

12.12**Directorate****Director****Manager****Attachment(s)****Final Community Services and Infrastructure Planning Policy**

Community Wellbeing

Lynley Dumble

Ashley Fleming

1. Community Services and Infrastructure Planning Policy [12.12.1 - 9 pages]
2. Community Consultation Report Draft Community Services and Infrastructure Planning Policy 2024 [12.12.2 - 6 pages]

Purpose

For Council to consider adopting the final draft Community Services and Infrastructure Planning Policy (final draft policy) at **Attachment 1**.

Officer Recommendation**That Council:**

- a. **Having considered submissions received on the draft Community Services and Infrastructure Planning Policy (draft policy), adopts the final draft Community Services and Infrastructure Planning Policy, at Attachment 1 to this report.**
- b. **Writes to submitters thanking them for their submissions on the draft Community Services and Infrastructure Planning Policy and advising of Council's decision.**

Background

Council has two adopted Plans with aligned objectives that guides its approach and investment into community infrastructure, these are the Community Services and Infrastructure Plan (CSIP) and Sports Facility Development Plan.

Council adopted the Community Services and Infrastructure Planning Policy 2018 (CSIP Policy 2018) at the 16 October 2018 Ordinary Council Meeting. The CSIP Policy 2018 set out the framework for the CSIP including the Purpose, Scope, Policy Principles and Specific Requirements related to the CSIP. The guiding principles and commitments within the Policy provided the strategic context and informed the CSIP 2018-2038, which was adopted by Council on 20 November 2018.

The CSIP

- Explains Council's evidence-based approach to community services and infrastructure planning and delivery.
- Describes Council's role in planning, developing and maintaining community infrastructure.
- Provides an overview of existing community infrastructure, and what service facilities will be required, by planning district, over the short, medium and long term.

- Guides decision-making on future community infrastructure projects, funding requirements, advocacy efforts and partnership opportunities.

At the Ordinary Council Meeting on 20 February 2024, Council resolved to:

- a. Endorse the draft Community Services and Infrastructure Planning Policy for a minimum four-week community consultation and invite written submissions.
- b. Receive a further report detailing any submissions received on the draft Community Services and Infrastructure Planning Policy and presenting a final draft Community Services and Infrastructure Planning Policy for consideration.

Matters for Consideration

Analysis

Consultation on the draft Policy commenced on 8 March 2024 and closed on 8 April 2024. It was undertaken through a survey on Council's 'Your Say' Platform which sought the community's feedback on the key principles in the policy as well as any feedback on the policy more broadly. The consultation was promoted through Council's website and social media pages and displayed at customer service centres and libraries.

Council received 19 written submissions from community members during the community consultation period. Overall, there was strong community support for the draft Community Services and Infrastructure Planning Policy; 13 respondents were supportive, five were neutral and one was not supportive. A summary of community feedback is at **Attachment 2**.

After reviewing the feedback, no changes were considered necessary to the policy and points raised relevant to other Council departments and documents have been referred. An easy read version of the document will be produced as suggested in the feedback.

Community Engagement

As described in the Analysis section above, consultation on the draft policy was undertaken between 8 March 2024 and 8 April 2024.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2023/2024.

Community: potential impact on community, including public trust and customer service impact

- The draft Policy, once adopted will set the framework for the update of the CSIP 2018 which will provide Council with an updated Plan to meet community infrastructure needs. There are no Environmental, Financial, Regulatory or Safety implications relating to this report.

There are no Environmental, Financial, Regulatory and Safety risks.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all

- Wellbeing and Belonging - Responsive services that support mental and physical

wellbeing

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all

- Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all

- Growing and Transforming - Optimise community opportunities through infrastructure innovation and investment.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Community Services and Infrastructure Planning Policy

May 2024

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Acknowledgements

Council respectfully acknowledges and recognises Wurundjeri and Bunurong peoples as the Traditional Custodians of this land and pays respect to their Elders past, present and future. Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

1 POLICY PURPOSE

The purpose of this policy is to provide rationale and justification as to how Council plans, provides and maintains Community Services infrastructure in ways that are both effective and equitable. This Policy will consider Council's Asset Management Principles and align with the Long term Financial Plan and Capital Works Plan.

2 POLICY SCOPE

2.1 This policy covers

The aim of this Policy is to outline Council's guiding principles and commitments that inform the planning and delivery of community services and infrastructure in response to identified and emerging community need both now and in the future.

The policy objectives for community service and infrastructure planning include:

1. Building and supporting an inclusive, healthy, creative, innovative and resilient community.
2. Creating and maintaining a network of community services and facilities that are designed and operated to meet the diverse needs of the communities of Brimbank.
3. Providing Council with a consistent and responsive approach to planning and delivery of community services and facilities.
4. Applying an evidence-based planning approach to understand universal needs and demands as well as addressing specific areas of disadvantage and inequity.

2.2 This policy applies to

The scope of this policy is services and infrastructure owned or managed by Council including:-

- Arts and Culture
- Life Stage Services (Maternal Child Health, Kindergarten, Playgroups, Long Day Care, Youth Services, Planned Activity Groups)
- Community Halls and Facilities
- Library Services
- Neighbourhood Houses
- Learning and Development Facilities (Other niche Community Gathering spaces) EG. Guides and Scout Halls, Men's Sheds, Bicycle Education Centres, Housing of local heritage and historical artefacts, Cultural/ Support facilities, Community Gardens, Makers Spaces, Recording Studio's)

2.3 This policy does not cover

- Non-built infrastructure (open space)
- Park infrastructure
- Leisure Centres,
- Sport and Recreation Facilities.
- Privately Owned and managed Facilities
- Public Art

3 DEFINITIONS

For the purposes of this policy, Council adopts the following definitions:

Term	Definition
Community Infrastructure	Refers to the facilities that accommodate services which: • Support and contribute to meeting the needs and promoting the wellbeing of individuals, families, groups and communities through the life stages; • Are physical assets, services, programs and activities that are Council owned or operated and are accessed by the community for community engagement social interaction, recreation, learning and development.
Community Services	Refers to the activities and programs that address an identified social or health need. Community services support individuals to actively participate in social and economic life and build more inclusive communities

4 STATEMENT OF POLICY PRINCIPLES

Council undertakes a range of roles and functions to support the needs and aspirations of the Brimbank community.

This policy is guided by the following principles which will underpin the planning and delivery of culturally safe, accessible, equitable, inclusive and responsive community services and infrastructure.

4.1 Prioritising Community

Active community engagement and consultation to ensure robust responsiveness of services and to address barriers of access and inequity. The principle embraces a commitment to inclusive decision-making, aiming to cultivate community leadership. It also seeks to revitalise existing infrastructure to reach and connect with marginalised cohorts.

4.2 Building Community resilience

Investing in adaptable and safe services and facilities, anticipating and mitigating future challenges through innovative design and service approaches, and ensuring that diverse community needs are met by responsive and flexible facilities and services.

4.3 Fostering Social Justice

Providing inclusive opportunities, promoting equality, and ensuring the equitable distribution of resources to address diverse needs of our community. This commitment prioritises an intersectional approach in planning community services and infrastructure to ensure equity, access, and opportunity across gender, disability, diversity, socio-economic status, and demographics. This principle will support affordable, accessible services and infrastructure to allow the community to benefit and thrive.

4.4 Striving for Sustainability

Maximising the efficiency by developing community infrastructure, that is integrated and flexible to meet multiple service needs and is financially and environmentally sustainable. Advocating and creating innovative partnerships, dynamic planning where decision making is guided by a solid evidence base and responsive to community need.

4.5 Fit for Purpose

Council commits to supporting, advocating and delivering quality services, through well designed and maintained Community Infrastructure. Council will seek opportunities to repurpose, rationalise and expand existing infrastructure to accommodate changing community needs.

5 SPECIFIC REQUIREMENTS

This policy will guide the planning and delivery of community services and associated infrastructure through the following staged process:

5.1 - Stage 1 – Social Planning and research

Demographic data and other relevant information are provided to internal service managers to inform business and service planning, and reviews. Data collected supports the analysis of community needs and demand.

5.2 – Stage 2 – Service planning Review

This determines how a service will be delivered in response to identified needs, and what resources and facilities are required to sustain the service. This includes, Demand and Supply analysis, service benchmarking and Financial Planning

5.3 – Stage 3 – Asset Management

Audits of the physical condition of an asset, its remaining economic or useful life, and an assessment of a facility's fit for purpose are conducted to inform Community Services and Infrastructure Planning.

5.5 – Stage 4 – Community Services Infrastructure Planning

Provision of Standards to identify where Brimbank's key areas of community need exist and priority infrastructure projects for community services is best placed.

5.5 – Stage 5 – Project Development

Identified Community Services and Infrastructure Plan recommendations inform the development of detailed business cases which fully scope projects for consideration of funding in the identified priority order.

5.6 – Stage 6 – Project Delivery

Approved business cases proceed through Council's existing capital works planning and delivery processes.

5.7 – Stage 7 – Project Evaluation and Framework Review

Captures learnings from the delivery of projects and incorporate these in the design and delivery of future projects. A review of Council's approach determines if intended benefits have been delivered and highlight opportunities to improve future planning approaches.

6 ROLES AND RESPONSIBILITIES

6.1 Director of Community Wellbeing

Director of Community Wellbeing is responsible for:

- Overseeing the implementation of this Policy and the related Community Services and Infrastructure Plan.
- Approval of any change of priority in rolling capital works program projects related to this Policy and the Community Services and Infrastructure Plan. Officers to provide Director with sound rationale should there be any proposed change.

6.2 Director Infrastructure and City Services

Director Infrastructure and City Services is responsible for:

- Overseeing Council's 10 Year Asset Plan which guides and demonstrates Council's responsible and sustainable management of its public infrastructure assets and to communicate the strategies and funding required to help achieve our Council Plan objectives and Community Vision statement.

7 POLICY OWNERSHIP

Responsible Director: Director of Community Wellbeing

Responsible Officer: Manager Leisure and Community Facilities

Directorate: Community Wellbeing

Unit: Leisure and Community Facilities

8 APPROVAL

Approved by: Council

Date:

9 RELATED POLICIES & LEGISLATION

Council Plan 2021-2025, Community Vision 2040 and Municipal Health and Wellbeing Plan

Brimbank Community Vision 2040

Brimbank Community Services and Infrastructure Plan (forthcoming)

Brimbank Sports Facility Development Plan 2023

Brimbank Community Facilities Capital Development Major Policy 2016

Brimbank Community Facilities and Reserves Allocation Policy 2014

Brimbank Community Facilities Hire and Leases Agreement Policy (2016)

Brimbank Social Justice Charter 2018

Brimbank Neighbourhood Houses and Community Centres Strategy and Action Plan 2019-2024

Brimbank Public Art Policy and Plan 2018-2023

Brimbank Disability Action Plan 2022-2026

Brimbank Children's Strategy 2020 – 2024

Brimbank Youth Strategy 2020 – 2024

Brimbank Age Friendly City Plan 2018 – 2022

Brimbank Reconciliation Action Plan (2024-2026)

Aboriginal Cultural Heritage Strategy 2018-2023

Brimbank Library Strategy (2020 – 2025)

Brimbank Lifelong Learning Strategy 2024-2029

Brimbank LGBTQIA Action Plan 2023-2027

Fairness, Equality and Respect Strategy: Brimbank Strategy for Gender Equality, Respectful Relationships and Prevention of Family Violence 2019-2023

Safe and Inclusive Brimbank 2020 - 2024

Brimbank Environmentally Sustainable Design Framework (2017)

Brimbank Climate Emergency Plan 2020-2025

Brimbank Heritage Strategy 2018 – 2023

Brimbank 10 Year Asset Plan (2022-2032)

Brimbank Long Term Financial Plan

Municipal Development Contributions Plan

Victorian Local Government Act (1989)

Victorian Planning & Environment Act (1987)

Disability Discrimination Act 1992

Plan Melbourne 2017 - 2050

Gender Equality Act 2020
National Competition Policy

INTERNAL USE ONLY

Version	Version notes	Adopted	Review
1			
2			
3			

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DRAFT COMMUNITY SERVICES & INFRASTRUCTURE PLANNING POLICY 2024

CONSULTATION SUMMARY

APRIL 2024



Background

The draft Community Services and Infrastructure Planning Policy 2024 outlines how Council will plan, provide and maintain community infrastructure in ways that are both effective and equitable.

At its Ordinary Council Meeting on 20 February 2024 Council endorsed the Draft Community Services and Infrastructure Planning Policy for community consultation for a period of four weeks. The consultation commenced on 8 March 2024 and closed on 8 April 2024.

Methodology

Consultation was undertaken through a survey on Council's 'Your Say' Platform which sought the community's feedback on the key principles in the policy as well as any feedback on the policy more broadly.

The consultation was promoted through Council's website and social media pages and displayed at customer service centres and libraries.

Summary of Feedback Received

Council received 19 written submissions from community members during the community consultation period.

Overall, there was strong community support for the draft Community Services and Infrastructure Planning Policy; 13 respondents were supportive, five were neutral and one was not supportive.

All the feedback is summarised and responded to below.



APPENDIX 1: FEEDBACK ON DRAFT COMMUNITY SERVICES & INFRASTRUCTURE PLANNING POLICY 2024

No.	Feedback	Officer Comment/Recommendation
1.	a) Does not support the Policy and feels social justice is not the role of Council	a) Noted.
2.	a) Supportive of the Policy and feels particular words in the report need clarification. b) Feels demographic information of the elderly should be considered to assist them to remain in their own homes.	a) Noted. b) Noted. Support for elderly to remain in their own homes referred to the Community Care function of Council
3.	a) Supportive of the Policy and feels it is an important asset for Council to plan ahead.	a) Noted.
4.	a) Supportive of the Policy.	a) Noted.
5.	a) Supportive of the Policy.	a) Noted.
6.	a) Supportive of the Policy and would like to see the inclusion of services for the aged and people with a disability.	a) Noted. Services for aged and people with a disability referred to the Community Care function of Council.
7.	a) Neutral on the Policy however does not support the Acknowledgement statement at the start of the Policy. b) Concerned about who has access to women's toilets within Council facilities	a) Noted. This is a standard acknowledgement statement and Council is committed to reconciliation by building



		relationships, respect and trust between the wider Brimbank community and Aboriginal and Torres Strait Islander people b) Noted. Council uses an intersectional approach in planning community services and infrastructure to ensure Council meets the diverse needs of the community.
8.	a) Supportive of the Policy and feels Councils need to get it right for the community.	a) Noted.
9.	a) Neutral on the policy and feels there is a lot of plans and documentation but not a lot of actions and change occurring.	a)Noted.
10.	a) Neutral on the policy and suggested particular Community Centres require work to be more inviting. b) Suggested a revamp to Brimbank and Aquatic Centre's website to include information for those with a disability.	a) Noted. b) Noted and referred to the Leisure Centres Unit
11.	a) Neutral on the policy.	a) Noted.
12.	a) Supportive of the Policy and feels Council has done a great job in updating the Policy.	a) Noted.
13.	a) Neutral on the Policy and feels Council should consider having the Policy available in different languages due to the diverse community in Brimbank and feels this is a barrier to more of the community understanding the Policy.	a) Noted. Residents are able to contact the translating and interpreting service (TIS) and information about this is printed at the end of the Policy
14.	b) Supportive of the Policy and feels Council is achieving successful positive outcomes in recent years with community inclusiveness.	a) Noted



15.	a) Supportive of the Policy however feels open spaces should be included. b) Suggested improving access to natural places or purpose built areas such as sensory gardens.	a) Noted. Open space is currently planned for through the Creating Better Parks Policy and Plan and efforts are made to ensure alignment between open space and community infrastructure planning. b) Noted
16.	a) Supportive of the Policy.	a) Noted.
17.	a) Supportive of the Policy however suggested the Plan be written in simpler terms for users to properly understand.	a) Noted. An easy read version of the document will be produced following endorsement by Council.
18.	a) Supportive of the Policy.	a) Noted.
19.	a) Supportive of the Policy.	a) Noted.

