residents of Carlton North. This data represents those who use one mode of transport only. Figure 3.1 shows that approximately 40% of those living in Carlton North drive their own car to get to work, almost 30% utilise public transport and 30% use some form of active travel (i.e. cycle or walk).





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3.2 Road Network

3.2.1 Adjoining Roads

Station Street

Station Street functions as a local road in the Yarra Planning Scheme. It is a two-way road aligned in a north-south direction and configured with a two-lane, six-metre-wide carriageway set within a 20-metre-wide road reserve (approx.). Kerbside parking is permitted on both sides of the road, subject to time restrictions. There is an on-road bicycle lane in the northbound direction and a marked mixed traffic bicycle route in the southbound direction along Station Street.

Station Street carries approximately 1,000 vehicles per day¹.

Nicholson Street

Nicholson Street functions as a primary arterial road and is located within a Road Zone (Category 1) in the Yarra Planning Scheme. It is a two-way road aligned in a north-south direction and generally configured with a four-lane, 23-metre-wide carriageway set within a 31-metre-wide road reserve (approx.). Two tram lanes are located in the middle of the road. Some kerbside parking is permitted, subject to time restrictions. There are no bicycle lanes provided along Nicholson Street.

Nicholson Street carries approximately 10,000 vehicles per day.²

Canning Street

Station Street functions as a local road in the Yarra Planning Scheme. It is a two-way road aligned in a north-south direction and configured with a two-lane, 19-metre-wide carriageway set within a 29-metre-wide road reserve (approx.). Included within the carriageway are bicycle lanes in both directions, and an eight-metre-wide central median. Some kerbside parking is permitted, subject to time restrictions. Bicycles are catered for on Canning Street in on-road lanes in both directions.

Canning Street carries approximately 550 vehicles per day.¹

Rathdowne Street

Rathdowne Street functions as a collector road in the Yarra Planning Scheme. It is a two-way road aligned in a north-south direction and is generally configured with a three-lane, 20-metrewide carriageway set within a 31-metre-wide road reserve (approx.). Included within the carriageway are bicycle lanes in both directions, and a three-meter-wide central median. Some kerbside parking is permitted, subject to time restrictions.

Rathdowne carries approximately 10,500 vehicles per day.1

Lee Street

Lee Street functions as a local road in the Yarra Planning Scheme. It is a two-way road aligned in an east-west direction and configured with a two-lane, 14-metre-wide carriageway set within a 20-metre-wide road reserve (approx.). Included within the carriageway are bicycle lanes in both directions, and a three-metre-wide central median. Some kerbside parking is permitted, subject to time restrictions.

² Source: VicRoads Traffic Profile

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¹ Based on traffic counts undertaken by GTA between 8 September 2016 and 14 September 2016.

Lee Street carries approximately 800 vehicles per day.¹

Davis Street

Davis Street functions as a local road in the Yarra Planning Scheme. It is a two-way road aligned in an east-west direction and configured with a two-lane, 8-metre-wide carriageway set within a 20-metre-wide road reserve (approx.). Some kerbside parking is permitted, subject to time restrictions.

Davis Street carries approximately 700 vehicles per day.¹

Princes Street

Princes Street functions as a primary arterial road and is located within a Road Zone (Category 1) in the Yarra Planning Scheme. It is a two-way road aligned in an east-west direction and is generally configured with a 6-lane, 22-metre-wide carriageway set within a 30-metre-wide road reserve (approx.), including a central median. Some kerbside parking is permitted, subject to time restrictions.

Princes Street carries approximately 29,000 vehicles per day.²

3.2.2 Surrounding Intersections

Key intersections in the vicinity of the site include:

- o Station Street / Princes Street (unsignalised T-intersection)
- o Station Street / Lee Street (unsignalised X-intersection)
- o Station Street / Newry Street (unsignalised X-intersection)
- o Canning Street / Princes Street (signalised X-intersection)
- Canning Street / Davis Street (unsignalised T-intersection)
- o Princes Street / Nicholson Street / Alexandra Parade (signalised X-intersection)
- o Princes Street / Rathdowne Street (signalised X-intersection).

3.2.3 Existing Traffic Controls

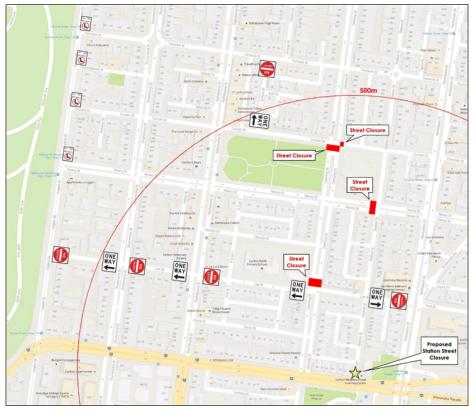
A number of existing traffic controls and movement restrictions exist within the North Carlton area, proximate to Station Street. These include no entry, no right turn and various street closures.

These traffic controls within 500m of the proposed closure are shown in Figure 3.2.

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Figure 3.2: Existing Traffic Controls



Base Map Source: Google Maps

3.3 Crash Stats

A review of the reported casualty accident history for the roads and intersections adjoining the subject site has been sourced from VicRoads CrashStats accident database. This database records all accidents causing injury that have occurred in Victoria since 1987 (as recorded by Victorian Police) and categorises these accidents as follows:

- Fatal injury: at least one person was killed in the accident or died within 30 days as a result of the accident.
- o Serious injury: at least one person was sent to hospital as a result of the accident.
- o Other injury: at least one person required medical treatment as a result of the accident.

A summary of accidents in the vicinity of the proposed closure is shown in Figure 3.3.

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A summary of the accidents shown in Figure 3.3 in the vicinity of the site for the last available fiveyear period is presented in Table 3.1.

Table 3.1: Casualty Accident History

Location	Accident No.					
Location	Fatality crashes	Serious Injury crashes	Other Injury crashes			
Roads in Vicinity of the Site						
Station Street	0	0	0			
Canning Street	0	1	3			
Rathdowne Street	0	3	1			
Nearby Intersections						
Princes Street / Station Street	0	0	0			
Princes Street / Canning Street	0	0	1			
Princes Street / Rathdowne Street	0	0	13			

Source: VicRoads

Figure 3.3 and Table 3.1 indicates that no injuries have been recorded as a result of vehicles travelling along and turning out of Station Street on Princes Street (noting the temporary closure for sewer works).

Moreover, the following accidents have been recorded in the area, which could be further impacted by displaced traffic that currently uses Station Street to access Princes Street:

- There has been a total of 15 crashes at the Princes Street/Rathdowne Street, and one at the Princes Street/Canning Street intersection
- o Along Rathdowne Street there have been a total four crashes recorded
- Along Canning Street there have been a total of four crashes, noting that the three at the Lee Street intersection all involving and resulting in injuries to cyclists (one serious).

Given the above there is no historic accident trend that exists with Station Street or its intersection with Princes Street.

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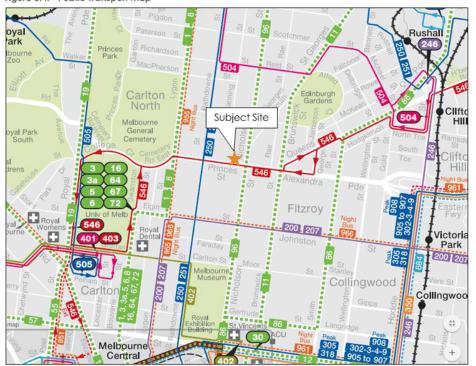
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3.4 Public Transport

Figure 3.4 shows the subject site in relation to existing public transport routes within its vicinity. Figure 3.4: Public Transport Map



As indicated in Figure 3.4, the area surrounding Station Street is well serviced by public transport, with bus and tram routes operating frequently within the vicinity of the proposed closure. It is noted that the closure of Station Street would have no direct impact on existing public transport routes or stops. However, consideration of any traffic impacts from the re-routing of vehicles is considered further in Section 5.

3.5 Pedestrian Infrastructure

Pedestrian paths are located on all footpaths in the vicinity of the site, with signalised pedestrian crossings on Princes Street at the intersections with Rathdowne Street, Canning Street and Nicholson Street.

3.6 Cycle Infrastructure

The Principal Bicycle Network (PBN) is a network of on and off-road cycling corridors that have been identified to support cycling for transport and access major destinations in metropolitan Melbourne. The PBN was reviewed and updated in 2012 by VicRoads and all local Councils.

The PBN is also a 'bicycle infrastructure planning tool' to guide State investment in the planning and development of the future metropolitan Melbourne bicycle network. In this regard, a subset

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of the PBN has been identified and elevated to a higher level of priority, mainly on the basis of potential for separation from motorised traffic, making these routes more attractive to less experienced bike riders. These cycling corridors are referred to as Bicycle Priority Routes (BPRs) and form part of the modal priorities for the road network set out in the VicRoads SmartRoads Network Operating Plans for each municipality (as shown in Figure 2.1 for the study area).

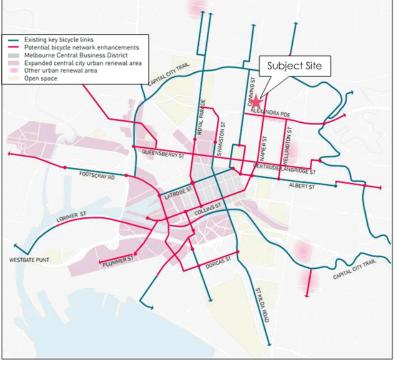
Proximate to Station Street, the following BPR's are indicated in Figure 2.1:

- o Canning Street
- o Rathdowne Street.

It is noted that the type of bicycle facility (i.e. on or off-road and separated or shared) has not been indicated as part of the PBN and BPRs. Rather, the PBN and BPRs show the proposed cycling network. The associated facilities should be delivered in accordance with the relevant standards and guidelines, such as the Australian Standards, Austroads Guides and VicRoads' Cycle Notes.

In addition, Strategic Cycle Corridors (SCC) form another subset of the PBN, and represent an initiative outlined in Plan Melbourne to support walking and cycling in Central Melbourne. SCCs are intended to be corridors designed to provide high quality bicycle infrastructure to, and around, major activity areas in metropolitan Melbourne. The SCC's are shown in Figure 3.5³.

Figure 3.5: Strategic Cycle Corridors



Source: Plan Melbourne

³ Further information regarding the PBN and BPRs is available at <u>https://www.vicroads.vic.gov.au/traffic-and-road-use/cycling/bicycle-network-planning</u>

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Figure 3.5 indicates that Canning Street and Princes Street form part of the proposed SCC network.

It is also noted that the southbound bicycle lane on Canning Street between Lee Street and Princes Street has recently been relocated from being between the traffic and parking lanes, to the right-hand side of the traffic lane, up against the central median.

This arrangement has been implemented given the following benefits:

- o Better connects with the signalised crossing facilities of Princes Street
- o Locates cyclists away from the car door opening area of the kerbside parking lane
- Removes the conflict point between left-turning vehicles from Lee Street into Canning Street, and left-turning vehicles from Station Street into Princes Street.

While the above benefits have been achieved, this arrangement places cyclists on the righthand side of traffic, which is not where motorists expect cyclists to be. This could potentially result in motorists that are turning right-in and out of Davis Street from Station Street to not be looking where the southbound cyclists are coming from.

However, this potential conflict issue is not considered significant given the signage and linemarking that is in place, especially the green bicycle lane pavement markings across the central medial break. To further improve the level of safety at this location, consideration could be given to raising the bicycle lane, even if only 50mm or similar (i.e. not kerb high) to further raise the awareness and slow down approaching motorists.

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4. Data Collection & Analysis

4.1 Overview

A range of targeted site observations, surveys and analysis has been undertaken to understand how users currently access and travel through the area. The associated information has been used to inform what impacts and / or benefits the closure of Station Street will have in the area.

4.2 Site Observations

Site observations were undertaken on Tuesday 13 September 2016, which was at the same time as the majority of the survey data was collected. This was in an effort to verify the survey data, but also provide greater context and understanding of user behaviour in the area.

A summary of the key site observations during the AM and PM peak periods are set out below.

4.2.1 Princes Street / Station Street

On-site surveys of the Princes Street / Station Street intersection were undertaken during the peak periods to understand what proportion of vehicles exiting Station Street cross the adjacent three eastbound traffic lanes to access the right-turn lane and travel south on Nicholson Street. Concerns have been raised about this movement and that the potential closure of Station Street would eliminate this movement from occurring.

It is noted that should Station Street be closed that those currently completing this movement would most likely go to Canning Street instead. While they would still need to cross three traffic lanes to access the right-turn lane, they would be able to do it over a longer distance, so is likely to have some safety improvements.

However, it is noted that there are many other examples in the area where local roads intersect major roads, such as Drummond Street, Rae Street and Gore Street to the east and west along Princes Street and Alexander Parade, and they seem to genially operate satisfactorily.

Also, the intersection of Canning Street and Princes Street is a partially signalised intersection, with a dedicated bicycle lane on the right-hand side of the road. Vehicles making the left-hand turn movement from Canning Street to Princes Street are restricted by a left turn arrow. The arrow is red during the majority of the pedestrian and cyclist crossing phases, to separate vehicle and pedestrian movements, but does drop out before the end of pedestrian and cyclist crossing phases to provide opportunity for vehicles to exit Canning Street before traffic along Princes Street get the green phase.

From these on-site surveys the vehicles turning left out of Station Street did the following:

- In the AM period (7:45-8:15am), 48 vehicles turned left out of Station Street, with three (6%) vehicles moving to the right hand lane to turn right onto Nicholson Street.
- In the PM period (5:00-5:30pm), 6 vehicles turned left out of Station Street, with one (16%) vehicle moving to the right hand lane to turn right onto Nicholson Street.

These observations indicate that a very low proportion of vehicles in both peaks make this movement. However, it was also observed to be very difficult to complete this movement due to there being an almost continuous traffic stream and/or vehicles queued in the lanes they

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needed to cross and finally enter. In fact, vehicles trying to complete this manoeuvre generally have to rely on other motorists to let them in.

As such, this movement was observed to occur at low speeds, which means the potential severity of any crash would be minor. However, those making these movements likely cause other motorists to become frustrated with them, such as those waiting to get out of Station Street.

4.2.2 Queuing

From our on-site observations in the peak periods, the following locations was observed.

- Vehicles turning out of Station Street onto Princes Street formed a queue in the morning of up to 35m (up to six cars), due to the limited opportunities to enter the Princes Street traffic lanes.
- Queuing on Rathdowne Street was observed to queue back from Princes Street to Curtain Square (i.e. approx. 350m) during the AM peak period. This queue typically did not clear each cycle, as the amount of green time given to the northern approach was fairty limited, but also due to there only being one approach lane serving the associated traffic volume. This issue was not observed in the PM peak period, including with the southern approach to Princes Street, which accommodates more vehicles.
- Canning Street experienced minimal queuing, with the maximum queue observed containing two vehicles.

4.2.3 Key Trip Attractors

The land uses surrounding the site are largely residential, with some exceptions, including the Carlton Neighbourhood Learning Centre (20 Princes St), local shops, restaurants and gyms.

The most significant nearby attraction is the Carlton North Primary School (60 Lee St). The school has approximately 275 pupils, between the years of Prep and Year 7. This site generates substantial traffic, particularly during morning and afternoon school peak periods when students are being picked-up and dropped-off.

Working with the schools to understand how the pick-off / drop-off arrangements and demands can be better managed is likely something already being undertaken, but if material changes can be achieved, it would likely result in significant congestion and amenity improvements in the area. Such activities are being completed around Australia, with one of the leading school travel plan guides / tool kits being available through the following link:

http://www.darwin.nt.gov.au/sites/default/files/Active_Schools_Toolkit_web.pdf

4.3 Data Collection

The following data was collected by GTA in order to assess the operation of the site and surrounding area:

- i Weekday AM and PM (Tuesday 13 September) peak period movement counts (all modes) at the following intersections:
 - o Station Street / Princes Street
 - o Station Street / Lee Street
 - Station Street / Newry Street
 - o Canning Street / Princes Street
 - o Canning Street / Davis Street.

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- Weekend midday (Saturday 10 September) and weekday AM and PM (Tuesday 13 September) peak period movement counts (all modes) at the Canning Street / Lee Street intersection.
- iii Obtain a typical weeks' worth of SCATS⁴ data (from Friday 9 September until Thursday 15 September) and the operational sheets for the following signalised intersections:
 - o Princes Street / Nicholson Street / Alexandra Parade
 - o Princes Street / Canning Street
 - o Princes Street / Rathdowne Street.
- iv Peak period sample surveys of the above signalised intersections to identify the following:
 - o turning splits from lanes that support more than one turning movement
 - o queue lengths for each turning movement.
- Undertake tube counts for a 7-day period (from Friday 9 September until Thursday 15 September) at 17 locations.
- vi Numberplate surveys at 10 locations, to identify the access routes of those currently utilising Station Street during a typical weekday AM period (Tuesday 13 September).

4.4 Data Analysis

4.4.1 Intersection Summaries

GTA Consultants undertook traffic movement counts at the intersections listed above on Tuesday 13 September 2016.

The AM (8:00am-9:00am) and PM (5:00pm-6:00pm) peak hour traffic volumes are shown in Figure 4.1 and Figure 4.2, respectively.



⁴ Sydney Coordinated Adaptive Traffic System (SCATS) is a sophisticated and dynamic intelligent transport system used for day to day monitoring and operation. It provides traffic signal coordination that improves both traffic flow and safety for all road users.



Figure 4.1: Existing AM Peak Hour Traffic Volumes (8:00am-9:00am)

Figure 4.2: Existing PM Peak Hour Traffic Volumes (5:00pm-6:00pm)





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Figure 4.1 and Figure 4.2 indicates that along and proximate to Station Street the following key movements currently occur:

- In the AM peak period the main route through the local road network is via Station Street, Lee Street, Canning Street and Davis Street.
- In the AM peak 100 vehicles access Princes Street via Station Street, and only 32 vehicles access Princes Street via Canning Street.
- In the PM peak period the volumes within the local road network are quite low, with the highest movement being 42 vehicles travelling out of Davis Street onto Canning Street, of which approximately half turn left and the other half right towards Princes Street.
- In the PM peak 12 vehicles access Princes Street via Station Street, and again 32 vehicles access Princes Street via Canning Street.

4.4.2 Canning Street Bicycle Data

Super Tuesday

Data undertaken during the Super Tuesday Cycle Count (undertaken on 1 March 2015 from 7:00am-9:00am and 3 March 2016 from 7:00am-9:00am) indicates that there has been a 15% increase in cyclist traffic at the Canning Street/Princes Street intersection in the last year. Further, these counts have shown that Canning Street has the third highest on-road cyclist volumes travelling into the CBD (after St Kilda Road and Royal Parade).

Table 4.1: Super Tuesday Cycle Count Data (7:00am to 9:00am)

Intersection	2015 Volume	2016 Volume	Change	% Difference
Canning St/Princes Street (all directions)	1,054	1,215	+161	+15%

GTA Cycle Counts

GTA conducted counts of the Canning Street / Princes Street intersection in the AM (8-9) and PM (5-6) peak. A summary of the peak hour results is provided as follows:

- o AM Volumes:
 - o Southbound 299 (i.e. toward the city)
 - o Northbound 22 (i.e. away from city)
- PM Volumes:
 - o Southbound 11 (i.e. toward the city)
 - o Northbound 223 (i.e. away from city)

4.4.3 Pneumatic Tube Counts

Pneumatic tubes were installed in a number of locations in the nearby area to determine the existing traffic flows through the road network over the course of the week starting Friday 9 September until Thursday 15 September.

During that week, the day during which the network accommodated the highest traffic demand was on Thursday, and the traffic conditions recorded on this day are summarised in Table 4.2.

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Location	AM Peak (8:00-9:00)	PM Peak (3:00-4:00)	PM Peak (5:00-6:00)	Daily Total	85th %ile Speed
Pidgon Street between Drummond Street and Rathdowne Street	509	550	632	6,411	39.7
Rathdowne Street south of Pidgon Street	512	645	829	8,461	41.4
Richardson Street between Drummond Street and Rathdowne Street	181	146	173	1,828	27.6
Drummond Street between Richardson Street and Macpherson Street	255	57	67	1,123	39.9
Fenwick Street between Drummond Street and Rathdowne Street	97	33	36	626	36.1
Drummond Street between Newry Street and Lee Street	368	64	66	1,336	39.1
Rathdowne Street between Newry Street and Ogrady Street	574	931	1,148	12,506	40.7
Davis Street between ROWY and Canning Street	92	69	54	719	45.0
Canning Street between Princess Street and Davis Street	46	45	53	548	35.2
Station Street near #207	93	27	22	452	30.6
Lee Street between Station Street and Canning Street	131	55	52	799	34.8
Station Street near #258	208	60	65	1,028	37.5
Rae Street between Alexandra Parade and York Street	238	110	111	1,649	38.9
Fenwick Street between Station Street and Canning Street	90	80	87	1,115	37.7
Richardson Street between Station Street and Canning Street	358	292	334	3,691	37.7
Pidgon Street between Station Street and Canning Street	449	429	446	5,202	37.0

Table 4.2 indicates that the local roads in the area all generally operate as per their classification within the road network, as indicated through the traffic volume ranges and target speeds for each road type set out in Table C1 of Clause 56.06 of the Yarra Planning Scheme. The only roads that do not strictly comply with Table C1 of Clause 56.06 of the Yarra Planning Scheme are Rathdowne Street and Richardson Street, which exceed the upper daily traffic volume ranges of 7,000 and 3,000 vehicles per day, but significantly and only over specific blocks, which is common within built up areas like Carlton North.

While the Thursday was identified to accommodate the highest traffic volumes, the majority of the survey activities occurred on Tuesday 13 September, which based on the pneumatic tube counts accommodated traffic volumes that were 6% less than what was recorded on the Thursday, which is not considered to be material on the overall operation of the road network.

As such, and for comparison purposes, further detail relating to the AM and PM peak period results from the pneumatic tube counts are discussed based on what was recorded on the Tuesday below.

Morning Peak

Figure 4.3 shows the morning peak for vehicles travelling in the wider North Carlton neighbourhood that may be affected by the proposed closure of Station Street.

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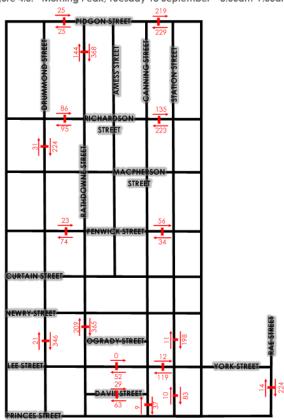




Figure 4.3 indicates that:

- Most (58%) vehicles that use Station Street north of Lee Street do not continue along Station Street between Lee Street and Princes Street
- Station Street is more utilised than Canning Street for vehicles wishing to travel eastbound onto Princes Street, with 99 vehicles exiting Station Street and 41 exiting Canning Street
- Station Street carries far fewer vehicles (198) than Rathdowne Street (365) or Drummond Street (346) between Lee Street and Newry Street.
- Vehicles travelling along Station Street north of Lee Street exiting the neighbourhood to the west are using Lee Street or Davis Street.

Afternoon Peak

In order to ensure that the peak traffic was recorded correctly, two afternoon peaks have been reported as follows to enable consideration of both the PM peak associated with the Carlton North Primary School and typical commuter peak period:

- o School peak between 3:00pm and 4:00pm, as shown in Figure 4.4
- o Commuter peak between 5:00pm and 6:00pm, as shown in Figure 4.5.

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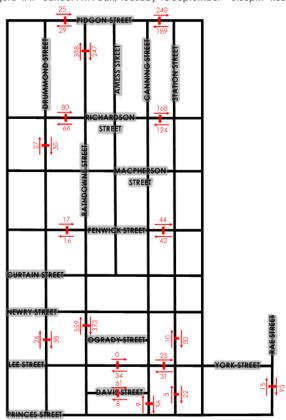




Figure 4.4 indicates the school PM peak occurs from 3:00pm to 4:00pm. During this time, the following has been identified from the recorded traffic:

- o Station Street is less utilised than any of the surrounding streets for southbound movements
- Majority of vehicles travelling southbound along Station Street turn right into Lee Street rather than continuing along Station Street to Princes Street.

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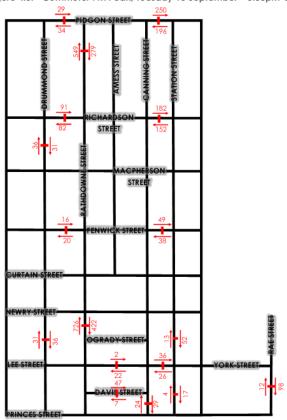




Figure 4.5 indicates the commuter PM peak occurs from 5:00pm to 6:00pm. During this time, the following has been identified from the recorded traffic:

- o The commuter PM peak accommodates higher traffic volumes than the PM school peak.
- Local traffic movement patterns are generally the same in the commuter PM peak as the PM school peak.

It is noted that there are some minor discrepancies between the pneumatic tube counts and the intersection turning movement counts. These are largely explained due to the differences in the locations the associated surveys occurred (i.e. the pneumatic tube counts don't occur at the intersections), and that there are traffic activities occurring between them.

4.4.4 Origin – Destination Data

In order to determine the routes motorists utilise in accessing the Station Street / Princes Street intersection, origin destination data was collected for vehicles passing a number of checkpoints in the nearby local road network.

These surveys were completed on Tuesday 13 September 2016, between 7:30 and 9:30am, considered to be the peak time for vehicles to be accessing the network.

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Sites that origin destination data has been collected are marked in blue and purple in Figure 4.6. The red numbers adjacent to each site show the number of trips that have originated from the said site and are recorded going through the Station Street / Princes Street intersection (total number is indicated in red next to the Station Street / Princes Street intersection.

Figure 4.6: Origin and Destination of Vehicles using Station Street

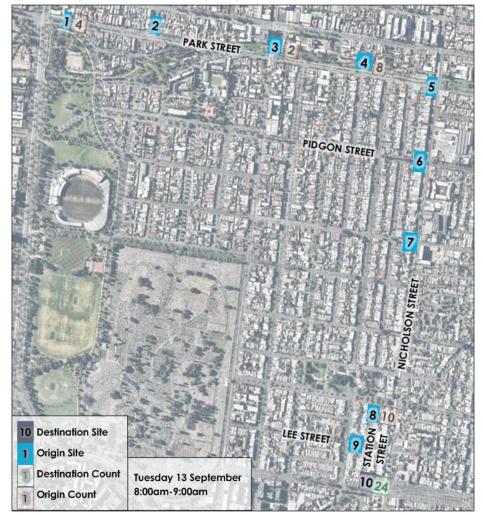


Figure 4.6 indicates the following in terms of the origin and destination of vehicles in the AM peak hour that used Station Street to access Princes Street:

- o A total of 24 vehicles originated from one of the other nine sites
- o No vehicles from Lee Street used Station Street to access Princes Street
- o 14 vehicles originated from outside the North Carlton neighbourhood
- The remaining 10 vehicles that were only detected at Site #8 (Station Street / Newry Street intersection) are considered to originate from within the local neighbourhood.

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4.4.5 Traffic Volume Comparisons

In order to confirm whether the traffic data collected in September 2016 was representative of typical conditions the following has been identified:

- Surveys occurred on a typical weekday, noting that it was during the school term and no public holidays occurred across the associated week
- SCATS data of the signalised intersections along Princes Street for a number of days throughout the year has found that the volumes recorded along Princes Street on Tuesday 13 September 2016 was around 85% of the peak volumes identified.
- A comparison between traffic volumes recorded in 2009 on a number of the local roads to those in September 2016 are presented in Table 4.3 and show they are generally similar, except along Station Street (between Princes Street and Lee Street), where volumes have decreased significantly.

Table 4.3: Data Comparison 2009 and 2016

Location (2009)	Daily Volume (2009)	Comparative Location (2016)	Daily Volume (2016)
Canning Street between Davis Street and Lee Street	559	Canning Street between Princess Street and Davis Street	620
Davis Street between Rathdowne Street and Canning Street	759	Davis Street between Rathdowne Street and Canning Street	719
Lee Street between Station Street and Canning Street	921	Lee Street between Station Street and Canning Street	854
Lee Street between Rathdowne Street and Canning Street	432	Lee Street between Rathdowne Street and Canning Street	391
Station Street between Lee Street and Newry Street	1,019	Station Street near #258	1,028
Station Street between Princes Street and Lee Street	747	Station Street near #207	473

It is also noted that since 2009 and 2016 there has not been any significant developments accommodated proximate to Station Street, except for general increased residential dwelling densities, which are gradual in this area. This is reflected in the traffic volume comparisons in Table 4.3, where the traffic volumes in 2009 are similar to those in 2016.

4.5 Station Street Traffic Generation

Only 24 of the 100 vehicles that use Station Street to access Princes Street in the AM peak hour come from a location to the north of Newry Street. This occurs even though the traffic volumes at each intersection along Station Street between Newry Street and Princes Street seem to be fairly balanced, i.e. the number of movements at each intersection are generally the same.

However, the other 76 vehicles are believed to be generated from the mostly residential dwellings accessed from the rear laneways that intersect Station Street and the many on-street car spaces along Station Street. In essence, there are vehicles starting and finishing their trips within each block, as well as some turning around, such as those accessing the Carlton Neighbourhood Learning Centre.

This can be seen through Figure 4.7, which shows on an aerial photograph the following being accommodated in the associated area that generates these vehicles movements:

- o in the order of 100 kerbside car parking spaces
- o in the order of 200 dwellings accessed from connecting rear laneways.

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Figure 4.7: Map of Where 76 Vehicles Exiting Station Street is Generated From

Given the level of development and public on-street car parking that exists in the area identified in Figure 4.7, it is considered reasonable that some 76 vehicle movements could be generated along Station Street that want to access Princes Street at its southern end, as well as various other vehicles finishing their trips in this area of turning around after a short stop, such as the Carlton Neighbourhood Learning Centre.

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5. Traffic Impact

5.1 Intersection Modelling

Intersection modelling has been undertaken using SIDRA Intersection 7⁵, in order to understand how the following intersections currently operate, and how they might in the future should Station Street be closed.

- o Nicholson Street / Princes Street signalised intersection
- o Canning Street / Princes Street give-way controlled T-intersection
- o Rathdowne Street /Princes Street signalised intersection.

The commonly used measure of intersection performance is referred to as the Degree of Saturation (DOS). The DOS represents the flow-to-capacity ratio for the most critical movement on each leg of the intersection. For signalised intersections, a DOS of around 0.95 has been typically considered the 'ideal' limit, and for non-signalised intersections a DOS of 0.90 has been typically considered the 'ideal' limit', beyond which queues and delays increase disproportionately.

5.1.1 Existing Conditions

Table 5.1 presents a summary of the existing operation of the three intersections, with full results presented in Appendix A of this report.

Peak Hour	Approach	DOS	Average Delay (sec)	95 th Percentile Queue (m)
Princes Stree	t and Rathdowne Street			
	Rathdowne Street (South)	0.764	66 sec	60.2 m
	Princes Street (East)	0.789	25 sec	344.6 m
AM	Rathdowne Street (North)	0.562	57 sec	107.0 m
	Princes Street (West)	# 0.791	27 sec	180.1 m
	Rathdowne Street (South)	0.796	44 sec	259.7 m
Dist	Princes Street (East)	# 0.798	36 sec	309.9 m
PM	Rathdowne Street (North)	0.527	66 sec	71.3 m
	Princes Street (West)	0.789	37 sec	296.1 m

Table 5.1: Existing Operating Conditions

SIDRA INTERSECTION adopts the following criteria for Level of Service assessment:

Lovel	of Service	Interse	Intersection Degree of Saturation (DOS)					
Lever	DI SEIVICE	Unsignalised Intersection	Signalised Intersection	Roundabout				
A	Excellent	<=0.60	<=0.60	<=0.60				
В	Very Good	0.60-0.70	0.60-0.70	0.60-0.70				
С	Good	0.70-0.80	0.70-0.90	0.70-0.85				
D	Acceptable	0.80-0.90	0.90-0.95	0.85-0.95				
E	Poor	0.90-1.00	0.95-1.00	0.95-1.00				
F	Very Poor	>=1.0	>=1.0	>=1.0				

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SIDRA is used for intersection and network capacity, level of service and performance analysis. Program used under license from Akcelik & Associates Ptv Ltd.

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Peak Hour	Approach	DOS	Average Delay (sec)	95 th Percentile Queue (m)
Princes Stree	t and Canning Street			
	Canning Street (North)	0.023	7 sec	3.6 m
AM	Princes Street (West)	0.436	6 sec	108.0 m
PM	Canning Street (North)	0.023	7 sec	3.6 m
PM	Princes Street (West)	# 0.568	7 sec	167.4 m
Princes Stree	t, Nicholson Street and Alexandra Parac	le		
	Nicholson Street (South)	# 0.802	64 sec	73.0 m
	Alexandra Parade (East)	0.754	29 sec	341.1 m
AM	Nicholson Street (North)	0.792	64 sec	172.7 m
	Princes Street (West)	0.681	27 sec	274.8 m
	Nicholson Street (South)	0.872	63 sec	284.0 m
Di t	Alexandra Parade (East)	0.796	36 sec	293.7 m
PM	Nicholson Street (North)	0.677	60 sec	132.4 m
	Princes Street (West)	# 1.019	130 sec	708.5 m

DOS - Degree of Saturation, # - Intersection DOS

Table 5.1 indicates that the above intersections currently operates well with minimal queues and delays on all approaches, except for the Princes Street / Nicholson Street / Alexandra Parade intersection in the PM peak, whereby the western leg is at capacity during this period.

It is also noted that the existing conditions SIDRA Model in the AM for the Rathdowne Street / Princes Street intersection and Canning Street / Princes Street intersection indicates queue lengths on the north approaches that are less than what was observed on-site. This is due to the SIDRA Models considering the associated intersections in isolation. In reality they are impacted by constraints and queuing that occurs at adjacent intersections.

While these intersections have not been calibrated to try and reflect the queue lengths observed, the following should be noted and applied to the post-development models to better reflect what the actual queuing will be:

- Rathdowne Street / Princes Street intersection: North approach queue was 107m in the SIDRA Model but 350m observed due to congestion along Rathdowne Street to the south.
- Canning Street / Princes Street intersection: North approach queue was 4m in the SIDRA Model but 14m observed due to queuing back from Nicholson Street on Princes Street.

5.1.2 Post Road Closure

With the closure of Station Street, it is not clear exactly how motorists that currently use it to access Princes Street will change their behaviour. However, for assessment purposes the following two scenarios have been tested:

- Scenario 1: Closure of Station Street, with traffic redistributed throughout the local road network (i.e. Canning Street, Lee Street and Davis Street) in the same proportions as currently exhibited.
- Scenario 2: Closure of Station Street, with all vehicles using the Station Street / Princes Street intersection assumed to now use the Canning Street / Princes Street intersection.

Moreover, it is acknowledged that only in the AM peak period will there be a significant change in traffic patterns in the local road network with the closure of Station Street.

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As such, Table 5.2 and Table 5.3 show the additional volumes in the AM peak of the local road network for both Scenario 1 and Scenario 2, respectively.

Shoot	Mid Die els Leeghien	Direction	Evisting	Fut	ure	77 Change
Street	Mid-Block Location	Direction	Existing	Additional	Total	% Change
Davis Street	between Canning Street and	Eastbound	27	41	68	152%
Davis Sireei	Rathdowne Street	Westbound	61	-	61	-
	between Canning Street and Rathdowne Street	Westbound	72	47	119	65%
Lee Street	between Station and Canning Street	Eastbound	9	-	9	-
		Westbound	136	101	237	74%
	between Princes Street and	Northbound	11	1	12	9%
Canning	Davis Street	Southbound	29	11	40	38%
Street	between Davis Street and Lee	Northbound	10	2	12	20%
	Street	Southbound	75	54	129	72%
Station	between Lee Street and	Northbound	235	-	235	-
Street	Newry Street	Southbound	8	-	8	-

Table 5.2: Scenario 1 – Additional Volumes

Table 5.2 shows that by using the existing distribution throughout the local road network, in the AM peak, 47 vehicles continue westbound along Lee Street, while 54 travel southbound along Canning Street, with only 11 continuing to the Princes Street intersection. These numbers are low, with no more than one additional vehicle movement per minute on each of these roads to what they currently accommodate. As such, is not expected to have a material impact on their current operations.

Street	Mid-Block Location	Divertion	Evisting	Fut	ure	7 Change
311661	Mid-block Location	Direction			Total	% Change
Davis Street	between Canning Street and	Eastbound	27	-	27	-
Davis Sileet	Rathdowne Street	Westbound	61	-	61	-
Rathdowne Street		Westbound	72	-	72	-
Lee Street	between Station and Canning	Eastbound	9	-	9	-
	Street	Westbound	136	101	237	74%
	between Princes Street and	Northbound	11	1	12	9%
Canning	Davis Street	Southbound	Existing Additional Total bound 27 - 27 tbound 61 - 61 tbound 72 - 72 bound 72 - 9 tbound 136 101 237 hbound 136 101 237 hbound 11 1 12 hbound 79 101 130 hbound 75 101 176 hbound 235 - 235	348%		
Street	between Davis Street and Lee	Northbound	10	-	10	-
	Street	Northbound 29 101 and Lee Northbound 10 - Southbound 75 101		176	135%	
Station	between Lee Street and	Northbound	235	-	235	-
Street	Newry Street	Southbound	8	-	8	-

Table 5.3: Scenario 2 – Additional Volumes

Table 5.3 demonstrates that all 101 vehicles currently using Station Street will continue along Lee and Canning Street, to exit at Princes Street.

Furthermore, based on only the Canning Street / Princes Street intersection of those been modelled will experience significant changes to their future operation.

As such, Table 5.4 presents a summary of the future operation of the Canning Street / Princes Street intersection under the above two scenarios, with full results of the intersection modelling provided in Appendix A of this report.

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Scenario	Approach	DOS		95 th Perc	centile Queue
scendrio	Approach	003	Average Delay (sec)	veh	m
Scenario 1	Canning Street (North)	0.031	9 sec	0.7 veh	4.9 m
Scendrio I	Princes Street (West)	0.436	6 sec	15.4 veh	108.1 m
Scenario 2	Canning Street (North)	0.095	10 sec	2.3 veh	15.9 m
	Princes Street (West)	0.436	6 sec	15.4 veh	108.1 m

Table 5.4: Canning Street / Princes Street Intersection 8:00am-9:00am

DOS - Degree of Saturation, # - Intersection DOS

Note: This model is based on an existing conditions model that has not been calibrated and is only appropriate for comparative purposes to understand the extent of changes that occur in the operation of the intersection.

Table 5.4 indicates the following with the future operation of the Canning Street / Princes Street intersection based on the above two scenarios with the closure of Station Street:

- Scenario 1: Based on traffic volumes generally changing based on the current distributions in the area, the intersection still operates well, but queuing along Canning Street increases from 3m to 5m. However, calibrating the results to reflect observed conditions indicates that the existing 14m (two vehicle) queue will increase to 21m (3 vehicles).
- Scenario 2: Based on all the traffic volumes from Station Street using Canning Street to access Princes Street, the intersection still operates well, but the queuing along Canning Street increases from 3m to 16m. Once these results have been calibrated, the existing 14m (two vehicle) queue will increase to 63m (9 vehicles).

5.2 Network Implications

Based on the access arrangements available with the local road network in this area and the existing traffic volumes that have been recorded, it is considered that the most likely of the two scenarios to occur with the closure of Station Street at Princes Street is Scenario 2. This is considered to be the case as you can only turn-left-out onto Princes Street, so these vehicles will be expected to continue to do this if forced to Canning Street instead of changing the direction they are travelling in a congested network, which is what is required based on Scenario 1.

On this basis, it is expected that queuing along Canning Street back from Princes Street will likely extend to Davis Street at times. This will in turn result in some of the 75 vehicles that turn right into Davis Street to be caught up in this queue, which will increase these users' delays.

In terms of the cyclists that currently use Canning Street, the increased southbound traffic volumes with the closure of Station Street is not considered to have a significant impact on them. However, it is considered to be safer that cars travelling along Canning Road in a southbound direction before turning right into Davis Street do so in free-flow conditions, because if queued they won't have as clear sight-lines of the approaching cyclists as drivers will need to look over their shoulders.

It is also noted that with increased left-turning volumes coming out of Canning Street that there is a potential for increased conflicts with pedestrians crossing Princes Street, as drivers will be looking to the west for a gap in the traffic stream, while the pedestrian crossing facility is on the left-hand side of Canning Street. It is noted that a left-turn red arrow is in place to help with this potential conflict, but is not held for the entire time pedestrians are crossing Princes Street.

Beyond this, there is not expected to be any significant impacts on the rest of the existing transport network (noting 14 vehicles use the local road network in this precinct), whether it is the road based public transport services / reliability, arterial road network or emergency vehicles access arrangements.

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6. Conclusions & Recommendations

6.1 Summary of Conclusions

Based on the analysis and discussions presented within this report, the following conclusions have been made regarding the temporary closure of Station Street at Princes Street:

- The closure was previously suggested in a LATM Study in 2003 for Northern Carlton as a potential response to expected changes in local traffic movements.
- Station Street is a local road that, at its southern end, intersects with Princes Street, which is an arterial road managed by VicRoads, and based on their SmartRoads Policy is a Preferred Traffic Route
- Station Street carries approximately 1,000 vehicles per day, with 100 vehicles in the AM peak hour, 22 vehicles in the school PM peak hour and 12 vehicles in the commuter PM peak hour turn left-out and access Princes Street.
- There are no accidents that have been recorded along Station Street between and including Newry Street and Princes Street over the latest available five-year period, noting the Station Street / Princes Street intersection was closed over a 15 month period
- From on-site surveys the vehicles turning left out of Station Street did the following:
 - In the AM period (7:45-8:15am), 48 vehicles turned left out of Station Street, with three (6%) vehicles moving to the right hand lane to turn right onto Nicholson Street.
 - In the PM period (5:00-5:30pm), six vehicles turned left out of Station Street, with one (16%) vehicle moving to the right hand lane to turn right onto Nicholson Street.
- Of the 100 vehicles that turned out of Station Street in the AM peak hour, 24 vehicles were identified to have originated from a location north of Newry Street, with only 14 of these originated from outside the North Carlton neighbourhood, so the majority are considered to be local generated traffic.
- Should those that currently use Station Street to access Princes Street use Canning Street when it is closed, it is expected that queuing along Canning Street will occur, namely as queuing back from Princes Street will extend back past Davis Street at times and also prevent the 75 vehicles wanting to turn right into Davis Street.
- Potential safety impacts with pedestrians and cyclists as follows may occur with the additional traffic using Canning Street:
 - Queued vehicles waiting to turn right into Davis Street may not see the southbound cyclists as clearly as they would do in free flow conditions
 - When vehicles turn left out of Canning Street they are looking to the right, but the signalised crossing facility on Princes Street is on the left-hand side of Canning Street
- Broader impacts on the existing transport network are considered to be minimal with the closure of Station Street.



6.2 Recommendation

The analysis and discussions presented within this report has identified that there is not an existing issue with regard to the level of traffic and speed on Station Street for access to Princes Street. Those that currently use Station Street to access Princes Street have been found to mostly be generated by those that live on and proximate to Station Street (i.e. local trips).

However, there are a relatively small number of vehicles that cross the three through lanes to access the right-turn lane on Princes Street to travel southbound on Nicholson Street. While this is not ideal, and has some potential safety issues, there is no crash history and the manoeuvre occurs in a congested road environment, where vehicle speeds on Princes Street are low, at least in the peak commuter periods.

The analysis and on-site observations indicate that there is no existing significant queuing or delays in accessing Princes Street from Station Street or Canning Street. However, should Station Street be closed the majority of the traffic accessing Princes Street via Station Street will then use Canning Street, which is expected to see queues increase from 14m (two vehicle) to 63m (9 vehicles). With this increased queuing on Canning Street, it will at times extend back pass Davis Street and also prevent the 75 vehicles wanting to turn right into Davis Street, which will increase delays for all these vehicles.

The increased queuing on Canning Street following the closure of Station Street could be mitigated through modified signal coordination on Princes Street, but would require VicRoads support and ongoing monitoring.

In summary, there is not considered to be an existing issue with the operation and use of Station Street. It has low speeds, volumes and crash history with the majority of users being local generated trips. However, there is a potential for increased congestion on Canning Street with the closure of Station Street due to the redistributed traffic volumes still wanting to access Princes Street. As such, the closure of Station Street at Princes Street is not considered to achieve any major benefits to the network, and has the potential to result in more congestion on Canning Street.

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Appendix A

Appendix A

SIDRA Intersection 7 Outputs

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MOVEMENT SUMMARY

Site: 4381 [Princes /Rathdowne AM 8-9]

New Site

Signals - Fixed Time Isolated Cycle Time = 150 seconds (User-Given Cycle Time) Variable Sequence Analysis applied. The results are given for the selected output sequence.

Mov	OD	Demand	Flows	Deg.	Average	Level of	95% Back	of Queue	Prop.	Effective	Average
ID	Mov	Total	HV	Satn	Delay	Service	Vehicles	Distance	Queued	Stop Rate	Speed
Couth	: Rathdow	veh/h	%	v/c	sec		veh	m		per veh	km/ł
					10.5						
1	L2	63	0.0	0.098	40.5	LOS D	3.1	21.5	0.71	0.72	35.4
2	T1	139	0.0	0.334	53.7	LOS D	8.6	60.2	0.89	0.73	32.1
3	R2	197	0.0	0.764	83.3	LOS F	7.7	53.7	1.00	0.89	20.0
Appro	bach	399	0.0	0.764	66.2	LOS E	8.6	60.2	0.92	0.81	26.3
East:	Princes St	reet									
4	L2	133	0.0	0.789	31.8	LOS C	48.9	342.1	0.85	0.80	35.
5	T1	2306	0.0	0.789	25.0	LOS C	49.2	344.6	0.81	0.75	37.
6	R2	40	0.0	0.149	21.5	LOS C	1.1	7.5	0.67	0.71	39.
Appro	bach	2479	0.0	0.789	25.3	LOS C	49.2	344.6	0.81	0.75	37.
North	: Rathdow	ne Street									
7	L2	4	0.0	0.562	62.4	LOS E	15.3	107.0	0.95	0.80	25.
8	T1	447	0.0	0.562	56.6	LOS E	15.3	107.0	0.94	0.79	31.
9	R2	26	0.0	0.128	65.5	LOS E	1.7	11.8	0.90	0.72	28.
Appro	bach	478	0.0	0.562	57.1	LOS E	15.3	107.0	0.94	0.79	31.
West	Princes S	treet									
10	L2	549	0.0	0.526	26.1	LOS C	24.8	173.4	0.66	0.79	41.
11	T1	1194	0.0	0.526	20.6	LOS C	25.7	180.1	0.66	0.60	40.
12	R2	185	0.0	0.791	66.6	LOS E	10.9	76.0	1.00	1.01	28.
Appro	bach	1928	0.0	0.791	26.6	LOS C	25.7	180.1	0.69	0.69	38.
	hicles	5284	0.0	0.791	31.8	LOS C	49.2	344.6	0.79	0.74	35.

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay per movement.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Mov		Demand	Average	Level of	Average Back	of Queue	Prop.	Effective
ID	Description	Flow ped/h	Delay sec	Service	Pedestrian ped	Distance m	Queued	Stop Rate per ped
P 1	South Full Crossing	53	21.4	LOS C	0.1	0.1	0.53	0.53
P2	East Full Crossing	53	62.7	LOS F	0.2	0.2	0.92	0.92
P3	North Full Crossing	53	4.8	LOS A	0.1	0.1	0.25	0.25
P4	West Full Crossing	53	63.6	LOS F	0.2	0.2	0.92	0.92
All Pe	destrians	211	38.1	LOS D			0.66	0.66

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 4381 [Princes /Rathdowne PM 5-6]

New Site

Signals - Fixed Time Isolated Cycle Time = 150 seconds (User-Given Cycle Time) Variable Sequence Analysis applied. The results are given for the selected output sequence.

Mov	OD	Demand		Deg.	Average	Level of	95% Back	of Queue	Prop.	Effective	Average
ID	Mov	Total	HV	Satn	Delay	Service	Vehicles	Distance	Queued	Stop Rate	Speed
South	: Rathdow	veh/h	%	v/c	sec		veh	m		per veh	km/h
			0.0	0.400	04.0	100.0	0.7	47.0	0.04	0.74	00.7
1	L2	156	0.0	0.188	31.9	LOS C	6.7	47.2	0.64	0.74	38.7
2	T1	569	0.0	0.796	45.6	LOS D	37.1	259.7	0.96	0.87	34.5
3	R2	581	0.0	0.686	45.7	LOS D	16.2	113.1	0.94	0.83	28.4
Appro	ach	1306	0.0	0.796	44.0	LOS D	37.1	259.7	0.91	0.84	32.5
East:	Princes St	treet									
4	L2	224	0.0	0.791	40.2	LOS D	43.9	307.5	0.91	0.85	31.
5	T1	1603	0.0	0.791	34.2	LOS C	44.3	309.9	0.86	0.79	32.9
6	R2	153	0.0	0.798	51.0	LOS D	7.2	50.4	1.00	0.92	26.8
Appro	ach	1980	0.0	0.798	36.2	LOS D	44.3	309.9	0.88	0.81	32.2
North	: Rathdow	ne Street									
7	L2	46	0.0	0.527	70.1	LOS E	10.2	71.3	0.97	0.79	23.0
8	T1	246	0.0	0.527	64.4	LOS E	10.2	71.3	0.97	0.79	29.2
9	R2	29	0.0	0.258	75.0	LOS E	2.1	14.5	0.96	0.74	26.7
Appro	ach	322	0.0	0.527	66.2	LOS E	10.2	71.3	0.97	0.79	28.1
West:	Princes S	treet									
10	L2	25	0.0	0.789	43.1	LOS D	42.2	295.6	0.92	0.84	36.
11	T1	1885	0.0	0.789	36.6	LOS D	42.3	296.1	0.90	0.81	32.1
12	R2	63	0.0	0.365	35.7	LOS D	2.3	16.2	0.89	0.75	37.0
Appro	ach	1974	0.0	0.789	36.6	LOS D	42.3	296.1	0.90	0.81	32.
	hicles	5582	0.0	0.798	39.9	LOS D	44.3	309.9	0.90	0.81	32.

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay per movement.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Move	ement Performance - Pede	estrians						
Mov ID	Description	Demand Flow ped/h	Average Delay sec		Average Back Pedestrian ped	of Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	South Full Crossing	53	30.1	LOS D	0.1	0.1	0.63	0.63
P2	East Full Crossing	53	69.3	LOS F	0.2	0.2	0.96	0.96
P3	North Full Crossing	53	12.6	LOS B	0.1	0.1	0.57	0.57
P4	West Full Crossing	53	44.2	LOS E	0.2	0.2	0.77	0.77
All Pe	destrians	211	39.0	LOS D			0.73	0.73

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Attachment 1 - Attachment 1 Draft Information to VicRoads

MOVEMENT SUMMARY

Site: 4415 [Princes Street/Canning Street AM - 8-9 - Existing]

Three-way intersection with "Seagull" treatment (Signals)

Signals - Fixed Time Isolated Cycle Time = 150 seconds (User-Given Cycle Time)

Mov	OD	Demand	Flows	Deg.	Average	Level of	95% Back	of Queue	Prop.	Effective	Average
ID	Mov	Total veh/h	HV %	Satn v/c	Delay sec	Service	Vehicles veh	Distance m	Queued	Stop Rate per veh	Speed km/h
East: F	Princes St	reet									
5	T1	2555	0.0	0.555	6.3	LOS A	22.9	160.6	0.41	0.38	45.8
Approa	ach	2555	0.0	0.555	6.3	LOS A	22.9	160.6	0.41	0.38	45.8
North:	Canning	Street									
7	L2	34	0.0	0.023	7.0	LOS A	0.5	3.6	0.23	0.53	36.0
Approa	ach	34	0.0	0.023	7.0	LOS A	0.5	3.6	0.23	0.53	36.0
West:	Princes S	treet									
10	L2	13	0.0	0.436	11.0	LOS B	15.4	107.9	0.35	0.33	51.1
11	T1	1993	0.0	0.436	5.4	LOS A	15.4	108.0	0.35	0.33	47.3
Approa	ach	2005	0.0	0.436	5.5	LOS A	15.4	108.0	0.35	0.33	47.4
All Vel	nicles	4594	0.0	0.555	6.0	LOS A	22.9	160.6	0.39	0.36	46.3

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Mov	ement Performance - Pede	Demand	Average	Level of	Average Back	of Oueue	Prop.	Effective
ID	Description	Flow ped/h	Delay sec		Pedestrian ped	Distance		Stop Rate
P2	East Full Crossing	53	69.3	LOS F	0.2	0.2	0.96	0.96
P3	North Full Crossing	53	5.9	LOS A	0.1	0.1	0.28	0.28
P4	West Full Crossing	53	69.3	LOS F	0.2	0.2	0.96	0.96
All Pe	destrians	158	48.1	LOS E			0.73	0.73

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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Attachment 1 - Attachment 1 Draft Information to VicRoads

MOVEMENT SUMMARY

Site: 4415 [Princes Street/Canning Street PM - 5-6 - Existing]

Three-way intersection with "Seagull" treatment (Signals)

Signals - Fixed Time Isolated Cycle Time = 150 seconds (User-Given Cycle Time)

Mov	OD	Demand	Flows	Deg.	Average	Level of	95% Back	of Queue	Prop.	Effective	Average
ID	Mov	Total veh/h	HV %	Satn v/c	Delay sec	Service	Vehicles veh	Distance m	Queued	Stop Rate per veh	Speed km/h
East: F	Princes St	ireet									
5	T1	2006	0.0	0.436	5.4	LOS A	15.4	108.0	0.35	0.32	47.4
Approa	ach	2006	0.0	0.436	5.4	LOS A	15.4	108.0	0.35	0.32	47.4
North:	Canning	Street									
7	L2	34	0.0	0.023	7.0	LOS A	0.5	3.6	0.23	0.53	36.0
Approa	ach	34	0.0	0.023	7.0	LOS A	0.5	3.6	0.23	0.53	36.0
West:	Princes S	treet									
10	L2	16	0.0	0.568	12.0	LOS B	23.9	167.2	0.42	0.40	50.0
11	T1	2598	0.0	0.568	6.5	LOS A	23.9	167.4	0.42	0.39	45.5
Approa	ach	2614	0.0	0.568	6.5	LOS A	23.9	167.4	0.42	0.39	45.6
All Vel	nicles	4654	0.0	0.568	6.0	LOS A	23.9	167.4	0.39	0.36	46.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Mov	ement Performance - Pede	Demand	Average	Level of	Average Back	of Oueue	Prop.	Effective
ID	Description	Flow ped/h	Delay sec		Pedestrian ped	Distance		Stop Rate
P2	East Full Crossing	53	69.3	LOS F	0.2	0.2	0.96	0.96
P3	North Full Crossing	53	5.9	LOS A	0.1	0.1	0.28	0.28
P4	West Full Crossing	53	69.3	LOS F	0.2	0.2	0.96	0.96
All Pe	destrians	158	48.1	LOS E			0.73	0.73

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 1 [Existing AM Peak - Test - Updated Vols]

Alexandra Parade and Nicholson Street

Signals - Fixed Time Isolated Cycle Time = 160 seconds (User-Given Cycle Time)

Move	ement Pe	erformance	- Vehic	les							
Mov	OD	Demand		Deg.	Average	Level of	95% Back		Prop.	Effective	Average
ID	Mov	Total	HV	Satn	Delay	Service	Vehicles	Distance	Queued	Stop Rate	Speed
0	NP also have	veh/h	%	v/c	sec		veh	m		per veh	km/h
		on Street (Sou		,							
1	L2	91	0.0	0.438	62.7	LOS E	10.2	72.1	0.90	0.77	29.8
2	T1	217	3.0	0.438	57.1	LOS E	10.2	72.1	0.90	0.75	30.9
3	R2	153	0.0	0.802	74.8	LOS E	10.4	72.5	1.00	0.99	26.9
Appro	ach	460	1.4	0.802	64.1	LOS E	10.4	73.0	0.93	0.83	29.3
East:	Alexandra	a Parade (Eas	st Approa	ach)							
4	L2	553	0.0	0.487	22.0	LOS C	22.4	156.8	0.58	0.77	43.2
5	T1	2393	5.0	0.754	28.6	LOS C	46.7	341.1	0.83	0.77	40.9
6	R2	89	0.0	0.723	89.5	LOS F	7.3	51.0	1.00	0.84	24.3
Appro	ach	3035	3.9	0.754	29.2	LOS C	46.7	341.1	0.79	0.77	40.8
North	: Nicholso	n Street (Nor	th Appro	ach)							
7	L2	135	0.0	0.792	69.4	LOS E	24.3	172.7	1.00	1.00	28.8
8	T1	461	3.0	0.792	64.3	LOS E	24.3	172.7	0.97	0.93	29.2
9	R2	100	0.0	0.403	57.4	LOS E	6.3	44.2	0.90	0.78	30.8
Appro	ach	696	2.0	0.792	64.3	LOS E	24.3	172.7	0.97	0.92	29.3
West:	Alexandr	a Parade (We	est Appro	oach)							
10	L2	35	0.0	0.681	30.7	LOS C	22.9	166.4	0.68	0.62	41.8
11	T1	2047	5.0	0.681	26.8	LOS C	37.6	274.8	0.72	0.65	41.7
12	R2	35	0.0	0.281	36.4	LOS D	1.4	9.8	0.87	0.74	37.2
Appro	ach	2117	4.8	0.681	27.0	LOS C	37.6	274.8	0.72	0.65	41.6
All Ve	hicles	6307	3.8	0.802	34.9	LOS C	46.7	341.1	0.80	0.75	38.1

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement. Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Mov		Demand	Average	Level of	Average Back	of Queue	Prop.	Effective
ID	Description	Flow	Delay	Service	Pedestrian	Distance	Queued	Stop Rate
		ped/h	sec		ped	m		per ped
P1	South Full Crossing	53	21.6	LOS C	0.1	0.1	0.52	0.52
P2	East Full Crossing	53	70.5	LOS F	0.2	0.2	0.94	0.94
P3	North Full Crossing	53	24.8	LOS C	0.1	0.1	0.56	0.56
P4	West Full Crossing	53	68.6	LOS F	0.2	0.2	0.93	0.93
All Pe	destrians	211	46.4	LOS E			0.74	0.74

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 1 [Existing PM Peak - Test - 5-6 - Updated Vols]

Alexandra Parade and Nicholson Street

Signals - Fixed Time Isolated Cycle Time = 160 seconds (User-Given Phase Times)

		erformance				1	050/ 0			F (1)	
Mov	OD	Demand		Deg.	Average	Level of	95% Back		Prop.	Effective	Average
ID	Mov	Total veh/h	HV %	Satn v/c	Delay sec	Service	Vehicles veh	Distance m	Queued	Stop Rate per veh	Speed km/ł
South	: Nicholso	on Street (So			360		Ven		_	perven	KITI/I
1	L2	35	0.0	0.872	70.5	LOS E	39.6	284.0	1.00	0.97	28.8
2	T1	771	3.0	0.872	64.7	LOS E	39.6	284.0	0.96	0.94	29.3
3	R2	252	0.0	0.824	54.9	LOS D	16.0	112.3	0.94	0.89	31.5
Appro	ach	1057	2.2	0.872	62.5	LOS E	39.6	284.0	0.96	0.93	29.8
East:	Alexandra	Parade (Eas	st Approa	ach)							
4	L2	321	0.0	0.297	19.2	LOS B	10.8	75.9	0.52	0.73	44.
5	T1	1897	5.0	0.736	37.5	LOS D	40.2	293.7	0.88	0.80	37.3
6	R2	120	0.0	0.796	58.6	LOS E	6.0	41.8	1.00	0.87	30.
Appro	ach	2338	4.1	0.796	36.1	LOS D	40.2	293.7	0.84	0.79	37.
North	: Nicholso	n Street (Nor	th Appro	ach)							
7	L2	205	0.0	0.677	61.0	LOS E	18.7	132.4	0.94	1.00	30.4
8	T1	321	3.0	0.677	60.4	LOS E	18.7	132.4	0.95	0.87	30.0
9	R2	48	0.0	0.355	50.5	LOS D	2.6	18.3	0.97	0.74	32.7
Appro	ach	575	1.7	0.677	59.8	LOS E	18.7	132.4	0.95	0.91	30.4
West:	Alexandra	a Parade (We	est Appro	ach)							
10	L2	56	0.0	1.019	156.4	LOS F	64.7	470.4	1.00	1.28	17.
11	T1	2564	5.0	1.019	131.0	LOS F	97.1	708.5	1.00	1.27	19.1
12	R2	40	0.0	0.248	34.6	LOS C	1.5	10.6	0.85	0.74	37.9
Appro	ach	2660	4.8	1.019	130.1	LOS F	97.1	708.5	1.00	1.27	19.2
All Ve	hicles	6629	3.9	1.019	80.1	LOS F	97.1	708.5	0.93	1.01	26.0

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement. Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Mov		Demand	Average	Level of	Average Back	of Queue	Prop.	Effective
ID	Description	Flow	Delay	Service	Pedestrian	Distance	Queued	Stop Rate
		ped/h	sec		ped	m		per ped
P1	South Full Crossing	53	30.7	LOS D	0.1	0.1	0.62	0.62
P2	East Full Crossing	53	74.3	LOS F	0.2	0.2	0.96	0.96
P3	North Full Crossing	53	31.3	LOS D	0.1	0.1	0.63	0.63
P4	West Full Crossing	53	57.1	LOS E	0.2	0.2	0.85	0.85
All Pe	destrians	211	48.3	LOS E			0.76	0.76

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 4415 [Princes Street/Canning Street AM - 8-9 - Future - Scenario 1]

Three-way intersection with "Seagull" treatment (Signals)

Signals - Fixed Time Isolated Cycle Time = 150 seconds (User-Given Cycle Time)

Mov	OD	Demand	Flows	Deg.	Average	Level of	95% Back	of Queue	Prop.	Effective	Average
ID	Mov	Total veh/h	HV %	Satn v/c	Delay sec	Service	Vehicles veh	Distance m	Queued	Stop Rate per veh	Speed km/h
East: I	Princes St	ireet									
5	T1	2555	0.0	0.555	6.3	LOS A	22.9	160.6	0.41	0.38	45.8
Appro	ach	2555	0.0	0.555	6.3	LOS A	22.9	160.6	0.41	0.38	45.8
North:	Canning	Street									
7	L2	45	0.0	0.031	7.0	LOS A	0.7	4.9	0.23	0.53	36.0
Appro	ach	45	0.0	0.031	7.0	LOS A	0.7	4.9	0.23	0.53	36.0
West:	Princes S	treet									
10	L2	14	0.0	0.436	11.0	LOS B	15.4	108.0	0.35	0.33	51.1
11	T1	1993	0.0	0.436	5.4	LOS A	15.4	108.1	0.35	0.33	47.3
Appro	ach	2006	0.0	0.436	5.5	LOS A	15.4	108.1	0.35	0.33	47.4
All Vel	hicles	4606	0.0	0.555	6.0	LOS A	22.9	160.6	0.38	0.36	46.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Move	ement Performance - Pede	estrians						
Mov		Demand	Average		Average Back		Prop.	Effective
ID	Description	Flow	Delay	Service	Pedestrian	Distance	Queued	Stop Rate
		ped/h	sec		ped	m		per ped
P2	East Full Crossing	53	69.3	LOS F	0.2	0.2	0.96	0.96
P3	North Full Crossing	53	5.9	LOS A	0.1	0.1	0.28	0.28
P4	West Full Crossing	53	69.3	LOS F	0.2	0.2	0.96	0.96
All Pe	destrians	158	48.1	LOS E			0.73	0.73

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 4415 [Princes Street/Canning Street AM - 8-9 - Future - Scenario 2]

Three-way intersection with "Seagull" treatment (Signals)

Signals - Fixed Time Isolated Cycle Time = 150 seconds (User-Given Cycle Time)

Mov	OD	Demand		Deg.	Average	Level of	95% Back	of Queue	Prop.	Effective	Average
ID	Mov	Total veh/h	HV %	Satn v/c	Delay sec	Service	Vehicles veh	Distance m	Queued	Stop Rate per veh	Speed km/h
East: Princes Street											
5	T1	2555	0.0	0.555	6.3	LOS A	22.9	160.6	0.41	0.38	45.8
Appro	ach	2555	0.0	0.555	6.3	LOS A	22.9	160.6	0.41	0.38	45.8
North: Canning Street											
7	L2	139	0.0	0.095	7.2	LOS A	2.3	15.9	0.25	0.55	35.9
Appro	ach	139	0.0	0.095	7.2	LOS A	2.3	15.9	0.25	0.55	35.9
West: Princes Street											
10	L2	14	0.0	0.436	11.0	LOS B	15.4	108.0	0.35	0.33	51.1
11	T1	1993	0.0	0.436	5.4	LOS A	15.4	108.1	0.35	0.33	47.3
Appro	ach	2006	0.0	0.436	5.5	LOS A	15.4	108.1	0.35	0.33	47.4
All Vel	hicles	4700	0.0	0.555	6.0	LOS A	22.9	160.6	0.38	0.36	45.7

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Mov		Demand	emand Average Level of Average Back of				Prop.	Effective
ID	Description	Flow ped/h	Delay sec	Service	Pedestrian ped	Distance m	Queued	Stop Rate per ped
P2	East Full Crossing	53	69.3	LOS F	0.2	0.2	0.96	0.96
P3	North Full Crossing	53	5.9	LOS A	0.1	0.1	0.28	0.28
P4	West Full Crossing	53	69.3	LOS F	0.2	0.2	0.96	0.96
All Pedestrians		158	48.1	LOS E			0.73	0.73

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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STATION STREET ROAD CLOSURE Traffic Diversion Experiment

Section 3: Community consultation and resident feedback

3. Community feedback

3.1 Community consultation exercise (February / March 2016)

Initial community consultation was undertaken in February and March 2016 to provide an understanding of the level of support for a temporary closure of Station Street (refer to Figure 1 for consultation area).

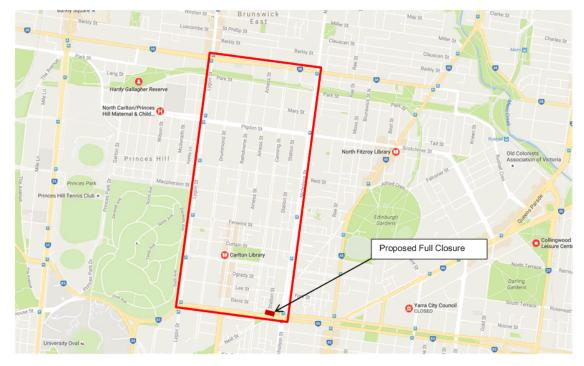


Figure 1. Consultation Area (area bounded by Princes St, Nicholson St, park St, Lygon Street in North Carlton)

A detailed review of the consultation results showed:

- a) the whole Carlton North consultation area 50% support closure, 50% do not support closure (354 responses total);
- b) properties on Station Street 78% support closure, 22% do not support closure (100 responses total, which are included in the total responses of 354); and
- c) properties that are potentially both collectively and individually affected by the closure and displaced traffic (the area bound by Rathdowne Street, Lee Street, Nicholson Street and Princes Street) see Figure 2 below (51 responses total, which are included in the total responses of 354)

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Street	Description	Support Closure	Do Not Support Closure	Number of Responses
Station Street	between Lee St and Princes St	82%	18%	17
Lee Street	between Rathdowne St and Nicholson St	70%	30%	10
Rathdowne Street	between Lee St and Princes St	33%	66%	6
Davis Street	between Rathdowne St and Canning St	0%	100%	4
Canning Street	between Lee St and Princes St	17%	83%	6
Nicholson Street	between Lee St and Princes St	66%	33%	3
Princes Street	between Rathdowne St and Nicholson St	20%	80%	5

Figure 2. Break down of Survey Results

The top reasons cited for either support or opposition to the temporary closure is shown in Figure 3.

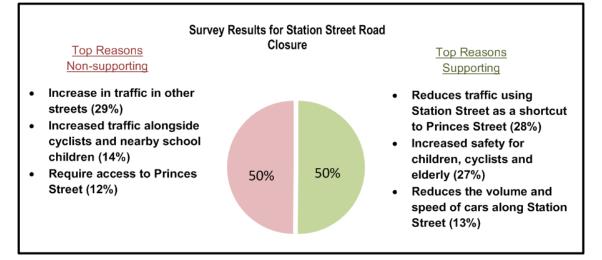


Figure 3. Break down of Survey Results

3.2 Station Street (between Lee Street and Princes Street) resident feedback

Council has received submissions from residents over a number of years expressing concerns regarding safety and the type and level of traffic using Station Street. Submissions made by residents from 2010 onwards is summarised below, whilst a submission made to Council by a local resident at the 10 November 2015 Council meeting is provided in Appendix 1:

• Bank up of arterial traffic using Station Street seeking to exit into Princes Street as an alternative to the Nicholson Street arterial road. Station Street has been observed by residents as a rat-running route to access Alexandra Parade. Photograph 1 has been submitted by resident to indicate queue lengths.

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Photograph 1. Queues on StationStreet pre-Melbourne Water works closure

- The worsening nature of traffic in this local residential street over the years. This included:
 - Increase in volume of traffic in Station Street over the years
 - High speeds observed from vehicles on Station Street
- Non-compliance with Stop Signs on Station Street
- Resident concerns with cars exiting Station Street to Princes Street and damaging the traffic treatment
- Safety concerns regarding cars exiting Station Street and crossing four lanes to get to the right turn lane to Nicholson Street. Photograph 2 shows a truck exiting Station Street and encroaching onto Princes Street.

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Photograph 2. Truck encroaching onto Princes Street

Section 4: Additional information required by VicRoads as per Traffic Engineering Manual Volume 1, Chapter 13: Road Closure

4 . Additional information and Council officer comment

4.1 Closure type

The proposed temporary road closure is located at the intersection of Station Street and Princes Street, North Carlton (refer to Figure 4).



Figure 4. Subject Site and its Environs Proposed Closure

Station Street access to and from Princes Street will be closed to vehicles only. The road closure treatment (i.e. bollards / barriers) will be placed on Station Street and will allow bicycles to pass through the closure. Pedestrian footpaths will remain open.

The required approvals for traffic management and associated signage on the local and arterial road network will be sought from VicRoads prior to the closure.

4.2 Background and objective of closure

A road closure on Station Street has previously been proposed as part of a Local Area Traffic Management Study of the North Carlton area in 2003. This was to only restrict egress (southbound) movements from Station Street to Princes Street due to expected redirected rat-running traffic caused by other measures being implemented in the precinct. It was decided at the time that this was a lower priority measure given the lower level of traffic using Station Street in comparison to other streets and the road closure was not implemented.

As part of works to upgrade the sewer network in North Carlton, Melbourne Water established a work site at the southern end of Station Street at the intersection with Princes Street between January 2015 and March 2016.

The worksite at Station Street extended across the full width of the road carriageway meaning that the movement of vehicular traffic along the street was effectively blocked at this location during the 15 month period.

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In December 2015, the decision to progress with the currently proposed temporary closure was made on the basis of the effectiveness of the (Melbourne Water) road blockage in addressing the following concerns expressed by some residents of Station Street:

- the previous lengthy bank up of arterial traffic using Station Street seeking to exit into Princes Street (i.e. before the Melbourne Water works); and
- the risk to cars crossing 4 lanes on Princes Street, to reach the right turn lane on Princes Street at Nicholson Street to turn south towards the CBD.

In February 2016, the City of Yarra undertook a public consultation exercise in the North Carlton LATM 2 Precinct to gain an initial understanding of the level of potential support for a temporary road closure.

The results of the consultation indicated that approximately 50% of residents in the Carlton LATM 2 Precinct supported a temporary closure, whilst half opposed. The key concern for some residents is the potential impacts associated with a redistribution of traffic into other streets in the area.

In April 2016, Yarra City Council resolved to progress with a proposal to temporarily close Station Street at the intersection of Princes Street, North Carlton, to vehicles for the purposes of undertaking a traffic diversion experiment.

4.3 Land use

Station Street is in North Carlton which is a Neighbourhood Residential Zone (NRZ1). North Carlton and the surrounding area is largely residential with a few industrial and commercial properties as shown in Figure 5. North Carlton primary school is located at the intersection of Lee Street and Canning Street.

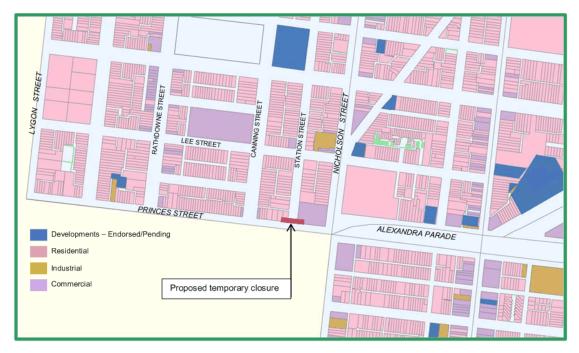


Figure 5. Land use & developments

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4.4 Controls within 500m of the closure

Information on traffic controls within 500m of the proposed temporary closure is shown in Section 3.2 of the GTA Traffic Impact Assessment (refer to Section 2 of this document).

4.5 Street and road network hierarchy

Information on the street and road network hierarchy is provided in Section 3.2 of the GTA Traffic Impact Assessment (refer to Section 2 of this document).

4.6 Previous closures and traffic diversion experiments

The proposed temporary road closure has not been subject of a previous traffic diversion experiment.

The Station Street / Princes Street intersection was closed between January 2015 and March 2016 as part of the Melbourne Water North Carlton Sewer Upgrade works.

Councillors and Council officers met with VicRoads in mid-2016 regarding a temporary closure on Station Street. VicRoads officers noted that there were no notable impacts on the arterial road network during this time.

4.7 Consultation with emergency services

Consultation with Victoria Police, Ambulance Victoria and Metropolitan Fire Brigade was conducted in November 2016. All parties have no major concerns regarding the proposed closure.

The Metropolitan Fire Brigade (MFB) noted possible extended response times to the premises in the southern area of Station Street due to the road closure. MFB noted that this will be offset by a communications plan and ongoing familiarisation of the area by those stations responding to "Alarms of Fire".

4.8 Consultation with public transport operators

Public Transport Victoria and bus operators Dysons and Transdev have expressed no objections towards the proposal.

4.9 Consultation with Bicycle Network

Initial consultation with Bicycle Network has indicated that it strongly opposes the Station Street temporary closure on the basis that the closure is highly likely to result in an increase in traffic using Canning Street to access Princes Street.

Bicycle Network considers that an increase in traffic using Station Street will decrease both the level of service (i.e. amenity) and safety for bike riders on Canning Street. Bicycle Network has noted that Canning Street is the third busiest on-road cycle route in Melbourne and that bike rider traffic on Canning Street increased by 15% in 2016 in comparison to the previous year. As similar increases in bike riders using Canning Street is anticipated in the future, Bicycle Network considers that it would not be appropriate to encourage more motor vehicles along this key bicycle corridor.

4.10 Communication and stakeholder engagement plan

The report provided by VicRoads will be presented to Council for consideration.

If the subsequent decision is to proceed with the temporary closure, Council will present the key findings of the study to the wider North Carlton community and will seek feedback on the proposal in accordance with Section 223 of the Local Government Act 1989. This will allow residents and other stakeholders the

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opportunity to make representations to Council in writing or in person before any decision on the installation of the closure is made by the Council.

If Council proceeds with the temporary road closure, the closure with be advertised in line with the requirements of the Local Government Act 1989. Any required traffic management approvals will be sought from VicRoads.

With a temporary closure in place, any impacted residents or stakeholders wishing to make a complaint or communicate with Council will be handled in line with Council's Customer Service Charter.

Utilities or other companies who undertake works within the road reserve will be managed by Council's Construction Management branch in line with current construction traffic management practices and policies.

Should any issues occur with the temporary closure, VicRoads and other key stakeholders will be consulted at an officer level as per current reporting and feedback processes. Any required changes will be communicated to the community.

The temporary closure will be evaluated after 12 months and a report will be presented to Council on the success of the closure. As part of this report, key stakeholders such as VicRoads, Bicycle Victoria and important local land uses (i.e. North Carlton Primary School) will be consulted with. Any decision to continue or end the temporary closure will be communicated to the community in accordance with Section 223 of the Local Government Act 1989.

4.11 Extent of traffic impacts and mitigation measures

The extent of the impacts on the road and transport network resulting from the proposal is set out in Section 5 (Traffic Impact) and Section 6 (Conclusions and Recommendations) of the GTA Traffic Impact Assessment (refer to Section 2 of this document).

The scope of works was previously agreed between Council and VicRoads officers.

Council officers have undertaken numerous on-site observations on Station Street (most recently in November 2016) and confirm that the traffic conditions presented in the TIA are representative of current typical traffic conditions on Station Street (i.e. maximum queue lengths of around 6 vehicles during the AM peak hour, with periods of the AM peak hour with no queuing at all, and a limited number of vehicles accessing Nicholson Street from Station Street via the right turn lane on Princes Street).

Council officers note that the scenarios tested by GTA Consultants represent the worst case or high impact outcomes for traffic impact testing purposes only. Applying the assumptions used by GTA over the course of the full day would see daily increases of traffic on Canning Street in the order of 105 to 470 vehicles per day (refer to Table 1).

Table 1 Daily traffic flows on Canning Street (between Davis Street and Princes Street) using GTA assumptions

	Existing daily traffic volume on Canning Street (approx. vehicles per day)	Increased number of vehicles using Canning Street (vehicles per day)	Future Daily Traffic Flow on Canning Street as per GTA scenarios
Scenario 1	550 to 620	105 to 110	655 to 730
Scenario 2	550 to 620	450 to 470	1,000 to 1,090

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Council officers also consider that there is unlikely to be any traffic or safety related impact on the broader road network as evident by the limited notable impacts on the road network during the full closure of the Station Street / Princes Street intersection between January 2015 and March 2016 associated with Melbourne Water upgrade works.

As any increased congestion associated with the temporary closure will only be on the local road network, no mitigation measures are proposed at this stage. All required signage and road closure treatments (i.e. bollards / barriers) will be supplied and funded by Council. Council officers will undertake on-going monitoring of the closure as part of the overall evaluation process.

The potential safety impacts for pedestrians and cyclists on Canning Street will need to be given further consideration by Council before a decision is made on the closure particularly given:

- The recent accident history involving cyclists on Canning Street, with one accident occurring after the changes to the lane arrangements on Canning Street.
- The very low levels of traffic and lack of identified traffic and safety issues on Station Street between Lee Street and Princes Street.
- The only changes to amenity on Station Street will be predominantly for those residents between Lee Street and Princes Street whilst any perceived amenity and safety issues and vehicle queuing will be transferred to other local streets in the area.
- The road closure has limited overall benefit for the North Carlton community and does not address
 potential rat-running between Station Street and Rathdowne Street (via Lee Street or Davis Street,
 with these vehicles crossing the bicycle lanes on Canning Street). The road closure on Station Street
 at the intersection with Princes Street may limit future options in addressing this issue.

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STATION STREET ROAD CLOSURE Traffic Diversion Experiment

Appendix 1: Resident Submission to 10 November 2015 Council Meeting

Why Station St should stay closed at Princes St

- FACT 1: The upgrade of the Carlton Sewer has created a forced closure of Station Street, Carlton North at Princes Street. Noise levels from the drilling and reduced parking have caused headaches for residents, but there's a silver lining. The closure has created an extremely positive impact on local residents and the community – our streets are now safe for pedestrians and cyclists again as we have cleared our residential area of rat runners.
- FACT 2: Councillors may be aware of the extensive North Carlton LATM review in 2002/03, in which GTA consultants recommended the closure of Station/Princes Streets. It was supported by local residents but not actioned. The 2014/15 LATM failed to happen, and is proposed for 2017/18. This means NO action 2019/20 - 18 years after the first recommendation.
- FACT 3: Meanwhile many similar residential streets have been closed at Princes St (such as the Carlton side of Station Street) to improve residential safety and traffic flow of Princes Street.
- FACT 4: Before the sewer works closure, cars exiting Station St would cut directly across four east-bound lanes of Princes St to turn south into Nicholson St. This dangerous practice caused regular accidents and has now ceased with the closure.



- FACT 5: Significantly reduced traffic is now diverted down Canning Street, where traffic lights allow for a safe exit from Canning St into Princes St, with greater time to change lanes for a turn into Nicholson St.
- FACT 6: Princes St traffic flow has improved significantly without cars forcing their way into traffic from Station St. We don't hear any car horns in peak hour any more.
- FACT 7: Carlton Neighbourhood Learning Centre users could not access parking due to the peak hour traffic backed up on Station St. That problem is solved by the closure.
- FACT 8: Pedestrians and cyclists on the north side of Princes St could not cross Station St without putting themselves in danger due to the traffic exiting Station Street. That problem is solved by the closure.
- FACT 9: Cars cutting the corner from Station St into Princes St have destroyed the bluestone curb on the east corner, which has been replaced many times by the council. This won't happen anymore.
- FACT 10: Three east bound lanes on Princes St become four lanes at the intersection of Station St. Before the closure, this encouraged morning rat running which started at Amess St to avoid Nicholson St. The morning rat run on residential streets has been significantly reduced pushing traffic back onto Nicholson St. Installation of 40KPH signs and speed bumps on Station did not help, but the closure helped immediately meaning fewer cars at children's centres including Gowrie, Carlton North Kindergarten and Carlton North Primary
- FACT 11: Cyclists riding west along Lee Street put their lives in danger in peak times when Station St is open to traffic (as Lee Street is a one-way street and they do not expect to give way). The temporary closure means safer access to Canning St and the Yarra Trail for cyclists.
- FACT 12: Cars travelling south along Princes St avoided the left turning lights at Nicholson Street by turning left at Station Street (speeding along the Station Street bike lane) and accessed Nicholson Street via Lee Street. No longer do we have speeding rat runners using residential streets as a short-cut.
- FACT 13: Closing the street would allow beautification and greenery from Princes St. The Carlton Neighbourhood Learning Centre could use the space for a community garden.

11.2 Yarra Libraries Local History Policy 2016

Trim Record Number: D16/144815 Responsible Officer: Director Community Wellbeing

Purpose

1. To seek Council's approval for the release of the attached draft Yarra Libraries Local History Policy 2016 for a community consultation period of four weeks commencing mid-January 2017, providing an opportunity for members of the community to comment and provide feedback.

Background

- 2. The draft Yarra Libraries Local History Collection Development Policy (LHCDP) in Attachment One is a revision of the LHCDP 2009.
- 3. The purpose of a LHCDP is to define the principles and processes guiding the acquisition, conservation and organisation of information and resources pertaining to the history of the local area within the context of Yarra Libraries overall mission. It provides an objective framework for building a balanced Local History collection in accordance with community needs and diverse formats that support access to information.
- 4. The LHCDP is a key document in the strategic framework of a public library. It is vital to the development of Local History collections, to enrich the community's understanding of its local identity as well as the past which has shaped the present. It is an essential management tool enabling responsible asset management.
- 5. The Local History collection and its use must be continually developed and monitored to ensure that it meets evolving community needs. The collection requires ongoing assessment to take advantage of potential developments and enhancements that respond to the needs of the community. It aims to make local history resources available in the most appropriate and cost-effective way.
- 6. The LHCDP includes guidance on providing specialist advice to guide and inform local history collection requirements and access to national and global electronic resources, including a growing number of online heritage resources.

External Consultation

- 7. This report is seeking approval for the draft LHCDP to be advertised and made available at libraries and on the website for community comment from mid-January 2017 to allow sufficient time to engage all relevant stakeholders.
- 8. Local History Groups will be contacted directly at the commencement of the public exhibition period seeking their feedback and comment on the revised policy.
- 9. The Draft LHCDP will also be forwarded to the Yarra Libraries Advisory Committee members for their feedback and comment on the revised policy.

Internal Consultation (One Yarra)

10. Not applicable.

Financial Implications

11. Yarra Libraries operates within the operating budget adopted by Council 2016/2017.

Economic Implications

12. There are no economic implications inherent in this report.

Sustainability Implications

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

Social Implications

14. The LHCDP ensures Yarra Libraries continues to serve the community through the acquisition, cataloguing, classification, preservation, digitisation and provision of access to a well-organised and balanced collection reflecting Yarra's diverse cultural heritage, and meeting the needs of its diverse demographic profile.

Human Rights Implications

15. Yarra Libraries actively supports the Charter of Human Rights and Responsibilities Act 2006. The Charter of Human Rights identifies 20 basic responsibilities for agencies delivering services on behalf of local communities. Yarra Libraries through a range of polices supports freedom of thought, conscience, religion and belief, freedom of expression, taking part in public life and cultural life.

Communications with CALD Communities Implications

- 16. Yarra Libraries meets the needs of the culturally and linguistically diverse members of the Yarra community through the provision of information and resources in community languages where appropriate. The library service engages the community through the delivery of programs and services that engage, value and promote cultural diversity within the community.
- 17. Yarra Libraries is committed to engaging and consulting with Yarra's CALD and hard to reach communities to ensure we support an environment that values diversity and fosters a strong sense of community.
- 18. To support the consultation period Yarra Libraries will identify, seek and encourage input from community groups and individuals from culturally and linguistically diverse backgrounds to ensure that the policy reflects their needs and priorities.

Council Plan, Strategy and Policy Implications

- 19. Development of the Local History Collection Development Policy with public feedback is a key action of the Yarra Libraries Strategic Plan 2013-2016 which impacts significantly on all Collection related actions through the acquisition, cataloguing, classification, preservation and provision of access to a well-organised and balanced collection reflecting Yarra's diverse cultural heritage, and meeting the needs of its diverse demographic profile.
- 20. Releasing the draft LHCDP for public comment is consistent with the Community Engagement and Consultation Policy 2014.

Legal Implications

21. There are no Legal Implications inherent with this policy

Other Issues

22. There are no other issues to report.

Options

23. Nil

Conclusion

24. The revision of the Local History Collection Development Policy is an essential step to ensure Yarra Libraries continues to provide an appropriate framework for building a balanced Local History collection in accordance with community needs and diverse formats that support access to information.

RECOMMENDATION

1. That Council approve the release of the attached draft Yarra Libraries Local History Policy for a public consultation period of four weeks commencing mid-January 2017 for members of the community to comment and provide feedback.

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

Attachments

1 Yarra Libraries Local History Collection Development Policy 2016

Yarra Libraries Local History Collection Development Policy



Attachment 1 - Yarra Libraries Local History Collection Development Policy 2016

1. Introduction

The Yarra Libraries Local History Collection is of central importance in supporting and enriching the community's understanding of its local identity as well as the past which has shaped the present. The acquisition, conservation and organization of these resources, prior to making them appropriately accessible for different levels of community need, is a primary responsibility of Yarra, one which cannot be appropriately shared with other Library services. While other library collections are regularly culled, Local History resources are of lasting and cumulative value for developing local knowledge and understanding

The Yarra Libraries Collection Development Policy (YLCDP) guides and informs development of the general public library collections. The Yarra Libraries Local History Collection Development Policy is a companion document to the YLCDP, providing specialist advice to guide and inform local history collection requirements.

Yarra Libraries provides library and information services to residents, workers and visitors to the City of Yarra at its five branch libraries. Our service is enhanced by the Yarra Libraries virtual library, providing access to national and global electronic resources, including a growing number of online heritage resources.

2. Background

Our local communities have a strong sense of identity. Yarra's libraries are one of the main sources for people seeking information pertaining to the history of the area. There is a high level of interest in local studies and the libraries have close links with community based groups such as local historical societies. Numerous rural, interstate and overseas inquiries are also received.

The LHC is recognized as an important element of the library collection, particularly given that the municipality includes Melbourne's earliest municipalities. Australian Library and Information Association (ALIA) states in its Policy and Planning Guidelines for Public Libraries that "*The public library has a responsibility to ensure that information about the history of the local community is collected, retained and made available*".

The history of the local community shall be defined as:

- 2.1. The area within the municipal boundary of the City of Yarra
- **2.2** As municipal boundaries change Yarra's heritage collections will draw on the resources of neighbouring libraries and other institutions to cover new areas.
- **2.3.** The collection period encompasses the pre-settlement era (pre-1835) to the present, focusing on the time period from 1836 to the present.
- **2.4.** The social, political, economic and physical history of the above areas, including all cultural and ethnic groups.
- **2.5.** Where appropriate, materials with a wider area coverage than the City of Yarra will be included, (e.g. adjacent areas in other municipalities).

Yarra Libraries provide services and collections from five public libraries located at Carlton, Collingwood, Fitzroy, North Fitzroy and Richmond. All branches have a Local History collection, predating the formation of the City of Yarra, reflecting the diverse municipalities that amalgamated in 1994. These collections vary in size and content, according to their collection development precedent.

Yarra Libraries will develop the five Local History Collections as an integrated resource for the whole city. While each collection is housed in a separate library and will continue to be focussed on its former municipal area, the future development of Yarra's Local History Collection is based on meeting the

educational and research needs of their different local communities in a comprehensive, consistent, coherent and equitable way.

Yarra Libraries is committed to an ongoing digitizing programme to improve access to our collection. We have a digital asset management tool (Portfolio) which enables PDFs, images, videos, and audio files to be accessed and available via our online catalogue.

3. Local History Collection Development Policy Rationale

The Local History Collection Development Policy is an essential component of effective public library collection management. Informed by professional standards, driven by community need and the strategic planning process, the Local History Collection Development Policy communicates the parameters of the collection and a framework for its development.

The Collection Development Policy document has been developed by the Yarra Libraries specialist staff according to professional industry guidelines. Responsibility for collection development and delivery sits with the Co-ordinator Community Learning and Partnerships. For Local History resources, responsibility sits with the Team Leader Digital and Community Learning. These roles report to the Manager Library Services, who is responsible for policy delivery.

The purpose of Yarra's Local History Collection (LHC) is to serve the community through the acquisition, cataloguing, classification, preservation and provision of access to a well-organised and balanced collection reflecting Yarra's diverse cultural heritage, and meeting the needs of its diverse demographic profile.

It should conduct this in the following ways:

- **3.1.** By acting as a source of information on the history of the City of Yarra. Recent materials held or related to collections in neighbouring municipalities will not be actively collected.
- 3.2. By continuing to acquire material relevant to the community in these designated areas.
- **3.3.** By providing a safe and secure repository for material of past, present or future interest that might otherwise be lost to the community.
- **3.4.** By acting as a central point of knowledge and contact for all interested parties, both users and collectors.
- **3.5.** By ensuring that we protect our digital content aligning with best practice to ensure long term access.
- **3.6.** Through the availability of contemporary LHC location tools.
- 3.7. Yarra Libraries aims to work cooperatively with Local Historical Societies.

The lasting historical and information value of the items in the LHC is more important than just visual appeal. The materials in this collection are intended for both general education purposes and specialised research. To maximise their longevity, they are not available for loan. Duplicate copies of some published resources may be available in the lending collection. Preservation and/or conservation work will be undertaken according to professional standards and advice. Material in poor condition may be withdrawn from public access. Where possible, access to document copies will be provided.

Yarra's branch libraries have differing storage and preservation capacities. Yarra Libraries therefore has the responsibility ensuring that when unique material is acquired it is provided with appropriate archival storage in a suitable location for the integrated collection.

4. Policy Context

4. 1 Council Plan

The direction of the Yarra Libraries Strategic Plan is notably characterized by strategic objectives of the City of Yarra. These are:

- Serving Yarra's Community
- Supporting a diverse and dynamic Yarra

4.2 Yarra Libraries Strategic Plan

The Yarra Libraries Strategic Plan is developed to accord with the priorities of the Council Plan framework. The Yarra Library Strategy 2017 – 2020 will inform the implementation of this CDP.

4.3 Yarra Heritage Strategy 2015 - 18

Refers to the objects, collections, documents and records of the City which encompass both Aboriginal and non-Aboriginal heritage.

5. Collection Development Framework

5.1 Collection Principles

The Yarra Libraries Collection Development Policy:

- Supports the development and delivery of identified strategic objectives and actions
- Supports the identification and allocation of collection funds for current and future priorities
- · Ensures that objectivity and professional rigor inform the selection and weeding processes
- Provides guidelines for the collection, including subject profiles, depth of coverage and resource formats
- Provides an essential tool for induction, reference and ongoing staff training

5.2 Funding and Management

Sustainable funding for the purchase of library materials is critical to the development of the Yarra Libraries Local History collections.

Budgets for specific collections are reviewed annually by the Library Leadership Team, taking into account usage levels, community trends, special collection needs, developing trends and emerging formats. Local History specific funding to support cumulative use and storage needs will be submitted to the budget cycle for consideration in accordance with Council's priorities and strategic objectives.

5.3 Community and Stakeholder Engagement

Local History Societies in Yarra have a strong commitment to ensuring that the library acquires and preserves relevant Local history material. Yarra Libraries has a commitment to engaging with the community and uses a range of community consultation mechanisms. Local History Societies are welcome to provide suggestions and feedback by advising staff, local library branch meetings, using feedback forms at each branch and via the website. We also welcome any suggestions for items to purchase that fit our selection guidelines.

6. Access

6.1 Collection Access

Yarra Libraries ensures access by:

- Providing knowledgeable, friendly and helpful staff.
- Providing an online catalogue accessible via the library website offering 24/7 service.
- Providing prompt, ongoing, regular cataloguing of Local History new acquisitions which are added to the online catalogue, minimising backlog.
- Answering Local History enquiries that are received either via the library website, in person or by phone in a timely manner.
- Contributing to State or National co-operative ventures which will enhance access to Yarra's photograph collection.
- Investigating and contributing to any future digitization projects.
- Providing scanned copies of copyright-free digital images to individuals as requested. This may incur a small charge to cover the cost of providing images on a DVD.
- Working with Local Historical Societies to increase access via digitization of material
- Endeavouring to purchase duplicate copies to ensure lending copies of materials wherever possible and as the budget allows.
- Ensuring that fragile and unique material is handled appropriately.
- Ensuring that the library stores items in conditions that will assist long term preservation, with periodic review to ensure appropriate conditions for different formats.
- Purchasing digital formats in preference to physical formats.

The local history collection is a non-lending collection and as such resources are not made available to other libraries through inter library loan (SWIFT, LibraryLink or Trove). In instances where Yarra has the last remaining copy of significant historical material, Yarra Libraries may provide duplicate copies for other organizations. On request, items may be made available for viewing at other branch libraries subject to condition of items and branch storage conditions

6.2 Policy Statement

- All materials purchased or donated for the LHC become the property of the City of Yarra.
- A donation form must be filled out by any person or institution wishing to donate items to the Local History collection. Donations are to be without restriction regarding use or future disposition.
- Any proposed acquisitions will be subject to the selection guidelines before inclusion in the collection. Worthwhile materials that do not fit the above criteria will be offered to other appropriate organisations/institutions.
- The LHC is a reference collection for use in the library only.

6.3 Policy Review

A review of the Local History Collection Development Policy, including a public comment process, will be conducted every four years to ensure that the collections are managed in accordance with contemporary professional standards in line with community expectations

Attachment 1 - Yarra Libraries Local History Collection Development Policy 2016

7. Scope

This is a non-lending collection, although lending copies for the general collection are purchased where possible. The aim of the Local History collection is to provide a range of materials reflecting the rich diverse heritage of the municipality. The library aims to acquire, describe and preserve resources relating to the City of Yarra in co-operation with Yarra's local history groups.

These individual collections consist of books, theses, photographs, newspapers, maps, periodicals, journal articles, pamphlets, ephemera, manuscripts, portraits, prints, microform, rate- books, audio and videotapes, DVDs and electronic databases. The collection features small realia items.

Collections may also include artworks that best illustrate the physical, artistic, cultural, social and political history and development of the City of Yarra. Artworks will be acquired and managed in accordance with the City of Yarra Collection Management Policy. Art works may be referred to the Yarra Art and Heritage Collection according to the policy guidelines of that companion document.

8. Selection Criteria and Guidelines

8.1 Responsibility

Staff responsible for management of the LHC will interpret and apply the selection guidelines for both purchases and gifts under guidance from specialist staff.

8.2. Selection

The acquisition of material for the LHC must focus on the community and its needs. Collection of materials should be pro-active and retrospective. The following list, while not exhaustive, provides guidelines for the type of material that may be sought for inclusion:

- 8.2.1 Published histories or other works relevant to the area.
- 8.2.2 Oral history recordings, videotapes, films etc. made about the Cities of Yarra and its residents.
- 8.2.3 Records of local businesses and associations, schools, churches, sporting bodies, welfare organisations etc.
- 8.2.4. Papers of prominent local families/individuals, genealogies and manuscripts.
- 8.2.5. Family history research papers and publications relevant to the City of Yarra.
- 8.2.6. Reference material such as bibliographies, directories and guides. This may include guides to holdings of relevant material in other manuscript or archival collections.
- 8.2.7. Community based publications such as newspapers, magazines, gazettes, newsletters, etc.
- 8.2.8. Documents/research papers/photographs relating to buildings (private, commercial and public) and property.
- 8.2.9. Research papers and theses pertaining to local areas produced at a tertiary education level.
- 8.2.10. Studies undertaken by private or government bodies referring to, or having impact on, the local communities.
- 8.2.11. Photographic works of local historical interest including prints, postcard, slides and negatives.
- 8.2.12. Artworks by local artists or depicting local scenes or personalities or as fitting the criteria for acquisition within the City of Yarra Collection Management Policy.
- 8.2.13. Materials that provide instruction relating to genealogy, local history, preservation, oral history and similar topics.
- 8.2.14. Maps and plans including Survey plans, Land subdivision plans, Architectural plans and Aerial photographs.

- 8.2.15. Community archives of selected local organisations.
- 8.2.16. Ephemera, including leaflets, flyers, pamphlets, original documents such as land deeds, certificates and military papers.
- 8.2.17. Local authors writing about the City of Yarra.
- 8.2.18. Periodicals about local history and genealogy of Melbourne and Victoria.
- 8.2.19. Digital material which is relevant to the local area or Melbourne
- 8.2.20. All other relevant local history materials that meet selection guidelines.
- 8.2.21 Materials that will support education on City of Yarra local history.
- **8.3.** Whenever possible, material should be acquired in duplicate for security and preservation reasons. The need for copies for lending should also be considered.

Any materials deemed by the Team Leader Digital and Community Learning to enhance the collections of the LHCs or to enlarge its scope in a coherent way may be added to the collection, regardless of whether or not it falls into a category listed above or below.

- **8.4.** Acceptance of donations to the permanent collections shall be made on the following conditions.
 - 8.4.1. Consistency with Yarra Libraries' mission and the purpose of the LHC.
 - 8.4.2. Authority, authenticity and reliability.
 - 8.4.3. Educational, interpretive, research and/or exhibit value.
 - 8.4.4. Adequacy of documentation.
 - 8.4.5. Clear title available from the source of acquisition.
 - 8.4.6. Ability of the library to care properly for and use the acquisition.
 - 8.4.7 In selecting materials for purchase or accepting donations, the library shall be cognizant of the space and preservation constraints inherent in the local library, the research potential of the item, and the suitability of the material in Yarra Libraries comparative to other repositories.
 - 8.4.8 Gifts in the form of material for the LHCs are evaluated under the same criteria as purchased materials. The Team Leader Digital and Community Learning may decline to accept for the LHC any gift of material that seems inappropriate to the collection or that would be more appropriate in another repository. In such cases, the would-be donor should be informed of the scope of the LHC and, if possible, put in touch with an institution that might wish to accept the offered gift.
- **8.5.** Yarra Libraries' justifications for not accepting gifts may include, but not necessarily be limited to the following:
 - 8.5.1. Outside the library's scope.
 - 8.5.2. Deteriorated or lacking in physical integrity unless unique.
 - 8.5.3. Cannot be preserved.
 - 8.5.4. an inauthentic or duplicate document
 - 8.5.5. Limited relevance and research potential

The limited shelving space in the LHC is a consideration in adding material to the collection. The Team Leader Digital and Community Learning may find it necessary to decline a large gift of material of a kind already included in the collection should there be insufficient shelving or space to accommodate it.

8.6. Donors of material to the LHC will be routinely asked to provide written documentation/ information accompanying the gift to the library and giving the Library the right to dispose of the gift as they see fit. Gifts of collections accepted by Library need not be retained as a whole, but may be divided, with some items put into the LHC, and remaining items donated-on or sold.

Attachment 1 - Yarra Libraries Local History Collection Development Policy 2016

All primary source materials donated should be accompanied by identifying documentation together with any other relevant descriptive documentation including provenance and the donor's right to dispose of the material.

Artworks donated to the collection will be required to meet criteria outlined in The City of Yarra Collection Management Policy.

8.7. In instances where artefacts are offered, but not acquired due to inability to store or maintain, efforts should be made to record items as much as possible through photographs, measurement and description.

Selection Tools

These will include:

- Professional journals
- Online databases
- External professional advice
- Bibliographies

9. Format

While Yarra Libraries aims to cover a range of formats, exceptionally large items may be considered suitable for storage in the Council's Art and Heritage collection. All materials considered must be directly relevant to the collection parameters and we would need to always consider if storage space is sufficient.

It is preferable to include material in digital format subject to copyright reproduction and budget constraints. This includes the digitization of materials already held by the Yarra Libraries in order to maximize access to the collection. Opportunities to apply for grants to enable this will be pursued.

10. Weeding

Weeding is the term used to describe the process by which an item is withdrawn from the collection. Duplicate, irrelevant or damaged materials will be withdrawn by the Team Leader Digital and Community Learning with input from the specialist staff. We aim to consult with the relevant Historical Societies if additional expertise regarding relevance of content is required.

Items will remain in the collections as long as they retain their physical integrity, identity, and authenticity, and as long as they remain relevant and useful to the purposes and activities of Yarra Libraries. Withdrawals of materials will be considered when these conditions no longer prevail or if the Library should receive similar items in better condition. In all instances we will offer donations of any weeded material to other organizations which have an interest and role in preserving historical information. Space is limited in our libraries. While not the sole determining factor, it may be a consideration in deciding to keep or withdraw material. The Yarra Libraries Local History collection is exempt from standard weeding processes.

Attachment 1 - Yarra Libraries Local History Collection Development Policy 2016

11. References

Yarra Libraries Collection Development Policy. Yarra City Council 2015 <u>http://www.yarracity.vic.gov.au/ignitionsuite/uploads/docs/Yarra%20Libraries%20-%20</u> <u>Collection%20Development%20Policy%202015.pdf</u>

Information Literacy for all Australians <u>http://www.alia.org.au/policies/information literacy.html</u> Adopted 2001. Amended 2003, 2006.

ALIA Statement on free access to information http://alia.org.au/policies/free.access.html Adopted 2001. Amended 2007, 2015.

Lunn Veronica 2006, Content and Access in Victorian Public Libraries: A Strategic Framework 2006-2010. Library Board of Victoria, Melbourne

IFLA/UNESCO Public Library Manifesto.1994 http://www.ifla.org/VII/s8/unesco/eng.htm

Yarra Council Arts and Cultural Strategy 2016-20 http://yarracityarts.com.au/arts-and-cultural-strategy-2011-2015/

11.3 Yarra Libraries Opening Hours Review 2016

Executive Summary

Purpose

To seek Council endorsement of the proposed change in opening hours across Yarra Libraries, as per <u>Option 2</u> in this report, which extends the operating times by 35 hours.

Key Issues

The current Yarra Libraries Opening Hours were put in place in 2007 with the dissolution of Yarra Melbourne Regional Library Corporation. Since this time there has been no change to the Yarra Libraries

The Opening Hours Review process focused on increasing the library's opening hours based on demand, trends, customer feedback, and what the service has the capacity to deliver within operating costs which include additional hours for Bargoonga Nganjin, North Fitzroy Library.

The process included an extensive review of library performance data, current opening hours, benchmarking against Melbourne Metropolitan library services, and City of Yarra population forecasts. Further to this Yarra Libraries conducted a community 'Poll' which asked the community to consider two proposed options to change the library opening hours. An analysis of the results of the community poll is attached to this report.

A link to the poll was forwarded to 38,574 library members, with total 1,823 responses received. 63.1% or 1,151 of those polled indicated a preference for Option 1 (as per Table 2, paragraph 58) which increases overall opening hours for the Yarra Library Service by 33 hours and includes opening all Libraries on a Sunday. A total of 672 or 36.9% or 672 of respondents indicated a preference for Option 2 (Table 3, paragraph 60). Option 2 sees the Collingwood Library closed on a Sunday afternoon and open from 10am to 6pm Monday to Friday.

The two options presented both offer increased operating hours without increasing the overall cost of the library service.

Financial Implications

The two options presented in this report are cost neutral and will be managed within Yarra Libraries Budget allocation.

PROPOSAL

To seek Council endorsement of the proposed change in opening hours across Yarra Libraries, as per <u>Option 2</u> in this report, which extends the operating times by 35 hours. If approved, the change in hours would be planned to coincide with the opening of Bargoonga Nganjin, North Fitzroy Library in early 2017.

11.3 Yarra Libraries Opening Hours Review 2016

Trim Record Number: D16/181213 Responsible Officer: Director Community Wellbeing

Purpose

1. To report on, and seek Councils endorsement for, the extension of Yarra Libraries hours following the completion of the Opening Hours Review.

Background

- 2. The Yarra Libraries Plan 2013-2016: Building Community Discovery identified the need for the library service to consider a review of opening hours via the action 'Seeks support for the equitable extension to Yarra Libraries opening hours, following the Yarra Libraries Opening Hours Review'. A key outcome of this review is expected to be increased access to library branches, commencing with the North Fitzroy Library upon opening the facility.
- 3. The review of the Yarra Libraries opening hours has been conducted with six key principles in mind:
 - (a) introduction of consistent opening and closing hours across Yarra Libraries;
 - (b) increase the number of branches open in the morning (from 10am);
 - (c) all new options must incorporate additional operating hours for the North Fitzroy library;
 - (d) review the value of operating all five branches on weekends;
 - (e) ensure there is a Library open in Yarra every evening from Monday to Thursday; and
 - (f) any changes to be managed within the existing budget allocation.
- 4. The process included an extensive review of library performance data, current opening hours, benchmarking against Melbourne Metropolitan library services, and City of Yarra Population Forecasts.
- 5. Further to this Yarra Libraries conducted a community 'Poll' which asked the community to consider two proposed options to change the library opening hours. An analysis of the results of the community poll is attached to this report.

External Consultation

- 6. The Opening Hours Review process took a different form to previous community consultation processes, releasing two scenarios based on the principles outlined in paragraph 5 above, to the community for their consideration and comment. This took the form of a poll which allowed for community comment and feedback. This approach ensured that the end result reflected community expectations and what was considered deliverable from a resource perspective.
- 7. A link to the poll was forwarded to 38,574 library members who provide the library service with an email address, and to the 20,000 members who opt to receive the monthly Yarra Libraries Newsletter. The 'Poll' was also promoted via the June/July Yarra News and was made available on both Council and Yarra Libraries webpages. One-on-one interviews were conducted by Yarra Libraries bilingual staff to ensure representation from CALD and other hard to reach pockets of the community.

Poll Results

8. The Opening Hours Review Poll received a total of 1,823 responses.

- 9. Of those responding to the survey 1,713 (94%) of respondents spoke English and 110 (6%) of overall poll respondents identified has speaking a language other than English. 69.3% of customers polled were female and 28.3% male. Respondents ranged in age between15 to 76 plus years of age with responses received distributed fairly consistently across all age categories.
- 10. Question 3 of the poll asked customers to indicate which Yarra libraries five branches they had visited the over the past twelve months. The responses were as follows; 43.1% Carlton Library, 38.8% Fitzroy Library, 32% North Fitzroy Library, 28.9% Richmond Library and 28.6% Collingwood Library.
- 11. Question 4 asked the respondents branch they visited most often. The respondents indicated the most visited libraries were the Carlton Library (27%) and Richmond Library (21%). The results indicated Collingwood Library was visit least often by respondents (13%).
- 12. When asked to indicate a preference in relation to the options proposed, 1,151 or 63.1% of respondents indicated a preference for Option 1 (Table 2, Paragraph 58 below) which increases overall opening hours for the Yarra Library Service by 33 hours. This option also maintains the current Sunday opening at the Collingwood Library, but results in this branch being closed at 5pm Monday to Friday. A total of 672 or 36.9% of respondents indicated a preference for Option 2 (Table 3, paragraph 60 below) which increases the overall opening hours of the Yarra Library Service by 35 hours. Option 2 sees the Collingwood Library closed on Sunday afternoon and open until 6pm Monday to Friday.
- 13. Poll respondents were invited to provide general comments about the library and its opening hours. As a result approximately 800 comments were received from poll participants. Most comments consisted of feedback relating to library service levels generally, comments relating to staff, collections, technology and facilities.
- 14. Further comments related to the two options indicated that survey respondents welcomed the extension of hours and the consistency offered by the two revised opening hour options.
- 15. The majority of respondents to the poll indicating they were Collingwood Library users identified option one (Table 2 below) as their preference, primarily because this maintained the Sunday opening hours.
- 16. Despite the preference expressed by poll respondents for option one, it remains the opinion of the 'Opening Hours Review Working Group' that option two (Table 3 below) represents a better spread of operating hours for both Yarra Libraries overall and the Collingwood Library. This position is supported by the pre-poll data analysis which clearly illustrates that visits to the Collingwood Library, particularly on Sundays, is consistently significantly lower than the other branches (less than 100 visits at Collingwood compared with up to 180 in Fitzroy), and when compared with the aggregate of the visits Monday to Friday between 5 and 6pm, is also significantly lower (100 visits per Sunday compared to 131 visits Monday Friday between 5 and 6pm). See tables 3.6 and 3.2 respectively in Attachment 1.
- 17. Officers acknowledge that the proposal to close Collingwood Library on Sundays and retain the opening hours from 5-6pm weekdays is not supported by the majority view in the survey results, and recognise that both of the options presented provide increased opening hours across the service and would be an improvement on the existing opening hours.

Internal Consultation (One Yarra)

18. Yarra Libraries staff have been consulted at various stages of the opening hours review process. 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

19. Yarra Libraries operates within the operational and capital budgets approved annually by Council for each financial year. The two options provided in Table 2 and Table 3 of this report are cost neutral. Variations to these two options will result in an increase to the annual operating of Yarra Libraries.

Economic Implications

20. 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

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

Social Implications

22. 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

- 23. Yarra Libraries actively supports the Charter of Human Rights and Responsibilities Act 2006, listing 20 substantive rights, notably those of direct relevance to the role and function of public libraries:
 - (a) freedom of thought, conscience, religion and belief;
 - (b) freedom of expression;
 - (c) taking part in public life; and
 - (d) cultural life.

Communications with CALD Communities

- 24. 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.
- 25. Of those responding to the survey 1,713 (94%) of respondents spoke English and 110 (6%) of overall poll respondents identified has speaking a language other than English.
- 26. Consultation with members of Yarra's CALD community took the form of one on one and small group interviews. These interviews were conducted by Yarra Libraries staff in a number of community languages.

Council Plan, Strategy and Policy Implications

- 27. 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.
- 28. 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. The increase to Yarra Libraries opening hours supports the service's capacity to deliver positive community outcomes a range of Council commitments.
- 29. 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

30. There are no legal implications for this report.

Other Issues

Benchmarking against other Melbourne Metropolitan Library Services

- 31. As part of the Yarra Libraries Opening Hours Review 2016 the service was benchmarked against six Inner Metropolitan public library services. The benchmarking exercise considered area serviced (sq. km), total hours open, visits, number of branches, membership, EFT and associated costs.
- 32. These inner city municipalities have a variable number of Libraries. Darebin has the least (4), and Melbourne has the most (7). All other municipalities have 5 Libraries. Of these services Darebin (53km2) provided 1 branch for 37,182 head of population as compared to Yarra (20km2) 1 branch for 17,301 head of population. When comparing the square km serviced Darebin provides one library branch per 13.24km2 as compared to Yarra that provides 1 branch per 4km2. For a complete breakdown of branches per head of population and per sq. km, see Table 5.1 Attachment 1.
- 33. Yarra Libraries currently opens each of its branches on Sunday. Benchmarking demonstrates that only two of the five inner city public library services surveyed open all branches on a Sunday; Boroondara and Melbourne Library Services. All other surveyed services close a minimum of two branches. See Table 5.2 in Attachment 1.
- 34. All public library services reviewed provide consistent opening times across the week, opening most branches at either 9am or 10am weekdays. Consistent closing times are common amongst the public library services benchmarked. 8pm is the most common finishing time with some library services closing at either 7pm or 9pm.
- 35. The Boroondara Library Service opens select branches at 9am, with many of their branches closing between 5pm or 6pm. The Port Phillip Library Service also limits the total number of weekday hours for smaller branches, the Middle Park branch opening only four hours per day.
- 36. The average number of hours amongst surveyed library services is 51.25 hours per branch. The Yarra average is currently 46.8 hours per Branch.
- 37. The Library services benchmarked had a consistent spread of hours across branches, Monday – Friday with hours varying between 1.5 – 2 hours. The greatest variance for Yarra Libraries branch opening hours is 3.8 hours, well above the variances of the other services.
- 38. All library services reviewed tend to have reduced hours, including limited evening and weekend opening hours, for smaller branches.

Yarra Libraries Performance Data Analysis

- 39. The gathering and analysis of Yarra Libraries performance data included a one week snapshot of visits per branch, per quarter, Monday through Sunday throughout the year (See Figures 2.1-2.7, Attachment 1). The data was broken down further by visits per hour with particular focus placed on attendance between 4pm and 8pm. An hour-by-hour review of the respective library branch performance on Saturdays (12pm – 4pm) was also undertaken.
- 40. The analysis of feedback and performance data shows that the 1pm opening times are having a significant impact on both Yarra Libraries image and performance. As identified via the benchmarking exercise, no Inner Metropolitan library service with the exception of Moreland (which opens at 11am) opens a library branch later than 10am. Melbourne and Moonee Valley currently open select branches between 8am 9am.
- 41. In comparison to our Metropolitan neighbours Yarra Libraries visits are extremely low. The Port Phillip Library Service who most closely mirrors Yarra Libraries in Area Serviced (sq. km), total number of opening hours, number of branches and visits, received 205,399 more visits than Yarra Libraries in 2014-15. (See Table 5.1, Attachment 1) The most notable difference between the two services is the consistent 10am opening time and longer Saturday hours at select branches in Port Phillip. This benchmarking data is shown in Table 5.1, Attachment 1.

- 42. Figure 2.1-2.7 in Attachment 1 illustrates the average number of visits, calculated quarterly, per hour, per branch. According to this data Yarra Libraries visits across evenings (after 6pm) and weekend hours is low across the board. However the Collingwood Library consistently received less visits after 6pm and across weekend hours. This could be attributed to the fact that unlike the other four branches, the Collingwood Library is located away from major activity precincts.
- 43. The Collingwood Library is currently open on Tuesday, Thursday and Friday mornings from 10am. These opening times attract a high level of visits in comparison to the evening and weekend opening times.
- 44. Opening the Collingwood library on a greater number of mornings rather than evenings is expected to improve the number of visits to this branch. The Collingwood Library is currently opening on Wednesday and Thursday evenings until 8pm, and from 6pm on these evenings visit levels decrease considerably. In fact, Collingwood has the lowest visiting rates of all branches in the evenings.
- 45. Closing the Collingwood Library in the evenings and opening this branch in the mornings is likely to facilitate much greater attendance.
- 46. On weekends the Collingwood library is opening from 10am-3pm Saturdays and 2pm-5pm on Sundays, with visit levels consistently low throughout the day, both in comparison to weekdays, and in comparison to the other four branches. Decreased opening hours across the weekend at Collingwood would be justified in order to enable greater hours of operation at other Libraries where there is greater demand.
- 47. Under the options considered below, all Library branches are set to gain additional operating hours with the exception of the Collingwood Library which is proposed to have a decrease in hours overall to allow increases in hours at other more popular Branches; less 5 hours in Table 2 below (paragraph 45) and less 3 hours in Table 3, also below (paragraph 47). This change would support an improved distribution of hours across the library service and more effective operating hours for the Collingwood Library.

Budget and Staffing

- 48. Approximately ninety percent (90%) of the total Operating Budget for Yarra Libraries is made up of staff costs.
- 49. Local Government Performance Reporting Framework (LGPRF) Data indicates the cost of delivering the library service per visit is \$8.25 in Yarra, compared to \$6.52 for 'Similar Councils' and \$6.83 for 'All Councils'. This is primarily due to the number of libraries provided within Yarra and the comparative higher ratio of libraries per residents and per square kilometre (and as a result higher level of service), when compared to other Local Government Areas.
- 50. Yarra Libraries estimates an additional 4 EFT is required to deliver increased hours and services from the new Bargoonga Nganjin, North Fitzroy Library. Based on the analysis over the course of this review process we will be able to open the Bargoonga Nganjin, North Fitzroy Library for 53 hours, plus support the implementation of extended opening hours in the mornings across the library service.
- 51. A test roster was developed based on the Officers recommended operational hours for the service Table 3 (paragraph 47 below). This roster takes into account maximum on-desk staff hours available Monday through to Friday including additional North Fitzroy EFT. The test roster took into account set commitments such as a 30 minutes set-up time and 10 minute closing time.
- 52. Based on the preferred opening hour's scenario, Yarra Libraries requires 646 desk hours for weekdays. Yarra Libraries current EFT plus the additional EFT for the Bargoonga Nganjin, North Fitzroy Library delivers the desk hours required for both options presented for community consultation without the need for additional resources.
- 53. The options proposed within this report do not represent any changes to library staff work conditions. All proposed changes outlined in the report are guided by the current City of Yarra Enterprise Agreement 2013-2017.

54. Should Council proceed towards formally adopting either of the options outlined in Table 2 or Table 3 below, library staff would receive formal written notification confirming the adopted changes.

Revised Yarra Libraries Opening Hours Scenarios

55. A number of options and scenarios were considered as part of this review process. Three scenarios are provided below these include the current opening hours. The delivery of hours identified in Table 2 and 3 below rely on the provision of four additional EFT allocated to Bargoonga Nganjin, North Fitzroy Library in the 2016/17 Budget, staff undertaking rostered shifts across all sites and take into account the principles identified in paragraph 5 of this report.

Options

56. The Tables below represent the current opening hours (Table 1) and the options identified to extend the opening hours across Yarra Libraries and respond to the identified demand for particular Libraries to be open (Tables 2 and 3 respectively). Note, the proposals in Tables 2 and 3 increase the opening hours without increasing the overall cost of the Library service.

	М	т	w	Th	F	Total weekday	S	Su	Total weekend	Total
Carlton	1-8	10-8	1-6	10-6	1-6	35	10-4	2-5	9	44
Collingwood	1-6	10-6	1-8	10-8	10-6	38	10-3	2-5	8	46
Fitzroy	10-6	1-8	1-8	10-6	1-6	35	10-4	2-5	9	44
North Fitzroy	1-8	10-6	10-6	1-6	1-6	33	10-1	2-5	6	39
Richmond	10-8	10-8	10-8	10-6	1-6	43	10-3	2-5	8	51
Total	37	43	37	39	28	184	25	15	40	224

Table 1 Existing Opening Hours

- 57. Analysis of the existing opening times demonstrates there are two opening times 10am and 1pm. The 1pm opening times, of which there are 12 per weekday block, result in a loss of potential usage, during what is a very busy time when libraries are open. They are also inconsistent, with customers often confused as to which mornings a particular library is open. The 8pm closing times, of which there are 10 per weekday block, often show relatively low usage statistics; re-deploying these resources will deliver more effective opening hours across the service, improve usage levels and greater consistency.
- 58. Under the current opening hours, there are three closing times on Saturday 1pm, 3pm and 4pm; again, this is inconsistent. Sunday times are currently more consistent, with all libraries open from 2pm-5pm, however usage levels across all libraries may mean that opening all five branches on a Sunday may not present best value to the community overall.

	М	Т	w	Th	F	Total w/ day	S	Su	Total w/end	Total	+/-
Carlton	10-6	10-8	10-6	10-8	10-6	44	10-4	2-5	9	53	+9
Collingwood	10-5	10-5	10-5	10-5	10-5	35	10-1	2-5	6	41	-5
Fitzroy	10-6	10-8	10-8	10-8	10-6	46	10-4	2-5	9	55	+11
Bargoonga Nganjin	10-6	10-6	10-8	10-8	10-6	44	10-4	2-5	9	53	+14
Richmond	10-8	10-8	10-8	10-6	10-6	46	10-4	2-5	9	55	+4
Total	42	46	46	46	40	215	27	15	42	257	+33
+/-	+5	+3	+9	+7	+12	+31	+2	0	+2	+33	

Table 2 Proposed Hours - Option 1

- 59. This scenario has all branches opening at 10am, providing far greater consistency. The 8pm closing times have been redistributed to ensure even coverage across Monday to Thursday. This scenario has Collingwood Library closing at 5pm every week night, as the location of the library (in a non-commercial area) means that patrons tend to be local residents and further usage is not gained from other people who may be visiting the area. Collingwood's highest usage tends to be in the daytime hours.
- 60. Under this scenario, and in anticipation of increased usage when the Bargoonga Nganjin, North Fitzroy Library opens, Bargoonga Nganjin and Collingwood have switched Saturday hours, with an extra hour added to Bargoonga Nganjin. This results in more consistent Saturday closing times across the services; with Collingwood the only branch closing at 1pm. Under this scenario, there is no change to Sunday hours.

	М	Т	W	Th	F	Total wday	S	Su	Total w/end	Total	+/-
Carlton	10-6	10-8	10-6	10-8	10-6	44	10-4	2-5	9	53	+9
Collingwood	10-6	10-6	10-6	10-6	10-6	40	10-1	CL	3	43	-3
Fitzroy	10-6	10-8	10-8	10-8	10-6	46	10-4	2-5	9	55	+11
Bargoonga Nganji n	10-6	10-6	10-8	10-8	10-6	44	10-4	2-5	9	53	+14
Richmond	10-8	10-8	10-8	10-6	10-6	46	10-4	2-5	9	55	+4
Total	42	46	46	46	40	220	27	15	39	259	+35
+/-	+5	+3	+9	+7	+12	+36	+2	0	-1	+35	

Table 3 Proposed Hours - Option 2

61. Under this scenario, all branches also open at 10am on weekdays to provide consistency. Collingwood Library closes at 6pm on weeknights. Under this option, Collingwood Library is closed on Sunday, as this branch shows the lowest usage statistics for Sundays.

Conclusion

- 62. This process has enabled the Yarra Libraries team to develop two options to extend the operating hours across the service at no additional cost, and to implement greater consistency in terms of opening hours, including opening all Branches weekday and Saturday mornings. This reflects the feedback from community and the analysis of demand.
- 63. Whilst the option recommended by Officers was not supported by the majority in the recent consultation survey results, it reflects the Officers understanding of current demand and use of the Libraries. Indeed, reducing the number of branches open during periods of low demand and high cost to staff the Library provides better flexibility to meet the demonstrated demand.
- 64. Whichever option Council endorses will provide greater access to Yarra Libraries and can be implemented at no additional cost.
- 65. Once the future hours have been confirmed, Officers will develop a communication strategy to launch the revised timetable and to promote this to Library users and the broader community.

RECOMMENDATION

- 1. That:
 - (a) Council endorse the proposed change in opening hours across Yarra Libraries, as per <u>Option 2</u> in the report, which extends the operating times by 35 hours; and
 - (b) the change in hours be implemented to coincide with the opening of Bargoonga Nganjin, North Fitzroy Library in early 2017.

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

Attachments

- 1 Yarra Libraries Opening Hours Review Data
- 2 Yarra Libraries Opening Hours Survey Results & Analysis 8 July 2016

Attachment 1 - Yarra Libraries Opening Hours Review Data

Appendices – Yarra Libraries Opening Hours Review

Opening Hours Scenarios

Table 1.1 Existing Opening Hours

- Table 1.2 Collingwood Library open on Sunday; closing 5pm weekdays
- Table 1.3 Collingwood Library closed on Sunday; closing 6pm weekdays

Average number of visits, calculated quarterly, per hour per branch

- Figure 2.1 Monday
- Figure 2.2 Tuesday
- Figure 2.3 Wednesday
- Figure 2.4 Thursday
- Figure 2.5 Friday
- Figure 2.6 Saturday
- Figure 2.7 Sunday

Yarra Libraries Data quarterly visits per hour

- Table 3.1 Carlton
- Table 3.2 Collingwood
- Table 3.3 Fitzroy
- Table 3.4 North Fitzroy
- Table 3.5 Richmond
- Table 3.6 Sunday visits data (all branches) between 2pm and 5pm

Population Forecast for the City of Yarra

Benchmarking against other Melbourne Metropolitan Library Services

- Table 5.1 General Library Data
- Table 5.2 Opening Hours
- Table 5.3 Staffing
- Table 5.4 Membership
- Table 5.6 Library Programs
- Table 5.5 Usage

Attachment 1 - Yarra Libraries Opening Hours Review Data

Opening Hours Scenarios

Table 1.1

Existing Opening Hours

There are two opening times – 10am and 1pm. The 1pm opening times, of which there are 12 per weekday block, result in a loss of potential usage, during what is a very busy time when libraries are open. They are also inconsistent, with customers often confused as to which mornings a particular library is open. The 8pm closing times, of which there are 10 per weekday block, often show relatively low usage statistics; re-deploying these resources would deliver more effective opening hours, which would improve usage levels and would provide greater consistency.

There are three closing times on Saturday – 1pm, 3pm and 4pm. Again, this is inconsistent. Sunday is more consistent, with all libraries open from 2pm-5pm, however usage levels across all libraries may mean that opening all five branches on a Sunday present best value to the community overall.

	М	т	w	Th	F	Total weekday	S	Su	Total weekend	Total
Carlton	1-8	10-8	1-6	10-6	1-6	35	10-4	2-5	9	44
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Fitzroy	10-6	1-8	1-8	10-6	1-6	35	10-4	2-5	9	44
North Fitzroy	1-8	10-6	10-6	1-6	1-6	33	10-1	2-5	6	39
Richmond	10-8	10-8	10-8	10-6	1-6	43	10-3	2-5	8	51
Total	37	43	37	39	28	184	25	15	40	224

Attachment 1 - Yarra Libraries Opening Hours Review Data

Table 1.2

Collingwood Library open on Sunday; closing 5pm weekdays

This scenario has all branches opening at 10am, providing far greater consistency. The 8pm closes have been redistributed to ensure even coverage across Monday to Thursday. In order to remain cost neutral, Collingwood Library closes at 5pm every week night, as the location of the library (in a non-commercial area) means that patrons tend to be local residents and further usage is not gained from other people who may be visiting the area. Collingwood's highest usage tends to be in the daytime hours.

In anticipation of increased usage when the North Fitzroy Community Hub opens, North Fitzroy and Collingwood have switched Saturday hours, with an extra hour added to North Fitzroy. This results in more consistent Saturday closing times, with Collingwood the only branch closing at 1pm. Sundays remain the same.

	м	т	W	Th	F	Total w/ day	S	Su	Total w/end	Total	+/-
Carlton	10-6	10-8	10-6	10-8	10-6	44	10-4	2-5	9	53	+9
Collingwood	10-5	10-5	10-5	10-5	10-5	35	10-1	2-5	6	41	-5
Fitzroy	10-6	10-8	10-8	10-8	10-6	46	10-4	2-5	9	55	+11
North Fitzroy	10-6	10-6	10-8	10-8	10-6	44	10-4	2-5	9	53	+14
Richmond	10-8	10-8	10-8	10-6	10-6	46	10-4	2-5	9	55	+4
Total	41	45	45	45	39	215	27	15	42	257	+33
+/-	+4	+2	+8	+6	+11	+31	+2	0	+2	+33	

Table 1.3

Collingwood Library closed on Sunday; closing 6pm weekdays

Again, all branches open at 10am on weekdays to provide consistency. Collingwood Library closes at 6pm on weeknights. In order to provide cost neutrality, Collingwood Library is closed on Sunday, as this branch shows the lowest usage statistics for Sundays. All other hours are the same as in Table 1.2.

	Μ	т	W	Th	F	Total w/ day	S	Su	Total w/end	Total	+/-
Carlton	10-6	10-8	10-6	10-8	10-6	44	10-4	2-5	9	53	+9
Collingwood	10-6	10-6	10-6	10-6	10-6	40	10-1	CL	3	43	-3
Fitzroy	10-6	10-8	10-8	10-8	10-6	46	10-4	2-5	9	55	+11
North Fitzroy	10-6	10-6	10-8	10-8	10-6	44	10-4	2-5	9	53	+14
Richmond	10-8	10-8	10-8	10-6	10-6	46	10-4	2-5	9	55	+4
Total	42	46	46	46	40	220	27	12	39	259	+35
+/-	+5	+3	+9	+7	+12	+36	+2	-3	-1	+35	

Attachment 1 - Yarra Libraries Opening Hours Review Data

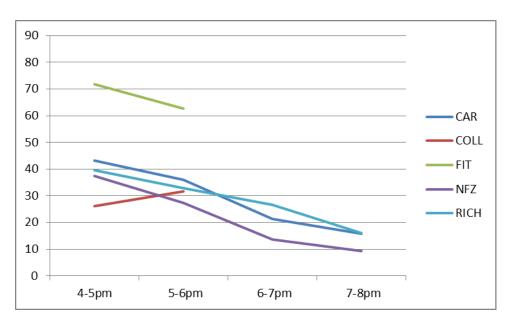
Average number of visits, calculated quarterly, per hour per branch

Each average is calculated from four different data readings during four quarters of the year. For the full quarterly data, please see Tables 3.1 to 3.6.

Data presented below is per hour from 4pm to 8pm on weekdays, and from 12pm to 4pm on Saturdays. Sundays are calculated as a flat figure between 2pm and 5pm.

Figure 2.1

Monday

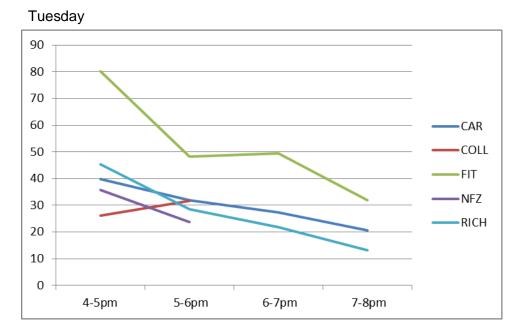


Note: Collingwood and Fitzroy close at 6pm on Monday

Monday	4-5pm	5-6pm	6-7pm	7-8pm
CAR	43.25	36	21.25	15.75
COLL	26.25	31.75		
FIT	71.75	62.75		
NFZ	37.5	27.25	13.75	9.25
RICH	39.5	32.75	26.5	16

Agenda Page 98 Attachment 1 - Yarra Libraries Opening Hours Review Data





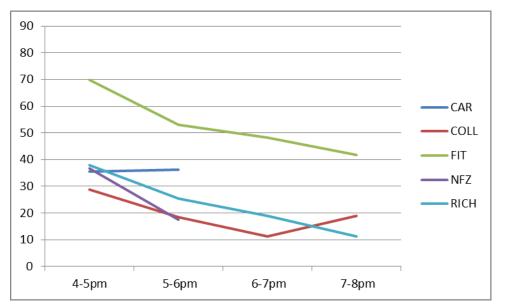
Note: Collingwood and North Fitzroy close at 6pm on Tuesday

Tuesday	4-5pm	5-6pm	6-7pm	7-8pm
CAR	39.75	32	27.25	20.5
COLL	26.25	31.75		
FIT	80.25	48.25	49.5	32
NFZ	35.75	23.75		
RICH	45.25	28.5	21.75	13.25

Agenda Page 99 Attachment 1 - Yarra Libraries Opening Hours Review Data

Figure 2.3

Wednesday



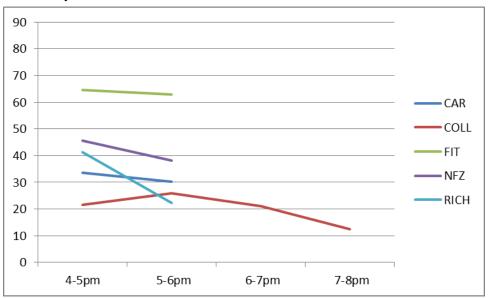
Note: Carlton and North Fitzroy close at 6pm on Wednesday

Wednesday	4-5pm	5-6pm	6-7pm	7-8pm
CAR	35.5	36.25		
COLL	28.75	18.5	11.25	19
FIT	69.75	53	48.25	41.75
NFZ	36.75	17.5		
RICH	38	25.5	19	11.25

Attachment 1 - Yarra Libraries Opening Hours Review Data

Figure 2.4





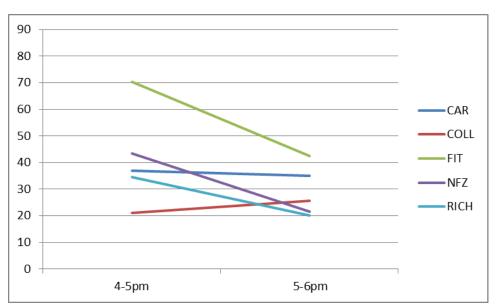
Note: all branches except Collingwood close at 6pm on Thursday

Thursday	4-5pm	5-6pm	6-7pm	7-8pm
CAR	33.5	30.25		
COLL	21.5	26	21	12.5
FIT	64.5	63		
NFZ	45.5	38.25		
RICH	41.25	22.25		

Agenda Page 101 Attachment 1 - Yarra Libraries Opening Hours Review Data

Figure 2.5





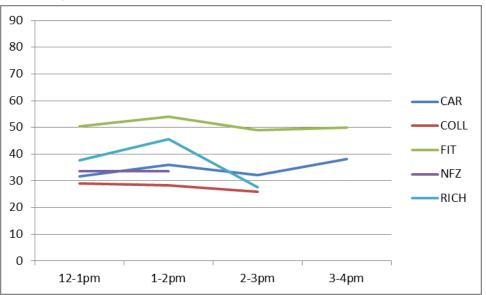
Note: all branches close at 6pm on Friday

Friday	4-5pm	5-6pm
CAR	37	35
COLL	21	25.75
FIT	70.25	42.5
NFZ	43.5	21.5
RICH	34.5	20.25

Agenda Page 102 Attachment 1 - Yarra Libraries Opening Hours Review Data

Figure 2.6

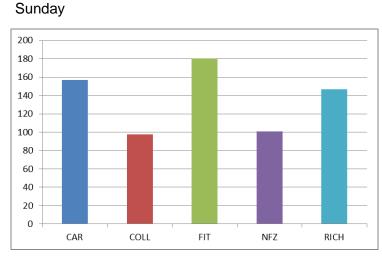




Note: branches have varying closing times on Saturday: North Fitzroy at 2pm, Collingwood and Richmond at 3pm and Carlton and Fitzroy at 4pm.

Saturday	12-1pm	1-2pm	2-3pm	3-4pm
CAR	31.75	36	32.25	38.25
COLL	29	28.25	26	
FIT	50.5	54	49	50
NFZ	33.5	33.5		
RICH	37.75	45.5	27.5	





Sunday	2pm-5pm
CAR	157
COLL	97.75
FIT	180.5
NFZ	100.75
RICH	146.75

Note: Figure 2.7 shows a flat rate of visits as an average calculated across four quarters of a year; dates do not align exactly with the quarterly dates used in Figures 2.1-2.6.

Attachment 1 - Yarra Libraries Opening Hours Review Data

Yarra Libraries branch data visits per hour

Hourly visits data per branch across all four quarters of the year; averages used in Appendix 2 are derived from this data.

Table 3.1

Carlton Library

Monday	4-5pm	5-6pm	6-7pm	7-8pm
16/02/2015	36	32	23	20
11/05/2015	36	27	16	9
18/08/2014	36	32	18	8
17/11/2014	65	53	28	26
Average	43.25	36	21.25	15.75
Tuesday				
17/02/2015	33	32	25	18
12/05/2015	30	24	20	14
19/08/2014	44	34	26	18
18/11/2014	52	38	38	32
Average	39.75	32	27.25	20.5
Wednesday				
18/02/2015	36	40		
13/05/2015	34	38		
20/08/2014	38	27		
19/11/2014	34	40		
Average	35.5	36.25		
Thursday				
19/02/2015	26	36		
14/05/2015	32	22		
21/08/2014	32	34		
20/11/2014	44	29		
Average	33.5	30.25		
Friday				
20/02/2015	36	35		
15/05/2015	40	33		
22/08/2014	38	30		
21/11/2014	34	42		
Average	37	35		
Saturday	12-1pm	1-2pm	2-3pm	3-4pm
21/02/2015	20	28	24	31
16/05/2015	38	36	33	45
23/08/2014	37	34	28	31
22/11/2014	32	46	44	46
Average	31.75	36	32.25	38.25

Attachment 1 - Yarra Libraries Opening Hours Review Data

Table 3.2

Collingwood Library

Monday	4-5pm	5-6pm	6-7pm	7-8pm	
17/02/2014	25	23			
12/05/2014	26	38			
18/08/2014	24	24			
17/11/2014	30	42			
Average	26.25	31.75			
Tuesday					
18/02/2014	28	28			
13/05/2014	34	38			
19/08/2014	36	30			
18/11/2014	18	20			
Average	29	29			
Wednesday					
19/02/2014	31	17	13	20	
14/05/2014	24	24	10	25	
20/08/2014	34	16	14	15	
19/11/2014	26	17	8	12	
Average	28.75	18.5	11.25	19	
Thursday					
20/02/2014	20	22	18	17	
15/05/2014	19	27	16	9	
21/08/2014	34	28	26	12	
20/11/2014	13	27	24	12	
Average	21.5	26	21	12.5	
Friday					
21/02/2014	20	30			
16/05/2014	26	21			
22/08/2014	16	22			
21/11/2014	22	30			
Average	21	25.75			
Saturday	12-1pm	1-2pm	2-3pm		
22/02/2014	30	20	30		
17/05/2014	26	23	32		
23/08/2014	36	48	26		
22/11/2014	24	22	16		
Average	29	28.25	26		

Attachment 1 - Yarra Libraries Opening Hours Review Data

Table 3.3

Fitzroy Library

Monday	4-5pm	n 5-6pm 6-7pm 7-8pm		7-8pm
17/02/2014	85	46		
12/05/2014	74	66		
18/08/2014	64	70		
17/11/2014	64	69		
Average	71.75	62.75		
Tuesday				
18/02/2014	78	50	66	34
13/05/2014	82	48	40	28
19/08/2014	111	56	46	28
18/11/2014	50	39	46	38
Average	80.25	48.25	49.5	32
Wednesday				
19/02/2014	69	56	70	48
14/05/2014	70	68	34	40
20/08/2014	66	44	53	44
19/11/2014	74	44	36	35
Average	69.75	53	48.25	41.75
Thursday				
20/02/2014	56	71		
15/05/2014	64	67		
21/08/2014	72	56		
20/11/2014	66	58		
Average	64.5	63		
Friday				
21/02/2014	131	44		
16/05/2014	50	48		
22/08/2014	52	34		
21/11/2014	48	44		
Average	70.25	42.5		
Saturday	12-1pm	1-2pm	2-3pm	3-4pm
22/02/2014	70	58	63	55
17/05/2014	42	48	38	28
23/08/2014	51	60	57	65
22/11/2014	39	50	38	52
Average	50.5	54	49	50

Attachment 1 - Yarra Libraries Opening Hours Review Data

Table 3.4

North Fitzroy Library

Monday	4-5pm	5-6pm	6-7pm	7-8pm
17/02/2014	36	22	18	10
12/05/2014	26	42	12	4
18/08/2014	38	28	7	7
17/11/2014	50	17	18	16
Average	37.5	27.25	13.75	9.25
Tuesday				
18/02/2014	29	30		
13/05/2014	40	26		
19/08/2014	44	22		
18/11/2014	30	17		
Average	35.75	23.75		
Wednesday				
19/02/2014	24	14		
14/05/2014	44	23		
20/08/2014	54	20		
19/11/2014	25	13		
Average	36.75	17.5		
Thursday				
20/02/2014	42	42		
15/05/2014	44	29		
21/08/2014	36	46		
20/11/2014	60	36		
Average	45.5	38.25		
Friday				
21/02/2014	49	22		
16/05/2014	49	16		
22/08/2014	32	17		
21/11/2014	44	31		
Average	43.5	21.5		
Saturday	12-1pm			
22/02/2014	34			
17/05/2014	42			
23/08/2014	30			
22/11/2014	28			
Average	33.5			

Attachment 1 - Yarra Libraries Opening Hours Review Data

Table 3.5

Richmond Library

Monday	4-5pm	5-6pm	6-7pm	7-8pm
17/02/2014	40	41	25	18
12/05/2014	51	36	24	17
18/08/2014	32	25	36	15
17/11/2014	35	29	21	14
Average	39.5	32.75	26.5	16
Tuesday				
18/02/2014	47	31	18	11
13/05/2014	38	21	21	15
19/08/2014	49	31	17	10
18/11/2014	47	31	31	17
Average	45.25	28.5	21.75	13.25
Wednesday				
19/02/2014	26	20	19	16
14/05/2014	43	25	19	7
20/08/2014	51	34	17	12
19/11/2014	32	23	21	10
Average	38	25.5	19	11.25
Thursday				
20/02/2014	50	26		
15/05/2014	30	24		
21/08/2014	57	14		
20/11/2014	28	25		
Average	41.25	22.25		
Friday				
21/02/2014	31	26		
16/05/2014	35	24		
22/08/2014	26	9		
21/11/2014	46	22		
Average	34.5	20.25		
Saturday	12-1pm	1-2pm	2-3pm	
22/02/2014	41	33	26	
17/05/2014	35	56	33	
23/08/2014	49	43	21	
22/11/2014	26	50	30	
Average	37.75	45.5	27.5	

Attachment 1 - Yarra Libraries Opening Hours Review Data

Table 3.6

Sunday visits data (all branches) between 2pm and 5pm

These averages are used in Figure 2.7

Sundays 2- 5pm	Carlton	Collingwood	Fitzroy	North Fitzroy	Richmond
Jan-14	175	87	185	97	130
Apr-14	(n/a)	83	244	112	160
Jul-14	133	117	151	103	168
Oct-14	163	104	142	91	129
Average	157	97.75	180.5	100.75	146.75

Attachment 1 - Yarra Libraries Opening Hours Review Data

Population Forecast for the City of Yarra

Year (as at June 30)	2011	2016	2021	2031	2036
Population estimate	79,013	88,120	95,911	110,512	117,036

Source: forecast.id: http://forecast.id.com.au/yarra/population-households-dwellings

Attachment 1 - Yarra Libraries Opening Hours Review Data

Benchmarking against other Melbourne Metropolitan Library Services

All data obtained from the 2014-2015 PLVN Annual Survey of Victorian Public Libraries

http://www.plvn.net.au/sites/default/files/2014-15%20PLVN%20Performance%20Data%20-%20Final%20Data%20Set.xlsx

Table 5.1

General Library Data

Council	Popul.	Area serviced (sq. km)	No. branch per head of pop.	No. branch per sq. km2	Hours open per week	Visits	Branch
Boroondara	172,612	60	1:34,500	1:12	269.5	1,032,406	5
Darebin	148,728	53	1:37,182	1:13.25	177	639,911	4
Melbourne	122,207	36.2	1:17,458	1:5.17	346	1,142,025	7
Moonee Valley	117,337	44	1:23,467	1:8.8	260.5	762,644	5
Moreland	163,488	51	1:32,697	1:10.2	253	759,471	5
Port Phillip	104,846	22.6	1:20,969	1:4.52	230	677,194	5
Yarra	86,506	20	1:17,301	1:4	224	471,795	5

Table 5.2

Opening Hours

Boroondara	М	Т	W	Th	F	S	Su
Ashburton	10-9	10-6	10-6	10-6	10-6	10-5	2-5
Balwyn	10-6	10-6	10-9	10-6	10-6	10-5	2-5
Camberwell	9-9	9-5	9-5	9-5	9-5	10-5	2-5
Hawthorn	10-6	10-9	10-9	10-9	10-6	10-5	1.30-5
Kew	10-6	10-9	10-6	10-9	10-6	10-5	2-5
Total	47	40	46	46	40	35	15.5
Per day	9.4	8	9.2	9.2	8	7	3.1
TOTAL							269.5

Darebin	М	Т	W	Th	F	S	Su
Preston	10-8	10-8	10-8	10-8	10-8	10-4	1-5
Northcote	10-8	10-8	10-8	10-8	10-8	10-4	1-5
Reservoir	10-8	10-8	10-8	10-8	10-5	10-4	CL
Fairfield	10-5	10-5	10-5	10-5	10-5	10-4	CL
Total	37	37	37	37	34	24	8
Per day	9.25	9.25	9.25	9.25	8.5	6	2
TOTAL							177

Melbourne	Μ	Т	W	Th	F	S	Su
City	8-8	8-8	8-8	8-8	8-6	10-5	12-5
East	10-6	1-8	10-6	10-6	1-6	10-4	2-5
Kathleen Syme	10-7	10-7	10-7	10-7	10-6	10-5	12-5
Docklands	8-7	8-7	8-7	8-7	8-7	10-5	12-5
North	10-7	10-7	10-7	10-6	1-6	10-4	2-5
South	10-7	10-7	10-7	10-7	1-6	10-4	2-5
Carlton	10-7	10-7	10-7	10-7	10-6	10-5	12-5
Total	67	64	67	66	63	45	29
Per day	11	10	11	11	10.5	7.5	4.8
TOTAL							401

Attachment 1 - Yarra Libraries Opening Hours Review Data

Moonee Valley	М	Т	W	Th	F	S	Su
Ascot Vale	10-5	10-6	10-5	10-5	10-5	10-1	CL
Avondale Hts	10-8	10- 5:30	10- 5:30	10-8	10- 5:30	10-4	CL
Flemington	10-8	10-8	10-8	10-6	10-6	10-5	CL
Niddrie	9-5	9-8	9-5	9-8	9-5	9-4	CL
Moonee Ponds	9-9	9-9	9-9	9-8	9-5	9-5	1-5
Total	47	48.5	44.5	47	38.5	31	4
Per day	9.4	9.7	8.9	9.4	7.7	6.2	0.8
TOTAL							260.5

Moreland	М	Т	W	Th	F	S	Su
Brunswick	10-8	10-8	10-8	10-8	10-6	9-4	1-5
West Brunswick	11-5:30	11-8	11-5	11-5:30	11-5	10-1	CL
Coburg	10-8	10-8	10-8	10-8	10-8	9-4	1-5
Fawkner	11-5:30	11-8	11-5	11-5:30	11-5	10-1	CL
Glenroy	10-8	10-8	10-8	10-8	10-6	9-4	1-5
Total	43	48	42	43	38	27	12
Per day	8.6	9.6	8.4	8.6	7.6	5.4	2.4
TOTAL							253

Port Phillip	М	Т	W	Th	F	S	Su
St Kilda	10-8	10-8	10-8	10-8	10-6	10-5	10-5
Albert Park	10-8	10-8	10-8	10-6	10-6	10-5	2-5
Port Melbourne	10-8	10-8	10-6	10-8	10-6	10-2	CL
Emerald Hill	10-6	2-8	2-6	12-6	10-6	10-2	CL
Middle Park	2-6	10-2	10-2	10-2	2-6	10-2	CL

Total	42	40	36	38	38	26	10
Per day	8.4	8	7.2	7.6	7.6	5.2	2
TOTAL							230

Yarra	М	Т	W	Th	F	S	Su
Carlton	1-8	10-8	1-6	10-6	1-6	10-4	2-5
Collingwood	1-6	10-6	1-8	10-8	10-6	10-3	2-5
Fitzroy	10-6	1-8	1-8	10-6	1-6	10-4	2-5
North Fitzroy	1-8	10-6	10-6	1-6	1-6	10-1	2-5
Richmond	10-8	10-8	10-8	10-6	1-6	10-3	2-5
Total	37	43	37	39	28	25	15
Per day	7.4	8.6	7.4	7.8	5.6	5	3
TOTAL							224

Table 5.3

Staffing

Council	Equivalent Full Time (EFT)	Salary Costs
Boroondara	76	\$6,166,062
Darebin	48	\$3,937,433
Melbourne	73	\$7,187,008
Moonee Valley	43	\$3,564,640
Moreland	50	\$4,143,672
Port Phillip	43	\$3,560,943
Yarra	41	\$4,004,822

Table 5.4

Membership

Council	Active Members (borrowed within last 12 months)	Active Members as % of population
Boroondara	43,620	25%
Darebin	24,069	16%
Melbourne	41,335	34%
Moonee Valley	21,614	18%
Moreland	25,066	15%
Port Phillip	36,864	35%
Yarra	24,616	28%

Attachment 1 - Yarra Libraries Opening Hours Review Data

Table 5.5

Usage

Council	Visits per capita	Visits per member	Cost per visit
Boroondara	5.98	23.67	\$8.01
Darebin	4.30	26.59	\$6.89
Melbourne	9.35	27.63	\$9.81
Moonee Valley	6.50	35.28	\$5.96
Moreland	4.65	30.30	\$6.27
Port Phillip	6.46	18.37	\$6.80
Yarra	5.45	19.17	\$9.47

Table 5.6

Library Programs

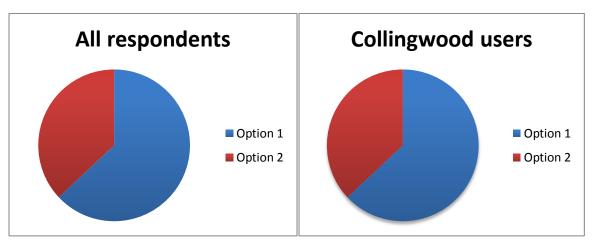
Council	Total program attendance	Attendance at library programs per capita ('000)
Boroondara	36,116	209
Darebin	29,558	199
Melbourne	53,895	441
Moonee Valley	53,218	454
Moreland	42,177	258
Port Phillip	43,769	417
Yarra	35,877	415

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016

Attachment 2 - Yarra Libraries Opening Hours Poll

Results and Analysis Number of respondents = 1823

- 1. Which option do you prefer?
 - Majority of all respondents (63%) prefer Option 1 Collingwood open until 5pm weeknights and open on Sundays.



• Majority of Collingwood users (63%) prefer Option 1 also.

2. Why do you prefer this option?

- For Collingwood users who selected Option 1, by far the most common reason given (in 112 comments) was that respondents wanted to retain Sunday access and have the library open every day.
 - Other common reasons included a preference for existing hours (10) (despite selecting Option 1), greater consistency provided by Option 1 (3), and that being open from 5-6pm was not useful (3).
- For Collingwood users who selected Option 2, by far the most common reason was a preference for later weekday hours.
 - Other common reasons included a preference for existing hours (30) (despite selecting Option 2), and there being no need for them to access the library on Sundays (10).

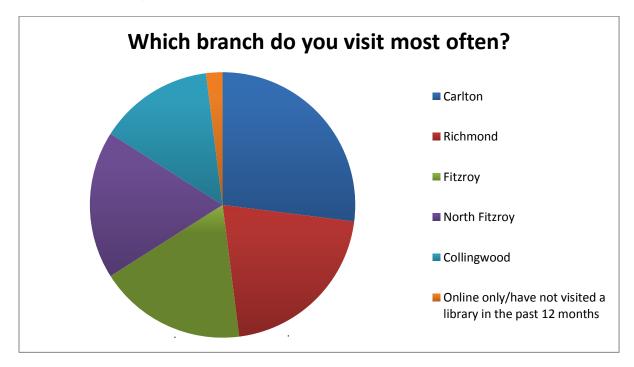
3. Yarra Libraries has five branches. Which branch or branches have you visited in the past 12 months?

- Note: it is not useful to draw specific percentages here as respondents could select more than one option. Having said that, Carlton and Fitzroy are the most selected, followed by North Fitzroy, Richmond then Collingwood.
- More useful is Question 4 below.

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016

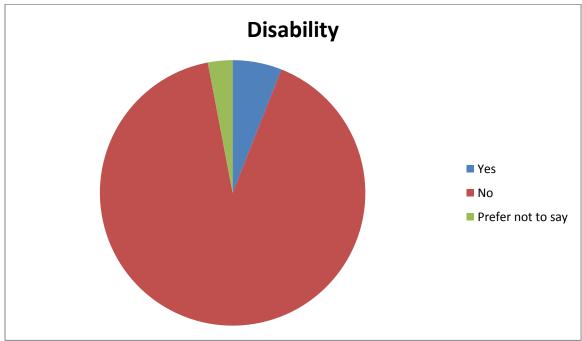
4. Which branch do you visit most often?

- Most respondents (27%) visit Carlton most often.
- Next is Richmond (21%); both Fitzroy and North Fitzroy are next (18%), followed by Collingwood (13%).
- A small number of respondents only access library services online or have not visited at all in the past 12 months.



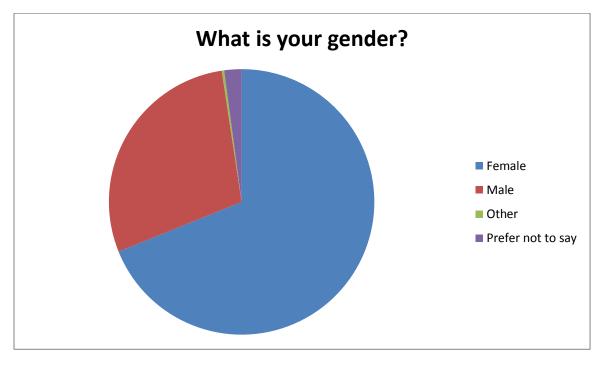
- 5. Do you or any members of your household that use our Library Services identify as having a disability?
 - 91% responded no, 6% responded yes, and 2% preferred not to say

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016



6. What is your gender?

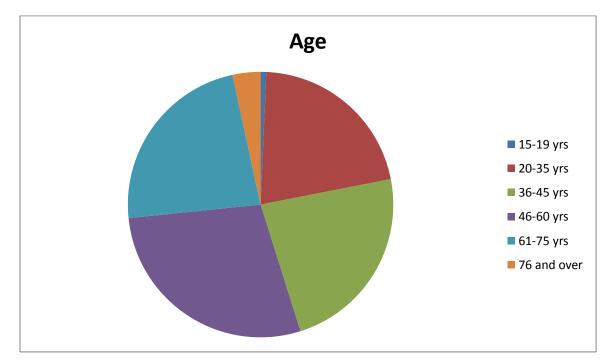
- The majority of respondents (69%) are female, while 28% are male.
- A small number selected 'other' or 'prefer not to say'.
- Survey responses closely mirror Yarra Libraries membership when broken down by gender which is 62% female, 36% male and 2% institutional member or other.



7. Which of the following best describes you? (age)

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016

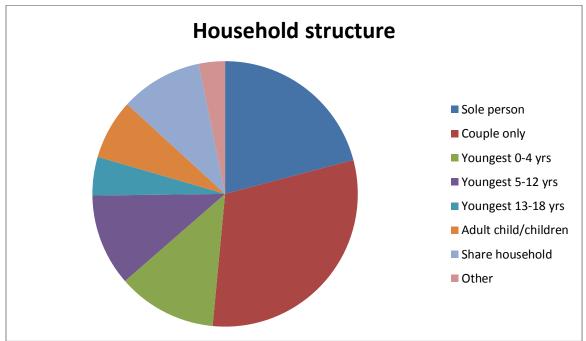
- The highest number of respondents (28%) were aged 46-60 years.
- The following groups were represented roughly equally (21-24%):
 - o 61-75 years
 - o 36-45 years
 - o 20-35 years
- A small number of respondents were aged 76 years or over and 15-19 years.
- The response rate also closely mirrors library membership when broken down by age.



8. What is the structure of your household?

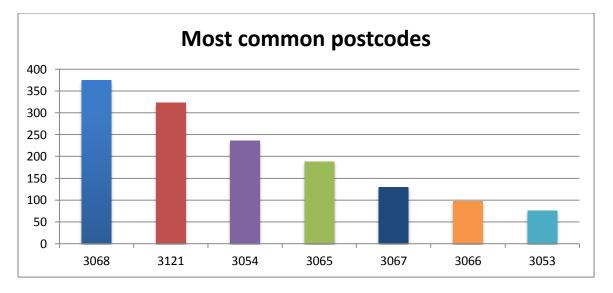
- 'Couple-only household' was the most common response (30%).
- The next most common was 'sole person household' (21%).
- The following groups were represented roughly equally (10-12%):
 - Parent/s with youngest child 0-4 years
 - o Parent/s with youngest child 5-12 years
 - Share households
- The least common structures were parent/s with adult child/children (8%), parent/s with youngest child 13-18 years (4.8%) and 'other' (3%).

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016



9. What is your postcode? 1,867 total responses.

- The most common postcodes were 3068 (Fitzroy North, Clifton Hill), 3121 (Richmond, Richmond East, Richmond South, Richmond North, Burnley, Cremorne), 3054 (Carlton North, Princes Hill), 3065 (Fitzroy), 3067 (Abbotsford), 3066 (Collingwood, Collingwood North), and 3053 (Carlton, Carlton South).
- Other common postcodes (more than 20 respondents) were **3070** (Northcote, Northcote South), **3057** (Brunswick East, Sumner), **3056** (Brunswick, Brunswick Lower, Brunswick North) and **3072** (Preston and surrounds)



10. Do you have any other comments you would like to make about the library or its opening hours?

• Many Collingwood users made positive comments about Collingwood Library (17 comments) or Yarra Libraries in general (15).

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016

- Another common remark was requests to retain the existing hours (17)
- Many Collingwood users requested that Collingwood remain open on a Sunday (16)
- Several also requested that Collingwood remain open in the evenings (11)
- Finally, several respondents welcomed the increased consistency (10)
- A full outline of Collingwood users' responses are located in Appendix 2
- Across the comments provided by all respondents, by far the most common response was to provide positive comments about Yarra Libraries (approx. 200 comments)
 - Also very common were comments that welcomed the proposed extension of hours (approx. 150)
 - Many users commented that they would prefer hours that extended even further than proposed, outside of business hours (on weekends and evenings) (approx. 100)
 - Other common remarks included:
 - Requests to open earlier on Sundays
 - Comments about looking forward to the new North Fitzroy Community Hub
 - Requests for increased collections
 - Requests for increased number of quiet spaces in libraries
 - Concern around the introduction of self-checkout
 - All respondents' comments are located in Appendix 3.

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016

Appendix 1 – Collingwood users' responses to Question 2

- Collingwood users who selected Option 1 gave the following reasons:
 - More weekend access/Sunday access/open every day (112)
 - Dislikes both options/prefers existing hours despite selecting Option 1 (10)
 - Suits better (4)
 - More consistency (3)
 - o 5-6pm not useful (3)
 - More hours (2)
 - Prefers evening access
 - No reason
 - Reads daily newspapers
 - Daytime better for children
 - Uses mostly on Saturday
 - Suggests seasonal opening hours (early closes in Winter)
- Collingwood users who selected Option 2 gave the following reasons:
 - Prefers later weekday hours (30)
 - Dislikes both options/prefers existing hours despite selecting Option 2 (11)
 - No need for Sunday access (10)
 - Longer hours (7)
 - Suits better (6)
 - More consistency (3)
 - Earlier openings better for children (2)
 - Sunday opening (2)
 - Every day access
 - Prefers morning openings
- 12 respondents selected neither option (not included in statistics above), including for the following reasons:
 - Requires both late weeknights and weekend access (4)

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016

- Concern about meetings rooms outside opening hours (2)
- Dislikes fact that Collingwood is only branch with reduced hours (2)

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016

Appendix 2 – Collingwood users' responses to Question 10

- From Collingwood respondents, comments were as follows:
 - Positive comments about Collingwood Library (17)
 - Prefers existing hours (17)
 - Keep Collingwood open on Sunday (16)
 - Positive comments about YL (15)
 - Retain evening/s (11)
 - More consistency (10)
 - More weekend opening hours than proposed (6)
 - More hours for COLL (6)
 - Dislike of survey format (3)
 - Dislike fact that other branches' hours increase at expense of Collingwood's (3)
 - Parking concerns around the library (2)
 - More eResources (2)
 - Maximum hours possible please (2)
 - Opening in mornings (2)
 - request to increase training around eSafety and banking safety (1)
 - o open half days, all evenings, all weekends
 - o open every day
 - \circ $\,$ concern about self-checkout for wheelchair users
 - o Traffic congestion makes visiting the library difficult
 - Enjoys kids activities, movies and talks
 - More Sunday closures, open 2-3 branches for longer hours
 - Return of book sales
 - o Reduced customer service levels since self-checkout
 - Concern for staff as hours are reduced
 - Enjoys babytime at Collingwood

Attachment 2 - Yarra Libraries Opening Hours Survey - Results & Analysis - 8 July 2016

- \circ Needs of families is a priority
- \circ More popular fiction
- \circ No need to open Sunday

11.4 Naming of Bargoonga Nganjin Spaces and Rooms

Trim Record Number: D16/160191 Responsible Officer: Director Community Wellbeing

Purpose

1. To seek Councils endorsement on the proposed names for spaces located within the Bargoonga Nganjin, North Fitzroy Library.

Background

- 2. Bargoonga Nganjin, North Fitzroy Library is under construction and is anticipated to be completed in early 2017.
- 3. At the Ordinary Council Meeting on 2 August 2016, Officers presented a report identifying a number of suggestions for the official naming of the North Fitzroy Library and Community Hub facility.
- 4. At this meeting Council accepted the recommendation of the Wurundjeri Tribe Land and Compensation Cultural Heritage Council Incorporated, to name the facility, Bargoonga Nganjin, North Fitzroy Library. Bargoonga Nganjin means 'Gather Everybody' in the Woiwurrung language.
- 5. The name Bargoonga Nganjin, North Fitzroy Library was chosen in recognition of the cultural relevance of the Aboriginal history in the area and Councils commitment in the Aboriginal Partnerships Plan 2015 2018 to promote Aboriginal culture to deepen people's understanding of the Aboriginal people, their history and culture.
- 6. As part of the 2 August 2016 resolution, Council requested officers provide a further report on options for the names of significant spaces and rooms within the facility. This report presents options for the names of these spaces.

External Consultation

- 7. Officers have engaged with the Wurundjeri Tribe Land and Compensation Cultural Heritage Council in recent months. The Wurundjeri Council were offered the opportunity to propose names that could be considered for the naming of significant public rooms/spaces within the facility.
- 8. The matter was referred to the Wurundjeri Committee of Management for their consideration.
- 9. As a result of this process the Wurundjeri Committee of Management have forwarded recommended names for rooms and spaces in the Woiwurrung language; these names are listed in Table One along with their English meaning. See Table One: Proposed Wurundjeri names for spaces and rooms in paragraph 24 of this report.
- 10. Officers also made contact with members of the North Fitzroy Library and Community Hub Design Reference Group, which previously met to inform the design for the facility. Members of this group were advised of the names proposed by the Wurundjeri Committee of Management and invited to provide feedback on these suggestions.
- 11. Feedback received from members of the Design Reference Group requested additional information regarding the meaning and significance of the chosen names. This information was requested from the Wurundjeri Council and provided to members of the Design Reference Group. This information is also included in Table One: Proposed Wurundjeri names for spaces and rooms in paragraph 24.

Internal Consultation (One Yarra)

12. A Working Group comprising representatives from a range of internal stakeholder areas is operating to manage the implementation of this project and to develop an operational model to ensure optimum service from this facility. This group supports the recommended approach to naming significant spaces located within Bargoonga Nganjin, North Fitzroy Library using words provided by the Wurundjeri Committee of Management in the Woiwurrung language.

Financial Implications

13. There are no financial implications resulting from these recommendations, however any delay in confirming room names has the potential to impact the delivery of internal signage within this facility prior to opening.

Economic Implications

14. Nil

Sustainability Implications

15. Nil

Social Implications

16. The naming of the significant spaces within the Bargoonga Nganjin, North Fitzroy Library provides an opportunity to not only signal to the community the functional uses of the facility, but also to recognise important local Indigenous heritage.

Human Rights Implications

17. This report and the names being considered do not pose any issues from a Human Rights perspective.

Communications with CALD Communities Implications

- 18. Officers have engaged the Wurundjeri Tribe Land and Compensation Cultural Heritage Council in recognition of Councils commitment to promoting and celebrating the local Aboriginal heritage as outlined in Council's Aboriginal Partnerships Plan 2015 – 2018, which seeks to promote Aboriginal culture to deepen people's understanding of the Aboriginal people, their history and culture.
- 19. No additional consultation with CALD community groups has been undertaken in relation to the contents of this report.

Council Plan, Strategy and Policy Implications

20. Nil

Legal Implications

21. Nil

Other Issues

22. Nil

Options

23. Council could decide to take an alternate approach to naming the significant spaces in this facility, however Officers believe the proposed approach appropriately reflects the Aboriginal history of the area and is consistent with the naming of the facility in the Woiwurrung language as proposed by the Wurundjeri Tribe Land and Compensation Cultural Heritage Council.

24. Table One: Proposed Wurundjeri names for spaces and rooms

Level: Space/ Room	Woiwurrung Language	Meaning
Ground Level		
Meeting Room 1	Garrong	Wattle
Meeting Room 2	Binap	Manna Gum
Level 1		
Meeting Room 1	Gayaam	Shield
Study Room 1	Demilia	To Learn
Study Room 2	Bathelmun	Shine
Maternal Child Health Centre	Bargoonga Nganjin MCHC	
Level 2		
Community Room 1	Bagung Magali	Gather Here
Hall	Waa	Crow
Roof Top Garden	Balam Balam	Butterfly

Conclusion

- 25. The Bargoonga Nganjin, North Fitzroy Library is under construction and will soon be completed and open for community use. This facility will provide a high quality, modern Library and community facility in the north of the municipality.
- 26. Construction of this facility is proceeding well, and Council needs to confirm the names of internal spaces to enable this to be designed and installed in time for the completion of the facility in early 2017.

RECOMMENDATION

- 1. That:
 - (a) Council resolve to endorse the recommendations made by the Wurundjeri Tribe Land and Compensation Cultural Heritage Council Incorporated for the naming of spaces and rooms located within the Bargoonga Nganjin, North Fitzroy Library, as listed in paragraph 24; and
 - (b) internal signage for the respective spaces to incorporate names in both the Woiwurrung language and its English meaning.

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

Attachments There are no attachments for this report.

11.5 Implementation of Place Management Strategies for Illegal Graffiti

Trim Record Number: D16/81675 Responsible Officer: Community Partnerships Unit Manager

Purpose

1. To update Council on current and proposed place management strategies for illegal graffiti.

Background

- 2. Council's new Graffiti Management Framework 2015-2019 (Framework) was endorsed in May 2015.
- 3. The Framework guides Council's work for the next four years and is a whole of community approach. It includes a set of key outcome areas for illegal graffiti management, including removal, place management, education and capacity building, tourism and promotion, planning and enforcement, and monitoring and evaluation.
- 4. At the Council meeting on 17 May 2016, Council moved that Officers report back to council in November on potential measures for greater involvement of residents and businesses in strategies for addressing unwanted graffiti on buildings and public infrastructure.

External Consultation

5. Consultation with residents and external stakeholders about the best ways to manage graffiti is ongoing.

Internal Consultation (One Yarra)

- 6. Officers have convened a cross-Council Graffiti Coordination Group to strategically coordinate graffiti based projects across Council and good management of public spaces, including Crime Prevention through Environmental Design (CPTED) statutory planning, landscaping, open space, urban design, and properties and building.
- The Group includes Sarah Jaggard Community Advocacy (Convener), Dennis Cheng & Peter McKenzie – City Works, Chris Parkinson & Rupert North – Youth & Middle Years, Louisa Marks & Kara Rees – Arts & Cultural Services, Richa Swarup & Mark Gebbie – Urban Design, Anita Quibell & Craig Lupton – Open Space, and Erika Russell – Social Policy & Research.
- 8. The group has met quarterly since its inception in July 2015.

Financial Implications

9. Actions in the Graffiti Management Strategy have been delivered within existing budgets.

Economic Implications

10. There are no specific economic implications.

Sustainability Implications

11. Council encourages the use of environmentally sensitive techniques and materials in the removal of graffiti

Social Implications

- 12. There is evidence that commercial property that is untenanted or not well maintained can attract graffiti, tagging and other forms of proscribed activity.
- 13. Research suggests that graffiti can have a negative impact on community perceptions of safety and public amenity. However, Annual Customer Satisfaction Survey results show that there is no obvious association between perceptions of safety and areas of heightened graffiti levels within the City of Yarra.

Human Rights Implications

- 14. Yarra City Council recognises the aspirations of property owners to have their properties free from defacement, and broader community desire for well-maintained local streets and neighbourhoods.
- 15. At the same time Council supports the right to, and importance of freedom of political and artistic expression, including the rights of street artists to undertake legal artwork.
- 16. Yarra City Council respects both of these sets of values, and seeks to balance them in the context of a philosophy valuing inclusion and diversity.

Communications with CALD Communities Implications

17. Council's Graffiti Prevention & Removal pamphlet is being updated and will include a translation panel on the back.

Council Plan, Strategy and Policy Implications

18. Implementing the Framework falls under the priority of Community Safety in the Health Plan 2013-2017.

Legal Implications

19. There are no significant legal implications arising from this report, but there are evident legal implications of unlawful graffiti on public and private property.

Other Issues

- 20. Council clearly states its position regarding graffiti management in its Graffiti Management Framework 2015-2019.
- 21. The policy states that Council will work with community to remove graffiti from private premises where it has a significant impact on amenity and/or is a shopping centre, a gateway or an area of high prominence.
- 22. However, this is often at odds with the community's desires. There are often large amounts of complaints about graffiti/street art in laneways or in areas which are low priority for Council.
- 23. Additionally, there have been complaints about legal street art on private property, over which Council has no jurisdiction.

Activities

- 24. Through place management, Council engages the community in understanding and responding to graffiti.
- 25. Access Yarra have developed a new script for customer service staff, which highlights Council's desire to support property owners to self-remove graffiti and community driven initiatives which help mitigate negative impacts of graffiti to residents and property owners.

Alternative Treatments

- 26. Council conducts programmed graffiti removal in retail precincts in partnership with business and property owners and continues to use alternative treatments such as traffic signal boxes and murals for precinct amenity improvement.
- 27. Ten to fifteen traffic signal box treatments are identified and actioned annually.
- 28. The approach to murals is two-fold: local artists can identify private property locations that have been targeted, and then approach Council for assistance in regards to traffic management, permits and materials. Alternatively, locations are identified by Council officers (City Works or Arts & Culture) as graffiti hotspots and mural treatments are applied as appropriate.
- 29. For example, Officers met with the Manager of Fry's Storage (200 Alexandra Parade Fitzroy) on a number of occasions in order to gain their co-operation in taking some responsibility for the wall that faces Cecil Street, Fitzroy.

- 30. They agreed to have a mural placed on the wall, however due to the expanse of the wall (approximately 345 square metres) the cost for Council to organise a mural or number of murals was prohibitive, with quotes around the \$30,000 mark.
- 31. Council then successfully applied for a Graffiti Prevention Grant from the Department of Justice in June 2016. As part of the grant application Officers also received a pledge from Fry's Storage for installation of new lighting to the wall in order to dissuade further graffiti attacks. The lighting would be paid for by Fry's Storage.
- 32. The mural was completed in November 2016 and has resulted in a marked reduction in graffiti attacks in the area, as well as garnering significant media and community attention.
- 33. Yarra has partnered in a number of key initiatives with local stakeholders including Youth Support & Advocacy Service, YMCA, Department of Health & Human Services, Neighbourhood Justice Centre and Vic Pol to deliver the Collingwood & Richmond Estate murals.
- 34. Yarra also partnered in a number of key projects with schools, including the Barkley Park mural with Melbourne Girls College, and the Edinburgh Gardens toilet block renewal with young artists from local schools.
- 35. Youth Services has developed a three month diversion program in conjunction with Youth Support & Advocacy Service, and was recently successful (in conjunction with Artful Dodgers Studios) in receiving funding from VicHealth to run a creative place making project in Yarra. Essentially, the project will be about using the arts to help young people in Yarra explore resilience and what it means to belong.

Community Workshops

- 36. The Graffiti Coordination Group discussed the current practise of holding yearly workshops around graffiti management, and agreed that once off annual workshops may not be the best of way of consistently keeping graffiti management on the community's radar.
- 37. As such, Officers have been discussing other ways in which to engage with the community, including holding a 'travelling roadshow' at key events throughout the year such as the Johnston St Fiesta (November), Victoria St Lunar Festival (January), Clean up Australia Day (March), and through Ward Council meetings.

Community Meetings

38. Officers continue to meet with residents to discuss effective ways to manage graffiti. Recent issues include an increase in tagging in Carlton North, and officers have attended meetings convened by the community, alongside Princes Hill Secondary College, Youth Services, School staff, Vic Pol, and the Neighbourhood Justice Centre.

Provision of Information

39. Council is in the process of updating its Graffiti Removal & Prevention pamphlet, and information around graffiti prevention and management is available on Council's website.

Conclusion

- 40. Officers continue to work with business owners and residents to effectively manage unwanted graffiti.
- 41. Officers utilise a number of strategies including community workshops & meetings, alternative treatments, and provision of information.
- 42. However, sometimes Council's policy is at odds with the community's desires. There are often large amounts of complaints about graffiti/street art in laneways or in areas which are low priority for Council, and legal street art on private property over which Council has no jurisdiction.

RECOMMENDATION

1. That Council note proposed and current place management strategies for illegal graffiti.

CONTACT OFFICER:Sarah JaggardTITLE:Community Safety Project OfficerTEL:9205 5160

Attachments

There are no attachments for this report.

11.6 Review of Engagement Response to Primary Homelessness

Trim Record Number: D16/96320 Responsible Officer: Community Safety Project Officer

Purpose

1. To consider outcomes and recommendations from a review of the Engagement Response to Primary Homelessness.

Background

- 2. The Engagement Response to Primary Homelessness (ERPH) commenced in 2014 with a six month trial delivered by HomeGround Services and Hanover Welfare Services. The trial was intended to supplement Council's 2012 Protocol for Responding to People Experiencing Primary Homelessness through:
 - (a) development of a service model;
 - (b) an increase in outreach support response from one to two runs per week;
 - (c) training of key Council staff; and
 - (d) delivery of a final report at the end of the trial.
- 3. As the trial exceeded the aims and objectives of the initiative, the service was continued for the financial years 2014/15 and 2015/16. The service was reviewed informally during this time with key Council staff and Launch Housing outreach team members, and minor adjustments were made to improve referrals and responses. Generally the service was considered a success with all stakeholders.
- 4. The ERPH service has facilitated a successful coordinated response across Council in partnership with the outreach service to:
 - (a) reduce the negative impact of extreme heat on homeless people in the municipality, through Council's provision of access to Fitzroy pool, and material aid;
 - (b) improve officer understanding of homelessness, outreach responses, and the homelessness service system;
 - (c) support constructive negotiated responses between officers and outreach workers; and
 - (d) enable well informed Council responses to community concerns about homeless individuals and advocacy opportunities, leading to Council becoming a leading public authority in responding to homelessness.
- 5. This report fulfils the Council plan milestone 2.06 to review the 2015/2016 service and report to Council.

External Consultation

- 6. Launch Housing's outreach team leader was consulted. Key outcomes and successes for the outreach team through ERHP were:
 - (a) enhanced ability to locate rough sleepers through officer referrals and updates, leading to more effective responses and better outcomes;
 - (b) more effective responses to rough sleeping through greater understanding of Council roles, responsibilities, and requirements;
 - (c) enhanced ability to work with rough sleepers to reduce potential negative impact of Council actions; and
 - (d) ERPH enables improved capacity and flexibility for outreach workers for regular engagement with disengaged rough sleepers.

7. The team leader reported that ERPH is seen by other local governments as a good model for a local government response to primary homelessness, and is known as 'the Yarra model'.

Internal Consultation (One Yarra)

- 8. Key officers from Compliance, Open Space Maintenance, Library Services, and Access Yarra were consulted on their experience of ERPH.
- 9. Levels of usage of ERPH varied across Council, with some business units regularly making online, email and phone referrals of rough sleeping sites, others making no online referrals over the past year.
- 10. All officers interviewed considered ERPH a success; in particular officers who attended training and subsequently worked closely with outreach workers on the job, found their capacity to handle situations involving rough sleeping improved.
- 11. Consultation revealed that officers at times found interactions with some people sleeping rough challenging and disturbing. Some raised safety concerns when acting as lone officers.
- 12. Key themes from discussions were:
 - (a) the ability to refer to and liaise with the outreach service was helpful in avoiding a zero tolerance situation and led to more constructive outcomes;
 - (b) the need for a deeper understanding among officers of the homelessness service system in order to educate and inform community members;
 - (c) the need for better communication between officers;
 - (d) the need for a better understanding of what is within Council's control and what is not;
 - (e) the importance of hearing good stories and successes arising from officer actions and referrals;
 - (f) desire to have information about other resources and supports if needed such as out of hours and crisis services; and
 - (g) the need for Council to develop a well-thought out consistent message about rough sleeping/homelessness in the municipality.

Financial Implications

13. Council's financial contribution for 2015/16 was \$20,400 excluding GST, an increase of \$400 over the previous year in line with CPI. For 2016/17 the contribution will be \$21,165.

Economic Implications

14. In the context of growing numbers of rough sleepers in inner Melbourne, there are economic implications for Council through increased staff time spent responding to community concerns about homelessness and managing the community impact of rough sleeping on amenity, safety and officers' regulatory responsibilities.

Sustainability Implications

15. There are no sustainability implications.

Social Implications

- 16. Social implications include:
 - enhanced Council capacity to address proactively the challenges of visible homelessness within local communities, which can erode social cohesion, perceptions of safety, and acceptance of diversity;
 - (b) greater capacity to respond quickly and effectively to incidents of homelessness builds a sense of safety and security in the community; and
 - (c) building a sense of cohesion through actions that show Council takes its responsibilities as a public authority seriously by working in a responsive and constructive leadership role around visible homelessness.

Human Rights Implications

- 17. Human rights implications of Council's commitment to ERPH include:
 - (a) through ERPH, Council explicitly complies with the responsibilities of a public authority to see that the rights of Victorians are respected;
 - (b) Council's actions towards rough sleepers acknowledges people's right to be treated with respect without regard to socio-economic status;
 - (c) Council's partnership with Launch Housing shares a rights based approach to working with people sleeping rough; and
 - (d) the principles on which ERPH operates work to support the freedom, equality and dignity of those who are sleeping rough in the municipality.

Communications with CALD Communities Implications

18. There are no communications with CALD communities' implications.

Council Plan, Strategy and Policy Implications

- 19. ERPH is delivered in line with action 2.09, Year 3 of the Council Plan 2013-2017.
- 20. ERPH plays a role in achieving Objective 2 of the Council Plan, in continuing Yarra's history of working to improve the well-being of the whole community including those who are marginalised and struggling. It supports Council's commitment to social justice and to maintaining an inclusive and diverse community.
- 21. ERPH helps Council achieve Objective 3 of the Council Plan by supporting constructive change management where population growth within an increasingly dense urban environment, alongside increased incidence of primary homelessness, leads to competition for space in public places.
- 22. Council Plan Strategic Direction 5: Leading Local Government acknowledges the greater competition for limited space in Yarra. ERPH supports Council's need to be better at engaging the community in discussing these pressures, identifying compromises and finding creative ways to increase access to space.
- 23. Through the Social and Affordable Housing Strategy 2016 (draft), Council reaffirms everyone's right to housing, and that high numbers of homeless people is the direct result of the shortage of social and affordable housing locally. Council also recognises that homelessness impacts not only on the individual concerned but also the wider community.

Legal Implications

24. There are no legal implications.

Other Issues

- 25. ERPH operates within a wider context that is leading to a recent increase in numbers sleeping rough in inner Melbourne, as indicated by the 74% increase in CBD rough sleepers between 2014 and 2016, according to the City of Melbourne 2016 StreetCount Report.
- 26. The critical lack of public housing, crisis accommodation, and supported housing is a direct driver of the high rates of rough sleeping and homelessness. Previous housing options for people who sleep rough have sharply diminished as housing has become less affordable, rooming house bed numbers have fallen, public housing stock has declined, and new cohorts such as elder single women have entered the homelessness system in significant numbers.
- 27. Anecdotally, numbers sleeping rough have recently increased as a result of changes to allocation polices in response to the Royal Commission into Family Violence recommendations.
- 28. Due to the structural drivers of homelessness, it is expected that the incidence of rough sleeping will continue to rise in the near future and including during the time it takes for shelter options to be constructed locally by State Government and housing services.

29. It is expected that the roll out of the NDIS will have an impact on the availability of affordable housing, although there is as yet a great deal of uncertainty as to how the NDIS will address housing need.

Options

- 30. Given the structural drivers of homelessness, local governments have limited capacity to provide housing responses to rough sleeping. However councils can have significant impact on the well-being of people sleeping rough, both positive and negative.
- 31. Continuing Council commitment to ERPH will provide support for Yarra officers to make their contact with people sleeping rough, and their responses to community members challenged and concerned about rough sleeping, more constructive, respectful and informative.
- 32. In recognition of the increasing numbers of people with complex and challenging behaviours in our community, ERPH can be enhanced by developing training for staff in responding to vulnerable people when undertaking their roles.
- 33. In recognition of the disproportionate impacts of climate change on people who are sleeping rough, Council can add to ERPH capacity to respond to extreme weather events by allocating \$1000 per year as a brokerage fund managed by Launch Housing to provide material aid and emergency accommodation, as needed, for vulnerable homeless people in Yarra.

Conclusion

34. A review of ERPH indicates that it is successful in providing a mechanism for Council to more effectively manage and respond to the implications and impacts of rough sleeping in the municipality, and that the service should be funded to continue, with the capacity to expand the service should the incidence of rough sleeping continue to grow.

RECOMMENDATION

- 1. That Council:
 - (a) receive and note the report on a review of the Engagement Response to Primary Homelessness 2015/16;
 - (b) continue to fund Launch Housing to deliver the Engagement Response to Primary Homelessness service with increases in line with CPI;
 - (c) allocate \$1,000 per year as a brokerage fund managed by Launch Housing to provide emergency accommodation and material aid for vulnerable homeless people in Yarra at times of extreme weather events; and
 - (d) explore improvements to the capacity of the Engagement Response to Primary Homelessness to support officers through training and other mechanisms as needed.

CONTACT OFFICER:	Anne Barton
TITLE:	Policy Advisor - Housing and Homelessness
TEL:	9205 5094

Attachments

There are no attachments for this report.

11.7 Review Format of Receiving and Responding to Questions Raised at Public Question

Trim Record Number: D16/173545 Responsible Officer: Group Manager Chief Executive's Office

Purpose

1. To consider a modification of the current format of both *receiving and responding to*, Public Questions presented at Ordinary Council Meetings, following consideration of a proposal presented by a community member at the Council Meeting of 22 November 2016.

Background

- 2. Currently, Public Question Time is formatted as outlined in Council's Meeting Procedure Local Law No. 1, which states:
 - (a) "Public Question Time shall be conducted in accordance with this Local Law;
 - (b) Any individual member of the public will be permitted to ask a maximum of two questions per Council Meeting Question Time; and
 - (c) Members of the public wishing to ask a question may either:
 - (i) ask their question personally by identifying themselves and directing their question to the Mayor; **OR**
 - (ii) in instances where the individual may not be in attendance at the meeting, by providing prior written advice of the question to the Council's Chief Executive Officer.

(In circumstances where questions are taken on notice, Council will endeavour to provide a written response within 10 working days)."

- 3. The presenter of the question on 22 November:
 - (a) asked if Council could improve the documentation of questions and replies;
 - (b) suggested that the changes, as proposed, would streamline and improve transparency and accountability of the process;
 - (c) queried if Council would:
 - (i) encourage questions to be provided in written form, in advance of the meeting;
 - (ii) have the questions in full or abstract, written into the Minutes;
 - (iii) have the Public Questions and Responses thereto published on the Council's website; and
 - (iv) also note on the public website, the expected date of a Response to a Question in those instances where there will be a delay in providing that Response.

External Consultation

4. Not applicable to this report.

Internal Consultation (One Yarra)

- 5. Discussion was had with Communications Branch staff concerning the most appropriate manner to record the required information on the public website. This will require some minor modification to the current arrangement. The changes will include:
 - (a) Firstly, in the section of the website referencing Council Meetings, the sub-section related to Public Questions will require the heading "Questions Taken on Notice" to be changed to "Record of Public Questions Received and the Responses";

- (b) Secondly, there will be a brief outline noting the procedure for lodging public questions in advance of the Council Meeting, for presentation at Public Question Time; and
- (c) Thirdly, a listing of the Council Meeting dates under which, information will appear as per the following example:

Council Meeting 22 November 2016:

- **Question No 1** (quote the questions in full or abstract if lengthy);
- Response No 1 (quote the response in full).
- Question No 2 (quote the questions in full or abstract if lengthy);
- Response No 2 (quote the response in full).
- Question No 3 (quote the questions in full or abstract if lengthy);
- Response No 3 (Taken on Notice, response expected 2 December 2016).
- (d) Questions that are not able to be answered at the Council Meeting and taken on notice, will be available to be viewed together with the response at a later date on the website, as shown in example 3 above.
- 6. The Council Minutes currently include the Public Question as asked, by whom and the verbal response as given and by whom. This arrangement will continue and modified to also include any pre-submitted written questions and the responses thereto.

Financial Implications

7. There are no significant costs associated with the proposed changes of receiving and responding to Questions raised at Public Question Time.

Economic Implications

8. Not applicable to this report.

Sustainability Implications

9. Not applicable to this report.

Social Implications

10. There are no social implications associated with this report.

Human Rights Implications

11. There are no human rights implications associated with this report.

Communications with CALD Communities Implications

12. The placement of the question and response text on the public website in addition to the Council Minutes, will provide an improved service.

Council Plan, Strategy and Policy Implications

13. There are no implications in respect to the Council Plan.

Legal Implications

14. There are no legal implications relating to this report.

Other Issues

15. It is considered that the proposal to encourage use of the option to submit questions in writing in advance of the Council meeting will offer advantages to both the person raising the question and the Council insofar as Officers will have an opportunity to assess and provide a more comprehensive response to the questioner. It may also enable the Public Question Time component to run more smoothly when lengthy or complex questions are presented.

Options

16. None identified.

Conclusion

- 17. It is noted:
 - (a) The first part of the public question raised 22/11/16, related to a capacity to submit questions in writing in advance of the meeting:
 - (i) The Council's Local Law currently provides for questions to be submitted in writing "in instances where the individual may not be in attendance at the meeting, by providing prior written advice of the question to the Council's Chief Executive Officer". As the Local Law does not state "will not be in attendance", it is considered perfectly reasonable for any person to submit their questions either at the meeting or in writing in advance of the Council Meeting, should they so prefer.
 - (b) The second part of the public question raised 22/11/16, related to, capacity to have the question in full (or in abstract) incorporated into the formal Minutes of the Council:
 - (i) The Council Minutes currently record Public Questions as asked, by whom plus, the verbal response as given and by whom. This arrangement will continue and be modified to also include any pre-submitted written questions and the responses thereto.
 - (c) The third part of the public question raised 22/11/16, related to capacity to upload the text of the public question (or a summary thereof) and the response to that question onto the Council website, together with a date as to when a response is scheduled, in the event that there is a delay in investigating an answer:
 - (i) This aspect has been checked with Communications and it only requires a minor adjustment to the current website configuration to enable such information to be provided. The website would thus show the information as detailed in the example shown in Clause 5 of this Report.
 - (d) that the proposal to have an option to submit questions in writing in advance of the Council meeting will offer advantages to both the person raising the question and the Council insofar as Officers will have an opportunity to assess and provide a more comprehensive response to the questioner and may also enable the Public Question Time to run more efficiently.

RECOMMENDATION

- 1. That Council note and endorse the actions outlined in the report, including that:
 - (a) public questions may be submitted either in person at the Council Meeting or in writing in advance of the Council Meeting;
 - (b) public questions together with the response thereto will be both:
 - (i) incorporated into the Council Minutes; and
 - (ii) uploaded onto a specific page on Council's Public web-site; and
 - (c) in instances where a response to the question is not able to be provided at the Council Meeting, the web-site record will note a date when the response should be expected.

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

Attachments

There are no attachments for this report.

11.8 Appointment of a Heritage Advisor

Trim Record Number: D16/178056 Responsible Officer: Chief Executive Officer

Purpose

- 1. To report in response to:
 - (a) the Council resolution of 22 November 2016 concerning the referral to the budget the proposal to appoint a heritage officer; and its relationship to:
 - (b) the public questions concerning aspects of Council's Heritage Advisor services, as raised at Council's meeting of 6 December 2016.

Background

2. At the Ordinary Meeting of Council - Tuesday 22 November 2016, one of the resolutions passed under the urgent business items was:

"That Council refer to the budget process the following proposal for the appointment of a heritage officer.

APPOINTMENT OF HERITAGE OFFICER

- 1. That the City of Yarra appoint a Heritage Officer, independent of the Director of Planning, with responsibilities to include:
 - (a) promoting heritage within Council and the community;
 - (b) being available to residents to offer support, access to information and advice on heritage-related matters;
 - (c) provision of in-house expertise to Council on heritage matters and policy, including strategic planning; and
 - (d) provision of heritage advice on planning applications, advice on heritage policy, including attendance at Internal Development Approvals Committee (IDAC) and other Council meetings."
- 3. At the Ordinary Meeting of Council Tuesday 6 December 2016, the following questions were raised by a representative of the Yarra Residents Coalition Group:
 - (a) "That Council provide a budget breakdown as to the funding currently being provided for the heritage advice through the employment of consultants and contractors, including those that appear at VCAT.
 - (b) That Council assess the total value of heritage for use in statutory decision making in relation to development and for applications during strategic planning.
 - (c) That all heritage advisors for Council be required to declare in writing any potential or actual conflict of interests with parties to the development before they become involved in discussions in relation to the proposed development.
 - (d) That the Heritage Advisor's full report in relation to any planning application, rather than simply be an extract, as currently happens, be provided from the heritage advisor to Councillors for IDAC meetings and be placed on the Yarra Council website to ensure transparency and the public can review that report.
 - (e) That heritage advice be sought in relation to planning applications at the commencement of the planning process.
 - (f) That the community be notified as soon as a developer commences discussions with Council, and that the developer be encouraged to undertake genuine engagement with the community at an early stage of the proposal.

- (g) That all applications for development within heritage overlays be heard by Council's Internal Development Approvals Committee (IDAC).
- (h) That all applications for large development of properties within heritage overlays require a Conservation Management Plan before Council can accept the application.
- (i) That all applications for development of properties within heritage overlays require a Conservation Management Plan (CMP) before Council can accept the application, which will reduce contestability and streamline decision-making.
- (j) That the Heritage Advisory Committee members and others with an interest in heritage be asked to provide examples of effective models of heritage advisers placed within Councils."
- 4. In response to the questions (a) to (j) as raised, the following information is provided:
 - (a) a budget breakdown as to the funding currently being provided for the heritage advice through the employment of consultants and contractors, including those that appear at VCAT:

Heritage Contract 2015/2016	VCAT Heritage 2015/2016	Heritage Contract 2016/2017 (to Nov)	VCAT Heritage 2016/2017
\$345,000	\$25,000	\$113,000	\$38,000
TOTAL	2015/2016 \$370,000		2016/2017 (to Nov)
			\$151,00

(i) Statutory Planning:

- (b) The assessed total value of heritage for use in statutory decision making in relation to development and for applications during strategic planning is:
 - (ii) Strategic Planning:

Strategic Planning 2014/2015	Strategic Planning 2015/2016	Strategic Planning 2016/2017 (available funds)
\$140,000	\$60,000	\$70,000

(ii) Total Statutory and Strategic Planning:

- (c) That all heritage advisors for Council be required to declare in writing any potential or actual conflict of interests with parties to the development before they become involved in discussions in relation to the proposed development:
 - (i) The Council's Contract documents contains requirements that:
 - The advisor or the advisors firm may not undertake other paid work in the local government area concerned except with clearance to the following

exemptions: - continuation of architectural services to completion on a heritage project already commenced prior to this appointment AND work on any matter provided it does not lead to a conflict with the role;

- The contractor must inform the Manager Statutory Planning and all Coordinators in writing of any conflict or potential conflict as soon as known and agree to not undertake any work where a conflict exists.
- (ii) The current arrangement is that Heritage Advisors do inform the Manager Statutory Planning in writing of any conflict or potential conflicts.
- (d) That the Heritage Advisor's full report in relation to any planning application, rather than simply be an extract, as currently happens, be provided from the heritage advisor to Councillors for IDAC meetings and be placed on the Yarra Council website to ensure transparency and the public can review that report:
 - (i) I have established that this arrangement has been in place for some months. Also the IDAC templates have been amended to include all referrals not just heritage as an attachment to the report.
- (e) That heritage advice be sought in relation to planning applications at the commencement of the planning process;
 - (i) I have established that subsequent to all required information being submitted with the application, to Council, the current process used by Statutory Planning, is to then refer relevant matters to the Heritage Advisor.
- (f) That the community be notified as soon as a developer commences discussions with Council, and that the developer be encouraged to undertake genuine engagement with the community at an early stage of the proposal:
 - (i) I have established that such an action would not be appropriate until a formal planning application is actually lodged with Council. The *Planning and Environment Act* 1987 provides that a Responsible Authority must:
 - keep a register containing the prescribed information in respect of all applications for permits; and
 - make the register available during office hours for any person to inspect free of charge.
 - (ii) It is understood that there are frequent enquiries re possible planning applications which do not eventuate to a formal planning application. From the point of privacy, it is not appropriate to make such enquiries publicly available until the formal planning application is lodged.
 - (iii) However, applications are referred to all relevant departments at the beginning of the formal planning process – once all/any information required by the planning office has been received referrals are then sent out to various branches of Council, including the heritage consultants.
- (g) That all applications for development within heritage overlays be heard by Council's Internal Development Approvals Committee (IDAC):
 - (i) Whilst this is statutorily able to be done, I am advised that based upon the current numbers of planning applications lodged which are subject to heritage overlays, it would potentially result in an additional 1,000 to 1,200 planning applications being referred to IDAC annually.
- (h) That all applications for large development of properties within heritage overlays require a Conservation Management Plan before Council can accept the application:

- (i) Whilst Council may seek to achieve this suggestion, it is not able to statutorily enforce such information being submitted. The *Planning and Environment Act* 1987 and the Planning & Environment Regulations provide only, that a planning application must include:- contact details of applicant, address (Title particulars) of the land, the use/development or other matter for which permit is required, current use of the land, the owner of the land, the prescribed permit fee and details of any registered covenants.
- (i) That all applications for development of properties within heritage overlays require a Conservation Management Plan (CMP) before Council can accept the application, which will reduce contestability and streamline decision-making:
 - (i) Comment as for h (i) above. Also, this would be considered an onerous requirement for minor heritage matters.
- (j) That the Heritage Advisory Committee members and others with an interest in heritage be asked to provide examples of effective models of heritage advisers placed within Councils:
 - (i) I have obtained details of the employment model adopted by Whittlesea City Council (which was referenced in the Council Question Time presentation) re engaging of a Heritage Coordinator. This is a full time position, reporting to the Manager Civic Administration. It is noted that the role extends considerably beyond the provision of advice to Statutory Planners re planning applications. The following list denotes a range of that Officer's responsibilities:
 - a. research, development and management of a whole of organisation framework, supported by policies, strategies and implementation plans - for heritage matters and service delivery;
 - b. annual business plan and budget development for the responsibilities of the position;
 - c. recommendations for a direction for management on heritage issues across the organisation for the next 5-10 years;
 - coordination of the development and implementation of a program to identify, preserve, protect and interpret the current and expected future heritage assets of Council including built heritage, heritage infrastructure and significant heritage vegetation/natural assets;
 - e. provision of advice and review, and ensuring that other Council policies, strategies and plans incorporate heritage outcomes, cultural heritage and heritage place protection e.g. Engineering Urban Design Guidelines, Council Collection Management Policies, Open Space Strategy; Place Profiles and Place Planning Framework, Precinct Structure Plans, Precinct Design Guidelines, and other;
 - f. sourcing and management of appropriate, qualified consultants/practitioners to provide expert heritage advice to Council for strategic, statutory, operation, including management of a Panel of Heritage Advisors;
 - g. support corporate capacity building through delivery of heritage information and training sessions for internal staff;
 - h. cooperation with strategic and statutory planning staff for advice to external owners of heritage places and land developers in the Growth Areas, for identification and protection of heritage places and assets;
 - i. cooperation with other Departments at Council to determine future plans for specific sites in the municipality as appropriate;
 - j. compiling a database of Council-owned or managed heritage sites, condition, need for conservation management plans, other relevant information for internal use;

- k. cooperation to determine a way forward for the Archaeological Heritage Study and an Aboriginal Cultural Heritage study;
- I. responsibility for coordinating the ongoing implementation of the Council's Heritage Strategy and ensuring the currency of the Strategy, as well as delivery of an annual reports to ELT and Council, as directed, on whole of organisation achievements for cultural heritage and heritage protection;
- m. represent and negotiate for Council on heritage issues to external statutory and planning authorities such as Heritage Victoria, the Metropolitan Planning Authority and various Victorian State departments, to build and maintain effective relationships in order to implement or support initiatives that contribute to heritage identification, protection and promotion in the municipality;
- n. support and promote information about and the values of cultural heritage and community history both internally and externally including supplying information for media stories, provision of public information, public talks and other, as appropriate;
- benchmark and support development of a municipality resourcing plan for support to owners of heritage sites such as a Heritage Advisor Fund, or Heritage Restoration Fund;
- p. identify and contribute to events, anniversaries and other activities that have a heritage/cultural heritage component or theme;
- work collaboratively and act in an advisory capacity with other Council staff, local heritage organisations, community members, owners of heritage places, and organisations, peak bodies and government agencies to implement the Council's Cultural Heritage Strategy;
- r. support community-based heritage initiatives with information, advice, referrals and review of products;
- s. sourced heritage related information, resources, collections and materials that will contribute to Council's understanding about local and community history and heritage;
- t. source and apply for external grants and other funding to support heritage service delivery, and develop relationships e.g. with volunteers, with university researchers that can contribute to improved heritage outcomes;
- u. continually seek innovative, progressive methods and processes to support Councils' heritage service delivery including the application of new technologies, improvements for heritage conservation and protection, engagement methods with the diverse community and other, as appropriate; and
- v. contribute to the development of Council's Civic History Collection through acquisitions, access to relevant archival collections and similar.

External Consultation

5. The report includes information sourced from the City of Whittlesea.

Internal Consultation (One Yarra)

6. The input to this report has been prepared following consultation with staff from statutory and strategic planning, human resources and finance Branches.

Financial Implications

- 7. In terms of the two issues raised in this report, the estimated cost of:
 - referring the appointment of a heritage advisor to the next budget (as proposed in the public questions to Council on 6 December 2016), will amount to an estimated cost range of \$120,000 - \$140,000;

- (b) implementing some of the suggested heritage advice matters (e.g. a Heritage Advisor attending all IDAC meetings to assist Councillors) as suggested in the public questions to Council on 6 December 2016), would lead to significant additional costs through overtime (i.e. based upon say 23 IDAC's per annum at say 2.5 hours per IDAC session); and
- (c) based upon the quantum of work and numbers of planning applications per annum, it would appear clearly, that if Council were to appoint a Heritage Advisor in a similar manner to say, the Whittlesea City Council, such an Officer could not accommodate all the work undertaken by Council's current contract Heritage Advisors as engaged by the each of the Statutory and Strategic planning Units.

Economic Implications

8. The overall management of heritage infrastructure is considered to have a complementary economic impact.

Sustainability Implications

9. The overall management of heritage infrastructure is considered to have a complementary sustainability implication.

Social Implications

10. The overall management of heritage infrastructure is considered to have a complementary social impact.

Human Rights Implications

11. There are no human right implications in relation to this report.

Communications with CALD Communities Implications

12. There are no considered implications.

Council Plan, Strategy and Policy Implications

- 13. The respect for and the retention and maintenance of Heritage is a very high priority for Council.
- 14. Council's Heritage Strategy (Clause 3.1.2) notes "Review Council's heritage resources, including the heritage advisor roles and responsibilities to ensure that the best use is made of available time, funding and resources. Evaluate whether further resources are required.
- 15. The suggested pathway to achieve the above task could include:
 - (a) examine any previous research, including information from Heritage Victoria, the MAV or VLGA (if available);
 - (b) engage consultants to undertake a review of existing service level, comparison with other Council's and potential future options; and
 - (c) the need to refer to an appropriate sum to the 2017/2018 budget for consideration.

Legal Implications

- 16. Clearly the Council as a Responsible Authority under the *Planning and Environment Act* 1987, has the responsibility to conduct its operation within the statutory requirements of the Act, Planning Regulations, Planning Policy and any VCAT case directions.
- 17. Whilst there are no known legal implications with an arrangement whereby a Heritage Advisor reports to a Senior Officer other than one overseeing the Planning function, it is noted that specific attention would need to be given to, the manner in which any heritage advice was taken into account and applied to the processing of planning applications.
- 18. This would need to be addressed in a manner which did not expose the Council to greater potential for challenge at VCAT or the Courts.

Other Issues

19. Not applicable.

Options

20. Not applicable.

Conclusion

- 21. That Council note:
 - (a) its resolution of 22 November referring the matter of appointing a heritage advisor to the budget process for consideration;
 - (b) this report re the questions raised at the 6 December Council Meeting and responses thereto; and
 - (c) that the responses to the questions raised will be conveyed to the questioner and also referred to the budget process as necessary.

RECOMMENDATION

- 1. That Council note:
 - (a) its resolution of 22 November referring the matter of appointing a heritage advisor to the budget process for consideration;
 - (b) this report re the questions raised at the 6 December Council Meeting and responses thereto; and
 - (c) that the responses to the questions raised will be conveyed to the questioner and also referred to the budget process as necessary.
- 2. That Council determine if it seeks any further information on the mattes as raised.

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

Attachments

There are no attachments for this report.

11.9 Audit Committee Annual Report 2015/2016

Trim Record Number: D16/180838 Responsible Officer: Director Corporate, Business and Finance

Purpose

 To provide an Annual Report to Council and community on the principal activities conducted by the Audit Committee ("Committee") for the audit year 2015/2016. The audit year is November to October as it corresponds with the annual financial statements and performance review and lodgement process and the annual cycle of election of Councillor Members to the Committee.

Background

2. Under the Committee's Charter, the Committee must report annually to Council, describing its responsibilities and how they were discharged during the period and any other information considered pertinent or which is required by regulation.

Consultation

3. A draft of the Report was circulated to Audit Committee Members who provided feedback.

Financial Implications

4. No financial implications

Economic Implications

5. No economic implications

Sustainability Implications

6. No sustainability implications

Social Implications

7. No social implications

Human Rights Implications

8. No human rights implications

Communications with CALD Communities Implications

9. No CALD communities' implications

Council Plan, Strategy and Policy Implications

10. The Annual Report records the work of the Audit Committee for 2015/2016 as required by the Local Government Act 1989; the Local Government Performance Reporting Framework (LGPRF) and guidelines issued by the Victorian Auditor-General's Office (VAGO).

Legal Implications

11. No legal implications

Other Issues

12. No other issues

Options

13. No options required

Conclusion

14. The Audit Committee's Annual Report for 2015/2016 summarises the work of the Committee for the year past and takes into account the increasing focus on assurances of corporate governance in the Victorian Public Sector with the roles played by IBAC (Independent broad-based anti-corruption commission); Victorian Auditor-General's Office (VAGO); Victorian Ombudsman and Local Government Victoria.

RECOMMENDATION

- 1. That Council:
 - (a) resolves to note the 2015/2016 Annual Audit Committee Report; and
 - (b) resolves to place the 2015/2016 Annual Audit Committee Report on Council's Audit Committee web-page.

CONTACT OFFICER:	Kathy Duffy
TITLE:	Manager, Risk, Audit and Procurement
TEL:	9205 5112

Attachment

1 Audit Committee Annual Report 2015/16



Audit Committee Annual Report 2015/2016



Yarra City Council - Ordinary Meeting of Council Agenda - Tuesday 20 December 2016

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Background

 Under the Audit Committee's Charter, the Audit Committee (the Committee) must report annually to City of Yarra (Council), describing its responsibilities and how they were discharged during the period and any other information considered pertinent or which is required by regulation.

Overall context

- 2. The Audit Committee in 2015/2016 has increased its oversight in recognition of the rapidly expanding corporate governance landscape in Victoria.
- Beyond the Committee's core areas of oversight, the Committee has an increasing role to:
 - Support and cooperate with the Victorian Government's Integrity System. Three agencies: IBAC (Independent Broad-based Anti-corruption Commission); Victorian Ombudsman; and VAGO (Victorian Auditor-General's Office) have inter-connected functions and a shared responsibility for protecting integrity in the public sector, including local government;
 - Help maximise collaboration between Council's Internal Auditor's (Pitcher Partners) and our External Auditor's (HLB Mann Judd) who represent VAGO on the Committee; and
 - Understand how digitisation and social media are transforming and impacting on Council's services and operations, as well as businesschanging technologies such as 'the Cloud' and data analytics.

The Committee introduced a number of changes to provide even greater assurance on the 'health' of Council, the management of risks, and the rigour of management reporting. The changes include:

- Standard Questions in the interests of sound corporate governance, at each Committee meeting members are given an opportunity to seek responses from officers and auditors to a series of standard questions. The responses are subsequently provided to Council for noting.
- Audit Committee Assessment an annual survey has been developed for Committee members to assess the Committee's overall contribution to the achievement of Council's objectives.
- Feedback Questionnaire a feedback questionnaire has been developed to collect the views of managers and staff regarding audits they have been involved in, including whether the recommendations were useful, realistic and cost-effective.

Audit Committee Annual Report 2015/2016

- Education written briefs on audits / investigations by Victoria's Integrity System agencies of IBAC, VAGO and Ombudsman.
- Delegates' Report after each Committee meeting a brief confidential report on business handled at the meeting is distributed to Councillors by Council's Audit Committee delegates.

Annual reporting

- 4. To ensure that the Committee meets its Charter on reporting how it has discharged its duties in 2015/2016, this section covers:
 - a) Number of Committee meetings
 - b) Committee members and attendance
 - c) Summary of principal issues and audits addressed during the year
 - d) Financial reporting
 - e) Review of Council's strategic risks
 - f) Fraud and corruption control
 - g) Timeliness / frequency of reporting from the Committee to Council
 - h) Internal audits.
- 4a) Committee meetings

The Committee met five times during the Annual Report year (1 October 2015 to 30 September 2016), with one meeting specifically dedicated to a review of the draft Annual Financial Statements and Performance Statement for the 2015/2016 year.

4b) Committee membership

The Committee consists of five members, comprising two Councillors and three independent members. Committee membership and attendance for the Annual Report year is detailed in the following table.

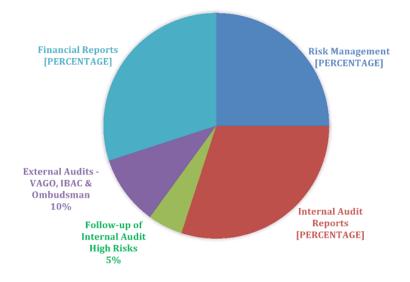
Committee members	Meetings – eligible to attend	Meetings – attended
David Ashmore (Chairperson) CA, FCA	5	5
Michael Said CPA, RCA	5	5
Vincent Philpott CMIIA, CIA, CCSA	5	5
Cr Philip Vlahogiannis	5	3
Cr Roberto Colanzi (Mayor)	5	5

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It is standard practice for 'management representatives' to attend Committee meetings to assist the Committee's discussion and consideration of reports, and to answer questions in relation to internal / external audit reviews and improvement recommendations.

Council's Chief Executive Officer; Director Corporate, Business & Finance; Chief Financial Officer; and Manager, Risk, Audit & Procurement attend Committee meetings as required. Similarly, representatives from Internal Audit, the Victorian Auditor-General's Office, and Council's senior management team also attend as required.



4c) Principal issues and audits of internal controls addressed during the year

The Committee considered the following key matters during the course of the audit year:

Procurement

The Committee was informed that the Procurement function (which sits within the Corporate, Business & Finance Division) was to move from the Finance Branch to Risk & Audit, to form Risk, Audit & Procurement. The move enabled Council to place the function into a larger strategic and accountability framework.

In addition, recommendations from two internal audits – Procurement & Supplier Management, and Tendering & Contract Management – are being addressed.

Audit Committee Annual Report 2015/2016

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The internal audits (mentioned above) stressed the importance of Council establishing a contract management system database, which will ensure Council can demonstrate the integrity and robustness of the management of Council's contracts through their life-cycle.

Information Technology

An internal audit was completed of Council's IT Contracts, Agreements and Licenses. It was considered appropriate following the Auditor-General's Office's renewed focus on ICT, highlighted by the establishment of VAGO's first Information Systems Audit Team with a significant remit over the next few years. The audit focused in particular on whether Council contracts were compliant with S186 of the *Local Government Act*.

Information Systems Access Control Security Review

The purpose of the review was to identify any gaps in controls and practices. Following the gap assessment, an action plan was developed to bridge some potential vulnerabilities regarding access controls for Council systems.

Purchasing Card Program

Following the introduction of the web-based application 'Flexi Purchase' to manage and report on all Purchasing Card transactions, Council completed an internal review of the use of Purchasing Cards by staff. The review recommended some changes to the policy and procedures, particularly in the areas of cardholder responsibilities, management reports on card usage and expenditure, and the need for quarterly auditing of compliance by cardholders.

Audit Committee Charter

The Committee's Charter states the need to review and assess the adequacy of the Audit Committee Charter bi-annually. In September 2015, the Committee initiated a number of changes to the Charter. As a result, during the year in review the Committee strengthened its duty to communicate the importance of its work to support the elected Council and Council's CEO with its ever-broadening mandate to oversee a growing range of activities and controls.

4d) Financial reporting

During the year, the Audit Committee were provided with the Quarterly Financial Statements and Reports as presented to Council for the September, December and March quarters.

The Victorian Auditor-General's Office (VAGO), provided advice and completed audits during the course of the year-end cycle in relation to the Annual Financial

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Statements and Performance Statement, and VAGO representatives attended Committee meetings as required.

VAGO presented its Closing Report for year end 30 June 2016 at the Committee meeting on 25 August 2016. The Committee recommended Council adopt the 2015/2016 Annual Financial Statements and Performance Statement in principle, and nominate two Council representatives to certify those statements in their final form.

At the Committee meeting on 20 September 2016, VAGO presented its Final Management Letter for year end 30 June 2016, and Council noted that three medium risks were recorded for attention.

4e) Strategic risks profile

As Council's strategic risks can impact on Council achieving its strategic goals and long-term objectives, Council administration reviews the strategic risk profile every six months and reports to Council annually.

The Executive completed its annual review of Council's strategic risks during 2015/2016 and presented its updated Strategic Risk Register to the Committee, highlighting discussions the Executive had on the areas of "Development Pressures" and "Innovation and Collaboration", and confirming that twelve strategic risks made up Yarra's Strategic Risk Register for 2015/2016.

4f) Fraud and corruption control

During the period of April to June 2016, Council's Director, Corporate, Business & Finance and Manager, Risk, Audit & Procurement met with Divisional Management Teams and briefed them on Council's new Fraud and Corruption Control Policy. Following these meetings, training was provided to all staff on the context and implications of the Policy.

Council also participated in IBAC's local government survey on Fraud and Corruption Control. The results of the survey for Council, and a comparison with other 'like' councils, were used as part of the staff information and training sessions.

4g) Reporting

The Audit Committee benefits from a strong collaborative relationship with Council to ensure that the Committee gets the support and information it needs to fulfil its responsibilities.

The Committee is pleased that its Independent Members met with Councillors twice during the Annual Report period:

Councillor Briefing, 7 March 2016

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- · Independent Members Mr David Ashmore (Chair) and Mr Vincent Philpott
- Councillor Briefing, 5 September 2016
- Independent Members Mr David Ashmore (Chair) and Mr Vincent Philpott

Briefings by the Committee's External Independent Members is complemented by a written summary of business handled, and forwarded to Council delegates for approval and distribution to Councillors following each Committee meeting.

4h) Internal audits 2015/2016

Pitcher Partners, Council's newly appointed Internal Auditors, completed eight Audit Reports during the year. The Audits were:

- 1. Council Depots
- 2. Procurement and Supplier Management
- 3. Tendering and Contract Management
- 4. Cash Handling
- 5. Councillor Expenses
- 6. Purchasing Cards
- 7. Payroll
- 8. Privacy Management.

A summary of the number of escalating risks and issues contained in the eight Audit Reports is as follows:



Conclusion

5. The Audit Committee's Annual Report for 2015/2016 summarises the work of the Committee over the year, and takes into account the Committee's understanding of the role of the Victorian Government's Integrity System (refer to item 3) and the Committee's commitment to uphold the principles outlined.

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11.10 Appointment of Chair for Audit Committee

Trim Record Number: D16/180903 Responsible Officer: Director Corporate, Business and Finance

Purpose

1. To seek Council approval for the appointment of the Audit Committee Chairperson for 2016/2017 as recommended by the Audit Committee.

Background

- 2. The Audit Committee Charter specifies the process required for the appointment of the Audit Committee Chairperson each year and this appointment requires Council approval.
- 3. The Audit Committee consists of five members comprising: The Mayor; one other Councillor; and three external independent members.
- 4. The Charter requires the Chairperson of the Committee to be an external independent member appointed by the Council annually.
- 5. The current Councillor members are: The Mayor (Cr Amanda Stone) and Cr Misha Coleman.
- 6. The current external independent members are: Mr David Ashmore; Mr Mike Said; and Mr Vince Philpott.

Consultation

- 7. Members discussed the Chairperson role for 2016/2017 at the 13 December 2016 Audit Committee meeting.
- 8. Mr David Ashmore was nominated by Mr Vince Philpott and seconded by Mr Mike Said and the nomination agreed by the Mayor and Cr Coleman.
- 9. Mr Ashmore joined Council's Audit Committee in September 2015 and was appointed Chair for the audit year ending 30 November 2016.
- 10. Mr Ashmore is a Chartered Accountant with extensive experience as a senior executive in the private sector and is a Member and Chair of a number of councils and state agencies. Some of these are:
 - (a) City of Boroondara Member 9 years Chair 7 years
 - (b) Hobsons Bay City Council Member 6 years Chair 5 years
 - (c) City of Moonee Valley Member 10 years Chair 5 years
 - (d) Essential Services Commission Audit Committee Appointed for a current second term.

Financial Implications

11. No financial implications.

Economic Implications

12. No economic implications.

Sustainability Implications

13. No sustainability implications.

Social Implications

14. No social implications.

Human Rights Implications

15. No human rights implications

Communications with CALD Communities Implications

16. No CALD communities' implications.

Council Plan, Strategy and Policy Implications

17. No Council plan, strategy and policy implications.

Legal Implications

18. The Audit Committee is an advisory committee to Council and the Audit Committee Charter as adopted by Council requires Council to approve the appointment of the Audit Committee Chairperson annually.

Other Issues

19. No other issues.

Options

20. No other options.

Conclusion

21. The Audit Committee resolved at its 13 December 2016 meeting to request that Council endorse the Audit Committee's appointment of Mr David Ashmore as Chair of the Audit Committee for the audit year ending 30 November 2016.

RECOMMENDATION

- 1. That:
 - (a) Council approves the appointment of Mr David Ashmore as Chair of the Audit Committee for the audit year ending 30 November 2016.

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Attachments

There are no attachments for this report.