



MANNINGHAM

# **COUNCIL MEETING MINUTES**

<b>Date:</b>	<b>Tuesday, 24 August 2021</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>held via Zoom conferencing in accordance with section 394 of the <i>Local Government Act 2020</i></b>

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**MANNINGHAM CITY COUNCIL  
MINUTES OF THE COUNCIL MEETING  
HELD ON 24 AUGUST 2021 AT 7:00PM VIA ZOOM  
IN ACCORDANCE WITH SECTION 394 OF THE  
LOCAL GOVERNMENT ACT 2020**

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The meeting commenced at 7:00pm.

**PRESENT:** Councillor Andrew Conlon (Mayor)  
Councillor Anna Chen (Deputy Mayor)  
Councillor Deirdre Diamante  
Councillor Geoff Gough  
Councillor Michelle Kleinert  
Councillor Carli Lange  
Councillor Tomas Lightbody  
Councillor Laura Mayne  
Councillor Stephen Mayne

**OFFICERS PRESENT:** Chief Executive Officer, Mr Andrew Day  
Director City Planning & Community, Mr Angelo Kourambas  
Director Shared Services, Mr Philip Lee  
Director City Services, Ms Rachelle Quattrocchi  
Corporate Counsel and Group Manager Governance & Risk,  
Mr Andrew McMaster  
Group Manager People and Communications, Ms Kerry  
Paterson  
Group Manager Approvals and Compliance, Mr Niall Sheehy

**1 OPENING PRAYER AND STATEMENTS OF  
ACKNOWLEDGEMENT**

The Mayor read the Opening Prayer & Statements of Acknowledgement.

**2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

There were no apologies.

**3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST**

The Chairperson asked if there were any written disclosures of a conflict of interest submitted prior to the meeting and invited Councillors to disclose any conflict of interest in any item listed on the Council Agenda.

There were no disclosures made.

## 4 CONFIRMATION OF MINUTES

### COUNCIL RESOLUTION

**MOVED:** CR ANNA CHEN  
**SECONDED:** CR TOMAS LIGHTBODY

**That the Minutes of the Council Meeting held on 27 July 2021 be confirmed.**

**CARRIED UNANIMOUSLY**

## 5 PRESENTATIONS

### 5.1 Passing of former Councillor Fred Chuah

The Mayor acknowledged with sadness, the recent passing of former Councillor Fred Chuah JP.

Mr Chuah served as Councillor from 2008 to 2010 and was Deputy Mayor during 2008/2009. He was passionate about community wellbeing and involved in a number of areas including aged care, social inclusion and multicultural issues.

In addition to his work with Council, Mr Chuah was a member of a number of Committees and Boards including the Ministerial Advisory Council of Senior Victorians, President of Chinese Community Social Services Centre Inc., Chairman of On Luck Chinese Nursing Home and Manningham Community Health Services Ltd.

### COUNCIL RESOLUTION

**MOVED:** CR ANNA CHEN  
**SECONDED:** CR STEPHEN MAYNE

**That Council:**

- **place on record its sadness at the recent passing of Mr Fred Chuah;**
- **record its appreciation for the contribution by Mr Chuah to Manningham Council and the broader community; and**
- **extend its sympathy and condolences to Mr Chuah's family at this very difficult time.**

**CARRIED UNANIMOUSLY**

### 5.2 Kiwanis Club – Monster Raffle

The Mayor advised that in May this year, the Kiwanis Club of Manningham ran the Annual Monster Community Raffle. Monies raised from the raffle go towards funding services provided by community organisations, charities and the Manningham Community Fund.

In normal times, the Kiwanis Club would attend a Council meeting to present Council with the proceeds of the raffle for the Manningham Community Fund. However, the Mayor noted as we are currently conducting Council meetings virtually, the Kiwanis Club are unable to attend the meeting in person. The Mayor read a special message from the Club regarding this year's Raffle:

*"It gives us great pleasure to advise Council that from the proceeds of this year's Monster Raffle \$6,292.25 has been deposited into the Manningham Community Fund.*

*This year we conducted the raffle on Council's behalf without the guidance of our friend and colleague, Brother Sean Keefe who passed away earlier this year, as well as coping with the ongoing effects of the COVID pandemic. We are pleased to advise that over \$18,000 was returned to the Manningham community from ticket sales. This was a great outcome given the times we are currently in.*

*Our Club's defining purpose is to improve the world, one community at a time and we are honoured to be involved and give back to the people of Manningham through the organisation of this raffle.*

*Unfortunately the Kiwanis Club of Manningham will cease operations in September this year and will no longer be involved in this project. We thank Council for the honour of being involved since its inception over 15 years ago and wish you luck with the future of the program."*

On behalf of Council the Mayor thanked the Kiwanis Club of Manningham for their support in conducting the Monster Raffle on behalf of Council over the years as well as their tireless work to benefit the Manningham community. The Mayor noted that the Club's contribution has been greatly valued and will be truly missed.

## 6 PETITIONS

### 6.1 Antisocial behaviour at Westfield Shopping Centre Bus Interchange

#### COUNCIL RESOLUTION

**MOVED: CR LAURA MAYNE**  
**SECONDED: CR CARLI LANGE**

**That the Petition with 6 signatories requesting Council to liaise with state and federal government MP's, government agencies and Westfield Doncaster Shopping Centre Management to address and resolve issues of anitsocial behaviour impacting young people who use the bus interchange be received and referred through to the appropriate officer for consideration.**

**CARRIED UNANIMOUSLY**

**6.2 Residents of Arundel Road West Opposing the Proposed Road Closure**

**COUNCIL RESOLUTION**

**MOVED: CR CARLI LANGE  
SECONDED: CR GEOFF GOUGH**

**That the Petition with 17 signatories, from residents of Arundel Road West and properties fronting onto Arundel Road West, objecting to the proposed closure of Arundel Road and seeking Council to reconsider the closure by continuing to provide Arundel Road West residents with two viable exits be received and referred through to the relevant officer for consideration.**

**CARRIED UNANIMOUSLY**

**6.3 Broader Park Orchards Community against Arundel Road West closure**

**COUNCIL RESOLUTION**

**MOVED: CR CARLI LANGE  
SECONDED: CR GEOFF GOUGH**

**That the Petition with 63 signatories from residents of Park Orchards objecting to the proposed closure of Arundel Road and seeking Council to reconsider the closure and the impact on Park Orchards residents be received and referred through to the relevant officer for consideration.**

**CARRIED UNANIMOUSLY**

## 7 PUBLIC QUESTION TIME

### 7.1 W Ji, Doncaster

- Q1 The council has already approved the previous planning application despite local residents' concerns with increased density and hazards. Approving the rezoning will make this worse. How will the council address the increase?

*Mr Angelo Kourambas, Director City Planning & Community responded that Manningham's planning scheme identifies Doncaster Hill as the key strategic precinct within Manningham for higher residential density and mixed uses. An important consideration of the combined planning scheme amendment and development application is the impact of the proposal on the amenity and safety of existing residents of Doncaster Hill and future residents and users of the new building if approved. Officers have addressed these issues in the Council report. This will be further examined by an independent Panel should tonight's officer recommendation be supported by Council.*

- Q2 Approving the proposal risks rezoning and density creep. It will create a precedent that other applications will follow. How will the council resist this and future rezoning and density creep?

*Mr Angelo Kourambas, Director City Planning & Community responded that every planning scheme amendment and development application is assessed on their own merits with a robust framework in place at both local and State levels to ensure appropriate land use and development outcomes. Only applications with appropriate strategic justification and planning merit that is consistent with state and local planning policy can be approved, preventing inappropriate density creep.*

### 7.2 M Waters, Doncaster

- Q1 Concerns regarding insufficient response times to planning matters. Why cannot Council use more modern and quicker methods (even express post) in these important matters?

*The question was taken on notice and a response will be provided in writing to Mr Waters.*

- Q2 When ringing general number too often a message is received that I am 14-16th caller in queue very time consuming. Why this is the case in what seems to be very small department at critical time when information was required to enable submissions to be lodged to the church proposal.

*The question was taken on notice and a response will be provided in writing to Mr Waters.*

## 8 ADMISSION OF URGENT BUSINESS

There were no items of urgent business.



## 9 PLANNING PERMIT APPLICATIONS

### 9.1 Planning Application PLN20/0540 at 420 Thompsons Road, Templestowe Lower, for the use and development of the land for a child care centre, construction of 42 dwellings comprising a three-storey apartment building with 36 apartments, four, three-storey dwellings and two, two-storey dwellings, and alteration of access to a road in a Road Zone, Category 1

File Number:	IN21/424
Responsible Director:	Director City Planning and Community
Applicant:	The trustee for DCF 420 Thompsons Road Unit Trust and the Trustee for H & P Equity Trust c/ Urbis Pty Ltd
Planning Controls:	General Residential Zone Schedule 1
Ward:	Ruffey Ward
Attachments:	1 Decision Plans <a href="#">↓</a> 2 Legislative Requirements <a href="#">↓</a> 3 Map of Objectors (confidential)

#### EXECUTIVE SUMMARY

##### Purpose

1. This report provides Council with an assessment of the planning permit application submitted for 420 Thompsons Road, Templestowe Lower and recommends approval of the proposal, subject to conditions. The application is being reported to Council as it is a Major Application (land outside the demarcated Activity Centre Zone where more than 20 dwellings are proposed and/or the cost of works is greater than \$10 million).

##### Proposal

2. It is proposed to demolish the existing restaurants to construct a three-storey apartment building comprising 36 dwellings, six townhouses comprising of four, three storey and two, two storey dwellings, and a single-storey child care centre for 116 children on a lot with an area of approximately 5,925 square metres.
3. The apartments, townhouses and child care centre are provided within separate buildings. The residential buildings are aligned along the Foote Street frontage and the eastern site boundary. The child care centre is central to the site with outdoor play areas to its west and east.
4. Car parking for the apartments and townhouses are provided within the basement level of the apartment building, accessed via a modified existing crossover on Foote Street. The car park provides 50 car parking spaces of which 36 of them are within mechanical parking (car stacker) systems. Visitor parking is not required to be provided as the site is within the Principal Public Transport Network.

5. Car parking for the child care centre is provided via a separate at-grade car park on the western part of the site, accessed via the existing crossover on Thompsons Road. 25 car spaces are provided which comply with the requirements of the Manningham Planning Scheme.
6. Although the development consists of separate buildings, it uses a consistent design approach in terms of door/window proportions, materials, colour scheme and design features to present as a cohesive overall development.
7. The buildings have a site coverage of 55.8% and a site permeability of 35.2%. At least 44.9% of the entire site area and 40.7% of the residential component is provided as garden area, which exceeds the mandatory garden area requirement of the General Residential Zone, Schedule 1 (GRZ1).
8. The three-storey townhouses and apartment building have a maximum height of 10 metres, which complies with the provisions of the GRZ1. The height of the townhouses are graduated down to a minimum height of 6.7 metres towards the corner of Foote Street and Thompsons Road.

#### **Notification**

9. Notice of the application was given for a two week period which concluded on 9 June 2021.
10. Three objections have been received to-date. The objections include concerns primarily relating to overall building height, off-site amenity impacts (overshadowing, access to daylight and privacy), on-site amenity (limited play area for child care centre), traffic impacts and access arrangements.
11. The location of objectors are shown on a map in Confidential Attachment 3.

#### **Key issues in considering the application**

12. The key issues for Council in considering the proposal relate to:
  - Planning Policy Frameworks;
  - Design and built form;
  - Two or more dwellings on a lot and residential buildings;
  - Child Care centre;
  - Car parking and traffic; and
  - Objector concerns.

#### **Assessment**

13. The use and development of the land for the construction of 42 dwellings (comprising of 6 townhouses and 36 apartments) and a child care centre for 116 children is considered appropriate having regard to relevant policies and requirements of the Manningham Planning Scheme (the Scheme). Policy emphasises the creation of mixed use neighbourhoods offering greater housing choice, job creation and delivering better access to services and facilities.
14. A development of this form, scale and intensity is not anticipated in this residential precinct through the provisions of Clause 21.05 (Residential). However, it is considered the site is capable of supporting a higher density development for a number of reasons, including its size (5,925 square metres), location at the intersection of two major roads, easy access to public transport and its close proximity to open space and community services.

The site is located amidst a neighbourhood that is changing character as a result of numerous multi-unit developments and is considered to respond well to the existing context, whilst minimising unreasonable off-site amenity impacts to the neighbouring properties.

15. The overall siting and facades of each building and their facade treatment utilise design measures to respond to the respective boundary interfaces, including variations in boundary setbacks and materials, articulation through balcony projections and window fenestrations. The development also cut into the slope of the land to the south and east to minimise the extent of built form above natural ground level and visual bulk to the adjoining residential properties.
16. It is considered that the proposal constitutes a well-conceived development which is acceptable to the site/neighbourhood context and landscape setting, and with the level of compliance with the policy framework and Clause 55 of the Scheme, will result in an acceptable design and built form outcome for the site.

### **Conclusion**

17. This report concludes that the proposal complies with relevant planning policy in the Scheme and should be supported.
18. It is recommended that the application be approved subject to conditions.

### **COUNCIL RESOLUTION**

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR GEOFF GOUGH**

**That Council:**

- A. Having considered all objections issue a NOTICE OF DECISION TO GRANT A PERMIT in relation to Planning Application PLN20/0540 at 420 Thompsons Road, Templestowe for the use and development of the land for a child care centre, construction of 42 dwellings comprising a three-storey apartment building with 36 apartments, four, three-storey dwellings and two, two-storey dwellings and the alteration of access to a road in a Road Zone, Category 1, subject to the following conditions:**

#### **Amended Plans**

1. **Before the development starts, amended plans drawn to scale and dimensioned, must be submitted via email and approved by the Responsible Authority. When approved the plans will be endorsed and will then form part of the permit. The plans must be generally in accordance with the decision plans (prepared by Mezz Architecture, Job No. 20006, dated April 2021), but modified to show:**

#### **Built form**

- 1.1 **Consistent building heights of the townhouses and apartment building clearly shown on all sections and elevations;**

- 1.2 The east and west facing balconies of the apartment building provided with screening devices on top of the balustrades, to limit internal views into the ground level secluded private open spaces to comply with the standard in Clause 55.04-7 (Internal Views) of the Scheme to the satisfaction of the Responsible Authority;
- 1.3 The south facing habitable room windows of Apartments 207 and 208 screened or provided with fixed obscure glazed in accordance with Standard B22 of Clause 55.04-6 (Overlooking) of the Scheme;
- 1.4 The west facing bedroom windows of Apartments 110 and 208 screened or provided with fixed obscure glazed in accordance with Standard B22 of Clause 55.04-6 (Overlooking) of the Scheme;
- 1.5 The roof above the communal pathway reduced in length so it does not extend beyond the rear entry to Dwelling 1's southern private open space area ensuring clear visibility to the child care centre entrance;
- 1.6 The southern fence of the rear (southern) private open spaces of the townhouse dwellings have a maximum height of 1.5 metres and at least 50% transparent;

#### Access arrangement, Car Parking and Bicycle spaces

- 1.7 Any plan changes as per Transport for Victoria's requirements in accordance with Conditions contained in this permit;
- 1.8 Separation between the proposed crossover along Foote Street and the existing crossover of the east adjoining property;
- 1.9 A notation detailing that all redundant vehicle crossovers be removed and the footpath, nature strip, kerb and channel be reinstated;
- 1.10 Allocation of car parking spaces for each apartment and townhouse dwellings within the basement car park;
- 1.11 The numbering of all bicycle spaces, demonstrating the allocation of spaces for residents, visitors and child care centre;
- 1.12 Consistent details of dimensions and allocation of external storage areas for each dwelling on sheets TP340 and TP500 whilst ensuring provision of at least 6 cubic metres of storage for each townhouse in accordance with Standard 30 of Clause 55.05-6 (Storage) of the Scheme;
- 1.13 A plan notation to indicate a backup power source to ensure that operation of the mechanical parking system is maintained in a power outage;

#### Child Care Centre

- 1.14 A mix of surface materials and textures within the outdoor play areas;

1.15 Shaded areas within the outdoor play areas ensuring adequate solar protection;

1.16 An external storage area within the western outdoor play area;

**Landscaping and Tree protection**

1.17 The landscape bed between the pedestrian pathway and vehicle accessway to the apartment building widened to a minimum of 1 metre;

1.18 The pedestrian path from the northern entrance of the apartment building directed to the Foote Street frontage, with the east-west portion of the path within the street setback replaced with landscaping;

1.19 The location of tree protection fencing and details of tree protection measures required to be implemented for all existing vegetation within adjoining properties in accordance with Tree Protection Management Plan, as per a further Condition of this permit;

**Sustainability Management Plan**

1.20 A notation to indicate that the development must be constructed in accordance with the approved Sustainability Management Plan, as per a further Condition of this permit;

1.21 All plan notations and details as required by the approved Sustainability Management Plan as per a further Condition of this permit, including but not limited to a schedule listing all sustainability features / commitments applicable to the approved development;

**Waste Management Plan**

1.22 Any plan changes required in accordance with the amended Waste Management Plan as per a further Condition of this permit to the satisfaction of the Responsible Authority;

1.23 A plan notation to indicate that the development must be constructed in accordance with the approved Waste Management Plan as per a further Condition of this permit;

**Acoustic requirements**

1.24 All plan notations and acoustic fencing details as per the Acoustic Report approved under a further Condition of this permit;

1.25 The north and west-facing habitable room windows of the townhouses provided with noise attenuation glazing or other measures to limit noise levels in accordance with Standard B24 of Clause 55.04-8 (Noise impacts) of the Scheme;

**Materials**

- 1.26 A schedule of materials, colours and finish including all external walls, roofs, fascias, window frames, acoustic fencing, external storage areas, details of any paved surfaces, pergolas above communal pathways, surface finishes within the outdoor play areas and driveway surfacing;

**Other**

- 1.27 Location of communal lighting along all communal pathways within the development;
- 1.28 Details of material and maximum height of retaining walls along the southern and eastern site boundaries;
- 1.29 Individual letter boxes provided to each townhouse along Foote Street frontage, to be appropriately integrated into the front fence design;
- 1.30 The location of letter boxes to the apartment building;
- 1.31 The door to the south of the apartment building at the first floor level replaced with a window consistent with the elevations.

**Endorsed Plans**

2. The layout of the site and the size of buildings and works shown on the approved plans must not be modified for any reason, without the written consent of the Responsible Authority.

**Construction Management Plan**

3. Not less than 3 months before the development starts, a Construction Management Plan (CMP) must be submitted via email and approved by the Responsible Authority. When approved the plan will form part of the permit. The Construction Management Plan is to be prepared in accordance with the template within Council's Construction Management Plan Guidelines. The CMP must address:
- 3.1. Element A1: Public Safety, Amenity and Site Security;
- 3.2. Element A2: Operating Hours, Noise and Vibration Controls;
- 3.3. Element A3: Air Quality and Dust Management;
- 3.4. Element A4: Stormwater and Sediment Control and Tree Protection (also as per the specific requirements of this permit);
- 3.5. Element A5: Waste Minimisation and Litter Prevention; and
- 3.6. Element A6: Traffic and Parking Management.

**Tree Protection and Management**

4. In conjunction with the submission of plans to be endorsed under Condition 1, a Tree Protection and Management Plan (TPMP) prepared by a suitably qualified Arborist, setting out how the trees to be retained will be protected during construction, and which generally follows the layout of Section 5 of AS4970 'Protection of trees on development sites', must be submitted to the Responsible Authority. When approved the TPMP will be endorsed and form part of the permit. The TPMP must include:
  - 4.1. A plan showing the TPZ and SRZ for all trees to be retained along with the location of protective fencing and/or areas where ground protection systems will be used.
  - 4.2. Details of proposed work within TPZ and Arborist supervision when this is proposed.
  - 4.3. A statement advising any removal or pruning of Council owned trees must be undertaken by Council approved contractor.
  - 4.4. A statement that Council will be notified within 24 hours of any breach of the TPMP or where damage has occurred to the tree.
5. The owner must ensure that contractors/tradespersons who install services or work near the vegetation to be retained are made aware of the need to preserve the vegetation and to minimise impacts through appropriate work practices.

**Sustainability Management Plan**

6. Before the development starts or the issue of a building permit for the development, whichever is the sooner, an amended Sustainability Management Plan (SMP) must be submitted via email and approved by the Responsible Authority. When approved, the plan will form part of the permit. The plan must be generally in accordance with the submitted SMP prepared by Living Building Solutions, Reference number LBS\_4495, dated 2 March 2021), but modified to show:
  - 6.1. Management 2.3-4 Thermal Performance Modelling - Non-Residential: Provision of a preliminary National Construction Code (NCC) Section J Energy Efficiency Assessment, JV3 assessment, Green Star or NABERS modelling to claim these credits;
  - 6.2. Energy Heating & Cooling Systems: A commitment to specifying heating and cooling systems to meet a 5-star minimum or equivalent as referred in BESS assessment;
  - 6.3. Energy 3.2 Hot Water: Plans to indicate the location of solar hot water panels on roof plan as proposed in the report;
  - 6.4. Stormwater: Provide clarification and further details as to how the 750 square metres of impermeable surfaces will evenly flow into the three various sized raingarden locations;

- 6.5. **IEQ 3.2 Thermal Comfort - External Shading: Plans to demonstrate appropriate external shading to east, west and north facing living areas and bedroom windows to claim the credits;**
- 6.6. **Daylight Modelling Report: Provision of a Daylight modelling report as referred in the report, to the satisfaction of the Responsible Authority;**
- 6.7. **Transport 1.1 Bicycle parking – residential: Plans to show the layout and number of secure bicycle parking spaces and bike facilities mentioned in report, noting that BESS credit is not available for mounted bicycle parking above car bonnets and spaces that are exposed to the weather due to access difficulties;**
- 6.8. **Urban Ecology 2.4 Private Open Space - Balcony / Courtyard Ecology: Plans to show that each dwelling's private open space area will be provided with an external tap, preferably connected to the rainwater tank;**
- 6.9. **BESS Assessment: The assessment updated as necessary demonstrating that the project meets the BESS minimums.**

**When approved, the plan will form part of the permit. The recommendations of the plan must be incorporated into the design and layout of the development and must be implemented to the satisfaction of the Responsible Authority before the occupation of any dwelling.**

#### **Waste Management Plan**

7. **Not less than 3 months before the development starts, an amended Waste Management Plan (WMP) must be submitted via email and approved by the Responsible Authority. When approved, the plan will form part of the permit. The plan must be generally in accordance with the submitted WMP prepared by Traffix Group, Reference number G28942R-02B, dated November 2020, but modified by the following:**
  - 7.1. **All waste collection on site to be undertaken a private contractor within the site;**
  - 7.2. **No private waste contractor bins left outside the development boundary at any time on any street;**
  - 7.3. **Swept path diagrams for the waste vehicles within the car parks and their entry and exit movements at each crossover;**
  - 7.4. **Separate collection of glass and food waste within the bin storage areas;**
  - 7.5. **Appropriate waste collection systems including additional services for glass and food waste collections, frequency of pickup, waste collection methodologies and access requirements.**



**Acoustic Report**

8. The development must be constructed in accordance with the Acoustic Report approved and forming part of this permit (Cogent Acoustics, Project number 21009, dated 01 March 2021).

**Management Plan Compliance**

9. The Management Plans and reports approved under Conditions of this permit must be implemented and complied with at all times to the satisfaction of the Responsible Authority, unless with the further written approval of the Responsible Authority.
10. Prior to the occupation of each building, written confirmation from the author of the approved Sustainability Management Plan, or a similarly qualified person or company, must be submitted to the Responsible Authority. The report must confirm that the sustainable design features/initiatives specified in the Sustainability Management Plan have been satisfactorily implemented in accordance with the approved plans.

**Landscape Plan**

11. Before the development starts, a landscaping plan prepared by a landscape architect or person of approved competence must be submitted via email to the Responsible Authority for approval. Such plan must be generally in accordance with the plan approved under Condition 1 of this permit, and must show:
  - 11.1. Species, locations, approximate height and spread of proposed planting and the retention of existing trees and shrubs, where appropriate or as directed by any other condition of this Permit;
  - 11.2. Details of soil preparation and mulch depth for garden beds and surface preparation for grassed areas;
  - 11.3. Fixed edge strips for separation between grassed and garden areas and/or to contain mulch on batters;
  - 11.4. A sectional detail of the canopy tree planting method which includes support staking and the use of durable ties;
  - 11.5. At least three (3) canopy trees capable of reaching a mature height 15 metres planted within the site;
  - 11.6. A minimum of one (1) canopy tree, capable of reaching a minimum mature height of 8 metres, within the front setback of each townhouse;
  - 11.7. A canopy tree within each of the ground floor east facing secluded private open space areas of the apartment building to be capable of reaching a minimum mature height of 6 metres;
  - 11.8. Screen planting along the western edges of the ground floor secluded private open spaces of the apartment building to be capable of reaching a minimum mature height of 3 metres;
  - 11.9. Screen planting along the east and south site boundaries, to be a minimum height of 0.5 metres at the time of planting;
  - 11.10. All canopy trees must be of advanced stock (minimum 45L pot size and 2m tall at time of planting) and no one tree species should exceed 40% of the total number of trees to be planted;

**11.11. Planting within 2 metres along the frontage from the edge of the driveways and 2.5 metres along the driveways from the frontage to be no greater than 0.9 metres in height at maturity.**

**The use of synthetic grass as a substitute for open lawn area within secluded private open space or a front setback will not be supported. Synthetic turf may be used in place of approved paving decking and/or other hardstand surfaces.**

#### **Landscape Bond**

**12. Before the review of development plans under Condition 1 of this permit, a \$10,000 cash bond or bank guarantee must be lodged with the Responsible Authority to ensure the completion and maintenance of landscaped areas and such bond or bank guarantee will only be refunded or discharged after a period of 13 weeks from the completion of all works, provided the landscaped areas are being maintained to the satisfaction of the Responsible Authority.**

#### **Completion**

**13. Before the occupation of the approved dwellings, landscaped areas must be fully planted and mulched or grassed generally in accordance with the approved plan and to the satisfaction of the Responsible Authority.**

**14. Privacy screens and obscure glazing as required in accordance with the approved plans must be installed prior to occupation of the building to the satisfaction of the Responsible Authority and maintained thereafter to the satisfaction of the Responsible Authority. The use of obscure film or spray fixed to transparent windows is not considered to be 'obscure glazing' or an appropriate response to screen overlooking.**

**15. Driveway gradients and transitions as shown on the plan approved under Condition 1 of this permit must be generally achieved through the driveway construction process to the satisfaction of the Responsible Authority.**

#### **Maintenance**

**16. Buildings, paved areas, fencing, external lighting, sight screens, drainage and landscaping (including planting within integrated balcony planters) must be maintained to the satisfaction of the Responsible Authority.**

#### **Street Tree**

**17. Except with the prior written consent of the Responsible Authority, the existing street tree(s) must not be removed or lopped.**

#### **Stormwater – On-site detention**

**18. Before the development starts, an engineering plan for an on-site stormwater detention (OSD) system to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. The plan must depict an on-site storm water detention**

storage or other suitable system (which may include but is not limited to the re-use of stormwater using rainwater tanks) that is designed in accordance with Council's *On-Site Stormwater Detention Guidelines (March 2021)* to the satisfaction of the Responsible Authority.

19. Before the dwellings are occupied, the OSD system must be installed and then maintained in accordance with the engineering plan endorsed under this permit to the satisfaction of the Responsible Authority.

#### Drainage

20. Stormwater must not be discharged from the subject land other than by means of drainage to the legal point of discharge. The drainage system within the development must be designed and constructed to the requirements and satisfaction of the relevant Building Surveyor. A connection to Council maintained assets must not be constructed unless a Miscellaneous Works Permit is first obtained from the Responsible Authority.
21. The whole of the land, including landscaped and paved areas must be graded and drained to the satisfaction of the Responsible Authority, to prevent ponding and to minimise overland flows onto adjoining properties.

#### Driveway and Car Parking Areas

22. Before the occupation of any of the approved dwellings, all associated basement parking spaces must be line-marked, numbered and signposted to provide allocation to each dwelling to the satisfaction of the Responsible Authority.
23. Automatic basement door opening systems must be installed and maintained, so as to facilitate secure access to the allocated parking areas by residents, visitors and a rubbish collection contractor, to the satisfaction of the Responsible Authority.
24. The mechanical car stackers shown on the endorsed plans must be serviced and maintained to ensure satisfactory access to all car spaces and to prevent any adverse impact on adjoining land through the emission of noise, all to the satisfaction of the Responsible Authority.
25. The mechanical parking systems must be made available for the parking of vehicles to the satisfaction of the Responsible Authority.
26. A backup source of power must be provided to ensure that mechanical parking is operable in the event of a power outage.
27. All car parking spaces, bicycle parking spaces, access lanes and driveways shown on the endorsed plans must be kept available for these purposes at all times to the satisfaction of the Responsible Authority.
28. The operator of the approved childcare centre must ensure that staff vehicles are parked in the designated staff car spaces to the satisfaction of the Responsible Authority.

**Vehicle Crossings and Accessways**

29. Prior to occupation of the approved dwellings, any new or modified vehicular crossover must be constructed in accordance with the plans endorsed under Condition 1 of this permit to the satisfaction of the Responsible Authority.
30. Redundant vehicle crossovers must be removed and the footpath, nature strip and kerbing reinstated to the satisfaction of the Responsible Authority.

**Child Care Centre**

31. Except with the prior written consent of the Responsible Authority, the number of children who may attend the centre at any one time must not exceed 116.
32. Except with the prior written consent of the Responsible Authority, the child care centre must only operate between the hours of 6:30am and 6:30pm on weekdays only.
33. Except with the prior written consent of the Responsible Authority, the designated outdoor play areas may only be open to children between the hours of 7:00am to 6:30pm, during days of operation.
34. The operator of the centre must through proper management and supervision techniques, ensure that excessive noise is not generated by external play activities, to the satisfaction of the Responsible Authority.
35. All children's play equipment must be maintained and kept in a safe condition to the satisfaction of the Responsible Authority.
36. The external play areas must be kept in a neat and tidy condition to the satisfaction of the Responsible Authority.

**Amenity**

37. Before the uses commence, all fencing including acoustic fencing and any other measures must be erected in accordance with the approved plan to the satisfaction of the Responsible Authority.
38. The use and development must be managed so that the amenity of the area is not detrimentally affected, to the satisfaction of the Responsible Authority, through the:
  - 38.1. Transport of materials, goods or commodities to or from the land;
  - 38.2. Storage of goods and waste;
  - 38.3. Appearance of any building, works or materials;
  - 38.4. Emission of noise, light, vibration, odour and dust.
39. All noise emanating from any mechanical plant (air conditioners, refrigeration plant, etc.) must comply with the State Environment Protection Policy N-1 and in the event of the Responsible Authority receiving justifiable complaints regarding noise from such sources, the onus will be on the owner of the development site to prove compliance with the relevant policy to the satisfaction of the Responsible Authority.

40. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.
41. Garbage and recycling storage areas must be maintained in a neat and tidy condition to the satisfaction of the Responsible Authority.
42. All security alarms or similar devices installed on the land must be of a silent type to the satisfaction of the Responsible Authority.
43. External lighting must be designed so to limit loss of amenity of residents of adjoining properties to the satisfaction of the Responsible Authority.

#### **General Services**

44. All services, including water, electricity, gas, sewerage and telephone, must be installed underground and located to the satisfaction of the Responsible Authority.
45. All service pipes must be concealed and screened respectively to the satisfaction of the Responsible Authority.
46. Communal lighting must be connected to reticulated mains electricity and be operated by a time switch, movement sensors or a daylight sensor to the satisfaction of the Responsible Authority.
47. A centralised TV antenna system must be installed to the apartment building and connections made to each dwelling to the satisfaction of the Responsible Authority. No individual dish antennas may be installed on balconies, terraces, roofs or walls to the satisfaction of the Responsible Authority.
48. Any reverse cycle air-conditioning unit, hot water boosters or other service plant erected on the walls of the approved building must be appropriately designed and finished with screening if necessary to minimise general visual impacts from off the site to the satisfaction of the Responsible Authority.

#### **Rooftop Plant**

49. All roof-top plant and services (including any hot water systems, but excluding solar panels) must be installed in appropriately screened areas, unless otherwise agreed in writing with the Responsible Authority.
50. Unless sufficiently screened by roof parapets, all solar panels and any associated safety railings must be located away from the outer edges of the roof section upon which they are installed, so as to minimise general visual impacts from off the site to the satisfaction of the Responsible Authority.

**Services on Balconies of the Apartment building**

51. Any air-conditioning unit installed on a balcony or terrace must stand at floor level and be positioned to minimise general visual impacts from off the site, and unless otherwise agreed in writing with the Responsible Authority, no air-conditioning unit may be erected on an external wall to the satisfaction of the Responsible Authority.
52. Any clothes-drying rack or line system located on a balcony or terrace must be lower than the balustrade of the balcony or terrace to minimise general visual impact from off the site to the satisfaction of the Responsible Authority.

**Metering and Service Cabinets**

53. All building services and metering located in the front setback, including fire services, gas, water and electricity, must be installed in accordance with the approved plans and must be positioned in discrete manner and be screened using cabinets etc. that integrated with the overall building design to the satisfaction of the Responsible Authority.

**Fencing**

54. Prior to the occupation of the approved dwellings, all fencing (whether new or retained) must be erected in good condition and be fit for screening purpose in accordance with the plans endorsed under Condition 1 of this permit to the satisfaction of the Responsible Authority.

**Brickwork / Retaining Walls**

55. All retaining walls must be constructed and finished in a professional manner to ensure a neat presentation and longevity to the satisfaction of the Responsible Authority.

**Construction Management**

56. The owner must use appropriate site management practices to prevent the transfer of mud, dust, sand or slurry from the site into drains or onto nearby roads. In the event that a road or drain is affected, the owner must upon direction of the Responsible Authority take the necessary steps to clean the affected portion of road or drain to the satisfaction of the Responsible Authority.

**Transport for Victoria**

57. Prior to commencement of works, amended plans must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans date stamped 04.02.2021 and annotated Ground Floor Site Plan TP102, Revision A but modified to show:

**Foote Street Access**

- 57.1. Kerb and Channel across the access maintained (modified to kerb ramps as required);
- 57.2. The edges of the crossover at entry at Foote Street angled at 60 degrees to the road reserve boundary, at least for the first 3 metres from the edge of the road with 3 metres radial turnouts;
- 57.3. Allowance for pedestrian access through the proposed island in line with the existing footpath, that needs to be maintained.

**Thompsons Road Access**

- 57.4. Appearance of any building, works or materials;
  - 57.5. Emission of noise, light, vibration, odour and dust. The edges of the crossover angled at 60 degrees to the road reserve boundary, at least for the first 3 metres from the edge of the road with 3 metres radial turnouts;
  - 57.6. Allow for concurrent movement of a B99 and a B85 vehicle at the entrance;
  - 57.7. Signage and markings associated with both access points.
58. The level of the footpath must not be lowered or altered in any way to facilitate access to the site.
59. Prior to occupation of the development, the crossover and driveway are to be constructed to the satisfaction of the Head, Transport for Victoria and at no cost to the Head, Transport for Victoria.
60. Vehicles must enter and exit the land in a forward direction at all times.

**Expiry**

61. This permit will expire if one of the following circumstances applies:
- 61.1. The development is not started within four (4) years of the date of the issue of this permit;
  - 61.2. The development is not completed within eight (8) years of the date of this permit;
  - 61.3. The use is not commenced within two (2) years of the development being completed.

The Responsible Authority may extend these times if a request is made in writing by the owner or occupier either before the permit expires or in accordance with Section 69 of the Planning and Environment Act 1987.

**CARRIED UNANIMOUSLY**

**2. BACKGROUND**

- 2.1 The current application was submitted to Council on 9 December 2020.
- 2.2 Presentation was made to the Sustainable Design Taskforce on 28 January 2021.

- 2.3 A request for further information was sent on 8 January 2021 which also raised a number of concerns with the proposal.
- 2.4 The application was amended under Section 50 of the *Planning and Environment Act 1987* on 24 March 2021 to address concerns raised by Planning Officers, which included:
- Additional materials to the south and east facades of the apartment building for improved articulation;
  - Revised design to pedestrian entry for the apartment building;
  - Tiered landscaping within the private open spaces of the ground floor apartment dwellings along the south and eastern boundaries modified to single tier landscaping for improved functionality of the open space;
  - Northern private open space of apartment G02 reduced to allow for improved landscaping within the front setback;
  - Plans revised to provide 7.9% of deep soil area with a minimum dimension of 6 metres and 20.3% deep soil area in total;
  - Provision of a 1.8 metres high fence along the pedestrian access to Lobby 2 for improved privacy to private open space of apartment G12 and G01;
  - Provision of additional windows to the east and west elevations of the townhouse dwellings;
  - Provision of patterned roof sheeting to the child care centre;
  - Provision of an additional shelter and canopy trees within the outdoor play area for improved solar protection;
  - Provision of landscaping separation between the car park and outdoor play area of the child care centre.
- 2.5 All requested further information was received on 5 May 2021.
- 2.6 Notice of the application has been given for a two week period which concluded on 9 June 2021.
- 2.7 The statutory time for considering a planning application is 60 days, which fell on 8 August 2021.
- 2.8 The land titles are not affected by any covenants or restrictions.
- 2.9 Planning Permit PL17/027486 was issued on 30 April 2018, for the use and development of the land for a food and drink premises, medical centre, child care centre and restricted recreation facility (gym) and alteration of access to a road in a Road Zone, Category 1.
- 2.10 The permit was amended under PLA18/0063 on 31 July 2018 to delete a condition that limited the number of staff who may work at the child care centre to a maximum of 23. The permit has been extended, with a required development commencement date of 30 April 2022.



### 3. THE SITE AND SURROUNDS

#### The Site

- 3.1 The subject site is located at 420 Thompsons Road, Templestowe Lower, on the south-eastern corner of Thompsons Road and Foote Street. The property has previously been used for commercial purposes (restaurants) and contains two brick buildings that are currently vacant.
- 3.2 The site is generally rectangular in shape with an irregular curve at the north-western corner attributed to a slip lane at the intersection of Thompsons Road and Foote Street. The site has an eastern boundary length of 68.39 metres and a southern boundary length of 95.86 metres, with an overall area of approximately 5,925 square metres.
- 3.3 An easement of varying width (approximately 13-29 metres wide) affects the western portion of the site.

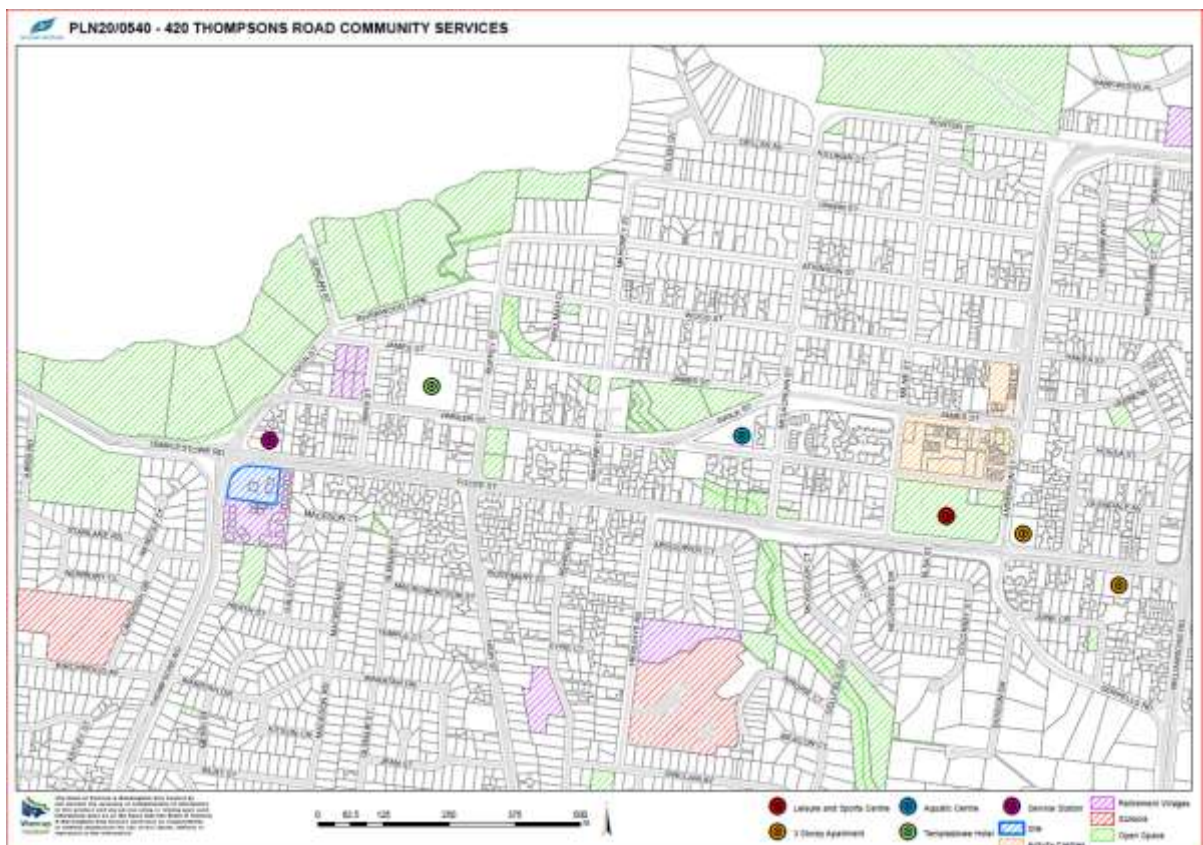


- 3.4 The site has a cross-fall of approximately 5.7 metres from the south-east corner to the north-west corner.
- 3.5 Vehicle access to the site is provided by a crossover at the north-east corner from Foote Street, and at the south-west corner from Thompsons Road. Both crossovers provide access to an existing at-grade car park.
- 3.6 There are several established trees distributed along the eastern and southern boundaries of the site.

#### The Surrounds

- 3.7 The site directly abuts only one property, 410-418 Thompsons Road to the east and south. This property is developed with a retirement village and an aged care facility known as Templestowe Manor. The property is accessed via a crossover along Foote Street and Thompsons Road, each providing driveways adjacent to the common boundaries. The most sensitive abuttal to the subject site is the secluded private open space areas of Units 8, 9 and 10 of the Retirement Village, which abut the southern site boundary.

- 3.8 Thompsons Road and Foote Street are major arterial roads that provide multiple lanes of traffic separated by central median strips.
- 3.9 The site is serviced by bus routes operating along Thompsons Road and Foote Street, connecting the site with the CBD, neighbourhood activity centres and residential areas within the municipality. The site is located within the Principal Public Transport Network (PPTN) area.
- 3.10 The character of the broader area is mixed, with largely single dwellings on each lot west of Thompsons Road and examples of townhouse style medium density developments to the east of the site. The closest apartment building is approximately 1.5 km east of the site at 2-6 Anderson Street, Templestowe and at 200 Foote Street, Templestowe.
- 3.11 The site is well serviced by other community and local facilities and parks, including Finns Reserve to the north-west corner of Thompsons Road and Foote Street. The site is approximately 1.4 km from the Templestowe Village Activity Centre, 800 metres to Templestowe Valley Primary School 1.1 km to St Kevins School on Herlihy's Road and 1.2 km to Templestowe Leisure Centre. A service station is also opposite the site at the north-east corner of Thompsons Road and Foote Street. The map below shows the location of community services and facilities within close proximity to the site.



#### 4. THE PROPOSAL

- 4.1 The proposal is outlined on the plans prepared by Mezz Architecture, Job No. 20006, dated April 2021 and a landscape plan prepared by Enlocus, Reference No. 2025, dated 30 April 2021. Refer to Attachment 1.

- 4.2 The following reports were provided in support of the application:
- Town Planning report prepared by Urbis, dated May 2021;
  - Acoustic report prepared by Cogent Acoustics, Project number 21009, dated 01 March 2021;
  - Traffic Engineering Assessment, Prepared by Traffix Group, Reference number G28942R-021, dated November 2020 and Memorandum (response to DoT referral) dated 12 March 2021;
  - Traffic Engineering Review (of the proposal and Traffic report prepared by Traffix Group), prepared by Onemilegrid Traffic Engineering, dated 15 March 2021;
  - Waste Management Plan prepared by Traffix Group, Reference number G28942R-02B, dated November 2020;
  - Green Travel Plan prepared by Living Building Solutions, Reference number LBS\_4495, dated 29 October 2020;
  - Sustainable Management Plan prepared by Living Building Solutions, Reference number LBS\_4495, dated 2 March 2021;
  - Water Sensitivity Urban Design Report prepared by Living Building Solutions, Reference number LBS\_4495, dated 30 October 2020;
  - Arboricultural Impact Assessment prepared by Landscape Dept, dated July 2017.

### **Design layout**

- 4.3 The proposal consists of a three storey apartment building comprising of 36 apartments, four, three-storey and two, two-storey townhouses and a single storey child care centre with a capacity for 116 children.
- 4.4 The buildings, car park and outdoor play area of the child care centre have been sited to avoid construction over the easement that is located within the western portion of the site.
- 4.5 The buildings will have a total site coverage of 55.8% and a site permeability of 35.2%. At least 44.9% of the entire site area and 40.7% of the residential component of the site is provided as garden area.
- 4.6 The townhouses are located within the northern portion of the site, oriented to Foote Street. Each dwelling incorporates separate access to the northern frontage from their respective secluded private open spaces. A secondary access to these dwellings is provided from a communal pedestrian path on the southern side of the dwellings.
- 4.7 The apartment building is located on the eastern portion of the site with a north-south alignment. Its main entry is oriented to Foote Street, with a secondary entry accessed via the communal pedestrian path on the western side. The secluded private open spaces of the ground floor apartments are located on the eastern, western and southern sides of the building.
- 4.8 The single storey child care centre is located central to the site, oriented and setback approximately 40 metres from Thompsons Road. Outdoor play areas are provided to the west and east of the building, which are enclosed by acoustic fencing (except along the southern side).

- 4.9 Pedestrian access to the child care centre is provided by a path from the north-western corner of the site.

#### **Vehicle access and layout**

- 4.10 The development provides a total of 75 on-site car spaces. An at-grade car park with 25 spaces is provided for the child care centre within the western portion of the site. Access to the car park is provided via a two-way crossover from Thompsons Road at the south-western corner of the site.
- 4.11 Car parking for the apartments and townhouses is combined within the basement of the apartment building. Access is provided via a modified existing crossover to Foote Street at the north-eastern corner of the site. A total of 50 spaces are provided, including 36 spaces within mechanical parking (car stacker) systems and 12 tandem spaces.
- 4.12 No visitor parking spaces are provided.
- 4.13 A total of 52 bicycle spaces are proposed in locations throughout the site as follows:
- 14 spaces within the basement car park;
  - 17 spaces within a secure room on ground level adjacent to Lobby 2;
  - 13 spaces adjacent to western pedestrian access of the apartment;
  - 6 visitor spaces adjacent to the pedestrian pathway;
  - 2 spaces adjacent to the child care centre car park.
- 4.14 The Waste Management Plan submitted with the application proposes private waste collection, twice a week, for the apartment building and child care centre. It recommends Council waste collection for the townhouses. The waste collection area for the apartment building is provided within the basement car park and a screened bin store area for the child care centre is proposed adjacent to the south west corner of the outdoor play area.
- 4.15 Since no loading/unloading bays are provided, the waste collection vehicles will temporarily park within the vehicle accessway of the basement car park and within the car parking spaces of the child care centre. The waste collection times are proposed to be outside peak hours and will be determined following the confirmation of a specific private waste collection contractor by the property manager.
- 4.16 Residential storage enclosures are provided within the basement car park.

#### **Landscaping**

- 4.17 All existing vegetation will be removed from the site. Screen planting is proposed along the side and rear boundaries. Landscaping within the front setback of the townhouses, apartment and child care centre vary from trees capable of reaching a height of 15 metres, to shrubs and ground cover. The submitted Landscape plan shows planting of 57 canopy trees across the development.
- 4.18 Based on the submitted Arboricultural Report, the trees to be removed within the site are considered planted trees and are therefore exempt under Clause 52.17 (Native Vegetation) of the Scheme.

**Design detail**

- 4.19 The proposed development features a contemporary architectural design displaying symmetrical building proportions, repetition of visual elements such as box framing to windows, and consistent use of materials that binds the overall presentation. The contemporary form incorporates a combination of off-white and dark grey tone render and cladding with timber-look lightweight cladding. Matte black powder coated metal battens form the side walls and roofs of the street facing balconies and timber picket fencing is utilised to blend with the character of the area.
- 4.20 The townhouse dwellings feature a cantilevered first floor level to both north and south elevations and the box framings elements at this level will be finished in light render and vertical timber cladding. The second floor level of the three-storey townhouses is centralised and finished in dark grey cladding.
- 4.21 The apartment building will exhibit the use of similar material application to that of the townhouses to its northern and southern elevation. Along the east and west elevations, alternate light and dark render and cladding has been utilised, with the unroofed balconies featuring glass and timber balustrades. The three-storey townhouses and apartment building will have a maximum height of 10 metres towards the street frontage that graduates down to a height of 6.7 metres towards the corner of Foote Street and Thompsons Road.
- 4.22 The apartment building is partly benched into the site. It presents as three-storeys to the street frontage and towards the northern part of the east elevation. To the south and southern part of the eastern elevation, the apartment will present largely as two storeys.
- 4.23 The single storey child care centre while subservient to the other built forms on site, is provided with a distinctive sense of identity due to its physical separation from the apartment and townhouse buildings and by its curvilinear roof form towards its north-west corner.
- 4.24 Despite being separate buildings, the three components of the development utilise a consistent design approach in terms of door/window proportions, use of materials, colour scheme, design features that provides a high level of cohesion.

**Child care centre use**

- 4.25 The Child Care Centre will have a maximum capacity of 116 children managed by a total of 15 staff. The centre will operate from 6:30am to 6:30pm from Monday to Friday.

**Development summary**

- 4.26 A summary of the development is provided as follows:

BUILDING DETAILS	• SITE AREA: 5,925M <sup>2</sup>
	• SITE COVERAGE: 55.8%
	• PERMEABILITY: 35.2%
	• GARDEN AREA: 40.7% (BASED ON RESIDENTIAL DEVELOPMENT AREA OF 3,134M <sup>2</sup> )

Dwellings	<p>Apartments</p> <ul style="list-style-type: none"> <li>Total number: 36</li> <li>1 bedroom: 10</li> <li>2 bedroom: 24</li> <li>3 bedroom: 2</li> </ul>	<p>Townhouses</p> <ul style="list-style-type: none"> <li>Total number: 6</li> <li>3 bedroom: 2</li> <li>4 bedroom: 4</li> </ul>	
Height	<ul style="list-style-type: none"> <li>Maximum height: 10m for Townhouses and Apartment building.</li> <li>Number of storeys: 3</li> </ul>		
Basement	<ul style="list-style-type: none"> <li>Number of levels: 1</li> </ul>		
Child Care Centre	<ul style="list-style-type: none"> <li>Number of Children: 116</li> <li>Operating hours: 6:30am – 6:30pm Monday to Friday</li> <li>Building Area: 665.6m<sup>2</sup></li> <li>Building Height: 3.5m</li> <li>Outdoor Play Area: 814.9m<sup>2</sup></li> </ul>		
Car parking (Residents)	<p>Apartment</p> <ul style="list-style-type: none"> <li>Required: 38</li> <li>Provided: 38 of which 36 are within mechanical parking (car stacker) systems.</li> <li>Compliance: Yes</li> </ul>	<p>Townhouses</p> <ul style="list-style-type: none"> <li>Required: 12</li> <li>Provided: 12</li> <li>Compliance: Yes</li> </ul>	<p>Child Care Centre</p> <ul style="list-style-type: none"> <li>Required: 25</li> <li>Provided: 25</li> <li>Compliance: Yes</li> </ul>
Car parking (Visitors)	<ul style="list-style-type: none"> <li>None required (Principal Public Transport Network Area)</li> </ul>		
Front setback	<ul style="list-style-type: none"> <li>Apartment: 5.91m - 6.4m (at Ground and First floor Level)</li> <li>Townhouse: 5.84m – 7.75m (at First Floor level); and 6.7m - 9.9m (at Ground floor level)</li> </ul>		
Side setback (East Boundary)	<ul style="list-style-type: none"> <li>4.7m – 5.4m (at all levels)</li> <li>2.5m – 3.25m (to the balconies at all levels)</li> </ul>		
Rear setback (South Boundary)	<ul style="list-style-type: none"> <li>5.91m (at all levels)</li> </ul>		

## 5. LEGISLATIVE REQUIREMENTS

- 5.1 Refer to Attachment 2.
- 5.2 A planning permit is required under the following Clauses of the Manningham Planning Scheme:
- Clause 32.08-6 (General Residential Zone, Schedule 1 – GRZ1), to construct two or more dwellings on a lot;
  - Clause 32.08-6 (General Residential Zone, Schedule 1 – GRZ1), to use and develop the land for a child care centre (Section 2 use);
  - Clause 32.08-6 (General Residential Zone, Schedule 1 – GRZ1), to construct a fence exceeding 2m in height;
  - Clause 52.29 (Land adjacent to a Road Zone, Category 1), to create or alter access to a road in a Road Zone, Category 1.

## 6. REFERRALS

### External

#### Transport for Victoria

- 6.1 A permit is required under Clause 52.29 of the Manningham Planning Scheme as the proposal involves alteration of access to a road in a Road Zone, Category 1. It is a statutory requirement to refer the application to Transport for Victoria as a determining referral authority.
- 6.2 Transport for Victoria have no objection subject to conditions being included on any permit issued requiring minor crossover modification and for vehicles to enter and exit the site in a forward direction.

### Internal

- 6.3 The application was referred to a number of service units within Council. The following table summarises the responses:

Service Unit	Comments
Infrastructure Services Unit – Drainage	<ul style="list-style-type: none"> <li>• No objection subject to conditions for the provision of on-site storm water detention.</li> <li>• The submitted STORM report is acceptable.</li> </ul>
Infrastructure Services Unit – Vehicle Crossing	<ul style="list-style-type: none"> <li>• The proposed vehicle access arrangements from Foote Street and Thompsons Road are generally acceptable and will be subject to Transport for Victoria requirements and final approval.</li> </ul>
Infrastructure Services Unit – Access and Driveway/ Access	<ul style="list-style-type: none"> <li>• No objection subject to Transport for Victoria requirements and a permit condition requiring appropriate signage and line marking to reinforce the left out only restriction for the Foote Street access.</li> </ul>
Infrastructure Services Unit – Traffic and Car	<ul style="list-style-type: none"> <li>• The number of car parking spaces is provided in accordance with Clause 52.06-5 and are satisfactory.</li> <li>• The submitted traffic impact assessment is satisfactory.</li> </ul>

Service Unit	Comments
Parking	
Infrastructure Services Unit – Car Parking Layout	<ul style="list-style-type: none"> <li>The car park layout is satisfactory. The requirement relating to increasing the width of the pedestrian pathway along southern site boundary to 1.5 metres will not be included as there are no relevant planning scheme provisions to include this requirement. Additionally, the fire exit pathway must be designed in accordance with the relevant building code requirements.</li> </ul>
Infrastructure Services Unit – Construction Management	<ul style="list-style-type: none"> <li>No objection subject to a requirement for the provision of a construction management plan.</li> </ul>
Infrastructure Services Unit – Waste	<ul style="list-style-type: none"> <li>No objection subject to condition requiring amended waste management plan.</li> </ul>
Infrastructure Services Unit – Easements	<ul style="list-style-type: none"> <li>Buildings and works are supported subject to a Build Over Easement approval being obtained for the car park of the Child Care Centre.</li> <li>The site is subject to MWC-REG154 Designated Works Area and requires the application to be referred to Melbourne Water Corporation to build over their asset - Templestowe West 4765.</li> <li>While the subject site is affected by MWC-REG154 Designated Works Area, there are no relevant planning scheme provisions applicable to the site under which a statutory referral to Melbourne Water is required. The MWC-REG154 relates to Building Regulations 2006 and requires consent from Melbourne Water Authority at the building permit stage. This requirement will be included as a permit note.</li> </ul>
Infrastructure Services Unit – Flooding	<ul style="list-style-type: none"> <li>The site is not subject to inundation from Council's drainage systems.</li> </ul>
Environmentally Sustainable Development (ESD)	<ul style="list-style-type: none"> <li>No objection subject to conditions requiring revisions to the plans and the Sustainability Management Plan.</li> </ul>
Statutory Planning Arborist	<ul style="list-style-type: none"> <li>No objection subject to conditions requiring a Tree Protection Management Plan and revisions to the submitted landscape plan.</li> </ul>
Community Programs Unit – Children's Services	<ul style="list-style-type: none"> <li>No objection subject to conditions requiring revisions to the external play area of the child care centre.</li> </ul>



**7. CONSULTATION / NOTIFICATION**

- 7.1 Notice of the application was given over a two-week period which concluded on 9 June 2021, by sending letters to nearby properties and displaying a sign at each site frontage (2 signs in total).
- 7.2 Three objections have been received to date. The location of objectors are shown on a map in Confidential Attachment 3.
- 7.3 The main grounds of the objection can be summarised into the following categories:
- Overall building height;
  - Off-site amenity impacts relating to overshadowing, access to daylight and privacy;
  - On-site amenity in terms of limited play area for child care centre;
  - Inappropriate survey of existing traffic (survey was carried out during COVID-19 lockdown);
  - Traffic impacts;
  - Access arrangements (location of proposed crossovers).

**8. ASSESSMENT**

- 8.1 The proposal has been assessed against the relevant state and local planning policies, the zone and the relevant particular provisions and general provisions of the Scheme.
- 8.2 The following assessment is made under the following headings:
- Planning Policy Frameworks;
  - Design and built form;
  - Two or more dwellings on a lot and residential buildings;
  - Child care centre;
  - Car parking and traffic;
  - Objector concerns.

**Planning Policy Frameworks**

- 8.3 Key objectives of the planning policy frameworks identify that managing future housing need and residential amenity in a sensitive way is a key challenge facing Manningham. The policies acknowledge that there is a general trend towards smaller household size, as a result of an aging population and smaller family structure, leading to an imbalance between the housing needs of the population and the actual housing stock that is available.
- 8.4 This increasing pressure for re-development raises issues about how these changes affect the character and amenity of our local neighbourhoods. In meeting future housing needs, the challenge is to provide for residential redevelopment in appropriate locations, to reduce pressure for development in more sensitive areas, and in a manner that respects the residential character and amenity valued by existing residents.

- 8.5 Clause 21.05 (Residential Policy) separates Manningham's urban areas into four residential precincts with differing character and built form objectives that seek to achieve either minimal, incremental or substantial change, generally relative to the proximity to infrastructure and services. The subject site is categorised under Precinct 1 of Clause 21.05 where an incremental level of change is anticipated. Local policy at Clause 22.15 (Dwellings in General Residential Zone Schedule 1) seeks to implement the objectives for Clause 21.05 within Precinct 1 by supporting a less intense urban form, which is site responsive, well-articulated, respectful of the existing neighbourhood character and provides adequate landscaping opportunities.
- 8.6 Council's Residential Strategy dated March 2012 also anticipates that while a significant proportion of future development should continue to be channelled around the Doncaster Hill Principal Activity centre, the Neighbourhood Activity Centres and the Pines Activity centre, there may be potential for increased residential development opportunities in other locations, such as along Thompsons Road.
- 8.7 Whilst the site is located within an incremental change area, it is considered capable of supporting a higher density of development given its size (5,925 square metres), location at the intersection of two major roads, easy access to public transport and its close proximity to open space and community services.
- 8.8 Subject to conditions recommended in this report, the form and scale of the development will contribute positively to the local context, enhancing the public realm whilst minimising detrimental amenity impacts on neighbouring properties, in accordance with policy under Clause 15.01 (Building Design) of the Scheme.
- 8.9 The planning policy frameworks emphasise creating mixed used neighbourhoods that offer greater housing choice, job creation and delivering better access to services and facilities. The policies encourage land uses with a community service role, such as the proposed child care centre, to be integrated in residential areas whilst ensuring that operation of non-residential uses do not detrimentally affect residential amenity. This is further supported in the purpose of the General Residential Zone.
- 8.10 The proposal will provide a child care centre that abuts a Road Zone, is readily and safely accessible by public transport, bicycle and pedestrian networks. The site's location in an area experiencing housing densification, places it in a position that enables it to serve the wider community in accordance with the objectives of local policy under Clause 22.05 (Non-residential uses in residential areas) of the Scheme. It is also noted that the site has up until recently has been used for non-residential uses (restaurants).
- 8.11 The general layout of the site has been designed in accordance with the principles of safe and inclusive design, particularly the policies outlined at Clause 22.08 (Safety Through Urban Design) and 22.09 (Access for Disabled People Policy) of the Scheme. In particular, the site is provided with numerous pedestrian and vehicular entrances and ensures good passive surveillance to both Foote Street and Thompsons Road. All pedestrian pathways across the site have a gradient of no more than 1:14, with appropriate landings for resting and ease of manoeuvrability, meeting the needs of needs of people with limited mobility.

**Design and built form**

Garden Area

8.12 The site area of the residential component of the development is greater than 650 square metres and therefore needs to provide at least 35% as garden area. The proposal provides for a minimum garden area of 40.7% for the residential component of the development (excludes the area to be used by the child care centre), or 44.9% of the entire site, which in both cases is in excess of the mandatory minimum requirement of 35%.



Height

8.13 The maximum building height prescribed under the zone for residential buildings is 9 metres unless the slope of the land at any cross section greater than 8 metres is greater than 2.5 degrees, in which case the building height must not exceed 10 metres. The zone also requires any residential development to not exceed three storeys. The proposed three-storey residential development with a maximum height of 10 metres complies with these requirements.

8.14 The following assessment is made of the residential component of this proposal against the local policy of Clause 22.15:

Requirements	Compliance
<b>Siting</b>	
<ul style="list-style-type: none"> <li>Ensure that the rear setback is of a sufficient width to allow for the retention or planting of canopy trees and to allow for recreational opportunities.</li> </ul>	<p>Satisfied</p> <ul style="list-style-type: none"> <li>The proposal provides adequate setbacks from site boundaries to enable planting of additional canopy trees, including between 4.7-5.3 metres along the eastern boundary and 5.9 metres to the southern boundary, thereby respecting the existing garden character of the area.</li> <li>Whilst the proposal requires removal of all existing vegetation on site, the submitted landscape plan recommends planting of approximately 57 additional canopy trees across the site, including within the secluded private open space of the townhouses and ground floor apartments, thereby reinforcing the existing garden character of the area.</li> </ul>
<ul style="list-style-type: none"> <li>Minimise buildings on boundaries to create spacing between dwellings to reinforce the pattern of the street. If any adjoining property has no existing boundary walls, the total length of walls should be limited to that generally required for the provision of a garage.</li> </ul>	<p>Satisfied</p> <ul style="list-style-type: none"> <li>No buildings are proposed on any of the boundaries.</li> </ul>

<u>Form</u>	
<ul style="list-style-type: none"> <li>Encourage upper levels to be stepped in from the ground floor to avoid sheer walls and achieve articulation and visual interest. Preferably, upper levels should not exceed 75% of the ground floor area (excluding verandahs and balconies).</li> </ul>	<p>Satisfied</p> <ul style="list-style-type: none"> <li>The proposed three-storey built form with cantilivered first floor levels of the townhouses does not align with the objective of the policy. However, the proposed built form and articulation responds to the emerging character of the area, including a recent multi-dwelling development at 33-35 Foote Street.</li> <li>The proposal generally avoids sheer wall presentations and includes sufficient setback and material variation and design features to provide appropriate articulation to the built form. This will be further discussed in the assessment of Clause 55.02-1 (Neighbourhood Character) and Clause 55.06-1 (Design Detail).</li> </ul>
<ul style="list-style-type: none"> <li>Promote building materials that reflect the prevailing materials of the surrounding residential area.</li> </ul>	<p>Satisfied subject to condition</p> <ul style="list-style-type: none"> <li>The development incorporates a cohesive use of materials and a neutral palette of colours, including: <ul style="list-style-type: none"> <li>Off-white and grey render or cladding to the walls interspersed with timber-look cladding;</li> <li>Powdercoated matte black metal sheet and battens to the street facing balconies of both buildings;</li> <li>Black aluminium framed windows; and</li> <li>Timber picket fencing.</li> </ul> </li> <li>The use of light render and timber-look cladding to the canilevered first floor level assists in emphasising this level while the use of dark grey cladding and black metal framing at the second floor level of the townhouses and apartments (towards the street frontage) will assist in visually recessing the second floor level thereby reducing the perceived visual bulk to the street frontage.</li> <li>The materials incorporated are a common characteristic of the neighbourhood, particularly in emerging developments. However, the details of some of the external surfaces such as paved areas, acoustic fencing and external storage areas are not provided. This will be addressed via <b>permit condition</b>.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure porticos and other design features integrate with the overall design of the</li> </ul>	<p>Satisfied</p> <ul style="list-style-type: none"> <li>The development limits the use of dominant design features to the street, such as double-storey porticos.</li> </ul>

<p>building and not include imposing design features such as double storey porticos.</p>	<ul style="list-style-type: none"> <li>The single storey pedestrian entry of the apartment building in black metal finish is well integrated into the overall built form.</li> <li>Additionally, the street facing townhouse entries covered by the cantilevered first floor levels do not dominate the street presentation.</li> </ul>  <ul style="list-style-type: none"> <li>The box framing elements at the first floor level and recession of the second floor level emphasises horizontal built form. The use of feature timber-look cladding further softens the appearance of these first floor elements.</li> </ul>  <ul style="list-style-type: none"> <li>The articulation of the overall built form will be discussed further below in the assessment against Clause 55 of the Scheme.</li> </ul>
<p><u>Car Parking and Access</u></p>	
<ul style="list-style-type: none"> <li>Ensure garages are set back a greater distance than the front wall of the building.</li> </ul>	<p>Satisfied</p> <ul style="list-style-type: none"> <li>Car parking for each dwelling is proposed within the basement below the apartment building, thereby ensuring that the streetscape towards Foote Street is not dominated by driveways or car parking, which allows for increased landscaping opportunities.</li> </ul>
<ul style="list-style-type: none"> <li>Design developments with a maximum of two vehicle crossovers. Where possible retain existing vehicle crossovers to minimise the removal of street tree(s). Driveways should be generally setback a minimum of 1.5m from any street tree, except in cases where a larger tree</li> </ul>	<p>Satisfied</p> <ul style="list-style-type: none"> <li>The development proposes to modify the existing crossover along Foote Street to provide access to the basement car park.</li> <li>The crossover will not impact the existing street tree.</li> </ul>

<p>requires an increased setback.</p>	
<ul style="list-style-type: none"> <li>• Incorporate a landscape strip on either side of a driveway capable of supporting a variety of shrubs and small trees, with preferably a minimum width of 0.5 metres adjacent to the fence-line and a one metre width adjacent to the dwelling.</li> </ul>	<p>Satisfied subject to condition</p> <ul style="list-style-type: none"> <li>• The driveway to the basement car park is adjacent to a 5.6 metre wide landscaped garden to its east that is capable of supporting planting of canopy trees, shrubs and ground covers.</li> <li>• On the western side, only a 0.6-0.7 metre wide landscape bed separates the driveway from the pedestrian pathway to the apartment building. The landscape plan suggests that this landscape bed will be planted with shrubs and ground covers capable of reaching a maximum height of only 0.3m–0.6m. A <b>permit condition</b> will require this landscape bed to be increased to a minimum width of 1 metre.</li> </ul>
<p><u>Landscaping</u></p>	
<ul style="list-style-type: none"> <li>• Ensure the provision of pervious surfaces in the front and rear setbacks to enable the provision or retention of canopy trees.</li> </ul>	<p>Satisfied subject to condition</p> <ul style="list-style-type: none"> <li>• As discussed above the proposed setbacks of the development provide for adequate permeable surfaces allowing for planting of additional canopy trees.</li> <li>• The landscaping within the front setback of the apartment building could be increased by redirecting the pedestrian path from the northern entrance of the apartment building to the Foote Street frontage. A <b>permit condition</b> will require the east-west portion of the path that extends alongside the footpath within the road reserve to be replaced with landscaping.</li> </ul>
<ul style="list-style-type: none"> <li>• Require the private open space area and the front setback of dwellings to have a minimum of one canopy tree with a spreading crown, capable of growing to a height of 8.0m or more at maturity.</li> </ul>	<p>Satisfied</p> <ul style="list-style-type: none"> <li>• The landscape plan shows a canopy tree capable of reaching a height of 8 metres at maturity within the street facing private open space of each townhouse.</li> </ul>
<p><u>Front Fence</u></p>	
<ul style="list-style-type: none"> <li>• Ensure that the front fence is at least 50 per cent transparent.</li> </ul>	<p>Satisfied</p> <ul style="list-style-type: none"> <li>• The street facing secluded private open space of each townhouse will be enclosed by a 1.8m high timber picket fence. While the plans do not show the extent of transparency of this fence, it is reasonable if it is less than 50% transparent as the fencing is required to enclose the secluded private open space of these dwellings. It is noted that properties along Foote Street</li> </ul>

	generally feature high solid front fences given their frontage to a main road.
<ul style="list-style-type: none"> <li>Encourage fences that adjoin public open spaces to be no higher than 1.8 metres and are at least 50 per cent transparent, where appropriate.</li> </ul>	<p>Not Applicable</p> <ul style="list-style-type: none"> <li>The site does not adjoin any public open space.</li> </ul>

**Two or more dwellings on a lot and residential buildings**

8.15 Pursuant to Clause 55 (Two or more dwellings on a lot and residential buildings), a development must meet all of the objectives of this clause and should meet all of the standards. However, Clauses 55.03-5, 55.03-6, 55.04-8, 55.05-1, 55.05-2 and 55.05-6 are not applicable to an application to an apartment development and as such their assessment will be limited only to the townhouses. The Clause 55.07 objectives only apply to the apartment building.

8.16 An assessment against the objectives of Clause 55 is provided in the table below:

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
<b>Clause 55.02 Neighbourhood Character and Infrastructure</b>	
<p><b>55.02-1 – Neighbourhood Character</b></p> <ul style="list-style-type: none"> <li>To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.</li> <li>To ensure that development responds to the features of the site and the surrounding area.</li> </ul>	<p><b>Satisfied</b></p> <p>The preferred character for the site is defined through Council’s policy statements under Clauses 21.05 and 22.15 of the Scheme, which support single or double storey built form that is not visually intrusive and respects existing neighbourhood character of the area.</p> <p>Whilst the existing neighbourhood character is generally defined by the combination of the public and private realms in the immediate surroundings, in the context of the subject site, it is not unreasonable to take a wider view of the neighbourhood character that includes developments along Thompsons Road and Foote Street.</p> <p>The built form along Thompsons Road is generally characterised by single and double storey dwellings, whereas development along Foote Street largely comprises medium density double storey developments and with two apartment buildings located approximately 1.4km from the site as shown in the images below:</p> <p style="text-align: center;">Townhouses at 3 Foote Street</p>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
	 <p data-bbox="799 689 1257 719">Townhouses at 33-35 Foote Street</p>  <p data-bbox="820 1240 1236 1270">Townhouses at 28 Foote Street</p> 



OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
	<div data-bbox="703 277 1305 719" data-label="Image"> </div> <div data-bbox="735 750 1315 786" data-label="Caption"> <p>Apartment building at 2-4 Andersons Street</p> </div> <div data-bbox="659 786 1350 1128" data-label="Image"> </div> <div data-bbox="764 1160 1286 1196" data-label="Caption"> <p>Apartment building at 200 Foote Street</p> </div> <div data-bbox="659 1196 1350 1447" data-label="Image"> </div> <div data-bbox="612 1478 1399 1713" data-label="Text"> <p>Whilst it is recognised that the scale and form of the proposal is greater than what is anticipated as the preferred neighbourhood character under the policy, the site is located amidst a neighbourhood that is changing in character as a result of numerous multi-unit developments and therefore is considered to respond well to the existing context.</p> </div> <div data-bbox="612 1742 1378 1881" data-label="Text"> <p>The site is also unique in its context given its location at a major intersection and land size, which has the ability to accommodate a more intense development without unreasonably affecting the character of the area.</p> </div> <div data-bbox="612 1908 1347 2013" data-label="Text"> <p>The level of articulation and fenestration provided limits unreasonable off-site amenity impacts to neighbouring properties. The architectural presentation of the</p> </div>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED															
	<p>development, including the design features and proposed materials will be similar to other developments in the area.</p> <p>The proposal is therefore considered to meet the objective of Clause 55.02-1 of the Scheme.</p>															
<p><b>55.02-2 – Residential Policy</b></p> <ul style="list-style-type: none"> <li>To ensure that residential development is provided in accordance with any policy for housing in the Municipal Planning Strategy and the Planning Policy Framework.</li> <li>To support medium densities in areas where development can take advantage of public transport and community infrastructure and services.</li> </ul>	<p><b>Satisfied</b></p> <p>The application was accompanied by a written statement that demonstrated how the applicant considers the development to be consistent with State, Local and Council policy.</p> <p>As discussed above, the development provides for higher density of dwellings, taking advantage of access to public transport and other community services offered by the site location.</p>															
<p><b>55.02-3 – Dwelling Diversity</b></p> <ul style="list-style-type: none"> <li>To encourage a range of dwelling sizes and types in developments of 10+ dwellings.</li> </ul>	<p><b>Satisfied</b></p> <p>The proposal provides for diverse housing choices in terms of typology and number of bedrooms. A summary of the types of dwellings provided is as follows:</p> <table border="1" data-bbox="730 1451 1281 1944"> <thead> <tr> <th>HOUSING TYPOLOGY</th> <th>NUMBER OF BEDROOMS</th> <th>NO OF DWELLINGS</th> </tr> </thead> <tbody> <tr> <td rowspan="2">TOWNHOUSES</td> <td>3</td> <td>2</td> </tr> <tr> <td>4</td> <td>4</td> </tr> <tr> <td rowspan="3">APARTMENT DWELLINGS</td> <td>1</td> <td>10</td> </tr> <tr> <td>2</td> <td>24</td> </tr> <tr> <td>3</td> <td>2</td> </tr> </tbody> </table>	HOUSING TYPOLOGY	NUMBER OF BEDROOMS	NO OF DWELLINGS	TOWNHOUSES	3	2	4	4	APARTMENT DWELLINGS	1	10	2	24	3	2
HOUSING TYPOLOGY	NUMBER OF BEDROOMS	NO OF DWELLINGS														
TOWNHOUSES	3	2														
	4	4														
APARTMENT DWELLINGS	1	10														
	2	24														
	3	2														
<p><b>55.02-4 – Infrastructure</b></p>	<p><b>Satisfied subject to condition</b></p>															

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
<ul style="list-style-type: none"> <li>To ensure development is provided with appropriate utility services and infrastructure.</li> <li>To ensure development does not unreasonably overload the capacity of utility services and infrastructure.</li> </ul>	<p>The site has access to all services.</p> <p>The applicant will be required to provide an on-site stormwater detention system to alleviate pressure on the drainage system.</p> <p>There are no service supply issues in the subject neighbourhood.</p>
<p><b>55.02-5 – Integration With Street</b></p> <ul style="list-style-type: none"> <li>To integrate the layout of development with the street.</li> </ul>	<p><b>Satisfied</b></p> <p>The development provides adequate vehicle and pedestrian links that enhance local accessibility.</p> <p>The pedestrian entries of the apartment building and townhouses are both oriented towards Foote Street. The north facing habitable room windows and second floor balconies of the street facing apartment dwellings and townhouses will further assist in integrating the development with Foote Street.</p>
<p><b>Clause 55.03 Site Layout and Building Massing</b></p>	
<p><b>55.03-1 – Street Setback</b></p> <ul style="list-style-type: none"> <li>To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.</li> </ul>	<p><b>Satisfied</b></p> <p>Standard B6 provides that the front setback of a development on a corner lot should be the same as the front setback of the existing building on the abutting lot or 9 metres, whichever is lesser.</p> <p>To meet the Standard, the development needs to be setback at least 4.4 metres (the minimum setback of the east adjoining property) from the frontage to Foote Street.</p> <p>The minimum front setbacks to the apartment building and townhouses of 5.89 metres and 6.58 metres respectively exceed the standard requirement.</p> <p>The proposed front setback of the development is also generally consistent with the front setbacks of the multi-unit developments along Foote Street which varies between 5 to 6 metres.</p> <p>The placement of the buildings and their front setbacks are considered to make efficient use of the site and respects</p>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
	the character of the area.
<p><b>55.03-2 – Building Height</b></p> <ul style="list-style-type: none"> <li>To ensure that the height of buildings respects the existing or preferred neighbourhood character.</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>The maximum building height specified under the zone is 9 metres unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres.</p> <p>There is some discrepancy in relation to the maximum height of the development on the submitted plans and report. Based on the elevations, the apartment building and townhouses are proposed with a maximum height of 9.9 metres and 10 metres respectively, whereas on the sections, the maximum height of these buildings is shown to be 9.3 metres and 9.6 metres. Additionally, the submitted planning report confirms the maximum height to be 10 metres.</p> <p>Whilst there is a discrepancy in relation to the height, it is noted that maximum height of 10 metres complies with the Standard B7.</p> <p>To address the above inconsistency, a <b>permit condition</b> will require the accurate and consistent representation of maximum building heights on sections and elevations.</p>
<p><b>55.03-3 – Site Coverage</b></p> <ul style="list-style-type: none"> <li>To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.</li> </ul>	<p><b>Satisfied</b></p> <p>The proposed site coverage of 55.8% of the entire site complies with Standard B8, which allows for a maximum site coverage of 60%.</p>
<p><b>55.03-4 – Permeability and stormwater management</b></p> <ul style="list-style-type: none"> <li>To reduce the impact of increased stormwater run-off on the drainage system.</li> <li>To facilitate on-site stormwater infiltration.</li> </ul>	<p><b>Satisfied</b></p> <p>Standard B9 requires at least 20% of the site to comprise of pervious surfaces.</p> <p>The plans show that nearly 35.2% of the entire site will be permeable, which complies with the Standard.</p>

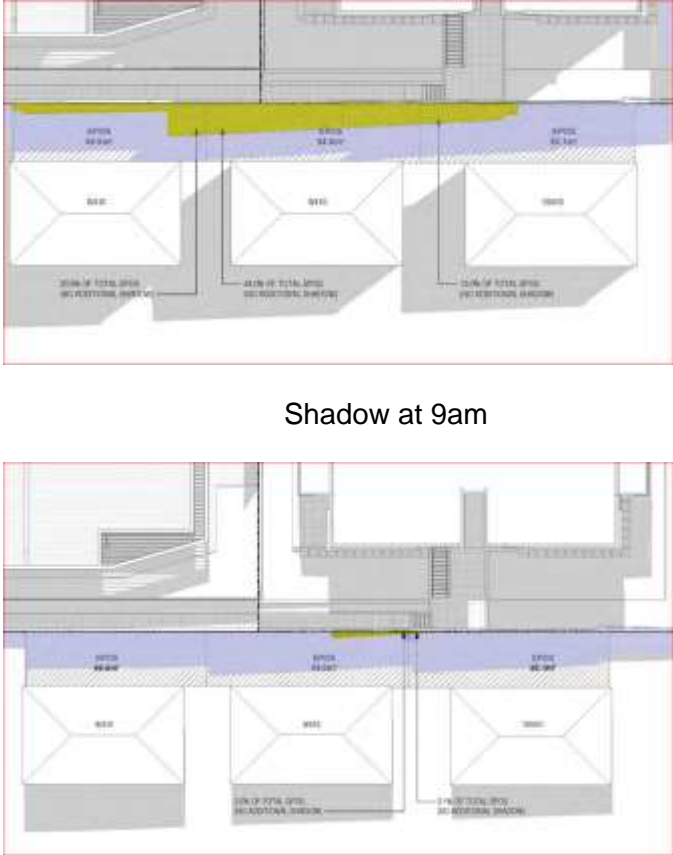
OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
<p><b>55.03-5 – Energy Efficiency</b></p> <ul style="list-style-type: none"> <li>To achieve and protect energy efficient dwellings.</li> <li>To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.</li> </ul>	<p><b>Satisfied</b></p> <p>Each townhouse is provided with a north facing private open space area and north-facing windows to the ground level living rooms to maximise solar access. North facing balconies are also provided for Townhouses 3 to 6</p> <p>This clause does not apply to an apartment development.</p>
<p><b>55.03-6 – Open Space</b></p> <ul style="list-style-type: none"> <li>To integrate the layout of development with any public and communal open space provided in or adjacent to the development.</li> </ul>	<p><b>Not Applicable</b></p> <p>The development does not abut any public open space nor does it provide for any communal open space on site.</p> <p>This clause also does not apply to an apartment development.</p>
<p><b>55.03-7 – Safety</b></p> <ul style="list-style-type: none"> <li>To ensure the layout of development provides for the safety and security of residents and property.</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>The pedestrian entries to the apartment building and townhouses from Foote Street are not obscured or isolated from the street. The orientation of townhouses and north facing apartments will provide passive surveillance to Foote Street.</p> <p>A polycarbonate roofed communal pathway between the townhouses and child care centre connects the apartment building and the child care centre. This roofed communal pathway will be flanked by a 1.8 metre high picket fence associated with the townhouses to its north and a 2 metre high solid acoustic fence associated with the child care centre to its south.</p> <p>The south facing secondary entrances of the townhouses and their rear secluded private open spaces enclosed by 1.8 metres high fencing will be oriented towards this pathway. However in order to improve passive surveillance to this pathway, a <b>permit condition</b> will require the southern fencing to the rear private open spaces of the townhouse dwellings lowered to 1.5 metres and be at least 50% transparent.</p>


OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
	<p>Additionally, the western portion of the path may reduce the visibility of the entry to the child care centre and obstruct its access. A <b>permit condition</b> will therefore require the roof above this communal pathway to be reduced in length so it does not extend beyond the rear entry to the Dwelling 1 southern private open space area.</p> <p>A 1 metre wide pedestrian pathway is also provided along the southern site boundary providing a fire exit from the basement car park to Thompsons Road. This pathway will be approximately 60 metres in length and will be flanked by a 1.8 metre high mesh fence to its north and the existing boundary fence to its south.</p> <p>In order to ensure safety and security along the internal pathways, a <b>permit condition</b> will require the location of communal lighting throughout the development.</p>
<p><b>55.03-8 – Landscaping</b></p> <ul style="list-style-type: none"> <li>• To encourage development that respects the landscape character of the neighbourhood.</li> <li>• To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance.</li> <li>• To provide appropriate landscaping.</li> <li>• To encourage the retention of mature vegetation on the site.</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>The proposal requires removal of all vegetation on site.</p> <p>The proposed landscaping across the development varies from trees capable of reaching a height of 15 metres to shrubs and ground covers. The submitted landscape plan shows planting of 57 canopy trees across the development to both soften the built form whilst providing screening between private and public realms. This includes one canopy tree within the north facing secluded private open space of each townhouse.</p> <p>The landscape plan proposes the planting of at least one canopy tree within the secluded private open space of the east facing ground floor apartment dwellings, capable of reaching a mature height of 4 to 8 metres. Given the height and length of the apartment building to the east, a <b>permit condition</b> will require the canopy trees along the eastern site boundary to be capable of growing to a mature height of at least 6 metres to assist in effectively softening the built form.</p> <p>Given the location of the pedestrian pathway adjacent to the southern boundary, no screen planting has been proposed along this boundary. However, considering that the child care centre is a single-storey building and will not be visible from the south adjoining property, the lack of screen planting along this boundary is considered reasonable.</p> <p>A <b>permit condition</b> will also require screen planting capable of reaching a mature height of at least 3 metres along the western side of the apartment building, within the ground floor secluded private open space areas.</p>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED																																													
<p><b>55.03-9 – Access</b></p> <ul style="list-style-type: none"> <li>To ensure the number and design of vehicle crossovers respects the neighbourhood character.</li> </ul>	<p><b>Satisfied</b></p> <p>The development proposes to modify the existing vehicle crossovers from Thompsons Road and Foote Street to provide access to the residential and child care uses. These crossovers do not exceed 33% of the respective street frontages, which complies with Standard B15.</p>																																													
<p><b>55.03-10 – Parking Location</b></p> <ul style="list-style-type: none"> <li>To provide convenient parking for resident and visitor vehicles.</li> <li>To protect residents from vehicular noise within developments.</li> </ul>	<p><b>Satisfied</b></p> <p>The car parking for the townhouses and apartments will be provided at the basement level of the apartment building.</p> <p>Movement between the townhouses and basement car park will be facilitated by a covered pedestrian pathway and a lift within the the apartment building.</p>																																													
<p><b>Clause 55.04 Amenity Impacts</b></p>																																														
<p><b>55.04-1 – Side and Rear Setbacks</b></p> <ul style="list-style-type: none"> <li>To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.</li> </ul>	<p><b>Satisfied</b></p> <p>Given that the townhouses are significantly set back from the eastern and southern site boundaries, the assessment against Standard B17 will be limited to the apartment building.</p> <table border="1" data-bbox="624 1249 1374 1939"> <thead> <tr> <th>Location</th> <th>Wall height (m)</th> <th>Setback required (m)</th> <th>Setback provided (m)</th> <th>Compliance</th> </tr> </thead> <tbody> <tr> <td colspan="5">East Elevation</td> </tr> <tr> <td>Apt 1.03 First floor level</td> <td>5.8</td> <td>1.66</td> <td>4.75</td> <td>Yes</td> </tr> <tr> <td>Apt 2.02 Second Floor level</td> <td>8.5</td> <td>3.59</td> <td>4.75</td> <td>Yes</td> </tr> <tr> <td>Apt 2.03 Second Floor level</td> <td>8.0</td> <td>3.09</td> <td>4.75</td> <td>Yes</td> </tr> <tr> <td>Apt 2.07 Second Floor level</td> <td>6.2</td> <td>1.78</td> <td>5.4</td> <td>Yes</td> </tr> <tr> <td colspan="5">South Elevation</td> </tr> <tr> <td>Apt 2.08 Second Floor level</td> <td>8.1</td> <td>3.19</td> <td>5.91</td> <td>Yes</td> </tr> <tr> <td>Apt 2.07 Second Floor level</td> <td>7.1</td> <td>2.19</td> <td>5.91</td> <td>Yes</td> </tr> </tbody> </table> <p>The proposed development complies with the setback requirements of Clause 55.04-1 at all levels.</p>	Location	Wall height (m)	Setback required (m)	Setback provided (m)	Compliance	East Elevation					Apt 1.03 First floor level	5.8	1.66	4.75	Yes	Apt 2.02 Second Floor level	8.5	3.59	4.75	Yes	Apt 2.03 Second Floor level	8.0	3.09	4.75	Yes	Apt 2.07 Second Floor level	6.2	1.78	5.4	Yes	South Elevation					Apt 2.08 Second Floor level	8.1	3.19	5.91	Yes	Apt 2.07 Second Floor level	7.1	2.19	5.91	Yes
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OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
<p><b>55.04-2 – Walls on Boundaries</b></p> <ul style="list-style-type: none"> <li>To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.</li> </ul>	<p><b>Not Applicable</b></p> <p>No walls on boundaries are proposed.</p>
<p><b>55.04-3 – Daylight to Existing Windows</b></p> <ul style="list-style-type: none"> <li>To allow adequate daylight into existing habitable room windows.</li> </ul>	<p><b>Satisfied</b></p> <p>Windows of the neighbouring dwellings are provided with sufficient light court areas that comply with the standard, especially as the apartment building is setback at least 10 metres from any existing habitable room windows.</p>
<p><b>55.04-4 – North Facing Windows</b></p> <ul style="list-style-type: none"> <li>To allow adequate solar access to existing north-facing habitable room windows.</li> </ul>	<p><b>Satisfied</b></p> <p>The habitable room windows of Unit 8, 9 and 10 of 410-418 Thompsons Road are setback more than 3 metres from the common site boundary. Therefore, Standard B20 does not apply to these windows.</p> <p>The apartment building is set back at least 10 metres from the existing north-facing windows to ensure they are provided with adequate solar access.</p>
<p><b>55.04-5 – Overshadowing Open Space</b></p> <ul style="list-style-type: none"> <li>To ensure buildings do not significantly overshadow existing secluded private open space.</li> </ul>	<p><b>Satisfied</b></p> <p>An assessment of the shadow diagrams submitted with the application show that the shadows of the proposed development within the secluded private open space of the south adjoining properties will not exceed the shadows of the existing south boundary fencing. Therefore, no additional overshadowing will occur into these private open spaces in accordance with Standard B21 of the Scheme.</p>




OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
	 <p style="text-align: center;">Shadow at 9am</p> <p style="text-align: center;">Shadow at 11 am</p> <p>The shadows of the development during the afternoon hours will be limited to the shared driveway of the east adjoining property and will not affect any private open space areas.</p>
<p><b>55.04-6 – Overlooking</b></p> <ul style="list-style-type: none"> <li>To limit views into existing secluded private open space and habitable room windows.</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>East Elevation:</p> <p>The east facing habitable room windows and balconies of the apartment building are setback more than 9 metres (approximately 16 metres and 13 metres respectively) from the existing habitable room windows of the east adjoining properties and are therefore not required to be screened under Standard B22. It is also noted that these existing windows are oriented to a shared driveway and not a private open space area.</p> <p>The east facing balconies of Apartments 109 and 207 are setback more than 9 metres (approximately 9.5 metres) from the southern boundary. These balconies therefore are not required to be screened to limit overlooking to the south.</p>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
	<p>South Elevation</p> <p>Due to the proposed excavation along the southern site boundary, views from the south facing windows of the ground and first floor Apartments G08, G09, 109 and 110 into the secluded private open spaces of the south adjoining property (Unit 8, 9, and 10 of 410-418 Thompsons Road) will be limited by the existing south boundary fencing.</p>  <p>However, the views within 9 metres of the second floor south facing windows extend into the secluded private open space of the south adjoining properties. Therefore, a <b>permit condition</b> will require screening to the south facing windows of apartments 207 and 208 as per the standard.</p> <p>West Elevation:</p> <p>The west facing balconies of apartment units 110 and 208 are setback more than 9 metres (approximately 9.5 metres) from the southern boundary and therefore are not required to be screened to limit overlooking in accordance with Standard B22.</p> <p>However, the views within 9 metres of the west facing bedroom windows of Apartments 110 and 208 appears to overlook into the secluded private open spaces of the south adjoining properties.</p> <p>Therefore, a <b>permit condition</b> will require the west facing bedroom windows of Apartments 110 and 208 adequately screened unless demonstrated via cross-sections that views within 9 metres of these windows into south adjoining property are limited by the south boundary fencing in accordance with Standard B22.</p>
<p><b>55.04-7 – Internal Views</b></p> <ul style="list-style-type: none"> <li>To limit views into</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>Standard B23 requires windows and balconies to be designed to limit overlooking to no more than 50 per cent</p>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
<p>the secluded private open space and habitable room windows of dwellings and residential buildings within a development.</p>	<p>of the secluded private open space of a lower-level dwelling or residential building directly below and within the same development.</p> <p>At the ground floor level of the apartment building the secluded private open space of the units are separated by 1.8 metre high fencing, which adequately limits internal views.</p> <p>However, the east, west and south facing balconies allow clear internal views into the ground floor secluded private open spaces. Therefore, a <b>permit condition</b> will require the first and second floor balconies be provided with a horizontal or upward angled ledge above the balustrades, , limiting downward views into the ground level secluded private open space areas to comply with the standard.</p>
<p><b>55.04-8 – Noise Impacts</b></p> <ul style="list-style-type: none"> <li>To contain noise sources in developments that may affect existing dwellings.</li> <li>To protect residents from external noise.</li> </ul>	<p><b>Satisfied</b></p> <p>The townhouses are setback significantly from the adjoining properties to the east and south and do not contain noise sources that may affect the existing dwellings.</p> <p>Given the site is located at an intersection of busy arterial roads, a <b>permit condition</b> will require the north and west-facing habitable room windows of the townhouses to be provided with noise attenuation glazing or other measures to limit noise levels as per the standard.</p> <p>This clause does not apply to an apartment development.</p>
<p><b>Clause 55.05 Onsite Amenity and Facilities</b></p>	
<p><b>55.05-1 – Accessibility</b></p> <ul style="list-style-type: none"> <li>To encourage the consideration of the needs of people with limited mobility in the design of developments.</li> </ul>	<p><b>Satisfied</b></p> <p>Given the slope of the site, access to the front and rear entries of the townhouse dwellings via some steps is considered reasonable.</p> <p>This clause does not apply to an apartment development.</p>
<p><b>55.05-2 – Dwelling Entry</b></p> <ul style="list-style-type: none"> <li>To provide each dwelling or residential building with its own sense of identity.</li> </ul>	<p><b>Satisfied</b></p> <p>Each townhouse is provided with a pedestrian entry from the Foote Street frontage. These entries will be covered by the cantilevered first floor levels providing an appropriate sense of transition and identity to the dwellings.</p> <p>This clause does not apply to an apartment development.</p>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
<p><b>55.05-3 – Daylight to New Windows</b></p> <ul style="list-style-type: none"> <li>To allow adequate daylight into new habitable room windows.</li> </ul>	<p><b>Satisfied</b></p> <p>All habitable room windows of the proposed townhouse dwellings and apartment building face onto an outdoor space with a minimum area of 3 square metres with a minimum dimension of 1 metre, in accordance with Standard B27.</p>
<p><b>55.05-4 – Private Open Space</b></p> <ul style="list-style-type: none"> <li>To provide adequate private open space for the reasonable recreation and service needs of residents.</li> </ul>	<p><b>Satisfied</b></p> <p>Each townhouse is provided in excess of 55 square metres of private open space of which 40 square metres is secluded private open space with minimum 5 metres dimension, which meets the requirements of Standard B28.</p> <p>The ground floor dwellings of the apartment building are each provided with a secluded private open space of at least 40 square metres with minimum 5 metres dimension, except for apartment G03 which has a minimum dimension of 4.74 metres. The minor non-compliance of 0.25 metres is considered reasonable given that the dwelling is provided with a total of 77 square metres of secluded private open space.</p> <p>The upper level apartment dwellings are provided with adequate secluded private open space. This is further discussed under Clause 55.07-9 (Private open space above ground floor).</p>
<p><b>55.05-5 – Solar Access to Open Space</b></p> <ul style="list-style-type: none"> <li>To allow solar access into the secluded private open space of new dwellings and residential buildings.</li> </ul>	<p><b>Satisfied</b></p> <p>The ground floor private open spaces or upper balconies of all proposed dwellings on site have either a northern, eastern or western orientation and will receive a suitable amount of sunlight.</p>
<p><b>55.05-6 – Storage</b></p> <ul style="list-style-type: none"> <li>To provide adequate storage facilities for each dwelling.</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>The primary external storage areas for the townhouses are provided in the basement car park. The basement floor plan (Drawing TP340) shows that each townhouse will be provided with at least 7.17 to 8.25 cubic metres of storage. In addition, these dwellings are also provided with at least 1.12 cubic metres of under bench storage within the rear private open spaces. Provision of primary storage spaces within the basement level adjacent to the car parking spaces is considered practical and reasonable.</p> <p>However, it is noted that the dimensions and allocations of</p>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
	<p>the storage cages on the basement level plans are inconsistent between Drawings TP340 and TP500. Therefore, a <b>permit condition</b> will require the allocation and dimensions of external storage cages for the townhouses to be consistent on all plans whilst ensuring a provision of at least 6 cubic metres of external storage areas to each townhouse.</p> <p>This clause does not apply to an apartment development.</p>
<p><b>Clause 55.06 Detailed Design</b></p>	
<p><b>55.06-1 – Design Detail</b></p> <ul style="list-style-type: none"> <li>To encourage design detail that respects the existing or preferred neighbourhood character.</li> </ul>	<p><b>Satisfied</b></p> <p>As discussed above under Clause 55.02-1 the proposal is considered to respect the existing and emerging neighbourhood character of the area.</p> <p>The proposed three-storey built form of the townhouses and apartment building is well articulated by material and setback variations. As discussed above, the use of light render and timber finish to the cantilevered first floor level and use of dark finish to the considerably recessed second storey of the townhouse dwellings and apartment units appropriately assists in reducing the perceived visual bulk to the Foote streetscape.</p> <p>The site generally sits lower than the east and south adjoining properties. Therefore, the part excavation for the apartment building will limit its scale and height, particularly when viewed from the south and east as shown on the elevations below:</p> <p style="text-align: center;">East Elevation:</p> <div data-bbox="619 1442 1407 1675" data-label="Image"> </div> <p style="text-align: center;">South Elevation:</p>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
	 <p>The blue and yellow highlights on the images above indicate the cut below natural ground level along the site boundaries and the boundary fencing respectively.</p> <p>The sheer wall presentation of the apartment building to the east and west elevation is broken by wide recesses, projecting balconies and material variations. The alternate use of dark and light render or cladding to the east and west elevations assists in breaking the perceived visual bulk. The proposed uncovered balconies also assist in minimising additional bulk.</p>
<p><b>55.06-2 – Front Fence</b></p> <ul style="list-style-type: none"> <li>To encourage front fence design that respects the existing or preferred neighbourhood character.</li> </ul>	<p><b>Satisfied</b></p> <p>Table B3 to Standard B32 allows for a maximum fence height of 2 metres on properties that adjoins streets in a Road Zone Category 1.</p> <p>The proposed 1.8 metres high timber picket front fence to the townhouses complies with the Standard. It is noted that properties along Foote Street generally feature high solid fences given the frontage to a major road.</p>
<p><b>55.06-3 – Common Property</b></p> <ul style="list-style-type: none"> <li>To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained.</li> <li>To avoid future management difficulties in areas of common ownership.</li> </ul>	<p><b>Satisfied</b></p> <p>Common Property is proposed within the basement, pedestrian pathways and entrance foyers. The shared areas between the child care centre, townhouse dwellings and the apartment building are practically designed and will not result in management difficulties.</p>
<p><b>55.06-4 – Site Services</b></p> <ul style="list-style-type: none"> <li>To ensure that site services can be installed and easily</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>Meters for the apartment building is provided in cabinets by the main pedestrian entrance, parallel to Foote Street.</p> <p>Bins are suitably located within the basement. As required</p>

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
<p>maintained.</p> <ul style="list-style-type: none"> <li>To ensure that site facilities are accessible, adequate and attractive.</li> </ul>	<p>by Council Engineers, a <b>permit condition</b> will require an amended waste management plan to demonstrate private waste collection for the entire development, this may result in deletion of individual bins to the townhouses and provision of a larger bin storage area at the basement level.</p> <p>Other services such as AC condensers and central hot water system for the apartment building are located on the roof top and will be acoustically and visually screened. A <b>permit condition</b> will require plans to show location of letter boxes for the apartment building and an individual letter box provided to each townhouse that is appropriately integrated into the front fencing along Foote Street frontage.</p>

8.17 An assessment against the objectives of Clause 55.07 relevant to the apartment building is provided in the table below:

OBJECTIVE	OBJECTIVE SATISFIED/NOT SATISFIED
<b>Clause 55.07 Apartment Developments</b>	
<p><b>55.07-1 – Energy efficiency</b></p> <ul style="list-style-type: none"> <li>To achieve and protect energy efficient dwellings and buildings.</li> <li>To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.</li> <li>To ensure dwellings achieve adequate thermal efficiency.</li> </ul>	<p><b>Satisfied</b></p> <p>Given the north-south alignment of the apartment building, Apartments G01, 101, 103, 201 and 202 will maximise northern solar access with the remaining dwellings having eastern and western solar access.</p> <p>There are no existing rooftop solar energy systems within the adjoining properties to the south or east.</p> <p>The submitted shadow diagrams confirm that the development will not unreasonably reduce the energy efficiency of the existing dwellings on adjoining lots.</p> <p>The NatHers Certificates submitted with the BESS assessment (Appendix C of the SMP report) confirms that the dwellings do not exceed the maximum cooling load of 30MJ/M<sup>2</sup>.</p>
<p><b>55.07-2 – Communal Open Space</b></p> <ul style="list-style-type: none"> <li>To ensure that communal open space is</li> </ul>	<p><b>Not Applicable</b></p> <p>This clause does not apply to a development with less than 40 apartments.</p>

<p>accessible, practical, attractive, easily maintained and integrated with the layout of the development.</p>	
<p><b>55.07-3 – Solar Access to Communal Open Space</b></p> <ul style="list-style-type: none"> <li>The communal outdoor open space should be located on the north side of a building, if appropriate.</li> </ul>	<p><b>Not Applicable</b></p> <p>No communal outdoor space is provided.</p>
<p><b>55.07-4 – Deep soil areas and canopy trees</b></p> <ul style="list-style-type: none"> <li>To promote climate responsive landscape design and water management in developments to support thermal comfort and reduce the urban heat island effect.</li> </ul>	<p><b>Satisfied</b></p> <p>Table B5 of Standard B38 requires that sites greater than 2,500 square metres should provide at least 15% of the site area (with minimum dimension of 6 metres) as deep soil area. This can be reduced to 7% if an existing tree on site is retained.</p> <p>Whilst the percentage of deep soil area with a minimum 6 metres dimension for the entire site does not meet the standard, at least 20.9% of the residential component of the site is provided as a deep soil area for planting. Additionally, the overall site is also provided with additional deep soil areas and 57 canopy trees are proposed to be planted. The proposal is therefore considered to meet the objective of this clause.</p>
<p><b>55.07-5 Integrated water and stormwater management</b></p> <ul style="list-style-type: none"> <li>To encourage the use of alternative water sources such as rainwater, stormwater and recycled water. To facilitate stormwater collection, utilisation and infiltration within</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>According to the submitted Water Sensitive Urban Design Report, a 20,000L underground rainwater tank is proposed within the basement of the apartment building and will be connected to toilets for flushing and landscape irrigation.</p> <p>A 1.5 square metre rain garden has been proposed to each townhouse that will be collect water from 750 square metres of non-permeable surfaces. As required by Council's Environmental Sustainability Officer, a <b>permit condition</b> will require an amended sustainability management plan demonstrating how the stormwater from the non-permeable surfaces will evenly divert into the proposed rain gardens.</p> <p>Council's Engineers have required an on-site stormwater</p>



<p>the development.</p> <ul style="list-style-type: none"> <li>To encourage development that reduces the impact of stormwater run-off on the drainage system and filters sediment and waste from stormwater prior to discharge from the site.</li> </ul>	<p>detention system to alleviate pressure on the drainage system. This will be addressed via <b>permit condition</b>.</p>
<p><b>55.07-6 Noise Impacts</b></p> <ul style="list-style-type: none"> <li>To contain noise sources in developments that may affect existing dwellings.</li> <li>To protect residents from external and internal noise sources.</li> </ul>	<p><b>Satisfied</b></p> <p>The submitted acoustic report provides measures to protect the adjoining residential properties from the noise levels generated by the proposed uses, traffic generated by the uses, waste collection vehicles and mechanical plant equipment.</p> <p>The recommendation of the acoustic report includes acoustic fencing along the northern, eastern and western edges of the outdoor play areas of the child care centre, acoustic treatment to the southern and western walls of Townhouses 1 and 2 and acoustic screening to the roof top mechanical services.</p> <p>A <b>permit condition</b> will require the plans to reflect all requirements and details of acoustic fencing as per the submitted acoustic report.</p> <p>The report also confirms that the existing southern boundary fencing is adequate to ensure acoustic privacy of the south adjoining properties from the child care centre.</p>
<p><b>55.07-7 Accessibility</b></p> <ul style="list-style-type: none"> <li>To ensure the design of dwellings meets the needs of people with limited mobility.</li> </ul>	<p><b>Satisfied</b></p> <p>More than 50% of the dwellings are provided with:</p> <ul style="list-style-type: none"> <li>A 920mm wide main entrance and an 850mm wide door to the main bedroom;</li> <li>A clear path with a minimum width of 1.2 metres connecting the dwelling entrance to the main bedroom;</li> <li>A main bedroom with access to an adaptable bathroom that meets Design option B of Table 7 of Standard B41.</li> </ul>
<p><b>55.07-8 Building Entry and Circulation</b></p>	<p><b>Satisfied subject to condition</b></p> <p>The entrances and vehicular access to the residential and</p>

<ul style="list-style-type: none"> <li>• To provide each dwelling and building with its own sense of identity.</li> <li>• To ensure the internal layout of buildings provide for the safe, functional and efficient movement of residents.</li> <li>• To ensure internal communal areas provide adequate access to daylight and natural ventilation.</li> </ul>	<p>child care uses within the development are clearly defined.</p> <p>The apartment entry has been designed to allow for clear identification and provides an appropriate transitional space and sense of identity to the building.</p> <p>The internal corridors provide for a safe, functional and convenient access to each apartment and will have access to natural daylight and ventilation through the north and south facing windows at the ends of the corridor.</p> <p>A <b>permit condition</b> will require the plans be corrected to show the door to the south of the apartment building at the upper levels replaced with a window so it is consistent with the south elevation.</p>
<p><b>55.07-9 Private Open Space Above Ground Floor</b></p> <ul style="list-style-type: none"> <li>• To provide adequate private open space for the reasonable recreation and service needs of residents.</li> </ul>	<p><b>Satisfied</b></p> <p>The secluded private open space areas for the ground floor apartments have been discussed under Clause 55.04-5 of the Scheme.</p> <p>Each of the one and two-bedroom apartments at the first and second floor level is provided with a minimum of 8 square metres of balcony and the three-bedroom apartments, i.e., Apartments 201 and 202 are provided with balconies that exceed 12 square metres in area.</p>
<p><b>55.07-10 Storage</b></p> <ul style="list-style-type: none"> <li>• To provide adequate storage facilities for each dwelling.</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>The storage space provided to each of the apartments exceeds the requirements of Standard B44.</p> <p>In addition to internal storage spaces within the apartments each of them is provided with at least 2.84 to 3.09 cubic metres of external storage within the basement level. As discussed above, a <b>permit condition</b> will require the allocation of these external storage cages and their dimensions to be consistent between all drawings, i.e. TP340 and TP500.</p>
<p><b>55.07-11 Waste and Recycling</b></p> <ul style="list-style-type: none"> <li>• To ensure dwellings are designed to encourage waste recycling.</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>A <b>permit condition</b> will require an amended Waste Management Plan to provide an on-site private waste collection for the entire development, including the townhouses.</p> <p>Separate bin storage areas have been provided for the residential and child care uses within the development.</p>

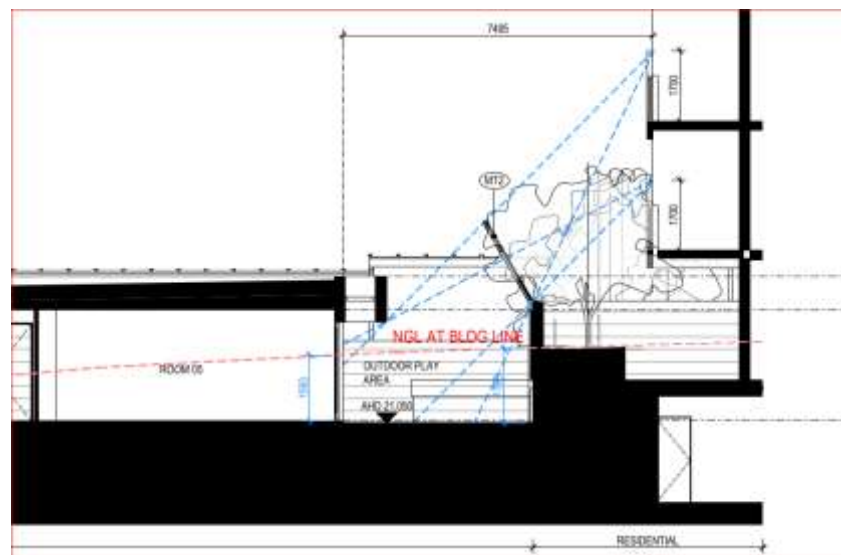
<ul style="list-style-type: none"> <li>• To ensure that waste and recycling facilities are accessible, adequate and attractive.</li> <li>• To ensure that waste and recycling facilities are designed and managed to minimise impacts on residential amenity, health and the public realm.</li> </ul>	
<p><b>55.07-12 Functional Layout</b></p> <ul style="list-style-type: none"> <li>• To ensure dwellings provide functional areas that meet the needs of residents.</li> </ul>	<p><b>Satisfied</b></p> <p>All of the bedrooms comply with the minimum dimensions required under Standard B46.</p> <p>Each one bedroom dwelling is provided with a living room with minimum dimension of 3.3 metres and two and three-bedroom dwellings are provided with living rooms with minimum dimension of 3.6 metres in accordance with the standard requirement.</p>
<p><b>55.07-13 Room Depth</b></p> <ul style="list-style-type: none"> <li>• To allow adequate daylight into single aspect habitable rooms.</li> </ul>	<p><b>Satisfied</b></p> <p>The room depth of the single aspect habitable rooms does not exceed 6.75 metres (2.5 X 2.7 ceiling height) as required by Standard B47.</p> <p>The open plan living/dining/kitchen rooms have room depths of less than 9 metres, a ceiling height of 2.7 metres and the kitchens located furthest from the window to meet the Standard B47 requirements.</p>
<p><b>55.07-14 Windows</b></p> <ul style="list-style-type: none"> <li>• To allow adequate daylight into new habitable room windows.</li> </ul>	<p><b>Satisfied subject to condition</b></p> <p>The secondary areas providing daylight to bedrooms comply with the width and depth requirements of Standard B48.</p> <p>The submitted statement on daylight modelling outlines that 100% of the living area and 82% of the apartment bedrooms exceed the minimum BESS Indoor Environmental Quality requirements of 80%, contributing to an overall BESS score of 56%. However, this statement was not supported with the daylight modelling report. Therefore a <b>permit condition</b> will require provision of the daylight modelling report demonstrating compliance with the indoor environment quality objectives of Clause 22.12-2 (Environmentally</p>

	Sustainable Development) of the Scheme.
<b>55.07-15 Natural Ventilation</b> <ul style="list-style-type: none"> <li>• To encourage natural ventilation of dwellings.</li> <li>• To allow occupants to effectively manage natural ventilation of dwellings.</li> </ul>	<b>Satisfied</b> At least 41% of the apartment dwellings are provided with effective cross ventilation in accordance with Standard B49.

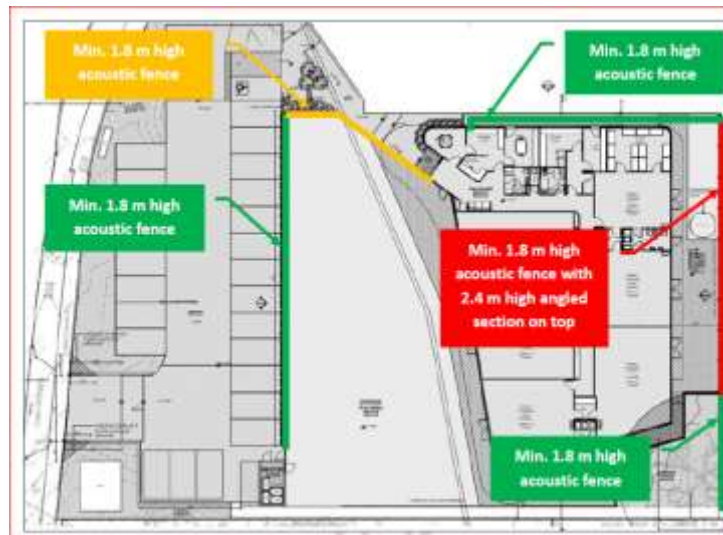
### Child Care Centre

- 8.18 Clause 22.05 (Non-residential uses in residential areas) of the Scheme supports a range of non-residential uses within residential areas and encourages uses with a community role to be located in close proximity to activity centres.
- 8.19 Clause 22.05 further states that '*Non-residential uses should about a Road Zone, and where possible, with vehicular access from a service road to avoid the generation of additional through traffic on residential streets, particularly where such uses are likely to serve catchments beyond the local level.*'
- 8.20 The proposed use and development of the land for a childcare centre is considered appropriate given the location of the site at the intersection of two major roads and the close proximity of other commercial uses and neighbourhood activity centre.
- 8.21 The proposal clearly delineates the residential and non-residential components of the development. The child care centre will be accessed via a separate vehicle crossover on Thompsons Road to minimise the conflict of traffic amongst users within the development. Transport for Victoria and Council's Infrastructure Services Unit have not raised any issues in relation to the access arrangement or traffic generated as a result of the child care centre.
- 8.22 The proposed massing and scale of the single storey child care centre located central to the site will be subservient to the massing of the residential development and is not considered to have any detrimental visual impacts to adjoining properties given its location and scale.
- 8.23 The curvilinear roof form finished in timber cladding at the north-west corner of the child care centre is oriented to the pedestrian pathway thereby appropriately defining its entry. A **permit condition** will require a reduction to the length of the roofed pergola to the south of the townhouses to ensure that access and view to the child care centre entrance is clear of any obstructions, such as posts.
- 8.24 The building will be finished in similar materials to the residential component of the development for a unified presentation. The roof of the building will be finished in a mix of three colours: Colorbond Monument, Windspray and Surfmist. These monochromatic tones will be similar to the apartment façade and will add subtle visual interest when viewed from the upper level apartment dwellings.

- 8.25 Interfaces of the child care centre within the development and with adjoining properties are also appropriately designed. The child care centre will be setback approximately 40 metres from Thompsons Road. This setback comprises an outdoor play area and the car park associated with the child care centre. A 1.8 metre high acoustic fence and a 2 metre wide landscape buffer of screen planting species such as ghost bamboos and rose apple will separate the western outdoor play area from the car park. The views to this car park from Thompsons Road will also be softened by planting of canopy trees along the street frontage.
- 8.26 A 5.4 to 7 metre southern setback of the child care centre will largely comprise of a pathway connecting the east and west outdoor play area and a pedestrian pathway along southern boundary, providing a fire exit from basement car park to Thompsons Road. The child care centre and the pathway along the southern boundary will be separated by a 1.8 metre high mesh fence and 1 metre wide landscape bed comprising of similar screen planting as mentioned above. This will adequately screen the views from the pedestrian pathway into the outdoor play area.
- 8.27 A secondary outdoor play area is provided to the east of the child care centre. This outdoor area will be separated from the secluded private open space of the apartment building by an acoustically treated fence with a black metal finish, which is 1.8 metres high with a 2.4 metre high angled section above. This fence will also assist in limiting views from upper level apartment balconies into this outdoor play area as shown in the section below.



- 8.28 The acoustic measures recommended by the submitted acoustic report is reflected on the plans as shown below. The report confirms that the existing southern site boundary is sufficient to provide acoustic privacy to the south adjoining properties. Therefore, no acoustic fencing is required on the southern boundary of the child care centre. A **permit condition** will require plans to reflect all requirements and acoustic fencing details as per the submitted acoustic report.



8.29 The larger outdoor play area will receive adequate solar access throughout the day. The applicant's cover letter dated March 2021 advised that an additional shelter area and canopy trees within the outdoor play area will provide for adequate solar protection. This is reflected on the submitted landscape plan and not on the development plans. However, it is considered unreasonable to wait for the canopy trees to mature to provide solar protection. As such a **permit condition** will require adequate shade areas within this open space for solar protection.

8.30 The indoor and outdoor spaces provided to the centre appear to comply with regulation 107 and regulation 108 of the Education and Care Services National Regulations 2011 (National Regulations). Council's Children's Services Unit has reviewed the proposal and has not raised issues with its design, layout or space provisions, however has made the following recommendations which will be addressed via **permit conditions**:

- The plans should demonstrate a mix of surface materials and textures within the outdoor play area;
- Provision of external storage for the western outdoor play area.

8.31 An enclosed bin store area has been provided to the south west corner of the larger outdoor play area. This location is considered appropriate as convenient waste collection can occur from the car park area and the screen planting to its west will obscure it from Thompsons Road.

8.32 The proposed hours of operation of the childcare centre, from 6:30am- 6:30pm Monday to Friday is considered to be standard and will not result in unreasonable amenity impacts.

### Car parking and traffic

#### Car Parking

8.33 Pursuant to Clause 52.06 of the Scheme, each one and two-bedroom dwelling is required to provide one vehicle space per dwelling, each three-bedroom dwelling is required to be provided with two vehicle space per dwelling and 0.22 car spaces is required per child for the proposed child care centre.

- 8.34 Given that the site is located within the Principal Public Transport Network buffer area, no visitor car parking space is required.
- 8.35 The development generates a car parking requirement of 75 car parking spaces, including 50 for dwellings and 25 for the child care centre. The proposal provides for a total of 75 car parking spaces which meets this requirement. Of the 38 car parking spaces required for the apartments, 36 spaces will be provided within four mechanical shuffle car stacker systems.
- 8.36 An assessment against the car parking design standards at Clause 52.06-9 is provided in the table below:

Design Standard	Assessment
1 – Accessways	<ul style="list-style-type: none"> <li>The accessway to the basement car park meets the minimum width and height clearance requirements.</li> <li>A minimum 2.1 metre headroom has been provided beneath overhead obstructions.</li> <li>A passing area with dimensions of 6.1 wide x 7 metres long is provided at each vehicle entrance to the site.</li> <li>The internal radius of the driveway at the change of direction allows sufficient room for vehicles to turn and exit the site in a forward direction.</li> <li>Adequate visibility splay areas are provided at the frontage.</li> </ul>
2 – Car Parking Spaces	<ul style="list-style-type: none"> <li>Car parking spaces are provided in accordance with the dimensions and clearance areas required.</li> </ul>
3 – Gradients	<ul style="list-style-type: none"> <li>Driveway gradients have been assessed as compliant with the standard.</li> </ul>
4 – Mechanical Parking	<ul style="list-style-type: none"> <li>All car spaces within the car stacker system can accommodate 1.8 metre high cars.</li> <li>No car spaces within the stacker system are allocated for visitor car parking.</li> <li>Council's Engineers requires the provision of a backup source of power to ensure that mechanical parking is maintained in a power outage. This will be addressed by a <b>permit condition</b>.</li> </ul>
5 – Urban Design	<ul style="list-style-type: none"> <li>The double width crossover and driveway along each street frontage do not dominate the public realm.</li> <li>The basement car park does not project above the natural ground level along the Foote Street frontage.</li> <li>There is no on-street car parking along the section of Foote Street or Thompsons Road in front of the site, as such the proposed access arrangement will not reduce any on-street car parking opportunities.</li> </ul>
6 – Safety	<ul style="list-style-type: none"> <li>Access to the residential car parking area is secured by a security gate.</li> <li>Pedestrian access from the site frontages is clearly defined.</li> </ul>
7 – Landscaping	<ul style="list-style-type: none"> <li>The proposed landscaping is considered to soften the appearance of the driveway and the basement</li> </ul>

Design Standard	Assessment
	car park. <ul style="list-style-type: none"> <li>• Appropriate landscaping has been proposed along the Thompsons Road frontage to soften the appearance of the at grade car park of the child care centre.</li> </ul>

### Traffic

- 8.37 The submitted traffic report identifies that the proposed development is expected to generate 111 vehicle movements per AM and PM peak hour. The residential component will generate a traffic volume of 184 vehicle trip ends per day and 18 vehicle trips during each peak hour. The child care is considered to generate a total traffic volume of total vehicle traffic of 544 vehicle trip ends per day and 93 vehicle trip ends in each of the commuter peak hour.
- 8.38 The report confirms that the traffic impacts from the proposed development will generally be limited to Thompsons Road, Foote Street and Templestowe Road. Other local streets in the nearby area may experience minor increases in traffic as a result of the development associated with local trips.
- 8.39 It concludes that the volume of traffic generated by the development are moderate and can be comfortably accommodated without having any adverse impacts on the operations of the road network.
- 8.40 The access arrangements and traffic impacts have been reviewed by Transport for Victoria and Council's Engineers. Both have not raised concerns in relation to the expected volume of traffic generated by the proposed development as the outlined in the traffic report.

### **Objector concerns**

- 8.41 A response to the grounds of objection is provided in the paragraphs below:

#### Overall building height of the three-storey apartment building

- 8.42 As discussed in this report, the proposal meets the relevant provisions of the Scheme relating to building height, number of storeys, setbacks and visual bulk.
- 8.43 The height of the apartment building above natural ground level will be further reduced given the excavation into the slope of the land.
- 8.44 A range of measures have also been proposed to reduce the sense of visual bulk to the building, including setbacks to the site boundaries, use of materials and setback variations to break up the built form into distinct masses and the proposed articulation added by the balcony projections and window fenestration.,
- 8.45 The level of compliance with Clause 55, subject to conditions, will result in an acceptable design and built form outcome for the site that is suitable for approval.



Off-site amenity impacts relating to overshadowing and access to daylight

- 8.46 A detailed assessment of the off-site amenity impacts from the proposal has been undertaken in accordance with Clause 55 of the Scheme, as previously detailed by this report.
- 8.47 The proposal will not result in additional overshadowing to the private open space areas of any adjoining properties, as shadows cast by the development into the adjoining properties will not extend beyond existing shadows cast by boundary fencing.
- 8.48 Daylight to existing windows is maintained in accordance with Clause 55.04-3 (Daylight to existing windows) of the Scheme. The setbacks of the proposed development from the side and rear boundaries avoids any encroachment into the dimensions required to be maintained with clear access to the sky around existing habitable room windows.

Off-site amenity impacts relating to privacy

- 8.49 The proposal will not result in any unreasonable overlooking impacts into the adjoining properties, in accordance with Standard B22 of Clause 55.04-6 (Overlooking) of the Scheme.
- 8.50 As discussed above, a number of **permit conditions** will be required to further limit any potential overlooking from the balconies of the apartment building.

On-site amenity in terms of limited play area for child care centre

- 8.51 No concerns have been raised by Council's Children Services Unit in relation to the provision of indoor and outdoor play spaces for the child care centre.
- 8.52 The amount of play space provided is not a requirement under the planning scheme. The child care centre will be required to provide sufficient play space in accordance with the relevant regulations.

Traffic impacts

- 8.53 The application was submitted with a traffic report that provides an assessment on the traffic generation rates from the proposed uses within the development and its distribution within the surrounding road network. The report advises that the traffic impacts from the proposed development will generally be limited to Thompsons Road, Foote Street and Templestowe Road with other local streets experiencing a minor increase in traffic.
- 8.54 The submitted traffic report has been peer reviewed by another traffic engineering consultant as well as by Transport for Victoria and Council's Infrastructure Services Unit. All reviews and referral advice have confirmed that the volume of traffic generated by the development will be moderate and can be comfortably accommodated without having any adverse impacts on the operation of the surrounding road network.

Inappropriate survey of existing traffic (survey was carried out during COVID-19 lockdown)

- 8.55 The traffic survey supplied with the submitted traffic report was carried out on Tuesday 9 February 2021 between 7:30am - 9:30am and 4:30pm - 6:30pm which was prior to the third COVID-19 lockdown in Victoria (which commenced on 12 February 2021).
- 8.56 The traffic report has also made a comparison to the total volume of traffic using the intersection, for dates prior to the COVID-19 pandemic, including in February 2020 and March 2019, in order to ensure an accurate level of traffic is represented.
- 8.57 The results from the traffic report has been reviewed by Council's Infrastructure Services Unit and Transport for Victoria and has been deemed satisfactory.

Access arrangements (location of proposed crossovers)

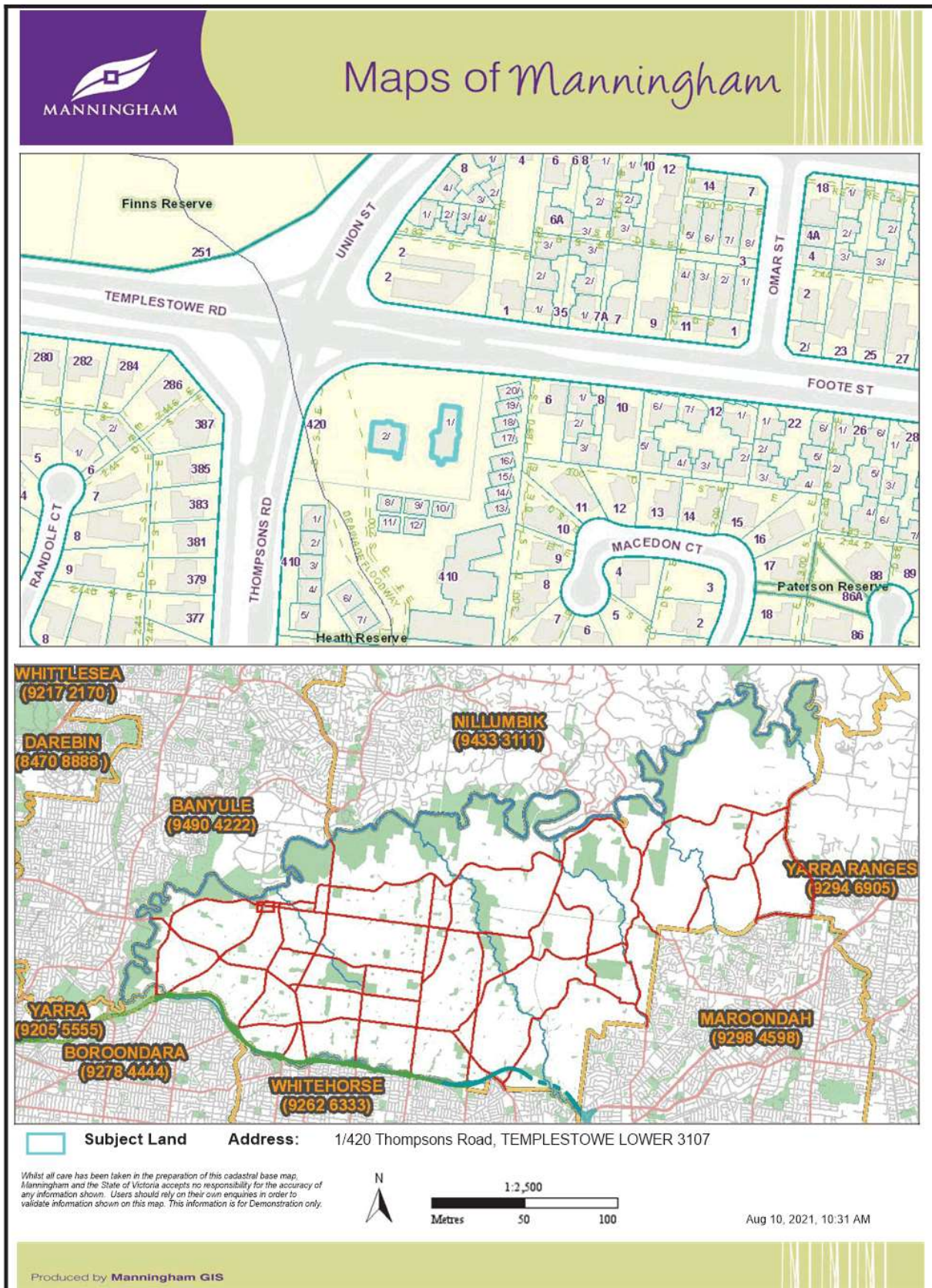
- 8.58 The development will utilise and modify existing crossovers at the north-east and south-west corner of the site.
- 8.59 Council's Infrastructure Services Unit and Department of Transport have not raised any objections with the access arrangements subject to conditions.

**9. CONCLUSION**

It is recommended that the application be approved subject to conditions.

**10. DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.







**PLANNING AND ENVIRONMENT / SET 1917  
MUNICIPAL PLANNING SCHEME**

**ADVERTISED PLANS**  
Planning Application Number: PLN2020549  
Date: 31 Aug 2021  
Sheet 1 of 1

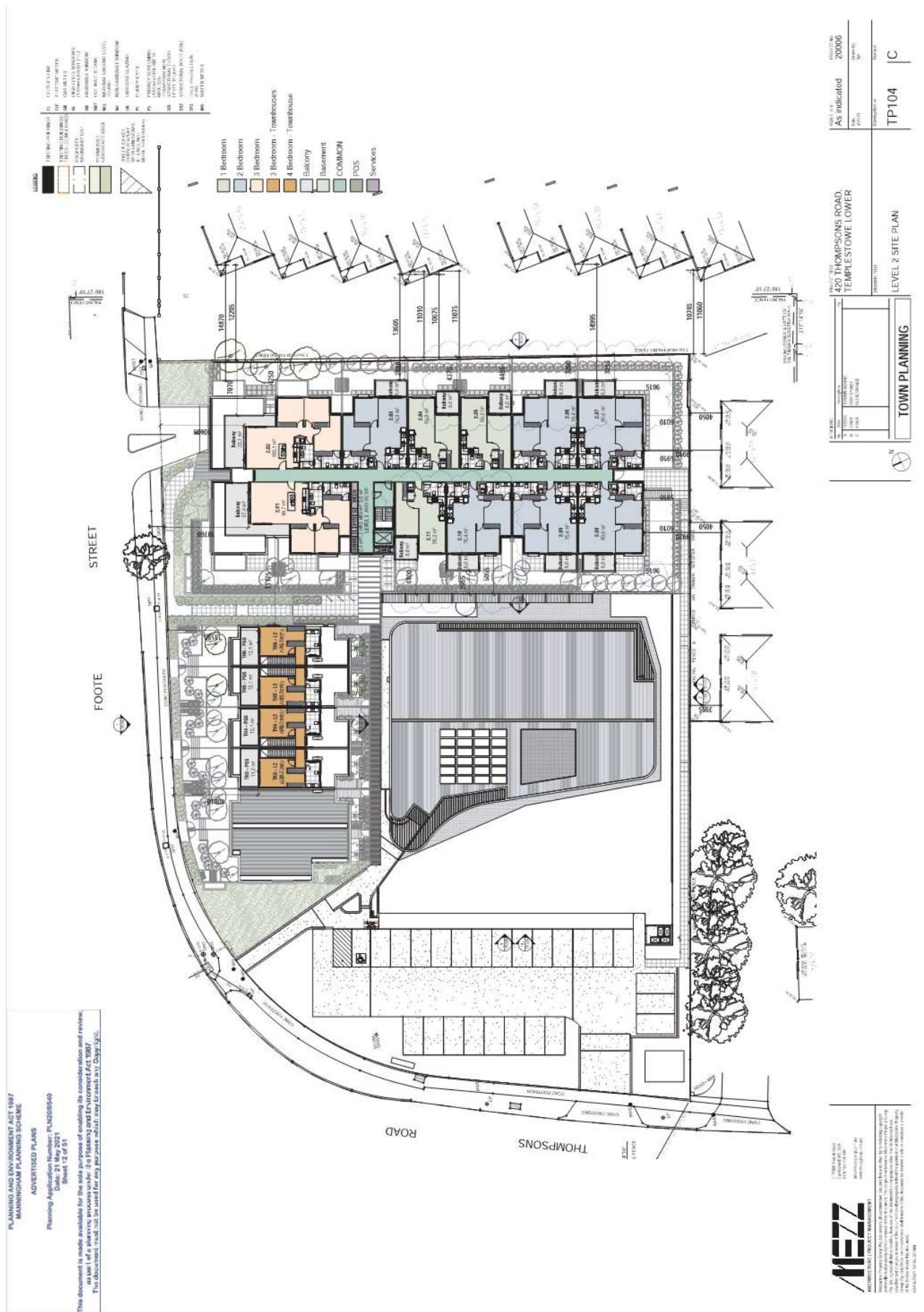
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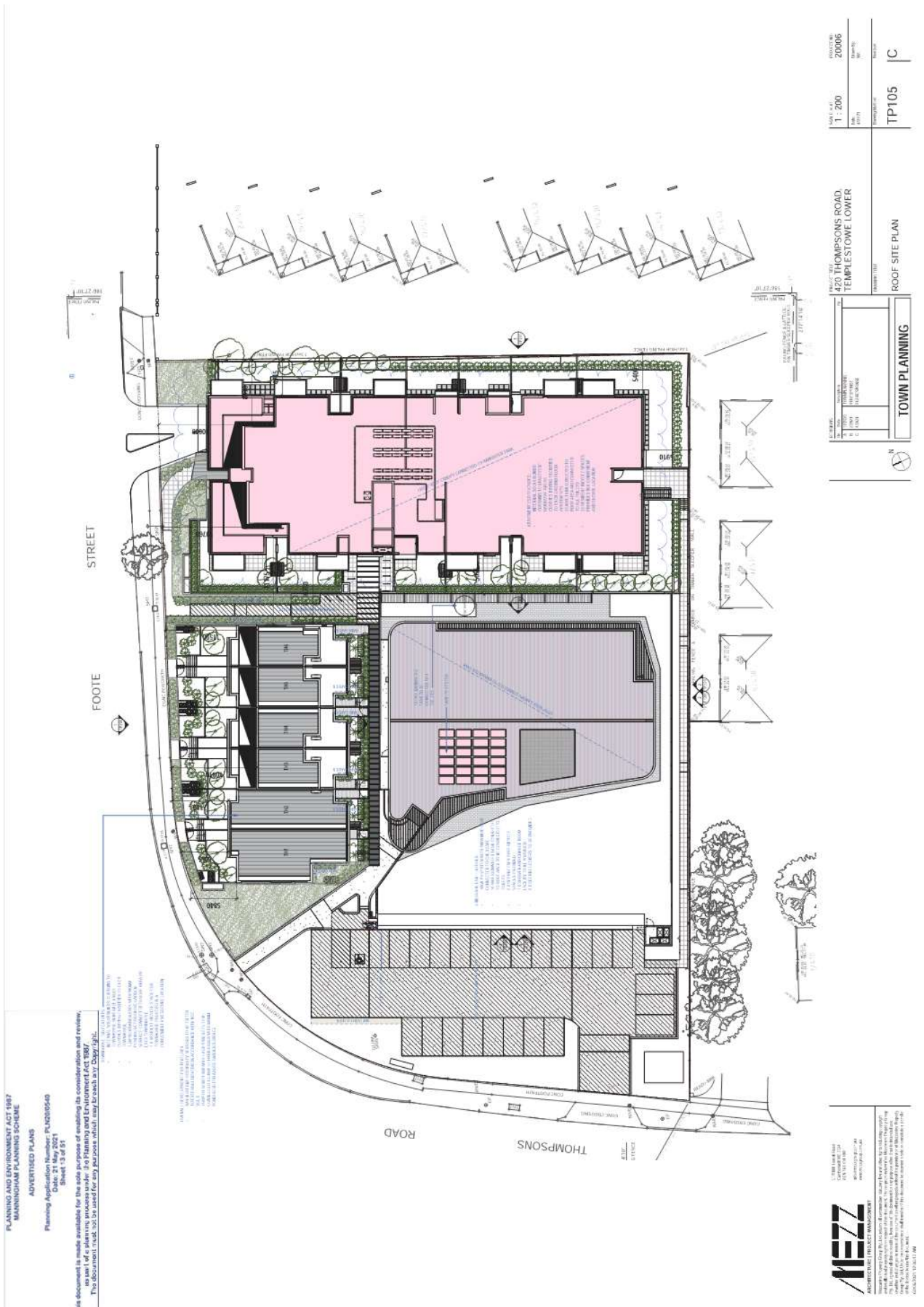
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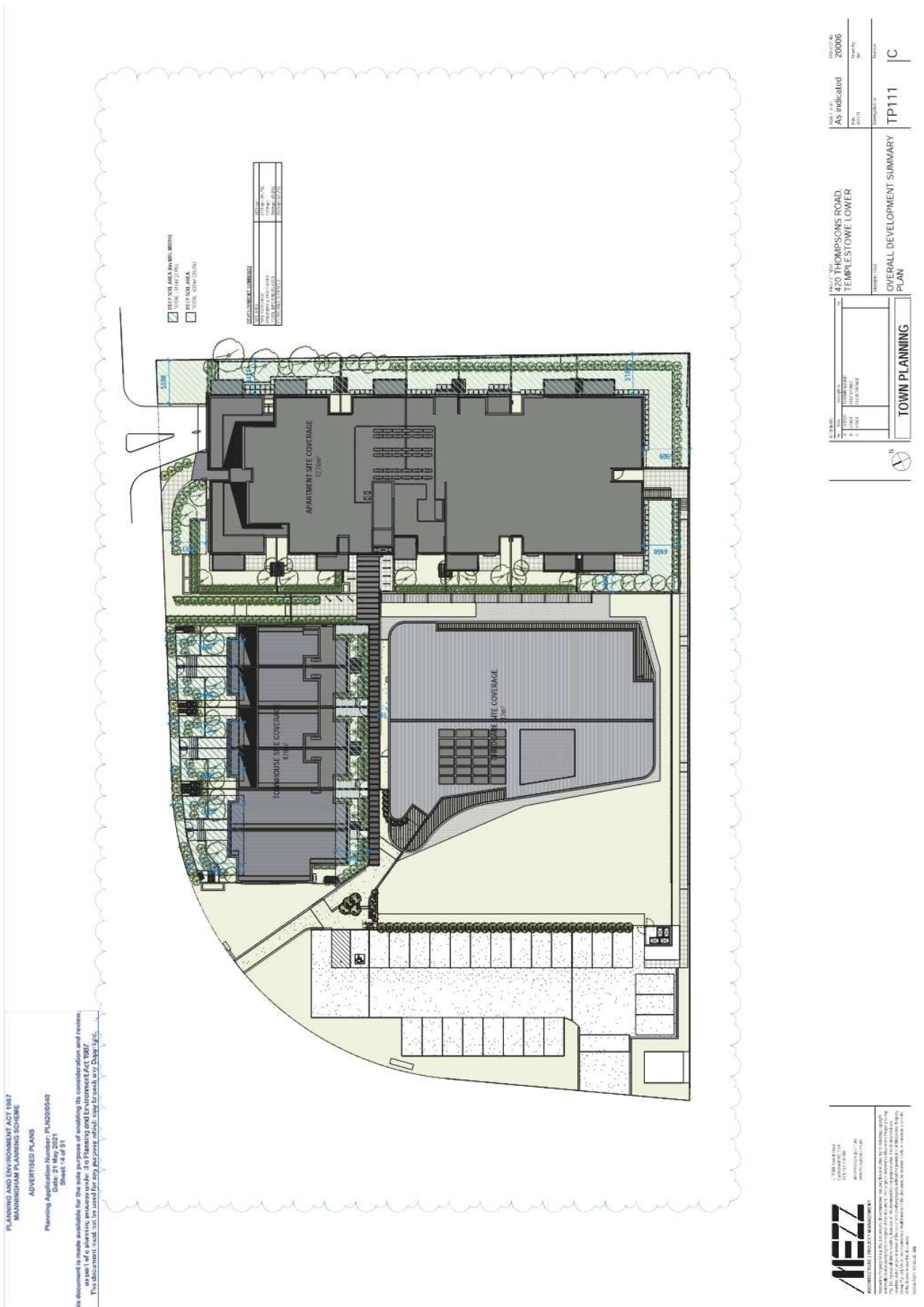
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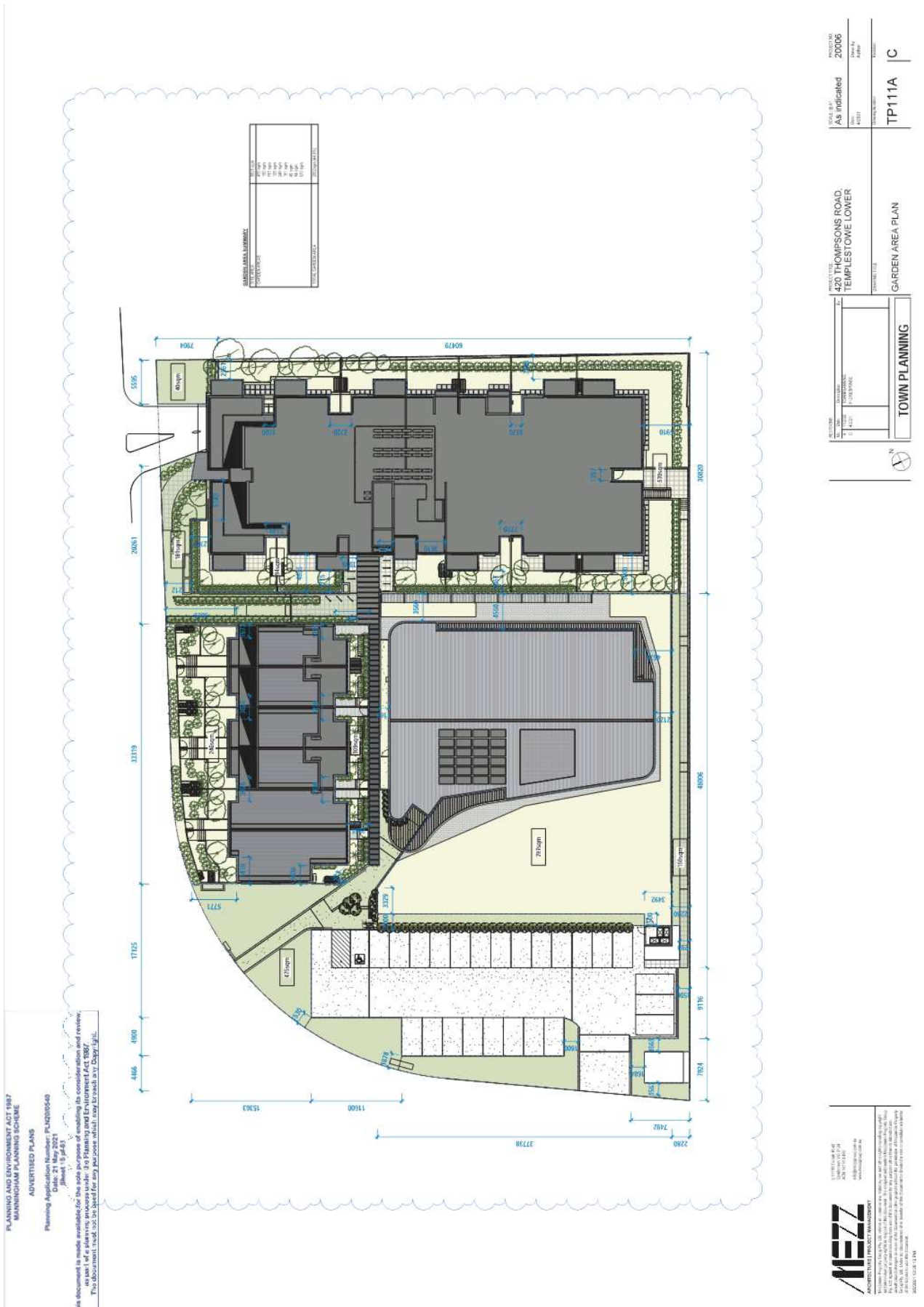
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PLANNING AND ENVIRONMENT ACT 1967  
 MIDDLETOWN PLANNING SCHEME  
 ADVERTISED PLANS  
 Planning Application Number: PLN200540  
 Date: 31 May 2021  
 Sheet 1 of 21  
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 Website: www.mez.co.uk

1270 THOMPSONS ROAD  
 TEMPLESTOWE LOWER  
 DRAWN: 11/01/2021  
 CHECKED: 11/01/2021  
 TOWN PLANNING

SCALE: 1:200  
 DATE: 31/05/21  
 PROJECT: TP112  
 SHEET: 1 OF 21  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]

SITE PLAN - FENCE & RETAINING WALL

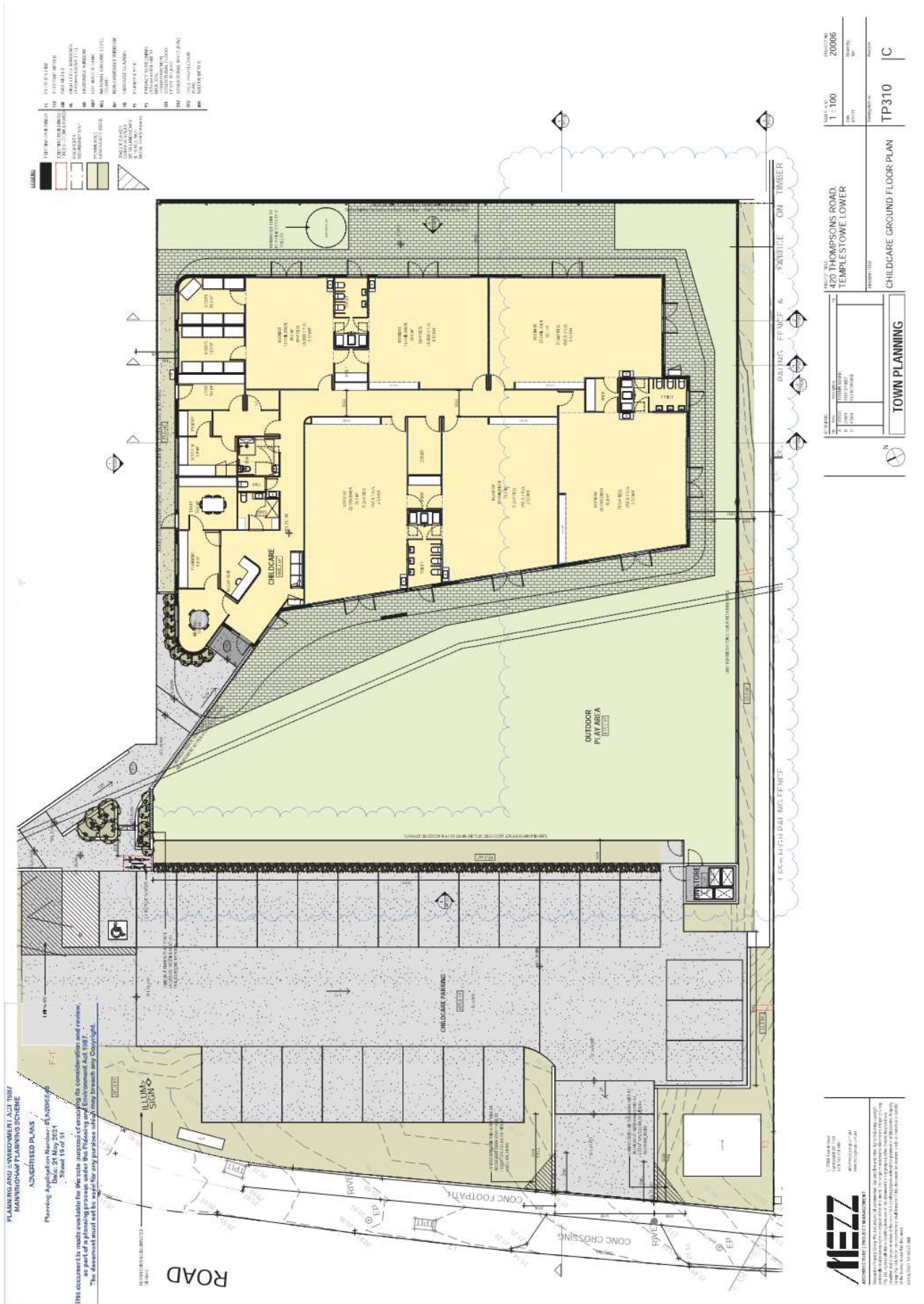
**PLANNING AND ZONING COMMITTEE 1987**  
MUNICIPAL PLANNED SCHEME

**ADVERTISED PLANS**

Planning Application Number: PL190205-040  
Date: 21<sup>st</sup> of 2021  
Week 17 of 21

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<p><b>TOWN PLANNING</b></p>	<p><b>SITE ELEVATIONS</b></p>	<p><b>TP200</b></p>
<p>PROJECT TITLE</p>	<p>PROJECT NO</p>	<p>DATE</p>
<p>1:200</p>	<p>20006</p>	<p>2021</p>





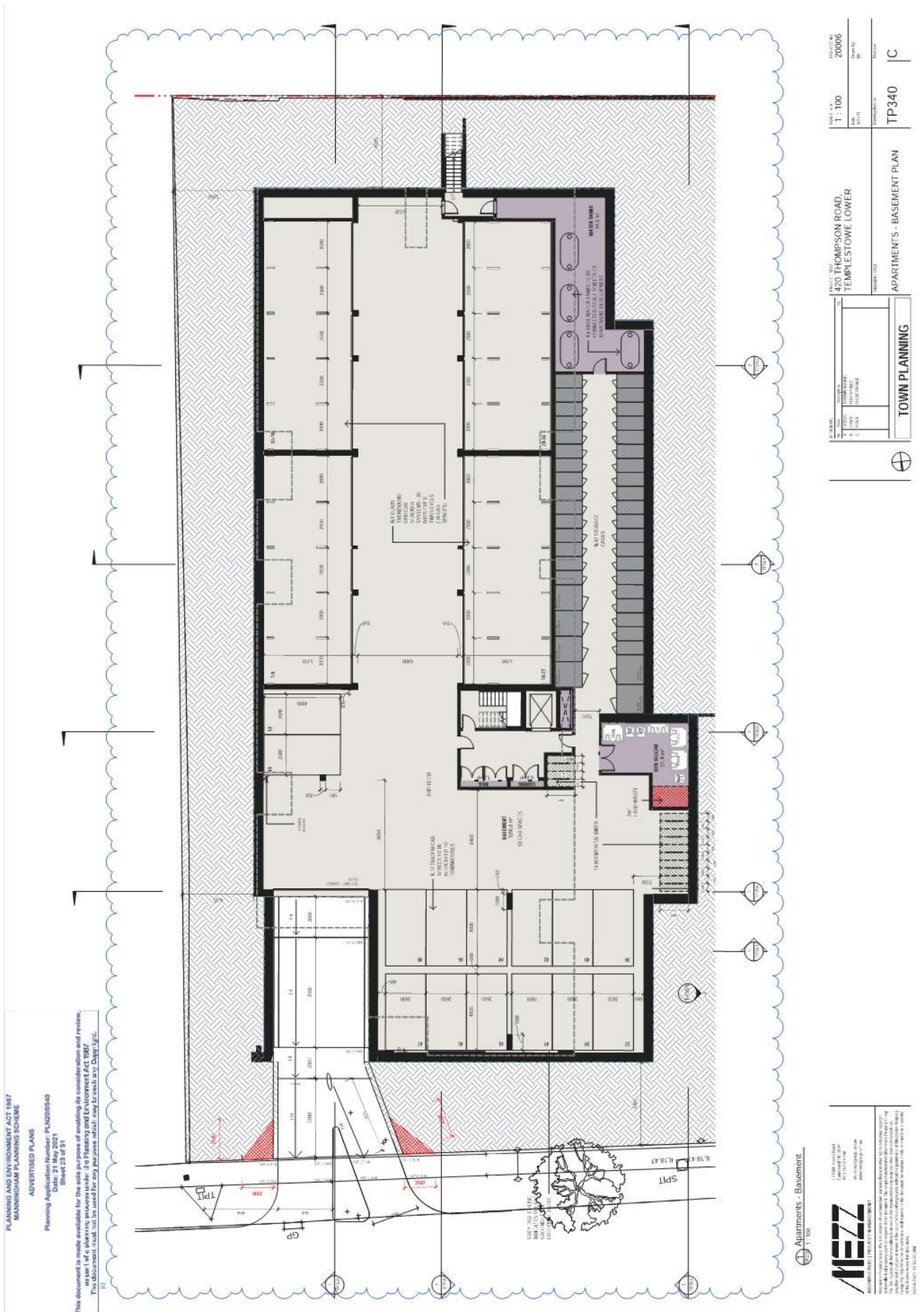


PLANNING AND ENVIRONMENT ACT 1977  
 MARRSHALL PLANNING COMBEE  
 ADVERTISED PLANS  
 Planning Application Number: PLAN2000649  
 Date: 21 May 2021  
 Sheet 21 of 31  
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PROJECT	1270 THOMPSONS ROAD TEMPLESTOWE LOWER	SCALE	1:100	DRAWING NO	20006
CLIENT	TP320	DATE	21/05/21	AUTHOR	
DESIGNER	CHILDCARE ELEVATIONS	DATE	21/05/21	CHECKED BY	
PROJECT NO	TP320	DATE	21/05/21	APPROVED BY	
<b>TOWN PLANNING</b>					

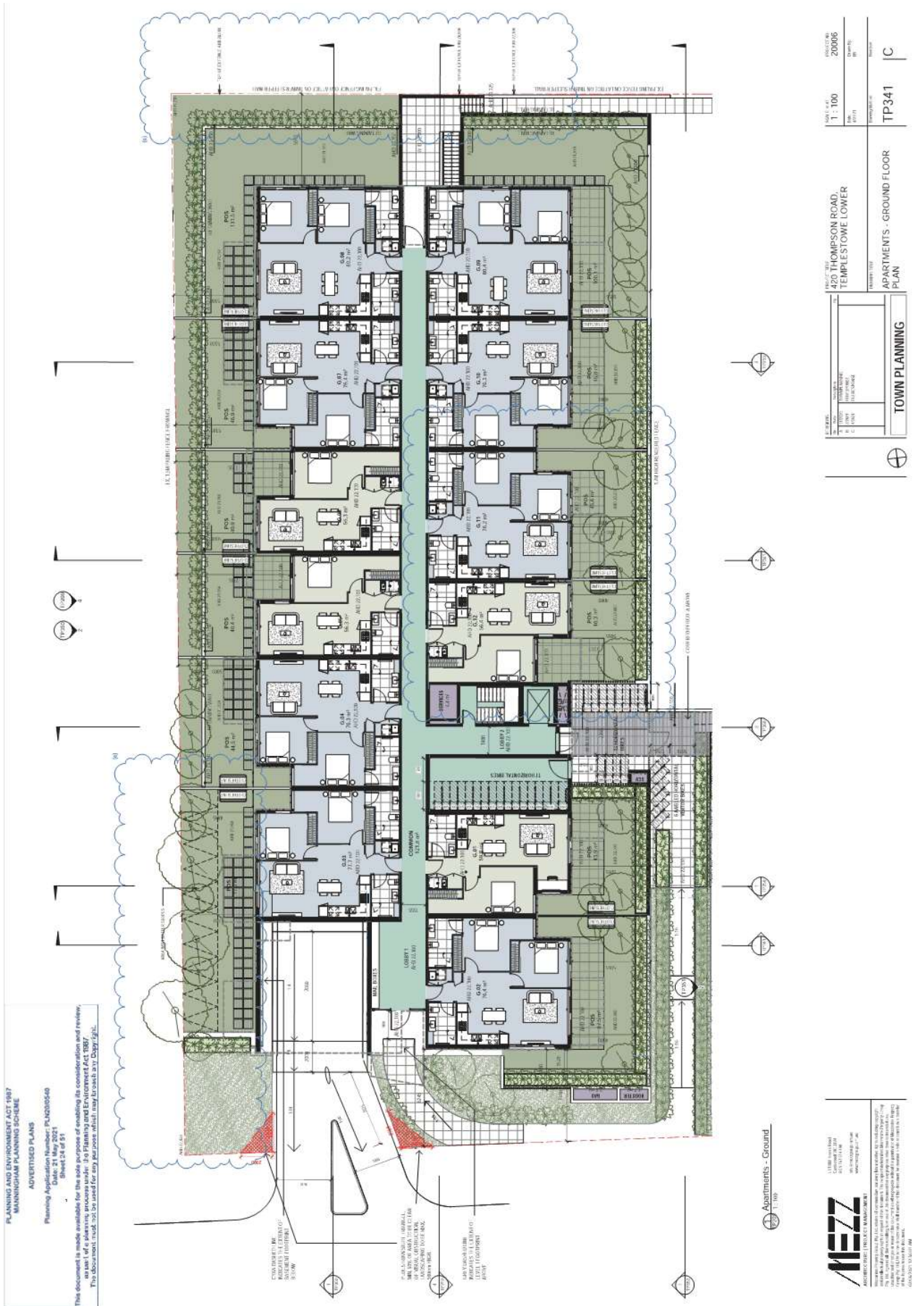
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 ARCHITECTS  
 111880 Road Road  
 251 751 500  
 www.mandz.co.uk  
 info@mz.co.uk

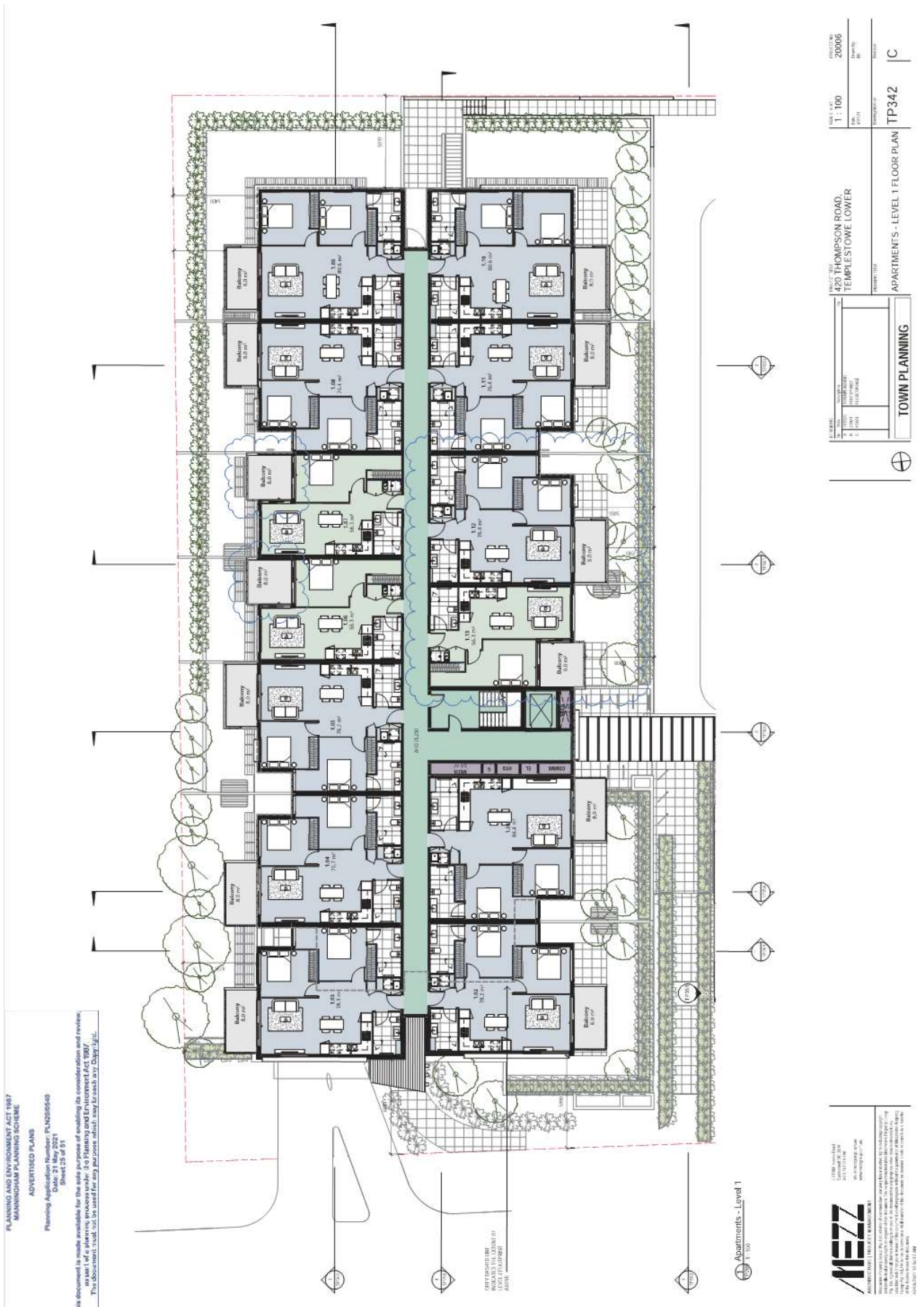
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PLANNING AND ENVIRONMENT ACT 1967  
 MANINGHAM PLANNING SCHEME  
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1/100 scale  
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 PROJECT: APARTMENTS - LEVEL 1 FLOOR PLAN

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 1/100 scale  
 DATE: 21 MAY 2021  
 SHEET: 25 OF 31  
 PROJECT: APARTMENTS - LEVEL 1 FLOOR PLAN

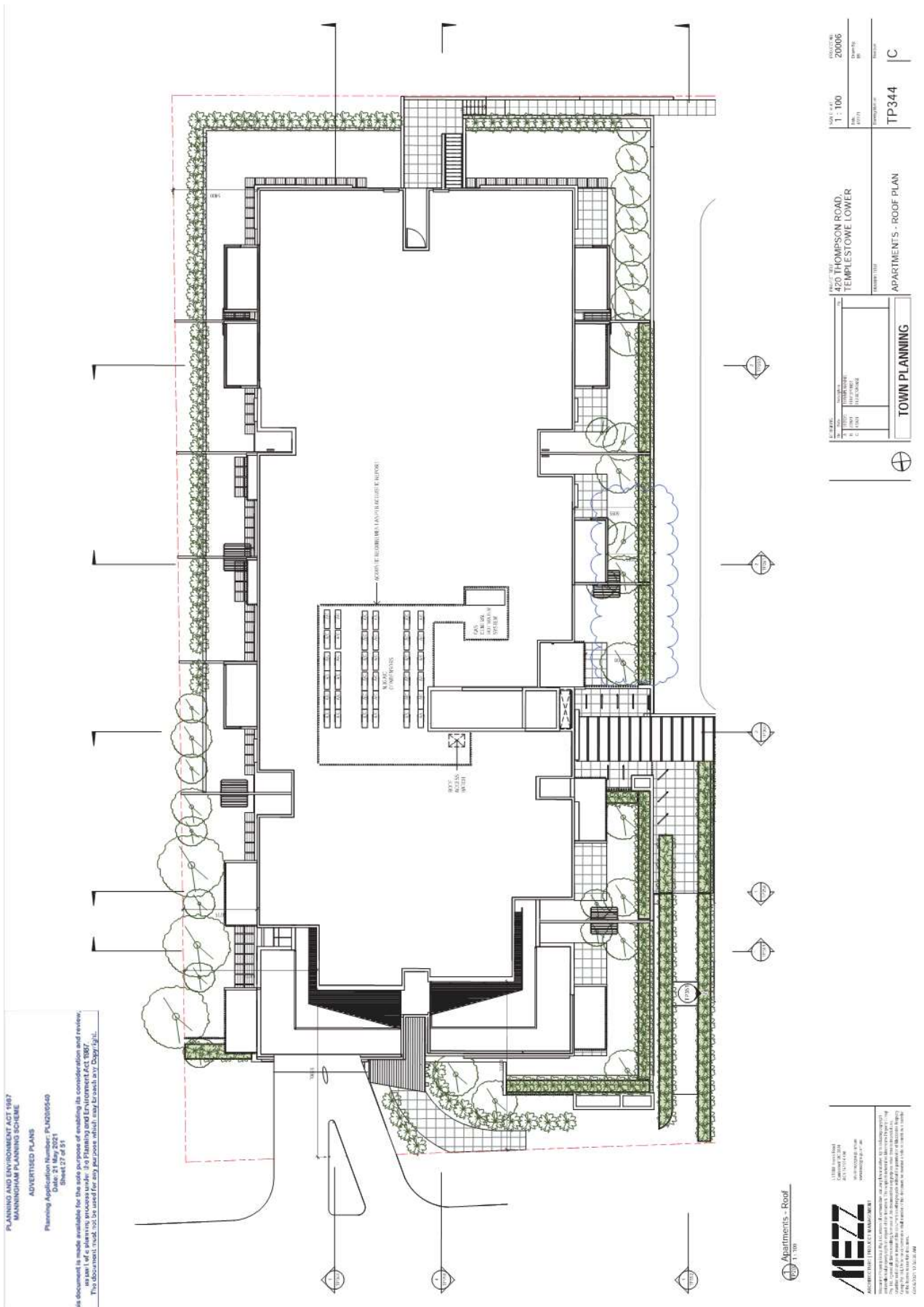
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 SHEET: 25 OF 31  
 PROJECT: APARTMENTS - LEVEL 1 FLOOR PLAN

**TOWN PLANNING**

1270 THOMPSON ROAD  
 TEMPESTOWE LOWER  
 PROJECT: 1101

APARTMENTS - LEVEL 1 FLOOR PLAN  
 TP342  
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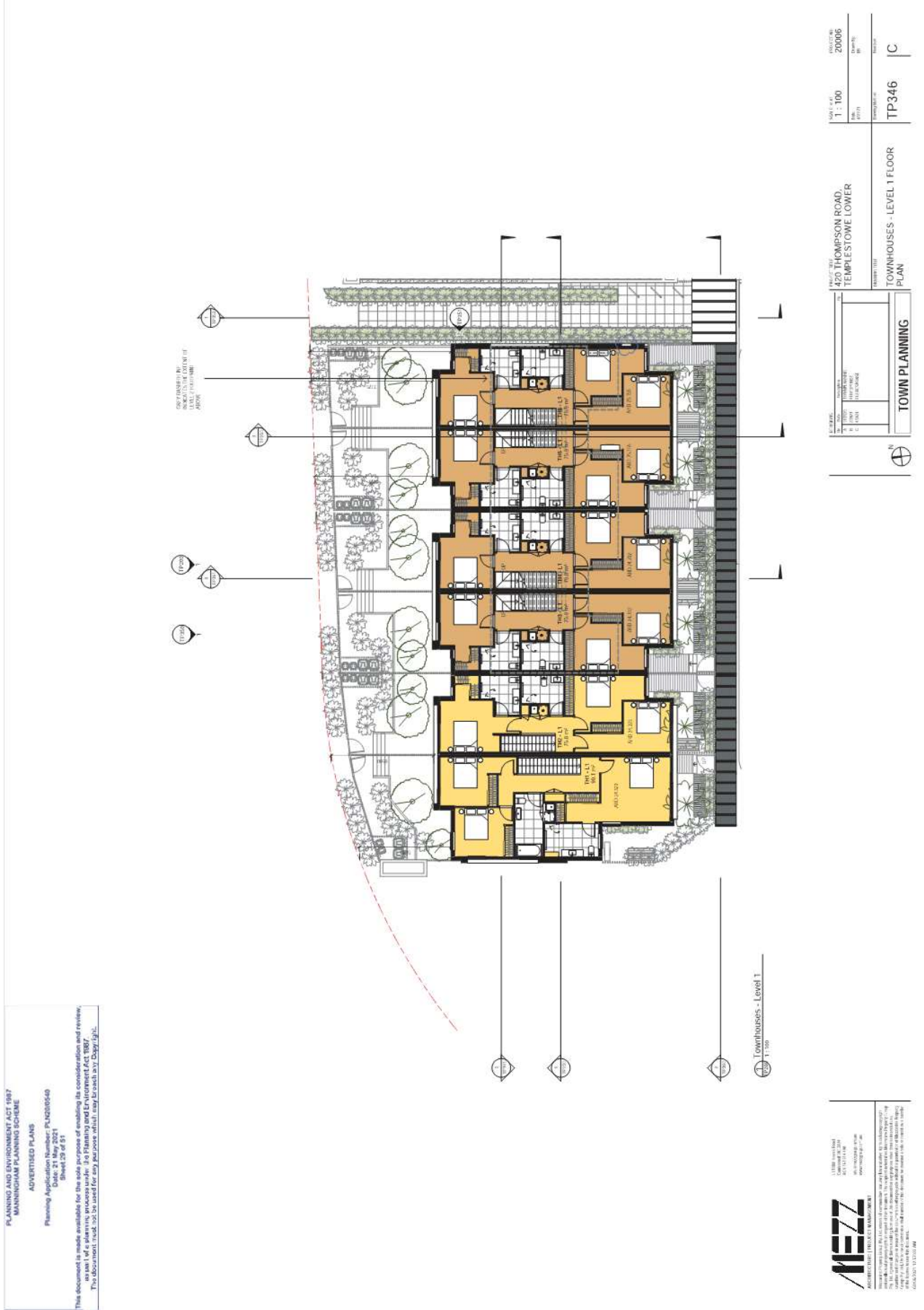
Apartment - Roof  
 1:100

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TOWN PLANNING  
 1250 THOMPSON ROAD  
 TEMPLESTOWE LOWER  
 PROJECT 11311  
 APARTMENTS - ROOF PLAN

SCALE: 1:100  
 DATE: 31 MAY 2021  
 SHEET: 27 OF 31  
 PROJECT: TP344  
 DRAWING NO: 20006  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]





PLANNING AND ENVIRONMENT ACT 1997  
MUNICIPAL PLANNING SCHEME

ADVERTISED PLANS

Planning Application Number: PN200548

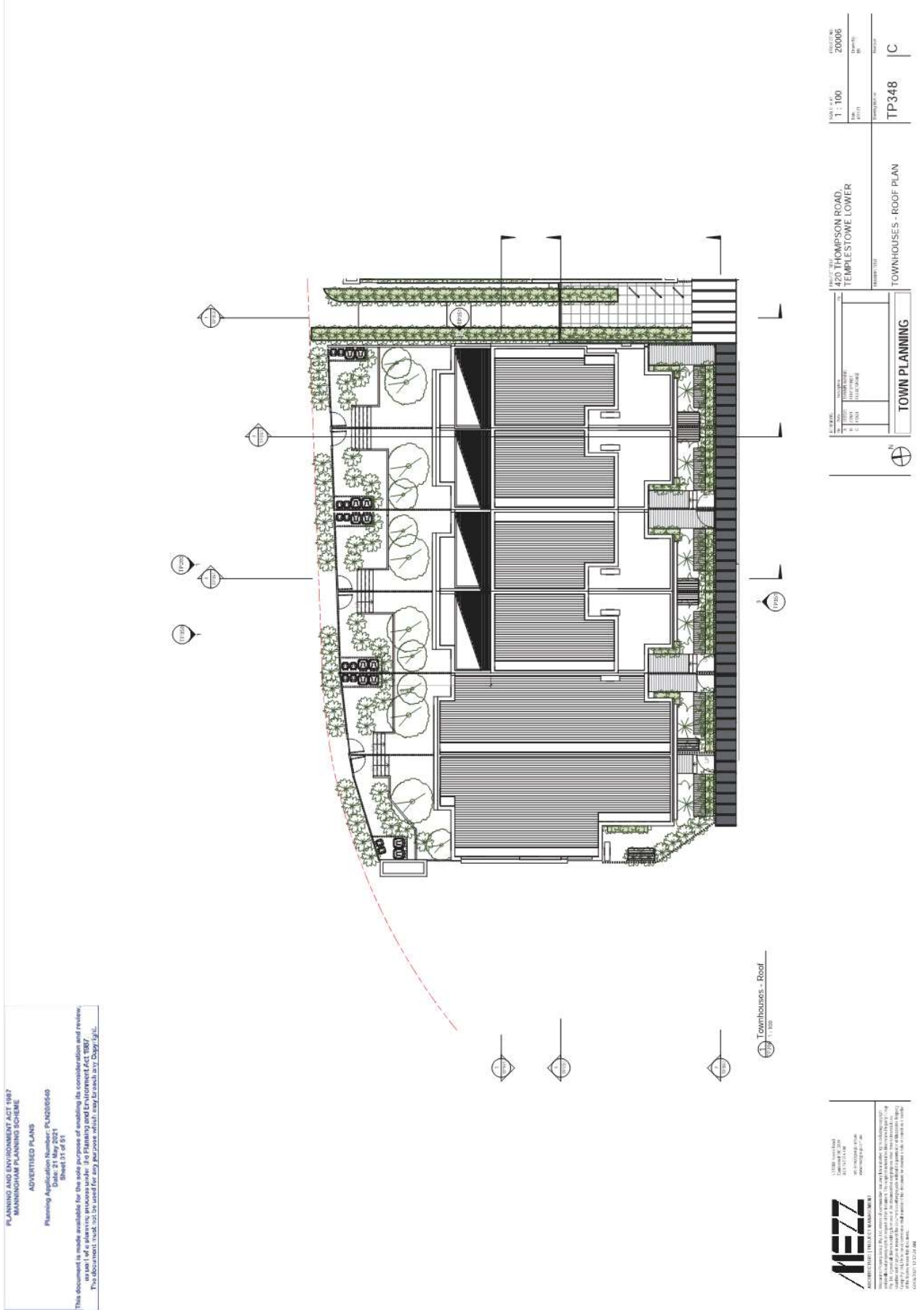
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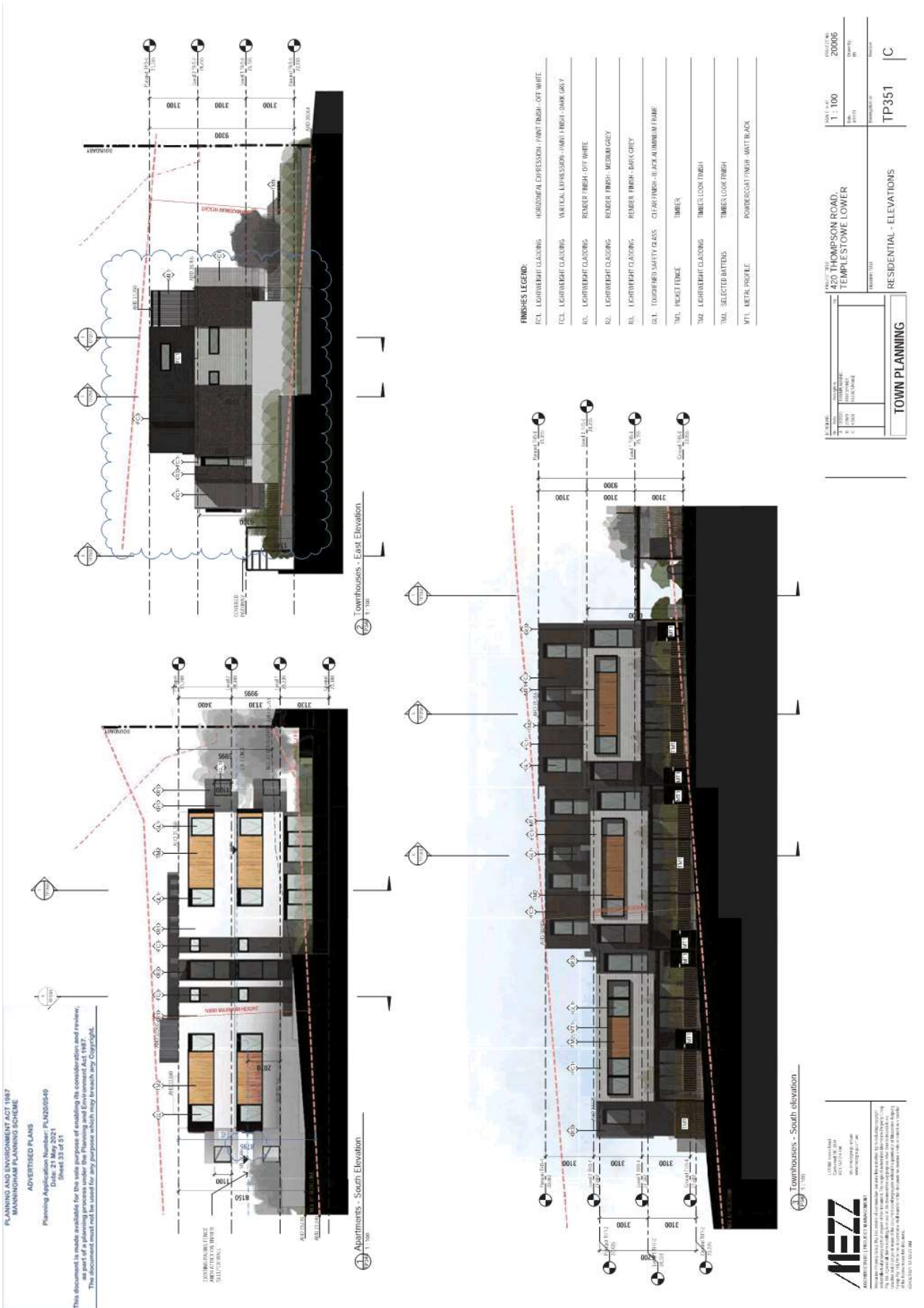


PROJECT NAME	1250 THOMPSON ROAD, TEMPLESTOWE LOWER
PROJECT NUMBER	PN200548
DATE	21 MAY 2021
SCALE	1:100
PROJECT TYPE	TOWNHOUSES - LEVEL 2 FLOOR PLAN
PROJECT NUMBER	TP347
PROJECT NAME	C









**PLANNING AND ENVIRONMENT ACT 1987**  
MUNICIPAL PLANNING SCHEME

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R2 - LIGHTWEIGHT CLADDING	RENDER FINISH - MEDIUM GREY
R3 - LIGHTWEIGHT CLADDING	RENDER FINISH - DARK GREY
G1 - TIGHTENED SAFETY GLASS	CLEAR FINISH - BLACK ALUMINIUM FRAME
TW - INFILL FENCE	TIMBER
TW - LIGHTWEIGHT CLADDING	TIMBER LOOK FINISH
TW - SELECTED BATTENS	TIMBER LOOK FINISH
MT - METAL PROFILE	POWDERCOAT FINISH - MATT BLACK

**TOWN PLANNING**

PROJECT: TEMPLESTONE LOWER

SCALE: 1:100

DATE: 21 JULY 2021

PROJECT NO: TP352

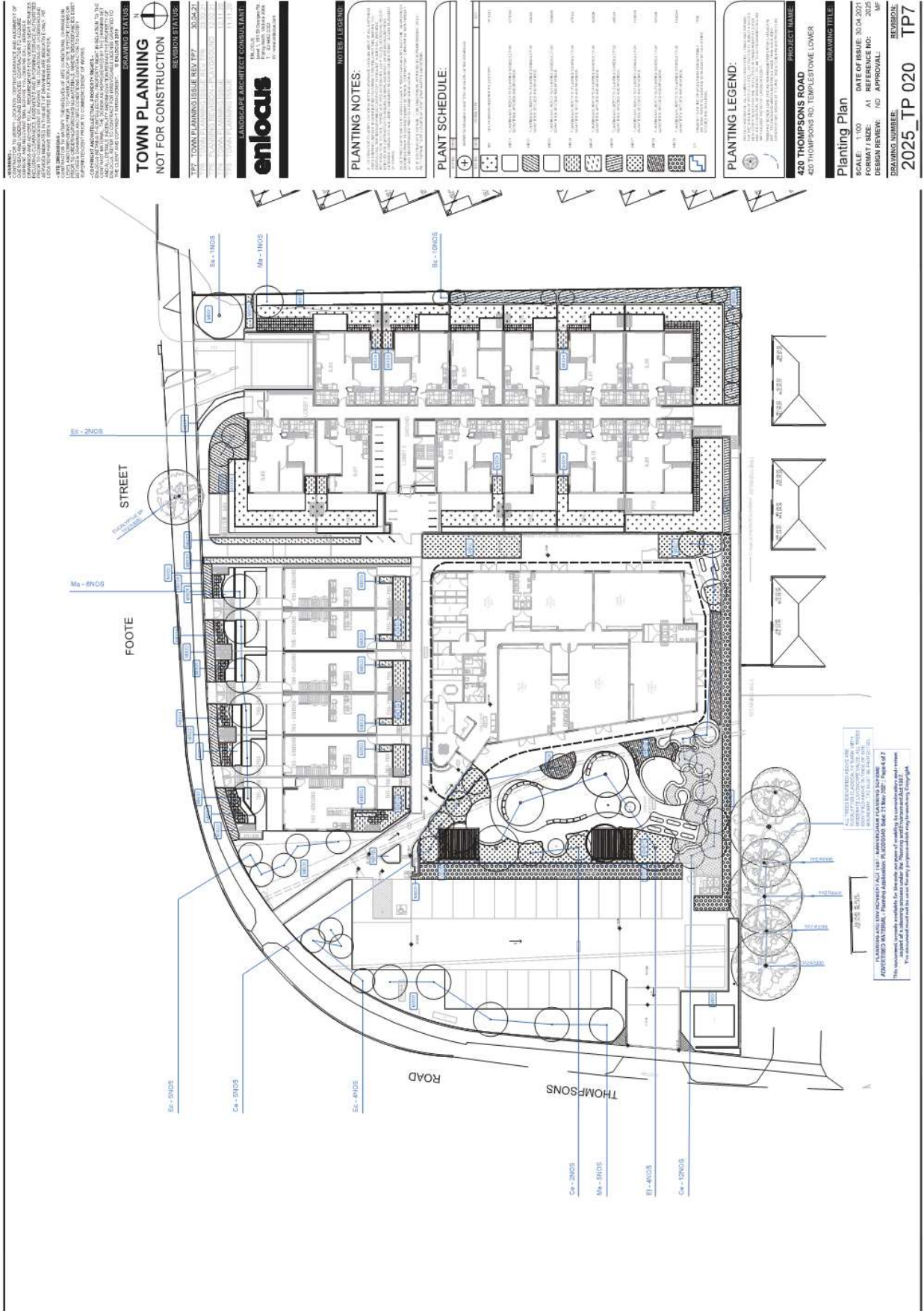
REVISION: C

**MEZ**

11300 Ross Road  
Apt 1/11300  
Templestone Lower  
VIC 3009

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11300 Ross Road  
Apt 1/11300  
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**PROJECT:** 420 THOMPSONS ROAD, TEMPE, AZ 85281  
**CLIENT:** TEMPE TOWN PLANNING DEPARTMENT  
**DESIGNER:** ENFOCUS ARCHITECTURE  
**DATE:** 08/19/2021  
**PROJECT:** 420 THOMPSONS ROAD, TEMPE, AZ 85281  
**CLIENT:** TEMPE TOWN PLANNING DEPARTMENT  
**DESIGNER:** ENFOCUS ARCHITECTURE

**TOWN PLANNING**  
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**REVISION STATUS:**

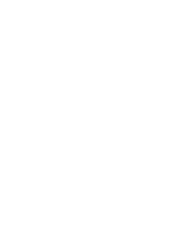
**LANDSCAPE ARCHITECT CONSULTANT**

**enfocus**

**NOTES / LEGEND:**

**PLANTING SCHEDULE**

Code	Botanical Name	Common Name	Height	Width	Spacing	% of MS	QTY	SIZE
MIX 01 BOUNDARY								
L1	<i>Senecio mandraliccae</i>	Blue Chalksticks	600	150	150	10%	258	1.5M x 1.5M
L2	<i>Blue chalksticks</i>		600	150	150	10%	258	1.5M x 1.5M
L3	<i>Blue chalksticks</i>		400	150	150	10%	172	1.5M x 1.5M
MIX 02 BOUNDARY								
L1	<i>Limnium perezi</i>	Sea Lavender	500	150	150	10%	258	1.5M x 1.5M
L2	<i>Limnium perezi</i>		500	150	150	10%	258	1.5M x 1.5M
L3	<i>Limnium perezi</i>		300	150	150	10%	172	1.5M x 1.5M
MIX 03 WSUD								
L1	<i>Clivia miniata</i>	Rock Lily	700	100	100	60%	110	1.5M x 1.5M
L2	<i>Clivia miniata</i>		700	100	100	60%	110	1.5M x 1.5M
L3	<i>Clivia miniata</i>		500	100	100	60%	75	1.5M x 1.5M
MIX 04 COURTYARD								
L1	<i>Ugalaia reniformis</i>	Factor's Seat	4000	1500	1500	10%	10	4.5M
L2	<i>Ugalaia reniformis</i>		4000	1500	1500	10%	10	4.5M
L3	<i>Ugalaia reniformis</i>		3000	1500	1500	10%	10	4.5M
MIX 05 PLANTER								
L1	<i>Arthropodium cirraam</i>	Rock Lily	500	150	150	10%	258	1.5M x 1.5M
L2	<i>Arthropodium cirraam</i>		500	150	150	10%	258	1.5M x 1.5M
L3	<i>Arthropodium cirraam</i>		300	150	150	10%	172	1.5M x 1.5M
MIX 06 PLANTER								
L1	<i>Clivia miniata</i>	Rock Lily	700	100	100	60%	110	1.5M x 1.5M
L2	<i>Clivia miniata</i>		700	100	100	60%	110	1.5M x 1.5M
L3	<i>Clivia miniata</i>		500	100	100	60%	75	1.5M x 1.5M



MIX 01 BOUNDARY  
 Senecio mandraliccae  
 Blue Chalksticks

MIX 02 BOUNDARY  
 Limnium perezi - Sea Lavender

MIX 03 WSUD  
 Clivia miniata - Rock Lily

MIX 04 COURTYARD  
 Ugalaia reniformis - Factor's Seat

MIX 05 PLANTER  
 Arthropodium cirraam - Rock Lily

MIX 06 PLANTER  
 Clivia miniata - Rock Lily



Eucalyptus curvifolia  
 Plunkett Mallie

Melaleuca alternifolia - Eucalyptus  
 White Cedar

Stenocarpus sinuatus  
 Pencil Pine

TREES

**PROJECT NAME:** 420 THOMPSONS ROAD, TEMPE, AZ 85281  
**DATE OF ISSUE:** 08/19/2021  
**FORMAT / SIZE:** A1  
**REFERENCE NO.:** 2020-0000  
**DESIGN REVIEW:** 100 APPROVAL  
**DRAWING NUMBER:** 2025\_TP 021  
**REVISION:** TP7

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**DATE OF REVISION:** 30.04.21  
**DATE OF APPROVAL:** 30.04.21

**TOWN PLANNING**  
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**DRAWING STATUS:**  
**REVISION 3 STATUS:**

**TP7 TOWN PLANNING ISSUE REV/TP7 - 30.04.21**

**enfocus**  
 LANDSCAPE ARCHITECT CONSULTANT

**NOTES / LEGEND:**

Code	Botanical Name	Common Name	Height	Width	Spreading	% of site	OFF	SIZE
MIX 07 - PLAY PLANTING								
LR	<i>Ligularia reniformis</i>	Tractor's Seat	500	800	600	20%	48	300MM
VR	<i>Viola hederacea</i>	Native Violet	150	300	500	70%	1.8	150MM
MIX 08 - SENSORY								
PS	<i>Poa psallemis</i>	Poa's Seat	600	300	500	15%	56	150MM
PR	<i>Prostrata Rosemary</i>	Prostrate Rosemary	400	450	450	45%	56	150MM
MIX 09 - SCREENING								
SM	<i>Strydom jumbos</i>	Rose Apple	1000	1000	1000	45%	54	45
SL	<i>Strydom jumbos</i>	Rose Apple	1000	1000	1000	25%	119	150MM
SL	<i>Strydom jumbos</i>	Rose Apple	1000	1000	1000	25%	50	45
VR	<i>Viola hederacea</i>	Native Violet	150	300	500	4%	24	150MM
TRAIL								
CH	<i>Casuarina equisetifolia</i>	Australian pine	10000	1000	AS SHOWN		20	45
EL	<i>Eucalyptus leucostylon</i>	Yellow Gum	10000	1000	AS SHOWN		1	45



Adiantum crinale - Horn Lily



Ligularia reniformis - Tractor's Seat



Viola hederacea - Native Violet



Poa psallemis - Poa's Seat



Prostrata Rosemary



Strydom jumbos - Rose Apple



Viola hederacea - Native Violet



Strydom jumbos - Rose Apple



Casuarina equisetifolia - Australian pine



Eucalyptus leucostylon - Yellow Gum



Eucalyptus leucostylon - Yellow Gum



Eucalyptus leucostylon - Yellow Gum

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**PROJECT NAME:**  
 420 THOMPSONS ROAD  
 420 THOMPSONS RD, TEMPLES TOWNE LOWER

**DRAWING TITLE:**  
 Planting palette 02

**SCALE:**  
 DATE OF ISSUE: 30.04.2021  
 REFERENCE NO: 2020  
 DESIGN REVIEW: 03 APPROVAL: 04

**DRAWING NUMBER:**  
 2025\_TP 022

**REVISIONS:**  
 TP7

## LEGISLATIVE REQUIREMENTS

### 5.1 PLANNING AND ENVIRONMENT ACT 1987 (THE ACT)

The *Planning and Environment Act 1987* is the relevant legislation governing planning in Victoria. The Act identifies subordinate legislation in the form of Planning Schemes to guide future land use and development.

Section 60 of The *Planning and Environment Act*, requires the Responsible Authority to consider the following before deciding on an application:

- *The relevant planning scheme;*
- *The objectives of planning in Victoria;*
- *All objections and other submissions which it has received;*
- *Any decision and comments of a referral authority which it has received; and*
- *Any significant effects which the responsible authority considers the use or development may have on the environment or which the responsible authority considers the environment may have on the use or development.*

Section 61(4) of the Act makes specific reference to covenants. Under Section 61(4) of the *Planning & Environment Act 1987* the Responsible Authority must not issue a planning permit that would result in a breach of a registered restrictive covenant.

### 5.2 MANNINGHAM PLANNING SCHEME

**Clauses of the Manningham Planning Scheme the Responsible Authority must consider:**

- Planning Policy Framework
- Local Planning Policy Framework
- Clause 32.08 General Residential Zone, Schedule 1
- Clause 52.06 Car Parking
- Clause 52.29 Land Adjacent To A Road Zone, Category 1, Or A Public Acquisition Overlay For A Category 1 Road
- Clause 53.18 Stormwater Management in Urban Development
- Clause 55 Two or more dwellings on a lot and Residential Buildings
- Clause 65 Decision Guidelines

#### Zone

##### Clause 32.08 General Residential Zone, Schedule 1

The purpose of the General Residential Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that respects the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

A Planning Permit is required to construct two or more dwellings on a lot.

The construction and extension of two or more dwellings on a lot must meet the requirements of Clause 55.

An application to construct or extend a dwelling or residential building on a lot must provide a minimum garden area of 35% for lots above 650 square metres.

This does not apply to an application to alter or extend an existing building that did not comply with the minimum garden area requirement of Clause 32.08-4 on the approval date of Amendment VC110.

A building must not be constructed for use as a dwelling or a residential building that:

- *exceeds the maximum building height specified in a schedule to this zone; or*
- *contains more than the maximum number of storeys specified in a schedule to this zone.*

If no maximum building height or maximum number of storeys is specified in a schedule to this zone:

- *the building height must not exceed 11 metres; and*
- *the building must contain no more than 3 storeys at any point.*

Schedule 1 to the General Residential Zone specifies the following maximum building height requirement:

- *A building used as a dwelling or residential building must not exceed a height of 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height must not exceed 10 metres.*

A basement is not a storey for the purposes of calculating the number of storeys contained in a building.

#### **Planning Policy Framework**

The relevant sections of the state planning policy framework are as follows:

Clause 15.01-1 (Urban Design) seeks to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

Strategies towards achieving this are identified as follows:

- *Require development to respond to its context in terms of character, cultural identity, natural features, surrounding landscape and climate.*
- *Ensure development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness.*
- *Ensure the interface between the private and public realm protects and enhances personal safety.*
- *Ensure development supports public realm amenity and safe access to walking and cycling environments and public transport.*
- *Ensure that the design and location of publicly accessible private spaces, including car parking areas, forecourts and walkways, is of a high standard, creates a safe environment for users and enables easy and efficient use.*
- *Ensure that development provides landscaping that supports the amenity, attractiveness and safety of the public realm.*
- *Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.*
- *Promote good urban design along and abutting transport corridors.*

Clause 15.01-2 (Building Design) policy objective is:

- *To achieve building design outcomes that contribute positively to the local context and enhance the public realm.*



The strategies to achieve this requires a comprehensive site analysis prior to the design process, requires developments to respond to strategic and cultural context of its locations, minimise detrimental impact on neighbouring properties and encourages landscaping that enhances the built form and create safe attractive spaces.

Clause 15.01-4 (Healthy Neighbourhoods) policy objective is:

- *To achieve neighbourhoods that foster healthy and active living and community wellbeing.*

Strategies to achieve the objective include designing neighbourhoods that foster community interaction and making it easy for people of all ages to live healthy lifestyles by providing connected, safe and attractive walking and cycling networks, conveniently locating public spaces for active recreation, providing accessibly located public transport stops and streets with direct, safe and convenient access to destinations.

Clause 15.01-5 (Neighbourhood Character) policy objective is:

- *To recognise, support and protect neighbourhood character, cultural identity and sense place.*

The clause includes the following strategies to achieve this objective:

- *Support development that respects the existing neighbourhood character or contributes to a preferred neighbourhood character.*
- *Ensure the preferred neighbourhood character is consistent with medium and higher density housing outcomes in areas identified for increased housing*
- *Ensure development responds to its context and reinforces a sense of place and the valued features and characteristics of the local environment and place by emphasising the:*
  - *Pattern of local urban structure and subdivision*
  - *Underlying natural landscape character and significant vegetation.*
  - *Heritage values and built form that reflect community identity.*

Clause 15.02-1 Sustainable Development: Energy and resource efficiency

The policy objective is:

- *To encourage land use and development that is energy and resources efficient, supports a cooler environment and minimises greenhouse gas emissions.*

The clause has the following strategies:

- *Improve the energy, water and waste performance of buildings and subdivisions through environmentally sustainable development.*
- *Promote consolidation of urban development and integration of land use and transport.*
- *Improve efficiency in energy use through greater use of renewable energy technologies and other energy efficiency upgrades.*
- *Support low energy forms of transport such as walking and cycling.*
- *Reduce the urban heat island effect by greening urban areas, buildings, transport corridors and open spaces with vegetation.*
- *Encourage retention of existing vegetation and planting of new vegetation as part of development and subdivision proposals.*

Clause 16.01-1 Residential development: Integrated housing

The policy objective is:

- *To facilitate well-located, integrated and diverse housing that meets community needs.*

The clause includes the following strategies to achieve this objective:

- *Increase the proportion of housing in designated locations in established urban areas (including under-utilised urban land) and reduce the share of new dwellings in greenfield, fringe and dispersed development areas;*
- *Encourage higher density housing development on sites that are well located in relation to jobs, services and public transport.*
- *Identify opportunities for increased residential densities to help consolidate urban areas.*
- *Facilitate diverse housing that offers choice and meets changing household needs by widening housing diversity through a mix of housing types.*
- *Encourage the development of well-designed housing that: Provides a high level of internal and external amenity. Incorporates universal design and adaptable internal dwelling design.*
- *Encourage the development of well-designed housing that:*
  - *Provides a high level of internal and external amenity.*
  - *Incorporates universal design and adaptable internal dwelling design.*
- *Support opportunities for a range of income groups to choose housing in well-serviced locations.*
- *Plan for growth areas to provide for a mix of housing types through a variety of lot sizes, including higher housing densities in and around activity centres.*

Clause 16.01-2 Residential development: Housing affordability

The policy objective is:

- *To deliver more affordable housing closer to jobs, transport and services.*

The clause includes the following strategies to achieve this objective:

- *Improve housing affordability by:*
  - *Ensuring land supply continues to be sufficient to meet demand.*
  - *Increasing choice in housing type, tenure and cost to meet the needs of households as they move through life cycle changes and to support diverse communities.*
  - *Promoting good housing and urban design to minimise negative environmental impacts and keep costs down for residents and the wider community.*
  - *Encouraging a significant proportion of new development to be affordable for households on very low to moderate incomes.*
- *Increase the supply of well-located affordable housing by:*
  - *Facilitating a mix of private, affordable and social housing in suburbs, activity centres and urban renewal precincts.*
  - *Ensuring the redevelopment and renewal of public housing stock better meets community needs.*
- *Facilitate the delivery of social housing by identifying surplus government land suitable for housing.*

Clause 18.01-1 Integrated Transport: Land use and transport planning

The policy objective is:

- *To create a safe and sustainable transport system by integrating land-use and transport.*

Clause 18.02-1 Movement networks: Sustainable personal transport

The policy objective is:

- *To promote the use of sustainable personal transport.*

Clause 19.02-2 Community Infrastructure: Education Facilities

The policy objective is:

- *To assist the integration of education and early childhood facilities with local and regional communities.*

The clause includes several strategies to achieve this objective, they include:

- *Consider demographic trends, existing and future demand requirements and the integration of facilities into communities in planning for the location of education and early childhood facilities.*
- *Locate childcare, kindergarten and primary school facilities to maximise access by public transport and safe walking and cycling routes.*
- *Ensure childcare, kindergarten and primary school facilities provide safe vehicular drop-off zones.*
- *Ensure streets and accessways adjoining education and early childhood facilities are designed to encourage safe bicycle and pedestrian access.*
- *Consider the existing and future transport network and transport connectivity.*

#### **Local Planning Policy Framework (LPPF)**

##### **Municipal Strategic Statement**

###### Clause 21.03 Key Influences

This clause identifies that future housing need and residential amenity are critical land-use issues that will challenge Manningham's future growth and sustainable development. The MSS acknowledges that there is a general trend towards smaller household size as a result of an aging population and smaller family structure which will lead to an imbalance between the housing needs of the population and the actual housing stock that is available.

This increasing pressure for re-development raises issues about how these changes affect the character and amenity of our local neighbourhoods. In meeting future housing needs, the challenge is to provide for residential re-development in appropriate locations, to reduce pressure for development in more sensitive areas, and in a manner that respects the residential character and amenity valued by existing residents.

###### Clause 21.05 Residential

This policy separates Manningham's urban areas into four residential precincts with differing character and built form objectives that seek to achieve either minimal, incremental or substantial change, generally relative to the proximity to infrastructure and services.

The subject site is categorised under Precinct 1 of Clause 21.05 where an incremental level of change is anticipated. The policy supports less intense developments that reinforces existing front and rear setbacks providing opportunities for increased open space for the planting or retention of trees and associated landscaping.

###### Clause 21.10 Ecologically Sustainable Development

This policy highlights Council's commitment to ESD and outlines a number of ESD principles to which regard must be given. These include building energy management, water sensitive design, external environmental amenity, waste management, quality of public and private realm, transport and urban ecology.

#### **Local Planning Policy**

##### Clause 22.05 Non-Residential Uses in Residential Areas

This policy applies to non-residential uses in a Residential Growth Zone, General Residential Zone, Neighbourhood Residential Zone and Low Density Residential Zone. It aims to balance the need for residents to access services in residential locations while ensuring that residential amenity is not adversely affected by way of high levels of on-site activity, traffic generation, noise emission, odour, light and visual disorder. It requires discretionary non-residential uses in General Residential Zone to be responsive to the existing or preferred character.

Clause 22.08 Safety through urban design

This policy applies to all land in Manningham. It endeavours to provide and maintain a safer physical environment for those who live in, work in or visit the City of Manningham. The policy seeks to create attractive, vibrant and walkable environments where crime, graffiti and vandalism is minimised.

Clause 22.09 Access for disabled people

This policy also applies to all land in Manningham. It seeks to ensure that people with a disability have the same level of access to buildings, services and facilities as any other person. The policy requires the needs of people with a disability to be taken into account in the design of all proposed developments.

Clause 22.12 Environmentally Sustainable Development

This policy applies throughout Manningham to residential and non-residential development that requires a planning permit in accordance with the thresholds in Table 1 of this Policy (except for land affected by the Activity Centre Zone (Schedule 1) that applies to Doncaster Hill). The policy contains an overarching objective that development should achieve best practice in environmentally sustainable development from the design stage through to construction and operation.

Clause 22.15 Dwellings in the General Residential Zone, Schedule 1

The policy seeks to implement the objectives for Clause 21.05 within Precinct 1 by supporting a less intense urban form, which is site responsive, well-articulated, respectful of the existing neighbourhood character and provides adequate landscaping opportunities. The key objectives of this policy are:

- *To reinforce the existing garden character of the area by ensuring open space allows for the retention and planting of canopy trees.*
- *To ensure that the natural landscape and topography are identified as principal elements of neighbourhood character.*
- *To reinforce the open streetscape character by having no, or low fencing to allow views to the front gardens.*
- *To encourage a lesser intensity of development which provides a range of single and double storey dwellings and provides for a diversity of housing types for the community.*
- *To ensure that new development is well articulated and that two storey elements are not unduly bulky or visually intrusive.*
- *To encourage roof styles that reflect those in the existing streetscape.*
- *To encourage spacing between the dwellings to reinforce the pattern of development of the street.*

It is policy that each application should have regard to the siting and form of the dwellings, car parking and access, landscaping and fencing.

**Particular Provisions**Clause 52.06 Car Parking

Pursuant to Clause 52.06-5, car parking is required to be provided at the following rates:

- *1 space for 1 and 2 bedroom dwellings.*
- *2 spaces for 3 or more bedroom dwellings.*
- *0.22 to each child for a child care centre use.*

No residential visitor car parking spaces are required for any part of the land identified as being within the Principal Public Transport Network Area.

Clause 52.06-9 outlines various design standards for parking areas that should be achieved.

Clause 52.29 Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road

The purpose of this clause is:

- *To ensure appropriate access to identified roads.*
- *To ensure appropriate subdivision of land adjacent to identified roads.*

A permit is required to create or alter access to a road in a Road Zone, Category 1.

Clause 53.18 Stormwater Management in Urban Development

The purpose of this clause is to ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.

An application to construct a building or construct or carry out works:

- Must meet all of the objectives of Clauses 53.18-5 and 53.18-6.
- Should meet all of the standards of Clauses 53.18-5 and 53.18-6.

Clause 55 Two or more dwellings on a lot and Residential Buildings

A development:

- Must meet all of the objectives of this clause
- Should meet all of the standards of this clause.

A zone or a schedule to a zone, or a schedule to an overlay may specify a requirement different from a requirement of a standard set out in Clause 55.

**General Provisions**

Clause 65 Decision Guidelines

This clause outlines that before deciding on an application, the responsible authority must consider, as appropriate:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*

## 10 CITY PLANNING & COMMUNITY

### 10.1 Manningham Planning Scheme Amendment C127mann and Planning Permit Application PLN20/0303: Consideration of Submissions and Request for an Independent Panel Hearing

File Number:	IN21/480
Responsible Director:	Director City Planning and Community
Attachments:	1 Exhibited Documentation <a href="#">↓</a>
	2 Map: Location of Submitters (confidential)
	3 Review of Submissions <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*The purpose of this report is for Council to consider and respond to the submissions received to the concurrent exhibition of Planning Scheme Amendment C127mann (Amendment), Planning Permit Application PLN20/0303 (Application) and draft Section 173 Agreement (Agreement).*

*Proposed Amendment C127mann proposes to:*

- Amend Schedule 1 of the Activity Centre Zone (ACZ1) of the Manningham Planning Scheme to alter the boundary of sub-precinct 2C to include within it the properties at 674-680 Doncaster Road and 2 Short Street, Doncaster. The inclusion of these properties within sub-precinct 2C would increase the allowable maximum building height from 29.0 metres to 40.0 metres, increase the design element from 5.8 metres to 8.0 metres above the building and, increase the setbacks from the front tower edge from the front boundary from 9.0 metres to 11.0 metres, for these properties.*

*Existing planning controls within sub-precinct 2F that apply to the properties at 14, 14A, 16 and 18 Hepburn Road are not proposed to be changed by the Amendment.*

*Draft Planning Permit Application PLN20/0303 applies to the properties at 674-680 Doncaster Road, 2 Short Street, and 14, 14A, 16 & 18 Hepburn Road, Doncaster and proposes to:*

- Partially demolish the existing heritage listed church, and use and develop the site for a 17-storey mixed-use development comprising 177 dwellings, a place of assembly, child care centre, two food and drinks premises, offices, a reduction in the standard car parking requirements and alter the access arrangements to a road in a Road Zone, Category 1.*

*The draft Section 173 Agreement proposes to:*

- Voluntarily secure the provision of ten (10) apartments within the development proposed in the Application for affordable housing. The Agreement is between Council and the proponent.*

*The Amendment, Application and Agreement were exhibited for one month between 10 June 2021 and 12 July 2021, with 31 submissions received from residents and occupiers and from the Department of Transport (DoT), as a statutory referral authority.*

*The issues raised in the submissions broadly relate to:*

- *Strategic justification for the amendment;*
- *Traffic and transport impacts;*
- *Design and uses of the building;*
- *Affordable housing; and*
  1. *Social impacts.*

*It is recommended that the draft planning permit be amended generally in accordance with the recommendations in Attachment 3, and that all submissions be referred to an Independent Panel appointed by the Minister for Planning.*

*The report and recommendations of the independent Panel would then be considered by Council before it makes a decision as to whether to adopt the Amendment and Application and submit it to the Minister for Planning for approval.*

## **COUNCIL RESOLUTION**

**MOVED: CR ANNA CHEN**  
**SECONDED: CR LAURA MAYNE**

**That Council:**

- A. Note all submissions received in response to the proposed Amendment C127mann, draft Planning Permit Application PLN20/0303 and draft Section 173 Agreement;**
- B. Request for the Minister for Planning to appoint an Independent Panel under Part 8 of the *Planning and Environment Act 1987* to consider the submissions received in response to the proposed Amendment C127mann, Planning Permit Application PLN20/0303, and draft Section 173 Agreement;**
- C. Refer all submissions to the Independent Planning Panel for consideration;**
- D. Endorse the recommendations set out in Attachment 3 of this report, as the basis for Council's submission to the Independent Planning Panel;**
- E. Advise all submitters of Council's decision to refer all submissions to an Independent Panel, whereby they will be given the opportunity to be heard on the matter;**
- F. Authorise the Director City Planning and Community to make minor changes to the proposed Amendment C127mann, draft Planning Permit Application PLN20/0303 and draft Section 173 Agreement where changes are consistent with the purpose and intent of Council's resolution.**
- G. Include the following Note on draft planning permit PLN20/0303:**

**Note: The proponent is recommended to undertake works to the auditorium to optimise the acoustic experience and sound quality, in order to maximise its functionality and community benefit.**

**H. Writes to the proponent (separate to the planning process), recommending that they undertake works to the auditorium to optimise the acoustic experience and sound quality, in order to maximise its functionality and community benefit.**

**CARRIED UNANIMOUSLY**

## 1. BACKGROUND

- 1.1 On 18 December 2018 Hollerich Town Planning (the Proponent) on behalf of the landowner, The Properties of the Churches of Christ, lodged a request to amend the Manningham Planning Scheme (the Scheme). The request seeks to change the planning controls that apply to the land at 674-680 Doncaster Road and 2 Short Street, Doncaster, to facilitate the future development of the site.
- 1.2 Amendment C127mann proposes to:
- Amend Schedule 1 of the Activity Centre Zone (ACZ1) of the Manningham Planning Scheme to alter the boundary of sub-precinct 2C to include within it the properties at 674-680 Doncaster Road and 2 Short Street, Doncaster. The inclusion of these properties within sub-precinct 2C would increase the allowable maximum building height from 29.0 metres to 40.0 metres, increase the design element from 5.8 metres to 8.0 metres above the building and, increase the setbacks from the front tower edge from the front boundary from 9.0 metres to 11.0 metres, for these properties.
- 1.3 On 14 July 2020, the Proponent lodged Planning Permit Application PLN20/0303 (the Application) for the land at 674-680 Doncaster Road, 2 Short Street, and 14, 14A, 16 & 18 Hepburn Road, Doncaster. The Application seeks approval to develop the land for the:
- Partial demolition of the existing heritage listed church, use and development of a 17-storey mixed-use development comprising 177 dwellings, a place of assembly, child care centre, two food and drink premises, offices, a reduction in the standard car parking requirements and alter the access arrangements to a road in a Road Zone, Category 1.
  - Ten of the dwellings are proposed for affordable housing, secured by a Section 173 Agreement (the Agreement) between Council and the Proponent.
- 1.4 The Application has been designed to align with the changes sought to the Scheme by the Amendment.
- 1.5 The Application was lodged under Section 96A of the *Planning and Environment Act 1987* (the Act) to allow for its concurrent consideration with the Amendment.
- 1.6 It is important to note, that prior to Council considering this request, officers undertook a rigorous assessment of the proposed amendment, planning permit application and draft Section 173 Agreement.

This involved:

- discussions with DELWP regarding the amendment request and approach for a combined amendment and planning permit application;



- engagement of an independent Urban Design Consultant by Council to review the development proposal;
  - discussions with the Proponent for revisions to the plans to address officer concerns and the independent urban design advice; and
  - an independent legal review of the Section 173 Agreement regarding the provision of affordable housing.
- 1.7 It is further noted that Council had already considered submissions that were lodged as part of the planning permit application process for the previously approved permit PLN18/0571.
- 1.8 At its meeting of 23 February 2021 (Item 10.1), Council resolved to seek authorisation from the Minister for Planning to prepare and exhibit the Amendment and Application.
- 1.9 On 7 May 2021 authorisation was granted with the following conditions:
- *Amend the draft planning permit to include the responsible authority name, address of the land affected and a permit preamble that details the use and development for which the planning permit PLN20/0303 allows.*
  - *The Section 173 Agreement to be exhibited together with the other supporting documentation as part of the exhibition process for Amendment C127mann.*
- 1.10 The exhibition originally commenced for a period of one month from 3 June 2021 to 5 July 2021. However due to an inadvertent error in arrangements for the proposed timing of the Notice of Preparation to appear in The Age newspaper, the exhibition was recommenced.
- 1.11 The Amendment, Application and Agreement were re-exhibited for one month between 10 June 2021 and 12 July 2021.
- 1.12 During the exhibition period, the community and other interested parties were given the opportunity to make submissions, including lodgement on-line via Council's *Yoursay Manningham* website.
- 1.13 The exhibition consisted of the direct notification of 455 letters to:
- Property owners and occupiers adjoining to and in close proximity to the site
  - Previous submitters to Planning Permit Application PLN18/0571 that has been approved for the site;
  - Ministers prescribed to be notified under the Act; and
  - the Department of Transport (Roads & Public Transport divisions)
- 1.14 In addition to the direct notification, the Amendment, Application and Agreement were also exhibited, to comply with statutory requirements, as well as other website or media platforms:
- Notification in The Age newspaper on 9 June 2021;
  - Notification in the Government Gazette 10 June 2021;
  - Media release in the Warrandyte Diary;

- Exhibition documentation provided on the DELWP webpage;
- Documentation provided on Council's webpage ([yoursay.manningham.vic.gov.au/amendment-c127mann](https://yoursay.manningham.vic.gov.au/amendment-c127mann)), which included Frequently Asked Questions and a portal for making submissions;
- Documentation made available for viewing by the public at the municipal offices of council and the Doncaster Library; and
- Social media.

1.15 The exhibited documents are in **Attachment 1**.

## 2. DISCUSSION / ISSUE

- 2.1 The purpose of the report is for Council to consider the submissions received and to resolve the next steps in the Amendment and Application process.
- 2.2 Section 23(1) of the Act prescribes three alternative options for Council to choose from following their consideration of submissions on a planning scheme amendment and in this instance, including Planning Permit Application PLN20/0303 and the draft Section 173 Agreement. Council may resolve to:
- 1) *Change the amendment in the manner requested; or*
  - 2) *Refer the submissions to a panel appointed under Part 8; or*
  - 3) *Abandon the amendment or part of the amendment.*
- 2.3 Option 1 has not been recommended for this Amendment given the range of views expressed in the submissions.
- 2.4 Option 3 has also not been recommended given the significant level of strategic work that Council has completed, that supports high density developments with a mix of uses within the Doncaster Hill Major Activity Centre. This work has been translated into schedule 1 to the Activity Centre Zone (ACZ1) and in other provisions of the Manningham Planning Scheme.
- 2.5 Option 2 is therefore recommended to Council. The request for the appointment of an Independent Planning Panel appointed by the Minister for Planning, to consider all submissions independently from Council made to the Amendment, and in this case the Application and Agreement, is considered the appropriate option. The range of uses proposed in the Application for community use and the entering into a voluntary Section 173 Agreement to provide ten affordable housing dwellings between Council and the proponent will provide a community benefit are worthy of further consideration.
- 2.6 A total of 31 submissions were received, 21 via Council's website with varying views on the proposal. Of the submissions received, 18 are generally regarded as a pro-forma submission, however four of these submission contained some further concerns.
- 2.7 24 of the submitters own property and/or reside within approximately 500m radius of the site and 5 submitters own property and/or reside outside this radius of the site. One submission was confidential and did not provide an address and one of the submissions was received from the Department of Transport. A map identifying the location of the submitters is in **Attachment 2**. This is a confidential attachment for the information of Council only.

### 3. REVIEW OF SUBMISSIONS

- 3.1 This section provides an overview of the submissions received.
- 3.2 A detailed summary of the matters raised in all the submissions, an officer response and recommendations are included in **Attachment 3**.
- 3.3 A range of issues have been raised in the submissions. Some are of a general or overarching nature whilst others are relate to specific aspects of the Amendment, Application or Agreement.
- 3.4 Given the Application and Agreement were exhibited concurrently with the Amendment, many of the issues in the submissions related to some or all of the exhibited documentation. Matters raised in the submissions have therefore been grouped under the following headings:

#### Strategic Justification

- 3.5 19 submitters provided in-principle support for the Amendment and Application but the support premised this on the basis that strategic justification had not been reasonably provided. 12 of the submitters were either opposed to or did not state their opinion on the Amendment and Application relating to strategic justification.
- 3.6 The matters of concern raised related to the inadequate strategic justification provided; the precedence that would be created should Council support the request; the loss of certainty in the Doncaster Hill Strategy and; the overall height and the number of storeys proposed in the development are excessive.

#### *Officer Response:*

- 3.7 The types of development envisaged on Doncaster Hill have been established in the *Doncaster Hill Strategy (2002, revised 2004) (Strategy)*. The Strategy forms the basis for the controls that are now included in the schedule to the Activity Centre Zone (ACZ1) and in other relevant clauses of the Manningham Planning Scheme.
- 3.8 An Urban Design Assessment (UDA) prepared by Ethos on behalf of the Proponent accompanied the amendment request to review the urban design context, or built form analysis, of the Site as it relates to the broader Doncaster Hill Activity Centre and makes recommendations regarding appropriate changes to the Scheme. The study includes analysis of the vision and objectives for the Doncaster Hill Major Activity Centre and the constructed and approved developments in the vicinity of the Site.
- 3.9 In particular, the UDA addressed how the proposed development would address a 'dip' in the built form along the southern side of Doncaster Road, restricting potentially desirable built form outcomes and resulting in poor urban design. The dip refers to the Site having lower relative maximum building heights than is achievable for the properties either side of it fronting Doncaster Road.
- 3.10 The proposed realignment of sub-precinct boundary 2C to include the land at 674-680 Doncaster Road and 2 Short Street to be within it, to allow for additional building height will address this built form disparity and provide for an improved and desirable built form outcome along Doncaster Road.

The proposed amendment is considered to be consistent with the above mentioned objective of the ACZ1 and the over-arching objectives of the ACZ1 to have the tallest buildings located at the highest parts on Doncaster Hill.

#### Traffic and transport

- 3.11 30 of the submissions raised concerns relating to car parking and traffic issues. These included the inadequate provision of car parking and car parking arrangements, traffic congestion; pedestrian, vehicle and bike safety; local parking restrictions; the use of local streets as thoroughfares; parking management during construction; inadequate public transport; emergency vehicle access into buildings and; noise and air quality impacts affecting health.

#### *Officer Response:*

- 3.12 The traffic impacts have been assessed in the Traffic Impact Assessment Report accompanying the application, as well as by Council's Infrastructure Services Unit, including Traffic Engineers. The Department of Transport (DOT) also provided a formal response to the Amendment and Application.
- 3.13 The issues raised by submitters were matters that were considered in the assessment of the Application. The proposed car parking arrangements are generally acceptable. The shared car parking for the non-residential uses will be managed by Conditions 39, 40, 42, 46 and 49 on the draft permit to address a technical shortfall in the car parking provision. Recommendation 1 of Attachment 3 recommends that draft Condition 35 be amended to require that the non-residential car parking be provided free of charge at all times.
- 3.14 Traffic congestion and the use of local streets as thoroughfares has been assessed as being appropriate. The concerns relating to local parking restrictions is not a matter for consideration under the Amendment or Application, although Council can review these at any time. Impacts during construction and the access arrangements for emergency vehicles have been considered in the design of the building vehicle entrances and by conditions in the draft planning permit. Noise and air quality impacts are also considered acceptable in the high density Doncaster Hill context. The DoT have not identified any concerns with public transport services to the site.
- 3.15 DoT have advised that they do not object to the Amendment or Application and have required five conditions be included in the draft planning permit. These conditions relate to the altered access arrangements proposed on Doncaster Road.
- 3.16 These conditions vary to those that they provided in their preliminary response to the proposal which were included in the draft planning permit that formed part of the exhibition material. Recommendations 2 & 3 in Attachment 3, recommends these revised conditions replace those originally provided in the draft planning permit.

**Recommendation No 1:** That draft Condition 35 be amended from:

*The areas set aside for residential visitor car parking shown on the endorsed plans must be made available for this use free of charge at all times and must not be used for any other purpose, to the satisfaction of the Responsible Authority.*

To:

*All car parking spaces contained within the buildings basements must be made available for use by the relevant owners, occupants and visitors to the building free of charge at all times and must not be sub-leased or used for any other purpose to the satisfaction of the Responsible Authority.*

**Recommendation No 2:** That draft Condition 68 be amended from:

*Prior to commencement of the buildings and works, a Functional Layout Plan showing the access arrangement to the chapel off Doncaster Road, must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the plans date stamped 10/10/2020 and annotated TP206 Rev TP6 but modified to show:*

- a. Access control; retractable bollards at the boundary or within the site, to limit access for special events only;*
- b. Access and the layout of parking for “hearse” and “wedding vehicle”;*
- c. Demonstrated manoeuvring space for vehicles to enter and exit the site in a forward direction; and*
- d. Paved promenade treatment across the crossover to reinforce pedestrian priority.*

To:

*Prior to commencement of the buildings and works, a Functional Layout Plan showing the access arrangement to the chapel off Doncaster Road, must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the plan date stamped 1/10/2020 and annotated TP206 Rev TP6 and plan date stamped 15/01/2021 and annotated TP504 Rev TP7 but modified to show:*

- a. Access control: retractable bollards at the boundary or within the site, to limit access for special events only.*
- b. Access and the layout of parking for “hearse” and “wedding vehicle”.*
- c. Demonstrated manoeuvring space for vehicles to enter and exit the site in a forward direction.*
- d. Paved promenade treatment across the crossover to reinforce pedestrian priority.*

**Recommendation No 3:** That new Condition 72 be included:

*The permit holder must take all reasonable steps to ensure that disruption to bus operation along Doncaster Road is kept to a minimum during construction of the development. Foreseen Disruptions to bus operations and mitigation measures must be communicated to Public Transport Victoria eight (8) weeks prior by emailing [customerservice@ptv.vic.gov.au](mailto:customerservice@ptv.vic.gov.au).*

Design of the building and uses

3.17 The matters of concern related to the partial demolition of the church building; the number and size of the apartments; overlooking and the loss of privacy; the sufficiency of proposed landscaping; creation of a wind tunnel effect; acoustic treatment of the auditorium to maximise performances; overshadowing and the loss of sunlight; and the appearance of the building resulting from additional height and.

*Officer comment:*

3.18 The heritage listed church is a building constructed in many stages. Council's heritage advisor has supported the demolition of the additions constructed after the original building as they provide minimal heritage value to the existing building. Part of the restoration works includes the reconstruction of the portico at the front of the church. This will enhance the heritage attributes of the building.

3.19 The concerns relating to apartment size, overlooking and the loss of privacy, the provision of landscaping, wind tunnelling, and overshadowing and the loss of sunlight have all been assessed in the Application under the relevant provisions of the Scheme and are considered acceptable.

3.20 In respect to the height of the building, the design element at the upper levels is considered to add visual interest to the prominent corner site on the intersection of Short Street and Doncaster Road. Overall, the high quality design and materials, location and the design of the design element continues the theme of those in nearby developments on Doncaster Hill, while providing an alternative and interesting visual and architectural feature, while aligning with the vision statement in the Strategy, which seeks to emphasis the existing dramatic landform of Doncaster Hill through built form that steps down the hill.

Affordable housing

3.21 One submitter raised the concern that affordable housing will damage Doncaster Hill's reputation.

*Officer comment:*

3.22 Manningham Council has a commitment to the provision of affordable housing. Council's Affordable Housing Strategy and Action Plan 2010-2020 set an aspirational target of 10% of dwellings to be provided for affordable housing. The consideration of affordable housing is now also in the Act, with provisions coming into effect on 1 June 2018.

3.23 The voluntary agreement by the proponent to provide affordable housing is consistent with Council's policy and a key consideration in the amendment request in providing a net community benefit. Ten percent of the additional dwellings proposed in the Application, above that approved in Planning Permit Application PLN18/571, will be provided, should the Amendment and Application be approved. The affordable housing will be secured by a Section 173 Agreement between Council and the proponent.

Social impacts

- 3.24 Submitters raised concerns regarding the potential for increased crime and loss of property values. Other submissions expressed the concern that Council should prioritise the needs of the community over the needs of the church.

*Officer response:*

- 3.25 The concerns relating to crime and property valuations are not planning considerations, and are therefore not matters that can be addressed in the Amendment and Application request.
- 3.26 In respect to matter of prioritising community need, the ACZ1 provides a significant level of strategic support for developments of the type proposed by the Application. The Purpose and Objectives of the zone includes encouraging mixed-use intensive developments, the delivery of diverse housing types and the provision of commercial enterprises.

Other Matters

- 3.27 In the review of the submissions, it has become apparent that draft planning permit condition 15 is not required. The condition required the removal of a restriction from one of the Titles of the site. A review of all of the Titles of the site confirms that the restrictions from them have already been removed, thereby rendering condition 15 redundant. This matter was not raised in any of the submissions.
- 3.28 Recommendation 4 in **Attachment 3**, recommends that condition 15 be removed from the draft permit, and that all conditions in the draft permit be renumbered.

**Recommendation No 4:** That Condition 15 be deleted:

*Before the development starts, the restriction contained in the Instrument of Transfer number B416060 on Lot 9 of PS 056685 must be removed from the title pursuant to Section 23 of the Subdivision Act 1988, to the satisfaction of the Responsible Authority.*

#### 4. COUNCIL PLAN / STRATEGY

Council Plan 2017 - 2021

- 4.1 Should Amendment C127mann and the concurrent planning permit application PLN20/0303 proceed, it is considered that it would align with and respond to Initiative 2.1: Inviting places and spaces of the 2017-21 Council Plan.

Manningham Planning Scheme Review 2018 - 2022

- 4.2 Recommendation No. 4 provides for the review of the Doncaster Hill Strategy (2002, revised 2004). The scope of the review includes reviewing the Doncaster Hill planning principles including the precinct guidelines, mandatory height controls, urban form and development principles. Upon implementation, the review is expected to provide contemporary decision making by responding to emerging trends and identified gaps in achieving the desired vision for Doncaster Hill.

- 4.3 DELWP has given in-principle support to progress the Amendment in acknowledgement that the Amendment request would proceed a review of the Doncaster Hill Strategy 2002, revised 2004 (Strategy). MGS consultants have been engaged to prepare a draft Doncaster Hill Framework Plan which, in anticipation of adoption, will supersede the Strategy. This draft plan is yet to be considered by Council or be publicly exhibited.
- 4.4 As part of the in-principle support, DELWP have advised that the built form must be justified on strong urban design grounds and that the amendment must be consistent with Planning Practice Note PPN60: Height and setback controls for activity centres.

## 5. IMPACTS AND IMPLICATIONS

### Social Implications

- 5.1 The proponent has voluntarily agreed to provide ten of the dwellings within the development for affordable housing to meet the needs of the Manningham community in the future. If the Amendment and Application are approved, the affordable housing will be secured by a Section 173 Agreement between Council and the proponent to the Amendment request.
- 5.2 In response to the conditions of the Authorisation of the Minister for Planning, the Agreement was exhibited for public comment together with the Amendment and Application.
- 5.3 If approved, the development will provide a range of uses available to the community. In addition to the dwellings that will provide accommodation, there will be a place of assembly, a child care centre, two food and drinks premises and offices provided.

## 6. IMPLEMENTATION

### Finance / Resource Implications

- 6.1 The proponent is responsible for paying the costs of the amendment process in accordance with the *Planning and Environment (Fees) Regulations 2016*. Costs associated with the preparation of the Section 173 Agreement have borne by the proponent.

### Communication and Engagement

- 6.2 A communications strategy was prepared to manage the consultation requirements pursuant to the *Planning and Environment Act 1987* and other complementary communications with stakeholders. The exhibition of the proposed Amendment, Application and Agreement consisted of:
- Direct notification to property owners and occupiers that may be affected by the request including all submitters to planning permit PLN18/0571 previously approved for the site, Ministers prescribed to be notified under the *Planning and Environment Act 1987* and the Department of Transport – total 455 letters;
  - Notifications in The Age newspaper and Government Gazette;
  - A media release in the Warrandyte Diary;



- Documentation provided on the DELWP webpage;
- Documentation provided on Council's webpage ([yoursay.manningham.vic.gov.au/amendment-c127mann](https://yoursay.manningham.vic.gov.au/amendment-c127mann)), which included Frequently Asked Questions and a portal for making submissions;
- Documentation made available at the municipal offices of council and the Doncaster Library; and on
- Social media.

### Timelines

- 6.3 Section 96(4)(b) of the Act requires a planning scheme amendment and planning permit application lodged concurrently with the amendment to be on exhibition for not less than one month after the date notice is given in the Government Gazette. The Amendment, the Application and the Agreement were exhibited for one month between 10 June 2021 and 12 July 2021.
- 6.4 The exhibition originally commenced for a period of one month from 3 June 2021 to 5 July 2021. However due to an inadvertent error in arrangements for the proposed timing of the Notice of Preparation to appear in The Age newspaper, the exhibition was recommenced.
- 6.5 Clause 4(3) of Ministerial Direction No.15 requires the planning authority request the appointment of a Panel under Part 8 of the Act within 40 business days of the closing date for submissions unless a Panel is not required.
- 6.6 If council adopts Option 2 and refers the submission to an independent Panel, the Directions Hearing and panel Hearing dates have been pre-set for the following dates:
- Directions Hearing: week commencing 13 September 2021;
  - Panel Hearing: week commencing 11 October 2021.

## **7. DECLARATIONS OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

**Planning and Environment Act 1987****MANNINGHAM PLANNING SCHEME****Notice of the Preparation of an Amendment to a Planning Scheme and  
Notice of an Application for a Planning Permit Given Under Section 96C of the  
*Planning and Environment Act 1987*****Amendment C127mann****Planning Permit Application PLN20/0303**

The land affected by the Amendment is 674-680 Doncaster Road and 2 Short Street, Doncaster.

The land affected by the application is 674-680 Doncaster Road, 2 Short Street and, 14, 14A, 16 & 18 Hepburn Road, Doncaster.

The Amendment proposes to amend Schedule 1 of the Activity Centre Zone to alter the boundary of sub-precinct 2C, to include within sub-precinct 2C, the land at 674-680 Doncaster Road and 2 Short Street, Doncaster.

The application is for a permit to partially demolish the existing heritage listed church, and use and develop the site for a 17-storey mixed-use development comprising 177 dwellings, a place of assembly, child care centre, two food and drinks premises, offices, a reduction in the standard car parking requirements and alter the access arrangements to a road in a Road Zone, Category 1.

Ten of the dwellings are proposed for Affordable Housing, which will be secured by a voluntary Section 173 Agreement between Manningham Council and The Properties Corporation of the Churches of Christ.

The applicant for the permit is Hollerich Town Planning Pty Ltd, on behalf of The Properties Corporation of the Churches of Christ.

You may inspect the Amendment, the Explanatory Report about the Amendment, the application, and any documents that support the Amendment and the application, including the proposed permit and draft Section 173 Agreement, free of charge, at:

- the Manningham City Council website at [yoursay.manningham.com.au/amendment-c127mann](http://yoursay.manningham.com.au/amendment-c127mann); and/or
- during office hours, at the office of the planning authority, Manningham Council, 699 Doncaster Road, Doncaster, or at the Doncaster Library, MC2, 687 Doncaster Road, Doncaster; and/or
- at the Department of Environment, Land, Water and Planning website [www.delwp.vic.gov.au/public-inspection](http://www.delwp.vic.gov.au/public-inspection)

Any person who may be affected by the Amendment or by the granting of the permit may make a submission to the planning authority about the amendment, application or draft Section 173 Agreement. Submissions must be made in writing giving the submitter's name and contact address, clearly stating the grounds on which the Amendment, application or draft Section 173 Agreement is supported or opposed and indicating what changes (if any) the submitter wishes to make.

Name and contact details of submitters are required for Council to consider submissions and to notify such persons of the opportunity to attend Council meetings and any public hearing held to consider submissions.

The closing date for submissions is **Monday 12 July 2021**.

A submission must be sent to:

Manager Integrated Planning  
Manningham City Council  
PO Box 1  
DONCASTER VIC 3108

or submitted online at [yoursay.manningham.com.au/amendment-c127mann](https://yoursay.manningham.com.au/amendment-c127mann)

The planning authority must make a copy of every submission available at its office and/or its website for any person to inspect free of charge until the end of the two months after the amendment comes into operation or lapses.

ANDREW DAY  
Chief Executive Officer

*Planning and Environment Act 1987*

## **MANNINGHAM PLANNING SCHEME**

### **AMENDMENT C127mann – 674-680 Doncaster Road and 2 Short Street, Doncaster PLANNING PERMIT APPLICATION PLN20/0303 674-680 Doncaster Road, 2 Short Street and 14, 14A, 16 & 18 Hepburn Road, Doncaster**

#### **EXPLANATORY REPORT**

##### **Who is the planning authority?**

This amendment has been prepared by the Manningham City Council, which is the planning authority for this amendment.

The amendment has been requested and planning permit application has been made by Hollerich Town Planning Pty Ltd (the Proponent) on behalf of the landowner, The Properties Corporation of the Churches of Christ.

##### **Land affected by the amendment**

The amendment applies to land at 674-680 Doncaster Road and 2 Short Street, Doncaster.

The amendment is a combined planning scheme amendment and a planning permit application under section 96A of the Planning and Environment Act 1987 ("Act").

The planning permit application applies to a larger site than the amendment, that is the whole of the subject land at 674-680 Doncaster Road, 2 Short Street and 14, 14A, 16 & 18 Hepburn Road, Doncaster.

##### **What the amendment does**

Amendment C127mann proposes to amend Schedule 1 to the Activity Centre Zone (ACZ1) by realigning the sub-precinct boundaries of 2C and 2B. The eastern edge of sub-precinct 2C currently ends at Short Street. It is proposed to extend sub-precinct 2C to the east so that it will encompass 674-680 Doncaster Road and 2 Short Street, Doncaster. The boundary between sub-precinct 2C and sub-precinct 2B will commence at the boundary between 674-680 Doncaster Road and 682-684 Doncaster Road, Doncaster.

The planning permit application PLN20/0303 seeks permission for:

- Partial demolition of a heritage building (church)
- Use and development of a 17-storey mixed use building
- Place of assembly
- Child care centre
- Two food and drink premises
- Offices
- Reduction in the standard car parking requirements
- Alterations of access to a road in a Road Zone Category 1

The draft planning permit is attached as a separate document to this Explanatory Report.

### Strategic assessment of the amendment

#### Why is the amendment required?

Amendment C127mann has been informed by a detailed Urban Design Assessment of the area affected by the amendment and the surrounds, focusing predominantly on the eastern half of sub-precinct 2 of the Doncaster Hill Major Activity Centre.

The existing ACZ1 height controls result in a 'dip' in the built form along the Doncaster Road frontage as a result of the topography of the land, and the higher built form permitted to the west of Short Street when compared to the subject land. Street profile modelling demonstrates that due to the slope of the land the built form permitted on the subject land appears one storey lower than the adjoining land to the east (682-684 Doncaster Road) despite this neighbouring property being in the same sub-precinct and being closer to the edge of the activity centre. The permissible built form on the subject land appears three storeys lower than the land to the west of Short Street due to the different height controls under the sub-precincts and the sloping nature of the land.

The boundaries of the sub-precincts are arbitrary and the Urban Design Assessment undertaken by the Proponent for the amendment, has concluded that it is a poor urban design outcome to use the centre line of the Short Street road reservation as a sub-precinct boundary, particularly when considering the otherwise symmetrical streetscape of Short Street.

An increase to the maximum building height permitted on the subject land would facilitate a more coherent streetscape presentation to Doncaster Road, with the summit of the built form profile moving slightly east as the topography continues to slope upwards.

A height increase to 40 metres on the subject land would have no greater visual domination in the Doncaster Road streetscape or skyline profile. It will avoid the 'dip' that would occur if the existing controls remained and moves the summit slightly east.

#### How does the amendment implement the objectives of planning in Victoria?

The amendment applies and implements the objectives of planning in Victoria specified in Section 4 of the *Planning and Environment Act 1987* as outlined below.

- It provides for the fair, orderly, economic and sustainable use and development of land, by facilitating strategically justified development in a preferred location for urban intensification.
- It ensures a pleasant, efficient and safe environment for all Victorians and visitors.
- It ensures that buildings of historic significance on the subject land will continue to be appropriately protected, conserved and enhanced.
- It balances the present and future interests of all Victorians, facilitating higher density development in a well serviced location, and by improving urban design outcomes in the Doncaster Hill Major Activity Centre.

#### How does the amendment address any environmental, social and economic effects?

##### *Environmental Effects*

The proposed changes relate only to a change in mandatory height controls and is not likely to have any adverse environmental effects.

##### *Economic Effects*

The amendment is expected to have positive economic effects as it will enable the development of a larger building that can accommodate a mix of commercial and residential uses, as encouraged by the ACZ1.

##### *Social Effects*

The amendment supports an expansion of the community services offered on the subject land, including a total of 10 affordable housing units which is expected to have positive social effects and contribute to a net community benefit.

**Does the amendment address relevant bushfire risk?**

The subject land is not located in an area subject to bushfire risk.

**Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?***Ministerial Direction - The Form and Content of Planning Schemes*

This amendment was prepared and presented in accordance with the style guide and drafting instructions in the direction.

*Ministerial Direction No. 9 Metropolitan Strategy*

This amendment recognises the significance of the Doncaster Hill Major Activity Centre. The re-alignment of the existing sub-precinct boundaries proposes to improve urban design outcomes within the precinct which seeks to achieve built form that steps down the hill.

The Metropolitan Strategy (Plan Melbourne 2017 - 2050) provides strong support for intensification of activity centres and this amendment will support efficient use of the subject land that benefits from existing services and infrastructure.

*Ministerial Direction No. 11 Strategic Assessment of Amendments*

This explanatory report and addresses the requirements of Ministerial Direction 11.

*Ministerial Direction No. 15 The Planning Scheme Amendment Process*

This amendment and planning permit application under section 96A of the *Planning and Environment Act 1987* will follow the set times and steps specified for planning scheme amendments under this Direction.

*Ministerial Direction No. 18 Victorian Planning Authority Advice on Planning Scheme Amendments*

Not applicable.

**How does the amendment support or implement the Planning Policy Framework and any adopted State policy?**

The amendment supports and implements the Planning Policy Framework as demonstrated below. It supports the role and function of vibrant activity centres, in accordance with clauses 11.03-1R and 11.03-1S.

- It supports improved urban design outcomes in Doncaster Hill by enabling a more consistent streetscape presentation along Doncaster Road, in accordance with clause 15.01-1R.
- It will support the creation of well-designed places that are memorable and distinctive, while also strengthening the boulevard character of Doncaster Road, in accordance with clause 15.01-5S.
- It continues to ensure that the heritage place on the subject land will be conserved and enhanced as part of a future development, achieving the strategies of clause 15.01-1S.
- It supports the increased provision of housing within an existing area that is close to existing services and facilities, in accordance with clause 16.01-1S.
- It will provide for development that meets the community's needs for entertainment, office and other commercial services in accordance with clause 17.02-1S.
- It will provide for development that is close to high-quality public transport routes in accordance with clause 18.02-4S.

**How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The Strategic Framework Plan at Clause 21.04 includes the subject land within the Doncaster Hill Major Activity Centre, and adjacent to a main road. This amendment seeks to improve urban design outcomes along the main road and within the evolving Doncaster Hill Major Activity Centre.

The amendment reinforces the vision for Doncaster Hill, as outlined by Clause 21.09, by ensuring that:

- the built form emphasises the dramatic landform in Doncaster Hill;

- development achieves a general stepping down of the built form, away from the ridgeline;
- high rise, and high density housing is supported in a well serviced area;
- a coherent and consistent streetscape is achieved along Doncaster Road.

Amendment C127mann ensures that the heritage status of the Doncaster Church of Christ is retained and protected as part of the redevelopment of the subject site, in accordance with clause 21.11 and 22.03 and the ACZ1.

#### **Does the amendment make proper use of the Victoria Planning Provisions?**

The amendment makes proper use of the Victorian Planning Provisions as outlined below.

- It amends an existing control (Activity Centre Zone – Schedule 1) to allow for a development that exceeds the existing height permitted on the subject land.
- The amendment has been informed by the guidance provided in Practice Note 60 (Height and Setback Controls for Activity Centres). In accordance with these guidelines, the proposed adjustment to the height control is underpinned by a comprehensive built form analysis for the site and adjoining properties.

#### **How does the amendment address the views of any relevant agency?**

The exhibition of Amendment C127mann and the planning permit application will provide a formal opportunity for all relevant stakeholders to provide comment on the proposal. The views of relevant agencies will be sought during this process.

#### **Does the amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment is not expected to have any adverse impacts on the transport system. The subject land is located in the Doncaster Hill Major Activity Centre, where substantial development has already occurred.

#### **Resource and administrative cost**

#### **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The amendment is unlikely to have any adverse implications on the resource and administrative costs of the responsible authority.

#### **Where you may inspect this amendment**

The amendment, planning permit application and a draft section 173 Agreement is available for public inspection free of charge at the Manningham website at [yoursay.manningham.vic.gov.au/amendment-c127mann](https://yoursay.manningham.vic.gov.au/amendment-c127mann)

And

The amendment, planning permit application and a draft section 173 Agreement is available for public inspection free of charge, during office and/or operating hours at the following places:

- Manningham City Council: 699 Doncaster Road, Doncaster
- Doncaster Library, MC2, 687 Doncaster Rd, Doncaster

The amendment, planning permit application and a draft section 173 Agreement can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at [www.planning.vic.gov.au/public-inspection](https://www.planning.vic.gov.au/public-inspection)

**Submissions**

Any person who may be affected by the amendment and/or planning permit application and/or the section 173 Agreement may make a submission to the planning authority. Submissions must be received by **Monday, 12 July 2021**.

A submission must be sent to:

Manager Integrated Planning  
Manningham City Council  
PO Box 1  
DONCASTER VIC 3108

Or online at: [yoursay.manningham.vic.gov.au/amendment-c127mann](https://yoursay.manningham.vic.gov.au/amendment-c127mann)

**Panel hearing dates**

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: Week commencing Monday, 13 September 2021.
- Panel hearing: Week commencing Monday, 11 October 2021.



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# PLANNING PERMIT

GRANTED UNDER SECTION 96I OF THE  
PLANNING AND ENVIRONMENT ACT 1987

Permit No.: PLN20/0303

Planning scheme: Manningham

Responsible authority: Manningham City Council

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ADDRESS OF THE LAND: 674-680 Doncaster Road, 2 Short Street and 14, 14A, 16 & 18 Hepburn Road, Doncaster

**THE PERMIT ALLOWS:**

Develop the site under planning permit application PLN20/0303 to partially demolish the existing heritage listed church, use and develop a 17-storey mixed-use development comprising residential dwellings (177 dwellings), a place of assembly, child care centre, two food and drinks premises, offices, a reduction in the standard car parking requirements and alter the access arrangements to a road in a Road Zone, Category 1.

**THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:**

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1. Before the use and development starts, amended plans drawn to scale and dimensioned, must be submitted to the satisfaction of and approved by the Responsible Authority. When approved the plans will then form part of the permit. The plans must be generally in accordance with the decision plans (prepared by Design Inc, Project No. 16040, Revision TP7 dated 15 January 2021), but modified to show:
  - 1.1 The replacement of the pale bronze profiled vertical Colorbond metal cladding (marked on the plan as CW03) defining the northern balconies of Apartments 6.11 on Level 6 and 7.11 on Level 7 with the pale bronze powder coated aluminium box fins (marked on the plan as MB01), and to terminate at the western edge of the balconies;
  - 1.2 The brickwork brand and colour identified on the plans as 'BK01' modified to be a pale colour, to match the original lighter coloured brick used for detailing on the 1889 church building, to the satisfaction of the Responsible Authority;
  - 1.3 Roof form overhang over Apartment 6.19 to be removed to allow the window to be clear to the sky;
  - 1.4 The doors adjoining the Level 8 and 16 outdoor areas to be glazed and have glazed windows either side, where practicable;
  - 1.5 Relocation of the air conditioning units or modification of apartments balconies which do not meet Standard B19 of Clause 58.05-3 of the Manningham Planning Scheme (as they do not provide an additional 1.5sqm of area, where an air conditioning unit is located);
  - 1.6 The minimum 2.7m high floor to ceiling heights for apartments, also indicated on the elevation plans;
  - 1.7 Further modification of any solid balcony side walls to be translucent privacy screens, to improve daylight and solar access, to the satisfaction of the Responsible Authority;
  - 1.8 Indication of removal, relocation or modification of the easement, as approved by Yarra Valley Water;

**Boulevard treatment and Doncaster Road frontage**

- 1.9 Full details of the boulevard treatment along Doncaster Road, including maintaining a minimum 3.6m wide paved promenade with staggered avenues of deciduous trees, with full dimensions and paving materials in accordance with the Doncaster Hill Strategy;
- 1.10 The continuation of the Doncaster Hill paved promenade treatment over the Doncaster Road crossover/driveway to reinforce pedestrian priority Landscaping;
- 1.11 All landscaping areas detailed and dimensioned to correspond with the concept landscape plans (prepared by Phillip Johnson Landscaping, Job No.1019, dated 14 October 2020);
- 1.12 The retention of the street trees within the road reserve of Hepburn Road, unless otherwise agreed by the Responsible Authority;

#### **Car parking, access and basement areas**

- 1.13 Suitably located charging stations for the car parking and bicycle areas, within each of the two basements;
- 1.14 A detailed schedule and allocation of car parking spaces for each apartment and townhouse within the basement and Level 1, rationalised based on the location of corresponding allocated external storage spaces and the most convenient lift locations relative to the entrance of each dwelling;
- 1.15 Allocation of external storage for each dwelling, rationalised based on the location of corresponding allocated resident vehicle spaces, including a minimum 6m<sup>3</sup> of storage to each townhouse;
- 1.16 Details of the materials, finishes and dimensions of all external storage areas;
- 1.17 Details and plan notations demonstrating each area set aside for bicycle spaces complies with Clause 52.34-6 (Design of bicycle spaces) and Clause 52.34-7 (Bicycle signage) of the Manningham Planning Scheme;
- 1.18 The provision of one change room/shower (for nine employee bicycle spaces) as required by Clause 52.34-3 (Bicycle) of the Manningham Planning Scheme;
- 1.19 A notation detailing that all redundant vehicle crossovers be removed and the footpath, nature strip, kerb and channel be reinstated;
- 1.20 Details of the ventilation provided to all car park areas;

#### **Other**

- 1.21 Capacity of all rainwater tanks;
- 1.22 All services designed to integrate into the design detail of the built form and suitably screened;
- 1.23 Any required design inclusions or modifications in response to the Acoustic Assessment approved under a further Condition of this Permit;
- 1.24 A schedule listing all sustainability features / commitments applicable to the approved development, including the provision of third pipe and any plans changes as required, as per the Sustainability Management Plan approved under a further Condition of this permit;
- 1.25 All recommendations and design changes as required by Department of Transport as required by a further Condition of this Permit;
- 1.26 Design details (including location, height and materials) of the screens and/or design features as included and required by the Wind Report under a further Condition of the Permit;
- 1.27 Notations to demonstrate compliance with the recommendations of the Wind Report under

a further Condition of the Permit;

- 1.28 All recommendations and design changes as required by the reports and management plans approved under further Conditions of this permit to the satisfaction of the Responsible Authority.

#### **Endorsed Plans**

2. The uses and development, including the location of buildings, services, engineering works, fences and landscaping as shown on the approved plans must not be altered without the written consent of the Responsible Authority.

#### **Construction Management Plan**

3. Not less than three months before the development starts, a Construction Management Plan (CMP) must be submitted and approved to the satisfaction of the Responsible Authority. When approved the plan will form part of the permit. The Construction Management Plan is to be prepared in accordance with the template within Council's CMP Guidelines. The CMP must address:

- 3.1 Element A1: Public Safety, Amenity and Site Security;
- 3.2 Element A2: Operating Hours, Noise and Vibration Controls;
- 3.3 Element A3: Air Quality and Dust Management;
- 3.4 Element A4: Stormwater and Sediment Control and Tree Protection (also as per the specific requirements of this permit);
- 3.5 Element A5: Waste Minimisation and Litter Prevention; and
- 3.6 Element A6: Traffic and Parking Management which is also to include consideration of a shuttle service for construction personnel to and from the site.

**Council's Works Code of Practice and Construction Management Plan Guideline are available on Council's website.**

#### **Sustainability Management Plan**

4. Prior to the endorsement of plans under Condition 1, an amended Sustainability Management Plan (SMP) must be submitted and approved to the satisfaction of the Responsible Authority. When approved the Plan will form part of the permit. The recommendations of the Plan must be incorporated into the design and layout of the development and must be implemented to the satisfaction of the Responsible Authority before the occupation of any dwelling. The plan must be generally in accordance with the prepared by Lucid Consulting Australia and dated 16 October 2020, and the Stormwater Management Report and associated MUSIC model, prepared by Adams Consulting Engineers and dated 12 January 2021 but be modified to:

- 4.1 Demonstrate best practice 4-star in the Green Star Design and As-Built Rating System;
- 4.2 Include details and the size of rainwater tanks and their connections;
- 4.3 Provide the third pipe connection, which must not only be a single point connection to top up the rainwater tank;
  - 4.3.1 Provide a revised the stormwater management strategy to:
  - 4.3.2 Provide a certified copy of water quality analysis – MUSIC from the service provider for Council records;
  - 4.3.3 Locate treatment units prior to OSD is acceptable, but it is the design engineer's responsibility to verify the levels work and flow rates work;
  - 4.3.4 Provided OSD storage volume is not acceptable - permissible site discharge and OSD storage volume must be calculated using OSD4 programme (refer to

Council's OSD Guide line for details);

- 4.3.5 Provide an alternative to SPELL storm Chambers (not a preferable option as a solution for OSD storage), unless otherwise agreed;
- 4.3.6 Detail that 15 KL water tank must be used for toilet flushing.

#### **Green Travel Plan**

- 5. The development must be constructed in accordance with the Green Travel Plan approved and forming part of this permit (prepared by Traffix Group, dated 8 May 2020), and all of its requirements must be implemented and complied with at all times to the satisfaction of the Responsible Authority, unless with the further written approval of the Responsible Authority.

#### **Waste Management Plan**

- 6. Prior to the submission of plans under Condition 1, an amended Waste Management Plan must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will form part of the permit. The plan must be to the satisfaction of the Responsible Authority, generally in accordance with the submitted Waste Management Plan prepared by Leigh Design, dated 19 November 2020, but be modified to detail:
  - 6.1 A modified waste management strategy to the satisfaction of the Responsible Authority;
  - 6.2 Waste generation rates, collection frequency, bin requirements, size and location of bin storage rooms and details on waste facilities and equipment;
  - 6.3 Plans showing appropriate turning facilities, swept path diagrams, turning circles and relevant height clearances (included within the report/plan);
  - 6.4 Details on how residents will practically and conveniently access waste facilities;
  - 6.5 Details on how residents will practically and conveniently access dispose of garbage, recyclables, food organic waste and glass material;
  - 6.6 Measures to ensure that the private waste contractor can access the development and the private waste contractor bins;
  - 6.7 No private waste contractor bins can be left outside the development boundary at any time on any street frontage for any reason.

#### **Acoustic Report**

- 7. In association with the submission of plans under Condition 1, an amended Acoustic Report must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will form part of the permit. The plan must be generally in accordance with the acoustic report Acoustic Design Criteria Assessment prepared by Acoustic Logic and dated 14 May 2020, but be modified to show:
  - 7.1 Treatment to address external noise intrusion from traffic on Doncaster Road to ensure compliance with the criteria in Table 2 of the assessment (likely to include medium to heavy weight single glazing or IGU);
  - 7.2 An Acoustic assessment to consider the potential noise impacts of the non-residential uses on internal dwellings and other uses within the development and the surrounding neighbourhood and where suitable, recommend suitable attenuation measures.

#### **Pedestrian Wind Environment Report**

- 8. In association with the submission of plans under Condition 1, an amended Pedestrian Wind Environment Report must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will form part of the permit. The plan must be generally in accordance with the report prepared by Windtech, dated 11 February 2019, but be modified to show:
  - 8.1 Alternative measures to provide wind protection that avoids the provision of screens on

the north-western balconies of Levels 6 and 7, based on the requirement under Condition 1.2 of this permit to the satisfaction of the Responsible Authority;

- 8.2 Diagrams to show the location of all required screens.

#### **Disability Access Plan**

9. Before the development starts, or the issue of a building permit for the development, whichever is the sooner, a Disability Access Plan that implements the recommendations of a Disability Access Audit, prepared by a suitably qualified person that demonstrates compliance with the relevant Australian Standards for access, including AS1428 Part 2, must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will form part of the permit. The plan must include but is not limited to:
  - 9.1 Vehicular and pedestrian access into the building;
  - 9.2 Access to the lifts;
  - 9.3 The provision of tactile indicators;
  - 9.4 The provision of braille indicators for the lifts;
  - 9.5 The use of contrasting paving materials to assist the vision impaired;
  - 9.6 All emergency exits; and
  - 9.7 Car parking areas.

#### **Car Parking Management Plan**

10. Before the commencement of any approved use, a Car Parking Management Plan must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will then form part of the permit. Traffic and parking operations on and adjacent to the site must conform to this approved plan. The plan must be generally in accordance with the endorsed plans and must include:
  - 10.1 The allocation of all car parking spaces;
  - 10.2 Details of how each car park will be managed, including access arrangements and any measures to allow any available non-residential car parking spaces to be utilised by other uses as overflow parking;
  - 10.3 Details of how the loading area will be managed;
  - 10.4 Details of how all bicycle parking spaces will be allocated and managed.

#### **Conservation Management Plan**

11. Prior to any demolition works commencing on the site or the endorsement of plans under Condition 1, whichever is the sooner, a conservation management plan must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the conservation management plan will be endorsed and form part of the permit. The conservation management plan must provide further details of works which will be undertaken to the existing church building on the site and include:
  - 11.1 Detailed plans to show the specific stain glass windows that will be retained and any measures required for removal during the construction process, storage details, restoration and installation measures as part of the interpretive strategy under a further Condition of this permit, to the satisfaction of the Responsible Authority. The CMP must include details of a suitably qualified stained glass conservator undertaking the works;
  - 11.2 Details of the storage location for the existing interpretive signage, foundation stones and stain glass windows during construction works to ensure their protection;
  - 11.3 A detailed plan outlining the new location of the existing interpretive signage, foundation

stones and stain glass windows as part of the interpretive strategy under Condition 16 of this permit;

- 11.4 Detailed construction plans (drawn to scale of 1:20) of the new portico informed by available evidence of the original building to the satisfaction of the Responsible Authority and plan details of how the new portico and steps will be fixed to the existing church building;
- 11.5 Detailed construction plans (drawn to the scale of 1:20) to show how the existing church building will be fixed to the new building to the satisfaction of the Responsible Authority; and
- 11.6 Detailed construction plans (drawn to the scale of 1:20) to show the integration of the existing church building with the new building so that it is level and aesthetically compatible with the chapel extension, gardens and foyer to the satisfaction of the Responsible Authority.

**Works must be undertaken in accordance with the conservation management plan and must be managed by a suitably qualified heritage specialist to the satisfaction of the Responsible Authority.**

#### **Management Plan Compliance**

- 12. The Management Plans and reports approved under Conditions of this permit must be implemented and complied with at all times to the satisfaction of the Responsible Authority, unless with the further written approval of the Responsible Authority.
- 13. Before the occupancy of the development, a report from the author of the Sustainability Management Plan approved under a further Condition of this permit, or similar qualified person or company, must be submitted to the satisfaction of the Responsible Authority. The report must confirm that all measures / commitments in the Sustainability Management Plan approved under a further Condition of this permit, and the third pipe requirements, have been implemented in accordance with the approved plans and the planning permit to the satisfaction of the Responsible Authority.

#### **Yarra Valley Water Easement**

- 14. Before Condition 1 plans can be considered for endorsed, written formal consent from Yarra Valley Water to modify, relocate or build over the easement is required to be provided.

#### **Removal of restriction**

- 15. Before the development starts, the restriction contained in the Instrument of Transfer number B416060 on Lot 9 of PS 056685 must be removed from the title pursuant to Section 23 of the Subdivision Act 1988, to the satisfaction of the Responsible Authority.

#### **Archival record**

- 16. Prior to any demolition works commencing on the site, a photographic heritage record of the church building and the buildings to be demolished or altered must be prepared to the satisfaction of the Responsible Authority. One archival quality copy of the record along with an electronic copy must be submitted to the Responsible Authority. The record must also include:
  - 16.1 Views of each elevation of the building/s;
  - 16.2 Two diagonally opposed views of each internal space in the building/s; and
  - 16.3 Any architectural design detailing of the building/s.
  - 16.4 Photo log sheets including plans clearly showing north and indicating what direction the images were taken.

**The photographic record must be taken with an SLR camera of at least 8 megapixels and images saved in RAW format.**

#### **Interpretive strategy**

17. Before the commencement of the use of the place of assembly, an interpretive strategy of permanent displays must be installed within the Level 4 public space foyer to the satisfaction of the Responsible Authority. It must include the archival record approved under a further Condition, incorporated with existing interpretive signage, existing church archives that document the history and development of the site and the use of existing stain glass windows.

#### Landscape Plan

18. Before the development starts, amended landscaping plans must be submitted to the Responsible Authority for approval. The plans must be generally in accordance with the approved site layout plans and the decision plans prepared by Phillip Johnson Landscaping, Job No.1019, dated 14 October 2020, but modified to show:
  - 18.1 Species, locations, quantities, approximate height and spread of proposed planting;
  - 18.2 Details of soil preparation and mulch depth for garden beds;
  - 18.3 Sectional details of shrub planting method and the canopy tree planting method which includes support staking and the use of durable ties;
  - 18.4 Full details of the boulevard treatment along Doncaster Road, including maintaining a minimum 3.6m wide paved promenade with staggered avenues of deciduous trees, with full dimensions and paving materials in accordance with the Doncaster Hill Strategy;
  - 18.5 The continuation of the Doncaster Hill paved promenade treatment over the Doncaster Road crossover/driveway to reinforce pedestrian priority;
  - 18.6 A separate sectional detail of Doncaster Road boulevard canopy tree planting methods, which includes appropriate root director or root cell technology incorporated to ensure that the boulevard paving is not damaged by tree roots over time;
  - 18.7 Sectional details of the planting method for planter boxes, including the method of drainage;
  - 18.8 A minimum 1m wide area to the perimeter of the site, within the private open space/courtyard area of dwellings fronting Short Street and Hepburn Road;
  - 18.9 Further details of a landscape treatment provided to the following spaces, to the satisfaction of the Responsible Authority:
    - 18.9.1 Between the loading dock accessway and the eastern boundary, fronting Hepburn Road;
    - 18.9.2 Generally along the southern frontage to Hepburn Road (including within front courtyards);
    - 18.9.3 Generally along the eastern frontage to Short Street (including within front courtyards);
  - 18.10 Improved details of the site frontage to Doncaster Road, including the location of bicycle parking, ramps, planter beds, retaining walls and surface materials, to demonstrate how this area will function and be maintained to ensure a purposeful interaction with the public realm;
  - 18.11 The irrigation of communal garden beds and lightweight planter boxes controlled by sensors;
  - 18.12 Details of any rain-garden, including maintenance details;
  - 18.13 All canopy trees and screen planting to be at least 1.5 metres in height at the time of planting, with the exception of trees within the Doncaster Road boulevard, which must be at least 3.5 metres in height at the time of planting;
  - 18.14 The retention of the street trees within the road reserve of Hepburn Road, unless otherwise agreed by the Responsible Authority.

#### Landscape Bond

19. Before the release of the approved plan for the development, a \$15,000 cash bond or bank guarantee must be lodged with the Responsible Authority to ensure the completion and maintenance of landscaped areas and such bond or bank guarantee will only be refunded or discharged after a period of 13 weeks from the completion of all works, provided the landscaped areas are being maintained to the satisfaction of the Responsible Authority.

#### Street Trees

20. Footpath panels adjacent to proposed street tree locations must be removed and reinstalled by the developer/property owner with TripStop X to Council specification, and to the satisfaction of the Responsible Authority.
21. All fencing foundations and infrastructure must be engineered and installed to withstand the pressure exerted from roots from street trees as they grow, to the satisfaction of the Responsible Authority.
22. All street trees along Hepburn Road must be retained and protected in accordance with AS 4970, to the satisfaction of the Responsible Authority.
23. All street tree removal and planting works must be undertaken by Council at the full cost of the permit holder, to the satisfaction of the Responsible Authority.

#### Completion and Maintenance

24. Once the permitted development has commenced it must be continued and completed to the satisfaction of the Responsible Authority.
25. Before the occupation of any approved dwelling the following works must be completed generally in accordance with the approved plans and to the satisfaction of the Responsible Authority:
  - 25.1 All privacy screens and obscured glazing must be installed, noting that the use of obscure film fixed to transparent windows is not considered to be 'obscured glazing';
  - 25.2 All driveways, bicycle and car parking areas fully constructed, with appropriate grades and transitions, line marked and/or signed and available for use; and
  - 25.3 All landscape areas must be fully planted and mulched or grassed.
26. Buildings, including screening, engineering works, fences and landscaped areas must be maintained to the satisfaction of the Responsible Authority.
27. The landscaping as shown on the approved landscaping plan must be maintained by replacing any dead, diseased, dying or damaged plants as soon as practicable and not using the areas set aside for landscaping for any other purpose, to the satisfaction of the Responsible Authority.
28. In the event of excavation or works causing damage to any existing boundary fence, the owner of the development site must at their own cost repair or replace the affected fencing to the satisfaction of the Responsible Authority.

#### Stormwater – On-site detention (OSD)

29. The owner must provide on-site storm water detention storage or other suitable system (which may include but is not limited to the re-use of stormwater using rainwater tanks), to limit the Permissible Site Discharge (PSD) to that applicable to the site coverage of 35 percent of hard surface or the pre-existing hard surface if it is greater than 35 percent. The PSD must meet the following requirements:
  - 29.1 Be designed for a 1 in 5 year storm; and
  - 29.2 Storage must be designed for 1 in 10 year storm.

#### Construction Plan (OSD)

30. Before the development starts, a construction plan for the system required by a further Condition of this permit must be submitted to and approved by the Responsible Authority. The system must be maintained by the Owner thereafter in accordance with the approved construction plan to the



satisfaction of the Responsible Authority.

#### **Drainage**

31. Stormwater must not be discharged from the subject land other than by means of drainage to the legal point of discharge. The drainage system within the development must be designed and constructed to the requirements and satisfaction of the relevant Building Surveyor. A connection to Council maintained assets must not be constructed unless a Miscellaneous Works Permit is first obtained from the Responsible Authority.
32. The whole of the land, including landscaped and paved areas must be graded and drained to the satisfaction of the Responsible Authority, to prevent ponding and to minimise overland flows onto adjoining properties.

#### **On-site car parking and bicycle parking and access**

33. The areas set aside for the parking of vehicles, together with the aisles and access lanes as delineated on the endorsed plans must:
  - 33.1 Be completed and line-marked to the satisfaction of the Responsible prior to the occupation of the development or commencement of the uses hereby permitted;
  - 33.2 Be used for no other purpose and maintained at all times to the satisfaction of the Responsible Authority; and
  - 33.3 Be drained and sealed with an all-weather seal coat.
34. The residential, visitor and non-residential car parking areas must be clearly lined marked and signed and must not be used for any other purpose, to the satisfaction of the Responsible Authority.
35. The areas set aside for residential visitor car parking shown on the endorsed plans must be made available for this use free of charge at all times and must not be used for any other purpose, to the satisfaction of the Responsible Authority.
36. All bicycle parking areas must be maintained and not be used for any other purpose, to the satisfaction of the Responsible Authority.
37. The use of the crossover on Doncaster Road for vehicle access must only be associated with special events of the place of assembly, to the satisfaction of the Responsible Authority.
38. An intercom and an automatic garage door opening system must be installed, so as to facilitate convenient 24 hour access to the residential car park by visitors, to the satisfaction of the Responsible Authority.

#### **Place of Assembly**

39. Except with the prior written consent of the Responsible Authority, the maximum number of patrons who may attend the place of assembly at any one time and the hours of operation of the place of assembly are:

**427 patrons on Monday to Friday between 8:00am and 5:00pm**

**650 patrons on Monday to Friday between 5:00pm and 11:00pm**

**650 patrons on Saturday and Sunday between 8:00am and 11:00pm**

40. The number of patrons who may attend the place of assembly on Monday to Friday between 8:00am and 5:00pm may increase to 650 patrons with the prior written consent of the Responsible Authority. Additional patrons will only be permitted if it can be demonstrated that the car parking demand for the place of assembly does not exceed the available car parking spaces, to the satisfaction of the Responsible Authority.

#### **Child Care Centre**

41. Except with the prior written consent of the Responsible Authority, the number of children who may attend the centre at any one time must not exceed 120.
42. Except with the prior written consent of the Responsible Authority, the child care centre must only operate between the hours of 6:00am and 7:00pm on weekdays only.
43. The external play areas must be kept in a neat and tidy condition to the satisfaction of the Responsible Authority.
44. The operator of the centre must through proper management and supervision techniques, ensure that excessive noise is not generated by external play activities, to the satisfaction of the Responsible Authority.
45. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.

**Food and Drink Premises**

46. Except with the prior written consent of the Responsible Authority, the food and drink premises must only operate between the hours of 7:00am and 10:00pm Monday to Sunday.
47. The shop fronts of the food and drink premises must not be covered by promotional or other film or signage that reduces transparency of the interface, to the satisfaction of the Responsible Authority.
48. The exhaust system to the food and drink premises must be fitted with filter devices capable of minimizing the external emission of odours and airborne fat particles and be maintained to the satisfaction of the Responsible Authority.

**Offices**

49. Except with the prior written consent of the Responsible Authority, the offices must only operate between the hours of 7:00am and 6:00pm on weekdays only, to ensure that unused car parking spaces outside of these times are made available as overflow parking for other uses.

**Amenity**

50. Before the uses commence, all fencing, including acoustic fencing and any other measures must be erected in accordance with the approved plan to the satisfaction of the Responsible Authority.
51. All security alarms or similar devices installed on the land must be of a silent type to the satisfaction of the Responsible Authority.
52. All noise emanating from any mechanical plant (air conditioners, refrigeration plant, etc.) must comply with the State Environment Protection Policy N-1 and in the event of the Responsible Authority receiving justifiable complaints regarding noise from such sources, the onus will be on the owner of the development site to prove compliance with the relevant policy to the satisfaction of the Responsible Authority.
53. All delivery and collection of goods associated with the non-residential uses must be conducted within the subject land and within the operating hours approved under this permit.
54. Rubbish, including bottles and packaging material, must at all times be stored within the building and screened from external view. All waste collection and recycling collection must be undertaken in accordance with Council requirements and the approved waste management plan.
55. The collection of all waste from the premises must only be conducted between the hours of 8:00am to 6:00pm Monday to Friday to the satisfaction of the Responsible Authority.
56. The operators of non-residential uses must ensure to the satisfaction of the Responsible Authority that all on-site activities are conducted in an orderly manner and must endeavour to ensure that patrons / customers who depart the premises late at night, do so in a manner not likely to cause noise disturbances to nearby residents and residents in the building, and in accordance with any approved car parking operation approved under another condition of this permit.
57. The use and development must be managed so that the amenity of the area is not detrimentally

affected, to the satisfaction of the Responsible Authority, through the:

- 57.1 Transport of materials, goods or commodities to or from the land;
- 57.2 Storage of goods and wastes;
- 57.3 Appearance of any building, works or materials; and
- 57.4 Emission of noise, light, vibration, odour & dust.

#### **Lighting**

- 58. External lighting must be designed so as to minimise loss of amenity to residents of adjoining properties to the satisfaction of the Responsible Authority.
- 59. The development must be provided with external lighting capable of illuminating access to each car parking space, storage area, waste bins, pedestrian walkways, stairwells, lifts, dwelling entrances and entry foyers. Lighting must be located, directed, shielded and of limited intensity so that no nuisance or loss of amenity is caused to any person within and beyond the site, to the satisfaction of the Responsible Authority.

#### **Development Contribution**

- 60. Prior to the completion of the development, a Development Contribution as agreed by the Responsible Authority in accordance with Clause 45.06 Development Contributions Plan Overlay Schedule 1 – Doncaster Hill Development Contributions Plan must be paid to the Responsible Authority.

#### **General**

- 61. All services, including water, electricity, gas, sewerage and telephone, must be installed underground and located to the satisfaction of the Responsible Authority.
- 62. A centralised TV antenna must be installed and connections made to each dwelling to the satisfaction of the Responsible Authority.
- 63. No individual dish antennae may be installed on the overall building to the satisfaction of the Responsible Authority.
- 64. If allowed by the relevant fire authority, external fire services must be enclosed in a neatly constructed, durable cabinet finished to complement the overall development, or in the event that enclosure is not allowed, associated installations must be located, finished and landscaped to minimise visual impacts from the public footpath in front of the site to the satisfaction of the Responsible Authority.
- 65. Buildings, engineering works, fences and landscaped areas must be maintained to the satisfaction of the Responsible Authority.
- 66. Privacy screens as required in accordance with the endorsed plans must be installed prior to occupation of the building to the satisfaction of the Responsible Authority and maintained to the satisfaction of the Responsible Authority thereafter.

#### **Affordable housing**

- 67. Prior to the commencement of buildings and works Affordable Housing must be secured under a mutually agreed to Section 173 Agreement between the Proponent and Council and must be signed by all parties before the Amendment is sent to the Minister for Planning for approval, at the latest. The affordable housing dwellings must satisfy the following:
  - 67.1 Be not less than 10 in number, which are likely to be one or two bedroom apartments;
  - 67.2 To be tenure blind with finishes reflecting all other apartments within the development and fully integrated into the development;
  - 67.3 The ultimate location will reflect the needs of the occupant or provider, can be grouped together or spread throughout the development and are likely to be in the lower levels;

- 67.4 All residents must satisfy one of the prescribed income ranges contained in the Ministerial Order entitled 'Specification of Income Ranges' published in the Victoria Government Gazette No. G23 dated 26 June 2019 at page 1070 pursuant to section 3AB of the *Planning and Environment Act 1987*;
- 67.5 Any of the dwellings can be used for disability purposes or form part of the National Disability Insurance Scheme or the National Rental Affordable Scheme, provided the dwellings satisfy all the other requirements of Council as specified herein;
- 67.6 The need for flexibility with respect to models of ownership and management of the dwellings is acknowledged, including third party Affordable Housing providers, trusts and the like; and
- 67.7 Council requires the initial owner and occupier of each dwelling to be approved of in writing by Council to ensure that Council's requirements in respect of affordable housing dwellings, as outlined herein, are satisfied;
- 67.8 The cost of preparing and registering the agreement is to be paid by the permit holder.

#### Department of Transport

- 68. Prior to commencement of the buildings and works, a Functional Layout Plan showing the access arrangement to the chapel off Doncaster Road, must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the plans date stamped 10/10/2020 and annotated TP206 Rev TP6 but modified to show:
  - 68.1 Access control; retractable bollards at the boundary or within the site, to limit access for special events only;
  - 68.2 Access and the layout of parking for "hearse" and "wedding vehicle";
  - 68.3 Demonstrated manoeuvring space for vehicles to enter and exit the site in a forward direction; and
  - 68.4 Paved promenade treatment across the crossover to reinforce pedestrian priority.
- 69. Prior to commencement of the use, all disused or redundant vehicle crossings must be removed, and the area reinstated to kerb and channel to the satisfaction of the Responsible Authority and at no cost to the Head, Transport for Victoria and the Responsible Authority.
- 70. Prior to the occupation of the development, the crossover and driveway are to be constructed to the satisfaction of the Responsible Authority and at no cost to the Head, Transport for Victoria.
- 71. Vehicles must enter and exit the land in a forward direction at all times.

#### Permit Expiry

- 72. This permit will expire if one of the following circumstances applies:
  - 72.1 The development is not started within four (4) years of the date of this permit; and
  - 72.2 The development is not completed within eight (8) years of the date of this permit.
  - 72.3 The uses are not commenced within two (2) years of the development being completed.

**The Responsible Authority may extend the periods referred to if a request is made in writing by the owner or occupier either before the permit expires or in accordance with Section 69 of the Planning & Environment Act 1987.**

## IMPORTANT INFORMATION ABOUT THIS PERMIT

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### WHAT HAS BEEN DECIDED?

The Responsible Authority has issued a permit. The permit was granted by the Minister under section 96I of the **Planning and Environment Act 1987** on approval of Amendment No. C127mann to the Manningham Planning Scheme.

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### WHEN DOES THE PERMIT BEGIN?

The permit operates from a day specified in the permit being a day on or after the day on which the amendment to which the permit applies comes into operation.

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### WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if—
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of a permit, unless the permit contains a different provision; or
  - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within 5 years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if—
  - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
  - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if—
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
  - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
  - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision—
  - the use or development of any stage is to be taken to have started when the plan is certified; and
  - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

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### WHAT ABOUT REVIEWS?

- In accordance with section 96M of the **Planning and Environment Act 1987**, the applicant may not apply to the Victorian Civil and Administrative Tribunal for a review of any condition in this permit.

MANNINGHAM PLANNING SCHEME

27/05/2019  
C126mann

**SCHEDULE 1 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE**

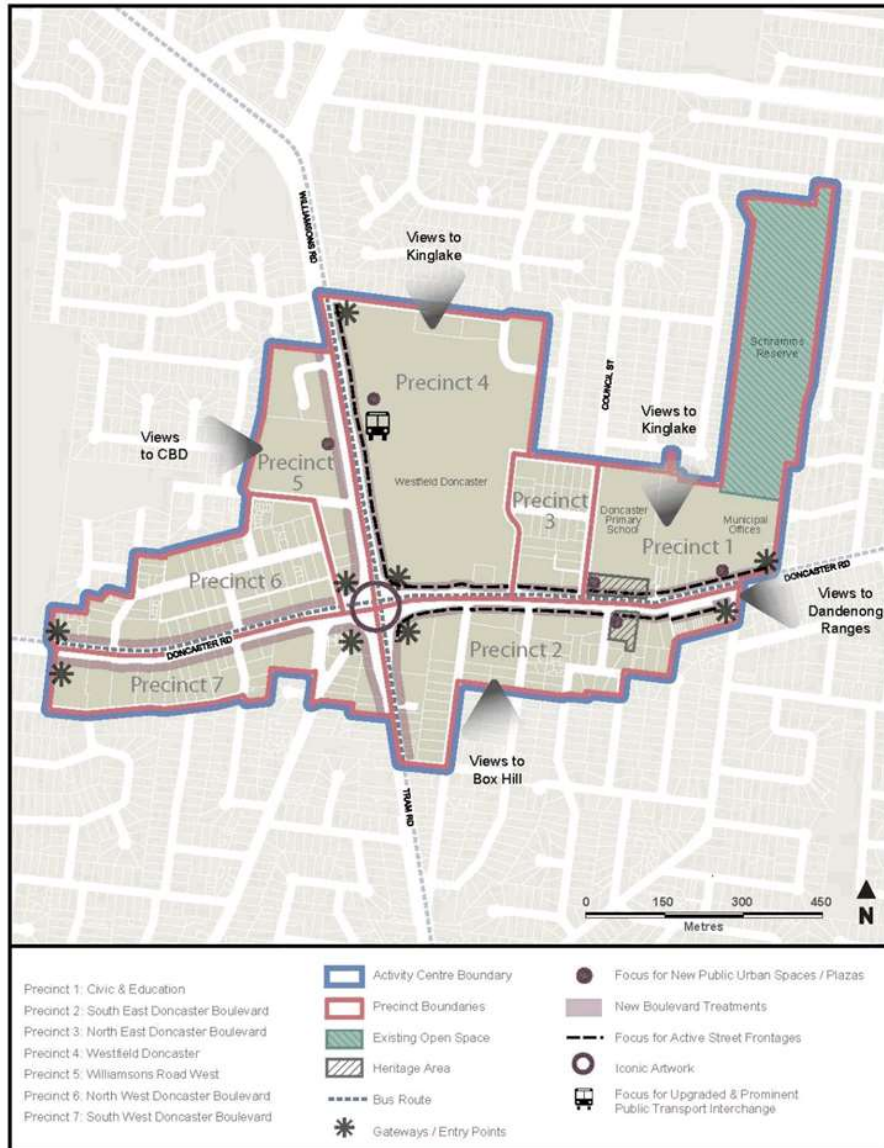
Shown on the planning scheme map as ACZ1.

**DONCASTER HILL MAJOR ACTIVITY CENTRE**

**1.0**

23/05/2019  
C104

**Doncaster Hill Framework Plan**



**2.0**

23/05/2019  
C104

**Land use and development objectives to be achieved**

- To advance Doncaster Hill as a sustainable and vibrant mixed-use activity centre with a strong sense of place and civic identity.

**MANNINGHAM PLANNING SCHEME**

- To develop the centre as a focus for contemporary high density residential development incorporating a mix of complementary retail, social, commercial and entertainment uses.
- To ensure the activity centre enhances the social, environmental, economic and cultural elements of the municipality and region, advancing Doncaster Hill as a destination in Melbourne's East.

**Land use**

- To provide for a vibrant range of mixed uses that support the strategic role of the Doncaster Hill Major Activity Centre.
- To provide for a high level of activity that attracts people, provides a focal point for the community, creates an attractive and safe urban environment, increasing opportunities for social interaction.
- To ensure mixed use development comprises flexible floor spaces for a range of uses.
- To recognise the importance of the role that Westfield Doncaster plays as an anchor in the Doncaster Hill Activity Centre and as a major regional shopping centre.
- To substantially increase the provision, intensity and diversity of housing (especially affordable housing), that allows for all sectors of the community to live in the centre.
- To provide for high-density residential development on individual sites in conjunction with a diversity of other uses including a mix of retail, commercial, social, community and entertainment uses.
- To encourage commercial and small-scale retail uses at the lower level of buildings, with high-density apartment style residential development on upper levels.

**Built form**

- To create treed boulevards framed by podiums, consistent front setbacks and a high quality landscape along Doncaster, Williamsons and Tram Roads.
- To encourage innovative, contemporary architecture that provides a distinctive sense of identity for the Doncaster Hill Major Activity Centre.
- To emphasise the existing dramatic landform of Doncaster Hill through built form that steps down the hill.
- To ensure an appropriate transition in height both within the activity centre and to surrounding neighbourhoods.
- To encourage built form that capitalises on key views and vistas including to the middle-ground and distant features including Dandenongs, the Kinglake Ranges and the central Melbourne skyline.
- To encourage the provision of urban art within built form or in adjacent public areas.
- To encourage the built form at gateway locations identified in the Framework Plan to be designed to act as markers with distinguishing architectural or urban design treatments.

**Environmental sustainability**

- To ensure Australian Best Practice environmentally sustainable design is met in relation to building energy management, water sensitive urban design, construction materials, indoor environment quality, waste management and transport.

**Public realm**

- To encourage active street frontages and pedestrian generating activities to be located along main roads.
- To ensure public spaces are minimally impacted by overshadowing, including preserving solar access in mid-winter to the key boulevards of Doncaster Road and Williamsons Road.

**MANNINGHAM PLANNING SCHEME**

- To facilitate the enjoyment of public urban spaces/plazas, streetscapes, pedestrian and bicycle paths by ensuring that these areas are not excessively overshadowed or affected by wind tunnelling.
- To encourage artwork in suitable locations to contribute to creating a distinctive sense of identity.

**Open space and landscaping**

- To achieve development that provides accessible, safe, attractive and functional private and public open space opportunities, which are well connected and integrated within a permeable urban environment.
- To create a healthy and consistently landscaped environment that is dominated by native and indigenous planting.
- To maximise opportunities for landscaping in the public and private realm.
- To ensure each precinct has ready access to well designed public open space.

**Transport and access**

- To achieve development of circulation networks that focus on providing strong linkages within the Doncaster Hill Major Activity Centre, and enhance public transport, pedestrian and bicycle users’ amenity.
- To provide for well-defined vehicular, bicycle and pedestrian access both within and external to all precincts, with strong pedestrian crossing points to be established between the north and south sides of Doncaster Road.
- To encourage the integration of car parking areas into buildings and the unique sloping landform, including providing under-croft and basement as opposed to open-lot parking.

**Land configuration and ownership**

- To encourage the reconfiguration and consolidation of land where necessary to create viable development sites and optimal development of the centre.
- To avoid the fragmentation of land through subdivision that does not achieve the outcomes of the Development Framework.

**3.0**

28/01/2021  
C131mann

**Table of uses**

**Section 1 - Permit not required**

<b>Use</b>	<b>Condition</b>
<b>Accommodation (other than Camping and caravan park, Caretaker’s house, Corrective institution and Dwelling)</b>	Must not be located at ground floor level, except for entry foyers.
<b>Caretaker’s house</b>	Must be in conjunction with one or more other uses in section 1 or 2.
<b>Dry cleaner</b>	Must be in Precincts 4 or 2A.
<b>Dwelling</b>	
<b>Education centre</b>	Must be in Precinct 1.
<b>Food and drink premises (other than Hotel and Tavern)</b>	Must be in Precincts 4 or 2A.



## MANNINGHAM PLANNING SCHEME

Use	Condition
	<p>Must be in conjunction with one or more other uses in section 1 or 2, except for in Precinct 4A.</p> <p>Must be located at ground floor level, but is not limited to ground floor level, except for in Precinct 4A.</p>
<b>Home based business</b>	
<b>Leisure and recreation (other than Open sports ground, Restricted recreation facility, Major sports and recreation facility and Motor racing track)</b>	
<b>Laundromat</b>	Must be located in Precincts 4 or 2A.
<b>Market</b>	Must be located in Precinct 1.
<b>Office</b>	<p>Must not be in Precincts 2E-G, 3A or 6D-E.</p> <p>Must be in conjunction with one or more other uses in section 1 or 2.</p> <p>Any frontage at ground floor level must not exceed 2 metres, unless the office is a bank, real estate agency, travel agency, or any other office where the floor space adjoining the frontage is a customer service area accessible to the public.</p> <p>Within Precinct 3 on land bounded by Doncaster Road, Tower Street, Berkeley Street and Council Street, must have a floor area of at least 1,500 square metres.</p>
<b>Open sports ground</b>	Must be located in Precinct 1.
<b>Postal agency</b>	
<b>Railway</b>	
<b>Restricted recreation facility</b>	Must be located in Precinct 1.
<b>Shop (other than Adult sex product shop)</b>	Must be located in Precincts 4 or 2A.
<b>Tramway</b>	
<b>Any use listed in Clause 62.01</b>	Must meet requirements of Clause 62.01.
<b>Section 2 - Permit required</b>	
Use	Condition
<b>Adult sex product shop</b>	Must be at least 200 metres (measured by the shortest route reasonably accessible on foot) from a residential zone or Business 5 Zone, land used for a hospital, primary school or secondary school or land in a Public Acquisition Overlay to be acquired for a hospital, primary school or secondary school.

## MANNINGHAM PLANNING SCHEME

Use	Condition
<b>Commercial display area</b>	
<b>Food and drink premises (other than Hotel and Tavern) – if the Section 1 condition is not met</b>	<p>Must be in conjunction with one or more other uses in section 1 or 2, except for in Precinct 4A.</p> <p>Must be located at ground floor level, but is not limited to ground floor level, except for in Precinct 4A,</p>
<b>Hotel</b>	Must be in conjunction with one or more other uses in section 1 or 2, except for in Precinct 4A.
<b>Office – if the Section 1 condition is not met</b>	<p>Must be in conjunction with one or more other uses in section 1 or 2.</p> <p>Within Precinct 3 on land bounded by Doncaster Road, Tower Street, Berkeley Street and Council Street, must have a floor area of at least 1,500 square metres.</p>
<b>Place of assembly (other than Carnival, Circus and Drive-In theatre)</b>	Must be in conjunction with one or more other uses in section 1 or 2.
<b>Research centre</b>	
<b>Research and development centre</b>	
<b>Restricted recreation facility</b>	
<b>Retail premises (other than food and drink premises, market, primary produce sales, postal agency and shop)</b>	<p>Must be in conjunction with one or more other uses in section 1 or 2, except for in Precinct 4A.</p> <p>Must be located at ground floor level, but is not limited to ground floor level, except for in Precinct 4A.</p>
<b>Service industry (other than Dry cleaner and Laundromat)</b>	
<b>Shop (other than Adult sex product shop) – if the Section 1 condition is not met</b>	<p>Must be in conjunction with one or more other uses in section 1 or 2, except for in Precincts 4 or 2A.</p> <p>Must be located at ground floor level, but is not limited to ground floor level, except for in Precincts 4 or 2A.</p>
<b>Tavern</b>	Must be in conjunction with one or more other uses in section 1 or 2.
<b>Transport terminal (other than Airport, Road freight terminal and Wharf)</b>	
<b>Utility installation (other than Minor utility installation and Telecommunications facility)</b>	
<b>Any other use not in Section 1 or 3</b>	

## MANNINGHAM PLANNING SCHEME

## Section 3 - Prohibited

**Use**

Agriculture (other than Apiculture)  
 Airport  
 Brothel  
 Camping and caravan park  
 Cemetery  
 Corrective institution  
 Drive-in theatre  
 Freeway service centre  
 Industry (other than Service industry  
 and Research and development centre)  
 Major sports and recreation facility  
 Motor racing track  
 Primary produce sales  
 Road freight terminal  
 Saleyard  
 Timber production  
 Warehouse (other than a Commercial display area)  
 Winery  
 Wharf

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**4.0**

03/06/2010  
C87

**Centre-wide provisions****4.1**

03/06/2010  
C87

**Use of land**

A permit is not required to use land located in Precinct 1 for the purpose of Local Government or Education providing the use is carried out by, or on behalf of, the public land manager.

**4.2**

23/05/2019  
C104

**Subdivision**

Applications for subdivision of existing sites that are not associated with a development proposal that supports the objectives promoted by this Scheme for the Doncaster Hill Major Activity Centre are discouraged.

Consolidation of land to facilitate the creation of viable development sites is encouraged.

**4.3**

03/06/2010  
C87

**Buildings and works****Dwellings**

No permit is required to:

- Construct or extend one dwelling on a lot of more than 500 square metres. This exemption does not apply to:
  - Construction of a dwelling if there is at least one dwelling existing on the lot.
  - Extension of a dwelling if there are two or more dwellings on the lot.

## MANNINGHAM PLANNING SCHEME

- Construction or extension of a dwelling if it is on common property.
- Construction or extension of a front fence within 3 metres of a street if the fence is associated with 2 or more dwellings on a lot or a residential building, and the fence exceeds the maximum height specified in Clause 55.06-2.
- The development of a Caretaker's house or a Bed and breakfast.
- Construct or carry out works normal to a dwelling.
- Construct or extend an out-building (other than a garage or carport) on a lot provided the gross floor area of the out-building does not exceed 10 square metres and the maximum building height is not more than 3 metres above ground level.
- Construct one dependent person's unit on a lot.

**4.4**23/05/2019  
C104**Design and development****Dwellings**

On a lot of less than 500 square metres, a development must meet the requirements of Clause 54 if it proposes to:

- Construct or extend one dwelling; or
- Construct or extend a front fence within 3 metres of a street if the fence is associated with one dwelling.

A development must meet the requirements of Clause 55 if it proposes to:

- Construct a dwelling if there is at least one dwelling existing on the lot.
- Construct two or more dwellings on a lot.
- Extend a dwelling if there are two or more dwellings on the lot.
- Construct or extend a dwelling if it is on common property.
- Construct or extend a residential building.
- Construct or extend a front fence within 3 metres of a street if:
  - The fence is associated with 2 or more dwellings on a lot or a residential building, and
  - The fence exceeds the maximum height specified in Clause 55.06-2.

This does not apply to a development of four or more storeys, excluding a basement.

**Building height**

New development must not exceed the Maximum Building Heights and Design Element Heights specified in the precinct provisions at Clause 5 of this Schedule.

A permit cannot be granted to vary the Maximum Building Heights or Design Element Heights specified in the precinct provisions at Clause 5 of this Schedule.

For the purposes of this Schedule, the Maximum Building Height and Design Element Height does not apply to service equipment including plant rooms, lift overruns, solar collectors and other such equipment provided the following criteria are met:

- No more than 50% of the roof area is occupied by the equipment;
- The equipment is located in a position on the roof so as to minimise additional overshadowing of neighbouring properties and public spaces;
- The equipment does not extend higher than 3.6 metres above the Maximum Building Height as specified in the precinct provisions at Clause 5 of this Schedule; and

**MANNINGHAM PLANNING SCHEME**

- The equipment is designed and screened to the satisfaction of the responsible authority.

For the purposes of this Schedule, a Design Element is a unique architectural or design feature that substantially contributes to the overall building form and appearance. Design Element Areas are identified for each precinct in the Precinct Provisions at Clause 5 of this Schedule.

Design Elements should:

- Substantially contribute to the overall built form and appearance by forming part of a distinctive architectural or ecologically sustainable design feature;
- Be based on contemporary architectural and innovative urban design techniques that incorporate ecologically sustainable design principles;
- Be located where built form will have the greatest impact and be able to make an architectural statement, including the highest areas on ridgelines, the area surrounding the intersection of Doncaster and Williamsons Road, and the entry points/gateways into Doncaster Hill Major Activity Centre;
- Not occupy greater than 15% of the overall roof area of the building.
- Not substantially increase the visual mass of the building; and
- Not cast additional overshadowing upon adjacent and nearby properties and public spaces at 12 noon on 22 June.

**Building setbacks**

A permit cannot be granted to vary the front setbacks, including the front podium and front tower setbacks, specified in the precinct provisions at Clause 5 of this Schedule for those properties abutting Doncaster Road, Williamsons Road or Tram Road.

A permit may be granted to vary the minimum side and rear setbacks specified in the precinct provisions at Clause 5 of this Schedule.

Minor buildings and works such as verandas, architectural features, balconies, sunshades, screens, artworks and street furniture may be constructed within the setback areas specified in the precinct provisions at Clause 5 of this Schedule provided they are designed and located to the satisfaction of the responsible authority.

**Overshadowing**

Development on the north side of Doncaster Road must not cast a shadow further than 1.2 metres south of the back of the kerb on the south side of Doncaster Road between 11:30am and 1:30pm on 22 June.

Development should be designed to avoid casting shadows on adjacent properties (including public open space areas) outside the activity centre between 11:00am and 2:00pm on 22 September.

**Boulevard character**

Development along Doncaster Road, Williamsons Road and Tram Road, except for land in Precinct 4A (Westfield Doncaster) along Williamsons Road, must provide:

- A podium of at least 12 metres along street frontages.
- A uniform 5 metre setback to a podium from the site frontage.
- A 3.6 metre wide paved promenade across the site frontage, replacing the existing footpath, to the satisfaction of the responsible authority.
- Two staggered avenues of large deciduous trees (minimum 3.5 metres height at time of planting) at 12 metre spacings, and the inside row being positioned at 3.5 metre offset from the building edge, with species being to the satisfaction of the responsible authority.

**MANNINGHAM PLANNING SCHEME**

- A tree grille at each tree, to be bordered by a pavement header strip to the satisfaction of the responsible authority.
- A mix of hard and soft landscape treatments within the street frontage setback area located between the new paved promenade and the front wall of the building. Hard landscape treatments may include paving, street furniture and screens etc., which complement the boulevard landscape treatment. Soft landscape treatments may include grassed areas and planting that complements the boulevard landscape treatment to the satisfaction of the responsible authority.
- Artwork in a suitable location within the street frontage area, unless an artwork contribution has been made in some other form to the satisfaction of the responsible authority.
- For land in Precinct 4A (Westfield Doncaster), the boulevard character treatments along Williamsons Road will be detailed in a Development Plan prepared and approved pursuant to Schedule 4 of the Development Plan Overlay.

**Landscape design**

Landscape design must:

- Incorporate screen planting and landscape buffers of 1.5 metre minimum width as an interface to adjoining sites;
- Provide canopy trees and native indigenous plantings;
- Provide landscape treatments to the tops of podiums to provide visual interest and to soften the built form environment; and
- Create private and public open space areas that are accessible, safe, attractive and functional for all users.

**Access and mobility**

New development must:

- Comply with the Australian Standard AS1428 Part 2 provisions for access and mobility;
- Provide a high level of accessibility at the principal front entry for any residential development; and
- Provide for side or rear access to parking areas on sites along Doncaster Road, where appropriate.

MANNINGHAM PLANNING SCHEME

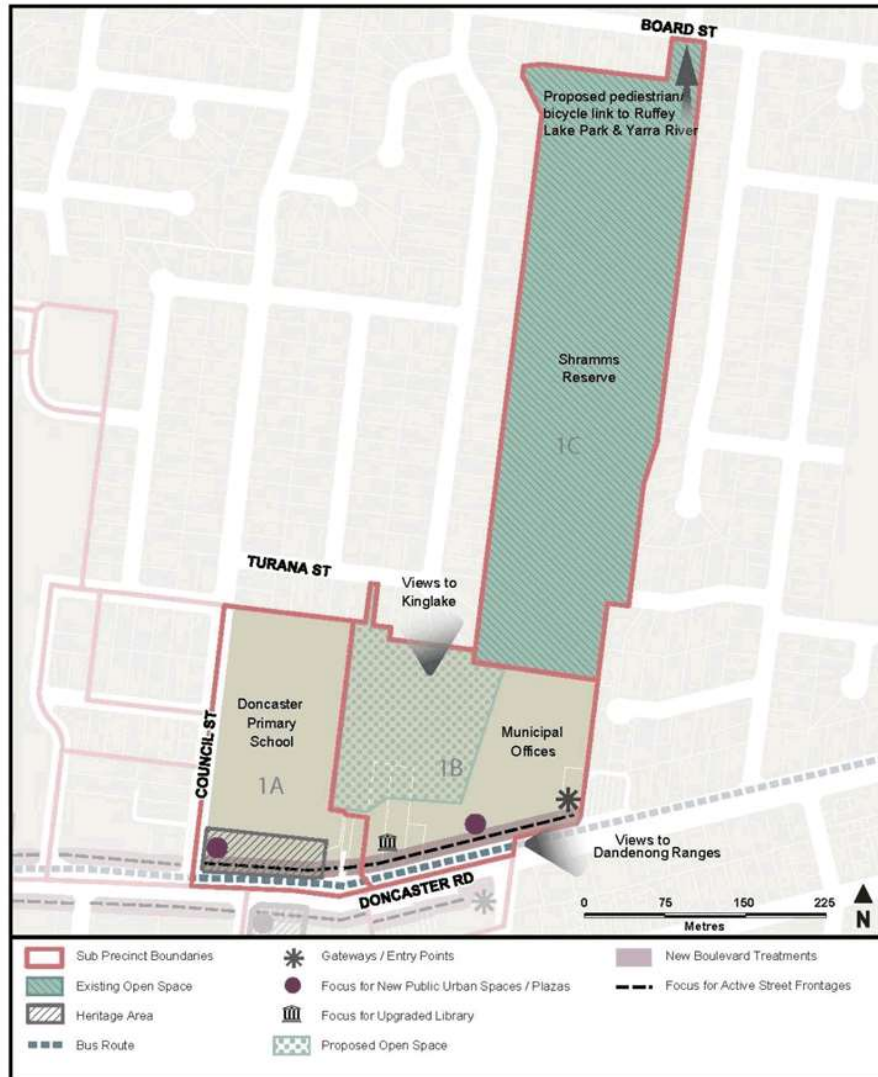
5.0 Precinct provisions

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5.1 Precinct 1: Civic and Education

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5.1-1 Precinct map



5.1-2 Precinct objectives

- To develop Precinct 1 as a consolidated focus for civic, community, education and recreation facilities and associated activities.
- To create an enhanced historic and arts enclave focusing on the old shire offices and school building as integral features of the precinct, and develop a link with the heritage elements in Precinct 2.

## MANNINGHAM PLANNING SCHEME

- To consider mixed use commercial and residential opportunities within the precinct.
- To create a major public open space comprising an attractive green spine and outdoor events space, with extensive canopy tree planting.
- To create well designed urban spaces/plazas interfacing with the major civic open space, community, civic and education facilities and Doncaster Road, as part of future development proposals.
- To create an attractive green spine as an ‘outdoor events space’ which is visible from Doncaster Road, and with strong pedestrian links to key buildings and new facilities within the precinct.
- To create a landmark gateway building at the eastern end of the precinct.

## 5.1-3 Precinct requirements

Sub-Precinct	Maximum height (Excluding Basement)	Design Element Height	Setbacks
1A	None specified	None specified	5m from front boundary 4.5m from side boundaries 8m from rear boundaries
1B	29m	3.8m above maximum height	5m from front boundary 4.5m from side boundaries 8m from rear boundaries
1C	None specified	None specified	None specified

## 5.1-4 Precinct guidelines

- Buildings should be innovative and contemporary and respond to the character of the existing municipal offices building and to the unique topography of the site.
- Recreation/open space setting should be preserved.
- Any new development should be sympathetic to the scale of the surrounding residential neighbourhood.
- Building facades and public spaces should reflect the precinct’s functions.
- Pedestrian linkages should be created with the retail precincts / active street frontages of both Westfield Doncaster and Doncaster Road.
- Significant vistas to the northern ranges from Doncaster Road (in the vicinity of the Municipal Offices) and from Schramms Reserve should be retained.
- New boulevard treatments should allow for access to key views and be designed to highlight the entrance to community spaces and facilities provided.
- Extensively plant native and indigenous vegetation throughout the precinct.

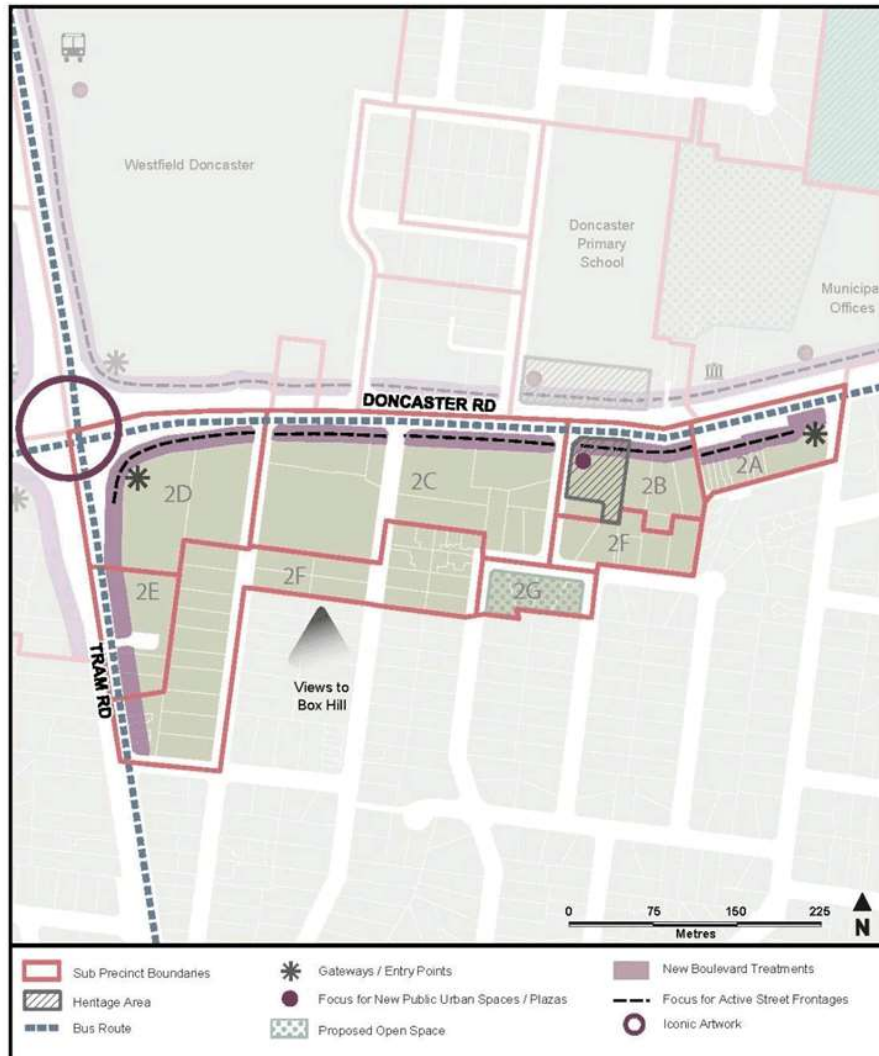


MANNINGHAM PLANNING SCHEME

5.2 Precinct 2: South East Doncaster Boulevard

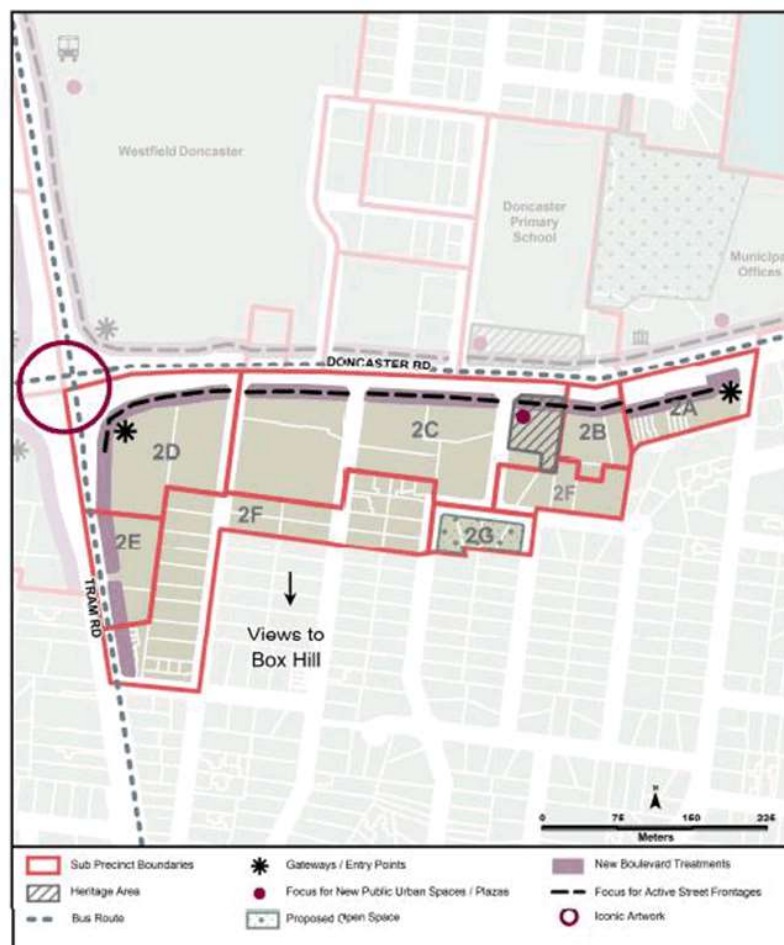
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5.2-1 Precinct map\_ MAP TO BE DELETED AND REPLACED WITH FOLLOWING MAP



MANNINGHAM PLANNING SCHEME

New Map to be inserted



5.2-2 Precinct objectives

- To encourage an appropriate mix of residential and commercial uses in the precinct.
- To encourage the greatest area of high-density development to locate along the Doncaster Road ridgeline.
- To encourage the provision of cafes, restaurants and outdoor eating within the precinct.
- To retain and enhance the historic elements within the precinct and develop a link with the historic and arts enclave in Precinct 1.

## MANNINGHAM PLANNING SCHEME

- To support and connect with the pedestrian link proposed for the Doncaster Road, Williamsons and Tram Roads intersection at the western end of the precinct.
- To create a landmark gateway building at the eastern and western ends of the precinct.
- To create a public urban space/plaza with good solar access abutting the south side of Doncaster Road, with convenient access to the north side.
- To develop an area of open space as a passive green park, with urban play opportunities, and located in an area convenient to the precinct with well defined pedestrian links.

## 5.2-3 Precinct requirements

Sub-Precinct	Maximum height (Excluding Basement)	Design Element Height	Setbacks
2A	21.5m	4.3m above maximum height	5m to front podium edge from front boundary 9m to front tower edge from front boundary 4.5m from side boundaries 5m from rear boundary
2B	29m	5.8m above maximum height	5m to front podium edge from front boundary 9m to front tower edge from front boundary 4.5m from side boundaries 5m from rear boundary
2C	40m	8.0m above maximum height	5m to front podium edge from front boundary 11m to front tower edge from front boundary 4.5m from the side boundaries 5m from rear boundary
2D	36m	7.2m above maximum height	5m to front podium boundary 13m to front tower edge from front boundary 4.5m from side boundaries 5m from rear boundary
2E	21.5m	None specified	5m to front podium edge from front boundary 9m to front tower edge from front boundary 4.5m from side boundaries 5m from rear boundary
2F	14.5m	None specified	5m from front boundary 4.5m from side boundaries 4.5m from rear boundary
2G	11m	None specified	3m from front boundary 4.1m from side boundaries 4.5m from rear boundary

## 5.2-4 Precinct guidelines

- Development should recognise heritage elements within the precinct.
- Built form should achieve a general stepping of the building in a southerly direction from the ridgeline, down Tram Road, and towards the residential area to the east.

MANNINGHAM PLANNING SCHEME

5.3 Precinct 3: North East Doncaster Boulevard

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5.3-1 Precinct map



5.3-2 Precinct objectives

- To encourage a greater mix of uses including residential and commercial uses in the precinct.
- To encourage an enhanced pedestrian environment within the precinct.
- To ensure development steps down the hill to maximise the northerly aspect and commanding views to the northern ranges.
- To encourage the provision of a pedestrian and bicycle network to Westfield Doncaster and the civic and education precinct.

## MANNINGHAM PLANNING SCHEME

## 5.3-3 Precinct requirements

Sub-Precinct	Maximum height (Excluding Basement)	Design Element Height	Setbacks
3A	12.5m	None specified	5m from front boundary 4.1m from side boundaries 4.5m from rear boundary
3B	14.5m	None specified	5m from front boundary 4.5m from side boundaries 4.5m from rear boundary
3C	29m	5.8m above maximum height	5m to front podium edge from front boundary 15m to front tower edge from front boundary 4.5m from side boundaries 4.5m from rear boundary

## 5.3-4 Precinct guidelines

- Development should address rear lane-scapes providing alternate residential frontage to the north in addition to commercial and retail frontages along Doncaster Road.
- Developments should maximise opportunities afforded by being positioned between Westfield Doncaster and the civic and education precinct.

## 5.3-5 Any other requirements

In the area between Doncaster Road, Tower Street, Berkeley Street and Council Street, development must not occur on land with an area of less than 2,500 square metres.

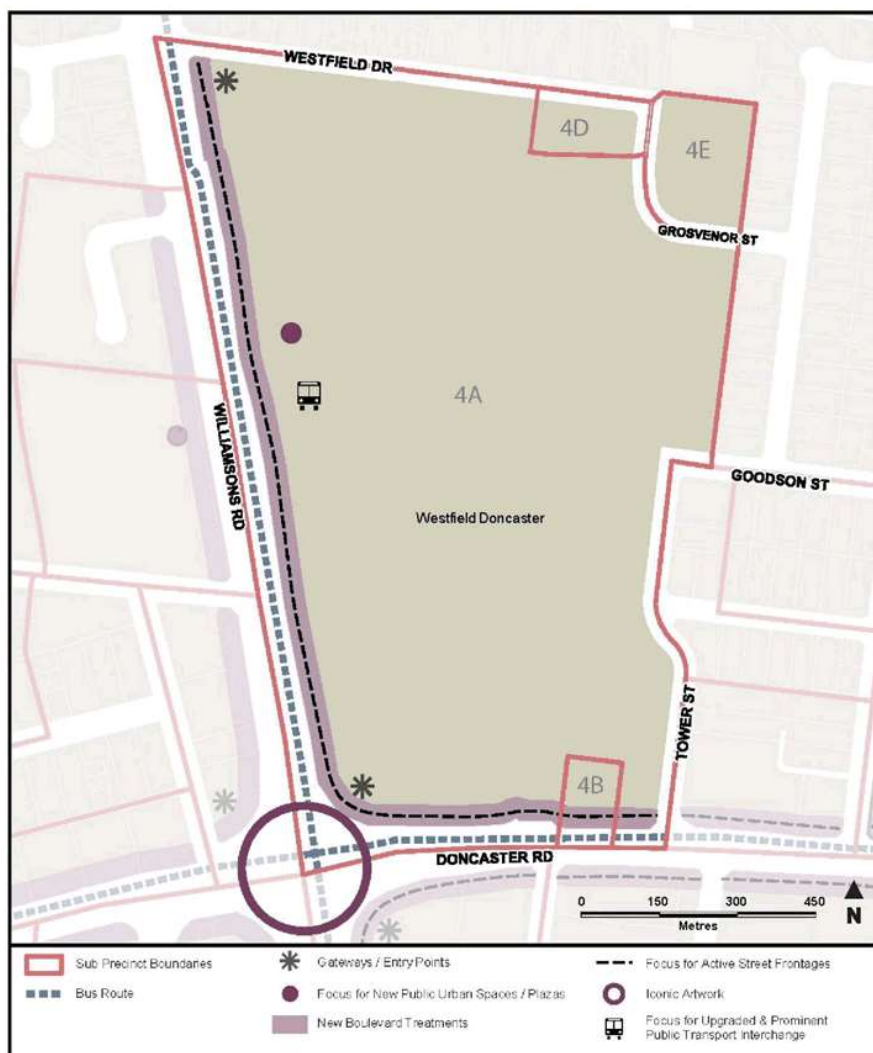
In the area between Berkeley Street, Tower Street, Goodson Street and Council Street, development must not occur on land with an area of less than 2,000 square metres.

MANNINGHAM PLANNING SCHEME

5.4 Precinct 4: Westfield Doncaster

03/06/2010  
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5.4-1 Precinct map



5.4-2 Precinct objectives

- To further improve existing active street frontages.
- Encourage an enhanced pedestrian environment within the precinct.
- To maintain and improve the positive engagement of the precinct with the main intersection of Doncaster Road and Williamsons Road.
- To provide opportunities for a range of residential and commercial uses to develop within the precinct along with the existing retail development.
- To create a number of significant externalised public urban spaces/plazas, which are well connected to the public transport interchange and boulevard along Doncaster Road.

## MANNINGHAM PLANNING SCHEME

- To support and connect with the pedestrian link proposed for the Doncaster, Williamsons and Tram Roads intersection at the western end of the precinct.
- To provide a high quality design outcome, improved streetscapes and appropriate interfaces with residential areas.
- To provide flexibility to respond to retail and employment trends.

## 5.4-3 Precinct requirements

Sub-Precinct	Maximum height (Excluding Basement)	Design Element Height	Setbacks
4A	None specified	None specified	None specified
4B	21.5m	4.3m above maximum height	5m to front podium edge from front boundary 13m to front lower edge from the front boundary 4.5m from the side boundaries 4.5m from the rear boundary
4D	11m	None specified	5m from front site boundary 4.5m from side boundaries
4E	None specified	None specified	None specified

## 5.4-4 Precinct guidelines

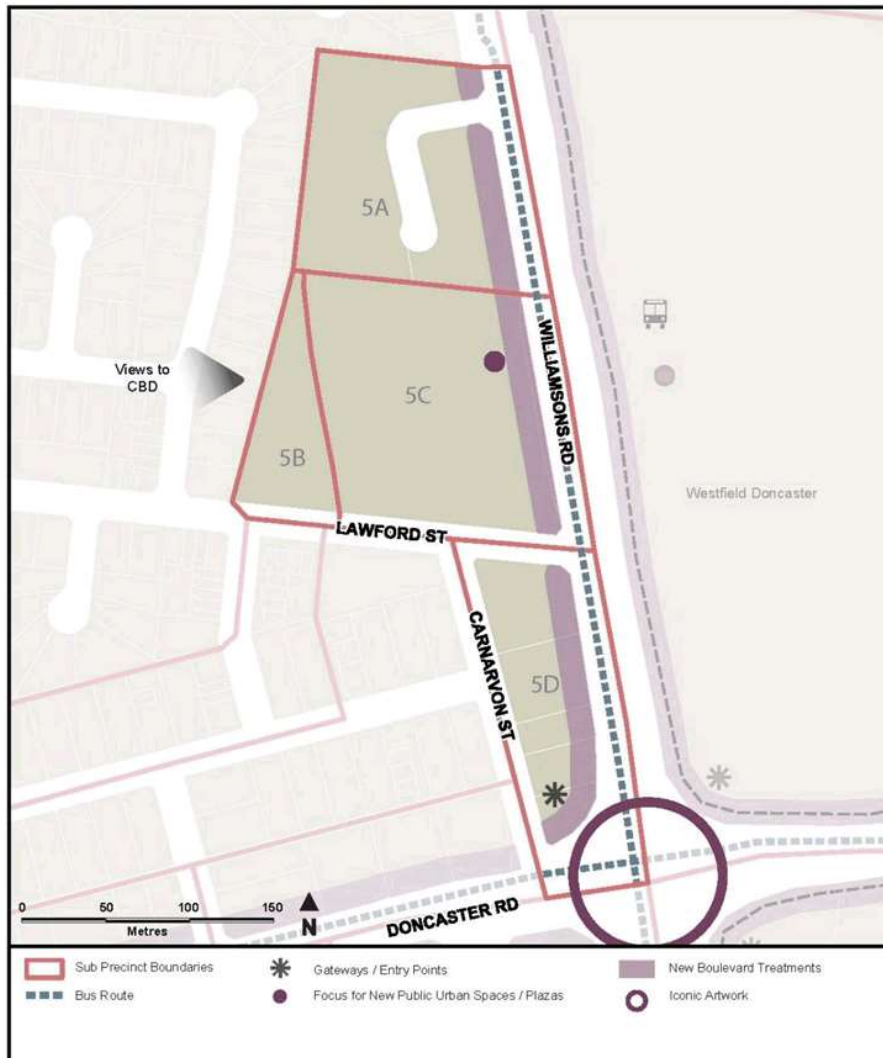
- Maintain a landmark building at the Doncaster Road and Williamsons Road intersection.
- Architectural design of any built form at the north west corner to Westfield Doncaster to be appropriate to its gateway location.
- To provide for a landmark building in the vicinity of the entrance forecourt to Williamsons Road.
- Maintain and enhance an integrated public transport interchange to support both Westfield Doncaster and the greater Doncaster Hill area in a prominent and easily accessible location.
- Create a pedestrian friendly interface between Westfield Doncaster, Doncaster Road, Williamsons Road and Tower Street.
- Establish strong pedestrian entries and linkages from Westfield Doncaster to all other precincts within Doncaster Hill.
- Future building form is to maximise the north-east aspect and views, and vistas to the CBD.
- External spaces should directly link to Williamsons Road and Doncaster Road where appropriate.

MANNINGHAM PLANNING SCHEME

5.5 Precinct 5: Williamsons Road West

03/06/2010  
C87

5.5-1 Precinct map



5.5-2 Precinct objectives

- To encourage an appropriate mix of residential and commercial uses in the precinct.
- To encourage high density development along the Williamsons Road ridgeline, with less dense development progressively stepping down the hill towards the west.
- To capitalise on broad views and vistas obtained from strategic points along the Williamsons Road ridgeline, including from public urban spaces/plazas .
- To provide for an improved pedestrian network with stronger links to Westfield Doncaster, public transport interchanges, and nearby open space.



## MANNINGHAM PLANNING SCHEME

- To create a significant area of public urban space/plaza both within and convenient to the precinct to help cater for the proposed high-density development in the surrounding precincts.
- To create a landmark gateway building at the southern end of the precinct.
- To provide a pedestrian network that will provide positive linkages to the adjacent precincts in particular the Westfield Doncaster site, the public transport interchanges and Lawford Reserve.
- To encourage the inclusion of public open space abutting Williamsons Road that accommodates vistas to the city and has convenient links to Westfield Doncaster.

## 5.5-3 Precinct requirements

Sub-Precinct	Maximum height (Excluding Basement)	Design Element Height	Setbacks
5A	29m	None specified	5m from side boundaries 8m from rear boundary
5B	14.5m	None specified	5m from side boundaries 8m from rear boundary
5C	36m	7.2m above maximum height	5m to front podium edge from front boundary 9m to front tower edge from front boundary 5m from side boundaries
5D	29m	5.8m above maximum height	5m to front podium edge from front boundary 9m to front tower edge from front boundary 4.5m from side boundaries 5m from rear boundary

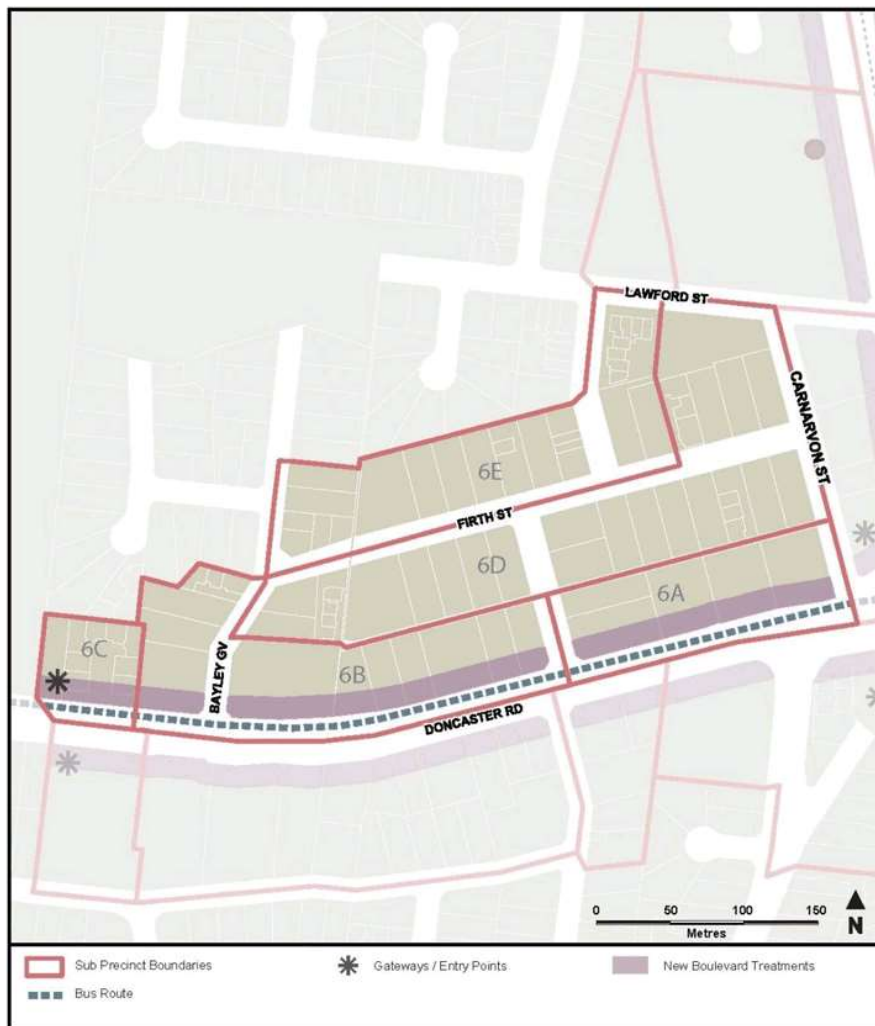
## 5.5-4 Precinct guidelines

- Support and connect with the pedestrian link proposed for the Doncaster Road, Williamsons and Tram Roads intersection at the southern end of the precinct.
- Retain strategic view corridors towards the city from Williamsons Road within future development from specially created public urban spaces/plazas between buildings. A long continuous wall of building is discouraged.

MANNINGHAM PLANNING SCHEME

**5.6 Precinct 6: North West Doncaster Boulevard**  
 03/06/2010  
 C87

**5.6-1 Precinct map**



**5.6-2 Precinct objectives**

- To encourage an appropriate mix of residential and commercial uses in the precinct.
- To create a vibrant and commercially viable mix of uses at a lower scale and generally on smaller scale allotments than is proposed for precincts located further east in Doncaster Hill.
- To encourage the provision of pedestrian and cycling links to connect with Lawford Reserve and the Doncaster Road, Williamsons and Tram Roads intersection at the eastern end of the precinct.
- To create a landmark gateway building at the western end of the precinct.
- To strengthen pedestrian and bicycle linkages between the precinct and Lawford Street Reserve.

## MANNINGHAM PLANNING SCHEME

## 5.6-3 Precinct requirements

Sub-Precinct	Maximum height (Excluding Basement)	Design Element Height	Setbacks
6A	21.5m	None specified	5m to front podium edge from front boundary 11m to front tower edge from front boundary. 4.5m from side boundaries 5m from rear boundary
6B	21.5m	None specified	5m to front podium edge from front boundary 11m to front tower edge to front boundary 4.5m from side boundaries 5m from rear boundary
6C	18m	3.6m above maximum height	5m to podium edge from front boundary 11m to front tower edge from front boundary 4.5m from side boundaries 5m from rear boundary
6D	14.5m	None specified	5m from site boundary 4.5m from side boundaries 4.5m from rear boundary
6E	11m	None specified	2m from front boundary 4.1m from side boundaries 5m from rear boundary

## 5.6-4 Precinct guidelines

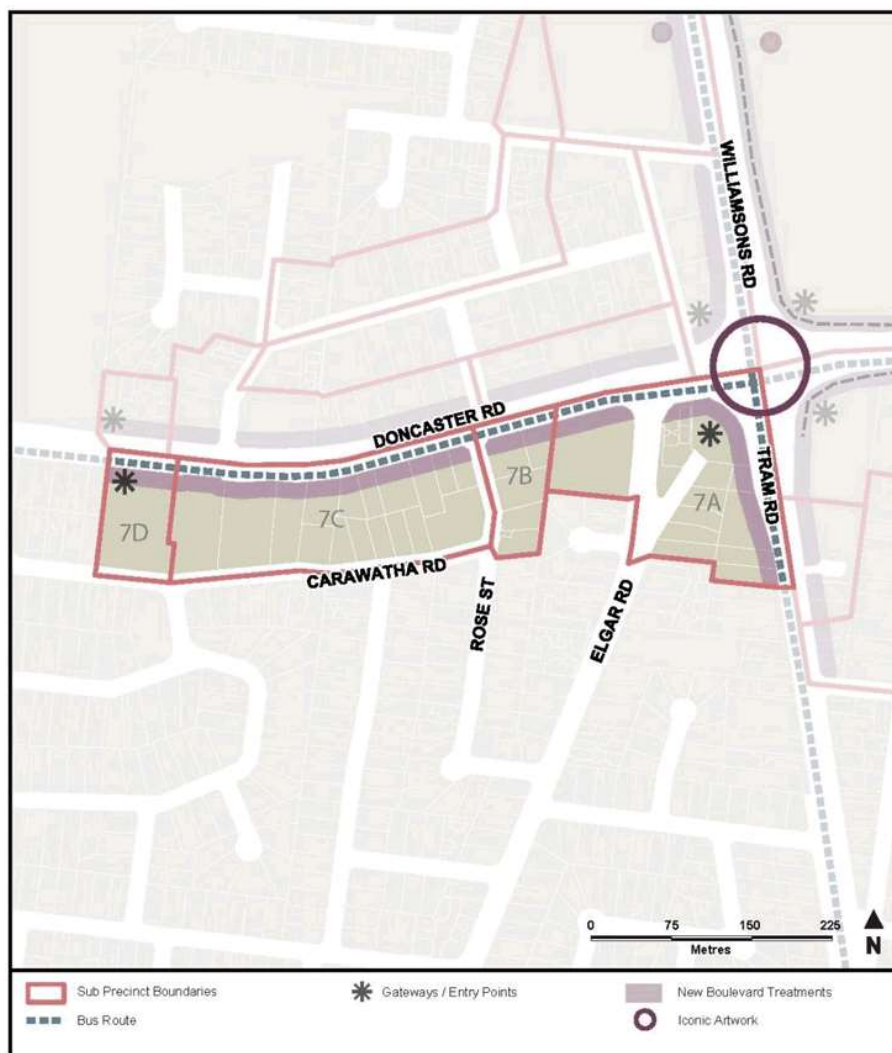
- Support and connect with the pedestrian link proposed for the Doncaster, Williamsons and Tram Roads intersection at the southern end of the precinct.

MANNINGHAM PLANNING SCHEME

5.7 Precinct 7: South West Doncaster Boulevard

03/06/2010  
C87

5.7-1 Precinct map



5.7-2 Precinct objectives

- To encourage an appropriate mix of residential and commercial uses in the precinct.
- To create a vibrant and commercially viable mix of uses, generally on smaller allotments than is proposed for precincts located further east in Doncaster Hill.
- To ensure that the precinct has ready access to well designed public open space.
- To improve pedestrian access through this precinct to Doncaster Road from the residential land to the south.
- To create a landmark gateway building at the eastern and western ends of the precinct.

## MANNINGHAM PLANNING SCHEME

## 5.7-3 Precinct requirements

Sub-Precinct	Maximum height (Excluding Basement)	Design Element Height	Setbacks
7A	32.5m	6.5m above maximum height	5m to podium edge from front boundary 9m to tower edge from front boundary 4.5m from side boundaries 4.5m from rear boundary
7B	29m	4.3m above maximum height	5-10m to front podium edge from front boundary 6m to front tower edge from podium edge 4.5m from side boundaries 5m from rear boundary
7C	21.5m	None specified	5-10 to front podium edge from front boundary 8m to tower edge from podium edge 4.5m from side boundaries 5m from rear boundary
7D	18m	3.6m above maximum height	10m to podium edge from front boundary 8m to front tower edge from podium edge 4.5m from side boundaries 5m from rear boundary

## 5.7-4 Precinct guidelines

- Strengthen links between the precinct and existing nearby areas of open space.
- Significant vistas to the CBD skyline from Doncaster Road should be retained.
- Provide open space which offers well designed play opportunities to the south of the precinct.
- Support and connect with the pedestrian link proposed for the Doncaster, Williamsons and Tram Roads intersection at the eastern end of the precinct.

## 6.0

23/05/2019  
C104

## Application requirements

In addition to the application requirements set out at Clause 37.08-7, an application to construct a building or construct or carry out works must be accompanied by the following information, as appropriate, to the satisfaction of the responsible authority. For the land in Precinct 4A (Westfield Doncaster), the application requirements set out below are to be read in conjunction with those in the Development Plan Overlay (Schedule 4), as appropriate:

- Sections of the proposed building at appropriate intervals.
- Sight-lines from balcony edges.
- A three-dimensional coloured artist's impression showing the proposed development in the context of surrounding development.
- A traffic and car parking assessment that includes existing traffic details, parking allocation, traffic generation and distribution, impact of generated traffic on the existing road network, parking generation rates and traffic management from the development construction phase onwards.
- A Sustainability Management Plan (SMP).

**MANNINGHAM PLANNING SCHEME**

- In Precinct 1, an application for a permit by a person other than the relevant public land manager must be accompanied by the written consent of the public land manager, indicating that the public land manager consents generally or conditionally either:
  - To the application for permit being made.
  - To the application for permit being made and to the proposed use or development.

**Sustainability Management Plan**

A Sustainability Management Plan (SMP) must achieve the following to the satisfaction of the responsible authority:

- Address matters of building energy management, water sensitive urban design, construction materials, indoor environment quality, waste management, and transport.
- Demonstrate the application of Australian best practice rating tools and design principles, use of emerging technology, and a commitment to 'beyond compliance' throughout the construction period and subsequent operation of the development.
- Identify statutory obligations and documented sustainability performance standards from Government and other authorities.
- Specify key performance indicators, to an agreed level, to measure the achievement of objectives and initiatives identified in the Plan.
- Identify responsibilities and a schedule for both implementing and monitoring the Plan over time.

The individual components of the SMP should address:

- **Building Energy Management:**
  - The design of the building for energy efficiency (thermal envelope).
  - The use of energy saving technologies to further reduce demand.
  - The use of alternative energy sources, whether provided on-site or through the purchase of 'green energy'.
- **Water Sensitive Urban Design:**
  - An integrated water management plan that identifies opportunities for:
    - A reduction in demand for potable water through use of water conservation features and alternative sources of supply such as wastewater and stormwater.
    - A reduction in the volume of wastewater through water conservation and reuse.
    - An improvement in stormwater quality runoff and a reduction in peak flows through appropriate treatment and stormwater reuse.
- **Construction Materials:**
  - The use of building materials that minimise ecological or health impacts and greenhouse gases based on the type and volume of raw materials, water and energy consumed in their production.
  - The use of materials that can be expected to endure for the life of the development with minimal maintenance and can be recycled at the end of their useful life.
  - The reuse of recycled materials and the use of materials with recycled components.
  - The use of materials produced in Victoria or Australia.
  - The use of pre-fabricated, pre-cut and standardised components to reduce waste.

## MANNINGHAM PLANNING SCHEME

- Indoor Environment Quality:
  - The provision of airflow, fresh air intake, cross-ventilation, daylight, appropriate levels of lighting, views and direct access to outdoor areas.
  - The use of materials with low levels of toxic chemicals, minimal off-gassing and production of allergens and other internal air pollutants.
  - The exclusion of external pollutants (including odours) and the safe disposal of internally generated pollutants
  - The measures to reduce reliance on mechanical heating, ventilation, cooling and lighting systems.
  - The use of flexible internal controls for these systems.
  - The measures to minimise noise levels and noise transfer within and between buildings and associated external areas.
  - The provision of an independent acoustics report detailing measures to minimise adverse impacts of noise levels and noise transfer within and between buildings.
- Waste Management:
  - An integrated plan for:
    - A reduction in the amount of waste delivered.
    - A reduction in the amount of waste to landfill.
    - Maximising recycling and composting opportunities.
    - Appropriately dealing with hazardous materials.
    - The provision of adequate private/communal space(s) for the collection of recyclable materials and waste.
- Quality of Public and Private Realm:
  - Design and development that conforms to the Australian Standard AS1428 Part 2 provisions for access and mobility.
  - Design and development that provides a high level of accessibility at the principal front entry for any residential development.
  - The provision of an independent access audit report detailing measures to conform with the Australian Standard AS1428 Part 2 provisions for access and mobility.
  - The provision of shared spaces that can accommodate varying functions and flexibility for future uses.
- Transport:
  - The provision of easily located 'after trip' facilities for bicycle users, joggers, etc.
  - Car parking that reduces energy consumption due to lighting and ventilation.
- Demolition and Construction
  - The protection of vegetation and other features to be retained and public assets.
  - Testing for and development of a management plan for contaminated or potentially contaminated sites.
  - The prevention of the unintended movement of building waste and hazardous materials and other pollutants on or off the site, whether by air, water or other means.

## MANNINGHAM PLANNING SCHEME

- The measures to minimise the amount of waste delivered; the recycling of demolition and waste materials; and the return of waste materials to the supplier (where the supplier has a program of reuse or recycling).
- The measures to minimise noise and other amenity impacts from mechanical equipment and demolition/construction activities, especially outside of daytime hours.
- The measures to minimise interference with normal circulation and parking arrangements and any continuing use of outdoor areas.
- The measures for ensuring worker and public safety.
- A means for communicating construction arrangements to occupants of affected properties.
- The provision of adequate environmental awareness training for all on-site contractors and sub-contractors.

**7.0**17/09/2009  
VC59**Notice and review**

An application to construct a building or construct or carry out works is not exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act in accordance with Clause 37.08-8 of the Activity Centre Zone.

**8.0**27/05/2019  
C126mann**Decision guidelines**

Before deciding on an application, in addition to the decision guidelines in Clause 65 and Clause 37.08-9, the responsible authority must consider, as appropriate:

**Use**

- Whether the proposal achieves an appropriate mix of uses within the site to complement and support the strategic role of Doncaster Hill Major Activity Centre.
- Whether the proposal provides for flexible non-residential floor spaces that can be adapted in the future to a variety of alternative non-residential uses.
- The contribution that the proposal made towards the achievement of residential population targets as set out in the *Doncaster Hill Strategy* (October 2002, Revised 2004) and as envisaged by this scheme.
- Whether the proposal will create a mix of active uses and pedestrian generating activities, particularly at street level, that contribute to a vibrant public realm.
- The contribution made towards the achievement of employment targets, including commercial and retail floor space forecasts as set out in the *Doncaster Hill Strategy* (October 2002, Revised 2004).
- Whether the proposal provides for an appropriate scale of development in order to accommodate the mix and intensity of uses envisaged for each precinct.

**Design and built form**

Whether the proposed development:

- Creates a strong visual interest by providing unique building types based on innovative, contemporary architecture, urban design and ecologically sustainable development principles.
- Is site responsive and achieves an appropriate scale with a stepping down in built form that responds to Doncaster Hill's natural topography.
- Incorporates side and rear setbacks to enhance pedestrian safety and amenity, and assists in the retention of view lines, penetration of sunlight and creation of landscape buffers.



## MANNINGHAM PLANNING SCHEME

- Ensures that any environmental wind effects to the adjoining and surrounding neighbourhood is minimised to the satisfaction of the responsible authority.
- Provides overhead weather protection features adjoining key pedestrian walkways and nodal points.
- Ensures dwelling balconies have an open space area of at least 8 square metres, and a minimum dimension of 1.6 metres.
- Complements, where relevant, the form, scale, materials, colour and lighting of a heritage place on the same or adjoining site.
- The objectives, standards and decision guidelines of Clause 55. This does not apply to a development of four or more storeys, excluding a basement.
- Whether the design and siting of any sign/s satisfies the following design principles:
  - Signs should be integrated into the design of the building façade, preferably within the first 3 levels of the podium;
  - Signs should be of a size and height that is complementary to the built form of the building and surrounding landscape treatments;
  - Signs should be limited in number and incorporate limited detail other than is necessary to identify the building name and key tenants;
  - Signs should be consolidated in mixed use and commercial developments to avoid the visual clutter of signage and displays (eg. vehicles, products, promotional material and free standing signs).

**Subdivision**

- Whether the subdivision is associated with a development proposal that supports the objectives promoted by this Schedule and does not result in the fragmentation of sites.

**Access**

Whether the proposed development:

- Incorporates provisions for pedestrians, cyclists and people with a disability demonstrating how access needs are accommodated.
- Integrates car parking requirements into the design of buildings and landform by encouraging the use of under-croft or basement parking and minimises the use of open lot/half basement/ground floor car parks at street frontage.
- Provides vehicular access to buildings fronting key boulevards off side streets or via rear access.
- Limits the number of vehicle crossings to each development.

**9.0**

23/05/2019  
C104

**Signs**

Signs requiring a permit under Clause 52.05 must not be located within the 5 metre setback from the street frontage along Doncaster Road, Williamsons Road and Tram Road, except for the land in Precinct 4A (Westfield Doncaster) along Williamsons Road. For land in Precinct 4A (Westfield Doncaster) along Williamsons Road, guidance for the location and display of advertising signs will be detailed in a Development Plan prepared and approved pursuant to Schedule 4 of the Development Plan Overlay.

**10.0**

23/05/2019  
C104

**Other provisions of the scheme**

None specified.

MANNINGHAM PLANNING SCHEME

**11.0**

23/05/2019  
C104

**Background documents**

*Doncaster Hill Strategy (Manningham City Council, October 2002, Revised 2004); and  
Doncaster Hill Sustainability Guidelines (Manningham City Council, June 2004).*

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# PLANNING PERMIT

GRANTED UNDER SECTION 96I OF THE  
PLANNING AND ENVIRONMENT ACT 1987

Permit No.: PLN20/0303

Planning scheme: Manningham

Responsible authority: Manningham City Council

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ADDRESS OF THE LAND: 674-680 Doncaster Road, 2 Short Street and 14, 14A, 16 & 18 Hepburn Road, Doncaster

**THE PERMIT ALLOWS:**

Develop the site under planning permit application PLN20/0303 to partially demolish the existing heritage listed church, use and develop a 17-storey mixed-use development comprising residential dwellings (177 dwellings), a place of assembly, child care centre, two food and drinks premises, offices, a reduction in the standard car parking requirements and alter the access arrangements to a road in a Road Zone, Category 1.

**THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:**

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1. Before the use and development starts, amended plans drawn to scale and dimensioned, must be submitted to the satisfaction of and approved by the Responsible Authority. When approved the plans will then form part of the permit. The plans must be generally in accordance with the decision plans (prepared by Design Inc, Project No. 16040, Revision TP7 dated 15 January 2021), but modified to show:
  - 1.1 The replacement of the pale bronze profiled vertical Colorbond metal cladding (marked on the plan as CW03) defining the northern balconies of Apartments 6.11 on Level 6 and 7.11 on Level 7 with the pale bronze powder coated aluminium box fins (marked on the plan as MB01), and to terminate at the western edge of the balconies;
  - 1.2 The brickwork brand and colour identified on the plans as 'BK01' modified to be a pale colour, to match the original lighter coloured brick used for detailing on the 1889 church building, to the satisfaction of the Responsible Authority;
  - 1.3 Roof form overhang over Apartment 6.19 to be removed to allow the window to be clear to the sky;
  - 1.4 The doors adjoining the Level 8 and 16 outdoor areas to be glazed and have glazed windows either side, where practicable;
  - 1.5 Relocation of the air conditioning units or modification of apartments balconies which do not meet Standard B19 of Clause 58.05-3 of the Manningham Planning Scheme (as they do not provide an additional 1.5sqm of area, where an air conditioning unit is located);
  - 1.6 The minimum 2.7m high floor to ceiling heights for apartments, also indicated on the elevation plans;
  - 1.7 Further modification of any solid balcony side walls to be translucent privacy screens, to improve daylight and solar access, to the satisfaction of the Responsible Authority;

- 1.8 Indication of removal, relocation or modification of the easement, as approved by Yarra Valley Water;

**Boulevard treatment and Doncaster Road frontage**

- 1.9 Full details of the boulevard treatment along Doncaster Road, including maintaining a minimum 3.6m wide paved promenade with staggered avenues of deciduous trees, with full dimensions and paving materials in accordance with the Doncaster Hill Strategy;
- 1.10 The continuation of the Doncaster Hill paved promenade treatment over the Doncaster Road crossover/driveway to reinforce pedestrian priority Landscaping;
- 1.11 All landscaping areas detailed and dimensioned to correspond with the concept landscape plans (prepared by Phillip Johnson Landscaping, Job No.1019, dated 14 October 2020);
- 1.12 The retention of the street trees within the road reserve of Hepburn Road, unless otherwise agreed by the Responsible Authority;

**Car parking, access and basement areas**

- 1.13 Suitably located charging stations for the car parking and bicycle areas, within each of the two basements;
- 1.14 A detailed schedule and allocation of car parking spaces for each apartment and townhouse within the basement and Level 1, rationalised based on the location of corresponding allocated external storage spaces and the most convenient lift locations relative to the entrance of each dwelling;
- 1.15 Allocation of external storage for each dwelling, rationalised based on the location of corresponding allocated resident vehicle spaces, including a minimum 6m<sup>3</sup> of storage to each townhouse;
- 1.16 Details of the materials, finishes and dimensions of all external storage areas;
- 1.17 Details and plan notations demonstrating each area set aside for bicycle spaces complies with Clause 52.34-6 (Design of bicycle spaces) and Clause 52.34-7 (Bicycle signage) of the Manningham Planning Scheme;
- 1.18 The provision of one change room/shower (for nine employee bicycle spaces) as required by Clause 52.34-3 (Bicycle) of the Manningham Planning Scheme;
- 1.19 A notation detailing that all redundant vehicle crossovers be removed and the footpath, nature strip, kerb and channel be reinstated;
- 1.20 Details of the ventilation provided to all car park areas;

**Other**

- 1.21 Capacity of all rainwater tanks;
- 1.22 All services designed to integrate into the design detail of the built form and suitably screened;
- 1.23 Any required design inclusions or modifications in response to the Acoustic Assessment approved under a further Condition of this Permit;
- 1.24 A schedule listing all sustainability features / commitments applicable to the approved development, including the provision of third pipe and any plans changes as required, as

per the Sustainability Management Plan approved under a further Condition of this permit;

- 1.25 All recommendations and design changes as required by Department of Transport as required by a further Condition of this Permit;
- 1.26 Design details (including location, height and materials) of the screens and/or design features as included and required by the Wind Report under a further Condition of the Permit;
- 1.27 Notations to demonstrate compliance with the recommendations of the Wind Report under a further Condition of the Permit;
- 1.28 All recommendations and design changes as required by the reports and management plans approved under further Conditions of this permit to the satisfaction of the Responsible Authority.

#### **Endorsed Plans**

- 2. The uses and development, including the location of buildings, services, engineering works, fences and landscaping as shown on the approved plans must not be altered without the written consent of the Responsible Authority.

#### **Construction Management Plan**

- 3. Not less than three months before the development starts, a Construction Management Plan (CMP) must be submitted and approved to the satisfaction of the Responsible Authority. When approved the plan will form part of the permit. The Construction Management Plan is to be prepared in accordance with the template within Council's CMP Guidelines. The CMP must address:

- 3.1 Element A1: Public Safety, Amenity and Site Security;
- 3.2 Element A2: Operating Hours, Noise and Vibration Controls;
- 3.3 Element A3: Air Quality and Dust Management;
- 3.4 Element A4: Stormwater and Sediment Control and Tree Protection (also as per the specific requirements of this permit);
- 3.5 Element A5: Waste Minimisation and Litter Prevention; and
- 3.6 Element A6: Traffic and Parking Management which is also to include consideration of a shuttle service for construction personnel to and from the site.

**Council's Works Code of Practice and Construction Management Plan Guideline are available on Council's website.**

#### **Sustainability Management Plan**

- 4. Prior to the endorsement of plans under Condition 1, an amended Sustainability Management Plan (SMP) must be submitted and approved to the satisfaction of the Responsible Authority. When approved the Plan will form part of the permit. The recommendations of the Plan must be incorporated into the design and layout of the development and must be implemented to the satisfaction of the Responsible Authority before the occupation of any dwelling. The plan must be generally in accordance with the prepared by Lucid Consulting Australia and dated 16 October 2020, and the Stormwater Management Report and associated MUSIC model, prepared by Adams Consulting Engineers and dated 12 January 2021 but be modified to:

- 4.1 Demonstrate best practice 4-star in the Green Star Design and As-Built Rating System;

- 4.2 Include details and the size of rainwater tanks and their connections;
- 4.3 Provide the third pipe connection, which must not only be a single point connection to top up the rainwater tank;
  - 4.3.1 Provide a revised the stormwater management strategy to:
  - 4.3.2 Provide a certified copy of water quality analysis – MUSIC from the service provider for Council records;
  - 4.3.3 Locate treatment units prior to OSD is acceptable, but it is the design engineer's responsibility to verify the levels work and flow rates work;
  - 4.3.4 Provided OSD storage volume is not acceptable - permissible site discharge and OSD storage volume must be calculated using OSD4 programme (refer to Council's OSD Guide line for details);
  - 4.3.5 Provide an alternative to SPELL storm Chambers (not a preferable option as a solution for OSD storage), unless otherwise agreed;
  - 4.3.6 Detail that 15 KL water tank must be used for toilet flushing.

#### **Green Travel Plan**

- 5. The development must be constructed in accordance with the Green Travel Plan approved and forming part of this permit (prepared by Traffix Group, dated 8 May 2020), and all of its requirements must be implemented and complied with at all times to the satisfaction of the Responsible Authority, unless with the further written approval of the Responsible Authority.

#### **Waste Management Plan**

- 6. Prior to the submission of plans under Condition 1, an amended Waste Management Plan must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will form part of the permit. The plan must be to the satisfaction of the Responsible Authority, generally in accordance with the submitted Waste Management Plan prepared by Leigh Design, dated 19 November 2020, but be modified to detail:
  - 6.1 A modified waste management strategy to the satisfaction of the Responsible Authority;
  - 6.2 Waste generation rates, collection frequency, bin requirements, size and location of bin storage rooms and details on waste facilities and equipment;
  - 6.3 Plans showing appropriate turning facilities, swept path diagrams, turning circles and relevant height clearances (included within the report/plan);
  - 6.4 Details on how residents will practically and conveniently access waste facilities;
  - 6.5 Details on how residents will practically and conveniently access dispose of garbage, recyclables, food organic waste and glass material;
  - 6.6 Measures to ensure that the private waste contractor can access the development and the private waste contractor bins;
  - 6.7 No private waste contractor bins can be left outside the development boundary at any time on any street frontage for any reason.

#### **Acoustic Report**

- 7. In association with the submission of plans under Condition 1, an amended Acoustic Report must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will form part of the permit. The plan must be generally in accordance with the acoustic report

Acoustic Design Criteria Assessment prepared by Acoustic Logic and dated 14 May 2020, but be modified to show:

- 7.1 Treatment to address external noise intrusion from traffic on Doncaster Road to ensure compliance with the criteria in Table 2 of the assessment (likely to include medium to heavy weight single glazing or IGU);
- 7.2 An Acoustic assessment to consider the potential noise impacts of the non-residential uses on internal dwellings and other uses within the development and the surrounding neighbourhood and where suitable, recommend suitable attenuation measures.

#### **Pedestrian Wind Environment Report**

8. In association with the submission of plans under Condition 1, an amended Pedestrian Wind Environment Report must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will form part of the permit. The plan must be generally in accordance with the report prepared by Windtech, dated 11 February 2019, but be modified to show:
  - 8.1 Alternative measures to provide wind protection that avoids the provision of screens on the north-western balconies of Levels 6 and 7, based on the requirement under Condition 1.2 of this permit to the satisfaction of the Responsible Authority;
  - 8.2 Diagrams to show the location of all required screens.

#### **Disability Access Plan**

9. Before the development starts, or the issue of a building permit for the development, whichever is the sooner, a Disability Access Plan that implements the recommendations of a Disability Access Audit, prepared by a suitably qualified person that demonstrates compliance with the relevant Australian Standards for access, including AS1428 Part 2, must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will form part of the permit. The plan must include but is not limited to:
  - 9.1 Vehicular and pedestrian access into the building;
  - 9.2 Access to the lifts;
  - 9.3 The provision of tactile indicators;
  - 9.4 The provision of braille indicators for the lifts;
  - 9.5 The use of contrasting paving materials to assist the vision impaired;
  - 9.6 All emergency exits; and
  - 9.7 Car parking areas.

#### **Car Parking Management Plan**

10. Before the commencement of any approved use, a Car Parking Management Plan must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will then form part of the permit. Traffic and parking operations on and adjacent to the site must conform to this approved plan. The plan must be generally in accordance with the endorsed plans and must include:
  - 10.1 The allocation of all car parking spaces;
  - 10.2 Details of how each car park will be managed, including access arrangements and any measures to allow any available non-residential car parking spaces to be utilised by other uses as overflow parking;

10.3 Details of how the loading area will be managed;

10.4 Details of how all bicycle parking spaces will be allocated and managed.

#### **Conservation Management Plan**

11. Prior to any demolition works commencing on the site or the endorsement of plans under Condition 1, whichever is the sooner, a conservation management plan must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the conservation management plan will be endorsed and form part of the permit. The conservation management plan must provide further details of works which will be undertaken to the existing church building on the site and include:

- 11.1 Detailed plans to show the specific stain glass windows that will be retained and any measures required for removal during the construction process, storage details, restoration and installation measures as part of the interpretive strategy under a further Condition of this permit, to the satisfaction of the Responsible Authority. The CMP must include details of a suitably qualified stained glass conservator undertaking the works;
- 11.2 Details of the storage location for the existing interpretive signage, foundation stones and stain glass windows during construction works to ensure their protection;
- 11.3 A detailed plan outlining the new location of the existing interpretive signage, foundation stones and stain glass windows as part of the interpretive strategy under Condition 16 of this permit;
- 11.4 Detailed construction plans (drawn to scale of 1:20) of the new portico informed by available evidence of the original building to the satisfaction of the Responsible Authority and plan details of how the new portico and steps will be fixed to the existing church building;
- 11.5 Detailed construction plans (drawn to the scale of 1:20) to show how the existing church building will be fixed to the new building to the satisfaction of the Responsible Authority; and
- 11.6 Detailed construction plans (drawn to the scale of 1:20) to show the integration of the existing church building with the new building so that it is level and aesthetically compatible with the chapel extension, gardens and foyer to the satisfaction of the Responsible Authority.

**Works must be undertaken in accordance with the conservation management plan and must be managed by a suitably qualified heritage specialist to the satisfaction of the Responsible Authority.**

#### **Management Plan Compliance**

- 12. The Management Plans and reports approved under Conditions of this permit must be implemented and complied with at all times to the satisfaction of the Responsible Authority, unless with the further written approval of the Responsible Authority.
- 13. Before the occupancy of the development, a report from the author of the Sustainability Management Plan approved under a further Condition of this permit, or similar qualified person or company, must be submitted to the satisfaction of the Responsible Authority. The report must confirm that all measures / commitments in the Sustainability Management Plan approved under a further Condition of this permit, and the third pipe requirements, have been implemented in accordance with the approved plans and the planning permit to the satisfaction of the Responsible Authority.

#### **Yarra Valley Water Easement**

- 14. Before Condition 1 plans can be considered for endorsed, written formal consent from Yarra Valley Water to modify, relocate or build over the easement is required to be provided.



**Removal of restriction**

15. Before the development starts, the restriction contained in the Instrument of Transfer number B416060 on Lot 9 of PS 056685 must be removed from the title pursuant to Section 23 of the Subdivision Act 1988, to the satisfaction of the Responsible Authority.

**Archival record**

16. Prior to any demolition works commencing on the site, a photographic heritage record of the church building and the buildings to be demolished or altered must be prepared to the satisfaction of the Responsible Authority. One archival quality copy of the record along with an electronic copy must be submitted to the Responsible Authority. The record must also include:

- 16.1 Views of each elevation of the building/s;
- 16.2 Two diagonally opposed views of each internal space in the building/s; and
- 16.3 Any architectural design detailing of the building/s.
- 16.4 Photo log sheets including plans clearly showing north and indicating what direction the images were taken.

**The photographic record must be taken with an SLR camera of at least 8 megapixels and images saved in RAW format.**

**Interpretive strategy**

17. Before the commencement of the use of the place of assembly, an interpretive strategy of permanent displays must be installed within the Level 4 public space foyer to the satisfaction of the Responsible Authority. It must include the archival record approved under a further Condition, incorporated with existing interpretive signage, existing church archives that document the history and development of the site and there-use of existing stain glass windows.

**Landscape Plan**

18. Before the development starts, amended landscaping plans must be submitted to the Responsible Authority for approval. The plans must be generally in accordance with the approved site layout plans and the decision plans prepared by Phillip Johnson Landscaping, Job No.1019, dated 14 October 2020, but modified to show:
  - 18.1 Species, locations, quantities, approximate height and spread of proposed planting;
  - 18.2 Details of soil preparation and mulch depth for garden beds;
  - 18.3 Sectional details of shrub planting method and the canopy tree planting method which includes support staking and the use of durable ties;
  - 18.4 Full details of the boulevard treatment along Doncaster Road, including maintaining a minimum 3.6m wide paved promenade with staggered avenues of deciduous trees, with full dimensions and paving materials in accordance with the Doncaster Hill Strategy;
  - 18.5 The continuation of the Doncaster Hill paved promenade treatment over the Doncaster Road crossover/driveway to reinforce pedestrian priority;
  - 18.6 A separate sectional detail of Doncaster Road boulevard canopy tree planting methods, which includes appropriate root director or root cell technology incorporated to ensure that the boulevard paving is not damaged by tree root over time;

- 18.7 Sectional details of the planting method for planter boxes, including the method of drainage;
- 18.8 A minimum 1m wide area to the perimeter of the site, within the private open space/courtyard area of dwellings fronting Short Street and Hepburn Road;
- 18.9 Further details of and a landscape treatment provided to the following spaces, to the satisfaction of the Responsible Authority:
  - 18.9.1 Between the loading dock accessway and the eastern boundary, fronting Hepburn Road;
  - 18.9.2 Generally along the southern frontage to Hepburn Road (including within front courtyards);
  - 18.9.3 Generally along the eastern frontage to Short Street (including within front courtyards);
- 18.10 Improved details of the site frontage to Doncaster Road, including the location of bicycle parking, ramps, planter beds, retaining walls and surface materials, to demonstrate how this area will function and be maintained to ensure a purposeful interaction with the public realm;
- 18.11 The irrigation of communal garden beds and lightweight planter boxes controlled by sensors;
- 18.12 Details of any rain-garden, including maintenance details;
- 18.13 All canopy trees and screen planting to be at least 1.5 metres in height at the time of planting, with the exception of trees within the Doncaster Road boulevard, which must be at least 3.5 metres in height at the time of planting;
- 18.14 The retention of the street trees within the road reserve of Hepburn Road, unless otherwise agreed by the Responsible Authority.

#### **Landscape Bond**

- 19. Before the release of the approved plan for the development, a \$15,000 cash bond or bank guarantee must be lodged with the Responsible Authority to ensure the completion and maintenance of landscaped areas and such bond or bank guarantee will only be refunded or discharged after a period of 13 weeks from the completion of all works, provided the landscaped areas are being maintained to the satisfaction of the Responsible Authority.

#### **Street Trees**

- 20. Footpath panels adjacent to proposed street tree locations must be removed and reinstalled by the developer/property owner with TripStop X to Council specification, and to the satisfaction of the Responsible Authority.
- 21. All fencing foundations and infrastructure must be engineered and installed to withstand the pressure exerted from roots from street trees as they grow, to the satisfaction of the Responsible Authority.
- 22. All street trees along Hepburn Road must be retained and protected in accordance with AS 4970, to the satisfaction of the Responsible Authority.
- 23. All street tree removal and planting works must be undertaken by Council at the full cost of the permit holder, to the satisfaction of the Responsible Authority.

#### **Completion and Maintenance**

- 24. Once the permitted development has commenced it must be continued and completed to the satisfaction of the Responsible Authority.

25. Before the occupation of any approved dwelling the following works must be completed generally in accordance with the approved plans and to the satisfaction of the Responsible Authority:
  - 25.1 All privacy screens and obscured glazing must be installed, noting that the use of obscure film fixed to transparent windows is not considered to be 'obscured glazing';
  - 25.2 All driveways, bicycle and car parking areas fully constructed, with appropriate grades and transitions, line marked and/or signed and available for use; and
  - 25.3 All landscape areas must be fully planted and mulched or grassed.
26. Buildings, including screening, engineering works, fences and landscaped areas must be maintained to the satisfaction of the Responsible Authority.
27. The landscaping as shown on the approved landscaping plan must be maintained by replacing any dead, diseased, dying or damaged plants as soon as practicable and not using the areas set aside for landscaping for any other purpose, to the satisfaction of the Responsible Authority.
28. In the event of excavation or works causing damage to any existing boundary fence, the owner of the development site must at their own cost repair or replace the affected fencing to the satisfaction of the Responsible Authority.

#### **Stormwater – On-site detention (OSD)**

29. The owner must provide on-site storm water detention storage or other suitable system (which may include but is not limited to the re-use of stormwater using rainwater tanks), to limit the Permissible Site Discharge (PSD) to that applicable to the site coverage of 35 percent of hard surface or the pre-existing hard surface if it is greater than 35 percent. The PSD must meet the following requirements:
  - 29.1 Be designed for a 1 in 5 year storm; and
  - 29.2 Storage must be designed for 1 in 10 year storm.

#### **Construction Plan (OSD)**

30. Before the development starts, a construction plan for the system required by a further Condition of this permit must be submitted to and approved by the Responsible Authority. The system must be maintained by the Owner thereafter in accordance with the approved construction plan to the satisfaction of the Responsible Authority.

#### **Drainage**

31. Stormwater must not be discharged from the subject land other than by means of drainage to the legal point of discharge. The drainage system within the development must be designed and constructed to the requirements and satisfaction of the relevant Building Surveyor. A connection to Council maintained assets must not be constructed unless a Miscellaneous Works Permit is first obtained from the Responsible Authority.
32. The whole of the land, including landscaped and paved areas must be graded and drained to the satisfaction of the Responsible Authority, to prevent ponding and to minimise overland flows onto adjoining properties.

#### **On-site car parking and bicycle parking and access**

33. The areas set aside for the parking of vehicles, together with the aisles and access lanes as delineated on the endorsed plans must:
  - 33.1 Be completed and line-marked to the satisfaction of the Responsible prior to the occupation of the development or commencement of the uses hereby permitted;

- 33.2 Be used for no other purpose and maintained at all times to the satisfaction of the Responsible Authority; and
- 33.3 Be drained and sealed with an all-weather seal coat.
34. The residential, visitor and non-residential car parking areas must be clearly lined marked and signed and must not be used for any other purpose, to the satisfaction of the Responsible Authority.
35. The areas set aside for residential visitor car parking shown on the endorsed plans must be made available for this use free of charge at all times and must not be used for any other purpose, to the satisfaction of the Responsible Authority.
36. All bicycle parking areas must be maintained and not be used for any other purpose, to the satisfaction of the Responsible Authority.
37. The use of the crossover on Doncaster Road for vehicle access must only be associated with special events of the place of assembly, to the satisfaction of the Responsible Authority.
38. An intercom and an automatic garage door opening system must be installed, so as to facilitate convenient 24 hour access to the residential car park by visitors, to the satisfaction of the Responsible Authority.

#### Place of Assembly

39. Except with the prior written consent of the Responsible Authority, the maximum number of patrons who may attend the place of assembly at any one time and the hours of operation of the place of assembly are:
- 427 patrons on Monday to Friday between 8:00am and 5:00pm**
- 650 patrons on Monday to Friday between 5:00pm and 11:00pm**
- 650 patrons on Saturday and Sunday between 8:00am and 11:00pm**
40. The number of patrons who may attend the place of assembly on Monday to Friday between 8:00am and 5:00pm may increase to 650 patrons with the prior written consent of the Responsible Authority. Additional patrons will only be permitted if it can be demonstrated that the car parking demand for the place of assembly does not exceed the available car parking spaces, to the satisfaction of the Responsible Authority.

#### Child Care Centre

41. Except with the prior written consent of the Responsible Authority, the number of children who may attend the centre at any one time must not exceed 120.
42. Except with the prior written consent of the Responsible Authority, the child care centre must only operate between the hours of 6:00am and 7:00pm on weekdays only.
43. The external play areas must be kept in a neat and tidy condition to the satisfaction of the Responsible Authority.
44. The operator of the centre must through proper management and supervision techniques, ensure that excessive noise is not generated by external play activities, to the satisfaction of the Responsible Authority.
45. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.

**Food and Drink Premises**

46. Except with the prior written consent of the Responsible Authority, the food and drink premises must only operate between the hours of 7.00am and 10.00pm Monday to Sunday.
47. The shop fronts of the food and drink premises must not be covered by promotional or other film or signage that reduces transparency of the interface, to the satisfaction of the Responsible Authority.
48. The exhaust system to the food and drink premises must be fitted with filter devices capable of minimizing the external emission of odours and airborne fat particles and be maintained to the satisfaction of the Responsible Authority.

**Offices**

49. Except with the prior written consent of the Responsible Authority, the offices must only operate between the hours of 7.00am and 6.00pm on weekdays only, to ensure that unused car parking spaces outside of these times are made available as overflow parking for other uses.

**Amenity**

50. Before the uses commence, all fencing, including acoustic fencing and any other measures must be erected in accordance with the approved plan to the satisfaction of the Responsible Authority.
51. All security alarms or similar devices installed on the land must be of a silent type to the satisfaction of the Responsible Authority.
52. All noise emanating from any mechanical plant (air conditioners, refrigeration plant, etc.) must comply with the State Environment Protection Policy N-1 and in the event of the Responsible Authority receiving justifiable complaints regarding noise from such sources, the onus will be on the owner of the development site to prove compliance with the relevant policy to the satisfaction of the Responsible Authority.
53. All delivery and collection of goods associated with the non-residential uses must be conducted within the subject land and within the operating hours approved under this permit.
54. Rubbish, including bottles and packaging material, must at all times be stored within the building and screened from external view. All waste collection and recycling collection must be undertaken in accordance with Council requirements and the approved waste management plan.
55. The collection of all waste from the premises must only be conducted between the hours of 8.00am to 6.00pm Monday to Friday to the satisfaction of the Responsible Authority.
56. The operators of non-residential uses must ensure to the satisfaction of the Responsible Authority that all on-site activities are conducted in an orderly manner and must endeavour to ensure that patrons / customers who depart the premises late at night, do so in a manner not likely to cause noise disturbances to nearby residents and residents in the building, and in accordance with any approved car parking operation approved under another condition of this permit.
57. The use and development must be managed so that the amenity of the area is not detrimentally affected, to the satisfaction of the Responsible Authority, through the:
  - 57.1 Transport of materials, goods or commodities to or from the land;
  - 57.2 Storage of goods and wastes;
  - 57.3 Appearance of any building, works or materials; and
  - 57.4 Emission of noise, light, vibration, odour & dust.

**Lighting**

58. External lighting must be designed so as to minimise loss of amenity to residents of adjoining properties to the satisfaction of the Responsible Authority.
59. The development must be provided with external lighting capable of illuminating access to each car parking space, storage area, waste bins, pedestrian walkways, stairwells, lifts, dwelling entrances and entry foyers. Lighting must be located, directed, shielded and of limited intensity so that no nuisance or loss of amenity is caused to any person within and beyond the site, to the satisfaction of the Responsible Authority.

#### **Development Contribution**

60. Prior to the completion of the development, a Development Contribution as agreed by the Responsible Authority in accordance with Clause 45.06 Development Contributions Plan Overlay Schedule 1 – Doncaster Hill Development Contributions Plan must be paid to the Responsible Authority.

#### **General**

61. All services, including water, electricity, gas, sewerage and telephone, must be installed underground and located to the satisfaction of the Responsible Authority.
62. A centralised TV antenna must be installed and connections made to each dwelling to the satisfaction of the Responsible Authority.
63. No individual dish antennae may be installed on the overall building to the satisfaction of the Responsible Authority.
64. If allowed by the relevant fire authority, external fire services must be enclosed in a neatly constructed, durable cabinet finished to complement the overall development, or in the event that enclosure is not allowed, associated installations must be located, finished and landscaped to minimise visual impacts from the public footpath in front of the site to the satisfaction of the Responsible Authority.
65. Buildings, engineering works, fences and landscaped areas must be maintained to the satisfaction of the Responsible Authority.
66. Privacy screens as required in accordance with the endorsed plans must be installed prior to occupation of the building to the satisfaction of the Responsible Authority and maintained to the satisfaction of the Responsible Authority thereafter.

#### **Affordable housing**

67. Prior to the commencement of buildings and works Affordable Housing must be secured under a mutually agreed to Section 173 Agreement between the Proponent and Council and must be signed by all parties before the Amendment is sent to the Minister for Planning for approval, at the latest. The affordable housing dwellings must satisfy the following:
  - 67.1 Be not less than 10 in number, which are likely to be one or two bedroom apartments;
  - 67.2 To be tenure blind with finishes reflecting all other apartments within the development and fully integrated into the development;
  - 67.3 The ultimate location will reflect the needs of the occupant or provider, can be grouped together or spread throughout the development and are likely to be in the lower levels;
  - 67.4 All residents must satisfy one of the prescribed income ranges contained in the Ministerial Order entitled 'Specification of Income Ranges' published in the Victoria Government Gazette No. G23 dated 26 June 2019 at page 1070 pursuant to section 3AB of the *Planning and Environment Act 1987*;
  - 67.5 Any of the dwellings can be used for disability purposes or form part of the National Disability Insurance Scheme or the National Rental Affordable Scheme, provided the

dwellings satisfy all the other requirements of Council as specified herein;

- 67.6 The need for flexibility with respect to models of ownership and management of the dwellings is acknowledged, including third party Affordable Housing providers, trusts and the like; and
- 67.7 Council requires the initial owner and occupier of each dwelling to be approved of in writing by Council to ensure that Council's requirements in respect of affordable housing dwellings, as outlined herein, are satisfied;
- 67.8 The cost of preparing and registering the agreement is to be paid by the permit holder.

#### **Department of Transport**

- 68. Prior to commencement of the buildings and works, a Functional Layout Plan showing the access arrangement to the chapel off Doncaster Road, must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the plans date stamped 10/10/2020 and annotated TP206 Rev TP6 but modified to show:
  - 68.1 Access control; retractable bollards at the boundary or within the site, to limit access for special events only;
  - 68.2 Access and the layout of parking for "hearse" and "wedding vehicle";
  - 68.3 Demonstrated manoeuvring space for vehicles to enter and exit the site in a forward direction; and
  - 68.4 Paved promenade treatment across the crossover to reinforce pedestrian priority.
- 69. Prior to commencement of the use, all disused or redundant vehicle crossings must be removed, and the area reinstated to kerb and channel to the satisfaction of the Responsible Authority and at no cost to the Head, Transport for Victoria and the Responsible Authority.
- 70. Prior to the occupation of the development, the crossover and driveway are to be constructed to the satisfaction of the Responsible Authority and at no cost to the Head, Transport for Victoria.
- 71. Vehicles must enter and exit the land in a forward direction at all times.

#### **Permit Expiry**

- 72. This permit will expire if one of the following circumstances applies:
  - 72.1 The development is not started within four (4) years of the date of this permit; and
  - 72.2 The development is not completed within eight (8) years of the date of this permit.
  - 72.3 The uses are not commenced within two (2) years of the development being completed.

**The Responsible Authority may extend the periods referred to if a request is made in writing by the owner or occupier either before the permit expires or in accordance with Section 69 of the Planning & Environment Act 1987.**

## IMPORTANT INFORMATION ABOUT THIS PERMIT

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### WHAT HAS BEEN DECIDED?

The Responsible Authority has issued a permit. The permit was granted by the Minister under section 96I of the **Planning and Environment Act 1987** on approval of Amendment No. C127mann to the Manningham Planning Scheme.

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### WHEN DOES THE PERMIT BEGIN?

The permit operates from a day specified in the permit being a day on or after the day on which the amendment to which the permit applies comes into operation.

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### WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if—
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of a permit, unless the permit contains a different provision; or
  - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within 5 years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if—
  - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
  - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if—
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
  - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
  - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision—
  - the use or development of any stage is to be taken to have started when the plan is certified; and
  - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

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### WHAT ABOUT REVIEWS?

- In accordance with section 96M of the **Planning and Environment Act 1987**, the applicant may not apply to the Victorian Civil and Administrative Tribunal for a review of any condition in this permit.



# CHAPEL HILL 674 - 680 DONCASTER RD, 14, 14A, 16 SHORT ST, 18 HEPBURN RD, DONCASTER

**DOCUMENTATION DRAWING LIST TOWN PLANNING**

- TP001 TITLE AND DRAWING REGISTER TOWN PLANNING
- TP101 EXISTING CONDITIONS SURVEY PLAN
- TP102 DEMOLITION PLAN
- TP103 SITE PLAN
- TP201 BUILDING KEY PLAN - KEY - BASEMENT 2
- TP202 BUILDING KEY PLAN - KEY - BASEMENT 1
- TP203 BUILDING KEY PLAN - KEY - LEVEL 01
- TP204 BUILDING KEY PLAN - KEY - LEVEL 02
- TP205 BUILDING KEY PLAN - KEY - LEVEL 03
- TP206 BUILDING KEY PLAN - KEY - LEVEL 04
- TP207 BUILDING KEY PLAN - KEY - LEVEL 05
- TP208 BUILDING KEY PLAN - KEY - LEVEL 06
- TP209 BUILDING KEY PLAN - KEY - LEVEL 07
- TP210 BUILDING KEY PLAN - KEY - LEVEL 08
- TP211 BUILDING KEY PLAN - KEY - LEVEL 09
- TP212 BUILDING KEY PLAN - KEY - LEVEL 10
- TP213 BUILDING KEY PLAN - KEY - LEVEL 11
- TP214 BUILDING KEY PLAN - KEY - LEVEL 12
- TP215 BUILDING KEY PLAN - KEY - LEVEL 13
- TP216 BUILDING KEY PLAN - KEY - LEVEL 14
- TP217 BUILDING KEY PLAN - KEY - LEVEL 15
- TP218 BUILDING KEY PLAN - KEY - LEVEL 16
- TP219 BUILDING KEY PLAN - KEY - LEVEL 17
- TP220 BUILDING KEY PLAN - KEY - LEVEL 18 ROOF
- TP301 EXISTING SHADOW ANALYSIS
- TP302 EXISTING SHADOW ANALYSIS
- TP303 PROPOSED SHADOW ANALYSIS
- TP304 PROPOSED SHADOW ANALYSIS

**DOCUMENTATION DRAWING LIST TOWN PLANNING**

- TP305 PROPOSED SHADOW ANALYSIS (Design Element)
- TP306 PROPOSED SHADOW ANALYSIS
- TP307 PROPOSED SHADOW ANALYSIS
- TP401 KEY ELEVATION - EAST
- TP402 KEY ELEVATION - NORTH
- TP403 KEY ELEVATION - SOUTH
- TP404 KEY ELEVATION - WEST
- TP501 KEY SECTION - EAST WEST
- TP502 KEY SECTION - NORTH SOUTH
- TP503 KEY SECTION - DRIVEWAY
- TP504 KEY SECTION - PLAZA
- TP601 CHAPEL ALTERATION DETAILS
- TP602 DESIGN ELEMENT ANALYSIS
- TP603 DESIGN ELEMENT ANALYSIS
- TP604 FINISHES SCHEDULE & EXTERNAL DETAILS
- TP605 3D VIEWS
- TP701 GENERAL ARRANGEMENT PLAN - BASEMENT 1
- TP702 GENERAL ARRANGEMENT PLAN - LEVEL 01
- TP703 GENERAL ARRANGEMENT PLAN ZONE 1 - LEVEL 02
- TP704 GENERAL ARRANGEMENT PLAN ZONE 2 - LEVEL 02
- TP705 GENERAL ARRANGEMENT PLAN ZONE 1 - LEVEL 03
- TP706 GENERAL ARRANGEMENT PLAN ZONE 2 - LEVEL 03
- TP707 GENERAL ARRANGEMENT PLAN - LEVEL 04
- TP708 GENERAL ARRANGEMENT PLAN - LEVEL 05
- TP709 GENERAL ARRANGEMENT PLAN ZONE 1 - LEVEL 06
- TP710 GENERAL ARRANGEMENT PLAN ZONE 2 - LEVEL 06
- TP711 GENERAL ARRANGEMENT PLAN - LEVEL 08
- TP712 GENERAL ARRANGEMENT PLAN - LEVEL 09
- TP713 GENERAL ARRANGEMENT PLAN ZONE 1 - LEVEL 14
- TP714 GENERAL ARRANGEMENT PLAN - LEVEL 15
- TP715 GENERAL ARRANGEMENT PLAN - LEVEL 16
- TP716 GENERAL ARRANGEMENT PLAN - LEVEL 17

REV	DATE	DESCRIPTION
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE
TP5	20.02.2020	RFI INFORMATION
TP4		
TP3		
TP2		
TP1		

**General Notes**  
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All dimensions subject to on site verification prior to execution of work. Figured dimensions shall be taken in preference to scaling.  
All discrepancies to be reported to Architect for instruction before proceeding

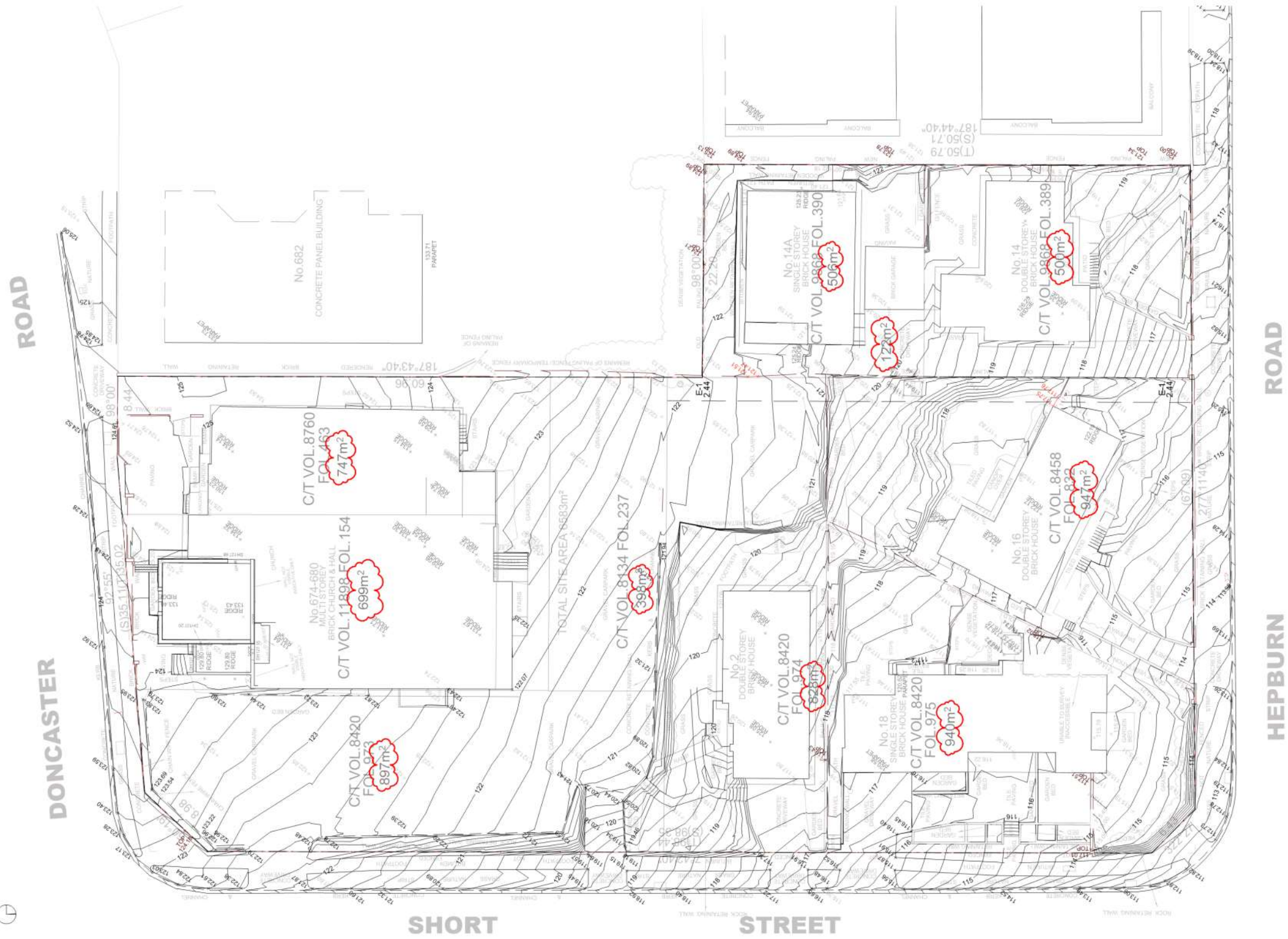
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<p><b>CLIENT</b> DONCASTER CHURCH OF CHRIST / TEBTER</p>
--

<p><b>PROJECT</b> CHAPEL HILL 680 DONCASTER ROAD, EXPANDED SCHEME</p>
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DRAWING NO.	<b>TP001</b>	REV	<b>TP7</b>
DWG SCALE	as A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
SIM FILENAME			
ISSUED	DESIGN	KL	AD
OFFICE NO.	A00005		
	<b>TOWNPLANNING</b>		

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REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	01.02.2020	FOR INFORMATION		AD

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**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME

**TITLE**  
 EXISTING CONDITIONS  
 SURVEY PLAN

DRAWING NO.	TP101	REV	TP7
DWG SCALE	1:200 at A1, half scale at A3		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO.	A10001		
<b>TOWNPLANNING</b>			



- EXISTING BUILDING AND CROSSOVERS TO BE DEMOLISHED
  - EXISTING TITLE BOUNDARY. DEMOLISH ALL FENCES, RETAINING WALLS, DRIVEWAYS, LANDSCAPING STRUCTURES, SERVICES WITHIN THE TITLE BOUNDARY
  - EXISTING STREET TREES TO BE REMOVED
- Note: All redundant vehicle crossovers to be removed. Footpath, nature strip, kerb and channel to be reinstated.

REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE		KL
TP5	20.02.2020	FOR INFORMATION		AD
REV	DATE	DESCRIPTION		

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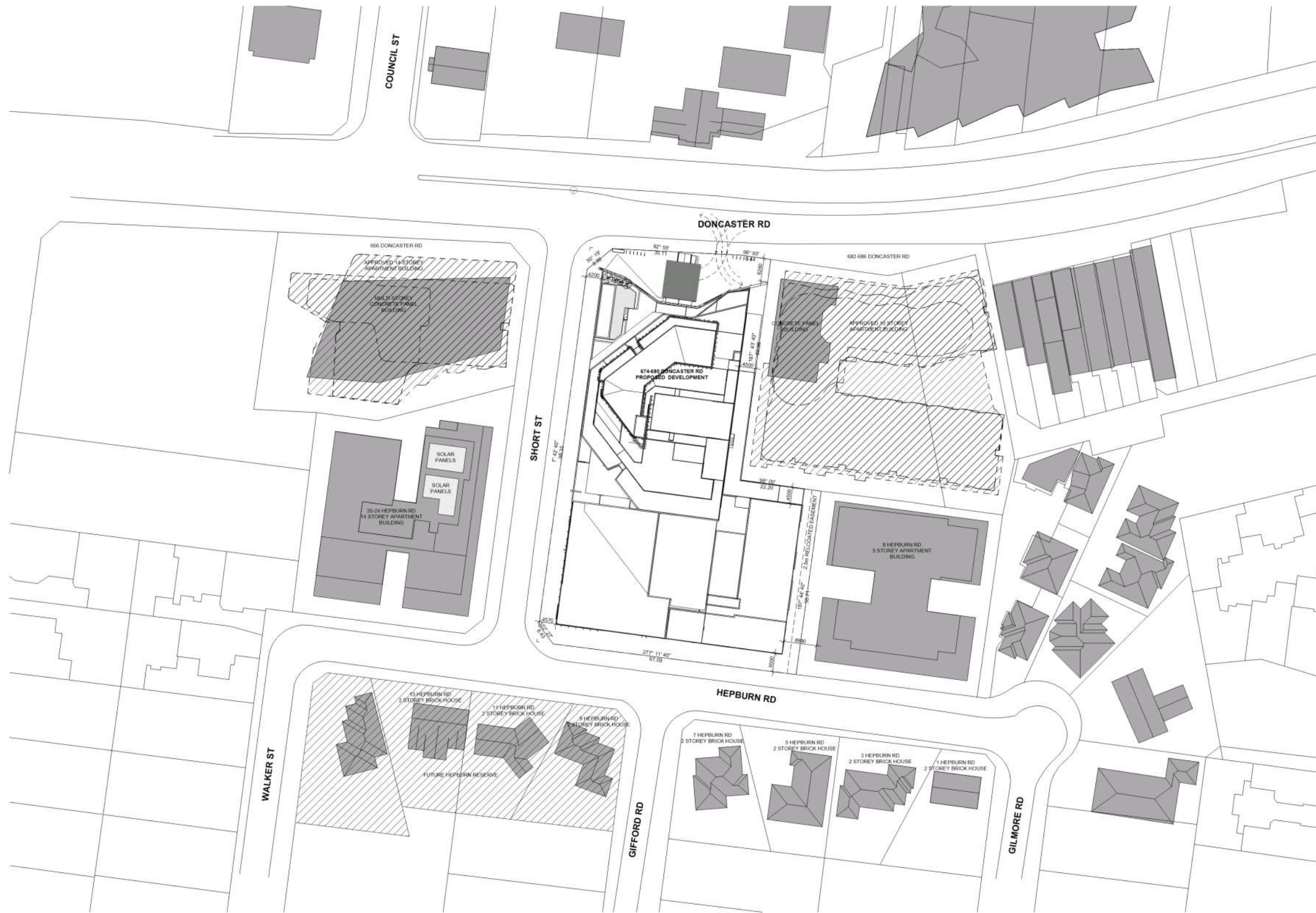
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**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME

**TITLE**  
 DEMOLITION PLAN

DRAWING NO.	TP102	REV	TP7
DWG SCALE	1:200 or A1, half scale at A3		
PROJECT NO.	18040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO	A10011		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE	KL
TP5	01.02.2020	FOR INFORMATION	AD
REV	DATE	DESCRIPTION	

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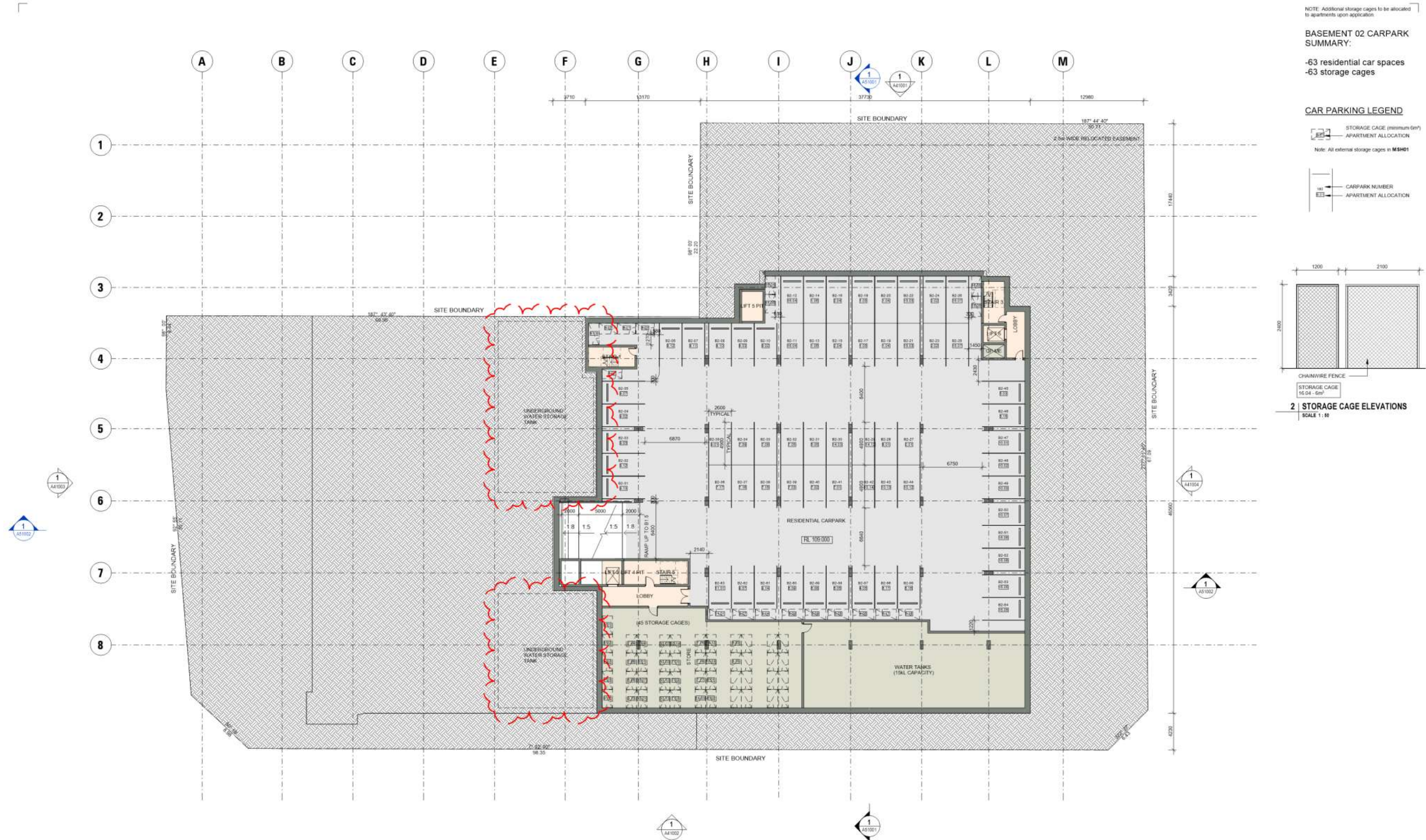
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**SITE PLAN**

DRAWING NO:	<b>TP103</b>	REV	<b>TP7</b>
DWG SCALE:	1:500 at A1, half scale at A3		
PROJECT NO:	10040		
PROJECT DATE:	09.2017		
BIM FILENAME:			
ISSUED BY:	KL	APPROVED BY:	AD
OFFICE NO:	A12001		
<b>TOWNPLANNING</b>			

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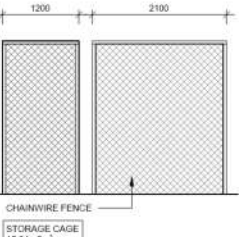
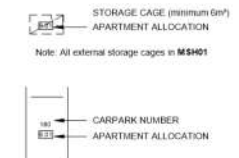


NOTE: Additional storage cages to be allocated to apartments upon application.

**BASEMENT 02 CARPARK SUMMARY:**

- 63 residential car spaces
- 63 storage cages

**CAR PARKING LEGEND**



**2 STORAGE CAGE ELEVATIONS**  
SCALE 1 : 50

REV	DATE	DESCRIPTION	AD
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	20.02.2020	FOR INFORMATION	AD

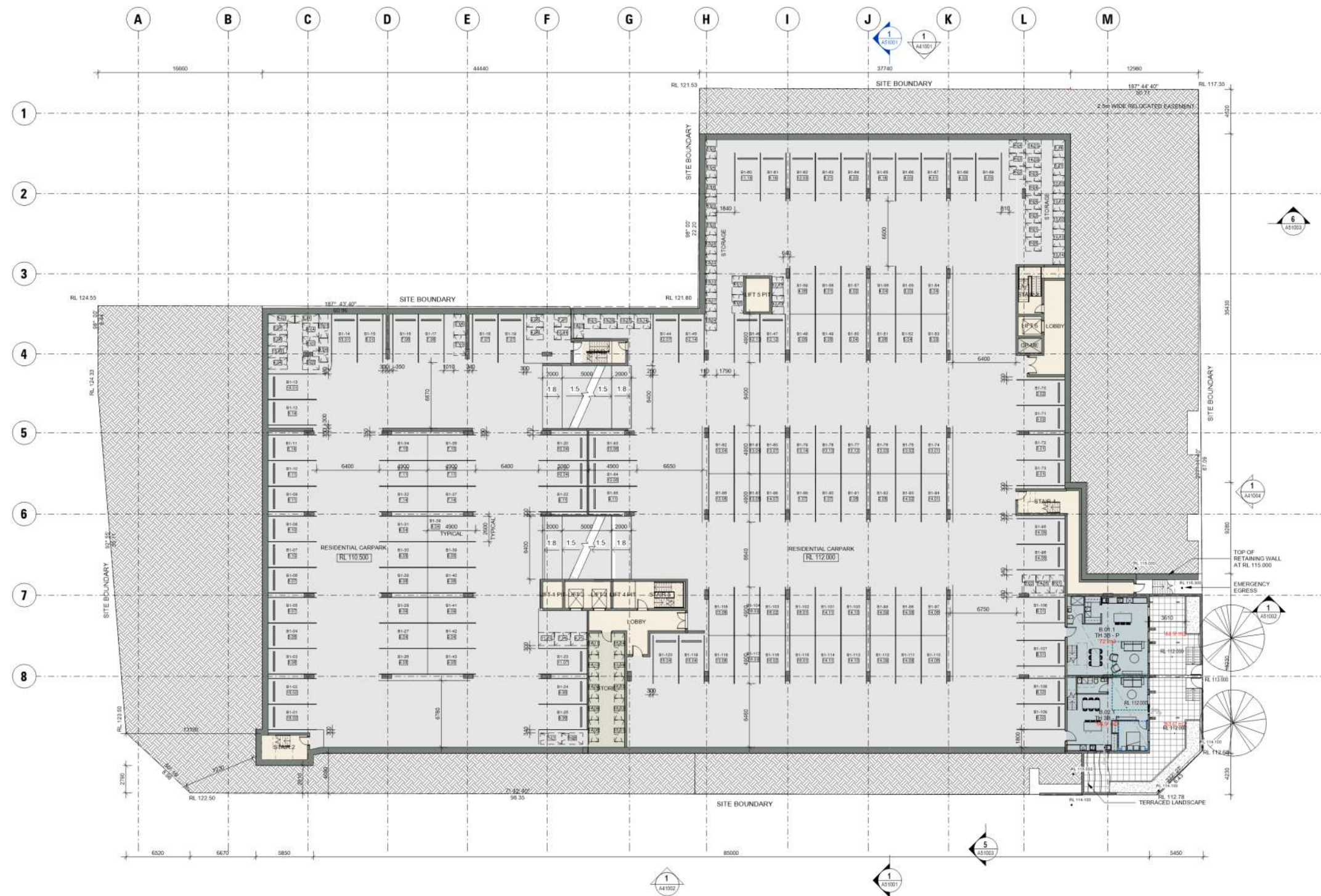
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**PROJECT**  
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 680 DONCASTER ROAD,  
 EXPANDED SCHEME  
**TITLE**  
 BUILDING KEY PLAN -  
 KEY - BASEMENT 2

DRAWING NO.	<b>TP201</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO.	A21921		
<b>TOWNPLANNING</b>			



NOTE: Additional storage cages to be allocated to apartments upon application.

**BASEMENT 01 CARPARK SUMMARY:**  
 -120 residential car spaces  
 -73 storage cages

**CAR PARKING LEGEND**

- STORAGE CAGE (minimum 6m<sup>2</sup>)
- APARTMENT ALLOCATION
- Note: All external storage cages in MSH01
- CARPARK NUMBER
- APARTMENT ALLOCATION

**LEGEND**

- Minimum living area dimensions  
 - 3.0m x 3.0m for 1 bedroom unit  
 - 3.0m x 3.0m for 2 - 4 bedroom unit
- Minimum main bedroom dimensions  
 - 3m x 3.4m
- Minimum dimensions for all other bedrooms  
 - 3m x 3m
- Cross ventilation breeze path  
 - 5m (minimum) - 18m (maximum)  
 Note: All townhouses to be vertically cross ventilated
- Accessible clear path of travel
- Symbol within bathroom refers to an adaptable bathroom
- Floor finish to all townhouse private open spaces and apartment balconies to be PV02
- Note: All redundant vehicle crossovers to be removed. Footpath, nature strip, kerb and channel to be reinstated.

**TREE LEGEND**

- EXISTING TREE
- PROPOSED TREE
- EXISTING TREE TO BE REMOVED

REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	03.01.2020	FOR INFORMATION	AB
REV	DATE	DESCRIPTION	

**General Notes**  
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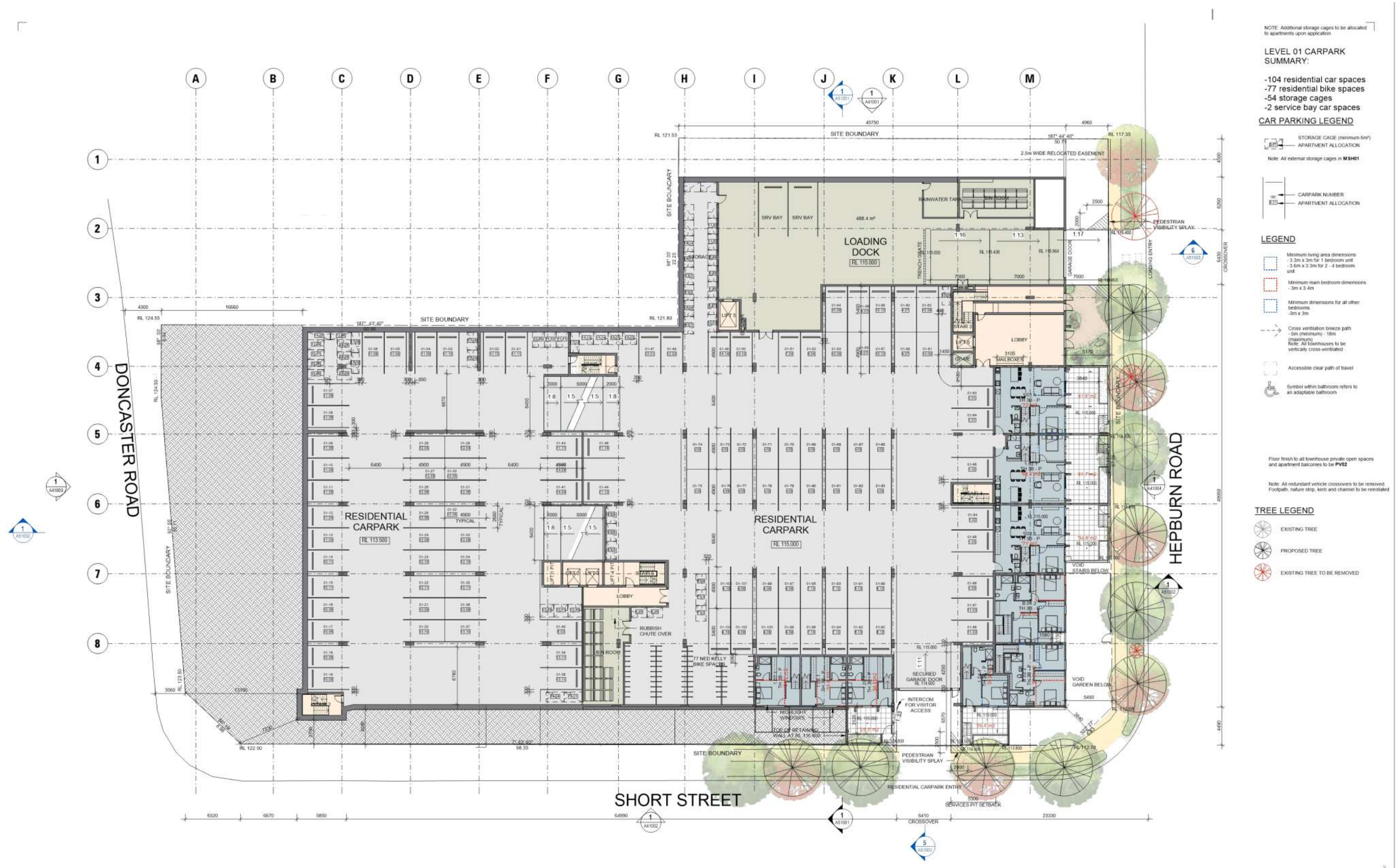
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**PROJECT**  
**CHAPEL HILL 680 DONCASTER ROAD, EXPANDED SCHEME**

**TITLE**  
**BUILDING KEY PLAN - KEY - BASEMENT 1**

DRAWING NO.	TP202	REV	TP7
DWG SCALE	As indicated or A1, half scale or A3		
PROJECT NO.	10540		
PROJECT DATE	09.2017		
BIM FILENAME			
DRAWN BY	KL	CHECKED BY	AD
OFFICE NO.	A21811		
<b>TOWNPLANNING</b>			



NOTE: Additional storage cages to be allocated to apartments upon application.

**LEVEL 01 CARPARK SUMMARY:**  
 -104 residential car spaces  
 -77 residential bike spaces  
 -54 storage cages  
 -2 service bay car spaces

**CAR PARKING LEGEND**  
 STORAGE CAGE (minimum 6m²)  
 APARTMENT ALLOCATION  
 Note: All external storage cages in MSH01

CARPARK NUMBER  
 APARTMENT ALLOCATION

**LEGEND**  
 Minimum living area dimensions  
 - 3.3m x 3m for 1 bedroom unit  
 - 3.6m x 3.3m for 2 - 4 bedroom unit  
 Minimum main bedroom dimensions  
 - 3m x 3.4m  
 Minimum dimensions for all other bedrooms  
 - 3m x 3m  
 Cross ventilation breeze path  
 - 5m (minimum) - 18m (maximum)  
 Note: All townhouses to be vertically cross-ventilated  
 Accessible clear path of travel  
 Symbol within bathroom refers to an adaptable bathroom

Floor finish to all townhouse private open spaces and apartment balconies to be PV02  
 Note: All redundant vehicle crossovers to be removed  
 Footpath, nature strip, kerb and channel to be reinstated

**TREE LEGEND**  
 EXISTING TREE  
 PROPOSED TREE  
 EXISTING TREE TO BE REMOVED

REV	DATE	DESCRIPTION	BY	CHK
TR0	16.10.2020	TOWN PLANNING - R11 RESPONSE		KL
TR1	03.07.2020	FOR INFORMATION		AD

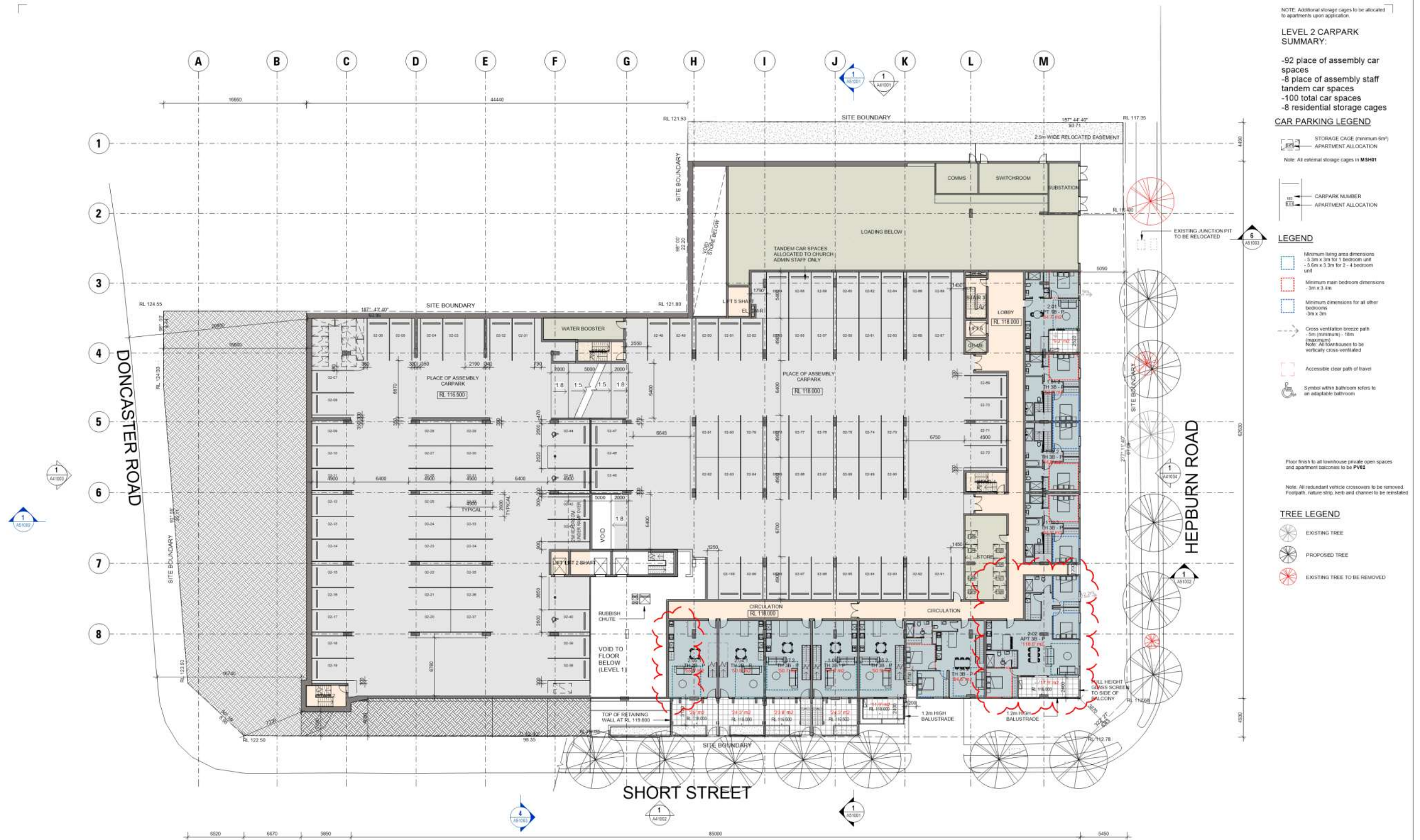
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**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME  
**TITLE**  
 BUILDING KEY PLAN -  
 KEY - LEVEL 01

<b>DRAWING NO.</b>	<b>TP203</b>	<b>REV</b>	<b>TP6</b>
<b>DWG SCALE</b>	As indicated at A1, half scale at A3		
<b>PROJECT NO.</b>	16040		
<b>PROJECT DATE</b>	09.2017		
<b>BIM FILENAME</b>			
<b>OFFICE NO.</b>	A21011		
<b>TOWNPLANNING</b>			



NOTE: Additional storage cages to be allocated to apartments upon application.

**LEVEL 2 CARPARK SUMMARY:**

- 92 place of assembly car spaces
- 8 place of assembly staff tandem car spaces
- 100 total car spaces
- 8 residential storage cages

**CAR PARKING LEGEND**

- STORAGE CAGE (minimum 6m<sup>2</sup>)
- APARTMENT ALLOCATION
- Note: All external storage cages in MSHR1
- CARPARK NUMBER
- APARTMENT ALLOCATION

**LEGEND**

- Minimum living area dimensions - 3.2m x 3m for 1 bedroom unit - 3.6m x 3.3m for 2 - 4 bedroom unit
- Minimum main bedroom dimensions - 3m x 3.4m
- Minimum dimensions for all other bedrooms - 3m x 3m
- Cross ventilation breeze path - 5m (minimum) - 18m (maximum)
- Note: All townhouses to be vertically cross-ventilated
- Accessible clear path of travel
- Symbol within bathroom refers to an adaptable bathroom

Floor finish to all townhouse private open spaces and apartment balconies to be FV02

Note: All redundant vehicle crossovers to be removed. Footpath, nature strip, kerb and channel to be reinstated.

**TREE LEGEND**

- EXISTING TREE
- PROPOSED TREE
- EXISTING TREE TO BE REMOVED

REV	DATE	DESCRIPTION	BY
TP7	15.10.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	03.02.2020	FOR INFORMATION	AD
REV	DATE	DESCRIPTION	

**General Notes**

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CLIENT

**DONCASTER CHURCH OF CHRIST / TEBTER**

PROJECT

**CHAPEL HILL  
680 DONCASTER ROAD,  
EXPANDED SCHEME**

TITLE

**BUILDING KEY PLAN -  
KEY - LEVEL 02**

DRAWING NO.	<b>TP204</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A3		
PROJECT NO.	116040		
PROJECT DATE	09.2017		
BIM FILENAME			
OFFICE NO.	A21021		
<b>TOWNPLANNING</b>			





NOTE: Additional storage cages to be allocated to apartments upon application.

**LEVEL 3 CARPARK SUMMARY:**

- 93 car spaces
- 15 staff bike spaces

**CARPARK LEGEND**

STORAGE CAGE (minimum 6m<sup>2</sup>)  
APARTMENT ALLOCATION

Note: All external storage cages in **M3H01**

CARPARK NUMBER  
APARTMENT ALLOCATION

**LEGEND**

- Minimum living area dimensions:
  - 3.3m x 3m for 1 bedroom unit
  - 3.6m x 3.3m for 2 - 4 bedroom unit
- Minimum main bedroom dimensions: 3m x 3.4m
- Minimum dimensions for all other bedrooms: 3m x 3m
- Cross ventilation breeze path - 5m (minimum) - 18m (maximum)
- Note: All storehouses to be vertically cross-ventilated
- Accessible clear path of travel
- Symbol within bathroom refers to an adaptable bathroom

Floor finish to all townhouse private open spaces and apartment balconies to be **PV02**

Note: All redundant vehicle crossovers to be removed. Footpath, nature strip, kerb and channel to be reinstated.

**TREE LEGEND**

- EXISTING TREE
- PROPOSED TREE
- EXISTING TREE TO BE REMOVED

REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	03.02.2020	FOR INFORMATION	AD

**General Notes**

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All discrepancies to be reported to Architect for instruction before proceeding.

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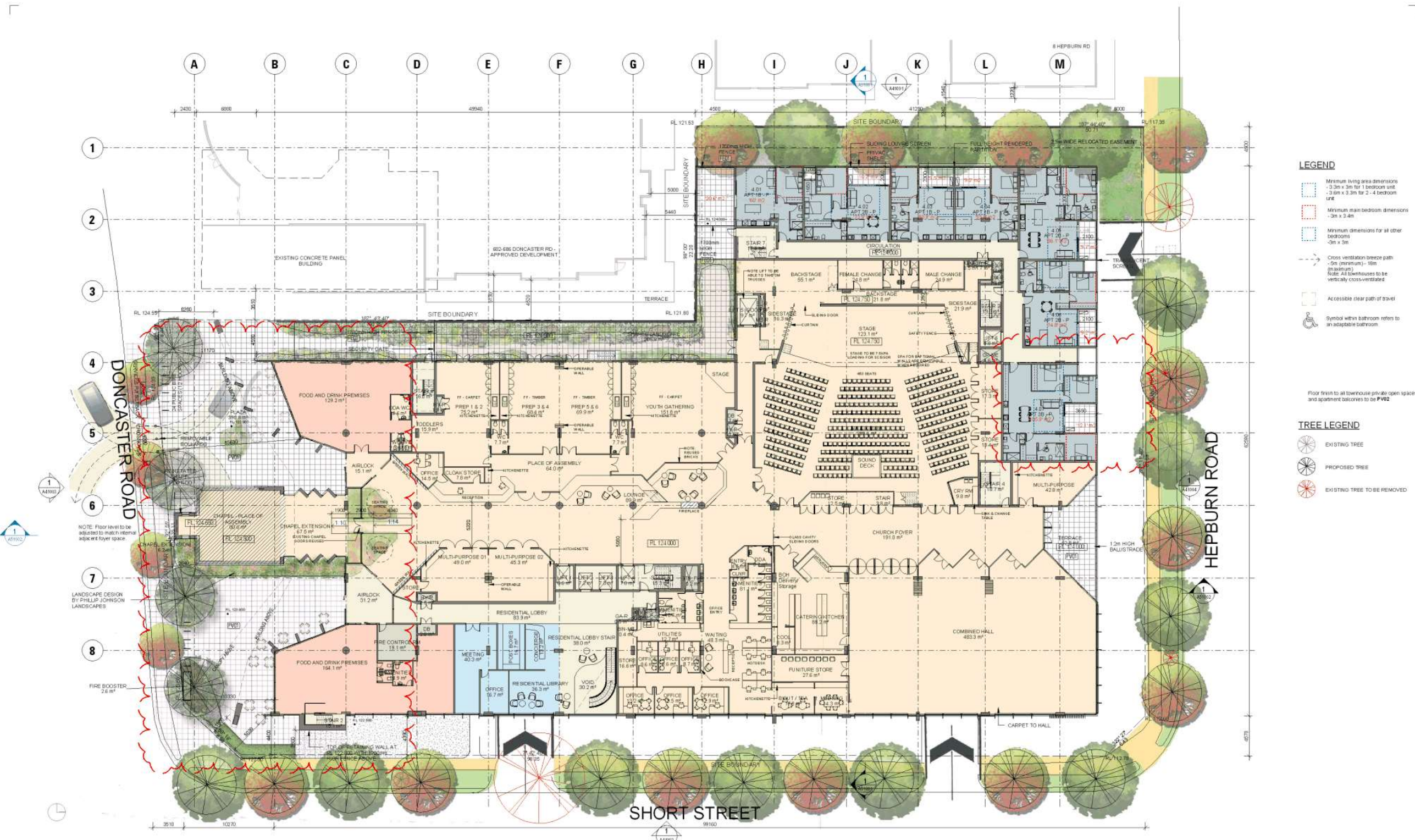
PROJECT

**CHAPEL HILL  
680 DONCASTER ROAD,  
EXPANDED SCHEME**

TITLE

**BUILDING KEY PLAN -  
KEY - LEVEL 03**

DRAWING NO.	<b>TP205</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A3		
PROJECT NO.	116040		
PROJECT DATE	09.2017		
BIM FILENAME			
OFFICE NO.	A21031	KL	AD
<b>TOWNPLANNING</b>			



TR1	16.10.2020	TOWN PLANNING - FRI RESPONSE	KL
TR2	23.07.2020	FOR INFORMATION	AD
TR3	DATE	DESCRIPTION	

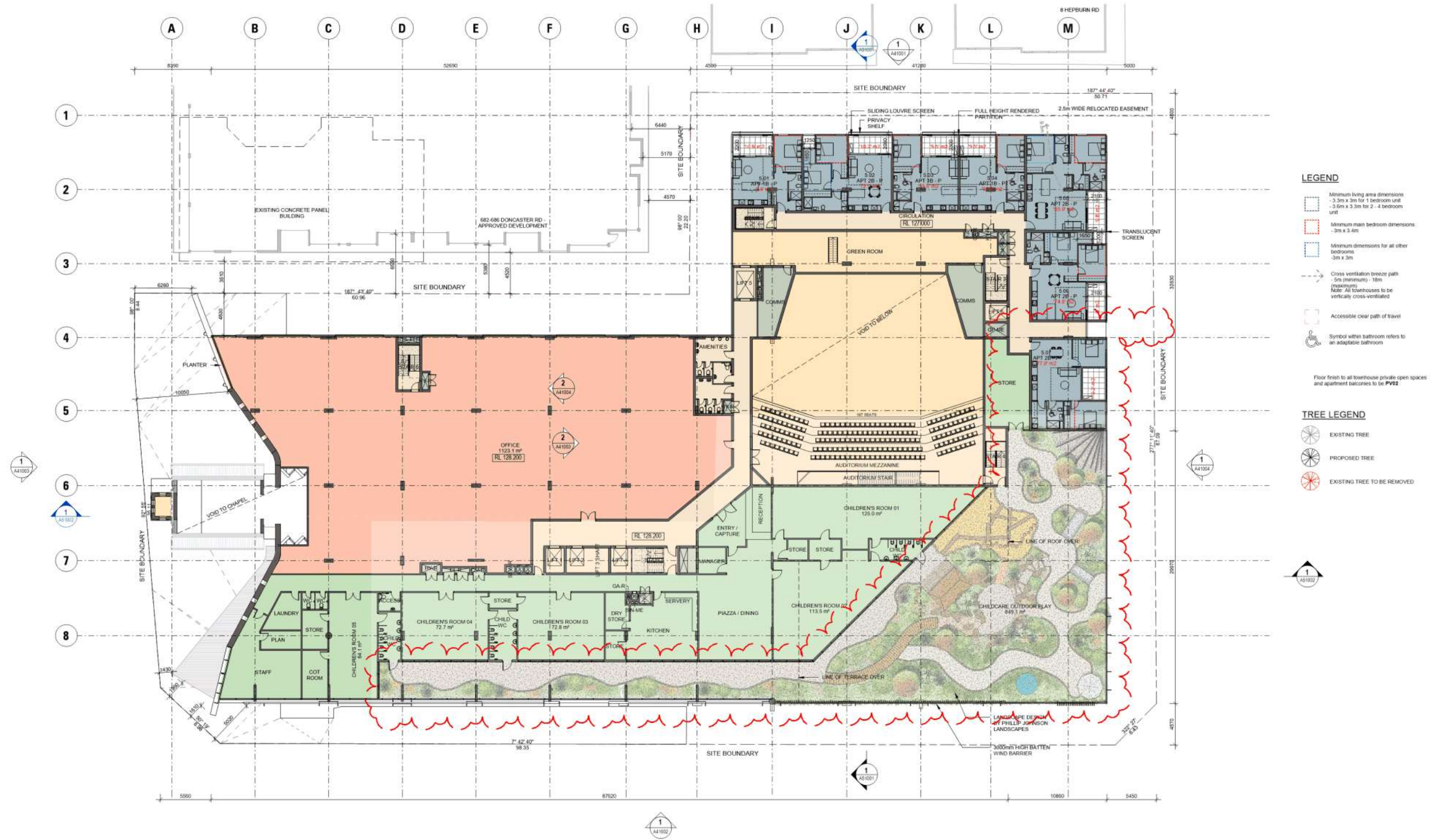
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**PROJECT**  
**CHAPEL HILL 680 DONCASTER ROAD, EXPANDED SCHEME**  
**TITLE**  
**BUILDING KEY PLAN - KEY - LEVEL 04**

<b>DRAWING NO.</b>	<b>TP206</b>	<b>REV</b>	<b>TP6</b>
<b>DWG SCALE</b>	As indicated at A1, half scale at A2		
<b>PROJECT NO.</b>	19030		
<b>PROJECT DATE</b>	06/2017		
<b>BIM FILENAME</b>			
<b>OFFICE NO.</b>	A21041		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHKD
1	16.10.2020	TOWN PLANNING - RP1 RESPONSE	RL	
2	20.07.2020	FOR INFORMATION	AD	
3				
4				
5				
6				
7				
8				

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**PROJECT**  
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**TITLE**  
 BUILDING KEY PLAN -  
 KEY - LEVEL 05

DRAWING NO.	TP207	REV	TP6
DWG SCALE	As indicated at A1, half scale at A3		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
DESIGNED BY	CHKD BY	APPROVED BY	
OFFICE NO.	A21051		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE		AL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE		AL
TP5	03.07.2019	FOR INFORMATION		AD
TP4				
TP3				
TP2				
TP1				

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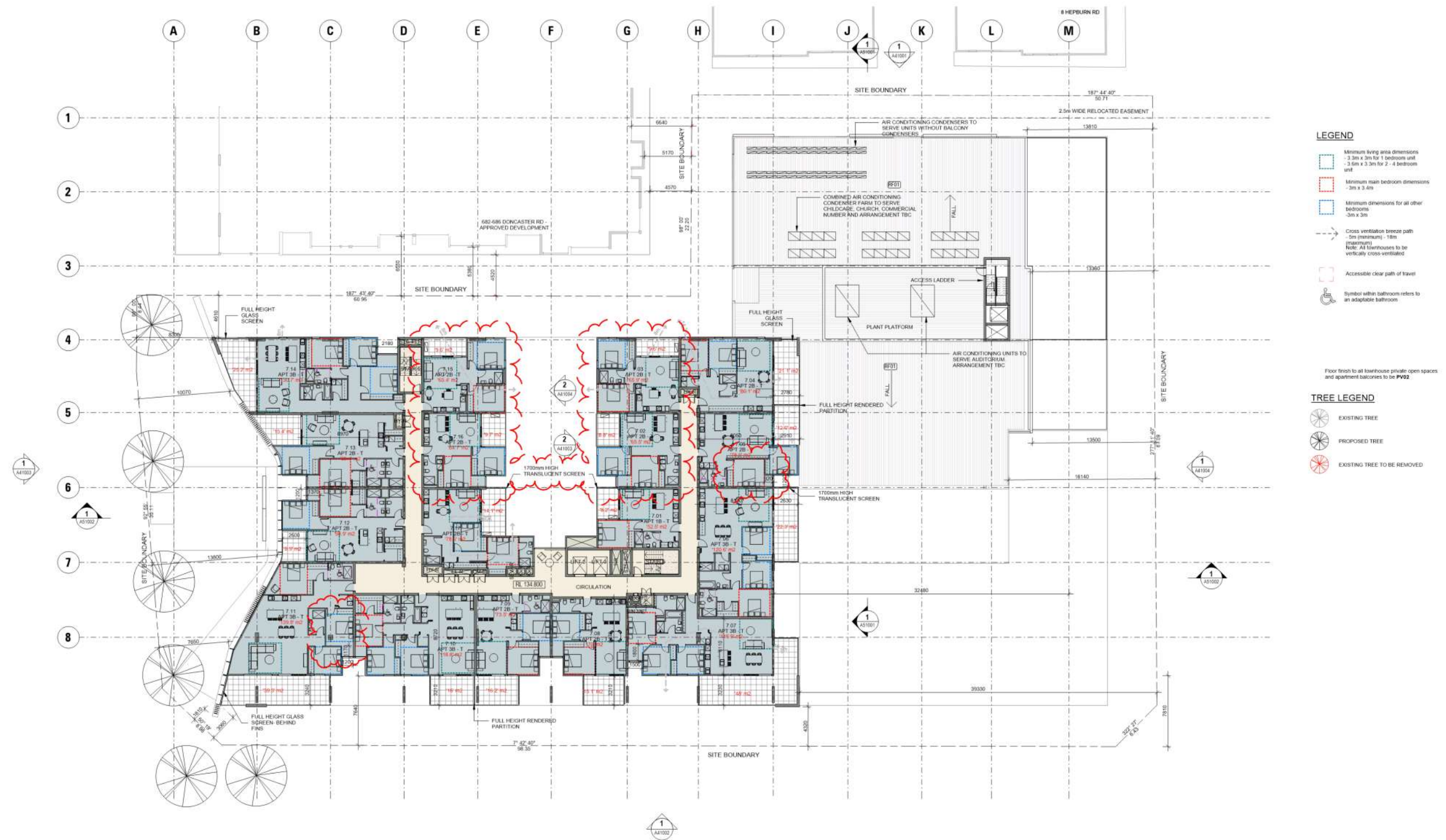
**CLIENT**  
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**  
**TITLE**  
**BUILDING KEY PLAN -  
 KEY - LEVEL 06**

**DRAWING NO.** TP208 **REV** TP7  
**DWG SCALE** As indicated at A1, half scale at A2  
**PROJECT NO.** 16648  
**PROJECT DATE** 09.2017  
**BIM FILENAME**  

Author	SW	Checked	KL	Approved	AD
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**OFFICE NO** A21061  
**TOWNPLANNING**



REV	DATE	DESCRIPTION	BY	CHK
TP7	11.01.2021	TOWN PLANNING - RFI RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE		KL
TP5	03.07.2020	FOR INFORMATION		AD
REV	DATE	DESCRIPTION		

**General Notes**  
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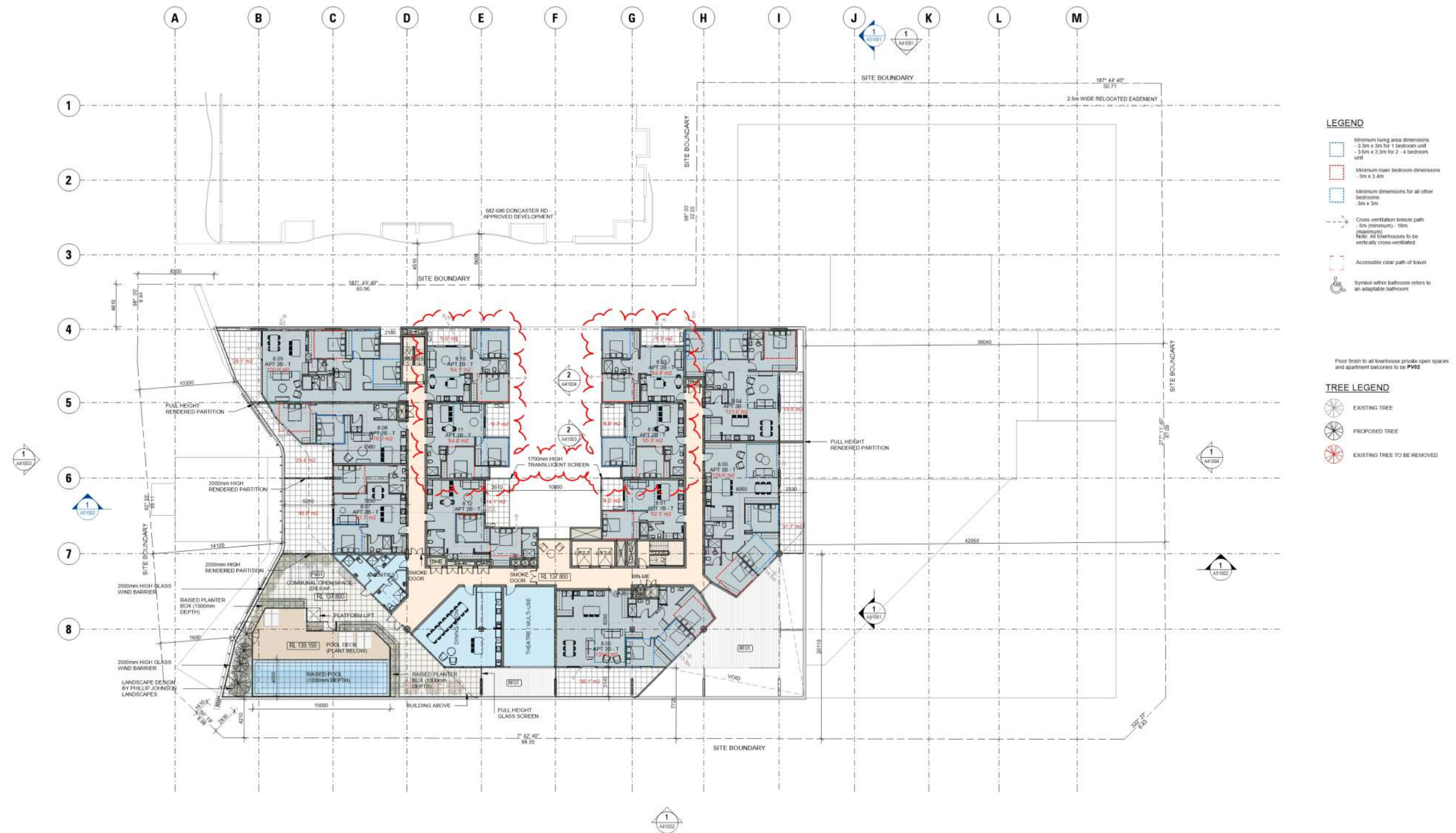
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**BUILDING KEY PLAN -  
 KEY - LEVEL 07**

DRAWING NO.	<b>TP209</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A3		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO.	A21071		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - RP1 RESPONSE	KL	
TP6	16.10.2020	TOWN PLANNING - RP1 RESPONSE	KL	
TP5	30.07.2020	FOI INFORMATION	AD	
TPV				

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**PROJECT**  
**CHAPEL HILL  
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**TITLE**  
**BUILDING KEY PLAN -  
 KEY - LEVEL 08**

**DRAWING NO.** TP210 **REV** TP7

**DWG SCALE** As indicated at A1, half scale at A3

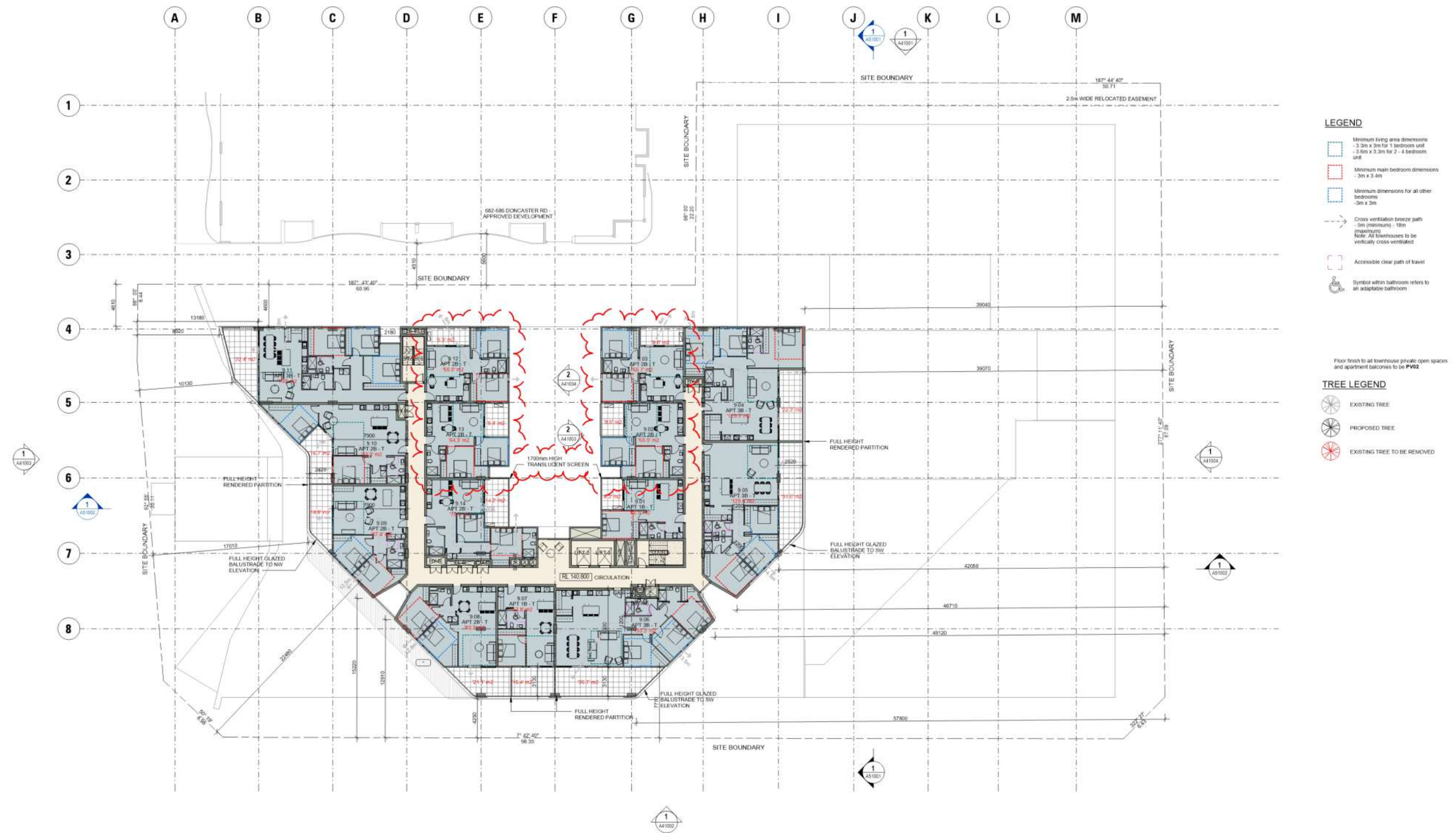
**PROJECT NO.** 16048

**PROJECT DATE** 09.2017

**BIM FILENAME**

**OFFICE NO.** A21081

**TOWNPLANNING**



REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	20.02.2020	FOR INFORMATION		AD

**General Notes**  
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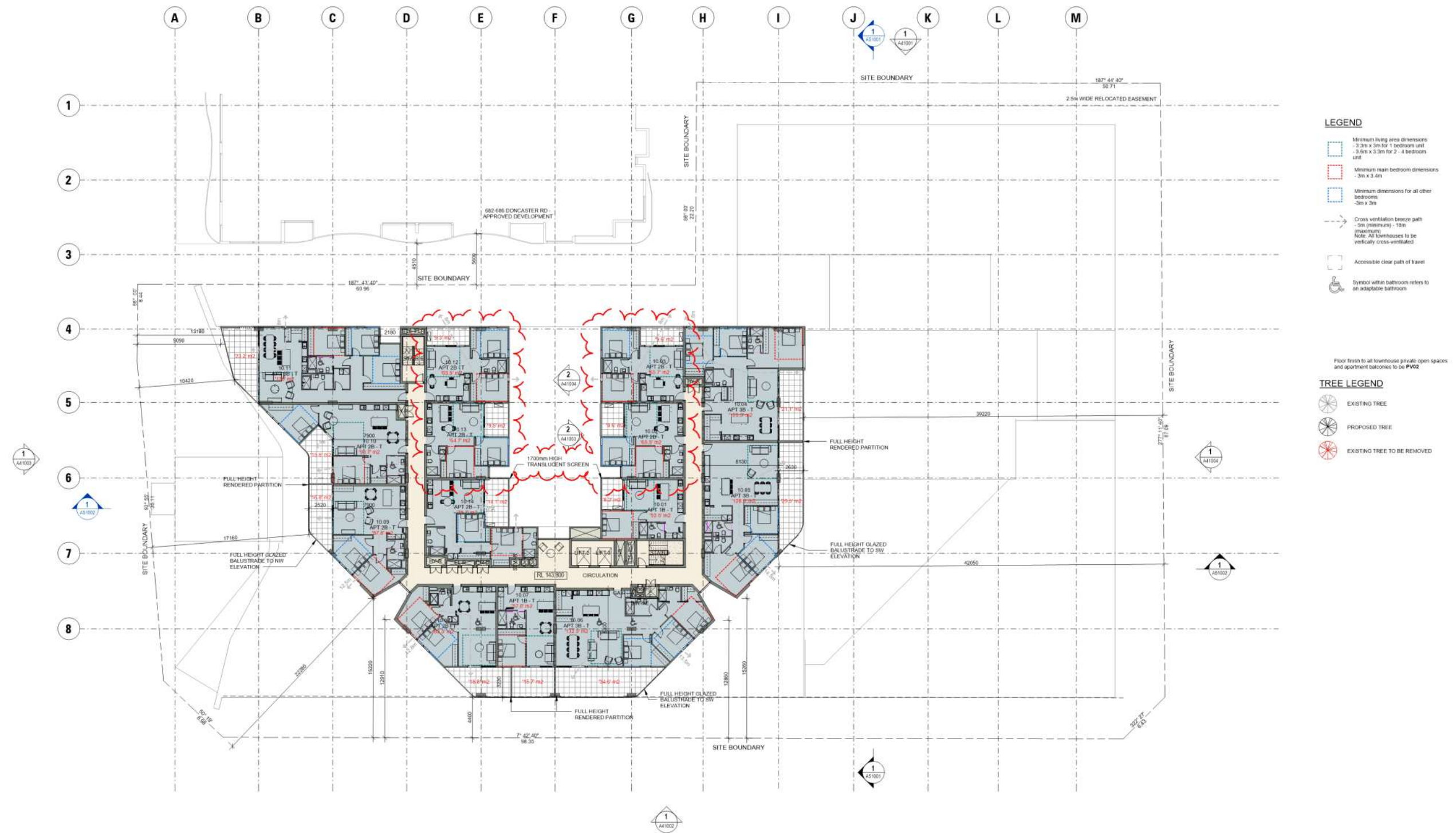
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**CHAPEL HILL  
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**TITLE**  
**BUILDING KEY PLAN -  
 KEY - LEVEL 09**

**DRAWING NO.** TP211 **REV** TP7  
**DWG SCALE** As indicated at A1, half scale at A2  
**PROJECT NO.** 16040  
**PROJECT DATE** 09.2017  
**SIM FILENAME**  
**ISSUED BY** [initials] **KL** **AD**  
**OFFICE NO** A21001  
**TOWNPLANNING**



REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	20.02.2020	FOR INFORMATION		AD
TP4				
TP3				
TP2				
TP1				

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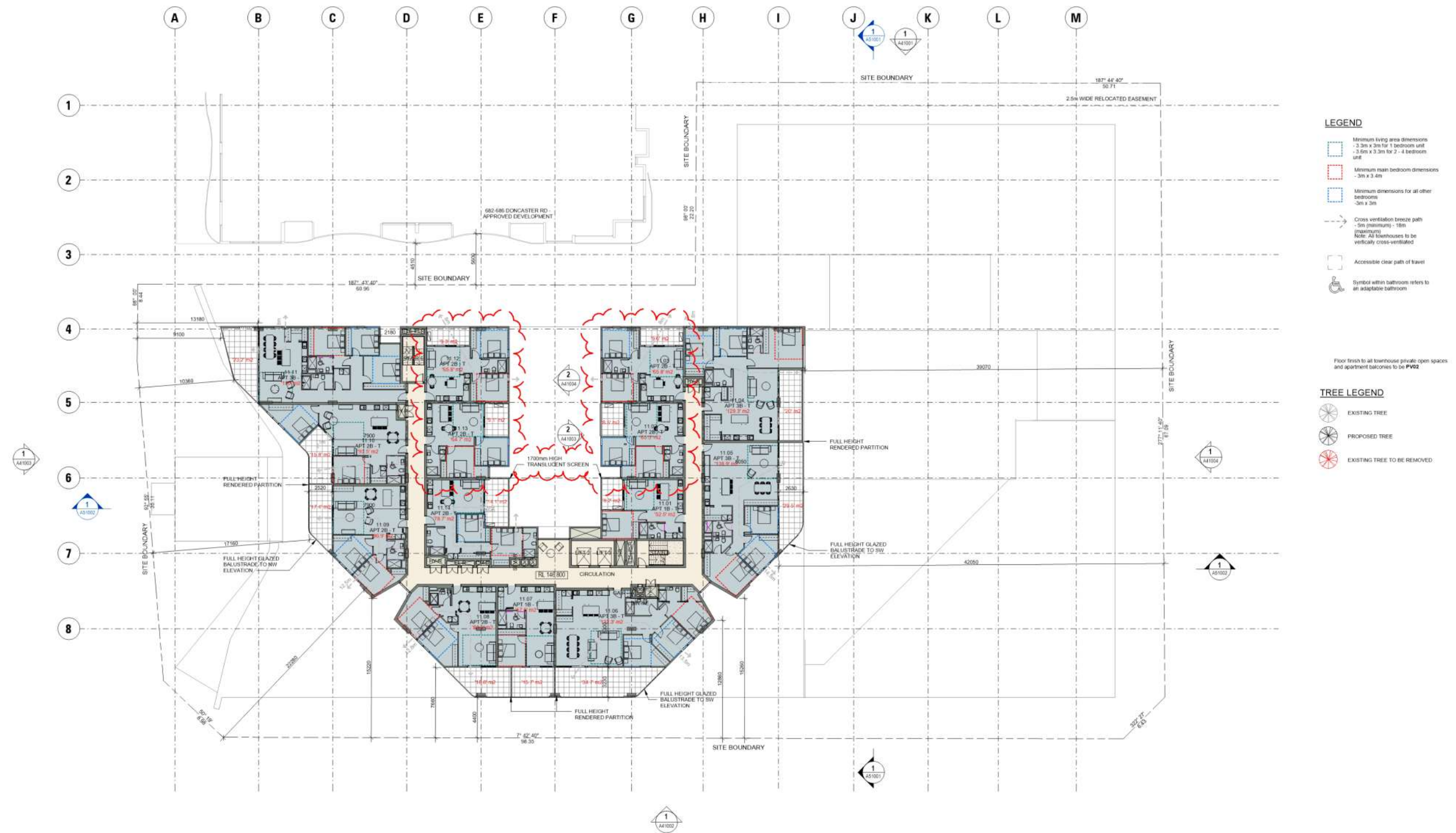
**CLIENT**  
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**BUILDING KEY PLAN -  
 KEY - LEVEL 10**

DRAWING NO.	<b>TP212</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	ISSUED BY	KL	AD
OFFICE NO	A21101		
<b>TOWNPLANNING</b>			





REV	DATE	DESCRIPTION	AD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE	KL
TP5	20.02.2020	FOR INFORMATION	AD

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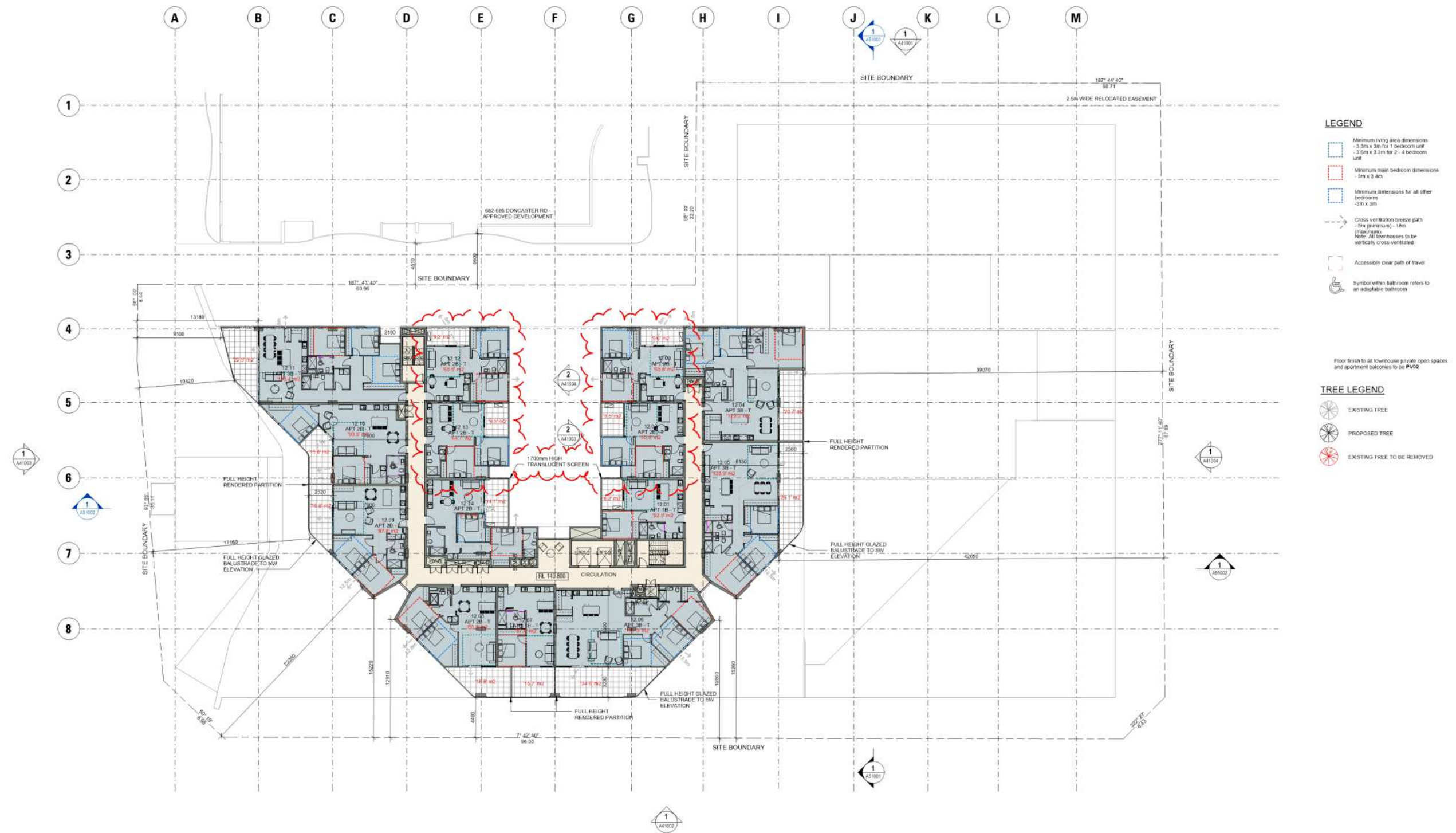
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**PROJECT**  
**CHAPEL HILL  
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 EXPANDED SCHEME**

**TITLE**  
**BUILDING KEY PLAN -  
 KEY - LEVEL 11**

DRAWING NO.	<b>TP213</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO.	A21111		
<b>TOWNPLANNING</b>			



- LEGEND**
- Minimum living area dimension  
- 3.3m x 3m for 1 bedroom unit  
- 3.6m x 3.3m for 2 - 4 bedroom unit
  - Minimum main bedroom dimensions  
- 3m x 3.4m
  - Minimum dimensions for all other bedrooms  
- 3m x 3m
  - Cross ventilation breeze path  
5m (minimum) - 18m (maximum)  
NOTE: All townhouses to be vertically cross ventilated
  - Accessible clear path of travel
  - Symbol within bathroom refers to an adaptable bathroom
- Floor finish to all townhouse private open spaces and apartment balconies to be PV62
- TREE LEGEND**
- EXISTING TREE
  - PROPOSED TREE
  - EXISTING TREE TO BE REMOVED

REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	20.02.2020	FOR INFORMATION		AD

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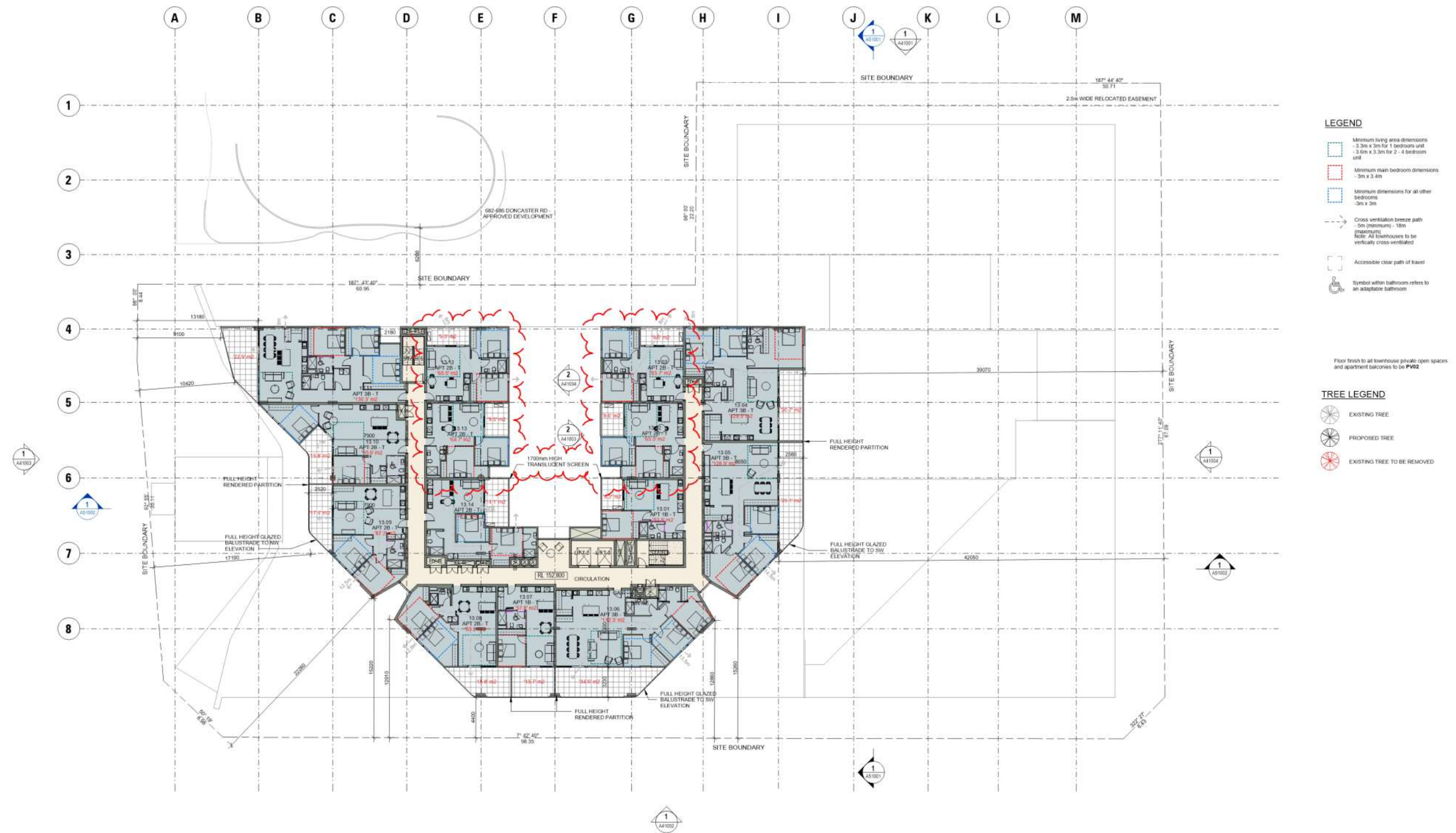
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**BUILDING KEY PLAN -  
 KEY - LEVEL 12**

DRAWING NO.	<b>TP214</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	ISSUED BY	KL	AD
OFFICE NO	A21121		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	20.02.2020	FOR INFORMATION		AD
REV	DATE	DESCRIPTION		

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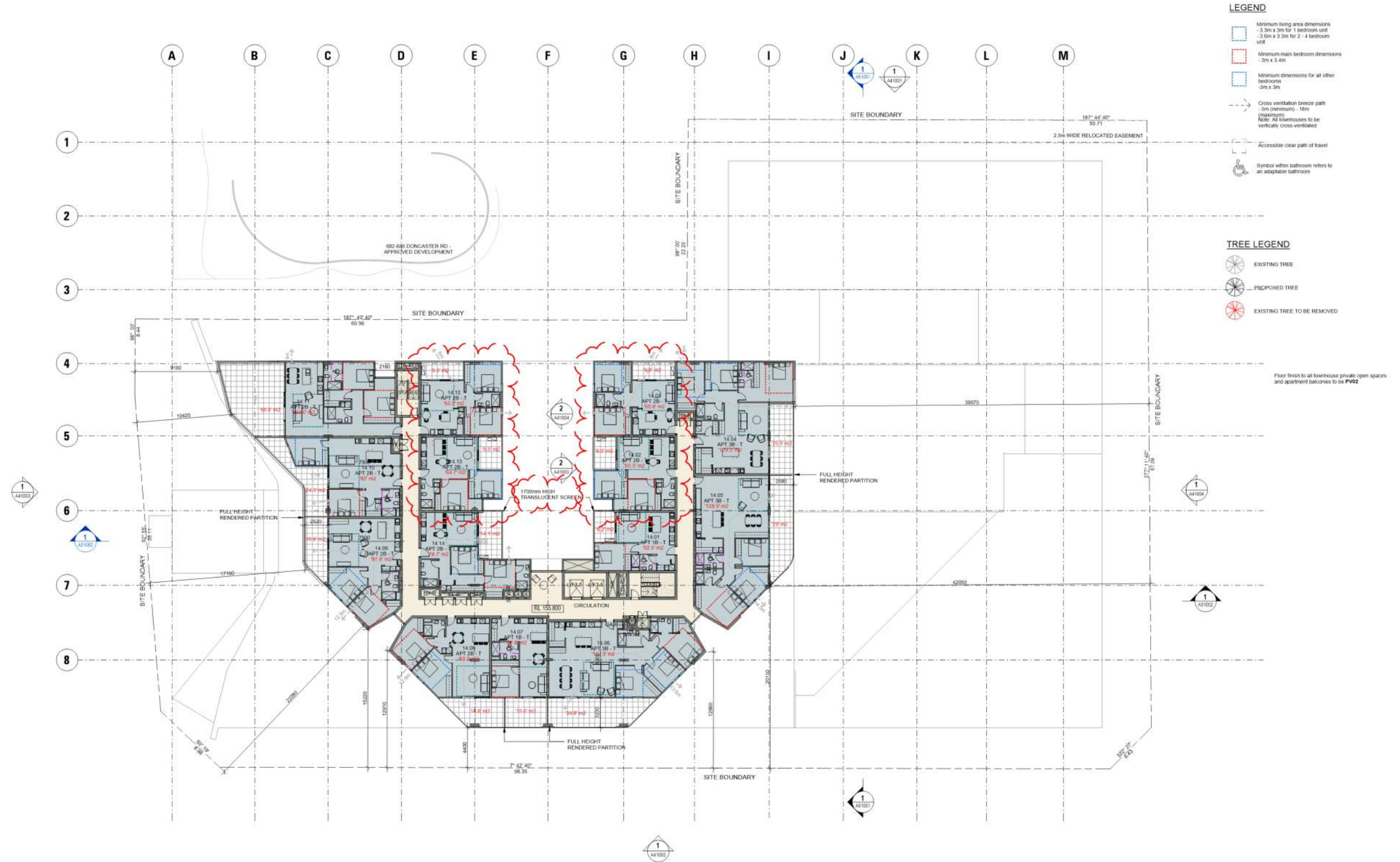
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**PROJECT**  
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**TITLE**  
 BUILDING KEY PLAN -  
 KEY - LEVEL 13

DRAWING NO.	TP215	REV	TP7
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO	A21131		
<b>TOWNPLANNING</b>			



- LEGEND**
- Minimum living area dimensions  
- 3.5m x 3m for 1 bedroom unit  
- 3.6m x 3.3m for 2 - 4 bedroom unit
  - Minimum main bedroom dimensions  
- 3m x 3.4m
  - Minimum dimensions for all other bedrooms  
- 3m x 3m
  - Cross ventilation breeze path  
- 5m (minimum) - 10m (maximum)  
Note: All townhouses to be vertically cross-ventilated
  - Accessible clear path of travel
  - Symbol within bathroom refers to an adaptable bathroom

- TREE LEGEND**
- EXISTING TREE
  - PROPOSED TREE
  - EXISTING TREE TO BE REMOVED

Floor finish to all townhouse private open spaces and apartment balconies to be PV62

REV	DATE	DESCRIPTION	AD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE	KL
TP5	03.02.2020	FOR INFORMATION	AD

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**PROJECT**  
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 EXPANDED SCHEME  
**TITLE**  
 BUILDING KEY PLAN -  
 KEY - LEVEL 14

DRAWING NO.	TP216	REV	TP7
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO.	A21141		
<b>TOWNPLANNING</b>			



- LEGEND**
- Minimum living area dimensions  
- 3.3m x 3m for 1 bedroom unit  
- 3.6m x 3.3m for 2-4 bedroom unit
  - Minimum main bedroom dimensions  
- 3m x 3.4m
  - Minimum dimensions for all other bedrooms  
- 3m x 3m
  - Cross ventilation breeze path  
- 5m (minimum) - 18m (maximum)  
Note: All townhouses to be vertically cross-ventilated
  - Accessible clear path of travel
  - Symbol within bathroom refers to an adaptable bathroom
- Floor finish to all townhouse private open spaces and apartment balconies to be PV62
- TREE LEGEND**
- EXISTING TREE
  - PROPOSED TREE
  - EXISTING TREE TO BE REMOVED

REV	DATE	DESCRIPTION	BY
SP7	15.01.2021	TOWN PLANNING - R1 RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE	KL
TP5	01.02.2020	FOR INFORMATION	AD
REV	DATE	DESCRIPTION	

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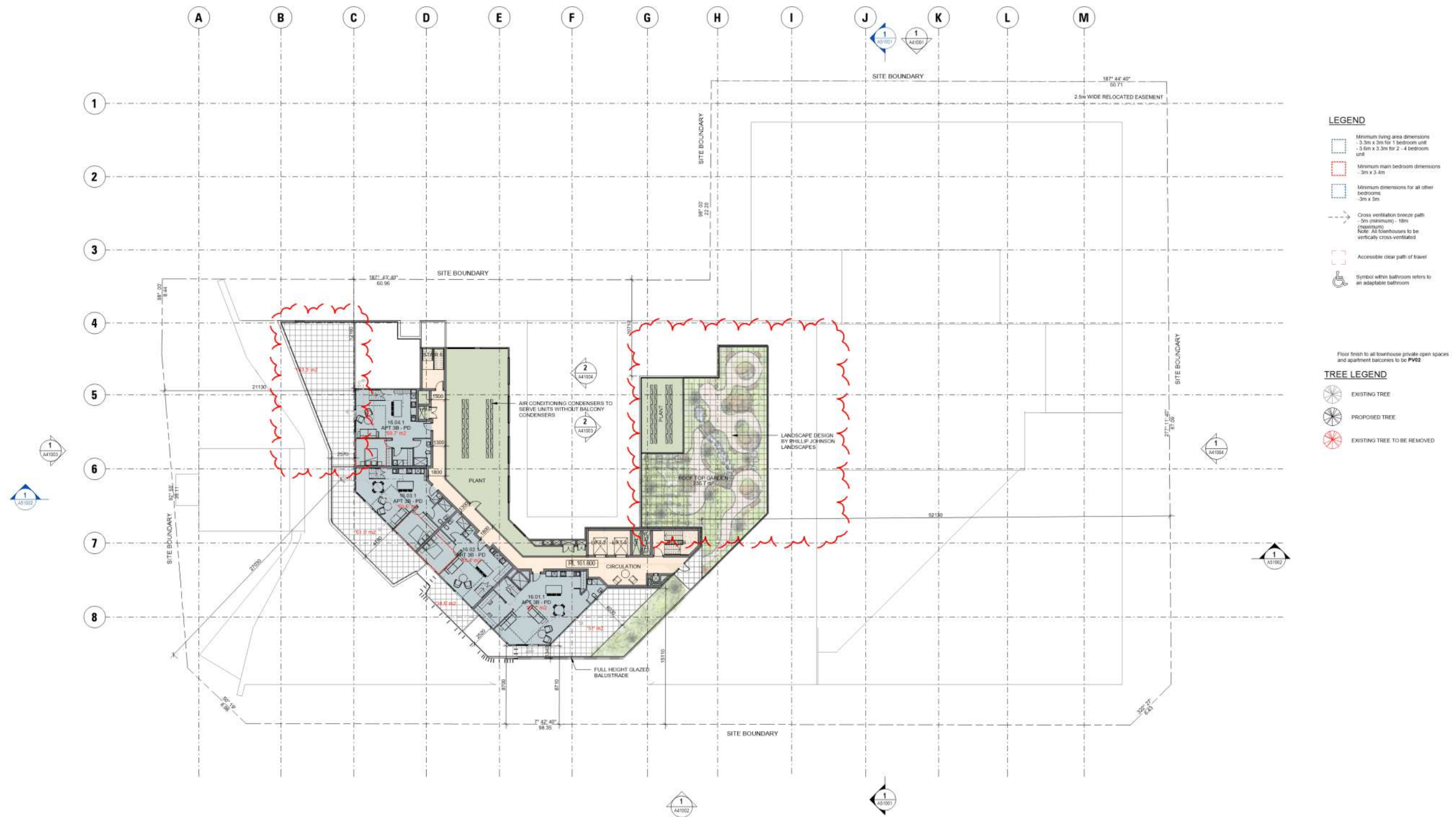
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**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
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**TITLE**  
 BUILDING KEY PLAN -  
 KEY - LEVEL 15

DRAWING NO.	<b>TP217</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	ISSUED BY	KL	AD
OFFICE NO	A21151		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHKD
1	16.10.2020	TOWN PLANNING - RFI RESPONSE	RL	
2	20.07.2020	FOR INFORMATION	AD	

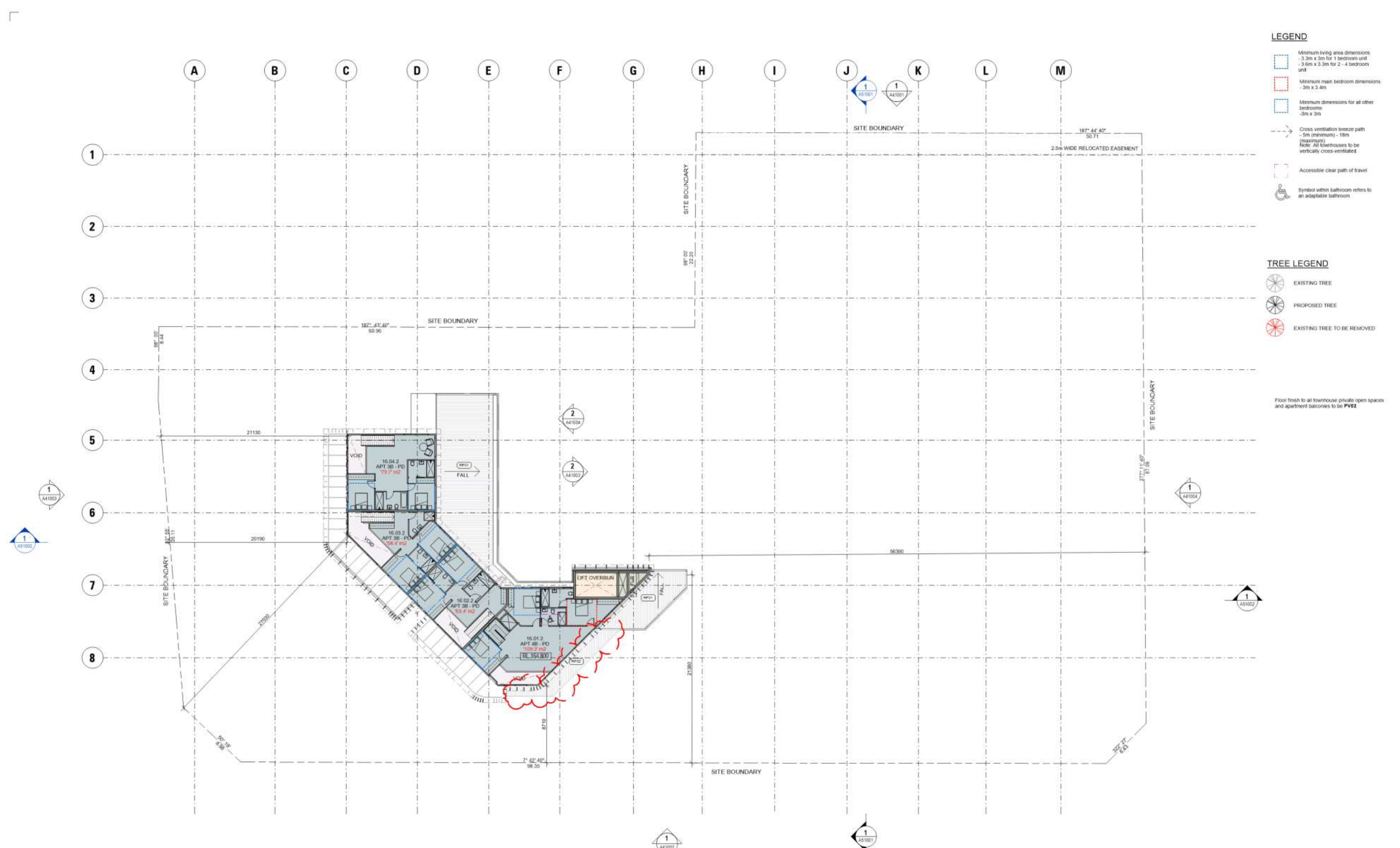
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**  
**TITLE**  
**BUILDING KEY PLAN -  
 KEY - LEVEL 16**

**DRAWING NO. TP218** **REV TP6**  
 DWG SCALE: As indicated at A1, half scale at A3  
 PROJECT NO: 16040  
 PROJECT DATE: 09.2017  
 BIM FILENAME:  
 OFFICE NO: A21161  
**TOWNPLANNING**



**LEGEND**

- Minimum living area dimensions  
- 3.2m x 3m for 1 bedroom unit  
- 3.6m x 3.3m for 2 - 4 bedroom unit
- Minimum main bedroom dimensions  
- 3m x 3.4m
- Minimum dimensions for all other bedrooms  
- 3m x 3m
- Cross ventilation breeze path  
- 5m (minimum) - 18m (maximum)  
Note: All townhouses to be vertically cross-ventilated
- Accessible clear path of travel
- Symbol within bathroom refers to an adaptable bathroom

**TREE LEGEND**

- EXISTING TREE
- PROPOSED TREE
- EXISTING TREE TO BE REMOVED

Floor finish to all townhouse private open spaces and apartment balconies to be PV02

REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	03.02.2020	FOR INFORMATION		AD
TP4				
TP3				
TP2				
TP1				

**General Notes**  
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**BUILDING KEY PLAN -  
 KEY - LEVEL 17**

DRAWING NO.	<b>TP219</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	ISSUED BY	KL	AD
OFFICE NO	A21171		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	01.02.2020	FOR INFORMATION		AD

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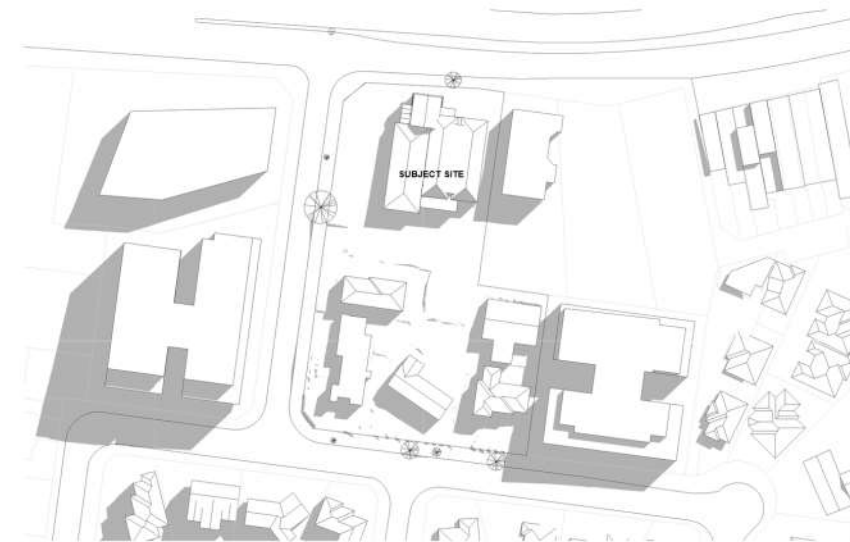
**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME  
**TITLE**  
 BUILDING KEY PLAN -  
 KEY - LEVEL 18 ROOF

DRAWING NO.	<b>TP220</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
SIM FILENAME			
ISSUED BY	ISSUED BY	KL	AD
OFFICE NO	A21181		
<b>TOWNPLANNING</b>			

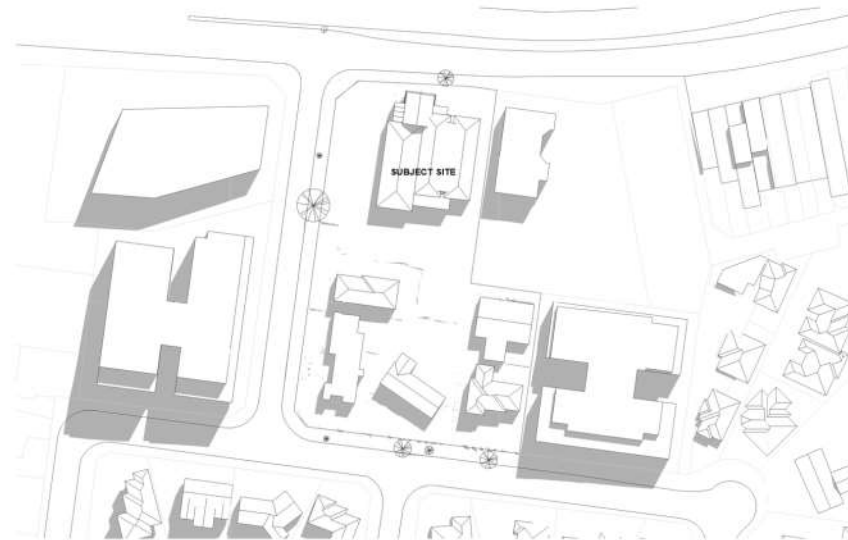




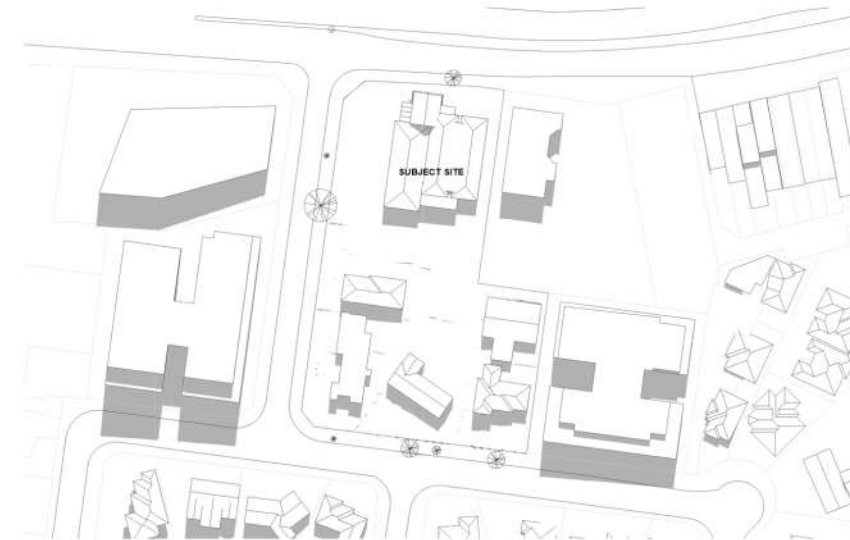
EXISTING SHADOWS 22nd SEPTEMBER 9AM



EXISTING SHADOWS 22nd SEPTEMBER 10AM



EXISTING SHADOWS 22nd SEPTEMBER 11AM



EXISTING SHADOWS 22nd SEPTEMBER 12PM

REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	03.02.2020	RFI INFORMATION	AD

**General Notes**  
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**CLIENT**  
 DONCASTER CHURCH OF  
 CHRIST / TEBTER

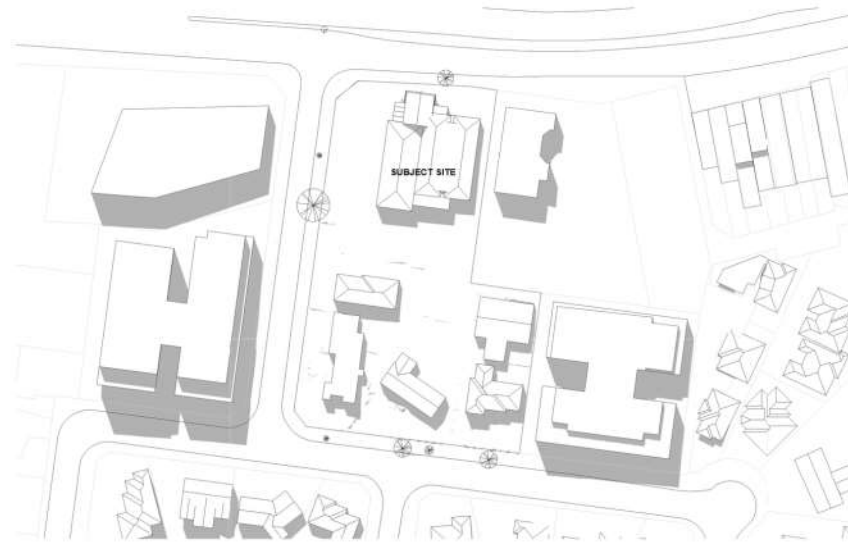
**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME

**TITLE**  
 EXISTING SHADOW  
 ANALYSIS

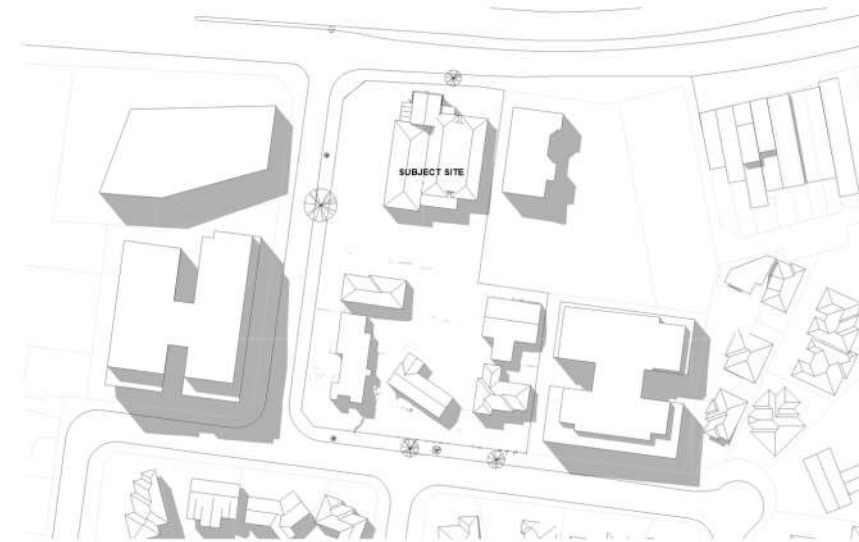
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DRAWING NO.	<b>TP301</b>	REV	<b>TP7</b>
DWG SCALE	1:1000 at A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO.	A72001		
<b>TOWNPLANNING</b>			

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EXISTING SHADOWS 22nd SEPTEMBER 1PM



EXISTING SHADOWS 22nd SEPTEMBER 2PM



EXISTING SHADOWS 22nd SEPTEMBER 3PM

REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE	KL
TP5	20.02.2020	FOR INFORMATION	AD

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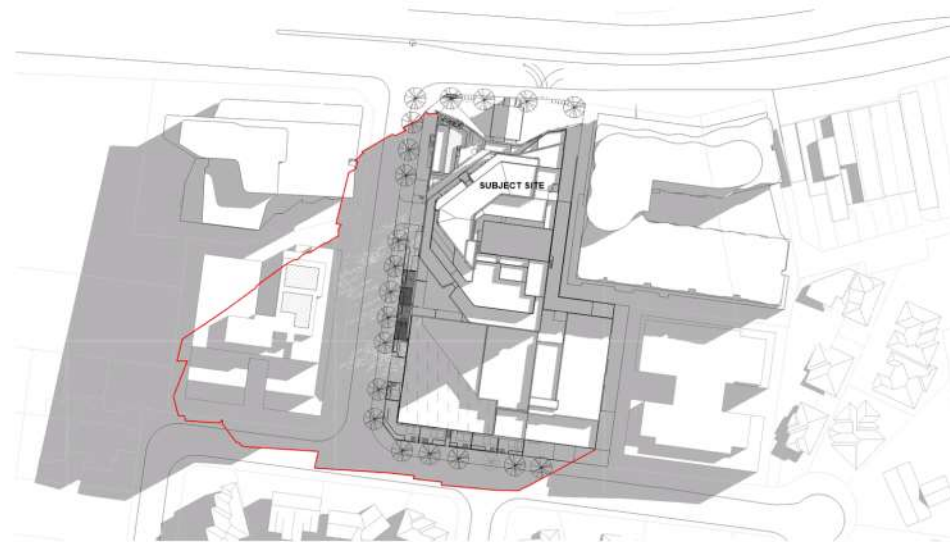
<p><b>DesignInc</b>          Level 2, GPO Building          350 Bourke Street          Melbourne VIC 3000          + 61 3 9654 9654</p>	<p><b>Architecture          Urban Design          Interiors</b>          designinc.com.au</p>
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<p><b>CLIENT</b>          DONCASTER CHURCH OF          CHRIST / TEBTER</p>
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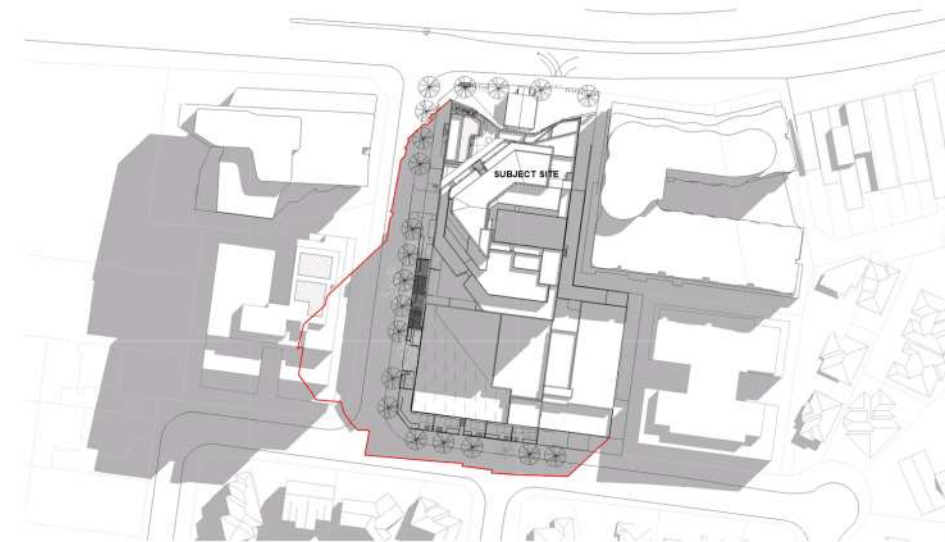
<p><b>PROJECT</b>          CHAPEL HILL          680 DONCASTER ROAD,          EXPANDED SCHEME</p>	<p><b>TITLE</b>          EXISTING SHADOW          ANALYSIS</p>
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DRAWING NO.	<b>TP302</b>	REV	<b>TP7</b>
DWG SCALE	1 : 1000 at A1, half scale at A3		N
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	ISSUED BY	KL	AD
OFFICE NO.	A72002		
<b>TOWNPLANNING</b>			

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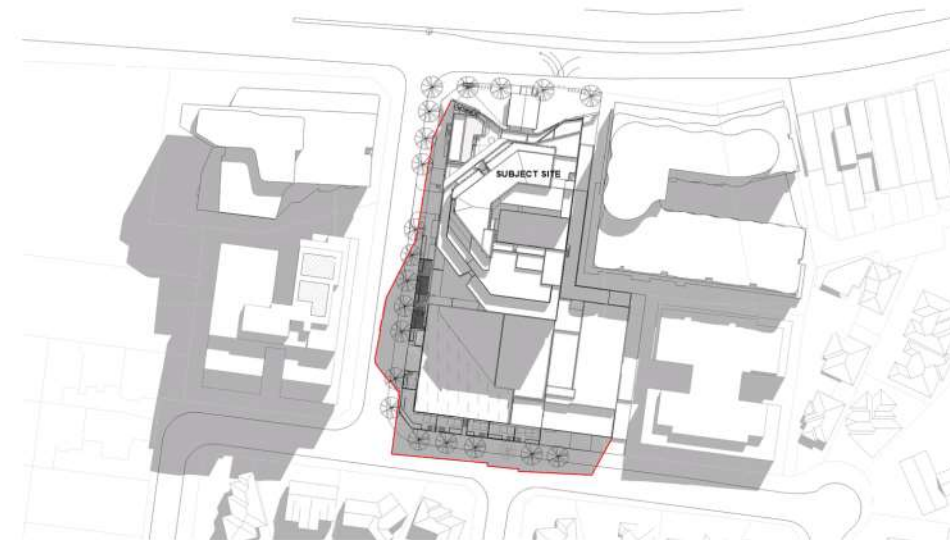
PROPOSED SHADOWS 22nd SEPTEMBER 9AM



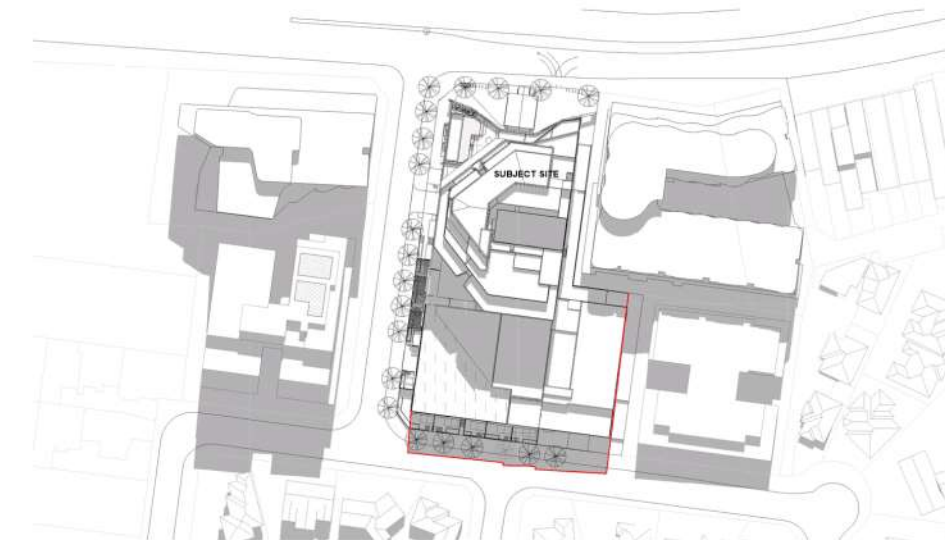
PROPOSED SHADOWS 22nd SEPTEMBER 10AM

SHADOWS LEGEND

- PROPOSED SHADOW OUTLINE WITH DESIGN ELEMENT
- PROPOSED SHADOW OUTLINE TO TOP OF LEVEL 14



PROPOSED SHADOWS 22nd SEPTEMBER 11AM



PROPOSED SHADOWS 22nd SEPTEMBER 12PM

REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	20.02.2020	FOR INFORMATION	AD

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**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME

**TITLE**  
 PROPOSED SHADOW ANALYSIS

**DRAWING NO.** TP303 **REV** TP7

**DWG SCALE** As indicated at A1, half scale at A2

**PROJECT NO.** 16040

**PROJECT DATE** 09.2017

**SIM FILENAME**

**ISSUED BY** [initials] **KL** **AD**

**OFFICE NO** A72003

**TOWNPLANNING**

**DRAWING NO.** TP303 **REV** TP7

**DWG SCALE** As indicated at A1, half scale at A2

**PROJECT NO.** 16040

**PROJECT DATE** 09.2017

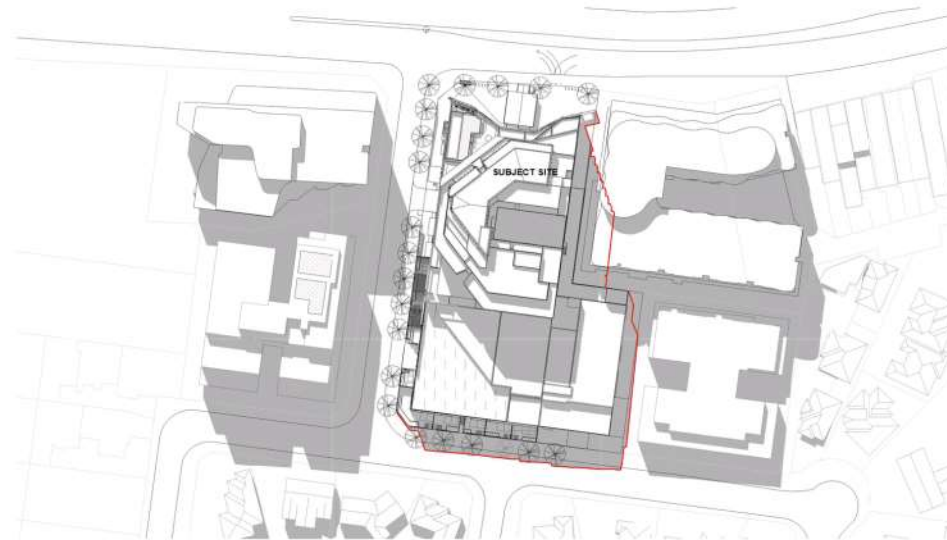
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**ISSUED BY** [initials] **KL** **AD**

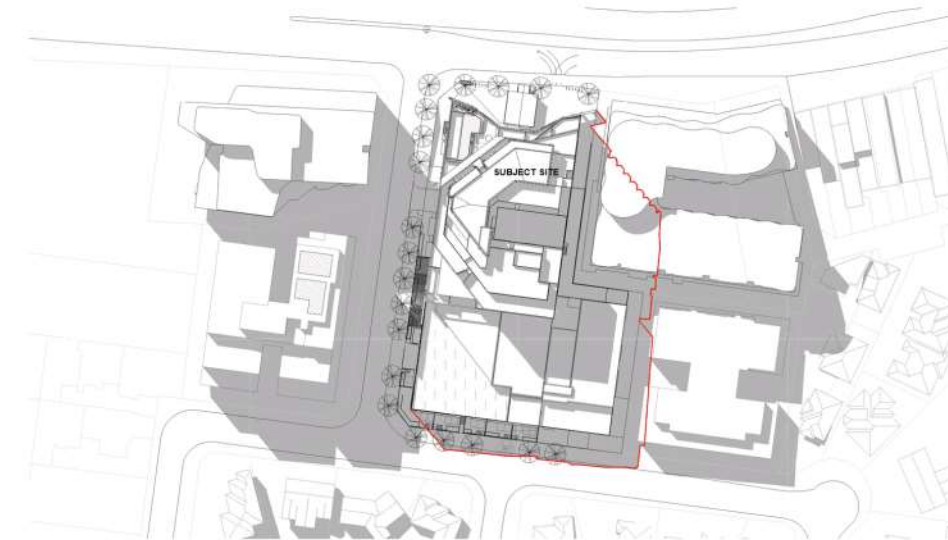
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**TOWNPLANNING**

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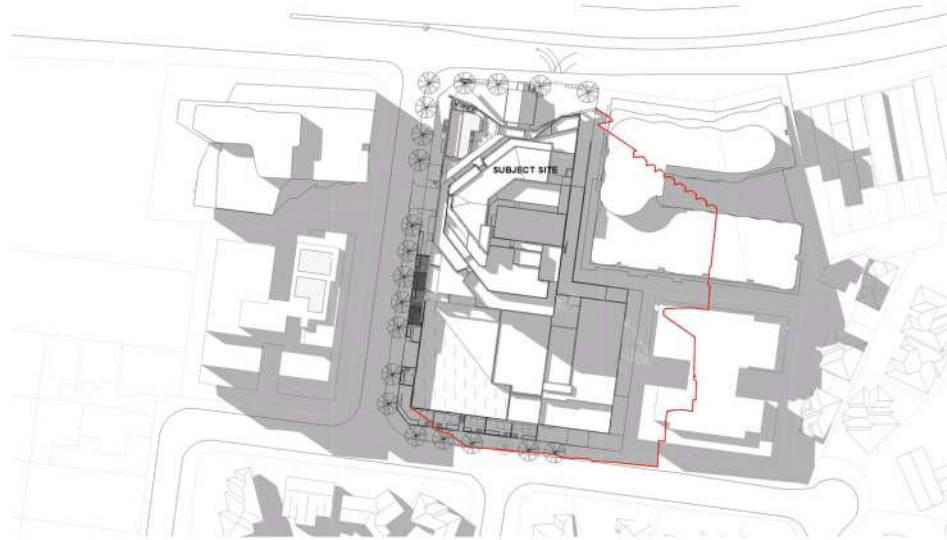


PROPOSED SHADOWS 22nd SEPTEMBER 1PM

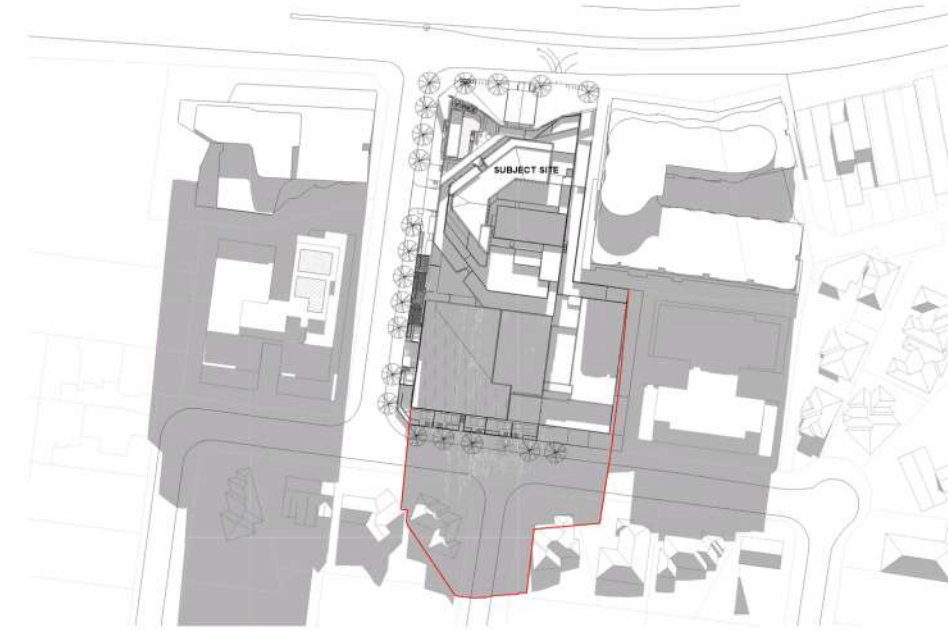


PROPOSED SHADOWS 22nd SEPTEMBER 2PM

**SHADOWS LEGEND**  
 - PROPOSED SHADOW OUTLINE WITH DESIGN ELEMENT  
 - PROPOSED SHADOW OUTLINE TO TOP OF LEVEL 14



PROPOSED SHADOWS 22nd SEPTEMBER 3PM



PROPOSED SHADOWS 22nd JUNE 12PM

REV	DATE	DESCRIPTION	AD
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	20.02.2020	FOR INFORMATION	AD

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**PROJECT**  
**CHAPEL HILL 680 DONCASTER ROAD, EXPANDED SCHEME**

**TITLE**  
**PROPOSED SHADOW ANALYSIS**

**DRAWING NO.** TP304 **REV** TP7

**DWG SCALE** As indicated at A1, half scale at A2

**PROJECT NO.** 16040

**PROJECT DATE** 09.2017

**SIM FILENAME**

**ISSUED BY** [ ] **CHECKED BY** [ ] **APPROVED BY** [ ] **DATE** [ ]

**OFFICE NO** A72004

**TOWNPLANNING**

**DRAWING NO.** TP304 **REV** TP7

**DWG SCALE** As indicated at A1, half scale at A2

**PROJECT NO.** 16040

**PROJECT DATE** 09.2017

**SIM FILENAME**

**ISSUED BY** [ ] **CHECKED BY** [ ] **APPROVED BY** [ ] **DATE** [ ]

**OFFICE NO** A72004

**TOWNPLANNING**



**SHADOWS LEGEND**

- PROPOSED SHADOW OUTLINE WITH DESIGN ELEMENT
- PROPOSED SHADOW OUTLINE TO TOP OF LEVEL 14

PROPOSED SHADOWS 22nd JUNE 12PM

REV	DATE	DESCRIPTION	AD
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	20.02.2020	FOR INFORMATION	AD

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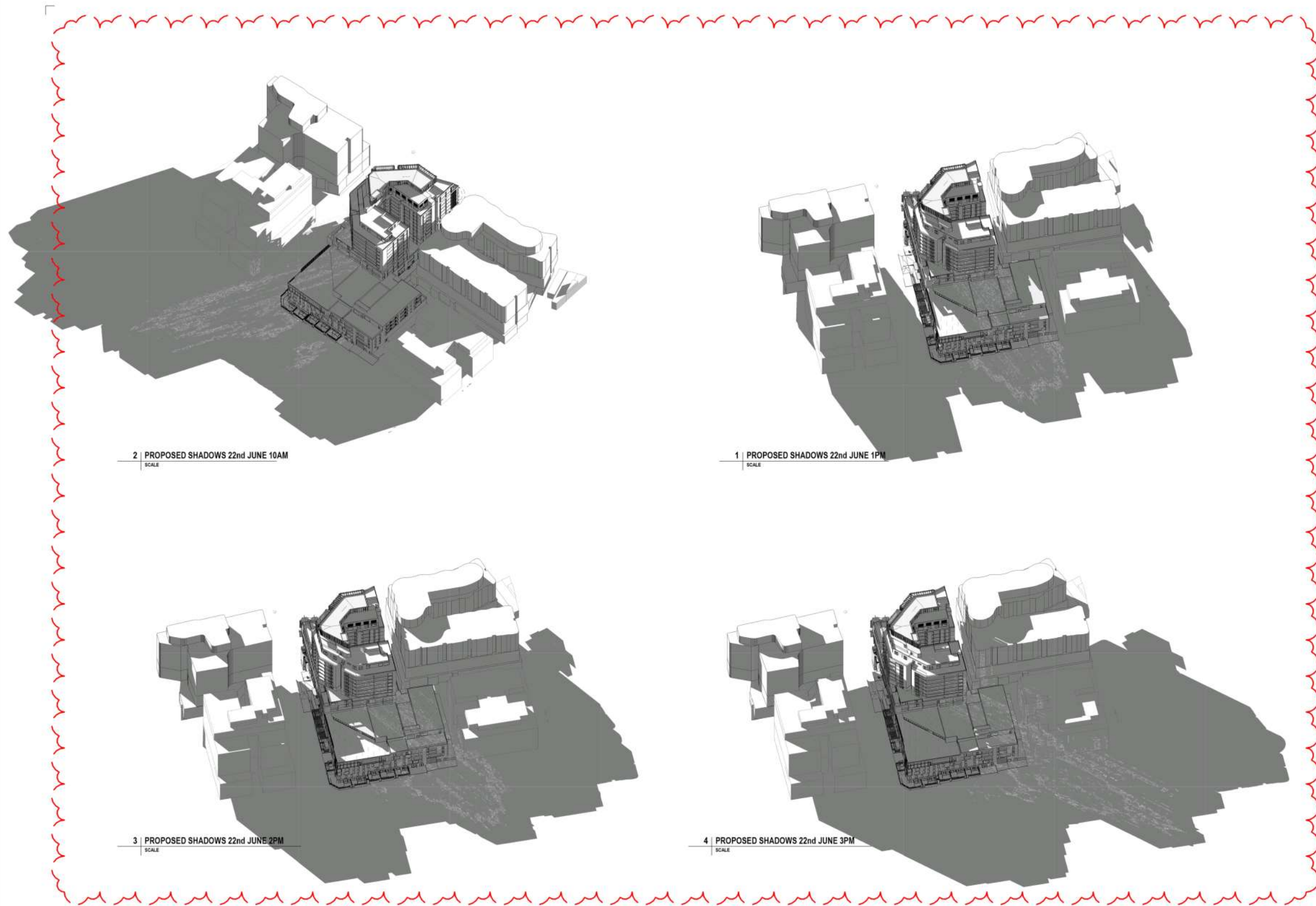
<p><b>DesignInc</b></p> <p>Level 2, GPO Building                  350 Bourke Street                  Melbourne VIC 3000                  + 61 3 9654 9654</p>	<p><b>Architecture                  Urban Design                  Interiors</b>                  designinc.com.au</p>
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---

<p><b>PROJECT</b></p> <p>CHAPEL HILL                  680 DONCASTER ROAD,                  EXPANDED SCHEME</p>	<p><b>TITLE</b></p> <p>PROPOSED SHADOW ANALYSIS (Design Element)</p>
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DRAWING NO.	<b>TP305</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A3		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	ISSUED BY	KL	AD
OFFICE NO.	A72005		
<b>TOWNPLANNING</b>			

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2 | PROPOSED SHADOWS 22nd JUNE 10AM  
SCALE

1 | PROPOSED SHADOWS 22nd JUNE 1PM  
SCALE

3 | PROPOSED SHADOWS 22nd JUNE 2PM  
SCALE

4 | PROPOSED SHADOWS 22nd JUNE 3PM  
SCALE

REV	DATE	DESCRIPTION	AD
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	20.02.2020	RFI INFORMATION	AD

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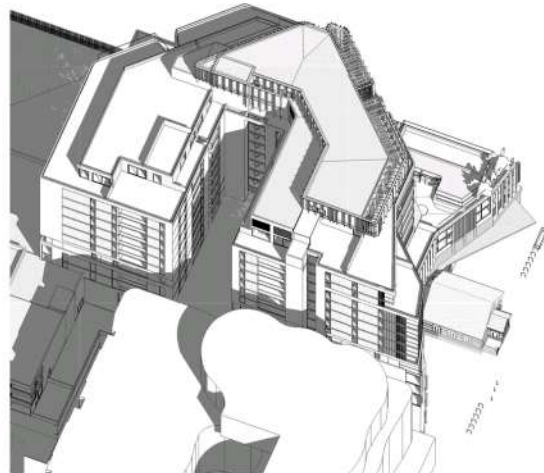
**CLIENT**  
 DONCASTER CHURCH OF  
 CHRIST / TEBTER

**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME  
**TITLE**  
 PROPOSED SHADOW  
 ANALYSIS

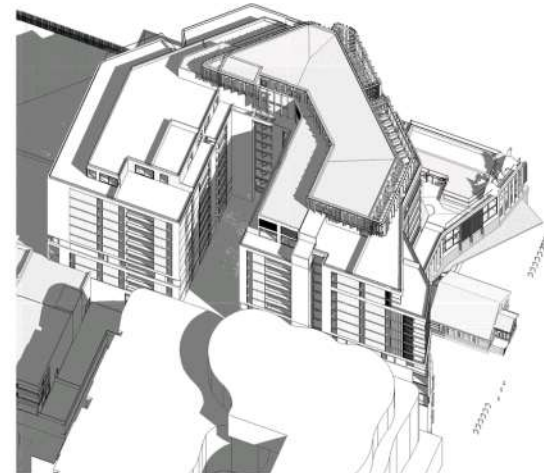
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DWG SCALE	as A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
SIM FILENAME			
DESIGNER		CHECKED	APPROVED
OFFICE NO.	A12008		
<b>TOWNPLANNING</b>			



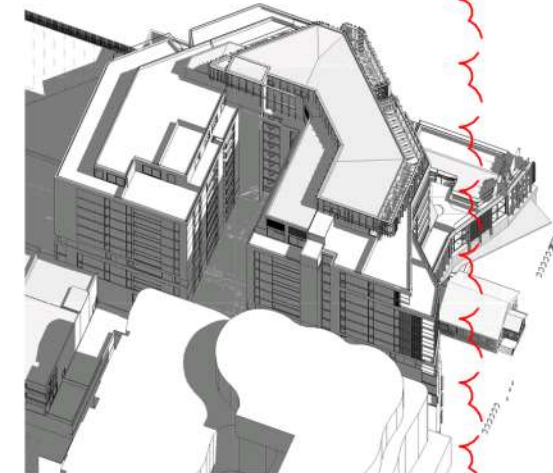
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SCALE



2 | COURTYARD SHADOW 22nd SEPTEMBER 10AM  
SCALE



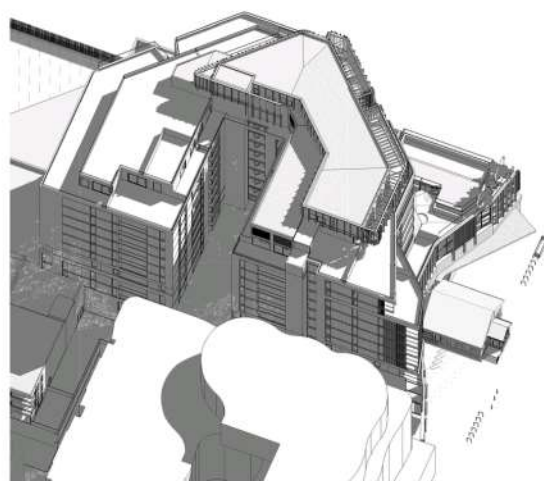
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SCALE



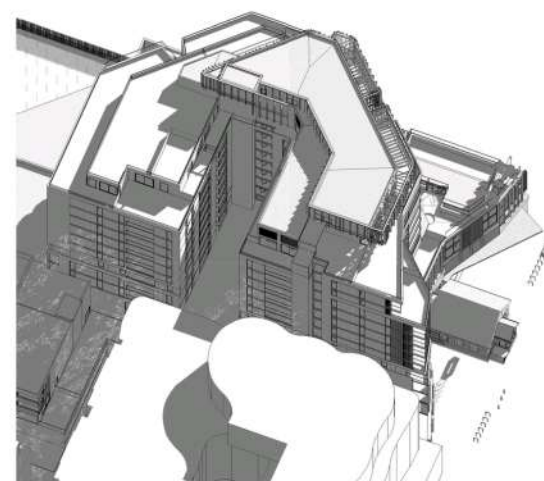
4 | COURTYARD SHADOW 22nd SEPTEMBER 12PM  
SCALE



7 | COURTYARD SHADOW 22nd SEPTEMBER 2PM  
SCALE



6 | COURTYARD SHADOW 22nd SEPTEMBER 2PM  
SCALE



5 | COURTYARD SHADOW 22nd SEPTEMBER 3PM  
SCALE

REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	03.02.2020	FOR INFORMATION	AD

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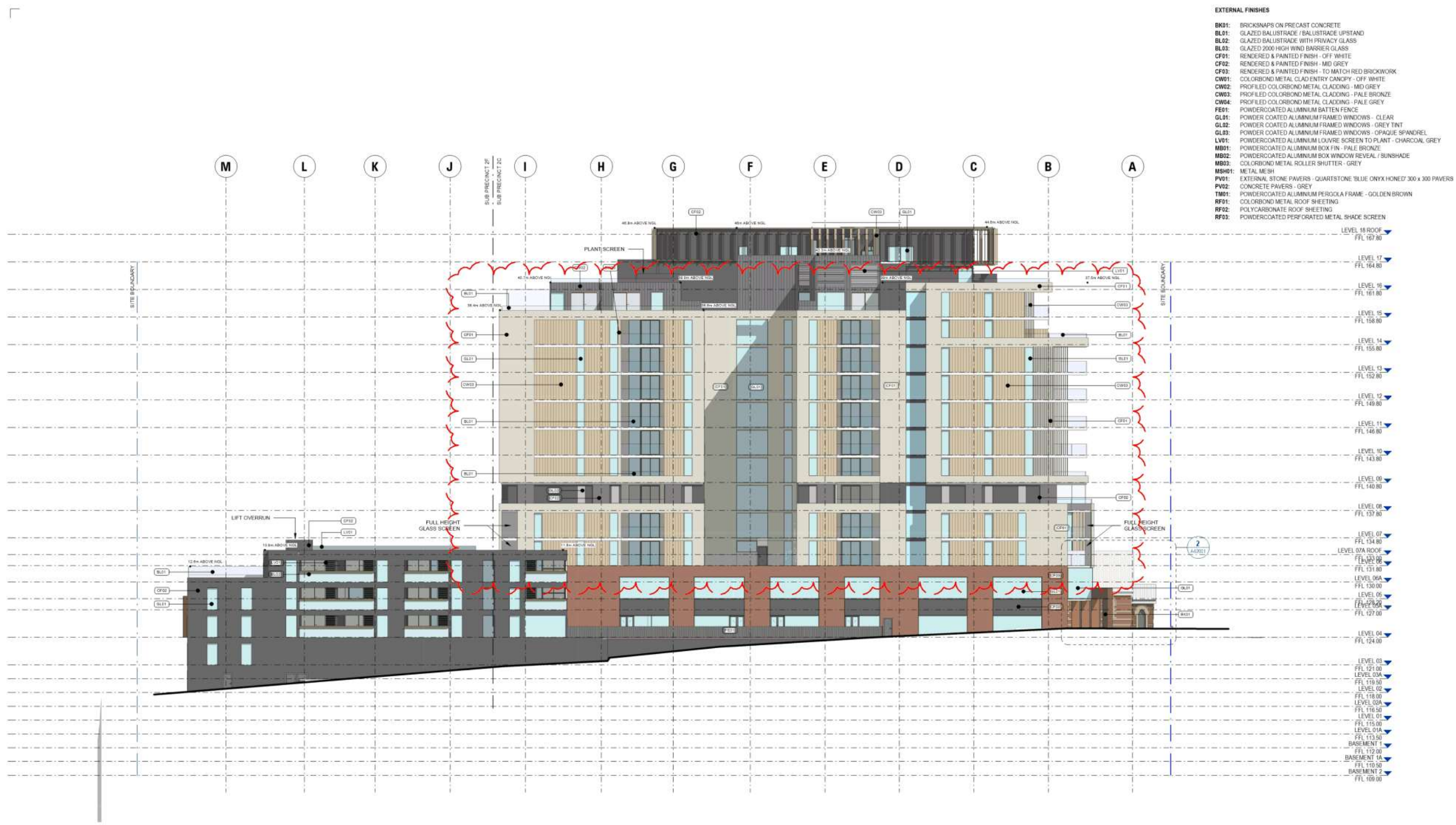
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**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME  
**TITLE**  
 PROPOSED SHADOW  
 ANALYSIS

DRAWING NO.	<b>TP307</b>	REV	<b>TP7</b>
DWG SCALE	at A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
SIM FILENAME	[unclear]		
DESIGNER	[unclear]	CHECKED	[unclear]
OFFICE NO.	A7009		
<b>TOWNPLANNING</b>			

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- EXTERNAL FINISHES**
- BK01: BRICKSNAPS ON PRECAST CONCRETE
  - BL01: GLAZED BALUSTRADE / BALUSTRADE UPSTAND
  - BL02: GLAZED BALUSTRADE WITH PRIVACY GLASS
  - BL03: GLAZED 2000 HIGH WIND BARRIER GLASS
  - CF01: RENDERED & PAINTED FINISH - OFF WHITE
  - CF02: RENDERED & PAINTED FINISH - MID GREY
  - CF03: RENDERED & PAINTED FINISH - TO MATCH RED BRICKWORK
  - CW01: COLORBOND METAL CLAD ENTRY CANOPY - OFF WHITE
  - CW02: PROFILED COLORBOND METAL CLADDING - MID GREY
  - CW03: PROFILED COLORBOND METAL CLADDING - PALE BRONZE
  - CW04: PROFILED COLORBOND METAL CLADDING - PALE GREY
  - FE01: POWDERCOATED ALUMINIUM BATTEN FENCE
  - GL01: POWDER COATED ALUMINIUM FRAMED WINDOWS - CLEAR
  - GL02: POWDER COATED ALUMINIUM FRAMED WINDOWS - GREY TINT
  - GL03: POWDER COATED ALUMINIUM FRAMED WINDOWS - OPAQUE SPANDREL
  - LV01: POWDERCOATED ALUMINIUM LOUVRE SCREEN TO PLANT - CHARCOAL GREY
  - MB01: POWDERCOATED ALUMINIUM BOX FIN - PALE BRONZE
  - MB02: POWDERCOATED ALUMINIUM BOX WINDOW REVEAL / SUNSHADE
  - MB03: COLORBOND METAL ROLLER SHUTTER - GREY
  - MSH01: METAL MESH
  - PV01: EXTERNAL STONE PAVERS - QUARTZSTONE BLUE ONYX HONED 300 x 300 PAVERS
  - PV02: CONCRETE PAVERS - GREY
  - TMB1: POWDERCOATED ALUMINIUM PERGOLA FRAME - GOLDEN BROWN
  - RF01: COLORBOND METAL ROOF SHEETING
  - RF02: POLYCARBONATE ROOF SHEETING
  - RF03: POWDERCOATED PERFORATED METAL SHADE SCREEN

NOTE: SIGNAGE LOCATION AND DETAILS SUBJECT TO FUTURE PLANNING APPLICATIONS IF REQUIRED

REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE		KL
TP5	03.02.2020	RFI INFORMATION		AD
REV	DATE	DESCRIPTION		

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**CLIENT**  
**DONCASTER CHURCH OF CHRIST / TEBTER**

**PROJECT**  
**CHAPEL HILL 680 DONCASTER ROAD, EXPANDED SCHEME**

**TITLE**  
**KEY ELEVATION - EAST**

DRAWING NO.	<b>TP401</b>	REV	<b>TP7</b>
DWG SCALE	1:200 at A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO.	A41001		
<b>TOWNPLANNING</b>			





- EXTERNAL FINISHES**
- BR01: BRICKS/NAPS ON PRECAST CONCRETE
  - BL01: GLAZED BALUSTRADE / BALUSTRADE UPSTAND
  - BL03: GLAZED 2000 HIGH WIND BARRIER GLASS
  - CF01: RENDERED & PAINTED FINISH - OFF WHITE
  - CF02: RENDERED & PAINTED FINISH - MID GREY
  - CF03: RENDERED & PAINTED FINISH - TO MATCH RED BRICKWORK
  - CW01: COLORBOND METAL CLAD ENTRY CANOPY - OFF WHITE
  - CW02: PROFILED COLORBOND METAL CLADDING - MID GREY
  - CW03: PROFILED COLORBOND METAL CLADDING - PALE BRONZE
  - CW04: PROFILED COLORBOND METAL CLADDING - PALE GREY
  - FE01: POWDERCOATED ALUMINIUM BATTEN FENCE
  - GL01: POWDER COATED ALUMINIUM FRAMED WINDOWS - CLEAR
  - GL02: POWDER COATED ALUMINIUM FRAMED WINDOWS - GREY TINT
  - GL03: POWDER COATED ALUMINIUM FRAMED WINDOWS - OPAGUE SPANDREL
  - LV01: POWDERCOATED ALUMINIUM LOUVER SCREEN TO PLANT - CHARCOAL GREY
  - MB01: POWDERCOATED ALUMINIUM BOX FIN - PALE BRONZE
  - MB02: POWDERCOATED ALUMINIUM BOX WINDOW REVEAL / SUNSHADE
  - MB03: COLORBOND METAL ROLLER SHUTTER - GREY
  - MS01: METAL MESH
  - PV01: EXTERNAL STONE PAVERS - QUARTZSTONE: BLUE ONYX HONEY 300 x 300 PAVERS
  - PV02: CONCRETE PAVERS - GREY
  - TM01: POWDERCOATED ALUMINIUM PERGOLA FRAME - GOLDEN BROWN
  - RF01: COLORBOND METAL ROOF SHEETING
  - RF02: POLYCARBONATE ROOF SHEETINGS
  - RF03: POWDERCOATED PERFORATED METAL SHADE SCREEN

NOTE: SIGNAGE LOCATION AND DETAILS SUBJECT TO FUTURE PLANNING APPLICATIONS IF REQUIRED

**WEST ELEVATION FENCE DETAIL**

REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		
TP5	07.07.2020	FOR INFORMATION		
REV	DATE	DESCRIPTION		

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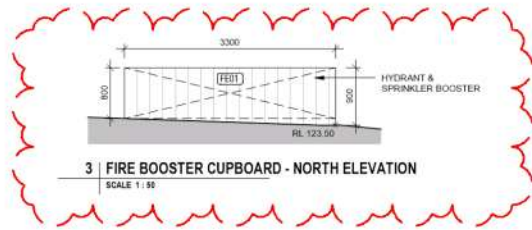
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**CLIENT**  
**DONCASTER CHURCH OF CHRIST / TEBTER**

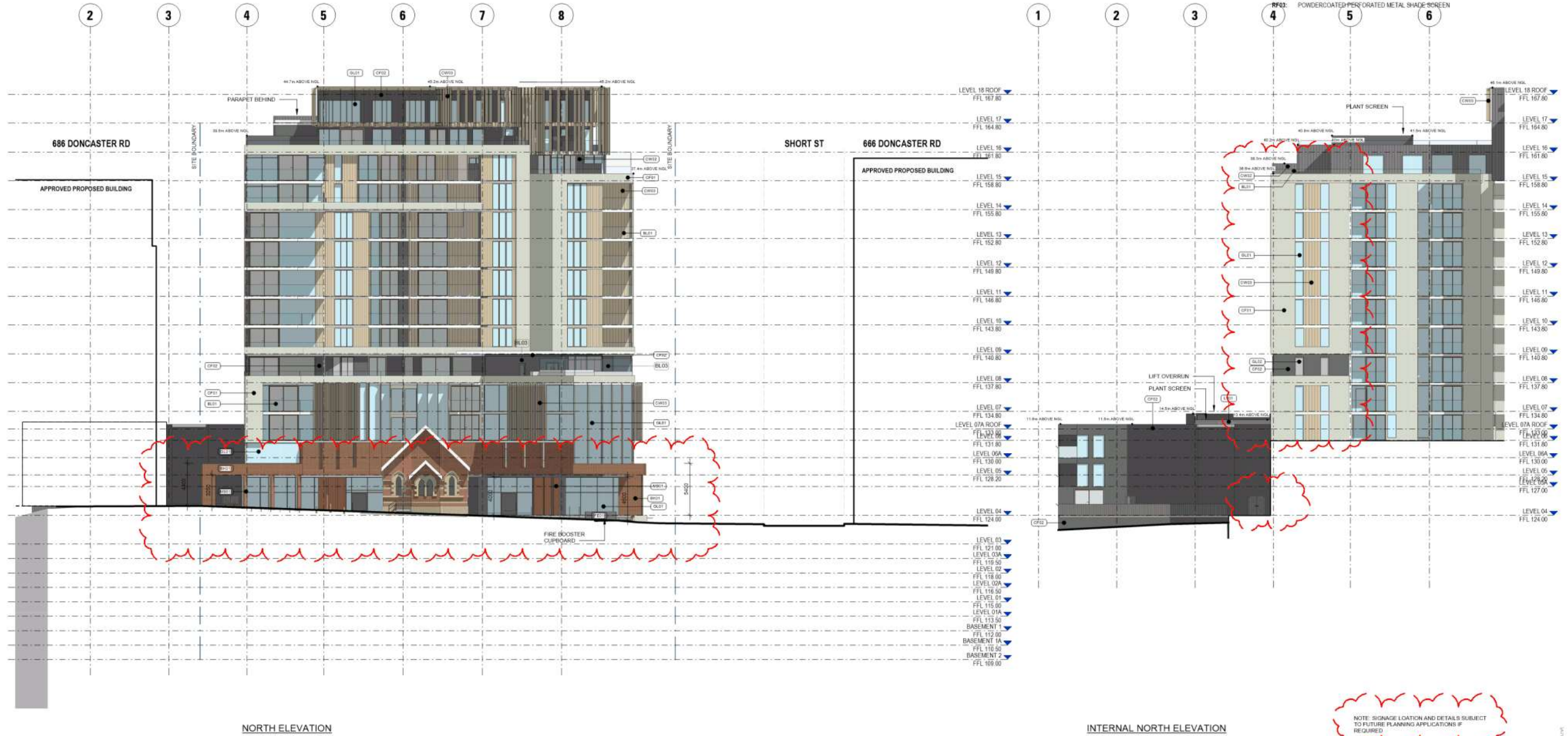
**PROJECT**  
**CHAPEL HILL 680 DONCASTER ROAD, EXPANDED SCHEME**

**TITLE**  
**KEY ELEVATION - WEST**

DRAWING NO.	<b>TP404</b>	REV	<b>TP7</b>
DWG SCALE	1:200 at A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
BIM FILENAME			
OFFICE NO	A41002		
<b>TOWNPLANNING</b>			



- EXTERNAL FINISHES**
- BK01: BRICKSNAPS ON PRECAST CONCRETE
  - BL01: GLAZED BALUSTRADE / BALUSTRADE UPSTAND
  - BL02: GLAZED BALUSTRADE WITH PRIVACY GLASS
  - BL03: GLAZED 2000 HIGH WIND BARRIER GLASS
  - CF01: RENDERED & PAINTED FINISH - OFF WHITE
  - CF02: RENDERED & PAINTED FINISH - MID GREY
  - CF03: RENDERED & PAINTED FINISH - TO MATCH RED BRICKWORK
  - CW01: COLORBOND METAL CLAD ENTRY CANOPY - OFF WHITE
  - CW02: PROFILED COLORBOND METAL CLADDING - MID GREY
  - CW03: PROFILED COLORBOND METAL CLADDING - PALE BRONZE
  - CW04: PROFILED COLORBOND METAL CLADDING - PALE GREY
  - FE01: POWDERCOATED ALUMINIUM BATTEN FENCE
  - GL01: POWDER COATED ALUMINIUM FRAMED WINDOWS - CLEAR
  - GL02: POWDER COATED ALUMINIUM FRAMED WINDOWS - GREY TINT
  - GL03: POWDER COATED ALUMINIUM FRAMED WINDOWS - OPAQUE SPANDREL
  - LV01: POWDERCOATED ALUMINIUM LOUVRE SCREEN TO PLANT - CHARCOAL GREY
  - MB01: POWDERCOATED ALUMINIUM BOX FIN - PALE BRONZE
  - MB02: POWDERCOATED ALUMINIUM BOX WINDOW REVEAL / SUNSHADE
  - MB03: COLORBOND METAL ROLLER SHUTTER - GREY
  - MSH01: METAL MESH
  - PV01: EXTERNAL STONE PAVERS - QUARTSTONE 'BLUE ONYX HONED' 300 x 300 PAVERS
  - PV02: CONCRETE PAVERS - GREY
  - TM01: POWDERCOATED ALUMINIUM PERGOLA FRAME - GOLDEN BROWN
  - RF01: COLORBOND METAL ROOF SHEETING
  - RF02: POLYCARBONATE ROOF SHEETING
  - RF03: POWDERCOATED PERFORATED METAL SHADE SCREEN



NOTE: SIGNAGE LOCATION AND DETAILS SUBJECT TO FUTURE PLANNING APPLICATIONS IF REQUIRED

REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	20.02.2020	FOR INFORMATION		AD

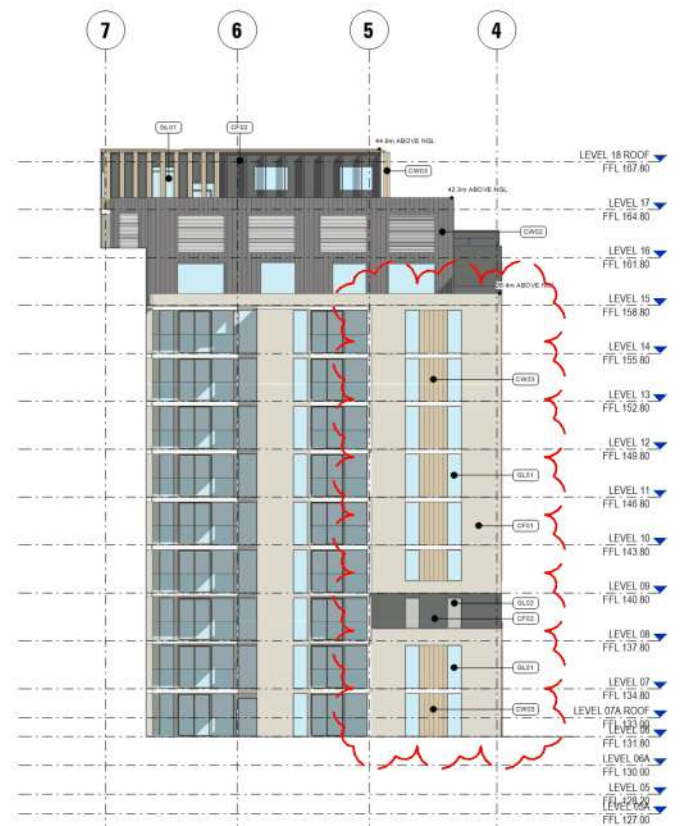
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**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME  
**TITLE**  
 KEY ELEVATION - NORTH

DRAWING NO.	TP402	REV	TP7
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	DESIGNED BY	KL	AD
OFFICE NO	A41003		
<b>TOWNPLANNING</b>			



INTERNAL SOUTH ELEVATION

- EXTERNAL FINISHES**
- BR01: BRICKSNAPS ON PRECAST CONCRETE
  - BL01: GLAZED BALUSTRADE / BALUSTRADE UPSTAND
  - BL02: GLAZED BALUSTRADE WITH PRIVACY GLASS
  - BL03: GLAZED 2000 HIGH WIND BARRIER GLASS
  - CF01: RENDERED & PAINTED FINISH - OFF WHITE
  - CF02: RENDERED & PAINTED FINISH - MID GREY
  - CF03: RENDERED & PAINTED FINISH - TO MATCH RED BRICKWORK
  - CW01: COLORBOND METAL CLAD ENTRY CANOPY - OFF WHITE
  - CW02: PROFILED COLORBOND METAL CLADDING - MID GREY
  - CW03: PROFILED COLORBOND METAL CLADDING - PALE BRONZE
  - CW04: PROFILED COLORBOND METAL CLADDING - PALE GREY
  - FB01: POWDER COATED ALUMINUM BATTEN FENCE
  - GL01: POWDER COATED ALUMINUM FRAMED WINDOWS - CLEAR
  - GL02: POWDER COATED ALUMINUM FRAMED WINDOWS - GREY TINT
  - GL03: POWDER COATED ALUMINUM FRAMED WINDOWS - OPAQUE SPANDREL
  - LV01: POWDER COATED ALUMINUM LOUVER SCREEN TO PLANT - CHARCOAL GREY
  - MB01: POWDER COATED ALUMINUM BOX FIN - PALE BRONZE
  - MB02: POWDER COATED ALUMINUM BOX WINDOW REVEAL / SUNSHADE
  - MB03: COLORBOND METAL ROLLER SHUTTER - GREY
  - MSH01: METAL MESH
  - PV01: EXTERNAL STONE PAVERS - QUARTZSTONE 'BLUE ONYX HONED' 300 x 300 PAVERS
  - PV02: CONCRETE PAVERS - GREY
  - TR01: POWDER COATED ALUMINUM PERGOLA FRAME - GOLDEN BROWN
  - RF01: COLORBOND METAL ROOF SHEETING
  - RF02: POLYCARBONATE ROOF SHEETING
  - RF03: POWDER COATED PERFORATED METAL SHADE SCREEN

NOTE: SIGNAGE LOCATION AND DETAILS SUBJECT TO FUTURE PLANNING APPLICATIONS IF REQUIRED

SOUTH ELEVATION

SOUTH ELEVATION FENCE DETAIL

NOTE: ALL FENCING TO OUTDOOR TERRACES TO BE 900mm ON TOP OF RETAINING WALL

REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		
TP5	20.02.2020	FOR INFORMATION		
REV	DATE	DESCRIPTION		

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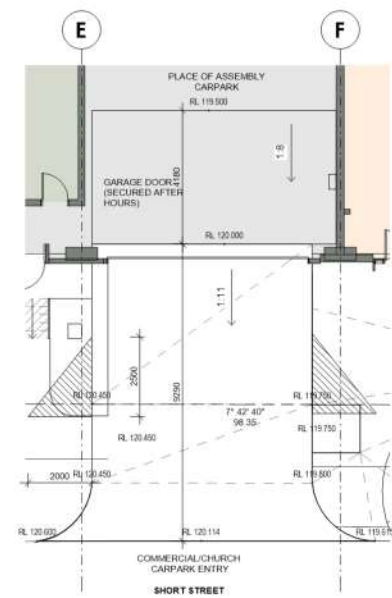
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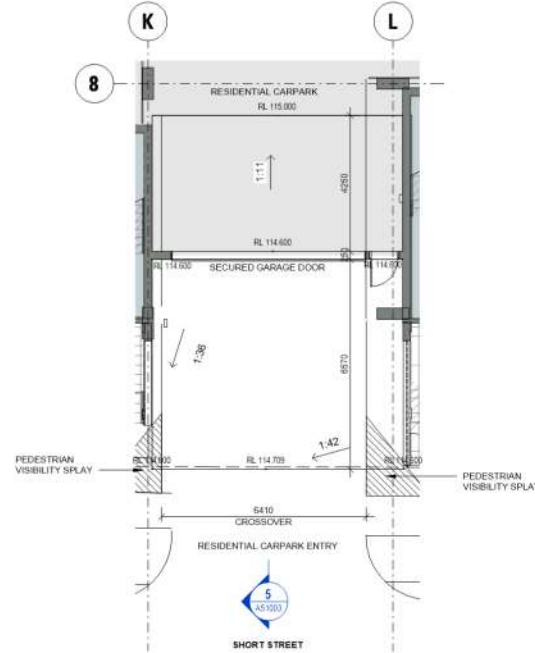
**PROJECT**  
**CHAPEL HILL 680 DONCASTER ROAD, EXPANDED SCHEME**

**TITLE**  
**KEY ELEVATION - SOUTH**

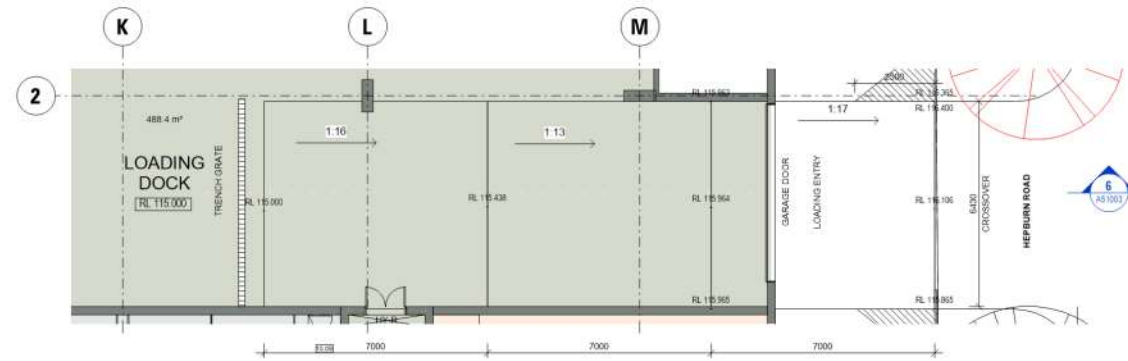
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<b>DWG SCALE</b>	1:200 at A1, half scale at A3		
<b>PROJECT NO.</b>	18040		
<b>PROJECT DATE</b>	09.2017		
<b>BIM FILENAME</b>			
<b>OFFICE NO</b>	A41004		
<b>TOWNPLANNING</b>			



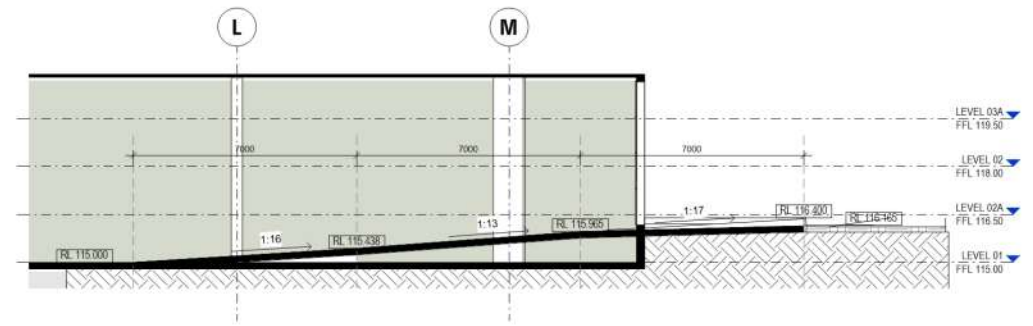
1 | DRIVEWAY PLAN SHORT STREET LEVEL 03  
A41001



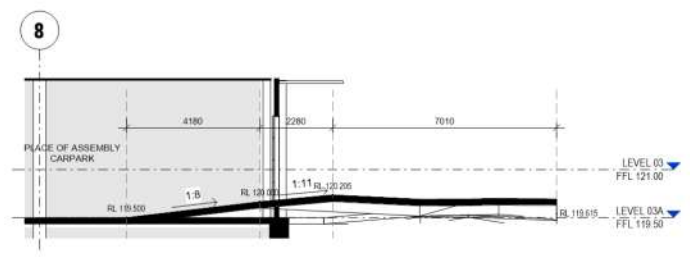
2 | DRIVEWAY PLAN SHORT STREET LEVEL 01  
A41001



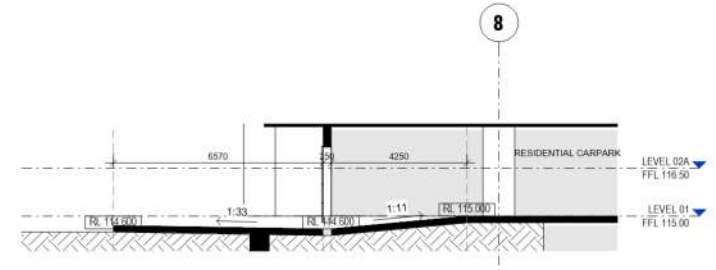
3 | DRIVEWAY PLAN HEPBURN ROAD LEVEL 01  
A41001



6 | DRIVEWAY SECTION HEPBURN ROAD LEVEL 01  
A21811



4 | DRIVEWAY SECTION SHORT STREET LEVEL 03  
A21021



5 | DRIVEWAY SECTION SHORT STREET LEVEL 01  
A21811

REV	DATE	DESCRIPTION	AD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE	AL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE	AL
TP5	20.02.2020	FOR INFORMATION	AD
REV	DATE	DESCRIPTION	

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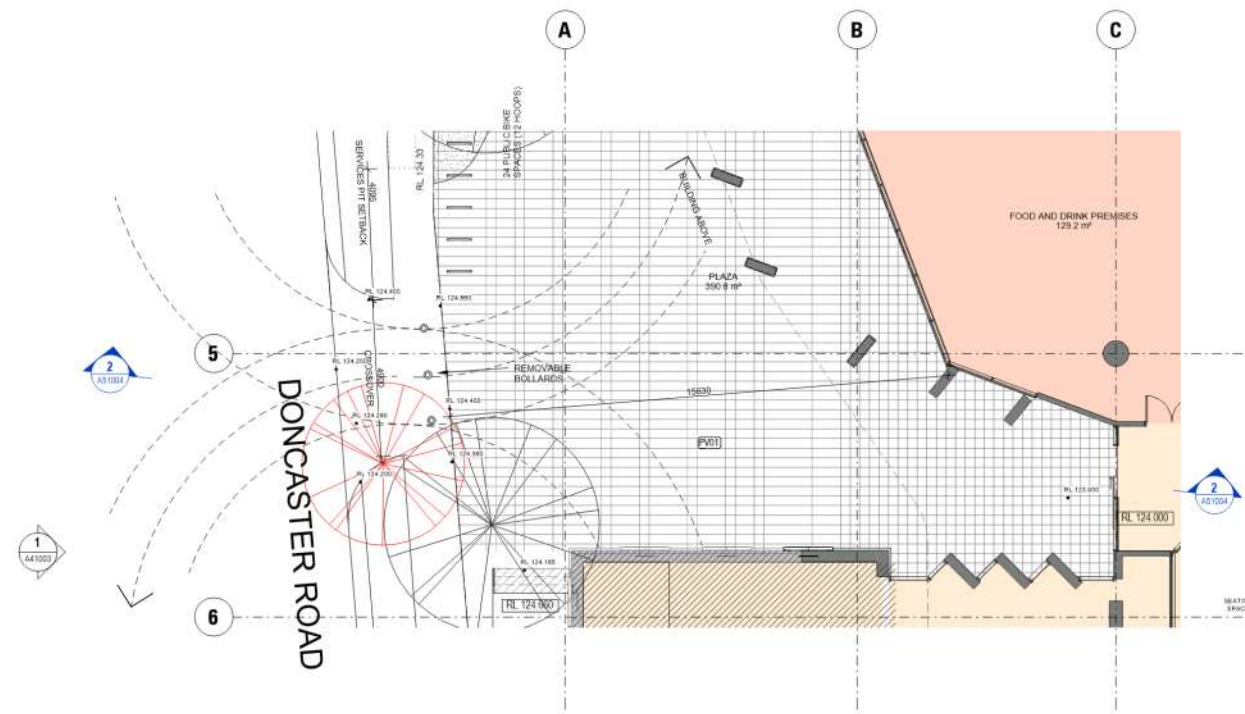
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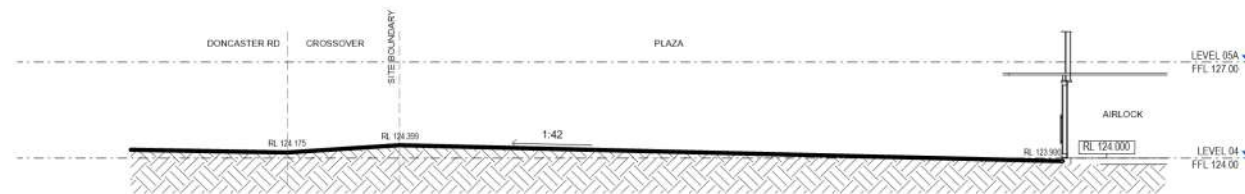
**PROJECT**  
**CHAPEL HILL 680 DONCASTER ROAD, EXPANDED SCHEME**

**TITLE**  
**KEY SECTION - DRIVEWAY**

DRAWING NO.	<b>TP503</b>	REV	<b>TP7</b>
DWG SCALE	1:100 at A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
BIM FILENAME			
DESIGNER		CHECKED	APPROVED
OFFICE NO.	A51003		
<b>TOWNPLANNING</b>			



1 PLAZA PLAN DONCASTER RD LEVEL 04  
SCALE 1:100



2 PLAZA SECTION DONCASTER RD  
SCALE 1:100

REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL	
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL	
TP5	20.02.2020	FOR INFORMATION	AD	

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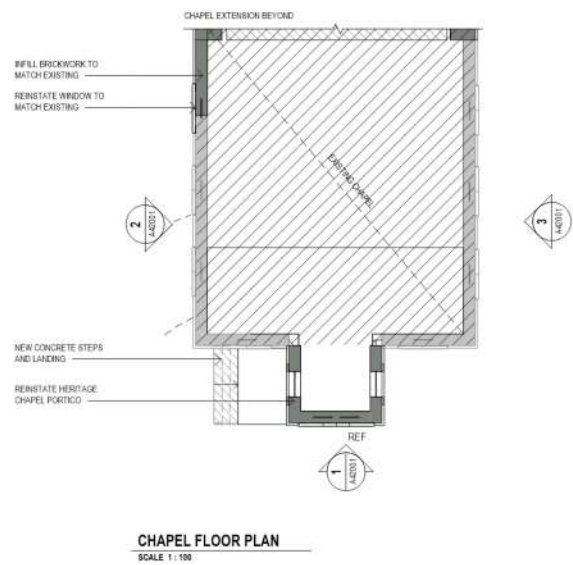
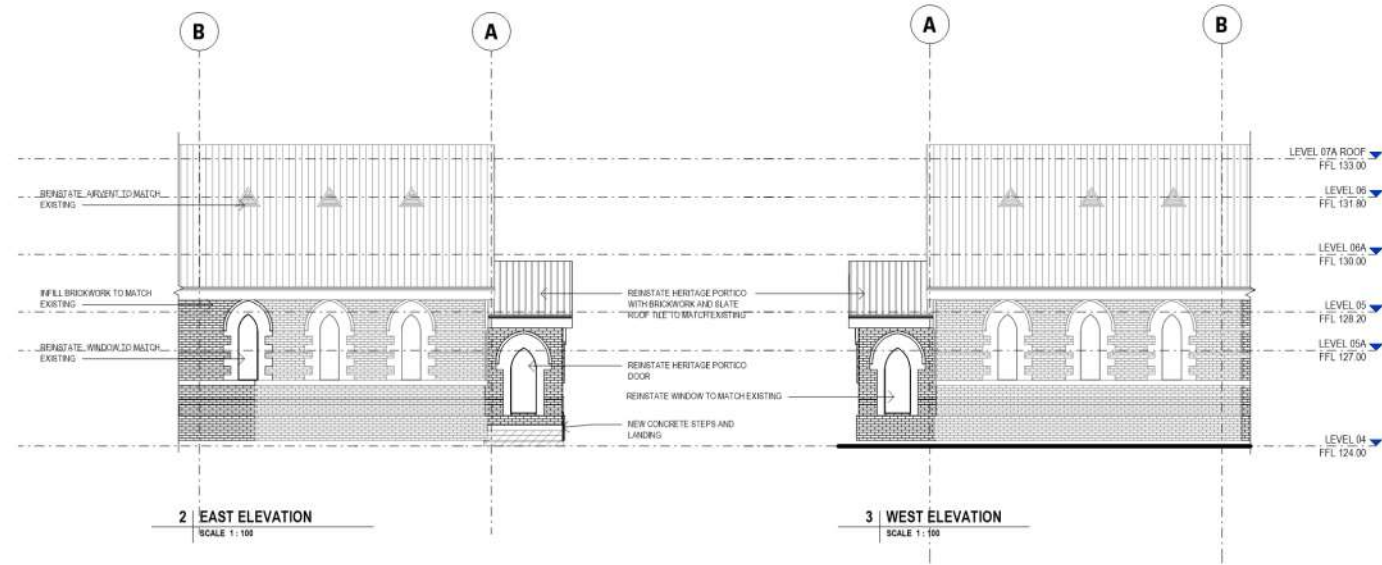
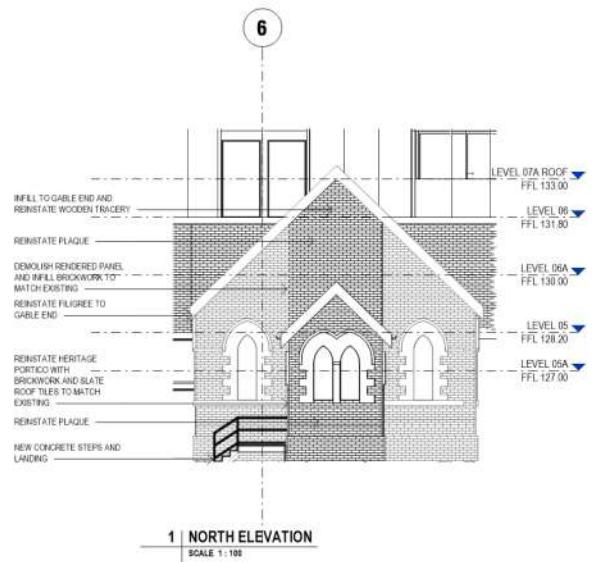
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CHRIST / TEBTER

**PROJECT**  
CHAPEL HILL  
680 DONCASTER ROAD,  
EXPANDED SCHEME

**TITLE**  
KEY SECTION - PLAZA

DRAWING NO.	TP504	REV	TP7
DWG SCALE	1:100 at A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
BIM FILENAME	[signature] [check] [approve]		
OFFICE NO.	A51004		
<b>TOWNPLANNING</b>			

13/07/2021 3:05:05 PM  
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VIEW OF THE HERITAGE CHURCH BUILDING IN 1893



VIEW OF THE HERITAGE CHURCH BUILDING IN 1942

REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	20.02.2020	FOR INFORMATION		AD

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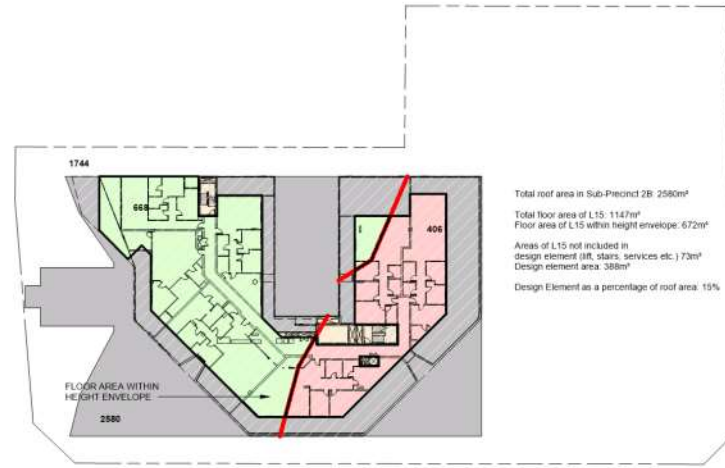
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 680 DONCASTER ROAD,  
 EXPANDED SCHEME

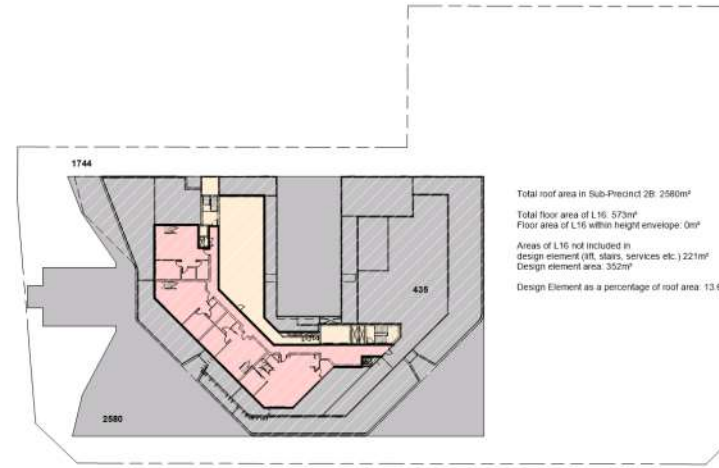
**TITLE**  
 CHAPEL ALTERATION  
 DETAILS

DRAWING NO.	<b>TP601</b>	REV	<b>TP7</b>
DWG SCALE	1:100 at A1, half scale at A3		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO	A42001		
<b>TOWNPLANNING</b>			

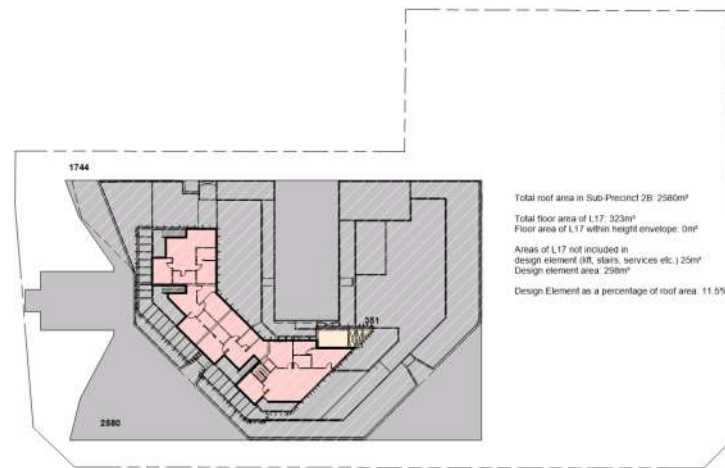
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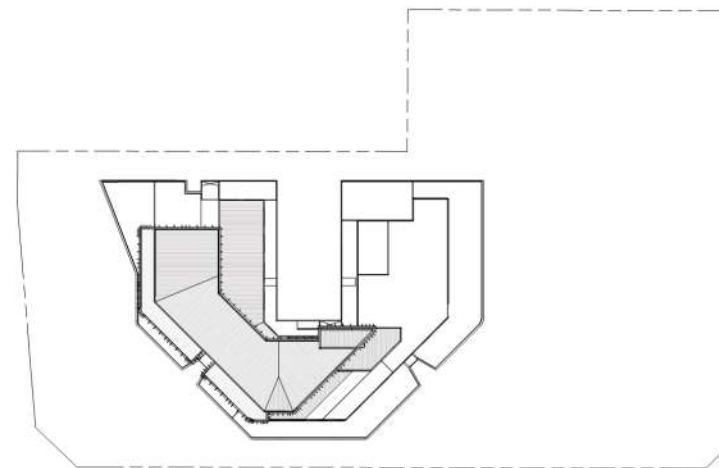
LEVEL 15



LEVEL 16



LEVEL 17



LEVEL 18

REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	01.02.2020	FOR INFORMATION	AD

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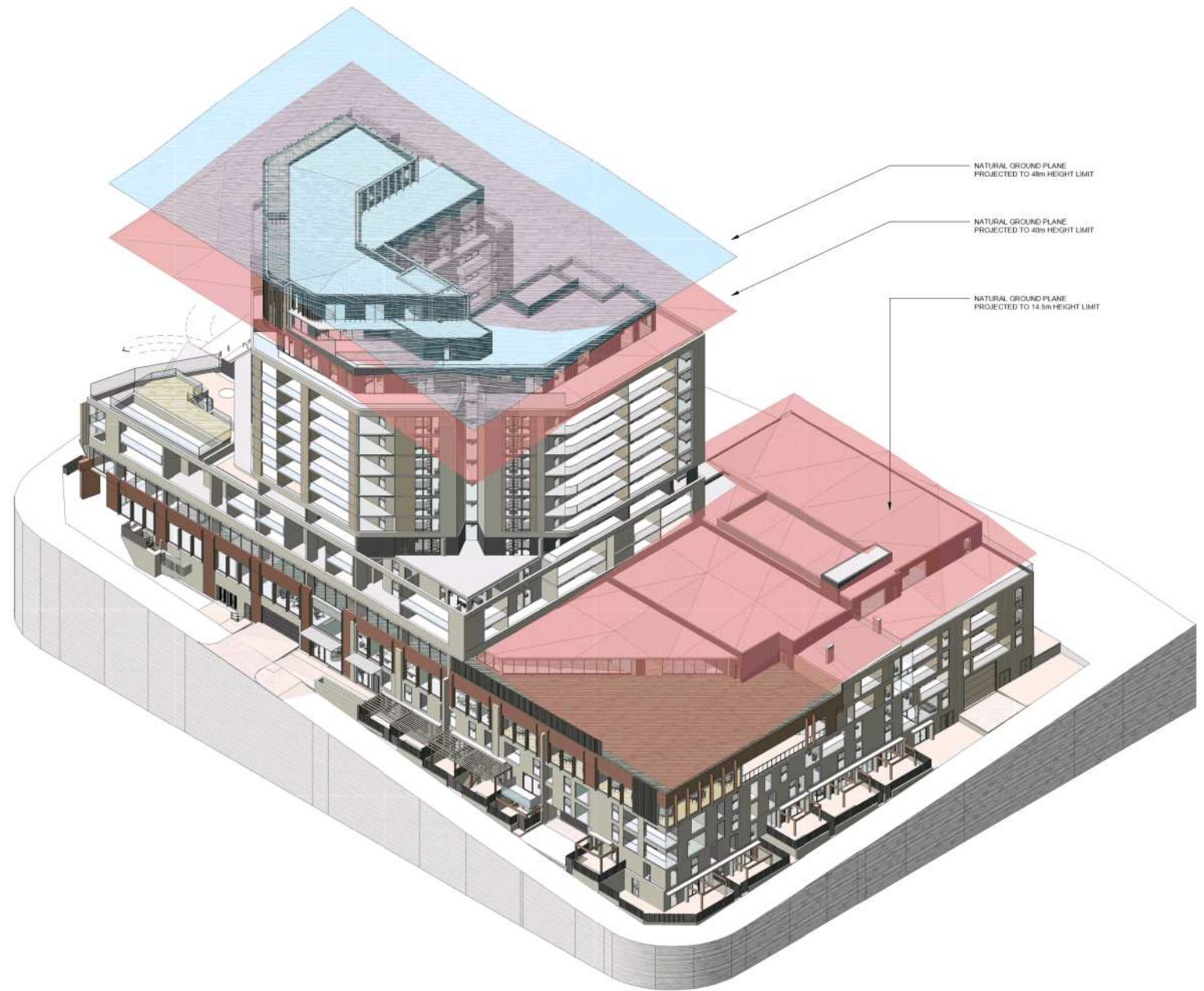
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PROJECT  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

TITLE  
**DESIGN ELEMENT  
 ANALYSIS**

DRAWING NO.	<b>TP602</b>	REV	<b>TP7</b>
DWG SCALE	1 : 500 at A1, half scale at A3		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED	ISW	DESIGN	KL
OFFICE NO	A00006		
<b>TOWNPLANNING</b>			

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REV	DATE	DESCRIPTION	BY	AD
1	16.10.2020	TOWN PLANNING - W1 RESPONSE	KL	
2	21.02.2021	FOR INFORMATION	AD	

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**PROJECT**

**CHAPEL HILL  
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 EXPANDED SCHEME**

**TITLE**

**DESIGN ELEMENT  
 ANALYSIS**

**DRAWING NO.** TP603 **REV** TP6

**DWG SCALE** as A1, half scale at A3

**PROJECT NO.** 10040

**PROJECT DATE** 09.2017

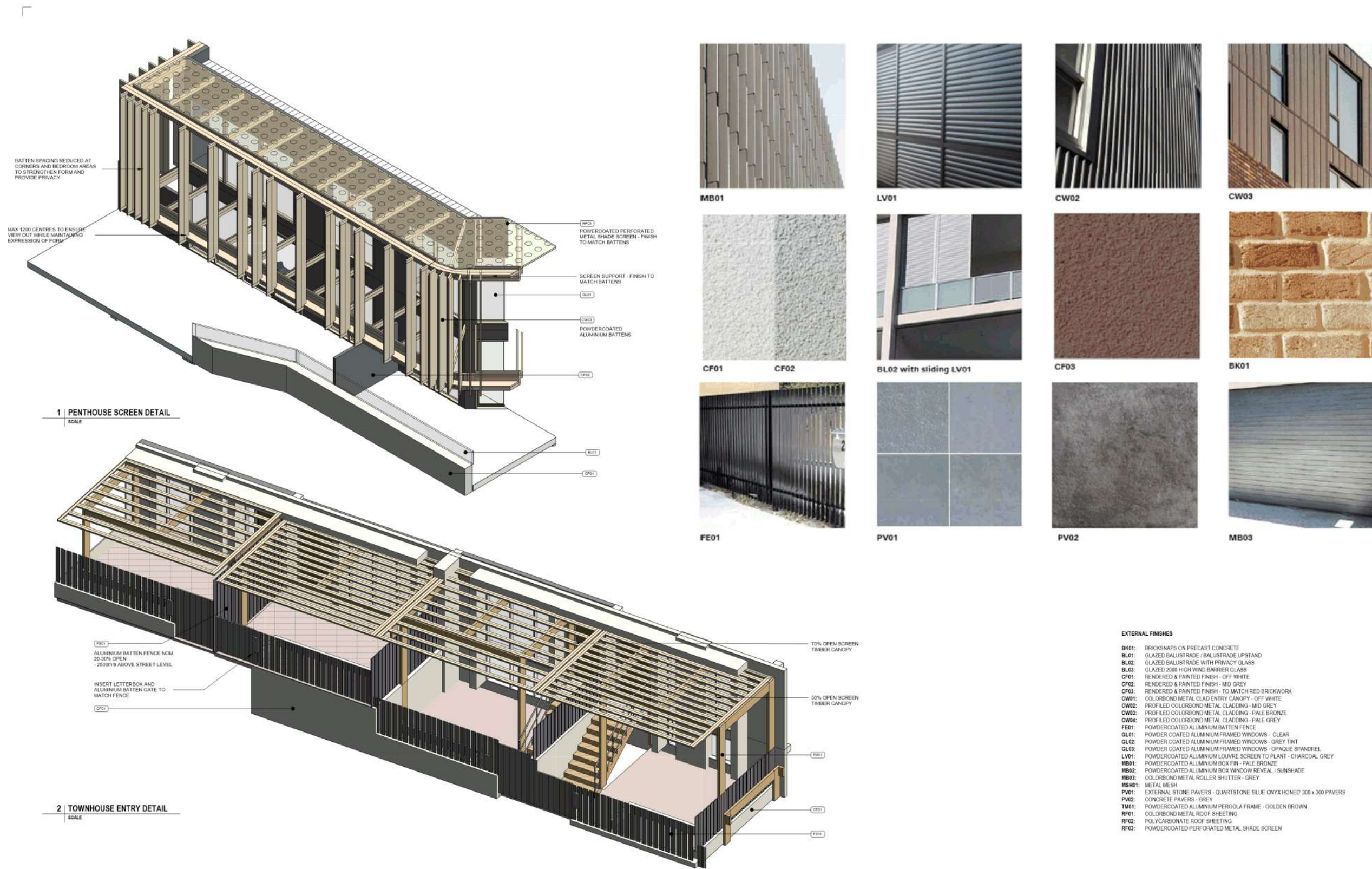
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Checked	EW	Checked	KL	Approved	AD

**OFFICE NO** A00007

**TOWNPLANNING**





REV	DATE	DESCRIPTION	BY	CHKD

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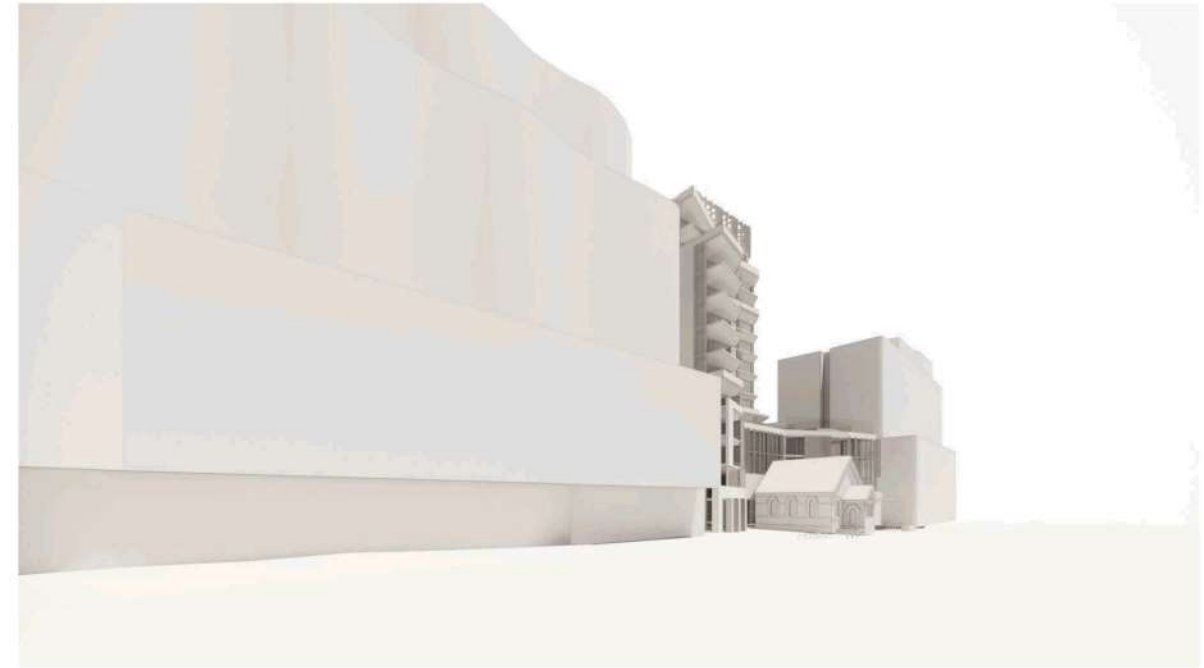
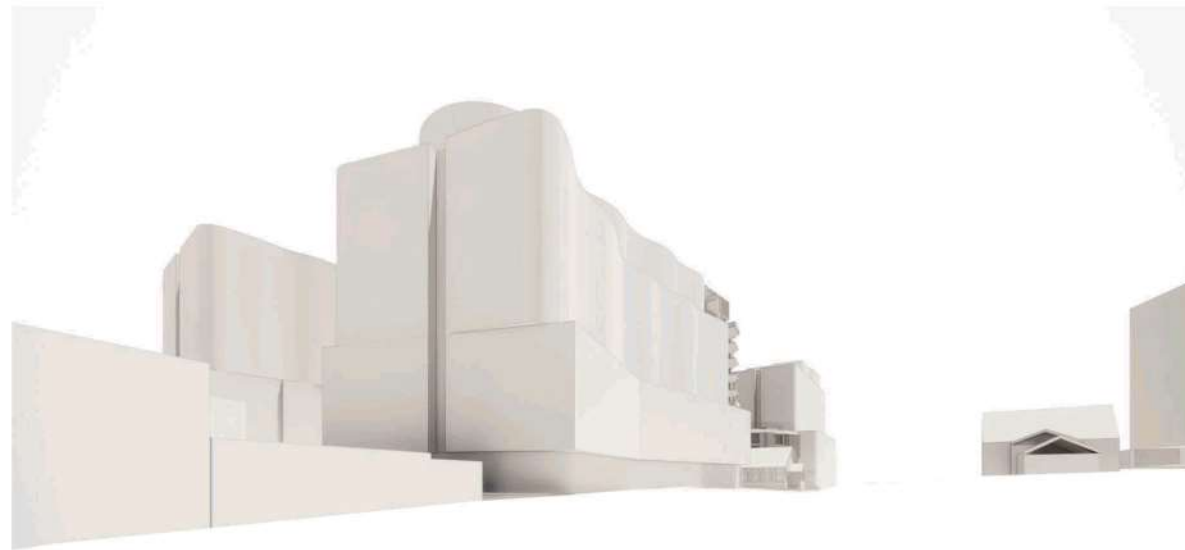
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**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME

**TITLE**  
 FINISHES SCHEDULE &  
 EXTERNAL DETAILS

**DRAWING NO.** TP604 **REV** TP6  
**DWG SCALE** 1:200 at A1, half scale at A3  
**PROJECT NO.** 16040  
**PROJECT DATE** 09.2017  
**SIM FILENAME**  
**OFFICE NO** A00008  
**TOWNPLANNING**



NORTHEAST MASSING PERSPECTIVES

REV	DATE	DESCRIPTION	BY	APP
TP6	19.10.2020	TOWN PLANNING - WP1 RESPONSE	RL	
TP5	19.07.2020	FOR INFORMATION	AD	
TP4				
TP3				
TP2				
TP1				
TP0				

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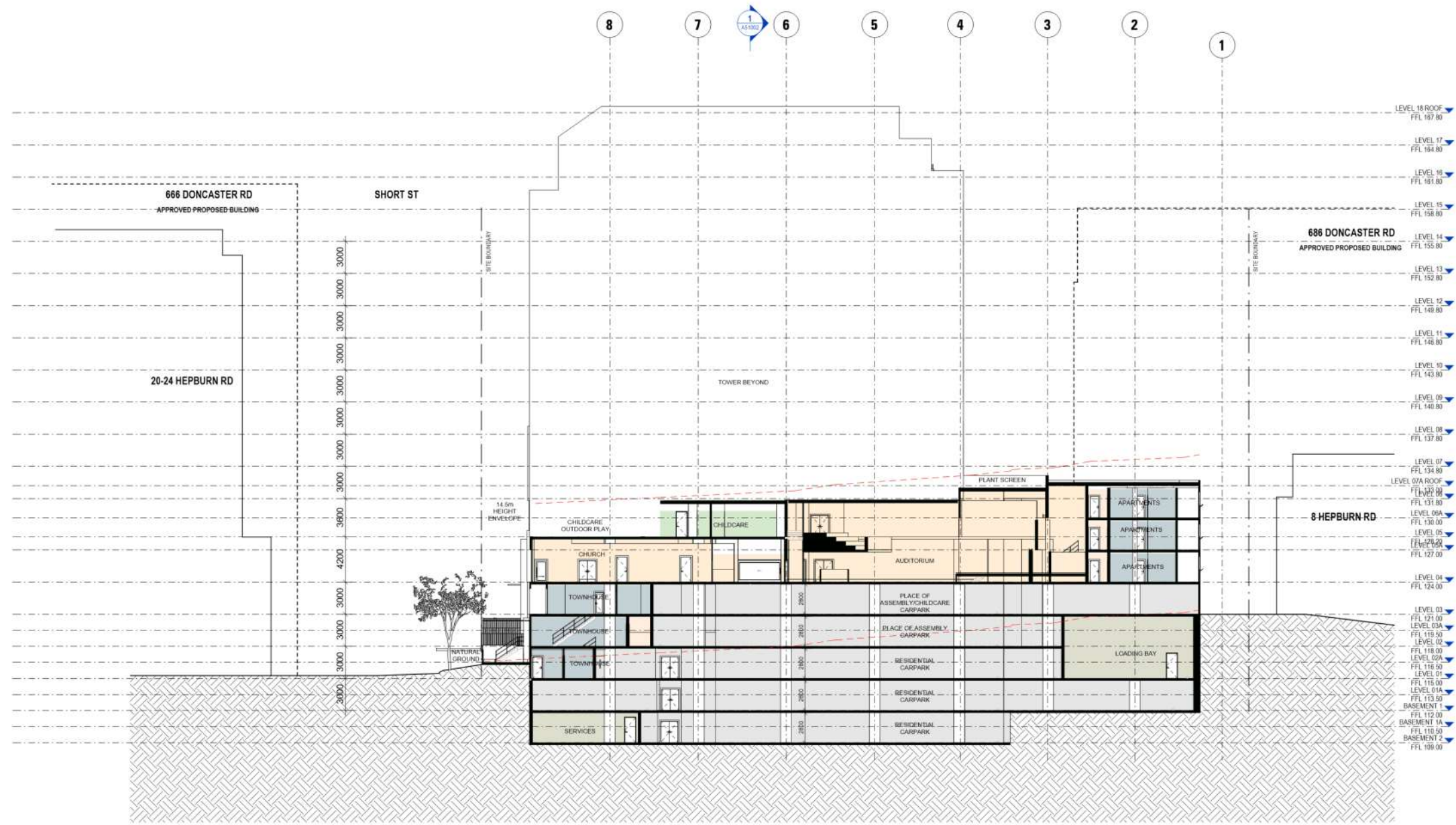
**CLIENT**  
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**PROJECT**  
CHAPEL HILL  
680 DONCASTER ROAD,  
EXPANDED SCHEME

**TITLE**  
3D VIEWS

DRAWING NO.	<b>TP605</b>	REV	<b>TP6</b>
DWG SCALE	as A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
SIM FILENAME	TP605_01.dwg		
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REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		
TP5	20.02.2020	FOR INFORMATION		
TP4				
TP3				
TP2				
TP1				

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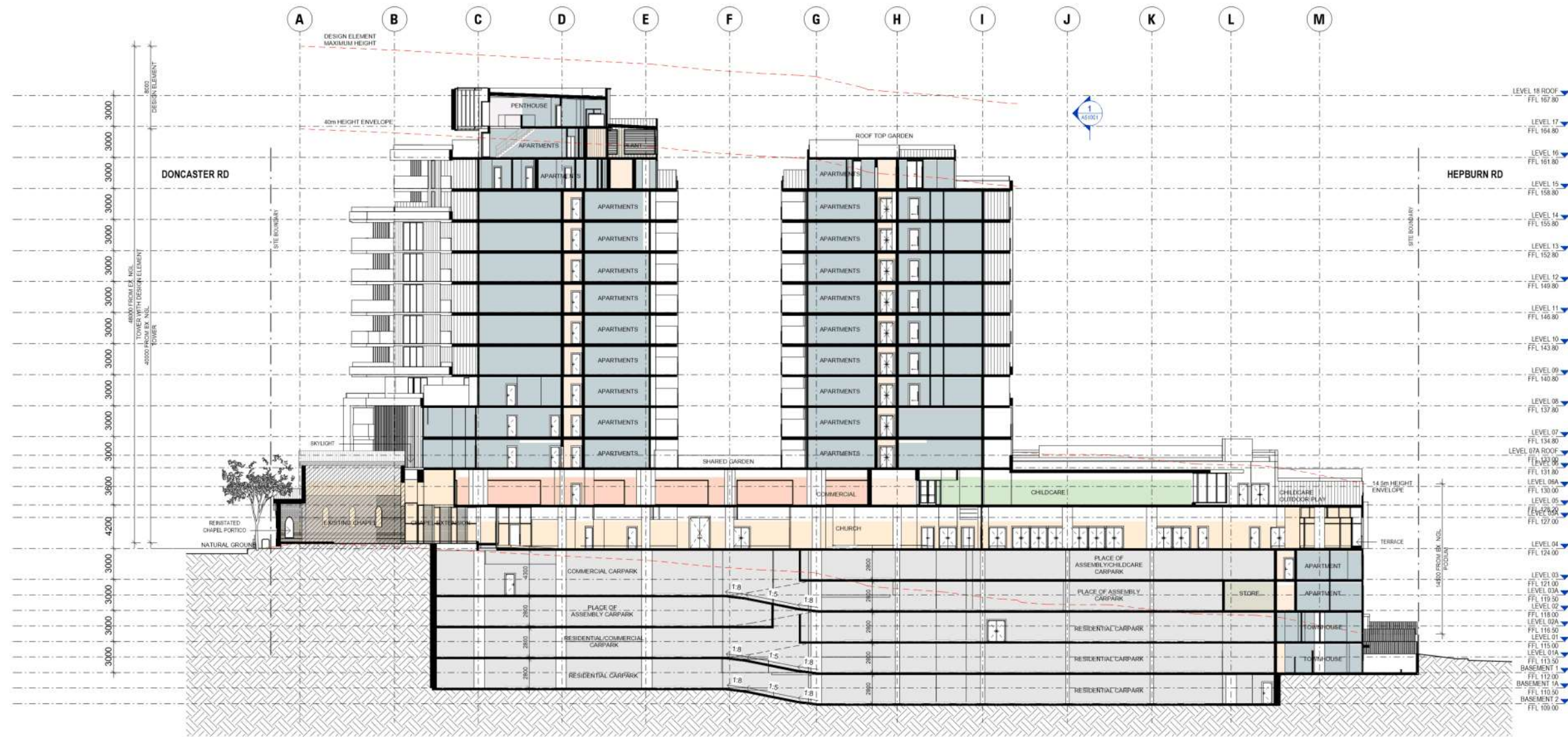
**CLIENT**  
**DONCASTER CHURCH OF CHRIST / TEBTER**

**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**KEY SECTION - EAST  
 WEST**

DRAWING NO.	<b>TP501</b>	REV	<b>TP7</b>
DWG SCALE	1:200 or A1, half scale or A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	DESIGNED BY	CHKD BY	APPROVED BY
OFFICE NO	A51001		
<b>TOWNPLANNING</b>			

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REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	20.02.2020	FOR INFORMATION		AD
REV	DATE	DESCRIPTION		

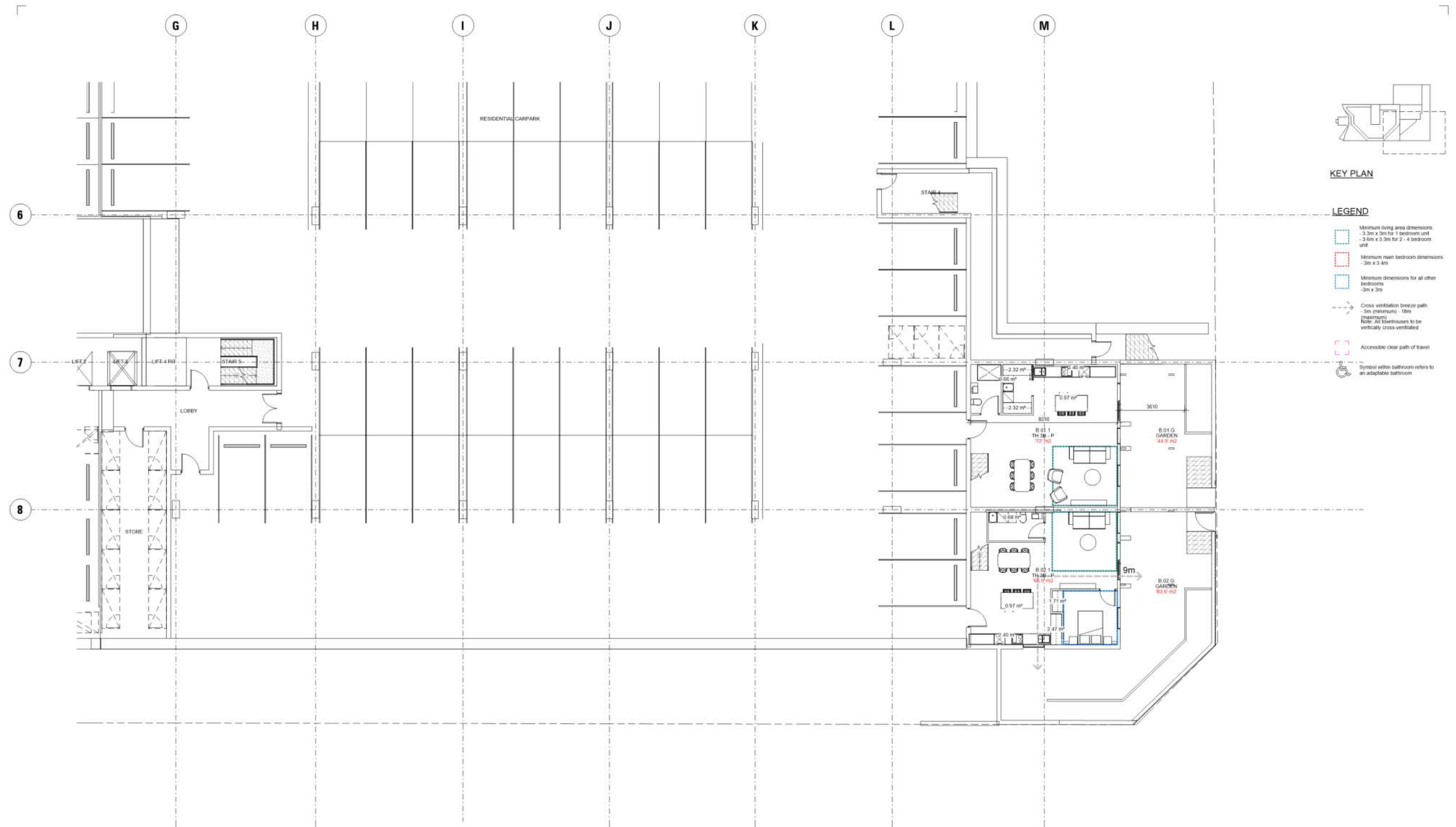
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**PROJECT**  
 CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME  
**TITLE**  
 KEY SECTION - NORTH  
 SOUTH

DRAWING NO.	TP502	REV	TP7
DWG SCALE	1:200 at A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	KL	APPROVED BY	AD
OFFICE NO.	A51002		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	01.02.2020	FOR INFORMATION		AD

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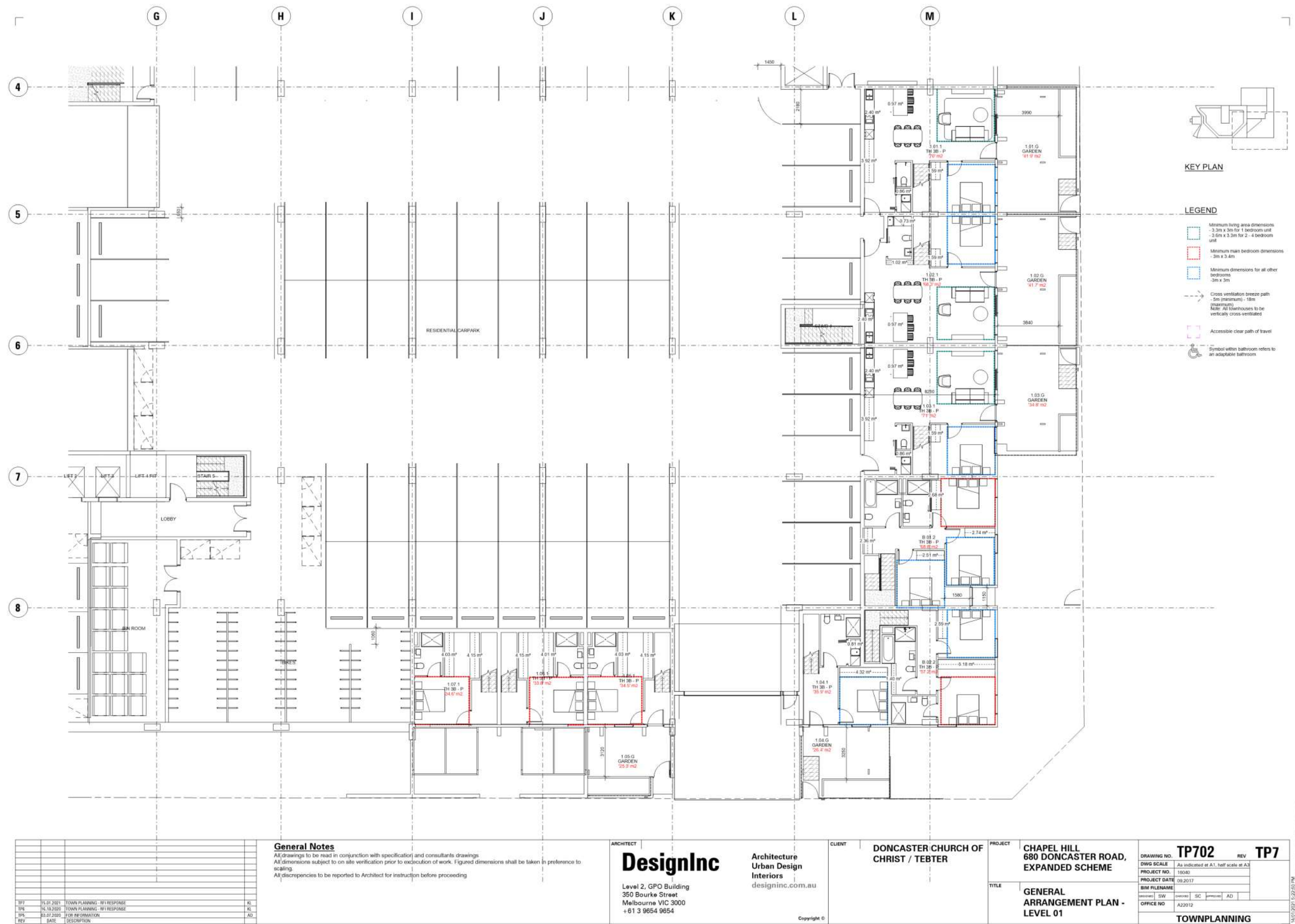
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**DONCASTER CHURCH OF  
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**GENERAL  
 ARRANGEMENT PLAN -  
 BASEMENT 1**

DRAWING NO.	<b>TP701</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A3		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	DESIGNED BY	CHECKED BY	APPROVED BY
OFFICE NO	A22812		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE	KL
TP5	01.07.2020	FOR INFORMATION	AD

**General Notes**  
 All drawings to be read in conjunction with specification and consultants drawings.  
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**PROJECT**  
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**TITLE**  
 GENERAL ARRANGEMENT PLAN - LEVEL 01

**DRAWING NO.** TP702 **REV** TP7

**DWG SCALE** As indicated at A1, half scale at A2

**PROJECT NO.** 16040

**PROJECT DATE** 09.2017

**SIM FILENAME**

**ISSUED BY** [ ] **CHECKED BY** [ ] **DATE** [ ]

**OFFICE NO** A22012

**TOWNPLANNING**



REV	DATE	DESCRIPTION	AD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE	KL
TP5	03.07.2020	FOR INFORMATION	AD

**General Notes**  
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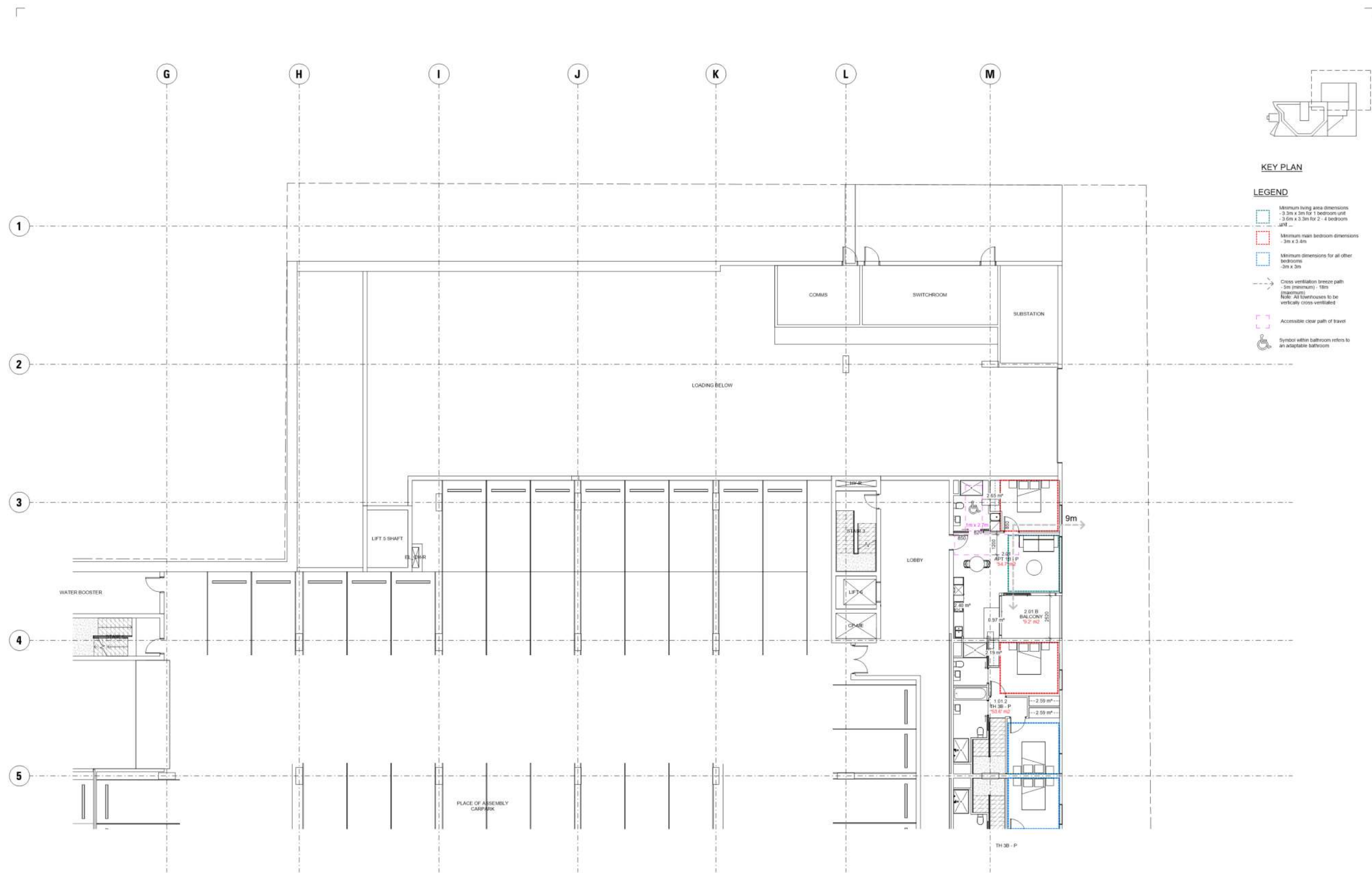
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**TITLE**  
**GENERAL  
 ARRANGEMENT PLAN  
 ZONE 1- LEVEL 02**

DRAWING NO.	<b>TP703</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	ISSUED BY	SC	APPROVED BY
OFFICE NO	A22022		
<b>TOWNPLANNING</b>			

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REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	03.02.2020	FOR INFORMATION		AD
TP4				
TP3				
TP2				
TP1				

**General Notes**  
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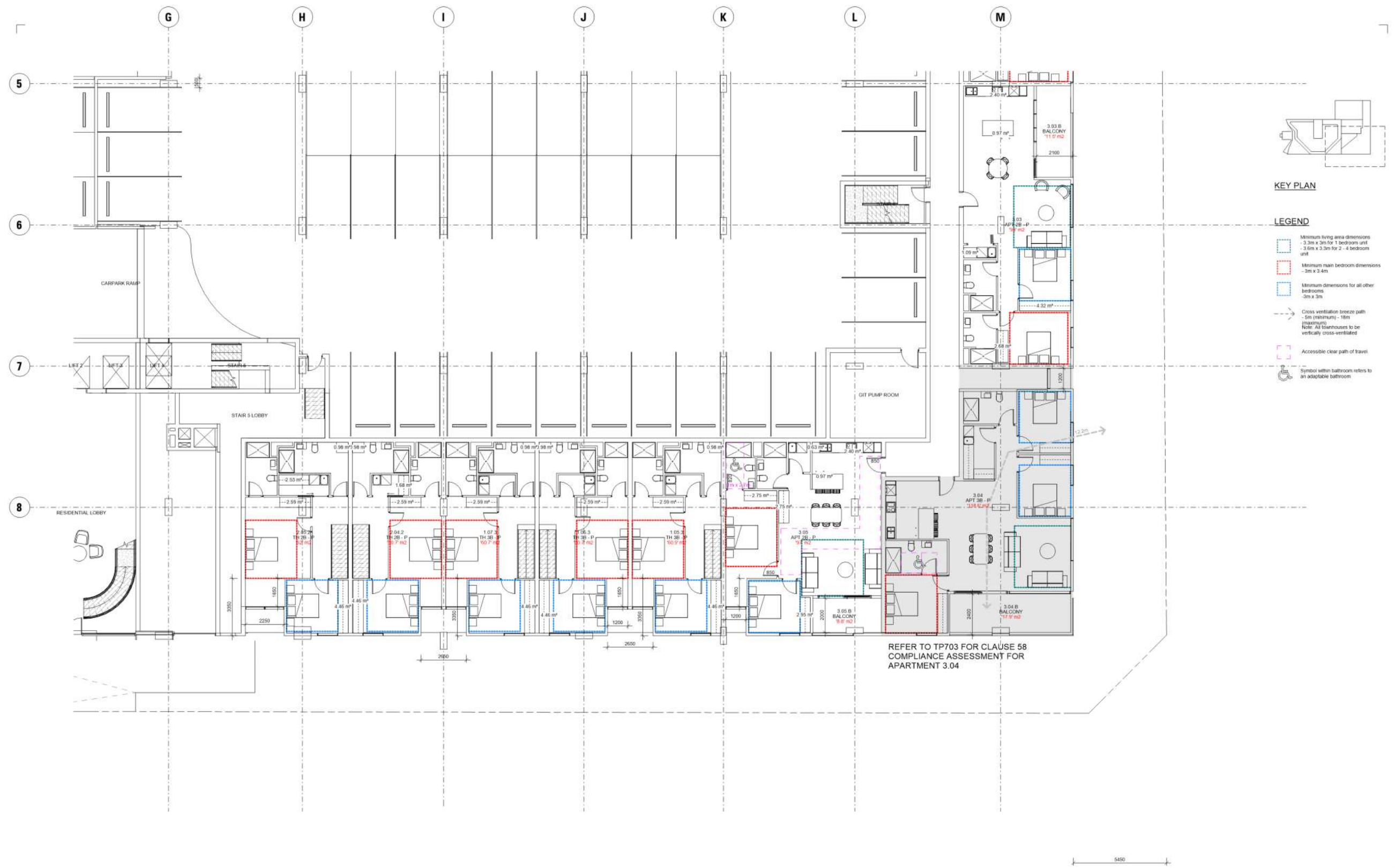
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**GENERAL  
 ARRANGEMENT PLAN  
 ZONE 2 - LEVEL 02**

DRAWING NO.	<b>TP704</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A3		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
SIM FILENAME			
ISSUED BY	ISSUED BY	SEC	APPROVED BY
OFFICE NO	A22024		
<b>TOWNPLANNING</b>			





REFER TO TP703 FOR CLAUSE 58 COMPLIANCE ASSESSMENT FOR APARTMENT 3.04

REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP8	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP9	20.02.2020	FOR INFORMATION		AD

**General Notes**  
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PROJECT  
**CHAPEL HILL  
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TITLE  
**GENERAL  
 ARRANGEMENT PLAN  
 ZONE 1- LEVEL 03**

DRAWING NO.	<b>TP705</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
BIM FILENAME			
ISSUED BY	ISSUED BY	SEC	APPROVED BY
OFFICE NO.	A22032		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP5	03.02.2020	FOR INFORMATION		AD

**General Notes**  
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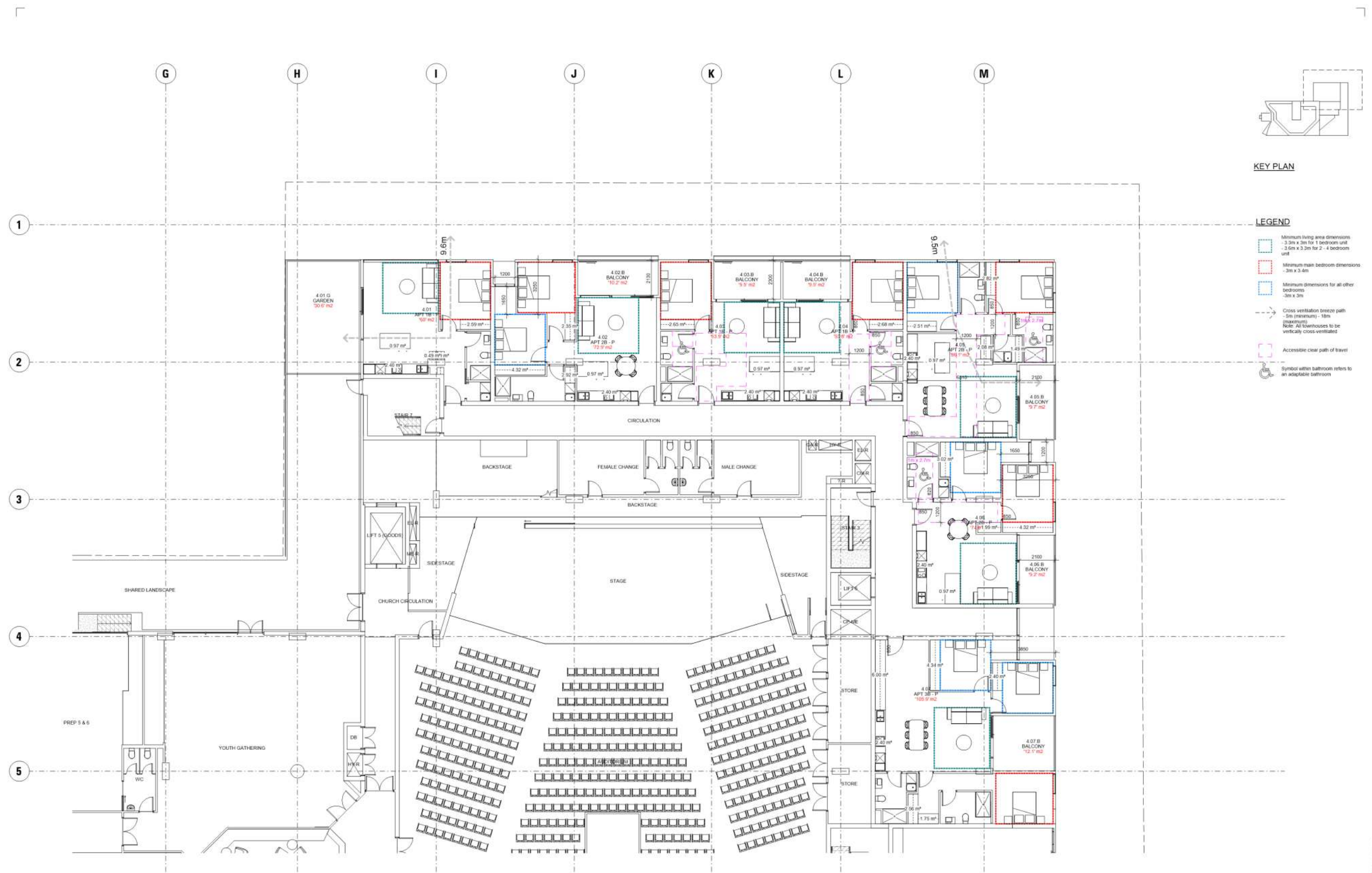
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**GENERAL  
 ARRANGEMENT PLAN  
 ZONE 2 - LEVEL 03**

DRAWING NO.	<b>TP706</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
SIM FILENAME			
ISSUED BY	ISSUED BY	SEC	APPROVED BY
OFFICE NO	A22034		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL	
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL	
TP5	01.02.2020	RFI INFORMATION	AD	
REV	DATE	DESCRIPTION		

**General Notes**  
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**PROJECT**  
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**TITLE**  
**GENERAL  
 ARRANGEMENT PLAN -  
 LEVEL 04**

<b>DRAWING NO.</b>	<b>TP707</b>	<b>REV</b>	<b>TP7</b>
<b>DWG SCALE</b>	As indicated at A1, half scale at A2		
<b>PROJECT NO.</b>	16040		
<b>PROJECT DATE</b>	09.2017		
<b>SIM FILENAME</b>	00000	00000	AD
<b>OFFICE NO.</b>	A22044		
<b>TOWNPLANNING</b>			



REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2017	TOWN PLANNING - R1 RESPONSE	KL	
TP8	16.10.2017	TOWN PLANNING - R1 RESPONSE	KL	
TP9	20.02.2018	FOR INFORMATION	AD	

**General Notes**  
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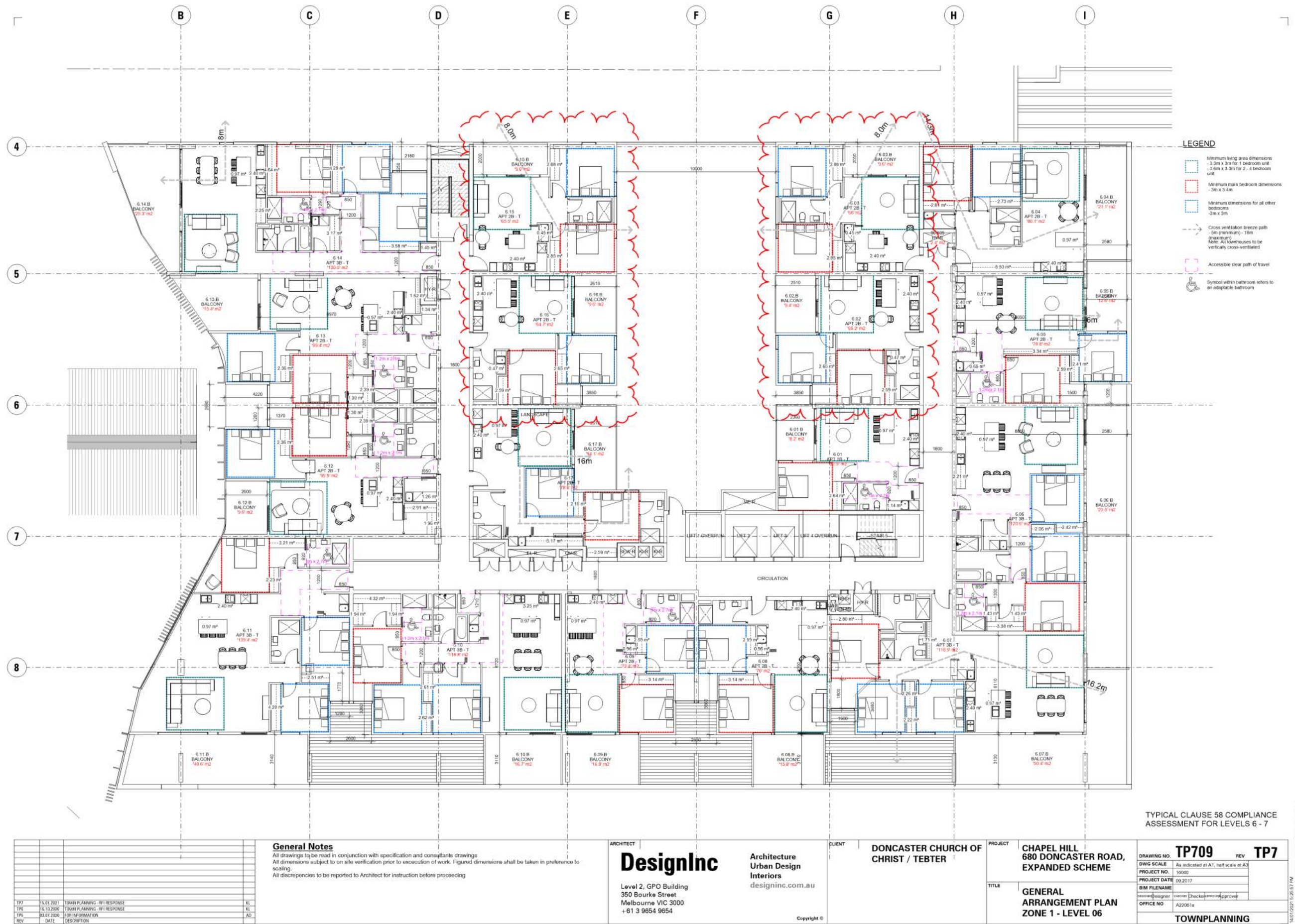
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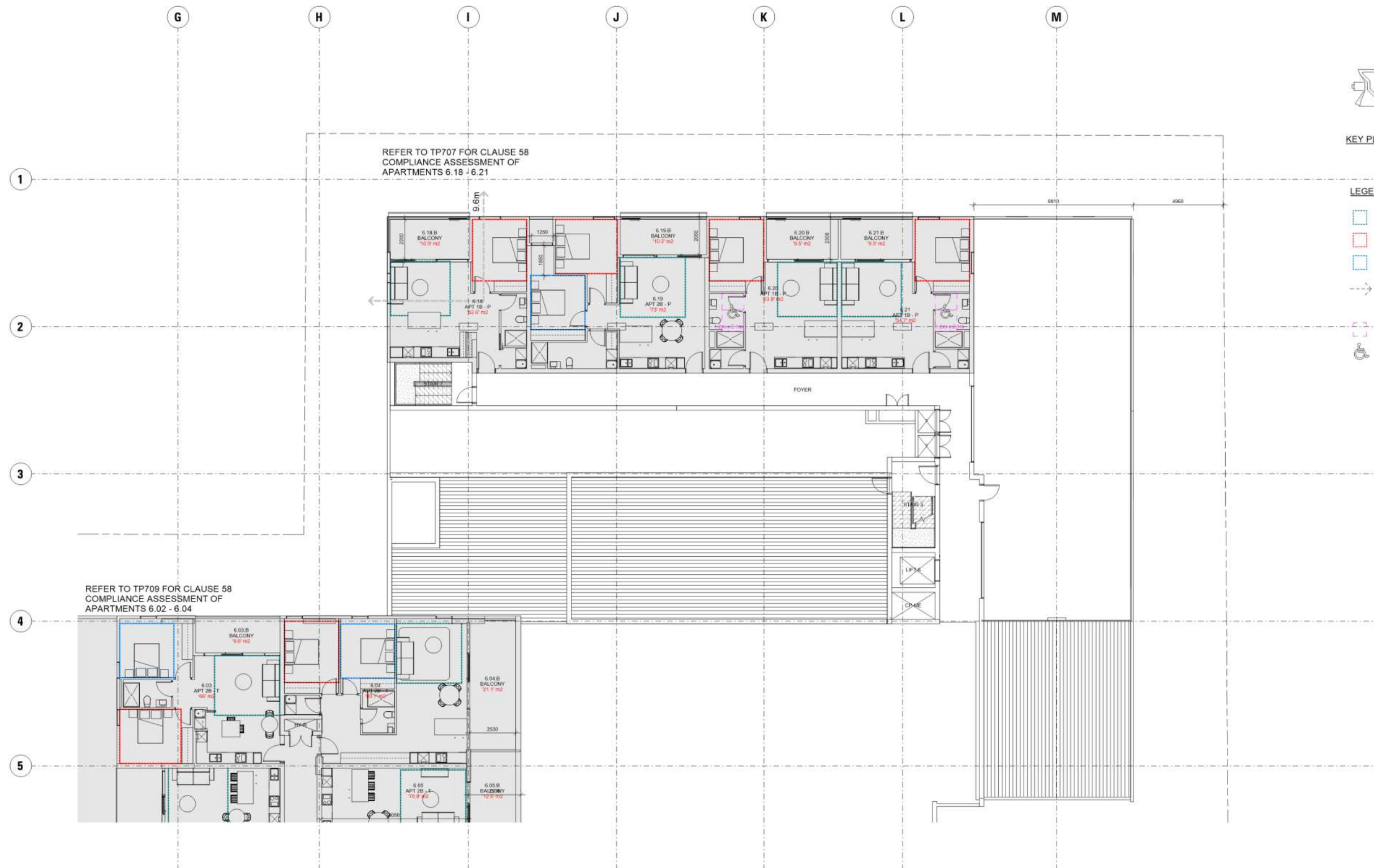
**CLIENT**  
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**PROJECT**  
 CHAPEL HILL  
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**TITLE**  
 GENERAL ARRANGEMENT PLAN - LEVEL 05

**DRAWING NO.** TP708 **REV** TP7  
**DWG SCALE** As indicated at A1, half scale at A2  
**PROJECT NO.** 16040  
**PROJECT DATE** 09.2017  
**SIM FILENAME**  
**OFFICE NO** A22054  
**TOWNPLANNING**





KEY PLAN

LEGEND

- Minimum living area dimensions  
- 3.3m x 3.3m for 1 bedroom unit  
- 3.6m x 3.3m for 2 - 4 bedroom unit
- Minimum main bedroom dimensions  
- 3m x 3.4m
- Minimum dimensions for all other bedrooms  
- 3m x 3m
- Cross ventilation breeze path  
- 5m (minimum) - 18m (maximum)  
Note: All courtyards to be vertically cross-ventilated
- Accessible clear path of travel
- Symbol within bathroom refers to an adaptable bathroom

REFER TO TP707 FOR CLAUSE 58 COMPLIANCE ASSESSMENT OF APARTMENTS 6.18 - 6.21

REFER TO TP709 FOR CLAUSE 58 COMPLIANCE ASSESSMENT OF APARTMENTS 6.02 - 6.04

REV	DATE	DESCRIPTION	BY	CHKD
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE		KL
TP8	16.10.2020	TOWN PLANNING - RFI RESPONSE		KL
TP9	01.07.2020	FOR INFORMATION		AD

**General Notes**  
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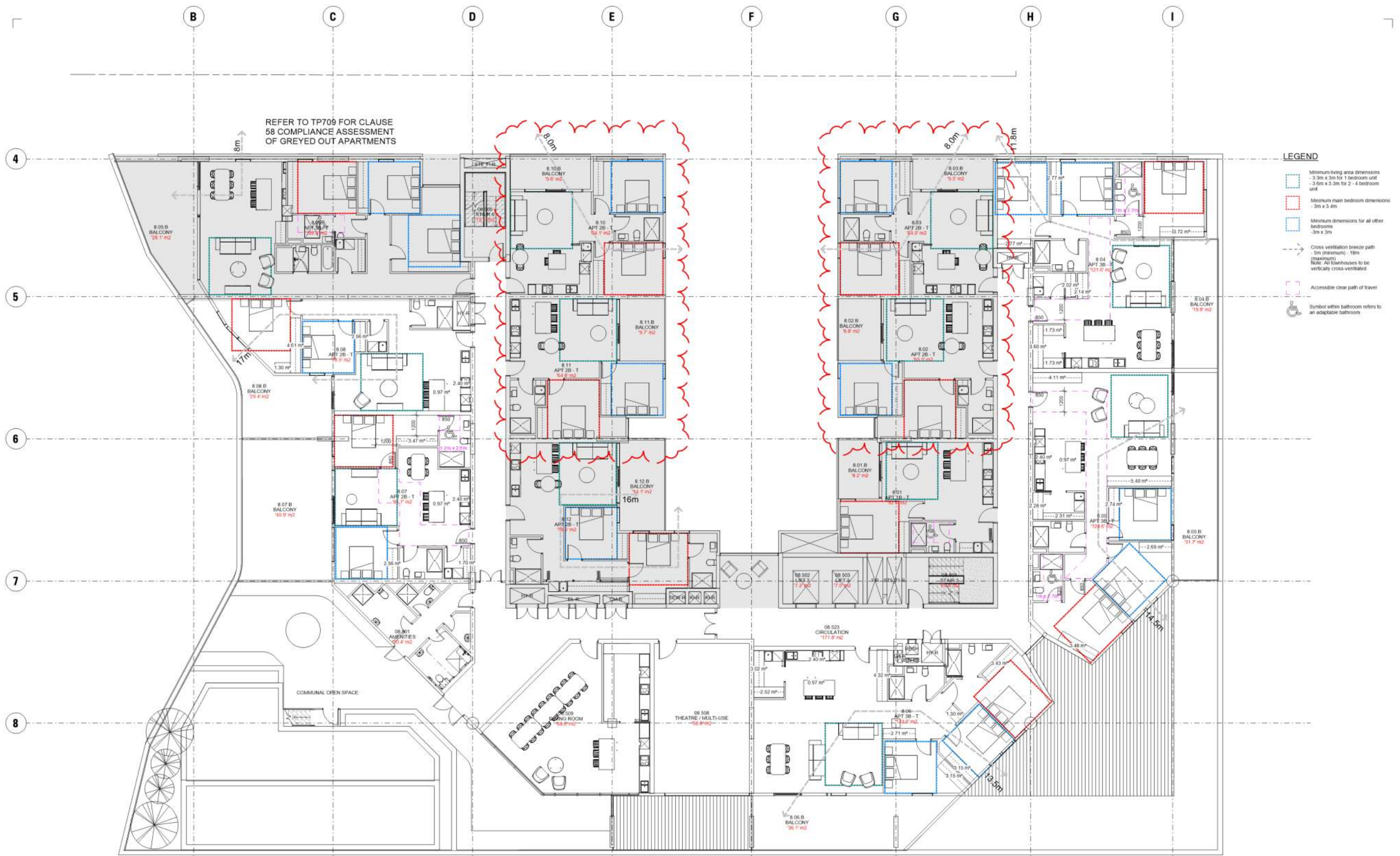
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**GENERAL  
 ARRANGEMENT PLAN  
 ZONE 2 - LEVEL 06**

DRAWING NO.	<b>TP710</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
SIM FILENAME	[unclear]		
DESIGNER	[unclear]		
CHECKED	[unclear]		
APPROVED	[unclear]		
OFFICE NO.	A22094a		
<b>TOWNPLANNING</b>			

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REV	DATE	DESCRIPTION	BY	CHK
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE		KL
TP8	16.10.2020	TOWN PLANNING - R1 RESPONSE		KL
TP9	20.02.2020	FOR INFORMATION		AD
REV	DATE	DESCRIPTION		

**General Notes**  
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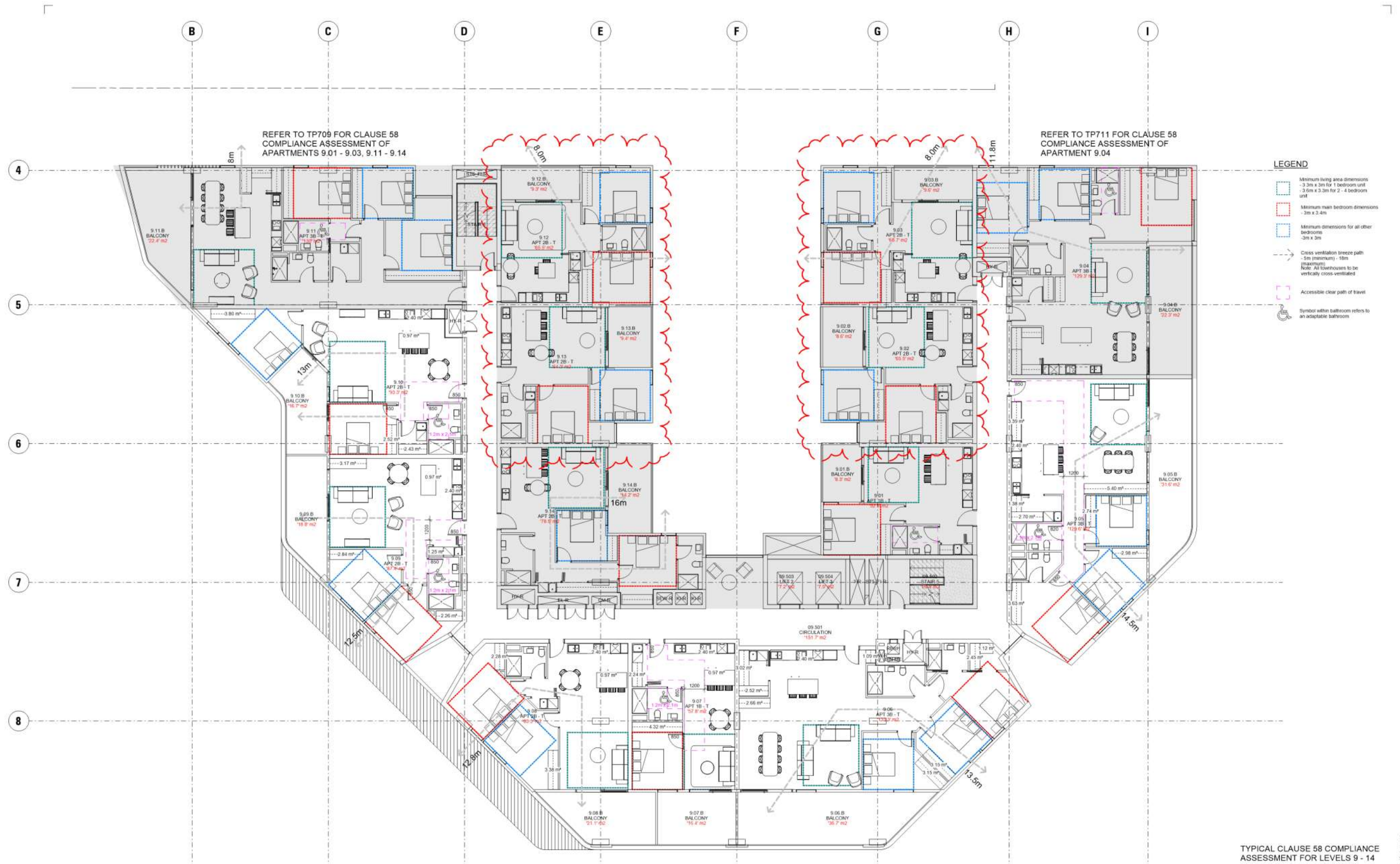
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**PROJECT**  
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 680 DONCASTER ROAD,  
 EXPANDED SCHEME

**TITLE**  
 GENERAL ARRANGEMENT PLAN - LEVEL 08

DRAWING NO.	TP711	REV	TP7
DWG SCALE	As indicated at A1, half scale at A2		
PROJECT NO.	16040		
PROJECT DATE	09.2017		
SIM FILENAME			
ISSUED BY	ISSUED BY	SC	APPROVED BY
OFFICE NO	A22081		
<b>TOWNPLANNING</b>			



**LEGEND**

- Minimum living area dimensions  
- 3.2m x 2m for 1 bedroom unit  
- 3.0m x 3.3m for 2 - 4 bedroom unit
- Minimum main bedroom dimensions  
- 3m x 3.4m
- Minimum dimensions for all other bedrooms  
- 3m x 3m
- Cross ventilation breezeway path  
- 5m (minimum) - 18m (maximum)  
Note: All townhouses to be vertically cross-ventilated
- Accessible clear path of travel
- Symbol within bathroom refers to an accessible bathroom

REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP8	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP9	03.07.2019	FOR INFORMATION	AD

**General Notes**  
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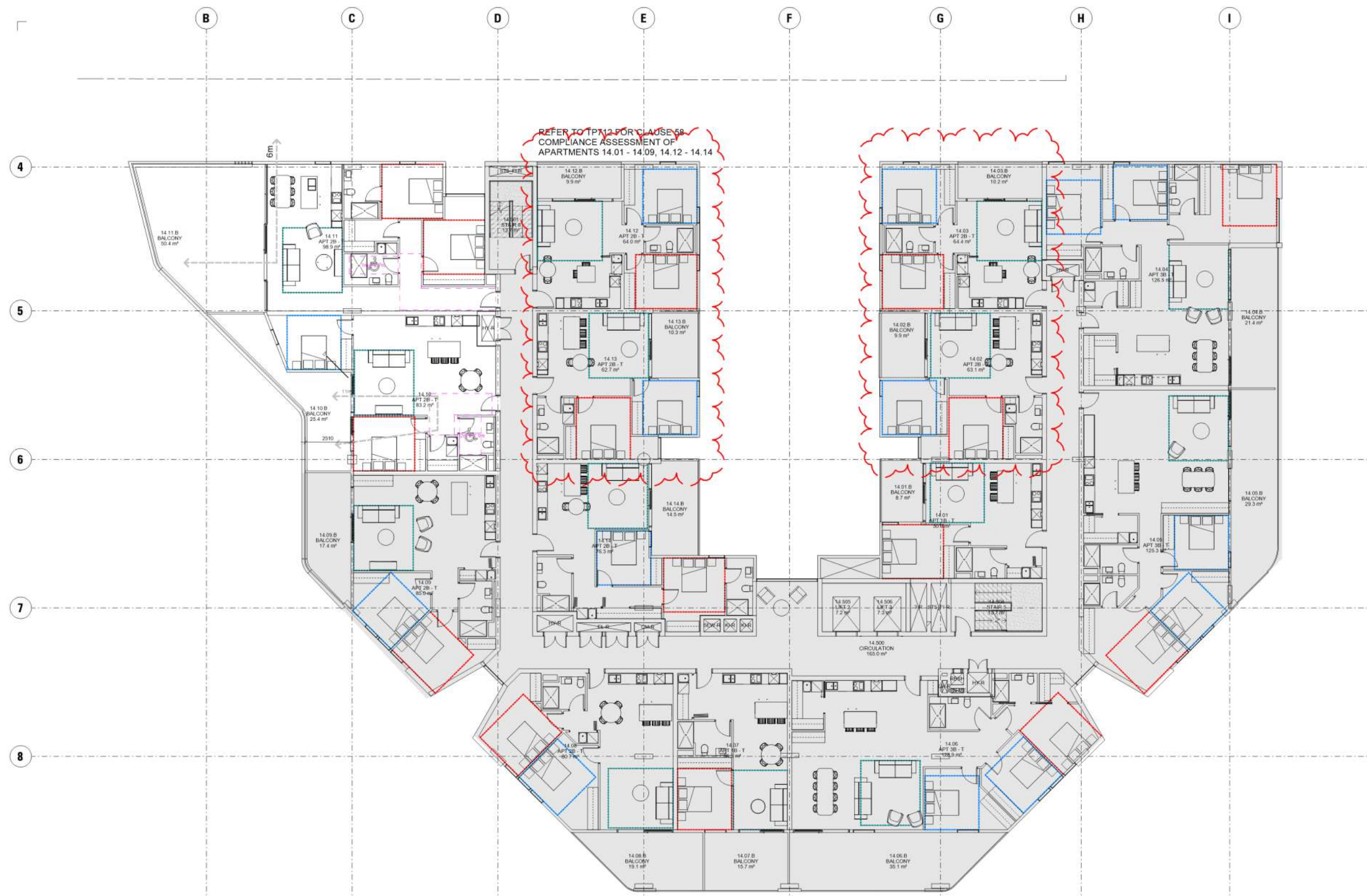
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DRAWING NO.	<b>TP712</b>	REV	<b>TP7</b>
DWG SCALE	As indicated at A1, half scale at A3		
PROJECT NO.	16060		
PROJECT DATE	09.20.17		
BIM FILENAME			
OFFICE NO.	A22001		
<b>TOWNPLANNING</b>			





REV	DATE	DESCRIPTION	AD
TP7	15.01.2021	TOWN PLANNING - R1 RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - R1 RESPONSE	KL
TP5	20.02.2020	FOR INFORMATION	AD

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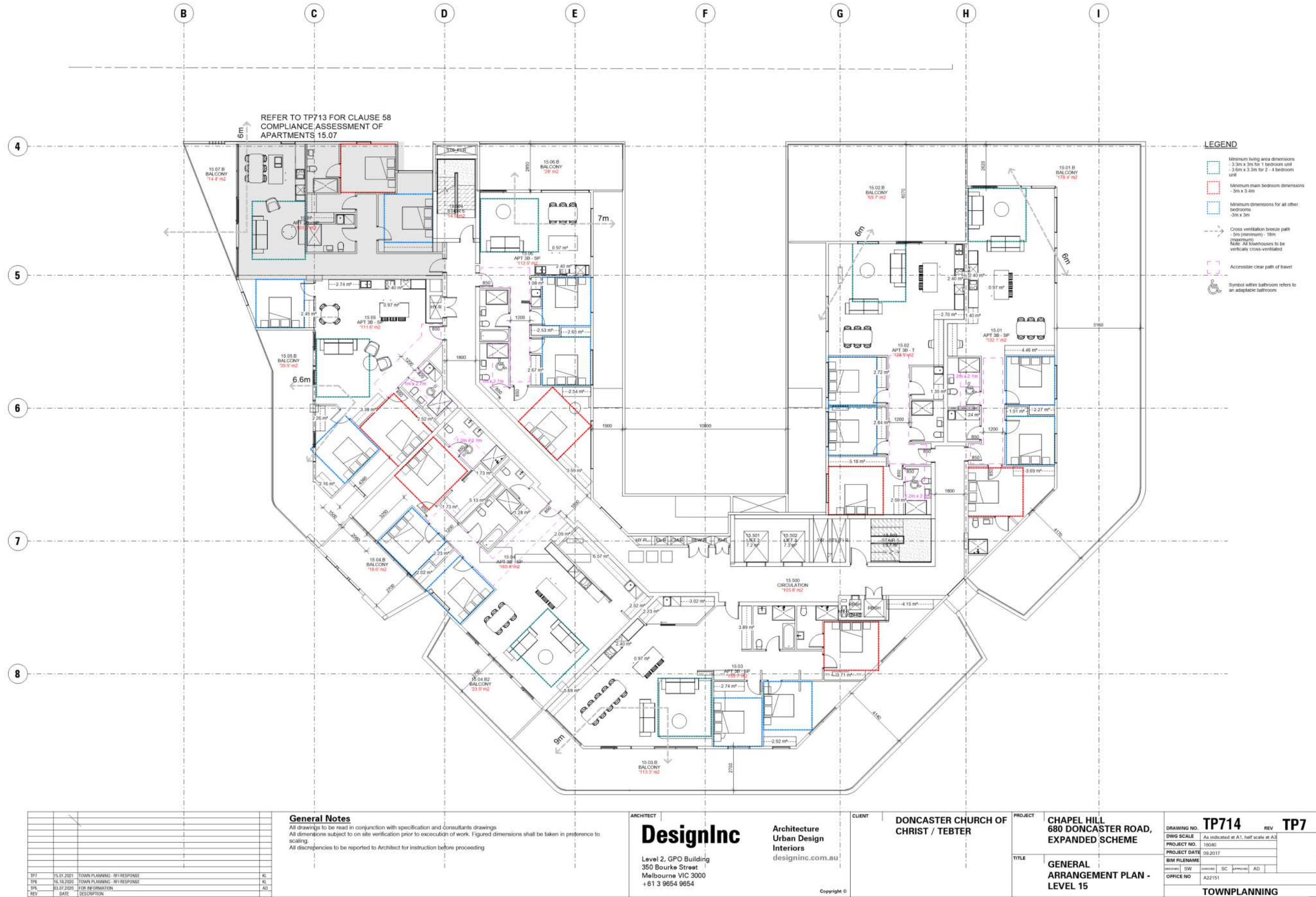
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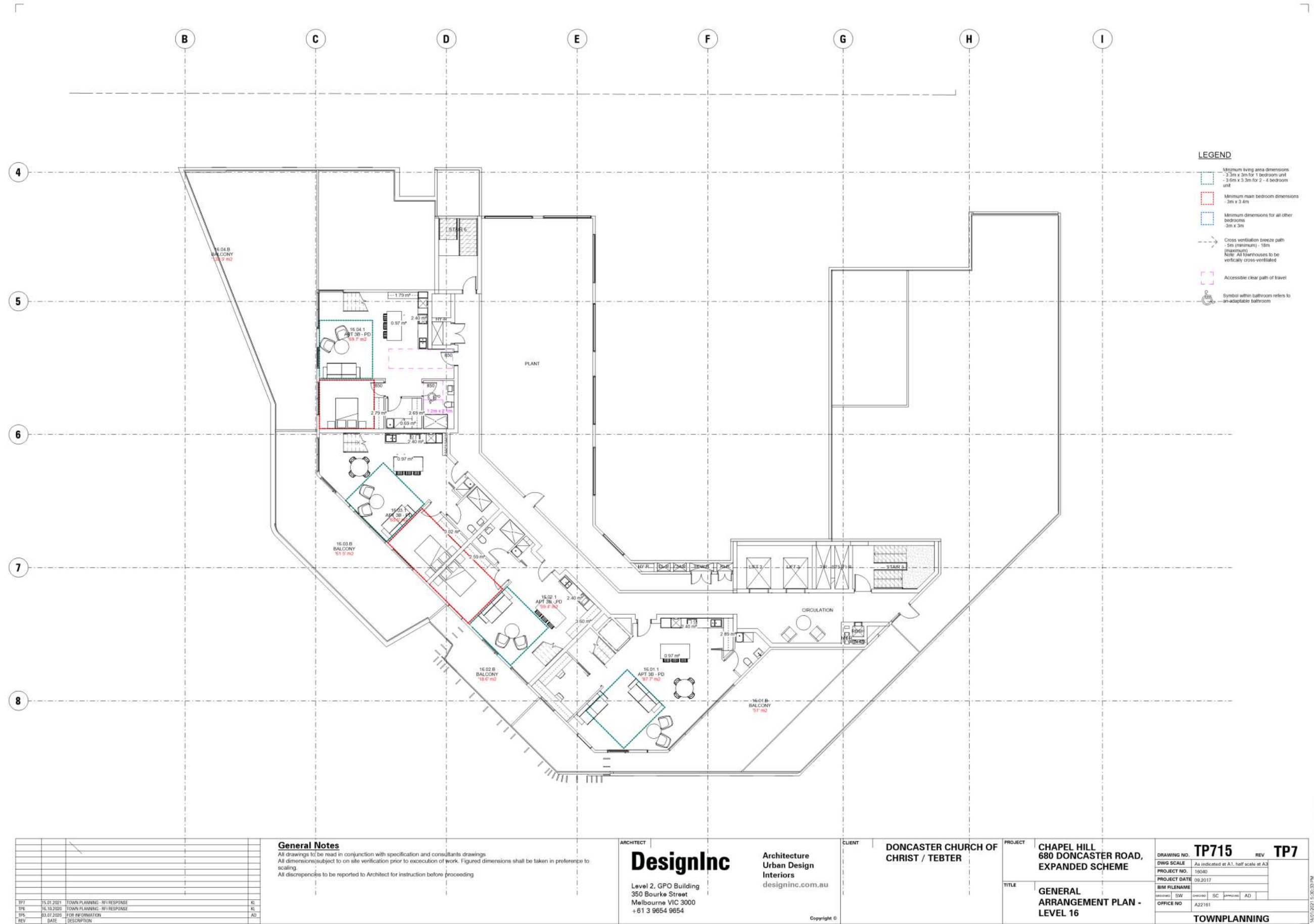
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**PROJECT**  
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 680 DONCASTER ROAD,  
 EXPANDED SCHEME  
**TITLE**  
 GENERAL  
 ARRANGEMENT PLAN  
 ZONE 1 - LEVEL 14

DRAWING NO.	TP713	REV	TP7
DWG SCALE	1:100 at A1, half scale at A3		
PROJECT NO.	10040		
PROJECT DATE	09.2017		
BIM FILENAME			
DESIGNER		CHECKED	APPROVED
OFFICE NO.	A22141		
	TOWNPLANNING		

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REV	DATE	DESCRIPTION	BY
TP7	15.01.2021	TOWN PLANNING - RFI RESPONSE	KL
TP6	16.10.2020	TOWN PLANNING - RFI RESPONSE	KL
TP5	03.02.2020	FOR INFORMATION	AD

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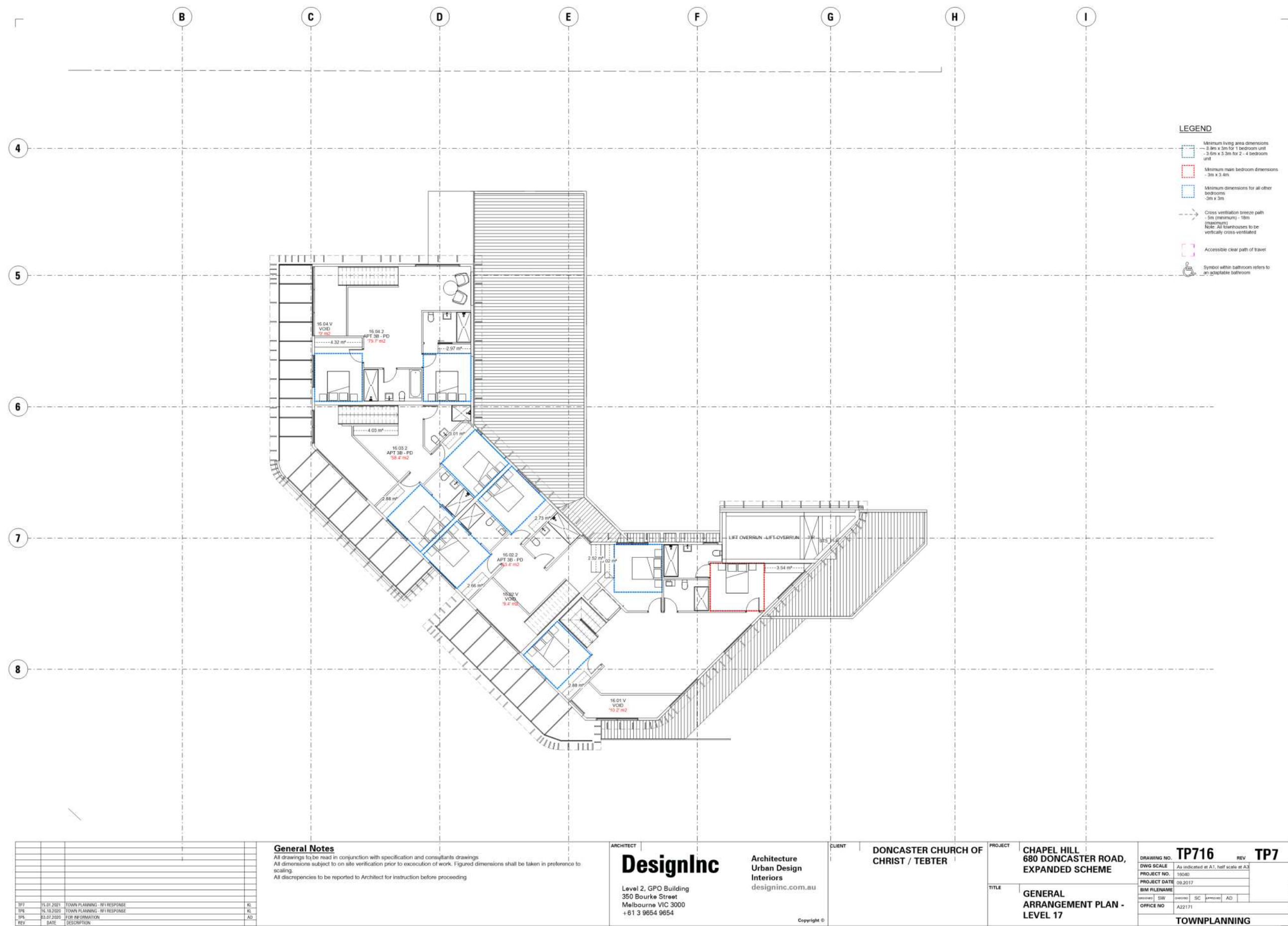
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**PROJECT**  
**CHAPEL HILL  
 680 DONCASTER ROAD,  
 EXPANDED SCHEME**

**TITLE**  
**GENERAL  
 ARRANGEMENT PLAN -  
 LEVEL 16**

<b>DRAWING NO.</b>	<b>TP715</b>	<b>REV</b>	<b>TP7</b>
<b>DWG SCALE</b>	As indicated at A1, half scale at A2		
<b>PROJECT NO.</b>	16040		
<b>PROJECT DATE</b>	09.2017		
<b>BIM FILENAME</b>			
<b>OFFICE NO</b>	A22161		
<b>TOWNPLANNING</b>			





**MANNINGHAM CITY COUNCIL**

and

**THE PROPERTIES CORPORATION OF THE  
CHURCHES OF CHRIST**

**AFFORDABLE HOUSING AGREEMENT MADE  
PURSUANT TO SECTION 173 OF THE  
PLANNING AND ENVIRONMENT ACT 1987**

Property: 14, 14A and 16–18 Hepburn Road,  
2 Short Street and 674–680 Doncaster  
Road, Doncaster Victoria 3108

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**Russell Kennedy Pty Ltd** ACN 126 792 470 ABN 14 940 129 185  
Level 12, 469 La Trobe Street, Melbourne VIC 3000 PO Box 5146, Melbourne VIC 3001 DX 494 Melbourne  
T +61 3 9609 1555 F +61 3 9609 1600 info@rk.com.au russellkennedy.com.au

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**THIS AGREEMENT** is made on

2021

**PARTIES**

- 1 **MANNINGHAM CITY COUNCIL**  
of 699 Doncaster Road, Doncaster Victoria 3108  
(Council)
- 2 **THE PROPERTIES CORPORATION OF THE CHURCHES OF CHRIST**  
ABN 40 411 353 768  
of First Floor, 582 Heidelberg Road, Fairfield Victoria 3078  
(Owner)

**RECITALS**

- A The Council is the responsible authority under the Act for the Scheme.
- B The Owner is registered or is entitled to be registered as proprietor of the Land.
- C The Owner has sought the support of Council in respect of the preparation and public exhibition of the Amendment, which, if approved, would allow:
  - (i) a maximum height (excluding the basement) for development of the Land to increase from 29m to 40m;
  - (ii) the design element height to increase from 5.8m above maximum height to 8m above maximum height;
  - (iii) increase setbacks from the front tower edge from the front boundary from 9m to 11m; and
  - (iv) generally allow the use and development of the Land for, amongst other things, a 17-storey mixed use building in accordance with the new planning permit, being an increase of 4 storeys above that permitted by the Existing Permit.
- D The Council requires the Owner to enter into and record this Agreement prior to the approval and gazettal of the Amendment and the issue of the Permit.
- E Part of the Land is encumbered by mortgage number AN484923L in which Churches of Christ Financial Services Limited is named as mortgagee. This Mortgagee has consented to the Owner entering into this Agreement.
- F Another part of the Land is encumbered by mortgage number AQ051835X in which National Australia Bank Limited is named as mortgagee. This Mortgagee has consented to the Owner entering into this Agreement.
- G This Agreement has been entered into in order to:
  - (i) facilitate and regulate the use or development of the Land; and
  - (ii) achieve and advance the objectives of planning in Victoria or the objectives of the Scheme in relation to the Land.
- H This Agreement is made under Division 2 of Part 9 of the Act.

**OPERATIVE PROVISIONS****1 DEFINITIONS**

In this Agreement:

- (a) **Act** means the *Planning and Environment Act 1987* as amended from time to time.
- (b) **Affordable Housing** has the same meaning as given to that term in the Act but excludes Social Housing.
- (c) **Affordable Housing Dwelling** means a Dwelling constructed on an Affordable Housing Lot which satisfies the Minimum Requirements and utilised for Affordable Housing.
- (d) **Affordable Housing Lot** means an individually titled Lot within the Development subdivided from the Land in accordance with any planning and other approval on which an Affordable Housing Dwelling is, or will be, constructed.
- (e) **Affordable Housing Provider** means:
  - (i) a Registered Housing Agency; or
  - (ii) a person or body that provides Affordable Housing in Victoria, approved by Council, such approval not to be unreasonably withheld or delayed.
- (f) **Agreement** means this Agreement, including the recitals and any annexures to this Agreement.
- (g) **Amendment** means proposed amendment C127mann to the Scheme.
- (h) **Business Day** means Monday to Friday excluding public holidays in Victoria.
- (i) **Development** means the proposed mixed use development on the Land in accordance with the Amendment as approved.
- (j) **Dwelling** has the same meaning as in the Scheme.
- (k) **Eligible Recipient** means a very low income household, low income household, or moderate income household as specified in the Ministerial Order that is eligible to purchase or reside in Affordable Housing in accordance with the Act.
- (l) **Endorsed Plan** means any plan or plans endorsed from time to time under the Permit.
- (m) **Existing Permit** means the planning permit described in Item 2 of Schedule 1, and includes any variation, amendment, replacement, and supplementary planning permit to that planning permit, other than the Amendment as approved.
- (n) **Government Agency** means any:
  - (i) government or government department or other body;
  - (ii) governmental, semi-governmental, municipal, administrative, statutory or judicial person, body or authority;

- (iii) a person (whether autonomous or not) charged with administration of any applicable Law.
- (o) **GST Act** means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (as amended).
- (p) **GST** means the goods and services tax as defined in the GST Act and also includes penalties and interest and any notional tax payable pursuant to the *GST Act and the National Taxation Reform (Consequential Provisions) Act 2000* (Cth).
- (q) **Housing Act** means the *Housing Act 1983* as amended from time to time.
- (r) **Input Tax Credit** in relation to a supply, means a credit under the GST Act for the GST payable by the recipient in respect of the supply.
- (s) **Land** means the land described in Item 1 of Schedule 1.
- (t) **Law** means any law, rule, Act, ordinance, regulation, by-law, local law, order, statutory instrument, control, restriction, direction, notice or proclamation and includes the requirements of any Government Agency, or any permit, the Scheme, or approval affecting the Land.
- (u) **Lot** has the same meaning as given to that term in the *Subdivision Act 1988* (Vic).
- (v) **Minimum Number** means the minimum number of Affordable Housing Dwellings specified in Item 3 of Schedule 1.
- (w) **Minimum Requirements** means the minimum requirements that a Dwelling in the Development must meet in order to qualify as an Affordable Housing Dwelling, set out in Item 4 of Schedule 1.
- (x) **Minister** means the Minister for Planning.
- (y) **Ministerial Order** means the order published pursuant to section 3AB of the Act entitled '*Specification of Income Ranges*' published in the Victorian Government Gazette No. G23 dated 26 June 2019 at page 1070 and any additional or replacement order.
- (z) **Mortgagee** means the person or persons registered or entitled from time to time to be registered by the Registrar of Titles as mortgagee of the Land or any part of it.
- (aa) **NDIS** means the *National Disability Insurance Scheme*, which is a scheme of the Commonwealth of Australia that funds costs associated with disability, including housing.
- (bb) **NRAS** means the *National Rental Affordability Scheme*, which is a partnership between Australian, State and Territory governments to invest in affordable rental housing for low and moderate income earners.
- (cc) **Owner** means the person or persons who are registered or are entitled to be registered as proprietor of an estate in the Land or any part thereof, and includes a mortgagee in possession.
- (dd) **Permit** means any planning permit which may issue in respect of the Permit Application.



- (ee) **Permit Application** means the planning permit application proposed pursuant to section 96A of the Act in conjunction with the Amendment, identified in Item 5 of Schedule 1.
- (ff) **Plans and Specifications** means the plans, drawings, specifications and other documentation necessary to show compliance with the Minimum Requirements in respect of the Affordable Housing Dwellings to be approved to the satisfaction of the Council.
- (gg) **Registered Housing Agency** means a housing provider or association registered with Victoria's Registrar for Housing Agencies for the purposes of the Housing Act.
- (hh) **Scheme** means the Manningham Planning Scheme or any other planning scheme which applies to the Land from time to time.
- (ii) **Social Housing** has the same meaning as given to that term in the Act.
- (jj) **Tax Invoice** in relation to a supply, means an invoice for the supply required by the GST Act to support a claim by the recipient for an Input Tax Credit for the GST on the supply.

## 2 COMMENCEMENT

This Agreement comes into force on the date it was made as set out above.

## 3 ENDING OR AMENDING AGREEMENT

### 3.1 Ending or amending

3.1.1 This Agreement ends on the earlier of the date Council notifies the Owner in writing that the Owner:

- (a) has complied with all of its obligations under this Agreement; or
- (b) Council no longer requires the Owner to comply with the obligations specified in this Agreement.

3.1.2 Otherwise, this Agreement ends or is amended in accordance with the Act.

### 3.2 Cancellation or alteration of recording

As soon as reasonably practicable after this Agreement has ended or has been amended, the Council must, at the request and at the cost of the Owner, apply to the Registrar of Titles under the Act to cancel or alter the recording of this Agreement on the folio of the Register to the Land.

## 4 OWNER'S COVENANTS

### 4.1 Approval of Plans and Specifications

4.1.1 The Owner must provide to the Council for Council's approval (not to be unreasonably withheld) the proposed Plans and Specifications for the Affordable Housing:

- (a) as contemplated in this Agreement; and
- (b) at least ninety (90) days before,

and must obtain Council's approval to the Plans and Specifications, before the commencement of works under the Permit.

4.1.2 The Council must consider and respond to the proposed Plans and Specifications within sixty (60) days of receipt.

4.1.3 If Council does not provide its approval to the proposed Plans and Specifications the Council must give sufficient particulars as to why approval has been withheld. The Owner must amend and re-submit amended Plans and Specifications to Council for Council's approval, and the process in clauses 4.1.2 and 4.1.3 will repeat until Council's approval is given.

#### 4.2 Construction of Affordable Housing Dwellings

If the Owner commences any works pursuant to the Permit in respect of the Development on the Land, the Owner must promptly construct the Development in a continuous, proper and workmanlike manner and using all due care and skill, including the Minimum Number of Affordable Housing Dwellings on the Land for use as Affordable Housing, strictly in accordance with:

4.2.1 the Plans and Specifications;

4.2.2 the Endorsed Plans under the Permit; and

4.2.3 all applicable Laws.

#### 4.3 Approval of Affordable Housing Provider(s) and/or Eligible Recipients

4.3.1 The Owner must obtain Council's approval (not to be unreasonably withheld or delayed) to the initial Affordable Housing Provider or initial Eligible Recipient to which each of the Affordable Housing Dwellings are first to be transferred or leased to in accordance with this Agreement.

4.3.2 The Owner must enter into an agreement with:

(a) one or more Affordable Housing Providers; and/or

(b) one or more Eligible Recipients (provided that an Eligible Recipient cannot receive more than one Affordable Housing Dwelling),

for the transfer of at least the Minimum Number of Affordable Housing Dwellings, such agreement(s) to be approved by Council. Such agreement may take the form of, or include, a contract of sale.

4.3.3 Council will not unreasonably withhold or delay its approval to an agreement under clause 4.3.1 where:

(a) Council has previously approved the relevant Affordable Housing Provider or Eligible Recipient; and

(b) in the case of an Affordable Housing Provider, the agreement adequately provides for the future transfer or leasing of the Affordable Housing Dwellings to Eligible Recipients to Council's satisfaction in accordance with the terms of this Agreement.

**4.4 Delivery of Affordable Housing**

Within the timeframes stipulated in clause 4.5 the Owner must transfer at least the Minimum Number of Affordable Housing Dwellings to the:

- 4.4.1 relevant Affordable Housing Provider(s) and/or Eligible Recipients approved by Council;
- 4.4.2 strictly in accordance with the relevant agreement approved by Council under clause 4.3; and
- 4.4.3 with good title, free of any mortgage, charge or caveat, and any other covenant, restriction or encumbrances that prevents or materially affects the ability of the Affordable Housing Dwelling to be utilised for Affordable Housing purposes.

**4.5 Timeframe for delivery**

The Owner must fulfil all of its obligations under clauses 4.2, 4.3, and 4.4:

- 4.5.1 within 12 months of the later of:
  - (a) registration of the plan of subdivision creating the Affordable Housing Lots; and
  - (b) issuance of occupancy permits under the *Building Act 1993* (Vic) for each Affordable Housing Dwelling; and
- 4.5.2 prior to the commencement of use of any part of the Development, other than that part to be used by the Owner as a place of worship.

**4.6 Successors in title**

Until this Agreement is recorded on the folio of the Register which relates to the Land pursuant to section 181 of the Act, the Owner must ensure that the Owner's successors in title give effect to and do all acts and sign all documents which will require those successors to give effect to this Agreement including requiring the successors in title to execute a deed agreeing to be bound by the terms of this Agreement. Until that deed is executed, the Owner, being a party to this Agreement, remains liable to perform all of the Owner's obligations contained in this Agreement.

**4.7 Further assurance**

The Owner must do all things necessary (including signing any further agreement, acknowledgment or document) to enable the Council to record this Agreement on the folio of the Register which relates to the Land.

**4.8 Payment of Council's costs**

The Owner agrees to pay on demand to the Council the Council's costs and expenses (including any legal fees incurred on a solicitor-client basis) of and incidental to the preparation, execution, recording, removal, amendment and enforcement of this Agreement.

**4.9 Mortgagee to be bound**

The Owner covenants to obtain the consent of any Mortgagee to be bound by the covenants in this Agreement if the Mortgagee becomes mortgagee in possession of the Land.

#### 4.10 Indemnity

The Owner covenants to indemnify and keep the Council, its officers, employees, agents, workmen and contractors indemnified from and against all costs, expenses, losses or damages which they or any of them may sustain incur or suffer or be or become liable for or in respect of any suit action proceeding judgement or claim brought by any person arising from or referable to this Agreement or any non-compliance with this Agreement.

#### 4.11 Non-compliance

If the Owner has not complied with this Agreement within 14 days after the date of service on the Owner by the Council of a notice which specifies the Owner's failure to comply with any provision of this Agreement, the Owner covenants:

- 4.11.1 to allow the Council its officers, employees, agents, workmen and contractors to enter the Land and rectify the non-compliance;
- 4.11.2 to pay to the Council on demand, the Council's reasonable costs and expenses (**Costs**) incurred as a result of the Owner's non-compliance;
- 4.11.3 to pay interest at the rate of 2% above the rate prescribed under section 2 of the *Penalty Interest Rates Act 1983* on all moneys which are due and payable but remain owing under this Agreement until they are paid in full,

and the Owner agrees:

- 4.11.4 to accept a certificate signed by the Chief Executive Officer of the Council (or any nominee of the Chief Executive Officer) as prima facie proof of the Costs incurred by the Council in rectifying the Owner's non-compliance with this Agreement;
- 4.11.5 that any payments made for the purposes of this Agreement shall be appropriated first in payment of any interest and any unpaid Costs of the Council and then applied in repayment of the principal sum;
- 4.11.6 that all Costs or other monies which are due and payable under this Agreement but which remain owing shall be a charge on the Land until they are paid in full.

#### 4.12 Council access

The Owner covenants to allow the Council and its officers, employees, agents, workmen and contractors or any of them, to enter the Land (at any reasonable time) to assess compliance with this Agreement.

#### 4.13 Covenants run with the Land

The Owner's obligations in this Agreement are intended to take effect as covenants which shall be annexed to and run at law and in equity with the Land and every part of it, and bind the Owner and its successors, assignees and transferees, the registered proprietor or proprietors for the time being of the Land and every part of the Land.

#### 4.14 Owner's warranty

The Owner warrants and covenants that:

- 4.14.1 the Owner is the registered proprietor (or is entitled to become the registered proprietor) of the Land and is also the beneficial owner of the Land;

- 4.14.2 the execution of this Agreement by the Owner complies with the Registrar's Requirements for Paper Conveyancing Transactions made under section 106A of the *Transfer of Land Act 1958*;
- 4.14.3 there are no mortgages, liens, charges or other encumbrances or leases or any rights inherent in any person other than the Owner affecting the Land which have not been disclosed by the usual searches of the folio of the Register for the Land or notified to the Council;
- 4.14.4 no part of the Land is subject to any rights obtained by adverse possession or subject to any easements or rights described or referred to in section 42 of the *Transfer of Land Act 1958*; and
- 4.14.5 until this Agreement is recorded on the folio of the Register which relates to the Land, the Owner will not sell, transfer, dispose of, assign, mortgage or otherwise part with possession of the Land or any part of the Land without first disclosing to any intended purchaser, transferee, assignee or mortgagee the existence and nature of this Agreement.

## 5 GOODS AND SERVICES TAX

### 5.1 Definitions and expressions

Expressions used in this Agreement that are defined in the GST Act have the same meaning as given to them in the GST Act, unless expressed to the contrary.

### 5.2 Amounts payable do not include GST

Each amount, of whatever description, specified as payable by one party to the other party under this Agreement is expressed as a GST exclusive amount unless specified to the contrary.

### 5.3 Liability to pay any GST

Subject to clause 5.4, in addition to any amount payable by one party to the other party under this Agreement in respect of a taxable supply, the party liable to pay the amount (**Recipient**) must pay to the other party (**Supplier**) a sum equivalent to the GST payable, if any, by the Supplier in respect of the taxable supply on the date on which the Supplier makes a taxable supply to the Recipient irrespective of when the Supplier is liable to remit any GST under this Agreement in respect of a taxable supply to any governmental authority.

### 5.4 Tax Invoice

A party's right to payment under clause 5.3 is subject to a Tax Invoice being delivered to the Recipient.

## 6 GENERAL

### 6.1 No fettering of Council's powers

This Agreement does not fetter or restrict the Council's power or discretion in respect of any of the Council's decision making powers including but not limited to an ability to make decisions under the *Local Government Act 1989*, the *Local Government Act 2020*, and the Act or to make or impose requirements or conditions in connection with any use or development of the Land or the granting of any planning permit, the approval or certification of any plans of subdivision or consolidation relating to the Land or the issue of a Statement of Compliance in connection with any such plans.

**6.2 Time of the essence**

Time is of the essence as regards all dates, periods of time and times specified in this Agreement.

**6.3 Counterparts and electronic execution**

6.3.1 The parties consent to this Agreement being executed by or on behalf of one or more parties electronically by an electronic signature and/or by using an electronic execution service (**EES**) such as DocuSign.

6.3.2 Where this Agreement is executed electronically for or on behalf of a party (including by way of an EES), that party warrants that the electronic signature has been used to identify the person signing and to indicate that the party intends to be bound by the electronic signature.

6.3.3 This Agreement:

- (a) may be executed in any number of counterparts and all the counterparts together constitute one and the same instrument; and
- (b) is binding on the parties on the exchange of executed counterparts (including an exchange completed by EES) – a copy of an executed counterpart received by facsimile machine, email, or ESS:
  - (1) must be treated as an original counterpart;
  - (2) is sufficient evidence of the execution of the original; and
  - (3) may be produced in evidence for all purposes in place of the original.

6.3.4 If the signatures on behalf of one party are on different counterparts, this will be taken to be, and have the same effect as, signatures on the same counterpart and on a single copy of this Agreement.

**6.4 Governing law and jurisdiction**

This Agreement is governed by and is to be construed in accordance with the laws of Victoria. Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts and tribunals of Victoria and waives any right to object to proceedings being brought in those courts or tribunals.

**6.5 Enforcement and severability**

6.5.1 This Agreement shall operate as a contract between the parties and be enforceable as such in a Court of competent jurisdiction regardless of whether, for any reason, this Agreement were held to be unenforceable as an agreement pursuant to Division 2 of Part 9 of the Act.

6.5.2 If a Court, arbitrator, tribunal or other competent authority determines that a word, phrase, sentence, paragraph or clause of this Agreement is unenforceable, illegal or void, then it shall be severed and the other provisions of this Agreement shall remain operative.

**6.6 Owner remains responsible**

The Owner has sole responsibility for the performance of its obligations under this Agreement, and is not relieved of any liability or obligation to perform its obligations under this Agreement, irrespective of:

- 6.6.1 receipt, review, inspection, consent, approval, or acceptance by the Council of any documents or information supplied by the Owner, including any plans; or
- 6.6.2 the Owner procuring the performance of any obligations by any third party, including any builders or consultants, regardless of whether this Agreement permits the procuring of a third party to perform. The Owner remains solely responsible for any actions or omissions of any party the Owner engages to carry out of the Owner's obligations under this Agreement (including any builder or consultants), as if those actions or omissions were performed or omitted by the Owner.

**7 NOTICES****7.1 Service of notice**

A notice or other communication required or permitted, under this Agreement, to be served on a person must be in writing and may be served:

- 7.1.1 personally on the person;
- 7.1.2 by leaving it at the person's address set out in this Agreement;
- 7.1.3 by posting it by prepaid post addressed to that person at the person's current address for service;
- 7.1.4 by email to the person's current email address notified to the other party; or
- 7.1.5 by facsimile to the person's current number notified to the other party.

**7.2 Time of service**

A notice or other communication is deemed served:

- 7.2.1 if served personally or left at the person's address, upon service;
- 7.2.2 if posted within Australia to an Australian address by express post, two Business Days; by standard post, six Business Days after posting;
- 7.2.3 if sent by email, subject to the clause 7.2.5, at the time of receipt as specified in section 13A of the *Electronic Transactions (Victoria) Act 2000*;
- 7.2.4 if served by facsimile, subject to the clause 7.2.5, at the time indicated on the transmission report produced by the sender's facsimile machine indicating that the facsimile was sent in its entirety to the addressee's facsimile; and
- 7.2.5 if received after 5.00pm in the place of receipt or on a day which is not a Business Day, at 9.00am on the next Business Day.

**7.3 Proof of receipt of notice by email**

In proving that a notice given by email has been received by the recipient, it is sufficient to produce an acknowledgement or receipt that the email has reached the recipient's email address.

**8 INTERPRETATION**

In this Agreement, unless the contrary intention appears:

- 8.1 the singular includes the plural and vice versa;
- 8.2 a reference to a document or instrument, including this Agreement, includes a reference to that document or instrument as novated, altered or replaced from time to time;
- 8.3 a reference to an individual or person includes a partnership, body corporate, government authority or agency and vice versa;
- 8.4 a reference to a party includes that party's executors, administrators, successors, substitutes and permitted assigns;
- 8.5 words importing one gender include other genders;
- 8.6 other grammatical forms of defined words or expressions have corresponding meanings;
- 8.7 a covenant, undertaking, representation, warranty, indemnity or agreement made or given by:
  - 8.7.1 two or more parties; or
  - 8.7.2 a party comprised of two or more persons,is made or given and binds those parties or persons jointly and severally;
- 8.8 a reference to a statute, code or other law includes regulations and other instruments made under it and includes consolidations, amendments, re-enactments or replacements of any of them;
- 8.9 a recital, schedule, annexure or description of the parties forms part of this Agreement;
- 8.10 if an act must be done on a specified day that is not a Business Day, the act must be done instead on the next Business Day;
- 8.11 if an act required to be done under this Agreement on a specified day is done after 5.00pm on that day in the time zone in which the act is performed, it is taken to be done on the following day;
- 8.12 a party that is a trustee is bound both personally and in its capacity as trustee;
- 8.13 a reference to an authority, institution, association or body (original entity) that has ceased to exist or been reconstituted, renamed or replaced or whose powers or functions have been transferred to another entity, is a reference to the entity that most closely serves the purposes or objects of the original entity;
- 8.14 headings and the provision of a table of contents are for convenience only and do not affect the interpretation of this Agreement.



## SCHEDULE 1

<b>Item 1 Land</b>	<p>All the land contained in the following certificates of title:</p> <ul style="list-style-type: none"> <li>(a) volume 8420 folio 973, being Lot 7 on LP 56685;</li> <li>(b) volume 11898 folio 154, being Lot 1 on TP 963498;</li> <li>(c) volume 8760 folio 463, being Lot 1 on TP 414887E;</li> <li>(d) volume 8234 folio 237, being Lot 1 on TP 238272A;</li> <li>(e) volume 8420 folio 974, being part of Lot 8 on LP 56685;</li> <li>(f) volume 9868 folio 389, being Lot 1 on SP 31128V;</li> <li>(g) volume 9868 folio 390, being Lot 2 on SP 31128V;</li> <li>(h) volume 8458 folios 832 and 833, being Lot 10 on LP 56685; and</li> <li>(i) volume 8420 folio 975, being Lot 9 on LP 56685,</li> </ul> <p>and known as 14, 14A and 16–18 Hepburn Road, 2 Short Street and 674–680 Doncaster Road, Doncaster Victoria 3108.</p>
<b>Item 2 Existing Permit</b>	<p>PLN18/0571 issued in respect of the Land by Council on 3 July 2019 authorising, amongst other things, the development and use of the Land for a 13-storey building in accordance with plans endorsed pursuant to that permit.</p>
<b>Item 3 Minimum Number of Affordable Housing Dwellings</b>	<p>10 Affordable Housing Dwellings.</p>
<b>Item 4 Minimum Requirements</b>	<p>The Minimum Requirements for a Dwelling to qualify as an Affordable Housing Dwelling for the purposes of this Agreement are each Dwelling must:</p> <ul style="list-style-type: none"> <li>(a) generally be 1 or 2 bedroom apartments;</li> <li>(b) be 'tenure blind', that is, with finishes reflecting all other apartments within the Development, being integrated into the Development and indistinguishable from comparable private market Dwellings in the Development;</li> <li>(c) be suitably located, accessible, and fitted out to meet the needs of the relevant Affordable Housing Provider and/or Eligible Recipient (if applicable);</li> <li>(d) preferably be located in the lower floor levels and can be grouped together or spread throughout the Development;</li> <li>(e) only be occupied by Eligible Recipients, who must satisfy one of the prescribed income ranges contained in the Ministerial Order;</li> <li>(f) if any of the Dwellings are to be used for disability purposes or form part of the NDIS or the NRAS, such Dwellings must satisfy all other requirements for Affordable Housing Dwellings as specified in this Agreement; and</li> <li>(g) be owned by <ul style="list-style-type: none"> <li>(1) an Eligible Recipient; or</li> </ul> </li> </ul>

	<p>(2) an Affordable Housing Provider, which can include a trust or other like ownership and management structure which, whilst giving flexibility, facilitates compliance with the requirements of this Agreement.</p>
<p><b>Item 5 Permit Application</b></p>	<p>Planning permit application no. PLN20/0303 to, amongst other things, use and develop the Land for a 17-storey mixed use development comprising of 177 Dwellings.</p>

Draft

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## SCHEDULE 2

## MORTGAGEE CONSENTS

**CHURCHES OF CHRIST FINANCIAL SERVICES LIMITED** as Mortgagee under Mortgage No. AN484923L which encumbers part of the Land consents to the Owner entering into this Agreement and agrees to be bound by the terms of and conditions of this Agreement if the Mortgagee becomes mortgagee in possession of the Land.

DATED:

**[#Execution clause of first mortgagee to be inserted]**

**NATIONAL AUSTRALIA BANK LIMITED** as Mortgagee under Mortgage No. AQ051835X which encumbers a part of the Land consents to the Owner entering into this Agreement and agrees to be bound by the terms of and conditions of this Agreement if the Mortgagee becomes mortgagee in possession of the Land.

DATED:

**[#Execution clause of second mortgagee to be inserted]**

EXECUTED pursuant to Division 2 of Part 9 of the Act.

**[#Execution clause of the Owner to be inserted]**

THE COMMON SEAL of MANNINGHAM )  
CITY COUNCIL was hereunto affixed in the )  
presence of: )

\_\_\_\_\_  
Mayor/Councillor

\_\_\_\_\_  
Chief Executive

EXECUTED by MANNINGHAM CITY )  
COUNCIL by its Chief Executive Officer, )  
Andrew Day, being a delegated officer )  
pursuant to a Council Resolution dated )  
[#date]: )

\_\_\_\_\_  
Andrew Day  
Chief Executive Officer

**[#Council to indicate whether either of the above execution clause apply or provide an alternative clause]**

## ATTACHMENT 3

## Amendment C127mann, Planning Permit Application PLN20/0303 and draft Section 173 Agreement – Summary and Consideration of Submissions

Issue	Submission	Officer Response and Recommendation
<b>1. Strategic Justification</b>		
<p>1.1 Changes sought by Amendment C127mann.</p> <p>25 submissions.</p>	<p>Varying views expressed on the proposed height increase sought through Amendment C127mann.</p> <p>Objecting to changes proposed as part of Amendment C127mann in changing the sub-precinct boundaries, allowing for an increase in the overall height and number of storeys of the development.</p> <p>Support to the proposed amendment seeking to increase heights, as it mainly affects land directly facing Doncaster Road.</p> <p>Residents in the Magnolia development (20 Hepburn Road) purchased apartments on the basis of the certainty that the Doncaster Hill Strategy provided.</p> <p>Concern that inadequate strategic justification has been provided for the Amendment.</p> <p>Too many apartments within Doncaster Hill and too crowded.</p>	<p>The range of views expressed in the submissions are noted.</p> <p>At the strategic level, the types of development envisaged on Doncaster Hill have been established in the <i>Doncaster Hill Strategy (2002, revised 2004)</i> (Strategy). The Strategy forms the basis for the controls that are now included in the schedule to the Activity Centre Zone (ACZ1) and in other relevant clauses of the Manningham Planning Scheme.</p> <p>The Amendment is proposing to include the land at 674-680 Doncaster Road and 2 Short Street in sub-precinct 2C of the ACZ1. This is the same sub-precinct the Magnolia development is located within, which VCAT considered density outcomes at the strategic level.</p> <p>The Magnolia development located at 20 Hepburn Road, Doncaster, was subject to an objector appeal, following Council's approval of the development (planning permit application PL11/021760). The decision of Council was varied by VCAT (order and decision reference No. P3568/2011). The development approved by VCAT was for a 15-storey building containing 188 dwellings and 286 car parking spaces. In their decision, VCAT considered the matter of density in respect to the vision for Doncaster Hill and made the following comments in their decision.</p> <p><i>Is the density of the proposed development consistent with vision for Doncaster Hill?</i></p> <p>6. <i>State Planning Policy encourages higher density development on sites that are well located in relation to activity centres, employment centres and public transport. This policy direction is echoed in the Local Planning Policy Framework, which identifies Doncaster Hill as the prime location within the municipality for higher density forms of housing.</i></p>

		<p>7. <i>The subject site is located within the Doncaster Hill Activity Centre, which is reflected in its inclusion within an Activity Centre Zone. I find that this is a site which is supported by Planning Policy for the development of higher density housing.</i></p> <p>Planning provisions are not set in perpetuity. They are subject to change from time to time. The <i>Planning and Environment Act 1987</i> contains a statutory mechanism to enable planning schemes to be amended.</p> <p>An Urban Design Assessment (UDA) was prepared by Ethos on behalf of the proponent and accompanied the amendment request to review the urban design context, or built form analysis of the Site as it relates to the broader Doncaster Hill Activity Centre, and makes recommendations regarding appropriate changes to the Scheme. The study includes analysis of the vision and objectives for the Doncaster Hill Major Activity Centre and the constructed and approved developments in the vicinity of the site.</p> <p>In particular, the UDA addressed how the proposed development would address a 'dip' in the built form along the southern side of Doncaster Road, restricting potentially desirable built form outcomes and resulting in poor urban design. The dip refers to the Site having lower relative maximum building heights than is achievable for the properties either side of it fronting Doncaster Road.</p> <p>It is considered that realigning sub-precinct boundary 2C to include the land at 674-680 Doncaster Road and 2 Short Street to be within it, to allow for additional building height will address this built form disparity and provide for an improved and desirable built form outcome along Doncaster Road. The proposed amendment is considered to be consistent with the above mentioned objective of the ACZ1 and the over-arching objectives of the ACZ1 to have the tallest buildings located at the highest parts on Doncaster Hill.</p> <p>On 7 August 2020, Council commissioned MGS Architects to provide an independent review on the design aspects of the proposed Application. Strong support was provided for the overall design. A summary of the key findings included comments and support in relation to matters relating to materiality and design; height and massing; landuse mix; wind assessment and in particular, in relation to:</p>
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		<p><u>Built Form</u></p> <ul style="list-style-type: none"> <li>• The position of the larger built form towards the Doncaster Road frontage is supported in strategy.</li> <li>• The proposed setbacks and substantial transitioning of the building down to Hepburn Road is supported.</li> <li>• The retention and restoration of the Church hall and enhanced plaza treatments and streetscape planting is welcomed.</li> </ul> <p>The report recommended some changes to the proposed design including the provision of charging stations for each of the bicycle and parking areas; the management of the operation of the south terrace of the church; the acoustic treatments within the building; the size of the lobbies relating to the childcare centre on level 5; daylight provision and size of apartments; changes in apartment design for some apartments; and details of planters and screens.</p> <p>These recommendations have been incorporated into the decision plans and in the draft planning permit that were exhibited, and were considered in the report presented to Council on 23 February 2021 (Item 10.1).</p> <p><b>Recommendation: No action recommended.</b></p>
<p>1.2 Proposed development to be achieved as part of PLN20/0303.</p> <p>23 submissions.</p>	<p>This section addresses varying views on the Application.</p> <p>In-principle support for the overall proposed development, but with focus on reducing number of dwellings, storeys and better quality of apartments.</p> <p>Consider design to be exemplary and height of building to be consistent with surrounding buildings.</p> <p>Opposed to apartments being built on this property and other apartments in this area.</p>	<p>The range of views expressed in the submissions are noted.</p> <p>The provisions of the ACZ1 support the most intensive developments in Manningham and the zone is consistent with State policy. The ACZ1 includes the Westfield Doncaster Shopping Centre where high-order retail and commercial goods and services are provided at a regional catchment level. The centre and Doncaster Hill are more broadly serviced by a large bus interchange for buses from the CBD and across eastern Melbourne. The interchange enable passengers to access connecting bus services.</p> <p>Many of the submissions provided in-principal support for the Amendment and Application, but did so with reservations generally relating to car parking and traffic issues. These are discussed in detail in relevant sections in this table below.</p> <p>It is noted that a current permit exists for the site – PLN18/0571. At its meeting of 28 May 2019, Council approved the partial demolition of the existing church building, use and development of the land for a 13-storey mixed-use building comprising 136</p>

		<p> dwellings, place of assembly, child care centre, food and drink premises and office, reduction in standard car parking requirements and the creation and alteration of access to a road in a Road Zone, Category 1. Planning Permit Application PLN18/0571 is current and may be acted upon up until 3 July 2023.</p> <p> Application PLN/0303 seeks the approval for a similarly designed building in concept to that approved under Planning Permit Application PLN18/0571. This building is proposed to be taller with an overall height of 46.8m (compared to 34.8m), have 177 dwellings (compared to 136 dwellings), seek a reduction in car parking of 36 spaces (compared to 73 spaces), but will retain all of the proposed uses (with some variation).</p> <p> On the visually significant intersection of Doncaster Road and Short Street, the design and appearance of the building, if approved, is considered to be congruent to the buildings approved either side on Doncaster Road.</p> <p><b>Recommendation: No action recommended.</b></p>
<p>1.3 Setting precedence for high scale development.</p> <p>3 submissions.</p>	<p>Concern that if approved, a precedence will be established for other developments.</p>	<p>Given that the strategic justification for the Amendment is considered appropriate, no precedence is considered to be created. Should another site within the ACZ1 be subject to a planning scheme amendment, that proposal must also demonstrate a high level of policy support in order for it to be approved. Each application has to be considered on its merits.</p> <p><b>Recommendation: No action recommended.</b></p>
<b>2. Traffic and transport</b>		
<p>2.1 Inadequate car parking.</p> <p>24 submissions.</p>	<p>Objection to reducing car parking requirements.</p> <p>Concern raised that inadequate car parking has been provided for the development to service the range of uses within the development, including visitor parking.</p>	<p>Car parking has been proposed in two independent basement level car parks over five levels. One is provided exclusively for the residential use within the development and the other exclusively for the non-residential uses. Both entrances are in Short Street.</p> <p><u>Residential car parking</u></p> <p>For the residential use, the Scheme requires 239 spaces to be provided (1 space for each 1 &amp; 2 bedroom dwelling and 2 spaces for each 3 or more bedroom dwelling). The Application proposes 269 spaces which exceeds the minimum requirement by 30 spaces.</p>



		<p><u>Visitor car parking</u>                  For visitor car parking, the Scheme requires 17 spaces to be provided (1 visitor space for each five dwellings), whereas 18 spaces are proposed for the development, representing a surplus of 1 space.</p> <p>In total, 287 residential and visitor spaces are proposed, providing an overall surplus of 31 spaces for the residential component of the development. All spaces are provided in their dedicated basement.</p> <p><u>Non-residential uses</u>                  For the non-residential uses, the Scheme requires 195 spaces for the place of assembly, 11 spaces for the food and drink premises, 28 spaces for the offices, and 26 spaces for the child care centre – a total of 260 spaces. The proposal provides for a total of 193 car parking spaces for these uses, representing a car parking deficit of 67 spaces (where all uses are operated at capacity). The car parking for the non-residential uses is proposed to be shared. In other words, car parking spaces will not be allocated to any of the uses. Condition 10 of the draft planning permit requires a Car Parking Management Plan to be submitted to Council for approval. The plan is required to include details relating to allocation of all car parking spaces and how these spaces will be managed.</p> <p>The Traffic Impact Assessment report that accompanied the Application proposes that the uses will not all operate at capacity at the same time, as a justification for the proposed reduction in car parking. They propose:</p> <ul style="list-style-type: none"> <li>• The place of assembly could have a total capacity of approximately 1,200 patrons across all of its functions, however not all functions will operate concurrently and this use should be capped at 650 patrons at any given time;</li> <li>• The place of assembly is anticipated to operate at a lower capacity during business hours on weekdays, when the childcare and office would operate at capacity and can be further reduced to 427 patrons during these times;</li> <li>• The offices and child care centre will operate during the day on weekdays only, which is outside the anticipated peak times of the place of assembly;</li> <li>• The food and drink premises are anticipated to operate at peak capacity at lunch time on Fridays and Saturdays, with a lower capacity in the evenings.</li> </ul> <p>The peak demand of the non-residential car park is during the day on weekdays. During these times all uses would operate concurrently with the offices, child care centre and food and drink premises, all operating at full capacity, while the place of</p>
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		<p>assembly would operate at its lowest capacity. To alleviate car parking demand in the non-residential car park during these times, the traffic report recommends limiting patron numbers at this time for the place of assembly to a maximum of 427 patrons.</p> <p>By lowering the maximum number of place of assembly patrons to 427, the total anticipated non-residential car parking demand during this peak time is 193 spaces. Given the non-residential car park has a capacity of 193 spaces, no shortfall will occur at this time.</p> <p>The only time the capacity of the place of assembly and food and drink premises are anticipated to reach a peak car parking demand (of 260 spaces), is between 5pm and 6pm weekdays, where all the uses are most likely to be in use. This would technically result in the maximum proposed shortfall of 67 spaces.</p> <p>It is further noted that given the childcare and office would operate primarily during weekday business hours, during the evenings, the shortfall would be significantly less, as follows:</p> <ul style="list-style-type: none"> <li>• 6pm-7pm weekdays the shortfall is anticipated to reduce to 39 spaces;</li> <li>• 7pm and 10pm the shortfall is anticipated to reduce to 13 spaces; and</li> <li>• 10pm-11pm, the shortfall is anticipated to reduce to 2 spaces.</li> </ul> <p>Consideration must also be given to the likelihood that some residents and associated visitors may also be multi-users of the various non-residential uses provided. For example residents or office staff may use the childcare centre and/or customers of the food and drink premises may be attending the place of assembly.</p> <p>Considering the other mixed uses available within Doncaster Hill, including the Westfield Shopping Centre, primary school, gyms and restaurants, along with the site's proximity to public transport services, it is expected that some users may be multi-trip users and future residents may be less likely to use their cars and have lower car ownership.</p> <p>Conditions 39, 40, 42, 46 and 49 of the draft permit prescribe permissible patronage levels and operating times for the non-residential uses in the proposed development. With the inclusion of these conditions, an appropriate number of car parking spaces will be provided for the expected demand and any shortfall in car spaces managed appropriately.</p>
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		<p>By comparison, it should also be noted that Planning Permit PLN18/0571 approved a total reduction of 73 prescribed car parking spaces for this development, 37 spaces more than is proposed in the Application.</p> <p><b>Recommendation: No action recommended.</b></p>
<p>2.2 Residential car parking allocation.</p> <p>1 submission.</p>	<p>Clarification was sought that residential car parking cannot be used for the non-residential uses, and vice versa.</p>	<p>Every dwelling in the development is allocated car parking, dedicated for residential use only and further to this, the residential basement is wholly separated from the non-residential uses basement. This is to be further detailed through a Car Parking Management Plan required by Condition 10 of the draft permit. Similarly, none of the car parking spaces for the non-residential uses will be allocated for residential car parking.</p> <p><b>Recommendation: No action recommended.</b></p>
<p>2.3 Paid non-residential car parking.</p> <p>1 submission.</p>	<p>Concern raised that the non-residential car parking will be paid parking.</p>	<p>Non-residential car parking is provided for all non-residential uses within a shared basement. One submission has raised a concern that the non-residential car parking spaces will be paid parking discouraging the use of on-site car parking. To ensure that car parking remains free to all it is recommended that Condition 35 in the draft permit, which required free parking for the residential visitor spaces, be amended to also be free car parking for the non-residential uses in the development.</p> <p><b>Recommendation No 1: That draft Condition 35 be amended from:</b></p> <p><b><i>The areas set aside for residential visitor car parking shown on the endorsed plans must be made available for this use free of charge at all times and must not be used for any other purpose, to the satisfaction of the Responsible Authority.</i></b></p> <p>To:</p> <p><b><i>All car parking spaces contained within the buildings basements must be made available for use by the relevant owners, occupants and visitors to the building free of charge at all times and must not be sub-leased or used for any other purpose to the satisfaction of the Responsible Authority.</i></b></p>
<p>2.4 Traffic congestion.</p> <p>23 submissions.</p>	<p>Traffic congestion has been raised as a concern in respect the mix of uses proposed as part of</p>	<p>Council's Infrastructure Services Unit, including Traffic Engineers, have assessed the proposal and have not raised any concerns relating to traffic congestion from the development or within the vicinity of the site.</p>

	<p>the current and previous applications and well as in the surrounding local street network and major arterial road.</p> <p>Concern has been raised that the operation of the non-residential uses risks creating a 'bottleneck' and 'gridlock' on Short Street and Hepburn Road, Doncaster Road and at the entrances to the proposed basements.</p> <p>Concern has also been raised that parents will park on-street to pick-up and drop-off their children instead of using the basement car parking which is provided off-street. This concern relates also to the potential for the risk of injury, accidents and altercations.</p>	<p>The car parking for the child care centre and the residential uses are provided in separate basements with separate entrances to Short Street. The separated basements for these uses, along with the additional loading area entrance (for large scale truck loading and bin collection) from Hepburn Road, will further reduce the potential for congestion at the building entrances.</p> <p>The car-parking allocation and location of spaces for the childcare centre is appropriately located to provide a more convenient option for parents to pick-up and drop-off their children.</p> <p>The pedestrian footpath network is also considered to be appropriately designed to creating a safe, usable and convenient pedestrian environment.</p> <p>The Amendment and Application were referred to the Department of Transport (DOT) who did not raise any concerns associated with potential congestion at the intersection of Doncaster Road and Short Street.</p> <p>It has been recommended that condition 35 of the draft permit be amended to require that all car parking for the non-residential uses be provided free of charge at all times for these uses.</p> <p><b>Recommendation No 1: That draft Condition 35 be amended from:</b></p> <p><b><i>The areas set aside for residential visitor car parking shown on the endorsed plans must be made available for this use free of charge at all times and must not be used for any other purpose, to the satisfaction of the Responsible Authority.</i></b></p> <p>To:</p> <p><b><i>All car parking spaces contained within the buildings basements must be made available for use by the relevant owners, occupants and visitors to the building free of charge at all times and must not be sub-leased or used for any other purpose to the satisfaction of the Responsible Authority.</i></b></p>
<p>2.5 Pedestrian, vehicular and bike movement safety. 25 submissions.</p>	<p>Concern raised that both new basement entrances on Short Street will be dangerous, being located generally opposite the</p>	<p>The two basement entrances are located almost directly opposite the basement entry of the Magnolia development. The Magnolia development (at 20 Hepburn Road) is on the corner of Short Street and Hepburn Road. The combined parking capacity of the</p>

	<p>basement entrance opposite the Magnolia development.</p> <p>Request to relocate the residential basement entrance from Short Street to Hepburn Road.</p> <p>Impacts of construction will create safety hazards for visitors to Hepburn Park.</p>	<p>Magnolia development and the two basements proposed in the Church of Christ site is 758 car parking spaces.</p> <p>Submissions raised concerns of the danger that additional vehicle numbers will have on pedestrian safety, including children walking to and from the Doncaster Primary School and to the soon to be constructed park on Hepburn Road.</p> <p>Both basement entrances have been designed for vehicular ingress/egress in a forward direction from Short Street. The basement entrances are set back 4.4 metres and 6.5 metres respectively from Short Street and the ramp gradients comply with design Standard 3 of Clause 52.06 (Car parking) providing clear pedestrian sightlines at the footpath level. This is a similar design to that which was approved by VCAT for the development at 20 Hepburn Road.</p> <p>Pedestrian safety is anticipated to be managed using the existing footpath network by separating pedestrian access from vehicle movements and by allowing access to all uses through the main entry of the building entries via from all frontages (Doncaster Road, Hepburn Road and Short Street). It is further noted that pedestrians will be able to access the underground walkway below Doncaster Road in addition to the street level crossing at the signalled intersections.</p> <p>Some submissions also requested that the residential basement entrance to be relocated from Hepburn Road (instead of Short Street) for improved pedestrian safety. This is not considered necessary due to the satisfactory designs of the proposed Short Street entrances and all building vehicle entrances. A change of this type would require a significant redesign that would reduce the numbers of townhouses in Hepburn Road. The future outlook from the Hepburn Road Reserve towards an additional basement entrance instead of townhouses will also create an undesirable urban design outcome in the neighbourhood.</p> <p>Concern has been raised in relation to the increased safety impacts from the pedestrian and vehicle movements that would be generated in accessing the new park on Hepburn Road, which will shortly commence construction. Whilst this park is not related to the Amendment or Application, it is noted that Hepburn Park is only to be a local park and intended to cater for the immediate neighbourhood.</p> <p>On this basis, the safety of pedestrians using Short Street is considered to have been appropriately addressed in the design of the development.</p>
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		<b>Recommendation: No action recommended.</b>
<p>2.6 Doncaster Road access changes and treatment works.</p> <p>2 submissions.</p>	<p>Conditions have been provided from the Department of Transport relating to the access arrangements in Doncaster Road.</p> <p>A "Keep Clear" area is required at the Doncaster Road and Short Street intersection.</p>	<p>The DOT have not objected to the Amendment or Application, but have required the following five conditions to be included in the draft planning permit:</p> <ol style="list-style-type: none"> <li>1. <i>Prior to commencement of the buildings and works, a Functional Layout Plan showing the access arrangement to the chapel off Doncaster Road, must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the plan date stamped 1/10/2020 and annotated TP206 Rev TP6 and plan date stamped 15/01/2021 and annotated TP504 Rev TP7 but modified to show:</i> <ol style="list-style-type: none"> <li>a. <i>Access control: retractable bollards at the boundary or within the site, to limit access for special events only.</i></li> <li>b. <i>Access and the layout of parking for "hearse" and "wedding vehicle"</i></li> <li>c. <i>Demonstrated manoeuvring space for vehicles to enter and exit the site in a forward direction.</i></li> <li>d. <i>Paved promenade treatment across the crossover to reinforce pedestrian priority.</i></li> </ol> </li> <li>2. <i>Prior to commencement of the use, all disused or redundant vehicle crossings must be removed, and the area reinstated to kerb and channel to the satisfaction of the Responsible Authority and at no cost to the Head, Transport for Victoria.</i></li> <li>3. <i>Prior to the occupation of the development, the crossover and driveway are to be constructed to the satisfaction of the Responsible Authority and at no cost to the Head, Transport for Victoria.</i></li> <li>4. <i>Vehicles must enter and exit the land in a forward direction at all times.</i></li> <li>5. <i>The permit holder must take all reasonable steps to ensure that disruption to bus operation along Doncaster Road is kept to a minimum during construction of the development. Foreseen Disruptions to bus operations and mitigation measures must be communicated to Public Transport Victoria eight (8) weeks prior by emailing customerservice@ptv.vic.gov.au.</i></li> </ol>

		<p>In their preliminary comments to the proposal DOT had required four conditions. In the revised formal conditions, the first condition has been amended to cite the current version of the Decision Plans, and the fifth condition is a new condition.</p> <p>One submission advocated for Council to require the DOT to provide a 'Keep Clear' area on Doncaster Road in front of Short Street. Being an arterial road, Doncaster Road is administered by the DOT and Council is unable to compel this change to the intersection. The DOT in their referral response however, did not identify the need for the creation of a "Keep Clear" area in the intersection.</p> <p><b>Recommendation No 2: That draft Condition 68 be amended from:</b></p> <p><i>Prior to commencement of the buildings and works, a Functional Layout Plan showing the access arrangement to the chapel off Doncaster Road, must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the plans date stamped 10/10/2020 and annotated TP206 Rev TP6 but modified to show:</i></p> <ul style="list-style-type: none"> <li><i>a. Access control; retractable bollards at the boundary or within the site, to limit access for special events only;</i></li> <li><i>b. Access and the layout of parking for "hearse" and "wedding vehicle";</i></li> <li><i>c. Demonstrated manoeuvring space for vehicles to enter and exit the site in a forward direction; and</i></li> <li><i>d. Paved promenade treatment across the crossover to reinforce pedestrian priority.</i></li> </ul> <p>To:</p> <p><i>Prior to commencement of the buildings and works, a Functional Layout Plan showing the access arrangement to the chapel off Doncaster Road, must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the plan date stamped 1/10/2020 and annotated TP206 Rev TP6 and plan date stamped 15/01/2021 and annotated TP504 Rev TP7 but modified to show:</i></p>
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		<p><i>a. Access control: retractable bollards at the boundary or within the site, to limit access for special events only.</i></p> <p><i>b. Access and the layout of parking for “hearse” and “wedding vehicle”.</i></p> <p><i>c. Demonstrated manoeuvring space for vehicles to enter and exit the site in a forward direction.</i></p> <p><i>d. Paved promenade treatment across the crossover to reinforce pedestrian priority.</i></p> <p><b>Recommendation No 3: That new Condition 72 be included:</b></p> <p><i>The permit holder must take all reasonable steps to ensure that disruption to bus operation along Doncaster Road is kept to a minimum during construction of the development. Foreseen Disruptions to bus operations and mitigation measures must be communicated to Public Transport Victoria eight (8) weeks prior by emailing customerservice@ptv.vic.gov.au.</i></p>
<p>2.7 Local parking restrictions. 21 submissions.</p>	<p>Concerns about limited parking opportunities and pressure placed on the local street network.</p> <p>Concerns raised in respect to local parking restrictions in light of the proposed development.</p> <p>Concern has been raised that Council needs to undertake a Parking Management Plan to manage car parking.</p>	<p>Concerns have been raised in respect to time limited parking and parking permits restrictions in the vicinity of the site.</p> <p>Areas subject to time limited parking and parking permits can be reviewed and amended by Council at any time. Reviews are undertaken having regard for the street network.</p> <p>At its meeting of 28 May 2019, Council resolved to approve Planning Permit Application PLN18/0571 for the site (Item 9.2). In considering the proposal, the following supplementary resolution was carried:</p> <p><i>That Council immediately undertake:</i></p> <ol style="list-style-type: none"> <li><i>1. A new vehicle movement and parking study; and</i></li> <li><i>2. An open space and community amenity study in the area of Doncaster Hill south of Doncaster Road and east of Tram Road.</i></li> </ol> <p>In response, a Traffic and Parking Study and Open Space Study was prepared by GTA Consultants for Council’s consideration at their meeting of 26 November 2019 (Item 10.2). The following resolution was carried:</p>



		<p><i>That Council:</i></p> <ul style="list-style-type: none"> <li>A. <i>Note the preparation and key findings of the Doncaster Hill, Review of 2016 Doncaster Hill Traffic Analysis, GTA Consultants (October 2019) and the Open Space and Community Amenity Study (2019).</i></li> <li>B. <i>Note that the current review of the Doncaster Hill Strategy (2002, revised 2004) will further address traffic, transport, access, parking, open space and community facility requirements for both Precinct 2 and the whole of Doncaster Hill, with short, medium and long term actions identified for the delivery of key infrastructure projects.</i></li> <li>C. <i>Note that Officers will continue to engage with the residents in precinct 2 with a specific interest in this study to discuss the outcomes of the study and ensure the concerns around precinct 2 are understood and are able to be incorporated into future actions and planning.</i></li> </ul> <p>The report prepared by GTA specifically considered:</p> <ul style="list-style-type: none"> <li>• <i>A review of any relevant background data in the Doncaster Hill Activity Centre Precinct and DDO8 areas.</i></li> <li>• <i>An analysis of previous and existing data to determine any changes over time between 2016 and 2019.</i></li> <li>• <i>Commentary on the impact of traffic on local roads based on the analysis above.</i></li> <li>• <i>Any findings of the data and commentary on any impacts on the existing DCP items.</i></li> </ul> <p>The report concluded:</p> <p><i>The key findings of the study identify that whilst there have been no significant changes in traffic movements along Doncaster, Williamsons and Tram Roads, there have been some increases in traffic on local roads such as Frederick Street (northern end), as a result of the adjacent developments within the areas identified for higher density, which are affected by Design and Development Overlay – Schedule 8 (DDO8). The changes in traffic patterns are considered to be strategically minimal and therefore it is proposed that no changes be made to the currently proposed Doncaster Hill Contribution Plan (DCP) transport items.</i></p> <p><b>Recommendation: No action recommended.</b></p>
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<p>2.8 Use of local streets as thoroughfares.</p> <p>5 submissions.</p>	<p>Concern raised that local streets will be used as thoroughfares.</p> <p>Construction of Hepburn Road extension.</p>	<p>The concerns relates to the proposed development resulting in local streets in becoming thoroughfares for traffic looking to avoid the signalised intersections on Doncaster Road.</p> <p>The traffic impacts have been assessed in the Traffic Impact Assessment Report and Council's Infrastructure Services Unit who have both concluded, in the context of the traffic and the surrounding street network, that the proposal can be accommodated at the proposed scale without creating adverse traffic or capacity problems.</p> <p>The Application was referred to the DOT who did not raise any concerns relating to possible traffic congestion for the Short Street / Doncaster Road intersection or along Doncaster Road.</p> <p>At the time of the exhibition period, the Hepburn Road extension, between Clay Drive and Hepburn Road, is nearing completion. These works are identified as a traffic project within the <i>Doncaster Hill Development Contributions Plan (February 2005)</i> and the subject sites forming part of the road extension were previously included within a Public Acquisition Overlay (PAO7 – Road). This extension also includes a new 3.0m wide shared path connection, approximately 120m in length. This extension is part of a larger program of works and improvements to the street network in Doncaster Hill.</p> <p>The extension to Clay Drive will provide an additional access point to the immediate neighbourhood. This is expected to alleviate local traffic congestion.</p> <p>It is again also noted that traffic movements through the local streets can be reviewed and amended by Council at any time. Reviews are undertaken having regard for the street network.</p> <p><b>Recommendation: No action recommended.</b></p>
<p>2.9 Parking management during construction.</p> <p>1 submission.</p>	<p>Concern raised about the impact worker vehicles will have on car parking in the area during construction.</p>	<p>For larger developments, Council requires a Construction Management Plan be prepared and approved to ensure that construction works are orderly and that impacts generated by them are minimised. The six elements to be addressed in the plan are:</p> <ul style="list-style-type: none"> <li>• Public safety, amenity and site controls;</li> <li>• Operating hours, noise and vibration controls;</li> <li>• Air quality and dust management;</li> <li>• Stormwater and sediment control, and tree protection;</li> <li>• Waste minimisation and litter prevention; and</li> </ul>

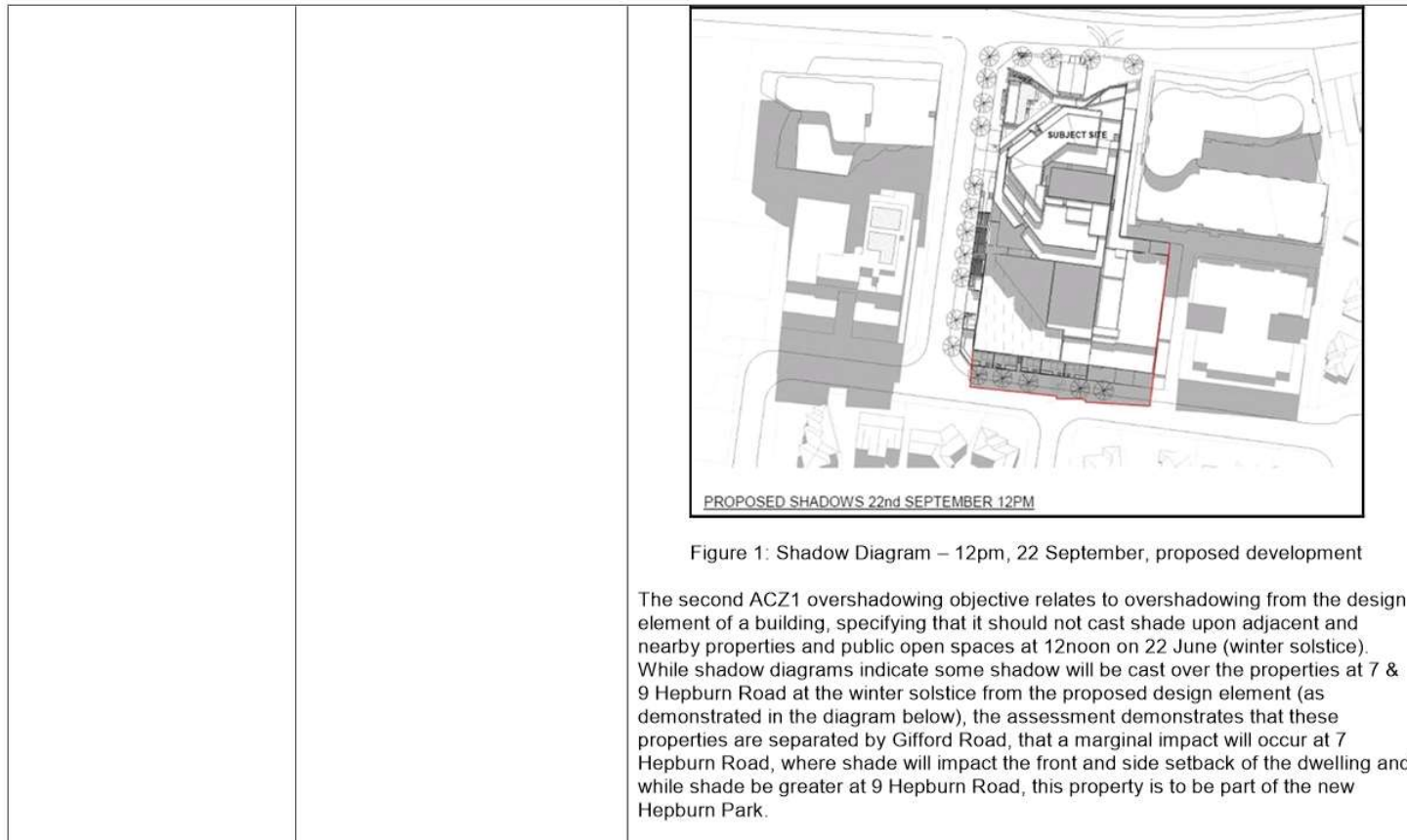
		<ul style="list-style-type: none"> <li>Traffic and parking management which is also to include consideration of a shuttle service for construction personnel to and from the site.</li> </ul> <p>Whilst impacts may be experienced during the construction, the plan must detail to Council's satisfaction how they will be minimised to acceptable levels and are compliant with EPA Guidelines.</p> <p>Condition 3 in the draft permit prescribes that a Construction Management Plan must be submitted to Council for approval not less than three months before the development commences. Importantly, when the plan is endorsed, it will form part of the approved Application. This enables the enforcement, by Council of any non-compliant construction activities should they occur. This plan is not publically exhibited.</p> <p><b>Recommendation: No action recommended.</b></p>
2.10 Inadequate public transport.  1 submission.	Concern raised that inadequate public transport exists to service the development.	<p>The Doncaster Hill Major Activity Centre is serviced by numerous bus routes from Melbourne's CBD and from eastern Melbourne at the bus interchange located at the Westfield Doncaster Shopping Centre. This is considered to provide suitable and convenient access to public transport to service the development.</p> <p>In addition, Council pro-actively advocates for improved public transport to serve the residents of Manningham. Over the past years, service frequencies, particularly relating to the 907 bus route have increased as a result of these efforts.</p> <p>The application was referred to the DOT for comment. In their response, no objection to the proposal was raised in respect to the adequacy of public transport servicing the development.</p> <p><b>Recommendation: No action recommended.</b></p>
2.11 Emergency vehicle access.  1 submission.	Concern raised that driveway entrances must be wide enough for emergency vehicles to access the building.	<p>The design of the basements and their entrances to Short Street have been reviewed by Council's Infrastructure Services Unit. Their design complies with the prescribed requirements of the Scheme and the Australian Standards for access.</p> <p><b>Recommendation: No action recommended.</b></p>

<p>2.12 Air quality and noise pollution.</p> <p>2 submissions.</p>	<p>Objects to the development proposal on the basis that increased traffic will add to noise pollution and air quality affecting health, in noting other major developments in the area.</p>	<p>Excessive air pollution is not expected from the development, noting the Application is seeking approval for 41 more apartments than was approved under Planning Permit Application PLN18/0571.</p> <p>Traffic noise is not considered unreasonable in the context of the sites proximity to an arterial road.</p> <p><b>Recommendation: No action recommended.</b></p>
<p><b>3. Design of the building and uses</b></p>		
<p>3.1 Partial demolition and restoration to the church.</p> <p>3 submissions.</p>	<p>Concerns raised about the demolition of the church building.</p> <p>Support for the restoration of the church.</p>	<p>The Application includes the proposal to demolish the non-original additions of the heritage listed church. These additions were constructed in stages in 1956, the 1960s, the 1970s and the 1990s and are considered to have minimal heritage significance to the original church building. The original church building was constructed in 1889 and is considered to have locally significant heritage qualities.</p> <p>The partial demolition of latter building extensions have been approved in Planning Permit Application PLN18/0571 which can be acted upon. Council's heritage advisor has not objected to the proposed demolition and restoration works. It should be noted that the proposal also seeks to reconstruct the portico that was removed from the front of the building. This reinstatement will further enhance the heritage attributes of the original church building.</p> <p><b>Recommendation: No action recommended.</b></p>
<p>3.2 Increase apartment size.</p> <p>1 submission.</p>	<p>Concerns raised that the size of the apartments should be increased.</p>	<p>Clause 58.02-3 (Dwelling diversity) of the Scheme encourages a range of dwelling types in developments with ten or more dwellings. Within this development, there are proposed:</p> <ul style="list-style-type: none"> <li>• 2 x 2-bedroom townhouses;</li> <li>• 9 x 3-bedroom townhouses;</li> <li>• 25 x 1-bedroom apartments;</li> <li>• 90 x 2-bedroom apartments; and</li> <li>• 51 x 3-bedroom apartments.</li> </ul> <p>Clause 58.07-1 (Functional Layout objective) of the Scheme also prescribes minimum bedroom and living room sizes in apartment buildings of five or more storeys that should be met. An assessment of these rooms in each of the apartments has</p>

		<p>confirmed that all bedroom and living areas meet the minimum dimensions and area requirements prescribed in Standard D24.</p> <p>Having regard to the range of dwelling types and compliance with minimum room sizes, the size of the apartments is considered appropriate and provides a varied range and choice in living arrangements for prospective purchasers.</p> <p><b>Recommendation: No action recommended.</b></p>
<p>3.3 Overlooking and the loss of privacy.</p> <p>3 submissions.</p>	<p>Concerns raised about overlooking from the development into the Magnolia development, resulting in loss of privacy.</p>	<p>Overlooking impacts from the development into the Magnolia building has been assessed against clause 58.04-1 (Building setback) of the Scheme. One objective of the clause is:</p> <ul style="list-style-type: none"> <li><i>To limit views into habitable room windows and private open space areas of new and existing dwellings.</i></li> </ul> <p>The clause does not prescribe any separation requirements between adjacent developments, instead requiring each new proposal to be considered on its merits. In this instance, Short Street and a distance of over 15 metres separates the proposed development site and the Magnolia development. This separation is considered to avoid any unreasonable overlooking or loss of privacy for the occupants in the Magnolia development.</p> <p><b>Recommendation: No action recommended.</b></p>
<p>3.5 Landscaping.</p> <p>1 submission.</p>	<p>Request for an increased area for landscaping with trees and shrubs to enhance the liveability of the area.</p>	<p>The Application was accompanied with a Landscaping Plan identifying ground and upper level landscaped areas commensurate with other high density developments on Doncaster Hill.</p> <p>The Landscaping Plan incorporates canopy trees within the front pedestrian plaza to complement and blend with the Doncaster Road Boulevard treatment.</p> <p>A row of canopy trees is also provided adjacent to 8-10 Hepburn Road to provide screening and privacy between the properties. In these two locations deep soil planting can occur. However, the basement location adjacent to the property at 642 Doncaster Road restricts screen planting in this location.</p> <p>While the Application does not provide 15% of the site (987sqm) for deep soil planting (as specified in Table D2 of Standard D10 of Clause 58.3-5) the deep soil planting</p>


		<p>provided is considered sufficient in the context of the existing developments within Doncaster Hill and the landscaping treatments anticipated for development along this section of Doncaster Road.</p> <p>A row of street trees is also suitably proposed along the western interface with Short Street and the southern interface with Hepburn Road.</p> <p>The upper level landscaped courtyard, communal outdoor area and rooftop gardens are proposed to be landscaped to provide secluded and varied landscaped areas and experiences for residents and visitors.</p> <p>Condition 18 of the draft permit requires a Landscaping Plan to be submitted to Council for approval. When approved, this plan will form part of the approved development and all landscaping will be required to be planted.</p> <p><b>Recommendation: No action recommended.</b></p>
3.6 Wind tunnel effect. 18 submissions.	Concerns raised about a wind tunnel effect in Short Street, resulting from the development.	<p>A Pedestrian Wind Environment Report accompanied the Application and has been appraised by Council officers. The report considered wind tunnelling and wind generated by the proposed building to pedestrians across all levels.</p> <p>Condition 8 of the draft planning permit further requires an amended report be submitted to Council with some changes for endorsement – these predominantly relate to internal amenity and include wind abatement features and screens on some upper level balconies. When endorsed, the report will form part of the planning permit, meaning that all requirements and recommendations in the report are enforceable.</p> <p><b>Recommendation: No action recommended.</b></p>
3.7 Acoustic treatment for the auditorium. 1 submission.	Request for appropriate consideration of acoustic treatment within the auditorium.	<p>A request has been made advocating for the acoustic treatment of the auditorium to maximise performances within this space.</p> <p>The Acoustic Design Criteria Report that accompanied the Application considered the internal impacts from traffic noise. It did not consider any acoustical treatments for the auditorium. Condition 7 has been included on the draft planning permit to require treatments to be applied to the building to address external noise intrusion from traffic on Doncaster Road, and to consider noise from the non-residential uses (including from the auditorium) does not impact the amenity of the proposed dwellings, other uses within the development and surrounding neighbourhood.</p>

		<p>Although the consideration of sound quality for patrons within the auditorium is not considered to be an unreasonable request, it is beyond the scope of any consideration to condition this form of acoustic treatment. Conditions requiring the acoustic consideration and treatment of the auditorium cannot therefore be included in the draft permit.</p> <p><b>Recommendation: No action recommended.</b></p>
<p>3.8 Overshadowing and loss of sunlight.</p> <p>4 submissions.</p>	<p>Concerns raised relating to the loss of sunlight and overshadowing as a result of the development.</p>	<p>Overshadowing was assessed as part of Application PLN20/0303, in accordance with the provisions of the Doncaster Hill Major Activity Centre Zone – Schedule 1 (ACZ1), which prescribes two relevant assessment requirements for overshadowing.</p> <p>The first of the ACZ1 overshadowing objectives specifies that the overall development should be designed to avoid casting shadows on adjacent properties (including open spaces areas) outside the activity centre, between 11.00am and 2.00pm on 22 September (equinox). At 12pm on the 22 September, shadow diagrams prepared for the proposed development indicate shade will not impact any surrounding properties (as demonstrated in the diagram below).</p>







		 <p>PROPOSED SHADOWS 22nd JUNE 12PM</p>
<p>3.9 Visual appearance of the development resulting from additional height.</p> <p>1 submission.</p>	<p>Concern raised on the visual appearance of the building resulting from additional height.</p>	<p><b>Recommendation: No action recommended.</b></p> <p>The Amendment seeks to overcome the inconsistent building heights that would be achieved on the site to respond appropriately to the properties either side of the site.</p> <p>The design element of the proposed building at the upper levels is considered to add visual interest to the prominent corner site on the intersection of Short Street and Doncaster Road. This includes building angles which provide a relationship and continuity with the tower built form below.</p>

		<p>Overall, the high quality architectural design and materials, location and the design of the design element continues the theme of those in nearby developments on Doncaster Hill, while providing an alternative and interesting visual and architectural feature, suitably aligning with the vision statement in the Strategy, which seeks to emphasis the existing dramatic landform of Doncaster Hill through built form that steps down the hill.</p> <p><b>Recommendation: No action recommended.</b></p>
3.10 Loss of views. 4 submissions.	Concerns raised that views will be lost.	<p>Maintaining access to a view is not a planning consideration.</p> <p>A view is a borrowed amenity, and one that is not owned and cannot be maintained in perpetuity.</p> <p><b>Recommendation: No action recommended.</b></p>
<b>4. Affordable housing</b>		
4.1 Impact of affordable housing on Doncaster Hill. 1 submission.	Concern that affordable housing will damage Doncaster Hill's reputation.	<p>From 1 June 2018, the <i>Planning and Environment Act 1987</i> included the following objective:</p> <ul style="list-style-type: none"> <li><i>To facilitate the provision of affordable housing in Victoria.</i></li> </ul> <p>Manningham Council has a long-established commitment to the provision of affordable housing. Pre-dating the amendments to the Act, Council's <i>Affordable Housing Strategy and Action Plan 2010-2020</i> set an aspirational target of 10% of dwellings to be provided for affordable housing. The proponent has voluntarily agreed to provide ten tenure blind affordable housing apartments in the development, secured by a Section 173 Agreement. The draft Section 173 Agreement has also been exhibited as part of the proposed amendment and draft planning permit application.</p> <p>The voluntary offer of ten apartments is four more apartments than were approved under Planning Permit PLN18/0571. This additional affordable housing represents 10% of the additional dwelling yield proposed in the Application and is consistent with Council's 10% affordable housing target. The net community benefit to be derived from provision of the additional affordable dwellings was a key consideration for the amendment request.</p>

		<p>The provision of Affordable Housing is also consistent with State government policy 16.01-2S (Affordable Housing) under the Scheme.</p> <p><b>Recommendation: No action recommended.</b></p>
<b>5. Social impacts</b>		
<p>5.1 Potential to increase crime.</p> <p>1 submission.</p>	<p>Concern that the proposal will contribute to the rising crime levels in the area.</p>	<p>No evidence has been provided to indicate how crime levels would rise should the proposal be approved and the site developed in accordance with the Application.</p> <p>The proposal is considered to be generally consistent with other mixed-use developments in the Doncaster Hill Major Activity Centre.</p> <p>The inclusion of the mix of uses being proposed as part of the development, responds to a number the Precinct 2 objectives outlined in the ACZ1, which seek:</p> <ul style="list-style-type: none"> <li>• <i>To encourage an appropriate mix of residential and commercial uses in the precinct.</i></li> <li>• <i>To encourage the greatest area of high-density development to locate along the Doncaster Road ridgeline.</i></li> <li>• <i>To encourage the provision of cafes, restaurants and outdoor eating within the precinct.</i></li> <li>• <i>To retain and enhance the historic elements within the precinct and develop a link with the historic and arts enclave in Precinct 1.</i></li> </ul> <p><b>Recommendation: No action recommended.</b></p>
<p>5.2 Loss of property values.</p> <p>1 submission.</p>	<p>Concern has been raised regard the loss of property values should the development be approved.</p>	<p>Planning precedent has long established that impact property values are not a valid planning consideration.</p> <p><b>Recommendation: No action recommended.</b></p>
<p>5.3 Benefit of the development.</p> <p>2 submissions.</p>	<p>Council needs to prioritise the needs of the community over the needs of the church.</p>	<p>The Amendment and Application are considered to generally comply with the policy and planning provisions applying to this site, and in particular the ACZ1.</p> <p>The purpose of the ACZ is:</p> <ul style="list-style-type: none"> <li>• <i>To implement the Municipal Planning Strategy and the Planning Policy Framework.</i></li> </ul>

		<ul style="list-style-type: none"> <li>• <i>To encourage a mixture of uses and the intensive development of the activity centre:</i> <ul style="list-style-type: none"> <li>• <i>As a focus for business, shopping, working, housing, leisure, transport and community facilities.</i></li> <li>• <i>To support sustainable urban outcomes that maximise the use of infrastructure and public transport.</i></li> </ul> </li> <li>• <i>To deliver a diversity of housing at higher densities to make optimum use of the facilities and services.</i></li> <li>• <i>To create through good urban design an attractive, pleasant, walkable, safe and stimulating environment.</i></li> <li>• <i>To facilitate use and development of land in accordance with the Development Framework for the activity centre.</i></li> </ul> <p>The site is included within Precinct 2 of the ACZ1. The following relevant objectives are also provided specifically for Precinct 2:</p> <ul style="list-style-type: none"> <li>• <i>To encourage an appropriate mix of residential and commercial uses in the precinct.</i></li> <li>• <i>To encourage the greatest area of high-density development to locate along the Doncaster Road ridgeline.</i></li> <li>• <i>To encourage the provision of cafes, restaurants and outdoor eating within the precinct.</i></li> <li>• <i>To retain and enhance the historic elements within the precinct and develop a link with the historic and arts enclave in Precinct 1.</i></li> </ul> <p>There is a lot of strategic direction in the purpose and objectives in the ACZ and Schedule 1 to guide development outcomes. In fulfilling this strategic direction, the development will provide a benefit to the community.</p> <p>The Application proposes a large range of mixed uses in the high density form envisaged under the ACZ1. Residential accommodation is provided above the childcare centre, hall, auditorium, chapel, office and food and drink premises. The residential accommodation is varied by providing diversity and choice of dwelling types through the provision of one, two and three bedroom apartments and townhouses. The restoration of the church also further enhances the historical fabric in the precinct.</p>
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		<p>In addition, the proponent has voluntarily agreed to provide 10 of the 177 apartments in the development for tenure blind affordable housing, secured by a Section 173 Agreement between Council and the proponent.</p> <p>The affordable housing is in line with Council's commitment to the provision of affordable housing in Council's Affordable Housing Strategy and Action Plan 2010-2020 which set an aspirational target of 10% of dwellings to be provided for affordable housing.</p> <p><b>Recommendation: No action recommended.</b></p>
<p><b>6. Other matters</b></p>		
<p>6.1 Removal of Condition 15 in the draft permit.</p> <p>No submissions.</p>	<p>Condition 15 of the draft permit requiring the removal of a restriction on a Title is not required.</p>	<p>In the review of the submissions it has become apparent to Council officers that Condition 15 in the draft planning permit is no longer required. Condition 15 states:</p> <p><b><i>Before the development starts, the restriction contained in the Instrument of Transfer number B416060 on Lot 9 of PS 056685 must be removed from the title pursuant to Section 23 of the Subdivision Act 1988, to the satisfaction of the Responsible Authority.</i></b></p> <p>This restriction was removed from the Title prior to the lodging of the Application is redundant and no longer required.</p> <p><b>Recommendation No 4: That Condition 15 be deleted from the draft planning permit, and that conditions in the permit are renumbered.</b></p>

## 11 CITY SERVICES

### 11.1 Road Management Plan Review and Adoption

File Number: IN21/490  
Responsible Director: Director City Services  
Attachments: 1 Road Management Plan 2021 [↓](#)

#### EXECUTIVE SUMMARY

*As the nominated Road Authority for all local roads within the municipality, Manningham Council needs to review its Road Management Plan (the Plan) to meet the legislative requirements of the Road Management Act 2004 (the Act).*

*Pursuant to the requirements of the Road Management Act 2004, each Council (Road Authority) must complete a review of their Road Management Plan every 4 years. The next review is due by 31 October 2021.*

*The review process of the Plan coincides with the Council planning cycle; the 2021 review has been conducted in parallel with the current Council Plan and Budget process.*

*An internal review has been undertaken of the Plan to ensure that the content and supporting processes and standards are in line with the overall management of Council's infrastructure assets.*

*The Plan is seen as a dynamic document and, in line with Council's policy on continuous improvement, the plan will be audited annually as well as being reviewed every four years to ensure that the Council can continue to demonstrate that it is responsibly managing its road assets.*

*An internal review has been undertaken of the Plan and as a result of the review a draft Plan was prepared for exhibit.*

*It is recommended that Council Authorise the public consultation of the draft Plan and amendments. Following public consultation, the Plan to be presented to the September 2021 Council Meeting for adoption.*

#### COUNCIL RESOLUTION

**MOVED: CR CARLI LANGE**  
**SECONDED: CR ANNA CHEN**

**That Council:**

- A. Authorises publishing of the draft Road Management Plan within the Victoria Government Gazette, *Herald Sun* and on the Council website '*Manningham Your Say*';**
- B. Publicly displays the Road Management Plan and proposed amendments in accordance with the Road Management Act 2004;**

- C. Note that a report to be received by Council in October 2021 following the public consultation for adoption of the Plan.**

**CARRIED UNANIMOUSLY**

## **2. BACKGROUND**

- 2.1 The City of Manningham, as the Local Road Authority under the Road Management Act 2004 is responsible for the management, maintenance and development of the Local Road network within the Manningham area.
- 2.2 In accordance with the Act, a review of the 2018 City of Manningham Road Management Plan (the Plan) has been undertaken by officers in consultation with other related business areas within the organisation. As a result of the internal review, amendments have been made to the 2018 Plan to ensure compliance and performance to Council standards.
- 2.3 The review process of the Plan coincides with the Council planning cycle; the 2021 review has been conducted in parallel with the current Council Plan and Budget process.
- 2.4 In order to facilitate the provision of its services to the community, Council manages an extensive range of community assets. One of the most significant groups of these assets, with regard to the difficulty and expense of managing, are road assets.
- 2.5 Understanding levels of service is important and helps transparent decision making, good governance, increases satisfaction levels, and provides support for the provision of sustainable services. Therefore, it is considered prudent that Manningham's Road Management Plan should undergo a detailed review to ensure that the local road network functions and standards are appropriate and current for compliance with The Act.
- 2.6 The Plan was initially adopted by Council on 30 November 2004, with updates adopted by Council approximately every four years, in accordance with the requirements of the Road Management Act 2004. The Act stipulates that a Road Authority must conduct a review of the Plan every four years. In conducting a review of the Plan, a Road Authority must ensure that the standards in relation to the inspection, maintenance and repair of the roads to which the plan applies are appropriate.
- 2.7 The Plan sets out the levels of service for 'maintaining' road infrastructure, and is a statutory requirement. This includes specified timeframes and standards to which, Council will inspect, repair and maintain the roads, pathways and road-related infrastructure for which it is responsible.

## **3. DISCUSSION / ISSUE**

- 3.1 It is proposed that the revised the Plan be adopted, and that a copy of the report summarising the outcomes and findings of the Plan review be made available for inspection at the Municipal Offices.



**4. COUNCIL PLAN / STRATEGY**

- 4.1 The Plan aligns with the Council Plan 2017-2021, and its actions. In addition, the Plan has been reviewed against the proposed Council Plan 2021-2025, and aligns with the actions set out within.
- 4.2 Manningham Council is committed to promoting gender equality through its policies and has considered the requirements of the Gender Equality Act when revising this policy.
- 4.3 Other Plans and Strategies to include the Health City Strategy 2017 -2021 to be considered in the review of the Road Management Plan.

**5. IMPACTS AND IMPLICATIONS**

- 5.1 A significant outcome from the review of the Plan will be to gain a better understanding of the need and expectations of the community, which will help Council improve service delivery, demonstrate value for money, and provide accountability to its customers and community.
- 5.2 The measurement of success of this review process will be to ensure that the community continues to be satisfied with the provision and value of services, and that the asset functionality and asset maintenance targets are clearly defined.

**6. IMPLEMENTATION**

- 6.1 Relevant policies and strategies have been assessed as a part of the review of the Plan, to ensure that Council's strategic objectives and priorities are appropriate in the overall management of Council's infrastructure assets.
- 6.2 Finance / Resource Implications  
The recommended changes to the Plan have been developed to ensure that Council's infrastructure assets are maintained at the appropriate and sustainable level to meet community expectations in keeping with Council's financial resources and includes various life cycle and predictive modelling scenarios.
- 6.3 Communication and Engagement
  - 6.3.1 An internal review has been undertaken of the Plan and as a result of the review a draft Plan has been prepared for exhibit.
  - 6.3.2 As the nominated Road Authority for all local roads within the municipality, is required to give notice of its intention to revise its RMP, in accordance with Section 54 of the Road Management Act 2004 and part 2 of the Road Management Act 2004, by publishing a formal notice in the Government Gazette and on 'Manningham Your Say' outlining the purpose and details of the review, and the proposed changes being considered.
  - 6.3.3 Appropriate Council officers have been consulted to make any submissions as part of the review of the Plan.

- 6.3.4 Legal advice has been obtained highlighting some of the key points arising from the workshop, which are summarised as follows:
- a) The Plan should be a tailored response to the Road Management Act, and should not make references to asset management principles or service delivery, which would be normally included in the Asset Management Strategy;
  - b) Reference should be made to the Road Management Act outlining the purpose and legislative basis as to why a road authority has a Road Management Plan;
  - c) Greater emphasis needs to be made on available resources and priorities and what assets are to be the subject of the Plan as defined in the Road Management Act;
  - d) Similarly, the Plan should not include any road infrastructure, other than those defined by the Road Management Act, which will not be included in the Plan together with an explanation as to why the assets are not included. Some of the items of road infrastructure that do not have to be included in the RMP are street trees, nature strips, vehicle crossings (other than the footpath section), underground drainage and unformed access tracks;
  - e) The Plan should reflect details of the maintenance targets and operational objectives, including available resources, to meet the relevant standards in relation to the discharge of duties and road management functions. The Plan only needs to specify the intervention levels and response times to inspect roads and road infrastructure in order to make safe, rather than details of programmed maintenance activities which would be covered in the Asset Management Plan; and
  - f) The Plan should also include details of the asset management system and processes that road authority has established to inspect, repair and maintain the roads and road related infrastructure.
- 6.3.5 Manningham's Road Management Plan has also been reviewed in response to the Road Management Plan Guidance document prepared by MAV Insurance.
- 6.3.6 The MAV Road Management Plan Guidance document has been developed for Victorian Council Scheme members to address the liability exposures to the Scheme, and to provide them with the necessary information and tools to ensure their Road Management Plans are not only accepted by a court as being reasonable, but just as importantly, that they are achievable. This can then be utilised effectively in the management of their legislative responsibilities, and in the defence of litigated claims.
- 6.3.7 The Road Management Plan Guidance document provides detailed information and advice on what the Road Management Plan should contain, and assists Councils when reviewing their Road Management Plan's to identify areas that may require particular attention.

#### 6.4 Timelines

- 6.4.1 Following presentation of this report at the Council Meeting on 24 August 2021, a notice of the proposed amendments to the Road Management Plan will be published in the Victoria Government Gazette and a daily newspaper in accordance with Regulation 10 of the Road Management (General) Regulations 2016. And to be made available on the Council Website via 'Manningham Your Say' outlining the purpose and details of the review, and the proposed changes being considered.
- 6.4.2 Council will continue to receive and consider submissions from any persons wishing to make a submission in accordance with the published notice for a period of 28 days, following which a report will be presented to Council.
- 6.4.3 Council officers will consider the public submissions received during the consultation period, and present the amended Road Management Plan to Council for adoption, having considered all submissions in context.
- 6.4.4 In accordance with Regulation 13 of the Road Management (General) Regulations 2016, a notice will be published in the Victoria Government Gazette and a local newspaper confirming adoption of the revised RMP, and noting the availability of the revised Road Management Plan on Council's website.
- 6.4.5 The review of the Plan must be completed by 31 October 2021 in accordance with Section 125 of the Local Government Act 1989.

#### 7. **DECLARATIONS OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

ROAD MANAGEMENT PLAN (RMP)



ROAD  
MANAGEMENT  
PLAN (RMP)  
2021



## ROAD MANAGEMENT PLAN (RMP)

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## ROAD MANAGEMENT PLAN (RMP)

## 1 EXECUTIVE SUMMARY

Manningham City Council is responsible for an extensive range of infrastructure assets, including roads, for which it has responsibility under the Road Management Act 2004 (The Act). Council must ensure that these assets and the services that they deliver are managed in accordance with well-developed asset management programs and strategic plans to enable these assets to continue to meet the needs of the community and growth of the city.

Manningham covers an area of 114 sq km and has a population of 122,902 residents, as at the 2016 Census. The municipality has a number of retail and business districts, educational facilities and vibrant residential areas. The eastern half of Manningham has been designated as a green wedge area for the protection of Melbourne's significant and natural environment. The community is also served by a road-based transport network, which supports safe and accessible transport throughout the municipality.

Manningham's road network consists of some 609 km of local roads that include 783 km of pathways and 887 km of kerb and channel. This includes 75 km of Arterial Roads and Freeways, which are the responsibility of, and managed by the Department of Transport (DoT, formerly VicRoads), but Council maintains the pathways and other local components.

The Act provides that Council, as a road authority under The Act, may adopt a Road Management Plan (RMP), to establish a management system for the road management functions of the Council, which is based on policy and operational objectives, available resources and sets relevant standards in relation to the discharge of duties in the performance of those road management functions.

The RMP is closely aligned to Council's Road Asset Management Plan (RAMP) and Asset Management Strategy (AMS), which sets out the framework for managing the life cycle requirements of Council's road assets that support the processes and systems outlined in the RMP to deliver an efficient and functional road network.

The RMP considers road user needs and expectations in meeting 'reasonable' maintenance targets by providing an inspection regime to assess asset condition and maintenance programs relative to the local road network function. In particular, the RMP sets out the times within which, and the standards to which, Council will inspect, repair and maintain the roads and road-related infrastructure for which Council is responsible.

The RMP balances the needs of road users against available resources taking into account the many other services that Council is required to deliver.

Council uses the available resources to carry out inspections, repairs and maintenance under a number of inspection and repair programs in relation to roads and associated road infrastructure. These can be classified into the categories of defect (routine hazard) inspections and condition (maintenance) assessments.

Programmed or scheduled defect inspections and condition assessments are undertaken based on Council's hierarchy classification to establish different levels of service in respect to Council's road-related infrastructure.

Manningham Council places a high priority on ensuring that the community is provided with a safe and effective road network, footpaths, kerb and channel for the use of all members of the public. The Council is committed to improving its asset management practices and illustrates to all stakeholders that the available resources are delivering good results in a structured, organised, cost-effective and sustainable manner.

Manningham's RMP will be subject to ongoing monitoring and continuous improvement based on Best Value principles under the Local Government Act, changing legislative requirements, economic, social and



## ROAD MANAGEMENT PLAN (RMP)

environmental impacts, and from community expectations relating to current and future levels of service delivery.

## 1.1 AVAILABILITY OF THE ROAD MANAGEMENT PLAN

The RMP and Appendices are available for inspection during normal office hours - 8:00 am to 5:00 pm each working day at:

Council's Customer Service Centre  
Manningham Council Offices  
699 Doncaster Road  
Doncaster Victoria

Phone 9840 9333 or email [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au) to request a copy.

This Plan is also available for download from the Council's website: [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).

## 1.2 QUERIES AND COMMENTS

Any queries or comments in relation to the Road Management Plan should be directed to:

Coordinator Roads & Infrastructure  
Manningham Council  
PO Box 1  
Doncaster 3108

Or [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au)

## 1.3 PLAN REVIEW AND PERFORMANCE MONITORING

Council has implemented processes to ensure that condition assessments and maintenance inspections are conducted in accordance with the frequency, methodology and criteria specified in the RMP.

This RMP will be reviewed annually as part of an audit of RMP compliance to ensure that the operational requirements of the Plan, and the standards to which Council inspects, repairs and maintains the roads and road-related infrastructure, are being met.

Council will also carry out a formal review of the RMP every four years, in accordance with the requirements of the Road Management Act 2004 and the Road Management (General) Regulations 2016 having regard to:

- Condition and performance of assets and delivery of maintenance programs;
- Levels of service achieved against the expectations of the community and road users;
- Council's Financial Strategy and other budget priorities;
- Performance and appropriateness of Council's asset management plans and other asset-related documents; and
- Consideration of any other economic, social and environmental factors or recommendations that is likely to influence the contents and/or function of the Plan.

## 2 TERMS AND CONDITIONS

All terms used in RMP and related documents have the same meaning as stipulated in the Law, unless otherwise indicated.

## ROAD MANAGEMENT PLAN (RMP)

**'The Act'** means the Road Management Act 2004;

**'Council'** means Manningham City Council;

**'Municipality'** means the municipal district of the council;

**'RMP'** means Road Management Plan;

**'Intervention Level'** means any action to repair, construct warning signs, reduce or eliminate risk;

**'Intervention Action'** means any action to conduct repair;

**'Road Reserve'** means all of the area of land that is within the boundaries of a road;

**'Vehicle Crossing'** means the driveway and pathway which connects from a roadway or pathway on a road to other land; and

**'Response time'** is the time in which the standards set out in this plan require intervention action to be taken.

### 3 INTRODUCTION

In accordance with the Road Management Act 2004 (The "Act"), Council is the "Coordinating Road Authority" for municipal roads within Manningham, as set out in the Register of Public Roads ("Register").

The main aim of The Act is to improve the overall management of the road network by making road authorities accountable for the standards of roads in order to provide a safe and efficient road network, while at the same time ensuring that road authorities have in place mechanisms to clearly define the standards to which they will inspect, repair and maintain the roads and road-related infrastructure.

The Act encourages road authorities to prepare an RMP that will mitigate risk and provide a policy defence in negligence claims against road authorities by establishing a management system for road functions that is based on policy and operational objectives.

Council will make every endeavour to meet all aspects of its RMP however, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels in its RMP. These include, but are not limited to, municipal emergencies such as fires, floods, wind storms and similar significant events, or a prolonged labour shortage, due to a need to commit or redeploy Council resources and/or equipment elsewhere. In the event that Council has considered the impact of such an event on available resources and other conflicting priorities, and determined that the RMP cannot be met, then Council reserves the right to suspend or modify some, or all compliance standards with its RMP in accordance with section 83 of the Wrongs Act 1958. If such an event occurs, the response times will be measured from the resumption of normal levels of demand on the relevant resources.

### 4 PURPOSE

#### 4.1 PURPOSE OF THE RMP

In accordance with Section 50 of the Act, the purpose of Manningham's RMP is to establish a management system for the road management functions of the Council which is based on policy and operational objectives and available resources, and to set the relevant standards in relation to the discharge of duties in the performance of those road management functions.

The RMP details how the Council will implement its duty to inspect, maintain and repair public roads in respect to which Council is the coordinating and responsible road authority.

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## ROAD MANAGEMENT PLAN (RMP)

In accordance with Section 50 of the Act, the key elements of this RMP include:

- The Asset Management system that Council has established to inspect, repair and maintain the roads and road-related infrastructure; and
- Details of the maintenance targets and operational objectives to meet the relevant standards in relation to the discharge of Council's duties in the performance of its road management functions.

## 4.2 ROAD MANAGEMENT PLAN SCOPE

This Plan covers all roads for which MCC is responsible, as defined in Council's 'Register of Public Roads'. It is limited to road infrastructure and road-related infrastructure as defined under the RMP and for which Council is the relevant road authority.

The asset activities include:

**Operational Activities:**

- Inspections;
- Line marking;
- Vegetation control;
- Street sweeping; and
- Administration.

**Routine Maintenance Activities:**

- Pothole repairs;
- Surface defect repairs;
- Edge break repairs;
- Corrugation repairs;
- Guidepost replacement;
- Guardrail repairs and maintenance;
- Road shoulder maintenance;
- Sign repair and replacement;
- Maintenance grading (unsealed);
- Surface and shape restoration (unsealed);
- Footpath repairs;
- Emergency works;
- Bridges (only the road pavement, surface and footpaths. Sub and super structures are managed in accordance with Council's Road Asset Management Plan); and
- Culverts, table drains and drainage pits.

**Renewal Activities:**

- Resurfacing of sealed pavements;
- Pavement Rehabilitation / Reconstruction of sealed pavements;
- Surfacing of unsealed pavements;
- Reconstruction of kerb and channel; and
- Reconstruction of footpaths.

## ROAD MANAGEMENT PLAN (RMP)

**Examples of infrastructure not included in this plan include:**

- Underground drainage pipes;
- Sub and Super Structures of Bridges;
- Vehicle crossings providing access to private properties and associated infrastructure;
- Shared boundary roads that are the responsibility of the adjoining municipality;
- Bridges, major culverts, overpasses that are the responsibility of other road authorities, including Melbourne Water, Department of Transport (DoT), and others;
- Non-road infrastructure;
- Private assets;
- Power lines and poles (Except for non – standard and metered lights);
- Communication lines; and
- Single property storm water drains.

Various utilities make use of the road reserve to provide essential services. These are normally considered to the extent that they impact on the road assets.

## 4.3 LEGISLATIVE BASIS FOR THE RMP

The Road Management Act 2004 (The Act) established a statutory framework for the management of the road network in Victoria to facilitate the co-ordination of the various uses of road reserves for roadways, paths, infrastructure and similar purposes and establishes the general principles which apply to road management.

This RMP is prepared in accordance with Division 5, Section 49-55 of the Act.

The plan also reflects the requirements of Council as specified under Sections 3A and 3C of the Local Government Act 1989. Other legislation which relates to this Plan includes the Road Safety Act 1986, the Transport Act 1983 and Manningham's Community Local Law 2013.

This plan is also consistent with other Council documents including: the Council Plan, Financial Strategy, Asset Management Policy and Strategy, and the Road Asset Management Plan (RAMP).

There are a number of external stakeholders that must also be considered to effectively manage the local road network, and Council recognises the varying needs of external stakeholders depending on whether they are residents, the business community or visitors, or drivers, cyclists or pedestrians. The groups that have been identified as key stakeholders are included as **Appendix A – Manningham's Key Stakeholders**.

Council's City Services Directorate is primarily responsible for the care and maintenance of Council's road and associated road infrastructure, as set out in Manningham's Register of Public Roads. Manningham's RAMP sets out the framework for managing the long term strategic and life cycle requirements of Council's infrastructure assets that support the processes, systems and programs outlined in the RMP to deliver an efficient and functional road network.

## 4.4 CODES OF PRACTICE

The Following Codes, which exist under the Act, will be met by Council to the extent that they are relevant Council:

- *Operational Responsibility for Public Roads* – this Code provides guidance in determining the physical limits of operational responsibility between road authorities for the different parts or elements within the road reserve of public roads.

## ROAD MANAGEMENT PLAN (RMP)

- *Management of Utility and Road Infrastructure in Road Reserves* – this Code provides guidance for road authorities and utilities in planning and managing their infrastructure in road reserves. For example: gas, water, electricity, telecommunications, etc.
- *Worksite Safety – Traffic Management* – this Code provides guidance on how to conduct any works on a road in Victoria and supports the engagement of appropriately trained and qualified persons to carry out the works or direct traffic.
- *Road Management Plans* – this Code provides practical guidance to road authorities in the making of road management plans.

## 4.5 CONTENT OF PLAN

In accordance with section 52 of the Act, this RMP includes:

- The relevant standards determined by Council in relation to the discharge of Council’s duties in the performance of its road management functions.
- Details of the management system that Council has implemented and proposes to implement in the discharge of its duty to:
  - Inspect,
  - Repair, and
  - Maintain.

Section 39 of the Act provides that by including provisions in this Plan relating to the performance of road management functions, Council is to be taken to have made a policy decision in respect of those road management functions.

## 5 MANNINGHAM’S REGISTER OF PUBLIC ROADS

## 4.1 LEGISLATIVE PROVISION

The Act places a mandatory requirement that a road authority maintains a register of public roads that are ‘reasonably available for general public purpose’.

Council has compiled a Register of Public Roads (“Register”) in accordance with Schedule 1 of the Act. The Register records the name, description and classification of road assets for which the Council is responsible, together with a summary of any additions, deletions or changes required under the Act. The classifications are used in this Plan to differentiate standards for:

- inspection frequencies,
- intervention levels; and
- response times.

The Register nominates the roads and ancillary areas for which Council is responsible, but excludes unformed access tracks on public land and unconstructed rights of way.

This plan also applies to parts of Arterial Roads, where Council is the responsible road authority for some ancillary areas and assets, and these are recorded in the register.

Council’s Director City Services and Coordinator Asset Management and Capital Works are empowered under delegation to amend, update and maintain the Register, which will be updated annually, or more frequently if changes are necessary. A copy of the Register is available for inspection on Council’s website.

## 4.2 BOUNDARY ROADS

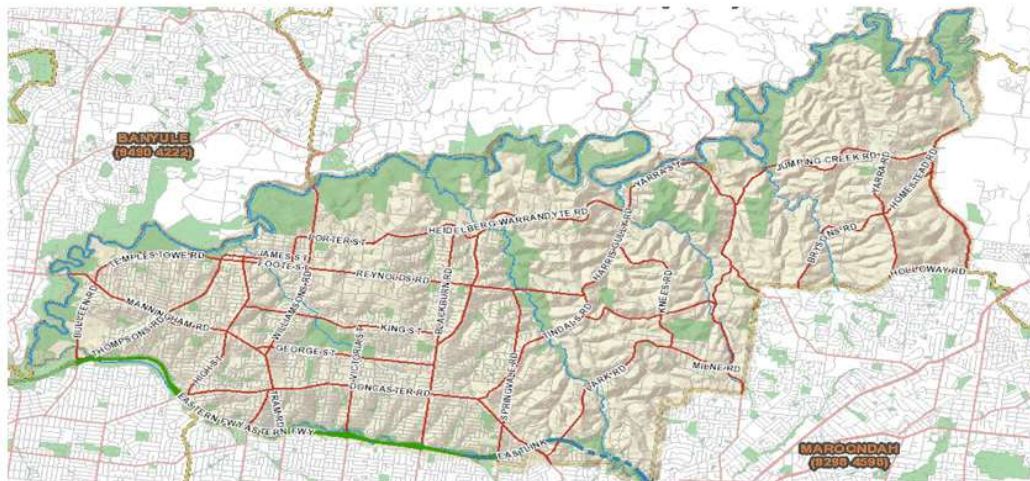
The Register defines boundary roads maintained by adjoining municipalities, and these are covered by

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ROAD MANAGEMENT PLAN (RMP)

‘Agreements and Memorandum of Understandings’ between each affected adjoining municipality. The Agreements detail the maintenance work required by each party, however as a general rule, the responsible municipality will undertake all maintenance, except for the footpath on the other side of the road.

A Summary list of all boundary roads is as follows:



Boundary Roads	Adjoining Council	Maintained by:
Lower Homestead Road (Homestead Rd to Paynes Rd)	Yarra Ranges	Yarra Ranges
Lower Homestead Road (Paynes Rd to End)	Yarra Ranges	Yarra Ranges
Homestead Road (Brushy Park Rd to Reserve Rd)	Yarra Ranges	Yarra Ranges
Brushy Park Road (Holloway Rd to Homestead Rd)	Yarra Ranges	<b>Manningham</b>
Smedley Road (Oban Rd and No 25 Smedley Rd)	Maroondah	Maroondah
Holloway Road (Yarra Rd and Lyons Rd)	Maroondah	Maroondah
Tortice Drive (Warrandyte Rd and Old Warrandyte Rd)	Maroondah	Maroondah
Yarra Road ( Holloway Rd and Gatters Rd)	Maroondah	Maroondah
Delatite Court (Court bowl only to west of No.20)	Maroondah	<b>Manningham</b>
Delatite Court (Little John Rd to west of No.20)	Maroondah	Maroondah
Glynne Road (Little John Rd and west of No.11)	Maroondah	Maroondah
Glynne Road (Court bowl only to west of No.11)	Maroondah	<b>Manningham</b>
Williams Road (Berringa Rd to Warrandyte Rd)	Maroondah	<b>Manningham</b> (except table drain on south side)

## ROAD MANAGEMENT PLAN (RMP)

Glenvale Road (Oban Rd to court bowl)	Maroondah	Maroondah
Gatters Road (Yarra Rd to No.4)	Maroondah	<b>Manningham</b>
Oban Road (Smedley Rd and Glenvale Rd)	Maroondah	<b>Manningham</b>
Old Warrandyte Road (Tortice Dr and Little John Rd)	Maroondah	<b>Manningham</b>
Quarry Road (Beckett Rd Bridge to Huggins Rd)	Whitehorse	Whitehorse

## 4.3 ASSETS NOT INCLUDED IN THE RMP OR LISTED IN THE ROADS REGISTER

Not all areas or all assets within the road reserve are the responsibility of Council and do not require intervention by Council for the purposes of this RMP. Section 107 of the Act states that a road authority does not have a statutory duty or a common law duty to perform road management functions in respect to a public highway which is not a public road, or to maintain, inspect or repair the roadside of any public highway (whether or not a public road). Road-related assets that are not included for inspection and repair under this RMP are:

1. Arterial Roads and Freeways (excluding some ancillary areas and assets where Council is the responsible road authority).
2. Shared boundary roads that are the responsibility of the adjoining municipality.
3. Bridges/major culverts/overpasses that are the responsibility of other road authorities, including Melbourne Water, and the Department of Transport.
4. Service authority infrastructure including, but not limited to:
  - o water supply pipes and fittings;
  - o drainage pipes, sewerage pipes and manholes;
  - o telecommunications cables, pits and structures;
  - o electricity distribution wires, poles and structures; and
  - o gas supply pipes and fittings.
5. Assets and land owned, managed and maintained by other road and service authorities including, but not limited to:
  - o Service authority temporary reinstatements to the road and pathways and other road reserve assets, and/or permanent restatements prior to Council certification; and
  - o Crown and service authority land/easements.
6. Other street infrastructure including:
  - o DoT signage and signal hardware (except for those identified as Council's responsibility and shown on the Public Roads Register);
  - o Bus shelters; and
  - o Private direction and advertising signs.
7. Street lighting (standard) involving the maintenance of all utility timber and concrete power poles is the responsibility of power companies. However, Council is responsible for the cost of operating the street lighting service on local road reserves and contributes to the cost of lighting on Arterial Roads. Council is directly responsible for some decorative lighting located at a number of shopping centres, smaller estates and car parks, which is separately metered.
8. Vehicle crossovers and driveways for that portion of the vehicle crossing, other than the footpath, located between the carriageway and the property boundary is the responsibility of the adjoining property owner to maintain. More detail is provided on private vehicle crossing assets in Section 6.
9. Nature strips and infill areas within urban areas which are those residual areas between the edge of the road or back of the kerb and the property boundary not occupied by the pathway and private road crossings. These are generally grassed nature strips with responsibility for maintenance of the grass and any depressions generally being left to the adjoining property owner. However, under common law,

## ROAD MANAGEMENT PLAN (RMP)

Council as the Responsible Road Authority has an overall responsibility to ensure a minimum level of public safety.

10. Single property stormwater drains that are constructed within the road reserve from the property boundary to a discharge outlet in the kerb or into the drain/pit are the responsibility of the property owner.
11. Nature strip landscaping works within the road reserve that are not in accordance with any Council policy or have a potential of causing obstruction or injury/damage to pedestrians or traffic movement, private roads driveways, laneways and car parks (common property) associated with private ownership.
12. Street trees and landscaping located on the road reserve that are maintained by Council.
13. Car parks that are constructed or unconstructed areas and are generally used for car parking purpose that are not in the list of car parks on the Register of Public Roads.
14. Underground drainage pipes located within the road reserve.
15. Roads constructed by others or without Council approval, unformed access tracks for the purposes of local access or un-constructed right of ways that are not listed on the Register of Public Roads.

## 6 ROAD USAGE

## 6.1 COUNCIL BUDGET

This Plan is supported by the budget set each year by Council. Funds are provided for both operating and capital components. Budget levels are determined each year based on policy and operational objectives and available resources. Other inputs considered include:

- Level of service as identified by the community;
- Level of service as benchmarked against similar Councils;
- Reports on the condition of assets; and
- Council's strategic resources plan.

Continued monitoring and review of asset condition and customer requests will form the basis of future budget considerations as part of Council's asset and resource planning.

## 6.2 OBSTRUCTIONS IN ROAD RESERVE



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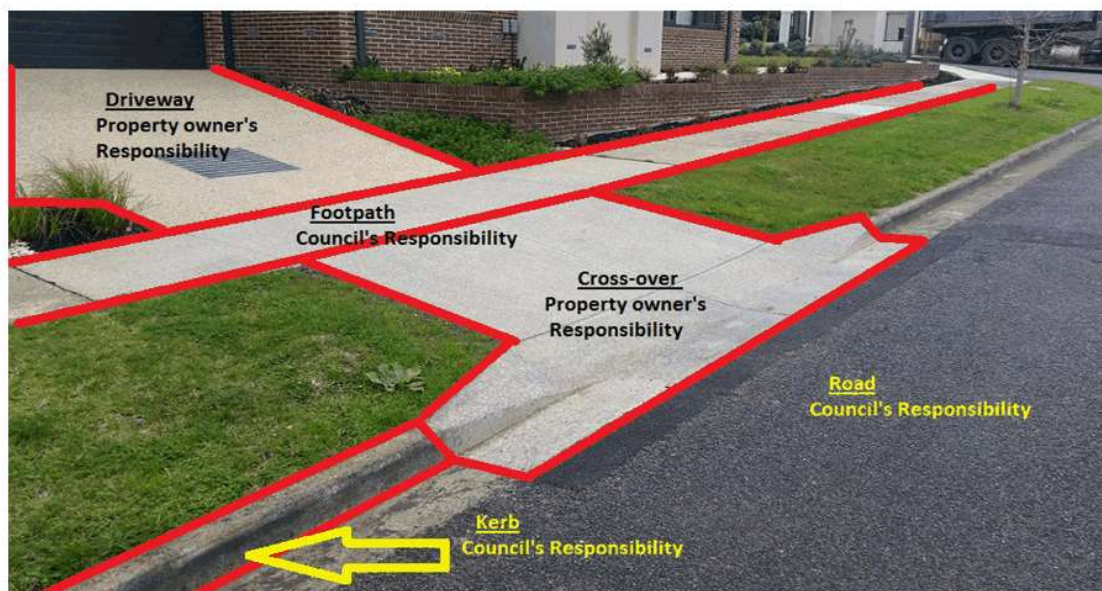


ROAD MANAGEMENT PLAN (RMP)

In accordance with Manningham’s Community Local Law 2013, property owners have a responsibility to keep the road reserve free from any encroachment or obstruction, including the placement of moveable signs, goods, tables, chairs or street furniture on the road reserve without a written permit. This also extends to any vegetation growing on private property that overhangs or encroaches onto road reserve that either obstructs or impedes the safe and convenient use of the road reserve.

6.3 VEHICLE AND PIPE CROSSOVER

Property owners are responsible for the construction and maintenance of vehicle crossings and pipe crossings (driveways) that provide ingress/egress to their properties. These responsibilities include the entire portion of the crossing located within the road reserve between the property line and edge of the road pavement, including the immediate surrounds, but excluding the section of crossing where a footpath has been constructed to Council’s standards.



In rural areas where there may be no kerb and channel or footpath, the property owner is responsible for the entire driveway and its associated infrastructure in the same way as in an urban environment. This includes any pipes required for roadside drainage under the driveway, and associated end walls, including the immediate surrounds. The property owner is responsible for maintaining the driveway, pipe and immediate surrounds, including the clearing of any obstructions to the flow of stormwater.

ROAD MANAGEMENT PLAN (RMP)



6.4 NATURE STRIPS AND INFILL

Nature strips and infill areas (the residual areas between the edges of road or back of the kerb and the property boundary not occupied by the footpath and private road crossings). These are generally grassed nature strips with responsibility for maintenance of the grass and any depressions generally being left to the adjoining property owner. Street trees however, are the responsibility of and maintained by Council.



ROAD MANAGEMENT PLAN (RMP)

6.5 ROAD WORK PERMITS

Without a permit, a person must not commence road work on a road under the control or management of Council:

- Commence or carry out any works;
- Place any building material;
- Use a mobile crane;
- Occupy or fence off part of a road;
- Erect hoarding or overhead protective awning;
- Place moveable signs, tables, chairs or street furniture;
- Remove, damage, destroy or interfere with any vegetation, material or other road infrastructure; and
- Undertake landscaping works, including the installation of landscaping items, apart from that necessary to level and maintain a safe, grassed nature strip.

7 ASSET HIERARCHY

A classification system has been developed to ensure that its operating and engineering standards and planning methods apply to a road asset based on its function. This ensures the provision of a safe and efficient road network for use by road users and the community within the extent of Council’s resources.

7.1 ROAD HIERARCHY

Manningham’s road hierarchy classification is a key element of this RMP and provides the basis for setting maintenance targets, and assists in the development of road design and construction parameters and financial planning strategies.

In developing the road hierarchy classification system for Manningham, consideration has been given to the functionality and operational performance of the local road network that takes into account a number of parameters such as; traffic volumes and types, bus routes, access to abutting properties and linkages with other roads. The classifications are generally consistent with the AustRoads National Functional Road Classification system and have been structured on a separate 3-tier functional hierarchy classification system based on the functions of Link, Collector and Access, which clearly defines the current use of a particular road within each classification.

<b>Link Roads</b>	Provide the main avenue of traffic movements within the municipality to the wider road network.
<b>Collector Roads</b>	Distribute traffic between and through residential, industrial and commercial areas to the Arterial and Council Link road network.
<b>Access Roads</b>	Provide predominantly direct access for abutting properties.

Although the generic functional definitions adopted for the rural and urban roads are the same, Manningham’s local road network has been assessed and classified for rural and urban roads separately, as sub-categories of Classes 4 and 8 of the AustRoads National system to provide consistency with that system.

Freeways and Arterial Roads or roads not adopted by Council as their assets to maintain, such as unformed access tracks on public land, unconstructed rights of way, private roads or roads managed by other authorities and/or under private ownership, are not included as part of Manningham’s road hierarchy.

Manningham’s road hierarchy, which details the classification, functional definition and general performance requirements for the local road network, is outlined as follows.

ROAD MANAGEMENT PLAN (RMP)

Road Classification	Functional Definition	General Road Description & Performance Requirements
<p><b>Link</b></p> <p>AustRoads Classification 4A and 8A</p>	<p>Forms main avenue of traffic movements within municipality to the wider road network.</p> <ul style="list-style-type: none"> <li>Links towns/suburbs, places of significance and industries;</li> <li>High percentage of through traffic;</li> <li>Includes access to abutting residential, industrial and commercial properties; and</li> <li>Caters for higher traffic volumes, heavy vehicles and traffic speeds.</li> </ul>	<ul style="list-style-type: none"> <li>All weather sealed road, catering for 2-way traffic, 2-lane roads;</li> <li>Good quality surface, maintained to a high standard;</li> <li>Roads of high priority;</li> <li>Direct property access generally permitted; and</li> <li>Delineation provided by guideposts and often centreline marking on sealed roads.</li> </ul>
<p><b>Collector</b></p> <p>AustRoads Classification 4B and 8B</p>	<p>Collects and distributes traffic between and through residential, industrial and commercial areas to the Declared Arterial and Council Link Road Network.</p> <ul style="list-style-type: none"> <li>Connects significant residential, industrial and commercial areas;</li> <li>High percentage of through traffic;</li> <li>Includes access to abutting residential, industrial and commercial properties; and</li> <li>Caters for generally higher traffic volumes, heavy vehicles and traffic speeds.</li> </ul>	<ul style="list-style-type: none"> <li>All weather road, catering for 2-way traffic, predominantly sealed, 2-lane roads;</li> <li>Good quality surface, maintained to a high standard;</li> <li>Roads of high local priority;</li> <li>Direct property access generally permitted; and</li> <li>Delineation provided by guideposts or kerb and channel and often centreline marking on sealed roads.</li> </ul>
<p><b>Access</b></p> <p>AustRoads Classification 4C and 8C</p>	<p>Provides some minimal through traffic but predominantly direct access for abutting properties.</p> <ul style="list-style-type: none"> <li>Caters for low traffic volumes and generally for low traffic speeds; and</li> <li>Minimal to no through traffic.</li> </ul>	<ul style="list-style-type: none"> <li>All weather road where required for property access, catering for 2-way traffic and may be sealed or unsealed and varying width in urban areas; and</li> <li>Low quality road surface maintained to moderate standard.</li> </ul>

7.2 FOOTPATH HIERARCHY

Similar to roads, pathways are classified according to a hierarchy dependent upon usage, potential risk and community importance. It is summarised as follows:

Classification	Description of Characteristics
High Level Pedestrian Activity	Pathways within shopping precincts and neighbourhood activity centres that have high pedestrian volumes.
Medium Level Pedestrian Activity	Constructed pathways inside municipal open spaces/reserves, in and around local activity centres, and around schools
Low Level Pedestrian Activity	Pathways in residential areas not classified as shopping precinct or high use.

Note: This footpath hierarchy is only used for programming and scheduling works.

## ROAD MANAGEMENT PLAN (RMP)

## 7.3 CAR PARKS

Car parks included within the Road Register are those located on the road reserve that are available for general public use and Council is responsible for management and enforcement provisions. Council maintained car parks may also be ancillary areas to Arterial Roads. Generally, the hierarchy classification and level of service is consistent with that applicable to the access roads. Off-road car parks are not included in Council's Register of Public Roads and the RMP is not applicable to the way Council manages them.

## 7.4 BRIDGES &amp; MAJOR CULVERTS

Bridges and major culverts included within the Road Register are those located on the road reserve that are available for general public use and for which Council is responsible. Generally, the level of service for bridges is to provide and maintain a safe and practical bridge network and the hierarchy classification is consistent with that applicable to the corresponding road on which the structure is located.

## 8 STANDARDS

## 8.1 SETTING AND DETERMINING STANDARDS

Section 41 of the Act provides that a Road Authority may determine the standard to which it will construct, inspect, maintain and repair the items of infrastructure which are the subject of this RMP, namely:

- Roadways;
- Pathways;
- Road infrastructure; and
- Road-related infrastructure.

In accordance with section 3 of the Act, road-related infrastructure means infrastructure which is installed by the relevant Road Authority (Council) for road-related purposes to:

- (a) facilitate the operation or use of the roadway or pathway; or
- (b) support or protect the roadway or pathway;

## 8.2 DESIGN AND CONSTRUCTION STANDARDS

The following design and construction factors have been considered in developing rural and urban road standards for Manningham:

- Functional classification;
- Traffic volume and type;
- Percentage of trucks;
- Bus routes;
- Bicycle lanes; and
- Geometric design parameters to allow for the safe and functional movements of traffic.

Council also utilises the following standards and guidelines to ensure a formalised and consistent approach to asset management:

- Australian Standards;
- Department of Transport Standards and Codes of Practice;
- Manningham's Design Standards;

## ROAD MANAGEMENT PLAN (RMP)

- Manningham's Road and Footpath Levels of Service;
- Manningham's Infrastructure Inspection Guidelines for Roads and Footpaths (Condition and Defect Assessment Methodology); and
- Manningham's Roadside Environmental Management Strategy.

Generally, unless there has been specific information otherwise or as identified within this RMP, it has been determined that all roads and road-related infrastructure has been designed and constructed as far as practicable in accordance with the above standards and guidelines.

## 8.3 MAINTENANCE STANDARDS

The maintenance of infrastructure covered by the RMP will be carried out to a standard which substantially maintains or restores the asset to the same level of function or serviceability for which it was originally designed. Council allocates funds to roads as part of the annual budget process. Condition assessments are performed at the intervals specified in this RMP and the information is used to estimate the remaining useful life of the assets and to assist in the valuation of Council's infrastructure assets. The frequency of condition (maintenance) inspections that are conducted for the different classifications of assets are outlined in **Appendix C - Roads and Footpaths Intervention Levels**.

## 8.4 INSPECTION STANDARDS

Programmed or scheduled defect inspections and condition assessments are undertaken based on Council's hierarchy classification to clearly establish differential levels of service in respect to Council's road-related infrastructure.

**Appendix B - Roads and Footpaths Defect Inspections and Condition Assessments** provides details of the inspection services and condition assessments that are undertaken to identify the various hazards and defects that require treatment in accordance with the standards Council has adopted in its RMP.

**Appendix C - Roads and Footpaths Intervention Levels** provides details of the defect intervention levels and response times that apply to activities related to the repairing of roads, footpaths and other road-related infrastructure.

## 8.5 RISK MANAGEMENT

Council has a responsibility to keep its road and associated road network in a safe condition. It is important, in order to minimise exposure to risk, that Council ensures that maintenance funding and performance is adequate to achieve the prescribed levels of service, including inspection regimes, intervention levels and response times.

There may be situation or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels in its RMP. In the event that Council has considered the impact of such an event on available resources and other conflicting priorities, and determined that the RMP cannot be met, then Council reserves the right to suspend or modify some, or all, compliance standards with its RMP in accordance with section 83 of the Wrongs Act 1958. Construction and maintenance work on local roads and pathways will be undertaken in accordance with Council's adopted standards, relevant occupational health and safety requirements, codes of practice and other supporting guidelines and regulations. The principal strategy for the management of risk associated with infrastructure assets is that of applying the risk management model based on the Risk management Standard AS/NZS ISO 31000:2009, and generally in accordance with the Council's Risk Management strategy, which sets out the principles that operate within the organization.

## 8.6 BEST VALUE AND CONSULTATION

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## ROAD MANAGEMENT PLAN (RMP)

The community and road users have an expectation that the road network will be maintained to a safe, functional and desirable standard that meets their needs and expectations. Community expectations are determined by community consultation and customer requests in accordance with Best Value Principles.

Council has developed a program and approach to Best Value that supports Council's commitment to faithful representation of its community, excellence in service delivery and leadership in the local government sector, which will be taken into account when carrying out the functions of the RMP. Council's Manningham Improvements (MI) Program will be the vehicle for delivery of Best Value and will provide a means by which continuous improvement in methods, procedures, standards, service delivery and efficiency will be achieved.

### 8.7 ENVIRONMENTAL CONSIDERATIONS

Environmental issues and considerations are considered when dealing with potential threats to native vegetation on roadsides by promoting best working practice and proactive management to maintain and enhance native vegetation while maintaining road safety and protecting community assets.

## 9 MANAGEMENT PRACTICES AND SYSTEMS

### 9.1 LEGISLATIVE PROVISION

Section 52 of The Act provides that a Road Management Plan may include details of the management system that a road authority proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the road authority is the coordinating road authority or the responsible road authority.

### 9.2 MANAGEMENT SYSTEM

Council has established reliable and robust information technology based systems for the management, tracking and traceability of defect inspections and rectification works. This also extends to the receiving of customer requests and for programmed maintenance works in relation to roadways, pathways and other road-related infrastructure.

These asset management systems form an integral part of the RMP, and provide a management system for the road functions that defines the standards to which Council will inspect, maintain and repair the local road network.

The management system process is summarised in **Appendix D – Customer Request/Inspection Management Process**.

### 9.3 STRATEGIC PLANNING

Long term strategic planning is well documented within the Council Plan and in various other Council strategic plans and documents, which have all involved community consultation to ensure that community needs and expectations have been addressed.

Council's mission is to work together to deliver excellence in everything we do to build a healthy and connected community now and into the future.

The Council Plan also identifies the key strategic priorities and corporate framework to enable Council to achieve its objectives, including those related to the road and footpath network.

## ROAD MANAGEMENT PLAN (RMP)

## 9.4 BUDGET ALLOCATION

Available funding allocations to enable the Council to discharge its duty to inspect, repair and maintain public roads for which it is responsible, are determined from Council's Financial strategy, which is updated annually as a part of the annual budget process.

When allocating funding during the budget process, every endeavor will be made to allocate the necessary resources to enable Council to carry out the requirements and standards adopted under this RMP, having regard to other competing demands and other service delivery priorities.

Further details regarding the long term refurbishment and replacement of Council's road infrastructure assets is outlined in Manningham's RAMP.

## 10 ROAD CONDITION AND MAINTENANCE PROGRAMS

Council uses the available resources to carry out inspections, repairs and maintenance under a number of inspection and repair programs in relation to roads and associated road infrastructure. These can be classified into the categories of defect (routine hazard) inspections and condition (maintenance) assessments.

These inspection and repair programs are summarised as follows:

## 10.1 PROACTIVE DEFECT INSPECTIONS

These inspections determine if the road complies with the levels of service in accordance with the intervention levels and response times allowed for in the RMP. Scheduled defect inspections are undertaken to identify significant defects that may be deemed as a hazard to the public and the inspections are recorded for all roads regardless of the identification of a defect or not.

## 10.2 REACTIVE INSPECTIONS

These inspections are undertaken in response to customer enquiries or notifications. Inspection of all reported defects or safety issues are undertaken following notification by members of the community, contractors or Council employees while undertaking their normal work duties.

## 10.3 CONDITION ASSESSMENTS

Condition assessments are conducted to identify deficiencies in the structural integrity and overall presentation of the road surface, pavement and other road-related infrastructure specified in the RMP to facilitate the inspection process, recording and data transfer mechanisms are utilised to ensure that Council's Asset Management and Maintenance Management Systems are populated with data that reflects as far as practicable the true situation of the condition of the road and associated infrastructure arising from the inspections.

## 10.4 REPAIR, MAINTENANCE AND RENEWAL WORKS

Routine maintenance and repair works are generally programmed as part of Council's Maintenance Management System in accordance with the relevant standards set out in the RMP.

Road reconstruction and renewal programs are typically carried out under Council's Capital Works Programs. The condition of road pavements, kerb and channel, and footpath are assessed on a periodic basis by way of condition assessments as set out in **Appendix B – Roads and Footpaths Defect Inspections and Condition Assessments**.



## ROAD MANAGEMENT PLAN (RMP)

It should be noted that the definition of “repair” in the Act also includes any action to reduce risk and temporary repairs, such as safety barriers and warning signs will be used when required.

## 10.5 EMERGENCY WORKS

Emergency works are works required to be undertaken outside routine work programs to ensure the safety of road users and the public as a result of emergency incidents. Emergency works include traffic incident management, responses to fires, floods, storms and spillages, and assistance under the Victorian State Emergency Response Plan and Manningham Emergency Management Plan.

Council is not responsible for providing after hours or emergency response service for utility companies, their agents, or private contractors. However, where Council becomes aware of an emergency or dangerous situation on a road, it may take action to mitigate the risk to the community and then seek reimbursement of costs from the appropriate party.

## 10.6 SITE MONITORING

Where external contractors are used for any repair or maintenance activity, these contractors are subject to a regular site inspections by a Council’s Works Supervisor.

## 11 KEY STAKEHOLDERS

## 11.1 TECHNICAL GUIDES

- International Infrastructure Management Manual 2011, IPWEA.
- Risk Management Standard AS/NZS ISO 31000:2009.
- Code of Practice for Road Management Plans.
- Code of Practice for Operational responsibility for Public Roads.
- Code of Practice for Managing Utility and Road Infrastructure in Road Reserves and Worksite Safety Traffic Management.
- Wrongs Act 1958.
- Road Management Act 2004.
- Road Management Act (general) Regulations 2005.
- Local Government Act 1989.

## 11.2 COUNCIL DOCUMENTS

- Manningham’s Roads and Footpaths Levels of Service.
- Manningham Council Plan.
- Manningham Financial Strategy.
- Manningham Roads Asset Management Plan.
- Manningham Asset Management Strategy.
- Manningham Asset Management Policy.
- Manningham – Community Local Law 2013.
- Manningham Adopted Budget.
- Manningham Infrastructure Inspection Guidelines (Roads and Footpaths).

## 11.3 ATTACHMENTS

- **Appendix A** - Manningham’s Key Stakeholders

## ROAD MANAGEMENT PLAN (RMP)

- **Appendix B** - Roads and Footpaths Defect Inspections and Condition Assessments
- **Appendix C** - Roads and Footpaths Intervention Levels.
- **Appendix D** - Customer Request/Inspection Management Process
- **Appendix E** - Glossary of Terms
- **Appendix F** - Summary of proposed amendments to intervention levels



## ROAD MANAGEMENT PLAN (RMP)

## APPENDIX A – MANNINGHAM'S KEY STAKEHOLDERS

The key stakeholders are internal custodians as well as external individuals, companies, service authorities, government authorities and community groups who have a vested interest in management of roads and associated road infrastructure assets. The groups that have been identified as key stakeholders are included in the following Table.

Stakeholder	Role
Councillors	Endorse the asset management policy, strategy and plans. Set high level direction through the development of asset management principles in the Community Plan.
Senior Management	Endorse the development of asset management plans and provide the resources required to complete this task.  Set high level priorities for asset management development in Council and raise the awareness of this function among Council staff and contractors. Support the implementation of actions resulting from this plan and prepared to make changes to a better way of managing assets and delivering services. Support for an asset management driven budget and LTFFP.
City Services Directorate	Consolidate the asset register and ensure the asset valuations are accurate. Develop supporting policies such as capitalisation and depreciation. Prepare asset sustainability and financial reports incorporating asset depreciation in compliance with applicable accounting standards, and provide asset management support and administration.  Provide local knowledge level detail on all infrastructure assets. Verify the size, location and condition of assets and describe the maintenance standards deployed and Council's ability to meet technical and customer levels of service.
Community Users	Users of road network assets (roads, paths, bridges, etc.) including motorists and cyclists, and includes visitors to the municipality.
Footpath Users	Those who have a need for access as pedestrians (including the very young), those with disabilities, and the elderly with somewhat limited mobility and who have differing needs to motorists and cyclists.
Users of a range of miscellaneous small and lightweight vehicles	Includes users such as pedal cyclists, motorised buggies, wheelchairs, prams, etc. where consideration has to be given to access requirements (ramps, etc.)
Residents and businesses	Those who reside, work or have involvement with property adjoining the public road reserve.
Motorised Vehicle users	Those who use vehicles such as trucks, buses, commercial vehicles, cars and bicycles.
Emergency services	Includes Police, Fire, Ambulance, SES for emergency access.
Department of Transport	Responsible road authority for State Roads. Determines overall network principles and advise on State legislation and guidelines.
Utility agencies	Those utility service providers sharing use of the road reserve (water, sewerage, gas, electricity and telecommunications).
Suppliers of goods and services	Those who require access to the road reserve for the provision and delivery of goods and services.
State & Federal	Periodically provide support funding to assist with management of the

ROAD MANAGEMENT PLAN (RMP)

Government Departments	network.
Council's insurer	Insurance and risk management issues. Advice with respect to public liability.



ROAD MANAGEMENT PLAN (RMP)

APPENDIX B - ROADS AND FOOTPATH DEFECT INSPECTIONS & CONDITION ASSESSMENTS

**Pro-active Inspections of Assets**

The following routine hazard inspection are undertaken to identify hazards and defects that require treatment in accordance with the standards Council has set down in its RMP for all Urban and Rural areas.

**Rural and Urban roads**

Road Management Plan Inspection Services	Asset Type	Elements	Inspection Frequency	Performance Target
Hazard Inspection- Link Roads	Urban/Rural	➤ Wearing course and pavements	3 times per year	90%
Hazard Inspection - Collector Roads	Urban/Rural	➤ Kerb and channel ➤ Drainage pits	2 times per year	90%
Hazard Inspection - Access Roads	Urban/Rural	➤ Guardrail ➤ Wire rope Barriers	Every 2 years	90%
Hazard Inspection – Sealed laneways	Urban/Rural	➤ Unsealed shoulders ➤ Open drain functionality ➤ Signs and roadside furniture ➤ Line marking and delineation	Once a year	90%
Hazard Inspection – Unsealed Roads	Urban/Rural	➤ Pavement ➤ Guardrail ➤ Open drain functionality ➤ Signs and roadside furniture	2 times per year	90%
Hazard Inspection - Commercial Car Parks	Urban/Rural	➤ Footpaths ➤ Line marking ➤ Furniture and signs	2 times per year	90%

**Footpaths**

Road Management Plan Inspection Services	Asset Type	Elements	Inspection Frequency	Performance Target
Hazard Inspection - Footpaths	Concrete, pavers, asphalt, unsealed	➤ Steps ➤ Cracking ➤ Tree root displacement ➤ Pavement	Every 2 years	90%

## ROAD MANAGEMENT PLAN (RMP)

**Traffic and Pedestrian Signals**

Road Management Plan Inspection Services	Asset Type	Elements	Inspection Frequency	Performance Target
Traffic and Pedestrian Signals	All	➤ Operational maintenance	3 times a year	90%

**Bridges and Major Culverts**

Road Management Plan Inspection Services	Asset Type	Elements	Inspection Frequency	Performance Target
Bridges and Major Culverts – Department of Transport Level 1 Inspection	All	<ul style="list-style-type: none"> <li>➤ Physical components</li> <li>➤ Associated infrastructure</li> </ul>	Once a year	90%

**Activity Centres**

Road Management Plan Inspection Services	Asset Type	Elements	Inspection Frequency	Performance Target
Hazard Inspection – Neighbourhood & Local Activity Centres	All	<ul style="list-style-type: none"> <li>➤ Footpaths</li> <li>➤ Obstructions</li> <li>➤ Line marking</li> <li>➤ Furniture and signs</li> </ul>	2 times per year	90%

## ROAD MANAGEMENT PLAN (RMP)

**Condition Assessments**

The following condition assessments are undertaken to identify deficiencies in the structural integrity and overall presentation of the road and associated road infrastructure.

Condition Assessment and other Inspection	Asset Type	Inspection Interval	Performance Target
Condition Assessment – Link Roads	Urban/Rural	Once in 4 years	90%
Condition Assessment – Collector Roads	Urban/Rural	Once in 4 years	90%
Condition Assessment – Access Roads	Urban/Rural	Once in 4 years	90%
Condition Assessment – Unsealed Roads	All	2 times per year	90%
Condition Assessment – Car Parks	Commercial	Once in 4 years	90%
Condition Assessment – Footpaths	Asphalt	Once in 4 Years	90%
Condition Assessment – Bridges (Department of Transport Level 2 Inspections)	Road and Pedestrian	Once in 3 years	90%

ROAD MANAGEMENT PLAN (RMP)

APPENDIX C – ROADS AND FOOTPATHS INTERVENTION LEVELS

Manningham Council roads and footpath are divided in to three categories depending on nature of work.

Category 1	Category 2	Category 3
10 days	15 days	30 days

The Objective of setting Roads and Footpath intervention levels are:

- To ensure public safety – achieved by undertaking regular scheduled inspections and being responsive to hazard notification.
- Protect road and footpath infrastructure assets – achieved by undertaking regular scheduled inspections and developing planned maintenance activities and repairs to avoid or minimise impairment to the benefit highest and best use potential. This is essential for the delivery of road transport service and footpaths at the lowest to the community.
- To ensure an appropriate level of statutory protection against civil liability claims based on available Council resources.

**Technical levels of service – Intervention Levels (Roads)**

The technical Levels of Service, which are alternatively known as Operational Levels of Service, apply to activities related to repairing roads, footpaths and other associated infrastructure, so that they provide the intended life and service to the community.

Operational Activity	Rectification Activity	Intervention Level	Primary Response Time (Inspect and determine appropriate action within specified timeframe)				Performance Target
			Response times indicated in business days				
			Link & Collector Roads	Access Roads	Car Parks	Right of ways	
Potholes (sealed road)	Repair Potholes in the road surface	When Pothole Exceeds 100mm in depth and/or 300mm in diameter.	10 days	15 days	15 days	15 days	90%
Edge drop onto unsealed shoulder	Repair pothole in the road shoulder	When the drop from traffic lane to shoulder exceeds 100mm over a 20m length.	10 days	10 days	n/a	n/a	90%
Unsealed road	Repair failure and deformation of the pavement	When rutting, potholing and corrugations exceed 100mm in depth over 20% of the road.	n/a	10 days	10 days	n/a	90%



ROAD MANAGEMENT PLAN (RMP)

Kerb and channel, culverts and open drains	Maintain drains which run generally parallel to the road or adjacent to the road and drain water from the road surface	Ponding or overflow of water >100mm deep that affects the operation or use of the roadway or pathway.	10 days	15 days	15 days	n/a	90%
Drainage pits	Repair and maintenance of pit lids and surrounds.	Damaged, missing pit lids, surrounds or grates in pedestrian areas or traffic lanes.	10 days	10 days	10 days	10 days	90%
Warning and Regulatory signs	Replace or repair illegible or missing regulatory and warning signs.	Missing, illegible, damaged, and misleading making them substantially ineffective.	10 days	15 days	15 days	15 days	90%
Guardrail, safety barriers and pedestrian fencing	Realign, repair or replace guardrail and associated hardware.	Defective, damaged or missing guardrail, safety barriers or pedestrian fencing.	10 days	15 days	15 days	15 days	90%
Guide Posts	Replacement of broken and missing guide posts.	Damaged, worn, or missing at critical locations.	10 days	15 days	15 days	15 days	90%
Road Markings	Replacement of all lines and pavement markings on sealed surfaces.	Missing, illegible or misleading making them substantially ineffective.	10 days	15 days	20 days	20 days	90%
Council Managed Traffic and Pedestrian Signals	Replacement and repairing of signals.	All faults and defects as defined by the service specification.	1 day	1 day	1 day	n/a	90%

**Technical levels of service – Interventional Levels (Footpaths)**

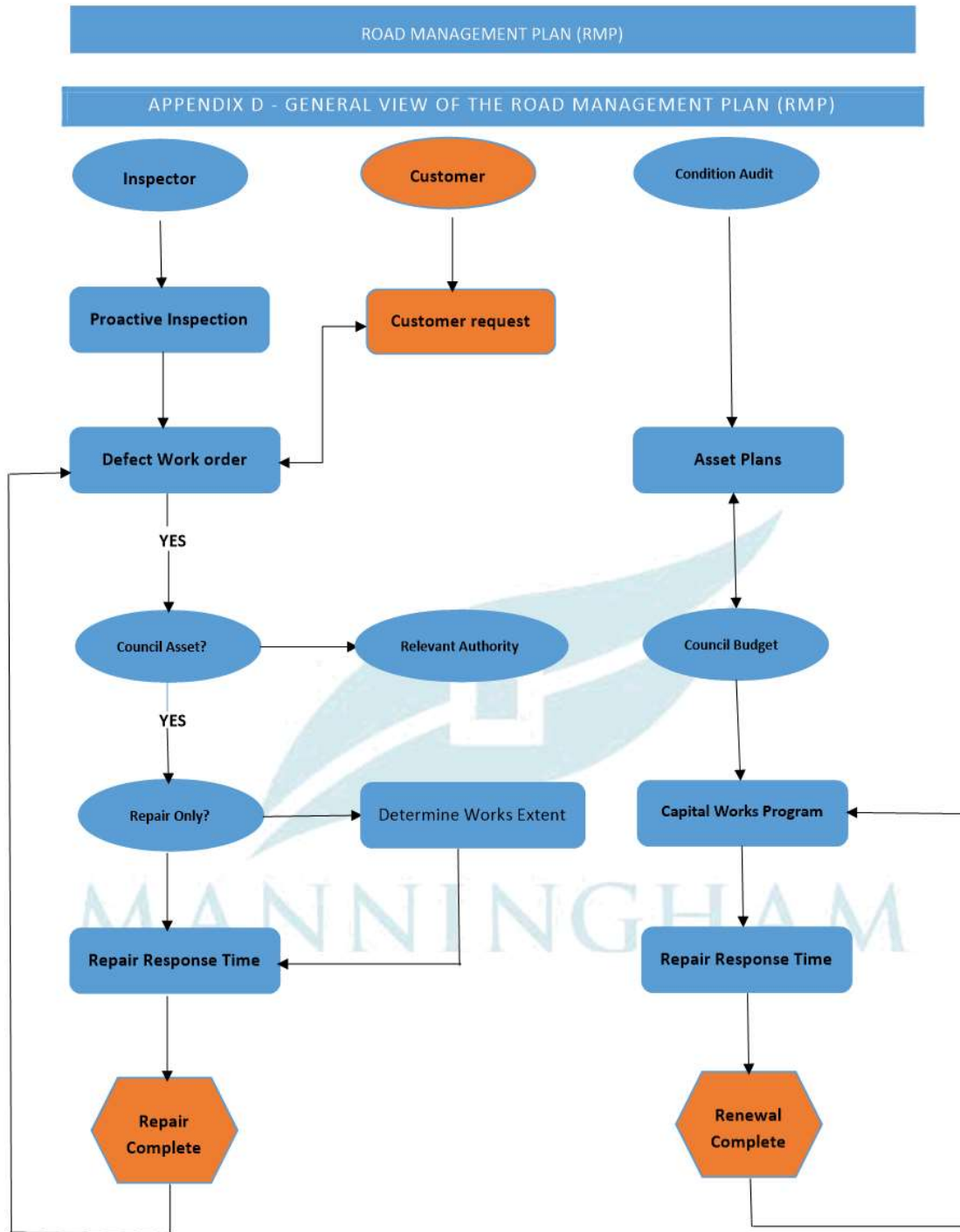
All footpaths, shared paths and bicycle lanes within the road reserve for which the Manningham Council is responsible shall be inspected at the frequencies described in the following table;

Category 1	Category 2	Category 3
10 days	15 days	30 days

ROAD MANAGEMENT PLAN (RMP)

Please Note: Shared routes within the road reserve are included in the Public Road Register, and are inspected in the same manner as Category 1 pedestrians. Shared routes in parks and reserves are not included in the RMP and are governed by Council’s open space asset management plan.

Operational Activity	Rectification Activity	Intervention Level	Primary Response Time (Inspect and determine appropriate action within specified timeframe)			Performance Target
			Response times indicated in business days			
			High Activity	Medium Activity	Low Activity	
Concrete footpaths and bicycle/shared paths	Repair and rectify pedestrian area with displacement.	Vertical displacement ≥ 25mm	10 days	15 days	30 days	90%
Asphalt footpaths and bicycle/shared paths	Repair and rectify pedestrian area with displacement.	Vertical displacement ≥ 25mm	10 days	15 days	30 days	90%
Brick and paver footpaths	Repair and rectify displacement and/or missing pavers.	Vertical displacement ≥ 25mm and/or Missing pavers	10 days	15 days	30 days	90%
Crushed rock and gravel footpaths	Repair and rectify potholing/corrugations.	When rutting, potholing and corrugations exceed 50mm depth over more than 50% of the path width.	10 days	15 days	30 days	90%



Customer Request/Inspection Management Process

## ROAD MANAGEMENT PLAN (RMP)

## APPENDIX E – GLOSSARY OF TERMS

**Condition Inspection.** An inspection specifically to identify deficiencies in the structural integrity of road infrastructure assets rather than immediate, visible defects. A condition inspection enables Council to calculate the remaining useful life of the asset. A road pavement, for example, may have no defects which require repair but at the same time have little remaining life. Condition assessments are used in the process of prioritising longer term maintenance / renewal work, not immediate repair of defects.

**Defect** means a localised failure or imperfection in an asset. Examples are a pothole in a road surface or a crack in the surface of a concrete pathway. Defects may be below the specified intervention level for the type of defect in the particular type of asset or may have reached the intervention level. Defect does not include the design of the asset or the construction of an asset in accordance with the design whether or not such design is of a type currently used or allowed by Council and whether or not such design could be said to be deficit compared to current designs.

**Defect Inspection.** An inspection undertaken in accordance with a formal inspection schedule (as set out in Appendix B - Roads and Footpaths Defect Inspections and Condition Assessments), to determine if an asset has reached an intervention level specified in this RMP.

**Defect Inspection, Reactive.** A reactive defect inspection is a defect inspection in response, for example, to a report by a member of the public or Council employee or contractor. It is conducted in order to ascertain whether the asset in question is the responsibility of Council, whether a defect exists and, if so, whether it has reached an intervention level specified in this Plan.

**Emergency Inspection** is a reactive defect inspection where the person reporting the defect indicates that the defect presents an immediate threat of personal injury or property damage to members of the public or the blocking of traffic on a road which is classified in the Register as a link or collector road.

**Emergency Works** means works required in respect of a defect that presents an immediate threat of personal injury or property damage to members of the public or the blocking of traffic on a link, collector or access road.

**Infrastructure manager** means either the responsible road authority under section 37 of the Act, or the person or body that is responsible for the provision, installation, maintenance or operation of the non-road infrastructure;

**Intervention Action** means any action to conduct a repair.

**Intervention Level** means the level at which the standards set out in this RMP require intervention action to be taken.

**Maintenance** is used in this RMP to refer to the process of renewal of an asset as distinct from repair of specific defects. Maintenance is generally carried out under cyclical longer term programs rather than within the shorter time frames allocated to defects.

**Pathway** means a footpath, shared path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path, which has not been constructed by a responsible road authority; or which connects to other land;

*Examples:*

- A footpath or shared path constructed on a road reserve by a responsible road authority for use by the general public would be a pathway.

## ROAD MANAGEMENT PLAN (RMP)

- A foot trodden track over roadside land or a path that connects from a roadway or footpath to privately owned land would not be a pathway.

**Repair** means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including:

- (a) reinstating a road to its former standard following works to install any infrastructure;
- (b) reinstating a road to its former standard following deterioration or damage; and
- (c) providing a warning to road users of a defect in a roadway, pathway or road-related infrastructure - but does not include the upgrading of a roadway, pathway or road-related infrastructure.

*Examples:*

- Filling in a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.

**Response Time** is the time in which the standards set out in this Plan require intervention action to be taken.

**Road Pavement** refers to that part of a road which is sealed and intended for the use of motor and other vehicles.

**Road-related infrastructure** means infrastructure which is installed by the relevant road authority (Council) for road-related purposes to:

- (a) facilitate the operation or use of the roadway or pathway; or
- (b) support or protect the roadway or pathway;

*Examples:*

- A traffic control sign, traffic light, road drain or embankment would be road-related infrastructure.

- A noise wall, gate, post or board installed on the road reserve by the relevant road authority for road-related purposes would be road-related infrastructure.

**Road Register** means the list of local roads and ancillary areas contained in Council's Register of Public Roads ("Register") to which this RMP applies.

**Road Reserve** means all of the area of land that is within the boundaries of a road.

**Roadside** is any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.

**Roadway** means:

- (a) in the case of a public road, the area of the public road that is open to or used by members of the public and is developed by a road authority for the driving or riding of motor vehicles;
- (b) in the case of any other road, the area of the road within the meaning of "road" in section 3(1) of the Road Safety Act 1986, but does not include a driveway providing access to the public road or other road from adjoining land;

**Vehicle crossing** means the driveway and pathway which connects from a roadway or pathway on a road to other land.

## ROAD MANAGEMENT PLAN (RMP)

## APPENDIX F – SUMMARY OF PROPOSED AMENDMENTS TO INTERVENTION LEVELS

The below table has been included to highlight the proposed changes to existing Response Times in the revised Road Management Plan. The proposed changes have been proposed to better align with similar nearby councils and their Road Management Plans, while ensuring that the Response Times proposed are achievable and realistic.

Operational Activity	Response Time Category	Current Response Time	Proposed Response Time
Potholes (sealed road)	Link and Collector Roads	5 days	10 days
Kerb and channel, culverts and open drains	Link and Collector Roads	5 days	10 days
Drainage pits	All categories	5 days	10 days
Warning and regulatory signage	Link and Collector Roads	5 days	10 days
Warning and regulatory signage	All other categories	5 days	15 days
Guardrail, safety barriers and pedestrian fencing	Access roads, car parks and laneways	10 days	15 days
Guide posts	Access roads, car parks and laneways	10 days	15 days
Concrete footpaths and bicycle/shared paths	High Activity	5 days	10 days
Asphalt footpaths and bicycle/shared paths	High Activity	5 days	10 days
Brick and paver footpaths	High Activity	5 days	10 days
Crushed rock and gravel footpaths	High Activity	5 days	10 days

## 12 SHARED SERVICES

### 12.1 Procurement Policy review under the Local Government Act 2020

File Number: IN21/430  
Responsible Director: Director Shared Services  
Attachments: 1 Proposed Key Changes [↓](#)  
2 Draft Procurement Policy [↓](#)

#### EXECUTIVE SUMMARY

The *Local Government Act 2020 (LGA 2020)* was proclaimed in March 2020. The *LGA 2020* requires each council to:

- Prepare and adopt a procurement policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services and carrying out of works by the Council; and
- Review its Procurement Policy at least once during each four-year term of the Council.

This Policy was developed collaboratively with the Eastern Regional Group (ERG) and consulted with Northern Council Alliance (NCA) to facilitate consistent procurement processes. An independent review by Pitcher Partners was undertaken post an extensive internal consultation process with subject matter experts and key stakeholders.

The key changes and enhancements to the Policy include the following:

- Procurement thresholds
- Exemptions from tendering process
- Delegation of authority
- Engagement of the local business
- Sustainable procurement
- Contract management and quality control
- Collaboration (enhanced and emphasised).

Attachment 1 details these changes, in the context of the current Policy.

The proposed changes and enhancements to the Policy were presented to SBS on 15 June and 17 August 2021, and to the Audit and Risk Committee (ARC) on 16 July 2021. All comments and feedback from the members of SBS and the ARC have been incorporated in the attached Draft Policy.

#### COUNCIL RESOLUTION

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR TOMAS LIGHTBODY**

**That Council adopts the Procurement Policy as shown at Attachment 2.**

**CARRIED UNANIMOUSLY**

## 1. BACKGROUND

- 1.1 *Section 108 of LGA 2020* states that a Council must adopt the first Procurement Policy under this section within six months of the commencement of this section (commencement date is 1 July 2021).
- 1.2 Until Council adopts its new Procurement Policy, its existing Procurement Policy and the tender thresholds continue to apply.
- 1.3 There is general alignment between the *Local Government Act 1989 (LGA 1989)* and *LGA 2020* in terms of the fundamental procurement practice principles.
- 1.4 Significantly, the *LGA 2020* does not specify thresholds governing when a public tender for the procurement of goods, services or works must be conducted. Section 108(3) requires Council to set its own thresholds, subject only to the condition that the threshold does not exceed the value prescribed by regulation. There are currently no regulations that prescribe a limit on tendering thresholds.
- 1.5 So, there will be a significant shift in the way that procurement requirements are to be measured. Instead of strictly complying with mandated statutory thresholds and requirements, as is the case under the *LGA 1989*, councils will be obliged to comply with thresholds and criteria that they will set for themselves.

## 2. DISCUSSION / ISSUE

- 2.1 Manningham has been working in collaboration with five other councils in the Eastern Region Group (ERG) and in consultation with councils in Northern Council Alliances with an aim to establish common grounds, consistency and emerging themes.
- 2.2 Other than being compliant with the *LGA 2020* and the Preface of the New Best Practice Guidelines by Local Government Victoria, considerations have been given during the process of the Policy development, including:
  - Any procurement and contracts related audit recommendations by legislative bodies such as Victoria Auditor-General's Office and Ombudsman
  - Recommendations made by the ARC and Council's Internal Auditors
  - Council's Strategic Initiatives and Objectives, such as supporting local businesses and other social and environmental goals
  - Feedback from stakeholders.
- 2.3 The development of this Procurement Policy (the Policy) has been in close consultation with the subject matter experts and key stakeholders. Their feedback and insights have been incorporated into the new Policy. In addition, Council's Internal Auditors' views were sought.
- 2.4 The Policy demonstrates that Council upholds an environment that is conducive to good governance, including the establishment of processes with well-defined and implemented roles and responsibilities, which fosters effective decision-making processes and reflects transparency and accountability.
- 2.5 Upon adoption, the Procurement Policy under the *LGA 2020* is effective on 1 September 2021.



**What has changed?**

2.6 What has changed legislatively, is mainly that a Council is now autonomous in setting thresholds and defining the processes and procedures to apply to a procurement.

2.7 The details of the key changes and enhancements are listed in Attachment 1.

**3. COUNCIL PLAN / STRATEGY**

3.1 The achievement of efficient and effective procurement practices plays a key role in the success of the delivery of the Council Plan.

**4. IMPACTS AND IMPLICATIONS**

4.1 The achievement of efficient and effective procurement practices will contribute to:

- Fulfilling Council's legal obligations under the *LGA 2020* and other legislation;
- Assisting in advancing Council's objectives including sustainability, social, environmental and economic objectives; and
- Demonstrating accountability to ratepayers.

**5. IMPLEMENTATION**

5.1 Finance / Resource Implications

There are no financial or resource implications.

5.2 Communication and Engagement

The attached Procurement Policy was developed in collaboration with the Eastern Regional Councils and the Northern Council Alliance.

It was considered in close consultation with subject matter experts and key stakeholders.

A status update on the development of this Policy was provided to the Audit and Risk Committee Meetings in May and July 2021. Feedback was also received from Council's Internal Auditors.

5.3 Timelines

The draft Procurement Policy is scheduled to be considered for adoption by Council on 24 August 2021.

**6. DECLARATIONS OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

The layout of the new Policy [D21/27683](#) and the current Policy [POL/517](#) with Contents Table in comparison shown below:

Table of Contents	Current	Contents	New
1 PURPOSE.....	3	I. PROCUREMENT POLICY .....	6
2 POLICY STATEMENT.....	3	A. Overview.....	6
2.1 Best Value .....	3	B. Scope.....	6
2.2 Procurement Ethics .....	3	C. Objectives.....	6
2.3 Procurement Principles.....	4	1 POLICY COMPLIANCE AND CONTROL .....	7
2.4 Procurement and Contract Management Framework.....	4	1.1 Ethics and Probity .....	7
2.5 Training .....	4	1.2 Governance.....	9
2.6 Procurement Planning.....	4	1.3 Internal Controls and Compliance Management .....	10
2.7 Risk Management .....	5	2 PROCUREMENT THRESHOLDS AND METHODOLOGY .....	11
2.8 Goods and Services Tax .....	5	2.1 Procurement Thresholds .....	11
2.9 Dual Authorisation of Expenditure .....	5	2.2 Cumulative Spend.....	12
2.10 Expenditure Authority Limits .....	6	2.3 Exemptions from Seeking Minimum Three Quotations .....	13
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Purchases Below the Tendering Threshold.....	9	5.1 Treatment of GST.....	19
Purchases above the Tendering Threshold.....	9	5.2 Procurement and Contract Management Framework.....	19
2.16 In-Kind Contributions .....	9	5.3 Public Tender Requirements .....	19
2.17 Sustainable Procurement Considerations.....	10	5.4 Probity Plan.....	19
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2.19 Negotiation and Value Management .....	11	5.6 Risk Management .....	20
2.20 Probity Audit Plan.....	11	5.7 Contract Management and Quality Control .....	20
2.21 Probity Advisor and Probity Auditor.....	11	5.8 Dispute Resolution .....	20
3 SCOPE OF POLICY .....	12	5.9 Contract Variations.....	20
4 RESPONSIBILITY .....	12	5.10 Managing Suppliers .....	20
5 DEFINITIONS.....	13	5.11 Supply Market Development.....	21
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**Key changes and enhancements:**

Clause No.	Name of the Clause	Nature of the Change	Current Policy 2020 Version	New Policy 2021-2025
n/a	Definitions and Abbreviations	Insertion		Clear definition on the technical terminologies used in the Policy
1	Overview Scope Objectives	Insertion		<ul style="list-style-type: none"> <li>• Provide the context</li> <li>• Clear definition on the scope</li> <li>• Detailed objectives of the Policy</li> </ul>
1	POLICY COMPLIANCE AND CONTROL	Insertion	Not as a distinct section	<p>Newly created section containing:</p> <ul style="list-style-type: none"> <li>• Ethics and Probity</li> <li>• Governance</li> <li>• Internal Controls and Compliance Management</li> </ul> <p>With details covering:</p> <ul style="list-style-type: none"> <li>• Conduct of Councilors and Staff</li> <li>• Conduct of Suppliers</li> <li>• Conflict of Interest</li> <li>• Probity, Accountability and Transparency</li> <li>• Gifts and Benefits</li> <li>• Complaints and Reporting</li> <li>• Disclosure of Information</li> <li>• Procurement Principles, Methods, etc.</li> </ul>

2	PROCUREMENT THRESHOLDS AND METHODOLOGY	Updated and Enhanced	<ul style="list-style-type: none"> <li>Tendering Threshold: Services \$150K, Works \$200K</li> </ul>	<ul style="list-style-type: none"> <li>Tendering threshold is changed to \$250K for all</li> <li>Emphasis on local business engagement</li> <li>“Cumulative Spend” is articulated</li> <li>Exemptions from Seeking Minimum Three Quotes process reviewed and streamlined</li> <li>Insertion of the “Exemptions from Tendering”</li> </ul>																												
3	DELEGATION OF AUTHORITY	Updated	<table border="1" data-bbox="837 531 1182 715"> <thead> <tr> <th>Council Officer</th> <th>Authority Limit</th> </tr> </thead> <tbody> <tr> <td>Purchasing Officer</td> <td>\$2,000</td> </tr> <tr> <td>Coordinator</td> <td>\$15,000</td> </tr> <tr> <td>Service Unit Manager</td> <td>\$75,000</td> </tr> <tr> <td>Group Manager</td> <td>\$120,000</td> </tr> <tr> <td>Director</td> <td>\$150,000</td> </tr> <tr> <td>Director City Services</td> <td>\$200,000</td> </tr> <tr> <td>Chief Executive Officer</td> <td>\$5,000,000</td> </tr> </tbody> </table>	Council Officer	Authority Limit	Purchasing Officer	\$2,000	Coordinator	\$15,000	Service Unit Manager	\$75,000	Group Manager	\$120,000	Director	\$150,000	Director City Services	\$200,000	Chief Executive Officer	\$5,000,000	<p>Delegation for all levels up to CEO are increased. This is designed for greater empowerment and reduce the time CEO has to spend on procurement and contract management activities.</p> <table border="1" data-bbox="1218 635 1749 842"> <thead> <tr> <th>Manningham Council Officer</th> <th>Authority Limit</th> </tr> </thead> <tbody> <tr> <td>Coordinators</td> <td>\$15,000</td> </tr> <tr> <td>Service Unit Manager</td> <td>\$150,000</td> </tr> <tr> <td>Group Manager</td> <td>\$250,000</td> </tr> <tr> <td>Director</td> <td>\$500,000</td> </tr> <tr> <td>Chief Executive Officer</td> <td>\$5,000,000</td> </tr> </tbody> </table>	Manningham Council Officer	Authority Limit	Coordinators	\$15,000	Service Unit Manager	\$150,000	Group Manager	\$250,000	Director	\$500,000	Chief Executive Officer	\$5,000,000
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4	DEMONSTRATE SUSTAINED VALUE	Enhanced and Focused		<ul style="list-style-type: none"> <li>Emphasis on supporting local businesses</li> <li>Objectives and Principles of Social, Environmental and Economical Sustainability</li> </ul> <p>During the discussion, the proposal on developing a Sustainable Procurement Strategy will be explored.</p>																												
5	FRAMEWORK	Streamlined and enhanced	Embedded in different parts of the Policy	<p>Consolidated information on:</p> <ul style="list-style-type: none"> <li>Council’s Procurement and Contract Management Framework (PCMF)</li> <li>Training requirement</li> <li>Public Tender Requirements</li> <li>Probity Plan</li> <li>Shortlisting and Negotiations</li> </ul>																												

				<ul style="list-style-type: none"><li>• Contract Management and Quality Control (New addition)</li><li>• Dispute Resolution</li><li>• Contract Variations (new addition)</li><li>• Build and Maintain Supply Relationships (new addition)</li><li>• Collaborative Procurement (emphasized)</li></ul>
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# Policy Register

## PROCUREMENT POLICY

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Policy Classification	- <b>Procurement and Contracts</b>
Policy N°	- <b>POL/517</b>
Policy Status	- <b>Current</b>
Responsible Service Unit	- <b>Procurement and Contracts</b>
Authorised by	- <b>Council</b>
Date Adopted	- <b>24 August 2021 (pending)</b>
Next Review Date	- <b>August 2025</b>

*This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).*

*New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Governance Services following the approval of the policy by Council or the EMT.*

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## Definitions and Abbreviations

Term	Definition
Act	<a href="#">Local Government Act 2020</a> .
Collaborative Procurement Arrangement	A Tender or Contract established by the Manningham Council, government or a nominated agent, such as Procurement Australasia, Municipal Association of Victoria (MAV), Eastern Region Group of Councils or local government entity, which aims to achieve better value by leveraging the combined economies of scale provided by multiple participants..
Confidential Information	Information that is confidential and, if released, may prejudice the business dealings or commercial interests of Manningham Council or another party, e.g. prices, discounts, rebates, profits, methodologies and process information, etc.
Contract	An agreement between an external party and an authorised person on behalf of Manningham Council to perform or not perform specific act(s), that is enforceable in law. A Contract may be verbal or written or inferred by conduct.
Contract Management	The process that ensures all parties to a Contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the Contract objectives and provide Value For Money.
Corporate Credit Cards	Credit cards issued by Manningham Council to employees that let them charge their authorized business expenses, in line with relevant policies and procedures.
Council	The elected body of 9 councillors.
Councillors	Council's elected representatives (the Mayor and Councillors) or Administrator(s) appointed to act in this capacity.
Council Staff	Includes all Council officers, temporary employees, contractors, volunteers and consultants while engaged by Manningham Council.
Eastern Regional Group (ERG)	The ERG comprises of 6 Councils including the metropolitan Councils of Knox, Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges
Expression of Interest	An Expression of Interest is to gauge interest in tendering. It's an approach to market for organisations or individuals to express an interest in providing particular goods, services or works.
Indigenous Business	As per <a href="#">Supply Nation</a> 's definition, an Indigenous Business is one that is at least 50% owned by an Aboriginal or Torres Strait Islands person(s). Supply Nation: a non-profit organisation that aims to grow the Aboriginal and Torres Strait Islander business sector through the promotion of supplier diversity in Australia
Local Business	A commercial business with an operational premises that is physically located primarily within Manningham Municipality or has its supply chain (material or labour) within the municipality, then broadening to the municipal borders of the 6 Eastern Regional Councils.



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Term	Definition
Manningham Council	The entire Manningham City Council organisation, including Councillors and Council Staff.
Northern Councils Alliance (NCA)	The Councils of Banyule, Darebin, Hume, Mitchell Shire Council, Moreland, Nillumbik Shire and Whittlesea.
PCMF	Council's online Procurement and Contract Management Framework (PCMF), which prescribes the processes, templates and guidelines for all stages of the end-to-end Procurement and Contract Management lifecycle.
Probity	In the context of a Procurement process, Probity is a management of defensible process which ensures: <ul style="list-style-type: none"> <li>• compliance with legal obligations;</li> <li>• a fair, impartial and accountable process;</li> <li>• the appropriate management of any conflict of interests;</li> <li>• a transparent process, subject to any confidentiality obligations, and</li> <li>• is able to withstand internal and external scrutiny.</li> </ul>
Probity Advisor	A Probity Advisor is involved in providing advice on issues which may arise, together with advice on strategies to overcome potential problems.
Probity Auditor	A Probity Auditor's role is more generally confined to reviewing all processes and documentation throughout the Tender process and reporting to Council or the CEO after the end of the process.
Probity Plan	A Probity Plan is an important tool which ensures all probity issues associated with a Tender Process are considered, documented and addressed prior to the start of the Tender Process and may cover some or all the following: <ul style="list-style-type: none"> <li>• description of the procurement;</li> <li>• the decision-making process for the procurement;</li> <li>• management of any conflicts of interest;</li> <li>• security and confidentiality of information;</li> <li>• communication with tenderers;</li> <li>• record keeping;</li> <li>• evaluation plan, evaluation criteria and measures.</li> </ul>
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service Contract.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.

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Term	Definition
Tender Process	The process of inviting parties from either a select list or via public advertisement to submit an offer by Tender followed by evaluation of submissions and selection of a successful bidder in accordance with pre-determined evaluation criteria.
Total Contract Sum	<p>The potential total value of the Contract including:</p> <ul style="list-style-type: none"> <li>• costs for the full term of the Contract, including any options for either party to extend the Contract, and where there will be more than one purchase from the same supplier for the same type of goods or services, the total of the expected purchases, not the value of each individual transaction;</li> <li>• applicable goods and services tax (GST), and</li> <li>• anticipated contingency allowances or variations, and</li> <li>• all other known, anticipated and reasonably foreseeable costs charged to Manningham Council</li> </ul>
Value For Money	<p>Value For Money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:</p> <ul style="list-style-type: none"> <li>• Contribution to the advancement of Manningham Council's corporate strategies and priorities, including the Council Plan, Health and Wellbeing Strategy and other adopted policies;</li> <li>• Non-cost factors such as fit for purpose, quality, service and support, and</li> <li>• Cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li> </ul>

## I. PROCUREMENT POLICY

### A. Overview

This Procurement Policy is made under Section 108 of the [Local Government Act 2020 \(the Act\)](#). The Act requires each council to:

- prepare and adopt a Procurement policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services and carrying out of works by the Council, and
- review its Procurement Policy at least once during each 4-year term of the Council.

This Policy has been developed collaboratively by the Eastern Regional Group (ERG) and consulted with Northern Council Alliance (NCA) with a view to facilitating consistent Procurement processes.

### B. Scope

This Policy applies to all contracting and Procurement activities at the Manningham Council and is therefore applicable to Councillors and Manningham Council Staff.

It is recognised this will enhance achievement of the Manningham Council's objectives such as sustainable Procurement, supporting local economies and obtaining Value for Money, leading to a better result in the provision of services for the community.

This Procurement Policy provides direction on the conduct of Procurement activities throughout the sourcing, management and close-out phases. It also covers the general Procurement framework but does not extend to the related accounts payable processes.

The Manningham Council must comply with this Procurement Policy before entering into a Contract for the purchase of goods or services or the carrying out of works.

### C. Objectives

The Procurement Policy will adhere to the requirements of S108 (2) of *the Act* and will:

- seek to promote open and fair competition and provide Value For Money;
- provide clear guidelines to the Manningham Council to allow consistency and control over Procurement activities;
- demonstrate accountability to ratepayers;
- provide guidance on ethical behaviour in public sector Procurement;
- demonstrate the application of best practice in Procurement activities;
- demonstrate the consideration of Sustainability in Procurement with respect to social, economic and environmental factors;
- increase the probability of obtaining the best outcome for the municipal community when procuring goods and services, and
- seek to undertake collaborative Procurement in accordance with Section 5.12

These objectives will be achieved by requiring that the Manningham Council's Procurement and Contract Management activities:

- support the Manningham Council's corporate strategies, aims and objectives;
- span the whole life cycle of an acquisition and take Sustainability considerations into account;
- achieve demonstrable Value for Money;

- are conducted, and demonstrate an impartial, fair and ethical manner;
- seek continual improvement through innovative and technological initiatives, and
- generate and support Local Business wherever practicable.

## 1 POLICY COMPLIANCE AND CONTROL

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### 1.1 Ethics and Probity

#### 1.1.1 Requirement

The Manningham Council's Procurement activities shall be performed in a transparent and ethical manner with demonstrated integrity, fairness and accountability that meets relevant legal requirements.

All Tender processes shall be conducted in accordance with the requirements of this Procurement Policy, all requirements in PCMF, and any relevant procedures, legislation, Australian Standards, and commercial law.

#### 1.1.2 Conduct of Councillors and Council Staff

Councillors and Manningham Council Staff shall at all times conduct themselves in ways that are in accordance with the Councillor Code of Conduct and the Employee Code of Conduct respectively, and will perform their duties ethically and with integrity.

#### 1.1.3 Conduct of Suppliers

Manningham Council commits to ethical, sustainable and socially responsible Procurement and expects its suppliers maintain the same values. Manningham Council's suppliers are expected to adhere to the Supplier Code of Conduct (being developed by LGV). When conducting business with or on behalf of Manningham Council, the minimum ethical standards in behaviour are expected of suppliers in the areas of:

- integrity, ethics, and conduct;
- conflict of interest, gifts, benefits, and hospitality;
- corporate governance;
- labour and human rights;
- health and safety, and
- environmental management.

Council's contractual documents should reflect the above expectations.

#### 1.1.4 Conflict of Interest

Councillors and members of Manningham Council Staff shall at all times avoid situations which may give rise to an actual, potential or perceived conflict of interest.

Manningham Council Staff involved in the Procurement and Contract Management activities, including preparing Tender documentation, writing Tender specifications, opening Tenders, participating in Tender evaluation panels, preparing a recommendation report, and awarding Tenders, must adhere to internal Conflict of Interest procedures and:

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- avoid conflicts of interest, whether material or general or actual, potential or perceived;
- all Manningham Council Staff participating in Tender evaluation panels must complete a Conflict of Interest declaration and declare any actual or perceived conflicts in line with Manningham Council's internal processes for reporting conflicts of interest, and
- observe prevailing Manningham Council or Local Government Victoria guidelines on how to prevent or deal with conflict of interest situations and not take advantage of any Tender related information whether or not for personal gain.

#### 1.1.5 Fair and Honest Dealing

All prospective contractors and suppliers must be treated impartially and afforded an equal opportunity to Tender or submit a quotation.

Any suspected improper conduct, including suspected fraud, corruption, substantial mismanagement of public resources, risk to public health and safety, risk to the environment, or detrimental action should be managed in accordance with Manningham Council's internal policies and processes and could lead to disciplinary action up to and including the termination of the employment. Any misconduct that is unlawful may also lead to criminal charges and/or civil action.

#### 1.1.6 Probity, Accountability and Transparency

Accountability in Procurement means being able to justify and provide evidence of the process followed. An independent third party must be able to see clearly that a process has been followed and that the process was fair, reasonable and transparent.

Manningham Council Staff must be able to account for all Procurement decisions and ensure all Procurement activities leave an audit trail for monitoring and reporting purposes.

#### 1.1.7 Gifts and Benefits

The acceptance of gifts or benefits (such as hospitality) from a supplier or prospective Tenderer may give rise to a conflict of interests or perceived conflict of interests.

A Councillor or members of Manningham Council Staff shall act in accordance with the Fraud and Corruption Policy, Councillor Gift Policy and Token Gift Policy.

A Councillor or members of Manningham Council Staff shall not seek or accept any inducements, gifts, benefits or hospitality from current or prospective suppliers during a Procurement or Tender process or in the performance of their duties for Manningham Council.

#### 1.1.8 Disclosure of Information

Confidential Information received by the Manningham Council must not be disclosed and is to be stored in a secure location.

Manningham Council will make every effort to maintain the confidentiality of information provided by existing and prospective suppliers to protect their commercial interests, particularly in relation to commercially sensitive material, including (but not limited to) prices, discounts, rebates, profit, methodology and intellectual property.

## Procurement Policy | POL/517

Councillors and members of Manningham Council Staff must not discuss existing, past, or proposed Procurement or Tender processes with external parties.

Discussion with potential suppliers during Tender evaluations should not go beyond the extent necessary to clarify what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

### 1.1.9 Complaints & Reporting Suspicious Activities

#### Complaints Handling

We encourage feedback as a valuable opportunity to review our policies, procedures and practices. We manage complaints about the quality of our actions, decisions made or service provided in line with our Complaints Policy as well as other relevant policies and legislation for specific types of complaints.

#### Reporting Suspicious Activities

All members of Manningham Council Staff, Councilors and Manningham Council suppliers are required at all times to act honestly and with integrity. Manningham Council is committed to protecting all revenue, expenditure and assets from any attempt to gain illegal benefits (financial or otherwise).

Manningham Council will take all reasonable steps to protect those who assist Manningham Council by providing information about suspected fraud. This will include confidentiality of identity and protection from harassment in accordance with the *Public Interest Disclosures Act 2013*, and Council's Public Interest Disclosure Procedures, which are available on the Council website.

Suspected improper conduct, offers of bribes, commissions and any other irregular approaches from existing or prospective suppliers and their associates will be investigated and reported in accordance with Manningham Council's policy and processes.

The CEO must notify IBAC of any matter they suspect on reasonable grounds to involve corrupt conduct occurring or having occurred in accordance with mandatory reporting requirements under the *Independent Broad-based Anti-Corruption Commission Act 2011*.

## 1.2 Governance

### 1.2.1 Procurement Principles

Manningham Council will apply the following fundamental best practice principles to Procurement, irrespective of the value and complexity of that Procurement:

- Value For Money
- Open and Fair competition
- Accountability
- Risk Management

- Probity and Transparency
- Sustainable and social Procurement objectives

#### 1.2.2 Methods

Manningham Council's Procurement activities shall be carried out in accordance with applicable professional standards, in accordance with best practice and in compliance with the Act and applicable policies and procedures listed in this Policy.

The Manningham Council's standard methods for procuring goods, services and works shall be by any of the following:

- purchase order following a quotation from suppliers for goods or services that represent best Value for Money under the Procurement thresholds set out in Section 2. An approved purchase order must be created prior to committing expenditure on behalf of Manningham Council for the provision of services, goods or works in accordance with the Manningham Council's Procurement thresholds and guidelines;
- under Contract following a quotation or Tender process;
- using Collaborative Procurement Arrangements;
- multi-stage Tenders commencing with an expression of interest (EOI) followed by a Tender process;
- under an exempted arrangement in line with the conditions in Section 2.3 and 2.4;
- corporate Credit Cards, and
- other arrangements as authorised by Manningham Council, or under appropriate delegated authority on a needs basis, or as required by abnormal circumstances such as emergencies.

#### 1.2.3 Dual Authorisation of Expenditure

All purchase orders and invoices for payment must have two officers approve each transaction. The final approving officer must have an expenditure authority limit that is equivalent to or higher than the purchase amount.

#### 1.2.4 Responsible Financial Management

The principle of responsible financial management shall be applied to all Procurement activities. Accordingly, to give effect to this principle, the availability of existing funds within an approved budget or source of funds shall be established prior to the commencement of any Procurement action for the supply of goods, services or works.

Manningham Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the Procurement process within an allocated budget, and without compromising any of the Procurement principles set out in this Policy.

### 1.3 Internal Controls and Compliance Management

The CEO will install and maintain a framework of internal controls over Procurement processes that will ensure:

- more than one person is involved in and responsible for the authorisation of a transaction from end to end;
- transparency in the Procurement process;

## Procurement Policy | POL/517

- a clearly documented audit trail exists for Procurement activities;
- appropriate authorisations are obtained and documented;
- systems are in place for appropriate monitoring and performance measurement, and
- a process is in place for escalation, where appropriate, of Procurement matters (including procedural non-compliance) to the Executive Leadership Team, the Audit and Risk Committees and Council.

Compliance will be monitored by the Manningham Council's Procurement Team and Risk Management Team, and minor issues identified will be addressed by Manningham Council Staff in leadership positions. Manningham Council conducts independent reviews of Procurement practices on a regular basis. Where required, serious compliance issues will be reported by the CEO, Audit and Risk Committee and Council.

In all cases, Manningham Council Staff are responsible for complying with the Policy. Non-compliance with the Policy may result in disciplinary action up to and including termination of employment. Any misconduct that is unlawful may also lead to criminal charges and/or civil action.

## 2 PROCUREMENT THRESHOLDS AND METHODOLOGY

### 2.1 Procurement Thresholds

Section 108 of *the Act* details that each Council will set the public Tender threshold circumstances when Tenders or expressions of interest for Contracts must be publicly invited.

Manningham Council will invite Tenders, proposals, quotes and expressions of interest from the supply market for goods, services, building and construction works in accordance with the thresholds listed in table below.

Total Contract Sum	Minimum Selection Method	Comments
Up to \$999.99	<ul style="list-style-type: none"> <li>• Obtain one verbal or written Quote</li> <li>• Where possible, seek quote from a Local Business whilst always ensuring Value For Money outcomes</li> </ul>	Purchase Order optional
\$1000 up to \$4,999.99	<ul style="list-style-type: none"> <li>• Obtain one written quote in any format</li> <li>• Where possible, seek quote from a Local Business whilst always ensuring Value For Money outcomes</li> </ul>	Purchase Order mandatory for all purchases \$1000 and over unless it is an exempt purchase (see Section 2.5)



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<p>\$5,000 to \$14,999.99</p>	<ul style="list-style-type: none"> <li>Obtain at least one written quote</li> <li>Where possible, seek quote(s) from Local Businesses whilst always ensuring Value For Money outcomes</li> </ul>	<p>PCMF Templates and Processes must be followed</p>
<p>\$15,000 to \$149,999.99</p>	<ul style="list-style-type: none"> <li>At least three written quotes are to be invited from suppliers who are considered able to meet the requirements.</li> <li>Where only one quote is received from those invited, Value for Money must be demonstrated.</li> <li>Where possible, seek quote(s) from Local Businesses whilst always ensuring Value For Money outcomes</li> </ul>	<p>PCMF Templates and Processes must be followed</p>
<p>\$150,000 to \$249,999.99</p>	<ul style="list-style-type: none"> <li>Undertake a formal Request for Quote process by following the PCMF process within Manningham Council's e-Tendering Portal.</li> <li>At least three written quotes are to be invited from suppliers who are considered able to meet the requirements.</li> <li>Where only one quote is received from those invited, Value for Money must be demonstrated.</li> <li>Where possible, seek quote(s) from Local Businesses whilst always ensuring Value For Money outcomes</li> </ul>	<p>The Procurement Unit to coordinate any purchases of \$150,000 and higher.</p>
<p>\$250,000 and over</p>	<p>A public Tender process is required for goods, services or works where Total Contract Sum is expected to exceed \$250,000.</p>	

When applying the procurement thresholds illustrated in the table above, the following must be strictly adhered to:

The Total Contract Sum, being the potential total value of the Contract including:

- costs for the full term of the Contract, including any options for either party to extend the Contract;

- applicable goods and services tax (GST);
- anticipated contingency allowances or variations, and
- all other known, anticipated and reasonably foreseeable costs charged to Manningham Council

## 2.2 Cumulative Spend

Care must be taken to ensure that Manningham Council complies with its Procurement obligations in circumstances in which cumulative purchase and subsequent payments are made to a single supplier, or to multiple suppliers in respect of similar goods, services or works, and the value of those payments meet or exceed the thresholds set out in this Policy.

Manningham Council should, wherever possible, leverage this cumulative spend, rather than treating each discrete arrangement as a separate Procurement, to achieve greater Value for Money. This might occur by bundling future transactions into one, more substantial Tender, which attracts more competitive pricing.

More guidance on cumulative spend can be found in PCMF.

### 2.2.1 Manningham Council must proactively identify opportunities for aggregation

The likely total cumulative value of a Procurement activity, or a category of activity for which there are a number of suppliers providing similar goods, services or works, must be considered during the planning phase of a Procurement.

If, during the planning phase for a proposed Procurement, an ongoing or recurring need is identified, and the foreseeable value of the Procurement activity is likely to meet or exceed the Tendering threshold set out in Section 2.1, Manningham Council must commence a public Tender process to ensure that Manningham Council achieves Value for Money.

### 2.2.2 Contract splitting prohibited

The length and value of a Contract must be determined in good faith and optimised having regard to Manningham Council's needs and the scope of the goods, services or works to be procured.

Under no circumstances are purchases or orders to be split so that the total value of the Procurement activity falls under the amount of the individual's authority level or so that the value falls under the applicable threshold.

## 2.3 Exemptions from Seeking Minimum Three Quotations

Manningham Council officers may seek exemptions from a minimum three quotes process, where one or more of the following circumstances apply (the circumstances must be documented):

- a) there is a sole supplier of a particular product or specialized service;
- b) where there is a technical requirement to integrate with an existing operating environment;
- c) the purchase involves the sole source of, or access to, particular intellectual property;
- d) the product, service or work is an extension of previous work undertaken by the supplier and the Manager/Group Manager/Director is satisfied that the background knowledge, site knowledge or capability to match the product justifies obtaining only one quotation and that the quotation is competitive;
- e) the purchase is for a matter of emergency, urgent public health, security or safety, and

- f) one of more circumstances listed in Section 2.4.

Manningham Council Officers wishing to access an exemption from quotation requirements must complete a Report Seeking Exclusion from Competitive Quote Form. These exemptions must be facilitated and endorsed by the Procurement Unit and approved by Directors and above. Upon approval of the exemption, the required workflow and templates in PCMF are to be followed.

#### 2.4 Exemptions from Tendering

The following circumstances potentially meet the criteria of applying for an exemption from the general Tender requirements. This exemption process, with the proposed alternative Procurement strategy must be facilitated and endorsed by the Procurement Service Unit and Executive Management Team prior to seeking approval from the CEO.

Upon approval of the exemption, the required workflow and templates in PCMF are to be followed.

Exemption Description	Explanation, limitations, responsibilities and approvals
1. A Contract made because of genuine emergency or disaster	<ul style="list-style-type: none"> <li>Where the Council or CEO has resolved that the Contract must be entered into because of a declared emergency or disaster.</li> </ul>
2. A Contract made with, or a purchase from a Contract made by, another government entity, government-owned entity or other approved third party	<ul style="list-style-type: none"> <li>This general exemption allows engagements with another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government where the Contracts were entered into by complying with the Act.</li> <li>Contracts and arrangements established by another government entity, local authority or local government council(s), Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA), Regional Waste Management Group, etc. and where such Contracts were entered into by undertaking a public Tender process.</li> </ul>
3. Proven Monopoly Market	<ul style="list-style-type: none"> <li>Statutory Compulsory Monopoly Insurance Schemes, such as Work Cover and motor vehicle compulsory third party</li> <li>Other statutory bodies, such as water, legislatively required services</li> <li>When supply of goods, services or works can only be sought from a monopoly supplier</li> </ul>

Exemption Description	Explanation, limitations, responsibilities and approvals
4. Professional services unsuitable for Tendering	<ul style="list-style-type: none"> <li>• Legal Services</li> <li>• The issuing of insurances (exclusive of insurance brokerage services)</li> </ul>
5. Select Tender from pre-qualified registers or panels by another government entity	<ul style="list-style-type: none"> <li>• Construction Supplier Register</li> <li>• Marketing Services Register</li> <li>• IT Infrastructure Register</li> <li>• E-services Register</li> </ul> <p>These are State Purchase Registers set up by Victorian State Government, details can be found on <a href="#">Buying for Victoria</a> website.</p>
6. Adverse effect on Value For Money or public interest	<ul style="list-style-type: none"> <li>• Where the Council or the CEO considers that the nature of the Procurement and the characteristics of the market are such that the public Tender process would lead to Manningham Council achieving lesser Value For Money or adverse effect on public interest</li> </ul>
7. Novated Contracts	<ul style="list-style-type: none"> <li>• Where the initial Contract was entered into in compliance with this Policy and appropriate due diligence has been undertaken in respect to the new party</li> </ul>

## 2.5 Exemptions from Raising Purchase Orders

The following expenditure types are exempt from the requirement to raise a purchase order (but they must still follow the Procurement Thresholds in Section 2.1 and existing authorisation operating procedures):

- where the value of the items at or below \$999.99 inclusive of GST;
- where a purchase is made using a Corporate Credit Cards, and
- where the transaction is one of the following types:
  - Staff salaries or wages;
  - Temporary staff;
  - Taxation;
  - Superannuation and WorkCover;
  - Payroll deductions;
  - Investments/term deposits;
  - Payments to statutory authorities including legislatively required audits such as VAGO;
  - Telephone rentals and charges;
  - Couriers;
  - Utilities;

- Half-cost fencing;
- Subscription, License (including IT License) and Membership renewals;
- Warranty renewals;
- Cab charges;
- Conferences, seminars and travel arrangements;
- Councillors and Mayoral allowances;
- Grants;
- Fees paid to committee members;
- Insurance Expenses, and
- Legal Expenses.

### 3 DELEGATION OF AUTHORITY

Delegations define the limitations within which Manningham Council Staff are permitted to commit Manningham Council expenditure for the Procurement of goods, services or works. The Instruments of Delegation allow specified Manningham Council Staff to undertake certain purchases, quotation, Tender and contractual processes under delegation. This enables the Manningham Council to conduct Procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Council and the Chief Executive Officer have delegated responsibilities relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotations and Tenders and for Contract Management activities.

Subject to consideration of the Total Contract Sum and cumulative spend (see Section 2.2), Manningham Council Officers may approve expenditure with the following limits:

Manningham Council Officer	Total Contract Sum
Coordinators	\$15,000
Service Unit Manager	\$150,000
Group Manager	\$250,000
Director	\$500,000
Chief Executive Officer	\$5,000,000

The Chief Executive Officer may approve additional sub-delegations to individual officers where operational circumstances require this authority however, any additional delegation must not exceed the Chief Executive Officer's authority.

### 4 DEMONSTRATE SUSTAINED VALUE

#### 4.1 Achieving Value For Money

##### 4.1.1 Requirement

The Manningham Council's Procurement activities will be carried out on the basis of obtaining Value for Money. Lowest price is not the sole determinant of Value for Money.

##### 4.1.2 Approach

This will be facilitated by:

- achieving continuous improvement in Procurement activity in accordance with the direction set out in PCMF;

- effective use of competition;
- using existing Manningham Council contractual arrangement or Collaborative Procurement Arrangements where appropriate;
- identifying and rectifying inefficiencies in Procurement processes;
- developing cost efficient quotation and Tender processes, and
- working with suppliers to create relationships that are professional, productive, and are appropriate to the value and importance of the goods, services and works being acquired.

#### 4.2 Sustainable Procurement

Sustainable Procurement involves decision making that has the most positive environmental, social and economic impacts possible across the entire lifecycle of goods, services and works. The United Nations Environment Programme defines sustainable Procurement as a “process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves Value for Money on a whole of life basis in terms of generating benefits not only the organisation, but also to society and the economy whilst minimising damage to the environment.”

Sustainability will be embedded in Manningham Council’s work. Manningham Council commits to applying the principles of Sustainability to all of its decision-making and activities.

Manningham Council demonstrates Sustainability in Procurement by:

- assessing the impact of its Procurement activities on society, the economy and the environment
- examining anticipated organisational, project and community needs;
- continually improving Sustainability specifications, practices and outcomes, and
- planning and undertaking Sustainability evaluations as part of contracting activities.

##### 4.2.1 Economic Sustainability (Buy Local)

###### 4.2.1.1 Objectives

Manningham Council’s economic sustainability approach aims to:

- achieve Value For Money on a Total Contract Sum basis, rather than just initial cost;
- consider broader life cycle impacts of products procured;
- source locally where possible, and
- build relationships with Local Businesses and encourage procuring from local suppliers to help build their capacity.

###### 4.2.1.2 Principles

Manningham Council is committed to Procurement that supports Local Business and economic diversity.

Where practicable and applicable Manningham Council will give preference to goods manufactured or produced in Australia and will actively seek quotations and Tenders from Local Businesses.

Manningham Council's economic procurement sustainability will be underpinned by the following principles:

- ensuring Value for Money (VFM) outcomes;
- ensuring open and effective competition, and development of competitive Local Business and industry;
- fostering innovation and emerging sectors, and
- considering life cycle costs.

#### 4.2.2 Environmental Sustainability

##### 4.2.2.1 Objectives

Manningham Council's environmental sustainability and approach aims to:

- improve energy efficiency, lead on renewable energy and reduce greenhouse gas emissions;
- protect and enhance the natural environment and biodiversity;
- improve water Sustainability;
- reduce air, water, land and soil pollution, and
- minimise the waste and increase use of recycled and sustainable products and materials to:
  - reduce demand for raw materials and non-renewable resources, and
  - close the loop on kerbside recycling.

##### 4.2.2.2 Principles

Where applicable Manningham Council will purchase goods, services and works that improve environmental sustainability, as outlined above, whenever they present an acceptable Value for Money outcome.

Manningham Council's environmental procurement will be underpinned by the following principles:

- considering a product or asset's lifecycle;
- promoting circular economy participation;
- managing demand to reduce Procurement requirements;
- encouraging innovation through specifications, and
- engaging suppliers who are also committed to reducing their environmental impact.

#### 4.2.3 Social Sustainability

##### 4.2.3.1 Objectives

Manningham Council's social sustainability approach aims to:

- ensure vendors do not exploit workers and provide fair wages, including inclusive business practices;
- increase employment opportunities for indigenous people, people with a disability, disadvantaged people and long term unemployed;
- promote gender equality and diversity within supplier businesses, and

- act to address modern slavery practices from Manningham Council's supply chain, where this is identified.

#### 4.2.3.2 Principles

Manningham Council is committed to building stronger communities and meeting social objectives which benefit the municipality and commits to integration of measures in its Procurement processes and documentation which promote improved social outcomes.

Manningham Council's social sustainability will be underpinned by the following principles:

- a thorough understanding of the socio-economic issues affecting the community;
- where practical, address local socio-economic issues through Procurement and Contract Management activities, and
- promotion of equity, diversity and equal opportunity

## 5 FRAMEWORK

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### 5.1 Treatment of GST

All monetary values stated in this policy include GST unless specifically stated otherwise.

### 5.2 Procurement and Contract Management Framework

Manningham Council has an online Procurement and Contract Management Framework (PCMF) which prescribes the processes, templates and guidelines for all stages of the end-to-end Procurement and Contract Management lifecycle. Manningham Council commits innovation and continuous improvement to PCMF. It is a requirement that all Procurement must be conducted within PCMF, which include all Request for Quotes (RFQs), Tenders and all Contract Management, including contract variations.

Manningham Council Staff who undertake Procurement and Contract Management activities are required to be equipped with proficient understanding of the contents contained in PCMF and Contract Management System prior to undertaking Procurement and Contract Management activities.

### 5.3 Public Tender Requirements

All public Tenders invited by the Manningham Council, must be published by any method including via Manningham Council's e-Tendering Portal.

Information regarding current Tenders and awarded Tenders are published on Manningham Council's website.

A Tender evaluation panel is established to evaluate each Tender submission against the Tender's selection criteria. Tender evaluation process and guidelines are detailed in Manningham Council's PCMF and must be adhered to.

### 5.4 Probity Plan

A Probity Plan must be prepared and implemented when:



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- the expected Total Contract Sum is above \$2,000,000, or
- the purchase is highly complex, or of a high risk or controversial nature, or
- requested by the Chief Executive Officer or a Director

The Probity Plan is to be reviewed and approved by the relevant Director and Manager Procurement and Contracts. The approval process includes whether a Probity Advisor and/or a Probity Auditor is to be appointed for the Procurement process.

The appointment of a Probity Advisor and/or Probity Auditor needs to be considered early on in the project life and well before the Tendering phase.

### 5.5 Shortlisting and Negotiations

Manningham Council may conduct a shortlisting process during Expression of Interest, Tender and quotation processes. Shortlisting is based on the advertised selection criteria in pursuit of the most advantageous outcome for the Manningham Council.

Shortlisted Tenderers may be invited by the Manningham Council to submit a best and final offer in relation to all or certain aspects of their respective Tenders, in accordance with the conditions of tendering set out in Council's Tender documents

### 5.6 Risk Management

Manningham's risk management policy framework and processes are to be applied in the Procurement and Contract Management life cycle, to ensure that risks are identified, assessed and managed to minimise unexpected or undesirable outcomes. Procurement and Contract risks include but are not limited to fraud and corruption, overspend and increased costs, public safety and work, health and safety, poor specification, supply chain delay, unfunded liability exposure and contractor failure etc.

For general risk assessment and control refer to Manningham Council's Strategic and Operational Risk Framework and Risk Registers.

### 5.7 Contract Management and Quality Control

In order to continually improve its outcomes, Manningham Council will evaluate and achieve ongoing value through effective Contract Management, in accordance with the Procurement tools and procedural guidelines located in PCMF.

Manningham Council Staff are responsible for the delivery of the contracted goods, services or works to ensure the Manningham Council and therefore the community, receives Value for Money. Council Staff work closely with all parties to ensure goods, services or works are delivered to the required standards of quality and quantity as intended by the contract through:

- establishing a system monitoring and achieving the responsibilities and obligations of all parties under the contract;
- providing a means for the early recognition of issues and performance problems and the identification of solutions, and
- adhering to the Manningham Council's risk management framework and relevant Occupational Health and Safety and sustainability requirements.

### 5.8 Dispute Resolution

All Manningham Council Contracts incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes escalating to legal action.

### 5.9 Contract Variations

All Contract variations must be assessed by the responsible Contract manager to determine whether they are properly characterised as variations, or whether they are in effect a new Contract. Legal advice should be sought to clarify any uncertainty. Build and Maintain Supply Relationships

### 5.10 Managing Suppliers

Manningham Council recognises the importance of effective and open working relationships with its suppliers and is committed to managing existing suppliers via performance measurements to ensure the benefits negotiated through Contracts are delivered.

### 5.11 Supply Market Development

A wide range of suppliers are encouraged to compete for Manningham Council work. The focus for new work need not always be with the larger more familiar businesses. Other types of organisations offering business diversity include:

- green suppliers;
- Local Businesses;
- small to medium sized enterprises (SMEs);
- social enterprises;
- ethnic and minority businesses (e.g. Indigenous Business), and
- voluntary and community organisations.

### 5.12 Collaborative Procurement Arrangements

In accordance with Section 108 (c) of *the Act*, the Council will first give consideration to collaboration with other Councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.

Manningham Council Staff must consider any opportunities for Collaborative Procurement. Any Tender award report that recommends entering into a contractual arrangement must set out information relating to opportunities for a Collaborative Procurement Arrangement, only if available, including:

- the nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- why Manningham Council did, or did not, pursue the identified opportunities for collaboration in relation to that Procurement process.

Manningham Council specific construction / works projects, where the specifications of the works required are unique to an individual Manningham Council site and are not applicable to the other Councils will, for instance, not be considered for collaboration.

### 5.13 In-Kind Contributions

An in-kind contribution is defined as a donation of goods, materials, services, time or expertise, by a community group or club that assists a tenderer to deliver their contractual obligations to Manningham Council. Where a community group or club wishes to provide an in-kind contribution to a Manningham Council funded project, and the value of the project is such that Manningham Council's policy requires a competitive arrangement, then the community group or club may elect to either:

- tender direct to Manningham Council for the entire project (noting that Manningham Council's conditions of contract and protocols will apply), or
- engage with the tenderer(s) for the provision of the in-kind contribution for the project and the tenderer submits the Tender to Manningham Council.

In either scenario the tenderer must be capable of performing the work. This would include having the required skills, regulatory registrations and financial capacity to undertake the works. The tenderer will be assessed on their ability to complete the project to the satisfaction of Manningham Council within the Contract price, and in doing so will bear total contractual liability for the delivery of the project including the in-kind contribution.

## 6 RELATED POLICIES

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- Manningham Council's Strategic and Operational Risk Framework and Risk Registers
- Municipal Emergency Management Plan (MEMP)
- Councillor Code of Conduct
- POL/361 Corporate Credit Card Policy
- POL/496 Employee Code of Conduct
- POL/238 Disciplinary Policy
- POL/483 Fraud and Corruption Policy
- POL/556 Councillor Gift Policy
- POL/522 Token Gift Policy

## 7 SUPPORTING PROCEDURES AND GUIDELINES

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- Manningham Council's Procurement and Contract Management Framework (PCMF)
- Preface to New Best Practice Procurement Guidelines
- Victorian Local Government Best Practice Guidelines 2013
- Complaints Handling Procedures
- Reconciliation Action Plan
- LGA 2020 - Confidential Information (D20/58035)

## 8 RELATED LEGISLATION

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- *Occupational Health and Safety Act 2004*
- *Gender Equality Act 2021*
- *Fair Work Act 2009*
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Environment Protection Act 2017*
- *Competition and Consumer Act 2010*
- *Emergency Management Act 1986*
- *Emergency Management Act 2013*

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## 9 DOCUMENT HISTORY

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°
April 2021	MEMO to CEO	N/A	N/A
November 2020	EMT	25 November 2020	5.1
July 2020	Council	28 July 2020	12.3
June 2019	Council	25 June 2019	TBA
June 2018	Council	26 June 2018	13.3
Feb 2017	Council	21 February 2017	13.2
July 2015	Council	28 July 2015	12.4
June 2014	Council	24 June 2014	12.4
June 2013	Council	25 June 2013	12.3
June 2011	Council	28 June 2011	12.1
June 2010	Council	29 June 2010	12.6
October 2009	Council	27 October 2009	12.1
June 2004	Council	29 June 2004	12.1

**12.2 10 Year Financial Plan 2021/22 to 2030/31**

File Number: IN21/483  
Responsible Director: Director Shared Services  
Attachments: 1 10 Year Financial Plan 2021/22 to 2030/31 [↓](#)

**EXECUTIVE SUMMARY**

*The Local Government Act 2020 (the Act) requires Council to prepare and adopt a 10 year financial plan by 31 October following each Council election (Section 91).*

*The 10 Year Financial Plan 2021/22 to 2030/31 has been prepared for Council adoption following extensive community engagement.*

*The document was endorsed 'in-principle' by Council at the Council Meeting on 29 June 2021. Following the June 2021 Council Meeting, and in addition to the extensive community engagement leading up to the development of the document, the proposed 10 Year Financial Plan 2021/22 to 2030/31 was available on Council's website. Hard copies were available at the Civic Centre and Council's libraries for public feedback and comments during July 2021.*

**COUNCIL RESOLUTION**

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR CARLI LANGE**

**That Council adopts the 10 Year Financial Plan 2021/22 to 2030/31 as detailed in Attachment 1 to this report.**

**CARRIED UNANIMOUSLY**

**2. BACKGROUND**

- 2.1 The Proposed 10 Year Financial Plan 2021/22 to 2030/31 has been prepared in accordance with the Local Government Act 2020 and is included as an attachment.
- 2.2 The document forms part of the new Integrated Strategic Planning and Reporting Framework and must be prepared in accordance with the strategic planning principles outlined in Section 89 of the Act and the financial management principles in Section 101 of the Act.
- 2.3 The strategic planning principles in section 89 include the following requirements:
- An integrated approach to planning, monitoring and performance reporting;
  - The Community Vision must be addressed;
  - Resources needed for effective implementation must be taken into account;
  - Risks to effective implementation must be identified and addressed; and

- Ongoing monitoring of progress and regular reviews to identify and address changing circumstances.
- 2.4 The financial management principles in section 101 of the Act requires that Council's finances are managed in accordance with Council's financial policies and strategic plans, that financial risks must be monitored and managed prudently having regard to economic circumstances and that financial policies and strategic plans must seek to provide stability.
- 2.5 The 10 Year Financial Plan 2021/22 to 2030/31 has been developed in line with the Local Government Victoria Model Financial Plan as required by the Local Government Act 2020.
- 2.6 Council has undertaken extensive community engagement throughout the development of the 10 Year Financial Plan 2021/22 to 2030/31. This engagement included the formation of a Community Panel and online consultation including the recent public display of the proposed document.
- 2.7 The proposed 10 Year Financial Plan 2021/22 to 2030/31 was placed on public display during July 2021. The public display included copies of the Plan being made available on the YourSay Manningham website inviting public feedback and comment. Hard copies of the Plan were made available at the Civic Centre and public libraries. There were no comments received from the community on the proposed 10 Year Financial Plan during the public display period.

### 3. DISCUSSION / ISSUE

- 3.1 The 10 Year Financial Plan has been prepared with reference to the current adopted four year Council Plan 2017-2021, the draft Council Vision and draft Council Plan 2021-2025, which have been developed following extensive deliberative community engagement.
- 3.2 Council's financial planning aims to create a financially sustainable organisation that enables Council to continue providing high quality services and infrastructure for the community in the medium and long term.
- 3.3 Council's 10 Year Financial Plan is based on the following principles:
- Financially sustainable Council - improving financial sustainability to enable Council to respond to financial challenges now and into the future.
  - Live within our means - do not spend more than we have or which will diminish Council's long term financial sustainability.
  - Prioritised funding - align resources to Council Plan priorities and fund projects based on demonstrated need.
  - Financially sustainable operating surpluses over the life of the long term financial plan to assist in funding Council's extensive capital works program with a minimum of 33% of rate funds applied to the capital works program
  - Priority to funding capital renewal before investing in new or expanded assets
  - Consistent funding for technology and innovation.
- 3.4 Council has continued to focus on a targeted reduction in operating costs and will continue to focus on efficiencies and cost savings to ensure ongoing financial sustainability.

- 3.5 It should be noted that this Plan adheres to the projected State Government annual rate cap. It is not proposed to seek a variation for a higher rate increase beyond the rate cap.

#### **Key highlights of the 10 Year Financial Plan**

- Rate rises in line with rate cap/forecast CPI
- A sustainable level of surpluses and cash holdings
- Responds to our community's aspirations
- \$1.52 Billion on service delivery over the 10 years
- A \$0.54 Billion capital works program over the 10 years. The program averages \$54 million per annum over the next 10 years - a significant uplift on the historical average annual spend (average of \$40 million per annum for the previous four years)
- Increased ongoing funding for footpaths, drains, trees
- The creation of a 'Strategic Fund' to build the capacity for Council to engage in strategic property acquisition and development opportunities and major community infrastructure development opportunities. This fund will provide long term community benefit and ensure ongoing financial sustainability
- A \$44 million allocation for the development of major Community Facilities
- \$9 million for Waste Initiatives
- \$18 million to purchase property to increase the open space within the Municipality
- \$47 million for the open space improvement program
- \$5 million for strategic property acquisitions
- A focus on ongoing financial sustainability through innovation and efficiencies
- New initiatives for sustainability and the environment, asset management, flood modelling, water management, strategic land use, data management, precinct planning, and community support.

#### **Key Financial Indicators**

- 3.6 The Local Government Performance and Reporting Framework details a range of financial indicators, a summary of which is detailed below. The indicators show positive or stable trends which will contribute to an improvement in the long term financial sustainability of Council.

Indicator	Measure	Target	Forecast											Trend
			2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	
<b>Operating position</b>														
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	> 5%	1.72%	5.57%	5.54%	5.38%	5.38%	6.70%	7.11%	7.52%	7.60%	8.21%	8.41%	+
<b>Liquidity</b>														
Working Capital	Current assets / current liabilities	> 100%	165.16%	151.61%	146.98%	137.78%	128.13%	126.57%	132.02%	123.12%	120.18%	130.77%	140.63%	o
Unrestricted cash	Unrestricted cash / current liabilities	> 10%	26.22%	33.45%	33.39%	18.76%	11.72%	18.66%	26.46%	20.08%	17.35%	27.80%	39.39%	o
<b>Obligations</b>														
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	< 60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	< 20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	o
Indebtedness	Non-current liabilities / own source revenue	< 40%	2.80%	2.41%	2.09%	1.89%	1.70%	1.53%	1.37%	1.21%	1.06%	0.91%	0.81%	+
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	> 100%	121.27%	144.01%	123.61%	122.37%	111.54%	116.30%	115.64%	114.58%	117.27%	117.67%	117.38%	o
<b>Stability</b>														
Rates concentration	Rate revenue / adjusted underlying revenue	Stable / ↑	80.22%	80.75%	80.76%	80.87%	80.80%	80.83%	80.83%	80.92%	80.95%	81.06%	81.20%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality	Stable / ↑	0.19%	0.20%	0.21%	0.21%	0.22%	0.22%	0.23%	0.23%	0.24%	0.25%	0.25%	o
<b>Efficiency</b>														
Expenditure level	Total expenses/ no. of property assessments	Stable / ↑	\$2,564	\$2,543	\$2,607	\$2,661	\$2,728	\$2,757	\$2,814	\$2,870	\$2,941	\$2,993	\$3,060	+
Revenue level	Total rate revenue / no. of property assessments	Stable / ↑	\$1,814	\$1,860	\$1,888	\$1,923	\$1,968	\$2,017	\$2,068	\$2,119	\$2,172	\$2,227	\$2,282	+
<b>Other indicators (VAGO)</b>														
Self-Financing	Net operating cash flows / Net capital expenditure	> 100%	103.53%	85.73%	91.01%	88.02%	93.76%	102.44%	110.49%	94.69%	99.57%	116.34%	115.94%	o
Capital Replacement	Capital expenditure / Depreciation	> 150%	176.25%	224.48%	185.34%	212.99%	184.96%	159.63%	147.46%	178.60%	174.29%	145.88%	148.65%	o

**Key to Forecast Trend:**

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

**4. COUNCIL PLAN / STRATEGY**

4.1 The 10 Year Financial Plan 2021/22 to 2030/31 has been prepared with reference to the current adopted four year Council Plan 2017-2021, the draft Council Vision and draft Council Plan 2021-2025 which have been developed following extensive deliberative community engagement.

**5. IMPLEMENTATION****5.1 Finance / Resource Implications**

5.1.1 The 10 Year Financial Plan 2021/22 to 2030/31 has been prepared in alignment with the community's priorities and the Council Plan.

5.1.2 The 10 Year Financial Plan ensures that Council remains financially sustainable in the long term, and has the capability to continue to provide relevant and cost effective services and infrastructure for our community following the introduction of a rate cap by the State Government.

5.1.3 The Key Financial Indicators project Council to continue to be in a sound financial position over the ten year period.

**5.2 Communication and Engagement**

5.2.1 The 10 Year Financial Plan 2021/22 to 2030/31 has been prepared based on significant feedback and input to date including:

- A community survey in late 2020, on the community's priorities which highlighted the importance of good governance and ongoing financial sustainability;
- A Community Panel in March 2021, that provided significant input into the development of this 10 Year Financial Plan;



- An online consultation period in April 2021, on “Your Say Manningham” inviting the community to provide Council with their ideas and input into the development of the 2021/22 budget and Revenue and Rating Plan which helped guide this Plan;
- Public display of the proposed 10 Year Financial Plan during July 2021, inviting the community to provide comments; and
- A rigorous development and review process involving Councillors and Council officers.

5.2.2 The Community Panel provided invaluable input on a range of financial considerations. For example in terms of revenue and funding sources, the Community Panel recommended the following:

- Asset sales – Council to prioritise renewal of assets, rather than selling assets to fund major projects;
- Cost recovery – full user pays for commercial, but not for community use;
- Council to provide a subsidy for community/not-for-profit or where benefit for whole community can be demonstrated;
- Loan borrowings – Council to consider loan borrowings only if specific criteria are met (e.g. low interest rates, positive financial return, major community infrastructure);
- Charge rental income for tenants – full charge for commercial tenants, subsidised for other tenants;
- Government grants – seek grants and advocate to other levels of government for funding; and
- Commercial or not-for profit co-contribution partnership – Council to consider this where alignment can be demonstrated with community values.

5.2.3 The proposed document was placed on public display during July 2021 on Council’s website and hard copies were available at the Civic Centre and libraries. Council encouraged community input and comments including via the ‘Your Say Manningham’ website where the document could also be viewed.

5.2.4 There were no comments received from the community during the public display period in July 2021.

### 5.3 Timelines

The 10 Year Financial Plan 2021/22 to 2030/31 is presented to Council for adoption.

## 6. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

# 10-Year Financial Plan 2021/22 to 2030/31

Manningham City Council

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## 1. Legislative Requirements and Purpose

### Purpose of the 10-Year Financial Plan

The Local Government Act 2020 requires each council to prepare a Financial Plan covering a minimum period of 10 years following each Council election.

Council's 10-Year Financial Plan provides the financial management framework (or business rules) upon which sound financial decisions are made.

The 10-Year Financial Plan (the Plan) covers the period 2021/22 to 2030/31. The Plan is a decision making tool and is not intended to be a document that specifically indicates what services/proposals funds should be allocated; rather it identifies Council's current and projected financial capacity to continue delivering high quality services, facilities and infrastructure, whilst living within our means.

This document outlines the key performance indicators, key assumptions and an overview of each key element of the Plan. Each year the 10-Year Financial is reviewed and updated to reflect the current circumstances of Council.

The Plan effectively takes the assumptions and budget parameters that have been applied to the 2021/22 budget (which covers a four year period) and extends these out into years 5-10 to give a longer term view of Council's financial viability and outcomes.

### Link between the 10-Year Financial Plan and Council's Planning Framework

The purpose of the 10-Year Financial Plan is to ensure the ongoing financial sustainability of Council and to provide appropriate levels of resourcing to meet Council's future needs in providing services and facilities to the community based on the goals and aspirations of the Council Plan and to achieve the Community Vision.

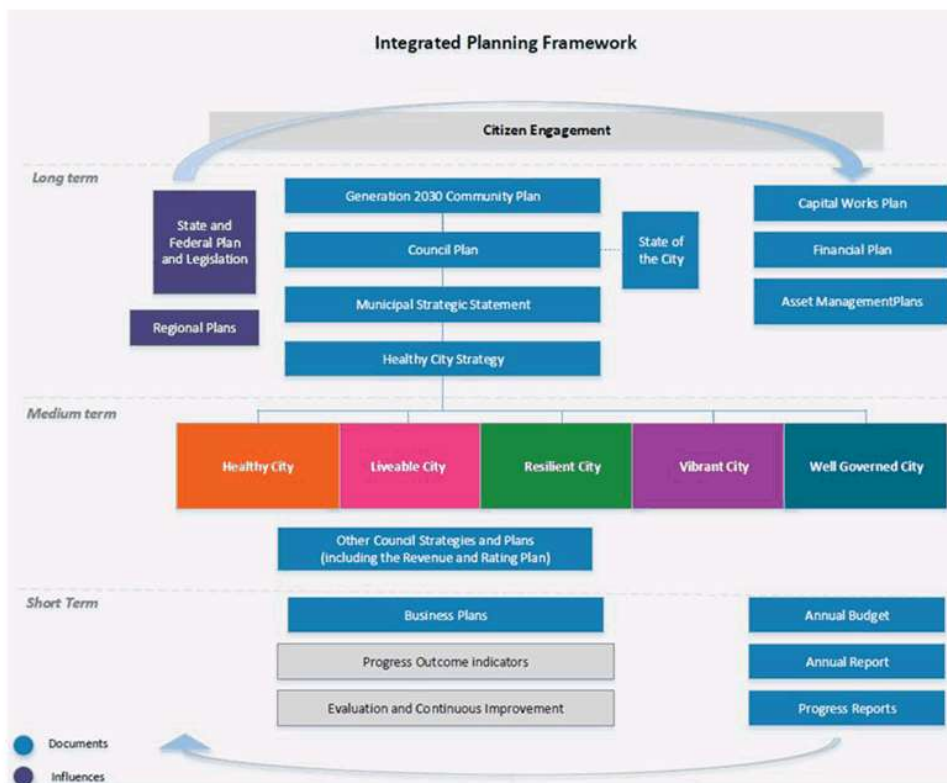
The diagram below describes how the Financial Plan links to the achievement of the Community Vision and the Council Plan within the Integrated Planning framework. This framework guides Council in identifying community needs and aspirations over the long term (Community Vision), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

The 10-Year Financial Plan is a rolling plan where the forecasts and assumptions are updated each year to ensure it is based on the most up to date information available to reflect current and predicted circumstances.

Council's 2021/22 Budget aligns with the 10-Year Financial Plan.

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The 10-Year Financial Plan fits into Council’s overall Integrated Planning Framework as outlined below:



Community Engagement Principles

During 2020/21 Council undertook Deliberative Community Engagement processes to assist in developing several key Council documents including the Vision, Council Plan and 10-Year Financial Plan.

Community Survey

A Community Survey was undertaken in late 2020 and told us that our community places high importance on having a **well-governed Council that spends its money wisely** in the areas that matter most to the community.

Our community also expressed their need for Council to **be financially sustainable and spend within its budget, and to ensure we provide value for money for ratepayers**. This means spending money on essential services and infrastructure projects that deliver the most benefit to the community. We must also consider other priorities or initiatives that are valued by our community, and **balance several priority areas while ensuring that Council remains financially sustainable**.

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### Community Panel

A Community Panel was formed representing a cross-section of the Manningham community. Over 40 community members actively engaged in the Community Panel over four sessions in March 2021.

The Community Panel provided important feedback and input for Council in the development of this 10-Year Financial Plan. The Community Panel emphasised the importance of being a well-governed Council that is financially sustainable. The Community Panel also provided input on several revenue and funding strategies that helped shape the Financial Plan and also Council's Budget and Revenue and Rating Plan.

Some of the key feedback provided by the Community Panel on revenue and funding strategies to assist in ensuring ongoing financial sustainability are included in the table below.

**Table 1: Feedback from the Community Panel on financially sustainable revenue and funding strategies**

FUNDING STRATEGY	FEEDBACK
<b>Government grants</b>	Seek grants and advocate to other levels of government for funding
<b>User Fees and Charges</b>	Full user pays for commercial, but not for community use (Council to provide a subsidy or part-subsidy for community/not-for-profit or where benefit for the whole community can be demonstrated)
<b>Commercial or not-for profit co-contributions / Partnerships for funding community infrastructure</b>	Council to consider this where alignment can be demonstrated with community values
<b>Charge rental income for tenants</b>	Full charge for commercial tenants, subsidised for other tenants
<b>Loan Borrowings</b>	Council to consider loan borrowings as a source of funding if specific criteria are met (e.g. low interest rates, positive financial return, for major community infrastructure)
<b>Asset Sales</b>	Council to prioritise renewal of assets, rather than selling assets to fund major projects

### Online community consultation via "Your Say Manningham"

During April 2021 Council ran a two week online consultation process on the Your Say Manningham webpage inviting our community to tell us their ideas for our 2021/22 Annual Budget and Revenue & Rating Plan. These ideas also helped inform the development of the 10-Year Financial Plan.

### Public Display

In July 2021 the proposed 10-Year Financial Plan 2021/22 to 2030/31 document was available on Council's website and hard copies were available at the Civic Centre and Council's libraries for public feedback and comments.

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### Objectives of the 10-Year Financial Plan

The objectives of the Financial Plan (not prioritised) are as follows:

- The achievement of a prudent balance between meeting the service needs of our community (both now and into the future) and maintaining Council's financial sustainability for future generations.
- An increased ability to fund both capital works in general and meet the asset renewal requirements as outlined in asset management planning.
- To maintain a sustainable Council in an environment of capped Council rate income and low increases in government grant funding.
- To ensure that Council has sufficient reserves to meet any future financial challenges that may arise.

### Financial Management Principles of the 10-Year Financial Plan

The Plan is managed within a framework of Budget Principles and key financial indicators. These items are drawn together to provide a strategy for the long term sustainability of Council's operation.

The Strategic Budget Principles that underpin the Financial Plan are:

- A financially sustainable Council – improving financial sustainability to enable Council to respond to financial challenges now and into the future.
- Live within our means – do not spend more than we have or which will diminish Council's long term financial sustainability.
- Prioritised funding – align resources to Council Plan priorities and fund projects based on demonstrated need.
- A minimum of 33 per cent of rate funds applied to the capital works program.
- Allocate consistent funding for technology and innovation to enhance customer service and create efficiencies.
- Priority to funding capital expenditure on existing assets (renewal) before investing in new or expanded assets.
- Adherence to the projected State Government annual rate cap – not to seek a variation for a higher rate increase beyond the rate cap.
- Ongoing efficiencies with a focus on developing new revenue sources and containing costs in business operations.

In addition to the Strategic Budget Principles, a range of Operational Budget Principles are applied when developing budget forecasts. These include critical review of staffing positions, ongoing monitoring and review of all budget forecasts, zero based approach to consultants and legal expenses, pursuing new revenue sources including fees, charges, new initiatives based on approved business cases including whole of life costs, prioritise need and obtaining better financial returns on Council assets.

The key Financial Performance Indicators used to monitor together with the target range sought and forecast results are detailed in this Plan.

The Plan will be updated annually as part of each new budget process and at other times as circumstances require.



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## 2. Financial Plan Context

This section describes the context and external / internal environment considerations in determining the 10-year financial projections and assumptions.

### Forecast Financial Position

The 10 year projections forecast Council to be in a sound financial position with no debt, average operating surpluses of \$20.8 million (average underlying surpluses of \$9.2 million) and average net assets of \$2.3 billion. Cash and investments average \$70.1 million over the 10 years. This is a positive result as we emerge from the impact of COVID-19 and the associated State Government restrictions that impacted our Community and Council over 2019/20 and 2020/21.

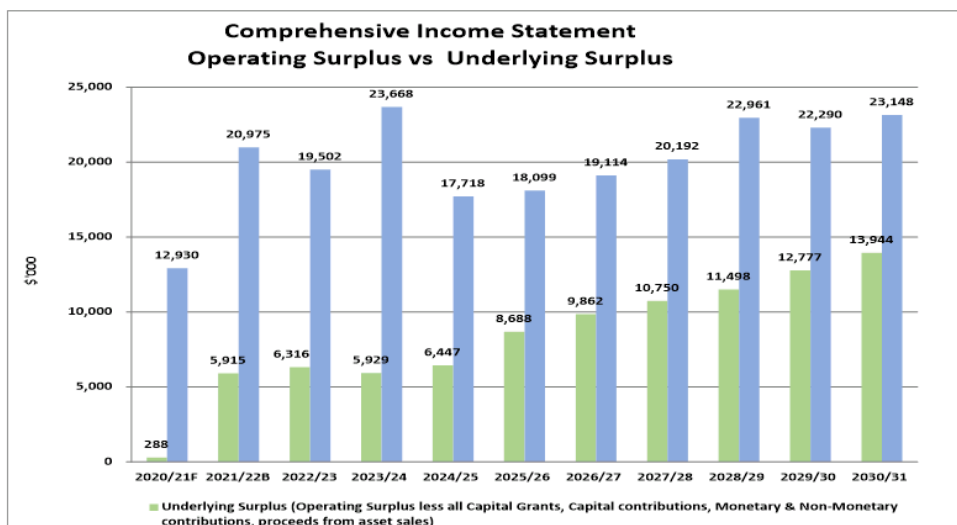
An important indicator of financial sustainability is the Underlying Result. This excludes capital income and developer contributions income (cash and non-cash) and proceeds from asset sales from the operating surplus. A positive underlying result is an indication of financial stability. A strong adjusted underlying surplus is required to fund Council's extensive capital works program and to ensure that it has sufficient reserves to meet financial challenges that may arise in the future.

Highlights of the 10-Year Financial Plan include:

- Rate rises in line with rate cap / forecast CPI
- A sustainable level of surpluses and cash holdings
- Responds to our community's aspirations
- \$1.52 Billion on service delivery over the 10 years.
- A \$0.54 Billion capital works program over the 10 years. The program averages \$54 million per annum over the next 10 years - a significant uplift on the historical average annual spend (average of \$40 million per annum for the previous four years)
- Increased ongoing funding for footpaths, drains, trees
- A \$44 million allocation for the development of major Community Facilities
- \$9 million for Waste Initiatives
- \$18 million to purchase property to increase the open space within the Municipality
- \$47 million for the open space improvement program
- \$5 million for strategic property acquisitions.

The graph and table on the following page outlines the improvement to key financial forecasts in the 10-Year Financial Plan. Unrestricted cash provides Council with additional financial capacity to react to changes in service demand, infrastructure priorities and unexpected economic and financial impacts (such as a pandemic).

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Financial Plan (\$'000)	Year1 21/22	Year2 22/23	Year3 23/24	Year4 24/25	Year5 25/26	Year6 26/27	Year7 27/28	Year8 28/29	Year9 29/30	Year10 30/31
Surplus for the year	20,975	19,502	23,668	17,718	18,099	19,114	20,192	22,961	22,290	23,148
Underlying Surplus for the year	5,915	6,316	5,929	6,447	8,688	9,862	10,750	11,498	12,777	13,944
Total cash & investments	78,968	74,028	66,649	63,124	64,121	68,835	65,627	65,191	73,078	81,122
Unrestricted cash & investments	19,670	16,725	14,188	14,129	14,608	15,193	16,256	16,666	17,713	19,256
Net assets	2,168,964	2,188,466	2,212,134	2,229,852	2,247,951	2,267,065	2,287,257	2,310,218	2,332,508	2,355,656

The Financial Challenge

The introduction of rate capping in the 2016/17 rating year by the State Government was a major change to the way that councils were able to raise rate revenue. For Manningham City Council rate revenue represents approximately 65% of our total revenue. The State Government rate cap will have a compounding impact on Council’s rate revenue in the order of approximately \$64 million over the next 10 years.

Strategies that Council has put in place to reduce the impact of the rate cap included a strategic review of the capital works program to focus on renewing existing assets before expenditure on new assets, holding the level of rate revenue applied to capital works at 33% of rate revenue (plus grants and other external sources), a major focus on achieving efficiencies and new revenue streams in Council service units, strong cost control on existing budgets and improving recurring income generated from Council assets.

Council is focused on achieving operational efficiencies and savings and alternative sources of revenue as an ongoing part of Council’s budget process.

The second key financial challenge facing Council is the need to renew existing and ageing infrastructure and at the same time invest in new infrastructure assets such as road improvements, drainage upgrades, better parks and recreational and community assets and establishing footpaths and kerb and channel in

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metropolitan areas where none currently exist. Council's capital works plan allocates money to these activities on a prioritised basis.

A further financial challenge comes from increased demand (and change in the service mix) arising from a growing and more diverse population. A growing population leads to increased service demand, placing a greater load on existing services and assets, resulting in more wear and tear and adding to the cost of service provision.

In summary, from a financial perspective Council has the same dilemma as most individuals - it has a limited budget yet many and competing demands on where to allocate its scarce resources.

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Financial Policy Statements

This section defines the measures that demonstrates Council's financial sustainability in order to fund the aspirations of the Community Vision and the Council Plan.

The Strategic Budget Principles that underpin the Financial Plan (referred to under the 'Financial Management Principles of the 10-Year Financial Plan' section) are detailed below.

All indicators below are projected to be in line with or to exceed the target.

Strategic Budget Principles Measures

Strategic Budget Principles											
Measure	Target	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
<b>Improving Financial Sustainability; Live within our means; Prioritised funding aligned to Council Plan; Ongoing efficiencies with a focus on developing new revenue sources and containing costs</b>											
Consistent adjusted underlying surplus results: Adjusted underlying result (adjusted underlying surplus/adjusted underlying revenue) indicator greater than 5%	> 5%	5.6%	5.5%	5.4%	5.4%	6.7%	7.1%	7.5%	7.6%	8.2%	8.4%
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due: Current Assets / Current Liabilities greater than 100%	> 100%	151.6%	147.0%	137.8%	128.1%	126.6%	132.0%	123.1%	120.2%	130.8%	140.6%
<b>Minimum of 33% of rate funds applied to the capital works program</b>											
Council generates sufficient revenue from rates to ensure consistent funding for capital works: % of Rate Revenue allocated to Capital Works program	33%	39.8%	34.1%	33.9%	33.9%	33.5%	33.5%	33.5%	33.5%	33.5%	33.5%
<b>Priority to funding capital expenditure on existing assets (renewal) before investing in new or expanded assets</b>											
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life: Asset renewal and upgrade expenses / Depreciation above 100%	> 100%	144.0%	123.6%	122.4%	111.5%	116.3%	115.6%	114.6%	117.3%	117.7%	117.4%
<b>Consistent funding for technology and innovation to enhance customer service and create efficiencies</b>											
% of Rate Revenue allocated to technology & transformation capital works projects		5%	4%	3%	2%	4%	4%	4%	4%	4%	4%
<b>Adherence to the projected State Government annual rate cap</b>											
Average general rate increase	At projected rate cap / CPI	1.50%	1.75%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
		√	√	√	√	√	√	√	√	√	√

There are a number of other key financial performance indicators that Council also sets as part of the 10 Year Financial Plan. These can be found in Section 3 'Key Financial Performance Indicators'.

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## Income and Expenditure Assumptions

### CPI forecasts

The Financial Plan forecasts CPI over the 10 year period. The CPI forecast takes into account a number of sources including the Victorian Department of Treasury and Finance medium term forecasts and is then extrapolated over the 10 year period.

Financial Plan	Year1 21/22	Year2 22/23	Year3 23/24	Year4 24/25	Year5 25/26	Year6 26/27	Year7 27/28	Year8 28/29	Year9 29/30	Year10 30/21
CPI Forecast	1.5%	1.75%	2.0%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

### Income Assumptions

In line with the Local Government Act 2020, Council has developed a Revenue and Rating Plan which covers a four year period 2021/22 to 2024/25. The Revenue and Rating Plan establishes the revenue raising framework within which Council proposes to work and is interlinked with Council's 10 year financial plan as per the Integrated Planning Framework.

The Revenue and Rating Plan explains how Council calculates the revenue needed to fund its activities and how it will apportion the funding burden between ratepayers and other Council facilities and services users.

In particular, the Revenue and Rating Plan sets out the decisions that Council has made concerning the rating options available to it under the Local Government Act 2020 to ensure the fair and equitable distribution of rates across property owners. It also sets out the principles that are used in decision making for other revenue sources such as fees and charges.

Refer to Council's "Revenue and Rating Plan 2021/22 to 2024/25" for further details.

### Rates and Waste Service Charges

In the 2016/17 financial year the Victorian State Government introduced rate capping for all councils. Under the legislation councils cannot exceed the average annual rate increase above a predetermined percentage (the rate cap) without approval from the Minister for Local Government.

The rate cap for the last five years:

Year	Rate Cap
2016/17	2.50%
2017/18	2.00%
2018/19	2.25%
2019/20	2.50%
2020/21	2.00%

The 10-Year Financial Plan forecasts are based on Council complying with the projected annual rate cap as detailed in the following table. Note that the Minister for Local Government announces the actual rate cap in December of the preceding year.

Financial Plan	Year1 21/22	Year2 22/23	Year3 23/24	Year4 24/25	Year5 25/26	Year6 26/27	Year7 27/28	Year8 28/29	Year9 29/30	Year10 30/31
Predicted Rate Cap	1.50% (Actual cap)	1.75%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

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The 10-Year Financial Plan is in line with Council's Revenue and Rating Plan 2021/22 to 2024/25 and 2021/22 Budget. These documents detail Council's approach to Rates and Waste Service Charges.

Key principles:

- Single (uniform) rate for all property types – ie no differential rates
- Rate rises in line with the rate cap
- No Municipal Charge
- Waste Service Charges based on full cost recovery.

The Plan is based on an assumption that growth will continue in Manningham with regards to property numbers, but will return to more moderate levels in the medium term. This level of growth will continue to assist Council offset lower increases in rate revenue resulting from the rate cap. The additional rate income derived from the property growth is used to fund services and infrastructure for new residents and 33% of all rate revenue is used to fund the capital program.

Financial Plan	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Total property numbers at start of financial year	52,319	52,883	53,385	53,846	54,223	54,603	54,985	55,370	55,758	56,148
Increase in properties during financial year (supplementary)	564	502	461	377	380	382	385	388	390	393
Supplementary rate income	\$0.6m	\$0.6m	\$0.6m	\$0.6m	\$0.6m	\$0.6m	\$0.6m	\$0.6m	\$0.7m	\$0.7m

### Waste service charge

Council has declared a service charge under section 162 of the Local Government Act for the collection and disposal of refuse for well over 15 years.

The service charge is based on the actual cost of delivering the waste service (i.e. cost recovery) with the following refuse related services included:

- Kerbside general waste, green waste and recycling collection;
- Kerbside hard waste collection;
- Litter collection and disposal; and
- Street cleaning.

Rate payers may vary the waste service that they receive and this will also vary the amount of the waste service charge. The cost to rate payers of a standard kerbside waste service for 2021/22 will increase by 13.5%. This is an increase from \$263.50 to \$299.00. This is primarily due to a significant increase in the State Govt landfill levy of over 60% (\$40 per tonne) from \$65.90 to \$105.90 per tonne of waste disposed in landfill from 1 July 2021. This State Government landfill levy (which is charged to Council) is expected to increase by a further \$20 per tonne in 2022/23.

Forward forecasts of the waste service charge take into account predicted changes to tonnages of waste collected, increases to State Government landfill levy and tipping charges, general contractor increases allowed under the contract for fuel, CPI etc, plus predicted costs related to changes in the way that waste may be collected and disposed of in the future.

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The following table details the predicted percentage increase of the waste service charge:

Financial Plan	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	21/22 *	22/23 *	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Waste Charge	13.50%	9.00%	3.50%	3.00%	2.50%	2.50%	3.00%	3.00%	3.00%	3.50%

\* The increase of 13.5% in 2021/22 and 9.0% in 2022/23 is due to the significant increase in costs to Council in the State Government landfill levy and a large increase in gate fees charged to Council. The State Government landfill levy is increasing by 60% in 2021/22 and 30% in 2022/23.

In the event that the amount collected under Council's waste service charge exceeds the cost of the waste service in any year, the surplus is transferred into a cash backed reserve and is shown as restricted in its use (only to be used for waste related activities).

Waste charges are excluded from the rate cap assessment.

### Grants

Council recognises the importance of actively pursuing and maintaining grant funding. Generally any matching funds required from Council for non-recurrent grants are sourced from the existing budget levels or through internal reserves.

Aged and disability service grants are estimated at \$6.1 million for 2021/22 and represent 52% of Council's total operating grant income. With the introduction of the National Disability Income Support scheme, the level of grant funding to Council for aged care services is decreasing.

Financial Assistance Grants (the distribution of GST receipts to the States by the Federal Government) represent a further \$2.8 million or 24% of total operating grants, though Council is on a minimum grant under this scheme, which means that grant income is unlikely to increase significantly in the future.

Grants to fund Family Services including Children Services and Maternal and Child Health are estimated at \$1.7 million or 15% of total operating grants.

The level of capital grants are determined based on the nature and level of projects included in the Capital Works Program, and vary widely.

For the life of this plan, it has been assumed that recurrent specific purpose grant funding will increase by the forecast CPI.

### User Fees and Charges

User fees and charges assist Council to offset the cost of some service delivery directly with the user rather than funding through rate income.

Revenue raised from Council's fees and charges for the provision of services and the use of facilities can be divided into two categories:

- a) Statutory and Regulatory Fees and Charges - which are set by regulation or another authority (e.g. Development Application fees) and which Council has no discretion to increase; and
- b) Other Fees and Charges - which are set by Council and which Council has the discretion to increase.

The factors that determine Council's user fees and charges pricing principles are equity, user-pays, cost recovery and market rates. As a general guide, user fees and charges are escalated in the 10-Year Financial Plan by forecast CPI which assists in offsetting the cost increases to Council for the provision of these services.

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### Interest Income

Surplus funds are invested in line with Council's Investment Policy. Interest income is based on predicted cash flows, cash balance and investment returns. The interest rate returns are predicted to remain low given the current climate.

Financial Plan	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Interest rate returns	0.45%	0.60%	0.75%	1.00%	1.50%	2.00%	2.00%	2.00%	2.00%	2.00%

### Developer Income

Council receives income from developers for two main purposes:

- To improve open space and recreation (public open space contributions); and
- To improve the infrastructure and amenity of the municipality (developer contributions plans).

In 2017/18 Council introduced a revised open space contributions scheme. Revenue from this scheme enables Council to deliver a range of capital projects and land acquisitions to improve recreation and open space outcomes for our community.

Council currently has a Doncaster Hill developer contributions plan which is due to expire within the next few years. Council is considering the introduction of a municipality wide developer contributions plan (DCP). The current 10-Year Financial Plan does not include revenue or expenditure associated with a municipality wide DCP. Should such a plan proceed and be approved by the State Government, the 10-Year Financial Plan will be updated accordingly.

Financial Plan (\$'000)	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Public Open Space (Resort & recreation) income	6,300	6,300	6,300	6,300	6,300	6,300	6,300	6,300	6,300	6,300
Doncaster Hill (DCP) income	-	117	587	-	-	-	-	-	-	-

### Sale of assets

Each year, Council replaces a range of vehicles and items of plant as part of a planned and ongoing replacement program. This is governed through Council's asset management strategies.

There is no projected sale of property assets during the life of the Plan.



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## Expenditure Assumptions

### Employee Costs

Council provides services to the community by a combination of employees and through contracted service providers. Employee costs are one of the largest expenditure items which represent approximately 42% of total expenses.

Total employee costs are a combination of direct wages and salaries, overheads that include workers compensation, superannuation, training and advertising and agency staff on temporary assignments.

Whilst maintaining the current staffing levels, total employment costs are forecast to increase by an average of 2.1% per annum over the life of the Plan (taking into account such factors as Award increases, salary step increases as a result of performance appraisals and planned superannuation guarantee increases).

Annual employee costs as a proportion of annual total expenses are expected to slightly decrease over the 10 year period. Full Time Equivalent (FTE) employee levels are forecast to remain constant over the 10 years.

No allowance has been made for the impact of increased service demand arising from population growth or the change in dwelling growth on the employee cost budget.

### Materials, services and contracts

With the exception of waste disposal costs, including a significant rise in the State Government landfill levy and gate fee charged to Council in 2021/22 and 2022/23, it has been assumed that the costs of materials and contractors will increase in line with the forecast CPI.

### Utility Costs

Council is actively investing in projects to improve the energy efficiency of its buildings, street lights and other assets. These strategies have a positive impact on the environment through reduced demand for energy and also help mitigate price increases for energy.

Council also seeks competitive tenders as a way of stabilising cost increases, and is actively seeking collaborative procurement opportunities with other Councils as a further way of achieving efficiencies and better cost outcomes.

The 10-Year Financial Plan assumptions for energy costs is based on a net 5.0% increase per annum in the energy budget.

### Depreciation & amortisation

The monetary value of an asset decreases over time due to use, wear and tear or obsolescence. This decrease is measured as depreciation.

Depreciation & amortisation of Council's infrastructure, intangible (software) and right of use of assets is determined from information contained within their various asset management plans and strategies. The projections of depreciation in the 10-Year Financial Plan is based on the ten year Capital Works Program.

It is critical that Council continues to renew existing assets in the capital works program, as failure to do so may reduce the service potential of assets and increase whole of life costs.

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Financial Plan (\$'000)	Year1 21/22	Year2 22/23	Year3 23/24	Year4 24/25	Year5 25/26	Year6 26/27	Year7 27/28	Year8 28/29	Year9 29/30	Year10 30/31
Depreciation	24,786	25,895	26,851	27,734	28,560	29,431	30,109	30,894	31,640	32,354
Amortisation	3,506	3,806	3,960	3,894	2,930	2,997	3,172	3,266	3,655	4,115

### Community grants and contributions

Community grants are provided to a wide range of community groups to support community development programs throughout the municipality. Council's library service is operated by the Whitehorse Manningham Regional Library Corporation and is budgeted within community grants. Community grants are projected to increase by CPI over the life of the Plan.

Financial Plan (\$'000)	Year1 21/22	Year2 22/23	Year3 23/24	Year4 24/25	Year5 25/26	Year6 26/27	Year7 27/28	Year8 28/29	Year9 29/30	Year10 30/31
Library	4,100	4,000	4,100	4,200	4,300	4,400	4,600	4,700	4,800	4,900
Other community grants	1,100	1,100	1,100	1,100	1,200	1,200	1,200	1,300	1,300	1,300

### Other expenses

Other expenses relate to a range of costs incurred to support the wide range of community services delivered by Council. These include insurances, advertising, legal, telephone, software licences & support, bank charges, postage, specialist advice (consultants) and many other expenses.

Other expenses are generally forecast to increase by CPI, other than legal and consultants which are zero based.

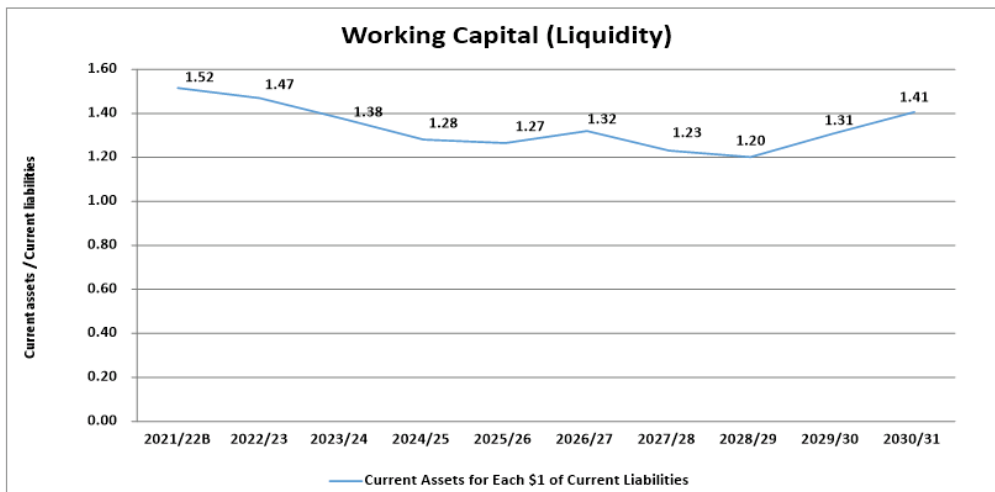
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Balance Sheet Assumptions

Sustainable Working Capital

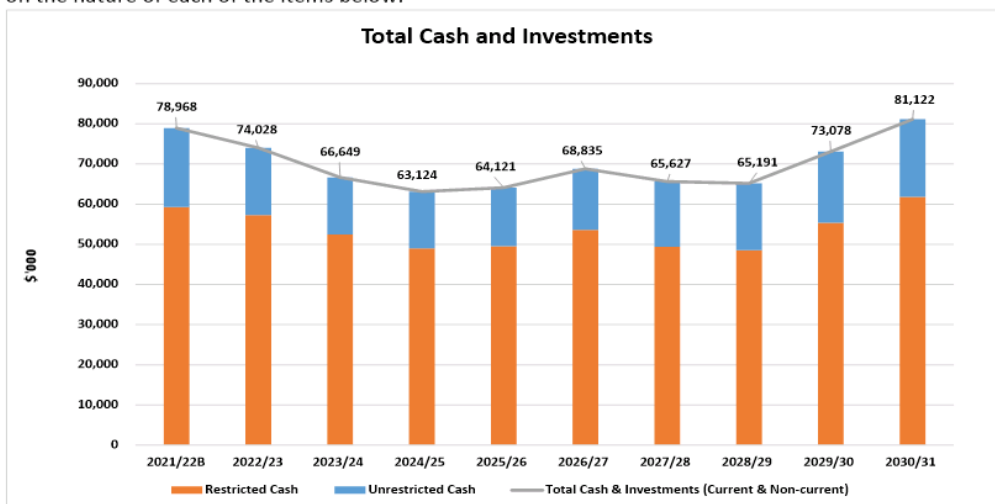
A key objective of Council is the Plan is to develop an increased ability to fund both the Capital Works Program and operational services, while maintaining long term financial sustainability and have the capacity to respond to changes in financial circumstances as they arise.

The 10-Year Financial Plan shows a steady Balance Sheet, and a sustainable level of cash and investments. This has been achieved without reductions to services or the capital program. A key outcome is healthy long term financial sustainability ratios and an established capacity to respond to unfavourable changes in financial circumstances as they arise without having to compromise services or the capital program.



Cash backed Reserves and Uncommitted Cash

While Council has significant total cash and investment balances, a major proportion of these balances are either not Council’s money (ie trust funds and refundable deposits) or have restrictions on how the funds can be used. Refer to the Reserves and other restricted cash Strategy in Section 4 for further details on the nature of each of the items below.



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The following table details how Council's cash balances are allocated:

Financial Plan (\$'000)	Year1 21/22	Year2 22/23	Year3 23/24	Year4 24/25	Year5 25/26	Year6 26/27	Year7 27/28	Year8 28/29	Year9 29/30	Year10 30/31
<b>Total cash &amp; investments</b>	78,968	74,028	66,649	63,124	64,121	68,835	65,627	65,191	73,078	81,122
<u>Restrictions</u>										
Open Space Reserve (Improvements)	5,269	5,320	6,266	8,706	7,259	6,943	6,828	7,559	8,540	8,603
Open Space Reserve (Land acquisition)	5,765	5,755	5,245	5,580	5,910	6,240	6,470	6,700	6,920	7,130
Doncaster Hill DCP Reserve	1,430	1,547	2,134	1,521	1,521	1,521	1,521	1,521	1,521	1,521
Waste Initiatives Fund	8,623	4,102	4,057	1,984	48	0	0	0	0	0
Trust funds & deposits	13,385	13,385	13,385	13,385	13,385	13,385	13,385	13,385	13,385	13,385
<u>Intended use</u>										
Strategic Fund	14,468	16,626	10,590	6,814	10,158	14,089	9,464	7,413	12,801	18,773
Long Service Leave	9,826	10,036	10,252	10,474	10,700	10,933	11,171	11,415	11,666	11,922
Manningham Recreation Association Contribution	532	532	532	532	532	532	532	532	532	532
<b>Total restrictions</b>	<b>59,298</b>	<b>57,303</b>	<b>52,462</b>	<b>48,995</b>	<b>49,513</b>	<b>53,642</b>	<b>49,371</b>	<b>48,525</b>	<b>55,365</b>	<b>61,866</b>
<b>Unrestricted cash/investments</b>	<b>19,670</b>	<b>16,725</b>	<b>14,188</b>	<b>14,129</b>	<b>14,608</b>	<b>15,193</b>	<b>16,256</b>	<b>16,666</b>	<b>17,713</b>	<b>19,256</b>

### Capital Program

Information from Asset Management Plans inform Council's capital expenditure priorities. As part of the preparation of this Plan, the cost of renewing existing assets has been prioritised over capital expenditure on new or expanded assets. Council has established a renewal ratio of greater than 1.0, indicating that for every dollar of depreciation (an expense approximating the value of an asset "used up" during the year), at least one dollar is spent on renewing existing assets.

The \$0.54 billion 10 year Capital Works Program provides for significant investment in new and expanded assets to service a growing municipality in addition to a sustained level of investment in renewal and maintenance of over \$2 billion of community assets. The program averages \$54 million per annum over the next 10 years. This is a significant uplift on the historical average annual spend (average of \$40 million per annum for the previous four years).

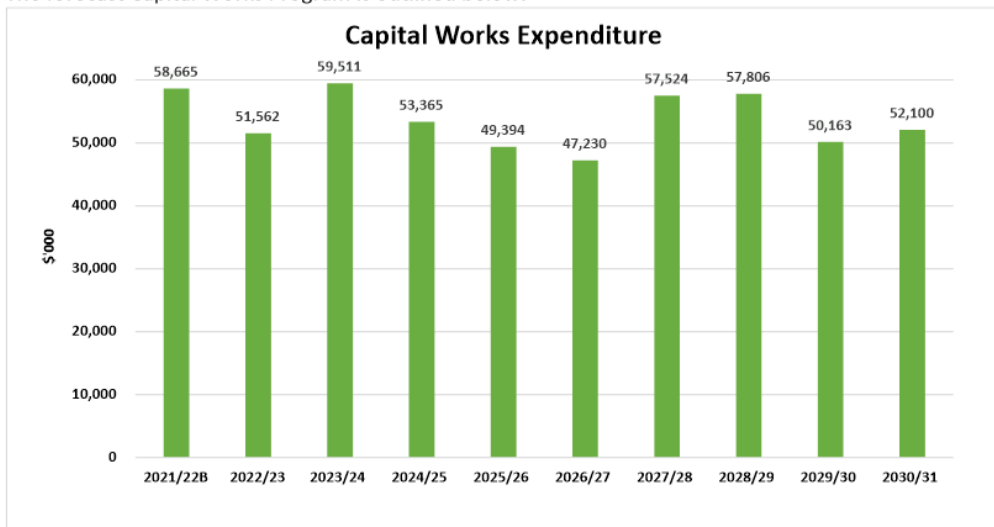
The 10 year program allocates increased ongoing funding for footpaths, drains, trees and roads in particular and includes an allocation of \$44 million for the development of major Community Facilities, \$18 million to purchase property to create open space, \$47 million for the open space improvement program and \$5 million for strategic property acquisitions.

Expenditure on new and expanded assets is driven by a number of regular programs derived from Strategies and Plans. These include new local footpaths, pavilion expansions, improved and new sporting and community facilities, road upgrades, improved drainage and open space enhancements.

The creation of new or expanded assets also create an additional maintenance requirement of approximately 1% per annum going forward.

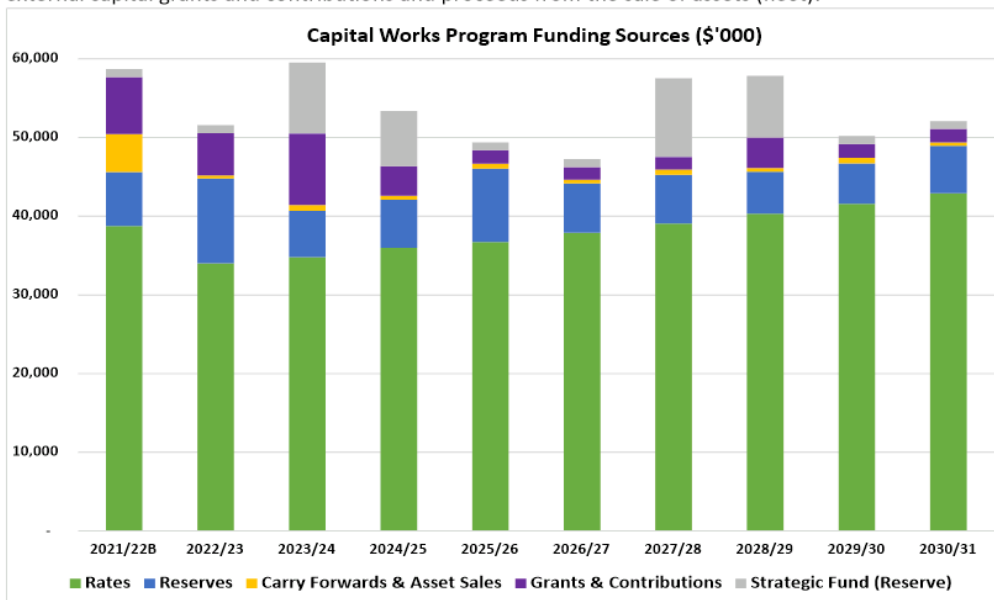
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The forecast Capital Works Program is outlined below:



Financial Plan (\$'000)	Year1 21/22	Year2 22/23	Year3 23/24	Year4 24/25	Year5 25/26	Year6 26/27	Year7 27/28	Year8 28/29	Year9 29/30	Year10 30/31
Asset renewal	25,537	21,621	23,904	23,681	25,801	26,212	26,809	28,467	30,461	30,455
Asset Upgrade	10,157	10,388	8,954	7,254	7,415	7,821	7,691	7,762	6,770	7,521
New assets	20,919	18,001	25,207	21,212	15,213	12,179	21,459	20,210	11,781	12,680
Asset expansion	2,052	1,552	1,446	1,218	965	1,018	1,565	1,367	1,151	1,444
<b>Total capital program</b>	<b>58,665</b>	<b>51,562</b>	<b>59,511</b>	<b>53,365</b>	<b>49,394</b>	<b>47,230</b>	<b>57,524</b>	<b>57,806</b>	<b>50,163</b>	<b>52,100</b>

The Capital Works Program funding sources comprise a mix of rate revenue, council cash reserves, external capital grants and contributions and proceeds from the sale of assets (fleet):



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### 3. Key Financial Performance Indicators

The key Financial Performance Indicators and their target range are detailed in Table One below. Two sets of indicators are reviewed – one related to the Local Government Performance Reporting Framework as mandated in legislation, and a further set by the Victorian Auditor-General's Office (not mandatory but these results are reported to Parliament).

The forecast results after applying all assumptions in the 10-Year Financial Plan are shown in Table 2.

**Table One: Key Performance Indicators**

Indicator	Description	LGPRF Expected Range	VAGO target for Low risk
Adjusted Underlying Result	An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. A positive result indicates a surplus.  <u>Adjusted underlying surplus</u> Adjusted underlying revenue	-20% to 20%	More than 5%
Working capital	To assess Council's ability to meet current commitments. A percentage higher than 100% means that there is more cash and liquid assets than short term liabilities and council is in a strong position.  <u>Current assets</u> Current liabilities	100% to 400%	More than 100%
Unrestricted Cash	Cash and cash equivalents held by Council are restricted in part and not fully available for Council's operations. This indicator assesses Council's freely available cash level (and relates to cash on hand or short term investments with a term of 90 days or less only).  <u>Unrestricted cash</u> Current liabilities	10% to 300%	n/a
Loans and Borrowings	Total interest bearing loans and borrowings as a proportion of rate revenue.  <u>Interest bearing loans and borrowings</u> Rate Revenue	0% to 60%	n/a
Loans and Borrowings	To identify Council's debt redemption strategy in relation to the revenue it raises. Debt redemption includes loan or borrowings principal and interest as a percentage of rate revenue. (Council fully repaid its loan borrowings in November 2019 and is expected to remain debt free throughout the ten year period).  <u>Interest &amp; Principal Repayments on interest bearing loans and borrowings</u> Rate Revenue	0% to 20%	n/a
Indebtedness	Lower proportion of non-current liabilities suggests greater capacity to meet long-term obligations.  Non-current liabilities / own source revenue	2% to 70%	Less than 40%
Asset Renewal and Upgrade	Assessment of whether assets are renewed or upgraded as planned.  <u>Asset renewal and asset upgrade expenditure</u> Depreciation  Greater than 100% indicates that Council is maintaining its existing assets and there is a lesser risk of insufficient spending on its asset base.	40% to 130%	More than 100%

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Rates concentration	Stability measure - Rate revenue as a proportion of total revenue. This includes rates and waste service charge income.  Rate revenue / adjusted underlying revenue	Positive movement	n/a
Rates effort	Stability measure - Rate revenue as a proportion of overall property values. This includes rates and waste service charge income.  Total rate revenue / no. of property assessments	Positive movement	n/a
Expenditure level	Efficiency measure - Average expenditure per property in the Municipality  Total expenses/ no. of property assessments	Positive movement	n/a
Revenue level	Efficiency measure - Rate revenue per property in the Municipality  Total rate revenue / no. of property assessments	Positive movement	n/a
Self-Financing	Indicates reliance on debt to fund capital programs.  <u>Net operating cash flows</u> Net capital expenditure	n/a	More than 100%
Capital Replacement	Measures the replacement of assets is consistent with their consumption.  <u>Capital expenditure</u> Depreciation	n/a	More than 150%

Key Performance Indicator Achievement

The Plan forecasts a strong performance with the majority of financial indicators exceeding their target. Overall results indicate that a “Low” Financial Sustainability Risk will be maintained as determined by the Victorian Auditor General. This is an important independent assessment of Council’s financial position.

Table Two: Projected Financial Performance Indicator outcomes

Indicator	Measure	Target	Forecast											Trend
			2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	
<b>Operating position</b>														
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	> 5%	1.72%	5.57%	5.54%	5.38%	5.38%	6.70%	7.11%	7.52%	7.60%	8.21%	8.41%	+
<b>Liquidity</b>														
Working Capital	Current assets / current liabilities	> 100%	165.16%	151.61%	146.98%	137.78%	128.13%	126.57%	132.02%	123.12%	120.18%	130.77%	140.83%	o
Unrestricted cash	Unrestricted cash / current liabilities	> 10%	26.22%	33.45%	33.39%	18.78%	11.72%	18.66%	26.46%	20.08%	17.35%	27.80%	39.39%	o
<b>Obligations</b>														
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	< 60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	< 20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	o
Indebtedness	Non-current liabilities / own source revenue	< 40%	2.80%	2.41%	2.09%	1.89%	1.70%	1.53%	1.37%	1.21%	1.06%	0.91%	0.81%	+
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	> 100%	121.27%	144.01%	123.61%	122.37%	111.54%	116.30%	115.64%	114.58%	117.27%	117.67%	117.38%	o
<b>Stability</b>														
Rates concentration	Rate revenue / adjusted underlying revenue	Stable / ↑	80.22%	80.75%	80.76%	80.87%	80.80%	80.83%	80.83%	80.92%	80.95%	81.06%	81.20%	o
Rates effort	Rate revenue / CMV of rateable properties in the municipality	Stable / ↑	0.19%	0.20%	0.21%	0.21%	0.22%	0.22%	0.23%	0.23%	0.24%	0.25%	0.25%	o
<b>Efficiency</b>														
Expenditure level	Total expenses/ no. of property assessments	Stable / ↑	\$2,564	\$2,543	\$2,607	\$2,661	\$2,728	\$2,757	\$2,814	\$2,870	\$2,941	\$2,993	\$3,080	+
Revenue level	Total rate revenue / no. of property assessments	Stable / ↑	\$1,814	\$1,860	\$1,888	\$1,923	\$1,968	\$2,017	\$2,068	\$2,119	\$2,172	\$2,227	\$2,282	+
<b>Other indicators (VAGO)</b>														
Self-Financing	Net operating cash flows / Net capital expenditure	> 100%	103.53%	85.73%	91.01%	88.02%	93.76%	102.44%	110.49%	94.69%	99.57%	116.34%	115.94%	o
Capital Replacement	Capital expenditure / Depreciation	> 150%	178.25%	224.46%	185.34%	212.99%	184.96%	159.83%	147.46%	178.80%	174.29%	145.86%	148.85%	o

Key to Forecast Trend:

- + Forecasts improvement in Council’s financial performance/financial position indicator
- o Forecasts that Council’s financial performance/financial position indicator will be steady
- Forecasts deterioration in Council’s financial performance/financial position indicator

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## 4. Other Strategies and Principles

### Loan Borrowing Strategy and Principles

Whilst not a source of income, loan borrowings can be an important cash management tool in appropriate circumstances. Loan borrowings can be a major source of funding for significant infrastructure projects that will provide benefits for future generations. This is known as 'inter-generational equity' - where future debt repayments are matched with future benefits derived from the infrastructure developed.

Loans can only be approved by council resolution.

Council has a Loan Borrowing Strategy and Principles, which provides for loan borrowings based on the following principles:

1. Financial performance indicator ratios relating to debt must be within the Local Government Performance Reporting Framework expected band and within the Victorian Auditor General low risk rating.
2. Loan duration not to exceed the lesser of 10 years or life of asset
3. Loans only for otherwise fully funded Capital projects
4. Priority for projects with above loan repayment returns
5. Loan duration to match cash flows in the funded Capital Works Program
6. Where an interest only loan is entered into then an amount equivalent to the annual principal repayment will be provided into a cash backed reserve
7. Council will not take loans for investment in arbitrage schemes
8. Council will secure its loan funds through competitive tendering
9. No borrowings for operating expenses
10. Loan redemption payments and debt serving costs are to be included in Council's annual budget and 10 year Financial Strategy
11. Drawdown and repayment timing to minimise costs.

### Current and projected loan borrowings position

Council is currently debt free with previous loan borrowings being fully repaid in 2019/20. While Council has the option of sourcing loan borrowings to help fund the Capital Works Program in the future, the 10-Year Financial Plan does not forecast any loan borrowings.

Loan Borrowings	Forecast 20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Opening balance	0	0	0	0	0	0	0	0	0	0	0
Plus New loans	0	0	0	0	0	0	0	0	0	0	0
Less Principal repayment	0	0	0	0	0	0	0	0	0	0	0
Closing balance	0	0	0	0	0	0	0	0	0	0	0
Interest payment	0	0	0	0	0	0	0	0	0	0	0



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### Reserves and other restricted cash Strategy and Principles

Reserves are funds that have been set aside and act as a future funding source for specific purposes. These reserve funds do not have bank accounts of their own but are a theoretical split up of the cash that Council has on hand.

#### **Statutory Reserves:**

The usage of these funds is governed by legislation (or other legal requirements) and are not available for other purposes. Statutory Reserves include the Open Space Reserve and the Doncaster Hill Developer Contributions Reserve.

#### **Other restricted cash:**

Council receives refundable deposits and other trust funds. This includes contractor deposits, landscape bond, bonds for the hire of Council facilities and other work bonds. In addition, other restricted cash includes the Waste Initiative Fund which is set aside for waste and recycling related capital works projects.

#### **Intended use of cash:**

This includes cash set aside for specific future purposes by Council which is not subject to any external restriction or legislative requirements.

This includes:

- Council has created a Strategic Fund to create the capacity for Council to engage in strategic property acquisition and development opportunities, major community infrastructure development opportunities and for other one-off specific purposes in the future where required.
- The projected long service leave liability has been set aside to ensure that council has the capacity to pay long service leave to employees when taken or upon departure.
- Contributions from the Manningham Recreation Association have been set aside for future specific use tied to the contributions received.

Section 2 'Cash backed Reserves and Uncommitted Cash' provides 10 year forecasts for each of these items.

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## 5. Financial Plan Statements

### 10-Year Financial Plan Projections – Comprehensive Income Statement

	Forecast /										
	Actual	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	2020/21	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>											
Rates and charges	109,520	113,818	117,914	121,470	125,489	129,542	133,723	138,138	142,701	147,412	152,393
Statutory fees and fines	2,983	4,162	3,725	3,765	4,001	3,949	4,046	4,145	4,402	4,354	4,466
User fees	6,083	9,049	10,393	10,604	10,867	11,146	11,421	11,705	12,000	12,303	12,607
Grants - Operating	14,105	11,711	11,705	11,872	12,068	12,274	12,479	12,689	12,903	13,121	13,344
Grants - Capital	4,032	7,160	5,328	9,031	3,392	1,392	1,392	1,392	3,592	1,392	1,392
Contributions - monetary	7,008	6,319	6,437	6,907	6,321	6,321	6,322	6,322	6,323	6,323	6,324
Contributions - non-monetary	1,000	1,058	1,058	1,058	1,058	1,058	1,058	1,058	1,058	1,058	1,058
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	211	133	93	183	120	160	120	170	120	180	110
Share of net profits/(losses) of associates	-	-	-	-	-	-	-	-	-	-	-
Other income	2,166	673	771	895	1,348	1,771	2,227	2,444	2,746	3,079	3,342
<b>Total income</b>	<b>147,108</b>	<b>154,083</b>	<b>157,424</b>	<b>165,785</b>	<b>164,664</b>	<b>167,613</b>	<b>172,788</b>	<b>178,063</b>	<b>185,845</b>	<b>189,222</b>	<b>195,036</b>
<b>Expenses</b>											
Employee costs	57,211	56,260	57,459	58,802	60,408	62,069	63,454	64,870	66,315	67,798	69,310
Materials and services	32,864	32,438	34,322	35,746	37,723	38,467	39,874	41,360	43,473	44,557	46,349
Depreciation	23,873	24,786	25,895	26,851	27,734	28,560	29,431	30,109	30,894	31,640	32,354
Amortisation - intangible assets	2,682	3,189	3,501	3,655	3,693	2,764	2,831	3,006	3,100	3,489	3,949
Amortisation - right of use assets	421	317	305	305	201	166	166	166	166	166	166
Bad and doubtful debts	-	-	-	-	-	-	-	-	-	-	-
Borrowing costs	-	-	-	-	-	-	-	-	-	-	-
Finance Costs - leases	57	48	42	35	29	25	21	17	13	9	5
Other expenses	17,070	16,070	16,398	16,723	17,158	17,463	17,897	18,343	18,923	19,273	19,755
<b>Total expenses</b>	<b>134,178</b>	<b>133,108</b>	<b>137,922</b>	<b>142,117</b>	<b>146,946</b>	<b>149,514</b>	<b>153,674</b>	<b>157,871</b>	<b>162,884</b>	<b>166,932</b>	<b>171,888</b>
<b>Surplus/(deficit) for the year</b>	<b>12,930</b>	<b>20,975</b>	<b>19,502</b>	<b>23,668</b>	<b>17,718</b>	<b>18,099</b>	<b>19,114</b>	<b>20,192</b>	<b>22,961</b>	<b>22,290</b>	<b>23,148</b>
<b>Other comprehensive income</b>											
<b>Items that will not be reclassified to surplus or deficit in future periods</b>											
Net asset revaluation increment /(decrement)	-	-	-	-	-	-	-	-	-	-	-
Share of other comprehensive income of associates	-	-	-	-	-	-	-	-	-	-	-
<b>Items that may be reclassified to surplus or deficit in future periods</b>											
<b>Total comprehensive result</b>	<b>12,930</b>	<b>20,975</b>	<b>19,502</b>	<b>23,668</b>	<b>17,718</b>	<b>18,099</b>	<b>19,114</b>	<b>20,192</b>	<b>22,961</b>	<b>22,290</b>	<b>23,148</b>

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**10-Year Financial Plan Projections – Balance Sheet**

	Forecast / Actual										
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>											
<b>Current assets</b>											
Cash and cash equivalents	54,617	53,968	49,028	41,649	38,124	39,121	43,835	40,627	40,191	48,078	56,122
Trade and other receivables	11,648	10,574	10,493	10,605	10,601	10,472	10,671	10,878	11,092	11,314	11,546
Other financial assets	25,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Other assets	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410
<b>Total current assets</b>	<b>92,675</b>	<b>85,952</b>	<b>80,931</b>	<b>73,664</b>	<b>70,135</b>	<b>71,003</b>	<b>75,916</b>	<b>72,915</b>	<b>72,693</b>	<b>80,802</b>	<b>89,078</b>
<b>Non-current assets</b>											
Trade and other receivables	55	55	55	55	55	55	55	55	55	55	55
Other financial assets	8,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Investments in associates, joint arrangement and subsidiaries	2,526	2,526	2,526	2,526	2,526	2,526	2,526	2,526	2,526	2,526	2,526
Property, infrastructure, plant & equipment	2,097,099	2,128,563	2,151,392	2,182,169	2,206,346	2,223,892	2,238,495	2,262,651	2,286,223	2,301,170	2,317,579
Right-of-use assets	2,232	1,915	1,610	1,305	1,106	940	774	608	442	276	110
Intangible assets	4,896	4,732	4,798	3,463	1,839	2,878	3,877	4,621	5,481	5,997	6,053
<b>Total non-current assets</b>	<b>2,114,808</b>	<b>2,142,791</b>	<b>2,165,381</b>	<b>2,194,518</b>	<b>2,216,872</b>	<b>2,235,291</b>	<b>2,250,727</b>	<b>2,275,461</b>	<b>2,299,727</b>	<b>2,315,024</b>	<b>2,331,323</b>
<b>Total assets</b>	<b>2,207,483</b>	<b>2,228,743</b>	<b>2,246,312</b>	<b>2,268,182</b>	<b>2,287,007</b>	<b>2,306,294</b>	<b>2,326,643</b>	<b>2,348,376</b>	<b>2,372,420</b>	<b>2,395,826</b>	<b>2,420,401</b>
<b>Liabilities</b>											
<b>Current liabilities</b>											
Trade and other payables	(29,126)	(29,382)	(27,404)	(25,561)	(26,509)	(27,496)	(28,525)	(29,855)	(30,721)	(31,614)	(32,811)
Trust funds and deposits	(13,385)	(13,385)	(13,385)	(13,385)	(13,385)	(13,385)	(13,385)	(13,385)	(13,385)	(13,385)	(13,385)
Provisions	(13,298)	(13,630)	(13,971)	(14,320)	(14,678)	(15,045)	(15,421)	(15,806)	(16,201)	(16,606)	(17,022)
Lease liabilities	(303)	(296)	(304)	(199)	(166)	(170)	(174)	(178)	(182)	(186)	(125)
<b>Total current liabilities</b>	<b>(56,112)</b>	<b>(56,693)</b>	<b>(55,064)</b>	<b>(53,465)</b>	<b>(54,738)</b>	<b>(56,096)</b>	<b>(57,505)</b>	<b>(59,224)</b>	<b>(60,489)</b>	<b>(61,791)</b>	<b>(63,343)</b>
<b>Non-current liabilities</b>											
Provisions	(1,402)	(1,402)	(1,402)	(1,402)	(1,402)	(1,402)	(1,402)	(1,402)	(1,402)	(1,402)	(1,402)
Lease liabilities	(1,980)	(1,684)	(1,380)	(1,181)	(1,015)	(845)	(671)	(493)	(311)	(125)	-
<b>Total non-current liabilities</b>	<b>(3,382)</b>	<b>(3,086)</b>	<b>(2,782)</b>	<b>(2,583)</b>	<b>(2,417)</b>	<b>(2,247)</b>	<b>(2,073)</b>	<b>(1,895)</b>	<b>(1,713)</b>	<b>(1,527)</b>	<b>(1,402)</b>
<b>Total liabilities</b>	<b>(59,494)</b>	<b>(59,779)</b>	<b>(57,846)</b>	<b>(56,048)</b>	<b>(57,155)</b>	<b>(58,343)</b>	<b>(59,578)</b>	<b>(61,119)</b>	<b>(62,202)</b>	<b>(63,318)</b>	<b>(64,745)</b>
<b>Net assets</b>	<b>2,147,989</b>	<b>2,168,964</b>	<b>2,188,466</b>	<b>2,212,134</b>	<b>2,229,852</b>	<b>2,247,951</b>	<b>2,267,065</b>	<b>2,287,257</b>	<b>2,310,218</b>	<b>2,332,508</b>	<b>2,355,656</b>
<b>Equity</b>											
Accumulated surplus	(774,183)	(795,238)	(814,582)	(837,227)	(852,783)	(871,999)	(891,099)	(911,176)	(933,176)	(954,265)	(977,140)
Reserves	(1,373,806)	(1,373,726)	(1,373,884)	(1,374,907)	(1,377,069)	(1,375,952)	(1,375,966)	(1,376,081)	(1,377,042)	(1,378,243)	(1,378,516)
<b>Total equity</b>	<b>(2,147,989)</b>	<b>(2,168,964)</b>	<b>(2,188,466)</b>	<b>(2,212,134)</b>	<b>(2,229,852)</b>	<b>(2,247,951)</b>	<b>(2,267,065)</b>	<b>(2,287,257)</b>	<b>(2,310,218)</b>	<b>(2,332,508)</b>	<b>(2,355,656)</b>

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**10-Year Financial Plan Projections – Statement of Changes in Equity**

	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	\$'000	\$'000	\$'000	\$'000
<b>2021 Forecast Actual</b>				
Balance at beginning of the financial year	2,135,059	759,511	1,361,262	14,286
Surplus/(deficit) for the year	12,930	12,930	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,933)	-	6,933
Transfers from other reserves	-	8,675	-	(8,675)
<b>Balance at end of the financial year</b>	<b>2,147,989</b>	<b>774,183</b>	<b>1,361,262</b>	<b>12,544</b>
<b>2022</b>				
Balance at beginning of the financial year	2,147,989	774,183	1,361,262	12,544
Surplus/(deficit) for the year	20,975	20,975	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	6,380	-	(6,380)
<b>Balance at end of the financial year</b>	<b>2,168,964</b>	<b>795,238</b>	<b>1,361,262</b>	<b>12,464</b>
<b>2023</b>				
Balance at beginning of the financial year	2,168,964	795,238	1,361,262	12,464
Surplus/(deficit) for the year	19,502	19,502	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,417)	-	6,417
Transfers from other reserves	-	6,259	-	(6,259)
<b>Balance at end of the financial year</b>	<b>2,188,466</b>	<b>814,582</b>	<b>1,361,262</b>	<b>12,622</b>
<b>2024</b>				
Balance at beginning of the financial year	2,188,466	814,582	1,361,262	12,622
Surplus/(deficit) for the year	23,668	23,668	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,887)	-	6,887
Transfers from other reserves	-	6,864	-	(6,864)
<b>Balance at end of the financial year</b>	<b>2,212,134</b>	<b>837,227</b>	<b>1,361,262</b>	<b>13,645</b>
<b>2025</b>				
Balance at beginning of the financial year	2,212,134	837,227	1,361,262	13,645
Surplus/(deficit) for the year	17,718	17,718	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	4,138	-	(4,138)
<b>Balance at end of the financial year</b>	<b>2,229,852</b>	<b>852,783</b>	<b>1,361,262</b>	<b>15,807</b>
<b>2026</b>				
Balance at beginning of the financial year	2,229,852	852,783	1,361,262	15,807
Surplus/(deficit) for the year	18,099	18,099	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	7,417	-	(7,417)
<b>Balance at end of the financial year</b>	<b>2,247,951</b>	<b>871,998</b>	<b>1,361,262</b>	<b>14,690</b>

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**10-Year Financial Plan Projections – Statement of Changes in Equity (continued)**

	Total	Accumulated	Revaluation	Other
	\$'000	Surplus	Reserve	Reserves
	\$'000	\$'000	\$'000	\$'000
<b>2027</b>				
Balance at beginning of the financial year	2,247,951	871,999	1,361,262	14,690
Surplus/(deficit) for the year	19,114	19,114	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	6,286	-	(6,286)
<b>Balance at end of the financial year</b>	<b>2,267,065</b>	<b>891,099</b>	<b>1,361,262</b>	<b>14,704</b>
<b>2028</b>				
Balance at beginning of the financial year	2,267,065	891,099	1,361,262	14,704
Surplus/(deficit) for the year	20,192	20,192	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	6,185	-	(6,185)
<b>Balance at end of the financial year</b>	<b>2,287,257</b>	<b>911,176</b>	<b>1,361,262</b>	<b>14,819</b>
<b>2029</b>				
Balance at beginning of the financial year	2,287,257	911,176	1,361,262	14,819
Surplus/(deficit) for the year	22,961	22,961	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	5,339	-	(5,339)
<b>Balance at end of the financial year</b>	<b>2,310,218</b>	<b>933,176</b>	<b>1,361,262</b>	<b>15,780</b>
<b>2030</b>				
Balance at beginning of the financial year	2,310,218	933,176	1,361,262	15,780
Surplus/(deficit) for the year	22,290	22,290	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	5,099	-	(5,099)
<b>Balance at end of the financial year</b>	<b>2,332,508</b>	<b>954,265</b>	<b>1,361,262</b>	<b>16,981</b>
<b>2031</b>				
Balance at beginning of the financial year	2,332,508	954,265	1,361,262	16,981
Surplus/(deficit) for the year	23,148	23,148	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	6,027	-	(6,027)
<b>Balance at end of the financial year</b>	<b>2,355,656</b>	<b>977,140</b>	<b>1,361,262</b>	<b>17,254</b>

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10-Year Financial Plan Projections – Statement of Cash Flows

	Forecast										
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>											
Rates and charges	111,336	114,892	117,995	121,358	125,493	129,671	133,524	137,931	142,487	147,190	152,161
Statutory fees and fines	2,883	4,182	3,725	3,763	4,001	3,949	4,046	4,145	4,402	4,354	4,466
User fees	12,068	8,454	7,530	8,080	10,887	11,146	11,421	11,705	12,000	12,303	12,607
Grants - operating	14,105	11,711	11,705	11,872	12,068	12,274	12,479	12,689	12,903	13,121	13,344
Grants - capital	4,032	7,180	5,328	9,031	3,392	1,392	1,392	1,392	3,592	1,392	1,392
Contributions - monetary	7,008	6,319	6,437	6,907	6,321	6,321	6,322	6,322	6,323	6,323	6,324
Interest received	600	375	469	586	733	1,201	1,785	1,991	2,218	2,474	2,730
Other receipts	1,566	298	302	309	615	570	442	453	528	605	612
Employee costs	(58,764)	(55,700)	(56,882)	(58,444)	(59,798)	(61,439)	(62,803)	(63,939)	(65,879)	(67,351)	(68,576)
Materials and services	(48,790)	(47,444)	(49,622)	(51,336)	(53,716)	(54,725)	(56,524)	(58,413)	(61,053)	(62,448)	(64,682)
Short-term, low value and variable lease	(484)	(383)	(390)	(398)	(408)	(418)	(429)	(439)	(450)	(462)	(473)
<b>Net cash provided by/(used in) operating activities</b>	<b>45,660</b>	<b>49,844</b>	<b>46,597</b>	<b>51,728</b>	<b>49,568</b>	<b>49,942</b>	<b>51,655</b>	<b>53,837</b>	<b>57,071</b>	<b>57,501</b>	<b>59,905</b>
<b>Cash flows from investing activities</b>											
Payments for property, infrastructure, plant and equipment	(44,706)	(58,665)	(51,562)	(59,511)	(53,365)	(49,394)	(47,230)	(57,524)	(57,806)	(50,163)	(52,100)
Proceeds from sale of property, infrastructure, plant and equipment	602	523	363	743	500	640	480	670	490	740	430
Payments for investments	(11,837)	8,000	-	-	-	-	-	-	-	-	-
<b>Net cash provided by/(used in) investing activities</b>	<b>(55,941)</b>	<b>(50,142)</b>	<b>(51,199)</b>	<b>(58,768)</b>	<b>(52,865)</b>	<b>(48,754)</b>	<b>(46,750)</b>	<b>(56,854)</b>	<b>(57,316)</b>	<b>(49,423)</b>	<b>(51,670)</b>
<b>Cash flows from financing activities</b>											
Finance costs	-	-	-	-	-	-	-	-	-	-	-
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-	-	-	-	-	-	-
Interest paid - lease liability	(57)	(48)	(42)	(35)	(29)	(25)	(21)	(17)	(13)	(9)	(5)
Repayment of lease liabilities	(403)	(303)	(296)	(304)	(199)	(166)	(170)	(174)	(178)	(182)	(186)
<b>Net cash provided by/(used in) financing activities</b>	<b>(460)</b>	<b>(351)</b>	<b>(338)</b>	<b>(339)</b>	<b>(228)</b>	<b>(191)</b>	<b>(191)</b>	<b>(191)</b>	<b>(191)</b>	<b>(191)</b>	<b>(191)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	<b>(10,741)</b>	<b>(649)</b>	<b>(4,940)</b>	<b>(7,379)</b>	<b>(3,525)</b>	<b>997</b>	<b>4,714</b>	<b>(3,208)</b>	<b>(436)</b>	<b>7,887</b>	<b>8,044</b>
Cash and cash equivalents at the beginning of the financial year	65,358	54,617	53,968	49,028	41,649	38,124	39,121	43,835	40,627	40,191	48,078
<b>Cash and cash equivalents at the end of the financial year</b>	<b>54,617</b>	<b>53,968</b>	<b>49,028</b>	<b>41,649</b>	<b>38,124</b>	<b>39,121</b>	<b>43,835</b>	<b>40,627</b>	<b>40,191</b>	<b>48,078</b>	<b>56,122</b>
<b>Investments</b>											
Term deposits with maturity more than 90 days	33,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
<b>Total cash and investments</b>	<b>87,617</b>	<b>78,968</b>	<b>74,028</b>	<b>66,649</b>	<b>63,124</b>	<b>64,121</b>	<b>68,835</b>	<b>65,627</b>	<b>65,191</b>	<b>73,078</b>	<b>81,122</b>

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10-Year Financial Plan Projections – Capital Works Expenditure Projections

	Forecast / Actual										
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>											
Land	3,265	6,600	1,700	1,800	1,555	1,560	1,560	1,660	1,660	1,670	1,680
<b>Total land</b>	<b>3,265</b>	<b>6,600</b>	<b>1,700</b>	<b>1,800</b>	<b>1,555</b>	<b>1,560</b>	<b>1,560</b>	<b>1,660</b>	<b>1,660</b>	<b>1,670</b>	<b>1,680</b>
Buildings	4,676	8,236	6,584	12,269	13,160	5,868	6,870	15,376	15,082	6,795	6,725
Building improvements	874	2,550	1,190	1,929	600	50	50	50	50	50	50
<b>Total buildings</b>	<b>5,550</b>	<b>10,786</b>	<b>7,774</b>	<b>14,198</b>	<b>13,760</b>	<b>5,918</b>	<b>6,920</b>	<b>15,426</b>	<b>15,132</b>	<b>6,845</b>	<b>6,775</b>
<b>Total property</b>	<b>8,815</b>	<b>17,386</b>	<b>9,474</b>	<b>15,998</b>	<b>15,315</b>	<b>7,478</b>	<b>8,480</b>	<b>17,086</b>	<b>16,792</b>	<b>8,515</b>	<b>8,455</b>
<b>Plant and equipment</b>											
Software	2,631	3,025	3,567	2,320	2,069	3,803	3,830	3,750	3,960	4,005	4,005
Plant, machinery and equipment	824	2,143	1,188	2,243	1,830	1,920	1,635	1,850	1,360	2,180	1,280
Fixtures, fittings and furniture	25	25	25	25	25	109	80	83	85	90	90
Computers and telecommunications	900	1,453	774	546	546	546	559	581	592	620	620
Artworks	58	150	265	130	130	131	132	133	133	135	135
<b>Total plant and equipment</b>	<b>4,438</b>	<b>6,796</b>	<b>5,819</b>	<b>5,264</b>	<b>4,600</b>	<b>6,509</b>	<b>6,236</b>	<b>6,397</b>	<b>6,130</b>	<b>7,030</b>	<b>6,130</b>
<b>Infrastructure</b>											
Roads	10,710	12,521	13,408	17,138	14,179	11,510	11,706	14,133	15,290	14,337	17,459
Bridges	72	100	850	5,100	100	100	100	100	105	110	115
Footpaths and cycleways	3,055	3,540	3,700	3,295	3,802	4,322	4,224	4,155	4,360	4,870	4,870
Drainage	3,477	4,305	4,727	4,670	4,698	4,825	5,950	5,950	6,175	6,225	6,250
Recreational, leisure and community facilities	9,708	7,413	2,059	1,486	2,934	6,040	4,672	3,777	4,335	4,120	3,365
Waste management	150	500	4,500	-	2,000	1,900	-	-	-	-	-
Parks, open space and streetscapes	4,281	5,977	6,930	6,430	5,175	6,218	5,729	5,792	4,484	4,806	5,306
Off street car parks	-	127	95	130	562	492	133	134	135	150	150
<b>Total infrastructure</b>	<b>31,453</b>	<b>34,483</b>	<b>36,269</b>	<b>38,249</b>	<b>33,450</b>	<b>35,407</b>	<b>32,514</b>	<b>34,041</b>	<b>34,884</b>	<b>34,618</b>	<b>37,515</b>
<b>Total capital works expenditure</b>	<b>44,706</b>	<b>58,665</b>	<b>51,562</b>	<b>59,511</b>	<b>53,365</b>	<b>49,394</b>	<b>47,230</b>	<b>57,524</b>	<b>57,806</b>	<b>50,163</b>	<b>52,100</b>
<b>Represented by:</b>											
New asset expenditure	13,948	20,919	18,001	25,207	21,212	15,213	12,179	21,459	20,210	11,781	12,680
Asset renewal expenditure	21,883	25,537	21,621	23,904	23,681	25,801	26,212	26,809	28,467	30,461	30,455
Asset expansion expenditure	1,807	2,052	1,552	1,446	1,218	965	1,018	1,565	1,367	1,151	1,444
Asset upgrade expenditure	7,068	10,157	10,388	8,954	7,254	7,415	7,821	7,691	7,762	6,770	7,521
<b>Total capital works expenditure</b>	<b>44,706</b>	<b>58,665</b>	<b>51,562</b>	<b>59,511</b>	<b>53,365</b>	<b>49,394</b>	<b>47,230</b>	<b>57,524</b>	<b>57,806</b>	<b>50,163</b>	<b>52,100</b>
<b>Funding sources represented by:</b>											
Grants	2,997	7,160	5,328	9,031	3,392	1,392	1,392	1,392	3,592	1,392	1,392
Contributions	351	77	78	80	380	330	195	200	270	340	340
Reserves	8,825	8,358	11,759	14,864	13,138	10,317	7,286	16,185	13,139	6,099	7,027
Council cash	32,532	43,070	34,397	35,536	36,455	37,355	38,357	39,747	40,805	42,332	43,341
<b>Total capital works expenditure</b>	<b>44,706</b>	<b>58,665</b>	<b>51,562</b>	<b>59,511</b>	<b>53,365</b>	<b>49,394</b>	<b>47,230</b>	<b>57,524</b>	<b>57,806</b>	<b>50,163</b>	<b>52,100</b>

Manningham City Council  
10-Year Financial Plan 2021/22 to 2030/31

**10-Year Financial Plan Projections – Statement of Human Resources - Expenditure**

Staff expenditure	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Total staff expenditure</b>											
Male	27,989	27,308	27,796	28,397	29,112	29,846	30,524	31,216	31,926	32,650	33,391
Female	32,128	32,053	32,757	33,562	34,528	35,531	36,316	37,119	37,936	38,778	39,634
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total staff expenditure</b>	<b>60,117</b>	<b>59,361</b>	<b>60,554</b>	<b>61,960</b>	<b>63,640</b>	<b>65,377</b>	<b>66,840</b>	<b>68,335</b>	<b>69,862</b>	<b>71,428</b>	<b>73,025</b>
<b>Permanent full time</b>											
Male	23,209	22,455	22,859	23,316	23,853	24,402	24,963	25,537	26,125	26,725	27,340
Female	16,501	16,483	16,780	17,115	17,508	17,911	18,324	18,746	19,177	19,619	20,070
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>39,710</b>	<b>38,938</b>	<b>39,639</b>	<b>40,431</b>	<b>41,361</b>	<b>42,313</b>	<b>43,287</b>	<b>44,283</b>	<b>45,302</b>	<b>46,344</b>	<b>47,410</b>
<b>Permanent part time</b>											
Male	1,473	1,470	1,497	1,527	1,564	1,600	1,637	1,675	1,713	1,752	1,792
Female	11,371	11,124	11,324	11,551	11,816	12,087	12,365	12,650	12,940	13,238	13,543
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>12,844</b>	<b>12,594</b>	<b>12,821</b>	<b>13,078</b>	<b>13,380</b>	<b>13,687</b>	<b>14,002</b>	<b>14,325</b>	<b>14,653</b>	<b>14,990</b>	<b>15,335</b>
<b>Casuals, temporary and other expenditure</b>											
Male	1,278	1,087	1,149	1,217	1,304	1,396	1,418	1,440	1,463	1,487	1,510
Female	3,543	3,640	3,848	4,075	4,364	4,673	4,747	4,822	4,897	4,977	5,055
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>4,821</b>	<b>4,727</b>	<b>4,998</b>	<b>5,293</b>	<b>5,668</b>	<b>6,069</b>	<b>6,165</b>	<b>6,262</b>	<b>6,360</b>	<b>6,464</b>	<b>6,565</b>
<b>Capitalised labour costs</b>											
Male	2,029	2,295	2,291	2,337	2,392	2,448	2,506	2,564	2,625	2,686	2,749
Female	713	806	805	821	840	860	880	901	922	944	966
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>2,742</b>	<b>3,101</b>	<b>3,096</b>	<b>3,158</b>	<b>3,232</b>	<b>3,308</b>	<b>3,386</b>	<b>3,465</b>	<b>3,547</b>	<b>3,630</b>	<b>3,715</b>



Manningham City Council  
10-Year Financial Plan 2021/22 to 2030/31

**10-Year Financial Plan Projections – Statement of Human Resources – FTE**

Staff FTE numbers	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
<b>Total staff FTE numbers</b>											
Male	240	239	239	239	239	239	239	239	239	239	239
Female	289	289	289	289	289	289	289	289	289	289	289
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total staff numbers</b>	<b>529</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>
<b>Permanent full time</b>											
Male	198	197	197	197	197	197	197	197	197	197	197
Female	140	140	140	140	140	140	140	140	140	140	140
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>338</b>	<b>337</b>	<b>337</b>	<b>337</b>	<b>337</b>	<b>337</b>	<b>337</b>	<b>337</b>	<b>337</b>	<b>337</b>	<b>337</b>
<b>Permanent part time</b>											
Male	15	15	15	15	15	15	15	15	15	15	15
Female	118	118	118	118	118	118	118	118	118	118	118
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>
<b>Casuals, temporary and other</b>											
Male	8	8	8	8	8	8	8	8	8	8	8
Female	23	23	23	23	23	23	23	23	23	23	23
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>
<b>Capitalised labour</b>											
Male	19	19	19	19	19	19	19	19	19	19	19
Female	7	7	7	7	7	7	7	7	7	7	7
Self-described gender	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>Total FTE staff numbers</b>	<b>529</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>

Manningham City Council  
10-Year Financial Plan 2021/22 to 2030/31

10-Year Financial Plan Projections – Summary of Planned Human Resources expenditure – by Directorate

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>CEO's Office</b>										
Permanent- Full time	3,513	3,576	3,647	3,731	3,817	3,905	3,995	4,087	4,181	4,277
Female	2,606	2,653	2,706	2,768	2,832	2,897	2,964	3,032	3,102	3,173
Male	907	923	941	963	985	1,008	1,031	1,055	1,079	1,104
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent- Part time	686	699	713	730	747	765	783	801	820	839
Female	584	595	607	621	635	650	665	680	696	712
Male	102	104	106	109	112	115	118	121	124	127
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total CEO's Office</b>	<b>4,199</b>	<b>4,275</b>	<b>4,360</b>	<b>4,461</b>	<b>4,564</b>	<b>4,670</b>	<b>4,778</b>	<b>4,888</b>	<b>5,001</b>	<b>5,116</b>
<b>Shared Services</b>										
Permanent- Full time	7,513	7,648	7,801	7,980	8,163	8,351	8,543	8,739	8,940	9,145
Female	4,102	4,176	4,259	4,357	4,457	4,560	4,665	4,772	4,882	4,994
Male	3,411	3,472	3,542	3,623	3,706	3,791	3,878	3,967	4,058	4,151
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent- Part time	1,057	1,076	1,098	1,123	1,149	1,175	1,202	1,229	1,257	1,286
Female	974	991	1,011	1,034	1,058	1,082	1,107	1,132	1,158	1,185
Male	83	85	87	89	91	93	95	97	99	101
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total Shared Services</b>	<b>8,570</b>	<b>8,724</b>	<b>8,899</b>	<b>9,103</b>	<b>9,312</b>	<b>9,526</b>	<b>9,745</b>	<b>9,968</b>	<b>10,197</b>	<b>10,431</b>
<b>City Planning &amp; Community</b>										
Permanent- Full time	12,428	12,652	12,905	13,202	13,506	13,817	14,135	14,461	14,794	15,135
Female	6,673	6,793	6,929	7,088	7,251	7,418	7,589	7,764	7,943	8,126
Male	5,755	5,859	5,976	6,114	6,255	6,399	6,546	6,697	6,851	7,009
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent- Part time	10,213	10,397	10,605	10,849	11,098	11,353	11,615	11,882	12,155	12,435
Female	9,018	9,181	9,364	9,579	9,799	10,024	10,255	10,491	10,732	10,979
Male	1,195	1,216	1,241	1,270	1,299	1,329	1,360	1,391	1,423	1,456
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total City Planning &amp; Community</b>	<b>22,641</b>	<b>23,049</b>	<b>23,510</b>	<b>24,051</b>	<b>24,604</b>	<b>25,170</b>	<b>25,750</b>	<b>26,343</b>	<b>26,949</b>	<b>27,570</b>
<b>City Services</b>										
Permanent- Full time	15,484	15,763	16,078	16,448	16,827	17,214	17,610	18,015	18,429	18,853
Female	3,102	3,158	3,221	3,295	3,371	3,449	3,528	3,609	3,692	3,777
Male	12,382	12,605	12,857	13,153	13,456	13,765	14,082	14,406	14,737	15,076
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent- Part time	638	649	662	678	693	709	725	741	758	775
Female	548	557	569	582	595	609	623	637	652	667
Male	90	92	93	96	98	100	102	104	106	108
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total City Services</b>	<b>16,122</b>	<b>16,412</b>	<b>16,740</b>	<b>17,126</b>	<b>17,520</b>	<b>17,923</b>	<b>18,335</b>	<b>18,756</b>	<b>19,187</b>	<b>19,628</b>
Casuals, temporary and other expenditure	4,727	4,998	5,293	5,668	6,069	6,165	6,262	6,360	6,464	6,565
Capitalised labour costs	3,101	3,096	3,158	3,232	3,308	3,386	3,465	3,547	3,630	3,715
<b>Total staff expenditure</b>	<b>59,361</b>	<b>60,554</b>	<b>61,960</b>	<b>63,640</b>	<b>65,377</b>	<b>66,840</b>	<b>68,335</b>	<b>69,862</b>	<b>71,428</b>	<b>73,025</b>

Manningham City Council  
10-Year Financial Plan 2021/22 to 2030/31

**10-Year Financial Plan Projections – Summary of Planned Human Resources FTE – by Directorate**

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
<b>CEO's Office</b>										
Permanent - Full time	24.6	24.6	24.6	24.6	24.6	24.6	24.6	24.6	24.6	24.6
Female	19.6	19.6	19.6	19.6	19.6	19.6	19.6	19.6	19.6	19.6
Male	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	6.2	6.2	6.2	6.2	6.2	6.2	6.2	6.2	6.2	6.2
Female	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4
Male	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total CEO's Office</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>
<b>Shared Services</b>										
Permanent - Full time	59.8	59.8	59.8	59.8	59.8	59.8	59.8	59.8	59.8	59.8
Female	34.6	34.6	34.6	34.6	34.6	34.6	34.6	34.6	34.6	34.6
Male	25.3	25.3	25.3	25.3	25.3	25.3	25.3	25.3	25.3	25.3
Self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	10.5	10.5	10.5	10.5	10.5	10.5	10.5	10.5	10.5	10.5
Female	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Male	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total Shared Services</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>
<b>City Planning &amp; Community</b>										
Permanent - Full time	106.2	106.2	106.2	106.2	106.2	106.2	106.2	106.2	106.2	106.2
Female	58.3	58.3	58.3	58.3	58.3	58.3	58.3	58.3	58.3	58.3
Male	47.9	47.9	47.9	47.9	47.9	47.9	47.9	47.9	47.9	47.9
Self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	110.6	110.6	110.6	110.6	110.6	110.6	110.6	110.6	110.6	110.6
Female	97.5	97.5	97.5	97.5	97.5	97.5	97.5	97.5	97.5	97.5
Male	13.1	13.1	13.1	13.1	13.1	13.1	13.1	13.1	13.1	13.1
Self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total City Planning &amp; Community</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>
<b>City Services</b>										
Permanent - Full time	146.4	146.4	146.4	146.4	146.4	146.4	146.4	146.4	146.4	146.4
Female	28.0	28.0	28.0	28.0	28.0	28.0	28.0	28.0	28.0	28.0
Male	118.5	118.5	118.5	118.5	118.5	118.5	118.5	118.5	118.5	118.5
Self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	6.4	6.4	6.4	6.4	6.4	6.4	6.4	6.4	6.4	6.4
Female	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5
Male	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9
Self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total City Services</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>
<b>Casuals, temporary and other</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>
<b>Capitalised labour</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>
<b>Total FTE staff numbers</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>

## 13 CHIEF EXECUTIVE OFFICER

### 13.1 Council Plan 2021-2025

File Number: IN21/475  
Responsible Director: Chief Executive Officer  
Attachments: 1 Council Plan 2021-2025 [↓](#)

#### EXECUTIVE SUMMARY

*The Council Plan 2021-2025 has been developed in accordance with the Local Government Act 2020.*

*Over the past 12 months, Council has led a comprehensive development process, involving extensive community consultation and consideration of evidence, existing commitments and resourcing.*

*The Council Plan was approved 'in principle' by Council on Tuesday 29 June and placed on public display for community review and consultation. The submissions were presented to Councillors on the 3 August 2021 and amendments from the discussion are now included in the attached Council Plan.*

*This report details the final feedback on the Council Plan, summarises the development process, and recommends that Council adopt the Council Plan 2021-2025.*

#### 1. COUNCIL RESOLUTION

**MOVED: CR LAURA MAYNE**  
**SECONDED: CR CARLI LANGE**

**That Council:**

- A. Adopt the Council Plan 2021-2025 at Attachment 1 containing amendments and suggestions from the final round of community feedback.**
- B. Delegate to the Chief Executive authorisation to make any further minor wording or design amendments to the Council Plan that are inconsequential in nature.**

**CARRIED UNANIMOUSLY**

#### 2. BACKGROUND

- 2.1 Following the election on 24 October 2020, Council has been engaged in the development of the 2021-2025 Council Plan. The Council Plan has been shaped in consideration of extensive community consultation, demographics and other data and existing strategic commitments.

- 2.2 The development of the Council Plan is guided by the *Local Government Act 2020*. The new Act introduced new principles and requirements into strategic planning and resourcing, including its governance and community engagement. Compliant prior to the introduction of many of the new requirements, Council chose a better practice approach. As such, to maximise opportunities for community input into the Council Plan, our process retained aspects of the previous Act that are no longer required including broader community engagement and a public display period on top of the new deliberative engagement requirement.
- 2.3 Extensive community consultation has provided our Manningham community the opportunity to have a say on where Council should focus its efforts across their four year term and beyond. Manningham Council's Community Engagement Policy governed our approach to extensive consultation which has included:
- 2.3.1 **Plan Manningham 21+ community survey.** The survey aimed to gather an understanding of broad community priorities and areas of key interest for 2021 and beyond. The survey was posted to all Manningham households and businesses, as well as available online, across August and September 2020. Receiving almost 2500 responses, the feedback provided a great foundation for Council to identify priority areas to be explored and refined through further consideration and consultation.
- 2.3.2 **Targeted conversations.** These conversations aimed to seek expertise and lived experience from specific groups and Council's existing networks, particularly in areas identified in the community survey.
- 2.3.3 **Deliberative Engagement.** Council implemented a new deliberative engagement process, convening a Community Panel over four sessions between 17- 28 March 2021. 400 community members submitted an expression of interest, and following a random selection process a representative panel of 40 community members was formed. Over the sessions, the Panel weighed up community feedback and information, data and evidence, and developed a Community Vision and twelve recommendations to inform Council's major strategic documents. These were informally handed over to Council at the conclusion of the final session and formally received at the 20 April 2021 Council Meeting. In May, Council supported the Community Vision and the recommendations, four with minor amendments to strengthen the breadth or alignment with Council's role. In accordance with Council's promise to the Community Panel, the recommendations have now been given weight to, and incorporated to the greatest extent possible in our strategic plans, including the Council Plan 2021-2025. A list of the recommendations and how they have been addressed are included at the back of the Council Plan. A full report of the deliberative engagement process will be available at the adoption of the Council Plan.
- 2.3.4 **Councillor and staff workshops.** Councillors and staff participated in a series of workshops over the past 12 months to consider community needs, demographics and evidence, share ideas and expertise on potential actions in relation to short, medium and long term commitments and resourcing.

2.3.5 **Public Display period.** Following the adoption 'in principle' on 28 June 2021, the draft Council Plan 2021-2025 was placed on public display for a period of 18 days. The opportunity for our community to have a say was promoted on Council websites, social media, and Manningham's library branches and Civic Offices. Submissions were received through the Your Say Manningham page. During the public display period the Council Plan page had 201 total visitors, 68 people downloaded the draft, and 7 submissions were received.

### 3. DISCUSSION / ISSUE

3.1 Following in principle approval of the Council Plan, amendments have been made to incorporate community feedback, feedback from the Reconciliation Working Group, a commitment to people with a disability and minor grammatical and formatting edits.

#### Community Feedback from public display

3.2 Overall, community feedback on the draft Council Plan 2021-2015 is positive. The community comments are listed at Table 1 with Council's response.

3.3 As a result of the community feedback a number of amendments have been made to the Council Plan, including highlighting our historical character of our City, improved references to what we are doing and two new actions have been included in the Council Plan:

3.3.1 Council to actively promote the heritage of our City through the annual Heritage Festival and through Council's Heritage Advisory Committee.

3.3.2 Actively encourage and support local community environmental groups including Landcare, 'friends of' and other environment and sustainability stewardship groups.

#### Feedback from the Reconciliation Action Plan (RAP) Working Group

3.4 A special meeting was held with the RAP Working Group to review the draft Council Plan. Representation of First Nations people has been strengthened throughout the Plan including the Vision for Reconciliation, updated Acknowledgement of Country and two new actions have been included:

3.4.1 Develop meaningful relationships with the Wurundjeri Woi-wurrung people and Aboriginal and Torres Strait Islander community groups, organisations and local networks

3.4.2 Increase activities to improve Manningham community understanding and conservation of areas of significance to Wurundjeri Woi-wurrung people and Aboriginal and Torres Strait Islander peoples.

### 4. COUNCIL PLAN

4.1 An integrated approach has been taken in the development of Council's key strategic planning and resourcing documents to promote strong alignment between Council's commitments, resources and outcomes.

4.2 An integrated approach has also been taken with the structure of the Council Plan, with every theme being considered through the lens of the others to achieve maximum public value across the plan.

4.3 The Council Plan covers five themes and 11 goals. Major initiatives and initiatives to progress each goal have been adopted in the Budget 2021/22.

4.4 **Theme 1: Healthy Community**

We will support the Manningham community to feel connected and included in a community that feels safe and resilient and has plenty of opportunity to be healthy.

**4.4.1 Goals:**

- Healthy, Resilient and Safe Community
- Connected and Inclusive Community

4.4.2 Initiatives and actions include:

- Improve the range of accessible supports and services available to young people within Manningham, exploring a youth hub, advocating for improved mental health resources and working collaboratively with youth agencies.
- Work with our partners and Advisory Groups to improve access to health and wellbeing services and programs for all our community inclusive of our First Nations and culturally diverse communities.
- Investigate extended use of community facilities, including libraries, to address social isolation.
- Pursue strategies to reduce the impact of gambling on the community, considering areas such as poker machines and advertising on Council buildings.
- Improve access to community legal services.

4.5 **Theme 2: Liveable Places and Spaces**

We will focus on investing in the Manningham for now and into the future; making our City easy to move around in, our roads, footpaths and facilities are well maintained. We are committed to responsible planning to protect our environment, green open spaces and valued parks and open spaces.

4.5.1 Goals:

- Inviting Places and Spaces
- Enhanced Parks, Open Space and Streetscapes
- Well connected, safe and accessible travel
- Well maintained and utilised Community Infrastructure

4.5.2 Initiatives and actions include

- Continue our work to maintain a high standard for our roads, footpaths and drains (major initiative).
- Investigate and review use of our community infrastructure to optimise use now and into the future.

- Deliver activities to encourage people to use public and environmentally friendly transport.
- Implement our Parks Improvement Program including creating a new open space on Hepburn Road, Ruffey Lake Landscape Masterplan, Waldau Precinct Plan and Warrandyte Riverside Park (initiative).
- Demonstrate leadership in use of environmentally responsive materials and locations to promote resilience to flood, bushfire and climate.
- Proactively plan, upgrade and improve our recreations facilities to ensure they are well-maintained and accessible for a broad range of community uses.
- Deliver service improvements and enhancing the walking and cycling network.
- Provide infrastructure (paths, trails, street furniture) and accessible transport options.

#### 4.6 **Theme 3: Resilient Environment**

We share our community's passion for environmental sustainability and growing concern for our environment, biodiversity and climate. We will demonstrate strong leadership and partner with our local community and the Victorian and Australian Governments to address the significant challenges and global impacts facing our environment.

##### 4.6.1 Environmental Goals:

- Protect and enhance our environment and biodiversity
- Reduce our environmental impact and adapt to climate change

##### 4.6.2 Initiatives and actions

- Investigate and implement improvements to Council buildings and facilities to reduce future climate and environmental impact on our community.
- Demonstrate leadership in environmentally responsive building materials and locations to promote resilience to flood, bushfire and climate.
- Deliver sustainability initiatives throughout the Green Wedge to preserve and protect local environmental value.
- Collaborate with other Councils to explore garden and food waste processing and separated glass collection service to reduce waste to landfill.
- Help grow the market in recycled and sustainable products and materials through sustainable procurement.
- Reduce threats to biodiversity and wildlife habitat including pest management and reducing vegetation removal.



#### 4.7 **Theme 4: Vibrant and Prosperous Economy**

We know that supporting and promoting local businesses is critical to our vibrant and thriving economy. Creating and maintaining vibrant villages and inviting places that are attractive, welcoming and accessible for residents, visitors and businesses. Supporting our local businesses and find new ways to support local industries and employment.

##### 4.7.1 Goal:

- Grow our local business, tourism and economy

##### 4.7.2 Key initiatives and actions include:

- Support the development of local creative industries.
- Collaborate with regional partners to foster the growth of the greater Melbourne East economy and create a mix of land to stimulate business diversity in the region.
- Develop a '10-Year Vibrant Villages Plan' to prioritise future upgrades or precinct master planning of all major and local neighbourhood activity centres.
- Develop an Economic Development Strategy to ensure Council plans for a diverse business community that supports local employment.
- Work with Manningham Youth Services and other partners to support young people to engage in education, employment and community life.
- Encourage and support the night-time economy, the visitor economy and employment opportunities with the implementation of recommendations in the Doncaster Hill Strategy and Economic Development Strategy.

#### 4.8 **Theme 5: Well Governed Council**

We place high importance on Council being transparent, accountable and providing value for money. This includes making our communications and engagement inclusive and accessible for all.

##### 4.8.1 Goals:

- A financially sustainable Council that manages resources effectively and efficiently
- A Council that values customers and community in all that we do

##### 4.8.2 Initiatives and actions include:

- Maximise public value through the systematic planning and review of Council's services and effective, early and broad engagement on projects.
- Explore different ways to enhance community satisfaction with our communications on local community issues, services and activities.
- Improve our practices for inclusive communication and engagement.
- Better understand and meet our customers' specific needs to improve their experience.

**5. COUNCIL PLAN / STRATEGY**

The adopted Council Plan will guide Council's decision making and strategy development over the next four years and progress will be regularly monitored and reported.

**6. IMPLEMENTATION**

A Communications and Engagement Plan for the implementation, monitoring and reporting of Council Plan actions and initiatives is being finalised.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Table 1 – draft Council Plan 2021-2025 – Community Feedback from Public Display

	Community Feedback (Topics bolded)	Council's Response
1	I am happy to see the plan and expects changes for <b>diverse communities</b> . We are lacking a lot in <b>community engagement</b> which is very important regarding members' growth and wellbeing.	Noted
2	<p>Overall, the plan is clear, readable and aspires to achieving worthy goals.</p> <p>However, what appears to be missing is due mention of the distinct <b>historical character of the regions</b> which make up Manningham, particularly the Templestowe river flats area, the orchard heritage of Doncaster and the goldfields artisan environs of Warrandyte. How exactly are these areas going to be protected and celebrated?</p> <p>Furthermore, the <b>streetscape management plan</b> needs to include a commitment to community consultation prior to Council decisions being made which affect a street.</p>	<p><b>Promoting and celebrating historical character of the regions:</b>  <b>new action:</b> Council to actively promote the heritage of our City through the annual Heritage Festival and through Council's Heritage Advisory Committee.</p> <p><b>New:</b> Summary of historical character</p> <p>Early engagement on streetscape management plans are addressed through a Major Initiative and Community Engagement Policy</p>
3	<p>A worthy if wordy plan with a broad approach.</p> <p>I was disappointed not to see <b>climate change</b> front and centre to the next few years planning. It is the major issue of our time.</p> <p>I think the <b>pandemic</b> must shape the next few years direction also especially in relation to tourism and creating opportunities for work and leisure close to home.</p> <p><b>Heritage</b> did not seem to score a mention and the environment seemed underdone. The outlying centres such as Warrandyte, Wonga Park and Park Orchards with their special requirements did not appear to rate while other received special mentions It is easy to miss things in such a detailed document. Hopefully some actions will be strengthened in the final plan. Outcomes need to be measurable in 2025.</p>	<p><b>Climate Change:</b>  <b>existing actions and references:</b> Climate change and the environment is featured across all eleven goals of the Council Plan with two Major Initiatives and just over 40 actions. Climate change will be emphasised in the Council's message and the upcoming Environmental Strategy and the Climate Action Plan will add even greater weight to this area.</p> <p><b>Pandemic:</b>  The pandemic will be emphasised in the Council's message.</p> <p><b>Heritage:</b>  <b>existing action:</b> Explore the need for a broad heritage review and assessment to protect and promote the cultural and historical significance of Council's assets.</p>
4	I particularly like the Goals associated with both the Liveable Places Theme and the Spaces and Well Governed Council Themes	Noted

	<b>Community Feedback</b>	<b>Council's Response</b>
5	<p>Lot of work undertaken by Council and Community and I commend All contributors for their hard work and passion. Cannot emphasise enough the importance of <b>honest open communication</b> by Council, in various ways that suit the intersectionality of our residents including languages, age, ability, etc and written, spoken, digital formats. That Council needs to go back to residents after decision taken and explain/justify reasons why/when/where/what/ how We as the community need to know what's going on, so genuine status updates are relevant and useful. Also Council should never judge a book by its cover. Just because a resident may not be fluent in English does not mean the resident is incapable of providing topical feedback. Council cannot say 'Hard To Reach' Onus is on council to reach out to 'hardly reached' or seldom heard voices</p>	<p>Noted.</p>
6	<p>Although the Draft is beautifully crafted with much community input, key exclusions create doubt re: Council's bias towards the urban and lack of will and capacity to deliver its lofty mission, values and goals for all localities, residents &amp; visitors. Perhaps those are excluded due to hesitancy or lack of appropriate pathway, to speak up &amp; respond, therefore requiring more proactive acknowledgement and care in Council's Plan.</p> <p>Just a few examples: Pg 11-15, no mention of DAWN, a vital Doncare service for family safety &amp; loneliness due to domestic violence.</p> <p>no mention by name or impact of important ground-breaking 2017 State Legislation Yarra River Protection Wilap-gin-Birrarung-Murrone Act, adopted by Council recently. Only a mention of Yarra River Corridor Pg 12,21,28</p> <p>Throughout the document, specific urban sites &amp; plans are mentioned by name - Jackson Ct, Doncaster Hill, etc, but no mention of specific plans for specific semi-rural spaces and vital heritage villages like Warrandyte.</p> <p>No mention of Council's appreciation for &amp; collaboration with specific local environmental protection &amp; replenishment groups like FOWSP. No mention generally of how many groups/residents participate in such groups for environmental and social justice.</p>	<p><b>Family Violence:</b> <b>existing Major Initiative:</b> resources and information that link our community to the understanding of and responses to family violence. <i>Note:</i> specific groups are not mentioned</p> <p><b>new:</b> Reference to the Yarra River Protection (Wilip-gin Birrarung murrone) Bill 2017 Act</p> <p><b>City coverage:</b> <b>existing action:</b> Planning a preferred neighbourhood character to make sure our neighbourhoods are well designed as part of our Liveable City Strategy 2040.</p> <p><b>Environmental Groups</b> <b>existing action:</b> Collaborate with community environment groups and other public land managers to protect biodiversity and open space. <b>new action:</b> Actively encourage and support local community environmental groups including Landcare, 'friends of' and other environment and sustainability stewardship groups.</p>

	<p><b>Community Feedback</b></p> <p>pg 35,48 Tourism increase promoted, but no mention of <b>Fire Season Safety</b> education or fire action plans for tourists. No mention of <b>specific action plans to protect and revitalise specific destinations like overused reserves</b>. I didn't notice mention of the new MEMCP group, for safely managing emergency, identifying and removing risks, and all the agencies and authorities involved. Perhaps I missed it?</p> <p>In the current Draft, there are many empty spaces where such vital details could be easily inserted, <b>demonstrating Council actually has no bias, but rather a balanced attention to urban and environmental, rural and village issues and is collaborating with community</b> working on the ground ensuring the stated values - health, safety, environment, resilience etc are actually being implemented. As a long-time rate-payer, and consultant on leadership and inclusiveness in organisations, I suggest you carefully scan the document for evidence of these particular key imbalances and exclusions. There are many more than I've mentioned here.</p>	<p><b>Council's Response</b></p> <p><b>Fire and Emergency Management existing actions and references:</b></p> <ul style="list-style-type: none"> <li>• <b>Reworded to include EMCEMP:</b> Partnering with a range of agencies, organisations, local emergency services <b>and the Eastern Metropolitan Councils Emergency Management Partnership</b> to prepare our community to be active, safe and resilient for fire and emergency.</li> <li>• Support effective preparation, response and recovery for emergency events.</li> <li>• Deliver management and maintenance programs to manage the balance of bushfire prevention with the protection of biodiversity.</li> <li>• Resilience Framework for Emergency Management</li> <li>• Supporting landholders with woody weed removal and bushfire mitigation.</li> <li>• Demonstrate leadership in use of environmentally responsive materials and locations to promote resilience to flood, bushfire and climate.</li> </ul> <p><b>Management of Parks and Reserves existing reference:</b> Implementing our Open Space Strategy and Master Plan actions to create and maintain accessible and well-connected areas for activity, recreation and relaxation.</p>
<p>7</p>	<p>I note that you aim to have well maintained and used community infrastructure etc. how does this goal fit with large corporations such as Bunnings or Westfield being permitted to block off long sections of major roads and footpaths for years on end..?</p>	<p><i>For Council report only:</i> We understand the inconvenience from the prolonged closure of the kerbside traffic lane and footpath along the front of the Bunnings Doncaster development site in Doncaster Road. The closure is necessary to ensure the safety of any pedestrians needing to walk along Doncaster Road and for the road improvement works to be completed safely considering road users and the workers.</p> <p>Unfortunately these works are taking longer to complete than we originally anticipated, due to the presence of major utility services. When the improvement works are completed, the road capacity will be increased to meet the traffic demand of the development. A boulevard style footpath will also be provided along the development site frontage, significantly enhancing the amenity and experience for pedestrians.</p>



# Manningham Council Plan 2021-2025





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## Acknowledgement of Country

Manningham Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the land and waterways that is now known as Manningham.

Council pays respect to Elders both past, present and emerging, and values the ongoing contribution to enrich and appreciate the cultural heritage of Manningham. Council acknowledges and respects Australia's First People's as Traditional Owners of lands and waterways across Country, and encourages reconciliation between all.



## The Council Plan

Our Council Plan is Manningham Council's key strategic document. We developed this Plan following the election of our Council in October 2020. This Council Plan sets out how Council will act for the community's benefit and wellbeing across 2021 - 2025.

The Council Plan outlines our priorities and goals, why they are important and the actions we will take to deliver better outcomes for the community. The Council Plan will guide us to improve our core services, with emphasis on community wellbeing, particularly for younger and older people, our local environment and local businesses.

We are committed to making sure the voice of the community continues to shape the future of Manningham.

This Plan was informed by extensive consultation with over 2600 people over six months including a community survey, targeted conversations with key groups, four community engagement sessions with a deliberative Community Panel, Councillor workshops and staff consultation sessions.

The development of this Plan was also informed by:

- our 2040 Manningham Community Vision
- local, state and federal plans, strategies and policies from governments and other bodies
- data, research and trends
- Local Government Act 2020
- Victorian and Australian Government legislation.

We will report our progress on our Council Plan through the Manningham Quarterly Report and the Manningham Annual Report.



# DRAFT

## Council's message

### Delivering on what you told us is important to you

We're proud to present our Council Plan 2021 – 2025. This key strategic document will guide the actions we will take to benefit the Manningham community over our four-year term.

Over 2,600 people have shared feedback to help us develop this Plan. To further our understanding, we engaged a Community Panel of 40 local residents to deliberate on the feedback and share their experiences. The Panel presented us with a long-term Community Vision and 12 recommendations to make a positive difference under the key themes of community, environment, places and spaces, local economy and well-governed.

Our Council Plan 2021-2025 captures our strong focus on:

- Being a welcoming and inclusive City, with opportunities and access to services for our diverse community and First Nations people.
- Serving our customers and community with empathy and consideration of individual needs.
- Protecting our local environment and biodiversity in all that we do.
- Supporting young people in their mental health through access to local services and employment.
- Maintaining and improving our core assets of roads, drains and parks.
- Maintaining our balance of city and country.
- Advocating and working together with partners to benefit the city.
- Long-term planning to deliver high quality services and infrastructure that meets the needs of our community, now and into the future.
- Our commitment to being transparent and accountable, with early engagement opportunities on our projects and keeping the community informed of our progress.

We will continue to provide support through the Covid-19 pandemic and this plan ensures we work together on the immediate challenges as well as guide our community through recovery in the longer term.

We would like to thank the local community and staff involved in developing this plan. We look forward to working together with you and local agencies, community groups, businesses and other levels of government to deliver this plan.

The Council Plan 2021-2025 is our promise to you in pursuit of our community's vision for the future and on achieving the very best for Manningham.

## How to read this document

Our Council Plan sets out five key areas that we will focus on over our elected Council's four-year term. We call these five areas our 'themes'. Within each theme are a set of specific goals that outline the things we will do in each focus area.

To achieve the best outcomes for our community, we look at each goal from the different perspectives of the community, environment, places and spaces, economy, and how we can support this with strong governance.

This Council Plan includes a section on each of our five themes that outlines:

- what our community has told us
- the guiding plans, strategies, policies and legislation that we have considered

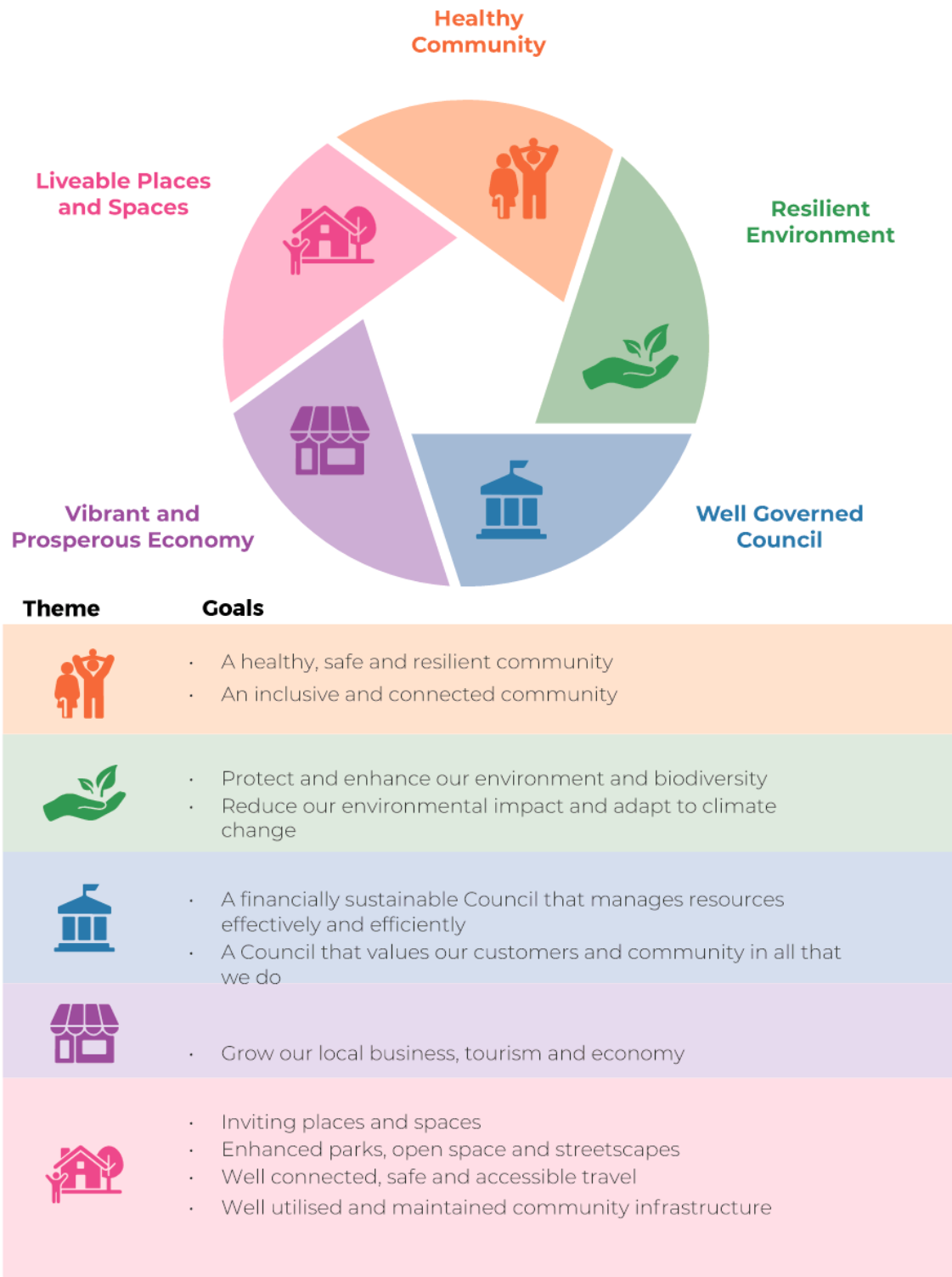
- what we are doing now
- what we will do over the next four years
- how we will measure our success.

As part of our extensive community engagement process Manningham engaged a community panel where residents came together to listen, learn, share and make recommendations on where to focus over the next four years.

At the end of the document we have included more information on the Community Panel recommendations and the major initiatives, initiatives and actions that we will take in response to their recommendations.



Figure 1: Our Council Plan's themes and goals for 2021 - 2025



## A snapshot of Manningham

Manningham is located in Melbourne's eastern suburbs in Victoria, Australia.

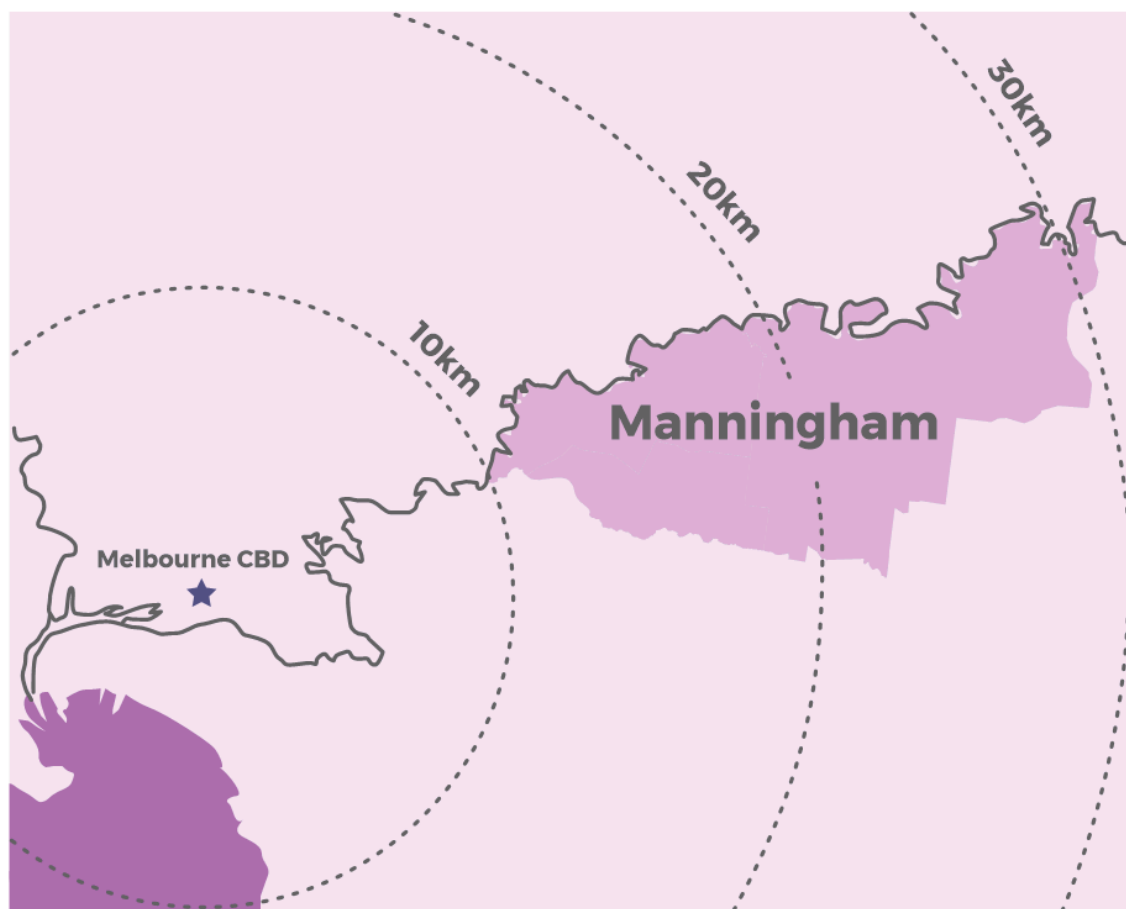
Our western boundary in Bulleen is 12 kilometres from the Melbourne Central Business District (CBD), and our municipality extends to Wonga Park in the east at 32km from the CBD at its furthest boundary.

Curving along the Yarra River, Manningham covers suburbs of Bulleen, Doncaster, Doncaster East, Donvale, Park Orchards, Templestowe, Templestowe Lower, Warrandyte, Warrandyte South and parts of Wonga Park, Nunawading and Ringwood North.

Manningham has a unique balance of city and country, extending from a major activity centre in Doncaster Hill, along a Green Wedge to horse trails in Warrandyte.

Manningham is situated entirely within Wurundjeri Woi-wurrung homelands and has a diverse and multicultural community that brings a wealth of languages, music, food and cultural traditions to the area.

Figure 2: Manningham's location



## Historical character of Manningham

The First Nations peoples of the Eastern Kulin Nation have lived in the area now known as Melbourne, for over 65,000 years harnessing the rich resources of the Yarra River and surrounding bush lands and ranges. Part of the Eastern Kulin Nations are the Wurundjeri Woi-wurrung people who spoke the Woi-wurrung language, the Traditional Owners of Manningham.

Wurundjeri Woi-wurrung people called the Yarra River “Birrarrung” – ‘river of mists and shadows’. The Birrarrung was central to the traditional Country. Throughout Manningham, Wurundjeri Woi-wurrung people lived near the Birrarrung and its tributaries, caring for the many culturally significant places in the area. The Yarra Flats in Manningham are associated with the accomplishments of creation ancestors and spiritual beings. Bolin Bolin Billabong in Bulleen was an important living and eel fishing area, a place which Wurundjeri Woi-wurrung people requested for their reserved use in 1840.

It remained an important living area and visiting place for Wurundjeri people returning from lyrebird hunting in the Yarra Ranges into the 1850s.

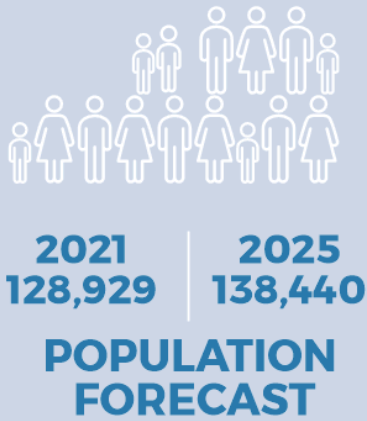
There are over 90 sites of Wurundjeri Woi-wurrung significance, considered to be part of the cultural landscape.

In the late 1830's, the first European settlers began growing wheat, vegetables and grapes before later planting orchards of fruit to supply Melbourne food. The discovery of gold at Andersons Creek near Warrandyte in 1851 created a gold rush and a rapid expansion in the local population. Hundreds of prospectors came to fossick for gold. Manningham hosts a large number of heritage places, buildings, trees and landscapes that are reflective of the area's occupation by our First Nations people, the early gold mining settlements and agricultural history, and from our early migration from Europe and Asia.

Now home to people from over 100 ancestries, Manningham is made up of distinct historical character across our regions including the River Flats of Templestowe beside the Yarra River, the Orchard heritage of Doncaster and the Goldfields artisan environs of Warrandyte.



## A snapshot of where we are



### AGEING POPULATION



The largest 5 year age group in 2026 is 45 to 49 years, with a total of 9,202 people.

**2.8%** GREECE



**2.9%** MALAYSIA



**3.1%** ENGLAND



**3.2%** ITALY



**5.9%** CHINA

### TOP 5 OVERSEAS-BORN NATIONALITIES

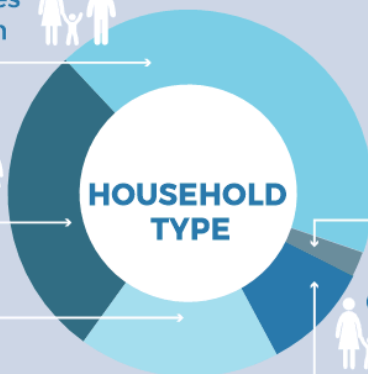
**40%** Couples with children



**26%** Couples without children



**18%** Singles



**2%** Group households



**9.5%** One parent families



### LANGUAGE SPOKEN AT HOME

**42%** Do not use English as their first language



### HOUSING (IN 2016)



**76%** Single dwelling



**19%** Medium density



**5%** High density

## Our Council

Council's role is to provide good governance for the benefit and wellbeing of the Manningham Community. The community elected Councillors for a four-year term on October 31, 2020. The roles of Mayor and Deputy Mayor are nominated by the Council each year at the Annual General Meeting.



### Bolin Ward

Cr Geoff Gough

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### Currawong Ward

Cr Andrew Conlon

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### Manna Ward

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### Our Council



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#### Westerfolds Ward

Cr Michelle Kleinert

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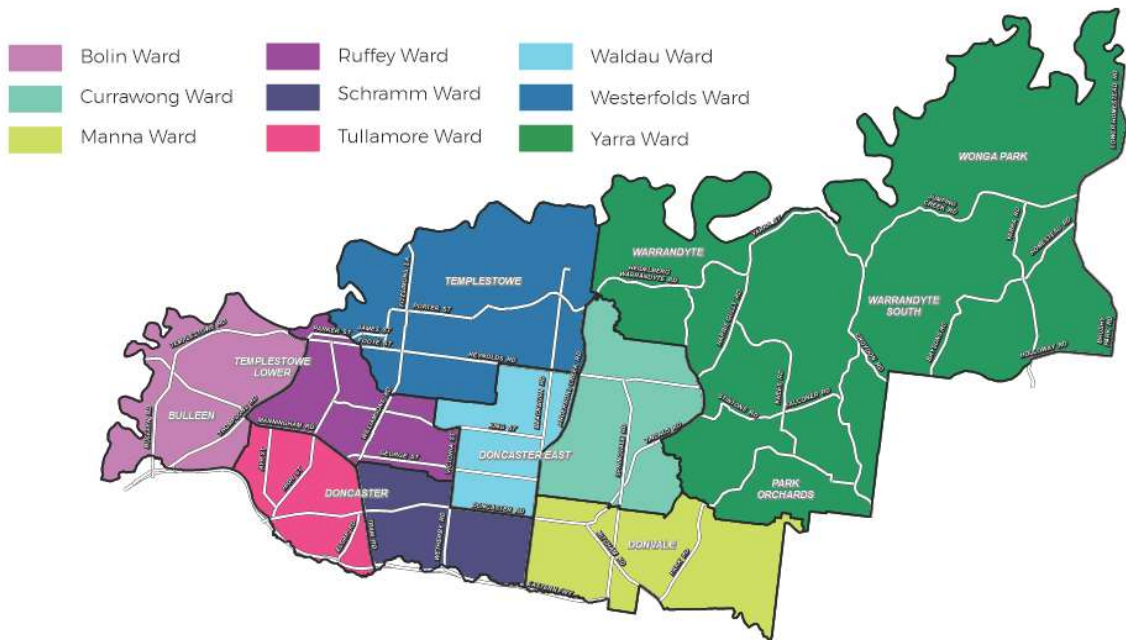
#### Yarra Ward

Cr Carli Lange

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✉ Carli.Lange@manningham.vic.gov.au

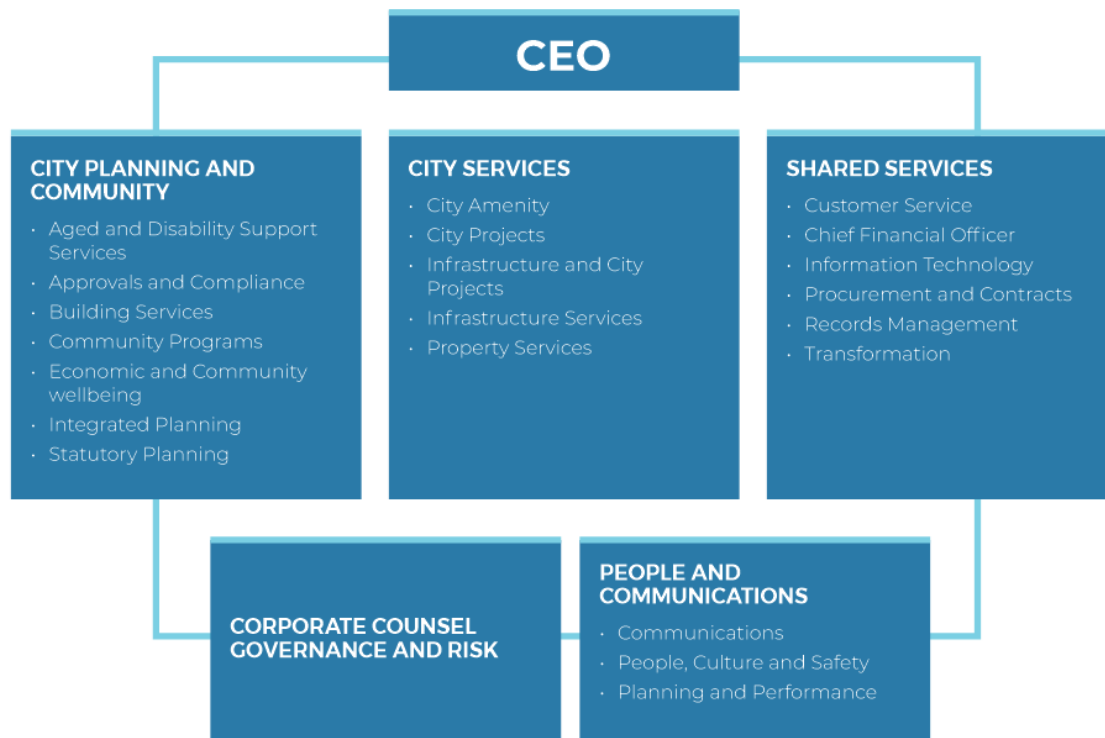
Figure 3: Our municipality



## Our organisation

Chief Executive Andrew Day leads our Executive Management Team and the organisation to maximise public benefit by delivering of over 100 Council services.

Figure 4: Our organisational directorates and service units



## Our vision and mission

### Manningham’s 2040 community vision (as developed by the community panel)

Manningham is a peaceful, inclusive and safe community. We celebrate life with its diverse culture, wildlife and natural environment. We are resilient and value sustainable and healthy living, a sense of belonging, and respect for one another.

### Manningham Council’s 2021-2025 mission

A financially sustainable Council that listens, consults and acts with integrity, value and transparency.

## Our vision for reconciliation

Manningham's vision is for an inclusive and connected community, which proudly acknowledges the Wurundjeri Woi-wurrung people as the Traditional Custodians of the land and waterways and is respectful of the Victorian First Nations communities. It is an informed community that celebrates, and values the rich cultural heritages of First Nations peoples, their diversity, strengths and roles as knowledge holders, and their ongoing contributions to making Manningham what it is today.

We will achieve our vision by embedding the aspirations and commitments contained within the RAP throughout our core business and with all activities, programs and services in collaboration with the Manningham's community.

Namely, by

- developing meaningful relationships and strengthening our connections between First Nations and the broader Manningham community;
- fostering respect and understanding;
- valuing and protecting cultural heritage; and,
- supporting self-determination in which Wurundjeri Woi-wurrung and Aboriginal and First Nations cultures are visible, widely recognized and apparent across all public spaces and through civic engagement.

We will learn from the past, we will celebrate continuing cultures, and together we will build our shared future for reconciliation.

## Our commitment to people with a disability

We are committed to working in partnership with the community to enhance the health and wellbeing of people with disabilities. Activities targeting people with disabilities are integrated and reflected across the Council Plan, the Health and Wellbeing Strategy and associated action plans to address section 38(1) of the Victorian Government's Disability Act 2006.

## Our commitment to gender equality

We are committed to ensuring that all people in our community are treated with dignity, respect and fairness.

We will consider the gender, equality and diversity of all people in our community as we develop our plans, strategies and services.

We will uphold our requirements in the Victorian Government's Gender Equality Act 2020 and will continue to monitor and seek ways to improve all that we do to make Manningham a safe, respectful and inclusive community.



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## Bringing our values to life

We embed our values into our key frameworks, policies, systems and processes. They are the cornerstone of our organisation, guiding our behaviours, decisions and culture.

Figure 5: We Are values



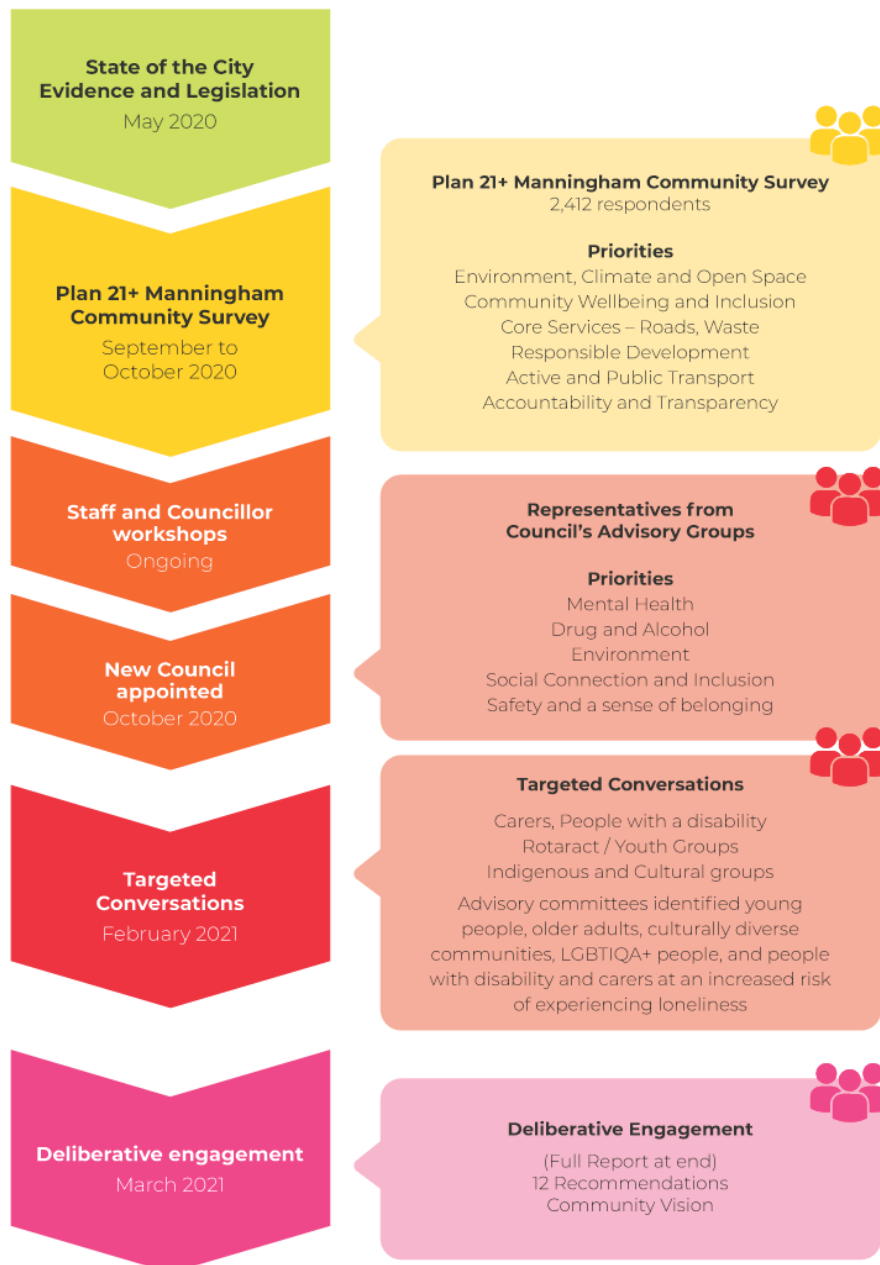
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## Community at the forefront of our decision making

We thank our community for their contribution to this Council Plan. Over 2500 people helped shape this Plan which guides the direction of Council services, facilities and programs. We will work in partnership with our community, local businesses and partners to achieve the goals set out in this Plan.

Figure 6: How we developed our Council Plan



## How our Council Plan works

Our Council Plan describes our themes and goals, why they are important, and the actions that Council will take to benefit the Manningham community.

Our work addresses challenges and opportunities that impact our local community, places and spaces, environment and economy by adopting these as themes for the Plan.

Our Council Plan will guide our activity over the next four years by taking action towards our goals under each theme. We look at each goal to make sure we can positively impact our:

- community
- environment
- places and spaces
- economy

and is underpinned by good governance.

Our Council Plan 2021-2025 focuses on improving our core services, emphasising community wellbeing and support, particularly for younger and older people, our local environment and local businesses.

This Plan is guided by our new 2040 Community Vision and considers existing commitments, legislation, evidence, partnerships, and resources.

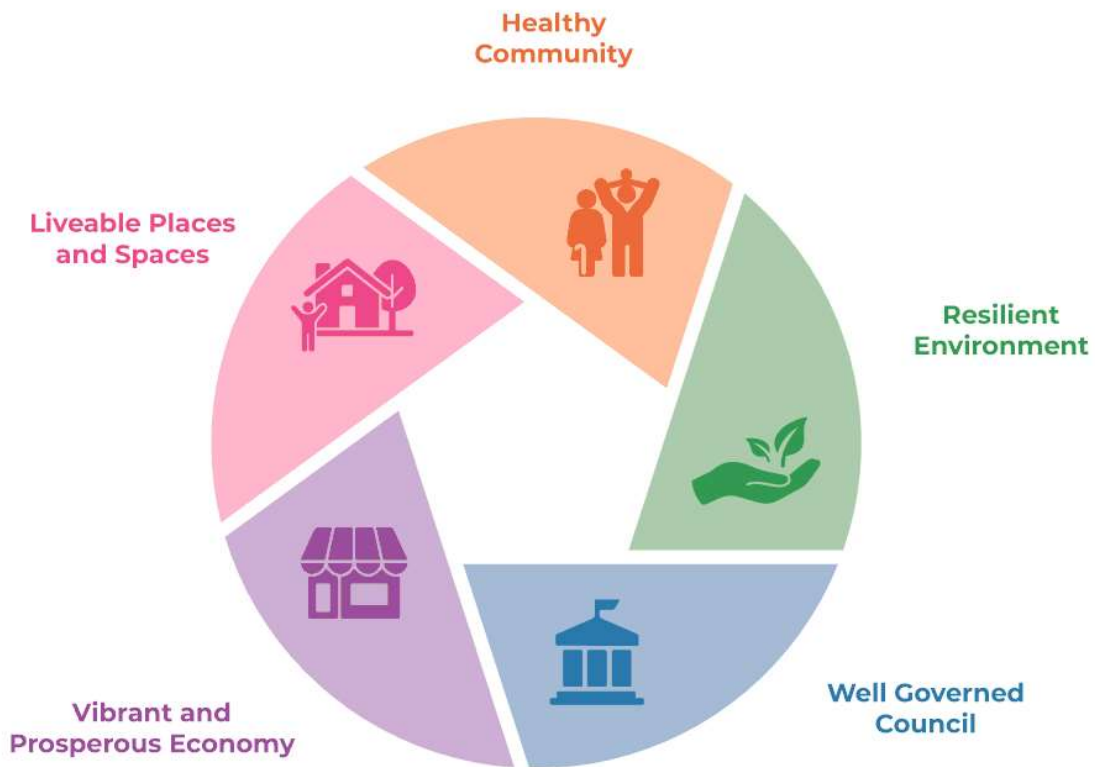
Our Council Plan identifies our major initiatives (seen in bold). Major initiatives are key pieces of work to progress each Council Plan goal. We report on our major initiatives in our Manningham Quarterly Report and Annual Report.

We will also report on how we deliver the actions and initiatives we set out in this Council Plan through the year and in our Annual Report.



# Council Plan themes

Figure 7: Our Council Plan themes





# Healthy community

## GOAL 1: Healthy, Safe and Resilient Community

## GOAL 2: Connected and Inclusive Community

We understand our residents value feeling connected and included in a community that feels safe and resilient.

The consultation we undertook with our community and Councillors made it clear that social connection and a focus on mental health is critical to our community.

Our community also told us that recreation and fitness is a high priority. We support this by providing accessible and well-maintained parks and open spaces and opportunities to participate in organised sports at our sportsgrounds and facilities.

We are committed to working with our partners to support groups in our community that are at an increased risk of experiencing loneliness. These groups include young people, older adults, people from culturally diverse backgrounds, LGBTIQ+ people, and people living with disability and their carers.

From our research and conversations with our residents, we have committed to building, sustaining and enhancing a healthy community by working towards the following goals:

- Healthy safe and resilient community
- Connected and Inclusive community.



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## A snapshot of where we are

**213**

Identify as Aboriginal and Torres Strait Islander

Median Age 34 (First Nations People)  
Median Age 43 (non-First Nation People)



**106 Languages Spoken**

**44.3%**  Born overseas

**25 Religions**



**6.9%**  
Increase in retirement age residents

**5%**

Have disabilities



# #1 OUR HEALTH AND SAFETY

Considered safest community in the East



1 in 2 say their health is very good to excellent

**FEELING SAFE**



**708**

Family incidents (as recorded by police)



**196%**

Increase in dementia expected by 2050



**55%**

Will walk alone at night

## OUR LIVES



Nearly half don't eat well or exercise enough



**74%**

Feel part of the community



**39.8%**

Live on <\$400/week



**17.2%**

Live alone

**Growing need for health and support services**



## Healthy community

### You told us to focus on

- mental, spiritual and physical wellbeing
- places, spaces and activities that are inclusive and accessible for all
- an active, safe and resilient community
- community connections and more opportunities to work with community leaders and local groups, and volunteer networks.

### Guiding plans, strategies and legislation

- **Gender Equality Act 2021** aims to ensure that all Victorians live in a safe and equal society, have access to equal power, resources and opportunities, and are treated with dignity, respect and fairness
- **Victorian Public Health and Wellbeing Plan** identifies the Victorian Government's priorities to improve the health and wellbeing of all Victorians
- **Victoria's 10-year Mental Health Plan** is supported locally through Eastern Regional Mental Health to drive better mental health outcomes
- **Equal Opportunity Act 2010** protects people from discrimination on the basis of their individual attributes in certain areas of public life and aims to eliminate discrimination, sexual harassment and victimisation
- **Disability Act 2006** ensures a person with a disability cannot be discriminated against or treated unfairly because of their disability
- **Resilient Melbourne Strategy** is a partnership with metropolitan Melbourne Councils to draw on the strengths of our diverse communities and geographies to pursue our shared interests, embrace our differences and be stronger together in the face of change
- **Active Victoria** is the Victorian Government's plan for more people to access the benefits of inclusive and safe sport and recreation. Council plays a key role to deliver the Plan in partnerships with sporting associations and community clubs
- **Victorian Aboriginal and Local Government Action Plan 2016** provides a framework to help Councils engage with Aboriginal communities and promote reconciliation, highlighting the essential role of Local Government in driving positive outcomes for Aboriginal communities [maggolee.org.au](http://maggolee.org.au)
- **Victorian Aboriginal Affairs Framework 2018-2023** The overarching whole-of-government framework for Victoria, representing bipartisan commitment to long-term generational change. Through foundations of self-determination, the VAAF provides oversight to a range of existing strategies in the areas of children, family and home, learning and skills, opportunity and prosperity, health and wellbeing, justice and safety and culture and country. This includes policies such as Korin Korin Balit-Djak: Aboriginal health, wellbeing and safety strategic plan 2017- 2027 (12); Balit Murrup: Aboriginal social and emotional wellbeing framework 2017-2027 (13); and Marrung, Aboriginal Education Plan 2016-2026



## Healthy community

- **Other legislation and plans** including: Prevention of Family Violence, State Disability Action Plan, National Safe Schools Framework, Draft National Drug Strategy 2016-2025, Australian National Action Plan on Women, National Strategy for Disaster Resilience- Council of Australian Governments 2011, Family Violence Protection Act 2008

### Our related documents

- Health and Wellbeing Strategy
- Municipal Emergency Management Plan
- Municipal Fire Management Plan
- Reconciliation Action Plan
- Affordable Housing Plan
- Community Local Law

### What we are doing no

We have legislative authority and responsibility to plan for local community health, wellbeing and development.

#### Mental and physical wellbeing

- Running and facilitating the Parenting Seminar Series, Eastern Regional Councils' Health and Wellbeing Series, and Suicide ASIST Training for Manningham practitioners
- **Delivering the Manningham Youth Services** to support and develop young people.
- **Facilitating the Manningham Youth Providers Network** providing networks and pathways to improve young people's mental and physical wellbeing
- **Facilitating the Victorian Government funded School Focused Youth Services** program to support young people who are attending school, but are vulnerable to or showing signs of disengaging from school

- **Providing aged and disability services** to support our older Manningham residents to stay active, independent and living at home for as long as possible. Services include positive ageing events and activities, assisted transport, and home and personal care
- Supporting the community to **increase physical activity** through active living, active recreation and organised sport

#### Inclusive, accessible and building social connections

- Pursuing **welcoming city** accreditation to advance communities where everyone can belong and participate in social, cultural, economic and civic life including new residents and migrants
- Participating in regular Cultural Consultations with the Wurundjeri Woiwurrung Aboriginal Cultural Heritage Aboriginal Corporation and learning from the Reconciliation Action Plan Working Group about how to implement the Reconciliation Action Plan



## Healthy community

- Creating a **Youth Advisory Committee** to strengthen the voice of youth to Council
  - Supporting **people from LGBTIQ+ communities** with East LGBTIQ+ Network and partners
  - Delivering **workplace training on safe, respectful and inclusive** workplace culture and practices
  - Conducting complete **accessibility audits** of Council-owned facilities
  - Resourcing **Wellbeing Support Card** to provide information on local support services
  - Providing services, events and activities, assisted transport, home and personal care **for older residents**
  - Providing information, events and support service for **people with a disability and carers**
- An active, safe and resilient community**
- Partnering with a range of agencies, organisations, local emergency services and the Eastern Metropolitan Councils Emergency Management Partnership to prepare our **community to be active, safe and resilient in the case of fire or emergency**
  - Facilitating the **Manningham Inclusive eNewsletter** and working with Manningham Youth Services (Rainbow lead program) to create a support group for young people from LGBTIQ+ communities
  - Providing **Community Grants** to service providers and community groups. Working with sporting associations and facilities to provide opportunities and facilities for inclusive and safe active recreation, organised sport and casual fitness across Manningham
  - Championing the 16 Days of Activism against **gender-based violence campaign**.
  - Partnering with the Inner Eastern Primary with alcohol misuse, preventing violence against women/gender equity as key priorities
  - Learning from **our Advisory Committees** covering a wide range of expertise including Youth, Culturally Diverse, Arts and Heritage, Disability and LGBTIQ+ communities
  - **Taking part in local initiatives** including Together for Equality and Respect (led by Women's Health East), Resilience Framework for Emergency Management, Eastern Region Mental Health Plan, Inner Eastern Primary Health Promotion Plan, Eastern Melbourne Primary Health Network Needs Assessments and Plans, Together for Equality and Respect – Eastern Region Family Violence Plan, Optimising the benefits for young people through Manningham Youth Services and signatory to the Regional Local Government Homelessness and Social Housing Charter.



## What we plan to do

### GOAL: 1.1 A healthy, resilient and safe community

#### ACTION AREAS


##### Mental, spiritual and physical health

- Recreation and leisure programs and facilities
- Mental wellbeing services, particularly for younger and older people
- Education, volunteering and lifelong learning

##### Resilient and safe

- Education and services to support community safety inside and outside the home
- Prepared for and responsive to emergencies
- A community that values respectful relationships

#### ACTIONS WE WILL TAKE OVER 2021-2025

 <p><b>Community</b></p>	<p>Improve the range of accessible support and services available to young people within Manningham, exploring a youth hub, advocating for improved mental health resources and working collaboratively with youth agencies (major initiative).</p>
	<p>Work with our partners and Advisory Groups to improve access to health and wellbeing services and programs for all people in our community.</p>
	<p>Increase diversity of opportunities to participate in life-long arts and cultural learning for adults, youth and children.</p>
	<p>Improve access to community legal services.</p>
	<p>Provide opportunities to promote local arts and culture in the community.</p>
	<p>Identify strategies to get people to be more active at all stages of life to increase participation by juniors, women, culturally diverse and other priority groups.</p>
	<p>Investigate extended use of community facilities, including libraries through a delivery of the Community Infrastructure Plan (major initiative).</p>



## What we plan to do

### GOAL: 1.1 A healthy, resilient and safe community

	<p>Review and Implement the new Community Local Law to protect the amenity and safety of Manningham.</p>
 <b>Places and Spaces</b>	<p>Develop and activate Council's network of cultural venues and public art sites as community arts spaces through innovative public programs and engagement.</p> <p>Improve access to active, leisure and recreation destinations across the municipality by embracing the 20-minute neighbourhood.</p>
 <b>Environment</b>	<p>Pursue strategies to reduce the impact of gambling on the community, considering areas such as poker machines and advertising on Council buildings (initiative).</p>
 <b>Economy</b>	<p>Support effective preparation, response and recovery for emergency events.</p>
 <b>Well Governed</b>	<p>Investigate and implement improvements to reduce future climate and environmental impact to the community in Council buildings and facilities.</p> <p>Develop an Economic Development Strategy to ensure Council plans for a diverse business community that supports local employment.</p> <p>Work to connect service providers, community groups, local organisations and networks to improve and profile community outcomes through forums and connections (major initiative).</p>





## What we plan to do

### GOAL: 1.1 A healthy, resilient and safe community

#### MONITORING OUR PROGRESS ACROSS 2021-2025

##### Output and outcome measures

- Satisfaction with access to mental health services
- Time taken to action animal management requests
- Time taken to action food complaints
- Improved local access to education and services to protect residents including legal, gambling, violence
- Utilisation of aquatic facilities
- People using library services and facilities
- Improved access to legal advice and services in Manningham
- Percentage of major or critical food notifications followed up within time
- Participation in Maternal and Child Health Service / Participation in the Maternal and Child Health Services by Aboriginal Children





## What we plan to do

### GOAL: 1.2 Connected and inclusive community

#### ACTION AREAS

##### Connected

- Opportunities for everyone in Manningham to connect and engage in community life
- Access to services and programs for employment, education and culture.
- Activities and service to reduce social isolation

##### Inclusive

- Welcoming to people of all ages, abilities, religions, sexuality, gender and cultures
- Services and infrastructure that are equitable and accessible for all
- Celebrate and values the rich cultural heritages of First Nations, their diversity, strengths and roles as knowledge holders

#### ACTIONS WE WILL TAKE OVER 2021-2025

	<p>Work with local leaders to build a better understanding of the needs for newly arrived and culturally diverse communities to better tailor access to programs and services to meet those needs.</p>
	<p>Enhance and create meaningful, inclusive opportunities for older people to connect, participate and contribute to the community through partnerships, volunteering and activities.</p>
	<p>Develop and deliver diverse community arts and public art programs that enable a celebration of local culture.</p>
	<p>Develop meaningful relationships with the Wurundjeri Woi-wurrung people and Aboriginal and Torres Strait Islander community groups, organisations and local networks.</p>
	<p>Deliver activities to support anti-ageism and share resources and stories with the community to raise awareness around stereotypes, prejudice and discrimination on the basis of age.</p>
	<p>Recognise the contribution of our volunteers through Council's Civic Awards and Volunteers Recognition activities.</p>





## What we plan to do

GOAL: 1.2 Connected and inclusive community	
	<p>Improve housing choice to meet community needs by reviewing the Affordable Housing Policy and Manningham Planning Scheme.</p>
	<p>Increase seating and amenities along our footpaths and trails to give people places to meet and rest.</p>
	<p>Deliver a 10-year Public Toilet Plan to ensure a network of safe, accessible, well maintained and sustainable toilet facilities.</p>
	<p>Increase activities to improve community understanding and conservation of areas of significance.</p>
	<p>Improve energy efficient lighting in public places for community safety and activity.</p>
	<p>Support and promote local businesses through the Manningham Business Network.</p>
	<p>Work with Manningham Youth Services and other partners to support young people to engage in education, employment and in community life.</p>
	<p>Improve Council practice for inclusive communication and engagement.</p>
	<p><b>Support and educate to connect inclusive and healthy communities (inclusive of our First Nations and culturally diverse communities) through:</b></p> <ul style="list-style-type: none"> <li>• implementing recommendations in the Reconciliation Action Plan to enhance recognition of Aboriginal and Torres Strait Islander communities</li> <li>• resources and information that link our community to the understanding of and responses to family violence (major initiative)</li> </ul>



## What we plan to do

### GOAL: 1.2 Connected and inclusive community

#### MONITORING OUR PROGRESS ACROSS 2021-2025

##### Output and outcome measures

- Self-rated improvement in services for young people in employment, support or opportunities to participate in community life
- Satisfaction of people participating in positive ageing programs and events.
- Self-rated sense of wellbeing
- Number of programs and services that support our culturally diverse community
- Number of Gender Impact Assessments on Councils services, policies and programs
- Reconciliation Action Plan recommendations implemented
- Participation in arts and cultural activities



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30 Manningham Council Plan 2021 - 20



# Liveable places and spaces

**GOAL 1: Inviting places and spaces**

**GOAL 2: Enhanced parks, open space and streetscapes**

**GOAL 3: Well connected, safe and accessible travel**

**GOAL 4: Well utilised and maintained community infrastructure**

Our community has told us that they generally love where they live and value our parks, trees, open spaces and the natural environment.

We know we can support our community with bike paths and linear trails that provide connections within neighbourhoods and to community facilities such as libraries.

Responsible housing and development is a key priority for our residents. We are committed to responsible planning to protect our environment, green open spaces, environmental sustainability and balance of city and country.

From our research and conversations with our residents, we have committed to work towards the following goals:

- inviting places and spaces
- enhanced parks, open space and streetscapes
- well connected, safe and accessible travel
- well utilised and maintained community infrastructure.





## A snapshot of where we are

**11,761**  
NEW DWELLINGS  
BY 2021



**20%**  
Of residents  
will live alone  
by 2021



Increased demand  
and importance on  
arts, community and  
sporting facilities

**97%**  
Live within  
**400M**  
of a bus stop



**47%**  
Of short trips  
are taken by  
private  
vehicle



**1800KM**

Roads,  
paths bike  
lanes and  
walking lanes  
maintained  
by council

ONLY  
**4%**



Of households do not  
have a private vehicle

**70%**



Travel by  
car to work

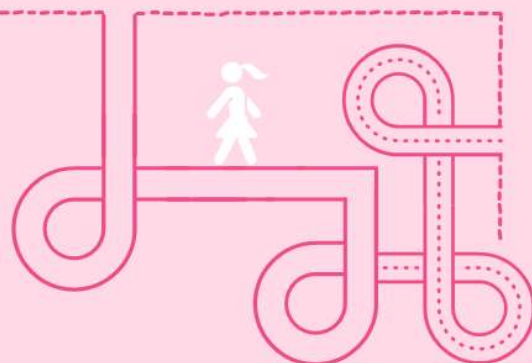


**20.13 sq km** Open space  
**302** Parks and reserves  
**151** Play spaces



### MANNINGHAM PROVIDES

**751KM** Roads  
**918KM** Footpaths  
**66KM** Off-road shared paths  
**118KM** Pedestrian paths in parks





## Liveable places and spaces

### You told us to focus on

- meeting demand and balancing city and country
- public spaces for people to meet and connect
- neighbourhood character and amenity that is welcoming and attractive
- valuing our parks and open space
- safe, easy and environmentally friendly travel
- community Infrastructure that is multi-purpose and well utilised.

### Guiding plans, strategies and legislation

- **Plan Melbourne 2017-2050** is a Victorian Government Plan to guide Melbourne's growth for the next 35 years. An integral part is the 20-minute neighbourhood "living locally", which gives people the ability to meet most of their everyday needs within a 20-minute walk, cycle or local public transport trip from their home.
  - **Cooling and Greening Melbourne** is a focus of Plan Melbourne. Victoria is the fastest-growing state in Australia. Combined with climate change, this presents complex challenges for all governments to work together to increase sustainability and resilience in our local area
- **Other Legislation and Plans** including Better Apartments Guidelines, Planning and Environment Act 1987, Road Management Act 2004, Road Safety Act 1986 and associated regulations, Road Safety Road Rules 2009, Transport Integration Act 2010,

Disability Act 2006, Resilient Melbourne – Metropolitan Urban Forest Strategy and Victoria's 30-year Infrastructure Plans, Victorian Aboriginal Heritage Act 2006 and Aboriginal Heritage Regulations 2018.

### Other influences

- **North East Link (NEL)** will connect the M80 Ring Road with the Eastern and South-Eastern suburbs. The NEL will connect the M80 with the Eastern Freeway (F19) via a tunnel with a link at Banksia Street before continuing underground along Bulleen Road to the Eastern Freeway
- The Victorian Government is encouraging **affordable housing** through local Councils by seeking a voluntary affordable housing contribution from developers as part of planning approval processes.

### Our related documents

- Asset Plans
- Manningham Planning Scheme
- Affordable Housing Policy and Action Plan
- Road Management Strategy
- Community Local Law
- Residential Strategy
- Transport Action Plan
- 2013-23 Victoria's Cycling Strategy
- Parking Management Policy and Strategy
- Principal Pedestrian Network Plan
- Parks and Reserve Management Plans
- Road Safety Strategy and Action Plan.



## Liveable places and spaces

### What we are doing now

#### Meeting demand and balancing city and country

- Long term planning with our **Liveable City Strategy 2040**. This urban design framework was created to enhance Manningham's liveability by greening the area, creating vibrant activity centres, providing housing diversity, fostering social connections and sustainable transport options
- Guiding future use and development that responds to our community's current and future needs with the **Doncaster Hill Framework Plan**
- Reviewing our Manningham **Planning Scheme** to guide land use and development
- Creating our **Affordable Housing Policy and Action Plan** to increase the supply of social and affordable housing to support our diverse and inclusive community and a sustainable economy. This will be achieved by providing housing for people on very low, low and moderate incomes.

#### Public spaces for people to meet and connect

- **Enhancing accessibility of developments** including communal open space, landscaping, and integration with the street, access, site services and private open space standards
- Examining how we deliver our services **and how we can best use technology** to make sure our assets are well maintained
- Making it **safe, easy and environmentally friendly for our community** to get around.
- Continuing to successfully advocate for **improvements to the bus services**

- **Advocating for the Suburban Rail Loop**, which identifies a rail station on Doncaster Hill in its route from Cheltenham to the Airport in Stage 2
- **Improving paths and trails** in our parks and open spaces to encourage walking and cycling for recreation and fitness
- **Improving roads for pedestrians to walk, wheel and cycle** to and from local employment, education, shops and services and connect to neighbourhood and community facilities.

#### Neighbourhood character and amenity that is welcoming and attractive

- Using our Planning Scheme to locate higher density residential developments along major road corridors, such as Doncaster Road and Manningham Road, close or in proximity to shopping and activity centres and public transport routes
- Maintaining the 'greening' of Manningham by requiring landscaping and provision of open spaces with any development application
- Planning a **preferred neighbourhood character** to make sure our neighbourhoods are well designed as part of our Liveable City Strategy 2040
- Improving **access to active, leisure and recreation destinations** by embracing the 20- minute neighbourhood in alignment with Plan Melbourne.



## Liveable places and spaces

### Safe, easy and environmentally friendly travel

- Continuing to understand the needs of our community and work together to advocate for **improvements to bus** services that are fair and equitable
- Advocating for the **Suburban Rail Loop**, which identifies a rail station on Doncaster Hill in its route from Cheltenham to the Airport in Phase 2
- **Improving paths and trails** in our parks and open spaces to encourage walking and cycling for recreation and fitness
- **Improving roads for pedestrians** to walk and wheel to and from local employment, education, local shops and services.

### Valuing our parks and open spaces

- Delivering a **10-Year Parks Improvement Program** to make sure all parks receive upgrades and renewal to maintain their quality and condition
- Actively build upon, encourage and support new and existing **local community environmental groups** including Landcare, 'friends of', Waterwatch and sustainability stewardship groups
- **Renewing and upgrading our playspaces** including high profile regional sites, skate and BMX facilities, fitness and informal recreation facilities
- Pursuing regional partnerships to **increase the tree canopy** across all parks
- **Maintaining and improving** our streetscapes and 301 parks and reserves to make them more attractive and usable
- Recognise and promote **Aboriginal cultural heritage and Connection to Country**

- **Implementing our Open Space Strategy** and Master Plan actions to create and maintain accessible and well-connected areas for activity, recreation and relaxation
- Celebrating our heritage through our Heritage Grants
- Recognise and promote Aboriginal cultural heritage and Connection to Country. Investment into making our paths, trails, street furniture, facilities, cycling and walking tracks accessible for all to enjoy
- Using environmentally sustainable materials to build and renew our paths, trails, street furniture
- Greening our open spaces as part of the 2040 Liveable City Strategy.

### Community Infrastructure that is multi-purpose and well utilised

We currently **own and maintain more than 200 community facilities** including:

- Maternal and Child Health and Early Years services (39 playgroups and childcare services operating in Council-owned facilities)
- Manningham Youth Services (currently located at MC Square)
- Library facilities and services (run by the Whitehorse Manningham Regional Library Corporation – four locations across the municipality of which two are Council-owned, plus a mobile library servicing Park Orchards)
- Recreation facilities including Aquarena, Donvale Indoor Sports Centre (DISC), Mullum Mullum Stadium and eleven Level 1 Sports Pavilions
- Arts and Culture facilities and services including Art Gallery (MC Square), Art Studio (MC Square), Playhouse and Doncaster Theatre.





## What we plan to do

### GOAL: 2.1 Inviting places and spaces

#### ACTION AREAS

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Plan for developments in a way that protects our environment and green open spaces</li> <li>• Maintain a balance of city and country</li> <li>• Neighbourhoods retain their distinct character and improved access to local services</li> <li>• Recognise and promote Aboriginal cultural heritage and Connection to Country</li> </ul> | <ul style="list-style-type: none"> <li>• Developer investment that contributes to the amenity of the municipality</li> <li>• Well maintained buildings, places and spaces</li> <li>• Accessible and connected mixed-use places and streetscapes to recreate, gather and celebrate</li> </ul> |
|--|--|

#### ACTIONS WE WILL TAKE OVER 2021-2025

<p><b>Community</b></p>	<p>Improve activation of places and neighbourhoods for people to recreate, gather and participate in community life.</p>
	<p>Increase activities to improve Manningham community understanding and conservation of areas of significance to Wurundjeri Woi-wurrung people and Aboriginal and Torres Strait Islander peoples.</p>
	<p>Improve access to active, leisure and recreation destinations across the municipality by embracing the 20-minute neighbourhood.</p>
	<p>Develop a preferred neighbourhood character to make sure our neighbourhoods are well designed as part of the Liveable City Strategy 2040.</p>
	<p>Improve our streetscapes with increased vegetation and water sensitive design to cool the landscape and bolster biodiversity.</p>
	<p>Review our Streetscape Management Plan and Nature Strip Policy by 30 June 2022 to help guide our street planting and management of our streetscapes with consideration of urban design, character areas and our natural environment.</p>



## What we plan to do

### GOAL: 2.1 Inviting places and spaces



Commence long term plans to create a network of greenways to reduce our impact on the environment and improve the amenity of the city.

Implement the Doncaster Hill Strategy and Economic Development Strategy recommendations to encourage and support our night time economy, visitor economy and local employment opportunities.



Strengthen our principles to guide responsible planning for new developments by:

- Adoption of key strategic documents including our Liveable City Strategy 2040 by December 2021 and our Environmental Strategy by 30 June 2022
- review the Manningham Planning Scheme by 30 June 2022
- Investigate enhanced planning controls to enhance the protection of our environment (major initiative)

### MONITORING OUR PROGRESS ACROSS 2021-2025

#### Output and outcome measures

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Satisfaction with our local area</li> <li>• Local Gross Domestic Product</li> <li>• Maintain the balance of city and country by limiting two-thirds of medium and high-density development to our growth corridor</li> </ul> | <ul style="list-style-type: none"> <li>• Planning decisions with a successful outcome</li> <li>• 90% of capital works programs delivered</li> <li>• Adoption of key strategic documents including Liveable City Strategy 2040 by December 2021 and the Environmental Strategy by 30 June 2022</li> <li>• Review of the Manningham Planning Scheme by 30 June 2022</li> </ul> |
|---|--|






## What we plan to do

### GOAL: 2.2 Enhanced parks, open space and streetscapes

#### ACTION AREAS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Ways for people to connect with paths, trails, street furniture, facilities, cycling and walking tracks designed for all.</li> <li>• Protect and enhance the sustainability of parks and reserves using environmentally sustainable materials to build paths, trails, street furniture</li> </ul> | <ul style="list-style-type: none"> <li>• Maintain principles of protecting our environment, green and open spaces</li> <li>• Create accessible and well-connected areas that inspire activity, recreation and relaxation</li> <li>• Maintain our parks, reserves and streetscapes</li> <li>• Promote awareness of Manningham's culture, heritage and conservation in our parks, trails and open spaces</li> </ul> |
|--|---|

#### ACTIONS WE WILL TAKE OVER 2021-2025

 <b>Community</b>	<p>Make improvements to our open space facilities to increase safety and use of our parks and open spaces to facilitate activity, recreation and relaxation.</p> <p>Actively support new and existing local community environmental groups including Landcare, 'friends of', and other environment sustainability stewardship groups.</p>
	<p>Deliver upgrades to our parks and recreation facilities (as scheduled) including Petty's Reserve Sporting Development (Stage 2), Rieschiecks Reserve Pavilion Redevelopment, and Deep Creek Reserve (initiative)</p> <p>Implement our Parks Improvement Program including creating a new open space on Hepburn Road, Ruffey Lake Landscape Masterplan, Waldau Precinct Plan and naming of Warrandyte riverside park (initiative)</p>
	<p>Protect and enhance the sustainability of parks and reserves using environmentally sustainable materials to build paths, trails, and more street furniture.</p> <p>Facilitate an increase in tree canopy across our parks as part of the Resilient Melbourne - Metropolitan Urban Forest Strategy.</p>



## What we plan to do

### GOAL: 2.2 Enhanced parks, open space and streetscapes



Deliver sustainability initiatives throughout the green wedge to preserve and protect our local environment.

Acquire and develop new or expanded parks, open spaces and pedestrian links to support our growing population.

Implement a responsive and customer-focussed approach to the maintenance and management of streetscape matters including nature strips and trees reported by the community.

### MONITORING OUR PROGRESS ACROSS 2021-2025

#### Output and outcome measures

- Community satisfaction with our parks and facilities (regional park survey)
- Number of trees planted in our streets reserves and parks each year
- Number of reported preventable injuries in parks or on streets
- Development of a Streetscape Strategy that considers urban design, character and our natural environment.



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## What we plan to do

### GOAL: 2.3 Well connected, safe and accessible travel

#### ACTION AREAS

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Education and infrastructure to support environmentally friendly transport and travel</li> <li>• Well connected, safe and accessible public transport and active transport options</li> <li>• Well planned and maintained roads, pathways and transport infrastructure</li> </ul> | <ul style="list-style-type: none"> <li>• Education to improve sustainable transport options to reduce congestion</li> <li>• Advocacy for easier travel options to and within Manningham and surrounding areas</li> <li>• Pursue a 20-minute neighbourhood (in line with Plan Melbourne)</li> </ul> |
|--|--|

#### ACTIONS WE WILL TAKE OVER 2021-2025

<p>Community</p>	Advocate for improved safety on public transport.
	Expand and upgrade our shared trail network to improve connectivity.
	Continue our work to maintain a high standard for our roads, footpaths and drains (major initiative).
	<p>Deliver new footpaths to improve people’s active transport options and ability to walk or wheel safely and easily to local shops, community facilities and schools, including:</p> <ul style="list-style-type: none"> <li>• Porter Street Templestowe to allow safer walking along a steep road</li> <li>• Eastern side of Smiths Road Templestowe to connect to Pettys Reserve and nearby bus stops</li> <li>• Western side of Springvale Road Donvale to connect bus stops, school, Mullum Mullum Stadium and Mullum Trail</li> <li>• Heidelberg - Warrandyte Road Templestowe to link to the Newmans Road Shops</li> </ul>
	Deliver our Road Improvement Program including Jumping Creek Road, Tuckers Road, Knees Road and Templestowe Village connecting roads as scheduled.



## What we plan to do

### GOAL: 2.3 Well connected, safe and accessible travel

	<p>Review community needs for bus improvements:</p> <ul style="list-style-type: none"> <li>• Preparation of a Community Transport Future Directions Discussion Paper</li> <li>• Investigate options for an on-demand bus service (tele bus) as part of the Eastern Suburbs Bus Network Review</li> <li>• Advocate to the Victorian Government to improve bus stop facilities and passenger amenity, prioritising major bus stops</li> </ul> <p>Deliver activities to encourage people to use public and environmentally friendly transport.</p>
	<p>Engage with private car and rideshare companies to encourage an establishment of a car share program in Doncaster Hill.</p>
	<p>Investigate options for land for employment use to reduce Council's reliance on rate revenue.</p> <p>Provide ways for people to connect by:</p> <ul style="list-style-type: none"> <li>• Prioritising grant funding to support community inclusion and connections</li> <li>• deliver actions in our Transport Action Plan and Bus Network Review 2017 including contributing to the planning of the Suburban Rail Loop, Doncaster Busway, Bus Rapid Transits, bus network and service improvements</li> <li>• enhancing our walking and cycling network (major initiative)</li> </ul>

### MONITORING OUR PROGRESS ACROSS 2021-2025

<p><b>Output and outcome measures</b></p>	
<ul style="list-style-type: none"> <li>• Percent decrease average of cars per household (ABS)</li> <li>• Community Satisfaction with sealed local roads</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver the Footpath Program</li> <li>• Deliver 5km of footpath renewal</li> <li>• Number of Transport Advocacy Programs</li> <li>• Deliver 2 kilometres of sealed roads each year</li> </ul>



## What we plan to do

### GOAL: 2.4 Well maintained and utilised community infrastructure

#### ACTION AREAS

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Expand and better utilise our current and future facilities to meet our community's needs</li> <li>Explore the use of our community hubs to make sure they offer activities and events for all</li> </ul> | <ul style="list-style-type: none"> <li>Leadership in environmentally sustainable design and use of materials to promote resilience to flood, bushfire and climate</li> <li>Community infrastructure that is used efficiently and maintained to high standards</li> </ul> |
|--|--|

#### ACTIONS WE WILL TAKE OVER 2021-2025

<p>Community</p>	<p>Identify the current and future capacity of our facilities and pavilions to make sure they meet community needs now and in the future.</p>
	<p>All works on our community facilities will be compliant with disability and accessibility standards.</p>
	<p>Consult with our community in the preparation of sporting grounds masterplans to take a strategic approach to provide for our community's current and future recreation needs in line with our Recreation Strategy priorities listing.</p>
	<p>Explore partnerships to maximise the use of community facilities.</p>
	<p>Demonstrate leadership in environmentally responsive building materials and locations to promote resilience to flood, bushfire and climate.</p>
	<p>Proactively plan, upgrade and improve our recreations facilities to ensure they are maintained and accessible for a broad range of community uses.</p>



## What we plan to do

### GOAL: 2.4 Well maintained and utilised community infrastructure

	<p>Deliver management and maintenance programs to manage the balance of bushfire prevention with the protection of biodiversity.</p> <hr/> <p>Explore the need for a broad heritage review and assessment to protect and promote the cultural and historical significance of Council's assets.</p> <hr/> <p>Improve water management with the development of an Integrated Water Management Strategy.</p>
	<p>Investigate the current use of our facilities and identify opportunities to develop or repurpose existing facilities and the use of Council land for multi-use purposes and to meet changing community needs through:</p> <ul style="list-style-type: none"> <li>• Finalising the Community Infrastructure Plan by 31 December 2021 and implementing the 20 year Action Plan</li> <li>• assessing and improving the way our stadiums are used in conjunction with Stadium Managers</li> <li>• improving our community's access to sport and recreation facilities and spaces for broad community use and benefit (major initiative)</li> </ul>

### MONITORING OUR PROGRESS ACROSS 2021-2025

#### Outcome Measures

- Facilities maintenance completed in time
- Capital Works invested into maintenance, upgrades, and renewal of community infrastructure





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Manningham Council Plan 2021-2025



# Resilient Environment

**GOAL 1: Protect and enhance our environment and biodiversity**

**GOAL 2: Reduce our environmental impact and adapt to climate change.**

We share our community's passion for environmental sustainability and growing concern for our environment, biodiversity and climate.

The connection between environmental sustainability and Manningham's liveability go hand in hand. We are committed to being proactive on conservation, waste and biodiversity to protect and enhance our natural environment.

We will demonstrate strong leadership and partner with our local community and the Victorian and Australian Governments to address the significant challenges and global

impacts facing our environment.

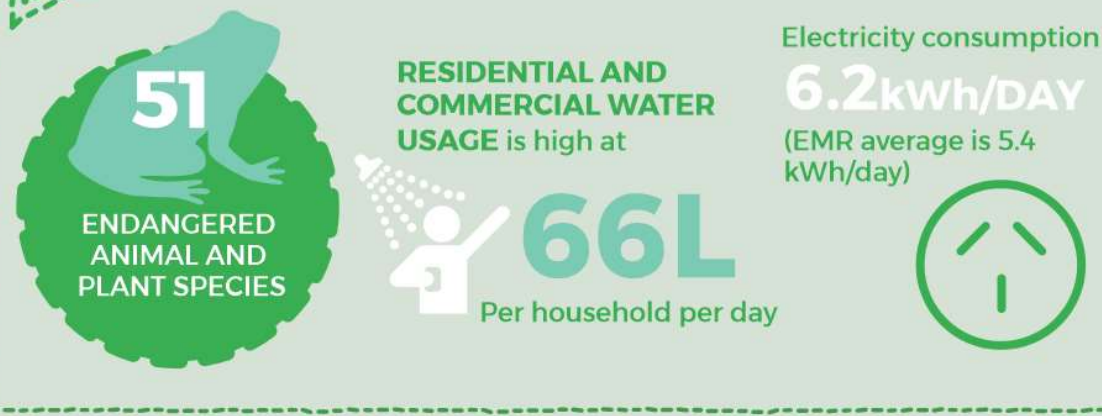
From our research and talking with our residents, we have committed to building, sustaining and enhancing a resilient environment by working towards the following goals:

- Protect and enhance our environment and biodiversity
- Reduce our environmental impact and adapt to climate change.





## A snapshot of where we are





## Resilient Environment

### You told us to focus on

- act on climate change – advocacy, education to support the community
- providing leadership in sustainable practices for waste, water and energy
- protecting our natural environment, heritage and conservation
- allow for biodiversity and the environment.

### Guiding plans, strategies and legislation

- **Local Government Act 2020** contains an overarching governance principle that Councils promote the economic, social and environmental sustainability of their municipality. This includes work to mitigate and plan for climate change risks
- **National Climate Resilience and Adaptation Strategy** aims to build the resilience of Australian communities, the economy and the environment to adapt and mitigate a variable and changing climate
- **Planning and Environment Act 1987** guides planning for the use, development and protection of land in Victoria
- **Climate Change Act 2017** establishes a long-term emissions reduction target of net zero by 2050. The Act requires five-yearly interim targets to keep Victoria on track to meet the long-term target

- **Protecting Victoria's Environment - Biodiversity 2037** is the Victorian Government's ambitious plan to stop the decline of our biodiversity and achieve overall biodiversity improvement over the next 20 years
- **Other Legislation and Plans** including Environment Protection and Biodiversity Conservation Act 1999, Flora and Fauna Guarantee Act 1988, Native vegetation clearing regulations, Resilient Framework Emergency Management, Resilient Melbourne Strategy, Energy Upgrades Program, Renewable Energy Action Plan, Recycling Policy, Waste Act and Authority, Yarra River Protection (Wilip-gin Birrarung murrong) Act 2017, Victorian Aboriginal Heritage Act 2006, Aboriginal Heritage Regulations 2018.

### Our related documents

- Environmental Strategy and Climate Plan
- Open Space Strategy 2014 - 2024
- Bushland Management Strategy 2012
- Municipal Emergency Management Plan/ Heatwave Policy
- Domestic Wastewater Plan 2011.
- Municipal Drainage Strategy
- Parks and Reserve Management Plans
- Securing the Future Adaptation Plan
- Strategic Water Management Plan
- Carbon Abatement Plan
- Green Wedge Action Plan
- Yarra River Corridor Concept Plan.



## Resilient Environment

### What we are doing now

We have legislative authority and responsibility to protect our local environment and plan for climate change risks.

#### Leadership and climate change and environmental sustainability

- Declared a climate emergency to take decisive action on climate change mitigation and adaptation. Our **Climate Emergency Declaration** made on 20 January 2020 states: Manningham Council acknowledges we are in a state of serious climate and environmental change and that this climate emergency requires urgent action by all levels of government, including local government
- Preparing our **Climate Emergency Response Plan**
- **Reduced Council greenhouse gas emissions by 25%**
- **Installing solar at** Council buildings
- Upgrading street lights to **energy efficient lights** including LEDs
- Switching Council's cars and trucks to hybrids or electric vehicles and installing charge points for our fleet
- Partnering with Darebin Council and **collaborating with almost 50 other Councils** to procure wind or solar grid electricity supply for almost 40% of Council's electricity accounts
- **Advocating to the Victorian and Australian Government** on climate and biodiversity

- Delivering **environmental community engagement programs** which include over 100 events attended by up to 4,000 people each year.

#### Acting on sustainable living practices for waste, water and energy

- Exploring how we best **provide our food and garden waste** collections services
- **Running waste awareness education** programs to reduce bin contamination rates
- Running the **Compost Revolution Program** for households
- **Providing waste drop off and detox your home** programs for e-waste and chemical waste
- Building **stormwater capture and reuse systems** to reduce reliance on tap water for irrigation of open space, capture litter and pollution
- Installing **rainwater harvesting** for toilet and irrigation reuse at Council buildings.
- Planting **drought-tolerant grass on our sports grounds** to reduce water demand
- Monitoring our irrigation systems' **water use and delivering efficiency improvements**
- Facilitating **solar and energy saving** improvements across Manningham households and providing energy saving advice in partnership with the Australian Energy Foundation.



## Resilient Environment

### Protecting our natural environment

- As one of Melbourne's greenest municipalities, our Green Wedge, rivers, parks and open spaces are valued and preserved
- **Maintaining 40 Council-owned bushland reserves** and other green spaces including our Green Wedge with weed and pest animal control and revegetation
- Supporting landholders with **Local Environment Assistance Fund** grants and providing advice on revegetation and weed and pest animal control
- Supporting landholders with **woody weed removal and bushfire mitigation**
- Supporting landholders and environment groups **pest deer monitoring and control** program and **advocating for more Victorian Government leadership and support** for this growing problem
- **Providing environmental advice** on capital works projects including an upgrade of Jumping Creek Road and for Victorian Government projects such as North East Link
- **Providing environmental advice** on planning permit applications and vegetation removal compliance.





## What we plan to do

**GOAL: 3.1 Protect and enhance our environment and biodiversity**

ACTION AREAS	
<ul style="list-style-type: none"> <li>• Climate ready organisation and community, improvements to waste and recycling to support the transition to a circular economy, sustainable transport options, renewable energy</li> <li>• Partnerships with community and others to learn, connect and protect natural spaces, parks, rivers and creeks</li> </ul>	<ul style="list-style-type: none"> <li>• Connection with Manningham’s culture, heritage and conservation</li> <li>• Support protection of the Green Wedge and natural spaces</li> <li>• Sustainable protection, monitoring and enhancement of the natural environment.</li> <li>• Advocacy to protect the environment and biodiversity</li> </ul>

**ACTIONS WE WILL TAKE OVER 2021-2025**

 <b>Community</b>	<p>Empower the community to protect biodiversity through education and incentives for private landholders.</p>
 <b>Places and Spaces</b>	<p>Empower the community with education, awareness and skill sharing programs and communications to support environmental sustainability.</p>
	<p>Collaborate with community environment groups and other public land managers to protect biodiversity.</p>
	<p>Increase tree and vegetation coverage to bolster biodiversity.</p>
 <b>Environment</b>	<p>Continue maintaining and improving to Council bushland areas.</p>
	<p>Reduce threats to biodiversity and wildlife habitat including pest management and reducing vegetation removal.</p>
	<p>Help grow the market for recycled and sustainable products and materials through sustainable procurement.</p>
	<p>Minimise the environmental impact of Council’s capital works through our Biodiversity Impact Assessment Committee and advocate to reduce the environmental impact of Victorian Government projects.</p>
 <b>Environment</b>	<p>Deliver our drainage program (as scheduled) including the Melbourne Hill Road Drainage Upgrade.</p>
	<p>Explore with other Councils, garden and food waste processing and separated glass collection service to reduce waste to landfill.</p>



## What we plan to do

### GOAL: 3.1 Protect and enhance our environment and biodiversity



Delivery of our Environmental Strategy to:

- Strengthen principles to protect the environment, biodiversity and wildlife
- Advocate to government and business on environmental issues
- Improve management practices of bushland maintenance, pest animal and environmental weed control and monitoring, evaluating and improvement mechanisms
- Explore biodiversity improvement or environmental community engagement programs for local public areas in collaboration with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, Melbourne Water and Parks Victoria
- Explore protection measures in our Community Local Law by 30 June 2022 (major initiative)

### MONITORING OUR PROGRESS ACROSS 2021-2025

#### Output and outcome measures

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Community satisfaction with waste management</li> <li>• Community satisfaction with environmental sustainability</li> <li>• Improved bushland management practises</li> </ul> | <ul style="list-style-type: none"> <li>• Strengthen principles to protect the environment, biodiversity and wildlife</li> <li>• Number of opportunities taken to advocate to government and business on environmental issues</li> <li>• Number of collaborations to explore biodiversity improvement or environmental community engagement programs</li> </ul> |
|--|--|





## What we plan to do

### GOAL: 3.2 Reduce our environmental impact and adapt to climate change

#### ACTION AREAS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Education and awareness to support waste management, compost, climate changes and biodiversity</li> <li>• Sustainable and innovative environmental practices for Manningham businesses, homes and neighbourhoods to optimise energy, waste and water</li> </ul> | <ul style="list-style-type: none"> <li>• Act on climate change through advocacy, leadership and education</li> <li>• Manage natural spaces to remove threats and revegetate for sustainability and bushfire preparedness</li> <li>• Implement improvements to waste and recycling services to support the transition to a circular economy</li> </ul> |
|--|---|

#### ACTIONS WE WILL TAKE OVER 2021-2025

 <b>Community</b>	<p>Support and educate to connect inclusive and healthy communities (inclusive of our culturally diverse communities) through environmental education and waste programs (major initiative).</p> <p>Encourage solar uptake in the community and explore other energy sustainability innovation.</p>
 <b>Places and Spaces</b>	<p>Deliver sensors for parking, bins and drains and irrigation to use technology to better meet customer needs and improve service delivery in activity centre and waste management.</p> <p>Trial new recycled material on our roads to minimise the use of new materials and emissions to reduce our environmental impact.</p>
 <b>Environment</b>	<p>Develop a Waste Wise Policy to eliminate the use of single-use plastics and soft plastics in council operations, functions and at events held on council land and in facilities.</p> <p>Investigate the provision of e-waste drop off hub(s) to collect small e-waste items.</p> <p>Reduce emissions with improved garden and food waste processing.</p> <p>Install more solar power on Council buildings, make environmental improvements to Council facilities and switch to wind and solar generated grid electricity supply.</p>



## What we plan to do

### GOAL: 3.2 Reduce our environmental impact and adapt to climate change



Engage the community, collaborate with other Councils and advocate for reduced greenhouse gas emissions at the local, state and federal levels.

Demonstrate stewardship in developing and implementing our Climate Emergency Plan actions.

Facilitate uptake of electric vehicles in our operations and support the implementation of community infrastructure to enable uptake of electric vehicles.

### MONITORING OUR PROGRESS ACROSS 2021-2025

#### Output and outcome measures

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Kerbside collection waste diverted from landfill. (percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)</li> <li>• Participant satisfaction with waste and environmental educational programs</li> </ul> | <ul style="list-style-type: none"> <li>• Number of Council's environmental fleet</li> <li>• Deliver the annual education and awareness program</li> <li>• Reduction in Council's greenhouse emissions</li> <li>• Deliver 5000 square meters of roads with recycled material</li> </ul> |
|---|--|





## Vibrant and prosperous economy

### GOAL 1: Grow our local business, tourism and economy

We know that supporting and promoting local businesses is critical to our vibrant and thriving economy.

Our community has told us that it is essential to create vibrant villages and inviting places that are attractive, welcoming and accessible for residents, visitors and businesses.

We are committed to continuing our work to build the capacity of our local businesses and find new ways to support local industries and employment.

From our research and conversations with our residents, we are committed to working to support the growth of our local businesses, tourism and economy.



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## A snapshot of where we are

OVER  
**30,572**  
LOCAL JOBS



**52,819**  
**RESIDENTS**  
**ARE EMPLOYED**

**3 in 5**

Are in the labour force



**1/3**

Working part time



**1200+**

Jobs and

**\$200M**

Created a year



**\$4.7B**

Gross Regional Product



30 Local Centres  
10 Neighbourhood Activity Centres  
1 Major Activity Centre



**80%**

Of all businesses are based at home



OVER  
**13,000**

Local businesses are registered



**LARGEST TRADES ARE**

Retail  
Health care and social assistance  
Education and training



## Vibrant and prosperous economy

### You told us to focus on

- Supporting local businesses
- Providing places and spaces that are attractive and welcoming to residents, business and visitors
- Creating places and spaces that are vibrant and accessible for shopping, employment and community
- Fostering a sense of place and belonging
- Encouraging opportunities for youth employment.

### Guiding plans, strategies and legislation

- **Local Government Act 2020** contains an overarching governance principle that Councils promote the economic, social and environmental sustainability of their municipality. This includes work to mitigate and plan for climate change risks
- **Smart City Plan** - an Australian Government initiative that helps us use technology to better understand how the community uses specific locations in our municipality. This helps us provide services and solve problems through investment, policy and technology. This program helps transform cities, suburbs and regional areas to deliver a more sustainable, prosperous and inclusive future
- **Buy Local Campaign** to promote awareness and the benefits of supporting local Manningham businesses

- **Plan Melbourne** – encourages access to services and activities within 20 minutes from residents' homes
- **Other Legislation and Plans** including Creative State Creative Industries Strategy, Future Industries Strategy, Melbourne East Regional Plan, Resilient Melbourne Strategy and Melbourne East Metropolitan Partnership.

### Other considerations

- **North East Link** - will impact our community through the loss of industrial (employment) land and the disruption that will be caused during construction. We are exploring opportunities that will arise after the road is built including using available land and improved access to major economic hubs.

### Our related documents

- Economic Development Strategy
- Liveable City Strategy 2040
- Doncaster Hill Strategy
- Community Infrastructure Plan
- Transport Action Plan
- Activity Structure Plans
- Green Wedge Action Plan
- Local Laws – footpath trading, busking, signage.



## Vibrant and prosperous economy

### What we are doing no

We have legislative authority and responsibility to plan for the economic wellbeing.

#### Supporting local businesses

- Managing our **Business Development Program** to offer initiatives to local businesses including workshops, seminars and coaching delivered online and in person
- Offering a wide range of **initiatives to support local businesses** including education and business development
- Delivering **targeted training and support programs** to help local business to help themselves at no or low cost. We do this by partnering with the Victorian and Australian Governments, local businesses, and networks and groups
- Promoting the **Buy Local Campaign** to build awareness of the benefits of supporting local businesses
- Supporting **marketing, promotion and networking opportunities** of local business through the Manningham Business Network

### Attracting and welcoming residents, business and visitors

- Working in partnership with key destinations to attract people to the unique character and offerings of Manningham including:
  - **Promoting our visitor destinations:** Manningham is a gateway to the Yarra Valley, with great tourist and visitor destinations including the Yarra River, Heide Museum of Modern Art, Manningham Art Gallery and Studios, and great parks including Ruffey Lake Park and Currawong Bush Park
  - **Promoting heritage, arts and culture** through our Gallery, Playhouse, walks and local learning
  - Improving local amenity and attractiveness by greening our local area with trees and open spaces, quality maintenance and looking at the diversity of experiences that Manningham can offer.



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## Vibrant and prosperous economy

### Encouraging a sense of place and belonging

- Supporting communities and business to connect and recover from the COVID-19 pandemic by **activating local neighbourhood centres**
- Supporting **place-making initiatives such as outdoor dining and local activities** to increase our community's connection to 'place' and activate local neighbourhood centres
- Linking the location and physical space to meet their local community needs and desires
- Creating shared **community spaces to foster a sense of place** in key locations, looking at opportunities to co-design spaces with community, shared workspaces, and making Manningham's activity centres more attractive by expanding opportunities for outdoor dining and night-time activities.

### Active, attractive and accessible places for shopping, employment and community

- **Trialling Smart City technology** sensors to collect parking and environment data at Jackson Court in Doncaster East. We are using this data to better understand how the community uses the area and to help us make future improvements
- Exploring ways to use incentives and other schemes to encourage improvements to the infrastructure of privately-owned spaces
- Improving **public safety and accessibility** while maintaining amenity and improving the use of areas such as outdoor dining and greening our urban spaces
- **Talking with businesses from a variety of industries** to bring new opportunities to the local area.







## What we plan to do

### GOAL: 4.1 Grow our local business, tourism and economy

#### ACTION AREAS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Support local businesses.</li> <li>• Celebrate and promote our arts and culture to support our local economy</li> <li>• Attract jobs and career opportunities to the local area, particularly for young people</li> </ul> | <ul style="list-style-type: none"> <li>• Grow the visitor economy through partnerships and promotion of local attractions and cultural tourism</li> <li>• Optimise access and accessibility in our local shops, activity centres and public spaces</li> </ul> |
|--|---|

#### ACTIONS WE WILL TAKE OVER 2021-2025

	<p>Support the development of local creative industries.</p> <hr/> <p>Collaborate with our regional partners to foster the growth of the greater Melbourne East economy and create a mix of land to stimulate business diversity in the region.</p>
	<p>Develop a '10-Year Vibrant Villages Plan' to prioritise future upgrades or precinct master planning of all major and local neighbourhood activity centres.</p>
	<p>Encourage and support tourism and employment opportunities by implementing recommendations in the Doncaster Hill Strategy and Economic Development Strategy.</p>
	<p>Support local businesses through:</p> <ul style="list-style-type: none"> <li>• demonstrating leadership to increase procurement with Social Enterprises, Aboriginal Enterprises and Australian Disability Enterprises (collectively known as Social Benefit Suppliers) and local businesses</li> <li>• capacity building and support through the Business Development Program</li> <li>• exploring local opportunities to support local businesses to collaborate via a hub or co-working space</li> <li>• implementing the recommendations in the Doncaster Hill Strategy and Economic Development Strategy to encourage and support tourism and employment opportunities. (major initiative)</li> </ul>



## What we plan to do

**GOAL: 4.1 Grow our local business, tourism and economy**

**MONITORING OUR PROGRESS ACROSS 2021-2025**

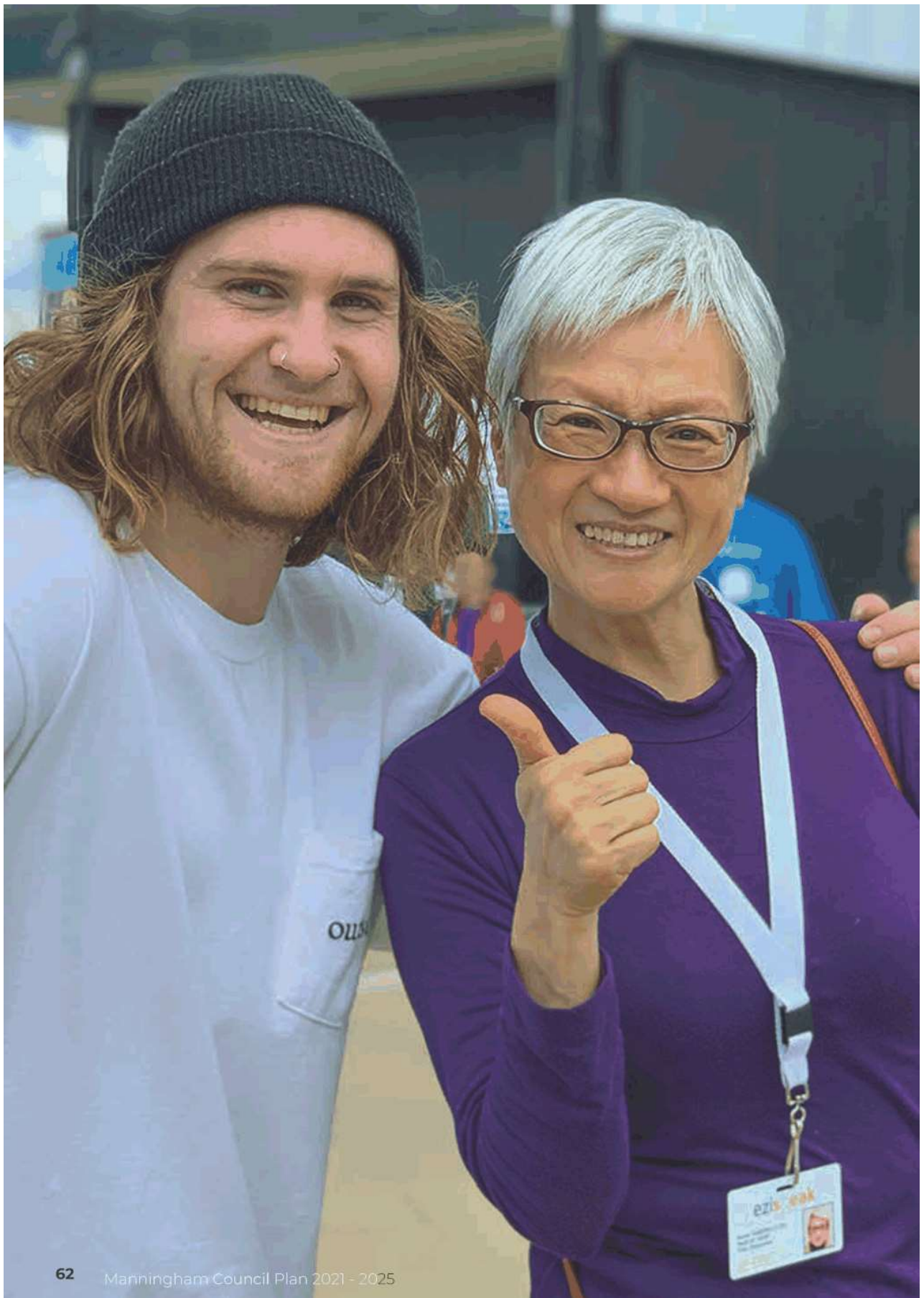
**Output and outcome measures**

- Support participants' experience as professional artists
- Participant's satisfaction with the Business Development Program
- Customer satisfaction at community events
- Number of participants involved in business development programs
- Number of local jobs
- Number of programs delivered to educate and promote access and inclusion in employment
- Contracts awarded to the Social Benefit Suppliers
- Value of development invested in Manningham



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# Well governed Council

**GOAL 1: A financially sustainable Council that manages resources effectively and efficiently**

**GOAL 2: A Council that values our customers and community in all that we do**

We understand our community places high importance on Council being transparent, accountable and providing value for money.

This includes making our communications and engagement inclusive and accessible for all and serving our community in a financially sustainable way.

The consultation we undertook made it clear that we need to measure and report on how our services meet the needs of our community.

Our residents also told us they want to be kept up to date with our services, initiatives, actions and programs.

From our conversations with our community we have committed to working towards the following goals:

- a financially sustainable Council that manages resources effectively and efficiently
- a Council that values our customers and community in all that we do.





## Well governed Council

### You told us to focus on

- improving communication and community engagement
- involving our community in decision making
- contributing value to our community in everything we do
- providing inclusive and responsive customer service and communications
- demonstrating transparency and accountability.

### Guiding plans, strategies and legislation

- All Acts, Plan and Strategies in this Plan
- **Local Government Act 2020** contains an overarching governance principle that Councils promote the economic, social and environmental sustainability of their municipality. This includes work to mitigate and plan for climate change risks
- **Our Community Vision 2040** outlines our community's aspirational vision for Manningham
- **Our Council Plan** which defines the vision, mission and priorities of Council over its four- year term
- **Our Annual Budget** details Council's financial position, resource allocation and initiatives for the year (with a four-year forecast)
- **Our Health and Wellbeing Strategy** which promotes the Health and Wellbeing of the Manningham community

- Manningham Planning Scheme
- **Other Legislation and Plans** including the Charter of Human Rights and Responsibilities Act 2006, Gender Equality Act 2020, Equal Opportunity Act 2010, Fair Work Act 2009, Planning and Reporting Regulations (2014), Occupational Health and Safety Act 2004 (and Regulations).

### Our related documents

- Community Engagement Policy
- Community Emergency Risk Assessment
- Community Engagement Policy
- Flood and Storm Plan
- Flood Management Plan
- Manningham Pandemic Plan
- Manningham Recovery Plan
- Manningham Relief Plan
- Municipal Emergency Management Plan
- Municipal Fire Management Plan
- Municipal Strategic Statement
- Risk Management Framework
- Youth Employment Action Plan.



## What we plan to do

### What we are doing now

We have legislative authority and responsibility to provide good governance for the benefit and wellbeing of the Manningham community.

#### Well governed: transparent and accountable

- Making decisions and taking actions to meet relevant laws
- Making it a priority to achieve the best outcomes for the Manningham community, now and for future generations
- Promoting economic, social and environmental sustainability for Manningham, including mitigating and planning for climate change risks
- Engaging our community in strategic planning and decision making
- Pursuing innovation and continuous improvement
- Collaborating with other Councils, governments and statutory bodies
- Ensuring the ongoing financial viability of the Council
- Undertaking our strategic planning and decision making with regional, state and national plans and policies in mind
- Ensuring Council information, decisions and actions are transparent.

### Community engagement and involvement in decision making

- We are committed to understanding the many different views, experiences and expertise of our diverse community. Strengthening relationships and listening to our community helps us make better, more informed decisions and deliver value to the community in all aspects of our work
- Our **Community Engagement Policy** sets out how we engage with our community to better understand their needs, ideas and concerns. The Policy helps us to:
  - define the scope and purpose of the engagement
  - give participants objective, relevant and timely information
  - ensure we engage the people and groups affected by the issue at hand
  - provide reasonable support to enable meaningful and informed engagement
  - be clear about how the engagement process will inform our decision making.

### Inclusive, timely and responsive customer service and communications

- **Communicating with our community** through our Manningham Matters printed and digital newsletters, our websites (Manningham Council, Your Say Manningham and Business Manningham) and social media platforms (Facebook, Instagram and YouTube). Where possible, we encourage articles in local newspapers that help to inform our community



## What we plan to do

- **Living up to our Customer Promise**, which states:
  - We exist to serve our community and to work together
  - When we interact with our customers or colleagues, this is our promise to you
  - Make it easy - we strive to make the complex simple. And we make sure you know what to expect along the way
  - Celebrate choice - We value diversity of people. And we celebrate choice. We do our best to interact with you in a way that you prefer
  - Serve consistently - no matter who you speak to or how you contact us, we try to be consistent, helpful and friendly.
  - Respond proactively - We respect you and your needs. And when you interact with us, we are open, upfront and responsive. We exist to serve our community
- **Focusing on our customers' experience** helps us make the entire experience of doing business with us simple and seamless.









## What we plan to do

### GOAL: 5.1 A financially sustainable Council that manages resources effectively and efficiently

#### ACTION AREAS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Model our organisation’s values of working together, excellence, accountability, respect and empowerment</li> <li>• Manages resources effectively and efficiently</li> <li>• Proactively seeking opportunities that support our financial sustainability and maximise the value we contribute to our community</li> </ul> | <ul style="list-style-type: none"> <li>• Transparency in decision making and demonstrating the success of our services, and achievement of social, environmental and economic outcomes for our community</li> <li>• Use evidence-based data on population growth, trends, and community input to guide responsible future planning and decision making</li> </ul> |
|--|---|

#### ACTIONS WE WILL TAKE OVER 2021-2025

	Maximise public value through the systematic planning and review of our services and effective, early and broad engagement on our projects (major initiative).
	Deliver our annual Capital Works Program to maintain, upgrade and develop Council assets to meet current and future needs.
	Ensure that future land use planning balances amenity and economic pressures.
	Demonstrate leadership in sustainable and innovative environmental practices e.g. installation of solar panels on Council buildings.
	Identify initiatives that save money and deliver stronger return on investment in Council owned and managed places and spaces.
	Deliver initiatives to optimise the value we contribute to the community and return on Council owned land and building holdings.
	Advocate to government and work with our local and regional partners to secure financial support for existing and future projects to optimise Manningham’s potential.
	Explore ways to enhance performance reporting across social, environment and economic outcomes against community need (major initiative).





## What we plan to do

### GOAL: 5.1 A financially sustainable Council that manages resources effectively and efficiently



Ensure our long term financial sustainability by preparing our Budget and 10-year Financial Plan incorporating key strategies to Council by 30 June 2022 (major initiative).

Take a proactive and motivated approach to be an open and transparent Council (initiative).

Collaborate with other Councils in the region to pursue grant funding for improvements to Council services and facilities.

### MONITORING OUR PROGRESS ACROSS 2021-2025

#### Output and outcome measures

- Achieve community outcomes for Manningham through engagement with regional and state stakeholders
- Community satisfaction with Council Decisions: 5
- Council attendance at meetings: Target 95 (current 94.5%)
- Increase in Council installed solar system capacity from the 2021 level of 550 kilowatt
- Council's uptake of electric vehicles





## What we plan to do

### GOAL: 5.2 A Council that values customers and community in all that we do

#### ACTION AREAS

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Manningham as a peaceful, inclusive and harmonious community</li> <li>• Communication and engagement that is accessible and meets community needs</li> <li>• Serving our community with empathy and being welcoming of all genders, cultures and abilities</li> </ul> | <ul style="list-style-type: none"> <li>• Services and activities are delivered efficiently and effectively</li> <li>• Improve our customers' experience and our service delivery</li> <li>• Provide opportunities for all residents to be involved in decision making</li> <li>• Work and advocate for the benefit of the municipality and the region</li> </ul> |
|--|--|

#### ACTIONS WE WILL TAKE OVER 2021-2025

	<p>Improve our customer experience to better understand and meet their specific needs (major initiative).</p>
	<p>Explore different ways to improve community satisfaction with our communications on local community issues, services and activities (major initiative).</p>
	<p>Deliver initiatives that advocate or demonstrate Council leadership to promote equality across gender, age, diversity, ability and culture.</p>
	<p>Work with our partners and advisory networks to advocate and raise awareness of inclusive practices for key priority areas - considering people from First Nations, LGBTIQ+ communities, youth, culturally diverse communities and people with a disability.</p>
	<p>Commence gender equality impact assessments on significant Council policies, services and programs for equitable, inclusive and accessible improvements for prominent issues (major initiative).</p>
	<p>Continue to advocate, influence and respond to the North East Link Project (NELP) authority for improved mitigation measures and environmental outcomes, particularly around urban design outcomes and to reduce the construction impact of the project on the community (major initiative).</p>



## What we plan to do

GOAL: 5.2 A Council that values customers and community in all that we do	
	Empower the community with education, awareness and skill sharing programs to support waste management, water sustainability, climate change action, biodiversity protection and sustainable living.
	Attract and support young people through jobs and career development opportunities, both at Council and within the community.
	Implement Manningham's Protective Data Security Plan initiatives.
	Pursue transparency, innovation and efficiencies through the use and sharing of open data sources.
	Engage in strategic partnerships that deliver benefits for our community and the Eastern Region.
	Implement initiatives that demonstrate greater transparency and accountability in decision making.

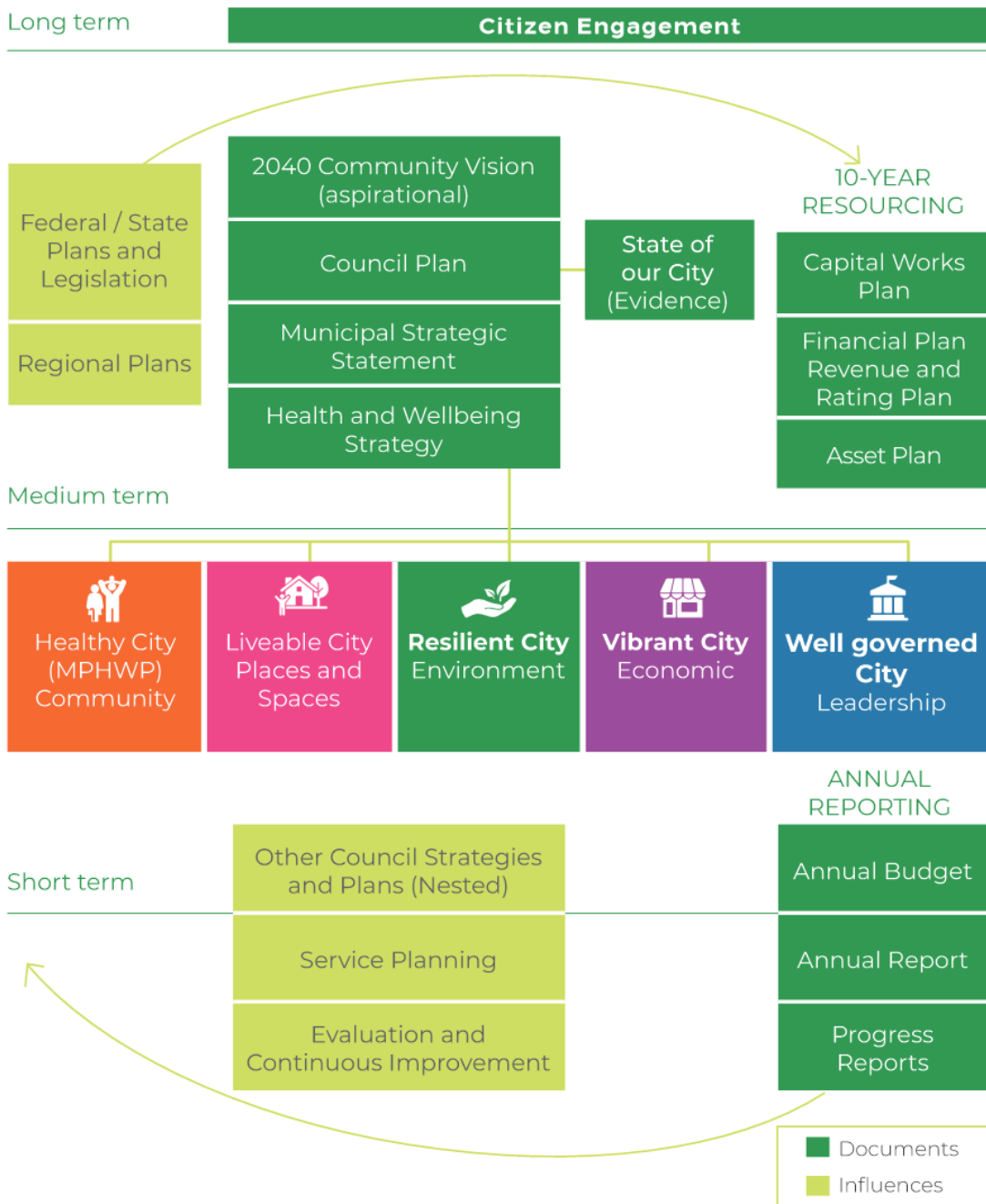
### MONITORING OUR PROGRESS ACROSS 2021-2025

Output and outcome measures	
<ul style="list-style-type: none"> <li>Community Satisfaction with community consultation and engagement</li> <li>Community satisfaction with lobbying</li> <li>Overall performance in the annual Community Satisfaction Survey</li> </ul>	<ul style="list-style-type: none"> <li>Investment in community groups and organisations</li> <li>Number of people engaged in gender impact assessments</li> <li>Initiatives to boost youth employment opportunities at Council</li> </ul>

# Integrated Planning and Reporting Framework

Our Community Vision and Council Plan underpins our planning for the short, medium and long term. We support the commitments we make through resource plans and reporting on our progress in the Annual Report as illustrated below.

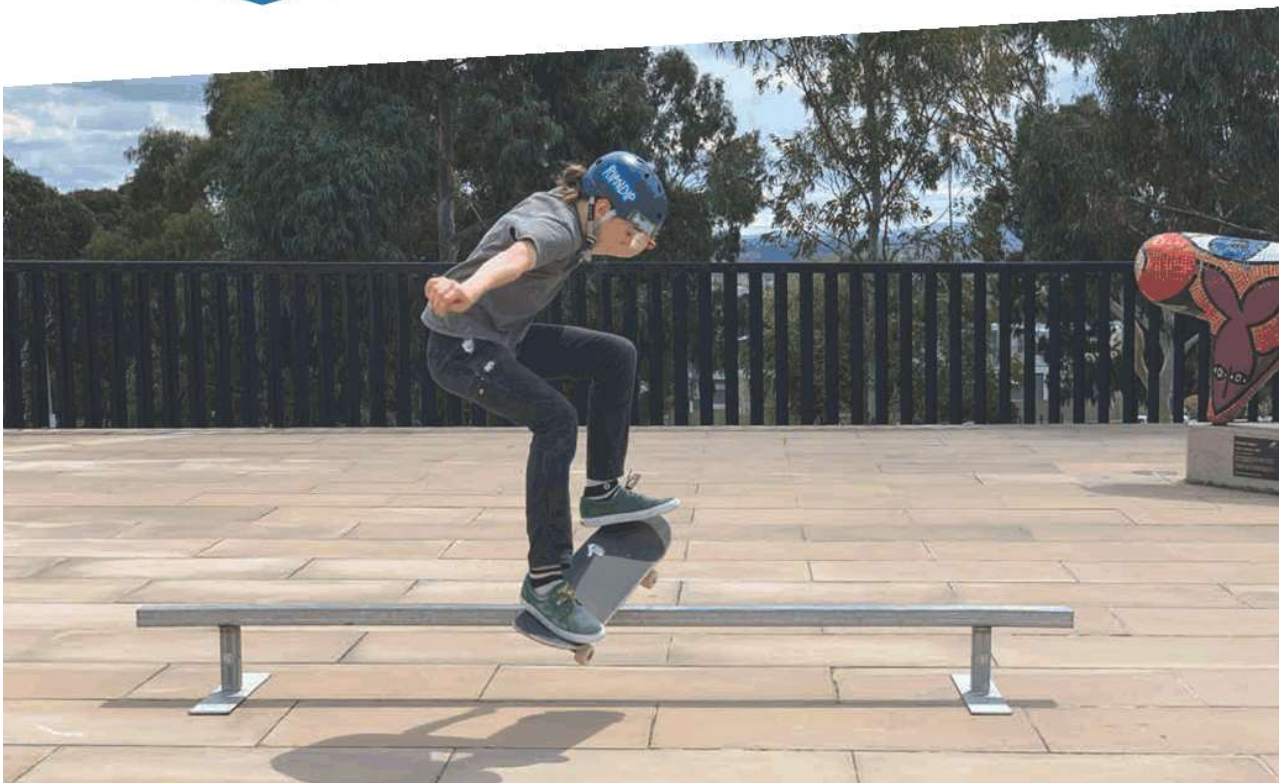
Figure 8: Our Integrated Planning and Reporting Framework



## How we will deliver on our Council Plan

Plans and Individual Work Plans to achieve through planning, monitoring and reporting of our goals.

Figure 9: How we will deliver on the Council Plan



## Community Panel recommendations and Council actions

As part of our community engagement process, a deliberative community panel of Manningham residents came together to listen, learn, share and make recommendations to Council on where to focus and what action to take over the next four years. The following tables detail the Community Panel recommendations and the major initiatives, initiatives and actions included in the Council Plan that we will take in response to the recommendations. We detail the outcome measures in the relevant themed areas throughout the Council Plan.

### OUR COMMUNITY

**Recommendation:** Plan for equitable and accessible services and infrastructure for prominent issues, such as mental health and social isolation.

**Major initiatives:** Undertake evidence-based planning for equitable, inclusive and accessible services and infrastructure improvements for prominent issues including:

- Commencing gender equality impact assessments on significant Council policies, services and programs
- Improving the range of accessible supports and services available to young people within Manningham, exploring a youth hub, advocating for improved mental health resources and working collaboratively with youth agencies
- Investigating extended use of community facilities, including libraries, to address social isolation
- Maximise public value through the systematic planning and review of Council's services and effective, early and broad engagement on projects

#### Initiatives and actions:

- Developing a collaborative forum to engage with businesses, community leaders, community groups and residents from culturally diverse backgrounds
- Pursue strategies to reduce the impact of gambling on the community, considering areas such as poker machines and advertising on Council buildings (initiative)
- Improve access to community legal services
- Work with our partners and Advisory Groups to improve access to health and wellbeing services and programs for all our community
- Collaborate with other Councils in the region and pursue grant funding for improvements to Council services and facilities

**Recommendation:** Partner, support and develop relationships with the library service, community groups, neighbourhood houses and volunteer groups to deliver on outcomes.

**Major initiatives:**

- Work to connect service providers, community groups, local organisations and networks to improve and profile community outcomes through forums and connections
- Investigating extended use of community facilities, including libraries, to address social isolation

**Panel Recommendation:** Educational and awareness programs/ workshops/classes (environment, mental health, family violence, for our culturally diverse community, skills sharing) to support a connected and healthy community and waste management, compost, climate changes and biodiversity.

**Major initiatives:**

Educate and support connected, inclusive and healthy communities (inclusive of our culturally diverse communities) through:

- environmental education and waste programs
- implementing the Reconciliation Action Plan to enhance recognition of First Nations peoples and
- resources and information that link our community to the understanding of and responses to family violence

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**Initiative and Actions:**

- Work with local leaders to build understanding of the particular needs for newly arrived and culturally diverse communities to better tailor access to programs and services to meet those needs
- Increase activities to improve community understanding and conservation of areas of significance

**OUR PLACES AND SPACES**

**Recommendation:** Plan for new developments responsibly. Maintain principles of protecting our environment, green and open space, environmentally sustainable (through use of materials) and maintaining a balance of city and country

**Major initiative:**

Strengthen our principles to guide responsible planning for new developments.

- Adoption of key strategic documents including Liveable City Strategy 2040 by December 2021 and the Environmental Strategy by June 2022 and review of the Manningham Planning Scheme by 30 June 2022
- Investigate enhanced planning controls to enhance protection of the environment

**Actions:**

- Develop a preferred neighbourhood character to make sure each of our neighbourhoods are well designed as part of our Liveable City Strategy 2040
- Improve streetscapes with increased vegetation and water sensitive design to cool the landscape and bolster biodiversity
- Guide street planting and management of our streetscapes in consideration of urban design, character areas and the natural environment by reviewing our Streetscape Management Plan and Nature Strip Policy by 30 June 2022
- Commence long term plans to create a network of greenways to reduce impacts on the environment and improve the amenity of our municipality
- Improve housing choice to meet community needs by reviewing the Affordable Housing Policy and Manningham Planning Scheme
- Investigate and implement improvements to Council buildings and facilities to reduce future climate and environmental impact on our community
- Demonstrate leadership in environmentally responsive building materials and locations to promote resilience to flood, bushfire and climate
- Facilitate an increase in tree canopy across parks as part of the Resilient Melbourne - Metropolitan Urban Forest Strategy
- Deliver sustainability initiatives throughout the Green Wedge to preserve and protect local environmental value



**Recommendation:** Provide ways for people to connect:

- connections between and with young and older people
- in the physical/built environment and online, deliver events, festivals, markets and activities
- provide infrastructure (paths, trails, street furniture) and accessible transport options

**Major initiatives:**

Provide ways for people to connect by:

- Prioritising grant funding to support community inclusion and connections in a way that respond to community needs
- Deliver actions in the Transport Action Plan and Bus Network Review 2017 including contributing to planning of the Suburban Rail Loop, Doncaster Busway, Bus Rapid Transits, bus network and service improvements and enhancing the walking and cycling network
- Support and educate to connect inclusive and healthy communities (inclusive of our First Nations and culturally diverse communities) through:
  - i. environmental education and waste programs
  - ii. implementing recommendations contained in the Reconciliation Action Plan to enhance recognition of Aboriginal and Torres Strait Islander communities and
  - iii. resources and information that link our community to the understanding of and responses to family violence

**Actions:**

- Enhance and create meaningful, inclusive opportunities for older people to connect, participate and contribute to the community through partnerships, volunteering and activities
- Work with Manningham Youth Services and other partners to support young people to engage in education, employment and community life
- Develop and deliver diverse community arts and public art programs that enable a celebration of local culture
- Increase seating and amenities along our footpaths and trails to give people places to meet and rest
- Improve energy efficient lighting in public places for community safety and to increase activity
- Review community needs for bus improvements:
  - Preparation of a Community Transport Future Directions Discussion Paper
  - Investigate a community bus network as part of the Transport Action Plan
  - Investigate options for an on-demand bus service (tele bus) as part of the Eastern Suburbs Bus Network Review
  - Advocate to the Victorian Government to improve bus stop facilities and passenger amenity, prioritising major bus stops
- Deliver activities to encourage people to use public and environmentally friendly transport

**Recommendation:** Expand or better utilise our current facilities (e.g. stadiums) or spaces (e.g. reserves), or develop new facilities. These facilities to become community hubs, with activities and events for all.

**Major initiative:** Investigate and review the way our facilities are used and opportunities to develop or repurpose these. Investigate the use of Council land for multiple purposes to meet changing community needs through:

- Finalising our Community Infrastructure Plan by 31 December 2021 and implementing the 20 year Action Plan
- Strengthening the utilisation and performance of stadiums in conjunction with stadium managers
- Improving community access to sport and recreation facilities and spaces for broad community use and benefit

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**Actions:**

- Identify the current and future capacity of facilities and pavilions to meet the current and projected needs of the sporting and broader community
  - All works on our community facilities to be compliant with disability and accessibility standards
  - Consult the community in the preparation of sporting grounds masterplans in a strategic approach to provide for current and future recreation needs of the community in line with the Recreation Strategy priorities listing
  - Explore partnerships to maximise the use of community facilities
  - Demonstrate leadership in use of environmentally responsive materials and locations to promote resilience to flood, bushfire and climate
  - Proactively plan, upgrade and improve our recreations facilities to ensure they are well-maintained and accessible for a broad range of community uses
  - Improve water management with the development of an Integrated Water Management Strategy
-

## OUR ENVIRONMENT

**Recommendation:** Consider core principles of biodiversity and protecting wildlife in all that we do.

**Major initiatives:** Deliver the Environmental Strategy to:

- Strengthen principles to protect the environment, biodiversity and wildlife
- Advocate to government and business on environmental issues
- Improve management practices of bushland maintenance, pest animal and environmental weed control and monitoring, evaluating and improvement mechanisms
- Explore biodiversity improvement or environmental community engagement programs for local public areas in collaboration with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, Melbourne Water and Parks Victoria
- Explore protection measures in the new Community Local Law by 30 June 2022

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### Actions:

- Empower the community to protect biodiversity through education and incentives for private landholders
  - Empower the community with education, awareness and skill sharing programs and communications to support environmental sustainability
  - Collaborate with community environment groups and other public land managers to protect biodiversity
  - Increase tree and vegetation coverage to bolster biodiversity
  - Minimise the environmental impact of our capital works through the Biodiversity Impact Assessment Committee and advocate to reduce the impact of Victorian Government projects
  - Collaborate with other Councils to explore garden and food waste processing and separated glass collection service to reduce waste to landfill
  - Help grow the market in recycled and sustainable products and materials through sustainable procurement
  - Reduce threats to biodiversity and wildlife habitat including pest management and reducing vegetation removal
  - Continue and explore improvements to Council bushland maintenance
  - Deliver management and maintenance programs to manage the balance between bushfire prevention and the protection of biodiversity
-

**OUR LOCAL ECONOMY, BUSINESS AND TOURISM**

**Recommendation:** Support local businesses (particularly where they demonstrate alignment with our community values, provide services to the community, or are partnering with local community organisations and services).

**Major initiatives:** Support local businesses through:

- Demonstrating leadership to increase procurement with Social Enterprises, Aboriginal Enterprises and Australian Disability Enterprises (collectively known as Social Benefit Suppliers) and local businesses
- Build capacity and support through our Business Development Program
- Explore local opportunities to support local businesses to collaborate via a hub or co-working space
- Implement the Doncaster Hill Strategy and Economic Development Strategy recommendations to encourage and support tourism and employment opportunities

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**Actions:**

- Support the development of local creative industries
  - Collaborate with regional partners to foster the growth of the greater Melbourne East economy and create a mix of land to stimulate business diversity in the region
  - Develop a '10-Year Vibrant Villages Plan' to prioritise future upgrades or precinct master planning of all major and local neighbourhood activity centres
  - Encourage and support tourism and employment opportunities by implementing recommendations in the Doncaster Hill Strategy and Economic Development Strategy
  - Support and promote local businesses through the Manningham Business Network
  - Develop an Economic Development Strategy to ensure Council plans for a diverse business community that supports local employment
  - Support and promote local businesses through the Manningham Business Network
  - Work with Manningham Youth Services and other partners to support young people to engage in education, employment and community life
  - Encourage and support the night-time economy, the visitor economy and employment opportunities with the implementation of recommendations in the Doncaster Hill Strategy and Economic Development Strategy
-

**OUR GOVERNANCE**

**Recommendation:** Communications/marketing/advertising to support awareness of initiatives/services /activities/programs (particularly local) to connect our community and on environment

**Major initiative:** Explore different ways to enhance community satisfaction with our communications on local community issues, services and activities

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**Actions:**

- Improve our practices for inclusive communication and engagement
- Better understand and meet our customers' specific needs to improve their experience

**Recommendation:** Council to measure and demonstrate success of its services, and achievement of social, environmental and economic outcomes against community need. Set targets and report back on progress.

**Major initiative:** Explore ways to enhance performance reporting Customer Experience across social, environment and economic outcomes against community need

---

**Initiative:** Take a proactive and motivated approach to be an open and transparent Council

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### CONNECT WITH US

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## 13.2 Strategic Risk Register

File Number: IN21/500  
Responsible Director: Chief Executive Officer  
Attachments: 1 Strategic Risk Register Aug 2021 [↓](#)

### EXECUTIVE SUMMARY

*This report provides Council with summary details of Manningham Council's Strategic Risk Register as at August 2021. The report complies with the Local Government Performance and Reporting Framework. The current register is subject to a six month review cycle by the Executive Risk Management Committee with regular presentation and discussion by the independent Audit and Risk Committee. The review and capture of risks is a dynamic process and is relative to a point in time. There are presently 13 Strategic risks.*

### COUNCIL RESOLUTION

**MOVED: CR GEOFF GOUGH**  
**SECONDED: CR ANNA CHEN**

**That Council note the Strategic Risk Register as at August 2021.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 The reporting of strategic risks to Council in accordance with the Local Government Performance Framework, is intended to provide Council with information to support strategic decision making and continuous improvement. Furthermore, it provides assurance to Council and the community, that key risks are identified, monitored and regularly reviewed to ensure effective control systems are in place.
- 2.2 Council is exposed to a wide array of risks and opportunities in the delivery of its function as a local government authority and generally the risks can be divided into two classifications of Strategic and Operational risks. The Manningham risk management policy defines Strategic risks as, 'significant enough to potentially impact the Council's service delivery and implementation of the Council Plan and its statutory responsibilities'.
- 2.3 The 13 Strategic risks are ultimately owned by the CEO, who delegates responsibility for each risk to the corresponding Director for respective treatment action and monitoring. The risks are reviewed by the Executive Risk Committee on a six monthly basis or additional needs based occasions.
- 2.4 Independent oversight is then provided by the Audit and Risk Committee, whose overseeing role is to monitor the effectiveness of the risk register process by interrogating currency of risks, systems of control and accuracy of risk ratings.

The Committee gains independent assurance of high risks by the function of internal audit. In addition, management risk mitigation and assurance reports are provided to the Audit and Risk Committee to gain a full understanding of risk control systems in place and cycles of continuous monitoring and improvement.

- 2.5 The list of the Strategic risks and their treatment plans is intended to be at a high level as more detailed controls often feature in a corresponding operational risk or by the very nature of the risk, the controls should not be made public. i.e. ‘Risk 6 Inappropriate access, use or significant loss of data/corporate records’.

**3. DISCUSSION / ISSUE**

3.1 At a management level, the Executive Risk Committee is responsible for monitoring and reviewing the diverse risks across Manningham with regular reporting on the control systems and risk treatment plans. The methodology for six monthly review of existing and emerging strategic risks involves referencing several resource inputs. These include:-

- Emerging Megatrends – a resource tool translating megatrends into local government and Manningham specific influences
- Operational Risk Register
- Strategic Risk Assurance Map
- Internal Audit findings
- Compliance Review outcomes
- Risk Incidents
- Government regulatory reports (i.e. VAGO, IBAC, Ombudsman)

Below is an extract of the Strategic Megatrends table used in the last review

MEGATRENDS	MANNINGHAM
COVID-19 Worldwide Pandemic & vaccine rollout	COVID-19 Pandemic and recovery to COVID Normal – Returning Workforce and change
Global & National Economic Disruption	Employment, Local Economy Recovery, rateable and other income impact – 4 year budget
Climate change, decarbonisation and Disaster Resilience	Climate Emergency Declaration 2020 & Disaster Resilience
Technological Disruption	Cyber Security and Technological Transformation
Social Cohesion	Community Health/wellbeing and services to the vulnerable
Health and Aging	Local Government Act 2020 & compliance and New Council 2020
Infrastructure	Council Plan 2021–2025 – community engagement
Increased Urbanisation	North East Link and development pressures
	Asset Management – MC2 non compliant cladding, >\$4M storm damage 2020 & Tree strategy



- 3.2 In relation to High rated risks, the Committee has committed to quarterly monitoring of these risks, ensuring timely implementation of treatment plans, consideration of stronger controls and integration of the ongoing maintenance of existing controls. This regular monitoring meets the risk management policy Treatment Plan Appetite standard.
- 3.3 The full list of the 13 Strategic Risk Register is attached in the **Appendix** of this report, however the following table summarises the top five risks with a current (inherent) high risk rating relative to the consequence types. Due to the unique nature and/or timing of the risk, three maintain a target (residual) rating of high, necessitating the critical quarterly monitoring process listed above.

#### Extract top 5 Strategic Risks

Risk No	Risk Description	Current (Inherent) Risk Rating	Target (residual) Risk Rating	Comment
12	A major business interruption incident	High	High	<i>Target rating is reflective of duration of COVID-19 interruption.</i>
11	Inadequate procurement and contract management practices	High	Medium	<i>Target rating is reflective of extensive treatment plan</i>
10	Failure to respond to climate change and its impact on Council and/or community assets	High	Medium	<i>Risk ratings to be reviewed upon release of consultant's report</i>
8	Change in government policy and/or funding resulting in significant impact on the delivery of critical services	High	High	<i>Target rating is reflective of NEL funding yet to be confirmed</i>
7	Failure to adequately protect the health and safety of employees, contractors, volunteers or members of the public as a result of Council services	High	High	<i>Target rating is reflective of frequency and severity of injury.</i>

- 3.4 The next cycle of Strategic Risk review is due in October-November and will align with some Risk Management Policy changes to enable a number of changes, together with recent feedback from the Audit and Risk Committee. The revisions will be brought back to Council following this process. Anticipated changes include:-
- Redefinition of Strategic risks to allow transfer of some risks into the Directorate Operational Risk Register.
  - A gap analysis of the risk registers with the new Council Plan 2021-2024 themes and consideration of re-orientation of the Strategic risks to more overtly align with the Council Plan.
  - Higher level grouping of some risks to reduce the number of Strategic risks as recommended by the current Chair of the Audit and Risk Committee.

**4. COUNCIL PLAN / STRATEGY**

The reporting of the Strategic risk register and its review process to Council demonstrates one of the key pillars of the Manningham Council Plan to be a well governed Council.

**5. IMPACTS AND IMPLICATIONS**

Assurance to the Manningham community that strategic risks are identified, assessed, treated and monitored through a policy based framework with reporting to Council and the Audit and Risk Committee.

**6. IMPLEMENTATION**

## 6.1 Finance / Resource Implications

Nil

## 6.2 Communication and Engagement

Nil

## 6.3 Timelines

Nil

**7. DECLARATIONS OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
<b>Manningham City Council</b>									
12	A major business interruption incident	<p>Business Continuity Management Policy Framework including: Policy, Crisis Management Response &amp; Recovery Plan, Directorate Sub Plans, Regional &amp; Manningham Pandemic Sub Plans and Crisis Management Team. IT Disaster Recovery Plan.</p> <p>Crisis Management Team (CMT) is activated by the CEO in response to a crisis. CMT membership is adjusted according to the nature of the crisis and led by Leader and Deputy Leader. Standard CMT processes include situational assessment, setting of objectives, formal meeting agenda, minutes and action plan.</p> <p>Internal Audit conducted in April 2020 with insight into live crisis management response to COVID-19 pandemic. Audit Report to independent Audit &amp; Risk Committee.</p> <p>Annual training and test exercise by independent provider. Not used in 2020 due to activation of Crisis Management Team and extended activation.</p> <p>Annual reporting to Exec Risk Committee and Audit &amp; Risk Committee. During the COVID pandemic frequent updates by the CEO to Council and the Audit &amp; Risk Committee</p>	Almost Certain	Moderate	High	<p>Business Continuity Management Policy Review - Draft 1 feedback provided by Exec Risk Committee</p> <p>Due Date: 30/11/2021</p> <p>Apply continuous improvement actions in response to post COVID-19 Crisis Management Team survey of all primary CMT members.</p> <p>Due Date: 30/11/2021</p> <p><i>Note: Target Risk Rating at High is reflective of duration of COVID-19 interruption.</i></p>	Likely	Moderate	High
11	Inadequate procurement and contract management practices	<p>Procurement and Contract Management Policy framework including guidelines and procedures, templates, reports, declaration of conflict of interests and authorisation processes. Associated policies include Fraud and Corruption policy and Plan, Code of Conduct &amp; Protected Disclosure Procedures.</p> <p>Procurement tendering Procedures, delegation, Conflict of Interest declaration prior to receiving</p>	Possible	Major	High	<p>Review of Procurement Policy to align with Local Government Act 2020. Engagement with key industry stakeholders, Management and Executive, Audit and Risk Committee and Council. Scheduled for adoption 24 Aug 2021</p> <p>Due Date: 31/08/2021</p>	Unlikely	Major	Medium



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>tender's submissions, independent and centralised administration by Procurement. Officers and provision for appointment of probity officer.</p> <p>Procurement and Contracts Manager oversight Corporate Counsel - legal advice Regular management reports to EMT and Executive Risk Committee, Audit &amp; Risk Committee Attestation questions to CEO, External and Internal auditors</p> <p>Annual Internal Audit program Procurement data analytics by contracted auditor. Reports monitored by Audit &amp; Risk Committee. Compliance Program monitored by Exec Risk Committee</p> <p>Tendering Procedures, delegation, Conflict of Interest declaration prior to receiving tender's submissions, independent and centralised administration by Procurement. Officers and provision for appointment of probity officer. Capital Works Committee, individual project control groups, contract management meetings and performance measures.</p> <p>Online tender system - access control limited to Procurement staff. Integration of accounts payable software functionality to align with additional Procurement system controls. Separation of duties maintained.</p> <p>Monthly Procurement performance and exception Report issued to management.</p> <p>Induction of new staff and cyclical Procurement and Contract Management training. Regular communication of Procurement procedure changes, information sessions and dedicated intranet page and access to templates/guidance. Promotion of integrity culture.</p>				<p>Implementation of Internal Audit Recommendations</p> <p>Due Date: 30/06/2022</p> <p>Contract Management Solution system project</p> <p>Due Date: 30/09/2021</p>			



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
10	Failure to respond to climate change and its impact on Council and/or community assets	<p>Flood Management Plan, Drainage Strategy, ongoing drainage maintenance program and data from flood mapping used in Council's service delivery</p> <p>Municipal Emergency Management Plan (externally audited) and annual test exercise, including strong focus on community and Council staff education. Associated sub plans. i.e. Heatwave Plan and Flood Emergency Plan. Municipal Emergency Planning Committee &amp; associated sub committees</p> <p>Electrical Line Clearance Management Plan 2018-2021 &amp; associated independent audit process by Energy Safe Vic 2020/2021</p> <p>Annual Insurance Program including Council property damage insurance (Industrial Special Risks)</p> <p>Consultant engaged to advise Council on best practice climate change mitigation, adaptation and advocacy actions.</p> <p>Capital Investment and asset upgrade, building condition audits, maintenance programs and asset inspection cycles.</p> <p>Implementing Council's environmental action plan and monitored through the Annual Environment Report</p> <p>Management use of flood mapping data</p>	Likely	Moderate	High	<p>Building Asset Resilience - Document and assess known problem areas impacted by weather and flood events., develop solutions, costings and programing for consideration</p> <p>Due Date: 30/06/2025</p> <p>Drainage priorities documented and prioritized for operational and capital investment. including additional street sweeping, pit clearance program, renewal, expansion and new pits and pipes</p> <p>Due Date: 30/06/2025</p>	Possible	Minor	Medium
8	Change in government policy and/or funding resulting in significant impact on the delivery of critical services	<p>Forward Resource Plan including a request that all recreation offset projects be funded and project management by NEL executed</p> <p>Dedicated Council officer project resource (limited NEL funding and operational funding). Updates and consultation with Executive</p>	Likely	Major	High	<p>Extensive and ongoing advocacy for improved outcomes for Council</p> <p>Due Date: 31/12/2021</p>	Likely	Moderate	High



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>Management Team, Councillors, Audit and Risk Committee and staff.</p> <p>Comprehensive communication and engagement program, including website, social media, news releases, media interviews, meeting with stakeholder groups etc.</p> <p>Continue to advocate for employment uses to be included in the final design of land around the proposed Manningham Rd NEL interchange.</p> <p>Commonwealth Government, State Government and Municipal Association Victoria communication to Council and Councillors at key transaction stages</p> <p>Lobbying and advocacy for improved outcomes for LG sector, including advocacy through the Municipal Associated of Victoria</p> <p>Long term financial modelling (10 Year Financial Strategy) incorporating Rate Capping formula impact. Regular monitoring and reporting process to Council. 2021/22 Budget including Strategic Resource plan and mid-year budget review process. Financial auditing by VAGO</p>				<p>Note: Target Risk Rating at High is reflective of NEL funding yet to be confirmed.</p>			
7	Failure to adequately protect the health and safety of employees, contractors, volunteers or members of the public as a result of Council services	<p>Ongoing implementation and review of WHS Strategy and annual action plan</p> <p>Contract Management - comprehensive contract conditions, inspections, demonstration of compliance and monitoring of work practices.</p> <p>Desktop audit of Work Health Safety system against AS 4801 resulting in 95% compliance rate.</p> <p>Active WHS committee structure comprising a strategic central committee and two operational committees, reviewing and adopting</p>	Likely	Major	High	<p>Implementation of Workplace Health &amp; Safety recommendations from internal audit</p> <p>Due Date: 31/08/2021</p> <p>Corporate Project - Work Health and Safety management system solution</p> <p>Due Date: 17/12/2021</p>	Likely	Moderate	High



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>policies/procedures, analysing incident reports, training and audits etc.</p> <p>Professionally qualified advisory staff. Compulsory training for Health and Safety Representatives. Communication initiatives including staff and contractor training, Safety Alerts, intranet resources, mandatory E-learning, tool box talks and OHS notice boards.</p> <p>Quarterly OHS Incident and Injury Hazard Reporting &amp; Analysis to WHS Committee and annually to Risk Committee.</p> <p>Internal Audit and Compliance review programs and monitored by the Audit &amp; Risk Committee and Executive Risk Committee respectively.</p>				<p><i>Note: Target Risk Rating at High is reflective of frequency and severity of injury.</i></p>			
101	Failure to strategically plan for future (existing and emerging) technologies and business processes	<p>Ongoing resource via enterprise and solution architecture to inform trends in innovation and technology to help inform the strategic plan.</p> <p>Ten year Transformation and IT Plan.</p> <p>Community consultation via regular survey</p> <p>Regular and ongoing consultation with staff regarding needs and opportunities to improve the way that we work</p> <p>Identified as a budget principle (but without quantum).</p>	Possible	Moderate	Medium	<p>Annual reviews of the 10 year plan</p> <p>30/11/2021</p> <p>Confirm financial commitment from executives and Councillors beyond 2021/22 (as per the ten year Transformation and IT plan)</p> <p>30/09/2021</p>	Unlikely	Moderate	Medium
96	Failure to manage our assets effectively and efficiently in order to retain them in a fit for purpose state	<p>Asset Management Strategic Framework Asset Management Policy Asset Management Strategy 2012-2032 Asset Management Steering Committee Asset Management Action Plans</p> <p>Asset Management Action Plan implementation Asset Management System</p>	Unlikely	Moderate	Medium	<p>Deliver the 2021-22 Capital Works Program to maintain, upgrade and develop Council's assets to defined standards</p> <p>Due Date: 30/06/2022</p>	Unlikely	Moderate	Medium



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>Asset Renewal Asset Gap Capital Works Program in sync with annual budget and strategic resources plan Capital Works Steering Committee Regular reporting to EMT &amp; Council Key performance indicator in Quarterly report Participation in the MAV Step program External Audit</p> <p>Multiple proactive asset inspection programs and their associated schedules of works, including but not limited to:- Road Management Plan Road &amp; footpath condition audit (4 yearly) based on hierarchy needs Building condition assessments Renewal program Programmed maintenance</p> <p>Internal Audit Program reporting to Risk Management Committee and Audit &amp; Risk Committee</p> <p>Funding secured as part of the 2021/22 budget for ongoing allocations for asset management data collection</p>							
6	Inappropriate access, use or significant loss of data/corporate records	<p>Infrastructure and continuous improvement to system security, firewall, threat monitoring and pen testing, data backups, security access controls etc.</p> <p>Three lines of defence assurance and monitoring by External Audit, Internal Audit, Compliance program and system controls monitored by Executive Management Team, Exec Risk Committee &amp; Audit &amp; Risk Committee</p> <p>Cyber Security &amp; Data Breach Response Plan Incident Response Plan Cyber Liability insurance Crisis Management Team Cybersecurity training platform and ongoing phishing campaign to monitor and measure</p> <p>Refresh of key policies: -Acceptable use of IT - Information Management policy -Information</p>	Unlikely	Major	Medium	<p>Implementation of Internal Audit recommendations</p> <p>Due Date: 30/09/2021</p>	Rare	Major	Medium





### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		privacy & security policy -IT hardware and software -Email use -Codes of Conduct Information Management, IT & TRIM induction training modules Staff Privacy Act awareness Cyclical Privacy & rolling Data, Cybersecurity e-learning modules  Progressive implementation of the Victorian Data Security Protection Framework (long term project), monitoring and reporting  Corporate electronic record and data management system with governance controls, access security and audit trails. Customer Request System and integration. Secure file data transfer system.							
5	Fraud or corruption incident	Fraud and Corruption Policy and Control Plan adopted by Council 2019. Employee Code of Conduct 2019 Councillor Code of Conduct 2020 & Procurement policy 2021  Fraud and Corruption e-learning module mandatory training and induction - two yearly cycle.  Revised Employee Code of Conduct aligned with workplace values and updates. Dedicated Training to Managers and Coordinators 2019. Recruitment evaluation process. Induction and two yearly cycle of e-learning training to all staff - May 2020.  Ongoing promotion and distribution of IBAC, VAGO and Ombudsman communications to executive and senior management. Participation in the IBAC Fraud and Corruption Research Project - report Feb 2019.  Risk Management Policy Framework including:- Three lines of Defence, Risk assessments/Risk Register, Fraud & Corruption Assurance Report,	Unlikely	Moderate	Medium	Annual External Audit program conduction by VAGO appointed contractor Due Date: 30/09/2021  Annual Internal Audit and Compliance Programs Due Date: 30/09/2021	Rare	Moderate	Medium



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>Procurement Policy &amp; procedures, Recruitment Policy &amp; procedures, Protected Disclosure Procedures &amp; Conflict of Interests declaration</p> <p>Annual External Audit by Victorian Auditor General's Office (VAGO) of financial statements.</p> <p>Independent Audit and Risk Committee - charter and work plan explicitly includes fraud and corruption control monitoring. Attestation at each meeting by CEO, external and internal auditors of any fraudulent activity.</p> <p>Three Yearly Internal Audit program by independent contract auditor, including annual Procurement data analytics review. Reporting &amp; monitoring by Audit and Risk Committee and Executive Management Team.</p> <p>Annual Compliance Plan and reviews monitored by Executive Risk Committee</p> <p>System controls, monitoring, authorisation and exception reporting for Finance, Accounts Payable, Procurement etc.</p>							
4	Inadequate stakeholder management or engagement	<p>Communication processes and templates in place</p> <p>Annual Local Government Community Satisfaction Survey results presented to Council</p> <p>Induction and ongoing awareness training of communications and media relations protocol.</p> <p>Media and website monitoring</p> <p>Ongoing awareness and training of Community Engagement principles and processes.</p>	Possible	Moderate	Medium	<p>Building communication preferences of our community through Customer Relationship Management System Phase 2 project</p> <p>Due Date: 1/04/2022</p> <p>Launching a new more responsive website facilitating improved interactions between community and council</p> <p>Due Date: 31/01/2022</p>	Unlikely	Moderate	Medium
3	Inadequate financial planning & management	Financial management system, policies & procedures, comprehensive Budget planning	Rare	Major	Medium		Rare	Major	Medium



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
	significantly impacting the delivery of critical services	<p>process, engagement and adoption by Council. Highly experienced qualified staff</p> <p>10 Year long term financial strategy and review incorporating Rate Capping formula.</p> <p>Annual external audit by VAGO including financial risk analysis rating. Audit Committee oversight of VAGO's Closing Report and annual Financial Report of accounts prior to adoption by Council. Signed VAGO audit opinion issued 13 Sep 2020.</p> <p>Reporting to Executive Management Team and Quarterly to Council. Monitoring by Audit and Risk Committee.</p> <p>Investment Policy including access to expert independent advice. Controls and Monitoring Access to short &amp; long term funding</p> <p>Management monitoring and strategic contingency reserves, strong sector communication with LG Superannuation company and annual enquiry by Audit and Risk Committee.</p> <p>Daily IT backup, IT Disaster Recovery Plan</p>							
2	Non compliance with statutory and regulatory requirements	<p>Local Government Act 2020 implementation into policy framework and organisational operations. i.e. Governance Framework and Public Transparency Policy Sep 2020. Training program of changes to Councillors and management and ongoing advice by Governance and Corporate Counsel</p> <p>Multiple policy frameworks inform key statutory functions including: Governance, Planning, Building, Finance, Procurement, WHS, Human Resources, Privacy, Emergency Management,</p>	Possible	Moderate	Medium	<p>Progressive implementation of the provisions of the Local Government Act 2020 through policy and operational delivery</p> <p>Due Date: 31/12/2021</p> <p>Delivery of internal Audit Plan program through contracted auditors</p> <p>Due Date; 30/09/2022</p>	Unlikely	Moderate	Medium



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		<p>Domestic Animal Management Plan, Local Laws, and Risk Management etc.</p> <p>Audit &amp; Risk Committee (independent) five meetings per year as per Charter aligned with Local Gov Act 2020. Chair reports committee/audit activity to Council twice per year. CEO and auditor compliance attestation to ARC.</p> <p>VAGO External Audit annual program monitored by Audit &amp; Risk Committee</p> <p>Three Year Internal Audit Program monitored by Audit and Risk Committee, Annual Compliance Program monitored by Executive Risk Committee and chaired the CEO (5-6 meetings per year). Risk Management Incident reporting process and escalation</p> <p>Statutory regulations and process built into operational software systems and reporting functions</p> <p>Recruitment of competently skilled staff and supervision. Induction, training and personal development, Workplace Values, Supervision and management of staff</p> <p>Legislative alerts, delegations, Service Unit and Team updates. Dedicated internal subject matter experts and advisory functions including Corporate Counsel, Governance, HR, Procurement, Risk and Assurance</p>							
1	Failure of IT Systems (Infrastructure, I.T. & Services) impacting critical services	<p>Information Technology Strategy 2019-2022 &amp; three strategic objectives: 1.Customer Experience; 2.Digital Automation 3.Data Stewardship and policy framework.</p> <p>Governance Structures: -Exec Management Team &amp; Audit &amp; Risk Committee -IT Steering</p>	Possible	Moderate	Medium	<p>Conduct a disaster recovery test exercise to validate recovery capabilities in new environment and improve processes.</p> <p>Due Date: 31/10/2021</p>	Unlikely	Moderate	Medium



### Strategic Risk Register Summary

Date of Report: Wednesday, 11 August 2021

Risk No	Risk Description	Existing Control	Current Likelihood	Current Consequence	Current Risk Rating	Treatment Plan	Target Likelihood	Target Consequence	Target Risk Rating
		Committee -IT Management, -Project Control Groups -DIAGINOSE project delivery framework  Annual external and internal audit programs  Primary servers transitioned to cloud based model. Secondary duplicate servers located at alternative physical Disaster Recovery Plan site.  IT Disaster Recovery Plan and program of testing, recovery exercises, reporting and implementation of recommendations  Offsite backup including testing cycle and data storage/BCP in place. Firewall, physical security and IT access controls.  IT strategy, Architecture review, Policy, Procedures, Specialists, Supplier agreements, training and integration with Crisis Management Plan. Rolling infrastructure (physical/digital) upgrade to support effective, reliable and secure operations. Annual and long term budget to maintain and improve system capability				Annual operational funding and key capital allocations to ensure reliable operation and strategic investment in upgraded systems and capability.  Due Date; 30/06/2022			

### 13.3 Bulk Retirement of Council Endorsed Policies

File Number: IN21/495  
Responsible Director: Chief Executive Officer  
Attachments: 1 Council Endorsed Policies for Retirement [↓](#)

#### EXECUTIVE SUMMARY

*Over the past 18 months, the Governance team has partnered with the organisation to lead a major review of Council policies. The purpose of the review was to establish a single source of truth for all Council policies to facilitate the timely review and retirement of Council policies.*

*A policy register has been developed to track the endorsement, ongoing review and retirement of Council policies and to assist the organisation with its business planning. The Governance team report quarterly to the Executive Management Team (EMT) on the progress the organisation is making to review outdated policies and provide line of sight to those policies nearing review.*

*In reviewing policies as part of this project, each Directorate was invited to identify those policies that remained current, those that required review and those policies that were redundant or no longer required. This report seeks to bulk retire Council endorsed policies that have been identified for retirement by the organisation.*

#### COUNCIL RESOLUTION

**MOVED: CR GEOFF GOUGH**  
**SECONDED: CR MICHELLE KLEINERT**

**That Council:**

- A. formally retire the policies listed in Attachment 1.**
- B. receive regular updates on the policies that are noted as being developed to replace the retired policies.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

Over the past 18 months, the Governance team has partnered with the organisation to lead a major review of Council policies. With an increased focus on transparency and accountability under the new *Local Government Act 2020*, it is important that policies relied upon to inform decision making are both current and accessible.

## 3. DISCUSSION / ISSUE

- 3.1 In undertaking this review, the Governance team has engaged extensively with the organisation to establish a policy register to monitor the endorsement, review and retirement of Council policies. This engagement has included:

- a review of Council's policy framework and legal obligations;
  - an audit of policies in Council's document management system;
  - an audit of policies in Council and EMT minutes from 2019 to 2021;
  - website and intranet audits x 2;
  - extensive consultation and feedback from Directorates;
  - creation of a policy register;
  - creation of new policies;
  - significant policy rewrites;
  - consolidation of some policies; and
  - identification of policies for retirement.
- 3.2 Attachment 1 comprises a list of policies and other documents approved by Council that have been identified for formal retirement. The relevant Directorate has provided reasons for the retirement of each policy. Most of the policies have been superseded and were not formally retired when the new policy was endorsed. Internal processes have been updated to ensure that this vital step is undertaken when new policies are endorsed by Council.
- 3.3 Bulk retirement of these policies is the most efficient way for Council to formally retire these policies. Once retired, the policies will be removed from the register and archived in Council's document management system.
- 3.4 The bulk retirement of these policies will ensure that the policy register only includes current policies and those under active review thus improving Council's governance and record keeping.
- 3.5 The lawful disposal of policy records is an essential and critical component of any records management program. Policy retirements will be managed as per the *Public Record Office Victoria (PROV)* disposal and destruction standards and with the assistance of the Records Management team.
- 3.6 The implementation of these standards will benefit Council by enabling the disposal of records to be carried out lawfully yet efficiently, and ensures the retention of those records of importance to the state in perpetuity.
- 3.7 Proposed policies for retirement by Council are listed in Attachment 1.

#### **4. COUNCIL PLAN / STRATEGY**

This report supports the Council Plan Theme 5 - A well Governed Council - Goal: 5.1 A financially sustainable Council that manages resources effectively and efficiently.

#### **5. IMPACTS AND IMPLICATIONS**

##### **5.1 Finance / Resource Implications**

The review of Council's policies has been undertaken within existing resources and there are no additional financial implications associated with this review.


**5.2 Communication and Engagement**


Extensive engagement has been undertaken across the organisation to determine the policies for retirement. In addition, Councillors were briefed on the list of proposed policies for retirement at a Strategic Briefing session held on 13 July 2021.


**6. DECLARATIONS OF CONFLICT OF INTEREST**


No officers involved in the preparation of this report have any general or material conflict of interest in this matter.




Council Approved Policies for Retirement		
CITY PLANNING & COMMUNITY		
Policy Details	Approval Date	Directorate Reasons for Retirement
<p><b><u>POL/46</u></b>  <b>Title: Helicopter Landings Policy</b>            The Director City Development be authorised to grant approval for the use of major Council reserves as landing facilities for helicopters subject to the pilot complying with Air Traffic and Safety Requirements.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	<p>Directorate requested retirement as the policy was outdated and the guidelines are represented in the Planning Scheme- Clause 52.15</p>
<p><b><u>POL/82</u></b>  <b>Title: Playgroups Policy</b>            For playgroups re affiliations, facilities, staff, coordination and equipment grants.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	<p>Directorate requested retirement as the policy is 25 years old and does not aid decision-making.</p>
<p><b><u>POL/83</u></b>  <b>Title: Outdoor Entertainment Policy</b>            Guideline for entertainment within outdoor Council owned facilities.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	<p>Directorate requested retirement as the policy is 25 years old and does not aid decision-making. Team is currently looking into a policy approach to events in public spaces incl. fees and charges.</p>
<p><b><u>POL/86</u></b>  <b>Title: Housing Policy Guidelines</b>            Guidelines outlining housing options for various groups within Manningham.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	<p>Directorate requested retirement as the policy is 25 years old and redundant. Refers to services and facilities that are no longer on offer.</p>
<p><b><u>POL/88</u></b>  <b>Title: Guidelines for Advisory Committees</b>            Guidelines outlining various aspects of selecting and running an Advisory Committee.</p>	<p>29/06/1999  <a href="#">Council Item 10.4 from Council Minute Index</a></p>	<p>Directorate requested retirement as the policy was updated in 2019 and now sits with Governance.</p>
<p><b><u>POL/95</u></b>  <b>Title: Council Hall Conditions of Hire and Use</b>            Guidelines outlining the conditions under which Council grants the hire of Council owned Halls.</p>	<p>16/11/1999  <a href="#">Council Item 10.2 from Council Minute Index</a></p>	<p>Directorate requested retirement as conditions of hire are operational and were fully reviewed/updated in 2019 and are available on the Council website.</p>
<p><b><u>POL/96</u></b>  <b>Title: Conditions of Use - Buildings and Facilities</b>            Guidelines outlining the conditions under which Council grants use of Council owned Buildings and Facilities.</p>	<p>25/05/1999  <a href="#">Council Item 10.2 from Council Minute Index</a></p>	<p>Directorate requested retirement as the policy is 20 years old and is superseded with various contemporary policy and guideline documents.</p>


Council Approved Policies for Retirement		 MANNINGHAM
<p><b><u>POL/97</u></b>  <b>Title: Community Development Grant Program Funding Guidelines</b>            Guidelines that facilitate the Community Development Grant Program supporting non-profit community organisations in Manningham to develop projects, programs and events which benefit, enhance and meet the needs of the community.</p>	<p>02/04/1996  <a href="#">Council Item 28.0 from Council Minute Index</a></p>	<p>Directorate requested retirement as the policy is superseded by <a href="#">POL/547 – Community Grants Program Policy</a>.</p>
<p><b><u>D18/405139</u></b>  <b>Title: Community Grant Program Policy</b>            Facilitates the Community Development Grant Program supporting non-profit community organisations in Manningham to develop projects, programs and events which benefit, enhance and meet the needs of the community.</p>	<p>11/12/2018  <a href="#">Council Item 10.4 from Council Minutes</a></p>	<p>Directorate requested retirement as the policy is superseded by <a href="#">POL/547 – Community Grants Program Policy</a>.</p>
<p><b><u>POL/98</u></b>  <b>Title: Art Acquisition Guidelines</b>            Supports the Arts Advisory Committee to acquire works of art on behalf of Manningham City Council.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	<p>Directorate requested retirement as the new policy has been endorsed by Council.</p>
<p><b><u>POL/102</u></b>  <b>Title: Grants and Donations Policy</b>            Facilitates and supports non-profit community organisations in the City of Manningham to develop and maintain services to benefit the community.</p>	<p>05/08/1997  <a href="#">Council Item 10.2 from Council Minute Index</a></p>	<p>Directorate requested retirement as it is no longer relevant</p>
<p><b><u>POL/107</u></b>  <b>Title: Housing Policy</b>            Supports a diversity of housing options covering social, socio economic and age specific groups and aims to facilitate a range of housing choices within the roles of planning, coordinating, advocating, researching and facilitating rather than providing direct delivery, funding or management of services.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	<p>Directorate requested retirement as the policy is currently under review. Has also been superseded by the Manningham Residential Strategy 2012 and Affordable Housing Policy &amp; Plan 2010-2020</p>
<p><b><u>POL/111</u></b>  <b>Title: Joint Development and Use Agreements Policy</b>            Supports co-operation with community-based organisations in the development and operation of community facilities throughout the municipality.</p>	<p>Not found</p>	<p>Directorate requested retirement as does not aid decision-making.</p>


Council Approved Policies for Retirement		 MANNINGHAM
<a href="#">POL/113</a> <b>Title: Youth Policy &amp; Action Plan 2011-2015</b> Provides strategic directions and a framework for the development, provision, co-ordination, facilitation and evaluation of services to young people and their families within the municipality.	26/10/2004 <a href="#">Council Item 11.1</a>	Directorate requested retirement as replaced by EACH Youth action
<a href="#">POL/163</a> <b>Title: Planning Permits for Council Works Policy</b> Supports all Service Unit Managers and groups, organisations or committees associated with Council projects to ascertain whether planning permits are required.	12/03/1996 <a href="#">Council Item 21 from Council Minute Index</a>	Directorate requested retirement as not required - planning applications are lodged by each internal department or as directed by Manager/Director
<a href="#">POL/166</a> <b>Title: Neighbourhood Agreements Policy</b>	21/07/1998 <a href="#">Council Item 10.2 from Council Minute Index</a>	Directorate requested retirement as not required - neighbourhood agreements are not common
<a href="#">POL/170</a> <b>Title: Process for Preparation of Open Space Plans Policy</b> Supports key findings of the Open Space Strategy and the need for community involvement in the planning and development of open space.	12/03/1996 <a href="#">Council Item 21 from Council Minute Index</a>	Directorate requested retirement as not consistent with current practice. Policy no longer required.
<a href="#">POL/176</a> <b>Title: Uncompleted Works Policy</b> Outlines uncompleted works in subdivisions.	12/03/1996 <a href="#">Council Item 21 from Council Minute Index</a>	Directorate requested retirement as not required - conditions on subcontractor permits now take bonds for works to be completed
<a href="#">POL/177</a> <b>Title: Street Trees Policy</b> Outlines tree planting requirements for developers of subdivisions.	12/03/1996 <a href="#">Council Item 21 from Council Minute Index</a>	Directorate requested retirement as not required - conditions on a permit cover these issues and sign off is required from other departments for street tree planting. New policy/ plan is being developed by City Amenity.
<a href="#">POL/296</a> <b>Title: Young Citizen of the Year Policy</b> Outlines requirements for nominating and judging the young citizen of the year.	12/03/1996 <a href="#">Council Item 21 from Council Minute Index</a>	Directorate requested retirement as no longer relevant.
<a href="#">POL/300</a> <b>Title: Citizen of the Year Policy</b> Outlines requirements for nominating and judging the citizen of the year.	12/03/1996 <a href="#">Council Item 21 from Council Minute Index</a>	Directorate requested retirement as no longer relevant.

Council Approved Policies for Retirement		
<p><b><a href="#">POL/411</a></b>  <b>Title: Citizen and Young Citizen of the Year</b>                      Outlines the selection criteria for the Citizen and Young Citizen of the Year.</p>	<p>19/11/1996  <a href="#">Council Item 11.1 from Council Minute Index</a></p>	<p>Directorate requested retirement as no longer relevant.</p>
<p><b><a href="#">POL/418</a></b>  <b>Title: Facilities Bookings Policy and Procedure</b>                      Developed to cover the bookings of serviced meetings rooms and the provision of catering for internal staff.</p>	<p>19/11/1996  <a href="#">EMT Item 3.2 from EMT Minute Index</a></p>	<p>Directorate requested retirement as it is an operational procedure and not a policy.</p>
<p><b><a href="#">POL/445</a></b>- Marked as ARCHIVE in TRIM  <b>Title: Community Facilities Access and Allocation Policy</b>                      Developed for Council owned or managed facilities which are vacant, newly acquired and/or becoming vacant due to a lease/license reaching its term.</p>	<p>28/05/2013  <a href="#">Council Item 11.1 from Council Minutes</a></p>	<p>Directorate requested retirement as superseded by <a href="#">POL/540 – Community Facilities Access and Concession Policy</a>.</p>
<p><b><a href="#">POL/465</a></b>  <b>Title: Outdoor Sports &amp; Infrastructure Policy</b>                      To ensure a consistent, transparent and sustainable approach to the provision of sport and recreation infrastructure on Council owned and managed property.</p>	<p>31/03/2015  <a href="#">Council Item 9.2 from Council Minutes</a></p>	<p>Policy is superseded by <a href="#">POL/549 – Outdoor Sports Infrastructure Policy</a>.</p>
CITY SERVICES		
Policy Details	Approval Date	Directorate Reasons for Retirement
<p><b><a href="#">POL/3</a></b>  <b>Title: Warrants/Guidelines for the Provision of Pedestrian Crossings</b>                      Describes the circumstances under which pedestrian facilities may be justified.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	<p>Directorate requested retirement as covered by VicRoads Guidelines</p>
<p><b><a href="#">POL/4</a></b>  <b>Title: Testing for Capital Works Projects</b>                      Describes the testing required for capital works projects to take place.</p>	<p>16/11/1999  <a href="#">Council Item 10.2 from Council Minute Index</a></p>	<p>Directorate requested retirement as DIAGNOSE and Project Management Framework (PMF) in place</p>
<p><b><a href="#">POL/7</a></b>  <b>Title: Drainage System Performance Objectives Guidelines</b>                      Guidelines for drainage and flooding across landscapes, roadways, private property, open space and waterways.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	<p>Directorate requested retirement as policy has been superseded by other Strategies and Guidelines</p>

Council Approved Policies for Retirement		 MANNINGHAM
<p><b><u>POL/8</u></b>  <b>Title: Special Rates &amp; Charges Contributory Projects Policy</b>            Guidelines set out the procedures and directions for the creation and implementation of contributory projects in providing works and services authorised under the Local Government Act 1989 and as a guide for the fair and reasonable distribution of costs for those persons obtaining a special benefit.</p>	<p>28/08/2012            Council Item 10.1 <a href="#">D12/10245</a></p>	<p>Directorate requested retirement as Council no longer undertakes Special Charge Schemes</p>
<p><b><u>POL/34</u></b>  <b>Title: Fleet Management (Formerly Hire of Vehicles to Service Units) Policy</b>            Provides guidance for the Asset Owner, Service Units and Assigned Officer, for the management and operation of Councils fleet (vehicles and plant). It reflects the separation of ownership (depreciation and opportunity cost) and operation between the Asset owner (Council) and the Service Unit/Assigned Officer.</p>	<p>13/01/1998  <a href="#">Council Item 10.0 from Council Minute Index</a></p>	<p>Directorate requested retirement as superseded by POL/233 and new Fleet Management Policy being written.</p>
<p><b><u>POL/44</u></b>  <b>Title: Synthetic Surface and Enlargement of Cricket Pitch Policy</b>            Allows the laying of an approved synthetic wicket to an existing concrete cricket pitch provided that the Club bears the full cost of the supply, installation and maintenance of the synthetic surface.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	<p>Directorate requested retirement as this Policy is no longer required as the content is covered within the Draft Outdoor Sports Infrastructure Policy</p>
<p><b><u>POL/57</u></b>  <b>Title: Light Weight Pavement Implementation Policy</b>            Facilitates a Light Weight Pavement Program established to address health and environmental concerns by eliminating the dust problems and surface deterioration of the gravel roads in the rural areas of the City.</p>	<p>30/11/2004  <a href="#">Council- Item10.2</a></p>	<p>Directorate requested retirement as this was a program set up to seal unsealed roads on a cost share basis. No longer relevant.</p>
<p><b><u>POL/81</u></b>  <b>Title: Pricing Policy for Sporting Grounds and Pavilions</b></p>	<p>21/07/1998  <a href="#">Council Item 9.2 from Council Minute Index</a></p>	<p>Directorate requested retirement as this was superseded by the Seasonal Sports Pricing Policy.</p>
<p><b><u>POL/109</u></b>  <b>Title: Recreation and Sport in Manningham Policy</b></p>	<p>19/12/2000  <a href="#">Council Item 9.5 from Council Minute Index</a></p>	<p>Directorate requested retirement as this Policy covers the same information and has the same objectives as Council's Recreation Strategy.</p>

Council Approved Policies for Retirement		
<a href="#">POL/112</a> <i>Title: Floodlighting Council Reserves Policy</i>	10/06/2003	Directorate requested retirement as superseded by the review of Council's Sporting Facilities Development Policy (currently being reviewed), as well as the Tenancy Agreement that is currently being developed.
<a href="#">POL/482</a> <i>Title: Parking Management Policy</i>	Council 28/10/2014 Item 10.3 <a href="#">D14/80757</a>	Directorate requested retirement as Policy is superseded by POL/554.
<b>PEOPLE AND COMMUNICATIONS</b>		
Policy Details	Approval Date	Directorate Reasons for Retirement
<a href="#">POL/315</a> <i>Title: Community Newsletter Policy</i>	12/03/1996 <a href="#">Council Item 21 from Council Minute Index</a>	Policy no longer required or relevant. Replaced by story submission guidelines: D20/54091 (currently available on the Manningham website).
<a href="#">POL/316</a> <i>Title: Advertising Policy</i>	12/03/1996 <a href="#">Council Item 21 from Council Minute Index</a>	Policy no longer required. Communications process documentation is in place.
<b>SHARED SERVICES</b>		
Policy Details	Approval Details	Directorate Reasons for Retirement
<a href="#">POL/345</a> <i>Title: Investments Administration and Investment Policy</i>	12/01/1999 <a href="#">Council Item 10.1 from Council Minute Index</a>	Updated work area procedure
<a href="#">POL/347</a> <i>Title: Disposal of Minor Assets Policy</i>	26/09/2000 <a href="#">Council Item 10.1 from Council Minute Index</a>	Guideline not Policy
<a href="#">POL/359</a> <i>Title: Credit Facility for Payment Policy</i>	11/07/2000 <a href="#">Council Item 10.3 from Council Minute Index</a>	Superseded. Incorporated in POL/493 Cash Handling Policy.
<a href="#">POL/366</a> <i>Title: Capital Grants and Contributions Recognition and Acknowledgement Policy</i>	25/05/1999 <a href="#">Council Item 10.2 from Council Minute Index</a>	Updated work area procedure (Capital Works Manual)
<a href="#">POL/367</a> <i>Title: Budget Estimates for Grants and Contributions Policy</i>	25/05/1999 <a href="#">Council Item 10.2 from Council Minute Index</a>	Updated work area procedure.

Council Approved Policies for Retirement		
<a href="#">POL/369</a> <i>Title: Annual Budget Report Policy</i>	19/11/1996 <a href="#">Council Item 11.3 from Council Minute Index</a>	Updated by work area procedure.
<a href="#">POL/370</a> <i>Title: Accounting Treatment for Parking Infringement Notices Policy</i>	5/08/1997 <a href="#">Council Item 10.2 from Council Minute Index</a>	Updated work area procedure
<a href="#">POL/385</a> <i>Title: Electronic Communications Policy</i>	28/08/2001 Council Item 12.2 Minutes in TRIM 003789248 (no link available)	Not required - superseded by POL 512 & 513.
<a href="#">POL/402</a> <i>Title: Guidelines for Fixed Asset Accounting</i>	25/07/2000 <a href="#">Council Item 10.2 from Council Minute Index</a>	Asset Accounting Policy will replace this. Scheduled for EMT June 2021 (New Policy)
LEGAL, GOVERNANCE AND RISK		
Policy Details	Approval Details	Directorate Reasons for Retirement
<a href="#">POL/185</a> <i>Title: Official Visits Policy</i> Processing requests for official visits to Manningham by organisations or persons from outside Australia	13/01/1998 <a href="#">Council Item 10.0 from Council Minute Index</a>	Guidelines not policy. Facilitated through the office of Mayor and Councillors.
<a href="#">POL/188</a> <i>Title: Position Statement - Role of Deputy Mayor Policy</i> Resolved to elect a Deputy Mayor to represent Council when the Mayor is absent.	24/02/2009 <a href="#">Council Item 12.4</a>	Role of Deputy Mayor statutorily defined in the <i>Local Government Act 2020</i> .
<a href="#">POL/194</a> <i>Title: Councillor Allowance and Support Policy</i> Developed to provide guidance about the support Council will provide to the Mayor and Councillors while performing their duties.	24/02/2015 <a href="#">Council Item 12.1</a>	Superseded by <a href="#">POL/545 - Council Expenses Policy</a> .
<a href="#">POL/201</a> <i>Title: Local Government Relationships Policy</i> General principle in relation to cultivating relationships with its national or international counterparts that contribute to the betterment of local government and local communities.	12/03/1996 <a href="#">Council Item 21 from Council Minute Index</a>	No longer required. Managed on a case by case basis in consultation Council.

Council Approved Policies for Retirement		 MANNINGHAM
<p><a href="#">POL/215</a>  <b>Title: Expectations of the Position of Mayor</b>            Recognises the informal authority of the Mayor and the expectations on the position of Mayor.</p>	<p>24/06/1997  <a href="#">Council Item 9.1 from Council Minute Index</a></p>	No longer required. The role and functions of Mayor outlined in the <i>Local Government Act 2020</i> .
<p><a href="#">POL/219</a>  <b>Title: Code of Best Practice for Independent Members of Advisory Committees &amp; Service Unit Boards</b>            Provides the best practice requirements for independent members of advisory committees and service unit boards in relation to personal interest, confidential matters and access to information.</p>	<p>16/11/1999  <a href="#">Council Item 10.2 from Council Minute Index</a></p>	No longer required.
<p><a href="#">POL/220</a>  <b>Title: Code of Best Practice for Councillors and Staff</b>            This Code of Best Practice is designed as a subsidiary and complementary document to the Code of Good Governance. Its purpose is to prescribe conduct for Councillors and staff required to deliver the high ethical and moral standards in Government expected by the community.</p>	<p>20/02/1996  <a href="#">Council Item 32.0 from Council Minute Index</a></p>	Replaced by the Employee Code of Conduct
<p><a href="#">POL/221</a>  <b>Title: Charter of Internal Audit</b>            Outline internal audit scope and reporting requirements.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	No longer required.
<p><a href="#">POL/280</a>  <b>Title: Official Openings Policy</b>            Short Policy: Part of the old Policy Manual outlining arrangements with respect to Official Openings/Launches.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	Policy replaced by Official Openings and Events procedure - D19/67892
<p><a href="#">POL/325</a>  <b>Title: Preparation of Council Notice Papers Committee Agendas and Minutes Policy</b>            Outlines the requirements for the preparation of Agenda and Minutes.</p>	<p>12/03/1996  <a href="#">Council Item 21 from Council Minute Index</a></p>	Information is outdated and not reflective of current practice. Governance Rules set the standard for the distribution of Agendas and Minutes which is supported by internal working procedures.
<p><a href="#">POL/333</a>  <b>Title: Committee Types - Purpose and Naming Conventions Policy</b>            Outlines the purposes and naming conventions will apply to committees established by Council.</p>	<p>13/05/1997  <a href="#">Council Item 10.4 from Council Minute Index</a></p>	No longer relevant.



Council Approved Policies for Retirement		
<p><a href="#">POL/336</a>  <b>Title: Advisory Committee Decisions Policy</b>            Part of the old Policy Manual provides for when Council Officers intend to put forward motions that are contrary to Advisory Committee decisions</p>	<p>14/01/1997  <a href="#">Council Item 11.3 from Council Minute Index</a></p>	Superseded by Advisory Committee Policy.
<p><a href="#">POL/401</a>  <b>Title: Official Openings Guidelines</b>            Provides a checklist for arrangements with respect to Official Openings/Launches.</p>	<p>29/06/1999  <a href="#">Council Item 10.4 from Council Minute Index</a></p>	No longer relevant. Protocols managed out of the office of the Mayor and Councillors.
<p><a href="#">POL/409</a>  <b>Title: Council Meeting Timetable</b></p>	<p>13/01/1998  <a href="#">Council Item 10.3 from Council Minute Index</a></p>	Procedural in nature and updated information available on the Intranet.
<p><a href="#">POL/449</a>  <b>Title: Sponsorship Policy 2012-2016</b>            This Policy establishes guidelines by which sponsor partnership packages and naming rights can be negotiated for Council events, programs, services and Council assets. It does not apply to outside organisations including community groups and sporting/ recreational associations.</p>	<p>31/07/2012  <a href="#">Council Item 11.2</a></p>	Superseded by D20/73114

### 13.4 Review of Manningham's Governance Rules

File Number:	IN21/496
Responsible Director:	Chief Executive Officer
Attachments:	1 Officer Response and Recommendations to Governance Rules Notice of Motion <a href="#">↓</a>
	2 Draft Governance Rules 2021 <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*At the 28 January 2021 Council meeting, Cr Stephen Mayne moved a Notice of Motion (NoM) to commence a formal review of Manningham's Governance Rules. In particular, the NoM called for a review of Chapter 2 – Meeting Procedure for Council Meetings, and raised various matters to be considered as part of the review.*

*Section 60 of the Local Government Act 2020 (the Act) requires a Council to develop, adopt and keep in force Governance Rules with respect to a number of matters including the conduct of its Council meetings. This report responds to the matters raised in the NoM and makes a number of recommendations to modify the Governance Rules to improve transparency and the conduct of Council meetings (See Attachment 1).*

*Proposed amendments to the Governance Rules are outlined in Attachment 2. The Act requires Council to undertake community consultation on any amendment to its Governance Rules. This report proposes to commence formal community consultation on the proposed amendments to the Governance Rules.*

#### COUNCIL RESOLUTION

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR CARLI LANGE**

**That Council:**

- A. endorse the draft Governance Rules shown at Attachment 2 for public consultation from 30 August 2021 to 26 September 2021 inclusive;**
- B. hear any person in support of their submission at a time and date to be determined by the Chief Executive Officer in consultation with the Mayor; and**
- C. note a further report will be presented to the 26 October 2021 Council meeting to consider feedback received during community consultation and to formally endorse the Governance Rules.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 Council is required to develop, adopt and keep in force Governance Rules (the Rules) in accordance with section 60 of the *Local Government Act 2020* (the Act). Council's current Governance Rules were adopted in August 2020 and came into effect on 1 September 2020.
- 2.2 The Rules provide for the conduct of Council meetings, a framework for decision making, procedures for disclosures of conflicts of interest and the election of the Mayor and Deputy Mayor. The Rules also incorporate Council's Election Period Policy.
- 2.3 The Rules give effect to the overarching governance principles of the Act and the supporting principle of public transparency. In keeping with these principles, Council must also undertake consultation with the community before amending the Rules.
- 2.4 Manningham's Governance Rules were endorsed by Council on 25 August 2020 and commenced operation on 1 September 2020. The Rules effectively transitioned the provisions of Manningham's Meeting Procedures Local Law which had been the subject of significant review in 2017.
- 2.5 The Act states that the Rules must provide for -
- (a) *the conduct of Council meetings;*
  - (b) *the conduct of meetings of delegated committees;*
  - (c) *the form and availability of meeting records;*
  - (d) *the election of the Mayor and the Deputy Mayor;*
  - (da) *the appointment of an Acting Mayor;*
  - (e) *an election period policy in accordance with section 69;*
  - (f) *the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee under section 130;*
  - (g) *the procedure for the disclosure of a conflict of interest by a Councillor under section 131;*
  - (h) *the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1);*
  - (i) *any other matters prescribed by the regulations.*
- 2.6 Further, the Rules must provide for a Council to -
- (a) *consider and make decisions on any matter being considered by the Council fairly and on the merits; and*
  - (b) *institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.*
- 2.7 The Act is underpinned by the overarching governance principles in section 9 which states:
- (1) *A Council must in the performance of its role give effect to the overarching governance principles.*

- (2) *The following are the overarching governance principles—*
- (a) *Council decisions are to be made and actions taken in accordance with the relevant law;*
  - (b) *priority is to be given to achieving the best outcomes for the municipal community, including future generations;*
  - (c) *the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;*
  - (d) *the municipal community is to be engaged in strategic planning and strategic decision making;*
  - (e) *innovation and continuous improvement is to be pursued;*
  - (f) *collaboration with other Councils and Governments and statutory bodies is to be sought;*
  - (g) *the ongoing financial viability of the Council is to be ensured;*
  - (h) *regional, state and national plans and policies are to be taken into account in strategic planning and decision making;*
  - (i) *the transparency of Council decisions, actions and information is to be ensured.*
- (3) *In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—*
- (a) *the community engagement principles;*
  - (b) *the public transparency principles;*
  - (c) *the strategic planning principles;*
  - (d) *the financial management principles;*
  - (e) *the service performance principles.*

2.8 The Rules are divided into an introduction and seven Chapters and each Chapter has its own rules.

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

2.9 This review is focussed primarily on Chapter 2 – Meeting Procedure for Council Meetings with a few minor amendments proposed by officers in Chapter 6 relating to the reporting requirements for Informal Meetings of Councillors.

**3. DISCUSSION / ISSUE**

- 3.1 The Notice of Motion (NoM) endorsed by Council at its meeting on 28 January 2021 called for a review of the meeting procedures in Chapter 2 of the Governance Rules with a view to increasing transparency, disclosure and community participation at Council meetings.
- 3.2 The specific proposals identified in the NoM contain a mixture of matters that sit both within and outside the Rules. Officers have prepared a response and recommendation to the matters raised in the NoM in Attachment 1.
- 3.3 In addition to the proposals raised in the NoM, Councillors and officers also raised some further matters for improvement which are discussed in Attachment 1.
- 3.4 The draft Governance Rules shown at Attachment 2 have been prepared based on the officer recommendations and feedback received by Councillors when briefed on this matter on 13 July 2021 and 3 August 2021.
- 3.5 The main amendments being proposed in the draft Rules are:
  - 3.5.1 Changes to the timing for receipt of Notices of Motion
  - 3.5.2 Introducing the ability to conclude debate with closing remarks where no one has spoken against the motion
  - 3.5.3 Removing the division provisions and reflecting those Councillors for and against the motion in the minutes as a matter of course
  - 3.5.4 Providing Councillors with the option to sit or stand when speaking
  - 3.5.5 Incorporating an additional ground for making a point of order (misleading)
  - 3.5.6 Amending the criteria for recording informal meetings of Councillors
- 3.6 The draft Rules shown at Attachment 2 track all changes proposed to the current Governance Rules.

**4. COUNCIL PLAN / STRATEGY**

- 4.1 A contemporary governance framework that supports transparent decision making is essential to ensuring Council's business is conducted efficiently, transparently and with integrity. Further, it provides an opportunity for Council to engage with the community and those people directly affected by Council's decision making. This directly supports the themes of '*Healthy Community*' and '*Well Governed Council*'.

**5. IMPLEMENTATION**

- 5.1 Finance / Resource Implications

The impact and implications for each of the proposals are discussed in Attachment 1.

Costs associated with the review and implementation of the revised draft Governance Rules will be met within existing resources.

### 5.2 Communication and Engagement

Council must ensure a process of community engagement is followed in developing or amending its Governance Rules. The timelines for engagement are outlined below.

### 5.3 Timelines

Timelines for engagement and implementation are detailed below:

24 August 2021	Council decision to commence the formal review of Manningham's Governance Rules
30 August – 26 September 2021	Submission Period
October – date to be determined	Council to hear submissions on the draft Governance Rules
26 October 2021	Council to formally endorse Governance Rules following consultation
1 November 2021	Governance Rules commence

## 6. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any general or material conflict of interest in this matter.

# Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
1.	When a resolution is not unanimous, the minutes are to name the councillors voting for and against each item of business, thereby avoiding the need for a division to be called by a councillor to accurately record how individual councillors voted (Administrative and Governance Rules)	<p>The Chair will need to clearly identify those for and against for each council resolution where it is not unanimous.</p> <p>The provisions for calling a division would be removed from the Governance Rules.</p>	This can be implemented relatively easily with the assistance of the Chair.
2.	A transcript of each council meeting is to be presented for approval at the immediate following council meeting and then placed alongside the minutes of the meeting on the council website (Administrative)	<p>The Council meeting minutes provide the official record of the Council meeting and are available on Council’s website. The minutes detail the decisions made at each Council meeting. An audio and video recording of the Council meetings is also available on Council’s Website and Facebook page.</p> <p>In the past 9 years, officers can only recall a request for a transcript of the meeting from the community on one or two occasions.</p> <p>The Digital Team receive a transcript about 3 days after a Council meeting. The accuracy of the transcript is roughly 90%. If Council were to proceed with the option as proposed, officers would need to review and amend the transcript before publishing which would require several hours of officer time as a minimum and perhaps more depending on the length of the meeting. The Governance team is not sufficiently resourced to undertake this additional task.</p> <p>If a transcript is required earlier, there will be an additional costs of \$1.00 USD extra per minute of footage. Example: 120 minutes (2 hour) council meeting:</p> <ul style="list-style-type: none"> <li>- \$150 USD – 48 hour turnaround</li> <li>- \$270 USD – 8 hour turnaround</li> </ul>	<p>The Council minutes and the audio video recording of the meeting are made available on Council’s website. Whilst a transcript of the meeting would promote greater accessibility of the meeting’s discourse, there is limited evidence to suggest that a transcript is the best way to achieve this. The live stream is available on Council’s website and also includes closed captions for those people in the community who are hearing impaired.</p> <p>This action is not recommended.</p>

# Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
3.	<p>All councillors, including the mover, are entitled to speak for 4 minutes on an individual item of business and the mover of an item is entitled to make concluding remarks for no more than 2 minutes about an item of business where someone other than the mover has spoken to the item, provided that no new information is introduced in the concluding remarks (Governance Rules)</p>	<p>The Governance Rules (GR's) currently provide for the following speaking limits:</p> <ul style="list-style-type: none"> <li>• Mover – 5 mins,</li> <li>• Any other Councillor – 3 mins</li> <li>• Right of Reply for the mover – 2 mins</li> </ul> <p>The GR's also provide a mechanism for Councillors to seek by resolution an extension of time which, if passed, provides an additional 2 mins for the Councillor to speak.</p> <p>It is rare that Councillors request an extension of time to speak, but when they do, it is generally granted allowing a Councillor, who is not the mover, effectively 5 minutes of speaking time.</p> <p>Moving to an as of right 4 minute entitlement will have minimal impact on the conduct of the meeting other than to make more time available to speak that is currently not exercised.</p> <p>Shifting from a Right of Reply to 'closing remarks' departs from conventional meeting procedure. A Right of Reply is designed to enable the mover to respond to points made against the motion that have been raised during debate.</p> <p>The GR's provide for a mover to exercise their Right of Reply if someone speaks against the motion. If there are further speakers for the motion, no Right of Reply exists. If no one is speaking against the motion, one could contend that no further discussion on the matter is necessary.</p>	<p>The current provisions and mechanisms within the GR's enable robust discussion of the issues whilst balancing the need to conduct the meeting efficiently.</p> <p>Whilst departing from conventional meeting procedures, the ability to make closing remarks is supported to enable the mover to conclude discussion on an item.</p>



# Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
4.	<p>A councillor can call for an officer presentation introducing an item of business at a council meeting provided that council business has been provided written notice of an intention to do this at least 6 days before the commencement of the meeting (Governance Rules)</p>	<p>The GR's currently provide Councillors with a right to ask any question concerning or arising out of the motion or amendment before the meeting. The provision can currently be utilised to seek information from officers in relation to the motion or amendment before the meeting and does not necessarily require an amendment to the GR's to facilitate the delivery of additional information not already supplied in the public Council report prepared by officers.</p> <p>It is noted that a presentation will be an additional impost on officer time and resources, and might be considered a duplication of information already available through the published report.</p> <p>If officer presentations are to become a frequent occurrence, officers support the notion of advance notice to enable the relevant officer to prepare for the presentation. A procedure should be developed to provide for the notice period if this action is supported.</p> <p>It is the experience of officers that if this action is supported and used without restriction it may have a significant impact on the length of Council meetings. Time limits should also be imposed on the length of the officer's presentation to ensure the efficient conduct of the meeting.</p> <p>Governance officers are unclear what (if any) technology requirements may be required to enable live stream viewers see officer presentations from home.</p>	<p>This action is supported and can be facilitated within the current GR's.</p> <p>It is recommended that a procedure be developed to govern the request for a presentation at the Council meeting.</p>

# Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
5.	The CEO is entitled to call for an officer presentation of up to 5 minutes prior to the commencement of debate on any item of business at a council meeting (Governance Rules)	<p>The CEO is not a member of the Council and attends the meeting in an advisory capacity only.</p> <p>The <i>Local Government Act 2020</i> provides that the function of the CEO is to set the Agenda for Council meetings after consulting the Mayor. The CEO can raise any matters with the Mayor during this discussion and seek the Mayor’s support to facilitate a presentation at the meeting.</p>	This proposal is viewed as unnecessary and not recommended.
6.	A time clock viewable by all councillors recording the length of each speaker contribution is to be displayed at council meetings, along with the text of each proposed resolution being debated, along with any proposed or agreed amendments (Administrative)	<p>Officers support the inclusion of the text of each motion being displayed in the chamber. Where a Councillor proposes to move a motion other than the officer’s recommendation notice should be provided to the governance team in advance of the meeting commencing to enable the text to be displayed. Minor adjustments can be made directly to the motion on the screen.</p> <p>At present and with the technology currently in place (Facebook live), the motion cannot be added to the live stream. There would be cost and resource implications associated with this action. The digital team has provided the following feedback:</p> <ul style="list-style-type: none"> <li>• The proposal would need to be fully costed</li> <li>• Each councillor would need a mic and it would be preferable to have at least 3 cameras and a feed from the Governance powerpoint.</li> <li>• Officers would be required to set up the software to do the live-switching and livestream which is considerably more complicated than the current setup.</li> <li>• It would need to be determined whether our digital team livestream or if it this function should be outsourced. This may incur considerable cost.</li> </ul>	Incorporating the wording of the motion on the screen is recommended in the chamber and can be undertaken within existing resources.

# Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
		<p>Upon benchmarking with a number of Councils, the use of a clock within the chamber is generally utilised to monitor the timing of speakers other than Councillors, for example when members of the community are speaking to the meeting. The use of a clock will limit the discretionary flexibility of the Chair currently has to allow Councillors to speak just beyond their speaking time as an expectation will be created that everyone, both community members and Councillors will only speak for their allotted time.</p> <p>Digital clocks can be purchased for the Chamber to provide Councillors with line of sight to self-manage their speaking time if they so choose. As outlined in 3 above, there is little evidence to suggest that speaking time is an issue that needs to be monitored in this way.</p>	<p>It is recommended that digital clocks be purchased for the chamber to enable those Councillors who wish to monitor their speaking time line of sight to a digital clock.</p>
7.	<p>The deadline for lodging a notice of motion for a councillor is to be reduced from 14 days to 6 days prior to the commencement of the meeting. The proposed motion must be lodged with the CEO by two sponsoring councillors in writing by no later than midday on the Wednesday before a council meeting</p>	<p>Whilst the CEO generally has responsibility in consultation with the Mayor to set the agenda for each meeting, the notice of motion process is a direct way for a Councillor to raise a particular matter before the Council. When used appropriately notices of motion can aide transparency.</p> <p>In 2016, The Victorian Ombudsman undertook an investigation into the transparency of local government decision making. The accompanying report identified a number of governance risks and provided examples of inappropriate usage of the notice of motion mechanism which included:</p> <ul style="list-style-type: none"> <li>• decisions being made without adequate background information or officer reports</li> <li>• budget decisions being made outside the agreed annual budget process</li> <li>• matters raised that were outside the powers of Council</li> <li>• political grandstanding to inappropriately progress personal interests</li> </ul>	<p>It is recommend that Notices of Motion be received no later than the day before the Agenda is published. This will enable the full motion and any available background information to be included in the agenda promoting both transparency and good decision making. Councillors are also able to spend the intervening period informing themselves on the issue to be debated.</p>

# Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
		<ul style="list-style-type: none"> <li>circumventing ordinary planning and decision making processes</li> </ul> <p>Council has an obligation under the LGA 2020 to make informed decisions fairly and based on merit. A motion without the benefit of notice and adequate background information does not support this obligation under the LGA 2020.</p> <p>The Ombudsman’s report also identified a governance framework that supports the NoM process whilst maintaining oversight and transparency of the decision making process.</p> <p>When Council reviewed its Meeting Procedure Local Law in 2017, a governance structure for the NoM process was implemented to reflect contemporary best practice whilst still enabling Councillors to raise matters directly with the Council. The framework is not designed to restrict Councillors in any way to raise a NoM, rather to support sound governance and decision making.</p> <p>Including NoM’s in the published agenda further supports these principles. It enables Councillors an opportunity to seek further information (if not included with the NoM) to inform themselves of the implications of the motion before being required to make a decision on the motion.</p> <p>Officers agree with feedback received that the requirement for a NoM to be sponsored by two Councillors could limit participation and transparency by restricting a Councillor’s ability to raise a matter that is not scheduled to be considered before the Council. It is the view of officers that the requirement for two Councillor sponsors does not negate the need for appropriate notice to be provided to all Councillors in order for them to be properly informed and briefed on the issue before them for consideration.</p>	

## Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
8.	The public is to be provided at least 5 full days of notice of the agenda ahead of each public council meeting with officers aiming for a consistent "go live" time of 4pm on the Wednesday ahead of the following Tuesday's council meeting, 4 hours after the deadline for the lodgement of notices of motions (Administrative)	<p>The GR's currently provide that the agenda for Council meetings be delivered to Councillors not less than 5 days before the fixed time of the meeting.</p> <p>Our current practice is to issue the Council meeting agenda 7 days before the Council meeting unless circumstances arise that delay this from occurring. This enables both Councillors and the public sufficient time to familiarise themselves with the content of the agenda and seek clarification or advice on the matters contained in the agenda.</p> <p>Any attempt to shorten the period available to a person to scrutinise the agenda decreases transparency.</p>	This proposal is not recommended as the GR's currently provide for this to occur.
9.	The requirement at 48.6 in the current meeting procedures that notices of motion must call for a Council report in a wide range of circumstances is to be reviewed, reducing the mandatory involvement of council officers to produce a report at a subsequent meeting	Please refer to 4 above in relation to Notices of Motion.	This proposal is not recommended.
10.	The regular "councillor questions" agenda item is to be replaced by a standing agenda item called "councillor reports, statements and questions" where individual councillors are given one opportunity of no more than 5 minutes to ask questions or report back on matters of interest to the council	<p>If Councillors are looking for an opportunity within the meeting to make statements and inform the Council about certain matters, 'Councillor Questions' can be renamed to 'Councillor Questions and Reports' to facilitate this.</p> <p>It is recommended that a time limit be introduced of 2 minutes per Councillor to ensure the efficient conduct of the Council meeting. If all Councillors exercised a 5 minute opportunity to speak this could add 45 mins to the meeting on matters unrelated to the Agenda.</p>	The Councillor Questions be renamed to Councillor Questions and Reports and a 2 minute time limit be attributed to each Councillor for this item.

# Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
11.	<p>A second opportunity for public questions will be introduced for a maximum of 15 minutes at the end of the public sessions of each council meeting and these can only be asked orally by someone present in the gallery or submitted in writing after the meeting commences at 7pm. The public are limited to a maximum of 2 questions each</p>	<p>By way of background, when Council reviewed its meeting procedures in 2017, the then meeting procedure provided two opportunities for members of the public to address the meeting. The first was at the beginning of the meeting, and the second at the end of the meeting. The first opportunity limited the questioner from asking any questions that related to the business on the Council agenda. The second opportunity enabled the questioner to raise a question on anything, including a matter on the Agenda.</p> <p>In reviewing the meeting procedures these two opportunities were combined for the following reasons:</p> <ul style="list-style-type: none"> <li>• Prohibiting a person from asking a question about an agenda item until after the matter had been considered was considered in direct opposition to the principles of good governance and transparency in decision making. By allowing people to be heard at the beginning of the meeting on matters listed on the Agenda, Councillors can reflect on the matters raised when considering the item on the Agenda.</li> <li>• Many people often left after their item was considered and would not wait until the end of the meeting to raise a matter which had already been resolved.</li> <li>• Generally there is limited attendance in the chamber and few people remain until the end of the meeting. Councillors can make themselves available after the meeting to speak directly with constituents if they so wish.</li> </ul>	<p>This recommendation is not supported.</p> <p>Councillors may want to consider other engagement opportunities outside the formal constraints of the Council meeting which is to conduct the business of the Council and make decisions on the matters before the Council.</p>
12.	<p>When speaking at a council meeting, it will no longer be mandatory for all councillors to stand (Governance Rules)</p>	<p>Standing when speaking enables the public to clearly identify the speaker. This is particularly beneficial for the live stream.</p> <p>It has been identified by some Councillors that viewing speaking notes whilst standing can be difficult.</p>	<p>It is recommended that standing whilst speaking be made optional in the GR's.</p>

# Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
<b>Other matters raised</b>			
13.	Informal Meetings of Councillors to be updated to eliminate individual meetings with Officers or meetings that are of a general nature (Governance Rules)	<p>Officers have noticed a significant increase in the number of meeting records coming to Council as a result of the broad definition of informal meeting in the GR's.</p> <p>It is recommended that the definition of what constitutes an informal meeting be updated to reduce the administrative burden currently involved in complying with this section of the GR's.</p> <p>Officers do not believe this will negatively impact Council's public transparency obligations.</p>	<p>That the informal meeting definition be revised to apply to:</p> <ul style="list-style-type: none"> <li>a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) and the CEO; and</li> <li>a scheduled or planned meeting of all Councillors and the Executive Management Team (irrespective of how many Councillors or EMT members attend); and</li> <li>a scheduled or planned advisory committee meeting attended by a Councillor and at least one member of Council staff</li> </ul> <p>The meeting must also consider matters intended or likely to be the subject of a Council decision.</p>
14.	Points of Order (Governance Rules)	It has been requested that consideration of an additional point of order be included in the GR's which relates to misleading comments.	It is recommended that the additional point of order be included in the Governance Rules.
15.	Mayor moving a motion (Administrative)	<p>The role of the Mayor, as Chair of the meeting, is to impartially preside over the meeting to ensure the efficient and lawful conduct of the meeting. This includes ruling on points of order and enforcing time restrictions applicable to an item being debated by the Council.</p> <p>Whilst the GR's provide that the Mayor may speak on any item, it is conventional meeting practice that the Chair should not move (or second) motions unless their subject matter is completely non-contentious; otherwise, it may appear to the community or other Councillors that the Chair is not acting impartially.</p>	It is recommended that the Mayor avoid moving or seconding a motion from the Chair. Exceptions may be possible for ceremonial or other motions where the Mayor seeks to act as the voice of the Council.

## Governance Rules Review 2021



	Matters Raised	Officers Comments	Recommendation
16.	Closing the meeting in camera (Administrative)	Such an amendment would be contrary to section 9 of <i>the Local Government Act 2020</i> which requires Council to give effect to the overarching governance principles to ensure the transparency of Council decisions, actions and information such as the public reporting of the commencement and closure time of the meeting.	This matter is not recommended for the reasons stated.



# Governance Rules

Manningham City Council

~~25 August 2020~~ 1 November 2021



Interpreter service

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## Introduction

### 1. Nature of Rules

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

### 2. Date of Commencement

These Governance Rules commence on ~~1 September 2020~~ November 2021.

### 3. Contents

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	<a href="#">Governance Framework</a>
Chapter 2	<a href="#">Meeting Procedure for Council Meetings</a>
Chapter 3	<a href="#">Meeting Procedure for Delegated Committees</a>
Chapter 4	<a href="#">Meeting Procedure for Community Asset Committees</a>
Chapter 5	<a href="#">Disclosure of Conflicts Of Interest</a>
Chapter 6	<a href="#">Miscellaneous</a>
Chapter 7	<a href="#">Election Period Policy</a>

### 4. Definitions

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

*Act* means the *Local Government Act 2020*.

*Chief Executive Officer* includes an Acting Chief Executive Officer.

*Community Asset Committee* means a Community Asset Committee established under section 65 of the Act.

*Council* means Manningham City Council.

*Council meeting* has the same meaning as in the Act.

*Councillor* means an elected representative of *Council*

*Director* means a Level 2 Senior Officer of *Council*

*Delegated Committee* means a Delegated Committee established under section 63 of the Act.

*Deputy Mayor* means a Councillor elected by the Council to the position of *Deputy Mayor*.

*Mayor* means the Mayor of *Council*.

*Officer/Staff* means an employee of *Council*

*these Rules* means these Governance Rules.

1 | ~~Manningham City Council Governance Rules 2020~~ Manningham City Council Governance Rules 2021



# GOVERNANCE FRAMEWORK

## Chapter 1

## Chapter 1 – Governance Framework

### 1. Context

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

- (a) the overarching governance principles specified in section 9(2) of the *Act*; and
- (b) the Councillor Code of Conduct; and
- (b)(c) the Employee Code of Conduct.

### 2. Decision Making

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

# MEETING PROCEDURE FOR COUNCIL MEETINGS

## Chapter 2

## Chapter 2 – Meeting Procedure for Council Meetings

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## Part A – Introduction

### 1. Title

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

### 2. Purpose of this Chapter

The purpose of this Chapter is to:

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

### 3. Definitions and Notes

#### 3.1 In this Chapter:

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

"*amendment*" means a proposal to alter a motion which is then before the meeting or an alteration or proposed alteration to the terms of the motion, designed to improve the motion without contradicting it.

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

"*minutes*" means the collective record of proceedings of *Council*;

"*municipal district*" means the municipal district of *Council*;

"*notice of motion*" means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting;

"*notice of rescission or alteration*" means a *notice of motion* to rescind or alter a resolution made by *Council*; and

"*temporary Chair*" means a Councillor elected by *Council* to temporarily chair a meeting or part of a meeting at which the Mayor is not present.

"*written*" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and *writing* has a corresponding meaning.

#### 3.2 Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.



## Part B – Election of Mayor

**Introduction:** This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

### 4. Election of the *Mayor*

The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the *Act*.

### 5. Method of Voting

The election of the *Mayor* must be carried out by a show of hands.

### 6. Nominations for Position of *Mayor*

- 6.1 The *Chief Executive Officer* must open the meeting at which the *Mayor* is to be elected, and invite nominations for the office of *Mayor*.
- 6.2 Any nominations for the office of *Mayor* must be:
  - 6.2.1 seconded by another Councillor;
  - 6.2.2 with the consent of the nominee;
  - 6.2.3 if the nominee is not present, written notification of consent is required;
- 6.3 A candidate cannot withdraw their candidacy once nominations are declared by the *Chief Executive Officer*.
- 6.4 Each candidate has the right to address the Council on their candidature. This right is exercised at the discretion of each candidate. The *Chief Executive Officer* shall ask each candidate whether they would like to address the Council.
- 6.5 A candidate who has declined the invitation to address the Council cannot subsequently request to do so.
- 6.6 Where more than one candidate indicates a desire to address Council, the order of address by each candidate will be determined by lot. The *Chief Executive Officer* shall have conduct over the lot. In drawing the lot the candidate whose name is drawn first is the first speaker, the second drawn is the second speaker and so on until an order is determined for all participating candidates.
- 6.7 Each candidate addressing council has up to three minutes to make their address. No extension of time is permitted. During their address a candidate must not comment on any other candidate.

### 7. Election Process for Position of *Mayor*

- 7.1 Once nominations for the office of *Mayor* have been received, the following provisions will govern the election of the *Mayor*:
  - 7.1.1 if there is only one nomination (which must be seconded), the candidate nominated must be declared elected;
  - 7.1.2 if there is more than one nomination (each of which must be seconded), the Councillors present at the meeting must vote for one of the candidates;
  - 7.1.3 in the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected;

- 7.1.4 in the event that no candidate receives an absolute majority of the votes, and it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates;
- 7.1.5 if one of the remaining candidates receives an absolute majority of the votes, that candidate shall be declared elected;
- 7.1.6 If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;
- 7.1.7 In the event of three or more candidates having an equality of votes and one of them having to be declared a defeated candidate, the result will be determined by lot. In the drawing of the lot, the candidate whose name is first drawn is deemed to be the defeated candidate;
- 7.1.8 Where there are two candidates remaining and the votes that are cast are equally divided, the result of the election must be determined by lot. In the drawing of the lot, the candidate whose name is first drawn must be declared elected;
- 7.1.9 The *Chief Executive Officer* shall have the conduct of the lot.
- 7.1.10 After the election of the *Mayor* is determined, the *Mayor* shall chair the meeting.

#### 8. Election of Deputy Mayor and Chairs of Delegated Committees

Any election for:

- 8.1 any office of Deputy Mayor; or
- 8.2 Chair of a *Delegated Committee*

will be regulated by Rules 4-7 (inclusive) of this Chapter, as if the reference to the:

- 8.3 *Chief Executive Officer* is a reference to the *Mayor*; and
- 8.4 *Mayor* is a reference to the Deputy Mayor or the Chair of the *Delegated Committee* (as the case may be).

#### 9. Appointment of Acting Mayor

If *Council* has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 9.1 resolving that a specified Councillor be so appointed; or
- 9.2 following the procedure set out in Rules 6 and 7 (inclusive) of this Chapter, at its discretion.

## Part C – Meetings Procedure

**Introduction:** This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened, when and how business may be transacted at a meeting.

### Division 1 – Notices of Meetings and Delivery of Agendas

#### 10. Dates and Times of Meetings Fixed by Council

Subject to Rule 12, *Council* must from time to time fix the date, time and place of all *Council meetings*.

#### 11. Alteration of Meeting Dates

11.1 *Council*, or in cases of necessity or urgency, the *Mayor* in consultation with the *Chief Executive Officer*, may change the date, time and place of any *Council meeting*.

11.2 The *Chief Executive Officer* must provide reasonable notice of the change to *Councillors* and the public unless extraordinary circumstances arise.

#### 12. Meetings Not Fixed by Council

12.1 The *Mayor* or at least 3 *Councillors* may by a *written* notice to the *Chief Executive Officer* call a *Council meeting*.

12.2 The notice must specify the date and time of the *Council meeting* and the business to be transacted.

12.3 The *Chief Executive Officer* must convene the *Council meeting* as specified in the notice.

12.4 Unless all *Councillors* are present and unanimously agree to deal with any other matter, only the business specified in the *written* notice can be transacted at the *Council meeting*.

#### 13. Notice of Meeting

13.1 The *Chief Executive Officer* must ensure the agenda for a *Council meeting* is delivered to every *Councillor* not less than 5 calendar days before the time fixed for the holding of the meeting unless extraordinary circumstances arise.

13.2 Notwithstanding sub-Rule 13.1, an agenda shall not be delivered to a *Councillor* who has been granted leave of absence unless the *Councillor* has, in writing, requested the *Chief Executive Officer* to continue to provide agendas for meetings held during the period of leave.

13.3 Subject to any resolution of *Council* the *Chief Executive Officer*, will determine the method of delivery to be used under sub-Rule 13.1.

13.4 Reasonable notice of each *Council meeting* must be provided to the public. *Council* may do this:

13.4.1 for *meetings* which it has fixed by preparing a schedule of meetings annually and arranging publication of such schedule in a newspaper generally circulating in the *municipal district* prior to the first *Council meeting* of the calendar year; and

- 13.4.2 for any meeting by giving notice on its website and:
- (a) in each of its Customer Service Centres; and/or
  - (b) in at least one newspaper generally circulating in the *municipal district* unless extraordinary circumstances arise that would preclude *Council* from complying with this sub-Rule.

## Division 2 – Quorums

### 14. Quorum at a Council Meeting

- 14.1 A quorum at a *Council meeting* must be at least a majority of the Councillors of the *Council*.
- 14.2 No business shall be conducted at any *Council meeting* unless a quorum is present.
- 14.3 The Chair must commence the *Council meeting* as soon as a quorum is achieved after the specified starting time for the meeting.

### 15. Inability to Obtain a Quorum

- 15.1 If a quorum cannot be obtained within 30 minutes of the scheduled starting time of any meeting or adjournment, those Councillors present, or if there are no Councillors present, the *Chief Executive Officer*, or in the absence of the *Chief Executive Officer*, an authorised officer, may adjourn the meeting for a period not exceeding seven (7) calendar days from the date of the adjournment.
- 15.2 If a *Council meeting* to which sub-Rule 15.1 applies is not adjourned, the meeting will be deemed to have lapsed;
- 15.3 Where a *Council meeting* lapses in accordance with sub-Rule 15.2 the business of the meeting shall be considered for inclusion on an agenda for a future *Council meeting*.

### 16. Inability to Maintain a Quorum

- 16.1 If during any *Council meeting*, a quorum cannot be maintained then Rule 15 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.
- 16.2 Sub-Rule 16.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

### 17. Inability to Achieve or Maintain a Quorum due to Disclosure of Conflict of Interest

- 17.1 If during any *Council meeting*, a quorum cannot be achieved or maintained because of the number of Councillors who have a conflict of interest in a decision in regard to a matter, the Council must consider whether the decision can be made by dealing with the matter in an alternative manner as defined in section 67(3) the Act.
- 17.2 If Council is unable to use an alternative manner to resolve the matter, Council must decide to establish a delegated committee to make the decision in regard to the matter pursuant to section 67(4) of the Act.

**18. Adjourned Meetings**

- 18.1 Once the meeting is commenced, *Council* may from time to time, by resolution, adjourn the meeting, which is in addition to the power of the Chair to adjourn a meeting under sub-Rule 65.
- 18.2 No discussion is allowed on any motion for adjournment of the meeting, but if on being put the motion is lost, the subject then under consideration or the next on the agenda or any other that may be allowed precedence must be resolved on before any subsequent motion for adjournment is made.
- 18.3 Except where any *Council meeting* is adjourned to a subsequent hour on the same day, notice of the adjourned Meeting and the time to which the Meeting has been adjourned must be given by the *Chief Executive Officer* to every Councillor not present at the time of adjournment, as soon as is practicable.
- 18.4 Despite sub-Rule 18.3, this requirement does not apply in respect of any Councillor who has been granted leave of absence and who has not requested the *Chief Executive Officer* in writing to continue to give notice of meetings to be held during the period of leave of absence.

**19. Time limits for Meetings**

- 19.1 A *Council meeting* must not continue after 10:30pm unless a majority of Councillors present vote in favour of it continuing.
- 19.2 In the absence of such continuance, the meeting must stand adjourned to a time, date and place announced by the *Chair*.

**20. Cancellation or Postponement of a Meeting**

- 20.1 The *Chief Executive Officer* may, in consultation with the *Mayor*, in the case of an emergency necessitating the cancellation or postponement of a *Council meeting*, cancel or postpone a *Council meeting*.

**Division 3 – Business of Meetings****21. Meetings Open to the Public**

- 21.1 All Meetings are to be open to members of the public unless Council resolves to close the Meeting pursuant to section 66 of the *Local Government Act 2020*.
- 21.2 The *Chief Executive Officer* may close the doors to the Council Chamber when in open session for reasons of comfort and practicality provided that access is available at all times.

**22. Closed Meetings**

- 22.1 Council may resolve to close a Meeting to the public in the circumstances specified in section 66(2) of the *Local Government Act 2020*.
- 22.2 The *Governance Rules* continue to apply after Council has closed the Meeting to members of the public.
- 22.3 Upon conclusion of a matter considered in a Meeting closed to members of the public, *Council* shall resolve to reopen the Meeting.
- 22.4 The minutes of Meetings closed to members of the public will be available for inspection by Councillors and will be confidentially tabled at the Meeting at which they are to be confirmed.

**23. Apologies and Requests for Leave of Absence**

- 23.1 A Councillor who is intending to be absent from a *Council meeting* may notify the *Chief Executive Officer* in advance of the meeting. Any apology for non-attendance will be submitted at the Meeting by the *Chief Executive Officer* and an apology will be recorded in the minutes of the Meeting.
- 23.2 A Councillor may apply for leave of absence from *Council* by submitting a written request to the *Chief Executive Officer* in advance of the period of leave being sought. The *Chief Executive Officer* will place the request before the next *Council meeting*. *Council* will resolve on whether or not to grant leave of absence. *Council* cannot unreasonably refuse to grant leave of absence.

**24. Agenda and the Order of Business**

- 24.1 The agenda for and the order of business for a Council meeting is to be determined by the Chief Executive Officer so as to facilitate and maintain open, efficient and effective processes of government.
- 24.2 The order of business for *Council meetings* will generally be as follows –
- (a) opening prayer and statements of acknowledgement;
  - (b) apologies and requests for leave of absence;
  - (c) prior notification of disclosures of interest and conflict of interest;
  - (d) confirmation of minutes;
  - (e) presentations;
  - (f) petitions;
  - (g) admission of urgent business;
  - (h) public question time;
  - (i) officer reports – town planning matters;
  - (j) officer reports – other matters;
  - (k) rescission or alteration motions
  - (l) notices of motion;
  - (m) urgent business;
  - (n) councillor reports and question time; and
  - (o) confidential business (to be considered in camera).

**25. Change to Order of Business**

Once an *agenda* has been sent to Councillors, the order of business for that *Council meeting* may be altered with the consent of *Council*.

**26. Urgent Business**

- 26.1 Council may resolve, by not less than a two-thirds majority of those present at an Ordinary Meeting of Council, to admit (without the required notice) an item considered to be urgent business under sub-Rule 24.2(m).
- 26.2 An item may be classified as urgent business if it:
- (a) relates to a matter which has arisen since the distribution of the agenda; or
  - (b) involves a matter of urgent community concern; or
  - (c) cannot be safely or conveniently deferred until the next *Council meeting*.

- 26.3 Notwithstanding anything to the contrary in ~~these meeting procedures~~ Law, a Councillor may not propose an item of urgent business if the matter relates to business which:
- substantially affects the levels of *Council* service; or
  - commits *Council* to expenditure not included in the adopted budget; or
  - establishes or amends a Council policy; or
  - commits *Council* to any contractual arrangement; or
  - requires, pursuant to other *Council* policy, the giving of prior notice.

#### Division 4 – Conduct of Debate

##### 27. Addressing the Meeting

- 27.1 Councillors and Officers ~~shall, at all times, stand when speaking, unless precluded from doing so may sit or stand when speaking.~~
- 27.2 Councillors and Officers, when speaking, shall designate each other by their respective titles of Mayor, Councillor or Officer as the case may be.
- 27.3 A Councillor when speaking shall not be interrupted unless a point of order is called.

##### 28. Points of Order

- 28.1 A point of order must be taken by stating the matter complained of and the reason constituting the point of order.
- 28.2 The Chair may raise a point of order without it having been made by a Councillor.
- 28.3 When called to order, a Councillor must remain silent until the point of order is decided unless they are requested by the Chair to provide an explanation.
- 28.4 The Chair may adjourn the meeting to consider a point of order but must otherwise rule upon it as soon as it is taken.
- 28.5 The Chair must when ruling on a ~~p~~point of order give reasons for the ruling.
- 28.6 A Councillor may move that the meeting disagree with the *Chair's* ruling on a point of order, by moving:  
"That the *Chair's* ruling [setting out that ruling or part of that ruling] be dissented from".
- 28.7 When a motion in accordance with this Rule is moved and seconded, the *Chair* must leave the Chair and the Deputy Mayor (or if the Deputy Mayor is not present, a temporary *Chair* elected by the meeting) must take his or her place.
- 28.8 The Deputy Mayor or temporary *Chair* must invite the mover to state the reasons for his or her dissent and the *Chair* may then reply.
- 28.9 The Deputy Mayor or temporary *Chair* must put the motion in the following form:  
"That the *Chair's* ruling be dissented from."
- 28.10 If the vote is in the negative, the *Chair* resumes the Chair and the meeting proceeds.

- 28.11 If the vote is in the affirmative, the *Chair* must then resume the Chair, reverse or vary (as the case may be) his or her previous ruling and proceed.
- 28.12 The defeat of the *Chair's* ruling is in no way a motion of censure or non-confidence in the *Chair*, and should not be so regarded by the meeting.
- 28.13 A point of order may be taken on the grounds that the matter is –
- (a) contrary to this Local Law;
  - (b) defamatory;
  - (c) irrelevant;
  - (d) outside Council's power;
  - (e) improper; ~~or~~
  - (f) frivolous or vexatious; or
  - (~~f~~)(g) misleading.

**29. Contradiction or Opinion**

- 29.1 A point of order may not be raised to express a mere difference of opinion or to contradict a speaker.

**30. Personal Reflection**

- 30.1 All imputations of improper motives and all personal reflections on ~~Councillors~~ and Officers and disobedience of the ruling of the Chair on any matter shall be deemed disorderly.

**31. Disorderly or Offensive Behaviour**

- 31.1 If a Councillor uses an expression or makes any imputation or reflection which, in the opinion of the Chair, is disorderly or capable of being applied offensively to any other Councillor or Officer, the Councillor shall be required by the Chair to withdraw the expression, and make a satisfactory apology to *Council*.
- 31.2 If a Councillor uses offensive or disorderly language or otherwise behaves in a manner which in the opinion of the Chair is offensive, disorderly or disturbing to the debate or proceedings of *Council*, the Councillor shall be required by the Chair to withdraw the expression and to apologise for such conduct.
- 31.3 If, after having been twice called to order or to withdraw an expression and to apologise for such conduct, the Councillor fails or refuses to do so or whenever any Councillor fails or refuses to obey the ruling or order of the Chair on any matter, the Chair may refuse to hear the Councillor further upon the matter then under discussion and call upon the next speaker, or adjourn the sitting of Council.

**Division 5 – Rules on Speaking**

**32. Order of Speaking**

- 32.1 If two or more Councillors rise to speak at the same time, the Chair shall decide the order of speaking.

**33. Chair May Speak**

- 33.1 The Chair may address the Meeting upon any matter under discussion.



**34. Limitations on Speaking**

- 34.1 Subject to sub-Rule 34.2, a Councillor may speak once on the motion except for the mover of a motion who can speak once to that motion, once to each amendment and can exercise a right of reply or make closing remarks on that motion.
- 34.2 The mover of a motion –
- (a) has a right of reply on the motion where an amendment to the motion has been carried;
  - (b) has the right of reply where the mover has, in accordance with sub-Rule 44.12, changed the wording of a motion provided that no amendment has been carried;
  - ~~(c) has no right of reply on the motion where there has not been a speaker against the motion;~~
  - ~~(d)~~(c) can only exercise a right of reply immediately prior to the motion being put; ~~and~~
  - ~~(d)~~ has no right of reply in relation to any amendment prior to such amendment being put; ~~and~~
  - (e) may make closing remarks of no more than 2 minutes where there is no speaker against the motion.
- 34.3 The mover of an amendment can speak once to the motion and once to their own or any other amendment.
- 34.4 The mover of an amendment has no right of reply.
- 34.5 No Councillor may speak longer than the time set out below, unless granted an extension by the Meeting:
- (a) five minutes, if the Councillor is the mover of a motion;
  - (b) three minutes, for any other Councillor speaking to a motion or amendment; and
  - (c) two minutes, for the mover of a motion exercising either a right of reply or making closing remarks.
- 34.6 A motion for an extension of time once carried, shall allow a Councillor a further two minutes to speak and no further extension shall be permitted.

**35. Personal Explanation**

- 35.1 A Councillor or Officer may, at a Meeting at a time permitted by the Chair, make a personal explanation for a period not exceeding two minutes on any statement made by a Councillor or Officer at that Meeting reflecting on that Councillor or Officer.
- 35.2 A personal explanation shall not be debated.

**36. Right to Ask Questions**

- 36.1 A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.
- 36.2 The *Chair* has the right to limit questions and direct that debate be commenced or resumed.

## Division 6 – Standing Orders

### 37. Enforcement of Standing Orders

- 37.1 A Councillor may require compliance with the provisions of these *Rules* by the Meeting by directing the attention of the Chair to a non-compliance.

### 38. Suspension of Standing Orders

- 38.1 The provisions of these Rules may be suspended for any particular purpose, by resolution of the Council, with the exception of :-
- (a) quorum of Council;
  - (b) election of Mayor;
  - (c) motions to rescind resolutions;
  - (d) suspension of Standing Orders;
  - (e) conflicts of interest;
  - (f) procedural motions;
  - (g) urgent business; and
  - (h) confidential information.
- 38.2 The suspension of such provisions (standing orders) should be used to enable full discussion of an issue without the constraints of formal meeting procedure.
- 38.3 Suspension of standing orders must not be used purely to dispense with the processes and protocol of the government of the Council.
- 38.4 Once the discussion has taken place and before any motions can be put, standing orders must be resumed.
- 38.5 No motion may be accepted by the Chairperson or be lawfully dealt with during any suspension of standing orders.

## Division 7 – Motions, Amendments and Voting

### 39. Motions and Amendments

- 39.1 A motion or amendment:
- (a) must relate to the powers or functions of Council;
  - (b) be clearly expressed and unambiguous;
  - (c) except in the case of urgent business, must be relevant to an item of business on the agenda; and
  - (d) must not be defamatory or objectionable in language or nature.
- 39.2 The Chairperson may refuse to accept any motion or amendment which contravenes this or any other clause.

**40. Motions in Writing**

- 40.1 Any motions should preferably be in writing and received in advance of the meeting.
- 40.2 A Councillor should seek advice from the Chief Executive Officer, or their delegate, on any legal implications of a proposed motion.
- 40.3 Where motions are raised and considered during the meeting without having been provided in writing and in advance of the meeting, the Chair should seek the advice of the Chief Executive Officer regarding any legal or other implications of the proposed motion.
- 40.4 The Chair may adjourn the meeting while the motion is being written or may request Council to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

**41. Clarifying a Motion**

- 41.1 Before any matter is put to the vote, a Councillor may request that the question, motion or amendment be read again.
- 41.2 The Chair may request the person taking the minutes of the meeting to read the motion or amendment to the meeting before the motion is put.

**42. Separation of Motions**

- 42.1 Where a motion contains more than one (1) part, a Councillor may request the Chair to put the motion to the vote in separate parts.
- 42.2 The Chair may decide to put any motion to the vote in separate parts.

**43. Debate Must be Relevant to the Motion**

- 43.1 Debate must always be relevant to the question before the Chair and if not, the Chair may request the speaker to confine debate to the subject motion.
- 43.2 If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chair may require the speaker to not speak further in respect of the matter then before the Chair.

**44. Procedure for Moving a Motion**

- 44.1 A Councillor who proposes a motion must state the motion without speaking to it.
- 44.2 The Chair must call for a seconder.
- 44.3 If there is no seconder, the motion lapses
- 44.4 If there is a seconder, the Chair will call upon the mover to address the meeting. The mover may exercise this right, decline the opportunity to speak or defer speaking.
- 44.5 After the mover has addressed the meeting (or reserved their right to speak) the seconder may address the meeting. The seconder may exercise this right or decline the opportunity to speak but cannot defer speaking.
- 44.6 After the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting), the Chair must call upon any Councillor who wishes to speak against the motion.

- 44.7 Where the mover of the motion elects to defer and there is a speaker against the motion the Chair will offer the mover the opportunity to speak to the motion prior to hearing the Councillor speak against the motion.
- 44.8 In circumstances where the mover has chosen to defer speaking to the motion and an amendment is moved and seconded, the mover of the motion may exercise the right to speak to the amendment subject to sub-Rule 34.2, however the mover no longer has the right to speak to the motion pursuant to sub-Rule 44.7. Where an amendment is lost the mover of the motion retains the right of reply on the motion pursuant to sub-Rule 34.2.
- 44.9 The Chair will then call for speakers for and against the motion in alternate sequence.
- 44.10 When the sequence of alternate speakers is exhausted, notwithstanding that there are further speakers wishing to be heard on one side of the motion, the Chair may put the motion provided they are satisfied that debate has been fully exhausted.
- 44.11 Where debate has not been fully exhausted, further speakers may be heard in accordance with sub-Rule 32 prior to the motion being put.
- 44.12 The mover of a motion or amendment may, with the consent of the seconder, change the wording of the motion or amendment unless any Councillor opposes the change.
- 44.13 A Councillor calling the attention of the Chair to a point of order is not regarded as speaking to the motion or the amendment.
- 44.14 No motion may be withdrawn without the consent of the Meeting.
- 44.15 The mover of a motion must not introduce new material when exercising any right of reply or making any closing remarks.

#### 45. Moving an Amendment

- 45.1 No notice need be given of any amendment to a motion.
- 45.2 Any Councillor except for the mover or seconder of the original motion may move or second an amendment.
- 45.3 The Chair shall take speakers for and against an amendment in alternate sequence in the same manner as for motions.
- 45.4 Amendments must be dealt with one at a time.
- 45.5 An amendment must be relevant to the motion upon which it is moved and not negate the original motion.
- 45.6 If a proposed amendment effectively negates the substance of the substantive motion, it shall be disallowed and ruled to be a foreshadowed motion and shall only be considered in the event that the motion is lost.
- 45.7 A second or subsequent amendment cannot be moved until the immediately preceding amendment is decided upon.
- 45.8 If an amendment is carried it becomes the substantive motion. The mover and seconder of the amendment become the mover and seconder of the substantive motion. Debate recommences as for a new motion.
- 45.9 No right of reply or closing remarks are-is available to any amendment.

45.10 An amendment can only be withdrawn by the mover.

**46. Foreshadowed Motions**

46.1 At any time during debate any Councillor may foreshadow a motion or amendment so as to inform the Meeting of their intention to move a motion or amendment at a later stage in the Meeting. This does not extend any special right to the foreshadowed motion.

46.2 A motion foreshadowed may be prefaced with a statement that in the event a particular motion before the meeting being resolved in a certain way, a Councillor intends to move a subsequent motion.

46.3 A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting. Therefore Council is not required to have foreshadowed motions recorded in the minutes until the foreshadowed motion is formally moved.

46.4 Any foreshadowed motion or amendment must relate to the matter under discussion.

46.5 The *Chair* is not obliged to accept foreshadowed motions.

**47. Councillors May Propose Notices of Motion**

Councillors may ensure that an issue is listed on an *agenda* by lodging a *Notice of Motion*.

**48. Notices of Motion**

48.1 A Notice of Motion must be in writing and lodged with the *Chief Executive Officer* at least ~~fourteen~~ **eight (8)** calendar days prior to the date fixed for holding the Meeting to allow sufficient time to include the Notice of Motion on the Agenda.

48.2 The *Chief Executive Officer* must date and number all Notices of Motion in the order received.

48.3 The Councillor proposing the Notice of Motion should circulate the draft Notice of Motion to all Councillors for information before lodging it with the *Chief Executive Officer*.

48.4 The *Chief Executive Officer*, or their delegate, must inform Councillors of any legal implications of any proposed Notice of Motion. This advice must be provided to all Councillors without fear or favour and prior to the Notice of Motion being made publicly available.

48.5 The Notice of Motion must relate to the objectives, role and functions of Council as outlined in the Act.

48.6 A Notice of Motion must call for a Council report if the Notice of Motion:

- (a) affects the levels of Council services;
- (b) if it is inconsistent with the strategic objectives of the Council as outlined in the Council Plan;
- (c) commits Council to expenditure not included in the adopted budget;
- (d) establishes or amends Council policy;
- (e) commits Council to any contractual arrangement; or
- (f) concerns any litigation in respect of which Council is a party.

- 48.7 The *Chief Executive Officer* may reject any Notice of Motion which:
- (a) is vague or unclear in intention; or
  - (b) is defamatory or objectionable in language or nature; or
  - (c) may be prejudicial to any person or Council; or
  - (d) is outside the powers of Council.
- 48.8 If rejecting a Notice of Motion, the *Chief Executive Officer* must:
- (a) give the Councillor who lodged the Notice of Motion an opportunity to amend it prior to rejection, if it is practicable to do so; and
  - (b) if the Notice of Motion cannot be amended to the satisfaction of the Chief Executive Officer, notify, in writing, the Councillor who lodged the Notice of Motion of the rejection and the reasons for the rejection.
- 48.9 The *Chief Executive Officer* may designate a Notice of Motion to be confidential in accordance with the relevant grounds contained in the Act. A confidential Notice of Motion will be considered in a meeting that is closed to members of the public.
- 48.10 The full text of any Notice of Motion accepted by the Chief Executive Officer must be included in the Agenda.
- 48.11 A Councillor may by written notification to the *Chief Executive Officer* request their Notice of Motion to be withdrawn at any time.

**49. Moving a Notice of Motion**

- 49.1 If a Councillor who has lodged a Notice of Motion is absent from the meeting or fails to move the motion when called upon by the Chair, any other Councillor may move the motion.
- 49.2 If a Notice of Motion is not moved in accordance with sub-Rule 44.1, the Notice of Motion shall be deemed to have lapsed.
- 49.3 A Notice of Motion may be varied if leave of the meeting is granted.
- 49.4 A second or subsequent Notice of Motion to revoke or amend an earlier resolution must not be considered by Council until a period of three (3) months has elapsed after the date of the meeting at which the first or last motion of revocation was dealt with.
- 49.5 Further motions are only permissible in relation to a Notice of Motion that is carried, and not permissible in relation to a Notice of Motion that is lost.
- 49.6 A Notice of Motion cannot be considered in relation to a matter that is the subject of a rescission motion within three calendar months of the rescission motion having been dealt with, unless a notice signed by a majority of all Councillors is submitted to the *Chief Executive Officer*.

**50. Notice of Rescission or Alteration of Resolutions**

- 50.1 A Councillor may propose a motion to rescind or alter a resolution of Council provided:
- 50.1.1 it has been signed and dated by at least two Councillors;
  - 50.1.2 the resolution proposed to be rescinded has not been acted on; and

- 50.1.3 the notice of rescission or alteration is delivered to the *Chief Executive Officer* within 24 hours of the resolution having been made setting out -
- (a) the resolution to be rescinded or altered; and
  - (b) the meeting and date when the resolution was carried.
- 50.2 A resolution will be deemed to have been acted on if:
- 50.2.1 its contents have or substance has been communicated in *writing* to a person whose interests are materially affected by it; or
  - 50.2.2 a statutory process has been commenced
- so as to vest enforceable rights in or obligations on *Council* or any other person.
- 50.3 The *Chief Executive Officer* or an appropriate member of Council staff must defer implementing a resolution which:
- 50.3.1 has not been acted on; and
  - 50.3.2 is the subject of a *notice of rescission or alteration* which has been delivered to the *Chief Executive Officer* in accordance with sub-Rule 50.1.3
- unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.
- 50.4 Rescission or alteration motions are to be lodged on a form provided for this purpose as appearing in Schedule 2 of this Chapter.
- 50.5 A rescission or alteration of a previous resolution must be passed by a majority of the whole Council.
- 50.6 Rescission or alteration motions are not permissible in respect of planning permit resolutions, planning scheme amendment resolutions or contract/tender acceptance resolutions.
- 50.7 A rescission or alteration motion is not permissible in respect of a rescission or alteration motion that has been carried.
- 50.8 In the event that a rescission motion is carried, a further motion is permissible in respect of that matter.

*It should be remembered that a notice of rescission or alteration is a form of notice of motion. Accordingly, all provisions in this Chapter regulating notices of motion equally apply to notices of rescission or alteration.*

## 51. Voting

- 51.1 When called upon by the Chair, the Councillors present must vote by a show of hands or as Council otherwise determines.
- 51.2 For the purposes of voting at a *Council meeting*, the Chair must put the motion or amendment first in the affirmative, then in the negative.
- 51.3 The question is determined in the affirmative by a majority of the Councillors present at a meeting at the time the vote is taken voting in favour of the question.

51.4 A Councillor has the right to abstain from voting. A Councillor who abstains –from voting and remains in the meeting will be deemed to have voted against the motion. Abstaining from voting does not constitute cause for debate. Any abstention from voting will be recorded in the minutes.

51.5 The Chairperson may require a recount to be taken and shall declare the result.

**52. Second Vote**

52.1 In the event of an equality of votes, subject to the Act and these Rules, the Chair has a second vote.

52.2 Sub-Rule 52.1 does not apply in the event of an equality of votes in respect of the election of Mayor, Deputy Mayor, Chairs of Delegated Committees, a rescission or alteration motion, or in cases where the Act provides that a matter or amendment is to be determined by lot.

**53. No Discussion once Declared**

53.1 Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless:

- (a) a Councillor requests that their opposition to the motion be recorded in the minutes; or
- (b) there is a call for a division.

**54. Vote to be Taken in Silence**

54.1 Except that a Councillor may call a division, Councillors must remain seated in silence while a vote is being taken.

~~**55. Divisions**~~

~~55.1 A division may be requested by any Councillor on any matter.~~

~~55.2 A request for a division must be made to the Chair immediately prior to, or immediately after the relevant vote is taken, but cannot be requested after a subsequent item of business has commenced.~~

~~55.3 A division is a separate and distinct vote and will determine the Council's resolution on the motion or amendment. No Councillor is prevented from changing their original vote at the call for a division.~~

~~55.4 Once a division has been requested, the Chair must first ask each Councillor wishing to vote in the affirmative to raise their hand and then ask each Councillor wishing to vote in the negative to raise their hand.~~

~~55.5 The names of those voting in the affirmative and in the negative, together with those that abstained are to be recorded in the minutes of the meeting.~~

~~55.6 All Councillors who cast votes originally must remain in the Chamber whilst the division is taken.~~

~~55.7 Councillors who were absent for the original vote but who have returned in time to vote on the division may cast a vote.~~

~~55.8 The Chair will then declare the result of the division.~~



## Division 8 – Procedural Motions

### 56-55. Procedural Motions

56-155.1 A procedural motion, unless otherwise prohibited, may be moved at any time and shall be dealt with immediately by the Chair.

56-255.2 A procedural motion is required to be seconded.

56-355.3 The Chair cannot move a procedural motion.

56-455.4 Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.

56-555.5 Unless otherwise provided a procedural motion cannot be amended.

56-655.6 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:

## PROCEDURAL MOTIONS TABLE

Procedural motion	Form	Who can move or second	Is a seconder Required?	Matters in respect of which motion may be moved	When motion prohibited	Effect if carried	Effect if lost
Adjournment of debate to later hour/date	That this matter be adjourned until .....	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking	Motion and amendments postponed to the stated time/date	Debate continues unaffected
Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking	Motion and amendments postponed but may be resumed: (a) At the same meeting upon motion to resume (b) At any later meeting if on the Agenda	Debate continues unaffected
Adjournment of meeting to later hour/date	That this meeting be adjourned until .....	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking	Meeting adjourns immediately until the stated time/date	Debate continues unaffected
Adjournment of meeting indefinitely	That this meeting be adjourned until further notice	Any Councillor	Yes	Any matter	(a) During the election of the Chairperson (b) When another Councillor is speaking	Meeting adjourns until further notice	Debate continues unaffected

Procedural motion	Form	Who can move or second	Is a seconder Required?	Matters in respect of which motion may be moved	When motion prohibited	Effect if carried	Effect if lost
Deferral of matter/item	That this matter be deferred until .....	Any Councillor	Yes	Any matter	(a) During the election of the Chair (b) When another Councillor is speaking	Matter/item deferred to the stated time/date Consideration starts afresh	Debate continues unaffected
Withdrawal of item	That this matter be withdrawn	Any Councillor	Yes	Any matter	(a) During the election of the Chair (b) When another Councillor is speaking	Matter/item withdrawn from consideration	Debate continues unaffected
The Closure	That the question be now put	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	During nominations for Chair (A closure motion shall not be accepted by the Chair unless the Chair considers that there has been sufficient debate for and against the motion or amendment)	Motion or amendment in respect of which the closure is carried is put to the vote immediately	Debate continues unaffected
Laying the matter on the table	That the matter lie on the table	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	(a) During the election of the Chair	Motion and amendments not further discussed or voted on until: (a) Council resolves to take the question from the table at the same meeting (b) Matter is placed on a future Agenda and the Council resolves to take the question from the table	Debate continues unaffected

Procedural motion	Form	Who can move or second	Is a seconder Required?	Matters in respect of which motion may be moved	When motion prohibited	Effect if carried	Effect if lost
Proceeding to the next business	That the meeting proceed to the next business	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	(a) During the election of the Chair	(a) If carried in respect to a motion, its effect is to remove that motion from consideration  (b) If carried in respect to an amendment, its effect is to dispose of the amendment and debate resumes upon the substantive motion	Debate resumed at point of interruption

## Division 9 – Question Time

### 57-56. Public Question Time

- 57-156.1 Unless Council resolves to the contrary, there shall be a public question time at every Council meeting to allow members of the public to submit questions to Council.
- 57-256.2 Members of the public are permitted to prepare and submit up to two questions on any Council matter.
- 57-356.3 The number of questions that may be asked on any one issue shall be limited to two. It is at the discretion of the Chair which two questions will be asked where there are more than two submitted. Like questions may be grouped together and a single answer provided.
- 57-456.4 Members of the public will be required to submit their question in writing on the designated Public Question Time form as provided in Schedule 1 of this Chapter, indicating their name, address and question.
- 57-556.5 Questions should be received by Council by 5.00pm on the day prior to the Council meeting to receive a verbal response at the meeting.
- 57-656.6 Questions not received by 5.00pm on the day prior to the Council meeting must be placed in the public question time box in the Council Chamber by the commencement of the Council meeting. A verbal response will be provided if possible, however, where a meaningful response to a question cannot be provided, or a detailed or researched response is required, the question may be taken on notice.
- 57-756.7 The Chair will have the right to refuse to receive or answer any question, or to take the question on notice.
- 57-856.8 Questions taken on notice will be subject to a written response within 10 working days of the meeting.
- 57-956.9 The procedure and sequence for dealing with a question shall be:
- (a) provided that the questioner is present in the gallery, the Chair shall invite the questioner forward to read their question and make a brief introductory statement of no more than 2 minutes;
  - (b) the Chair may invite the questioner to address the Council on points of clarification or elaboration, the duration of which is at the Chair's discretion;
  - (c) the Chair may answer the question or direct the question as they deem appropriate; and
  - (d) a Councillor wishing to provide an individual response to a question will be permitted to do so after the Chair has had the opportunity to respond.
- 57-1056.10 If the questioner is not present in the public gallery, a response will be supplied in writing.
- 57-1156.11 All questions and answers shall be as brief as possible and no discussion shall be permitted on any question.

57.1256.12 If providing a question in writing and or in English unreasonably prevents or hinders participation in public question time, assistance with submitting questions is available from Council via an interpreter service provided the questions are received by 5.00pm on the day prior to the Council meeting.

57.1356.13 A time limit of 30 minutes will apply to Public Question Time but may be extended by resolution of Council.

57.1456.14 A question may be disallowed by the Chair on the ground that it:

- (a) relates to a matter outside the duties, functions and powers of Council; or
- (b) is confidential in nature and/or is of legal significance; or
- (c) may reasonably be considered to be defamatory, indecent, abusive, offensive or objectionable in language or substance; or
- (d) is repetitive of a question already answered; or
- (e) is asked to embarrass the Council, a Councillor or an Officer.

57.1556.15 Public Question Time will be conducted in a respectful manner. Disorderly conduct will be managed in accordance with Division 12 of this Chapter.

#### 58-57. Councillor-Reports and Question- Time

58.1 Councillor ~~Question time is to enable Reports and Question Time provides~~ Councillors ~~to with an opportunity to update the Council on matters of interest which have occurred within the municipality and to~~ address questions to Officers.

58-257.1 Questions may be asked with or without notice ~~and are limited to a maximum of two questions per Councillor.~~

58-357.2 A question upon notice must be delivered to the Chief Executive Officer not later than 12 noon ~~on the second Monday eight (8) calendar days~~ prior to the time fixed for holding the Meeting at which the question on notice will be asked and the Chief Executive Officer must include the question on the Agenda for the Meeting.

58-457.3 An Officer is not obliged to answer a question without notice.

58-557.4 The Officer may answer the question or reply that notice is required.

58-657.5 If an Officer does not answer a question asked without notice a written response is to be provided to all Councillors no later than the second Friday after the Meeting.

58-757.6 All questions and answers must be as brief as possible and no discussion is allowed.

58-857.7 A question may be disallowed by the Chair if it:

- (a) relates to a matter other than Council business; or
- (b) is defamatory, indirect, obscure, abusive or objectionable in language or substance; or
- (c) is repetitive of a question already answered (whether at the same or an earlier Meeting); or
- (d) is confidential in nature and/or is of legal significance; or
- (e) is asked to embarrass Council, a Councillor or an Officer.

57.8 ~~Councillor reports are limited to a maximum of two minutes per Councillor.~~

## Division 10 – Petitions and Submissions

### 59.58. Petitions

59.158.1 Petitions are to be presented by Councillors at the Meeting in accordance with any Council policy and;

- (a) must be in a legible and permanent form of writing, typing or printing;
- (b) must not be defamatory, indecent, abusive or objectionable in language or substance;
- (c) must not relate to a matter beyond the powers of Council; and
- (d) with the exception of online petitions which have been printed by Council officers, every page of the petition must bear the wording of the whole of the petition and include the name, address and signature of petitioners

59.258.2 Any signature appearing on a page which does not bear the text of the whole of the petition may not be considered by *Council*.

59.358.3 Every page of a petition must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition.

59.458.4 If the requirements of sub-Rule 58.1 unreasonably prevents or hinders the capacity of any person to prepare a petition, assistance is available from Council via an interpreter or translation service.

59.558.5 Council will hear submitters afforded statutory rights of address and other submitters in accordance with any Council policy.

59.658.6 If a petition relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* or their delegate for consideration.

## Division 11 – Minutes

### 60.59. Minutes

60.159.1 The minutes shall record the business transacted at each Meeting including:-

- (a) the date, place, time and nature of the meeting;
- (b) the names of the Councillors:
  - (i) present; and
  - (ii) who have submitted apologies or who have been granted leave of absence;
- (c) the names of the Officers present and their organisational title;
- (d) any disclosures of conflict of interest;
- (e) each motion and amendment moved (including motions that lapse for the want of a seconder) and motions and amendments withdrawn by resolution or by leave of the Meeting;
- (f) whether motions or amendments were carried or lost;
- (g) the vote cast by each Councillor ~~upon a division,~~ either FOR, AGAINST or any Councillor who has ABSTAINED;

- (h) the failure of a quorum;
- (i) closure of a Meeting to members of the public in accordance with the provisions of the Act;
- (j) when requested by a Councillor, a record of their support or opposition to any resolution; and
- (k) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.

#### **64.60. Confirmation of Minutes**

**64.160.1** At every Council Meeting, the minutes of the preceding Council Meeting must be dealt with as follows:

- (a) if the minutes have been distributed to each Councillor at least 48 hours before the Meeting, a motion must be passed for the confirmation of the minutes; or
- (b) if the minutes have not been so distributed, the minutes must be held over for confirmation at the next Meeting.

**64.260.2** Minutes of a meeting not fixed by Council will be listed for confirmation at an appropriate Council meeting.

**64.360.3** No discussion or amendment is permitted on the minutes except as to their accuracy as a record of the proceedings.

**64.460.4** If a Councillor is dissatisfied with the accuracy of the Minutes, then the Councillor must:

- (a) state the item or items with which they are dissatisfied; and
- (b) propose a motion clearly outlining the alternative wording to amend the minutes.

**64.560.5** Once the minutes are confirmed, with or without amendment, they must be signed by the Chairperson of the Meeting at which they were confirmed.

**64.660.6** unless otherwise resolved or required by law, minutes of a Delegated Committee requiring confirmation by Council must not be available to the public until confirmed by Council.

#### **62.61. Form and Availability of Minutes**

**62.161.1** The *Chief Executive Officer* must ensure that the minutes of any *Council meeting* are:

**62.1.161.1.1** published on *Council's* website; and

**62.1.261.1.2** available for inspection at *Council's* office during normal business hours.

**62.261.2** Nothing in sub-Rule 612.1 requires *Council* or the *Chief Executive Officer* to make public any minutes relating to a *Council meeting* or part of a *Council meeting* closed to members of the public in accordance with section 66 of the *Act*.



## Division 12 – Behaviour

### 63.62. Public Addressing the Meeting

63-162.1 Except as provided for in sub-Rule 57, a person other than a Councillor or Officer must not address the Council meeting until a resolution approving such has been carried by a majority of Councillors present at the meeting.

63-262.2 Any member of the public addressing *Council* must extend due courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chair* whenever called on to do so.

63-362.3 A member of the public present at a *Council meeting* must not disrupt the meeting.

### 64.63. Chair May Remove

The *Chair* may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 62.263-2.

*It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens his or her authority in chairing the meeting.*

### 65.64. Chair may adjourn disorderly meeting

If the *Chair* is of the opinion that disorder at the *Council* table or in the gallery makes it desirable to adjourn the *Council meeting*, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper. In that event, the provisions of sub-Rule 18 apply.

### 66.65. Removal from Chamber

The *Chair* may ask the *Chief Executive Officer*, an *Authorised Officer* or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chair* has ordered to be removed from the gallery under Rule 667.

## Division 13 – Additional Duties of the Chair

### 67.66. The Chair's Duties and Discretions

67-166.1 In addition to the duties and discretions provided in this Chapter, the Chair:

- (a) must not accept or entertain any motion, question or statement which is derogatory, defamatory, objectionable in language or embarrassing to any Councillor, member of staff, ratepayer or member of the public;
- (b) the Chair must call to order any person including any Councillor who is disruptive or unruly during any Meeting;
- (c) the Chair may remain seated during all or any part of any Meeting.

## Division 14 – Miscellaneous

### **68-67. Absence of the Mayor at Council Meetings**

If the *Mayor* is unable to attend a Council meeting for any reason, or is not present at the commencement of a Council meeting:

68-167.1 The *Deputy Mayor* will act as Chair; or if not present

68-267.2 A Councillor present at the meeting will be appointed by resolution to chair the meeting;

for the duration of the *Mayor's* absence.

### **69-68. Recording Proceedings**

69-168.1 Any person must not, without the prior approval of the Chair, operate any audio or visual recording equipment at any Council meeting.

69-268.2 Nothing in sub-Rule 689.1 applies to any member of Council staff operating any cameras or recording device for the purpose of any presentations or keeping a record of the Council meeting.

69-368.3 Where the meeting is to be recorded pursuant to sub-Rules 689.1 and 698.2, the Chair must as soon as practicable after the opening of the Council meeting, advise those who are in attendance that their image and/or voices are likely to be recorded during the course of the Council meeting.

### **70-69. Appointment of Councillors to Committees and External Bodies**

70-169.1 The appointment of Councillors to positions on committees and external bodies will be subject to the voting procedures in Rules 4-7 inclusive where the number of candidates exceeds the number of vacant positions.

70-269.2 Despite the restrictions contained in sub-Rules 7.1.7 and 7.1.8, the Chair has a second vote where there is an equality of votes between candidates under this clause.

### **71-70. Meetings Conducted Remotely**

If:

71-170.1 by law a meeting may be conducted electronically; and

71-270.2 *Council* decides that a meeting is to be conducted electronically,

the *Chair* may, with the consent of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

**72.71. Procedure not provided in this Chapter**

72.471.1 Where a circumstance has not been provided for in this Chapter or is unclear, the Chair may elect to have the matter determined by resolution of Council.

72.271.2 The ruling of the Chair upon all questions of order and of matters arising in debate shall be final unless otherwise provided for in these Rules.

72.371.3 The Council may by resolution, adopt policies which complement these Rules and which facilitate the efficient and effective conduct of meetings.

## SCHEDULE 1

## Public Question Time Form

This form is required to be completed and submitted to Council by 5.00pm on the day prior to the Council meeting in order to receive a verbal response at the meeting. Alternatively the form can be placed in the question box located in the gallery by the commencement of the meeting.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

QUESTION 1: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

QUESTION 2: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### GUIDELINES FOR PUBLIC QUESTION TIME

1. Public question time shall be taken in the normal order of business listed on the Agenda.
2. Provided the questioner is present at the meeting, the Chairperson shall invite the questioner forward to read their question and make a brief introductory statement of no more than 2 minutes.
3. The Chairperson may answer the question or direct the question as they deem appropriate.
4. Once a question has been answered there will be no further discussion.
5. The number of questions that any one person may ask shall be limited to two.
6. The number of questions that may be asked on any one issue shall be limited to two. It is at the discretion of the Chairperson which two questions will be asked. Like questions may be grouped together and a single answer provided. Should a large number of persons be present in relation to an issue, it may be advantageous to appoint a spokesperson on behalf of the group to present the questions.
7. The Chairperson has the right to refuse to receive or answer any question, or to take a question on notice. Questions taken on notice will be responded to in writing within 10 working days of the meeting.
8. Public Question Time is to be conducted in an orderly and respectful manner and participants are asked to keep this in mind when making statements.

#### Privacy Statement

"Manningham City Council is committed to full compliance with its obligations under the Privacy and Data Protection 2014 (Vic). The personal information requested on this form is being collected by Council for the purposes of hearing public questions at a Council meeting and to allow subsequent communication with questioners as required. The information will be used by Council for these purposes and for other permitted purposes. Council will disclose the question and personal information to the general public during the meeting. The question and questioner's first name initial, surname and suburb will also be published in the public minutes of the meeting and associated audio/visual recordings. Requests for access to and/or correction of the information provided may be made to Council's Privacy Officer. A copy of Council's Privacy Policy is available on our website at [www.manningham.vic.gov.au/privacy](http://www.manningham.vic.gov.au/privacy)"

SCHEDULE 2

Rescission or Alteration Motion

The following guidelines apply for the lodgement of a notice of intention to move that a resolution passed by Council be rescinded or altered:

- 1. Notices of rescission or alteration must be in the correct format, viz:

It is my intention to move at the Ordinary Meeting of Council to be held on / /

Multiple horizontal lines for writing the details of the motion.

- 2. Such notices are to be signed by at least two Councillors and lodged with the Chief Executive Officer or nominee by 5 pm on the day following the Council meeting.

Cr ..... (print name)

Cr ..... (print name)

..... (signature)

..... (signature)

Received by ..... (officer's name)

at ..... (time)

on ..... (date)





# MEETING PROCEDURE FOR DELEGATED COMMITTEES

## Chapter 3

### Chapter 3 – Meeting Procedure for Delegated Committees

#### 1. Meeting Procedure Generally

If *Council* establishes a *Delegated Committee*:

- 1.1 all of the provisions of Chapter 2 apply to meetings of the *Delegated Committee*; and
- 1.2 any reference in Chapter 2 to:
  - 1.2.1 a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;
  - 1.2.2 a Councillor is to be read as a reference to a member of the *Delegated Committee*; and
  - 1.2.3 the Mayor is to be read as a reference to the Chair of the *Delegated Committee*.

#### 2. Meeting Procedure Can Be Varied

Notwithstanding Rule 1, if *Council* establishes a *Delegated Committee* that is not composed solely of Councillors:

- 2.1 *Council* may; or
- 2.2 the *Delegated Committee* may, with the approval of *Council*

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.



# MEETING PROCEDURE FOR COMMUNITY ASSET COMMITTEES

## Chapter 4



## Chapter 4 – Meeting Procedure for Community Asset Committees

### 1. Introduction

In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the *Chief Executive Officer* under section 47(1)(b) of the *Act*.

### 2. Meeting Procedure

Unless anything in the instrument of delegation provides otherwise, the conduct of a meeting of a *Community Asset Committee* is in the discretion of the *Community Asset Committee*.

# DISCLOSURE OF CONFLICTS OF INTEREST

## Chapter 5

## Chapter 5 – Disclosure of Conflicts of Interest

### 1. Introduction

The following Rules in this Chapter apply only upon Division 1A of Part 4 of the *Local Government Act 1989* being repealed.\*

### 2. Definition

In this Chapter:

- 2.1 “meeting conducted under the auspices of *Council*” means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a ‘Councillor Briefing’ or by some other name); and
- 2.2 a member of a *Delegated Committee* includes a Councillor.

### 3. Disclosure of a Conflict of Interest at a Council Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which he or she:

- 3.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered; or
- 3.2 intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:
- 3.2.1 advising of the conflict of interest;
- 3.2.2 explaining the nature of the conflict of interest; and
- 3.2.3 detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:
- (a) name of the other person;
- (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- (c) nature of that other person’s interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

\* At the time of making these Rules the date on which Division 1A of Part 4 of the *Local Government Act 1989* is expected to be repealed is 24 October 2020.

#### 4. Disclosure of Conflict of Interest at a Delegated Committee Meeting

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which he or she:

- 4.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Delegated Committee* meeting immediately before the matter is considered; or
- 4.2 intends to present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Delegated Committee* meeting commences a written notice:
  - 4.2.1 advising of the conflict of interest;
  - 4.2.2 explaining the nature of the conflict of interest; and
  - 4.2.3 detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee's* relationship with or a gift from another person the:
    - (a) name of the other person;
    - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
    - (c) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

#### 5. Disclosure of a Conflict of Interest at a Community Asset Committee Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which he or she:

- 5.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Community Asset Committee* meeting immediately before the matter is considered; or
- 5.2 intends to present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Community Asset Committee* meeting commences a written notice:
  - 5.2.1 advising of the conflict of interest;
  - 5.2.2 explaining the nature of the conflict of interest; and
  - 5.2.3 detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:

- (a) name of the other person;
- (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- (c) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Community Asset Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

#### **6. Disclosure at a Meeting Conducted Under the Auspices of Council**

A Councillor who has a conflict of interest in a matter being considered by a meeting held under the auspices of *Council* at which he or she is present must:

- 6.1 disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered;
- 6.2 absent himself or herself from any discussion of the matter; and
- 6.3 as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting.

#### **7. Disclosure by Members of Council Staff Preparing Reports for Meetings**

7.1 A member of Council staff who, in his or her capacity as a member of Council staff, has a conflict of interest in a matter in respect of which he or she is preparing or contributing to the preparation of a Report for the consideration of a:

- 7.1.1 *Council meeting*;
- 7.1.2 *Delegated Committee meeting*;
- 7.1.3 *Community Asset Committee meeting*

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest.

7.2 The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 7.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

7.3 If the member of Council staff referred to in sub-Rule 7.1 is the *Chief Executive Officer*:

- 7.3.1 the written notice referred to in sub-Rule 7.1 must be given to the *Mayor*; and
- 7.3.2 the obligation imposed by sub-Rule 7.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

- 8. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power**
- 8.1 A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.
- 8.2 If the member of Council staff referred to in sub-Rule 8.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.
- 9. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function**
- 9.1 A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.
- 9.2 If the member of Council staff referred to in sub-Rule 9.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.
- 10. Retention of Written Notices**
- The *Chief Executive Officer* must retain all written notices received under this Chapter for a period of three years.

# MISCELLANEOUS

## Chapter 6

## Chapter 6 – Miscellaneous

### 1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

1.1 is a scheduled or planned of all Councillors (irrespective of how many Councillors attend) and the Chief Executive Officer for the purpose of discussing the business of Council or briefing Councillors; or

1.2 is a scheduled or planned of all Councillors (irrespective of how many Councillors attend) and the Executive Management Team for the purpose of discussing the business of Council or briefing Councillors; or

4.11.3 is a scheduled or planned advisory committee meeting attended by at least one Councillor and one member of Council staff; and

4.21.4 is attended by at least one member of Council staff; and

4.31.5 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

(a) tabled at the next convenient Council meeting; and

(b) recorded in the minutes of that Council meeting.

### 2. Confidential Information

2.1 If, after the repeal of section 77(2)(c) of the Local Government Act 1989, the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the Act, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.

2.2 Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the Act, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.



# ELECTION PERIOD POLICY 2020

## Chapter 7

## ELECTION PERIOD POLICY 2020

Policy Classification	- Governance
Policy N°	- POL/507
Policy Status	- Current
Responsible Service Unit	- Strategic Governance
Authorised by	- Council
Date Adopted	- 26 November 2019
Next Review Date	- 31 August 2023

*This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).*

*New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Governance Services following the approval of the policy by Council or the EMT.*



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## 1. PURPOSE

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The *Local Government Act 2020* ('the Act') provides that during the 32 days immediately prior to municipal general elections all Victorian councils enter an election period (sometimes called a 'caretaker period'). At this time certain legislative prohibitions apply to the general functions and powers of the Council among which Councils are prohibited from publishing or distributing electoral matter. The Act also mandates that Council must prepare, adopt and maintain an election period policy.

The election period extends for 32 days from the last day nominations for the election can be received, until 6pm on election day. During this lead up period to the general elections, Council needs to avoid actions and decisions which could be perceived as intended to affect the results of an election, give Councillor candidates an advantage or have a significant impact on or unnecessarily bind the incoming Council.

The purpose of this Policy therefore is to explain to the local community and candidates for election to Council how Manningham City Council will conduct its business over the election period to ensure that:-

- Council is able to continue to deliver normal works and services to the local community;
- Council avoids making decisions that may be interpreted as influencing voters;
- the elections are not compromised by inappropriate electioneering by Councillors; and
- to safeguard the authority of the incoming council.

This Policy has been developed in order to ensure that the general elections are conducted in a manner that is fair and equitable to all candidates, and are publicly perceived as such.

The principles contained within this Policy will ensure transparent and accountable governance practices are in place in the lead up to and throughout the election period.

## 2. POLICY STATEMENT

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Manningham City Council, in stating its commitment to the principle of fair and democratic elections, adopts and endorses the practices detailed within this policy statement in addition to the legislative requirements within the Act.

### 2.1 Prohibited decisions

Council is prohibited from making any Council decision:

- (a) during the election period for a general election that:
  - (i) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
  - (ii) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or

- (iii) the Council considers could be reasonably deferred until the next Council is in place; or
  - (iv) the Council considers should not be made during an election period; or
- (b) during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

## 2.2 What is a Council decision?

For the purposes of clause 2.1 of this Policy, **Council decision** means the following:

- (a) a resolution made at a Council meeting;
- (b) a resolution made at a meeting of a delegated committee; or
- (c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff (which includes the Chief Executive Officer) or a Community Asset Committee under delegation.

## 2.3 Council Meetings during the Election Period

- 2.3.1 Council acknowledges that in the lead up to its general elections, it will not make any decision that would, or could be perceived to, inappropriately bind an incoming Council or affect the outcome of the elections.
- 2.3.2 Council acknowledges that Councillors have been elected to represent the local community and this obligation continues during the election period. Councillors must avoid any conflict, or appearance of conflict, between their role as Councillor and their role as a candidate or prospective candidate.
- 2.3.3 To ensure the general day-to-day administration of Council is not held up for an excessive time period, Council will hold an Ordinary meeting in October to consider routine administrative matters and the Annual Report.
- 2.3.4 The Chief Executive Officer will ensure that no matters that would be contrary to this Policy are presented to Council for discussion, consideration or decision.
- 2.3.5 The Chief Executive Officer will also ensure that none of the following matters will be presented to the October ordinary Council meeting:-
  - Adoption of a new policy, strategy or significant planning amendment
  - Adoption of a new rate or charge
  - The purchase or sale of land
  - The approval of community grants
  - The spending of unbudgeted monies
  - The conduct of any public consultation on significant issues
  - Changes to the annual budget or capital works program
  - Any other matter that the Chief Executive Officer deems could affect voting in an election, significantly affects the municipality, local community or will unreasonably bind the incoming Council.
- 2.3.6 The following activities, normally held at an ordinary council meeting, will not be permitted during the election period: These are:-
  - Public question time
  - Petitions

- Presentations
- Councillor question time
- Rescission or alteration motions
- Notices of Motion.

- 2.3.7 No meetings of Delegated Committees Advisory Committees, or Strategic Briefing Sessions will be held during the election period.
- 2.3.8 The Chief Executive Officer will, where possible, ensure that any matters requiring a council decision are scheduled to go to a Council Meeting prior to the commencement of the election period or deferred for determination by the incoming Council. The determination as to whether any matter is to go to a Council meeting will be made by the Chief Executive Officer.

## 2.4 Community Engagement and Consultation

- 2.4.1 Community engagement is about involving stakeholders (those people affected by a decision) and the community in a decision making process. A sound engagement process offers opportunities for residents and key stakeholders to contribute to and influence decisions that directly affect their community.
- 2.4.2 After the commencement of the election period, Council will not commence public consultation on any matter which, in the opinion of the Chief Executive Officer, is a matter which is likely to affect voting at the elections. If public consultation on such a matter commenced prior to the beginning of the election period, it shall be held in abeyance until after the election.
- 2.4.3 Other public consultations, including public submissions and hearings pursuant to section 223 of the *Local Government Act 1989*, during the election period are to be avoided.
- 2.4.4 The requirements of clause 2.3.6 may not apply to statutorily required consultation under the *Planning and Environment Act 1987* or matters of a special or emergency nature. In such circumstances, the Chief Executive Officer must justify the special circumstances requiring the public consultation to the local community and ensure that the public consultation session is managed and chaired by a Director or the Chief Executive Officer and not the Mayor or a Councillor.
- 2.4.5 The Mayor and Councillors are entitled to attend any public consultation session held within the election period. If attending in an official capacity, Councillors must not use their attendance as an opportunity for electioneering.
- 2.4.6 Consultations will avoid any express or implied links to the election.

## 2.5 Council Events

- 2.5.1 No Council events, either sponsored or under the auspices of or run by Council, are to take place during the election period. This includes Council sponsored events such as launches, festivals and any other public forum outside of the normal Council meeting cycle.

- 2.5.2 An event will only be conducted if it is unexpected or unavoidable and with the express permission of the Chief Executive Officer. If an event is to be undertaken, the Chief Executive Officer must justify to the local community why it is being held and how risks over influencing the election will be mitigated or prevented.
- 2.5.3 At any such event conducted pursuant to 2.5.2, Councillors are able to attend, as is any candidate, but are not to have any official role at the event and the event is to be managed and chaired by a Director or the Chief Executive Officer and not the Mayor or a Councillor.
- 2.5.4 Publicity of Council events (if any during the period) will be restricted to the communication of factual material only and will not feature, mention or quote or contain any photo of any Councillor.
- 2.5.5 No Councillor participation at Council sponsored events (if any during the election period) will be permitted, except for the Mayor, pursuant to clause 2.5.7.
- 2.5.6 No election material or active campaigning is to be conducted at any Council events (if any during the election period) and no Council event is to be used for, or linked in any way, to a candidate's election campaign.
- 2.5.7 Any citizenship ceremonies should be planned to be held outside the election period, but if this is unavoidable, the participation of the Mayor at such a ceremonial event is permitted as the participants will not be voters at the general elections. Any speech by the Mayor at a citizenship ceremony must be written by Council Staff and approved by the Chief Executive Officer and read by the Mayor as prepared.

## **2.6 Candidates' Access to Information**

- 2.6.1 While it is important that sitting Councillors continue to receive information that is necessary to fulfil their existing elected roles, it is also important that candidates at the elections have equal rights to Council held information relevant to their election campaigns.
- 2.6.2 Any requests for information from Councillors or candidates during the election period should be directed in the first instance to the Group Manager Governance and Risk, the appropriate Director, or the Chief Executive Officer.
- 2.6.3 Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns and only information that can be reasonably accessed will be released.
- 2.6.4 Information and briefing material prepared for Councillors during the election period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities. Any information or briefing material to be provided is only to be sent by the Group Manager Governance and Risk, the appropriate Director or Chief Executive Officer.

- 2.6.5 To ensure complete transparency in the provision of all information and advice during the election period, an Information Request Register will be established. This register will record all requests for information including those under 2.6.3 made by all candidates (including existing Councillors) relating to electoral and other matters and the responses given to those requests. The register will be a public document available for public inspection and displayed on Council's website. This is to ensure that this information is available to all candidates in the election. It will be managed and maintained by the Senior Governance Advisor commencing on the opening of nominations.
- 2.6.6 Section 76D of the *Local Government Act 1989* concerns the improper use of position of a Councillor and prescribes serious penalties for any Councillor who inappropriately makes use of their position or information obtained in their role as a Councillor, to gain an advantage.

## 2.7 Council Publications and Electoral Matter

It is prohibited under section 304 of the Act for a Councillor or member of Council staff to print, publish or distribute, or to cause, permit or authorise others to print, publish or distribute on behalf of the Council, any advertisement, handbill, pamphlet or notice that contains electoral matter during the election period. This is to ensure that Council does not use public funds that may influence or be seen to influence people's voting intentions. Electoral matter is any matter that is "intended or likely to affect voting in an election" and includes (but is not limited to) material that deals with the election, candidates or issues of contention in the election.

### 2.7.1 Material is electoral matter if it:

- Publicises the strength or weaknesses of a candidate;
- Advocates the policies of the Council or of a candidate
- Responds to claims made by a candidate;
- Publicises the achievements of the elected Council;
- Publicises matters that have already been the subject of public debate;
- About matters that are known to be contentious in the local; community and likely to be the subject of election debate;
- Dealing with election candidates statements; or
- Referring to Councillors or candidates by name or by implicit reference.

### 2.7.2 Considerations of Chief Executive Officer in granting publication approval

In considering whether to grant approval for the publication of material during the election period the Chief Executive Officer:

- (a) **Must not permit** any materials to be published which include reference to the following:
- (i) the election;
  - (ii) a candidate in the election;
  - (iii) a current Councillor; or
  - (iv) an issue before the voters in connection with the election.



- (b) **May approve the** publication of material which only contains factual information about:
  - (i) the election process itself; or
  - (ii) Council information that does not include any reference to a current Councillor otherwise precluded by this policy.

#### 2.7.3 Council Agendas and Reports

During the election period, the Chief Executive Officer will ensure that an “**Election Period Statement**” is included in every report submitted to any Meeting of Council for a decision.

The “Election Period Statement” will advise that Council may make a decision regarding the subject of the report in compliance with Council’s Election Period Policy 2020.

During the election period, Council will not make a decision on any matter or report that does not include the Election Period Statement.

#### 2.7.4 Annual Report

The Annual Report is an exempt document from the requirements of the election period. However, Council will ensure that the Annual Report produced in any election period will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

Information referring to specific Councillors will be limited to names, titles, contact details, membership of committees and other bodies to which they have been appointed by Council. A Mayor’s message will be included and will be restricted to general Council business and not the specific achievements of elected representatives. The Chief Executive Officer will determine the appropriate content for an Annual Report produced in an election period.

#### 2.7.5 Councillor- Issued Materials

Councillors may publish campaign material on their own behalf, but cannot claim or imply that the material originated from, or was authorised by, Manningham City Council. For example, the use of Council logos, photographs, Council images etc. is not permitted.

### 2.8 Websites

- 2.8.1 No electoral matter will be placed on Council Websites during the election period.
- 2.8.2 The Chief Executive Officer will ensure that during the election period the only new publications on the websites will be those that do not breach this Policy, are essential for the conduct of Council operations and apolitical in nature.

- 2.8.3 For the avoidance of doubt, Council agendas, minutes and the Annual Report can be published on Council's websites.
- 2.8.4 For the duration of the election period a statement will be placed on Council's Websites advising that Council will not be regularly updating or adding new information during the election period other than necessary operational information.
- 2.8.5 Material published on Council's website in advance of the election period is permitted, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the election period.
- 2.8.6 Profiles of the Mayor and Councillors will be removed from Council's websites during the election period but their contact details ie names, photos and mobile numbers will remain to assist with their day-to-day role as a Councillor.

## 2.9 Social Media

- 2.9.1 No electoral matter will be posted on Council social media sites during the election period. Any publication on Council social media sites, including Facebook, Twitter, blogs and wiki pages during the election period must be approved by the Chief Executive Officer or their delegate.
- 2.9.2 Staff responsible for administering individual social media sites will monitor their respective sites during the election period and use moderation features where available to ensure no electoral matter is posted.
- 2.9.3 Social media activity during the election period is to conform with the following:-
- Social media posts to be kept to a minimum, necessary operational information only;
  - No launches or announcements of any new projects, policy initiatives, or programs;
  - On all Facebook pages the 'post comments' from all facilities to be disabled;
  - YouTube videos to be removed and suspended during the period;
  - No matter is permitted that may be construed as electoral matter – accounts should be reviewed to ensure there is none;
  - No posting of or responding to political content is permitted;
  - During this time ensure moderation of all social media accounts; and
  - Keep all updates to a minimum.
- 2.9.4 For the duration of the election period a statement will be placed on social media sites advising that Council will not be regularly updating or adding new information during the election period other than necessary operational information.

## 2.10 Media Services

- 2.10.1 During the election period Council's Communications Unit's services must not be used in any way that might promote or be perceived as promoting a Councillor as an election candidate.
- 2.10.2 Council publicity and media releases during the election period will be restricted to communicating normal Council activities and initiatives and any such publicity will be subject to approval by the Chief Executive Officer or their delegate.
- 2.10.3 Media releases will exclude references to individual Councillors.
- 2.10.4 The Chief Executive Officer or their delegate will be the media spokesperson on any media releases.
- 2.10.5 **Councillors**  
Councillors will not use their position as an elected representative or their access to Council Staff and other Council resources to gain media attention in support of an election campaign.
- 2.10.6 **Council Employees**  
During the election period no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained from the Chief Executive Officer.

## 2.11 Use of Council Resources

- 2.11.1 It is an established democratic principle that public resources must not be used in a manner that would influence the way people vote in elections. Council commits to this principle in that it will ensure Council resources are not used inappropriately during the election period while recognising that Councillors are entitled to continue to have access to those resources necessary for them to fulfil their elected roles and normal day-to-day duties to the local community.
- 2.11.2 Council resources include, but are not limited to vehicles, equipment, computers, printers, mobile and landline phones, stationery, images, printing/copy services, meeting rooms, hospitality services, officers and support staff.
- 2.11.3 In order to ensure the proper use of Council resources during the election period the following will apply:-
- Councillors may **continue to use any Council resources** provided to them to facilitate their performance of **normal Councillor duties**, subject to existing protocols and terms of use. Councillors standing for re-election must not use such Council resources to assist with their election campaign;
  - Reimbursements of Councillors' **out-of-pocket expenses** during the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign;

- **Equipment** provided to Councillors for the purpose of conducting normal Council business, such as **mobile phones, land lines and internet connections**, will not be used for campaigning purposes;
- No Council **logos, letterheads, or other Council branding** should be used for, or linked in any way to, a candidate's election campaign;
- **Photos or images** taken by or provided by Council are not to be used by Councillors for the purposes of electioneering or in support of their election campaign. This applies equally to images on Council websites that may be able to be copied;
- Any **email account** provided by Council to a Councillor to assist in representing the local community and undertaking normal day-to-day Councillor duties must not be used in electioneering and campaigning;
- **Community or Ward meetings** will not be held during the election period;
- No Council owned **vehicle** is to be used by a Councillor during the election period for attending any event other than an official Council event at which the Councillor is representing Council in an authorised official capacity;
- During the election period the **Mayoral robes and Chain of Office** are only to be worn on official civic occasions such as Meetings of the Council and citizenship ceremonies and not to be worn or displayed in any manner at any event that is not an official Council event.

2.11.4 A Councillor or candidate at the election, must not ask a member of Council staff to undertake any tasks connected directly or indirectly with a candidate's election campaign.

2.11.5 In the course of employment Council **staff must not:-**  
 (a) undertake an activity that may affect voting in the election; or  
 (b) authorise, use or allocate a Council resource for any purpose that may influence voting in the election.

Any Council staff member who thinks they are being placed in a **compromising situation** by a request from a Councillor or candidate should refer the Councillor or candidate to the Chief Executive Officer for clarification. They should also advise their Manager of their concern.

2.11.6 Prior to the election period the Chief Executive Officer will ensure that all members of Council **staff are advised of their obligations** in regard to the application of this Policy.

2.11.7 A copy of this Policy will be included in candidate information packs distributed at candidate information sessions.

## 2.12 Use of the Councillor Title

2.12.1 Councillors may use their title "Councillor" in their election material, as they continue to hold office during the election period. While a Councillor can refer to themselves as Councillor in communications it must be made clear that it is a communication of a candidate and not a position of Council.

### 2.13 Breach of Policy

- 2.13.1 Any breach of this Policy relating to officer conduct is to be referred to the Chief Executive Officer.
- 2.13.2 Alleged breaches relating to all other matters are to be referred to the Victorian Local Government Inspectorate.

### 2.14 Administrative Updates

- 2.14.1 From time to time, circumstances may change leading to the need for minor administrative changes to this Policy. Where an update does not materially alter this Policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Manningham Council departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered and only approved by Council.

## 3. SCOPE OF POLICY

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This Policy applies to all Councillors and Council Staff during the election period which starts on the last day on which nominations for the election can be received by the Election Manager and concludes on the Election Day.

Council committee members who are candidates for election are expected to comply with this policy and in addition:

- return any Council equipment, documents or information which are not available to the public for the duration of the election period; and
- if elected, immediately resign from the committee.

## 4. RESPONSIBILITY

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The Chief Executive Officer is the officer ultimately responsible for the implementation of this Policy with the Group Manager Governance and Risk being responsible for the operational aspects.

## 5. DEFINITIONS

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In this policy:-

**Chief Executive Officer** means the person appointed by a Council to be its Chief Executive Officer or any person acting in that position

**Council Events** means a gathering of people or a ceremony of some significance, either run by Council or auspiced by Council, that celebrates or recognises some specific aspect of community and generally creates publicity.

**Councillor** means a person who holds the office of member of a Council

**Councillor Code of Conduct** means the code of conduct developed by a Council under section 76C of the *Local Government Act 1989*

**Council staff** means the persons who are members of Council staff employed by the Chief Executive Officer

Note - The Chief Executive Officer is also a member of Council staff.

**Electoral advertisement, handbill, pamphlet or notice** means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper announcing the holding of a meeting

**Electoral matter** means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the Election Manager for the purposes of conducting an election. Without limiting the generality of the definition of **electoral matter**, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on—

- (a) the election; or
- (b) a candidate in the election; or
- (c) an issue submitted to, or otherwise before, the voters in connection with the election.

**Election period**, in relation to an election, means the period that—

- (a) starts on the last day on which nominations for that election can be received; and
- (b) ends at 6 pm on election day;

**Local community** includes—

- (a) people who live in the municipal district
- (b) people and bodies who are ratepayers
- (c) people and bodies who conduct activities in the municipal district.

**Municipal district** means the district under the local government of a Council

**Printed electoral material** means an advertisement, handbill, pamphlet or notice that contains electoral matter

**Publish** means publish by any means including by publication on the Internet

**Ward** means a subdivision of a municipal district.

## 6. RELATED POLICIES

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- POL/194 - Councillor Allowance and Support Policy
- POL/416 - Social Media Policy
- POL/478 - Councillor IT Support and Equipment Policy
- Media Policy
- Manningham Councillor Code of Conduct
- Manningham Employee Code of Conduct

## 7. ACTION PLANS

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Nil.

**8. GUIDELINES**

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Nil.

**9. DOCUMENT HISTORY**

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<b>Policy Title:</b>	Election Period Policy
<b>Resp. Officer Position:</b>	Senior Governance Advisor
<b>Next Review Date:</b>	31 August 2023
<b>To be included on website?</b>	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°
<i>Version 1</i>	<i>Council</i>	<i>29 March 2016</i>	
<i>Version 2</i>	<i>Council</i>	<i>26 November 2019</i>	<i>13.3</i>



## Contact Details

Council's Governance Team 9840 9210

[www.manningham.vic.gov.au](http://www.manningham.vic.gov.au)





### 13.5 Informal Meetings of Councillors

File Number:	IN21/469
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 Serpells Reserve Site Meeting 28 June 2021 <a href="#">↓</a></li><li>2 Debrief Liveability, Innovation and Technology Committee 23 July 2021 <a href="#">↓</a></li><li>3 Manningham Disability Advisory Committee 27 July 2021 <a href="#">↓</a></li><li>4 Strategic Briefing Session 3 August 2021 <a href="#">↓</a></li><li>5 Strategic Briefing Session 10 August 2021 <a href="#">↓</a></li><li>6 Heritage Advisory Committee 11 August 2021 <a href="#">↓</a></li><li>7 Strategic Briefing Session 17 August 2021 <a href="#">↓</a></li></ol>

#### EXECUTIVE SUMMARY

*Chapter 6, sub rule 1 of the Governance Rules adopted by Council on 25 August 2020, requires a record of each meeting that constitutes an Informal Meeting of Councillors to be reported to Council and those records are to be incorporated into the minutes of the Council Meeting.*

#### COUNCIL RESOLUTION

**MOVED: CR MICHELLE KLEINERT**  
**SECONDED: CR DEIRDRE DIAMANTE**

**That Council note the Informal Meetings of Councillors for the following meetings and that the records be incorporated into the minutes of this Council meeting:**

- **Serpells Reserve Site Meeting 28 June 2021**
- **Debrief Liveability, Innovation and Technology Committee 23 July 2021**
- **Manningham Disability Advisory Committee 27 July 2021**
- **Strategic Briefing Session 3 August 2021**
- **Strategic Briefing Session 10 August 2021**
- **Heritage Advisory Committee 11 August 2021**
- **Strategic Briefing Session 17 August 2021**

**CARRIED UNANIMOUSLY**

#### 1. BACKGROUND

- 1.1 In accordance with section 60 of the Local Government Act 2020, Council adopted its Governance Rules (Rules) on 25 August 2020 with the Rules coming into effect from 1 September 2020.
- 1.2 Chapter 6, sub rule 1 of the Rules requires the Chief Executive Officer to ensure a summary of matters discussed at an informal meeting is tabled at the next convenient Council meeting and recorded in the minutes of that meeting.

1.3 An Informal Meeting of Councillors is a meeting that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

## **2. DISCUSSION / ISSUE**

2.1 Summaries of the following informal meetings are attached to this report:

- Serpells Reserve Site Meeting 28 June 2021
- Debrief Liveability, Innovation and Technology Committee 23 July 2021
- Manningham Disability Advisory Committee 27 July 2021
- Strategic Briefing Session 3 August 2021
- Strategic Briefing Session 10 August 2021
- Heritage Advisory Committee 11 August 2021
- Strategic Briefing Session 17 August 2021

## **3. DECLARATIONS OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Serpells Reserve Site Meeting		
<b>Date:</b>	Monday, 28 June 2021	<b>Time Opened:</b>	10:30 am
		<b>Time Closed:</b>	11:00 am
<b>Location:</b>	Burleigh Drive, Templestowe		
<b>Councillors Present:</b>	Cr Chen		
<b>Officers Present:</b>	Rachelle Quattrocchi		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	Signs installed by school preventing public use of the Serpells Reserve during school hours		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Debrief Liveability, Innovation and Technology (LIT) Committee		
<b>Date:</b>	Friday, 23 July 2021	<b>Time Opened:</b>	2:00 pm
		<b>Time Closed:</b>	3:00 pm
<b>Location:</b>	Microsoft Teams		
<b>Councillors Present:</b>	Michelle Kleinert		
<b>Officers Present:</b>	Philip Lee & David Bellchambers		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Debrief of July LIT Committee meeting</li> <li>2. Planning for September LIT Committee meeting</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Manningham Disability Advisory Committee		
<b>Date:</b>	Tuesday, 27 July 2021	<b>Time Opened:</b>	3pm
		<b>Time Closed:</b>	5pm
<b>Location:</b>	Online via MS Teams		
<b>Councillors Present:</b>	Cr Michelle Kleinert		
<b>Officers Present:</b>	Katrine Gabb, Melanie Malcolm, Sasha Lord, Bronwyn Morphett		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Actions and Outcomes from previous meeting</li> <li>2. Meeting key topics for 2021. Key topics include; <ul style="list-style-type: none"> <li>• How can we utilise NDIS funds in the region for social connection and inclusion opportunities?</li> <li>• Inclusive social clubs for all life stages of people with disability - what could these look like?</li> <li>• Inclusive libraries and arts opportunities</li> <li>• Disability support network – what could this look like in Manningham</li> <li>• Sports – how to develop inclusion at sporting clubs?</li> <li>• Connections for carers – what works best?</li> </ul> </li> </ol>		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>	No		
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 3 August 2021	<b>Time Opened:</b>	7:03 pm
		<b>Time Closed:</b>	10:26 pm
<b>Location:</b>	Council Chambers		
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante , Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne, Cr Stephen Mayne		
<b>Officers Present:</b>	Andrew Day, Chief Executive Officer Niall Sheehy, Acting Director City Planning & Community Phillip Lee, Director Shared Services Rachelle Quattrocchi, Director City Services Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk Kerryn Paterson, Group Manager People and Communications  <b>Other Officers in Attendance</b> Carrie Bruce, Senior Governance Advisor Kim Tran, Governance Officer Molley Qi, Manager Procurement & Contracts Georgina Snaddon, Senior Corporate Planning & Performance Advisor Lydia Winstanley, Coordinator City Planning Frank Vassilacos, Manager Integrated Planning		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	1. Procurement Update 2. Draft Governance Rules 3. Council Plan and 10 Year Financial Plan- Review of Community Feedback 4. Liveable City Strategy- Housing Choice and Diversity 5. Domestic Animal Management Plan DAMP		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
<b>Councillor</b>	<b>Item</b>	<b>Left meeting for Item (Y/N)</b>	<b>Time Left / Time Returned</b>

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 10 August 2021	<b>Time Opened:</b>	7:00 pm
		<b>Time Closed:</b>	10:44 pm
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante , Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne, Cr Stephen Mayne (online at 7.17pm)		
<b>Officers Present:</b>	<p>Andrew Day, Chief Executive Officer            Angelo Kourambas, Director City Planning &amp; Community            Phillip Lee, Director Shared Services            Rachele Quattrocchi, Director City Services            Andrew McMaster, Corporate Counsel and Group Manager Governance &amp; Risk            Kerryn Paterson, Group Manager People and Communications</p> <p><b>Other Officers in Attendance</b>            Kim Tran, Governance Officer            Georgina Snaddon, Senior Corporate Planning &amp; Performance Advisor            Jon Gorst, Chief Financial Officer            James Paterson, Manager Infrastructure Services            Kurt Pitts, Coordinator Roads &amp; Infrastructure            Lydia Winstanley, Coordinator City Planning            Lauren Shelton, Principal Planner</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Council Plan 2021-2025</li> <li>2. 10 Year Financial Plan</li> <li>3. Road Management Plan</li> <li>4. Manningham Planning Scheme Amendment C127mann and Planning Permit Application PLN20/0303</li> <li>5. Draft Flying Flags in the Civic Precinct Policy</li> <li>6. Bulk Retirement of Council Endorsed Policies</li> </ol>		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
<b>Councillor</b>	<b>Item</b>	<b>Left meeting for Item (Y/N)</b>	<b>Time Left / Time Returned</b>

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Heritage Advisory Committee		
<b>Date:</b>	Wednesday, 11 August 2021	<b>Time Opened:</b>	6.00 pm
		<b>Time Closed:</b>	7.30 pm
<b>Location:</b>	Via Zoom		
<b>Councillors Present:</b>	Cr D Diamante		
<b>Officers Present:</b>	Frank Vassilacos (Manager Integrated Planning) ,Fiona Troise (Manager Statutory Planning), Sinead Holmes (Senior Urban Designer), Matthew Lynch (Strategic Planner), Daniela Galatoulas (Minute taker), Mark Huntersmith (Heritage Advisor)		
<b>Apologies:</b>	Lydia Winstanley (Coordinator City Planning), Eric Collyer		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Welcome and acknowledgements</li> <li>2. Declaration of conflicts of interest</li> <li>3. Confirmation of Minutes – 12 May 2021 meeting</li> <li>4. Action items arising from meeting – 12 May 2021</li> <li>5. Report from Council's Heritage Advisor</li> <li>6. Liveable Cities Strategy presentation</li> <li>7. Update on the Heritage Restoration Fund (HRF) – 2020/21</li> <li>8. Review of the Policy &amp; Guidelines for the 2021/22 HRF</li> <li>9. The exchange of ideas to assist with the ongoing management and enhancement of heritage in Manningham</li> <li>10. Heritage events and community education programs</li> <li>11. General business</li> <li>12. Next meeting</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
<b>Councillor</b>	<b>Item</b>	<b>Left meeting for Item (Y/N)</b>	<b>Time Left / Time Returned</b>



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 17 August 2021	<b>Time Opened:</b>	7:02 pm
		<b>Time Closed:</b>	9:54 pm
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante , Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne, Cr Stephen Mayne		
<b>Officers Present:</b>	<p>Andrew Day, Chief Executive Officer            Angelo Kourambas, Director City Planning and Community            Phillip Lee, Director Shared Services            Rachele Quattrocchi, Director City Services            Andrew McMaster, Corporate Counsel and Group Manager Governance &amp; Risk            Kerryn Paterson, Group Manager People and Communications</p> <p><b>Other Officers in Attendance</b>            Carrie Bruce, Senior Governance Advisor            Ellen Davis Meehan, Community Engagement and Research Advisor            Vicki Miller, Strategic Risk and Assurance Advisor            Liz Lambropoulos, Team Leader Integrated Transport            Frank Vasilacos, Manager Integrated Planning            Daniele Raneri, Strategic Transport Planner            Andrew Mangan, Project Officer Integrated Planning            Lydia Winstanley, Coordinator City Planning            Ben Harnwell, Coordinator Business and Events            Lee Robson, Group Manager Community Programs</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. NEL Update (confidential)</li> <li>2. Placemaking Framework</li> <li>3. Strategic Risk Register Report to Council August 2021</li> <li>4. Procurement Policy under Local Government Act 2020</li> </ol>		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

### 13.6 Documents for Sealing

File Number: IN21/494  
Responsible Director: Chief Executive Officer  
Attachments: Nil

#### EXECUTIVE SUMMARY

*The following documents are submitted for signing and sealing by Council.*

#### COUNCIL RESOLUTION

**MOVED: CR GEOFF GOUGH**  
**SECONDED: CR DEIRDRE DIAMANTE**

**That Council sign and seal the following documents:**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and P A Virgona  
4 Orama Court, Templestowe**

**Deed of Renewal and Variation of Lease  
Council and Moresby Ave Child-Care and Early Learning Centre Inc.  
6-8 Moresby Avenue, Bulleen**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and K E Smarrelli  
90 Golden Way, Bulleen**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and A Economedes and V Economedes  
7 Wallara Close, Doncaster East**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and A Latifi and K Latifi  
58 McLachlan Street Templestowe**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

The Council's common seal must only be used on the authority of the Council or the Chief Executive Officer under delegation from the Council. An authorising Council resolution is required in relation to the document listed in the recommendation section of this report.

**3. DECLARATIONS OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

## 14 URGENT BUSINESS

There were no items of Urgent business.

## 15 COUNCILLORS' QUESTION TIME

### 15.1 Confidentiality Agreements

Councillor Geoff Gough asked the CEO if he was aware of DELWP or any State Government Department asking Council officers to sign a confidentiality agreement in order to be able to attend or continue in a meeting? Specifically Councillor Gough asked if the CEO was aware of anyone from Manningham being asked or had to sign such an agreement with DELWP or any other State Government Department?

*Mr Andrew Day, Chief Executive Officer responded that after conversations with the Director City Planning and Community, and in relation to planning matters specifically, they were not aware of Council officers having to sign a confidentiality agreement. Mr Day acknowledged that he was aware of circumstances at other councils where this may have occurred.*

*Mr Day noted that in relation to confidentiality agreements more broadly, Council has from time to time, signed confidentiality agreements in relation to major projects such as the North East Link Project (NELP); or projects that are bigger and have commercial in confidence issues relating to them allowing Council to have early access to information to better understand the projects.*

Councillor Gough asked whether it was possible to establish a register to record any such agreements to be more open and transparent?

*Mr Day responded that he would come back with some advice on this matter.*

## 16 CONFIDENTIAL REPORTS

There were no Confidential reports.

The meeting concluded at 8:32pm

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Chairperson  
CONFIRMED THIS 28 SEPTEMBER 2021