

MANNINGHAM

## **COUNCIL MEETING**

# **MINUTES**

<b>Date:</b>	<b>Tuesday, 28 September 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 28 SEPTEMBER 2021 AT 7:00PM  
VIA ZOOM CONFERENCING 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 Kerryn Paterson

**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 TOMAS LIGHTBODY

**SECONDED:** CR CARLI LANGE

**That the Minutes of the Council Meeting held on 24 August 2021 and the Council Meeting held on 14 September 2021 be confirmed.**

**CARRIED UNANIMOUSLY**

## 5 PRESENTATIONS

### 5.1 Acknowledgement of Paralympic Gold Medallists – Li Na Lei and Qian Yang

The Mayor acknowledged Templestowe housemates Li Na Lei and Qian Yang who each took home gold medals in their individual table tennis events at the Tokyo Paralympics as well as joint silver-medals in the team event.

Australia's Paralympic table tennis team had not won a gold medal in 37 years before Li Na and Qian managed to achieve this within hours of each other. They then went on to take home silver in the team competition.

Li Na and Qian moved to Australia after the 2016 Rio Paralympics and have been playing competitively in Australia ever since, representing Victoria at nationals and now, Australia at the Tokyo Paralympics. The Mayor congratulated Li Na and Qian on their remarkable achievement.

### 5.2 Acknowledgement of Norm Smith Medallist – Christian Petracca

The Mayor acknowledged Christian Petracca of the Melbourne Football Club.

Christian grew up and played his junior football with the Park Orchards Football Club, Warrandyte Football Club and Beverley Hills Football Club. He also attended Whitefriars College where he graduated in 2013.

Christian starred in the club's 2021 AFL Grand Final victory with a 39-possession game, helping secure the club's first premiership in 57 years. He equalled Simon Black's record for most possessions in a grand final and won the prestigious Norm Smith medal for his best-on-ground performance.

The Mayor congratulated Christian on his fantastic achievement.

## 6 PETITIONS

### 6.1 Petition – No to Expansion of Williamsons Road

#### COUNCIL RESOLUTION

**MOVED:** CR MICHELLE KLEINERT  
**SECONDED:** CR STEPHEN MAYNE

That the Petition with 19 signatories from residents and ratepayers of Templestowe and surrounds, opposing the expansion of Williamsons Road in order to protect the existing streetscape, road size and environment along Williamsons Road, Footes Street, Anderson Street and Porter Street in Templestowe be received and referred through to the relevant officer for consideration.

**CARRIED**

### 6.2 Petition – Stop the Use of 90-92 Pound Road, Warrandyte as a Car Park

#### COUNCIL RESOLUTION

**MOVED:** CR CARLI LANGE  
**SECONDED:** CR DEIRDRE DIAMANTE

That the Petition with 143 signatories from the residents requesting urgent action to stop the use of 90-92 Pound Road, Warrandyte from being used as a public car park by:

- a) considering the submission on this issue sent to the Council's CEO and DELWP on 18 August 2021;
- b) removing the cross-over; and
- c) taking any other necessary steps to prevent access to the site for parking

be received and referred through to the relevant officer for consideration.

**CARRIED**

## 7 PUBLIC QUESTION TIME

### 7.1 A Dalton, East Doncaster

- Q1 Apart from servicing Council rubbish bins, what is the Council's overall responsibility in ensuring that rubbish left around strip shopping centres is regularly removed and what is being done to encourage people to dispose of rubbish responsibly?

*Ms Rachelle Quattrocchi, Director City Services thanked Mr Dalton for his question and responded that Council clears the rubbish bins around shopping centres every weekday over summer with further service provisions provided over the holiday periods and summer months.*

*Ms Quattrocchi informed that Council also provides a service to collect litter from public areas across Manningham including activity and retail centres. Council has a contract service to empty the cigarette bins on a regular basis and promote the use of these bins within activity and retail centres.*

- Q2 Ruffey Lake Park is a disgrace with the amount of rubbish coming down drain ways from several sources of waterways into the lake. Why not capture this before it gets into the lake?

*Ms Quattrocchi responded that Council strongly encourages measures for the collection of debris before it enters our open water courses and we have Gross Pollutant Traps the collection of rubbish to prevent litter from entering our waterways. Melbourne Water as the water manager has a maintenance program for areas like Ruffey Lake Park. Council also sweeps all the local streets in the catchment area on an eight week cycle, with an increased frequency in autumn, to minimise the amount of debris entering the underground drainage network from city streets.*

*Ms Quattrocchi noted that Council will continue to look at ways to improve what we do and work with Melbourne Water to introduce preventative measures to improve the quality of our waterways within Manningham.*

### 7.2 B Holland, Park Orchards

What was the cost of constructing the roundabout at the intersection of Arundel and Knees Roads Park Orchards as part of the overall Knees Road upgrade works?

*Ms Rachelle Quattrocchi, Director City Services thanked Mr Holland for his question and responded that the roundabout at the Knees / Arundel Road intersection was constructed as part of the upgrade of a 700 metre length of Knees Road which is expected to cost around \$1.8M. The roundabout has been constructed to cater for trucks and buses.*

*The roundabout at Arundel Road serves to reduce traffic speeds along Knees Road and provides improved safety at the intersection. If a roundabout was to be installed at the Knees / Park Roads intersection, it would need to be a much larger roundabout as it would need to cater for the right turning movement of trucks and buses.*

*Ms Quattrocchi advised that the cost to install a roundabout at the Knees / Park Roads intersection would be at a much higher cost than that at Arundel Road given the higher construction, service relocation and potential land acquisition costs.*

### 7.3 M Smith, Warrandyte

As requested by local residents and organisations since September 2020 and again in a legal submission, 18 August 2021, why hasn't Council acted, with its independent authority to prevent daily commercial and public car parking at this site by: (a) repairing and deepening gutters around the site (b) removing a crossover it installed over a gutter, thus creating easy commercial and public vehicle access resulting in a busy and dangerous, unofficial car park in this residential area on Crown Land without consultation or planning process (c) arranging erection of 'no entry' and 'no parking' signs at key points, and 'residents only parking' signs, informing public of changed conditions and preventing spill-over parking, street and driveway blockage (d) negotiating a 'parking available' sign at the entrance to the Reserve Picnic area car park with Parks Vic (e) and any other means required?

When will this work entailing: (a) removal of Council created gutter crossover (b) repair and restoration of gutters improving drainage and preventing vehicle access (c) erecting appropriate signage which protects resident's parking and stops use of 90-92 Pound Rd as a car park, and (d) other means required to prevent vehicle access to the site be completed?

*Ms Rachelle Quattrocchi, Director City Services thanked Mr Smith for his questions and responded to (a) that at the time, a crossover was installed to provide safe access to prevent vehicles getting stuck within the open drainage. This also allowed for parking on the reserve area. Council Officers are reviewing options for overflow of car parking and improvement works to the open drain.*

*Ms Quattrocchi responded to (b) that Council Officers have discussed previously and intend to meet with DELWP to discuss again the issues with parking on the site and the option to remove the cross over, revegetating the land or the option to leave the area to be utilised as a car park. DELWP will advise of the next steps to be taken as the land owner.*

*In response to items c), d) and e) Council Officers have also recently met with Emergency Service personal in preparation for the up and coming bush fire season. Council Officers, leading on from the conversation with Emergency Personal and DELWP are to consider signage and overflow parking provisions within the broader area. Conversations are continuing with Emergency Personal and DELWP as well as other stakeholders including Parks Victoria to consider all options.*

### 7.4 E and D Bilucaglia, Park Orchards

Q1 Is road closure the safest and cheapest option for all road users and residents?

*Ms Rachelle Quattrocchi, Director City Services thanked E and D Bilucaglia for their question and responded that a road closure is the most cost effective solution to manage conflict between pedestrians, cyclists and vehicular traffic on Arundel Road and will result in a safer road environment for all users.*

Q2 Is Arundel road engineered to carry cut-through traffic to the many number of various facilities at either end?

*Ms Quattrocchi informed that extensive traffic management devices have been installed along the western section of Arundel Road to discourage through traffic.*



**7.5 H and S Scott, Park Orchards**

- Q1 Why was the submission cut off period extended to suit one resident as it appears they were given Preferential Treatment due to the extension not being publicly advertised or offered to the other Residents of the Street?

*Ms Rachelle Quattrocchi, Director City Services thanked H and S Scott for their questions and responded that the submission date was extended for two weeks as COVID restrictions were introduced part way through which limited the ability for residents to meet and discuss this matter. The extension was advertised on Council's website.*

- Q2 When making your decision, what is more important, the safety of all the residents, especially the most vulnerable who live and use this road or the management of Traffic through the area?

*Ms Quattrocchi replied both aspects have been considered in the assessment of this matter. When making a decision, Council needs to balance the safety and amenity outcomes for the Arundel Road residents and the inconvenience to the greater community that any closure may cause.*

**7.6 M Gale, Park Orchards**

- Q1 Since the publication of the 28 September Council meeting agenda and the Arundel Road (west) road closure report last week, we are aware that there has been a number of discussions, including altering of the officer recommendation outlined in the Council report, between individual Councillors and certain Arundel Road residents whose views may not represent the broader Arundel Road or Park Orchards community. When considering the report at meeting, can the Manningham Councillors assure residents that they will not make decisions on the fly that go against the Council officer recommendation, or are not in line with the community feedback already received?

*The Mayor thanked Mr Gale for his question and responded that it is permitted and appropriate for Councillors to discuss upcoming matters with residents prior to a Council meeting. The Mayor assured Mr Gale that there had not been any alteration of the officer's recommendation detailed in the Council report.*

*The Mayor advised that Manningham Councillors do not make decisions on the fly. The role of a Councillor is to determine whether they support and adopt an officers recommendation or make an alternative motion which is put to a vote as outlined at the start of the meeting.*

*In making the decision, Councillors will keep an open mind until the point of decision. Councillors have a responsibility to seek all the information (through Council briefings, the submissions meeting, the Council report and any direct contact with the community), to weigh up the information to make an informed decision. The Mayor advised that he is available to discuss this matter if Mr Gale has any further questions.*

**7.7 C Hegarty, Park Orchards**

Q1 What evidence is being used to support the contention that the road is dangerous?

*Ms Rachelle Quattrocchi, Director City Services thanked Mr Hegarty for his question and responded that while there have been no accidents recorded along Arundel Road in the Department of Transport CrashStats, Council has assessed and has found that it is undesirable for pedestrians and cyclists to be mixing with vehicular traffic along this narrow section of road.*

Q2 Why was that simple and effective proposal rejected without broader community consultation in place of a road closure as the council itself says in section 11.1 attachment 2 of the agenda for today that lack of separation of pedestrians and vehicles is undesirable?

*Ms Rachelle Quattrocchi noted that the suggestion of a footpath was discussed with residents at a onsite meeting involving a substantial number of local residents but was not supported by those present.*

**7.8 D and S O'Connor, Park Orchards**

Q1 If the council should decide not to close Arundel Road West what steps will Council take to stop GPS, Waze and other apps from sending couriers, taxis, and all other drivers seeking the shortest fastest route from directing traffic down Arundel Road West?

*Ms Rachelle Quattrocchi, Director City Services thanked D and S O'Connor for their questions and responded that Council has limited ability to control navigation applications directing drivers to use Arundel Road. Arundel Road is a public road and may be perceived by some as a faster route since it connects to both Knees and Park Roads.*

Q2 What capital works projects will be deprioritised in order to fast track a footpath in Arundel Road West?

*Ms Quattrocchi replied that the funds for the proposed footpath on Arundel Road West will be drawn from unallocated funds within Council's footpath program included within the capital works program.*

**7.9 R and B Hodges, Park Orchards**

Regardless of tonight's outcome, will Council commit to recommending a reduced speed limit of 20 km/ hr on Arundel Road (West) to the responsible body and when would this happen? In Council's deliberations on a proposed footpath, how would a path and threshold on one side of the street, prevent dangerous (speeding) driving- which is the behaviour which needs addressing- on this narrow, residential road?

*Ms Rachelle Quattrocchi, Director City Services thanked R and B Hodges for their questions and responded that Council has been in discussion with Department of Transport (DoT) regarding the reduction of speed limit on Arundel Road and will formally apply to DoT to lower the speed limit in Arundel Road (West) should the proposed road closure not proceed.*

*Any speed limit lower than 40km/h is very unlikely to be approved by the DoT as it is not consistent with their guidelines. A footpath will allow pedestrians to walk along Arundel Road without needing to mix with vehicular traffic.*

### **7.10 G Taylor, Park Orchards**

If Arundel Rd West had been considered worthy of \$140k to be spent on a potential closure, or footpaths, why has the Eastern end been ignored? When was the last time a council member took a walk down the eastern end of Arundel Rd to look at the safety of pedestrians there? When will the open drains be addressed, as they pose a significant pedestrian and health issue?

*Ms Rachelle Quattrocchi, Director City Services thanked Ms Taylor for her questions and responded that any safety concerns of Arundel Road east of Knees Road will need to be considered separately to this process.*

*Council is currently preparing designs for several drainage projects within the area to the south of Arundel Road as part of its Capital Works program. The section of Arundel Road to the east of Knees Road is not a link between 2 schools and the Shopping strip and is therefore a lower priority for footpath works.*

### **7.11 M Middlin, Park Orchards**

*Please note that the following question was submitted but not read out at the Council meeting. A separate response will be provided to Ms Middlin in writing.*

Why has this particular public road, paid for by all Manningham rate payers, been singled out for closure when there is no evidence of safety issues? Why would council not address reported or possible potential safety issues for pedestrians (forced to walk on the road by house gardens coming right up to the road) by firstly improving vision for drivers through tree and shrub lopping and secondly via the installation of a footpath? Is Manningham Council ready to address and approve closure of many other similar narrow non-footpath roads in Park Orchards and in fact thousands across Manningham when house owners of these roads apply if this precedence is set?

*Arundel Road (west) is a convenient route for pedestrians walking to Park Orchards Primary School, Park Orchards shopping strip, St Anne's Primary School, Domeney Reserve and the 100 Acres Reserve.*

*In response to a reported incident involving a young cyclist, Council has trimmed the vegetation within the road reserve to improve sight lines. There are a number of 'pinch points' along the road verge where the construction of a path will present challenges in relation to street tree retention and clearance from the road.*

*Any proposal for a road closure is assessed on its merits and the process for road closure prescribed in the Local Government Act followed.*

**8 ADMISSION OF URGENT BUSINESS**

There were no items of Urgent Business.

**9 PLANNING PERMIT APPLICATIONS**

There were no Planning Permit Applications.

## 10 CITY PLANNING & COMMUNITY

### 10.1 Macedon Square Streetscape Upgrade – Revised Concept Plan

File Number:	IN21/565
Responsible Director:	Director City Planning and Community
Attachments:	<ol style="list-style-type: none"><li>1 2021 Consultation Engagement Report <a href="#">↓</a></li><li>2 Original Concept Design Options A &amp; B (2020) <a href="#">↓</a></li><li>3 Revised Concept Design (September 2021) <a href="#">↓</a></li><li>4 Macedon Square Traffic Study (June 2021) <a href="#">↓</a></li><li>5 Traffic Officers' Response to Traffic Study <a href="#">↓</a></li><li>6 Revised Traffic Assessment of Revised Design (August 2021) <a href="#">↓</a></li><li>7 Location of Interim Pedestrian Safety Treatments <a href="#">↓</a></li><li>8 Proposed Safety Treatment Examples <a href="#">↓</a></li><li>9 Macedon Square Tree Report <a href="#">↓</a></li></ol>

#### EXECUTIVE SUMMARY

*The Macedon Square Streetscape Upgrade is a capital works project to be delivered as part of the Neighbourhood Activity Centres program. This upgrade seeks to improve the public realm and rejuvenate the centre and improve pedestrian and driver safety. The upgrade includes addressing aging infrastructure, poor performing tree species, inadequate pedestrian links, and issues related to car parking and traffic flow.*

*As its meeting on 15 December 2020, Council resolved to note that the Option B concept (which includes the new open space), was the preferred option based on community consultation feedback. Furthermore, Council resolved to undertake further community engagement (face-to-face if restrictions permit) with local residents and traders, before a final recommendation is presented to Council.*

*In response to the feedback from the community and local traders and a revised traffic study, officers have developed a revised concept design which maintains the proposed new open space area (similar to Option B) but also addresses parking, safety and traffic related issues. Key changes include:*

- *A revised concept design that results in no-net loss in car parking spaces (from the existing conditions);*
- *Maintaining the originally proposed open space piazza (at no expense to car parking);*
- *Improved traffic solutions to address trader feedback (including more loading bays, a dedicated mail-zone parking & roundabout east of the open space)*
- *Increased outdoor trading areas;*
- *Additional pedestrian safety treatments*

*The revised concept cost estimate is \$3,482,000 (excluding GST). Council will need to appropriate funding to deliver this project in its Capital Works Program.*

*Subject to Council endorsement, traders and the broader community will be informed on the revised concept design in October 2021. Further consultation with the Macedon Square/Plaza traders will then take place in early 2022 (during the detail design stage), to confirm site specific items.*

**COUNCIL RESOLUTION**

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR DEIRDRE DIAMANTE**

**That Council:**

- A. Note that a revised concept design has been developed to address various stakeholder feedback.**
- B. Endorse the revised concept design (based on Option B) for Macedon Square, with a refined project cost of \$3,482,000 (excluding GST).**
- C. Note that Council will need to consider allocating funding in the Capital Works Program to deliver the upgrade as part of its annual budget process.**
- D. Note that traders and community will be informed of the outcome of the Council decision via direct mailout and information on Council's website.**
- E. Note that direct consultation will occur with traders during the detail design stage, on items such as safety barriers, trolley bays and furniture location.**

**CARRIED UNANIMOUSLY**

**2. BACKGROUND**Project Background / Purpose:

Macedon Square is a Neighbourhood Activity Centre located along Manningham Road in Templestowe Lower. Macedon Square (project area) refers specifically to the area of shops north and west of the Woolworths as this is land owned and managed by Council. Woolworths and the shops located directly around the Woolworths car park along Manningham Road is known as Macedon Plaza, and is privately owned land not under Council management.

The last significant capital works undertaken by Council within Macedon Square occurred in the late 1990's. These works introduced the large shade sails and brick pavers throughout the centre. Further works in 2008 included the new underground car park (which is part-owned by Council and open to the public) for what is now Aldi, upgrades to the ground level car park (west of Aldi) with new seating, landscaping and concrete resurfacing. These later works were privately funded.

The streetscape upgrade at Macedon Square was programed as part of the Neighbourhood Activity Centre capital program after identifying significant maintenance and safety related concerns. Macedon Square took precedent over other similarly dated Neighbourhood Activity centre within Manningham (such as at Templestowe Village), as it presented immediate pedestrian and vehicle safety concerns. Initial community and trader consultation commenced in 2016 with feedback received identifying a number of key issues within the centre including:

- uneven and ageing pedestrian surfaces
- crowded footpath trading areas
- poor pedestrian connections
- car parking layouts,
- issues with traffic flow, including confusion regarding one-way roads

It is considered that the combined scope of improving the traffic related issues and expanding the public realm opportunities would generate the largest net-community benefit and value for money for the centre.

### Community Engagement

The most recent consultation and engagement period ran from 3 March to 8 April 2021. Refer to Attachment 1 for the 2021 Engagement Report. Feedback on Option A and Option B concept plans (Attachment 2) were received via a number of channels – totalling 192 responses (this includes 119 individual signatories received via two separate petitions).

Of the 62 specific submissions (not including the 2 petitions) received:

- 56% were in favour of Option B (open space option)
- 19% were in favour of Option A, and
- 24% did not like either.

This feedback is consistent with the submissions previously received during community consultation held in 2020 – whereby the majority supported Option B (open space option). It was found that the same themes could be consistently identified across all responses (including the petitions), even when these differed in their preference for either option (Option A, Option B, or neither), and type of respondent (traders or residents). These themes were:

- Parking
- Safety
- Accessibility
- Other design features

### Trader Consultation

An in-person consultation session with traders at the Lower Templestowe Community Centre was organised on 24 March in order to provide opportunities for traders to speak directly with Council officers and Councillors on the concept designs. This was attended by 12 traders, representing each of the 12 of 33 individual businesses in the centre. The feedback from traders captured by this session was subsequently summarised and communicated to traders via a letter in May 2021.

In addition throughout June 2021, Council officers also engaged directly with traders (approximately 95% of all traders in the Centre) to better understand their loading bay requirements and to hear any other concerns they may have. This also provided an opportunity to engage with traders who did not attend the session on 24 March.

The following key items were raised by traders:

- General traffic safety concerns including both the existing and proposed parking design and the proposed narrowing of Macedon Road;
- Recognition that pedestrian safety needs to be improved, including support for the new pedestrian crossing near the petrol station / Aldi;
- General support for improving footpaths and outdoor trading areas in key locations;
- Issues with existing uneven brick paving and maintenance of trees throughout the centre;
- Concerns with the proposed design and location of loading bays (including to the rear western laneway) and the mail zone;
- Mixed response to the proposed open space option, notably, that it is not provided at the expense of losing overall parking (i.e. no net-loss of parking) and that lighting be provided for safety;
- Proposed loss of the vehicle U-turn function to the car park near the central marquee / new open space area;
- Issues with the lack of enforcement of existing parking regulations; and
- Managing existing and future waste and litter issues through the centre.

### 3. DISCUSSION / ISSUE

A revised concept design based on the original Option B design (with a new open space piazza) has now been developed (see Attachment 3). This revised design is informed by the feedback from the community and traders (via stakeholder engagement), the revised Traffic Study and further consideration of the project by Council officers. Furthermore, it also responds to a petition received in November 2020 from Macedon Square traders, residents and visitors seeking a new design for Macedon Square Streetscape (with 210 signatories).

The key changes between the original Option B concept design and the revised Option B concept include:

- A zero net loss of car spaces from existing conditions –
  - Maintaining a total of 132 car spaces.
  - The original Option B concept proposed a reduction of six spaces, to a total of 127.
  - This no net loss of car parking, still accounts for the proposed new open space piazza, with this concept adequately achieving the outcome to provide the new open space, but not at the expense of reducing overall car parking spaces.
  - Note: the mail zone is included in the car parking tally, as the car space is available for regular user parking after 5pm (consistent with current parking regulation).



- Increased aisle width for a one-way road from 5.3m in the previous concept design to 5.6m to allow sufficient width for circulating vehicles to pass a stationary vehicle stopped in the aisle (in response to feedback on this matter from traders). Although this is still a reduction from the current road width of 6.4m, it has been designed accordingly to contribute to reducing traffic speed through the car park to maintain pedestrian safety.
- Two new loading bays along Macedon Road, both at the northern western corner of the centre to avoid interference with the pedestrian crossings and hindering vehicle sight lines. The loading bays will be able to accommodate standard-size delivery vans and small rigid vehicles (a small truck/lorry with a trailer). The loading bays will be designed with additional length to prevent any small trucks overhanging onto the roadway.
- Realignment of Macedon Road to provide a single row of car parking bays along the south-eastern side of the road. This will allow greater accessibility for people to access the footpath area directly from their parked vehicles, additionally providing a mail-zone directly adjacent to the Australia Post shop.
- Installation of a 0.6m wide central traffic median to limit east/west car movements along Macedon road. This will also help distribute vehicle traffic to underutilised parking areas within the centre.
- Provision of a new roundabout at the intersection of The Mall and Rosa Street to provide a key U-turn function that was not provided in previous options. This will allow vehicles who have entered The Mall to recirculate onto Macedon Road. The roundabout will also allow larger vehicles to better negotiate the turn.
- Relocated (and more evenly distributed) pedestrian crossings along Macedon Road to improve pedestrian connectivity, assist to reduce vehicle speeds and alleviate congestion points moving through the centre.
- Repositioned accessible/disabled parking bays, with two accessible parking spaces located closer to the chemist and fruit shops (as was requested within the consultation feedback). A further two other accessible bays located directly adjacent the toilet block.
- Increased footpath widths will be provided across all footpaths within the centre to allow extra space for outdoor trading, pedestrian circulation and provide sufficient room for safety barrier/furniture treatments to increase pedestrian safety within the centre. Specific safety barrier treatments will be finalised during the detail design process.
- Rationalisation of garden beds and trees along Macedon Road to maximise opportunity for car parking. Removal of the central shade sail will allow additional opportunity for offset canopy tree planting in the open space area.
- Redesign and upgrade to the rear laneway on the western edge of the centre with improvements for large truck loading and vehicle movements, with the removal of the underutilised and unsafe laneway footpath.
- Removal from the original scope proposed paving and landscaping improvements to the area west of Aldi. This area was constructed in 2008, and is considered to be in good condition and not crucial to improving the overall amenity and safety objectives of the project.

- Removal of proposed laneway improvements north of Riddick Café, from the scope of works.

Given that the project is only at the concept stage, the design will be further refined during the detailed design phase. This may include further investigation of other suggestions such as locations for new trolley bays, electric vehicle charging stations, car share spaces and smart waste bins.

### 2021 Traffic Report

A revised traffic study was completed in June 2021 to re-evaluate the traffic and parking conditions within Macedon Square and Macedon Plaza, including the parking and traffic conditions within the area proposed for the upgrade. The report also reviewed the Option B concept design, in relation to parking and traffic conditions.

The Report (refer to Attachment 4) concludes that the Option B concept design is satisfactory, and meets the objective to improve both driver and pedestrian safety in the centre. Namely:

- Based on the most recent parking assessment, the traffic consultants are satisfied with the current parking capacity in Macedon Square precinct given there are more vacant spaces available in the precinct and surrounds;
- An aisle width of 5.6m is sufficient and complies with the minimum aisle width of 5.1m required as per the standard (and allows for a second vehicle to pass a stationary vehicle);

Council's traffic officers also reviewed the Report's 22 recommendations (refer to Attachment 5), with 8 fully incorporated (subject to detail design), 6 partially incorporated (subject to detail design), and 7 that were not incorporated in the revised design for various reasons.

The revised concept design was also independently reviewed in August 2021. The report concluded that it was satisfied with Council's revised concept design (refer to attachment 6) subject to the following three items being addressed during detail design:

- Lighting conditions at proposed wombat crossings
- Type of kerb between parking bays at north of central wombat crossing needs to be determined; and
- The details for the proposed disabled parking spaces

### Safety Barrier Petition

Following the consultation period in June 2021, a serious accident occurred when a driver mistakenly mounted the kerb and collided with a pedestrian standing on the abutting footpath. A petition (signed by 70 signatories) was organised by one of the Macedon Square traders, asking for an "immediate review of the safety in the shopping precinct", to prevent similar accidents from occurring.

In light of the accident and recent information of similar such incidences of vehicles mounting kerbs and causing damage within neighbourhood activity centres, Council's Infrastructure Services team employed a road safety engineer to oversee the temporary roll out of water-filled barriers at locations where pedestrians may be at increased risk, such as outdoor dining and trading areas (Attachment 7).

This issue requires a long term solution, and as part of the revised concept design additional footpath space along the abutting car park areas has been allocated. These interfaces will incorporate a number of design measures to help improve pedestrian safety within the centre, such as the provision of traffic bollards or other infrastructure measures, such as planter boxes, landscaping, hard seating etc, to protect pedestrians (refer to Attachment 8).

#### Arborist tree assessment

A review of Macedon Squares' trees was undertaken by Council Arborists in August 2021. The review assessed both the health and maintenance impacts the trees are having to surrounding paving and road assets. Of the 74 trees within the centre, only one (1) tree was classified in good condition, while 73% were in fair condition, and remaining 26% in poor condition (refer to Attachment 9).

Additionally 61% of the centre's trees (majority along Macedon road and the Mall) were shown to be causing damage to surrounding paving and road assets via root damage, whilst also posing safety risks as potential trip hazards.

Due to the poor state of the trees, and ongoing maintenance and safety risks, approximately 40 trees are slated for removal (the majority along Macedon Road) as a consequence of the works.

It should be noted that irrespective of the broader streetscape upgrade proposed by the revised concept plan, these trees will need to be removed regardless, in order to address the safety issues posed by their root structures damaging the footpaths.

In order to offset the significant loss of canopy cover, approximately 55 new trees have been proposed to be planted within the centre as part of the revised design. The selection of the new tree species has not yet been determined, however the concerns around tree litter and impact to paving (documented during the consultation process) will be factored into the final decision, with a combination of evergreen and deciduous species to be considered. Further consideration of appropriate tree species will be determined through the development of the new Streetscape Strategy, currently being developed by Council.

#### **4. COUNCIL PLAN / STRATEGY**

The revised concept design for the proposed Macedon Square Streetscape Upgrade, responds to the Council Plan 2021-2025 themes and goals – Healthy Community, Liveable Places and Spaces and Vibrant and Prosperous Economy.

The concept design is also consistent with the Manningham Open Space Strategy 2014, which identifies that approximately 1,000m<sup>2</sup> to 2,500m<sup>2</sup> of additional open space is required around Macedon Square Activity Centre to meet future community needs.

It is also consistent with the objectives of the draft Liveable City Strategy, particularly, to create vibrant activity centres underpinned by a community gathering space and 'village heart'.

## 5. IMPACTS AND IMPLICATIONS

The main purpose of the proposed upgrade is to improve safety for pedestrians in the centre and improve the overall public realm and amenity. It is considered that the project will be of positive public value. Improved access and safety for the centre will benefit the usability of the centre for both community and traders. This includes:

- Relocated pedestrian crossings along Macedon Road and The Mall, which will assist people's movement within the centre, and when accessing between Macedon Plaza;
- Expanded bike parking facilities, at the northern, central and southern end of the centre to improve cycling access throughout the centre;
- Improved lighting throughout the centre, providing improved security and usability of key pedestrian connections, as well as new lighting in the car park and open space areas;
- Improved accessible car parking bays with pram crossings to assist people with disabilities safely navigate the centre;
- Improvements to the road design, improving traffic flow by significantly limiting car movements east-west along Macedon Road with a circuit road design;
- Consistent angled car parking layout, reducing car collisions by assisting drivers entering and exiting car bays, while helping orientate drivers along the one way roads.
- Improvements to large truck loading in the western laneway.
- Widened footpaths to accommodate additional pedestrian safety measures while still maintaining trading and circulation space.
- Expanded outdoor trading areas will help create new economic opportunities for traders, while the introduction of a new central open space area will provide a new community hub for the centre as well provide much needed passive open space for the local area. The flexibility within the new open space could promote the centre both locally, but also capture a broader regional user catchment.

A key aspect of the upgrade and basis of the Option B concept, is the provision of a new open space piazza in the centre of Macedon Square.

The additional benefits afforded by this new open space option include:

- Opportunities for public gathering or events, benefiting the community and traders by drawing more people into the centre;
- Positive economic activity by providing high quality seating and social gathering spaces, encouraging people to stay longer and shop in the centre;
- Improved pedestrian and vehicular permeability and legibility within the centre;
- Opportunities for additional canopy tree planting and expanded soft landscaping areas to help reduce the impact of urban heat island effect;
- Creating place-making opportunities for the community and traders; and
- Opportunity to help address the shortage of open space in the precinct, as identified in the *Manningham Open Space Strategy 2014*

It should be also noted that the provision of a new open space in the centre is underpinned by one of the key objectives of Council's draft Liveable City Strategy, to create vibrant activity centres that cater to all users, and gradually morph away from being centres that cater to vehicles and car parks, and instead have a great focus on people and amenity.

#### Construction and mitigation of impacts

As this project is considered a major upgrade, Council officers believe that the best approach for the delivery of the streetscape upgrade, is for a staged works package (over two years of construction) with short targeted shutdowns (partial closure) at different times during the construction period, as required.

The objective will be to maintain a degree of pedestrian access to the shops whilst works are undertaken, allowing traders to continue to trade. Typically though, there are instances where specific sections of the streetscape may need to be closed for short periods and night works may be undertaken at times to enable speedier delivery and minimise disruption to trade. As car parking availability will be impacted during construction works, Council may consider temporarily lifting restrictions in the surrounding street network to offset this.

Officers will work with construction contractors (once awarded) and traders to plan a construction timeframe that minimises disruption to business operation. Contractors will also be invited to provide their innovative solutions to construction management during the tendering process.

Consideration will also be given to the ongoing impacts of Covid-19 to the local economy and retail trade in terms of timing of the upgrade, and managing the impact of construction to local trade.

Major construction is expected to commence from February 2023 (after the busy Christmas period), with early works (utility service relocations) to occur during early spring 2022.

#### Consultation with Traders

To assist with transparency and communications during the detailed design phase and construction of the upgrade, it is intended to engage directly with local traders and in collaboration with the Macedon Square Traders Association. This will provide an opportunity for local traders to input into the process and maintain open communication with Council.

## **6. IMPLEMENTATION**

### **6.1 Finance / Resource Implications**

#### Current capital works budget allocations:

A budget allocation of \$150,000 is provided in the 2021/22 Capital Works Program to undertake the preparation of the concept plan and detailed design process. However, there is currently no allocated budget in the 10-Year Capital Works Program to deliver the upgrade itself.

Initially, the capital works program allocated \$1.5 million for the streetscape upgrade at Macedon Square. However, this allocation was subsequently removed as part of the development of the 10-Year Capital Works Program, until this project was further developed, priced and committed to by Council (i.e. concept endorsed).

This initial project budget was allocated prior to the two concept designs being developed and prior to community feedback in 2016 to expand the project to provide greater public realm improvements. As the project works will now require upgrading the Centre's asphalt and concrete road network, paving and lighting assets, including providing high quality materials, furniture and additional landscaping and open spaces, the initial budget is not adequate for the scale of the current concept.

#### Proposed cost to deliver the project:

The original Option B Concept design was estimated at \$3.03 million to deliver (as presented to Council at the December 2020 meeting).

Preliminary costings for the revised concept design (refer to Attachment 10), estimate the project cost at \$3,482,000 (excluding GST). This cost increase can be attributed to:

- Additional infrastructure improvements to address community and trader feedback (i.e, additional tree grates, new footpath safety treatments, road resurfacing and roundabout and other pedestrian amenity improvements);
- Increases to building overheads and preliminaries, project sundries to reflect market conditions and contract contingency and professional fees;
- The addition of cost escalation to tender and authority contribution and headworks charges (of which both were previously omitted from the original Option B costings report).

#### Revised project scope

The revised concept design has also removed two areas from its original scope:

- Concrete works associated with north eastern rear laneways, north of Riddick Café; and
- Concrete, paving and landscaping works associated with the above-ground carpark area east of Aldi.

The removal of these peripheral areas of the centre from the proposed upgrade is not considered to significantly impact the key objectives of the project, as most of the pedestrian and traffic related issues identified are observed along Macedon Road, followed by The Mall, which require the most urgent upgrades.

#### Other budget considerations:

Although there is currently no allocated budget, the Infrastructure Services team can contribute \$260,000 to the project through the road resurfacing programme budget, for works associated with asphalt resurfacing and patching, roundabout, line markings and new pedestrian crossings.

As a comparison, the upgrade of Tunstall Square delivered over five stages between 2014 and 2020 cost \$2.16 million to deliver. This project included expanded outdoor trading areas, new paving, pedestrian plaza, seating, landscaping, pedestrian crossings, car park asphaltting and improvements to the drainage infrastructure.

It should be noted that should Council decide to not endorse the revised concept design, and subsequently abandon the streetscape upgrade altogether, works will still be required within the precinct to address existing safety, risk and maintenance issues. This includes removal of existing trees causing footpaths to buckle, damaged kerb and channel, and traffic safety improvements to address recent incidents within the centre. The City Projects team has been estimated that an asset renewal project to address these issues would cost in the order of \$1.42 million.

## 6.2 Communication and Engagement

Subject to Council endorsement, from October 2021 the local community and traders will be informed of the revised design changes via letters and updates to Council's Your Say Page. Council officers will also hand deliver letters to all Macedon Square traders to acknowledge their contribution and inform each trader of the next steps in the project.

Additional community engagement is proposed to occur during the detail design stage of the project in early 2022. This will include direct consultation with Macedon Square/Plaza traders, in line with Council's Covid Safe Plan, on items such as safety barriers, trolley bay and furniture location.

Once the detail design has been finalised in mid-2022, the broader community and traders will be informed via various channels including direct mail-out, Council's Your Say page and social media.

It should also be noted that the project has since undergone extensive community consultation, with several sessions occurring in 2020 (albeit during Covid-19) and in March & April 2021.

## 6.3 Timelines

Pending Council endorsement of the revised concept (September 2021) and engagement with local traders (early 2022), the project will proceed to detailed design and contract documentation from October 2021. Once detailed design and contract documentation has been completed, the project will be tendered for a suitable contractor to be selected by the end of the 2021/22 financial year.

Construction works are proposed to be staged over two financial years in 2022/23 and 2023/24. Major construction is expected to commence from February 2023 (after the busy Christmas period), with early works (utility service relocations) to occur during early spring 2022.

However, consideration will be made regarding these timelines to ensure that the impact of COVID-19 and any ongoing lockdowns and disruption of business activity in the Centre is considered when planning for the construction of the upgrade.

**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.



## Macedon Square Streetscape Upgrade consultation – survey results

# 1. Engagement activities

## 1.1. Methods

Following the decision of Council in December 2020 to undertake further consultation on the options for the Macedon Square in early 2021, additional opportunity for residents and traders to provide comments on the two concept designs was provided. The following community communication actions were undertaken during 2021:

Action	Description	Audience
<b>Your Say Manningham</b>	Update existing Your Say page with key messaging	All
Resident mail out: <ul style="list-style-type: none"> <li>• Letter</li> <li>• Flyer</li> </ul>	Letter invite to attend drop in session with attached flyer providing details of the proposed upgrade and option A and B.	Surrounding residents and community groups
Trader mail out <ul style="list-style-type: none"> <li>• Letter</li> <li>• Flyer</li> </ul>	Mail out - invite to attend the trader information session with RSVP details.  Simple A4 flyer including the details of Option A and B.	Traders, shop owners
Trader email	As actioned in 2020, email to trader email reiterating information from mail out	Traders, shop owners
Social media	Social media posts focused on the drop in session for residents, posted the week of the event	All
Manningham Matters digital e-news	Information with link to Your Say Manningham including drop in session details	All
On site signage	Coreflute A2 signs around Macedon Square informing residents of community drop in event	All

Macedon Square Streetscape Upgrade consultation – survey results

### Macedon Square Streetscape Upgrade consultation – survey results

Trader consultation (in person session)	A consultation evening for Traders and shop owners to engage face to face with council officers and Councillors. The session provided a presentation by council on project background and status, followed up with a workshop on the concept designs.	Traders, Shop owners
Community Drop-In session	A consultation event for members of the community to engage face to face with council officers and Councillors. Feedback was captured via surveys.	All
Close of Your say Page	Submissions closed	All
Trader mail out <ul style="list-style-type: none"> <li>Letter</li> </ul>	Mail out – A follow up letter listing some of the key feedback raised during the trader consultation session. The letter also indicated further engagement was to occur to capture loading bay information.	Traders, Shop owners
On site engagement – (capturing loading requirements only)	Officers engaged Macedon Square and Macedon Plaza traders capturing individual loading requirements for each business within the centre. This information was captured via surveys.	Traders, Shop owners

## 2. Results

Responses from all engagement methods have been considered together in the development of the Macedon Square consultation findings. The findings draw together themes from the survey, trader consultation (in-person), and a range of other sources such as email submissions and CRMs to identify preferences for the concept plans, areas of support from the community, as well as suggestions for improvement.

### 2.1. Summary of findings

Feedback on the Macedon Square Streetscape Upgrade concept plans was received through a number of channels. Due to limitations on face-to-face public engagement during 2020, a further opportunity was offered to the community and traders to provide feedback online or in-person, on the proposed concept designs. These were:

- A feedback survey was available via the online Your Say Manningham page

Macedon Square Streetscape Upgrade consultation – survey results

### Macedon Square Streetscape Upgrade consultation – survey results

- A drop in session at the Macedon Square Pop-up Park
- An in-person consultation session with traders at the Lower Templestowe Community Centre
- The Macedon Square Traders Association Petition – ‘Option C’
- The Community Petition – ‘Stop the destruction of Macedon Rd’
- Emails and Customer Relationship Management (CRM) cases that were created

Engagement method	Description	No. responses
Survey (online)	Available via Your Say Manningham platform from 3 March – 8 April 2021	35
Survey (in person)	Community drop-in session on 27 March 2021	21
Emails and CRMs received	Feedback on the Macedon Square Streetscape Upgrade concept plans that were received via email or the Customer Relationship Management (CRM) system.	6
Trader consultation (in-person session)	An in-person consultation session was held with traders at the Lower Templestowe Community Centre on Wednesday 24 March 2021.	12 attendees
Macedon Square Traders Association Petition – ‘Option C’	A signed petition was received from traders outlining support for an alternative to Option A and Option B.	30
Community petition – ‘Stop the destruction of Macedon Rd’	A signed petition was received from community members outlining their feedback and aspirations for Macedon Square.	89
	<b>Total</b>	192

Macedon Square Streetscape Upgrade consultation – survey results

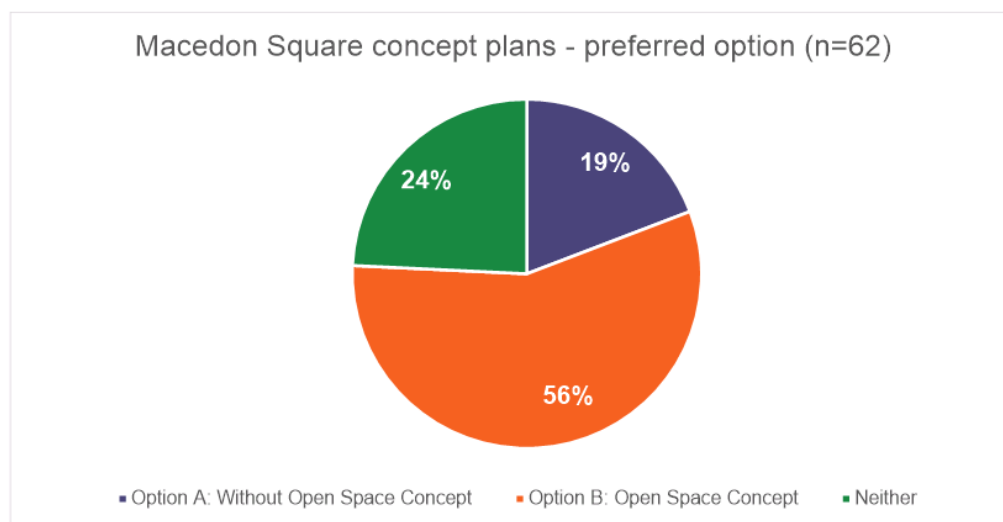
**Macedon Square Streetscape Upgrade consultation – survey results**

**2.1.1. Survey results – preferred option**

The online survey asked for users to indicate their preference for Option A: Without Open Space Concept or Option B: With Open Space Concept. While it did not allow a third option to be selected, the open-text field in the survey provided a mechanism for respondents to share detailed feedback on the proposed options. In order to accurately represent the preferences of the community, responses were then analysed to understand where respondents did not prefer either option.

This analysis process resulted in three survey responses (two for Option A and one for Option B) being recoded to 'Neither' option. Additionally, 7 of the 21 survey responses received at the community consultation drop-in session did not indicate a preference for either Option A or Option B, and these responses were recorded as 'neither'.

The following graph shows the breakdown of preference for the proposed options. Option B was most frequently selected (56%, or n=35), followed by 'neither option' (24% or n=15), and Option A (n=12, or 19%).



**Figure 1. Macedon Square concept plans - preferred options (n=62)<sup>1</sup>**

Option Selected	Count	Percentage
Option A: Without Open Space Concept	12	19%
Option B: Open Space Concept	35	56%
Neither	15	24%
<b>Total</b>	<b>62</b>	<b>100%<sup>2</sup></b>

<sup>1</sup> Note this graph captures the 62 received responses, where respondents were asked to indicate their preferred option, including the qualitative responses received in other sources of feedback, such as emails, CRMs. It does not include the petitions.

<sup>2</sup> Percentages for each option are rounded from two decimal places, and tally 99%, however total 100%.

### Macedon Square Streetscape Upgrade consultation – survey results

To understand areas of support for each option, open-ended survey comments were analysed against the selected option in the survey. These are outlined below.

**Table 1. Areas of support for proposed concept plans - survey**

Option	Areas of support
Option A	<ul style="list-style-type: none"> <li>• Fewer parking spots lost</li> <li>• Improved traffic flow compared to Option B</li> <li>• Angled parking</li> <li>• Parking restrictions are just right</li> </ul>
Option B	<ul style="list-style-type: none"> <li>• Aesthetic of open-space concept</li> <li>• Functional</li> <li>• Green</li> <li>• Community feel</li> <li>• Great asset</li> <li>• Pedestrian crossing</li> <li>• Garden environment</li> <li>• Parking restrictions are just right</li> </ul>
Both	

*"Plan A. I prefer as there are less parking spots lost. Don't feel the need for more open space. However the temporary open space could be made more permanent and attractive. Definitely feel the traffic flow issues are no 1 & the plan seems to show this will be attended to."* – Respondent, Option A

*"Look like a good balance between function and aesthetics."* – Respondent, Option B

*"The open space area is a great initiative, good community feel about it."* – Respondent, Option B

Areas of support from feedback received from traders, as consistent with survey feedback, relate to the pedestrian crossings and angled parking bays. Traders also indicated support for the following areas:

- Paving improvements
- Improved laneway connections for pedestrians
- More seating areas

Feedback received from emails or CRM submissions, relate to the inclusion of open space, and pedestrian crossing, as consistent with survey feedback. Other areas of support are:

- Increased outdoor trading
- Increased soft landscaping/trees
- Relocated loading away from centre
- Retention of shade sails
- Wider footpaths.

## Macedon Square Streetscape Upgrade consultation – survey results

### 2.1.2. Feedback on concept plans

Data from all engagement methods were considered and qualitatively analysed to gather feedback on the concept plans, including areas for improvement for the proposed concept plans. This included the open-ended survey comments received online and at the community drop-in session, as well as submissions received through other engagement methods (trader consultation, petitions, emails and CRMs).

It was found that:

- The same themes could be consistently identified across responses, even when these differed in their preference for either option (Option A, Option B, or neither), and type of respondent (traders or residents).
- While some of the feedback was specific to each proposed option, largely, responses reflected aspirations for what the upgraded Macedon Square could look like.

A broad approach was therefore undertaken to understand the dominant themes within submissions received across all engagement methods, as well as across the community (residents, traders, and other users), while still capturing where there was strong support or suggestions posed by different groups. These findings are outlined below.

#### 1. Parking

Parking was mentioned as a key area of consideration, and this was consistently reflected across survey responses, trader consultation feedback, petitions and email/CRMs. Key points to highlight include:

- Working to identify the best possible solution to maximise the number of car parks in the concept plan
- Increase of disability parking spaces
- Considering specific parking spaces near the certain locations (for example, the chemist and Australia Post)
- Considering the angled parking, as well as any safety considerations with the car parking requiring reversing into traffic.

#### 2. Safety

Potential safety hazards were frequently raised across all engagement channels. The highlighted areas for improvement include:

- Ensuring parking spaces are designed for safe loading of cars, elderly access to back of cars, wheelchair access, and more
- Addressing potential tripping hazards, including the pavers/steps
- Ensuring the safety and accessibility when walking around cluttered footpaths, as well as associated congestion around shopfronts (fruit shops)
- Addressing the traffic flow concerns, and bottleneck of the narrowed road to improve safety

## Macedon Square Streetscape Upgrade consultation – survey results

### 3. Accessibility

Ensuring that the Macedon Square streetscape is accessible to all users is a priority that is reflected through the survey results, traders, and email/CRM submissions. This is multi-faceted and suggestions include:

- Designing footpaths that are accessible to pedestrians and those with access requirements,
- Managing the overflow onto footpaths
- Ensuring there are sufficient accessible parking spaces
- Parking spots that are close in proximity or that provide easy access to key businesses (such as Australia Post) for the elderly
- Location of toilets (e.g. near TAB). Additionally, survey respondents and traders mention upgrades to the facilities.

### 4. Design features

- Consideration of seating options. Frequent suggestions in the survey responses include providing more benches for people to sit, maximising the use of the current seating options, sheltered areas, and ensuring that seating areas are inviting (further away from parking spaces).
- Trees (planted in the right locations, maintenance, native trees)
- Shaded areas
- Through the survey, there was support for outdoor dining options and the need to attract a variety of restaurants to the area. This was not reflected in other engagement channels.
- Acknowledgement of original land owners
- More open space
- Artworks in the area (mosaics, colourful paintings)
- Lighting
- Solar

# MACEDON SQUARE STREETSCAPE UPGRADE CONCEPT DESIGN OPTION A

## Option A: Without open space concept

1. Street light
2. New path lighting
3. Seating (proprietary)
4. Seating (custom)
5. Bike hoops
6. Drinking fountain
7. Bins
8. Existing canopy
9. Concrete-granite paving
10. Exposed aggregate concrete
11. In-situ concrete
12. Treegrate
13. Garden bed
14. Granite boulder
15. Upgraded toilet block (two cubicles)
16. Improved vehicle crossing
17. New loading bay and car parking area
18. Disabled car parking area
19. New pedestrian crossings




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## MACEDON SQUARE STREETScape UPGRADE CONCEPT DESIGN OPTION B

### Option B: Open space concept

1. Street light
2. New path lighting
3. Seating (proprietary)
4. Seating (custom)
5. Picnic table
6. Bike hoops
7. Drinking fountain
8. Bins
9. Existing canopy
10. Concrete-granite paving
11. Exposed aggregate concrete
12. In-situ concrete
13. Slate crazy paving
14. Stairs
15. Wall
16. Treegrate
17. Lawn
18. Garden bed
19. Granite boulder
20. Upgraded toilet block (two cubicles)
21. Improved vehicle crossing
22. New loading bay and car parking area
23. Disabled car parking area
24. New pedestrian crossings





# MACEDON SQUARE REVISED CONCEPT DESIGN

Render A: Birds Eye View



Render B: From South-West Corner of Square



⊙ \*NOT TO SCALE





## Manningham City Council

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**MACEDON SQUARE AND PLAZA, TEMPLESTOWE  
LOWER**

**Traffic Study and Concept Design Review**

**Final Report**

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June 2021

Manningham City Council

HDS Australia Pty Ltd

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- B. Parking Survey Area and Results
- C. Traffic Survey Locations and Traffic Results Summary
- D. Concept Plan Findings and Recommendations

Manningham City Council

HDS Australia Pty Ltd

## 1.0 INTRODUCTION

HDS Australia Pty Ltd has been engaged by Manningham City Council to undertake a traffic study relating to an assessment of current traffic and parking conditions in Macedon Square and Plaza precinct and a review of concept design plan prepared for Macedon Square based on a previous traffic study undertaken by Beveridge Williams Pty Ltd in 2017.

The study includes:

- An inception meeting with key staff from Manningham City Council,
- Traffic and car parking surveys,
- Site observations,
- Review of background traffic report,
- Review of concept design plan,
- Car parking and traffic assessment.

This report details the investigations and findings relating to the change in traffic and parking conditions, parking demand/occupancy, vehicle circulation, traffic congestion, pedestrian routes, loading zones, traffic operation and safety in Macedon Square and Plaza shopping precinct. The report also provides a summary of recommendations to improve parking conditions, traffic operation and safety to address key traffic and transport issues in the precinct.

2.0 BACKGROUND

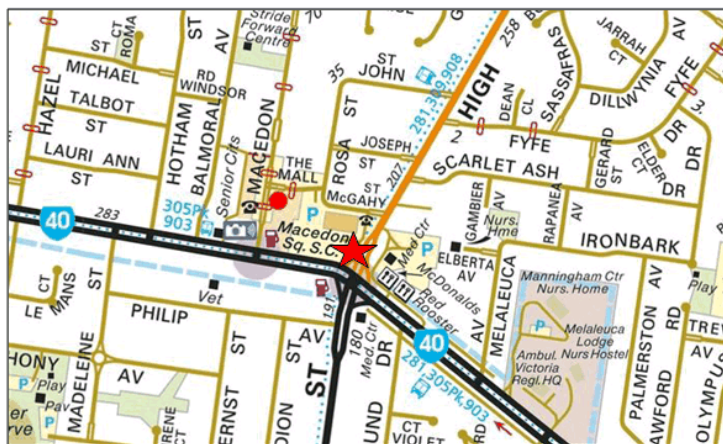
2.1 Subject Site and Environs

The subject site is located at the north-west corner of Manningham Road and High Street intersection in Templestowe Lower.

Manningham Road is an arterial road which is under care and management of Department of Transport (VicRoads). High Street is a major road which is under care and management of Manningham City Council. The subject site is surrounded by local roads which are managed by Council as shown in Figure 1 below.

**Figure 1: Macedon Square and Plaza Subject and Surrounding Environs**

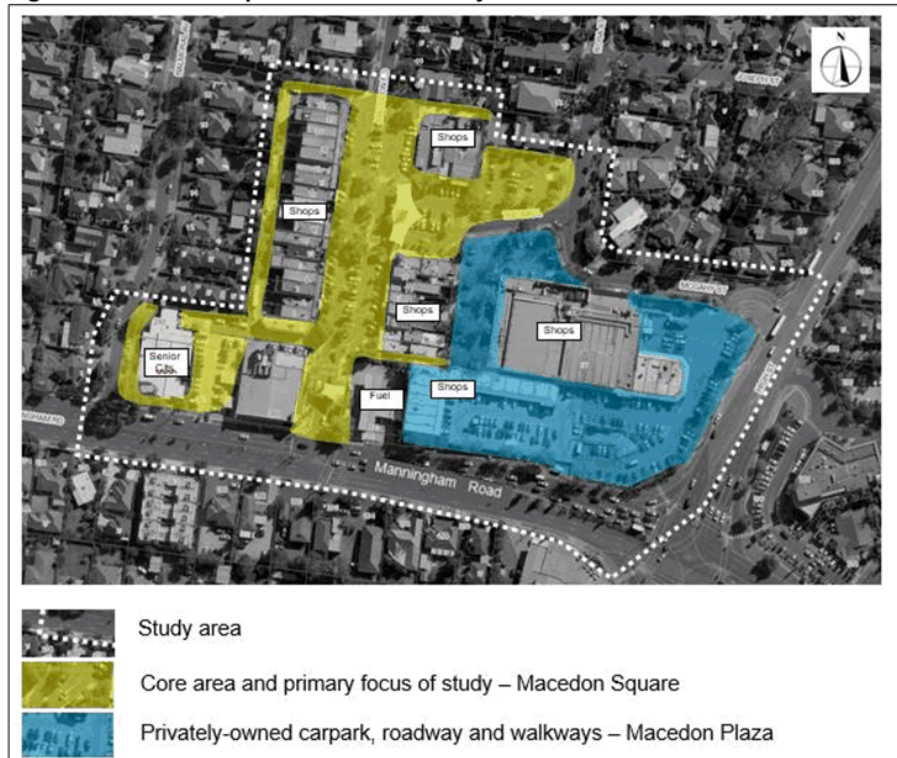
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2.2 Study Area

The study areas are shown in Figure 2 below and enclosed in Appendix A. The core study area (as highlighted in yellow) includes public roads, laneways, carparks, footpaths, Bulleen & Templestowe Lower Senior Citizens Centre and Aldi Underground Carpark within Macedon Square Shopping Centre. The secondary focus of the study area (as highlighted in light blue) includes privately owned footpaths, carparks, and internal roadways/accessways in Macedon Plaza.

Figure 2: Macedon Square and Plaza Study Area and Environs



**2.3 Previous Traffic Management Study**

In 2017, Beveridge Williams Pty Ltd was engaged by Manningham City Council to undertake a traffic and car parking assessment of Macedon Square and Plaza. This study used 2016 traffic data and focused on several key areas such as car parking adequacy, vehicle circulation, vehicle congestion, site access arrangements, and pedestrian connectivity throughout Macedon Square and Macedon Plaza.

The traffic study provided an analysis of then current car parking and traffic conditions and provided recommended options to improve and manage car parking, vehicle circulation, traffic congestion, and pedestrian connectivity in these areas.

The study identified a range of traffic and transport issues within the precincts, and subsequently the key improvements such as pedestrian crossing points, enhanced footpaths, modified parking arrangement, enhanced vehicle circulation, improvements within in the rear laneway, and central median to restrict vehicle conflicts in Macedon Road have been adopted in the development of the concept plan prepared by Council recently.



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### 3.0 PROJECT PURPOSE

As outlined in Section 2.3 of this report, the previous traffic and parking surveys for the subject site was undertaken in November 2016 and the study report was prepared in March 2017.

The previous study provided a detailed assessment of the traffic and transport conditions which informed the preparation of concept design plan for the study area.

The purpose of the current traffic study is to re-evaluate the traffic and parking conditions and review the proposed concept design developed for Macedon Square in relation to the current parking and traffic conditions.

The intent of this report is also to subsequently identify any key improvements required to further enhance the concept design to minimise impact on Macedon Square precinct with respect to the following traffic and transport elements:

- Traffic movements along Macedon Road and the surrounding streets and intersections,
- Existing car parking distribution/occupancy,
- Existing loading bays function and their relocation if practical, and
- Pedestrian connections between Macedon Square and Macedon Plaza and safety.

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#### 4.0 EXISTING CONDITIONS AND SITE OBSERVATIONS

Site inspections and observations were undertaken at the subject site on Thursday, 11 February 2021 and Saturday, 27 February 2021 between 10:30am and 2:30pm. Site observations were consistent with the peak parking and traffic demands identified previously as part of the previous traffic study undertaken in 2017.

As per the previous traffic report, the site has a total of 568 parking spaces consisting of 279 spaces in Macedon Square and 289 spaces in Macedon Plaza. A total parking supply of 589 parking spaces were identified during the nominated periods of Thursday and Saturday during the survey period at the Macedon Square and Plaza precinct.

The following provides a commentary on the traffic and parking conditions in Macedon Square being a key focus area and Macedon Plaza as being the secondary focus area.

#### 4.1 Car Parking

Parking surveys were undertaken on Thursday, 11 February 2021 and Saturday, 27 February 2021 between 10:30am and 2:30pm in Macedon Square and Plaza. As shown in Figures 3 and 4, the surveyed areas are consistent with the previous parking surveys undertaken by Beveridge Williams Pty Ltd as part of the previous traffic study.

The parking survey results are summarised in Appendix B of this report.

The surveys confirm a total parking capacity of 582 parking spaces within Macedon Square and Plaza precincts. Of these spaces, there were a total of 526 publicly available parking spaces in Macedon Square and Plaza excluding private parking and loading facilities in these areas.

As shown in Figures 5 and 6, the parking survey results suggest that peak parking demands for Thursday and Saturday occurred around 1pm and 12:30pm respectively. The parking occupancies for the entire precinct during peak periods on Thursday and Saturday were 74% and 78% respectively, which resulted in available vacant spaces of 137 spaces and 114 spaces during these times. Based on these results, it is evident that the entire precinct experienced more demand for parking on a Saturday than on a Thursday.

The central portion of the parking area as designated as area D3 is currently being occupied by a pop-up park. As a result, there has been a loss of 6 parking spaces from the parking supply associated with Macedon Square precinct and the overall parking supply as well.

Figure 3: Macedon Square and Macedon Plaza Parking Survey Location Map



Figure 4: Macedon Square and Macedon Plaza Parking Survey Areas

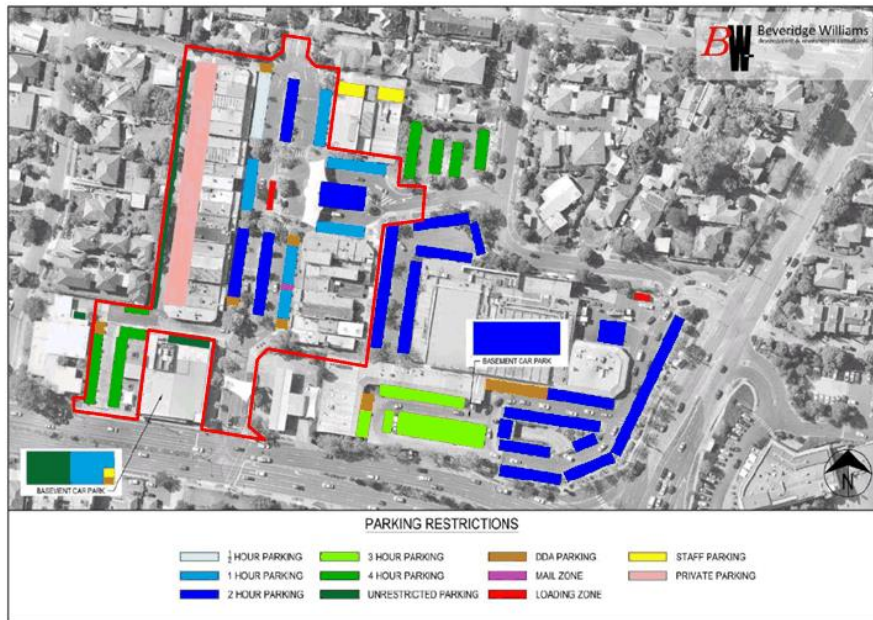
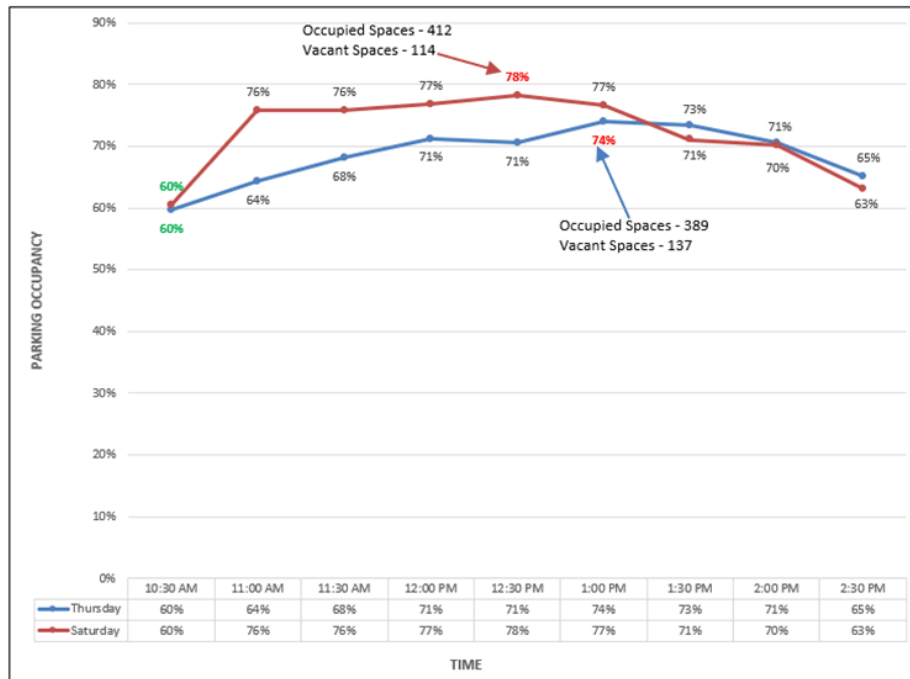


Figure 5: Parking Occupancy (Thursday and Saturday) – Macedon Square and Plaza



Based on parking supply information, a total of 223 public parking spaces were identified in Macedon Square precinct. Further parking assessment was undertaken for Macedon Square precinct to determine parking demands and available vacant spaces in this precinct during the peak periods. The results are summarised in Figures 6 and 7 below.

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Figure 6: Parking Occupancy (Thursday) – Macedon Square Precinct

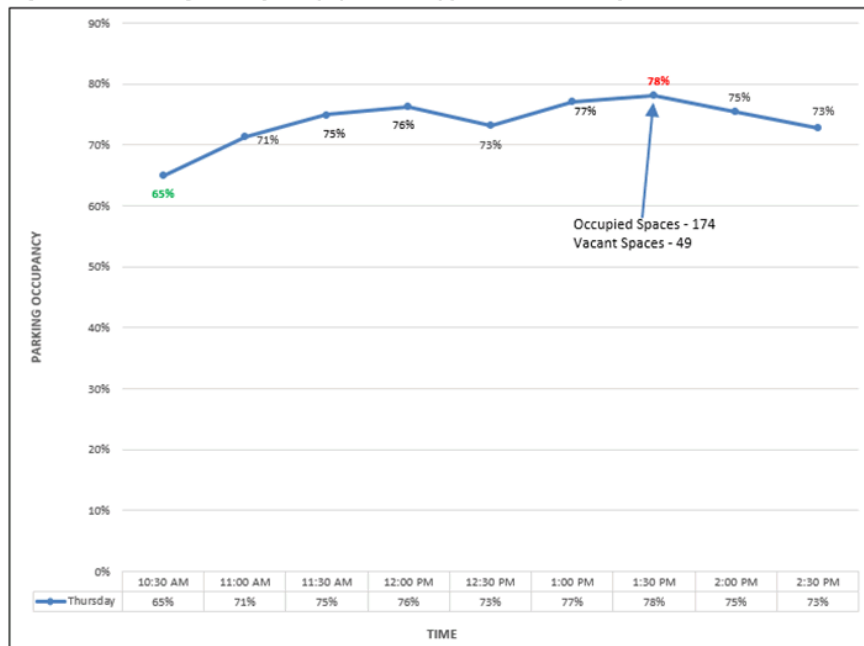


Figure 7: Parking Occupancy (Saturday) – Macedon Square Precinct



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As shown in Figures 6 and 7 above, the parking survey results suggest that peak parking demands for Macedon Square (Thursday and Saturday) occurred around 1:30pm and 11am respectively.

The parking occupancies for the precinct during these peak periods on Thursday and Saturday were 78% and 83% respectively which resulted in available vacant spaces of 49 spaces and 37 spaces during these times. Based on these results, it is evident that the Macedon Square also experienced more demand for parking on a Saturday than on a Thursday. The parking demands along Macedon Road in front of the shops peaked at over 90% between 11:00am and 1:30pm on Thursday with similar parking patterns on Saturday as well during these periods.

#### 4.2 Existing Car Parking and Council Upgrade Zone in Macedon Square

As shown in Figure 8 below, the red outline area forms part of the upgrade zone in Macedon Square precinct.

We understand a range of key improvements are proposed within the upgrade zone of the Macedon Square precinct which result in changes to parking conditions within the neighbourhood. The developed concept plan would result in some key changes within the precinct. The changes are summarised below in Table 1.

**Figure 8: Upgrade Zone – Macedon Square and Plaza Precinct**



**Table 1: Existing and Upgrade Zone Conditions – Macedon Square Precinct**

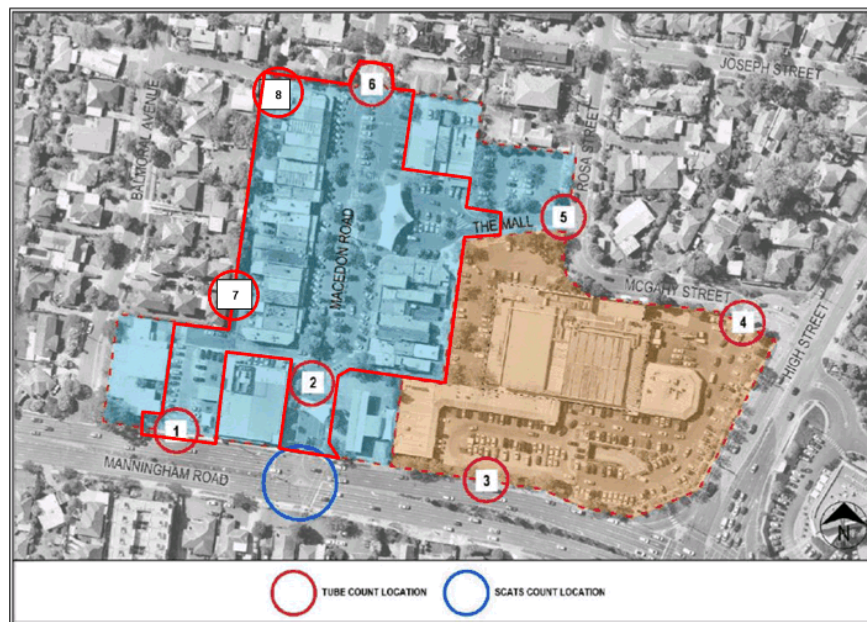
Description	No of Spaces
<b>Existing</b>	
Visitors	132
Informal Spaces (within the laneway)	18
Loading Zone	1
<b>Proposed – Upgrade Zone</b>	
Visitors	117
Informal Spaces (within the laneway)	10
Loading Zone	2

**4.3 Traffic Volumes**

Traffic surveys were undertaken at numerous locations within and surrounding the Macedon Square and Plaza precinct from Wednesday, 22 February 2021 to 1 March 2021. These surveys are consistent with the tube count surveys undertaken previously in 2016 as part of the previous traffic study. In addition to the six survey locations, two additional traffic count surveys were undertaken in the rear laneway, immediately north of Aldi supermarket.

The traffic count locations across the precinct are shown in Figure 9 below.

**Figure 9: Traffic Survey Locations – Macedon Square and Plaza Precinct**



The traffic survey results are summarised in Table 2 below and are also attached in Appendix B of this report for further details.

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**Table 2: Traffic Survey Results 2021 – Macedon Square and Macedon Plaza**

Location	Average Volumes AM Peak			Average Volumes PM Peak			Average Daily Volumes			85 <sup>th</sup> Percentile Speed (Km/h)	
	In	Out	Total	In	Out	Total	In	Out	Total	In	Out
1	14	14	28	18	11	29	171	107	278	16.1	11
2	161	169	330	165	184	349	1926	2126	4052	53.3	40.4
3	14	22	36	23	24	47	233	259	492	11.4	13.5
4	165	159	324	172	211	383	2273	2366	4639	17.8	20.6
5	111	81	192	104	102	206	1290	1009	2299	19.8	21.8
6	96	40	136	57	82	139	777	801	1578	28.2	28.8
7	1	1	2	4	2	6	22	22	44	10.9	17.6
8	2	4	6	2	7	9	22	42	64	17.8	19.6
<b>Overall Site</b>	<b>564</b>	<b>490</b>	<b>1054</b>	<b>545</b>	<b>623</b>	<b>1168</b>	<b>6714</b>	<b>6732</b>	<b>13446</b>	<b>53</b>	<b>40</b>

The following is a summary of the key findings of the traffic results related to the recent traffic surveys.

- Red figures indicate significant changes from 2016.
- The study area generated a total of 13,446 vehicle movements per day with even distribution between the inbound and outbound movements although some uneven distribution occurred at some locations.
- The average traffic volumes during the AM and PM peak periods were similar with even traffic distribution between inbound and outbound movements.
- Locations Nos. 2, 4 and 5 experienced higher traffic volumes when compared to the other locations. This is appropriate given they function as the primary access points into the site.
- Of these six main locations, the Aldi's main access experienced the lowest average daily traffic volumes.
- The 85<sup>th</sup> percentile speeds of vehicles at these locations ranged between 10kph to 53kph with highest speeds occurring along the south side of Macedon Road.
- The 85<sup>th</sup> percentile speed for the northbound approach of Macedon Road (near Manningham Road) is recorded at slightly above the regulatory speed limit for a local road of this configuration, noting also that the southbound approach recording an 85<sup>th</sup> percentile speed on 40kph. The vehicle speeds at this location are high and further monitoring of vehicle speeds at this location is required and appropriate traffic calming measures may be required.

#### 4.4 Rear Laneway One-Way Feasibility

As shown in Figure 11 above, traffic count surveys were undertaken at locations 7 and 8 to gain an understanding of the level of traffic volumes in the rear laneway and determine the feasibility of one-way arrangement for traffic from Aldi's rear access to Balmoral Avenue.

The survey results are presented in Table 3.



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**Table 3: Traffic Survey Results 2021 – Rear Laneway**

Location	Average Volumes AM Peak			Average Volumes PM Peak			Average Daily Volumes			85 <sup>th</sup> Percentile Speed (Km/h)	
	In	Out	Total	In	Out	Total	In	Out	Total	In	Out
7	1	1	2	4	2	6	22	22	44	10.9	17.6
8	2	4	6	2	7	9	22	42	64	17.8	19.6

The results show that combined average traffic volumes in the laneway for Location No.7 were 2 and 6 during the AM and PM peaks respectively with an average daily volume of 44 vehicles per day. The average traffic volumes for Location No. 8 were 6 and 9 during the AM and PM peaks respectively with an average daily volume of 64 vehicles per day. The combined peak hour volumes and daily volumes in the laneway are very low when compared a threshold volume of 300 vehicles per day which apply to a laneway of this configuration. Given the level of traffic and sufficient passing opportunities in the laneway, the probability of vehicle conflicts in the laneway is also considered to be very low. As a result, one-way arrangement in the laneway is not warranted at this stage.

A review of the parking conditions was also undertaken in the rear laneway to ascertain parking and loading opportunities. Based on Beveridge Williams' traffic assessment, a total of 20 informal parking spaces were nominated as parking spaces within the rear laneway. These spaces were also utilised in the parking supply and the associated assessment.

#### 4.5 Crash Statistics

A review of the crash history for Macedon Road and the immediate surrounding streets was undertaken using VicRoads Crash Stats accident database. The CrashStats database includes all reported casualty crashes since 1987.

A review of the crashes indicates a total of 9 crashes of which 3 serious injury and 6 minor/other injury crashes were reported in the last five-year period. Whilst it does not suggest any major trend occurring amongst these crashes, however, there were 2 crashes involving pedestrians within the car parks in Macedon Road. Of these crashes, one was a serious injury crash which occurred within vicinity of footpath and car park areas in Macedon Road.

#### 4.6 Site Observations

Site observations were undertaken at various locations to determine any traffic and transport issues at the site. The key findings are detailed as below.

##### 4.6.1 Traffic Demands and Vehicle Congestion

The site observations conducted during the nominated periods identified key hot spot areas which experienced high traffic demands and vehicle congestion within the study area. These hot spot areas are shown in Figure 10 below.

**Figure 10: Macedon Square and Plaza Key Traffic Hot Spot Areas**



These locations are arranged in priority with a numbering order based on traffic demands and vehicle congestion with “1” being the most critical location in terms of traffic demands and vehicle congestion during the peak activity periods.

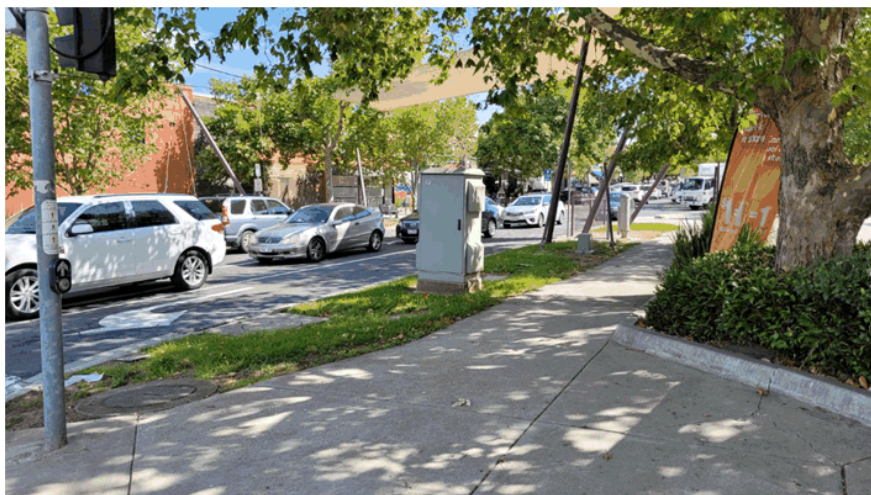
The findings for each subject intersection are presented below.

**4.6.2 Manningham Road / Macedon Road Intersection**

- The site observations showed that the left turn (west approach) and right turn movements (east approach) from Manningham Road into Macedon Road experienced moderate queues and delays for short periods particularly due to vehicle congestion and to some extent due to pedestrians crossing randomly at Macedon Road/Aldi rear access.
- The north approach of Macedon Road experienced significant traffic queuing for short periods and the queue lengths extended close to the angle parking near Salted Caramel (café).
- The subject intersection operated with minimal queues and delays at other periods of the site observations.

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**Figure 11: Looking west from Manningham Road/Macedon Road intersection****Figure 12: Looking north-west from Manningham Road/Macedon Road intersection**

#### 4.6.3 Macedon Road / Aldi Rear Access Intersection

- The subject intersection has been identified as the most complex and complicated junction due to significant traffic demands, vehicle conflicts and pedestrians crossing at this location as shown in Figure 13.
- The pedestrian demands at this location were observed to be moderate due to attractive pedestrian desire lines between Macedon Square and Macedon Plaza. The recent site observations were also found to be consistent with the previous site observations.
- Significant vehicle conflicts occurred between U turns, through traffic, right turns from Macedon Road into Aldi access, and pedestrians at this location.

**Figure 13: Looking north from Manningham Road/Macedon Road intersection**



#### 4.6.4 High Street / McGahy Street / Macedon Plaza Intersection

- The traffic queuing for the right turn movements from McGahy Street into High Street and from High Street into McGahy Street were observed to be moderate. This was mainly due to high traffic flows in High Street as shown in Figure 14.
- On some occasions, vehicles turning left from High Street into McGahy Street were observed to be not utilising the right turn storage in McGahy Street to head towards Rosa Street/The Mall intersection. This is potentially due to faded line markings and the sightlines of the right turn storage in McGahy Street.

**Figure 14: Looking east from McGahy Street toward High Street**



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#### 4.6.5 Macedon Road / The Mall intersection

- The subject intersection experienced significant demand for right turn movements into The Mall and U turn movements into Macedon Road at this location.
- Vehicle conflicts occurred frequently due to lack of parking and parking congestion due to drivers waiting for a parking space to become available close to the shops.

**Figure 15: Looking south from Macedon Road towards Manningham Road**



#### 4.6.6 Rosa Street / The Mall / McGahy Street intersection

The site observations conducted showed that the subject intersection operated satisfactorily with minimal queues and delays on all approaches during the peak activity periods.

#### 4.6.7 Other Intersections

In addition to the intersections discussed above, no major traffic operational issues and delays were identified at Manningham Road / Aldi main access, Aldi basement ramp access, and Manningham Road / Macedon Plaza Basement Ramp Access intersections.

#### 4.7 Pedestrians

The site inspections conducted identified several issues associated with pedestrian activity within Macedon Square and across Macedon Square and Macedon Plaza. These findings are summarised below.

- Pedestrians were observed crossing randomly at Macedon Road/Aldi rear access junction as shown in Figure 16 below.
- Pedestrians were observed crossing randomly across various locations in Macedon Road between Aldi rear access and The Mall.

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- The pedestrian demand between Macedon Square and Macedon Plaza via the existing pedestrian path was observed to be high due to multiple trips within the shopping precinct.
- A few pedestrians were observed crossing across The Mall, near the vehicle accesses which provide access to off-street carparks located to the north and south of The Mall.

**Figure 16: Looking south from Macedon Road towards Manningham Road**



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## 5.0 TRAFFIC AND PARKING RESULTS COMPARISON

## 5.1 Traffic Volumes

As outlined in Section 4.0 above, the previous traffic surveys were undertaken by Beveridge Williams in 2016 as part of the previous study. The purpose of the recent traffic surveys is to identify any changes in traffic conditions within the study area.

The traffic results for 2016 and 2021 are reproduced in Tables 4 and 5 below.

Table 4: Traffic Survey Results 2016 – Macedon Square and Macedon Plaza

SURVEY LOCATIONS	AVERAGE VOLUMES AM PEAK			AVERAGE VOLUMES PM PEAK			AVERAGE DAILY VOLUMES			85 <sup>TH</sup> PERCENTILE SPEED (KM/H)		PEAK SPEED (KM/H)	
	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	In	Out
1	14	15	29	14	14	28	144	134	278	10	10.2	15.7	15.7
2	242	220	462	250	236	486	2952	2692	5644	24.5	18.7	40.0	40.0
3	37	45	82	41	40	81	434	406	840	9.5	9.4	25.2	25.2
4	197	225	422	239	299	538	2864	3359	6223	17.6	20.4	39.8	39.8
5	152	154	306	149	139	288	1717	1674	3391	19.5	20.7	37	37.9
6	78	57	135	70	76	146	873	854	1727	32.4	34.2	40.0	40.0
Overall Site	720	716	1436	763	804	1567	8984	9119	18103	21.0	20.5	40.0	40.0

Table 5: Traffic Survey Results 2021 – Macedon Square and Macedon Plaza

Location	Average Volumes AM Peak			Average Volumes PM Peak			Average Daily Volumes			85 <sup>th</sup> Percentile Speed (Km/h)	
	In	Out	Total	In	Out	Total	In	Out	Total	In	Out
1	14	14	28	18	11	29	171	107	278	16.1	11
2	161	169	330	165	184	349	1926	2126	4052	53.3	40.4
3	14	22	36	23	24	47	233	259	492	11.4	13.5
4	165	159	324	172	211	383	2273	2366	4639	17.8	20.6
5	111	81	192	104	102	206	1290	1009	2299	19.8	21.8
6	96	40	136	57	82	139	777	801	1578	28.2	28.8
7	1	1	2	2	6	8	22	22	44	10.9	17.6
8	2	4	6	2	7	9	22	42	64	17.8	19.6
Overall Site	564	490	1054	545	623	1168	6714	6732	13446	53	40

A comparison was undertaken of the traffic results for the six designated survey locations for Years 2016 and 2021 to determine any changes in traffic patterns and traffic operational issues at these locations. The results in 'Red' in Table 5 (Table 2 reproduced) represent the critical traffic figures where significant changes have occurred. The associated findings are summarised below.

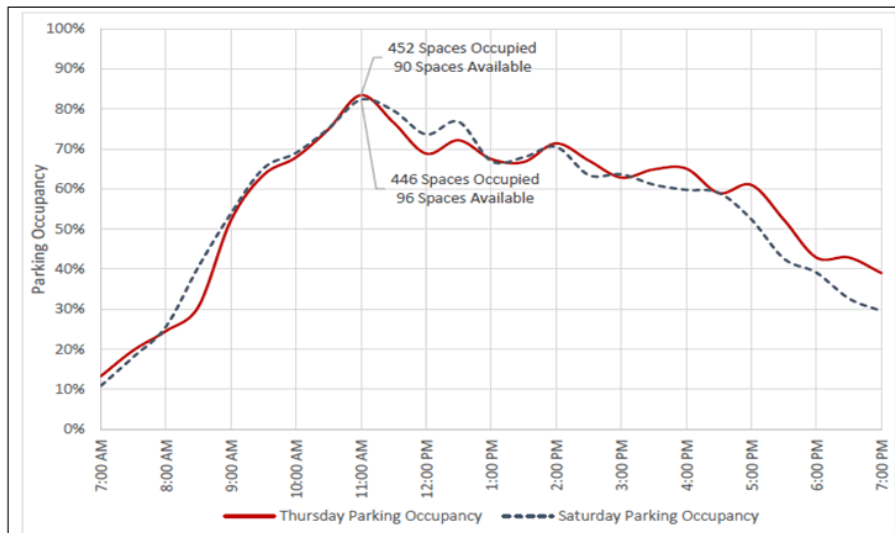
- Locations 2, 3, 4, and 5 have experienced a drop in average peak hour volumes and daily volumes which in general is attributed to shift in travel patterns with other modes of transport which may be attributable to the recent COVID-19 conditions.
- The results above suggest that average peak hour and daily volumes reduced by approximately 25% from 2016 and some locations experienced a drop of approximately 30%.
- The vehicle speeds at these locations were similar except for higher speeds for the northbound approach of Macedon Road at Location 2.

**5.2 Parking**

As outlined in Section 4.14.0 above, the previous parking surveys were undertaken by Beveridge Williams in 2016 as part of the previous traffic study. The purpose of the recent surveys is to identify any changes in parking conditions within the study area.

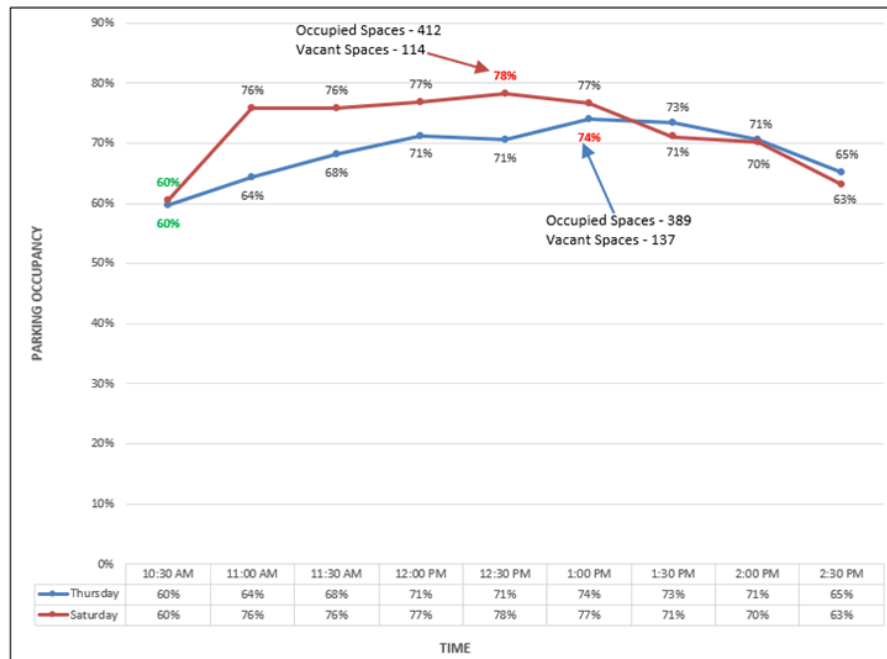
The parking survey results for 2016 and 2021 are reproduced in Figures 17 and 18 below.

**Figure 17: Parking Occupancy Survey 2016 – Macedon Square and Macedon Plaza Combined**





**Figure 18: Parking Occupancy 2021 – Macedon Square and Macedon Plaza Combined**



**5.2.1 Macedon Square and Plaza Precinct**

A comparison was undertaken of the parking results for the six designated survey locations for Years 2016 and 2021 to determine any changes in parking patterns at these locations. The associated findings are summarised below.

- The previous surveys conducted on Thursday and Saturday 2016 show that the peak parking occupancy occurred at 11am with peak parking demand of 83% and 82% respectively with a total of 90 and 96 available vacant spaces in the entire precinct.
- The recent surveys conducted on Thursday and Saturday 2021 show that the peak parking occupancy occurred at 1pm and 12:30pm with peak parking demands of 74% and 78% for the whole precinct with a total of 137 and 114 available vacant spaces in the entire precinct.

Based on these results, it is evident that the parking demands in the entire precinct have decreased, and therefore available vacant spaces have increased when compared to the previous surveys undertaken in 2016.

**5.2.2 Macedon Square**

As outlined in Section 4.1 of the report, a similar comparison was undertaken for the Macedon Square area to determine the level of parking demand and vacant spaces in this area.

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- The results from the survey show that peak parking occupancies for Thursday (at 1pm) and Saturday (at 11am) are 78% and 83% respectively (See Figures 6 and 7).
- The peak parking demands were higher on a Saturday than on a Thursday and these are consistent with the peak parking demands occurred for the entire precinct.
- The minimum available vacant spaces on Thursday and Saturday were found to be 49 and 37 during these periods.

Based on the above figures, the parking demands in Macedon Square between 2016 and 2021 have decreased from 83% to 78% on a Thursday and from 89% to 83% on a Saturday. The available vacant spaces during these periods increased by 10 to 12 spaces.

In our opinion the approximate 5% decrease in parking demands and consequent increase in available vacant spaces may be attributed to a shift in travel patterns with other modes of transport associated with the recent COVID-19 conditions.

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## 6.0 KEY TRAFFIC AND TRANSPORT ISSUES

Based on the above findings and analysis, several traffic and transport issues were identified and are listed briefly below.

- The parking demands in Macedon Road along the shop's frontage (including the middle car park) were higher than other parking areas and these areas peaked at approximately 90% between 11:00am and 1:30pm on Thursday with similar parking patterns on Saturday as well during these periods.
- Parking areas in other parts of Macedon Square also experienced moderate to high parking demands between 11:00am and 1:30pm. However, there were ample parking spaces in Aldi basement car park.
- The intersections of Manningham Road/Macedon Road and Macedon Road/Aldi were found to be the most complex locations which experienced significant traffic demands, vehicle conflicts, queuing and delays due to upstream conflicts and blockage.
- The left-turn and right-turn vehicle movements on Manningham Road at Manningham Road/Macedon Road intersection were impacted by traffic and parking congestion immediately north of this location during some periods.
- Vehicles turning right from the north approach of Macedon Road into Aldi rear access were observed to be impacting through movements in Macedon Road.
- Significant vehicle conflicts occurred between U turns, through traffic and right turns from Macedon Road into Aldi rear access junction.
- Vehicle and parking congestion occurred frequently due to a lack of convenient parking and congestion due to drivers waiting and possibly circulating for a preferred parking space to become available closer and more convenient to the shops.
- Some vehicles turning left from High Street into McGahy Street were observed as not utilising the right turn storage in McGahy Street to head towards Rosa Street/The Mall intersection. This is potentially due to faded line markings and the sightlines of the right turn storage in McGahy Street.
- Pedestrians were observed crossing randomly across the road at various locations on Macedon Road between Aldi rear access and The Mall with the vast majority of them using the natural pedestrian desired lines located immediately north of Macedon Road/Aldi rear access junction.
- As highlighted in Section 4.4 of this report, there were two crashes involving pedestrians and vehicles within the vicinity of the car park areas. To reduce the risk of future crashes involving these vulnerable road users', consideration should be given to:
  - the provision of adequate clearance between the car parking spaces and the storage/seating arrangement in front of the shops in Macedon Road. Sufficient clearance would minimise the likelihood of vehicles colliding with pedestrians who do not use the dedicated crossing facilities; and/or
  - the provision of additional dedicated pedestrian crossing facilities to deter jaywalking.

## 7.0 CONCEPT DESIGN PLAN REVIEW

The recently developed concept design plan for Macedon Square precinct has been reviewed with a view to improve traffic and parking conditions and minimise impact in Macedon Square precinct. The current assessment considers recently conducted traffic and parking surveys and site observations in the study area. The key findings are outlined on the concept plan and attached in Appendix D for reference.

### Analysis and Findings

- The proposed parking dimensions of the parking spaces comply with AS2890.1: 2004.
- The revised parking arrangements in Areas D1, D2, and D3 result in similar parking capacity when compared to the parking capacity under the current conditions. Based on the recent parking assessment, we are satisfied with the current parking capacity in Macedon Square precinct accordingly.
- No accessible parking is provided on the east side of Macedon Road located between the proposed pedestrian crossing and the central pedestrian crossing.
- The length of the proposed 90-degree parking spaces in The Mall on the south side is inconsistent with the proposed spaces on the north side and hence requires further investigation.
- The proposed angle parking spaces in the central parking area could potentially overhang into either side due to insufficient space between them.
- The available width of the rear laneway with parallel parking on the west side is 4.1m. This aisle width is inadequate for B99 type design vehicles to ingress and egress out of the garages/carports. The minimum required aisle width for a 2.8m wide space is 5.8m. Most of the existing accessways range from 2.8m to 6.0m.
- The current Aldi basement ramp width is satisfactory. No major operational issues were identified with vehicle movements at the ramp entrance during the site observations.
- The proposed improvements at Aldi's main entrance does not cover the full extent of the damaged nature strip. Also, at this location the height restriction gantry and posts are missing.
- The proposed pedestrian crossing located immediately north of Aldi's rear access is appropriate and is consistent with previous recommendations, pedestrian desired lines, and recent site observations.
- The intersection of Macedon Road and Aldi's rear access was observed to be the most complex intersection with vehicle conflicts and congestion and requires further investigation.
- There is some pedestrian demand across The Mall located immediately north of the rear access of Macedon Plaza car park. The road section prior to the pedestrian crossing has a moderate grade and requires traffic calming to protect pedestrians.
- There are no priority treatments for the median breaks on the northern and southern sides of Macedon Road.

## 8.0 KEY RECOMMENDATIONS AND CONCLUSIONS

- Based on the most recent parking assessment, we are satisfied with the current parking capacity in Macedon Square precinct given there are more vacant spaces available in the precinct and surrounds.
- An aisle width of 5.3m is sufficient and complies with the minimum aisle width of 5.1m required as per the above standard. However, any increase in aisle width beyond 5.3m could potentially encourage two-way vehicle movements within Macedon Road. Therefore, consideration should be given not to increase the proposed width of 5.3m.
- Consideration should be given for the provision of one accessible parking space on the east side of Macedon Road located between the proposed pedestrian crossing and the central pedestrian crossing.
- The length of the proposed 90-degree parking spaces in The Mall on the south side should be reduced from 5.3m to 4.9m to cater for additional footpath space.
- To create additional parking opportunities and to alleviate parking congestion issues near the shops in Macedon Road, we recommend that current '2P' parking restrictions in the central parking area (on the north side) are changed to '1P' parking restrictions.
- A landscape barrier or wheel stops should be provided to manage vehicles overhanging into each other's spaces in the proposed central parking area. We note from our previous discussion that other options are being considered by Council to manage this issue.
- Having due regard to the current conditions in the rear laneway, it may be practical to explore two locations where loading/parking areas (as shown in Figure 19 below) could be provided subject to further investigation and consideration by Council. Given the constrained aisle width in the laneway, the potential loading bay locations were selected only at locations where there are no accessways/garages with a view to minimise impact on vehicle manoeuvring in and out of these accessways.
- Consideration should be given for the provision of two loading zones on the west side of Macedon Road by way of mixed timed parking restrictions (e.g., Loading Zone 6am to 9am and '1P' at all other times). These spaces can be provided at locations Nos. 10 and 11 as annotated on the concept plan.
- The current basement ramp width of Aldi is satisfactory and maintains low speed environment for vehicles entering and exiting the basement ramp.
- The main entrance of Aldi should be widened to include the full extent of the damaged nature strip with a painted central island to accommodate satisfactory vehicle movements to/from Manningham Road.
- It is recommended that pedestrian crossing signage at the proposed crossings in Macedon Road and The Mall be installed. The proposal for a new pedestrian crossing should be referred to VicRoads and to obtain necessary approvals.
- The intersection of Macedon Road and Aldi's rear access was observed to be the most complex intersection with vehicle conflicts and congestion and needs improvement. To minimise traffic operational and safety issues at this location and the immediate surrounds, we recommend that right turn movements from Macedon Road into Aldi access are banned and a 'No Right Turn' sign on the northern approach of Macedon Road be installed.
- We recommend that a low-profile speed hump be installed prior to the pedestrian crossing in The Mall to encourage low vehicle speeds at this location.

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- Install Give Way priority line markings in the median breaks located at either ends of Macedon Road including right turn line markings on the south side of Macedon Road.
- The proposed seating on the east side of Macedon Road (near Post Shop) could be relocated to the north side to accommodate 2.1m (wide) by 6m (long) loading zone at this location.
- Extend kerb outstands near the pedestrian crossings and the turning areas where there is no space for vehicles to park in the parking spaces.
- Install more bollard(s) like the existing, on the south side of the rear laneway located immediately north of the laneway and the pedestrian path junction of Macedon Plaza. This proposal's aim is to deter vehicle access onto the existing shared/pedestrian path.
- Given the low level of traffic and adequate passing opportunities in the laneway, a one-way arrangement in the laneway is not warranted at this stage.
- Renew line markings at High Street and McGahy Street and install KEEP CLEAR line markings as per previous recommendation.
- The 85<sup>th</sup> percentile speed for the northbound approach of Macedon Road (near Manningham Road) is recorded at slightly above the regulatory speed limit for a local road of this configuration, noting also that the southbound approach recorded an 85<sup>th</sup> percentile speed on 40kph. The vehicle speeds at this location are high and further monitoring of vehicle speeds at this location is required and appropriate traffic calming measures should be considered if warranted.
- The site observations showed that the left turn (west approach) and right turn movements (east approach) from Manningham Road into Macedon Road experienced moderate queues and delays for short periods particularly due to vehicle congestion and to some extent due to pedestrians crossing randomly at Macedon Road/Aldi rear access.
- Installation of a new pedestrian crossing across Macedon Road (along the desired lines) could potentially create additional delays and queues for the left turn and right turn traffic movements from Manningham Road at Manningham Road/Macedon Road intersection. Subsequent traffic monitoring of these turning movements is required to ensure there is no impact on this intersection.

Figure 19: Potential Loading/Parking Zones – Macedon Square Concept Design



HDS RECOMMENDATIONS AND CONCLUSIONS_Option B Concept	Response	Council Officer feedback to key recommendations
Based on the most recent parking assessment, we are satisfied with the current parking capacity in Macedon Square precinct given there are more vacant spaces available in the precinct and surrounds.	Yes, with changes.	Council has since increased the amount of spaces from 127 (or 117 without including western laneway car spaces) to 131 spaces in the amended design. This means there will be no net loss to car carparking.
An aisle width of 5.3m is sufficient and complies with the minimum aisle width of 5.1m required as per the above standard. However, any increase in aisle width beyond 5.3m could potentially encourage two-way vehicle movements within Macedon Road. Therefore, consideration should be given not to increase the proposed width of 5.3m.	No	At times the circulatory road can experience congestion as a result of vehicles stopping in the aisle and waiting for a parking space to become available. As such an increased aisle width of 5.6m is proposed to allow sufficient width for circulating vehicles to pass a stationary vehicle stopped in the aisle. This is still a significant reduction from the current road width and so will still contribute to reducing traffic speed through the area. Pavement markings will be used to communicate the intended direction of travel to drivers, similar to the current situation. Further the angle of the parking spaces will deter drivers from travelling the wrong way, as they will not be able to access the parking spaces whilst travelling in that direction.
Consideration should be given for the provision of one accessible parking space on the east side of Macedon Road located between the proposed pedestrian crossing and the central pedestrian crossing.	No	Council has reconfigured the location of its accessible car bays for the following reasons: Two parallel accessible bays closer to the chemist and fruit shops, as this was noted as a key location in the consultation findings. And a further two accessible bays adjacent the existing outdoor toilet (outside former commonwealth bank) for better access.
The length of the proposed 90-degree parking spaces in The Mall on the south side should be reduced from 5.3m to 4.9m to cater for additional footpath space.	Yes	This was incorporated, and was also replicated for the parking spaces on the north side of the mall facing the shops for more footpath space.
To create additional parking opportunities and to alleviate parking congestion issues near the shops in Macedon Road, we recommend that current '2P' parking restrictions in the central parking area (on the north side) are changed to '1P' parking restrictions.	No	Changes to the parking restrictions are not currently supported as a first measure. Several traders have raised concerns about vehicles exceeding the signed time limits, which is reducing the available parking for customers. Reducing the time limits is not likely to improve availability of parking whilst drivers are ignoring signed restrictions. As a first response, Council's Local Laws team will be requested to increase enforcement of the existing restrictions to encourage appropriate turnover. It is also considered there is sufficient supply of 1P parking directly abutting the shop fronts, and that retaining some 2P parking spaces is desirable to cater for some longer visits. Notwithstanding, the parking restrictions can be reviewed as part of the detailed design stage, and in consultation with the traders.
A landscape barrier or wheel stops should be provided to manage vehicles overhanging into spaces in the proposed central parking area. We note from our previous discussion that other options are being considered by Council to manage this issue.	No	The amended design has parking lengths within the northern section of the centre at 5.2m long, and also incorporated a single row of parking spaces in the southern section of the centre at 5.1m in length. The double row of cars in the northern section of the centre will be able to park safely within the confines of the bay, with no overhang required, however a 600mm asphalt hump will act as a delineation point and also help deter vehicles cutting east-west to obtain a car space. In the southern section of the central parking area the single row of cars will incorporate a 600mm concrete curb, designed to absorb the overhang, and also deter cars cutting east-west to obtain a car space.
Having due regard to the current conditions in the rear laneway, it may be practical to explore two locations where loading/parking areas (as shown in Figure 19 below) could be provided subject to further investigation and consideration by Council. Given the constrained aisle width in the laneway, the potential loading bay locations were selected only at locations where there are no accessways/garages with a view to minimise impact on vehicle manoeuvring in and out of these accessways.	Yes with changes	Having conducted loading bay consultation surveys with traders, the following amendments to the loading design were reached. Loading will still occur in the southern end of the western 'rear laneway' however it will be increased in size to accommodate the existing loading area extents which have been observed to occur from the rear of 3 to 13 Macedon Road. A northern loading bay is still being considered. Furthermore, two smaller loading bays will be provided along Macedon Road. One outside 37 Macedon Road, and one adjacent the open space area. The loading bays will be able to accommodate B99 size vehicles (which includes short wheelbase vans - generally 1t and potentially some 2t) and small rigid vehicles (SRV 6.4m - noted in the standards as up to 4t trucks). However with the current planned dimensions the SRV will overhang into the roadway for the bay outside 37 Macedon Road by approximately 1m. Council do not believe this will be an issue as the loading bay is the last space in the row. As there are no parking spaces to the north of this space an overhanging truck will not block visibility for parked vehicles reversing onto the roadway. For the loading bay proposed adjacent the open space, Council will be indenting the loading bay further east into the footpath to prevent the SRV overhanging onto the roadway.
Consideration should be given for the provision of two loading zones on the west side of Macedon Road by way of mixed timed parking restrictions (e.g., Loading 6am to 9am at 1P at all other times). These spaces can be provided at locations Nos. 10 and 11 as annotated on the concept plan.	Yes with changes	Council has incorporated a new loading bay at the far north end consistent with location of N.11. The second loading is to be located on the eastern side of Macedon Road to service abutting businesses.
The current basement ramp width of Aldi is satisfactory and maintains low speed environment for vehicles entering and exiting the basement ramp.	Yes with changes	Council has decided to improve the turning circle into the basement carpark by moving the car spaces further east, and reducing the radius of the curb outstand for entering and exiting vehicles. This will encourage more people to use the facility and feel safe doing so.
The main entrance of Aldi should be widened to include the full extent of the damaged nature strip with a painted central island to accommodate satisfactory vehicle movements to/from Manningham Road.	Yes	Council will incorporate this.



<p>It is recommended that pedestrian crossing signage at the proposed crossings in Macedon Road and The Mall be installed. The proposal for a new pedestrian crossing should be referred to VicRoads and to obtain necessary approvals.</p>	<p>Yes</p>	<p>Council will incorporate this in detail design.</p>
<p>The intersection of Macedon Road and Aldi's rear access was observed to be the most complex intersection with vehicle conflicts and congestion and needs improvement. To minimise traffic operational and safety issues at this location and the immediate surrounds, we recommend that right turn movements from Macedon Road into Aldi access are banned and a 'No Right Turn' sign on the Northern approach of Macedon Road be installed.</p>	<p>No</p>	<p>Council's view is that the right turn from Macedon Road into the rear access to ALDI is a key movement that needs to be maintained to facilitate access for vehicles that have travelled from either the north or east entrances. Although removing the right turn may improve traffic flow, this may also encourage illegal u-turns to the south of the proposed pedestrian crossing, as drivers will seek to avoid having to turn onto Manningham Road in order to access the carpark to the rear of ALDI. It is noted the road width is sufficient to allow vehicles to pass a stationary vehicle waiting to turn right (***TBC***), and there will be sufficient opportunities for traffic to turn right, as the traffic signals at Manningham Road will create gaps.</p>
<p>We recommend that a low-profile speed hump be installed prior to the pedestrian crossing in The Mall to encourage low vehicle speeds at this location.</p>	<p>Yes with changes</p>	<p>Instead of a speed hump, Council has decided to upgrade the proposed ped crossing to a wombat crossing, which will force vehicles to slow on approach.</p>
<p>Install Give Way priority line markings in the median breaks located at either ends of Macedon Road including right turn line markings on the south side of Macedon Road.</p>	<p>Yes</p>	<p>Council will incorporate this in detail design.</p>
<p>The proposed seating on the east side of Macedon Road (near Post Shop) could be relocated to the north side to accommodate 2.1m (wide) by 6m (long) loading zone at this location.</p>	<p>No</p>	<p>Not relevant anymore with amended design but I think 2.1m wide is not suitable for a parallel loading zone - 2.1m is the minimum width for parallel parking of standard passenger vehicles. Not suitable for larger vehicles</p>
<p>Extend kerb outstands near the pedestrian crossings and the turning areas where there is no space for vehicles to park in the parking spaces.</p>	<p>Yes with changes</p>	<p>Pedestrian crossing widths could possibly be reduced and explored in detail design. Design will need to consider impact to access to adjacent parking spaces.</p>
<p>Install more bollard(s) like the existing, on the south side of the rear laneway located immediately north of the laneway and the pedestrian path junction of Macedon Plaza. This to deter vehicle access onto the existing shared/pedestrian path.</p>	<p>Yes</p>	<p>This will be incorporated.</p>
<p>Given the low level of traffic and adequate passing opportunities in the laneway, a one-way arrangement in the laneway is not warranted at this stage.</p>	<p>Yes</p>	<p>Council agrees, and will maintain the twoway function of the western rear laneway.</p>
<p>Renew line markings at High Street and McGahy Street and install KEEP CLEAR line markings as per previous recommendation.</p>	<p>No</p>	<p>Layout of the intersection intended to be reviewed, with consideration for a roundabout instead. However this is outside the scope of the project.</p>
<p>The 85th percentile speed for the northbound approach of Macedon Road (near Manningham Road) is recorded at slightly above the regulatory speed limit for a local road of this configuration, noting also that the southbound approach recorded an 85th percentile speed on 40kph. The vehicle speeds at this location are high and further monitoring of vehicle speeds at this location is required and appropriate traffic calming measures should be considered if warranted.</p>	<p>Yes</p>	<p>Council believes the proposed changes to the three new wombat crossings along Macedon road, along with their evenly distributed placement at the entrances and middle of the centre will greatly reduce vehicle speeds moving both north bound and south bound.</p>
<p>The site observations showed that the left turn (west approach) and right turn movements (east approach) from Manningham Road into Macedon Road experienced moderate queues and delays for short periods particularly due to vehicle congestion and to some extent due to pedestrians crossing randomly at Macedon Road/Aldi rear access.</p>	<p>Yes</p>	<p>The proposed new pedestrian crossing at the southern end of the centre will provide a dedicated location for pedestrians to cross, discouraging random crossings between Manningham Road and the rear ALDI access. It will be sufficiently distanced from the intersection of Manningham Road to allow several vehicles to queue. Also the first section of angle parking when approaching from Manningham Road is proposed to be converted to two accessible parking spaces This will reduce delays as it will reduce the number of parking manoeuvres occurring in this first section. There will be less congestion as drivers will not be held up waiting for a vehicle reversing out of the parking spaces, as is the case currently.</p>
<p>Installation of a new pedestrian crossing across Macedon Road (along the desired lines) could potentially create additional delays and queues for the left turn and right turn traffic movements from Manningham Road at Manningham Road/Macedon Road intersection. Subsequent traffic monitoring of these turning movements is required to ensure there is no impact on this intersection</p>	<p>No</p>	<p>As noted in the previous recommendation pedestrians are already observed to be creating delays by crossing at will in random locations. By providing a dedicated crossing location this will encourage pedestrians to cross at a single location, rather than randomly. Whilst there may still be some delays they will be contained at a single location and will be distanced from the intersection to provide space for queuing. Also as noted the conversion of the first section of angle parking to parallel accessible spaces will lead to reduced delays due to less parking manoeuvres in this section.</p>



## Manningham City Council

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Macedon Square, Templestowe Lower

Revised Layout Design Review

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Manningham City Council

HDS Australia Pty Ltd

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### APPENDICES

- A. Revised Layout Plan

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## 1.0 INTRODUCTION

Manningham City Council requested HDS Australia to undertake a functional stage design review of the revised road network and parking layout within Macedon Square in Templestowe Lower.

## 1.1 Review Process

The review was carried out by:

**Kyle Yang** – Senior Engineer and Road Safety Auditor, HDS Australia Pty Ltd.

Kyle is a Senior Road Safety Auditor and Traffic Engineer. He has 10 years' experience investigating traffic and road safety matters in Victoria and South Australia.

and

**Brendon Beirne** – Senior Road Safety Auditor, HDS Australia Pty Ltd.

Brendon is Principal Roads and Transport Engineer and Senior Road Safety Auditor at HDS Australia. He has significant experience in road design and project management of road infrastructure and transport projects.

## 1.2 Site Inspection

This is a desktop review only and no site inspection was undertaken.

## 1.3 Documents used in the Audit

- Austroads Guide to Traffic Engineering Practice Series;
- Austroads Guide to Road Design Series (GRD);
- Australian / New Zealand Standard 2890.1:2004; and
- Australian / New Zealand Standard 2890.6:2009.

## 1.4 Documentation Provided

Manningham City Council provided drawing namely 'Revised Master Plan 200821'.

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## 2.0 REVISED LAYOUT PLAN

### 2.1 Location

The area under reviewed is:

- Macedon Road between Manningham Road (south end) and splitter island (No.41-42 property frontage at north end);
- The Mall between Macedon Road (west end) and Rosa Street (east end); and
- Rosa Street / The Mall / Mcgahy Street junction.

### 2.2 Proposed Works

The follow works are proposed in general:

- Relocation and safety improvement works of existing two zebra crossings;
- Provision of additional crossing facilities at north end of Macedon Road and The Mall;
- Re-arrange the current parking layout within the shopping precinct;
- Safety improvement works at Rosa Street / The Mall / Mcgahy Street junction; and
- Other civil and landscaping works.




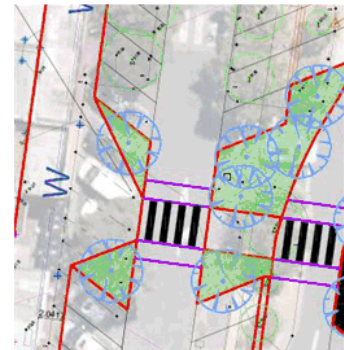
Refer to Appendix A.

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3.0 TABLE OF REVIEW FINDINGS

The following table details the review findings.

Item	Review Findings	Consultant's Recommendations	Council Designer's Responses
1.	<p>The design plans show existing and proposed trees near proposed wombat crossings.</p> <p>The existing trees appear, from Google street view, to be not blocking pedestrian sight distance.</p> 	<p>Ensure the proposed trees not block pedestrian sight distance.</p> <p>Monitor the growth of the trees and trim as required.</p> <p>To enhance the pedestrian safety, consider installing zig zag line marking and flashing solar studs at the wombat crossing ramp (as below). This treatment has been effectively used in several locations in City of Maribyrnong such as Highpoint Shopping Centre.</p> 	<p>Trees will be maintained by Council's Parks team as required to ensure visibility. New trees' species to be chosen to minimise mature tree size as required.</p> <p>Council generally doesn't use zig zag markings at crossings unless there have been concerns received from the community. These will be considered should there be concerns raised post-implementation or if poor compliance is observed.</p> <p>Pedestrian crossing will be designed with appropriate street lighting to ensure visibility at night; however solar studs will be considered post-implementation if poor compliance is observed at night.</p> <p><b><u>HDS Comments – No objections to Council's response.</u></b></p>
2.	<p>The width and length of the angle parking within the precinct meets the required standard as per AS 2890.1-2004.</p>	<p>N/A</p>	
3.	<p>The angle parking bay at right hand side of Macedon Road northbound is very closed to the middle wombat crossing. It does not have sufficient space for vehicles to reverse out of the parking bay which poses a high risk to pedestrians on the walkway.</p> 	<p>Remove the parking bay.</p>	<p>Parking bay to be removed and additional parking space to be created at north-east corner of shopping centre to compensate loss.</p> <p><b><u>HDS Comments – Bay removed as shown below. Issue closed out.</u></b></p> 


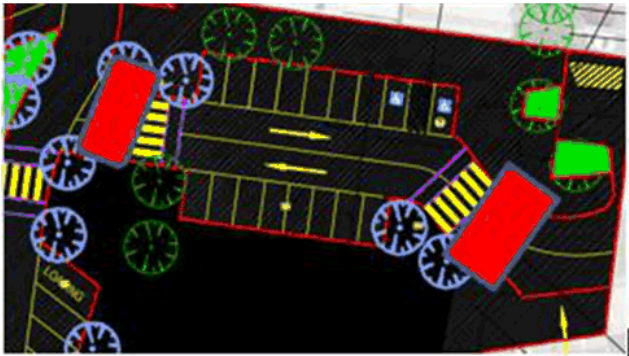

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Item	Review Findings	Consultant's Recommendations	Council Designer's Responses
4.	<p>A 0.6 m wide kerb outstand is proposed at the edge of 60 degree angle parking bays along the middle aisle. The purpose is to prevent vehicles driving through to gain parking bays without having to do a more difficult reverse parking manoeuvre, or to make a shortcut U-turn. The type of the kerb outstand, that is dimensions and material is not specified in the plan.</p>	<p>Ensure barrier kerb is used to effectively prevent vehicles driving through between parking bays.</p>	<p>Barrier kerb will be used south of the central pedestrian crossing, however north of the pedestrian crossing an asphalt hump is proposed to be used, rather than kerb. This is designed to facilitate large truck movements early in the morning for trucks that are not able to use the roadway to perform a U-turn. The risk of a vehicle driving through the parking space is considered very low due to the sharp exit angle that vehicles would be required to turn through.</p> <p><b><u>HDS Comments – No objections with Council's response. Consider using semi-mountable type kerb (refer to Manningham SD A4/S205-207) at north of the pedestrian crossing.</u></b></p>
5.	<p>The proposed tree may limit drivers' sightlines when reversing.</p> 	<p>Ensure the proposed trees don't impact on sight lines.</p>	<p>Noted however tree is an isolated location and not considered to present an unreasonable sight obstruction – similar to other poles etc in shopping centres. Tree species to be chosen to minimise mature trunk diameter.</p> <p><b><u>HDS Comments – Noted, it is recommended that a tree species be chosen so that the mature trunk diameter is not greater than 100mm.</u></b></p>
6.	<p>The loading bay on Macedon Road southbound is very close to the middle wombat crossing. Depending on type of loading truck, some may have insufficient space for longer trucks to reverse out of the parking bay which poses a high risk to pedestrian on the walkway.</p>	<p>Ensure sufficient reversing space is left for loading trucks and other service vehicles.</p>	<p>Not feasible to allow enough reversing space - loading bay to be relocated to north-west corner of shopping centre.</p> <p><b><u>HDS Comments – Bay removed as shown below. Issue closed out.</u></b></p> 
7.	<p>The aisle width at the 90 degree angle bays on The Mall is 6.8 m which is greater than the required 6.6 m. However the reversing vehicle will take up both lanes and cause congestion at the area.</p>	<p>N/A – this is anticipated in most shopping centre environments.</p>	<p>As noted, accepted behaviour for shopping centres.</p>

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Item	Review Findings	Consultant's Recommendations	Council Designer's Responses
8.	<p>Vehicles that may use the red circled 90 degree angle bays near wombat crossings as shown below at The Mall, may inadvertently reverse onto the crossings which poses a high risk to pedestrian on the walkway.</p> 	<p>Consider moving both wombat crossings away from these parking bays.</p> 	<p>For the western crossing point this is an existing situation. By making this section of the road two-way it will allow vehicles to reverse out to the east which will reduce the overall number of manoeuvres onto the crossing.</p> <p>For the eastern crossing, accessible parking spaces to be shifted two spaces to the west to provide additional reversing space. Two additional spaces to be provided in off-street parking area to the east to compensate loss.</p> <p><b><u>HDS Comments</u></b>  <b><u>Parking bays rearranged to accommodate eastern crossing as shown below. Issue closed out.</u></b>  <b><u>Agree with Council's comment in relation to western crossing. Issue to be monitored.</u></b></p> 
9.	<p>AS/NZS 2890.6:2009 Clause 2.2.1 states that a dedicated 90 degree disabled parking should be 2.4m wide by 5.4 m long in Australia. However the two proposed disabled bays and the common shared area are only 4.9 m long.</p>	<p>Ensure the disabled spots comply with the intent of the standard as shown in Figure 2.3 of AS/NZS 2890.6:2009 with consideration for associated loading areas that may use the marked and unmarked shared areas, the placement of bollards and pavement logos. In addition consideration should be given to the longitudinal and transverse pavement slope of the spaces as per Clause 2.3, the placement of accessible and any overhead obstructions like awnings as per Fig A1 and Clause 2.4 and compliant kerb ramps as per AS1428.1 Clause 2.5.</p>	<p>Noted dimension does not meet AS2890 requirements however Planning scheme cl.52.06 states "Disabled car parking spaces may encroach into an accessway width specified in Table 2 by 500mm"</p> <p>Feasibility in achieving required pavement slope to be assessed in further detail as part of detailed design.</p> <p><b><u>HDS Comments – No objections with Council's response.</u></b></p>



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Item	Review Findings	Consultant's Recommendations	Council Designer's Responses
10.	<p>The detail of the proposed roundabout at Rosa Street / The Mall / McGahy Street is unknown and it is understood that the primary purpose of the roundabout is to provide U-turn opportunity for The Mall. However larger vehicles such as delivery trucks may also use it to access to the precinct.</p>	<p>Based on the aerial photo, to avoid service relocations and potential land acquisition, consideration should be given to installing a compact roundabout with raised pavement at the three approaches to reduce roundabout entry speed.</p>	<p>Initial swept paths have been undertaken to assess potential impacts of roundabout, to be investigated further as part of detailed design.</p> <p>Speed at intersection considered not to be a significant concern. Vehicles from west approach will have just exited shopping centre. Vehicles from south approach will have just travelled through a bend. Both of these factors will keep vehicle speed low. Speed from the northern approach can be managed with traffic calming devices if concerns are raised post implementation.</p> <p><b><u>HDS Comments – No objections with Council's response.</u></b></p>

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**4.0 SUMMARY OF FINDINGS**

Several issues have been highlighted during the review which need to be addressed in later stages:

- Lighting conditions at proposed wombat crossings are to be assessed during detailed design stage;
- Type of semi-mountable kerb between parking bays at north of central wombat crossing needs to be determined during detailed design stage; and
- The details for the proposed disabled parking spaces.

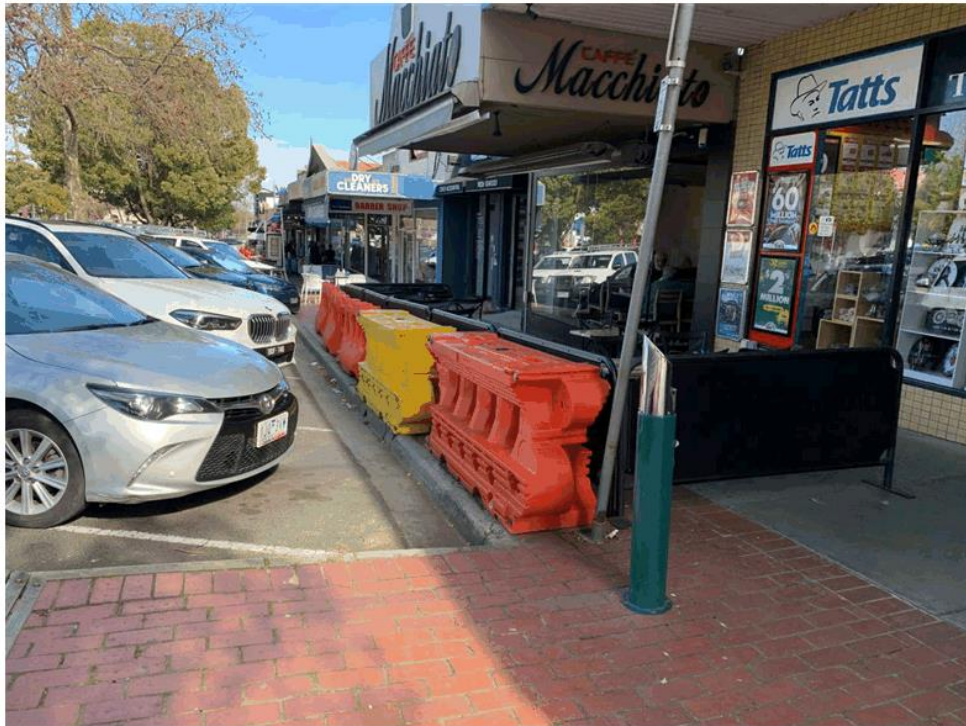
**Appendix A**

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Revised Layout Plan

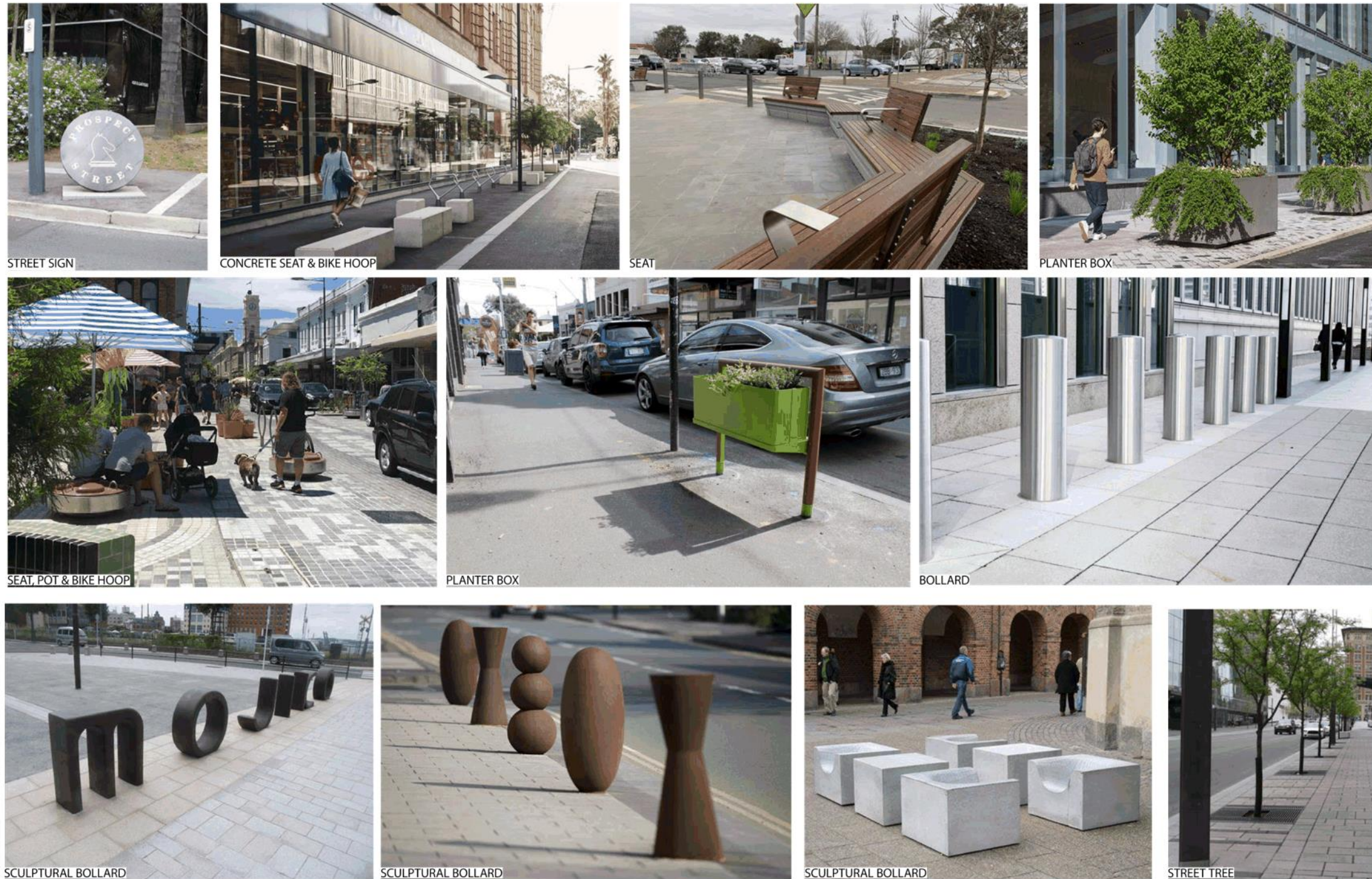






# MACEDON SQUARE CONCEPT DESIGN

Pedestrian Safety Treatment Precedent Image



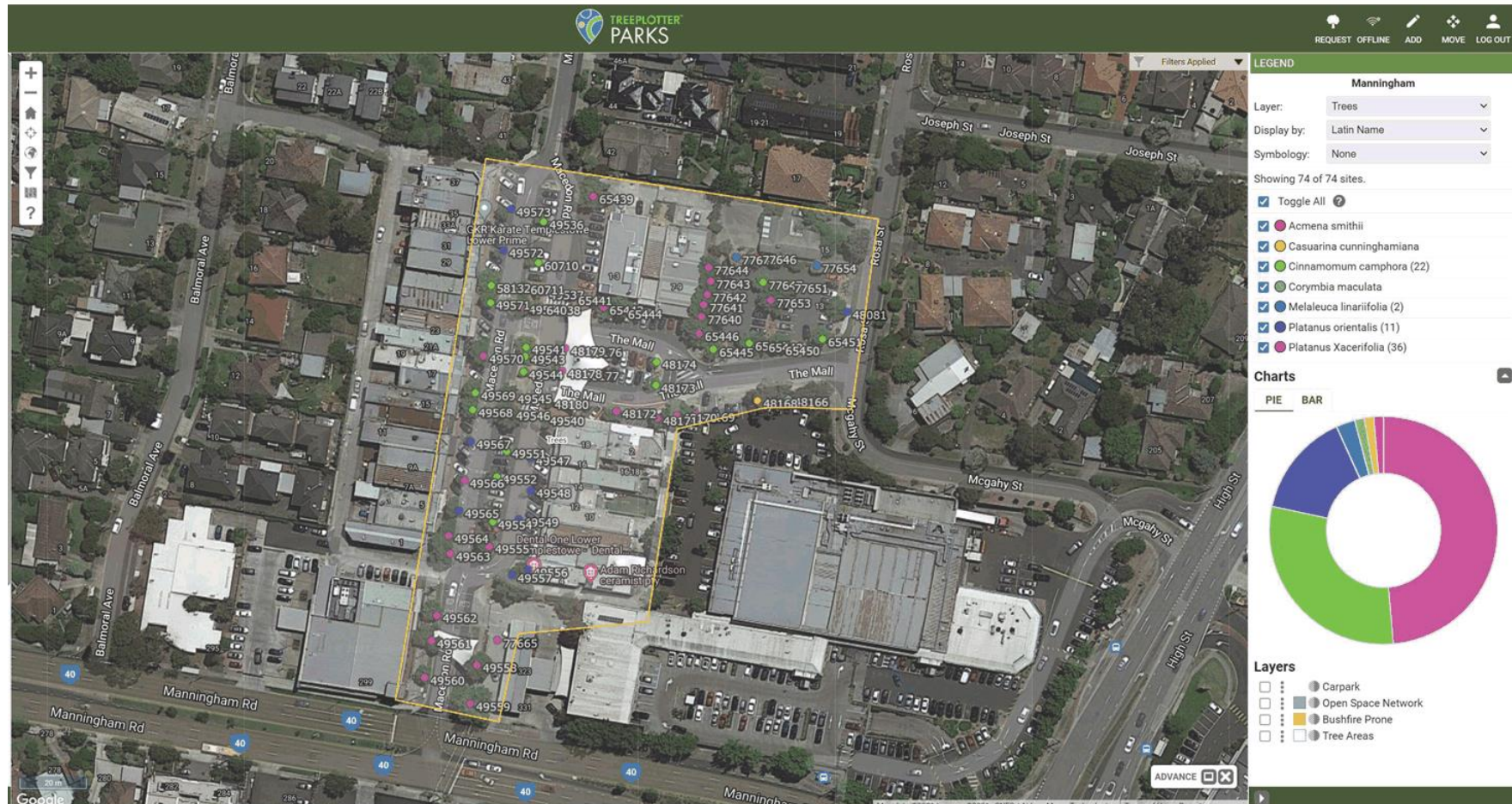
MACEDON SQUARE TREE PLOTTER INFORMATION

Primary ID	Address	Common Name	Latin Name	Health	Structure	Comments
77666	16-18 Macedon Road	London Plane	Platanus Xacerifolia	Fair	Fair	Epicormic shoots,
77654	15 Rosa Street	Snow in Summer	Melaleuca linariifolia	Fair	Poor	
77653	13 Rosa Street		Platanus X acerifolia	Fair	Fair	
77647	13 Rosa Street	Camphor Laurel	Cinnamomum camphora	Fair	Poor	Regrowth from old stump
77646	15 Rosa Street	Lilly Pilly	Acmena smithii	Fair	Fair	Tree roots lifting kerb
77645	9 The Mall	Snow in Summer	Melaleuca linariifolia	Poor	Poor	Tree roots lifting kerb
77644	9 The Mall		Platanus X acerifolia	Fair	Poor	Tree roots lifting kerb
77643	9 The Mall		Platanus X acerifolia	Fair	Fair	
77642	7 The Mall		Platanus X acerifolia	Fair	Fair	
77641	7 The Mall		Platanus X acerifolia	Fair	Fair	
77640	7 The Mall		Platanus X acerifolia	Fair	Fair	
65451	13 Rosa Str	Camphor Laurel	Cinnamomum camphora	Fair	Fair	
65450	13 Rosa Str	Camphor Laurel	Cinnamomum camphora	Fair	Fair	
65448	13 Rosa Str	London Plane	Platanus Xacerifolia	Fair	Fair	
65447	13 Rosa Str	Camphor Laurel	Cinnamomum camphora	Fair	Fair	
65446	7 The Mall	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting kerb
65445	13 Rosa Str	Camphor Laurel	Cinnamomum camphora	Fair	Fair	
65444	1-3 The Mall	London Plane	Platanus Xacerifolia	Poor	Good	Deadwood
65443	1-3 The Mall	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area causing trip hazard
65441	1-3 The Mall	Plane	Platanus orientalis	Fair	Fair	Tree roots lifting paving area causing trip hazard
65439	42 Macedon Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area causing trip hazard
64038	2/25 Macedon Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting footpath causing trip hazard
60711	2/25 Macedon Rd	London Plane	Platanus Xacerifolia	Poor	Fair	Tree roots lifting paving area causing trip hazard
60710	31 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Fair	Fair	Tree roots lifting paving area causing trip hazard
58132	29 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Poor	Poor	Tree roots causing trip hazard
49573	35 Macedon Rd	Plane	Platanus orientalis	Fair	Poor	Damaged limb over northern parking space, damage to road and footpath from tree roots
49572	33 Macedon Rd	Plane	Platanus orientalis	Fair	Fair	Roots lifting car spaces causing trip hazard
49571	2/25 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Fair	Fair	Roots lifting car space causing trip hazard
49570	1/21 Macedon Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting footpath causing trip hazard
49569	17 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Fair	Fair	Tree roots lifting car space causing trip hazard
49568	15 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Fair	Fair	Roots lifting footpath causing trip hazard
49567	13 Macedon Rd	Plane	Platanus orientalis	Fair	Fair	Tree roots lifting footpath causing trip hazard
49566	1/9 Macedon Rd	London Plane	Platanus Xacerifolia	Poor	Fair	Tree roots lifting car space causing trip hazard
49565	5 Macedon Rd	Plane	Platanus orientalis	Poor	Poor	Head failed out of tree, tree roots lifting car space causing trip hazard
49564	3 Macedon Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting car space causing trip hazard
49563	1 Macedon Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting car space and footpath causing trip hazard
49562	299-301 Manningham Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting car space and footpath causing trip hazard
49561	299-301 Manningham Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting footpath causing trip hazard
49560	299-301 Manningham Rd	London Plane	Platanus Xacerifolia	Poor	Poor	Rubbing on shade sail
49559	323 Manningham Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting curb and channel causing trip hazard
49558	323 Manningham Rd	London Plane	Platanus Xacerifolia	Good	Good	
49557	323 Manningham Rd	Plane	Platanus orientalis	Fair	Fair	
49556	1/6 Macedon Rd	Plane	Platanus orientalis	Fair	Fair	Tree roots lifting paving area causing trip hazard
49555	1/6 Macedon Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area causing trip hazard
49554	1/10 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Fair	Fair	
49552	14 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Poor	Poor	Tree roots lifting kerb
49551	16 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Poor	Poor	Tree roots lifting kerb
49549	10 Macedon Rd	Plane	Platanus orientalis	Poor	Poor	Tree roots lifting car space causing trip hazard
49548	12 Macedon Rd	Plane	Platanus orientalis	Poor	Good	
49547	16 Macedon Rd	Plane	Platanus orientalis	Fair	Fair	Tree roots lifting car space causing trip hazard
49546	18 Macedon Rd	London Plane	Platanus Xacerifolia	Poor	Poor	Tree roots lifting car space causing trip hazard
49545	17 Macedon Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area



49544	1/21 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Poor	Poor	
49543	1/21 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Poor	Poor	Central leader has failed
49541	1/21 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Poor	Poor	
49540	18 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Poor	Fair	
49538	2/25 Macedon Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area causing trip hazard
49537	2/25 Macedon Rd	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area causing trip hazard
49536	35 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Fair	Fair	Tree roots lifting paving area causing trip hazard
48180	18 Macedon Rd	Camphor Laurel	Cinnamomum camphora	Poor	Poor	
48179	1-3 The Mall	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area causing trip hazard
48178	1-3 The Mall	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area causing trip hazard
48177	1-3 The Mall	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area causing trip hazard
48176	1-3 The Mall	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting paving area causing trip hazard
48174	5 The Mall	Camphor Laurel	Cinnamomum camphora	Fair	Fair	Tree roots lifting paving area causing trip hazard
48173	2 The Mall	Camphor Laurel	Cinnamomum camphora	Poor	Defective	
48172	2 The Mall	London Plane	Platanus Xacerifolia	Fair	Fair	
48171	2 The Mall	London Plane	Platanus Xacerifolia	Fair	Fair	Tree roots lifting car space causing trip hazard
48170	325 Manningham Rd	London Plane	Platanus Xacerifolia	Fair	Poor	
48169	325 Manningham Rd	London Plane	Platanus Xacerifolia	Fair	Fair	
48168	325 Manningham Rd	River She-oak	Casuarina cunninghamiana	Fair	Poor	Tree roots lifting car space causing trip hazard
48167	325 Manningham Rd	River She-oak	Casuarina cunninghamiana	Fair	Fair	
48166	325 Manningham Rd	Spotted Gum	Corymbia maculata	Poor	Fair	Suckers
48165	325 Manningham Rd	River She-oak	Casuarina cunninghamiana	Fair	Poor	Tree roots lifting car space and footpath causing trip hazard
				Poor	Poor	Poor health, deadwood, thicket of regrowth





## 10.2 Review of Council Advisory Committees

File Number:	IN21/595
Responsible Director:	Director City Planning and Community
Attachments:	<ol style="list-style-type: none"><li>1 Advisory Committee Review - Consultation Process and Outcomes <a href="#">↓</a></li><li>2 Advisory Committee Review - Analysis and Recommendations <a href="#">↓</a></li><li>3 Advisory Committees Review - Advisory Committees and Council Plan Synergies <a href="#">↓</a></li><li>4 Advisory Committee Review - Proposed Governance Model <a href="#">↓</a></li><li>5 Advisory Committee Policy 2019-2023 <a href="#">↓</a></li><li>6 Liveable Places and Spaces Advisory Committee - Proposed Forward Agenda <a href="#">↓</a></li></ol>

### EXECUTIVE SUMMARY

*Council currently convenes a number of networks, including Advisory Committees which have Councillor representation.*

*These committees are an important tool for engaging the community in Council decision making.*

*At the Council meeting on 23 February 2021 a resolution was made to establish a number of new Advisory Committees along with an updated governance model creating greater alignment with the Council Plan and Health and Wellbeing Strategy.*

*This report proposes a number of recommendations to streamline the management of committees to enhance consistency and collaboration. It also outlines a new governance model to improve committee management and strategic alignment.*

*These recommendations have been informed by a rigorous review process, including consultation with conveners, chairpersons, committee members and other Councils.*

### COUNCIL RESOLUTION

**MOVED: CR DEIRDRE DIAMANTE**  
**SECONDED: CR CARLI LANGE**

**That Council:**

- A. Notes the findings of the review of Council's Advisory Committees.**
- B. Endorses the recommendations proposed for Council's Advisory Committees, including the new governance structure:**
  - 1) Gender Equality/LGBTIQA+ Advisory Committee (new)**
  - 2) Multicultural Communities Advisory Committee (new)**
  - 3) Manningham Youth Advisory Committee (new)**
  - 4) Health and Wellbeing Advisory Committee (retain with new name), and**
  - 5) Manningham Disability Advisory Committee (retain)**

- C. Notes that the Terms of Reference for all Advisory Committees will be consistent with the policy at the time of each Committee's review.**
- D. Note the proposal to form a Liveable Places and Spaces Advisory Committee subject to:**
- 1) consultation with members of existing relevant committees on the proposed new committee subject matter, structure and draft forward agenda**
  - 2) any new committee continuing to explicitly recognise and actively include strategic heritage considerations (historic and contemporary) as a standing item at every meeting and as part of other committee discussion points.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

2.1 Council currently convenes nine Advisory Committees, working groups and alliances that are resourced through the City Planning and Community Directorate. Five of these are Advisory Committees chaired by Councillors:

<b>Committee</b>	<b>2021 Chairperson</b>	<b>Purpose</b>
Healthy City Advisory Committee	Mayor	To provide advice on the development, implementation and evaluation of the Manningham Health and Wellbeing Strategy (formerly Healthy City Strategy) and Action Plan. The Committee advises on matters relating to compliance requirements under the Health and Wellbeing Act (Vic) s26.
Heritage Advisory Committee	Cr Deirdre Diamante	To provide advice to Council on the conservation, promotion of, and education about heritage and heritage places within the municipality.
Manningham Arts Advisory Committee	Cr Laura Mayne	To provide strategic advice on arts and cultural development and to promote greater understanding of and participation in arts and culture in the City of Manningham.
Manningham Disability Advisory Committee (new)	Cr Michelle Kleinert	To provide advice to Council on how to understand and respond to the needs of people with disability. By providing advice pertaining to Council policies and practices, the Disability Advisory Committee will strengthen the voice of people with disability, build their capacity, and support the community to be accessible and inclusive for all Manningham residents.
Open Space and Streetscape Design Advisory Committee	Cr Geoff Gough	To capitalise on the knowledge, experience and skill available in the community to provide Council with advice in relation to Manningham's public open spaces and streetscapes.

- 2.2 It is important to note that the scope of this review is limited only to Advisory Committees operating within the City Planning and Community Directorate. It is acknowledged that there are a number of other committees and networks operating across Council outside of this directorate.

These include:

- Audit and Risk Committee
  - CEO Performance Review Committee
  - Liveable Innovation and Technology (LIT) Committee
  - Municipal Emergency Management Planning Committee
  - Municipal Fire Management Planning Committee
- 2.3 The Healthy City and Access and Equity Advisory Committees were due to cease in June 2021, and the Terms of Reference for a number of other committees are due for review in 2021. In addition, a new Disability Advisory Committee was endorsed on 23 June 2020.
- 2.4 Council officers presented the Healthy City and Access and Equity Advisory Committees options paper at the Council meeting on 23 February 2021. This paper presented a number of options, including extending membership tenure for the Healthy City Advisory Committee for a further six months, and ceasing the Access and Equity Advisory Committee in June 2021. At this meeting, a Council resolution was made to:
- Commit to establishing new committees specifically focusing on, but not limited to multicultural communities, LBTQIA+ and gender equality.
  - Following endorsement of the 2021-25 Healthy City Strategy (now known as the Health and Wellbeing Strategy), report back to Council on a proposed governance model and its alignment with Healthy City Strategy priority health areas and new Council directions.
- 2.5 There has also been interest from Councillors to establish a formal Youth Advisory Committee. At the 9 March 2021 Council meeting, commitment was made to consult with young people on what would make their participation in a Council Youth Advisory Committee rewarding and meaningful, whilst also being beneficial to Council. A recommendation to endorse the formation of the Manningham Youth Advisory Committee is presented to Council as part of a separate report.

### 3. DISCUSSION / ISSUE

#### Key definitions

A range of Council networks are discussed in the scope of this report. To distinguish between these groups, some key definitions have been established:

Network	Definition
Advisory Committee	Councillor endorsed committees on which there is Councillor representation.

	<p>Advisory Committees consist of Councillors, appointed annually by Council, and community representatives (including those representing an agency or organisation) who are appointed by Council through an expression of interest and selection process.</p> <p>Advisory Committees provide advice to Council on specific subject matters, but have no delegated authority to make decisions on behalf of Council.</p>
<b>Working Group</b>	<p>Groups that are comprised of a mix of community and organisational representatives, as well as Council Officers who possess relevant skills and knowledge.</p> <p>Working groups are established to collectively undertake assigned tasks and activities in order to deliver a particular project on behalf of Council, in line with the organisation's strategic objectives. This may include delivering on specific actions contained within a Council Action Plan. Working groups may be established as sub-committees of Advisory Committees, or may operate as a standalone group.</p>
<b>Alliance Group</b>	<p>Alliance groups consist of members who have a common commitment to a group of people who share a common identifier, for example race, gender, age or family status.</p> <p>Alliances are established to achieve action and progress in a particular area, and to advance members' collective interests by combining their capabilities to strengthen the community voice.</p>
<b>Reference Group</b>	<p>Groups that consist of community members with subject matter expertise in a given area. Reference group members are selected based on demonstrated expertise and experience.</p> <p>The purpose of a reference group is to provide an opportunity for residents and community groups to maintain an ongoing dialogue with Council concerning a particular subject matter. Reference groups can be called on for opinions or advice on issues that arise from time to time. They may be established as sub-committees of Advisory Committees, or may operate as a standalone group.</p>

### **Consultation Process**

- 3.1 To inform the proposal of a new governance model, consultation was undertaken with the conveners, chairpersons and committee members of each of the Advisory Committees to better understand the operations of existing governance structures within the City Planning and Community directorate.
- 3.2 The Disability Advisory Committee was newly established at the time of writing this report. As a result, a review of its structure was excluded as part of this review.
- 3.3 Working groups and alliance groups within the directorate were included in the scope of these discussions to enable comparisons to that of formal Advisory Committees.

### 3.4 Consultation with committee conveners

Council officers met with the conveners of each Advisory Committee to discuss the structure and function of their committees, and to seek advice on improvements to the operation and management of the committees into the future. Overall, some of the key themes that emerged from the consultation process were:

- A lack of clarity of roles and responsibilities for both committee members and chairpersons
- A tendency to focus on operational issues rather than strategic discussions
- A lack of communication or collaboration between Advisory Committees
- A lack of accountability for reporting back to Council on the work or achievements of Advisory Committees
- A lack of visibility of Council's advisory committees across Council
- Significant resource investment required from Council Officers in order to deliver Advisory Committees.

For example, an approximate costing for the operation of one Manningham Disability Advisory Committee meeting is estimated to be around \$3000.

### 3.5 Consultation with committee members and chairpersons

3.5.1 Members and chairpersons of each of the Advisory Committees were also consulted as part of this process. Members and chairs were asked about their experiences of sitting on their respective Advisory Committees via an online survey. Seventeen responses were received across five committees.

3.5.2 Most survey respondents indicated that being an Advisory Committee member was a worthwhile experience that added to their knowledge and drew on their advice. However, common issues included delays in the distribution of minutes, a lack of follow-up communication, and advice provided by committee members not translating into Council action or policy.

### 3.6 Benchmarking with other Councils

3.6.1 Benchmarking was also undertaken with neighbouring Councils across the Eastern Metropolitan region to understand the scope of their governance structures in comparison to Manningham. As this review is focused on Advisory Committees within the City Planning and Community Directorate, a similar scope was applied to the benchmarking process where possible.

The results were as follows:

<b>Council</b>	<b>Advisory Committees as at June 2021</b>
Boroondara	14
Knox	7
Manningham	5
Maroondah	7
Monash	7
Whitehorse	4
Yarra Ranges	5



3.6.2 Comparatively, Manningham has fewer Advisory Committees operating within the community services space than other Councils within the Eastern Region. However, the figure for Manningham does not include any additional proposed Advisory Committees.

3.6.3 Targeted consultations were also conducted with Moreland City Council and Darebin City Council, who have undertaken a similar review process of their Advisory Committees.

3.7 More detailed information on the process and outcomes of the consultation process can be found in **Attachment 1**.

**Policy Context**

3.8 Manningham Advisory Committee Policy

3.8.1 Council’s Advisory Committee Policy ([Attachment 5](#)) was developed to provide a consistent approach to the establishment, management and review of Council endorsed Advisory Committees on which there is Councillor representation.

3.8.2 Despite adoption of the revised Advisory Committee Policy in October 2019, there are a number of inconsistencies in the way and extent to which the policy is adhered to across Advisory Committees within the City Planning and Community Directorate.

**4. RECOMMENDATIONS**

**Recommendations to improve the management of Advisory Committees**

4.1 A list of high-level recommendations to improve the management of Council’s Advisory Committees is outlined below. An assessment of public value for each of these recommendations, as well as additional recommendations specific to individual advisory committees can be found in **Attachment 2**.

4.1.1 Introducing new committees that take into account the priority areas of the now ceased Access and Equity Advisory Committee, including Multicultural, Gender Equality and LGBTQIA+ and Youth Committees.

4.1.2 Enforcing stronger adherence to the terms of Council’s Advisory Committee Policy. This includes:

Membership	Policy Statement
Diversity	<ul style="list-style-type: none"> <li>• Every effort should be made to ensure a representative cross section of people from the municipality who are selected to serve on the committee</li> <li>• Criteria should consider:                             <ul style="list-style-type: none"> <li>○ The appropriate mix of competencies required to fulfil roles on the committee</li> <li>○ Diversity in terms of gender age and culture</li> <li>○ Linking continuing tenure to performance and contribution</li> </ul> </li> </ul>

Tenure	<ul style="list-style-type: none"> <li>The recruitment process should consider the implementation of staggered membership appointments to ensure a membership that preserves a balance of old and new</li> <li>Community representatives are generally to be appointed for a period of three years and for a maximum of three terms (9 years)</li> </ul>
<b>Reporting</b>	<b>Policy Statement</b>
Annual reporting requirements	<ul style="list-style-type: none"> <li>Advisory Committees are required to prepare a report on an annual basis which should directly reflect the Terms of Reference and be in line with their stated objectives</li> <li>The report may include a self-evaluation of the Committee's operations against the objectives and the performance measures of the committee as set out in the Terms of Reference. The report will be presented to Council for noting under the relevant directorate heading</li> </ul>
<b>Roles and responsibilities</b>	<b>Policy Statement</b>
Induction program	<ul style="list-style-type: none"> <li>At the beginning of each committee term or where there is a change in committee membership, the supporting officer in consultation with the Chairperson will provide a thorough induction program which outlines the various roles and responsibilities of the committee and its members with the new committee or any new members of the committee</li> </ul>

4.1.3 Greater responsibility for those Councillors who act as representatives on the committees, including regular reporting back to Council on progress and achievements to increase visibility of Advisory Committees.

4.1.4 Enhanced collaboration opportunities, both internally for Council Officers and for members and Councillors.

4.1.5 Strengthening the strategic focus of Council's Advisory Committees to ensure the delivery of strategic outcomes for Council. Suggested strategic alignments between the proposed governance model and Council Plan 2021-2025 actions can be found in **Attachment 3**.

4.2 It is suggested that the existing Terms of Reference for each of the Advisory Committees be amended to reflect these changes at the time of next review.

### **A new governance model**

4.3 Based on the findings of the review, it is evident that the Advisory Committees within the City Planning and Community directorate could be operating more effectively. The findings in this report present an opportunity to improve the management of our committees.

An overview of the model is provided in **Attachment 4**.

- 4.3.1 The model takes into account the priority health areas of the Health and Wellbeing Strategy, including the introduction of new, targeted working groups with a focus on LGBTQIA+ and gender, multicultural communities, and youth. These groups have been defined as priority cohorts within the draft Health and Wellbeing Strategy 2021-25.
- 4.3.2 In order to consider the most effective way of working with Multicultural communities, Council held two *Strength through Connection* forums on 6 and 15 September 2021. These forums were attended by community leaders from a diverse range of cultural backgrounds and Councillors, with the purpose of building relationships and determining how these groups would best like to engage with Council.
- 4.3.3 Overall, there was a strong desire from community leaders to remain connected with Council. The preference was for Council to establish a formal Multicultural Advisory Committee with a Councillor chair. This has now been incorporated into the recommendations for the establishment of a new Multicultural Advisory Committee.
- 4.3.4 The consultative group also recommended that a broader, less formal network of community leaders was required to maintain an ongoing connection between multicultural community groups and Council. This network would consist of cultural ambassadors or community connectors that could act as a sub-working group to support specific projects. This can be initiated at officer level.
- 4.3.5 It was suggested that the formal Advisory Committee and broader network could then support the implementation of a cultural program, with the focus being on a celebration of culture through forums such as festivals, performances and cultural sharing events. There was an emphasis on this celebration of culture being just as important as a formal advisory committee for multicultural groups within the community to come together and connect. It was also suggested that regular presentations from Council would assist multicultural groups within the community to better understand the work of Council.
- 4.3.6 The model aligns with the directions of the Council Plan 2021-25, including Liveable Places and Spaces and Healthy Community priorities. It also supports a continuous improvement approach in line with our commitment to be a Well Governed Council.
- 4.3.7 At the SBS meeting on 31 August, it was suggested that a draft agenda be prepared for the proposed Liveable Places and Spaces Committee, in order to demonstrate how this committee could operate efficiently whilst encompassing a broad range of topics. In response to this, a proposed forward agenda for the first year of the Liveable Places and Spaces Advisory Committee is presented in **Attachment 6**. This draft agenda plan provides an overview of key topics for discussion at the first four meetings, taking into account relevant Council Plan actions and timeframes for upcoming strategic work and planned projects.
- 4.3.8 The proposed model promotes two-way communication between all committees and groups, regardless of their status.

4.3.9 The hybrid approach to this model, which combines Advisory Groups and Reference/Working Groups, provides flexibility to respond to changing organisational priorities and needs. Committees with specific purposes and key projects to focus on will have clearer strategic direction and achieve better outcomes for the community.

## **5. COUNCIL PLAN / STRATEGY**

### **5.1 Council Plan**

This action is aligned with the Council Plan theme of Healthy Community and Well Governed Council.

### **5.2 Health and Wellbeing Strategy**

This action strengthens alignment between Council's Advisory Committees and the Health and Wellbeing Strategy, through its focus on key priority groups including young people, women, multicultural and LGBTQIA+ communities.

## **6. IMPACTS AND IMPLICATIONS**

6.1 Council has the opportunity to streamline the way it engages with the community via its Advisory Committees. The proposed recommendations will ensure greater alignment to Council's strategic objectives, whilst increasing opportunities for communication and collaboration across committees.

6.2 Capacity building training for Council Officers and chairpersons will be helpful. Amendments to the operations of Council's Advisory Committees may require additional resource investment initially, as officers, chairpersons and committee members will need time to adapt to new ways of operating in line with Council's Advisory Committee Policy.

## **7. IMPLEMENTATION**

### **7.1 Finance / Resource Implications**

There are resource implications for the proposed way of operating for Council's Advisory Committees. Additional time may also be required from Council Officers to complete an annual report to Council on the progress of each committee.

Prioritisation will need to be given to the delivery of Advisory Committees in order to ensure that they are adequately resourced. There are already constraints around resourcing for our existing committees. Existing commitments and priorities for the responsible Council service areas may need to be revised in order to prioritise advisory committees and their delivery of Council Plan actions.

### **7.2 Communication and Engagement**

A requirement for regular reporting from Advisory Committees via Council meetings would allow for greater communication and transparency of the achievements and progress of the committees to Council, and will allow any issues to be addressed in a timely manner.

**7.3 Timelines**

It is recommended that all Terms of Reference are reviewed and adopted by Advisory Committee conveners when their committee's Terms of Reference are next due for review.

The proposed new governance model will need to give consideration to the staggered review timelines for each committee's Terms of Reference. It is proposed that the introduction of a new model be held over until the establishment of Council's new Advisory Committees is finalised.

**8. 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.

## Consultation Process

To inform the proposal of a new governance model for Manningham's advisory committees, extensive consultation was undertaken with council officers, members and chairpersons of each of the advisory committees to better understand the operations of existing governance structures within the City Planning and Community directorate.

Benchmarking was also undertaken with other Councils who have recently conducted a similar review of their advisory committees. This attachment outlines the consultation methodology and key themes that emerged from the process.

The consultation process was conducted with three key questions in mind:

1. How can the governance of advisory committees be improved?
2. How can we work better together?
3. What could a new governance model look like for our advisory committees?

### Consultation with council officers

Consultation with council officers took place across May and June 2021, with one-on-one or small group interviews held with the following committee representatives:

Advisory Committee, Group or Network	Council Officer/s
Gender Equity Working Group	Anissa Gracie
Healthy City Advisory Committee	Barb Ryan
Heritage Advisory Committee	Matthew Lynch, Lydia Winstanley, Frank Vassilacos
Manningham Arts Advisory Committee	Michelle Zemancheff
Manningham Local Dementia Alliance Group	Keri Kennealy
Manningham Positive Ageing Alliance Group	Keri Kennealy
Open Space and Streetscape Design Advisory Committee	Carrie Lindsay
RAP Working Group	Deb Knoche

### Consultation with committee members and chairpersons

Committee members and chairpersons were asked about their experiences of being part of a Council advisory committee via an online survey. The survey was distributed to the following groups:

- Gender Equity Working Group
- Heritage Advisory Committee
- Manningham Arts Advisory Committee
- Open Space and Streetscape Advisory Committee
- RAP Working Group

The Healthy City Advisory Committee, Local Dementia Alliance Group, Positive Ageing Alliance Group and Arts Advisory Committee had recently conducted similar evaluation processes to seek feedback from members. As a result, members from these groups were excluded from the scope of this survey. The survey was distributed to members in mid June 2021 and initially open for responses for a period of two weeks. Seventeen responses were received across five committees. It is worth noting that the survey was distributed during a period of transition in relation to COVID-19, and this may have effected engagement with advisory committees and, in turn, the low response rate.

### Benchmarking

In addition to internal consultation, targeted conversations were also conducted with Moreland City Council and Darebin City Council. Both Councils have recently undertaken a similar review process of their advisory committees, and used an identical consultation methodology. The focus of these conversations was on opportunities to improve the management of council advisory committees.

## Consultation Outcomes

The table below outlines the key themes that emerged from the consultation process, with a focus on what is currently working well within the committees, and any opportunities for improvement.

Council Officers	
What's working well?	Opportunities for improvement
<ul style="list-style-type: none"> <li>Diversity of membership and local knowledge is seen as a key strength of Council's advisory committees</li> </ul>	<ul style="list-style-type: none"> <li>Members would benefit from having greater clarity about their roles and responsibilities. An annual induction session would support members to refresh their knowledge around the committee's Terms of Reference, and form relationships with new members or chairpersons</li> </ul>
<ul style="list-style-type: none"> <li>Advisory committee members are passionate about local issues in their community and want to engage in discussions</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from council officers suggests that secretariat support for advisory committees requires significant resource investment. Opportunities to streamline this process are outlined below</li> </ul>
<ul style="list-style-type: none"> <li>Members are supported and encouraged to participate and engage in discussions at each meeting</li> </ul>	<ul style="list-style-type: none"> <li>Operational issues raised at meetings would be better to be recorded as CRMs to enable more time for strategic discussions during advisory committee meetings</li> <li>Advisory committees would benefit from having a specific project to focus on. This is particularly relevant for committees that serve a greater purpose at particular times. For example, during the development of a strategic document or grant funding period. Providing members with a task to focus on between these times is crucial to ensure</li> </ul>

Advisory Committee Review

	ongoing strategic engagement with members
	<ul style="list-style-type: none"> <li>Committees would benefit from increased communication and collaboration across the directorate, particularly those with existing synergies e.g. Heritage Advisory Committee and RAP Working Group</li> </ul>

<b>Committee Members and Chairpersons</b>	
What's working well?	Opportunities for improvement
<ul style="list-style-type: none"> <li>Open communication from committee conveners allows issues followed up in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Consistency with timely dissemination of minutes to committee members would ensure that information remains relevant and is an accurate reflection of meeting discussions</li> </ul>
<ul style="list-style-type: none"> <li>Advisory Committee membership is an accurate representation of the Manningham community</li> </ul>	<ul style="list-style-type: none"> <li>Advisory committees would benefit from greater opportunities to form partnerships with other committees and local partner organisations to deliver on shared priorities</li> </ul>
<ul style="list-style-type: none"> <li>Advisory committee members respect each other's opinions, even if they differ from their own</li> </ul>	<ul style="list-style-type: none"> <li>Advisory committee members require clarity on any advice sought, the purpose of providing this advice, and how it will be used by Council</li> </ul>
<ul style="list-style-type: none"> <li>Advisory Committees provide a platform to ensure that important community issues are kept on Council's agenda</li> </ul>	<ul style="list-style-type: none"> <li>Higher attendance rates from members for some committees would allow for more productive strategic discussions and achievement of intended outcomes in a timely manner</li> <li>Opportunity to create stronger links between relevant committees such as the Heritage Advisory Committee and RAP Working Group</li> </ul>

<b>Benchmarking: Moreland City Council and Darebin City Council</b>	
Opportunities for improvement	
<ul style="list-style-type: none"> <li>There is a need to "close the feedback loop" and inform committee members and the broader community how their advice will be translated into action</li> </ul>	<ul style="list-style-type: none"> <li>Greater clarity around roles and responsibilities of committee members and Councillors is required</li> </ul>
<ul style="list-style-type: none"> <li>There is a lack of recognition of the contributions of committee members resulting in some members feeling that their efforts and commitment are not valued</li> </ul>	<ul style="list-style-type: none"> <li>There is a lack of diverse representation on advisory committees which means that are often not an accurate reflection of the community they are representing</li> </ul>



## Analysis & Recommendations

The following table presents an analysis of the advisory committee consultation findings, considering opportunities to strengthen the management of the existing committees. Council's public value lens has been applied to each opportunity to guide Council's decision making.

**Theme: Governance**

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
Stronger compliance with Council's Advisory Committee Policy	<ul style="list-style-type: none"> <li>Issues with clarity around roles, reporting and membership have been raised during the consultation process</li> <li>Council's Advisory Committee Policy addresses these components, but is not being implemented consistently across committees</li> </ul>	<ul style="list-style-type: none"> <li>Improved clarity of roles and responsibilities</li> <li>Improved consistency across advisory committees</li> </ul>	<ul style="list-style-type: none"> <li>Governance team provides training for council officers on implementation of Council's Advisory Committee Policy, including reporting expectations</li> <li>Council officers and chairpersons conduct an annual induction and training session with members and Councillors at the beginning of each calendar year, including revisiting Terms of Reference. This training would outline standard practice, expectations of members and strategic outcomes focus of committees</li> <li>Governance team develops a standard Terms of Reference template for use across all advisory committees</li> <li>Governance team develops a standard annual reporting template for use across all advisory committees</li> </ul>	<p><b>Should I?</b></p> <ul style="list-style-type: none"> <li>Capacity building for members will result in an improved experience as they are clearer about their role and how they can contribute</li> <li>Provides the opportunity to focus on more strategic matters during meetings</li> <li>Presents a stronger operational model that allows for greater consistency across committees</li> <li>Allows for greater awareness of work and achievements of advisory committees across the organisation</li> </ul> <p><b>May I?</b></p> <ul style="list-style-type: none"> <li>Council's Advisory Committee Policy provides the authorisation for these recommendations to be implemented</li> </ul> <p><b>Can I?</b></p> <ul style="list-style-type: none"> <li>This would be an opportunity to strengthen and streamline our practices within existing resources</li> </ul>

Advisory Committee Review

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
Create opportunities for advisory committee members and Councillors to come together	<ul style="list-style-type: none"> <li>There are currently limited opportunities for community members from across advisory committees to come together to network and discuss community issues</li> </ul>	<ul style="list-style-type: none"> <li>Increased collaboration between committees could allow for greater strategic discussion and opportunities for partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Council hosts an annual forum as a networking opportunity for councillors and committee members</li> </ul>	<p><b>Should I?</b></p> <ul style="list-style-type: none"> <li>Improved experience for committee members to share and learn from each other</li> <li>Opportunity for Council to identify shared priorities and partnership opportunities</li> <li>Aligns with the outcomes of Council's loneliness research, which suggested that creating opportunities for connection was a key priority, and that this could occur through opportunities for all advisory groups and networks to come together</li> </ul> <p><b>May I?</b></p> <ul style="list-style-type: none"> <li>Council Plan: Responds to Major Initiative: "Explore different ways to enhance community satisfaction with our communications on local community issues, services and activities"</li> <li>Health and Wellbeing Strategy: Responds to focus area "Increased connection and engagement in community life" under the goal of "A connected and inclusive community"</li> </ul> <p><b>Can I?</b></p> <ul style="list-style-type: none"> <li>Would require additional resource investment to organise and deliver an annual event. Monash has successfully hosted a similar event for the last two years</li> </ul>

Theme: Internal Committee Management

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
Create opportunities internally for advisory committees conveners to	<ul style="list-style-type: none"> <li>Currently little communication or collaboration internally between committees</li> </ul>	<ul style="list-style-type: none"> <li>Greater awareness of items discussed at committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>Advisory Committee conveners meet annually prior to the first committee meeting for the year to discuss key topics</li> </ul>	<p><b>Should I?</b></p> <ul style="list-style-type: none"> <li>Feedback suggested that committees would benefit from hearing what others across the organisation are working on. This is an opportunity for Council to improve its current practice</li> </ul>

Advisory Committee Review

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
share information with Councillors and each other	<ul style="list-style-type: none"> <li>Annual meeting would allow for streamlining of forward planning, particularly for shared agenda items</li> <li>Meetings can often turn into "talk fests" and lack strategic discussion and direction</li> </ul>	<ul style="list-style-type: none"> <li>Ensure meetings stay on topic and allow for more strategic discussions</li> </ul>	<ul style="list-style-type: none"> <li>Develop a standard agenda template with a standing placeholder for agenda items or issues raised in other committees</li> <li>Advisory Committee Minutes to be tabled at Council meetings</li> <li>A representative from each advisory committee presents to Councillors once a year on the progress and achievements of their committee. This role should be shared between Councillors, as the owners of the committees, and Council Officers</li> </ul>	<p><b>May I?</b></p> <ul style="list-style-type: none"> <li>Aligns with the Council Plan theme "Well Governed Council" and actions to "Improve our practices for inclusive communication and engagement" and "Better understand and meet our customers' specific needs to improve their experience."</li> <li>Council's Advisory Committee Policy states that <i>the agenda must be provided to the members of the committee no less than 7 days before the time fixed for the holding of the meeting</i>. Forward planning agendas would allow officers to ensure they are meeting this target</li> </ul> <p><b>Can I?</b> This would be an opportunity to strengthen and streamline our practices within existing resources</p>
Raise management of advisory committees from officer to manager level	<ul style="list-style-type: none"> <li>Managers may be included in planning process for meetings but not necessarily attending regularly</li> </ul>	<ul style="list-style-type: none"> <li>Greater accountability for outcomes of committee meetings</li> <li>Elevate the status of advisory committees across Council</li> </ul>	A manager from each business unit attends each Advisory Committee meeting and is supported by a council officer	<p><b>Should I?</b> Improving our practices will allow committee members to feel as though their contributions and advice are valued</p> <p><b>May I?</b> Aligns with Council's values:  <b>Working together</b> –managers and council officers are required to collaborate and support each other in the management of Council's advisory committees  <b>Excellence</b> – this recommendation is about proactively seeking better ways to manage the governance of advisory committees  <b>Accountable</b> – committee members are supported to make meaningful contributions  <b>Respectful</b> – committee members are supported to be honest and positive in their communication with others</p>

Advisory Committee Review

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
				<p><b>Empowered</b> – committee members feel supported to succeed and grow as the status of advisory committees are elevated</p> <p><b>Can I?</b> This recommendation would require a commitment from managers to attend committee meetings. Some managers would be required to attend multiple advisory committees, so consideration will need to be given to how best to resource this</p>

**Theme: Specific Advisory Committee Recommendations**

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
<p><u>Arts Advisory Committee:</u> Review Terms of Reference</p>	<ul style="list-style-type: none"> <li>The intent of the group is currently focused on grants</li> <li>Remit currently too narrow to explore opportunities to better support arts and culture in Manningham</li> <li>Membership is not reflective of the Manningham community</li> </ul>	<ul style="list-style-type: none"> <li>Opportunities to broaden representation and diversity of disciplines</li> <li>Greater buy-in from community</li> </ul>	<ul style="list-style-type: none"> <li>The Arts Advisory Committee becomes a Reference Group for its role as an independent panel for grants assessment</li> <li>The Reference Group is elevated to an Advisory Committee should the Arts Strategy be endorsed</li> <li>Modify Terms of Reference to remove mandates for specific organisations to be members</li> </ul>	<p><b>Should I?</b></p> <ul style="list-style-type: none"> <li>Provides a greater sense of purpose and direction for the committee</li> <li>Opportunity to better support the community's engagement in arts and culture across the municipality through the implementation of the arts strategy</li> </ul> <p><b>May I?</b> Alignment to Council Plan: Goal 1.2 "Develop and deliver diverse community arts and public art programs that enable a celebration of local culture"</p> <p>Alignment to Healthy City Strategy: "Increased connection and engagement in community life" and action area of arts and culture</p> <p><b>Can I?</b> The Terms of Reference are due for review this calendar year. This process would be managed within existing resources</p>

Advisory Committee Review

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
<p><u>Heritage and Open Space and Streetscape Design Advisory Committees</u></p> <p>Review purpose of both committees and consider options to streamline our approach to creating liveable places and spaces and strengthen alignment to organisational objectives</p>	<ul style="list-style-type: none"> <li>Meetings often lack strategic direction</li> <li>Significant resource investment currently required from a Council Officer perspective, with a high number of staff attending meetings</li> <li>Lack of collaboration across committees</li> </ul>	<ul style="list-style-type: none"> <li>Greater alignment with Council Plan priorities</li> <li>More streamlined approach to creating engaging and accessible places and spaces</li> <li>Reduced resource investment from Council, as officers would only attend meetings as required</li> <li>Broadening purpose of the committee would allow for greater strategic focus on city design and planning matters</li> <li>Reduced focus on operational matters, which should be logged as CRMs</li> </ul>	<p>The Heritage and Open Space Advisory Committees are merged to form a new Liveable Places and Spaces Advisory Committee. This committee would also incorporate place making.</p> <p>Meeting agendas could be rotated across the following themes:</p> <ul style="list-style-type: none"> <li>Strategic city planning:                             <ul style="list-style-type: none"> <li>Housing</li> <li>Transport</li> <li>Water management</li> <li>Heritage</li> </ul> </li> <li>City design</li> <li>Open space</li> <li>Placemaking</li> </ul>	<p><b>Should I?</b></p> <ul style="list-style-type: none"> <li>Improved experience for community as committee members are involved in a more holistic approach to creating and maintaining Manningham's places and spaces</li> <li>Committee members will have a greater understanding of how their advice can be translated into action or policy in line with the directions of the Council Plan</li> </ul> <p><b>May I?</b></p> <ul style="list-style-type: none"> <li>Liveable Places and Spaces Committee provides a stronger strategic alignment to this theme of the Council Plan</li> <li>Liveable Places and Spaces Committee would also have touch points across all other Council Plan themes, including Vibrant and Prosperous Economy, Resilient Environment and Healthy Community</li> </ul> <p><b>Can I?</b></p> <ul style="list-style-type: none"> <li>This would be an opportunity to strengthen and streamline our practices within existing resources</li> </ul>
<p><u>RAP Working Group:</u></p>		<p>Revised Terms of Reference and</p>	<p>The RAP Working Group should remain in its current structure</p>	<p><b>Should I?</b></p> <p>The relationship formed between Council and</p>

Advisory Committee Review

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
Review Terms of Reference and status of committee	<ul style="list-style-type: none"> <li>Terms of Reference are due for review in August 2021</li> <li>Opportunity to review the terms and membership</li> <li>It has been suggested that the RAP Working Group be elevated to a formal advisory committee</li> </ul>	membership to align with Council's Advisory Committee Policy.	rather than be elevated to a formal advisory committee	<p>the Wurrundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation has required significant investment. Changes to the structure of the network may impact this crucial relationship.</p> <p><b>May I?</b></p> <ul style="list-style-type: none"> <li>The purpose of the RAP Working Group is to support the development, endorsement and implementation of the Reconciliation Action Plan (RAP). This purpose can be achieved through the group's current structure.</li> <li>Health and Wellbeing Strategy: Aligns to the "respecting and embracing reconciliation" focus area in line with the goal of Increased connection and engagement in community life</li> <li>Council Plan: Aligns with Major Initiative: "implementing the Reconciliation Action Plan to enhance recognition of Aboriginal and Torres Strait Islander communities"</li> </ul> <p><b>Can I?</b></p> <ul style="list-style-type: none"> <li>No changes to current practice. Continue to manage within current resources</li> </ul>
<p><u>Health and Wellbeing (formerly Healthy City) Advisory Committee</u> The Health and Wellbeing Advisory</p>	<ul style="list-style-type: none"> <li>The Healthy City Advisory Committee was established to guide both the development and delivery of the Healthy City Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Greater opportunities to discuss collaborative efforts to address shared health and</li> </ul>	<ul style="list-style-type: none"> <li>The Health and Wellbeing Advisory Committee operates as a hybrid model – part advisory committee, part working group to support the implementation of initiatives in line with the</li> </ul>	<p><b>Should I?</b></p> <ul style="list-style-type: none"> <li>Supports Council to deliver on its municipal public health and wellbeing plan requirements under the Public Health and Wellbeing Act</li> <li>Allows for committee members to be more involved in the delivery of a key Council strategy</li> </ul>

Advisory Committee Review

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
Committee has a more involved role in strategy implementation and evaluation	<ul style="list-style-type: none"> <li>Current efforts are focused heavily on strategic planning, less so on implementation and evaluation</li> </ul>	wellbeing priorities	Health and Wellbeing Action Plan	<p><b>May I?</b> The Public Health and Wellbeing Act (2008) states that Councils must provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan.</p> <p>Council Plan: Aligns with "healthy, safe and resilient" goal under the Healthy Community theme</p> <p><b>Can I?</b> This would be an opportunity to strengthen our current practices within existing resources.</p>
<p><u>Gender Equity Working Group</u> There is an opportunity to modify the focus of the Gender Equity Working Group to support delivery of the Gender Equity Action Plan</p>	<ul style="list-style-type: none"> <li>The Gender Equity Working Group is currently undertaking a project with the Real Estate institute of Victoria. This project is nearing completion</li> <li>Council has obligations to progress gender equality under the Gender Equality Act (2020)</li> </ul>	<ul style="list-style-type: none"> <li>Greater resourcing to support Council's requirements under the Gender Equality Act (2020)</li> </ul>	<ul style="list-style-type: none"> <li>The Gender Equity Working Group ceases in its current format after delivery of its current project</li> <li>A Gender Equality &amp; LGBTQIA+ Advisory Committee is formed. This group could support delivery of Council's requirements under the Gender Equality Act (2020) if appropriate</li> </ul>	<p><b>Should I?</b> Supports Council to deliver on its requirements under the Gender Equality Act (2020), and to consider gender equality not only internally but also in the policies, programs and services delivered to the community.</p> <p><b>May I?</b></p> <ul style="list-style-type: none"> <li>The Gender Equality Act (2020) requires councils to measure, report on, plan and progress gender equality in their organisations, including the preparation of a Gender Equality Action Plan. The Act provides authorisation for this recommendation to be implemented.</li> <li>Health and Wellbeing Strategy: Aligns to the gender equity focus area in line with the goal of prevention of family violence</li> <li>Council Plan: Aligns to the action area "Welcome and include people of all ages, abilities, religions, sexuality, gender and cultures" under Goal 1.2 Connected and Inclusive Community</li> </ul>

Advisory Committee Review

Opportunity	Rationale	Outcome	Recommendations	Public Value Lens
				<p><b>Can I?</b>                      This would be an opportunity to strengthen our current practices in line with legislative requirements within existing resources.</p>



## Advisory Committees and Council Plan 2021-2025

In order to strengthen the strategic focus of Council's advisory committees, it is suggested the purpose of each committee is aligned to actions contained within the Council Plan. There will be actions that sit across a number of Council's advisory committees, such as improving our inclusive communication and engagement practices, working with our partners and advocacy opportunities. These actions should be seen as an opportunity for advisory committees to collaborate on shared action areas to deliver on Council's objectives with a strategic outcomes focus. Council's advisory committees could then assist with reporting on the progress of delivering the Council Plan.

It should be noted that the potential synergies presented below are for consideration only at this stage. It is not expected that advisory committees would deliver on all of the actions listed. The purpose of each advisory committee should be reviewed at the time of next review of the Terms of Reference, with an emphasis on delivering strategic outcomes of behalf of Council.

Advisory Committee	Associated Council Plan 2021-2025 Actions
Gender Equality & LGBTQIA+ Advisory Committee (proposed)	<ul style="list-style-type: none"> <li>• <b>Commencing gender equality impact assessments on significant Council policies, services and programs for equitable, inclusive and accessible improvements for prominent issues (major initiative)</b></li> <li>• <b>Educate and support connected, inclusive and healthy communities (inclusive of our culturally diverse communities) through resources and information that link our community to the understanding of and responses to family violence (major initiative)</b></li> <li>• Work with our partners and advisory networks to advocate and raise awareness of inclusive practices for key priority areas - considering people from First Nations, LGBTQIA+ communities, youth, culturally diverse communities and people with a disability</li> </ul>
Health and Wellbeing Advisory Committee	<ul style="list-style-type: none"> <li>• <b>Improving community access to sport and recreation facilities and spaces for broad community use and benefit (major initiative)</b></li> <li>• Work with our partners and Advisory Groups to improve access to health and wellbeing services and programs for all our community</li> </ul>
Liveable Places and Spaces Advisory Committee (proposed)	<ul style="list-style-type: none"> <li>• <b>Improving community access to sport and recreation facilities and spaces for broad community use and benefit (major initiative)</b></li> <li>• Increase activities to improve community understanding and conservation of areas of significance</li> <li>• Improve activation of places and neighbourhoods for people to recreate gather and participate in community life</li> <li>• 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</li> </ul>

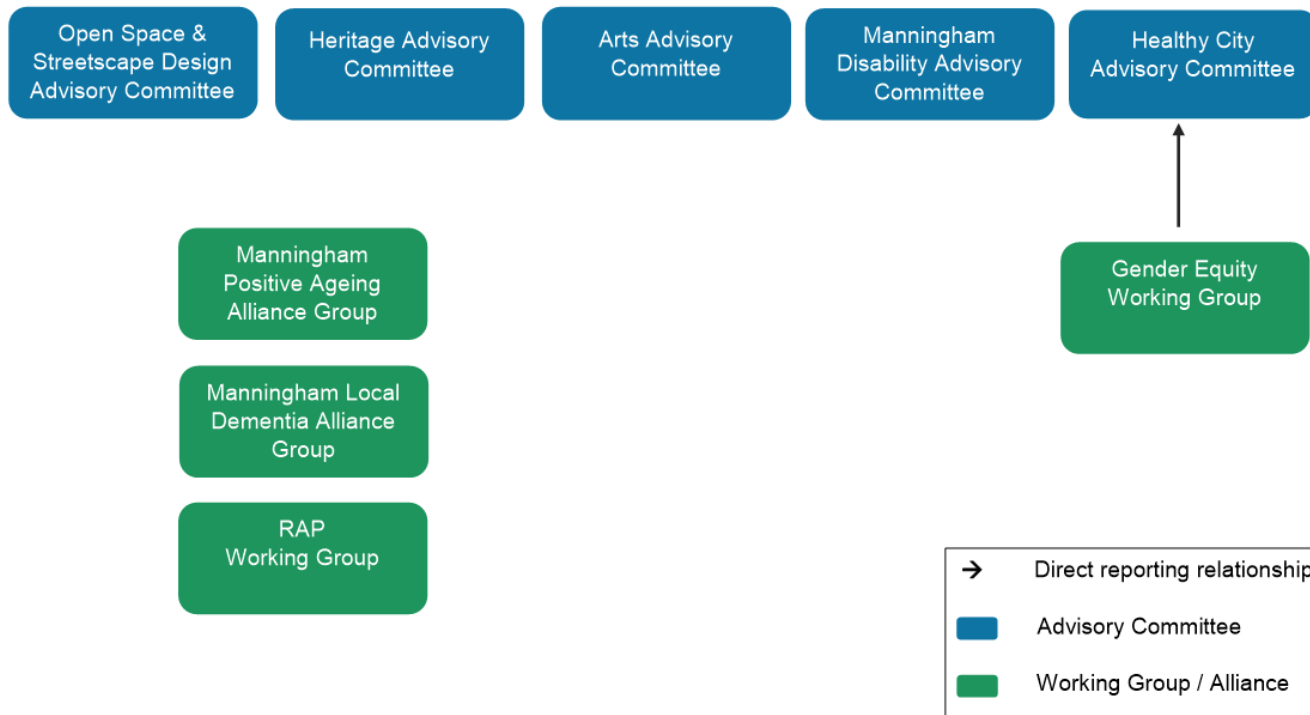
Advisory Committee Review

	<ul style="list-style-type: none"> <li>• Improve access to active, leisure and recreation destinations across the municipality by embracing the 20-minute neighbourhood</li> <li>• Develop a preferred neighbourhood character to make sure each of our neighbourhoods are well designed as part of our Liveable City Strategy 2040</li> <li>• Improve our streetscapes with increased vegetation and water sensitive design to cool the landscape and bolster biodiversity</li> <li>• 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</li> <li>• Make improvements to our open space facilities to increase safety and use of our parks and open spaces to facilitate activity, recreation and relaxation</li> <li>• 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</li> <li>• Implement a responsive and customer-focussed approach to the maintenance and management of streetscape matters including nature strips and trees reported by the community</li> <li>• Develop a '10-Year Vibrant Villages Plan' to prioritise future upgrades or precinct master planning of all major and local neighbourhood activity centres</li> </ul>
<p>Manningham Disability Advisory Committee</p>	<ul style="list-style-type: none"> <li>• <b>Improve our practices for inclusive communication and engagement (major initiative)</b></li> <li>• <b>Better understand and meet our customers' specific needs to improve their experience (major initiative)</b></li> <li>• Deliver initiatives that advocate or demonstrate Council leadership to promote equality across gender, age, diversity, ability and culture</li> <li>• 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</li> </ul>
<p>Multicultural Communities Reference Group/Advisory Committee (proposed)</p>	<ul style="list-style-type: none"> <li>• <b>Improve Council practice for inclusive communication and engagement (major initiative)</b></li> <li>• <b>Better understand and meet our customers' specific needs to improve their experience (major initiative)</b></li> <li>• 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</li> <li>• Deliver initiatives that advocate or demonstrate Council leadership to promote equality across gender, age, diversity, ability and culture</li> <li>• 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</li> </ul>

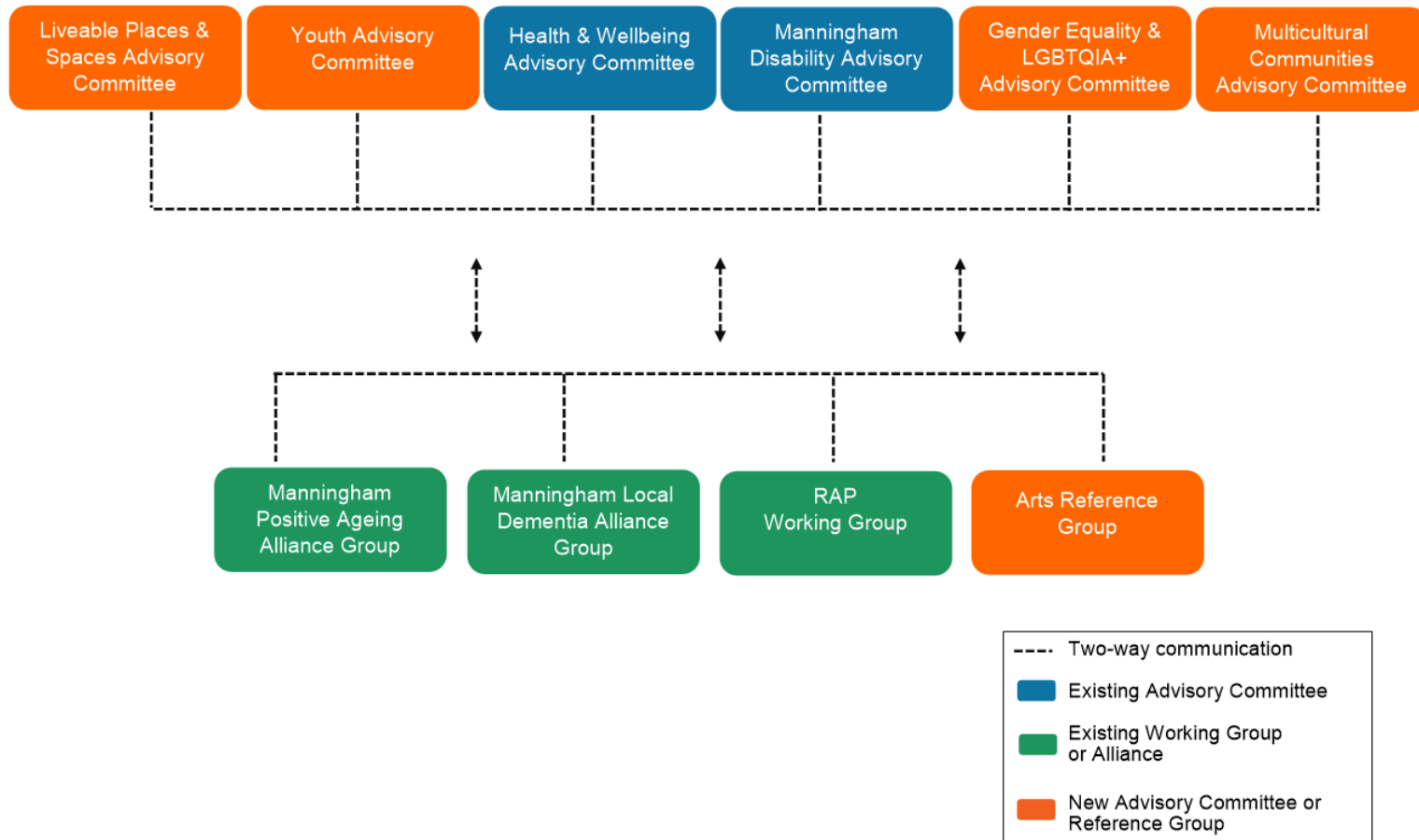
Advisory Committee Review

<p>Youth Advisory Committee</p>	<ul style="list-style-type: none"> <li>• <b>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 (major initiative)</b></li> <li>• Work with Manningham Youth Services and other partners to support young people to engage in education, employment and community life</li> <li>• Deliver initiatives that advocate or demonstrate Council leadership to promote equality across gender, age, diversity, ability and culture</li> <li>• 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</li> <li>• Attract and support young people through jobs and career development opportunities, both at Council and within the community</li> </ul>
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### Current Governance Model



### Proposed Governance Model



*Under the proposed model:*

- The Heritage and Open Space and Streetscape Design Advisory Committees are merged to form a new Liveable Places and Spaces Advisory Committee. Heritage and open space matters would continue to be areas of focus for this committee, but its purpose would be broadened to better align with the Council Plan priority of Liveable Places and Spaces. This broader scope would consider strategic city planning (housing, transport, water management and heritage), city design, open space and place making
- A new Youth Advisory Committee is established
- The Healthy City Advisory Committee is renamed to Health and Wellbeing Advisory Committee to reflect the title of the new strategy
- The existing Gender Equity Working Group is elevated to a Gender Equality & LGBTQIA+ Advisory Committee. This group would set their own agenda and may also provide support to Council's commitments under the Gender Equality Act (2020) if required
- The Arts Advisory Committee becomes an Arts Reference Group to better align with their role as an independent assessment panel for grants. This group could then be elevated back to an Advisory Committee with a renewed focus, should the Arts Strategy be endorsed by Council
- A new Multicultural Communities Advisory Committee is formed
- The Youth, Gender Equality & LGBTQIA+, Disability and Multicultural committees take into account the priority areas of the now ceased Access and Equity Advisory Committee
- Two-way communication would be supported between each of the five advisory committees as well as the working, reference and alliance groups. This means that all groups could communicate and pose questions to each other in both directions. This would occur through:
  - Advisory Committee conveners meeting annually prior to the first committee meeting for the year to discuss key topics
  - Developing a standard agenda template with a standing placeholder for agenda items or issues raised in other committees' meetings
  - Advisory Committee Minutes being tabled at Council meetings
  - A representative from each advisory committee presenting to Councillors once a year on the progress and achievements of their committee. This role should be shared between Councillors, as the owners of the committees, and Council Officers
  - An annual forum that brings together each of the advisory committees and Councillors

## Advisory Committee Policy

<b>POLICY NO:</b>	<b>POL/557</b>
<b>VERSION:</b>	Version 2 replaces POL/518
<b>SHORT DESCRIPTION:</b>	This policy applies to the formation, ongoing management and review of Council endorsed advisory committees on which there is Councillor representation.
<b>RELEVANT TO:</b>	Councillors, committee members and Manningham Council officers.
<b>RESPONSIBLE OFFICER:</b>	Senior Governance Advisor
<b>RESPONSIBLE OFFICE:</b>	Governance
<b>APPROVED BY:</b>	Council – 22 October 2019
<b>DATE PUBLISHED:</b>	22 October 2019
<b>NEXT SCHEDULED REVIEW DATE:</b>	31 October 2023
<b>RELATED DOCUMENTS:</b>	<p><i>Charter of Human Rights and Responsibilities Act 2006</i></p> <p>Conflict of Interest Form</p> <p>Conflict of Interest Guidelines – Department of Planning &amp; Community Development</p> <p>Councillor Appointments to Committees</p> <p>Councillor Code of Conduct</p> <p>Employee Code of Conduct</p> <p><i>Equal Opportunity Act 2010</i></p> <p><i>Local Government Act 1989</i></p> <p>Manningham City Council Media Policy</p> <p><i>Privacy and Data Protection Act 2014</i></p> <p>Record of Assembly of Councillors Form</p> <p>Terms of Reference Template</p>

## 1. PURPOSE

This policy has been developed to provide a consistent approach to the establishment, ongoing management and review of Council endorsed advisory committees on which there is Councillor representation.

## 2. ADVISORY COMMITTEE FRAMEWORK

Advisory committees are an important tool for engaging the community in Council decision making. Participation by interested parties and affected stakeholders assists Council in making decisions that incorporate the interests and concerns of the community.

The Terms of Reference for an advisory committee provide a framework within which it operates. The following sections prescribe the foundations for the establishment, ongoing operation and management of Council endorsed advisory committees.

### 2.1 Terms of Reference

- 2.1.1 Terms of Reference (ToR) for advisory committees must be presented to Council for consideration and endorsement at the inception of the committee.
- 2.1.2 The ToR must include: a clear statement of purpose, clearly defined objectives supported by measurable outcomes and a Code of Conduct in accordance with section 2.8 of this policy.
- 2.1.3 The ToR of an advisory committee is to be reviewed by Council at least once in any Council term.
- 2.1.4 Any proposed changes to the ToR resulting from any review must be presented to Council for formal endorsement.
- 2.1.5 Copies of the current ToR for any advisory committee are to be made available on the intranet and Manningham Council's website.

### 2.2 Membership, Period of Membership and Method of Appointment

- 2.2.1 The most appropriate mix of membership will be determined by Council.
- 2.2.2 The advisory committee may comprise –
  - **Councillor(s)** – appointed annually by Council
    - The Mayor is, by virtue of the Office, ex officio a member of any committees which may be established by Council from time to time. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.
    - Councillors not formally appointed as committee members may attend committee meetings to observe proceedings.



- **Community representative(s)** – appointed by Council through an expression of interest and selection process.
  - Expressions of interest will be sought by public notice in the local media and on Manningham Council's website or by letter to relevant local or peak agencies or community organisations.
  - Every effort should be made to ensure a representative cross section of people from the municipality are elected to serve on the committee.
  - Appointments to advisory committees will be based on the membership criteria outlined in its ToR.
  - Membership criteria should consider:
    - the appropriate mix of competencies required to fulfil roles on the committee;
    - diversity in terms of gender, age and culture; and
    - linking continuing tenure to performance and contribution.
  - Officers will undertake an initial assessment of the applicants to determine whether they comply with the membership criteria and provide a long list of candidates to the Chairperson. The recruitment process should consider the implementation of staggered membership appointments to ensure a membership that preserves the balance between old and new.
  - A Councillor committee supported by an officer and comprising the Mayor, committee Chairperson and one other Councillor will rank the applicants and make a recommendation regarding the preferred applicants which will be noted in the officer's report.
  - Council is not bound by the recommendation of the Councillor committee in appointing community representatives.
  - Community representatives are to be appointed for a period of three (3) years and for a maximum of three terms (9 years).
  - Community representative(s) appointed on behalf of an agency/organisation may be replaced or substituted at any time at the agency/organisation's discretion by notifying the chairperson and responsible officer in writing. Due consideration should be given to ensuring the appointee has the appropriate mix of competencies to undertake the role and refreshing membership on a regular basis.
  - Casual vacancies that occur due to a community representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.
  - Officers, in consultation with the Councillor committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to the advisory committee for the remainder of the previous incumbent's term.

- Where there are no suitable candidates identified, a formal expression of interest and selection process is required. The outcome of a formal expression of interest process will be presented to Council for determination in accordance with the procedures outlined above.
- Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.

2.2.3 A member of an advisory committee may resign at any time.

2.2.4 Notice of resignation is to be provided in writing to the Chairperson and the officer responsible for managing the advisory committee.

2.2.5 If a committee member fails to attend 3 consecutive meetings without prior notice, membership is deemed to have lapsed.

### **2.3 Chairperson**

2.3.1 The Chairperson plays a key leadership role in managing meetings. Meetings will be chaired to promote respectful discussion of the issues with the aim to arrive at a consensus view point that fairly reflects the sense and will of the meeting.

2.3.2 The Chairperson will be supported in their role by the relevant officer who will brief the Chairperson prior to the meeting to ensure its efficient and effective conduct.

2.3.3 The position of Chairperson shall be reviewed annually when Council appoints Councillors to advisory committees.

2.3.4 In the event that the Chairperson is absent, the meeting will be chaired by the Chairperson's nominee or representative of Council.

### **2.4 Delegated Authority and Decision making**

2.4.1 Advisory committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.

2.4.2 Advisory committees provide advice to Council and staff to assist them in their decision making.

2.4.3 In accordance with section 76E of the *Local Government Act 1989*, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

### **2.5 Meeting Procedures**

2.5.1 Meetings are to be held at a time, place and frequency determined by the advisory committee.

2.5.2 Advisory committees meetings are closed to the community outside endorsed members and delegates. Guests or subject matter experts may be invited to attend meetings as required.

2.5.3 Meetings will:

- commence on time and conclude by the stated completion time;
- be scheduled and confirmed in advance with all relevant papers distributed to each member;
- encourage fair and respectful discussion;
- focus on the relevant issues at hand; and
- provide advice to Council, as far as practicable, on a consensus basis.

**2.6 Committee Management**

- 2.6.1 Agendas and minutes must be prepared for each meeting of an advisory committee by the supporting officer in consultation with the Chairperson.
- 2.6.2 The agenda will be supported by accurate and timely information to inform discussion of the issues.
- 2.6.3 The agenda must be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting.
- 2.6.4 The Chairperson must arrange for minutes of each meeting of the committee to be kept in consultation with the supporting officer.
- 2.6.5 The minutes of a meeting of an Advisory Committee must:
- contain details of the proceedings and outcomes for action;
  - be clearly expressed;
  - be self-explanatory; and
  - incorporate any relevant reports or a summary of the relevant information considered in forming any recommendations.
- 2.6.6 Draft minutes of the committee meeting will be circulated to members within two weeks of the meeting and be listed on the agenda for the next meeting for endorsement.
- 2.6.7 The supporting officer will ensure timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting.
- 2.6.8 From time to time, the Committee may raise matters of strategic significance relevant to the Terms of Reference for the Committee. Such matters will be referred to the relevant Executive Management Team (EMT) member for consideration to determine an appropriate course of action.
- 2.6.9 The supporting officer will, in consultation with the Chairperson, prepare a briefing memorandum of the Committee's discussion and request to refer the matter, for the benefit of the EMT member.
- 2.6.10 The relevant EMT member may exercise their discretion as to how to respond to the Committee's request. This may include:
- responding to the Committee in writing (to be included on the agenda of the next meeting), outlining:
    - steps being taken to implement the matter (or part of the relevant matter); or

- reasons why the matter is not supported;
  - where appropriate, referring the matter to a Strategic Briefing Session for discussion by Councillors.
- 2.6.11 The relevant EMT member or their delegate may be invited or choose to attend the next Committee meeting to discuss their response to the matter.
- 2.6.12 Agendas and minutes are to be made available on the Councillor Hub.
- 2.6.13 The Council may determine through the ToR whether minutes are to be made available to the public. As a general rule, advisory committees are encouraged to provide this information to the public, with the exception of reports and attachments that are confidential in nature.
- 2.6.14 Where it is determined that minutes will be made available to the public, a copy should be placed on Manningham Council's website following endorsement by the advisory committee.
- 2.6.15 Administrative support and advice will be provided by the directorate whose functions are most aligned to the committee's objectives.
- 2.6.16 At the beginning of each committee term or where there is a change in committee membership, the supporting officer in consultation with the Chairperson will provide a thorough induction program which outlines the various roles and responsibilities of the committee and its members with the new committee or any new members of the committee.
- 2.6.17 Advisory Committees are required to prepare a report on an annual basis which should directly reflect the Terms of Reference and be in line with their stated objectives. The report may include a self-evaluation of the Committee's operations against the objectives and the performance measures of the committee as set out in the Terms of Reference. The report will be presented to Council for noting under the relevant directorate heading. The committee's Terms of Reference may stipulate more frequent reporting.

## 2.7 Confidential Information

- 2.7.1 Committee members must not disclose information that they know, or should reasonably have known is confidential information.
- 2.7.2 Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Manningham Council.
- 2.7.3 Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.

## 2.8 Code of Conduct

- 2.8.1 Advisory committee Terms of Reference will include a Code of Conduct for community representatives.
- 2.8.2 As a minimum, to ensure advisory committees are conducted in a respectful and efficient manner, committee members must:
  - act with integrity;

- impartially exercise his or her responsibilities in the interests of the local community;
  - not improperly seek to confer an advantage or disadvantage on any person, including themselves;
  - treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, committee members and officers;
  - commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behavior that is intimidating or that may constitute discrimination, harassment or bullying;
  - take reasonable care of his or her own health and safety and that of others; and
  - commit to regular attendance at meetings.
- 2.8.3 Community representatives appointed to advisory committees are expected to abide by this Code of Conduct.
- 2.8.4 Any breach of this Code of Conduct by a community representative may result in termination of membership.
- 2.8.5 Councillors are bound by the Councillor Code of Conduct.
- 2.8.6 Officers are bound by the Employee Code of Conduct.

## **2.9 Conflicts of Interest**

- 2.9.1 Meetings of an Advisory Committee may form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.
- 2.9.2 Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting.
- 2.9.3 Disclosure must include the nature of the interest and be recorded in the minutes of the meeting. The Councillor or officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.
- 2.9.4 Where a community member has a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed.
- 2.9.5 Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A community member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.

**2.10 Assembly of Councillors**

- 2.10.1 Where a meeting is identified as an Assembly of Councillors, officers must complete a Record of Assembly of Councillors form.
- 2.10.2 Where a Conflict of Interest is identified by a Councillor or officer at an Assembly of Councillors, the relevant Conflict of Interest form must be completed.
- 2.10.3 Forms must be forwarded to the Senior Governance Advisor within 5 working days of the meeting. This information will be included on the Agenda for the next available Council Meeting and published in the minutes.

**2.11 Media**

- 2.11.1 Contact with the media by committee members will be conducted in accordance with the Manningham City Council Media Policy.
- 2.11.2 Committee members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

**2.12 Sunset Clause**

- 2.12.1 Advisory committees have a sunset clause of four years.
- 2.12.2 Council may, by exception, establish an advisory committee for a period of less than four years.
- 2.12.3 If an advisory committee has a relevant function at the end of the standard four year term, a report must be presented to Council prior to that period ending that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act in an advisory capacity for a further period.

**2.13 Administrative Updates**

- 2.13.1 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 by Council.

## 1. DEFINITIONS

<p><b>Advisory Committee</b></p>	<p>The <i>Local Government Act 1989</i> defines an advisory committee as:</p> <p>Any committee established by the Council, other than a special committee, that provides advice to –</p> <ul style="list-style-type: none"> <li>(a) the Council; or</li> <li>(b) a special committee; or</li> <li>(c) a member of Council staff who has been delegated a power, duty or function of the Council under section 98.</li> </ul> <p>The main function of an Advisory Committee is to enable stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan. Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.</p> <p>Committees established under the <i>Local Government Act 1989</i>, such as the Audit Committee, will operate generally in accordance with the Act and any Ministerial guidelines.</p>
<p><b>Assembly of Councillors</b></p>	<p>The <i>Local Government Act 1989</i> defines an Assembly of Councillors as a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be –</p> <ul style="list-style-type: none"> <li>(a) the subject of a decision of the Council; or</li> <li>(b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee –</li> </ul> <p>but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party, or other organisation.</p>
<p><b>Council</b></p>	<p>means Councillors participating in decision making at a formally constituted Council meeting</p>
<p><b>Councillor</b></p>	<p>means a Councillor of Manningham City Council</p>
<p><b>Officer/Manningham Council Officer</b></p>	<p>means an employee of Manningham City Council</p>

Advisory Committee Review

## Proposed Forward Agenda: Liveable Places and Spaces Advisory Committee

### Proposed Agenda Items 2022:

- **Meeting 1: February 2022**
  - North East Link
  - Liveable City Strategy
  - Doncaster Hill Framework
  
- **Meeting 2: May 2022**
  - Manningham Planning Scheme Review
  - Vibrant Villages Plan
  - Macedon Square Streetscape Upgrade (detail design)
  - 2022/23 Capital Works Program for park upgrades & open space
  
- **Meeting 3: August 2022**
  - Flood Modelling and Integrated Water Management
  - Affordable Housing
  - Land Acquisitions for future open space
  
- **Meeting 4: November 2022**
  - Set agenda for 2023 agenda themes
  - Development Contributions Plan
  - Heritage Study

Other items to consider at appropriate times throughout the year:

- General transport projects (Bus Rapid Transit, Bus Network Review)
- Placemaking (could be discussed at each meeting as an ongoing initiative)
- Urban design matters generally (site specific items or LCS implementation related)



**10.3 Establishment of the Manningham Youth Advisory Committee**

File Number: IN21/549  
 Responsible Director: Director City Planning and Community  
 Attachments: 1 Manningham Youth Advisory Committee (MYAC) Terms of Reference [↓](#)

**EXECUTIVE SUMMARY**

*In early 2021, Council indicated that it supported the establishment of a Youth Advisory Committee. So that the Committee could be structured in a way that was appealing to young people, and had a focus that supported a two-way information flow between young people and Council, a consultation process was undertaken. The results of this consultation with young people has helped shape the Terms of Reference and operating model for a Manningham Youth Advisory Committee (MYAC).*

*Council and Manningham Youth Services (operated by EACH) have undertaken a variety of consultation sessions with young people and other research methods to inform recommendations for Council’s consideration. The findings have been used to develop a Terms of Reference (TOR - Attachment 1).*

*The Committee’s purpose is to provide advice to Council concerning the issues that affect the lives and wellbeing of young people in Manningham. The Committee will also be a forum for input by young people on key Council plans, strategies and policies.*

*Following endorsement, recruitment can commence for young people to join the Committee, with an anticipated start in February 2022.*

**COUNCIL RESOLUTION**

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

**That Council:**

- A. Endorse the establishment of a Manningham Youth Advisory Committee as set out in this report, and**
- B. Endorse the Manningham Youth Advisory Committee Terms of Reference shown at Attachment 1.**

**CARRIED UNANIMOUSLY**

**2. BACKGROUND**

2.1 Council has requested the establishment of a youth specific advisory committee. To help inform a Terms of Reference (TOR), consultation was undertaken with a range of young people that is meaningful.

- 2.2 The preferred age range of MYAC members is 16 to 25 years. Participation by young people under 16 years requires parental permission and introduces a range of child-safe protocols for all officers, Councillors and support staff involved and therefore the age range of over 16 is preferred.
- 2.3 Consultation was undertaken with young people in a variety of schools and with young people already engaged with Manningham Youth Services. Consultation was undertaken with participants aged 12 to 25 years. 55 young people were consulted in school group forums. An online forum to connect with the older cohort of youth and those not in school had minimal attendance, however individual contact was made with a small number of young people in the post-secondary school age bracket.
- 2.4 Benchmarking with other Councils was also undertaken to consider models for youth engagement. This benchmarking provided the foundation and building blocks for the development of the model for the new MYAC.

### 3. DISCUSSION / ISSUE

#### Overview of consultation

3.1 Consultation was conducted via facilitated discussions with youth staff and Council Officers. There were some common themes amongst the young people consulted and the feedback noted below has been used to shape the TOR. Most young people welcomed the concept of sitting on a Committee where their views could be heard, and may influence outcomes. Most were keen to learn more about how Council processes work, although there was some nervousness about how to conduct themselves in what might be an unfamiliar and formal setting.

#### 3.2 Consultation responses - What is likely to make participation on a Committee rewarding?

- Being heard, recognising that all views are valid and that the process is genuine.
- Ensuring that the Committee membership is diverse and inclusive of gender, cultural background, interests, LGBTIQ+ representation, diverse abilities and backgrounds.
- Seeing action come out of the Committee's discussions and that Council values the input of young people.
- Young people want to make a difference.
- Recognising that this will be a learning experience for young people. Coaching and mentoring in meeting protocol will help the process.
- Having an opportunity for Committee members to get to know each other.
- Structuring the meetings like forums, with one main topic per meeting, so that everyone can have their say.

#### 3.3 Consultation responses- What should we avoid?

- Not feeling like you're being heard. One comment said: "Sometimes we get asked for advice but then they do the opposite of what we've said".

- Structuring meetings in a very formal way so that it's not engaging. Young people don't speak the language of Council with formal agendas and minutes.
- It shouldn't be all about Council bringing its agenda to young people, but young people also bringing their issues to Council and being heard.

### **Purpose**

3.4 The proposed purpose of the MYAC, based on consultation and discussion is:

- The Manningham Youth Advisory Committee (MYAC) will provide the opportunity for young people aged 16 to 25 Years to give their ideas and opinions relating to the development of a broad range of Council's plans and policies- not just those that directly affect young people. This will strengthen the diversity of voices that have input into Council's planning and will allow the Committee's thoughts and advice to be reflected in key strategic documents and directions.
- The MYAC will be a forum where the Committee members can engage in discussion regarding issues that affect young people. These matters may then be considered as advice to Council and may form part of a response in terms of advocacy, awareness, programs, services or other action.
- The Committee will also provide an opportunity for young people to build their skills and leadership capacity in the Advisory Committee setting, so that they can make meaningful contributions and have a greater understanding of the role of Council in creating improved community wellbeing.

3.5 The Terms of Reference (TOR) sets out the requirements (Attachment 1). Listed below are some explanatory comments regarding the detail of the TOR.

### **Membership**

- 3.6 Young people expressed the view that there should be a balance within the membership with consideration of diversity and intersectionality. This has been included in the TOR and will be factored into the selection process.
- 3.7 The number of young people appointed through the selection process to the Committee will be 8 as a minimum. The selection panel reserves the right to balance the representation of the Committee and recommend more than 8 members (up to 15 members) depending on the applications received.
- 3.8 Two representatives of Manningham Youth Services will be directly appointed to the Committee. This will provide a clear link to Council's service provision and will enable two-way information between Youth Services and the Committee
- 3.9 The appointed representatives will be supported by two Council officers and two youth workers from Manningham Youth Services, currently operated by EACH.
- 3.10 Guest presenters, Council officers or external parties may attend the meeting to present on specific matters related to the agenda.

Name	Membership
Councillor representatives – appointed annually	3
Young people aged between 16 to 25 years – through an application process	8 minimum
Young people from Manningham Youth Services, 16-25 years – direct nomination	2
<b>Total membership</b>	<b>13 minimum</b>

### Chairperson

- 3.11 It is proposed to have co-chairs – one Councillor and one youth chairperson. The youth co-chairperson will conduct the business of the meeting and the Councillor can assist with meeting protocol and supporting the youth co-chair in learning how advisory committees run. An early order of business for the Committee to undertake would be to determine if the youth co-chair should rotate every meeting, or every couple of meetings, or remain with the one young person for the Committee's annual term. This is not stipulated in the TOR – it would be a decision by the Committee each year.

### Term of Membership

- 3.12 Membership on the MYAC would be a term of 12 months with the option for individual members to continue on the Committee for an additional 12 month term. At the conclusion of each term, pending Council approval, new Committee members would be elected via the application process outlined in the Terms of Reference. Young people indicated that committing for a term longer than 12 months was off-putting and would prevent many young people from being involved in the MYAC. Young people requested a term of 12 months, as they felt this was a manageable commitment that can be balanced around demands of schooling or employment. It is acknowledged that this creates additional work demands for officers in seeking and recommending members each year. This can be evaluated after the first term of the Committee.
- 3.13 In line with the Advisory Committee Policy, the TOR will be in place for four years. A review of the effectiveness of the Committee will be conducted at the end of the first year, with any suggested adjustments being suggested by the members as part of a standard evaluation process. Ensuring that the Committee is structured for success is an important step to maintaining good participation and satisfaction of the membership.

### Meeting structure

- 3.14 It is proposed that MYAC meetings be held in school terms, at least five times each year. The meetings would be 1.5 hours and would be held in the Civic precinct. Ideally there would be capacity for members to attend via video conferencing should this be required. Young people indicated that they would appreciate the chance to get to know the other and the sharing of food would assist with some socialisation as part of the Committee process – should Covid-19 restrictions allow. This will be incorporated into the planning of meetings.

- 3.15 It would be possible for young representative to bring a friend to nominated meetings to further build the skills and interests of young people in civic participation.

### **Selection Process**

- 3.16 The Terms of Reference outline the proposed selection process where a selection panel would be formed, comprising:

- one Council Officer
- at least two Councillor Representatives nominated to the MYAC and
- two young people who are not seeking nomination to the Committee.

The panel will make a recommendation to Council for the appointment of the young people for the year. Guidelines will be developed to assist in a consistent approach to committee recruitment.

### **Topics for discussion**

- 3.17 Council officers will work with the co-chairs to develop each agenda which will provide a balance of matters raised by young people as well as providing input into Council plans, policies and strategies. Officers will also facilitate an induction process to introduce meeting processes and language to the group.

## **4. COUNCIL PLAN / STRATEGY**

The Council Plan 2021-2025 identifies youth as a priority group in these actions:

- 4.1 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.
- 4.2 Work with Council's existing partners and advisory networks to advocate and raise awareness on inclusive practices for key priority areas – LGBTIQ+, youth, culturally diverse communities and disability.

## **5. IMPACTS AND IMPLICATIONS**

- 5.1 The management of the Advisory Committee will sit jointly with the Group Manager Community Programs and with EACH as the contracted provider of youth services.
- 5.2 The recruitment process every year plus five meetings per year will create a new workload and any increase in the number of meetings or complexity of issues will need consideration from a resourcing perspective.

## **6. IMPLEMENTATION**

### **6.1 Finance / Resource Implications**

As noted above, the resourcing of the MYAC is a new initiative and resourcing will need to be monitored.

## 6.2 Communication and Engagement

Recruitment of young people to the MYAC will be conducted through:

- Utilising existing networks with school Wellbeing Coordinators, Manningham Youth Services, and Rotaract
- Directly to school principals
- Social media
- Manningham Matters
- Sporting Clubs
- Youth agencies such as Doncare, Access Health and Community
- Universities and other Tertiary institutions
- Direct engagement with young people who have previously expressed and interest in being involved in civic participation.

It is proposed to create some promotional and instructional video footage to encourage nominations.

## 6.3 Timelines

To attract candidates for the youth representatives, officers will need to commence the process in the final quarter of 2021 for commencement at the start of the 2022 academic year.

Senior students go into exams from October. It will be important to engage with them prior to that to gauge their interest for a start in February 2022.

The Councillor Representatives can be nominated as part of the annual process in November.

## 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.

# Manningham Youth Advisory Committee Terms of Reference

<b>Short Description:</b>	This Terms of Reference applies to Council's Manningham Youth Advisory Committee.(MYAC)
<b>Relevant to:</b>	Councillors, Committee Members and Manningham Council officers
<b>Responsible Officer:</b>	Director City Planning and Community
<b>Approved by Council:</b>	xxxx
<b>Review Date:</b>	xxxx
<b>Reference:</b>	xxxx

1 | Manningham Youth Advisory Committee – Terms of Reference



<p><b>1. Purpose</b></p>	<p>The Manningham Youth Advisory Committee (MYAC) will provide the opportunity for young people aged 16 to 25 Years to give their ideas and opinions relating to the development of Council's plans and policies. This will strengthen the voice of young people and to allow their thoughts and advice to be reflected in key strategic documents and directions.</p> <p>The MYAC will also be a forum where the Committee members can engage in discussion regarding issues that affect young people. These matters may then be considered as advice to Council and may form part of a response in terms of advocacy, awareness, programs, services or other action.</p> <p>The Committee will also provide an opportunity for young people to build their skills and leadership capacity in the Advisory Committee setting, so that they can make meaningful contributions and have a greater understanding of the role of Council in creating improved community wellbeing.</p>
<p><b>2. Roles and Tasks</b></p>	<p>The role of the MYAC is to provide Council with direct access to a diverse group of young people to provide input into Council plans, strategies and programs, and to raise matters of interest to young people in Manningham.</p> <p>In particular the MYAC will:</p> <ul style="list-style-type: none"> <li>• Honour Council's commitment to key Council policies and strategies including the Council Plan and Health and Wellbeing Strategy.</li> <li>• Build the capacity of Council to understand and respond to the needs of young people of all backgrounds.</li> <li>• Develop the capabilities of Committee members, through an understanding of the environment and processes of local government, so that they can contribute constructively as well as support their employment, education and civic engagement aspirations.</li> <li>• Advise on the development and review of key Council strategies, policies and plans.</li> <li>• Provide a discussion forum for matters of interest to all young people.</li> </ul>
<p><b>3. Chairperson</b></p>	<p>Meetings will be chaired jointly by a young person, nominated by the Committee, assisted by one of the Manningham Councillors.</p> <p>It is intended that the majority of the agenda will be directly led by the Youth Co-Chairperson. The Councillor will assist with advice and guidance on meeting process and content, as a support for the Youth Co-Chairperson.</p> <p>In the event that the Youth Co-Chairperson is absent, the meeting will be co-chaired by another young person, to be nominated by the Committee. The Councillor representatives can share the co-chairing role by agreement.</p>
<p><b>4. Delegated Authority and Decision Making</b></p>	<p>Advisory Committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.</p> <p>Advisory committees provide advice to Council and staff to assist them in their decision making.</p> <p>In accordance with the <i>Local Government Act 2020</i>, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in any performance of any duty or function.</p>



<p><b>5. Meeting Procedures</b></p>	<p>Meetings will be held five times each year, ideally during school terms, at a time that is suitable for most young people to attend.</p> <p>Additional meetings may be required on an as-needs basis, such as during the development or review of a major strategy. Additional meetings will be subject to approval by the Co-Chairpersons and the relevant Council delegate.</p> <p>Meetings are closed to the community outside endorsed members. Guests or subject matter experts may be invited to attend meetings as required.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> <li>• Commence on time and conclude by the stated completion time.</li> <li>• Be scheduled and confirmed in advance with all relevant papers distributed to each member.</li> <li>• Encourage fair and respectful discussion.</li> <li>• Focus on the relevant issues at hand.</li> <li>• Support the members to learn about meeting protocols and Council processes with guidance from Council staff, Youth Services staff and others.</li> <li>• Provide advice to Council, as far as practicable, on a consensus basis.</li> <li>• Be held either in person or remotely.</li> </ul>
<p><b>6. Committee Management</b></p>	<p>As per Council's Advisory Committee Policy, Council will provide the necessary support to assist the Committee to function effectively including:</p> <ul style="list-style-type: none"> <li>• Maintaining contact details of members.</li> <li>• Preparing agendas and meeting papers which reflect the priorities of Council and the youth representatives. These will be distributed to Committee members prior to the meeting.</li> <li>• Draft minutes of the MYAC meeting will be circulated to members within two weeks of the meeting and be listed on the agenda for the next meeting for endorsement.</li> <li>• The supporting officer will ensure timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting.</li> <li>• Comments provided by the MYAC on Council matters will be considered by the appropriate units of Council and outcomes will be reported back to the MYAC in a timely manner.</li> <li>• The MYAC will have access to Council staff with expertise relevant to the item being advised on by the Committee.</li> <li>• At the beginning of each Committee term or where there is a change in Committee membership, the supporting officer will provide an induction program which outlines the various roles and responsibilities of the MYAC.</li> </ul> <p>Advisory Committees are required to contribute to a report on an annual basis which should directly reflect the Terms of Reference and be in line with their stated objectives. The report may include a self-evaluation of the Committee's operations against the objectives and the performance measures of the committee as set out in the Terms of Reference. The report will be prepared by officers or Youth Services staff and presented to Council for noting under the relevant directorate heading. Attendance at Council by Committee members to present the report is encouraged.</p> <p>Please refer to Council's Advisory Committee Policy for an overview of all requirements.</p>

<p><b>7. Membership</b></p>	<p>Membership of the MYAC will consist of members approved and appointed by Council.</p> <p>The MYAC will comprise the following membership:</p> <ul style="list-style-type: none"> <li>• Up to three Councillors appointed annually by Council.</li> <li>• Youth representatives aged between 16 to 25 years:             <ul style="list-style-type: none"> <li>• At least eight young people (and up to 15 young people) from a variety of backgrounds who live, study or work within Manningham, appointed annually by Council. The actual number of young representatives will be determined at the selection stage to ensure a good mix of interests on the Committee.</li> <li>• Two representatives of young people from Manningham Youth Services Youth Committee, directly nominated by Manningham Youth Services.</li> </ul> </li> </ul> <p>Supporting the Committee will be two Council officers who are not formally part of the Committee: The Manager responsible for youth and a supporting officer), plus two youth staff from Manningham Youth Services.</p> <p>The representation of young people will encompass a variety of interests, abilities, backgrounds and membership will consider a balance of diversity and intersectionality, including gender, LGBTIQ+, cultural backgrounds, abilities, ages, interests and other factors to ensure a diversity of views.</p> <p>The quorum for the MYAC meeting will be:</p> <ul style="list-style-type: none"> <li>• One Councillor or delegated representative</li> <li>• Five young people</li> <li>• One Council Officer</li> </ul> <p>Participation by young people is limited to those who have been nominated to attend, except where the agenda allows for members to bring a friend.</p> <p>Other Council Officers may attend to support the operations of the MYAC. Guest presenters and representatives from other groups may be invited to attend meetings on an as-need basis.</p> <p>It is acknowledged that with a range of ages and experience in committee matters, a range of engagement and consultation methods will be appropriate and some topics for discussion may require additional support from Council Officers. Councillors not formally appointed as Committee members may attend Committee meetings to observe proceedings.</p>
<p><b>8. Membership Criteria</b></p>	<p>Appointment will based on the following criteria:</p> <ul style="list-style-type: none"> <li>• A mix of ages and genders of young people represented, ranging between 16 and 25 years.</li> <li>• A variety of interests, abilities and backgrounds.</li> <li>• Young people who live, work or study within the municipality.</li> <li>• An interest in civic participation, community involvement or advocacy.</li> <li>• Ability to contribute in a meaningful way with a mix of skills and attributes to complement other members of the MYAC.</li> <li>• Commitment to regularly attend and actively participate in meetings.</li> <li>• Willingness to work within the Advisory Committee structure to consider the needs of all young people in Manningham.</li> </ul>
<p><b>9. Nomination and selection Process</b></p>	<p>Nominations for the young representatives will be sought via a public process, including through social media and direct approaches to schools, tertiary institutions, church groups and community organisations. Young people will apply in writing (e.g. via email or using a simple web template) and indicate (for example) why they wish to participate, what skills they believe they can contribute, whether they have any special interests or capacities, and indicate their commitment to regularly attend the meetings.</p> <p>The two representatives of young people from Manningham Youth Services Youth Committee, will be directly nominated by Manningham Youth Services.</p>

	<p>A selection panel comprising one Council Officer, at least two Councillor representatives nominated to the MYAC and two young people (who are not seeking to join the Committee) will make a recommendation to Council for the appointment of the young people for the year.</p> <p>All members of the MYAC will be appointed for one calendar year. Young people on the MYAC may request one second term of a further twelve months by using the nomination process outlined above.</p>
<p><b>10. Resignation</b></p>	<p>A member of the Committee may resign at any time. Notice of resignation is to be provided in writing to the Council officer responsible for supporting the MYAC.</p> <p>If a Committee member fails to attend 3 consecutive meetings without advising they will be absent, membership is deemed to have lapsed.</p> <p>Casual vacancies that occur due to a youth representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.</p> <p>Officers, in consultation with the selection committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to the MYAC for the remainder of the previous incumbent's term.</p> <p>Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</p>
<p><b>11. Conflicts of Interest</b></p>	<p>In the event of a conflict of interest arising for any member of the MYAC, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered. Any member who discloses a conflict of interest in a matter, must leave the room while the matter is being discussed.</p> <p>Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the MYAC before the matter is considered or discussed at the meeting.</p> <p>Disclosure must include the nature of the interest and be recorded in the minutes of the meeting. The Councillor or officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.</p> <p>Where a young Committee member has a Conflict of Interest (as defined in the <i>Local Government Act 2020</i>) in relation to a matter in which the MYAC is concerned, or is likely to be considered or discussed, the young Committee member must disclose the matter to the group before the matter is considered or discussed.</p> <p>Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairpersons if the young person remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A young person who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.</p>

<p><b>12. Code of Conduct</b></p>	<p>As a minimum, to ensure advisory committees are conducted in a respectful and efficient manner, MYAC members must:</p> <ul style="list-style-type: none"> <li>• Act with integrity.</li> <li>• Impartially exercise their responsibilities in the interests of the local community.</li> <li>• Not improperly seek to confer an advantage or disadvantage on any person, including themselves.</li> <li>• Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, Committee members, Council officers and guests.</li> <li>• Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying.</li> <li>• Take reasonable care of their own health and safety and that of others.</li> <li>• Commit to regular attendance at meetings.</li> </ul> <p>Any breach of this Code of Conduct by a young Committee representative may result in termination of membership.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers are bound by the Employee Code of Conduct.</p>
<p><b>13. Media</b></p>	<p>Committee members should defer any media enquiries to the Council Chairperson in the first instance and should take care not to respond as a representative of the MYAC.</p>
<p><b>14. Confidential Information</b></p>	<p>Committee members must not disclose information that they know, or should reasonably have known is confidential information.</p> <p>MYAC members have an obligation to not disclose any materials or information that is not publicly available unless approved by a representative of Council.</p> <p>MYAC members should be mindful of their obligations under the <i>Privacy and Data Protection Act 2014</i> regarding the use and disclosure of information.</p>
<p><b>15. Review</b></p>	<p>A review of the Terms of Reference and the role, function, membership, and productivity of the MYAC will be conducted at the conclusion of the first year of operation. Thereafter, it will be reviewed at least once every four years to ensure currency and effectiveness.</p> <p>These Terms of Reference may be revoked at any time by Council.</p>
<p><b>16. Sunset Clause</b></p>	<p>The MYAC will sunset four years from the date of adoption.</p>

## 10.4 Transport Action Plan 2021

File Number: IN21/573  
Responsible Director: Director City Planning and Community  
Attachments: 1 Manningham Transport Action Plan 2021 [↓](#)

### EXECUTIVE SUMMARY

*A Transport Action Plan has been prepared for adoption by Council. The Plan identifies key transport-based objectives, actions and advocacy for Council to consider to enhance transport in and to the municipality.*

*Notably, the Plan seeks to reinforce advocacy for the Doncaster Bus Rapid Transit (BRT) and Suburban Rail Loop (SRL) proposal as Council's key future transport project objectives. The Plan also details actions that will assist Manningham to move towards sustainable transport technologies such as on-demand bus services, car-share schemes and electric vehicles and to promote active transport to support the concept of achieving a City of 20-minute neighbourhoods throughout the municipality.*

*To implement the Action Plan, it is recommended that \$300,000 is referred in the annual operational budget program for planning, design and advocacy to support key actions of the Plan (North East Link, Bus Rapid Transit and Suburban Rail Loop).*

*The Action Plan recognises the four priority transport projects below recently determined by Councillors and the funding for these will each be subject to a separate business case above the operational budget:*

- a) New Yarra River bridge crossings (pedestrian / cycling)*
- b) Bus network review*
- c) North East Link: Mitigating construction impacts to our community*
- d) North East Link: offsetting our losses (open space & Bulleen employment precinct)*

### COUNCIL RESOLUTION

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

**That Council:**

- A. Endorse the Transport Action Plan as presented in Attachment 1 of this report.**
- B. Reaffirm support of the Bus Rapid Transit (BRT) proposal as Council's key short to medium term public transport priority, including working with the North East Link project on the delivery of the Doncaster Busway proposal.**

- C. Support the Suburban Rail Loop proposal and advocate for:**
- **Implementation of an express bus route/s that mirror the SRL alignment in the interim.**
  - **Securing of Doncaster Hill station footprint and associated subway entrances.**
- D. Refer for consideration as part of the 2022/23 budget process a \$300,000 allocation in the annual operational program for planning, design and advocacy to support key actions of the Plan.**
- E. Note that the Manningham Integrated Transport Strategy – ‘Making Manningham Mobile 2009’ will be superseded by the Transport Action Plan 2021 and the draft Liveable City Strategy.**

**CARRIED UNANIMOUSLY**

## **2. BACKGROUND**

- 2.1 Manningham City Council’s transport vision is to facilitate and realise a well-integrated, sustainable and accessible transport network, through the provision of all necessary infrastructure, services and education needed to achieve this outcome.
- 2.2 This vision seeks to achieve a well-integrated transport network for Manningham which includes all modes of travel, such as – public transport (bus and train), private vehicles, ride share programs, freight and active travel which includes both walking and cycling. It also seeks to consider changing transport technologies such as electric vehicles and buses.
- 2.3 Transport Planning in Manningham has primarily been guided by the ‘Make Manningham Mobile (2009)’ Integrated Transport Strategy. However, this document is considered outdated due to Manningham’s transport network recently evolving due to major transport projects such as, the North East Link Project, Department of Transport Bus Study and the proposed Suburban Rail Loop.
- 2.4 Given that key matters of these projects have not yet been finalised, and that council is also currently developing the Liveable City Strategy as its overarching document for how we live and travel into the future, it is considered that a long term integrated transport strategy is not required at this time.
- 2.5 Therefore, the development of a Transport Action Plan is considered more appropriate, as it helps fulfil the short term objectives of an Integrated Transport Strategy, whilst also offering a flexible approach that will allow Council to adapt its advocacy and objectives to meet the needs of Manningham’s evolving transport network.
- 2.6 Given the above, the development of the Liveable City Strategy and the new Transport Action Plan will supersede the Make Manningham Mobile (2009) Integrated Transport Strategy.

### 3. DISCUSSION / ISSUE

#### Transport Action Plan

- 3.1 The purpose of the Transport Action Plan (Attachment 1) is to detail a number of key transport-based objectives, actions and advocacy priorities for Council. The Plan outlines a set of key actions to improve, manage and promote a well-integrated transport network, with particular emphasis on sustainable transport such as walking, cycling and public transport.
- 3.2 The Plan primarily seeks to designate the Bus Rapid Transit (BRT) proposal and Suburban Rail Loop project as Council's key public transport priorities, including to support the North East Link's Doncaster Busway proposal.
- 3.3 The Plan also seeks to identify active and sustainable transport alternatives including car share programs, on-demand bus services, electric vehicles and walking and cycling.

#### Councillor Advocacy Priorities

- 3.4 Councillors have recently provided a prioritised list of projects/initiatives for which to focus Council's key advocacy. Four of the top six items are transport-related, in the order presented below.
  - a) New Yarra River shared user path bridge crossings (pedestrian / cycling)
  - b) Bus network review
  - c) North East Link: Mitigating construction impacts to our community
  - d) North East Link: offsetting our losses (open space & Bulleen employment precinct)
- 3.5 The TAP acknowledges these priorities and recognises them in the Action Plan. As most of these transport matters are the responsibility of State Government, Council would need to fund and resource advocacy tasks to help achieve improvements in these areas. This has been reflected in the action plan priority list, and budget requests below.

#### Bus Rapid Transit

- 3.6 As the main priority for Council, A key objective of the *Bus Network Review* recommendations, as previously endorsed by Council in 2017, is to undertake ongoing advocacy for a Bus Rapid Transit (BRT) service between Doncaster and the CBD. A key component of this alignment includes the NEL's Doncaster Busway proposal.

#### Suburban Rail Loop

- 3.7 Public exhibition and the Environmental Effects Statement (EES) for Stage 1 of the Suburban Rail Loop project is anticipated to commence in late 2021. Therefore, it is suggested that Council consider allocating appropriate funding to support a response to the EES process, and for any ongoing support required to contribute to the planning of the project.
- 3.8 Stage 1 of the Project will involve constructing a new underground subway line between Cheltenham and Box Hill. Stage 1 has been committed and planning currently underway, with construction expected to commence in 2022.

A Doncaster Hill station will be planned and constructed as part of Stage 2 of the project. However, Council will continue to advocate for a Doncaster Station to be included in Stage 1 of the project.

#### North East Link

- 3.9 The project is considered to have a positive impact on Manningham's arterial road network with traffic modelling indicating reduced traffic volumes on key arterial roads throughout the municipality, including Fitzsimons Lane and Williamsons Road.
- 3.10 To date, Council has advocated and worked closely with the North East Link Project (NELP) to ensure the following transport related outcomes are delivered as part of the NEL project:
- A new Bulleen Park and Ride facility (under construction)
  - A north-south walking and cycling path along Bulleen Road
  - Shared pedestrian/cycling bridge across the Yarra River at Banksia Park between Bulleen and Heidelberg (State Government funding secured)
  - The Doncaster Busway along the Eastern Freeway (between Hoddle Street and Doncaster Road)
  - New soccer facilities along Templestowe Road and upgrades to the Bulleen Park sporting facilities and associated signalised entrance
  - The preparation of a business case for the duplication of Templestowe Road
- 3.11 Many of these transport related outcomes have been achieved via Council's advocacy through processes such as the Inquiry and Advisory Committee Environment Effects Statement (EES) hearings and Councils Judicial Review.
- 3.12 It is recommended Council continue to strongly advocate and work collaboratively with North East Link Project for transport-related improvements to be delivered as part of the NEL project, as well as ensuring impacts are mitigated and where possible, seek delivery of net favourable outcomes.

#### **4. COUNCIL PLAN / STRATEGY**

- 4.1 The objectives and recommendations contained within the Transport Action Plan support the Council Plan to provide for 'well connected, safe and accessible travel'. Objectives seeking to improve the transport network, access and connectivity are also supported by the following council documents:
- Draft Liveable City Strategy (2021)
  - Health and Wellbeing Strategy (2017-2021)
  - Manningham Bus Network Review (2017)
  - Manningham Yarra River Corridor Concept Plan (2019)
  - Manningham Bicycle Strategy (2013)
  - Manningham Links Road Improvement Strategy (2014)
  - Doncaster Hill Strategy (2004)
  - Doncaster Hill Mode Shift Plan (2014)



- Doncaster Hill Behaviour Change Plan (2015)
- Walk Manningham Plan (2011-2020)
- Principle Pedestrian Network (2014)
- North East Link issues and opportunities Paper (2018)

## 5. IMPACTS AND IMPLICATIONS

### Finance / Resource Implications

- 5.1 In the operational budget for 2021/22, \$150,000 is provided to facilitate planning for the North East Link and to provide advocacy support for the businesses of Bulleen impacted by the Project.
- 5.2 Furthermore, \$50,000 is provided in the 2021/22 operational budget for planning and implementation of a car share program in Doncaster Hill.
- 5.3 In addition, it is recommended that the following budget allocations in the table below are referred in future operating budget programs, subject to the standard internal business case process.
- 5.4 Business cases to implement other specific actions will be applied for as required during the life of the Transport Action Plan. This funding is in addition to the operational budget of \$300,000

Project / Objective	Objective	Suggested Budget Allocation
Ongoing planning, design and advocacy for various transport objectives:	<p>Funding to contribute to ongoing planning, design and advocacy for various key transport objectives including:</p> <ul style="list-style-type: none"> <li>- BRT</li> <li>- SRL</li> <li>- Bus service &amp; network improvements</li> <li>- Walking &amp; cycling</li> </ul> <p>Funding to support consultants, legal advice and advocacy programs.</p>	\$100,000 (annually)
North East Link (Planning, Construction Management & Advocacy)	Continue to strongly advocate and work collaboratively with NELP for transport-related improvements to be delivered as part of the NEL project, as well as ensuring construction impacts are mitigated and where possible seek delivery of net favourable outcomes.	\$200,000 (annually)
Birrarung Park Pedestrian Bridge Feasibility Study (No.1)	Prepare a Feasibility Study for a new pedestrian and cycling bridge to cross the Yarra River in Birrarung Park, to connect with the Main Yarra Trail in Viewbank (City of Banyule).	\$250,000 (once-off in 2022/23 or 2023/24)

Bulleen Park Pedestrian Bridge Feasibility Study (No.2)	Prepare a Feasibility Study for a new pedestrian and cycling bridge to cross the Yarra River in Bulleen Park, to connect with the Main Yarra Trail in Ivanhoe East (City of Banyule).	\$250,000 (once-off in 2024/25)
Eastern Transport Coalition (ETC)	Represent Council at ETC Attend monthly meetings	Annual subscription of \$8,000 (ex GST)
Metropolitan Transport Forum (MTF)	Represent Council at MTF Attend monthly meetings	Annual subscription of \$2,000 (ex GST)

### Communication and Engagement

- 5.5 Imagine Manningham 2040 (IM2040) is a community wide engagement project that was undertaken to support Manningham's Liveable City Strategy. This process helped facilitate consultation and engagement with the Manningham community. The consultation explored key themes relating to transport, including, access to public transport, 20 minute neighbourhood concept and walking and cycling connections
- 5.6 The community input received as part of IM2040 has helped inform the development of this Transport Action Plan.
- 5.7 The majority of action items contained in the Transport Action Plan are also reflected in detail in the draft Liveable City Strategy (LCS). The draft LCS is due to be exhibited for community consultation later this year – providing an opportunity to further engage with the community on broad transport objectives.
- 5.8 A suitable communications and engagement process will be developed to pursue advocacy and encourage the community to become involved in the transport objectives outlined in the Transport Action Plan.

### Timelines

- 5.9 The Action Plan will provide a framework to pursue the transport objectives listed in the plan, and will be reviewed every 4 years. The Plan will be monitored to respond to any changes in government policy or political influence or campaigns.

## **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.



# Manningham Transport Action Plan

September 2021



Interpreter service

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# Manningham Transport Action Plan








DATE: September 2021







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# 1. Manningham’s Transport Snapshot (Challenges and Opportunities)

	<p><b>Solely Rely on Buses</b></p> <p>Manningham is the only municipality in metropolitan Melbourne that is not serviced by either a tram or train</p>
	<p><b>Car Dependency</b></p> <p>70% of residents travel to work via Car (as driver)</p> <p>62% of households in Manningham having access to two or more vehicles, compared to 51% in Greater Melbourne.</p> <p>47% of short trips are taken by private vehicle</p>
	<p><b>Method of Travel to Work</b></p> <p>73% of residents travel outside of Manningham for work</p> <p>12.9% of Manningham residents travel to work by public transport, compared to 15.4% for wider Melbourne.</p>
	<p><b>Ageing population</b></p> <p>21.3% of residents are aged 65 or over, compared to 14.1% for wider Melbourne.</p>
	<p><b>Bus Usage &amp; Doncaster Area Rapid Transit (DART) Services</b></p> <p>Given Manningham’s public transport environment, 8.9% of residents use the bus to travel to work, compared to 1.5% for wider Melbourne.</p> <p>The introduction of DART bus services back in 2010 (routes 905, 906, 907, 908) resulted in a significant increase in bus patronage numbers, with an accumulated annual patronage recorded of over 4.5 million in 2018/2019 (48% increase since 2010).</p>
	<p><b>Bus Stop</b></p> <p>90.6% of properties are within 400m of a bus stop.</p>
	<p><b>Poor Performing Bus Services</b></p> <p>Overall 52% of Manningham Bus services average less than 20 patrons per service.</p>

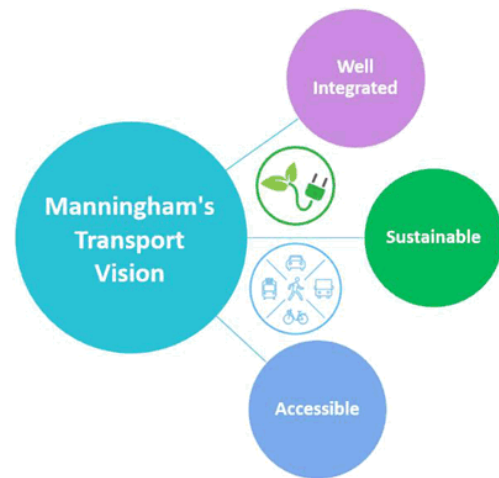
	<p>43% (10 out of 23 services) of Manningham’s Bus services operate at an average weekday frequency of greater than 25mins.</p>
	<p><b>Victorian Bus Target</b></p> <p>Victorian Government released its objective to increase bus patronage by 60%, from 122 million trips a year to 200 million trips a year by 2030</p>
	<p><b>Active Travel</b></p> <p>1.5% of residents walk or cycle to work.</p> <p>There are 1700km of roads, paths, bike lanes and walking lanes maintained by council.</p>
	<p><b>Growing Activity Centres</b></p> <p>By 2030 Doncaster Hill traffic volumes are anticipated to be at a similar rate as existing inner-city levels, unless a 30% mode shift to alternative modes of transport (walking, cycling and public transport) is achieved (currently, 19% mode share).</p>
	<p><b>Major Projects</b></p> <p>The rapid growth of Greater Melbourne has seen a significant investment in many major transport projects. The North East Link, Fitzsimons Lane Upgrade and Suburban Rail Loop projects are anticipated to significantly alter Manningham’s transport landscape in the coming years.</p>
	<p><b>Growing Population</b></p> <p>Manningham’s population is anticipated to increase from 133,000 today to 149,000 residents by 2036</p>
	<p><b>COVID-19 Impacts</b></p> <p>During the first wave of COVID-19 transmission (March through to May 2020), Victoria experienced a drop of 90% in public transport patronage across all modes.</p>

*\*Data sourced from Profile ID, Australian Bureau of Statistics(2016), Department of Transport (2018-19)*

## 2. Manningham’s Transport Vision

Transport systems shape cities, build lifestyles and drive local economies, and a well-integrated transport network often underpins the successful operation of a city. This vision is supported by Council’s Integrated Transport Strategy *Making Manningham Mobile* (2009) and Manningham Bus Network Review 2017. A comprehensive transport system includes all modes of travel – public transport (on and off road), private vehicles, private car and ride share programs, freight and active travel which includes both walking and cycling.

To support a well-integrated city, the Victorian Government’s [Plan Melbourne \(2017-2050\)](#) strategy seeks to achieve a ‘20-minute neighbourhood’ – where we can provide adequate transport access to employment and jobs, health, education and other social services within a 20 minute journey by public transport, walking or cycling from where people live. To support the ‘20-minute neighbourhood’ will require investment and enhancement of our local activity centres to promote jobs, employment, housing and social and community facilities within Manningham’s suburbs.



- How We Achieve This**
- Advocacy & Marketing
  - Provision of Infrastructure
  - Provision of Services
  - Behaviour Change Programs and Initiatives
  - 20-minute Neighbourhood Approach



## 2.1. MCC Guiding Transport Documents

Transport planning for Manningham is primarily guided by the following documents:

- *Making Manningham Mobile (2009)*
- *Manningham Bicycle Strategy (2013)*
- *Manningham Links Road Improvement Strategy (2014)*
- *Doncaster Hill Mode Shift Plan (2014)*
- *Doncaster Hill Behaviour Change Plan (2015)*
- *Walk Manningham Plan (2011-2020)*
- *Manningham Bus Network Review (2017)*
- *Healthy Cities Strategy (2021-2025)*
- *(Draft) Liveable City Strategy (2021)*
- *(Draft) Doncaster Hill Framework (2022)*

## 2.2. Purpose of the Transport Action Plan

Transport Planning in Manningham has primarily been guided by the *Make Manningham Mobile (2009)*, Council's Integrated Transport Strategy. Manningham's transport network is evolving due to major transport projects such as, the North East Link Project, Department of Transport Bus Study and the Suburban Rail Loop. Given that key matters of these projects have not yet been finalised, and that council is also currently developing the Liveable City Strategy as its overarching document for how we live and travel into the future, a long term integrated transport strategy is not required.

Therefore, the development of a Transport Action Plan is considered more appropriate, as it helps fulfil the short term objectives of an Integrated Transport Strategy, whilst also offering a flexible approach that will allow Council to adapt its advocacy and objectives to meet the needs of Manningham's evolving transport network.

Given the above, the development of the Liveable City Strategy and the new Transport Action Plan will supersede the *Make Manningham Mobile (2009)* Integrated Transport Strategy.

TRANSPORT ACTION PLAN	
<b>PURPOSE</b>	To propose a Transport Action Plan that details a number of key transport-based objectives, actions and advocacy priorities for Council.
<b>OUTCOME</b>	To outline a set of key actions to improve, manage and promote a well-integrated transport network, with a strong focus on sustainable transport such as walking, cycling and public transport.

## 2.3. Community Consultation (Imagine Manningham 2040)

Imagine Manningham 2040 (IM2040) was a community wide engagement project that was undertaken in 2019 to help inform a number of strategies and policies of Council. This process helped facilitate consultation and engagement with the Manningham community, including on

the matter of transport. The consultation explored key themes relating to transport, including, access to public transport, the 20 minute neighbourhood concept and walking and cycling connections. Some of the key input received from the community is summarised as follows:

- Public transport, including buses and trains, were mentioned as being very important;
- Accessible public transport, including buses and rail, is seen as a facilitator for people being able to remain in their homes and 'age in place';
- Young people see rail in particular as an important potential link to the CBD of Melbourne which would facilitate access to education and employment opportunities without the need to relocate;
- Public transport, including rail and buses is seen as important to our 'green' future as we aspire to lowering our carbon footprint, addressing climate change and creating a liveable urban environment that deals with population growth;
- Questions have also been raised about Manningham's capacity to cope with congestion and implications for future development and infrastructure.

The community input received as part of IM2040 has helped inform the development of this Transport Action Plan and also the draft Liveable City Strategy, which also contains a number of transport related objectives and actions.

## 3. Victorian and Federal Government Transport Priorities

### 3.1. Victorian Government

By 2050, 10 million people will live in Victoria with Melbourne estimated to have a population of 8 million (5+ million today). Currently, people make 23.1 million trips a day in Victoria, by 2050 there will be 15.8 million more. As a result, in 2018 the Victorian Government undertook [Victoria's Big Build](#) and has committed to delivering 165 major road and rail projects, including to:

- Plan and construct the North East Link, including to upgrade the Eastern Freeway, provide an Eastern Freeway Busway and build a new Bulleen Park & Ride;
- Construct a Doncaster Station as part of Stage 2 of the Suburban Rail Loop;
- Invest \$20 million in a state-wide trial of Electric Buses to investigate solutions to achieve a zero-emission bus fleet and create a pipeline of local job opportunities;
- Deliver 22 suburban road upgrades including to upgrade intersections via the removal of the existing roundabouts, along Fitzsimons Lane in Templestowe and Eltham;
- Complete the Melbourne Metro rail tunnel project to provide 9km twin rail tunnels and five new underground stations between South Yarra and Kensington through the CBD;
- Remove up to 75 railway level-crossings throughout Melbourne by 2025 (by June 2021, 46 level crossings have so far been removed);
- Complete the Regional Rail Revival program to upgrade every regional passenger train line in Victoria;
- Deliver the West Gate Tunnel Project;

#### 3.1.1. Victoria's 30-Year Infrastructure Strategy (2021-2051)

A number of these improvements are supported in [Victoria's Infrastructure Strategy \(2021-2051\)](#). The strategy outlines the infrastructure needs for Victoria and details 94 recommendations to the Victorian Government for infrastructure planning in both metropolitan and regional Victoria. Key transport specific recommendations that are significant to Manningham are:

- **Recommendation 1:** Accelerate consumer purchases of zero emissions vehicles
- **Recommendation 40:** Improve walking and cycling data to better estimate travel, health and safety impacts and benefits
- **Recommendation 41:** Reallocate road space to prioritise transport modes
- **Recommendation 57:** Reshape the metropolitan bus network and introduce 'next generation' bus services.
- **Recommendation 58:** Connect suburban jobs through 'next generation' buses and road upgrades
- **Recommendation 76:** Expand and upgrade Melbourne's outer suburban road and bus networks

#### 3.1.2. Victoria's Bus Plan 2021

The Department of Transport recently released [Victoria's Bus Plan \(2021\)](#) which details a

vision of the Bus Network and how the State Government will increase bus patronage and deliver a more modern, productive and environmentally friendly bus network. The plan sets out the following six objectives:

- Make the Network Simpler, Faster and More Reliable
- Introduce a Cleaner and Smarter Fleet – Right Buses for the Right Routes
- Better Performing Buses
- A Better Customer Service Experience
- Better Governance and System Management
- Delivering Better Value for Money

The Bus Plan has a strong focus on the introduction of new service models such as on-demand bus services and Bus Rapid Transit Routes, whilst also highlighting the need to change bus routes to better meet the needs of users. The plan anticipates that between 2021-2023 the Doncaster Busway will result in the first large scale network reform.

### 3.2. Federal Government

The [Australia Infrastructure Plan \(2016\)](#) details the Federal Government's recommendations for investment and delivery of Australia's infrastructure projects. The plan is guided by four objectives:

- Productive cities, productive regions;
- Efficient infrastructure markets;
- Sustainable and equitable infrastructure; and
- Better decisions and better delivery.

Within these objectives are a multiple transport specific recommendations such as:

- **Recommendation 3.1:** Governments should upgrade legacy capital city passenger transport infrastructure to deliver higher capacity, high-frequency services across all modes.
- **Recommendation 3.2:** Data regarding the real-time operation, use and performance of Australia's transport networks should be made publicly available to enable the private sector to develop customer-focused mobile applications.
- **Recommendation 3.3:** Governments should increase funding to address gaps in access to passenger transport on the outskirts of Australian cities.
- **Recommendation 5.7:** Australia's state and territory governments should seek to increase the funding sustainability of public transport provision both through the pursuit of operating efficiencies and a more appropriate alignment of the funding burden between public transport users and taxpayers.
- **Recommendation 7.4:** Where this has not already begun, state, territory and local governments should demonstrate integration of active transport strategies through transport and land-use planning.

The next Australian Infrastructure Plan is due to be released in 2021.

## 4. Bus

A total of 27 bus routes operate to, from and within the City of Manningham, including:

- 7 SmartBus routes (4 radial and 3 orbital),
- 17 regular local services
- 2 peak-only services
- the Manningham Mover 'loop' service
- 2 NightRider services are provided from the CBD to Doncaster and Lilydale that service the Manningham area during the late-evening/early morning on weekends.

As we are well aware, Manningham is the only municipality in metropolitan Melbourne that is not serviced by either a tram or train. Therefore our buses are crucial to how our residents move around.

With the announcement of the North East Link Council has seen the commitment of important bus infrastructure projects such as the Eastern Freeway Doncaster Busway, a new Bulleen Park & Ride and an upgraded Doncaster Park & Ride facility. Further to this, the Victorian Government released its objective to increase bus patronage by 60%, from 122 million trips a year to 200 million trips a year by 2030 (Source MTF Minutes November 2019 - Paul Younis - Department Secretary - Department of Transport). The announcement of major projects and ambitious targets presents Manningham with the opportunity to significantly enhance the bus network.

In 2017, Council undertook a *Manningham Bus Network Review*, which identified 20 recommendations to improve the bus network and services. A key finding of this review was the requirement for further investment to improve reliability, connectivity and operation of many local bus services. As such, this has formed the basis for many of Councils key bus advocacy items. Key actions identified in this Review include:

- A Bus Rapid Transit (BRT) service between Doncaster and the CBD
- Delivery of 31 bus shelters at key priority locations
- Provision of bus lanes along key road corridors
- Provision of a minimum 30 minute service frequency on all services
- New bus service between Heidelberg and Doncaster East along Templestowe Road
- Consideration for On-Demand Bus Services

### 4.1. Bus Rapid Transit (BRT) service between Doncaster and the CBD

The Doncaster corridor Bus Rapid Transit (BRT) proposal is Council's number one major public transport priority, as it has the ability to provide Manningham residents a direct mass transit public transport connection to the CBD, at a cost effective and shorter timeframe, than rail. Further to this, BRT is supported with the securing of the Doncaster Busway (as part of the North East Link Project) and several State Government documents, such Victoria's Bus Plan (2021).

A key objective of the *Bus Network Review* recommendations, as previously endorsed by Council, is to undertake ongoing advocacy for a Bus Rapid Transit (BRT) service between

Doncaster and the CBD. BRT will be partially supported by the proposed Eastern Freeway Doncaster Busway project that will be delivered in association with the North East Link project. The plan below (image 1) illustrates a potential route for the BRT (essentially the repurposing of the existing DART 907 bus route between the CBD and Mitcham, via the Doncaster Road corridor).

Some of the suggested key features of a BRT line include:

- Separated right-of-way bus lanes with exclusive priority operating 24 hours a day, seven days a week;
- Bus priority treatments at intersections;
- Rationalising of bus stops/stations with improved passenger facilities at each station such as bus shelters, seating, lighting, real-time information, footpath access and accessibility and off-board ticketing facilities;
- Infrastructure designed to service high-capacity electric buses;
- Expanded Park & Ride facilities that are designed to support future Transit Oriented Development;
- 'Stations' at each overpass (Chandler Highway, Burke Road and Bulleen Road);
- A major new interchange at Victoria Park Station, giving passengers a choice to travel directly to the central city or to transfer to Carlton/Melbourne University and Parkville;
- Dedicated access on and off the Eastern Freeway from both Hoddle Street and Doncaster Road.

To avoid bottle necking of buses, a crucial point of the BRT alignment is the Hoddle Street/Eastern Freeway interchange. Throughout the North East Link Environmental Effects Statement (EES) process, Council strongly advocated that the interchange be upgraded to provide for a seamless transition of buses from the Busway onto Hoddle Street (grade-separated or on-road priority for buses). Although considered outside the scope of works for the NEL project, this item should still be strongly pursued through ongoing advocacy.

Therefore, provision of a BRT service is considered Council's key public transport priority in the short to medium term as shown in Attachment A. Further to this, a feasibility study and analysis of traffic impacts to determine what is necessary to upgrade the Doncaster Road corridor to support a BRT network is required.



*Image 1: Potential BRT Network CBD to Mitcham Station (source Manningham Bus Network Review 2017)*

## 4.2. Manningham Bus Services Review

Manningham is experiencing substantial change through population growth and major infrastructure projects extending across sectors such as transport, commercial development and housing. These changes are altering the behaviours and patterns of how patrons use the bus network. However apart from the implementation of SmartBus/DART routes (905, 907, 906 etc.) in 2009, there has been little to no changes to Manningham's bus network in order to adapt to these altered travel behaviours. It is therefore considered timely for the Department of Transport (DoT) to review the bus services within Manningham, to ensure new and established areas are being serviced efficiently. This is further supported in *Infrastructure Victoria's 30-Year Infrastructure Strategy* under recommendation 57 which recommends "By 2025, reshape the metropolitan bus network in Melbourne's north-west and south-east."

Council is seeking to work collaboratively with DoT on a Manningham bus study to achieve a high level outcome for our local and broader community.

It is important to note that this is not only considered an issue in Manningham but also throughout many of Melbourne's Eastern Suburbs. Thus a key advocacy item of the Eastern Transport Coalition (which council is a representative on) is for a full-scale, comprehensive review of Melbourne's eastern bus network.

## 4.3. Bulleen Park & Ride

In April 2021, the Minister for Planning approved the North East Link Bulleen Park & Ride (BPR) [Urban Design and Landscape Plan \(UDLP\)](#) in Thompsons Road at Kampman Reserve. The Bulleen Park & Ride will be constructed as a premium bus station, to include:

- A 5,000 square metre green roof community park (to replace the open space)
- A kiosk
- Underground parking for up to 370 cars
- Drop off and pick-up bays
- Walking and cycling paths that connect to the existing Koonung Creek Linear Trail
- Undercover bike storage cages and parking
- DDA compliant access ramps, toilets and myki services

Importantly, the BPR will be designed to become fully integrated with the Eastern Freeway Doncaster Busway once the North East Link is completed. Construction works for the Bulleen Park & Ride commenced in mid-2021 with completion of the facility expected by late 2022.



Image 2: Proposed Bulleen Park & Ride (Source: North East Link Project 2021)

#### 4.4. Doncaster Park & Ride

The current Doncaster Park & Ride site is owned by DoT, and provides over 400 car parking spaces for public transport commuters. The facility provides a major bus interchange, serving seven (7) bus routes, including the 907 and 908 DART SmartBus and is the busiest bus stop within the City of Manningham. During construction of the North East Link the Doncaster Park & Ride operations are anticipated to be impacted to allow for the upgrade of the facility. However, with this upgrade, Council will strongly advocate for the Doncaster Park & Ride to be further developed to provide a Transit Oriented Development (TOD). This would support both public transport services and enhanced land use (mixed-use) development opportunities. The proposal could consider, amongst other options, the implementation of office facilities to provide local employment, an activated rooftop and intensification of the site for commercial uses.

#### 4.5. On Demand Bus Services

Fixed route buses have generally failed to deliver a good level of public transport coverage in lower density residential and peri-urban areas. This presents a significant issue in terms of access to jobs, education and services, particularly for those who do not have access to a private vehicle. Recommendation 63 from Infrastructure Victoria's 30 year Strategy, and successful trials of on-demand services in other Australian States, suggest that a Demand Responsive Model would be best suited to meet demand in such areas.

The current Public Transport Victoria (PTV) FlexiRide trial (operating between Rowville and Ferntree Gully) provides a good example of an on-demand bus service model that could be implemented within lower density employment and residential areas. Key features of a FlexiRide service are:



- On-demand bus service that operates only when booked with no fixed route, but rather operates in a designated area.
- Patrons can book a trip from their nearest stop.
- Can be booked up to seven days in advance.
- Decreased wait times and optimised connections.

The 280 and 282 bus routes (shown in image 3) locally known as the *Manningham Mover* provide a good foundation for the implementation of such a model. These services are running at a significantly low patronage (2018-19 data indicates approx. 5 patrons per service) with Infrastructure Victoria regarding 20 passenger boardings per bus service as a minimum threshold for a bus route to be considered productive. However these bus routes still serve a purpose to the community as they connect residents to areas beyond a regular bus service and to Manningham’s local activity centres (image 3). Thus, in order for the Manningham Mover service to run more efficiently the implementation of a FlexiRide model is recommended.

Similarly lower density suburbs such as Park Orchards, Donvale, Warrandyte and Wonga Park examples of where on-demand bus services should be investigated/trialled to provide residents the flexibility that links them efficiently and safely between their origin and destination.



Image 3: Manningham Mover 280/282 Bus Route

#### 4.5.1. Community Transport

Community transport is designed to provide a local response in a targeted way to assist transport-disadvantaged population groups to remain connected to their community and maintain independence

Transport is not a local government legislated responsibility, however many councils do provide a service for older adults, with the way this operates varying greatly between local government areas. There is no external funding support for community transport, therefore Council bears the costs. Council is currently undertaking research / analysis related to community transport needs in Manningham. As this progresses, a further report will be prepared about Council's direction in community transport

It is important to note that community transport described above, is independent of any future on demand services, however both services in Manningham should complement each other.

#### 4.6. Proposed Templestowe Road Bus Service

There is a lack of a regular and direct bus services operating throughout Bulleen and western parts of Templestowe Lower, in particular, a connection between this area and Heidelberg (including the Latrobe National Employment and Innovation Cluster). One of the key recommendations within the Manningham Bus Network Review (2017) is to create a new connection along the Templestowe Road corridor between The Pines Shopping Centre and Heidelberg railway station, to provide a regular service to the Latrobe National Employment and Innovation Cluster (including LaTrobe University), Heide Museum and the new approved soccer sporting facilities along the corridor. Additionally this service could intersect with key bus routes such as the 902, 903 and 905. Council will be seeking a premium bus route along this corridor that is well integrated with the Heidelberg Station Train timetable (Hurstbridge Line) and that offers:

- A weekday frequency of 10-15mins;
- A weekend frequency of 20mins;
- A weekday service span from 5:00am - 12:45 am (to integrate with Hurstbridge Timetable)
- A 24/7 weekend service span (to integrate with Hurstbridge Timetable)

With the recent State Government commitment to commence detailed planning work and a business case for the duplication and upgrade of Templestowe Road, it is considered that a bus service along this road should also be investigated as part of this project. The preferred bus route is detailed in image 4 below.



Image 4 – Proposed Templestowe Road Bus Service Alignment


### 4.7. Pines Shopping Centre Bus Interchange

The Pines Shopping Centre Redevelopment Planning Permit (PL17/027403) was approved by Council on 26 November 2018. Within the planning permit, there is a requirement for the developer to upgrade the existing bus interchange. The bus interchange upgrade will enhance and expand facilities, improve accessibility, address safety concerns and provide a higher level of amenity for pedestrians. To date, plans for final endorsement have not been submitted, however, once submitted Council will work closely with Stockland and the Department of Transport to finalise a design that meets these objectives.

### 4.8. Promoting Manningham’s Bus Network

The above sections highlight areas of improvement and opportunity within Manningham’s bus network. However, it is considered that multiple aspects within Manningham’s bus network operate at a high-level when compared to other metropolitan councils.

DART and SmartBus are examples that successfully demonstrate the attractiveness of the bus network to commuters when an investment has been made to provide for bus services that are frequent, direct and prominent in nature (branding). Furthermore, six of the nine SmartBus services throughout Manningham account for the top six most patronised bus services throughout all of metropolitan Melbourne.



In order to continue to grow these patronage numbers, Manningham Council must continue to promote the benefits of the bus network and breakdown any perceived stigmas associated with buses. It is considered this can be achieved by the development of a marketing campaign that promotes a positive message about the Bus Network for the Manningham community (Attachment A).

## 5. Rail

### 5.1. Suburban Rail Loop

The proposed Suburban Rail Loop (SRL) Project is considered Councils key rail priority, as it will provide Manningham residents a “turn up and go” rail connection to not only the CBD, but also major employment, health, education and retail centres throughout Melbourne.

The SRL project is a proposed 90km rail network that will connect with every major rail line from Frankston to Werribee via the airport. SRL is forecast to take around 200,000 vehicle trips off major roads by 2051. The SRL is a key project within Victoria’s Draft 30 year Infrastructure Strategy and has been fast tracked by the State Government.

Stage 1 of the Project will involve constructing a new underground subway line between Cheltenham and Box Hill (illustrated in red in the image below). Stage 1 has been committed and planning currently underway, with construction expected to commence in 2022 (subject to relevant approvals).

Doncaster Hill has been identified as a potential location for a new station within the Stage 2 of the project, thus providing Manningham residents a rail connection to not only the CBD but also major employment, health, education and retail centres throughout Melbourne. However Stage 2 construction of the SRL is not expected to commence until at least 2030 leaving the City of Manningham as the only metropolitan municipality without a train or tram line for at least another 30 years. Therefore one of Manningham’s key advocacy items for the project is that a Doncaster Hill Station be included as part of Stage 1 of the project.

A report prepared by SGS Economics and Planning, titled ‘*Will the \$50 billion proposed Suburban Rail Loop help shape the Melbourne we want?*’ indicated that the north-eastern section between Box Hill and Melbourne Airport (via Doncaster), presents possible geographical challenges for the route, specifically between Box Hill and Doncaster as well as crossing the Yarra River between Doncaster and Heidelberg. At street level, Box Hill station sits approximately 95m above sea level, Doncaster at 110m (the corner of Doncaster and Manningham Roads) but between the two points, the Eastern Freeway in the Koonung Creek Valley rests at 54m. This suggests the station at Doncaster, if not the entire route will be deep underground, unless a rail system that can handle 3-4% grades is ultimately chosen and implemented to run the services. This validates the historical challenges faced by the region in seeking a heavy rail connection to Doncaster, in what is a very undulating terrain and already-established urban area.

Additional advocacy items for the SRL project are detail as follows:

- **Implement Express Bus Routes that Mirrors the SRL Alignment:** Recommendation 58 within Infrastructure Victoria’s 30 year infrastructure strategy seeks to “*Improve frequencies and modify alignments of some existing bus routes, and introduce new services to connect the proposed train stations along the entire Suburban Rail Loop project, to start building patronage for it. Upon the project’s completion, the bus network should be simplified.*” Therefore a key advocacy item for Council is to work with Suburban Rail Loop Authority (SRLA), DoT and tertiary education institutions to implement a high frequency express bus from La Trobe

University to Monash University (image 5). Specifically this would be a new route that starts at Monash University and operates express services to Deakin University, Box Hill Station, Doncaster, Bulleen, Heidelberg and La Trobe University, essentially mirroring the proposed SRL alignment (with limited stops between). This could be delivered in the short term and well before the 30 year time frame required to construct stage 2 of the SRL project.

Within the Manningham region, this could be achieved with relative ease via the use of existing bus infrastructure, and the implementation of bus infrastructure improvements such as:

- Bus priority intersection treatments (signal phasing, bus jump lanes);
- Segregated bus lanes;
- High capacity buses;
- High amenity bus shelters with real time bus information;
- Rapid running buses (currently being trialled on 246 bus route in Melbourne).

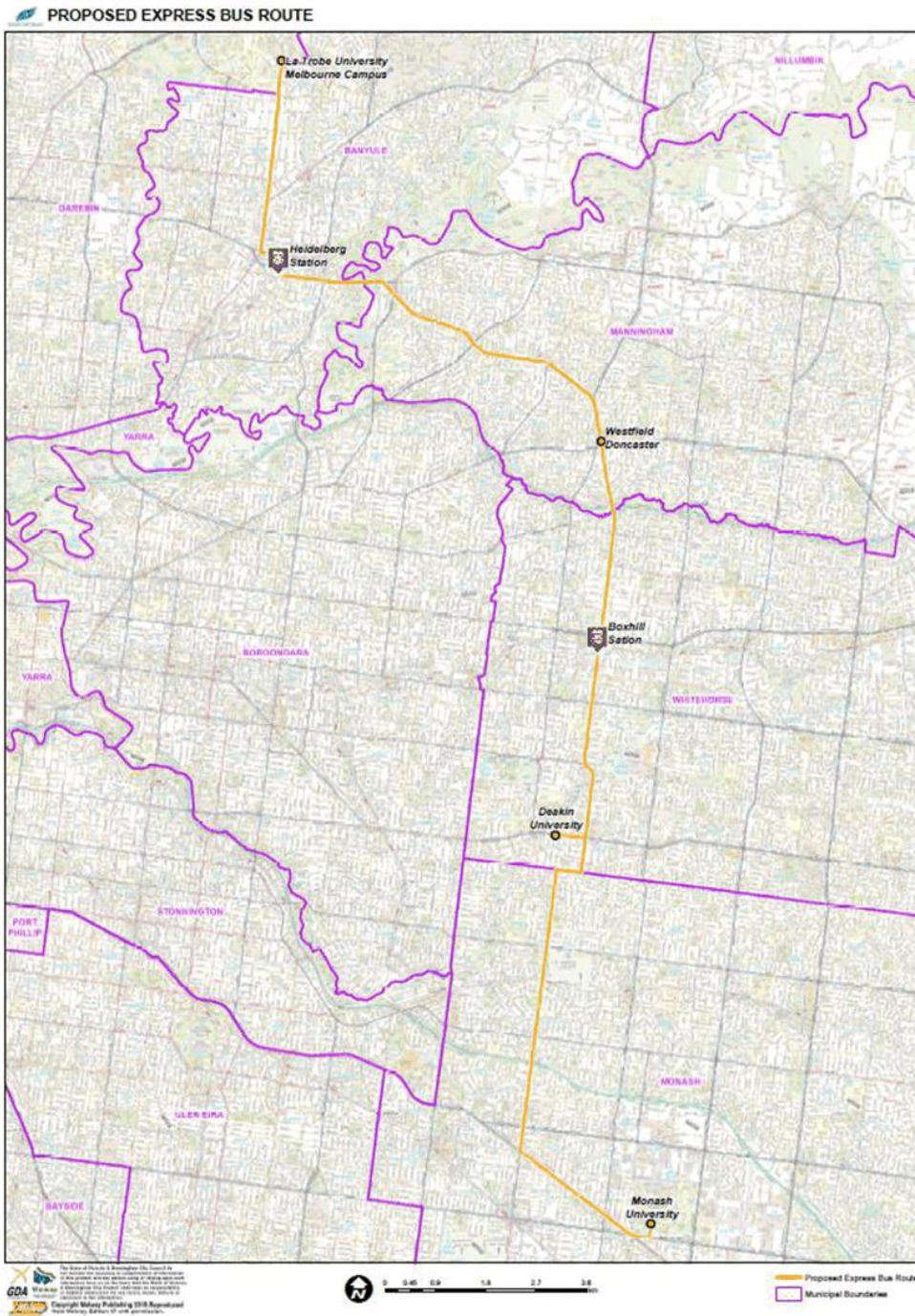


Image 5 – Proposed Express Bus Route Mirroring SRL alignment

- **Securing of a Doncaster Hill Station Footprint:** Work with SRLA to secure a footprint and land within Doncaster Hill to enable a future station to be provided. This may include land in various locations around Doncaster Hill to provide subway access between the street level and the underground station. Council is currently updating its Doncaster Hill Strategy 2004 with a new Development Framework. It is considered that this an opportune time to identify, preserve and plan for a future underground station given that land use continues to intensify in the area. Some potential station locations within Doncaster Hill are:

  - Westfield Doncaster;
  - The Doncaster Shoppingtown Hotel;
  - Manningham Council Civic Centre.
  
- **Bulleen Station:** A Bulleen station should also be investigated to be included in the SRL alignment, to service a region that generally lacks public transport services. Given the density of the current suburb, similar to Doncaster Hill, the undergrounding of a station would be considered a feasible option. It is recommended that Council work with the SRLA to consider a suitable location for a station in Bulleen. Further to this, an action is included to undertake investigations to identify potential locations for a Bulleen Train Station (Attachment A).

Public exhibition and the Environmental Effects Statement (EES) for Stage 1 of the SRL project is anticipated to commence in late 2021. Therefore, it is recommended that Council make submissions to Stage 1 of the EES process and consider allocating appropriate funding for any ongoing support to contribute to Stage 2 of the project. At this stage, the Government has not provided a timeline for when Stage 2 planning of the SRL project will commence.

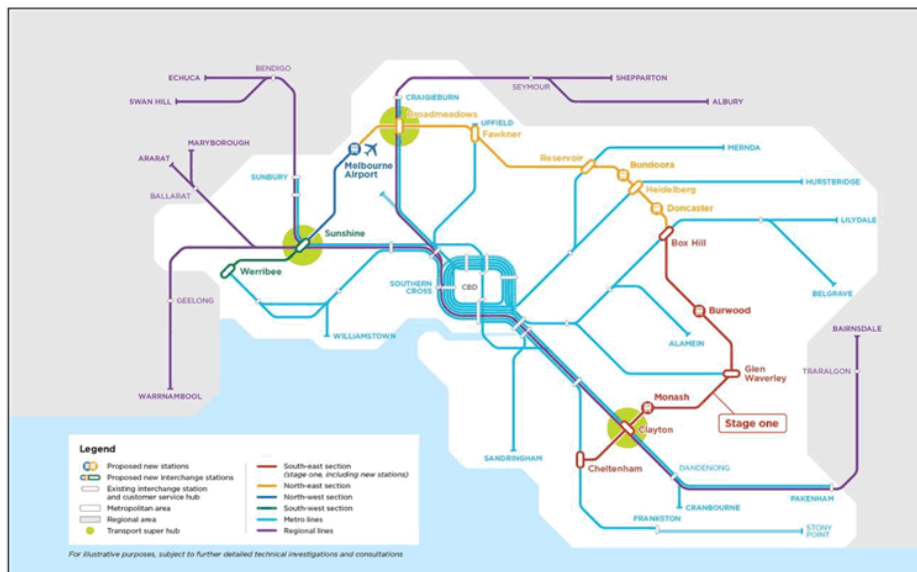


Image 6 – Proposed SRL Alignment (source Suburban Rail Loop 2021)



## 5.2. Doncaster Rail Link

Ongoing active advocacy for a Doncaster Rail link along the Eastern Freeway alignment is not recommended as a key transport priority for Council.

The Doncaster Rail link (between the CBD and Doncaster via the Eastern Freeway alignment) has not been included as a recommendation within IV's *30-Year Infrastructure Strategy (2021-2051)*. Additionally in 2010, a feasibility study was commissioned by the State Government into the viability of a Doncaster Rail link between Manningham and the CBD. The Victorian Government released a Doncaster Rail Study in 2014, stating that a rail link between Collingwood and Doncaster Park & Ride is feasible, albeit, with further investigation and assessment required. However the cost-benefit was not considered favourable. Council did not support these findings due to errors and omissions in the methodology.

Notwithstanding the above, the public transport connection to the CBD via the Eastern Freeway will be well catered for in the near future via the Eastern Freeway Doncaster Busway (to be delivered as part of NEL). Further to this, the benefits of the SRL project (discussed above in section 5.1) are considered to outweigh the benefits of a Doncaster Rail in terms of the cross-orbital connectivity to key destinations such as major universities, activity centres and employment hubs.

Both the Doncaster Busway and SRL will supersede the need for a Doncaster Rail link, as SRL will provide a suitable heavy rail alternative for travel between Doncaster and the CBD, via an interchange at Box Hill. The State Government's objective to develop a 'turn up and go' rail service for metropolitan Melbourne (with rail services on all lines every 5-10 minutes), will significantly reduce transfer times at Box Hill station for passengers seeking to connect between Doncaster Hill (SRL) and direct services to the CBD on the existing Lilydale/Belgrave rail lines.

However, it is possible for Doncaster Rail to be delivered via the Melbourne Metro 2 (MM2) which seeks to 'un-tangle' the Clifton Hill group lines (Hurstbridge & South Morang) to create a new rail line servicing Fisherman's Bend via Southern Cross Station in the CBD. At this time, the MM2 has not yet been thoroughly planned or funded, and as such further information is currently not available on a timeframe of when it will be delivered or its feasibility. When, and if, the MM2 is announced and funded, Council can reconsider its position for a Doncaster Rail Link. Therefore, it is recommended that Council continue to passively advocate for this MM2 project when opportunities arise.

An alternate rail option to the Doncaster Rail that could be investigated by Council is the recent emergence of trackless trams. Trackless trams have the ability to provide a high speed sustainable transport system by converting existing traffic lanes into trackless tram lanes. A key action for council would be to further investigate trackless trams and conduct a feasibility study to determine the requirements to support trackless trams along the Doncaster Road corridor and future Doncaster Busway (Attachment A).

### 5.3. 48 Tram Extension - Balwyn North to Doncaster Hill

This proposal is currently not a priority of the State Government and is not included within IV's *30-Year Infrastructure Strategy (2021-2051)*, as it requires significant infrastructure investment for a transport connection that could be more readily achieved via bus connection. Further to this, it is considered the extension of the 48 tram will not provide a faster connection to the CBD when compared to bus travel times (as indicated in Table 1) and may also present geographical challenges given the gradient of Doncaster Road is considered too steep for the current Tram fleet.

Travel Times - 48 Tram vs 907 Bus						
Mode	Timetable	Departure Location	Departure Time	Arrival Location	Arrival Time	Travel Time
#907 Bus	Weekday	Doncaster Park & Ride	7:41am	Spring Street/Lonsdale Street	8:08am	27mins
#48 Tram	Weekday	Balwyn Rd/Doncaster Rd Terminus	7:41am	Spring Street/Collins Street	8:29am	48mins

Table 1: Comparison of Travel Times 48 Tram vs 907 Bus

## 6. Road

### 6.1. North East Link

The Victorian Government has committed to the delivery of the \$15.8 billion North East Link project (NEL), to provide a freeway-grade connection (including 5km twin tunnels beneath the Yarra River) between the M80 Ring Road in Greensborough to the Eastern Freeway in Bulleen. Early construction works have already commenced with the main project anticipated to be completed by 2027. The project is considered to have a positive impact on Manningham's arterial road network with traffic modelling from the EES Advisory Committee hearings showing:

- A reduction in traffic along the Greensborough Road/Rosanna Road/Bulleen Road is anticipated to reduce travel times along this corridor by 10 to 17 minutes.
- Truck volumes are forecast to decrease along key arterial roads with Bulleen Road anticipated to have 2,400 less trucks per day and Manningham Road anticipated to have 3,000 less trucks per day when compared with the 2036 'no project' scenario.
- Traffic volumes along the Yarra River crossings are anticipated to reduce significantly. This includes:
  - Banksia Street/Manningham Road –reduction of approximately 13,300 vehicles per day
  - Fitzsimons Lane –reduction of approximately 16,600 vehicles per day
  - Warrandyte Bridge –reduction of approximately 6,200 vehicles per day
- Traffic volumes along Reynolds Road, Templestowe Road and Doncaster Road are anticipated to decrease.
- Improvements to the Eastern Freeway/Doncaster Road/High Street interchange will reduce delays and congestion when exiting and entering the freeway.

To date, council has advocated and worked closely with NELP to ensure the following transport related outcomes are delivered as part of the NEL project:

- A new Bulleen Park and Ride facility (under construction)
- A north-south walking and cycling path along Bulleen Road
- Shared pedestrian/cycling bridge across the Yarra River at Banksia Park between Bulleen and Heidelberg (State Government funding secured)
- The Doncaster Busway along the Eastern Freeway (between Hoddle Street and Doncaster Road)
- New soccer facilities along Templestowe Road and upgrades to the Bulleen Park sporting facilities
- The preparation of a business case for the duplication of Templestowe Road

Many of these transport related outcomes have been achieved via Councils advocacy through processes such as the Inquiry and Advisory Committee EES hearings and Councils Judicial Review. Additionally, Council will continue to advocate for traffic and transport items detailed in [Manningham's Closing Submission](#) to the EES process including, but not limited to:

- Improvements to the Manningham Road interchange design
- Upgrading of the Hoddle Street/Eastern Freeway interchange to allow for bus priority (through DoT as discussed in section 4.1)

The NEL project will result in significant changes to Manningham, not only via the construction of the road but also other factors including:

- The upgrade and relocation of sporting fields/public open space areas
- Upgrades to the existing Doncaster Park & Ride
- Construction of a new Bulleen Park & Ride
- Upgrades to the walking and cycling trails, pedestrian bridges and access along the extent of the Koonung Creek corridor

These changes will result in altered land uses impacting the way residents move around the municipality. Therefore, it is vital to ensure that these new travel patterns are supported by good public transport and active travel connections. To support these new travel patterns, it is anticipated that Manningham, NELP and DoT will work together to conduct a bus study in the Eastern Region and identify how the bus network can function more efficiently.

Council will continue to strongly advocate for this and other transport-related improvements to be delivered as part of the NEL project, as well as ensuring impacts are mitigated and continue to seek delivery of net favourable outcomes (Attachment A).

## 6.2. Templestowe Road Upgrade

Templestowe Road is currently a rural standard road, with gravel shoulders and open drains which carries high traffic volumes. Manningham Council is seeking the duplication and upgrade of Templestowe Road (2.8km), including shared pedestrian and bike paths along the north side. In July 2020, Council successfully negotiated with the Victorian Government to commence detailed planning work and the preparation of a business case for the duplication and upgrade of Templestowe Road.

Although the State has commenced the preparation of a business case, funding is yet to be committed for the construction of the road. The duplication of the Templestowe Road can be accommodated within the exiting Public Acquisition Overlay (PAO) located on the north side of the road between Elizabeth Street and Thompsons Road.

## 6.3. Suburban Road Upgrade - Fitzsimons Lane Upgrade

Victoria's \$2.2 billion Suburban Roads Upgrade Program aims to improve the suburban roads network and include provision for ongoing maintenance. The Fitzsimons Lane Upgrade was announced as part of this program and includes the installation of traffic lights to replace roundabouts at the Fitzsimons Lane and Main Road intersection and Fitzsimons Lane and Porter Street intersection. Construction commenced in early 2021 and is anticipated to be completed by 2023.

As part of the road upgrade, Major Road Projects Victoria (MPRV) will be opening the existing bus lanes for all traffic between Porter Street and Foote Street. MPRV and DoT made the decision to remove the bus lanes based on their traffic modelling which showed that the road upgrade will achieve an overall improvement in traffic flow (including buses) along the Fitzsimons Lane/Williamsons Road corridor, however the MRPV has indicated that bus priority will be provided at the key intersections. Council objected to and continue to not support the removal of bus lanes along this corridor.

## 6.4. Arterial Road Network

Manningham's *Links Road Improvement Strategy (2014)* aims to guide priorities for the future development of the remaining partially constructed link roads across the municipality with the ultimate goal of the Strategy to develop a link road network that is safe, accessible and functional for all road users. The key objectives of the strategy are to:

- Progressively upgrade link roads that are currently not constructed to an appropriate standard, in an order of priority that achieves optimum benefits to the community;
- Ensure that Link road development is prioritised to best meet the needs of all road users, including commuters, pedestrians, cyclists and motorcyclist;
- reduce road trauma; and
- Ensure that the road layouts adopted are sympathetic to the local road environment.

Council will continue to work towards the priorities detailed in the strategy and advocate to the State Government for the upgrade of the arterial road network within Manningham.

## 7. Active Travel

### 7.1. Bicycle Strategy 2013

The majority of daily walking and cycling activities by Manningham residents are generally undertaken for recreation purposes. Cycling as a method of travel to work is significantly low in the City of Manningham with only 0.2% of all journeys, compared to 1.4% for Greater Melbourne undertaken by cycling. Additionally, only 1.3% of residents walk to work (2016 Census, Australian Bureau of Statistics). A key objective within Council's *Bicycle Strategy 2013*, is to increase this level to 1% by 2030 (a five-fold increase), whilst also encouraging residents to take up walking and cycling as part of their general daily activities, such as taking children to school, walking to the local shops, or considering walking and cycling as a part of their overall health improvement.

In order to support this, Council has a role to provide the necessary infrastructure, promotion and education to encourage an increase in walking and cycling. This includes implementation of the objectives and infrastructure delivery outlined in the *Bicycle Strategy 2013*, *Walk Manningham Plan (2011-2020)* and completion of the Principal Pedestrian Network (PPN). Collectively, these Strategies and Plans seek to achieve the ongoing provision of walking and cycling trails, safe pedestrian crossing points on main roads and the implementation of any necessary behaviour change programs to promote a change in travel habits. Manningham's *Bicycle Strategy 2013* will be due for review (10-15 year life span) and is therefore listed as a medium term action within Attachment A.

Through projects such as the North East Link, council is striving to achieve multiple walking and cycling infrastructure improvements such as a shared user path along Templestowe Road (as part of any future road duplication).

Further to this, Council has successfully negotiated and received funding from the State Government for the construction of a pedestrian / cycling bridge across the Yarra River within Banksia Park. This new off road infrastructure across the Yarra River will provide an important walking/cycling connection to Heidelberg Activity Centre and Railway Station. The project is currently in the approvals and design phase with construction anticipated to be completed by 2026.

### 7.2. 20 Minute Neighbourhoods

Through Manningham's Draft Liveable City Strategy (2021), Council has adopted the *20 Minute Neighbourhoods* approach set out in Plan Melbourne (2017-2050) which aims to give people the ability to meet most of their daily needs within a 20-minute walk from home with safe cycling and local transport options. This includes access to services such as local shops, employment and healthcare. This is achieved through the establishment of well-designed walkable neighbourhoods that are connected through a mix of land-uses, housing types and access to quality public transport.



Image 7 – Key features of a 20 minute Neighbourhood (Plan Melbourne 2017–2050)

### 7.3. Yarra River Corridor Concept Plan

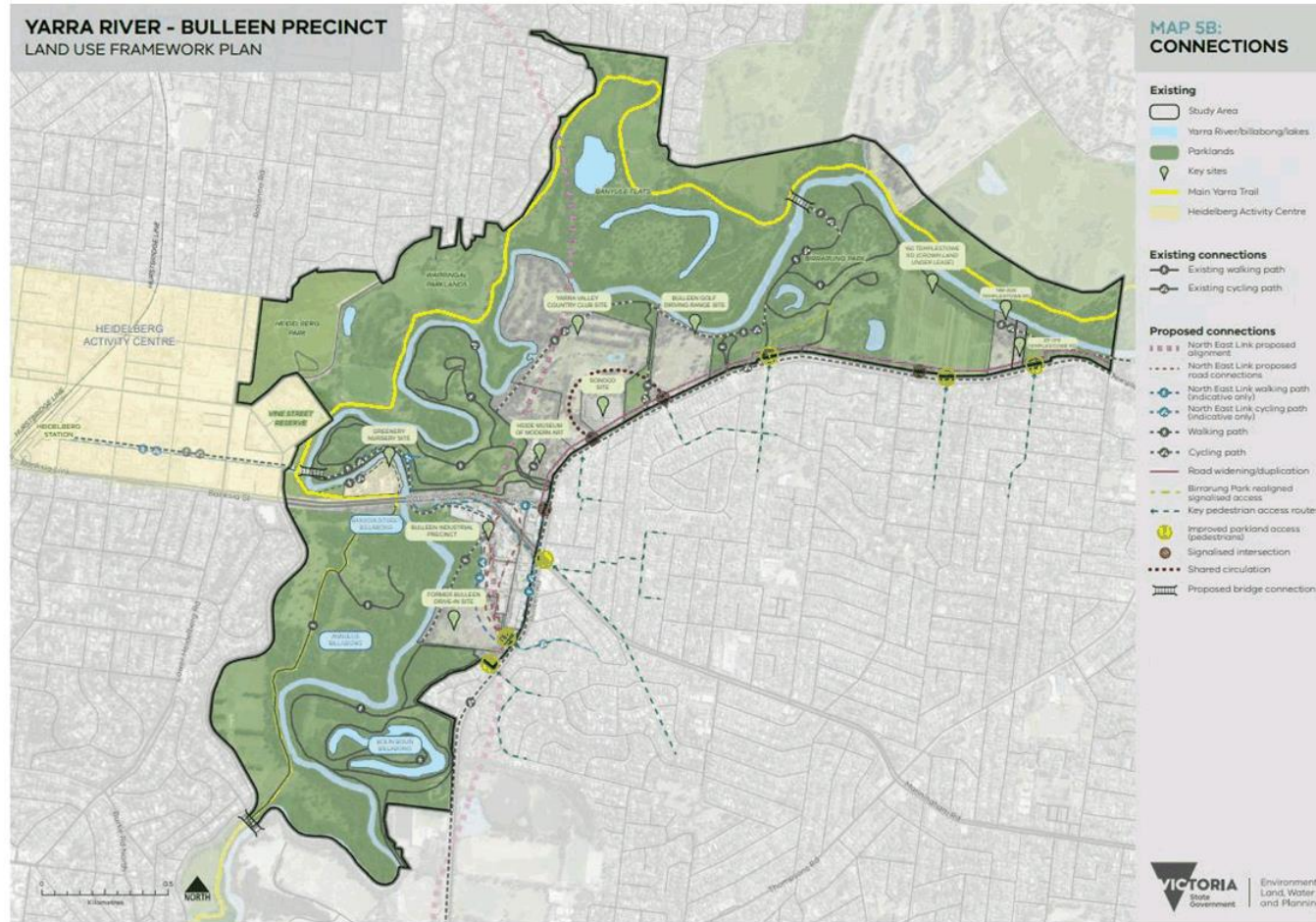
In February 2019, Council endorsed the 'Yarra River Corridor Concept Plan' which outlines Council's vision for the future use of passive and organised recreational open space along the river corridor from the Eastern Freeway in Bulleen to Finns Reserve in Templestowe Lower. It also illustrates Council's plan to achieve improved walking, cycling and public transport connections along the corridor.

Within this Plan are three key pedestrian and cycling bridges Manningham is seeking to be constructed; the Banksia Park Bridge (secured State Government funding for construction as mentioned above), Birrarung Park Bridge and Bulleen Park Bridge. For the latter two bridges, a key action for council will be to conduct feasibility studies for these bridges (Attachment A). Importantly, all three bridges are supported within key State Government Documents such as the [Draft Yarra Strategic Plan \(2021\)](#) and the [Draft Bulleen Land Use Framework Plan \(2020\)](#) (image 8) which will strongly assist with Council's ongoing advocacy.

### 7.4. Principal Pedestrian Network

The Principal Pedestrian Network (PPN) is a strategic network of footpaths to improve walkability for pedestrians and facilitate access to primary destinations, such as schools, activity centres and community facilities. PPN paths are to be constructed fully at Council cost.

In order to guide the delivery of the PPN, a Principal Pedestrian Network Plan was developed and adopted by Council in May 2013. The plan details a methodology that has been adopted to select PPN routes, defines primary and secondary destinations, and details the adopted project priorities. A key action going forward for Council will be continue to implement footpaths from the PPN Plan to improve walkability throughout the municipality. As new developments and land uses emerge within Manningham the PPN will need to be updated to cater for new travel patterns. Additionally, the PPN will need to be updated on an "as needs basis" to align with Manningham's Proposed Vibrant Villages Plan.





## 8. Transport Technologies

As the threat of global warming continues to grow, so too does the importance of environmental sustainability. Thus, further investigation continues into adaptive and transformative sustainable transport technologies such as electric vehicles (including buses), autonomous vehicles and shared mobility.

### 8.1. Car-Share Scheme

Car share programs offer a form of transport service that provides individuals the opportunity to hire vehicles on demand for short periods of time. This service provides an alternative to private car ownership and has the capacity to reduce traffic congestion, parking demand, and greenhouse gas emissions. Doncaster Hill presents as an ideal location for a car-sharing service given its high density. Objective 13 in the *Doncaster Hill Framework Plan (Draft 2021)* details key strategies which aim to investigate opportunities which will encourage ride share programs such as:

- Incorporation of ride sharing facilities in both new and existing Doncaster Hill developments;
- Supplementing Council's vehicle fleet with car share vehicles that can be available to the general public when not in use by Council.

A key action of Council will be to investigate these strategies and encourage car and ride share programs by liaising with various companies to determine their commercial viability of expanding into the City of Manningham (Attachment A).

Future transport and land use planning needs to recognise these changes and consider methods in which to accommodate such changes within our suburbs. This is of particular reference to rethinking the scope and requirement of car parking, both within public spaces and as part of private developments. This is a key action item detailed in the Doncaster Hill mode Shift Plan (2014) which highlights merit in assessing car parking rates for residential developments in Doncaster Hill and seeks a review of the Doncaster Hill Parking Precinct Plan.

### 8.2. Electric Buses

Electric buses is a field Council will monitor with great interest given our entire public transport network is purely bus based (commonly diesel buses). With the Victorian Government's announcement of the [Victoria's Zero Emission Vehicle Roadmap \(2021\)](#), it is an opportune time to advocate for electric buses to be trialled in Manningham. Trials have already been introduced on Melbourne routes such as the 246 (Elsternwick to Clifton Hill) and the 251 (CBD to Northland Shopping Centre) travelling more than 32,900 kilometres and nearly 1,000 kilometres on just two charges (Department of Transport 2021). Additionally a charging station has been installed at Transdev's North Fitzroy depot.

Manningham's bus network offers a range of differing bus route lengths, a challenging topography and a bus depot (Doncaster Road) which makes it an ideal network for trials to identify issues and investigate solutions. Further to this, Council must work closely with the State Government and the Energy Sector in the coming years to ensure local bus depot sites have the capacity to be upgraded to provide sufficient energy supply to charge buses.



Image 9 - Victorian Locally Built Electric Bus (Transdev 2016)

### 8.3. Public Electric Vehicle Infrastructure

By 2030, it is the target of State Government that half of all light vehicle sales in Victoria will be Zero Emissions Vehicles (DELWP 2021). To accommodate this change, Council needs to work with various companies to ensure a sufficient Electric Vehicle (EV) charging infrastructure is provided. The Victorian Government has released its Zero Emissions Vehicle Roadmap (2021) which includes a \$100 million dollar package to assist Victoria in the shift to electric vehicles. With this package it is anticipated a range of opportunities may be presented to local councils to investigate the possibility of installing public EV charging sites.

To support this, Recommendation 19 within IV's 30 year Infrastructure Strategy states "*The Victorian Government should develop a standard, state-wide regulatory framework for shared mobility schemes. This would create more consistent outcomes in public spaces.*" Council would strongly support the implementation of this framework to help guide a consistent approach for the delivery of EV infrastructure.

A key action will be for Council to work collaboratively with both the public and private sectors to determine feasibility of installing public electric vehicle charging stations at key activity centres throughout Manningham. Potential locations for investigation will include Manningham's key Activity Centres and Neighbourhood Activity Centres. Further to this, the opportunities for electric bike and e-scooter infrastructure within these activity centres and other locations must also be investigated as part of any future upgrades of these centres.

### 8.4. Green Travel Plans

A Green Travel Plan (GTP) details a plan designed to encourage the use of more sustainable modes of transport. The plan typically includes targets and actions for a new development to promote walking, cycling and the use of public transport and carpooling, which may include car parking dispensation for new developments as an incentive.

Manningham Council requires the submission of a GTP for certain planning permit application types. Clause 22.12 (Environmental Sustainable Development) of the Manningham Planning Scheme, details which developments require a GTP.

A key action for Council will be to pursue the implementation of GTP's within private developments, as well as the development of a *Manningham Council GTP* to help promote sustainable transport options throughout the organisation. In addition, continue to implement the key actions involving Green Travel Plans from the Doncaster Hill Mode Shift Plan (2014).

## 9. Doncaster Hill

Doncaster Hill is distinct in the City of Manningham due to its high density urban character. The Doncaster Hill Strategy (2002) was developed to guide use and development within Doncaster Hill up to 2020. As it is nearing the end of its policy cycle council has commenced a review of the strategy and preparation of the Draft Doncaster Hill Framework Plan. Over the next 15 years the population of Doncaster Hill is expected to increase further, therefore further the provision of transport options need to be at a premium.

In order to ensure this growth is sufficiently planned for, Council has developed key strategies such as the *Doncaster Hill Mode Shift Plan 2014*, *Doncaster Hill Behaviour Change Plan 2015* and the *Doncaster Hill Framework Plan 2021* (currently in draft phase). These strategies set out key objectives and strategies that will guide the future planning and development of transport within Doncaster Hill. Additionally a key action within Manningham's Bus Network Review (2017) is for the provision of dedicated bus lanes (~550 metres) in both directions along Doncaster Road in Doncaster Hill and bus priority through the Williamsons/Doncaster/Tram Road intersection.

### 9.1. Doncaster Hill Mode Shift Plan & Doncaster Hill Behaviour Change Plan

The Doncaster Hill Mode Shift Plan's (2014) primary aim is to increase the proportion of Doncaster Hill residents using public transport from 19 per cent (currently) to 30 per cent of all journeys by 2030. A key action to achieve this is through the implementation of the Doncaster Hill Behaviour Change Plan 2015, which seeks to encourage the use of sustainable travel options, such as walking, cycling and public transport, for daily activities (Attachment A).

### 9.2. Doncaster Hill Framework Plan (Draft 2021)

The purpose of the revised Framework Plan (to replace the existing Doncaster Hill Strategy 2004) is to articulate a renewed vision for Doncaster Hill that is shaped around key urban design principles while also accommodating future residential and employment growth over the next 20 years.

Section 3.5 of the Framework Plan - *Movement and Access* - outlines the key strategies required to meet the following objectives:

- **Objective 10:** Create an integrated movement network that provides strong links within and between the centre and surrounding neighbourhoods to encourage walking and cycling.
- **Objective 11:** Strengthen Doncaster Hill's role and function as a major public transport hub.
- **Objective 12:** Improve the management of car parking to make efficient use of space, minimise impacts on the public realm and to support modal shift towards sustainable transport including car share services and electric vehicles.
- **Objective 13:** Car sharing and ride sharing should have increased priority as an attractive alternative to private car ownership.

A key action will be to work towards implementing the strategies within the Framework Plan to achieve these objectives (Attachment A). Already some key items have progressed such the implementation of the Hepburn Road Link and further transport items within the Doncaster Hill Development Contributions Plan (2005).

### 9.3. Westfield Doncaster Development Plan (2020)

The Westfield Doncaster Development Plan was endorsed by Council in May 2020. Within the development plan is a commitment to upgrade and relocate of the existing bus interchange that will enhance and expand facilities, improve accessibility, address safety concerns and providing a higher level of amenity for pedestrians. Council will work closely with Westfield (Scentre Group) and the Department of Transport to finalise a design that meets these objectives.

## 10. Advocacy Platforms

Council officers and Councillors represent Manningham Council on two key transport advocacy committees, the Eastern Transport Coalition and Metropolitan Transport Forum. These committees offer significant platforms to draw synergies with different members and align targeted advocacy campaigns to the Federal and State Governments.

### 10.1. Eastern Transport Coalition (ETC)

ETC is made of seven (7) councils: Manningham, Whitehorse, Yarra Ranges, Maroondah, Greater Dandenong, Knox and Monash. Combined, the ETC represents approximately one million residents and advocates for sustainable and integrated transport services that reduce car dependency.



### 10.2. Metropolitan Transport Forum (MTF)

The MTF is an advocacy group comprising of members from Melbourne metropolitan local councils, associate members representing transport companies and participants from the State Government and environment groups.



# Attachment A:

## Transport Action Plan

The below table details the key transport priorities Council will work towards over the coming years. Councils key transport priorities are:

- Bus Rapid Transit
- Suburban Rail Loop
- Promote Active Travel
- Advocacy for new shared user path bridges across the Yarra River
- Advocacy for Templestowe Road Bus Service

The timeframes for the tasks are described as ongoing, short, medium and long term which can be broken-down as follows:

- Ongoing:
- Short term: within 5 years
- Medium term: 5-10 years
- Long term: 10+ years

It is noted these timeframes are subject to State Government policies and strategic direction.

It is intended to review the Transport Action Plan every four (4) years.

Priority	Objective	Timeframe	Responsibility / Key Stakeholders
<b>ONGOING ACTIONS</b>			
<b>Liase with the State Government on the provision of Electric Buses</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with the State Government and the energy sector in the coming years to ensure local bus depot sites have the capacity to be upgraded to provide sufficient energy supply to charge buses.</li> <li>• Advocate for an Electric Bus to be trialled in Manningham.</li> </ul>	Ongoing	Department of Transport, Council
<b>Advocate for General Bus network improvements</b>	<ul style="list-style-type: none"> <li>• Continue advocacy to pursue the 20 recommendations contained in the Manningham Bus Network Review 2017.</li> <li>• Liase with the Department of Transport through their proposed Eastern Suburbs Bus Network Review to investigate opportunities to implement Council's Bus Review recommendations.</li> </ul>	Ongoing	Council, Department of Transport
<b>Contribute to the Planning of the North East Link</b>	<ul style="list-style-type: none"> <li>• Continue to strongly advocate and work collaboratively with NELP for transport-related improvements to be delivered as part of the NEL project, as well as ensuring impacts are mitigated and where possible seek delivery of net favourable outcomes.</li> </ul>	Ongoing	North East Link Project, DELWP, Council
<b>Contribute to the Planning of the Suburban Rail Loop (SRL)</b>	<ul style="list-style-type: none"> <li>• Designate the SRL project as Council's key rail priority.</li> <li>• Advocate to the Suburban Rail Loop Authority to:                             <ul style="list-style-type: none"> <li>○ Include Doncaster Hill as part of Stage 1 of the project.</li> <li>○ Implement an express bus route/s that mirrors the SRL alignment;</li> <li>○ Secure a suitable location of a Doncaster Hill Station footprint and subway entry points;</li> <li>○ Consider a suitable location to include a Bulleen Station in the SRL alignment.</li> </ul> </li> <li>• Council to respond to the exhibited EES, and engage external support for consultants to review the documentation or represent Council during any hearings, as required.</li> </ul>	Ongoing	Department of Transport, Council, Suburban Rail Loop Authority



	<ul style="list-style-type: none"> <li>• Liaise with LaTrobe University, Banyule and Whitehorse Councils and Scentre Group (Westfield) to strengthen and collaborate on an advocacy campaign.</li> </ul>		
Implement Active Transport Walking and Cycling Initiatives	<ul style="list-style-type: none"> <li>• Continue to implement key objectives from the Bicycle Strategy 2013, Walk Manningham Plan (2011-2020) and Safe Crossing Point Plan.</li> <li>• Implement the Principal Pedestrian Network (PPN).</li> </ul>	Ongoing	Council
Implement Behavioural Change Initiatives	<ul style="list-style-type: none"> <li>• Implement active travel behavioural change initiatives within the following plans:                             <ul style="list-style-type: none"> <li>○ Doncaster Hill Mode Shift Plan (2014)</li> <li>○ Doncaster Hill Behaviour Change Plan (2015)</li> <li>○ Walk Manningham Plan (2011-2020)</li> <li>○ Council's Bicycle Strategy (2013)</li> </ul> </li> <li>• As seen above Manningham has undertaken multiple Behaviour Change Plans. It is therefore recommended adequate resourcing be provided to implement and promote the above plans.</li> </ul>	Ongoing	Council
Deliver bus shelters at priority locations	<ul style="list-style-type: none"> <li>• Council to deliver all 31 identified priority bus shelters, as identified in the Manningham Bus Network Review 2017.</li> <li>• Advocate to Department of Transport for funding to help deliver these priority bus shelters.</li> </ul>	Ongoing	Council
Participate in the Eastern Transport Coalition (ETC)	<ul style="list-style-type: none"> <li>• Utilise forum to help generate advocacy platforms for transport improvements.</li> <li>• Represent Council at ETC, alongside Councillor representative</li> <li>• Attend monthly meetings</li> </ul>	Ongoing	Council
Participate in the Metropolitan Transport Forum (MTF)	<ul style="list-style-type: none"> <li>• Utilise forum to help generate advocacy platforms for transport improvements.</li> <li>• Represent Council at MTF, alongside Councillor representative</li> <li>• Attend monthly meetings</li> </ul>	Ongoing	Council
<b>SHORT TERM ACTIONS</b>			
Advocate for Bus Rapid Transit (BRT)	<ul style="list-style-type: none"> <li>• Undertake further literature review, feasibility studies, business case and/or other investigations to support the BRT proposal for Doncaster and strengthen council's advocacy.</li> </ul>	Short term	Council, Department of Transport



	<ul style="list-style-type: none"> <li>Align the proposal with the North East Link ‘Doncaster Busway’ proposal and Bulleen and Doncaster Park &amp; Rides.</li> <li>Develop a marketing campaign to inform the community on what is BRT, and what are we asking for exactly.</li> </ul>		
Advocate for the construction of Templestowe Road Duplication	<ul style="list-style-type: none"> <li>Advocate for State Government funding commitment for the construction and duplication of Templestowe Road, including shared user path, traffic improvements, bus infrastructure etc.</li> </ul>	Short term	North East Link Project, Department of Transport, Council
Advocate for a new Templestowe Road Bus Service	<ul style="list-style-type: none"> <li>Investigate feasibility &amp; cost for a new direct bus service along Templestowe Road (between the Pines shopping Centre and Heidelberg railway station).</li> </ul>	Short term	North East Link Project, Department of Transport, Council
Prepare Feasibility Study for Birrarung Park Pedestrian Bridge	<ul style="list-style-type: none"> <li>Prepare a Feasibility Study for a new pedestrian and cycling bridge to cross the Yarra River in Birrarung Park, to connect with the Plenty River Trail in Viewbank (City of Banyule).</li> </ul>	Short term	Manningham Council, Banyule Council
Prepare a Feasibility Study Bulleen Park Pedestrian Bridge	<ul style="list-style-type: none"> <li>Prepare a Feasibility Study for a new pedestrian and cycling bridge to cross the Yarra River in Bulleen Park, to connect with the Main Yarra Trail in Ivanhoe East (City of Banyule).</li> </ul>	Short term	Manningham Council, Banyule Council
Contribute and Advocate for a Manningham Bus Network Review	<ul style="list-style-type: none"> <li>Work collaboratively with DoT and neighbouring councils, on a Manningham bus study to achieve a high level outcome for our local and broader community.</li> <li>Develop a marketing campaign to inform the community of benefits associated with a review of the bus network.</li> </ul>	Short Term	Department of Transport, Council
Prepare a Doncaster Road corridor land use and population assessment & Feasibility Study	<ul style="list-style-type: none"> <li>Engage external consultant to undertake an assessment of current and projected population and development along the Doncaster Road corridor (including Doncaster Hill), in order to gather strategic data to strengthen advocacy and contribute to the BRT proposal.</li> </ul>	Short term	Council



	<ul style="list-style-type: none"> <li>• Prepare a report that illustrates the findings of this assessment to provide to relevant stakeholders.</li> <li>• Undertake a feasibility study to determine the requirements for the upgrading of the Doncaster Road corridor to support a bus rapid transit (BRT) network and any associated traffic impacts.</li> </ul>		
<b>Develop Doncaster Park &amp; Ride as a Transit Oriented Development</b>	<ul style="list-style-type: none"> <li>• Advocate for the Doncaster Park &amp; Ride to be further developed to provide a Transit Oriented Development (TOD).</li> <li>• Engage external support from consultants to develop material to strengthen advocacy campaigns.</li> </ul>	Short term	North East Link Project, Department of Transport, Council
<b>Advocate for On-Demand Bus Services</b>	<ul style="list-style-type: none"> <li>• Investigate opportunities for FlexiRide trial in Manningham with a particular focus on the lower density suburbs to the east of Manningham.</li> <li>• Advocate for funding for the development of a marketing/education campaign that informs residents on the benefits and how to use FlexiRide services.</li> </ul>	Short term	Department of Transport, Council
<b>Investigate Public Electric Vehicle Infrastructure opportunities</b>	<ul style="list-style-type: none"> <li>• Liaise with various companies to determine feasibility of installing Public Electric Vehicle Charging stations at key activity centres throughout Manningham.</li> </ul>	Short term	Council, DELWP, Various private EV charging infrastructure companies
<b>Develop a Marketing Campaign that Promotes the Bus Network</b>	<ul style="list-style-type: none"> <li>• Develop a marketing campaign that promotes the benefits of the Bus Network to the Manningham community.</li> </ul>	Short Term	Council, Department of Transport
<b>Contribute to the delivery of an upgraded Westfield Shopping Centre Bus Interchange</b>	<ul style="list-style-type: none"> <li>• Council to work closely with Westfield (Scentre Group) and the Department of Transport to finalise a bus interchange design and development.</li> </ul>	Short term	Council, Department of Transport, Scentre Group
<b>Contribute to the delivery of an upgraded</b>	<ul style="list-style-type: none"> <li>• Council to work closely with Stockland and the Department of Transport to finalise a bus interchange design and development.</li> </ul>	Short term	Council, Department of

Pines Shopping Centre Bus Interchange			Transport, Stockland
Encourage car and ride share programs	<ul style="list-style-type: none"> <li>• Encourage car and ride share programs within Doncaster Hill.</li> <li>• Liaise with various companies to determine their commercial viability of operating in Manningham.</li> <li>• Work with stakeholders and local property developers to accommodate car and ride share facilities both within public spaces and as part of private developments.</li> <li>• Implement car and ride share objectives within Doncaster Hill Framework Plan (Draft 2021)</li> <li>• Prepare a feasibility study into a car share scheme for Manningham</li> </ul>	Short term	Various car and ride share companies, private developers, Council
<b>MEDIUM TERM ACTIONS</b>			
Develop a Manningham Council Green Travel Plan	<ul style="list-style-type: none"> <li>• Develop a Manningham Council Green Travel Plan to help promote sustainable transport options within the organisation.</li> </ul>	Medium term	Council
Investigate Trackless Tram opportunities along the Doncaster Road Corridor and Doncaster Busway	<ul style="list-style-type: none"> <li>• Undertake a feasibility study to determine the requirements for upgrading the Doncaster corridor and Doncaster Busway to support Trackless Trams.</li> </ul>	Medium term	Council, Department of Transport
Investigate Potential Locations for Bulleen Train Station as part of SRL	<ul style="list-style-type: none"> <li>• Advocate for a Bulleen Train Station to be included as part of Stage 2 of the SRL Alignment.</li> <li>• Investigate suitable locations within Bulleen for a train station</li> </ul>	Medium term	Council, Suburban Rail Loop Authority



<p><b>Develop a new Bicycle Strategy</b></p>	<ul style="list-style-type: none"> <li>• Prepare a new Bicycle Strategy that provides a clear framework for the future advocacy, planning, development and delivery of cycling improvements and infrastructure over the next 10 to 15 years.</li> </ul>	<p>Medium term</p>	<p>Council</p>
<p><b>LONG TERM ACTIONS</b></p>			
<p><b>Advocate for a Doncaster Rail link along the Eastern Freeway</b></p>	<ul style="list-style-type: none"> <li>• It is suggested that Council continue to passively advocate for the Doncaster Rail link along the Eastern Freeway, to avoid diluting messaging to the community and other stakeholders regarding the key transport priorities for Manningham.</li> </ul>	<p>Long Term</p>	<p>Council, other various stakeholders</p>



## Contact Details

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**10.5 Naming of a Park in Warrandyte - 'wonguim wilam'**

File Number: IN21/574  
Responsible Director: Director City Planning and Community  
Attachments: Nil

**EXECUTIVE SUMMARY**

*The following report provides a recommendation to consider an official name for a newly developed park in Warrandyte that is colloquially referred to as Lions Park.*

*In close collaboration with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, and in response to the objectives of the Manningham Draft Reconciliation Action Plan, it has been suggested that this park be formally named 'wonguim wilam' [pronounced "won-goom wil-lum"]. This translates in English to Boomerang Place.*

*The consideration of a Wurundjeri Woi-wurrung place name provides the opportunity to preserve and promote the cultural heritage of the Wurundjeri and aligns with the objectives of Council and the State Government's naming policies.*

*Community engagement with key stakeholders in the Warrandyte community has been undertaken. This includes consultation with The Lions Club of Warrandyte, Warrandyte Historical Society and the former Lions Park Reference Group. Consultation has also occurred with the Department of Environment, Land, Water and Planning (DELWP) and Geographic Names Victoria.*

*Following Council endorsement of the name, the broader community will be informed of the name via a public awareness campaign, noting that the naming process provides an opportunity to build awareness and understanding of Wurundjeri Woi-wurrung cultural heritage. The new name will then be formally registered with Geographic Names Victoria.*

**COUNCIL RESOLUTION**

**MOVED: CR CARLI LANGE**  
**SECONDED: CR TOMAS LIGHTBODY**

**That Council:**

- A. Notes the stakeholder engagement and other considerations undertaken in relation to the naming for this park.**
- B. Endorse the Wurundjeri Woi-wurrung name "wonguim wilam" and formally register the new name with Geographic Names Victoria.**
- C. Give notice to the community (inform) and the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation of Council's decision to register the new name.**

- D. **Authorise the Director City Planning and Community to consider any community feedback and note that any significant opposition to the decision may be reported back to Council.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 The park, located at 217-225 Warrandyte Road, Warrandyte, forms part of Warrandyte River Reserve and is located on Crown Land. The park is managed by Council under a committee of management arrangement. Council officers have contacted DELWP and they have granted approval to commence a naming process for this park.
- 2.2 There is currently no registered official name for this park (according to VICNAMES data base), although the name has colloquially being referred to as 'Lions Park' for many years.
- 2.3 The *Lions Park Masterplan* was endorsed in 2018, the name for the masterplan took on the colloquial name for the area. The name came about as the Lions Club took over maintenance of the tennis courts 40 years ago and built a shelter and BBQ for the community. All these assets were removed in the stage one works. The materials from the shelter were repurposed into seats in the park. This included the beams and poles, with the stainless steel from the BBQ used at the ends. The bricks from the BBQ area were reinstalled into a new picnic seating area. The Lions Club also donated \$42,000 towards the new exercise station that was installed in December 2020.
- 2.4 Stage 1 has been completed with Stage 2 of the project expected to be completed in mid-2022. There will be an official opening of the park in mid-2022.
- 2.5 The playspace at the park (referred to as "Federation playspace") was constructed from a grant for "100 years since Federation" funding. This name is no longer consistent with the new upgrade and it is considered that adopting a new name befitting the whole park would be more appropriate.

## 3. DISCUSSION / ISSUE

### Naming Options and other Considerations

- 3.1 Council's role as a naming authority in relation to the naming and renaming of Council owned and managed reserves is to be undertaken in accordance with the *Geographic Place Names Act 1998* and the *Naming rules for places in Victoria 2016*.
- 3.2 The Naming Rules include 12 general principles which must be used in conjunction with the relevant statutory requirements related to roads, features and localities. The relevant principles considered in this instance include Principles B) recognising public interest, F) Recognition and use of Indigenous Australian names; and H) Using commemorative names.

- 3.3 Council's *Naming of Reserves Policy* indicates the naming can be initiated by an individual, community group, Councillor or Council officer.

Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation

- 3.4 Since December 2019 Council has been working in close collaboration with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (Wurundjeri Woi-Wurrung Corporation), the Registered Aboriginal Party for Manningham. This engagement occurs through Council's commitment to bimonthly Cultural Consultations. At the first meeting held to understand Wurundjeri Woi-wurrung aspirations, naming opportunities were identified as an area of priority.
- 3.5 Place naming provides the opportunity to assist in preserving culture and protecting communities, and has been supported by Council's Reconciliation Action Plan Working group. This is currently reflected in Action 8 of the Draft Reconciliation Action Plan. Namely Action 8.4:

*"Reviewing and update Council's signage and naming policies and processes to align with state policy and consider Wurundjeri Woi-wurrung aspirations".*

- 3.6 The opportunity to name this park was first raised with the Wurundjeri Woi-Wurrung Corporation in 2019. This will provide the first opportunity to demonstrate Council's commitment to respond to this aspiration. This will assist to increase public understanding, value and recognition of Wurundjeri Woi-Wurrung cultures, histories, knowledge and rights, as well as increasing the broader community's sense of place.
- 3.7 Council officers have formerly requested to use a Woi-wurrung name for this park for exclusive use. The name provided is not open for consultation as the Wurundjeri Woi-wurrung Corporation have provided this name on condition that it will be used. This is after extensive discussions and in response to previous naming exercises where names provided were subsequently not endorsed by Councils. Such processes do not respect the complex work of language recovery and revitalisation.
- 3.8 The process to request a Wurundjeri Woi-wurrung name requires time for this to be undertaken. Naming matters require close collaboration with Wurundjeri Elders to consider.

Name provided by the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation for the park

- 3.9 Over the past 12 months, Council officers have liaised closely with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation regarding the request for a name to be provided for this park.
- 3.10 The name provided, in Woi-wurrung language is: *wonguim wilam* (phonetically pronounced 'wongoom willum'). No use of capital letters.
- 3.11 This translates in English to 'Boomerang Place'.



Geographic Names Victoria (GNV)

- 3.12 Council officers have sought feedback from GNV around the naming process to ensure compliance with the naming rules and alignment with their process. The advice provided was to proceed to community engagement with the name “*wonguim wilam*”.
- 3.13 A submission to the GNV will need to illustrate that a thorough community engagement process was undertaken and demonstrate that the name put forward is supported by the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and generally, by the community.
- 3.14 A possible dual name, for example “wonguim wilam – another name (i.e. Lions Park)” was initially considered. However the advice received from GNV was this was not consistent with their approach and advised to proceed with only one name. GNV usually only receive requests for dual naming when there is a registered long term name in place and there is a desire to bestow a traditional name.
- 3.15 GNV rules are encouraging and supportive of the opportunity to promote unique language and use of Wurundjeri Woi-wurrung place naming. As well as the opportunity to strengthen relationships with Traditional Owners and educate the community on a name that is directly connected to and relevant for particular geographic places.
- 3.16 Under Section 7.3.7 of the naming rules, the responsibility to build awareness of the proposal within the wider community sits with the naming authority. Any publicity should build awareness and understanding of Wurundjeri Woi-wurrung cultural heritage so the proposed name is seen in that context. It can also be helpful and respectful to engage the Wurundjeri Woi-wurrung Corporation throughout this process.
- 3.17 It was advised that a public awareness campaign could be strengthened by:
- Promoting the use of Wurundjeri Woi-wurrung names
  - building confidence around the pronunciation of the name.
  - linking naming to the Reconciliation Action Plan.
- 3.18 This work could place Council at the forefront of supporting the International Decade of Indigenous Languages 2022-2032. The purpose of the declaration of the decade is to encourage more work to protect, revitalise, preserve and promote First Peoples language.
- 3.19 The process of engaging the Wurundjeri Woi-wurrung Corporation and the formal request and receipt the name and consent for its use was discussed. The process to date complies with GNV requirements.

Lions Club of Warrandyte

- 3.20 As a key stakeholder for the Park, Council officers held a meeting on Friday 27 August with members of the Lions Club of Warrandyte to discuss the new name.
- 3.21 The Club generally supports the proposed name. Concern related to the Club’s perception that their history and contribution to the Park over the past 40 years would be lost.

- 3.22 We have discussed with the Lions Club the below opportunities to ensure they are recognised for their involvement in the park, and to ensure that their history and contribution to the park is not superseded by the new name:
- Install a plaque on the exercise equipment to recognise their contribution (the plaque will be installed by the end of Spring 2021);
  - Install sign/s on site which will include the known history of the tennis courts and BBQ shelter area. This sign content will include reference to the Lions Clubs involvement in the park over the last 40 years. Officers will continue to work with the Lions Club to develop material for the signage.
  - Include and reference the Lions Club during the official opening of the park in mid-2022.

#### Lions Park Community Reference Group

- 3.23 There was a Community Reference Group meeting on Thursday 2 September 2021 to discuss the stage 2 plans and new name. This group includes representatives from the Warrandyte Historical Society (WHS), Warrandyte Community Association, Warrandyte Business Network, Lions Club of Warrandyte and residents.
- 3.24 There was positive feedback from the stakeholders at this meeting, with general support for this proposed name.

#### Warrandyte Historical Society

- 3.25 The Warrandyte Historical Society (WHS) have stated their support of a change as part of their feedback on the stage 2 plans, noting: *"We consider a new name reflecting either Wurundjeri names or the river or the bridge as more appropriate and more enduring"*.
- 3.26 The WHS have indicated they can assist to provide content on the history of this park for the new signs.

## **4. COUNCIL PLAN / STRATEGY**

- 4.1 Council's Draft Reconciliation Action Plan (2021-2023) includes an action around place naming: 'Objective 8: Increase public understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights throughout the municipality'.
- 4.2 The RAP includes the following specific action in relation to this matter:  
*Action 8.4 Reviewing and update Council's signage and naming policies and processes to align with state policy and consider Wurundjeri Woi-wurrung aspirations.*

## **5. IMPLEMENTATION**

### 5.1 Finance / Resource Implications

Signage reflecting the official name will be delivered as part of the allocated funding for the implementation of the Lions Park Masterplan.

## 5.2 Communication, Engagement & Timing

Community engagement with key stakeholders has been undertaken. This includes:

- Meeting with the Lions Club of Warrandyte on Friday 27 August 2021;
- Meeting with the former Lions Park Community Reference Group on Thursday 2 September. This group includes representatives of the Warrandyte Historical Society, Warrandyte Community Association, Warrandyte Business Network, Lions Club of Warrandyte and local residents;
- Liaison with the Warrandyte Diary (local media).

Following Council endorsement, further community engagement will be undertaken in line with the proposed Communications and Engagement Plan. It proposes that:

- The community will be informed of Council's decision to name the Park "wonguim wilam".
- The existing playspace name 'Federation playspace' will adopt the new park name.
- A video will be created featuring the Wurundjeri discussing where the name has come from to raise awareness of the cultural history. A diverse group of Manningham community members of all ages, will be filmed pronouncing the new name proposed to help create awareness of the pronunciation.

The below is a brief overview of the engagement process.

Naming option	Activities	Timing
<b>Round 1</b> <b>Engage with key stakeholders</b> <b>"wonguim wilam"</b>	Engage with the key stakeholders on the name through online meetings. These include the Lions Club, Community Reference Group and the Warrandyte Diary. Check in with Wurundjeri Woi-wurrung Corporation to update on the naming progress.	August/ September 2021  (COMPLETE)
<b>Round 2</b> <b>Inform the community on the name</b>	Inform community of the new name for the park via website, media release, signs on site, email communication to community groups website. An opportunity for the community to provide feedback will also be provided (although, we are not formally inviting alternative naming options)	October 2021

Should the community engagement process yield a response that is overwhelming not favourable or supportive of the naming option, other options to proceed can be considered in collaboration with the Wurundjeri Woi-wurrung Corporation and Geographic Names Victoria.

## 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.

## 11 CITY SERVICES

### 11.1 Arundel Road (West) Proposed Road Closure

File Number:	IN21/592
Responsible Director:	Director City Services
Attachments:	1 Arundel Road Community Feedback Overall Summary <a href="#">↓</a> 2 Summary of Community Feedback and Officers Comments <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*This report provides an assessment on whether a permanent closure of Arundel Road (west), at the intersection of Park Road, should proceed or not, following a comprehensive community consultation process.*

#### COUNCIL RESOLUTION

**MOVED: CR CARLI LANGE**  
**SECONDED: CR MICHELLE KLEINERT**

**That Council defer consideration of this item until the 23 November 2021 Council meeting to permit further investigation regarding a potential partial road closure and other safety measures on Arundel Road (west), Park Orchards.**

**CARRIED**

## 2. BACKGROUND

- 2.1 Knees Road, between Park Road and Falconer Road, is currently being upgraded. The upgrade works included the construction of a roundabout at the intersection of Knees Road and Arundel Road.
- 2.2 Residents of Arundel Road (west) have raised objections over the construction of the roundabout, stating it will make it more convenient for drivers, particularly school parents, to use Arundel Road (west) as a drive through route, between Park Road and Knees Road, to avoid traffic congestion.
- 2.3 Arundel Road, between Knees and Park Roads, is 4.8m wide, 425m long and contains chicanes, road humps and a road narrowing but does not have a footpath. The road is a convenient route for pedestrians walking to Park Orchards Primary School, St Anne's Primary School, Domeney Reserve and the 100 Acres Reserve.
- 2.4 An on-site meeting, arranged by Arundel Road residents, was held on 30 April 2021 to discuss their concerns about traffic and pedestrian safety, in particular, non-local traffic using this section of road during school pick up and drop off times, pedestrian safety for young children and vehicle speeds.

- 2.5 At the meeting, which was attended by around 25 residents, officers indicated that the construction of a footpath along Arundel Road was a high priority to improve pedestrian safety. With the footpath works included within the forward Capital Works Program. The residents suggested the closing of Arundel Road at Park Road to prevent non-local traffic using the road as a shortcut and to remove the need for the construction of a footpath along the street.
- 2.6 A petition with 33 signatories from residents of Arundel Road seeking the permanent closure of Arundel Road for the safety and welfare of the community was received and tabled at the Council meeting on 25 May 2021.
- 2.7 At the same meeting, Council resolved to support, in principle, the permanent closure of Arundel Road (west) to through traffic at the intersection of Park Road, subject to:
- 2.7.1 No objection being obtained from the relevant service authorities and emergency service organisations that may be affected by the proposal;
- 2.7.2 A report being obtained from the Department of Transport on the proposed road closure.
- 2.8 Council also resolved to commence the statutory process the Local Government Act 1989 (LGA), to permanently close Arundel Road (west), at the intersection of Park Road.

### **3. COMMUNITY CONSULTATION PROCESS**

- 3.1 The statutory process under Section 223 of the LGA requires Council to:
- 3.1.1 Publish a public notice informing the community about the proposed road closure;
- 3.1.2 Provide an opportunity for the community to make submissions regarding the proposal; and
- 3.1.3 If requested, allow a person making a submission to appear in person in support of the submission at a meeting of the Council or a committee determined by the Council.
- 3.2 The consultation period commenced on 2 July 2021 and closed on 13 August 2021. Initially the consultation period was to close on 30 July 2021, but it was extended for two weeks due to the Covid restrictions which limited the ability for residents to interact and to discuss the proposal.
- 3.3 The community has been notified by the following:
- 3.3.1 Notice published in the Herald Sun on 2 July 2021 and on Council's website;
- 3.3.2 Letters and emails sent to approximately 220 property owners, occupiers, shops, and schools in the vicinity of the road closure;
- 3.3.3 Signage installed at the Knees Road and Park Road ends of Arundel Road; and

3.3.4 'Your Say Manningham' online engagement platform.

- 3.4 Council has also notified and sought comments from the following service authorities and emergency service organisations on the proposed closure:
- The Department of Transport (DoT)
  - The Victorian Police
  - Ambulance Victoria
  - State Emergency Services (SES)
  - Country Fire Authority (CFA)
  - Fire Rescue Victoria (FRV)
  - Services Authorities (Yarra Valley Water, Telstra, NBN, Multinet, Ausnet)

#### 4. COMMUNITY CONSULTATION RESULTS AND FINDINGS

##### Summary of Community Consultation Results

- 4.1 A summary of the responses received from the community is provided below. A number of households had several members making a submission on this matter. For the purposes of assessment, each household was taken as one submission.
- 4.2 During the community consultation period, three separate petitions opposing the closure were received – with 49, 66 and 17 signatories respectively (note some households have signed multiple submissions).
- 4.3 175 written submissions\* were received in total:
- 21 responses were in favour of the proposed road closure
  - 150 responses objected to the proposed road closure
  - 4 responses were unclear and inconclusive
- \* Note this include households that have signed the abovementioned petitions.
- 4.4 To support their objection to the proposed road closure, some residents of Arundel Road commissioned a traffic consultant to prepare a traffic engineering assessment.
- 4.5 It is further noted that a significant portion of objections were from households on Arundel Road, east of Knees Road. Their main concerns related to the removal of road access in the case of emergency, that traffic will be displaced to Euston Avenue and Dalry Avenue, and there would be additional traffic demand on the Knees / Park Road intersection.
- 4.6 Four submitters requested to be heard in support to their submission. In response to this, Council established a committee of the nine Councillors to hear these submissions on Tuesday 14 September 2021. The meeting was held virtually in accordance with the current State Government health directions.
- 4.7 Council also received feedback from the Department of Transport, Fire Rescue Victoria, Country Fire Authority, State Emergency Services and Ambulance Victoria all offering no objection to the proposal.

Comments and Issues Raised

- 4.8 Comments in support of the proposal included the following:
- 4.8.1 The proposed road closure will eliminate high vehicle speeds associated with through traffic along Arundel Road;
  - 4.8.2 The proposal will improve the safety of pedestrians on Arundel Road;
  - 4.8.3 The proposal will have minimal traffic and community impact, as evidenced by the temporary closure at the Knees Road end of Arundel Road implemented during the Knees Road upgrade works; and
  - 4.8.4 'Near misses' crashes were witnessed, and the proposal will result in improved safety outcome.
- 4.9 Comments objecting to the proposal included the following:
- 4.9.1 The proposed closure would detrimentally affect access to the Neighbourhood Safer Place (Domeney Reserve) and escape route in the event of an emergency;
  - 4.9.2 The proposed closure would detrimentally affect access for emergency vehicles;
  - 4.9.3 Other traffic management measures should be considered before closing the road;
  - 4.9.4 The intersection of Knees Road / Park Road intersection should be upgraded first, as congestion at the intersection during school drop off and pick up times has contributed to motorists using Arundel Road as a through route;
  - 4.9.5 The proposed closure will result in further congestion of Knees Road / Park Road intersection;
  - 4.9.6 The proposed closure will displace traffic to other narrow local streets;
  - 4.9.7 The proposed closure will be inconvenient for those who live on Arundel Road, or use Arundel Road as a through route;
  - 4.9.8 The proposed closure will set as a precedent for other street closure proposals; and
  - 4.9.9 The proposed closure is not be compatible with truck and service vehicle access.

**5. ASSESSMENT**

- 5.1 Strategic Function of Arundel Road
- 5.1.1 Arundel Road, between Park Road and Knees Road, in Park Orchards, is a sealed road approximately 425m long, 4.8m wide and provides access to 23 properties.

- 5.1.2 Extensive traffic management devices, including chicanes, road humps and a road narrowing, were installed along this section of road to discourage through traffic when it was formally constructed in the 1990s. A traffic survey conducted in March 2021 indicated that it had a midblock traffic volume of 210 vehicles per day and an 85% speed of 42km/h (the speed which 85% of vehicle travel at or below).
- 5.1.3 The proposal to permanently close Arundel Road, west at Park Road, will not adversely impact traffic flows in the area, as this section of Arundel Road carries low traffic volumes, primarily serves to provide access to the abutting properties only and performs no strategic traffic function in Council's road network. The intersection of Knees Road and Park Road was widened to improve the capacity of the intersection as part of the current roadworks.
- 5.1.4 As part of the traffic management for the Knees Road upgrade project, Council temporarily closed Arundel Road at Knees Road. This is because Arundel Road (west) was experiencing more through traffic due to drivers avoiding potential delays associated with the roadworks and the temporary traffic signals used with the works.
- 5.1.5 The temporary closure has been in place since late April 2021. Council has received feedback that the amenity of Arundel Road has improved due to all through traffic being eliminated, and the traffic in the surrounding road network is largely unaffected.
- 5.2 Potential Alternatives to Road Closure
- 5.2.1 The primary objective for the proposed road closure is to address the safety concern of pedestrians and cyclists on Arundel Road mixing with non-local traffic which may be unaware of the nature of the road environment.
- 5.2.2 Time-based turn bans and local traffic signs have been suggested by some of the submitters. Arundel Road is used as a short-cut route during school peaks in both directions and as a result, the time-based turn treatments would need to be installed at both ends. Exemptions to the turn bans cannot be provided to residents and they would be greatly inconvenienced by them for limited benefit. Experience has also shown that turn ban signs or "local traffic only" signs are very ineffective. Turn bans require regular Police enforcement (local traffic only signs are unenforceable) and neither option is supported as effective traffic management tools.
- 5.2.3 A partial road closure has been suggested by some of the submitters. However this is not supported as heavy vehicles (such as waste trucks) movements need to be maintained and a turnaround area would still be needed and many motorists would merely drive around a partial closure. A partial road closure would not allow waste management trucks to turnaround and load on the left side for one side of the street.



- 5.2.4 A footpath along Arundel Road will improve safety for pedestrians walking on the road as it will provide the spatial separation between vehicles and pedestrians and children riding bikes. Officers agree that a footpath will result in a change to the overall streetscape along Arundel Road, and there are a number of 'pinch points' along the road verge where the construction of a path will present challenges in relation to street tree retention and clearance from the road. Any footpath would need to have a significant clearance from the road due to the narrow road width.
- 5.2.5 Officers recognise that the construction of the footpath will present a number of challenges that will need to be worked through. There will also be a need for significant consultation in planning the works with residents that will be directly impacted by the footpath.
- 5.2.6 In conjunction with a footpath, Council could also implement a threshold treatment on Arundel Road at Park Road by raising the intersection to further enhance the residential nature of the road and to reduce the speed of traffic in that location.
- 5.2.7 Reducing the speed limit to 40km/h, to match the limit along Park Road at school times would be supported to reduce the risk of pedestrian, cyclist and vehicle conflict. The road environment and speeds recorded support the lowering of the default speed limit on Arundel Road and Council officers have obtained in-principle support from the DoT.
- 5.3 Community Feedback
- 5.3.1 It is the officer opinion that the submissions in support of the proposed closure would result in the highest improvement to safety and amenity outcomes for the Arundel Road residents. The proposal will also have minimal traffic impact for the Park Orchards community.
- 5.3.2 As discussed earlier, a number of concerns have been raised regarding the proposed road closure. The concerns are summarised with officer's comments in Attachment 2.
- 5.3.3 In addition, it is noted that a traffic engineering assessment of the proposed closure was commissioned by residents of Arundel Road objecting to the proposed closure. The objection contains 17 signatories from seven households along Arundel Road (west). The recommendations of the assessment have been carefully considered and officer's comments are also summarised in Attachment 2.
- 5.3.4 The most commonly raised concern from the Park Orchards community is that the closing of Arundel Road at Park Road would detrimentally affect access to Domeney Reserve (Neighbourhood Safer Place) and the escape route in an emergency. Arundel Road (west) has a narrow carriageway width and is extensively treated with traffic calming measures. As such the road was not designed as an emergency escape route for the community.

5.3.5 Another commonly raised concern from the community is that the closure of Arundel Road will adversely affect emergency services. Officers have consulted with emergency response organisations and they have all offered no objections to the closure. An emergency vehicle gate would be provided at the road closure.

5.3.6 Displacement of through traffic that is currently using Arundel Road (west) is another key concern raised by the community. The Knees Road upgrade has created separate left and right turn lanes at the approach to Park Road to improve capacity at the intersection. The increase in traffic demand to the intersection due to the displacement of traffic will not impact the capacity of this intersection, and vehicles are not expected to utilise other local streets such as Arundel Road (east) and Dalry Avenue to bypass the intersection during school peaks.

#### 5.4 The View of Arundel Road (west) Residents

5.4.1 The view of the Arundel Road (west) residents is the key factor on whether the proposed road closure should proceed, as they will be most impacted by the closure.

5.4.2 The original petition seeking the permanent closure of Arundel Road that was tabled at Council meeting on 25 May 2021 contained 33 signatories from 16 households in Arundel Road (west).

5.4.3 During the consultation period, Council received comments from individual households and a counter petition (which was supported the abovementioned traffic assessment) from some individual households within the street containing 17 signatures from seven households opposing the closure.

The results of the community consultation with Arundel Road (west) households revealed:

- a. Support 14 (58%)
- b. Not supported 8 (33%)
- c. Uncertain 2 (9%)

#### 5.5 Conclusion and Recommendations

5.5.1 The proposal to permanently close Arundel Road (west) at Park Road, will not adversely impact traffic flows in the area, as this section of Arundel Road carries low traffic volumes, primarily serves to provide access to the abutting properties only and performs no strategic function in Council's road network.

5.5.2 Whilst the closure of Arundel Road may result in the best safety outcome and is the most cost effective solution. Officers determine that construction of a footpath along Arundel Road in lieu of a road closure will result in the road operating at a similar safety performance level as other local access streets of similar characteristics and is therefore considered a reasonable outcome.

The proposed road closure received very strong objections from parts of the greater Park Orchards community. The comments raised by the community opposing the closure can be satisfactorily addressed and would not outweigh the benefits of the proposed closure, but the views of the community need to be taken into consideration as part of the decision making process.

5.5.3 In addition, the decision on whether the proposed closure would proceed should be heavily dependent on the views of the Arundel Road (west) residents as they will be most impacted by the proposal.

5.5.4 Following the consultation process where residents have the opportunity to further consider the merits of the proposal and to write to Council directly, it is noted that the proposed closure does not have the overwhelming support of the Arundel Road (west) residents.

5.5.5 The construction of a footpath on the one side of Arundel Road to be included within the Capital Works program, as a priority, in order to address the safety risk associated with pedestrians walking on the carriageway and mixing with vehicular traffic.

## 6. IMPLEMENTATION

### 6.1 Finance / Resource Implications

6.1.1 The footpath works within Arundel Road have been within the forward Capital Works Program. In recognising the priority of these works, in order to address the safety risk associated with pedestrians walking on the carriageway and mixing with vehicular traffic, the works to be brought forward.

6.1.2 The funds required to construct a footpath along Arundel Road will be in the order of \$120k and could be sourced from Council's 2021/2022 Capital Works budget.

6.1.3 The funds required to construct a threshold treatment at the Arundel Road / Park Road intersection will be in the order of \$40k and the merits of such treatment will need to be further assessed.

### 6.2 Communication and Engagement

Council would commence the process of community consultation regarding the design of a footpath if the closure does not proceed.

### 6.3 Timelines

It is anticipated that a footpath along Arundel Road can be constructed within the 2021/2022 financial year.

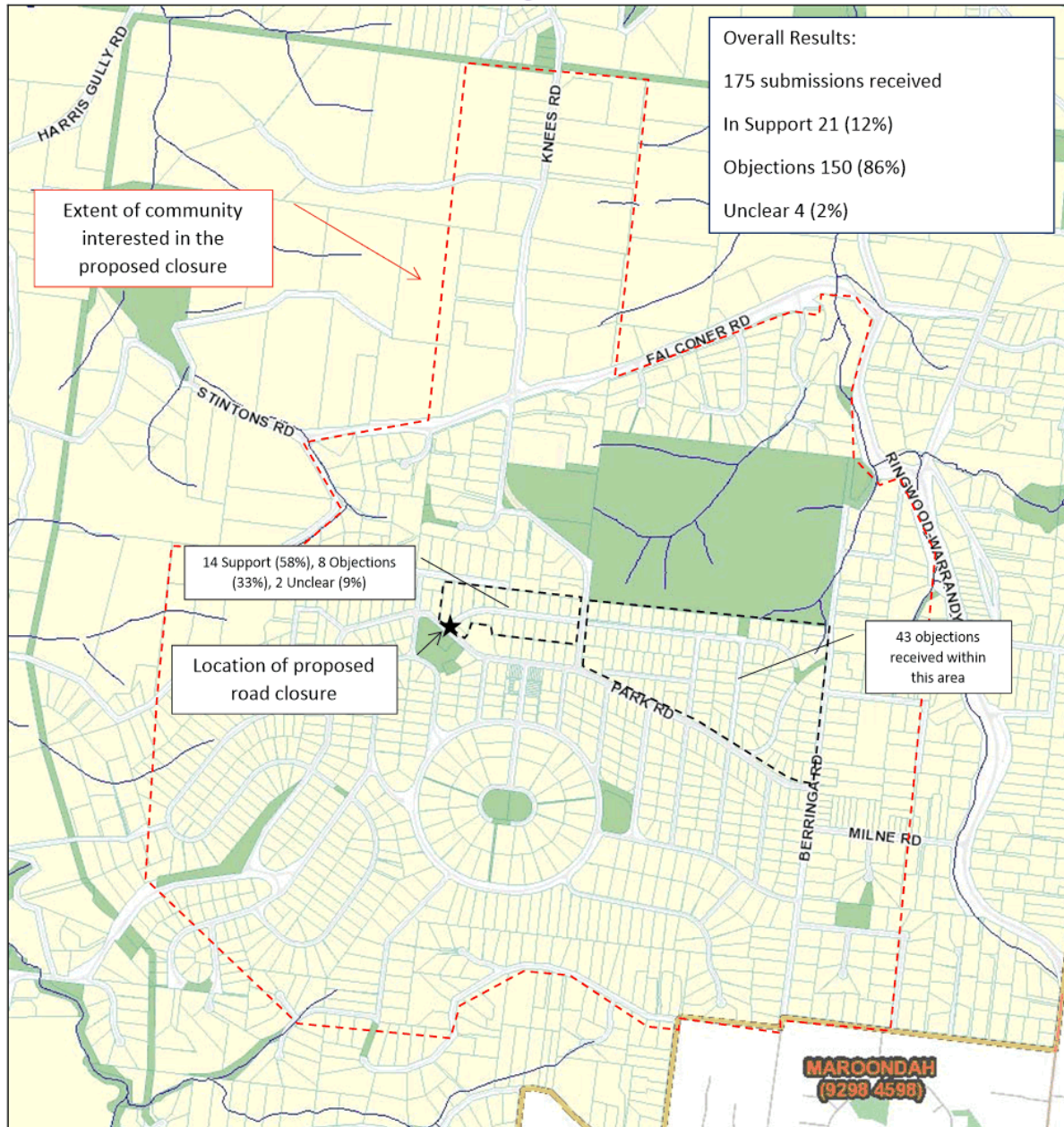
## 7. DECLARATIONS OF CONFLICT OF INTEREST

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

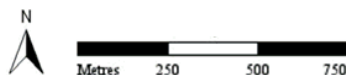


# Maps of Manningham

## Arundel Road (West) Proposed Closure - Community Feedback



Whilst all care has been taken in the preparation of this cadastral base map, Manningham and the State of Victoria accepts no responsibility for the accuracy of any information shown. Users should rely on their own enquiries in order to validate information shown on this map. This information is for Demonstration only.



## Attachment 2 - Summary of Community Feedback and Officer's Comments

Table 1 – Concerns raised by the community regarding the proposed road closure and officer's comments

Concerns	Officer's Comments
<p>Closing of Arundel Road at Park Road would detrimentally affect access to the Neighbourhood Safer Place (Domeney Reserve) and escape route in an event of emergency.</p>	<p>This is the most commonly raised concern from the Park Orchards community.</p> <p>Arundel Road west of Knees Road has a narrow carriageway width and is extensively treated with traffic calming measures, which include chicanes and road humps to moderate traffic speed and to deter through traffic. As such, the road was not designed as an emergency escape route for the community.</p> <p>In the event of an emergency where resident need to assess the Domeney Reserve, the use of Arundel Road will not result in shorter travel time. This is because the entry movements into Knees Road from Park Road will not be saturated, and traffic from Arundel Road turning into Knees Road will still need to give way to northbound traffic on Knees Road.</p>
<p>The closure of Arundel Road at Park Road will adversely affect emergency services access.</p>	<p>Fire Rescue Victoria (FRV) advised that the proposed closure of Arundel Road at Park Road will not have any significant detrimental effect on FRV crews' ability to access the area in the event of a fire.</p> <p>Country Fire Authority (CFA) advised that the proposed road closure does not impact their ability to support FRV to attend an incident.</p> <p>Ambulance Victoria and SES also offered no objection to the proposed closure.</p> <p>Pedestrian access will be maintained at the Park Road end of Arundel Road and an emergency vehicle gate would be provided.</p>
<p>Other traffic management measures should be considered first before resolving to the proposed road closure (such as a footpath, time-based turn ban and /or one-way operation).</p>	<p>The provision of a footpath is considered essential if the proposed closure does not proceed to improve pedestrian safety. A footpath is not needed if the road is closed on one end, as traffic will be restricted to local resident traffic only.</p> <p>Other traffic management measures to discourage through traffic and improve safety will not be as effective as the proposed closure.</p> <p>Arundel Road is used as a short-cut during school peaks in both directions:</p> <ul style="list-style-type: none"> <li>• Eastbound: Traffic using Arundel Road to bypass queues at the northern approach of Knees Road / Park Road intersection.</li> <li>• Westbound: Traffic using Arundel Road during school peaks.</li> </ul>

Concerns	Officer's Comments
	<p>As a result, a time-based turn ban treatment would only be effective if a left turn ban entry ban and a right turn entry ban is installed at the Park Road and Knees Road ends respectively. Exemptions to the turn bans cannot be provided to residents, and this treatment will greatly inconvenience them. Experience has shown that turn ban signs have limited effectiveness and require regular Police enforcement.</p> <p>One-way operation will not be effective in deterring through traffic for the reasons discussed above.</p>
<p>The intersection of Knees Road and Park Road is congested during school drop off and pick up times. The issue of through traffic using Arundel Road will be eliminated if the capacity of the intersection is improved.</p> <p>Further, the closure of Arundel Road at Park Road would redirect through traffic back onto the intersection and therefore adding to the congestion.</p>	<p>The Knees Road upgrade has created separate left and right turn lanes at the approach to Park Road intersection to improve the capacity at the intersection.</p> <p>The intersection of Knees Road and Park Road only experiences heavy congestion during school drop off and pick up times, due to highly concentrated traffic demand within a short time period. Outside of the school peaks the intersection operates well within its capacity.</p> <p>Based on the above, the installation of traffic signals or a roundabout at the intersection is not justified given the very high construction and land acquisition cost.</p> <p>It is agreed that some traffic that is currently using Arundel Road to bypass the intersection would be redirected back to the intersection if the road was closed, but this volume increase would be minor.</p>
<p>Concern about inconvenience caused by the road closure for Arundel Road residents, and for those who use Arundel Road as a through route.</p>	<p>The road closure will result in the order of 70 vehicle movements per day by residents needing to travel up to an additional 980m per trip if heading to and from west from their properties. This equates to an additional of 2 minutes per trip on average.</p> <p>This level of inconvenience needs to be balanced against the safety and amenity improvement as a result of the closure.</p> <p>Pedestrian access will be maintained at the Park Road end of Arundel Road and an emergency vehicle gate could also be provided.</p>
<p>The new roundabout at Knees Road and Arundel Road is not warranted.</p>	<p>The new roundabout aligns very well with the objectives of Knees Road upgrade project regarding improved road safety and reducing speeds along Knees Road. The roundabout will also address the inherent safety performance associated with a cross road intersection and will improve safety for residential traffic turning movements to and from Arundel Road.</p>

Concerns	Officer's Comments
	<p>Furthermore, the roundabout will also serve as a gateway treatment reminding drivers to reduce speed as they enter the township of Park Orchards.</p> <p>The roundabout, after the road works are completed, will not attract additional traffic to Arundel Road because it will not effectively change the overall travel patterns. Vehicles along Knees Road will still have priority over exiting vehicles from Arundel Road.</p>
<p>Traffic would be displaced to other local roads east of Knees Road (Arundel Road East, Dalry Ave, and Euston Ave).</p>	<p>There would be no reason for traffic that is currently using Arundel Road (west) to bypass the intersection of Knees Road / Park Road to utilise local roads east of Knees Road.</p>
<p>The proposed closure would set a precedent for other streets.</p>	<p>Any proposal for a road closure is assessed on its merits and the process for road closure prescribed in the Local Government Act must be followed.</p>
<p>Truck access would be adversely impacted.</p>	<p>A turnaround area would be constructed to facilitate large vehicle movements, such as waste collection, if the road was closed. The road at 4.8m wide with rollover kerbs allow access to trucks for garbage collections.</p>
<p>The proposed truck turnaround area at the western end of Arundel Road will be utilised as a drop-off zone for parents of the Park Orchards Primary School.</p>	<p>Council has recently constructed footpaths on Brucedale Crescent which makes it safer and easier for parents and school children to park their vehicle on Brucedale Crescent and to walk to the Park Orchards Primary School.</p> <p>The proposed turnaround area Arundel Road is not considered to be an attractive place for school pick up/drop off for the school and that part of the road could be used now if people wanted to do that.</p>

Table 2 – Recommendations from Traffic Engineering Assessment and Officer's Comments

Conclusion from Traffic Engineering Assessment	Officer's Comments
<p>Traffic volumes at the eastern end of Arundel Road (west of Knees Road) will not be significantly reduced after the closure.</p>	<p>The traffic volumes at the eastern end of Arundel Road will not be significantly reduced after the closure, however all traffic along the road will be limited to local only.</p>
<p>The additional travel distance for some residents as a result of the closure, particularly at the western end, will be significant (up to 980m).</p>	<p>This level of inconvenience needs to be balanced against the safety and amenity improvement as a result of the closure.</p>
<p>The closure will result in increased congestion at other nearby intersections.</p>	<p>The Knees Road upgrade has created separate left and right turn lanes at the approach to Park Road intersection to improve the capacity of the intersection.</p> <p>Arundel Road has no strategic traffic function and the use of the road as a through route has been discouraged. Hence, concerns regarding through traffic will be displaced to nearby intersections due to the</p>

Conclusion from Traffic Engineering Assessment	Officer's Comments
	closure and adding to the congestions of other intersections cannot be supported.
The closure will cause some of the displaced traffic to infiltrate other narrow local streets.	The Knees Road upgrade has created separate left and right turn lanes at the approach to Park Road intersection to improve the capacity of the intersection. The displaced traffic as a result of the closure will not unduly impact on the operation of the intersection, encouraging the use of local streets east of Knees Road.
The proposed road closure is inconsistent with Arundel Road being within a Bushfire Management Overlay.	The relevant emergency service organisations have been consulted and offered no objections to the proposed road closure.
The existing two-way daily traffic volumes on Arundel Road are well within the environmental capacity of the street, while there is some through traffic on this section of road currently, it is not a significant volume in the context of the street's environmental capacity.	Two-way daily traffic volumes on the Arundel Road are within the environmental capacity of the street.  Due its alignment and connectivity, Arundel Road is used by pedestrians accessing the nearby St Anne's and Park Orchards Primary Schools and the Dorney and 100 Acres Reserves. The proposed closure seeks to improve safety of pedestrians by reducing the number of through vehicles along road.
The existing traffic management treatments and vehicle speeds on Arundel Road are within expectation and are compatible with the street classification, however, the street would benefit from: <ul style="list-style-type: none"> <li>• more prominent "Local Traffic Only" signs, and</li> <li>• a reduced speed limit of 40km/h.</li> </ul>	The installation of 'Local Traffic Only' signs is not effective in reducing through traffic.  Council has obtained in-principle approval from the Department of Transport to reduce the speed limit of Arundel Road to 40km/h.
There is no crash record indicating any safety concerns.	The 'crashstats' database has confirmed that there is no crash records along Arundel Road, however an incident occurred between a child riding a bike along Park Road and a through vehicle using Arundel Road prior to the 30 April 2021 resident meeting.  The lack of separation between pedestrians and vehicles is undesirable.
It would be appropriate to construct a footpath on one side of Arundel Road to separate pedestrian and vehicular traffic.	A footpath along Arundel Road to separate pedestrian and vehicular traffic is highly desirable.  The proposed closure would remove the through traffic from Arundel Road, making the mixing of pedestrian and vehicular traffic safer.
Arundel Road is a public road declared in Council's Register of Public Roads.	Arundel Road is a public road under the control of Council.
The proposed road closure is contrary to the Road	The purpose of the Road Management Act is to establish a coordinated management system for public



Conclusion from Traffic Engineering Assessment	Officer's Comments
<p>Management Act in that it impacts on the efficient operation of the road of which the primary purpose is to carry traffic.</p>	<p>roads that will promote safe and efficient state and local public road networks and the responsible use of the roads.</p> <p>The proposed road closure will make it safer for pedestrians to use the road and will not adversely impact traffic flows in this area, and is consistent with the objective of the Act.</p>
<p>There is no traffic engineering justification for the proposed road closure but rather, there are strong traffic engineering reasons the road should remain open.</p>	<p>There are merits for the proposed road closure, and there are no strong traffic engineering reasons why the road must remain open.</p>

## 11.2 End of 2020/21 Financial Year Capital Works Status Report

File Number: IN21/581  
Responsible Director: Director City Services  
Attachments: 1 2020-21 End of Financial Year Capital Works Status Report [↓](#)

### EXECUTIVE SUMMARY

*The purpose of this report is to update on the final status of the 2020/21 Capital Works Program after end of year accruals.*

*In total \$43.84 million in capital expenditure was recorded over the 2020/21 financial year. This equates to 93.6% of the adjusted capital budget of \$46.85 million.*

*As in previous years June expenditure accounted for a large portion of the overall spend with \$12.15 million worth of expenditure occurring in June 2021.*

*A total of 278 projects had expenditure against them in 2020/21, of those 251 were finalised or completed to schedule. Only 27 projects required funding to be carried forward. This corresponds to a project completion rate of 90.3%.*

### COUNCIL RESOLUTION

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

**That Council notes this report and the attached status report.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

2.1 The End of Year Capital Works Program Status Report details the final status of the 2020/21 Capital Works Program, including how well individual service units performed against their targets, and overall performance with respect to both capital expenditure and project completeness.

## 3. DISCUSSION / ISSUE

3.1 The published budget for 2020/21 was \$49,908,800. The budget was subsequently reduced (in August 2020) by just over \$3 million to \$46,853,700 to balance out over expenditure in 2019/20.

3.2 Expenditure for the 2020/21 financial year as at 15 July 2021 (post final accruals) was \$43.84 million dollars, which is 93.6% of the adjusted budget of \$46.85 million.

3.3 Accruals totalled \$2.64 million which was significantly more than anticipated, resulting in \$12.15 million of expenditure in June.

- 3.4 It should be noted that \$1,279,242 of 2020/21 capital expenditure is associated with the purchase of the Templestowe RSL, which was not included in original budget. (There was \$2,000,000 budgeted for land acquisition, but this was really intended for the acquisition of land for open space.)
- 3.5 Carry Forwards to the value of \$4,295,000 were assumed when preparing the budget for 2021/22, and this amount was reported to Council. The final carry forward figure was actually \$3,921,000 or \$0.38 million less than anticipated. The amount carried forward is also \$0.3 million less than in the previous financial year.
- 3.6 A total of 278 projects had expenditure against them in 2020/21, of those 251 were finalised or completed to schedule. Only 27 projects required funding to be carried forward. This corresponds to a project completion rate of **90.3%**.

#### 4. COUNCIL PLAN / STRATEGY

##### 4.1 Council Plan

4.1.1 The Capital Works status report and performance discussed in this report are consistent with Council's strategic Well Governed Council and Liveable Places and Spaces and objectives under the Council Plan. The delivery of capital works projects within the program is essential for the provision of:

- 1) inviting places and spaces;
- 2) enhanced parks and open space and streetscapes;
- 3) well-connected safe and accessible travel options; and
- 4) well utilised and maintained community infrastructure.

##### 4.2 Capital Works Budget Principles

4.2.1 New Capital Works Budget principles have been provided to Council via a number of workshops and strategic briefing sessions, and they'll be implemented for the 21/22 program and onwards. This will be reflected in the Council Plan and Capital Works Programs and Strategies.

- 1) **Asset Renewal** - Annual requirements funded and prioritised over new works.
- 2) **Contingencies** included to ensure confidence to deliver & manage risks.
- 3) **Project Savings** to be reallocated in to rolling programs.
- 4) **Rolling over Funding** is avoided through flexible programming across years.
- 5) **Public Value** clearly demonstrated through measuring outputs & benefits.
- 6) **Stakeholder Needs** delivered, specifically gender equality and accessibility.

#### 4.3 Key Performance Indicator (KPI)

4.3.1 The KPI has been discussed and there is a desire to move away from the 90% expenditure being used as the KPI to 90% of projects completed. This reflects better public value in delivering quality projects rather than expending funds to meet KPI.

### 5. IMPACTS AND IMPLICATIONS

5.1 The vast majority of projects listed in the 2020/21 capital works program were delivered on budget and on time, and the majority of projects that have been unavoidably delayed are likely to be completed early in the new financial year. It is not expected there will be any adverse impacts or implications arising from the delivery of the program. The community will benefit from the creation of new assets and the renewal of existing ones.

5.2 The reduction in carry forwards by \$0.38 million mentioned above, while very welcome, will result in a commensurate drop of \$0.38 million in the 2021/22 budget. This budget reduction has already been cancelled out by additional new grant funding, leaving the budget in very healthy condition,

### 6. IMPLEMENTATION

#### 6.1 Finance / Resource Implications

6.1.1 The final carry forward figure of \$3.92 million is similar in magnitude to in previous years and therefore not should not unduly strain council resources this financial year. A number this year's projects contain significant amounts of contingencies these may need to be released and reassigned to other projects during the year. This is anticipated and there are reserve projects in place that can be brought forward to balance expenditure if need be.

#### 6.2 Communication and Engagement

6.2.1 Monthly meetings are held with each Service Unit manager responsible for delivery of the annual program. These meetings focus on performance to date, upcoming milestones, project management process, governance of the program and identify risks and providing support to the delivery teams.

6.2.2 The Capital Works Steering committee meets on a monthly basis to review how the program is progressing.

6.2.3 Additional communications are provided on a regular basis via the Budget/Service Planning Cycle Working Group and directly from the Capital Works team.

#### 6.3 Timelines

6.3.1 Monthly status reports will be provided to EMT and service unit managers. As well as monthly EMT presentations to ensure transparency and monitoring for early intervention.

6.3.2 Monthly Regular targeted performance meetings.

6.3.3 Monthly updates to EMT and tailored reporting to directors.

6.3.4 With quarterly reporting to Council.

**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.

# Capital Works

## 2020/21 End of Financial Year Status Report

Bree Mu & Wayne Eddy

 Interpreter service **9840 9355**  
普通话 | 廣東話 | Ελληνικά | Italiano | عربي | فارسی



## Overview

In total \$43.84 million in capital expenditure was recorded over the 2020/21 financial year. This equates to 93.6% of the adjusted capital budget of \$46.85 million.

As in previous years June expenditure accounted for a large portion of the overall spend with \$12.15 million worth of expenditure occurring in June 2021.

A total of 278 projects had expenditure against them in 2020/21, of those 251 were finalised or completed to schedule. Only 27 projects required funding carry forwards.

An additional \$0.78 million in funding has been transferred across the program in June (see page 23).



Pettys Reserve

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## Key Performance Indicators

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Result	Target	KPI
93.6%	90%	Percentage of Budget Spent <sup>1</sup>
90.3%	90%	Capital Works Program Projects Completed <sup>2</sup>

1. The final expenditure figure of \$43.84 million for 2020/21 equates to 93.6% of the adjusted Capital Budget of \$46.85 million.
2. 27 of the 278 capital projects with expenditure against them in 2020/21 were not completed, and had funding carried forward to 2021/22.
3. See [D21/81226](#) for details of expenditure.
4. See [D20/100304](#) for details of \$46.85 adjusted budget.

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## Highlights

We achieved tangible outcomes from our Capital Works Program, delivering \$44 million of capital projects to our customers. Below is a summary of key projects completed in 2020/21:

Project Code	Project	20/21 CWSC Endorsed budget (Million)	20/21 Expenditure (Million)	% expenditure completed	Service Unit
PRJ-00156	Pettys Reserve Sporting Development Stage 2	\$ 5.75	\$ 6.22	98%	City Projects
PRJ-00645	Domeney Reserve Management Plan Implementation	\$ 1.28	\$ 1.25	105%	City Projects
PRJ-00480	Rieschiecks Reserve Management Plan (inc Waldau)	\$ 1.24	\$ 0.80	123%	City Projects
PRJ-00631	Knees Road, Park Orchards Road Management	\$ 1.16	\$ 1.06	91%	City Projects
PRJ-00165	Mullum Mullum Bowls	\$ 1.05	\$ 0.68	177%	City Projects
PRJ-00267	Jumping Creek Road Stage 1A	\$ 1.00	\$ 0.92	92%	City Projects
PRJ-00205	Road Surfacing (Reseals)	\$ 4.00	\$ 4.77	127%	Infrastructure Services
PRJ-00152	Plant Replacement Project	\$ 0.94	\$ 0.89	122%	Infrastructure Services
PRJ-00799	Land Acquisition Program - Open Space for Manningham	\$ 2.00	\$ 1.79	89%	Integrated Planning
PRJ-00155	Lions Park Warrandyte River Reserve	\$ 0.93	\$ 1.13	97%	Integrated Planning

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## FY20-21 Program Expenditure Summary

- Below is a summary of expenditure by Capital Works Programs.

Programs	20/21 CWSC Endorsed budget (Million)	20/21 Expenditure (Million)	% expenditure completed
Art Works	\$ 0.06	\$ -	0%
Buildings	\$ 6.39	\$ 4.81	75%
Capital Works Management	\$ 0.13	\$ -	0%
Childrens Services	\$ 0.06	\$ 0.08	135%
Community Facilities	\$ 0.16	\$ 0.10	60%
Drainage	\$ 3.61	\$ 3.39	94%
Property Acquisition Program	\$ 2.00	\$ 3.08	154%
Open Space	\$ 3.88	\$ 3.18	82%
Plant & Equipment	\$ 0.94	\$ 0.89	94%
Recreation & Leisure	\$ 11.06	\$ 11.06	100%
Roads	\$ 10.89	\$ 11.03	101%
Streetscapes	\$ 0.73	\$ 0.87	119%
Sustainability	\$ 0.20	\$ 0.11	57%
Technology	\$ 4.83	\$ 3.94	82%
Transport	\$ 1.77	\$ 1.32	75%
Waste Management	\$ 0.15	\$ 0.00	0%
<b>Total</b>	<b>46.85</b>	<b>43.84</b>	<b>94%</b>

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## FY20-21 Service Unit Expenditure Summary

A summary of how each service unit is performing is provided below:

Service Unit	20/21 Budget (Million)	20/21 Actual Expenditure (Million)	Expenditure as a Percentage of Budget
City Projects	\$ 25.49	\$ 23.77	93.2%
Information Technology	\$ 0.30	\$ 0.58	196.1%
Infrastructure Services	\$ 8.74	\$ 9.28	106.1%
Integrated Planning	\$ 5.91	\$ 5.21	88.2%
Transformation	\$ 4.35	\$ 3.21	73.7%
City Amenity	\$ 1.47	\$ 1.29	88.0%
Infrastructure & City Projects	\$ 0.27	\$ 0.18	68.3%
Community Programs	\$ 0.33	\$ 0.32	96.7%
<b>Total</b>	<b>\$ 46.85</b>	<b>\$ 43.84</b>	<b>93.6%</b>

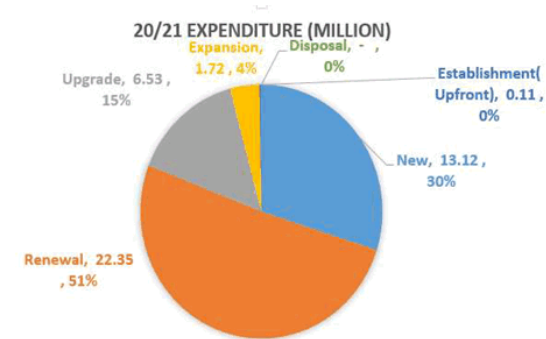
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## FY20-21 Expenditure Categories Summary

- Below is a summary of expenditure by capital works expenditure categories.

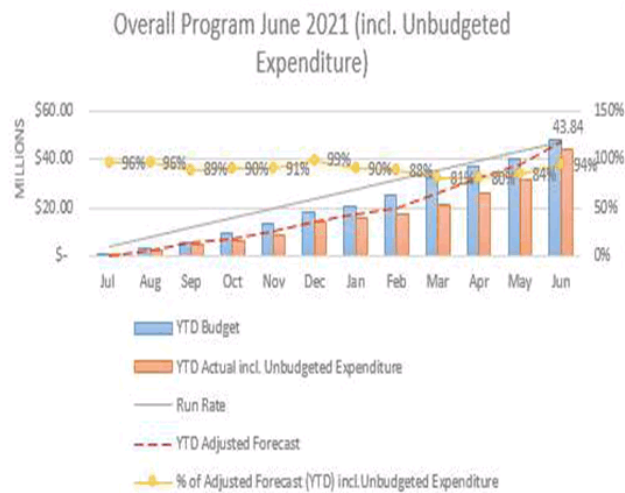
Asset Expenditure Categories	20/21 CWSC Endorsed budget (Million)	20/21 Expenditure (Million)	% expenditure completed
New	13.13	13.12	100%
Renewal	22.25	22.35	100%
Upgrade	9.46	6.53	69%
Expansion	1.87	1.72	92%
Establishment(Upfront)	0.15	0.11	71%
Disposal	-	-	0%
<b>Total</b>	<b>46.85</b>	<b>43.84</b>	<b>94%</b>



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## Overall Financial Performance



Total Capex expenditure to the end of June was \$43.84 million which is 93.6% of the FY20/21 cash flow target \$46.85 million.

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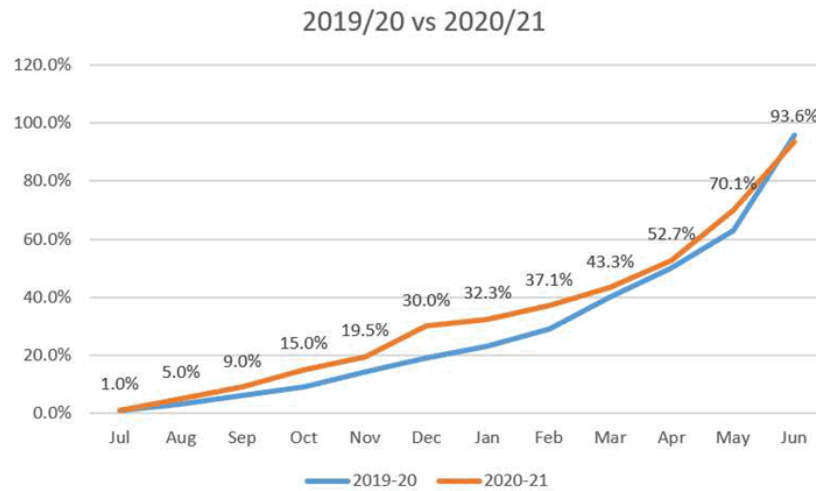
## High Level Budget Summary

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20/21 Expenditure Target:	\$46,853,700.00
20/21 Actual Expenditure:	\$43,835,430.41
YTD Expenditure Variance:	-\$3,018,269.59
20/21 Income Target:	\$3,676,465
20/21 Actual Income:	\$4,932,587
YTD Income Variance:	\$1,256,123

## 2019/20 vs 2020/21

With respect to overall YTD capital expenditure we are in a slightly better position than at this time last financial year. (93.6% current FY vs 95.9% last FY)

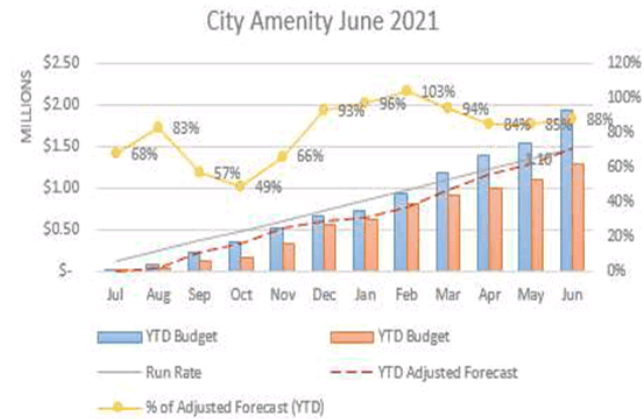


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## City Amenity

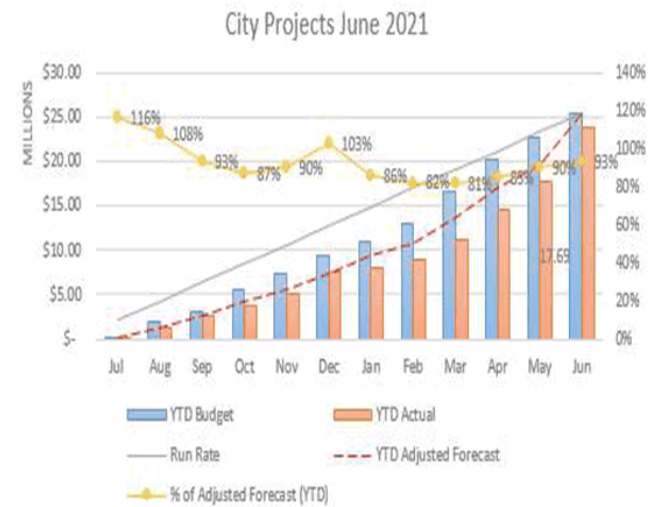
- Expenditure against City Amenity Unit projects to the end of June was \$1.29 million which is 88% of the FY20/21 cash flow target.





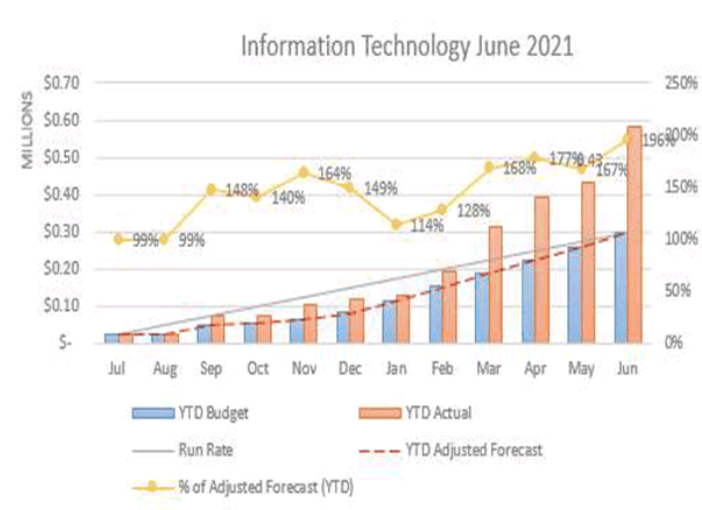
## City Projects

- Expenditure against City Projects Unit projects to the end of June was \$23.77 million which is 93.2% of the FY20/21 cash flow.



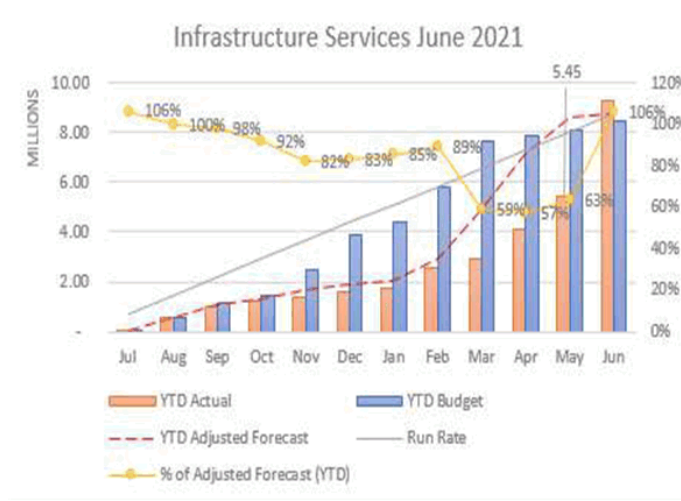
## Information Technology

- Expenditure against Information Technology Unit projects to the end of June was \$0.58 million which is 196.1% of the FY20/21 cash flow target.



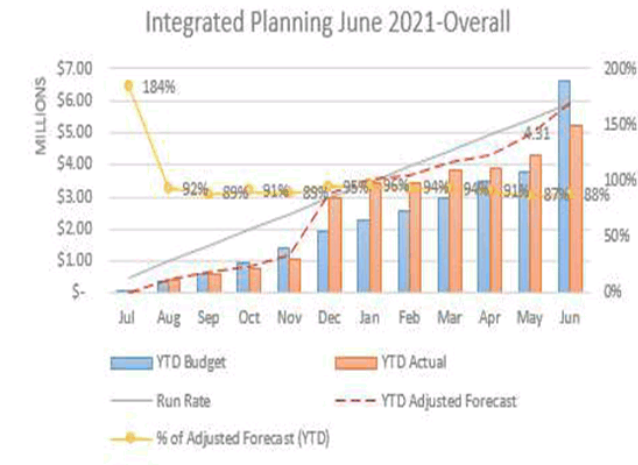
## Infrastructure Services

- Expenditure against Infrastructure Services Unit projects to the end of June was \$9.28 million which is 107.7% of the FY20/21J179 cash flow target.



## Integrated Planning

- Overall, expenditure against Integrated Planning Unit projects to the end of June was \$5.21 million which is 88.2% of the FY20/21 cash flow target.



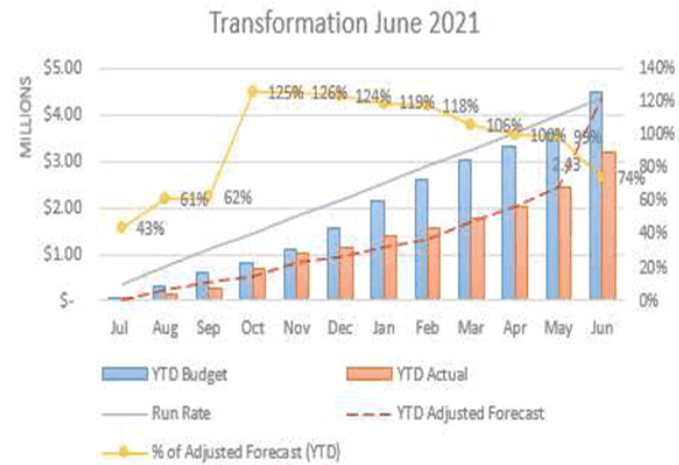
## Integrated Planning

- If excluding expenditure on land purchases, expenditure against Integrated Planning Unit projects to the end of June was \$3.42 million which is 87.5% of the FY20/21 cash flow target.



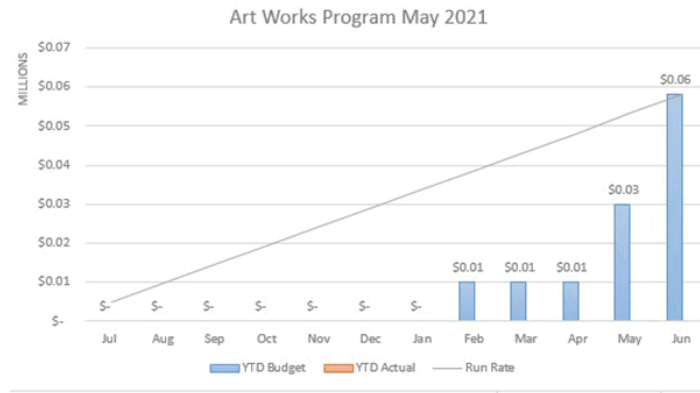
# Transformation

- Expenditure against Transformation Unit projects to the end of June was \$3.21 million which is 73.7% of the FY20/21 cash flow target.



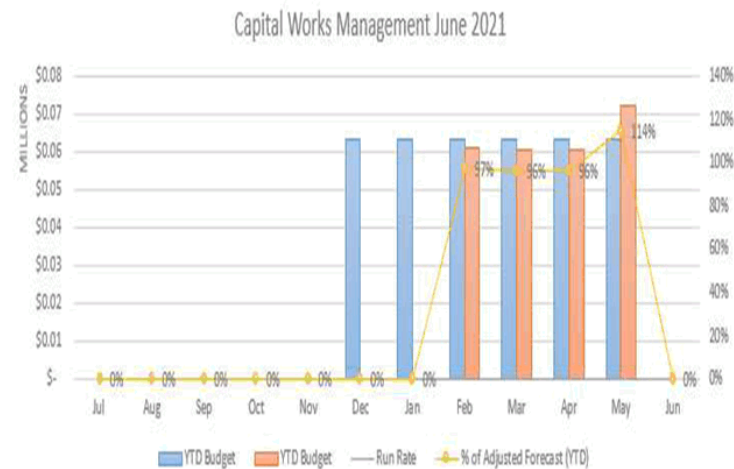
## Community Programs

- Overall, expenditure against Community Programs Unit projects to the end of June was \$0.32 million which is 97% of the FY20/21 cash flow target.
- **Art Works Program** expenditure to the end of June was nil.
- **Children's Service Program** expenditure to the end of June was \$75k which is 134% of the FY20/21 cash flow target.
- **Community Facilities Program** expenditure to the end of June was \$97k which is 60% of the FY20/21 cash flow target.



## Capital Works Management

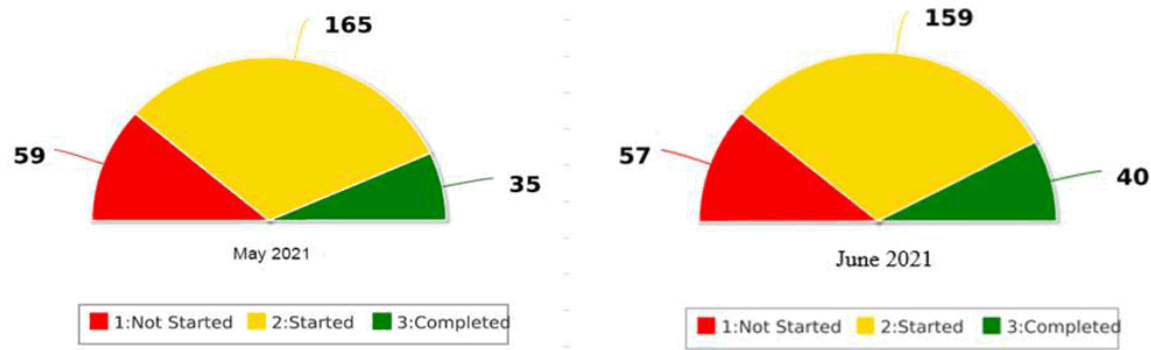
- Expenditure against **Capital Works Management** program to the end of June was \$0.09 million which is 72.9% of the FY20/21 cash flow target. For EOFY purpose, the expenditure was allocated to the top 10 **infrastructure projects** pro rata. Therefore, the budget and actual expenditure was transferred to Infrastructure department and reflected in the chart accordingly.
- Expenditure on **CA PPM enhancements** to the end of June was \$152k which is 92% of FY20/21 cash flow target.





# Project Progress Update

In Clarity, Project progress status should be manually linked to % completeness which calls for regularly updates. (Theoretically, 0% -not started, 100%-completed, between 0% and 100%- Started)



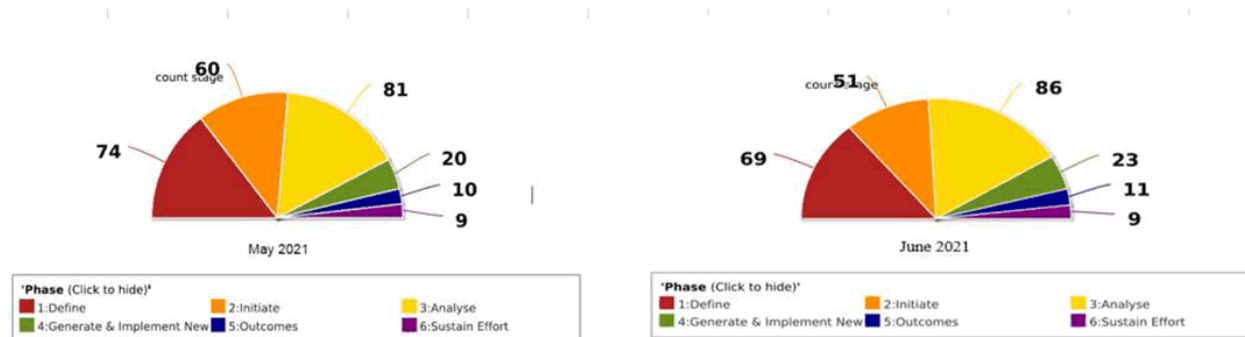
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## Project Stage Status

Physical Infrastructure methodology stages progress automatically based on their workflows in Clarity. More specifically, progression in stages is automated by timely submission of project paperwork (e.g. Management plan/construction report).

The methodology is not encouraging manual manipulation. Therefore, there is a need to catch up on report submissions to move projects forwards to stages where they should be.



## Income Summary

In FY20-21, circa \$9.73 million is anticipated from grants, contributions and asset sales. It consists of

- 20/21 forecast income of \$3.68 million;
- Unbudgeted Income Received In Advance of \$5.55 million for Fitzsimons Lane & Banksia Park Shared Path;
- Unbudgeted Additional Income of \$1.73 million from contribution and other non-recurrent grant.

Circa \$10.48million has been received.

Overall, variance is \$0.48 million which has been a mixed result. (Some anticipated grants were not received, but this however has been counterbalanced by new unanticipated grants)

<b>Income- Grants, club contributions &amp; Plant sales</b>	
20/21 Forecast Income:	3,676,465
Total Income received in advance:	5,550,000
Total Unbudgeted additional income:	1,733,818
YTD Actual Income received:	\$ 10,482,587
YTD Income Variance:	\$ 477,695

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## Carry Forwards

Final 2020/21 to 2021/22 Carry Forwards		Projected Carry Forwards Listed in Budget 29 June 2021	Final Carry Forwards Post EoFY 20 July 2021
TRIM Ref: D21/72703			
Project No.	CA PPM Project Name		
		\$ 4,295,000.00	\$ 3,921,000.00
PRJ-00070	Contract Management System	\$ 81,000.00	\$ 81,000.00
PRJ-00078	Internet and Intranet Renewal	\$ 258,000.00	\$ 227,000.00
PRJ-00083	Data Warehouse & Business Intelligence	\$ 115,000.00	\$ 115,000.00
PRJ-00147	Mullum Mullum Creek Linear Park / Currawong - Stage 1 (Master)	\$ 66,000.00	\$ 66,000.00
PRJ-00152	Plant Replacement Project	\$ 220,000.00	\$ 59,000.00
PRJ-00156	Pettys Reserve Sporting Development Stage 2	\$ 600,000.00	\$ 71,000.00
PRJ-00285	Hepburn Rd Extension (Walker St to Clay Drive)	\$ -	\$ 214,000.00
PRJ-00313	Melbourne Hill Road Drainage Upgrade(C,P & D)	\$ 250,000.00	\$ 195,000.00
PRJ-00390	Deep Creek Reserve Pavilion Redevelopment	\$ 220,000.00	\$ 187,000.00
PRJ-00417	PC Refresh & MS Office Upgrade	\$ 165,000.00	\$ 165,000.00
PRJ-00479	Hepburn Reserve	\$ 85,000.00	\$ 97,000.00
PRJ-00480	Rieschiecks Reserve Management Plan (inc Waldau)	\$ 850,000.00	\$ 700,000.00
PRJ-00627	Waldau Visitor Centre	\$ 215,000.00	\$ 239,000.00
PRJ-00631	Knees Road, Park Orchards Road Management	\$ -	\$ 102,000.00
PRJ-00645	Domeney Reserve Management Plan Implementation	\$ 500,000.00	\$ 445,000.00
PRJ-00668	Rieschiecks Reserve Athletic Track Floodlight Design	\$ -	\$ 192,000.00
PRJ-00697	CA PPM Enhancements	\$ 70,000.00	\$ 12,000.00
PRJ-00761	CRM Expansion & Enhancements	\$ 65,000.00	\$ 53,000.00
PRJ-00794	Electrical Vehicle charging	\$ -	\$ 82,000.00
PRJ-00814	HR Service Management and Tracking	\$ 70,000.00	\$ 70,000.00
PRJ-00839	Waldau Café	\$ 25,000.00	\$ 25,000.00
PRJ-00958	Montgomery Reserve Urban Plaza/Playspace Renewal	\$ 150,000.00	\$ 150,000.00
PRJ-00963	Wonga Park Playspace Renewal	\$ 115,000.00	\$ 114,000.00
PRJ-01036	Video Conferencing Functionality	\$ 100,000.00	\$ 98,000.00
PRJ-01122	5 Year Solar & ESD Program	\$ 75,000.00	\$ 75,000.00
PRJ-00959	Morris Williams Reserve Playspace Renewal	\$ -	\$ 22,000.00
PRJ-01096	Ruffey Lake Park Master Plan Implementation (inc Waldau)	\$ -	\$ 65,000.00

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At the end of June 2021, \$4.30 million in carry forwards had been identified.

Once final expenditure figures including accruals were confirmed in mid-July, FY20/21 to FY21/22 carry forwards was finalised at \$3.92 million.

### Highlights:

- Comparing with approved figure, the final carry forwards amount was **reduced by \$0.38 million** by good work.
- Comparing with last financial year, the final carry forwards of FY20/21 was **\$0.3 million lower**.



## June 2021 Transfers

Below new fund transfers totalling \$0.78 million in value were processed in June 2021.

Recipient Project	Donating Project	Amount	TRIM	Date
PRJ-00930-Solar PV and Storage (Ajani&Pines)	PRJ-00929-Pines - Solar PV and Storage	\$63,000	D21/58649	7-Jun-21
PRJ-00163-Miscellaneous Building Refurbishment Works	Multiple projects	\$100,000	D21/58979	8-Jun-21
PRJ-00156-Pettys Reserve Sporting Development Stage 2	PRJ-00165-Mullum Mullum Bowls	\$600,000	D21/63369	18-Jun-21
PRJ-00169-MC2	PRJ-01042-Civic Office Shelter at Entrance (Loading Dock)	\$12,000	D21/64766	23-Jun-21

## Projects Requiring Additional Funding for 21/22

The projects listed below will need additional funding (circa \$1.13m in total) for a variety of reasons in 21/22 program. They are currently being assessed and prioritized and if appropriate will be added to the transfer list if funding is available. [D21/59050](#)

Priority Projects	Project Name	PM	SUM	21/22
IDEA-0932	Sporting Facility Development Plan	Robert Morton	Helen Napier	25,000
PRJ-01177	Depot Vehicle Security	Paterson, James	Paterson, James	450,000
PRJ-01113	Manningham Templestowe Leisure Centre Masterplan	Robert Morton	Helen Napier	50,000
PRJ-01173	Public Lighting Strategy	Faye Adams	Helen Napier	129,000
PRJ-01160	Neighborhoods Alive - Place Activation		Justin Hanrahan	100,000
PRJ-00070	Contract Management System	Morrissey, Karen	Kantaros, John	182,000
PRJ-00079	Workplace Health & Safety Management Solution	Morrissey, Karen	Park, Fiona	115,000
PRJ-01120	Timber Reserve Floodlights	Napier, Helen	Soobrayen, Krishen	56,000
PRJ-01121	Stintons Reserve BMX Start Hill Gate	Napier, Helen	Soobrayen, Krishen	21,000
				1,128,000

## Savings

The following projects have cost savings (\$140,076 in total) during implementation in 2020/21.

Project Code	Project	Adjusted 20/21 Budget	Cost Savings	Service Units
PRJ-01090	Lawford irrigation	\$180,000	\$75,000	Integrated Planning
PRJ-00515	Ironbark Reserve	\$25,000	\$2,000	Integrated Planning
PRJ-00947	Domeney playspace	\$150,000	\$10,481	Integrated Planning
PRJ-00964	Woodlea Reserve	\$150,000	\$8,595	Integrated Planning

## Major Projects – Sport & Recreation

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- PRJ-00480 - Riechiecks Reserve Management Plan
- PRJ-00156 - Pettys Reserve Sporting Development Stage 2
- PRJ-00645 - Domeney Reserve Management Plan
- PRJ-00165 - Mullum Mullum Bowls

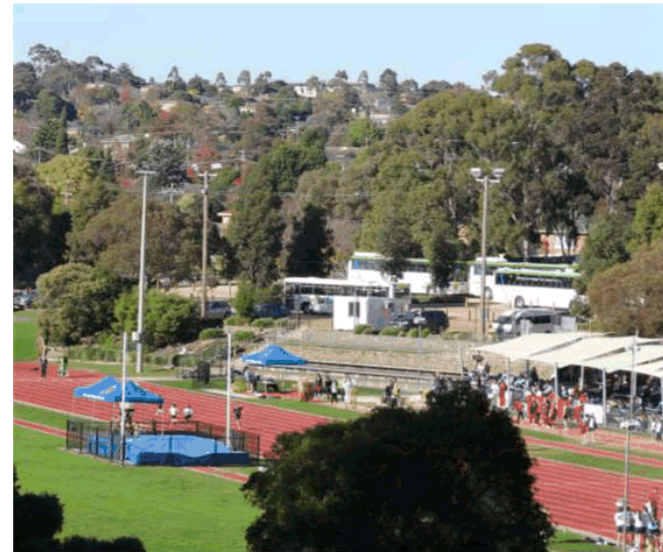
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## Rieschiecks Reserve Management Plan

- The approved budget for the Rieschiecks Reserve Management Plan project (PRJ-00480) was \$1,239,000.
- The tender process which concluded recently, resulted in an overall project cost of \$1.5 million or \$261,000 more than the approved budget.
- Value management options were considered, however it was concluded that there was minimal scope to modify the project to reduce the cost of the project identified without significantly comprising the project objectives.
- The shortfall of \$261,000 was funded from the MC2 Exterior project.
- A transfer form (D20/134491) was been completed and referred to the November Steering Committee Meeting for approval.



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## Pettys Reserve Sporting Development Stage 2

- In 2011, the Petty's Reserve development plan was endorsed with the project objectives being to deliver on the plan by creating a premier soccer venue in Manningham to assist with the growing sport within the municipality. The scope of the project is for the upgrade of the two grass training soccer fields at Petty's Reserve to synthetic surfaces providing associated floodlighting, new sports pavilion and social space, covered spectator viewing areas, increased car parking and associated reserve improvements.
- The project was funded as a multi-year project with funding allocated between FY 2017/18 and FY 2020/21 for a total sum of \$8.054m, however, officers have advised council previously that the cost estimate for the project was in the order of \$10.3m.



## Pettys Reserve Sporting Development Stage 2

Works commenced on site in May 20 with the sportsfield construction. During initial earthworks a significant latent and contaminated ground condition was identified and has cost council and additional \$1.5m to rectify. Following a process of value management the final anticipated project budget is required to be revised from \$8.054m to \$11.2m. This figure is inclusive of \$1m worth of contingency should further latent ground conditions be encountered.

Councils 2020/21 program currently has \$5.745m allocated to Petty's Reserve.

To fund the over-expenditure it is proposed that:

- \$600,000 be transferred to Pettys Reserve for FY 20/21 from Mullum Mullum Bowls project which has been delayed for completion in FY21/22 to meet minimise the disruption of construction works on the community groups season.
- \$2,815,793 be allocated to Pettys Reserve in the forthcoming FY 21/22 Capital works program.



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## Domeney Reserve Management Plan

- The approved budget for the Domeney Reserve Management Plan project (PRJ-00645) is \$1,276,100.
- The tender process which concluded in October 20 resulted in an overall project cost of \$1.7 million or \$424,000 more than the approved budget.
- The shortfall of \$424,000 was funded from the MC2 Exterior project. A transfer form (D20/134486) has been completed.
- Construction works in progress. The expected completion is by end of July 21.



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## Mullum Mullum Bowls

- The approved 2020/21 budget for the Mullum Mullum Bowls project (PRJ-00165) was \$1,050,100.
- The original contract for a modular construction was not executed by the preferred tenderer and this has necessitated that the project be re-tendered as an in-situ build.
- The contract has been awarded, but works cannot commence until April 21 due to user group requirements. This will mean that approximately \$600,000 of this budget is unlikely to be spent this financial year.
- Construction works in progress. The expected completion is by end of July 21.



## Expenditure on Unbudgeted Projects Summary

Circa \$4k in expenditure against projects not funded in this year's budget has been identified.

Service Units	Unbudgeted Expenditure	CW Memo
City Projects	\$ 128,645	Balance within the program
City Amenity	\$ 3,743	Balance within the program
Information Technology	\$ 309	Balance within the program
Infrastructure Services	\$ 1,000	Balance within the program
Integrated Planning	\$ 36,090	Balance within the program
Transformation	-\$ 165,793	Reversal of Accruals in FY19-20/Balance within the program
<b>Total</b>	<b>3,994</b>	

## Planned July Expenditure by Service Unit

It is expected that about \$3.12 million in expenditure will occur in July 2021.

Service Unit	Planned July Expenditure
City Amenity	\$ 1,007,666.00
City Projects	\$ 1,355,421.92
Information Technology	\$ 22,830.00
Infrastructure Services	\$ 104,486.30
Integrated Planning	\$ 278,485.00
Transformation	\$ 251,135.44
Community Programs	\$ 26,600.00
Infrastructure & City Projects	\$ 70,000.00
Property Service	\$ -
<b>TOTAL</b>	<b>\$ 3,116,624.66</b>

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## Projects with Significant July Expenditure

Top 10 Planned Expenditure in Cost Plan:

Project Code	Project Description	Planned Expenditure	Service Unit
PRJ-01122	5 Year Solar & ESD Program	\$ 915,000.00	City Amenity
PRJ-00631	Knees Road, Park Orchards Road Management	\$ 400,000.00	City Projects
PRJ-00165	Mullum Mullum Bowls	\$ 200,000.00	City Projects
PRJ-00480	Rieschiecks Reserve Management Plan (inc Waldau)	\$ 200,000.00	City Projects
PRJ-00645	Domeney Reserve Management Plan Implementation	\$ 200,000.00	City Projects
PRJ-00790	Tom Kelly athletics track respray and line marking	\$ 101,917.81	City Projects
PRJ-00479	Hepburn Reserve	\$ 85,000.00	Integrated Planning
PRJ-01004	Aggregated Bicycle Strategy Projects	\$ 77,287.67	City Projects
PRJ-00465	Koonung Creek Linear Park Management Plan	\$ 75,000.00	Integrated Planning
PRJ-00707	Aggregated Local Footpath Design and Construction Projects	\$ 74,315.07	City Projects

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## Labour Capitalisation

LC data is collected on a pay period ending basis, therefore the YTD actual is year-to-end of-pay-period. Also, budget is subject to EOFY re-forecast.

Service Units	YTD Actual	YTD Budget	Total 20/21 Budget	Period ending
City Projects	\$ 1,904,676	\$ 1,735,555	\$ 1,735,555	Jun-21
Infrastructure Services	\$ 170,505	\$ 151,000	\$ 151,000	Jun-21
Integrated Planning	\$ 68,000	\$ 71,575	\$ 71,575	Jun-21
Transformation	\$ 247,094	\$ 549,350	\$ 549,350	Jun-21
City Amenity	\$ 133,505	\$ 138,311	\$ 138,311	Jun-21
Infrastructure & City Projects Administration	\$ 118,030	\$ 95,972	\$ 95,972	Jun-21
<b>Total</b>	<b>\$ 2,641,810</b>	<b>\$ 2,741,763</b>	<b>\$ 2,741,763</b>	

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## Land Purchases

- Expenditure against Land Acquisition Program and Templestowe RSL to the end of April was aligned to YTD forecast.

Project	20/21 CWSC Budget	20/21 Adjusted Forecast	YTD Actuals	Service Unit
PRJ-00799 Land Acquisition Program - Open Space for Manningham	\$2,000,000.00	\$1,774,900.00	\$1,788,106.92	Integrated Planning
PRJ-01170-Templestowe RSL Land Purchase	\$ -	\$1,265,160.00	\$1,287,452.24	City Projects

## 2021/22 Budget and Adjustment

- 2021/22 Adopted Budget is finalised at \$58,291,000 which has been adjusted for carry forwards. ([D21/73165](#))
- As at end of July, there are additional external grants secured. (\$480k for Deep Creek; \$30k for Schramms Reserve #2 Modular Pavilion; \$30k for Stintons Reserve BMX start Hill Gate and \$25k for Cricket Nets / Coaches Boxes / Goalposts)

PROGRAM	21/22
Artworks Program	\$ 150,000.00
Buildings Program	\$ 6,351,000.00
Capital Works Management	\$ 126,000.00
Childrens Services Program	\$ 70,000.00
Drainage Program	\$ 4,250,000.00
Property Acquisition Program	\$ 7,000,000.00
Open Space Program	\$ 4,652,000.00
Plant & Equipment Program	\$ 1,882,000.00
Recreation & Leisure Program	\$ 11,092,000.00
Roads Program	\$ 11,289,000.00
Streetscapes Program	\$ 1,929,000.00
Sustainability Program	\$ 1,097,000.00
Technology Program	\$ 4,390,000.00
Transport Program	\$ 3,513,000.00
Waste Management Program	\$ 500,000.00
<b>TOTAL</b>	<b>\$ 58,291,000.00</b>
Additional Grants/Contribution Secured	\$ 565,000.00
<b>Total Adjusted Budget</b>	<b>\$ 58,856,000.00</b>

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## 2021/22 Income

- Total Revenue in 21/22 adopted budget is \$7.76 million. Including carry forwarded receivables from prior year and additional grants/contribution secured, total receivables for 21/22 is \$8.49 million. As at end of July 21, \$2.23 million has been received.

	<b>FY21/22 Budgeted Income:</b>	<b>FY21/22 Actual</b>	<b>Outstanding</b>
<b>Asset Sales</b>	\$523,000.00	\$29,248.00	\$493,752.00
<b>Contributions</b>	\$77,000.00	\$0.00	\$77,000.00
<b>Grants</b>	\$7,160,092.00	\$1,762,792.00	\$5,397,300.00
<b>Total Revenue in Ad</b>	<b>\$7,760,092.00</b>	<b>\$1,792,040.00</b>	<b>\$5,968,052.00</b>
<b>Carry forwards</b>	\$165,030.00	\$0.00	\$165,030.00
<b>Additional grants/cor</b>	\$565,000.00	\$458,413.80	\$106,586.20
<b>Total receivables</b>	<b>\$8,490,122.00</b>	<b>\$2,250,453.80</b>	<b>\$6,239,668.20</b>

# 2021/22 Income

- 2021/22 Income Budget table TRIM link

PRJ	Account Number	CA PPM Project Name	Responsible Service	FY21-22 Asset Sales Budget	FY21-22 Contributions in budget	FY21-22 Grants Budget	FY21-22 Carry forwards Budget	Additional Contributions	Additional Grants	Total
			<b>Total</b>	\$523,000.00	\$77,000.00	\$7,160,092.00	\$165,030.00	85,000.00	\$480,000.00	8,490,122
PRJ-00152	C95008	Plant Replacement Project	Montefiore, Steven	\$523,000.00	-	-	-	-	-	523,000
PRJ-00181	C62019	Cricket Nets / Coaches Boxes / Goalposts	Napier, Helen	-	-	-	-	25,000.00	-	25,000
PRJ-00402	C99223	Tennis Court Strategy	Napier, Helen	-	\$77,000.00	-	-	-	-	77,000
PRJ-01116	C23505	Schramms Reserve #2 Modular Pavilion	Soobrayen, Krishen	-	-	1,274,000	-	\$30,000.00	-	1,304,000
PRJ-01120	C62098	Timber Reserve Floodlight Construction	Soobrayen, Krishen	-	-	153,000	-	-	-	153,000
PRJ-00390	C25735	Deep Creek Reserve Pavilion Redevelopm	Soobrayen, Krishen	-	-	-	-	-	\$480,000.00	480,000
PRJ-01119	C62099	Rieschiecks Reserve Sports field and Ham	Soobrayen, Krishen	-	-	-	-	-	-	-
PRJ-00958	C24168	Montgomery Reserve Urban Plaza/Playsp	Vassilacos, Frank	-	-	150,000	-	-	-	150,000
PRJ-00193	C23518	Footpaths - Roads	Paterson, James	-	-	561,092	-	-	-	561,092
PRJ-00205	C23514	Road Surfacing (Reseals)	Paterson, James	-	-	2,050,000	-	-	-	2,050,000
PRJ-00707	C99228	Aggregated Local Footpath Design and Cc	Soobrayen, Krishen	-	-	425,000	-	-	-	425,000
PRJ-01008	C99239	Aggregated Road Safety Projects	Soobrayen, Krishen	-	-	100,000	-	-	-	100,000
PRJ-00983	C29044	Accessibility Improvement Programme - C	Soobrayen, Krishen	-	-	225,000	-	-	-	225,000
PRJ-00866	C99229	Aggregated Footpath Construction Projec	Soobrayen, Krishen	-	-	200,000	-	-	-	200,000
PRJ-01121	C99227	Stintons Reserve BMX Start Hill Gate	Soobrayen, Krishen	-	-	-	-	\$30,000.00	-	30,000
PRJ-00205	C23514	Road Surfacing (Reseals)	Paterson, James	-	-	856,000	-	-	-	856,000
PRJ-00631	C66213	Knees Road, Park Orchards Road Manage	Soobrayen, Krishen	-	-	536,000	-	-	-	536,000
PRJ-01030	C66327	Fitzsimons Lane and Main Road Corridor	Soobrayen, Krishen	-	-	270,000	-	-	-	270,000
PRJ-00958	C24168	Montgomery Reserve Urban Plaza/Playsp	Vassilacos, Frank	-	-	60,000	-	-	-	60,000
PRJ-00155	C51175	Lions Park Warrandyte River Reserve	Vassilacos, Frank	-	-	300,000	-	-	-	300,000
PRJ-00156	C51008	Pettys Reserve Sporting Development Sta	Soobrayen, Krishen	-	-	-	\$80,000.00	-	-	80,000
PRJ-00645	C51154	Domeney Reserve Management Plan Imp	Soobrayen, Krishen	-	-	-	\$85,030.00	-	-	85,030

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## July 2021 Expenditure

Total capex expenditure to the end of July 2021 was \$0.895 million which is 25% of the July 2021 cash flow target \$3.59 million. The result was impacted by prior-year accrual reversal which means to avoid double-counting expenditure. For expenditure accrued at the end of 20/21, although the actual invoices will be processed in 21/22, they will not contribute to 21/22 cash flow target but only be booked in to offset the accrual reversal. If excluding accrual reversal, the total capex expenditure to the end of July 2021 was \$1.7 million which is 48% of the July 2021 cash flow target. We need to chase up actual invoices for project expenditure accrued at the end of FY20/21.

	21/22 YTD Budget	YTD Expenditure as at 31/07/2021	YTD Expenditure as at 31/07/2021 if excluding accrual reversal	% expenditure completed	% expenditure completed if excluding accrual reversal
Information Technology	22,830	- 3,000	-	-13%	0%
Transformation	248,400	- 289,749	87,857	-117%	35%
Infrastructure & City Projects	12,000	- 490	-	-4%	0%
Property Service	-	-	-		
Community Programs	26,600	11,186	11,186	42%	42%
Integrated Planning	1,616,985	1,367,640	1,367,850	85%	85%
City Amenity	1,007,666	- 29,315	11,485	-3%	1%
Infrastructure Services	104,486	118,157	118,157	113%	113%
City Projects	554,141	- 278,958	114,837	-50%	21%
<b>Total</b>	<b>3,593,109</b>	<b>895,471</b>	<b>1,711,372</b>	<b>25%</b>	<b>48%</b>

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## July 2021 Transfers

Below new fund transfers totalling \$412,000 million in value were processed in July 2021.

Recipient Project	Donating Project	Amount	TRIM	Date
PRJ-00719-Wonga Park Hall Upgrade AMS Buildings	PRJ-00983-Accessibility Improvement Programme - Council Buildings; PRJ-00978 Flood Prevention measures- various sites	\$380,000	D21/73754	23-Jul-21
PRJ-00702 -Doncaster RSL - Stage 2 signage/soundposts & red poppy light installation; PRJ-00961-Swanston Reserve playspace renewal	PRJ-00459-Local Activity Centre Infrastructure Upgrades	\$32,000	D21/72432	23-Jul-21

### 11.3 Proposed Lease to Vodafone Hutchison Australia Pty Ltd and Telstra Corporation Limited - Part Donvale Reserve, 36-82 Mitcham Road, Donvale

File Number: IN21/582  
Responsible Director: Director City Services  
Attachments: 1 Donvale South Preliminary Design [↓](#)  
2 Site Photos [↓](#)

#### EXECUTIVE SUMMARY

*Vodafone Hutchison Australia Pty Ltd (VHA) is currently in occupancy of the premises accommodating the telecommunications facility at Donvale Reserve under a lease entered into with Council on 6 June 2014. The current lease is due to end on 11 February 2023.*

*An approach was initially made to Council in early 2018 by Service Stream Mobile Communications Pty Ltd (Service Stream) on behalf of Telstra Corporation Limited (Telstra) advising that Telstra's existing telecommunications facility in Donvale was not feasible for upgrade and indicating several options involving Donvale Reserve, one of which included colocation with VHA. In December 2019 Service Stream again contacted Council wishing to pursue the colocation proposal to meet Telstra's network coverage needs. Essentially, VHA and Telstra agreed to initiate discussions for the decommissioning and replacement of the existing 20m monopole with a 25m monopole to enable collocation of service including a ground lease for Telstra's equipment shelter.*

*Onsite meetings and communications involving Council Officers, Service Stream and CPS Global acting for VHA are set out in the report. It is proposed that the new leases for a 15 year term be entered into with (a) VHA (with the Premises comprising the monopole and equipment shelter) with the existing lease to be surrendered on 12 February 2022 and (b) Telstra for its equipment shelter.*

*It is recommended that Council authorise community engagement to be undertaken in accordance with section 115(4) of the Local Government Act 2020 (the Act) and Council's Community Engagement Policy in relation to the proposed leases with VHA and Telstra.*

#### COUNCIL RESOLUTION

**MOVED: CR GEOFF GOUGH**  
**SECONDED: CR DEIRDRE DIAMANTE**

**That Council:**

- A. Authorises Council officers to undertake community engagement in accordance with section 115(4) of the *Local Government Act 2020* and Council's Community Engagement Policy and invite submissions on its intention to enter into leases for part of the land at Donvale Reserve, 36-82 Mitcham Road, Donvale with:**



- 1 Vodafone Hutchison Australia Pty Ltd for approximately 20.95m<sup>2</sup> of land (to accommodate the 25m replacement monopole and the equipment shelter) with the lease to include the following terms:
    - (a) the existing lease dated 6 June 2014 be to be surrendered on 12 February 2022;
    - (b) a new lease with a term of 15 years to commence on 13 February 2022; and
    - (c) the rent for year 1 (13/2/22 – 12/2/23) \$29,769.10 plus GST, the rent for year 2 (13/2/23 – 12/2/24) commencing at \$19,000 plus GST and for years 3-15 (inclusive) at the commencement of each of these years, the rent is to be adjusted by 3%.
  - 2 Telstra Corporation Limited for 30m<sup>2</sup> of land (to accommodate the equipment shelter) with the lease to include the following terms:
    - (a) a term of 15 years to commence on 13 February 2022 or an earlier date by agreement with Council if Telstra Corporation Limited requires access and occupancy prior to 13 February 2022 to commence works associated with the installation of the replacement monopole (forming part of Vodafone Hutchison Australia Pty Ltd.'s property) and its equipment shelter as well as the removal of the existing monopole; and
    - (b) a commencing rent of \$15,000 plus GST with 3% annual rent adjustment on each anniversary of commencement date throughout the term.
- B. Resolves that a committee of the Council hear any submissions at a time and date to be determined; and
- C. Having complied with section 115(4) of the *Local Government Act 2020* and Council's Community Engagement Policy and in the absence of any submissions on the proposed leases, resolves to:
1. grant a new lease to Vodafone Hutchison Australia on the surrender of the existing lease;
  2. grant a lease to Telstra Corporation Limited; and
  3. affix Council's Common Seal to the surrender of lease and the new leases.

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 VHA currently occupies premises under a lease with Council entered into on 6 June 2014 with the term expiring 11 February 2023.

- 2.2 The leased premises comprises an area of 2.25m<sup>2</sup> in respect of the VHA’s equipment affixed to the light pole (monopole) and 14.70m<sup>2</sup> in respect of its equipment shelter located in a brick building underneath the scoreboard at Donvale Reserve. The lease acknowledges that the light pole which includes globes and other ancillary equipment is to remain the property of Council, and further provides that at the expiry or early termination of the lease, if requested by Council is to be removed at VHA’s costs.

**3. DISCUSSION / ISSUE**

- 3.1 There have been onsite meetings initially with CPS Global and Council Officers on 23 June 2020 and more recently on 21 April 2021 involving Service Stream and Council Officers.
- 3.2 In order for the colocation of services on the replacement monopole, Telstra will be responsible for the decommissioning and removal of the existing 20m monopole with VHA and Optus antennas (in the south east corner of the reserve) and replacement with a new 25m monopole (with VHA, Optus and Telstra antennas). The replacement monopole is to be located approximately 19m south west of the existing monopole, abutting the sports oval on the west side of the scoreboard building.
- 3.3 Service Stream has advised that it is proposed to install 9 Telstra panel antennas onto a new headframe at the top of the new monopole and further, that VHA and Optus will also take the opportunity to upgrade equipment with the installation of 15 panel antennas onto a new headframe below the Telstra headframe. Once the new facility is operational, the redundant VHA monopole (and redundant antennas) will be removed within 8 weeks of the new structure being commissioned and the area will be made good.
- 3.4 Telstra requires a ground lease of 30m<sup>2</sup> for its equipment shelter (with a 2.4m high compound to abut VHA’s equipment shelter).
- 3.5 The attached preliminary plan and site photographs delineate the proposed site layout.
- 3.6 Comments following internal referral of the proposal and Officers onsite meetings with parties acting on behalf of VHA and Telstra are set out in the table below:

Parks and Recreation	<ul style="list-style-type: none"> <li>1. Supports the decommissioning and removal of the existing monopole. The relocation of the sports field floodlights from the 20m monopole to the new 25m monopole is not required as Council undertook a floodlight upgrade at the site a few years ago, with the floodlights on the existing telecommunications tower being decommissioned;</li> <li>2. The work associated with the installation of new monopole and removal of existing monopole is not to proceed in the ‘winter’ season. Access outside the sports field is extremely restricted, therefore the anticipated need to install from playing field; and</li> </ul>
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	3. Two trees present with root base in area. Approval required from Council arborist.
Traffic and Development	<p>1. The applicant must ensure that due diligence is undertaken prior to works commencing, including 'Dial Before You Dig' to locate existing services and infrastructure; and</p> <p>2. As part of the proposal, require details on the construction methodology, including access to the site, arrangements for construction workers parking, traffic management and other pertinent information to be submitted for review.</p>

3.7 Service Stream’s planning consultant has had communication with Council’s Statutory Planning regarding the proposal. The subject site is included within the Public Park Recreation Zone and is not affected by any overlays within the Manningham Planning Scheme. The proposed telecommunications facility is considered to comply with the requirements of section 5 of A Code of Practice for Telecommunications Facilities in Victoria, July 2004. Pursuant to Clause 52.19 (Telecommunications Facility) and Clause 62 (Uses, Buildings, Works, Subdivisions and Demolition not requiring a Permit) of the Manningham Planning Scheme, a planning permit is not required for the proposed buildings and works.

3.8 CPS Global and Service Stream have confirmed VHA’s and Telstra’s acceptance of the terms and conditions for the new leases as set out below:

	VHA	Telstra
Term	15 years with the lease commencing on 13 February 2022 and the surrender of the unexpired term of the lease dated 6 June 2014	15 years to commence on 13 February 2022 or at an earlier agreed date (conditional on the execution of the lease) to enable Telstra to undertake work associated with the replacement of the monopole and Telstra’s equipment shelter
Premises	part of the land equal to approximately 20.95m <sup>2</sup> for the existing shelter (14.70m <sup>2</sup> ) and the replacement monopole (approximately 6.25m <sup>2</sup> ) as indicated on the plan in the attachment	part of the land equal to 30m <sup>2</sup> for the equipment shelter (delineated on the plan in the attachment)
Rent	Year 1 \$29,769.10 plus GST Year 2 \$19,000 plus GST with the rent for Years 3-15 to be adjusted by 3% annually on each anniversary of the commencement date	commencing rent of \$15,000 plus GST with 3% annual adjustment on each anniversary of the commencement date during the term

Outgoings	all charges for services connected to the Premises and any taxes, rates, levies or other amounts which are assessed in connection with the Premises, including the installation of separate electricity meter to measure electricity consumption	all charges for services connected to the Premises and any taxes, rates, levies or other amounts assessed in connection with the Premises. Installing, at its cost, of electricity meter to measure electricity consumed on the Premises
Legal fees for drafting and finalisation of the lease	\$2,500 plus GST	\$2,500 plus GST
Public notice of Council's intentions to enter into lease	reimbursement of cost of public notice up to \$1,000 plus GST	reimbursement of cost of public notice up to \$1,000 plus GST
Lease containing standard terms and conditions applicable to a telecommunications facility including but not limited to:	<p>(a) Installation of new monopole, decommissioning and removal of existing monopole with make good works being carried out to Council's satisfaction. <i>Note</i> - the installation of the new pole, decommissioning and removal of the existing monopole will be undertaken by Telstra;</p> <p>(b) colocation of Telstra's equipment on VHA's replacement monopole;</p> <p>(c) land access for installation, repair and maintenance including make good clause;</p> <p>(d) maintenance of fencing enclosing the equipment shelter; and</p> <p>(e) removal of graffiti within 14 days (as contained in the existing lease) of discovery or notification unless the graffiti is derogatory, offensive or discriminatory in which case it must be removed as a matter of urgency.</p>	<p>(a) the decommissioning and removal of the existing 20m monopole and installing and commissioning the replacement 25m monopole in accordance with Council's requirements relating to land access and the Arborist's requirements in relation to root systems of trees to minimise impacts on the trees;</p> <p>(b) colocation on VHA's monopole;</p> <p>(c) land access for installation, repair and maintenance including make good clause;</p> <p>(d) maintenance of fencing enclosing the equipment shelter; and</p> <p>(e) removal of graffiti within 30 days of discovery or notification unless the graffiti is derogatory, offensive or discriminatory in which case it must be removed as a matter of urgency.</p>

#### 4. COUNCIL PLAN / STRATEGY

- 4.1 The recommendation in this report is consistent with Goal 5.1 of Council Plan 2021-2025 being a financially sustainable Council that manages resources effectively and efficiently. In the event that the proposal results in the grant of the leases, the Council will be assured of rental income to 2037 contributing to long term financial planning to meet the needs of the community.

## 5. IMPACTS AND IMPLICATIONS

- 5.1 Council is obliged to comply with section 115 of the Act which requires that community engagement must be undertaken in accordance with Council's community engagement policy for a proposed lease, the term of which is 10 years or greater to inform decision making on the grant or otherwise of the proposed lease.

## 6. IMPLEMENTATION

### 6.1 Finance / Resource Implications

6.1.1 Council's proposal to enter into the leases is to be published in a public notice in The Age. Council will recover some cost from the VHA and Telstra.

6.1.2 If Council, following the completion of the process required by section 115 of the Act enters into the leases, the Council will secure rental income, including annual fixed percentage adjustments for the next 15 years.

### 6.2 Communication and Engagement

6.2.1 Community engagement will be undertaken in accordance with Council's community engagement policy to consider the proposed leases. This will include notice of the proposed leases on Council's webpage and in The Age newspaper. This will provide the community with an opportunity to voice its feedback to Council on the proposal.

6.2.2 Any person will have the opportunity to make a written submission on the proposed leases and request in their submission, if they are desirous of appearing in person or be represented by a person specified in their submission, at a meeting, to be heard in support of the submission.

### 6.3 Timelines

6.3.1 Conditional on the completion of the required process and Council entering into the leases, the new lease terms would commence on 13 February 2022.

6.3.2 The timelines for engagement and implementation are detailed below:

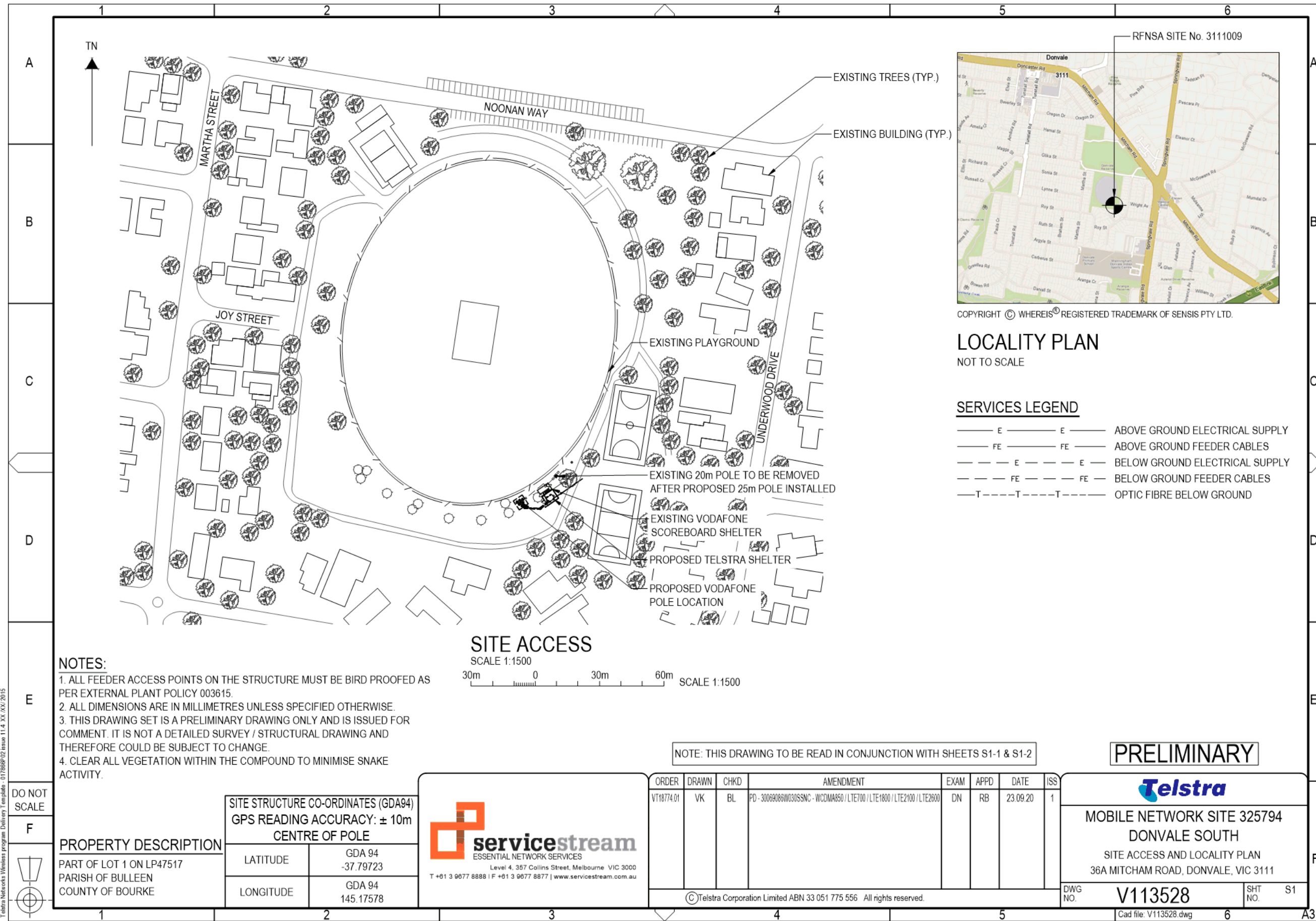
28 September 2021	Council resolve to commence community engagement
1 – 29 October 2021	Submission Period  If no submissions are received during the submission period, the leases will be granted if part C of the Officer's Recommendation is adopted
November – date to be determined	Council to hear submissions on the proposed leases

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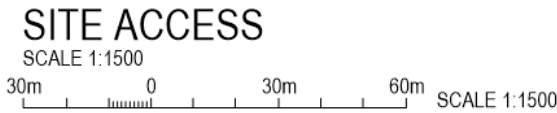
23 November 2021	Council resolves whether or not to grant the leases (after considering the submissions)
13 February 2022	New leases commence

**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.



- NOTES:**
1. ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
  2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
  3. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
  4. CLEAR ALL VEGETATION WITHIN THE COMPOUND TO MINIMISE SNAKE ACTIVITY.



NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1-1 & S1-2

**PRELIMINARY**

**DO NOT SCALE**

**F**

**PROPERTY DESCRIPTION**

PART OF LOT 1 ON LP47517  
PARISH OF BULLEEN  
COUNTY OF BOURKE

SITE STRUCTURE CO-ORDINATES (GDA94) GPS READING ACCURACY: ± 10m CENTRE OF POLE	
LATITUDE	GDA 94 -37.79723
LONGITUDE	GDA 94 145.17578

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ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
VT18774.01	VK	BL	PD - 30069086W030SSNC - WCDMA850 / LTE700 / LTE1800 / LTE2100 / LTE2600	DN	RB	23.09.20	1

**MOBILE NETWORK SITE 325794  
DONVALE SOUTH**

SITE ACCESS AND LOCALITY PLAN  
36A MITCHAM ROAD, DONVALE, VIC 3111

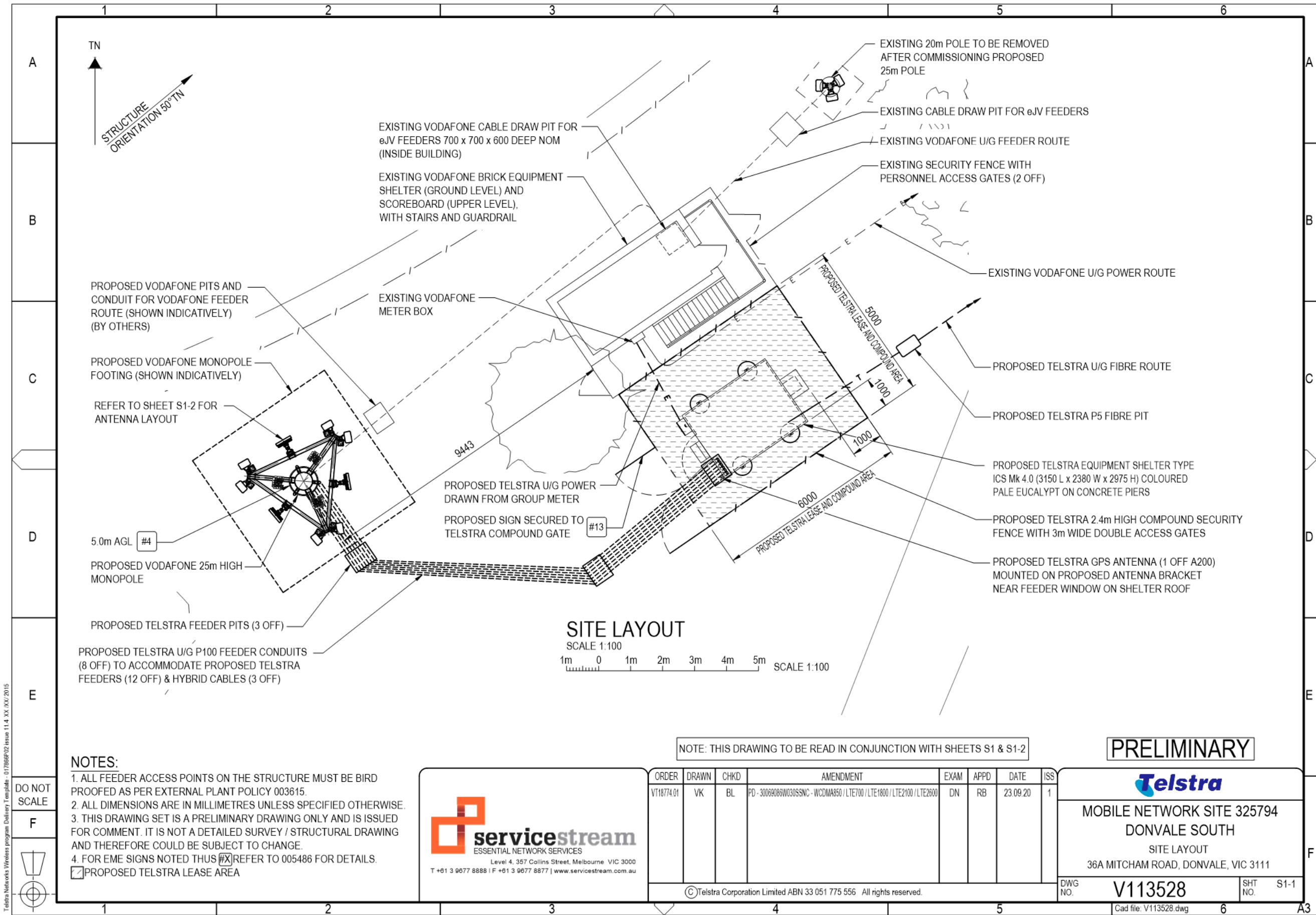
DWG NO. **V113528** SHT NO. S1

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Cad file: V113528.dwg

Telstra Networks Wireless program Delivery Template - 01786602 Issue 11.4 XX.XX.2015

The copyright and ownership of the drawings is to be assigned to Telstra



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  4. FOR EME SIGNS NOTED THUS [X] REFER TO 005486 FOR DETAILS.
- PROPOSED TELSTRA LEASE AREA

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ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
VT18774.01	VK	BL	PD-30069086W030SSNC - WCDMA850 / LTE700 / LTE1800 / LTE2100 / LTE2600	DN	RB	23.09.20	1

**PRELIMINARY**

**Telstra**

**MOBILE NETWORK SITE 325794**  
**DONVALE SOUTH**  
 SITE LAYOUT  
 36A MITCHAM ROAD, DONVALE, VIC 3111

DWG NO. **V113528** SHT NO. S1-1

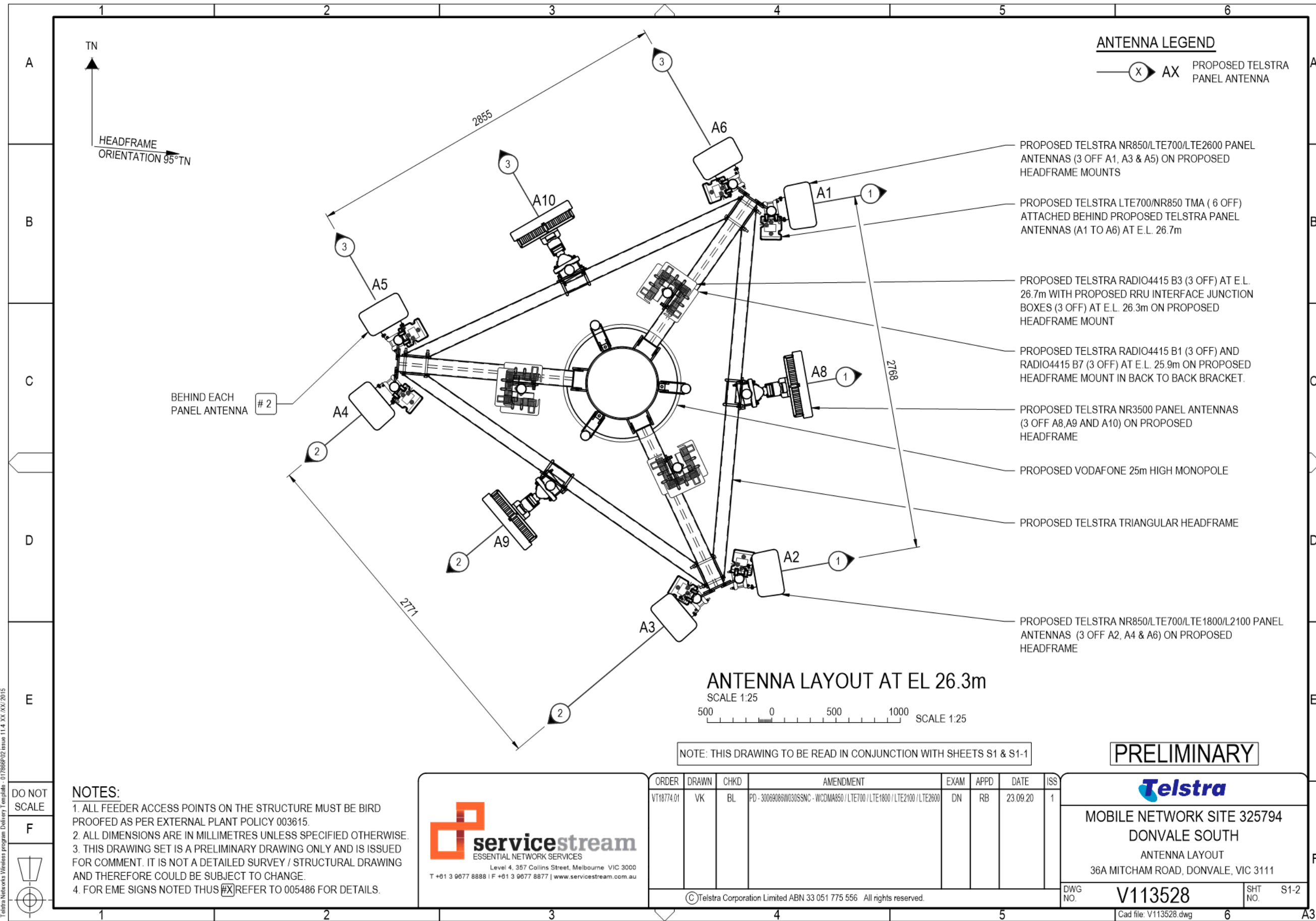
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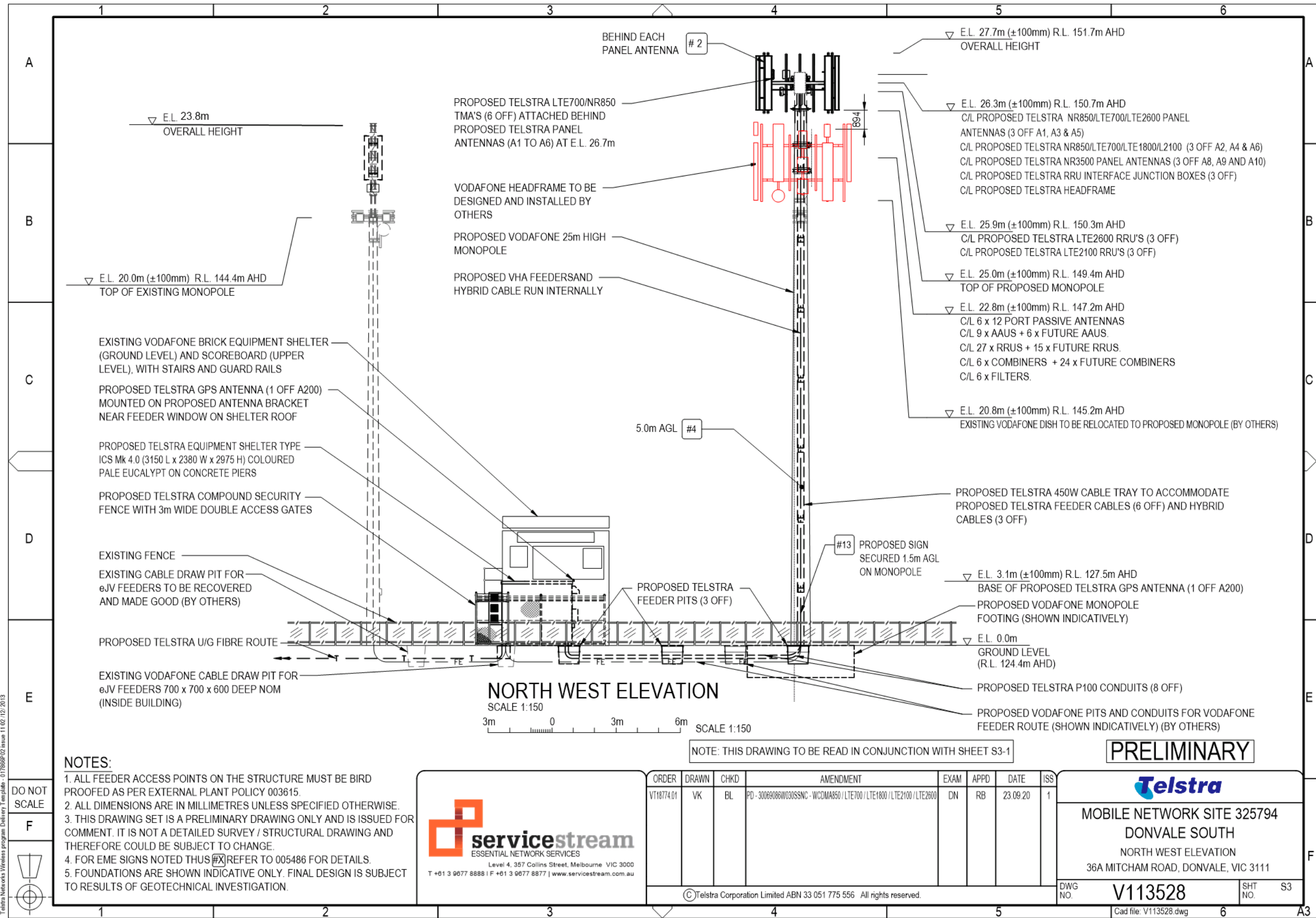
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Telstra Networks Wireless program Delivery Template - 017866902 Issue 11.4 XX.XX.2015

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- NOTES:**
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  4. FOR EME SIGNS NOTED THUS (#X) REFER TO 005486 FOR DETAILS.
  5. FOUNDATIONS ARE SHOWN INDICATIVE ONLY. FINAL DESIGN IS SUBJECT TO RESULTS OF GEOTECHNICAL INVESTIGATION.

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VT18774.01	VK	BL	PD-30069086W030SSNC - WCDMA850 / LTE700 / LTE1800 / LTE2100 / LTE2600	DN	RB	23.09.20	1

**PRELIMINARY**

**Telstra**

**MOBILE NETWORK SITE 325794**  
**DONVALE SOUTH**  
 NORTH WEST ELEVATION  
 36A MITCHAM ROAD, DONVALE, VIC 3111

DWG NO. **V113528** SHT NO. **S3**

Cad file: V113528.dwg

Telstra Networks Wireless program Delivery Template - 017868P02 Issue 11 02/12/2013

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TELSTRA MOBILES ANTENNA CONFIGURATION TABLE						TELSTRA MOBILES ANTENNA CONFIGURATION TABLE					
ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA ACTION REQUIRED	ANTENNA HEIGHT C/L A.G.L.	PHYSICAL ANTENNA BEARING (°T)	SECTOR NO. & TECHNOLOGY	ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA ACTION REQUIRED	ANTENNA HEIGHT C/L A.G.L.	PHYSICAL ANTENNA BEARING (°T)	SECTOR NO. & TECHNOLOGY
A1	ARGUS RVVPX310.11B-T2 PANEL 2533 x 350 x 208mm	INSTALL	26.3m	80°	S1: NR850/LTE700/LTE2600	A8	ERICSSON AIR6488 PANEL 827 x 415 x 263mm	INSTALL	26.3m	80°	S1:NR3500
					S1: NR850/LTE700/LTE2600						S1:NR3500
					S1: NR850/LTE700/LTE2600						
A2	ARGUS RVVPX310.11B-T2 PANEL 2533 x 350 x 208mm	INSTALL	26.3m	80°	S1: NR850/LTE700/LTE1800/L2100	A9	ERICSSON AIR6488 PANEL 827 x 415 x 263mm	INSTALL	26.3m	230°	S2:NR3500
					S1: NR850/LTE700/LTE1800/L2100						S2:NR3500
					S1: NR850/LTE700/LTE1800/L2100						
A3	ARGUS RVVPX310.11B-T2 PANEL 2533 x 350 x 208mm	INSTALL	26.3m	230°	S2: NR850/LTE700/LTE2600	A10	ERICSSON AIR6488 PANEL 827 x 415 x 263mm	INSTALL	26.3m	330°	S3:NR3500
					S2: NR850/LTE700/LTE2600						S3:NR3500
					S2: NR850/LTE700/LTE2600						
A4	ARGUS RVVPX310.11B-T2 PANEL 2533 x 350 x 208mm	INSTALL	26.3m	230°	S2: NR850/LTE700/LTE1800/L2100	A200	ERICSSON GPS KRE 101 2082/1 OMNI Ø68 x 96	INSTALL	BASE OF GPS 3.1m	0°	-
					S2: NR850/LTE700/LTE1800/L2100						
					S2: NR850/LTE700/LTE1800/L2100						
A5	ARGUS RVVPX310.11B-T2 PANEL 2533 x 350 x 208mm	INSTALL	26.3m	330°	S3: NR850/LTE700/LTE2600						
					S3: NR850/LTE700/LTE2600						
					S3: NR850/LTE700/LTE2600						
A6	ARGUS RVVPX310.11B-T2 PANEL 2533 x 350 x 208mm	INSTALL	26.3m	330°	S3: NR850/LTE700/LTE1800/L2100						
					S3: NR850/LTE700/LTE1800/L2100						
					S3: NR850/LTE700/LTE1800/L2100						


NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEET S3

PRELIMINARY

Telstra Networks Wireless program Delivery Template - 01786902 Issue 11.4 XX.XX.2015

DO NOT SCALE

F




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VT18774.01	VK	BL	PD-30069086W030SSNC - WCDMA850 / LTE700 / LTE1800 / LTE2100 / LTE2600	DN	RB	23.09.20	1



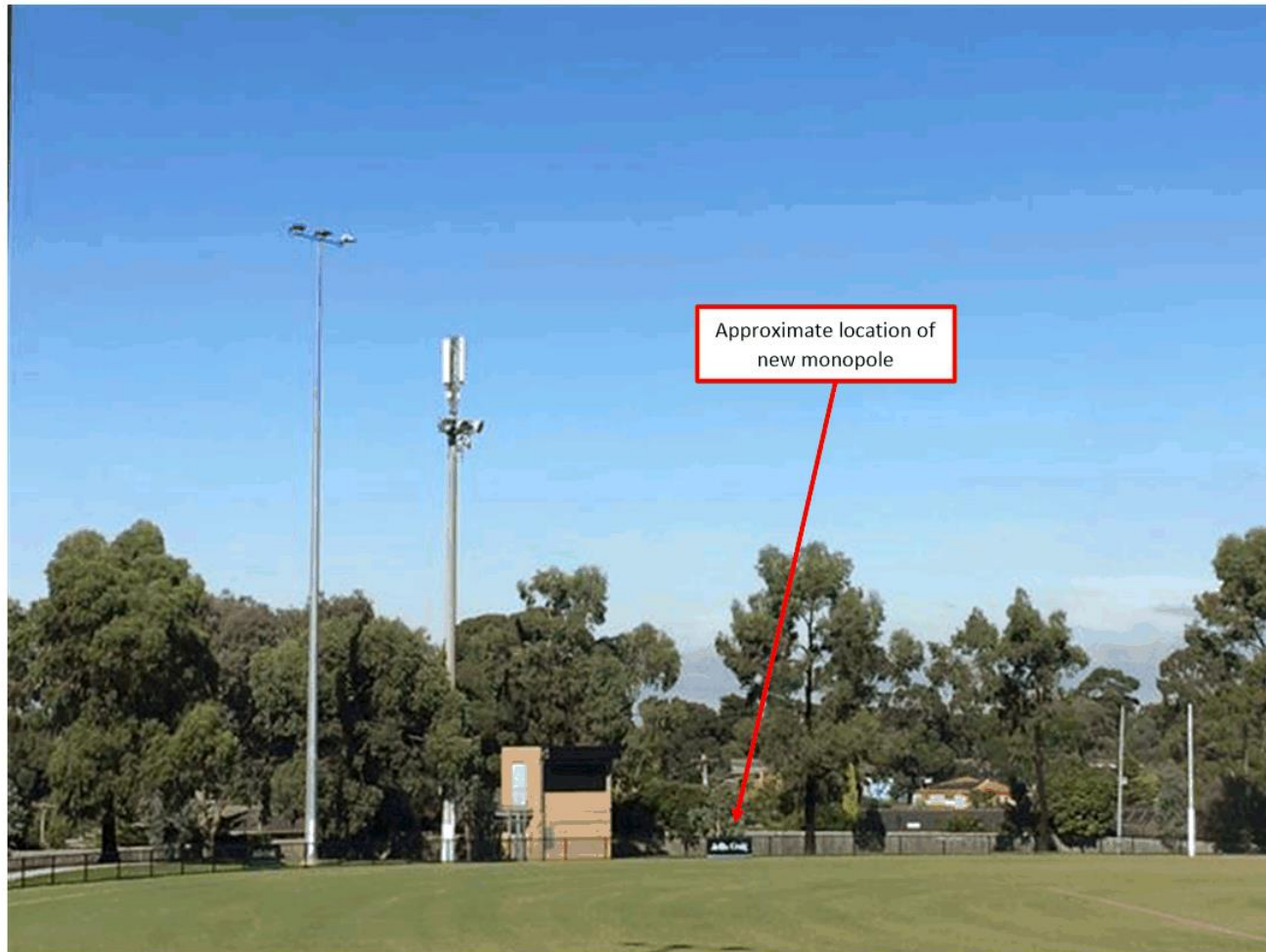
MOBILE NETWORK SITE 325794  
DONVALE SOUTH  
ANTENNA CONFIGURATION TABLE  
36A MITCHAM ROAD, DONVALE, VIC 3111

DWG NO. **V113528** SHT NO. S3-1

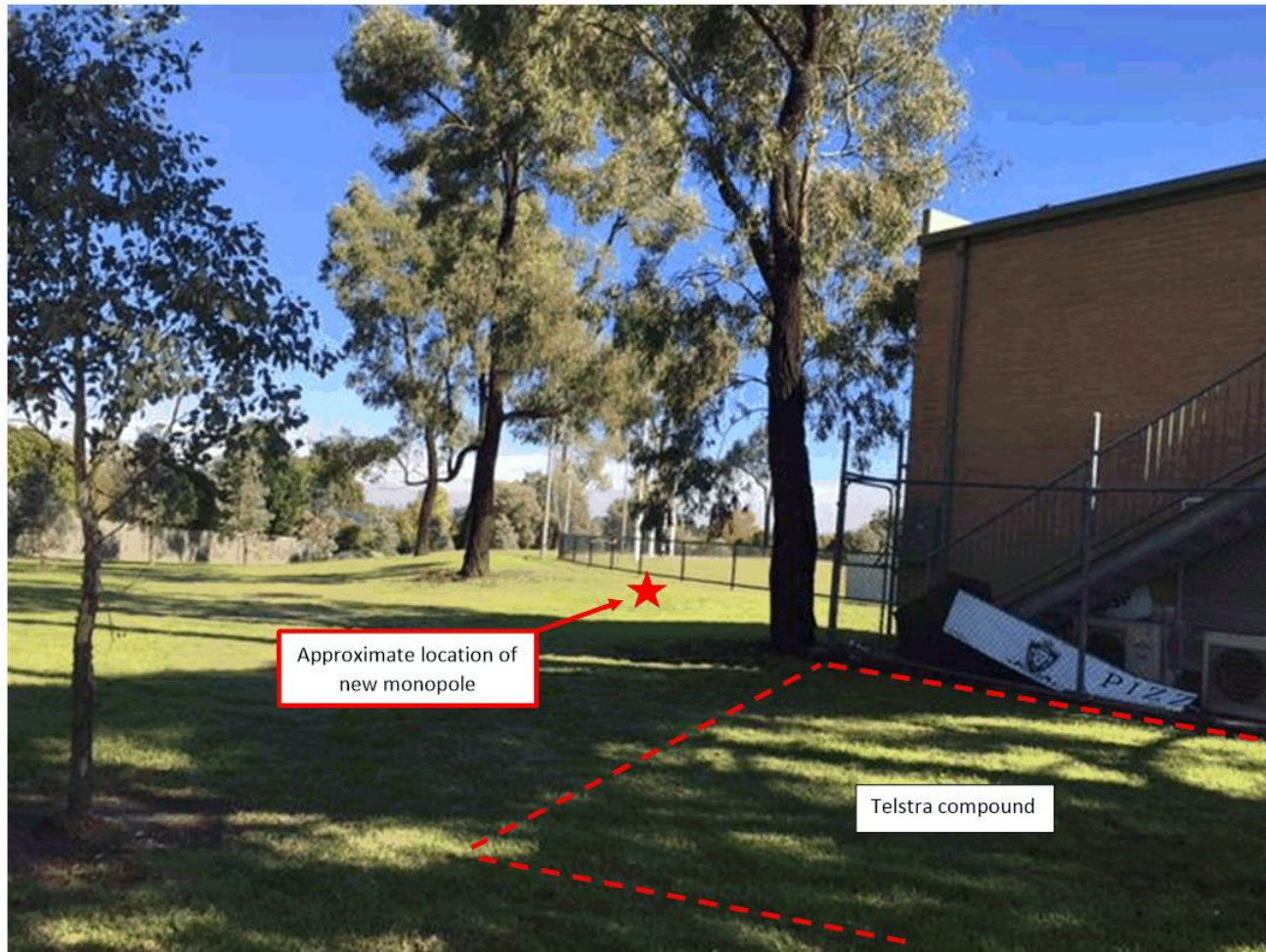
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Cad file: V113528.dwg

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Existing Vodafone/Optus ancillary equipment to be upgraded within the scoreboard building

Existing Vodafone Monopole to be removed (cut at base) and the area to be 'made good'

**12 SHARED SERVICES**

There were no Shared Services reports.



## 13 CHIEF EXECUTIVE OFFICER

### 13.1 Manningham Quarterly Report, Quarter 4 (April-June) 2021

File Number: IN21/548  
Responsible Director: Chief Executive Officer  
Attachments: 1 Manningham Quarterly Report, Quarter 4 (April-June) 2021 [↓](#)

#### EXECUTIVE SUMMARY

*The Manningham Quarterly Report outlines key organisational indicators and many of the reporting requirements under the Local Government Performance Reporting Framework (LGPRF). The Report also enables greater transparency to monitor and track key aspects of Council's performance for continuous improvement purposes.*

#### COUNCIL RESOLUTION

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

**That Council note the Manningham Quarterly Report for Quarter 4 (April – June) 2021**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

The Manningham Quarterly Report aims to promote transparency and meet legislative requirements under the Local Government Act (1989) and Planning and Reporting Regulations (2008). The report contains key capital works, finance and corporate performance information for the quarter.

## 3. DISCUSSION / ISSUE

### 3.1 Capital Works

- 3.1.1 The adopted 2020/21 capital budget was \$49.91m. The budget was subsequently reduced to \$46.85m in August 2020 to balance out the budget over two years in response to an over expenditure in 2019/20.
- 3.1.2 Total capital expenditure as at the end of June 2021 was \$43.84m which was 93.6% of the August adjusted budget of \$46.85m.
- 3.1.3 251 (90.3%) of the 278 projects with expenditure against them in the 2020/21 program were completed as planned. 27 projects were not completed and had funding to the value of \$3.92m carried forward to 2021/22. The amount carried forward in 2021 was \$0.3m less than the amount carried forward in 2020.

- 3.1.4 Expenditure per asset class was as follows: Buildings - \$4.81m, Drainage \$3.39m, Property \$3.08m, Open Space \$3.18m, Plant & Equipment \$0.89m, Recreation & Leisure \$11.06m, Roads \$11.03m, Streetscapes \$0.73m, Technology \$3.94m. Transport \$1.32m.
- 3.1.5 Significant expenditure on individual projects included: Pettys Reserve \$6.22m, Road Resurfacing \$4.77m, Domeney Reserve \$1.25m, Lions Park \$1.13m, Knees Road \$1.06m, Jumping Creek Road \$0.92m & Rieschiecks Reserve \$0.8m.

### 3.2 Finance

- 3.2.1 Council achieved an Operating Surplus of \$29m for the year. This was \$16.4m (129.4%) favourable compared to the adopted budget of \$12.6m.
- 3.2.2 The Adjusted Underlying Surplus was \$7.9m. This was \$4.6m greater than the budgeted adjusted underlying surplus of \$3.4m. The adjusted underlying surplus excludes income items that are restricted in use or 'non-cash' in nature such as non recurrent capital grants and contributions and non-monetary asset contributions.
- 3.2.3 Key variances included:
- \$11.9m favourable in *Other Income* mainly due to the value of contributed assets from developers, Open Space monetary contributions being \$615k greater than budgeted, Doncaster Hill Developer Contributions being \$78k greater than budgeted and Quarry Royalties being \$688k greater than budget.
  - \$2.7m favourable in *Materials and Services* due to restrictions and lockdowns impacting the ability to deliver operating initiatives.
  - \$2.3m favourable in *Grants and Subsidies* income for COVID-19 related programs (Working for Victoria, Meals programs and outdoor dining). These programs were expended during the 2020/21 financial year.
  - \$2.2m unfavourable *Fees and User Charges* income due to the impact of COVID-19 on Council's services
  - \$640k unfavourable Statutory Charges, Fees and Fines due to the impact of COVID-19.
- 3.2.4 Following Council's resolution at the July Council meeting, additional financial information will be included in each Manningham Quarterly Report commencing Quarter 1, 2021/22. The finance section will include for that quarter period: a summary balance sheet, summary of Council's cash investments and a summary of developer contributions received by Council.

### 3.3 Corporate Performance Highlights

3.3.1 This marks the final quarter for the Council Plan 2017-2021. Highlights in Council Plan themes across the four years include:

#### Theme: Community

- supported community inclusion and safety including the Annual 16 Days of Activism against gender based violence, NAIDOC week, Chinese and Persian New Years, Neighbour Day, National Youth and Cultural Diversity Week and International Women's Day and Pride March.
- established a refreshed Manningham Youth Services with plans to develop a Youth Advisory Committee at Council.
- renewed the Community Vision for 2040.
- received Dementia Friendly City accreditation and pursuing accreditation to be a Welcoming City.
- supported business and community connection and recovery.

#### Theme: Places and Spaces

- delivered a brand new Mullum Mullum Stadium 5 indoor sports court stadium.
- delivered facility upgrades to Aquarena including the sky-bridge and warm water pool.
- completed roads and parks improvements including Jumping Creek Road and Petty's Reserve.
- engaged with the North East Link Project to progress outcomes for Manningham.
- achieving the delivery of just over \$223 million of capital works over the four-year period.

#### Theme: Local Environment

- declared a Climate Emergency for Manningham with a Climate Action Plan in development.
- completed the Bolin Bolin Integrated Water Management Facility in partnership with the City of Boroondara and Carey Baptist Grammar School, and with the support of Melbourne Water, the Department of Environment, Land Water and Planning and the Federal Government, to sustainably capture and treat storm water for reuse for the irrigation of several separately managed sports grounds.
- delivered new waste bins to meet Australian Standards.
- achieved best result recorded for waste diverted to landfill in Manningham.

**Theme: Well Governed Council**

- WeAre Values embedded throughout the organisation, with staff actively working together, empowered, accountable, respectful and pursuing excellence.
- implemented our public value approach to make sure we optimise community benefit in all that we do.
- refurbished customer contact centre and customer promise.
- maintained financial sustainability across the four years.
- MAV Award for 'Customer Experience Achievement of the Year (2018).
- improvements in Statutory Planning applications from 51.5% decisions made within time in to 95.7% in 2020-21.
- established a Diversity and Inclusion Working Group to strengthen Manningham's foundation as an inclusive Council.

**Major Initiatives**

3.3.2 For 2020/21 there were 14 Major Initiatives to progress the 2017-2021 Council Plan goals. Major Initiatives have been delivered to reflect the back to basics approach of the Council Plan, improving performance in across the Council Plan themes above.

3.3.3 13 of the 14 Major Initiatives have achieved their measure or success, noting that Officers have progressed the priorities in a safe and considered manner during the coronavirus pandemic.

3.3.4 One major initiative in 2020/21 did not meet its target:

- i. We are working to complete the draft Environmental Strategy and Climate Emergency Response Plan (Climate Action Plan) for public consultation together in the next quarter.

**3.4 Councillor and CEO Expenses**

3.4.1 All Councillors are within their annual allowance.

**4. COUNCIL PLAN / STRATEGY**

This report reports progress across all goals of the Council Plan, and overall action summary and is published on the Manningham website.

**5. 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.



# Manningham

## Quarterly Report 2020/21

### Quarter 4: April - June 2021

Key information on Manningham Council's performance and governance for the Quarter

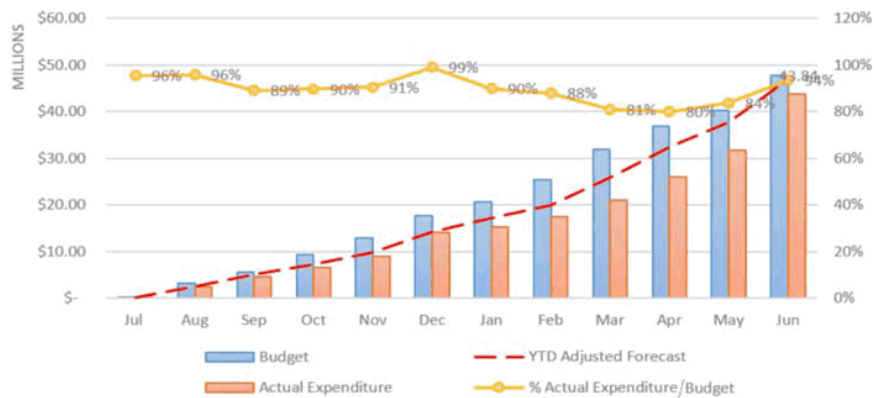
## 1. Capital Works


		
<b>278</b>	<b>251</b>	<b>27</b>
Projects Total	Projects Completed	Projects Delayed / Incomplete


<b>\$49.91m</b>	Adopted Budget
<b>-\$3.06m</b>	Budget Adjustment
<b>\$46.85m</b>	Updated Forecast


93.6%	90.3%
Program Completed	Projects Completed

2020/21 Capital Works Program Progress Chart



  
**VALUE OF  
 CAPITAL WORKS**  
**\$43.84m**

  
**CAPITAL INCOME  
 & GRANTS**  
**\$10.48m**

↓6.4%   
**CAPITAL WORKS  
 VARIANCE**  
**\$3.01m**

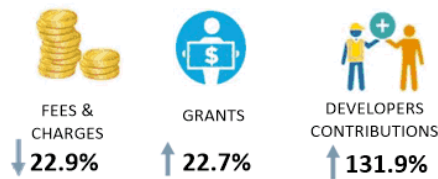
### Spotlight

- The adopted 2020/21 capital budget was \$49.91m. The budget was subsequently reduced to \$46.85m in August 2020 to balance out the budget over two years in response to an over expenditure in 2019/20.
- Total capital expenditure as at the end of June 2021 was \$43.84m which was 93.6% of the August adjusted budget of \$46.85m.
- 251 (90.3%) of the 278 projects with expenditure against them in the 2020/21 program were completed as planned. 27 projects were not completed and had funding to the value of \$3.92m carried forward to 2021/22. The amount carried forward in 2021 was \$0.3m less than the amount carried forward in 2020.
- Expenditure per asset class was as follows: Buildings - \$4.81m, Drainage \$3.39m, Property \$3.08m, Open Space \$3.18m, Plant & Equipment \$0.89m, Recreation & Leisure \$11.06m, Roads \$11.03m, Streetscapes \$0.73m, Technology \$3.94m. Transport \$1.32m.
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## 2. Finance

Period ending 30 June 2021			
	Revenue	Expenses	Surplus
YTD Budgeted	144.7m	132.1m	12.6m
YTD Actual	157.9m	128.9m	29.0m

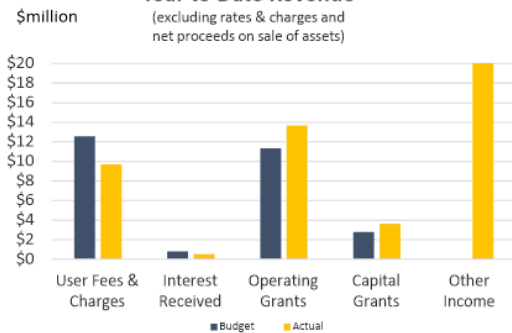
### Revenue Variation



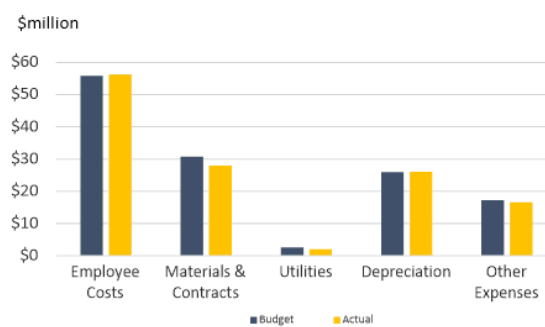
### Expense Variation



### Year to Date Revenue

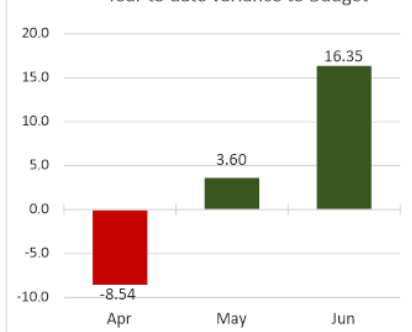


### Year to Date Expenditure



### Operating Result (Quarter)

Year to date variance to Budget



### Spotlight

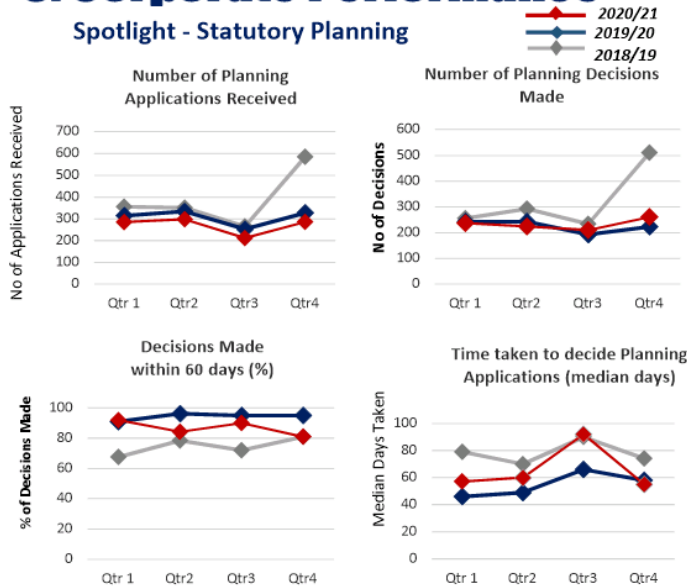
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- The Adjusted Underlying Surplus was \$7.9m. This was \$4.6m greater than the budgeted adjusted underlying surplus of \$3.4m. The adjusted underlying surplus excludes income items that are restricted in use or 'non-cash' in nature such as non recurrent capital grants and contributions and non-monetary asset contributions.

#### Key variances included:

- \$11.9m favourable in *Other Income* mainly due to the value of contributed assets from developers, Open Space monetary contributions being \$615k greater than budgeted, Doncaster Hill Developer Contributions being \$78k greater than budgeted and Quarry Royalties being \$688k greater than budget.
- \$2.7m favourable in *Materials and Services* due to restrictions and lockdowns impacting the ability to deliver operating initiatives.
- \$2.3m favourable in *Grants and Subsidies* income for COVID-19 related programs (Working for Victoria, Meals programs and outdoor dining). These programs were expended during the 2020/21 financial year.
- \$2.2m unfavourable *Fees and User Charges* income due to the impact of COVID-19 on Council's services
- \$640k unfavourable Statutory Charges, Fees and Fines due to the impact of COVID-19.

### 3. Corporate Performance

#### Spotlight - Statutory Planning

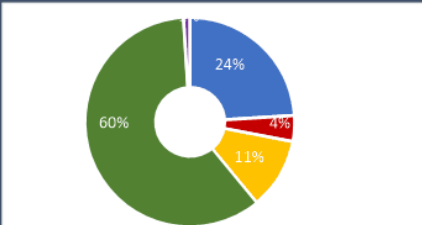


#### Organisation Performance

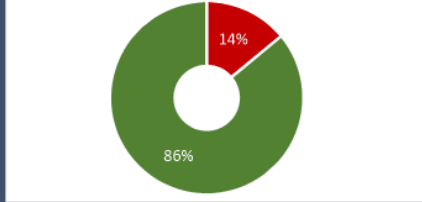
##### Progress during the Quarter



##### Action Performance



##### KPI Performance Indicators (KPIs)



Council is within target to deliver 91.0% of actions and 86.0% of KPI's

#### Statutory Planning

Statutory Planning has continued to process planning applications in a timely manner. Due to Covid-19, there has been a marginal increase in the median days from 53 median days in 2019/2020 to 58 median days in 2020/2021.

#### Council Plan 2017-2021

Our Council Plan has five themes:

- Healthy Community,
- Liveable Places and Spaces
- Resilient Environment
- Prosperous and Vibrant Economy
- Well Governed Council.

Goals for each theme were developed in consultation with the community and partners, Councillors and staff. We progress the Council Plan goals through actions and major initiatives each year.

#### Major Initiatives

Major Initiatives are significant pieces of work to deliver on the Council Plan. There are 14 Major Initiatives to progress our 2017-21 Council Plan goals. The expected target for all Major Initiatives at this end of the financial year is 100% completion.

12 of our Major Initiatives are complete. The one that did not meet target is 'Local planning is responsive to need and planning laws' with one out of its three components deferred. The deferred component is the Municipal Development Contributions Plan, which is now scheduled for completion after the Community Infrastructure Plan at the end of 2021. Progress on all the Major Initiatives is detailed in the following pages.

Full details of previous years progress can be found in our Manningham Annual Report at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au)

#### Highlights achieved over the 2017 - 2021 Council Plan

- ✓ A Climate Emergency Declaration
- ✓ Revitalised our focus on Public Value
- ✓ Mullum Mullum Stadium 5 indoor sports court stadium
- ✓ Bolin Bolin Integrated Water Management Facility in partnership with the City of Boroondara and Carey Baptist Grammar School, and with the support of Melbourne Water, the Department of Environment, Land Water and Planning (DELWP) and the Federal Government, to sustainably capture and treat storm water for reuse for the irrigation of several separately managed sports grounds.
- ✓ Road improvements for Kings Street and Jumping Creek Road
- ✓ Parks improvements in Lawford Reserve and Petty's Reserve
- ✓ refurbished customer contact centre and customer promise
- ✓ new waste bins to meet Australian Standards
- ✓ completed the female friendly refurbishments to over 12 Manningham sporting ground facilities
- ✓ Achieved best result recorded for waste diverted to landfill
- ✓ Financial Sustainability through
- ✓ MAV Award for 'Customer Experience Achievement of the Year (2017-2021)
- ✓ Improvements in Statutory Planning applications from 51.5% decisions made within time in 2017-18 to 95.7% in 2020-21
- ✓ Supported community inclusion and safety including the Annual 16 Days of Activism against gender based violence, NAIDOC week, Chinese and Persian New Years, Neighbour Day, National Youth and Cultural Diversity Week and International Women's Day.

2020/21 Major Initiatives and Measure of Success		
<b>Healthy Community</b>		
1	Plan for the health and wellbeing of the municipality	Delivery of activities in the Healthy City Action Plan 2019-2021
2	Promote a connected and inclusive community	Delivery at least 3 activities by 30 June 2021 including Delivery including endorsement and commencement of Council's new Reconciliation Action Plan.
<b>Liveable Places and Spaces</b>		
3	Ensure local planning is responsive to community need and aligned with local planning laws	Facilitate planning scheme amendments that are considered high priority of the 2018 Planning Scheme Review recommendations. Progress 2 additional major recommendations by June 2021.
4	Implementation of Parks Improvement Program:	Implementation of Parks Improvement Program works as scheduled: Petty's Reserve, design of Hepburn Road Park and completion of the design for Main Yarra River Trail to Warrandyte by 30 June 2021
5	North East Link Planning. Continue to advocate for positive community outcomes.	Successfully collaborate with the NEL project and proponent to pursue environmental, recreation, open space and construction outcomes for Manningham.
6	Improve connectivity through delivery of the Road Improvement Program	Complete Program as scheduled including: - Design for Jumping Creek Road reconstruction from Ringwood Warrandyte road to Homestead Road. - Improve safety through installation of traffic signals on Tram Road and Merlin Street. - Design and construction of the new Hepburn Road extension to provide new road and pedestrian connections.
7	An Integrated Transport approach to private and public transport in the region	Deliver short term actions in the Transport Action Plan and the Bus Action Plan including contributing to planning of the Suburban Rail Loop and Doncaster Busway.
8	Develop a long term Community Infrastructure Plan	Develop a long term Community Infrastructure Plan. Draft completed by 30 June 2021
<b>Resilient Environment</b>		
9	Deliver education and awareness program on environmental sustainability, biodiversity protection and smarter living.	Deliver a minimum of 50 environmental education programs/initiatives for the community, reaching at least 3000 participants.
10	Continue to upgrade Council drainage infrastructure to protect habitable floor levels and improve community safety	Implementation of priority actions of the Municipal Drainage Plan
11	Demonstrate leadership in sustainable and innovative environmental practices in waste management and climate change	Develop and commence implementation of a Council Environment Strategy and an Climate Emergency Response Plan
<b>Vibrant and Prosperous Economy</b>		
12	Grow the visitor economy and create opportunities for visitor destinations and events within Manningham that engage both residents and external visitors	Partner with regional tourism on events and activities to promote Manningham as a visitor destination
<b>Well Governed Council</b>		
13	Prepare a 10 Year Long Term Financial Plan incorporating key strategies to address the long term sustainability of Council.	Adopt Long Term Financial Plan and Annual Budget by 30 June 2021
14	Through our Citizen Connect program, we will make it easy for citizens to interact with us, find out information, request a service, provide feedback or report an issue	Implement a suite of customer focused improvements to increase Contact Centre First Contact Resolution (FCR) and improve Customer Satisfaction by 30 June 2021.



# 4. Major Initiatives

**Progress Key**  
█ Actual  
█ Target

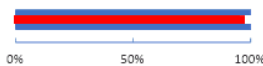
## HEALTHY COMMUNITY

### 1.1 A healthy, resilient and safe community

### 1.2 A connected and inclusive community



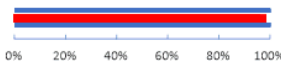
Community Health and Wellbeing



We progressed the Healthy City Action Plan with a number of targeted consultations were held with Council's advisory committees, working groups and networks; and including young people, carers of people with a disability, early years, Wurundjeri Woi-wurrung Corporation and culturally diverse communities



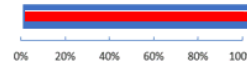
Promote a connected and inclusive community



Awaiting endorsement of the draft Reconciliation Act from the Wurundjeri Woi-wurrung Corporation. Activities have included Be Kind Manningham campaign, outdoor pop up place-making and for National Reconciliation Week



Community Infrastructure Plan



Community Infrastructure Needs Analysis is complete. Next step is to develop a more refined list of priorities to inform future planning. With draft complete, this project has been identified as a major initiative for 2021-22

## LIVEABLE PLACES AND SPACES

### 2.1 Inviting places and spaces

### 2.2 Enhanced parks, open space and streetscapes

### 2.3 Well connected, safe and accessible travel

### 2.4 Well utilised and maintained community infrastructure



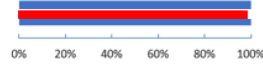
Local planning is responsive to need and planning laws



We have progressed two major recommendations from the planning scheme review recommendations: The policy neutral translation of local policies into the new Planning Policy Framework (PPF) has asked Minister for Planning to introduce these changes. We have also participated in a Panel Hearing on the Bulleen Precinct Land use Framework Plan and Amendment C125 (Yarra Valley Country Club).



Parks Improvement Program



Parks Improvements on schedule with a detailed design works on the new open space on Hepburn Road and tender documentation calling for an EOJ process for the art commission are underway. For Main Yarra Trail, construction of shared path between Alexander Road and Pound Road complete. Pettys Reserve has design in progress for the playground and surrounding landscape.



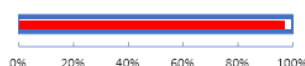
Roads Improvement Program



Completed road improvement programme delivered as scheduled: Jumping Creek Stage 1 complete. Tram Road design approval from Department of Transport received and road projects at Knees Road and Hepburn progressing well.



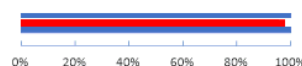
Integrated Transport



We are delivering the short term actions of the Transport Action Plan and Bus Action Plan with continued advocacy for Bus Rapid Transit along Doncaster Road corridor and establishing a working group with the Eastern Transport Coalition to advocate for bus service improvements in the region. We have signed the Suburban Rail Loop Memorandum of Understanding and will advocate for Stage 1 to include a station at Doncaster Hill.



North East Link Project



We continue to successfully liaise with North East Link Project (NELP) on various aspects of the new Link road. We have provided feedback and continue to work with NELP on the new Bulleen park and Ride facility. The Urban Design and Landscape Plan and Community and engagement report has been approved by the Minister. We are now working through the various construction traffic impact assessment and urban design outcomes of the facility.

# Major Initiatives cont.

Progress Key  

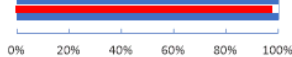

## RESILIENT ENVIRONMENT

### 3.1 Protect and enhance our environment and biodiversity

### 3.2 Reduce our environmental impact and adapt to climate change



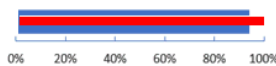
Council Drainage protects habitable floor levels and community safety



To protect habitable rooms from stormwater flows generated during major storm events major capital improvements completed include the Lilian Street and Rose Avenue, Bulleen and David Street, Warrandyte areas. The works in the Hamal Street area, Donvale were completed in June 2021. The flood mapping data continues to be used to assess new developments and assists in the preparation of business cases.



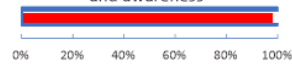
Lead Environmental Practices



We are working to complete the draft Environmental Strategy and Climate Emergency Response Plan (Climate Action Plan) for public consultation together in the next quarter.



Environmental education and awareness



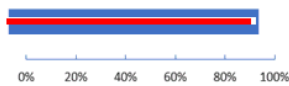
Activities have included 'Prepare your home for winter' energy saving webinar (by the Australian Energy Foundation), Doncaster Hill community garden working bees, Friends of Yarra Valley Parklands activities, Equiculture horse information sessions, Melbourne Water webinars, Queensland Fruit Fly information session and an opportunity to contribute the BBC 'Planet Earth 3' documentary all promoted through our monthly 'Environment Events - What's On' email newsletter.

## VIBRANT AND PROSPEROUS ECONOMY

### 4.1 Grow our local business, tourism and economy



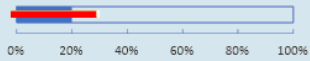
Grow the visitor economy



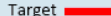

We continue to support Tourism and related industries as they navigate the Victorian Government's Covid-19 restrictions in order to keep the community safe. We are working closely with partner Yarra Ranges Tourism to ensure information, support and advice is provided to all operators in a timely fashion. We have been working with operators to obtain all necessary permits and approvals.

Council has also worked with business, local artists and performers to create a series of COVID safe activations to enhance visitation and interest in key locations within Manningham.

**Key: Monitoring Progress**



0% 20% 40% 60% 80% 100%

Target   
 Actual 

\*Target is usually 25% cumulative across the project timeframe  
*In the example above, the project is 20% complete with a target of 35%*

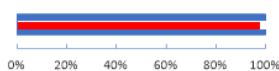
## WELL GOVERNED COUNCIL

### 5.1 A financially sustainable Council that manages resources effectively and efficiently

### 5.2 A Council that values citizens in all that we do



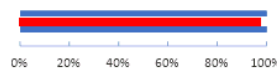
Making it easier for citizens to interact with us



To improve our customer experience, we introduced multilingual chat so customers can engage with us in the top languages for Manningham. We have implemented on hold messaging to promote choices and keep customers informed during during peak times. As a result Customer Satisfaction Survey results show a 71 customer rating which is slightly higher than the state average.



Long Term Sustainability



The 2021/22 Budget and Long Term Financial Plan have been developed in line with key budget principles to maintain long term financial sustainability. The 2021/22 Annual Budget was adopted by 30 June and the 10 year long term financial plan is being informed through our new deliberative engagement process and is on track for adoption with the new Council Plan (extension for all local governments to adopt by September).

## 5. Councillor Expenses

An allocation of \$12,898 for each Councillor and \$14,650 for the Mayor is budgeted each financial year to reimburse Councillors for expenses incurred while carrying out their official roles.

Significant demands are placed on Councillors in carrying out their civic and statutory roles attending community meetings and events, capacity building and advocacy meetings in pursuit of the best outcomes for the municipality. The Mayor has a slightly higher allowance as they are required to carry out additional civic and ceremonial duties.

The Councillor Allowance and Support Policy guides the reimbursement of Councillor expenses. This budget is all inclusive and covers conferences and training, travel, child minding and information and communications technology expenses. As part of Council's commitment to remaining accountable and transparent, these expenses will be presented to the community each quarter.

Categories include: Travel (including accommodation, cab charges), Car Mileage, Childcare, Information and Communication Technology, Conferences and Training (including professional development, workshops), General Office Expenses (including meeting incidentals), Formal Attendances (including community events and functions) and Other (publications).

Councillor	Travel	Car Mileage	Childcare	Information Communication Technology	Conferences & Training	General Office Expenses	Formal Attendances	Other	Total Qtr	Year to Date	Allowance (Pro-rata)	Allowance (Financial Year)
Cr A Chen (Deputy Mayor)	\$1,233	\$505	\$0	\$0	\$1,058	\$0	\$214	\$530	\$3,540	\$3,822	\$8,799	\$12,898
Cr A Conlon (Mayor)	\$841	\$0	\$0	\$290	\$1,058	\$424	\$595	\$0	\$3,208	\$3,531	\$9,994	\$14,650
Cr D Diamante	\$1,768	\$0	\$0	\$0	\$1,513	\$0	\$186	\$0	\$3,466	\$6,136	\$8,799	\$12,898
Cr G Gough	\$1,717	\$894	\$0	\$735	\$1,058	\$0	\$45	\$0	\$4,451	\$4,451	\$8,799	\$12,898
Cr M Kleinert	\$246	\$0	\$0	\$123	\$455	\$75	\$380	\$0	\$1,278	\$1,840	\$8,799	\$12,898
Cr C Lange	\$248	\$1,760	\$0	\$618	\$455	\$0	\$153	\$0	\$3,234	\$3,234	\$8,799	\$12,898
Cr T Lightbody	\$1,090	\$290	\$0	\$0	\$1,058	\$0	\$0	\$0	\$2,438	\$2,887	\$8,799	\$12,898
Cr L Mayne	\$1,334	\$0	\$0	\$452	\$1,513	\$0	\$45	\$0	\$3,343	\$3,343	\$8,799	\$12,898
Cr S Mayne	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,799	\$12,898

### Notes for the Quarter

New Councillors were sworn in on 10 November 2020. Allowances for the remainder of financial year is on a pro-rata basis.

## 6. CEO Expenses

The Chief Executive Officer incurs various expenditure while carrying out duties relating to the CEO role.

Expense categories related specifically to the CEO role are travel, conferences and seminars and miscellaneous. Gifts declared are also included in this report although not an expense to Council. The CEO is required to be transparent in the use of Council resources as per the Employee Code of Conduct.

Quarter 4, April to June 2021		
Date	Expense Description	Expenditure incurred
<b>Travel</b>		
28-Apr	Cabcharges to MAV Tech Conference	\$87.18
20-Jun	Accommodation for NGA Conference	\$448.92
20-Jun	Flights for NGA Conference	\$321.44
20-Jun	Uber charges for NGA Conference	\$22.51
	<b>Sub Total</b>	<b>\$880.05</b>
<b>Food and Beverage</b>		
30-Apr	Meeting with Councillor	\$54.55
5-May	Meeting with Councillor	\$40.91
21-Jun	NGA Conference - Dinner with Councillors	\$310.81
22-Jun	NGA Conference - Meeting with Councillor	\$33.09
28-Jun	Meeting with Councillors	\$53.00
	<b>Sub Total</b>	<b>\$492.36</b>
<b>Conferences</b>		
20-Jun	NGA Registration	\$1,058.18
Feb	LGPro Annual Conference	\$350.00
	<b>Sub Total</b>	<b>\$1,408.18</b>
<b>Gifts Declared</b>		
	<b>Sub Total</b>	<b>\$0.00</b>
<b>Miscellaneous</b>		
	<b>Sub Total</b>	
<b>Total Expenditure for Year</b>		<b>\$2,780.59</b>

### Expense categories

#### Travel

This category covers costs associated with assisting the CEO in meeting transport costs incurred whilst attending meetings, functions and conferences. This includes taxi services, uber services, car parking fees, airfares, accommodation costs etc.

#### Food and Beverage

This category covers costs associated with food or beverages that directly relate to the CEO role within a professional context.

#### Conferences and Seminars

This category covers registration fees associated with attendance by the CEO at conferences, functions and seminars. Meetings such as these are normally held by local government related organisations, professional bodies and institutions, educational institutions and private sector providers on areas and events which support the role of the CEO or impact on the City in general.

#### Gifts Declared

This category relates to any gifts that exceed the token gift threshold (\$50.00) that the CEO is required to declare as per the Token Gift Policy. This category is not added to the total expenses as it is a declaration not a cost to Council.

#### Miscellaneous

This category relates to any other costs associated with the CEO role not covered by the categories above.

### 13.2 Instrument of Sub-delegation from Council to Members of Staff - Environment Protection Act 2017

File Number: IN21/597  
Responsible Director: Chief Executive Officer  
Attachments: 1 EPA Board - Councils Delegation [↓](#)  
2 Instrument of Sub-delegation under the EPA 2017 [↓](#)  
3 EPA Board - Councils Direction [↓](#)

#### EXECUTIVE SUMMARY

*The Environment Protection Act 2017 (the Act) and Environment Protection Regulations 2021 (the Regulations) came into effect on 1 July 2021.*

*Under the new Act and Regulations the scope of Council's role as a regulator has not changed however, there have been changes to the laws and powers of councils, including a new delegation of powers directly from the Environment Protection Authority Victoria (EPA) to councils (Attachment 1).*

*The attached Instrument of Sub-delegation (Attachment 2) has been prepared following consultation with Maddocks Lawyers and relevant Council departments to determine the appropriate level of delegation. The Instrument of Sub-delegation is now presented to Council for consideration.*

#### COUNCIL RESOLUTION

**MOVED: CR CARLI LANGE**  
**SECONDED: CR MICHELLE KLEINERT**

**In the exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* (the Act) and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, Manningham City Council (Council) resolves that -**

- A. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Sub-delegation to members of Council staff (Attachment 2), the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.**
- B. The instrument comes into force immediately the common seal of Council is affixed to the instrument.**
- C. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 On 1 July 2021, the *Environment Protection Act 2017* (the Act) commenced replacing the *Environment Protection Act 1970* (now repealed). The Environment Protection Regulations 2021 also commenced replacing any previous regulations.
- 2.2 The Chief Executive Officer has delegated authority from Council to sub delegate the majority of powers, duties and functions under the Act to members of Council staff. There are however some new powers that have been delegated directly from the Environment Protection Authority Victoria (EPA) to councils which Council can sub delegate to members of Council staff.

## 3. DISCUSSION / ISSUE

- 3.1 Council received formal notification from the EPA in June to advise that the EPA had delegated new powers to councils under the *Environment Protection Act 2017*. The delegation applies to the regulation of:
  - on-site wastewater management systems <5000 litres on any day; and
  - noise from construction, demolition and removal of residential premises
- 3.2 The EPA's Governing Board has approved the instrument of delegation (Attachment 1) and instrument of direction (Attachment 3) to enable councils to take the necessary steps to assume these new powers.
- 3.3 Using the new powers is not mandatory, however the EPA recommends that all councils who have onsite wastewater management systems (including septic tanks) <5000 litres on any day in their municipal areas exercise the powers under delegation so that:
  - Council can appoint authorised officers under s 242(2) of the new Act, giving them powers of entry and inspection;
  - Council authorised officers can issue and enforce the notice ordering maintenance of onsite waste water management systems (as well as improvement notices and prohibition notices, all of which can only be issued by an authorised officer; and
  - Council authorised officers can issue an infringement notice for breach of a prescribed permit condition.
- 3.4 For regulating noise from residential construction, the delegation provides one of a number of pathways that councils can choose: use of improvement notices and prohibition notices under the new Act, the Public Health and Wellbeing Act and local laws (if applicable). If councils choose not to use the delegated powers, the EPA will continue to refer any pollution reports about residential construction noise to local government, as they do now. The new Act does not give the EPA Officers powers around residential noise or residential construction noise.
- 3.5 In preparing Council's Instrument of Sub-delegation from the EPA, affected departments have been consulted prior to referral to Council to ensure the accuracy and appropriateness of the delegations. Councillors were also briefed on this new power of sub-delegation at a meeting held on 21 September 2021.

- 3.6 Council also subscribes to services through its lawyers who have provided advice regarding changes to the Act and Regulations and the EPA's new powers. The proposed instrument have been prepared based on this advice.
- 3.7 It is submitted that the Instrument of Sub-delegation will facilitate the efficient operation of Council's functions outlined above, whilst continuing to meet community expectations regarding timely service delivery.

**4. COUNCIL PLAN / STRATEGY**

- 4.1 Delegations support Council's delivery of services and activities efficiently and effectively. They also support timely decision making to meet the needs of the community.

**5. DECLARATIONS OF CONFLICT OF INTEREST**

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

DATED: the 4<sup>th</sup> day of June 2021

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INSTRUMENT OF DELEGATION  
OF POWERS AND FUNCTIONS OF THE  
ENVIRONMENT PROTECTION AUTHORITY  
UNDER THE  
ENVIRONMENT PROTECTION ACT 2017

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10232078\_1\C



## INSTRUMENT OF DELEGATION

**ENABLING POWER:** Section 437(1)(b) of the *Environment Protection Act 2017* and section 42A of the *Interpretation of Legislation Act 1984*

**SUBJECT:** Delegation of certain powers, duties and functions of the Environment Protection Authority to Councils

**REFERENCE:** 2021.Council.001

**DEFINITIONS:** In this Delegation, all words and phrases have the same meaning as in the *Environment Protection Act 2017* unless the contrary intention appears. In addition:

*municipal district* has the same meaning as *municipal district* has in section 3(1) of the *Local Government Act 1989*.

**DELEGATION:** I, Professor Kate Auty, Chair of the Governing Board of Environment Protection Authority Victoria (**Governing Board**) on behalf of the Governing Board and pursuant to and in exercise of the power conferred by section 437(1) of the *Environment Protection Act 2017* hereby delegate the powers, duties and functions under the *Environment Protection Act 2017* (**Act**) as specified in the section of the Act detailed in column 2 of Schedule 1 and described in column 3 of Schedule 1 to the delegates described in column 4 of Schedule 1.

Any previous delegations relating to the section/s of the Act detailed in column 2 of the Schedule are hereby revoked.

This delegation is exercisable for an unlimited period on and from 1 July 2021, unless revoked.

**LIMITATIONS:** This delegation is subject to the following limitations:

- a) The powers, duties and functions of the Authority specified in column 2 of schedule 1 may be only delegated for the purpose of regulating:
  - i. onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
  - ii. noise from the construction, demolition or removal of residential premises.
- b) The powers, duties and functions of the Authority specified in column 2 of schedule 1 may only be exercised by the delegates described in column 4 of schedule 1 within each delegates' municipal district.

**RELATED DOCUMENTS:** This delegation is subject to a direction under section 437(4) of the Act dated 4 June 2021. This delegation should be read in conjunction with that instrument of direction.

**DATE:** 4 June 2021

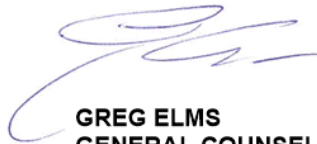
**SIGNED:**

In accordance with all of the requirements of s 12, *Electronic Transactions (Victoria) Act 2000*



**PROFESSOR KATE AUTY  
CHAIR  
ENVIRONMENT PROTECTION AUTHORITY VICTORIA GOVERNING BOARD**

**WITNESSED:**



**GREG ELMS  
GENERAL COUNSEL  
ENVIRONMENT PROTECTION AUTHORITY VICTORIA**

## SCHEDULE 1

## DELEGATION

Delegation of powers, duties and functions under the *Environment Protection Act 2017*

1	2	3	4	5
Ref. No	Relevant legislative provision under the <i>Environment Protection Act 2017</i>	Summary of delegated powers, duties or functions	Delegate	Revoked Instrument
Insert	Section 271	Issuing of an improvement notice	Councils	N/A
Insert	Section 272	Issuing of a prohibition notice	Councils	N/A
Insert	Section 279	Amendment of notices	Councils	N/A
Insert	Section 358	Functions of the Authority	Councils	N/A
Insert	Section 359(1)(b)	Power of the Authority to do all things that are necessary or convenient to be done for or in connection with the performance of the Authority's functions and duties and to enable the Authority to achieve its objectives	Councils	N/A
Insert	Section 359(2)	Power to give advice to persons with duties or obligations	Councils	N/A

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***S18 Instrument of Sub-Delegation  
under the Environment Protection Act 2017***

**Manningham City Council**

**Instrument of Sub-Delegation**

**to**

**Members of Council staff**

### Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. record that references in the Schedule are as follows:
 

<b>CCA</b>	means City Compliance Administration
<b>CCC</b>	means Coordinator City Compliance
<b>CEH</b>	means Coordinator Environmental Health
<b>CWS</b>	means Coordinator Waste Services
<b>DCPC</b>	means Director City Planning and Community
<b>DCS</b>	means Director City Services
<b>DWMPO</b>	means Domestic Wastewater Management Project Officer
<b>EHO</b>	means Environmental Health Officer
<b>GMAC</b>	means Group Manager Approvals and Compliance
<b>LLO</b>	means Local Laws Officer
<b>MCA</b>	means Manager City Amenity
<b>SLLO</b>	means Senior Animal Management Officer
<b>SPIO</b>	means Senior Planning Investigations Officer
<b>TLCCA</b>	means Team Leader City Compliance Administration
<b>TLEH</b>	means Team Leader Environmental Health
<b>TLLL</b>	means Team Leader Local Laws
<b>TLPC</b>	means Team Leader Planning Compliance
3. this Instrument of Sub-Delegation is authorised by a **resolution of Council** passed on **28 September 2021** pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
  - 4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;
  - 4.2 remains in force until varied or revoked;
  - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
  - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
  - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
    - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
    - 5.1.2 noise from the construction, demolition or removal of residential premises;

- 6. the delegate must not determine the issue, take the action or do the act or thing:
  - 6.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
  - 6.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
    - (a) policy; or
    - (b) strategy
 adopted by Council;
  - 6.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
  - 6.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

THE COMMON SEAL of )  
 MANNINGHAM CITY COUNCIL )  
 was hereunto affixed in the presence of: )

.....  
 Mayor/Councillor

.....  
 Chief Executive Officer

Dated .....

## SCHEDULE

ENVIRONMENT PROTECTION ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	CCC, LLO, SLLO, SPIO, TLLL, TLPC, EHO, TLEH, CEH, GMAC, DCPC	
s 272	Power to issue prohibition notice	CCC, LLO, SLLO, SPIO, TLLL, TLPC, EHO, TLEH, CEH, GMAC, DCPC	
s 279	Power to amend a notice	CCC, LLO, SLLO, SPIO, TLLL, TLPC, EHO, TLEH, CEH, GMAC, DCPC,	
s 358	Functions of the Environment Protection Authority	CCC, LLO, SLLO, SPIO, TLLL, TLPC, EHO, TLEH, CEH, GMAC, DCPC, DCS, MCA, CWS	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	CCC, LLO, SLLO, SPIO, TLLL, TLPC, EHO, TLEH, CEH, GMAC, DCPC, DCS, MCA, CWS	
s 359(2)	Power to give advice to persons with duties or obligations	CCC, LLO, SLLO, SPIO, TLLL, TLPC, EHO, TLEH, CEH, GMAC, DCPC, DCS, MCA, CWS	



DATED: the 4<sup>th</sup> day of June 2021

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INSTRUMENT OF DIRECTION OF THE  
ENVIRONMENT PROTECTION AUTHORITY  
UNDER THE  
ENVIRONMENT PROTECTION ACT 2017

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10232304\_2\C

**INSTRUMENT OF DIRECTION****ENABLING POWER:** Section 437(4)**SUBJECT:** Direction in respect of functions delegated to councils by Delegation Reference 2021.Council.001**REFERENCE:** 2021.Council.Direction.001

**DIRECTION:** I, Professor Kate Auty, Chair of the Governing Board of Environment Protection Authority Victoria (**Governing Board**) on behalf of the Governing Board and pursuant to and in exercise of the power conferred by section 437(4) of the *Environment Protection Act 2017 (Act)*, and in respect of the delegation with reference 2021.Council.001 as made on 4 June 2021 **hereby direct:**

1. that, where the delegates listed in column 4 of schedule 1 of Delegation No Councils.2021.001 delegate, under s 437(2) of the Act, the delegated power or function listed in column 2 of schedule 1 of Delegation No 2021.Council.001 to an authorised officer appointed under s 242(2) of the Act, those authorised officers must only exercise the powers conferred by the following sections of the Act when exercising the delegated powers or functions:
  - a. Section 271;
  - b. Section 272;
  - c. Section 246;
  - d. Section 247;
  - e. Section 248;
  - f. Section 249;
  - g. Section 250;
  - h. Section 251, but not subsection (2)(h);
  - i. Section 252, but not subsection (1)(c);
  - j. Section 253;
  - k. Section 254;
  - l. Section 259
  - m. Section 279; and
  - n. Section 307.

This direction is in force for an unlimited period on and from 1 July 2021, unless revoked.

10232304\_2\C

**DATE:** 4 June 2021

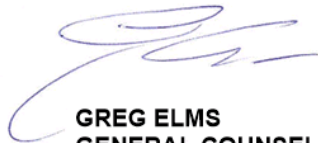
**SIGNED:**



In accordance with all of the requirements of s 12, *Electronic Transactions (Victoria) Act 2000*

**PROFESSOR KATE AUTY  
CHAIR  
ENVIRONMENT PROTECTION AUTHORITY VICTORIA GOVERNING BOARD**

**WITNESSED:**



**GREG ELMS  
GENERAL COUNSEL  
ENVIRONMENT PROTECTION AUTHORITY VICTORIA**

**13.3 Appointment of Authorised Officer - Planning and Environment Act 1987**

File Number: IN21/596  
Responsible Director: Chief Executive Officer  
Attachments: 1 S11A Instrument of Appointment and Authorisation -  
Nicholas Hulston [↓](#)

**EXECUTIVE SUMMARY**

*In accordance with the Planning and Environment Act 1987(the Act), Council is required to authorise officers for the purpose of enforcing the provisions of the Act. It is proposed to appoint the Council officer detailed below as Authorised Officer pursuant to Section 147(4) of the Act.*

*The Local Government Act 1989 also empowers Council to appoint a person, other than a Councillor, to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.*

*A person who is appointed to a position has the powers of that position under the legislation which they have been appointed. Authorisations are necessary to facilitate the efficient and effective function of councils as they enable authorised officers to carry out compliance or enforcement under legislation related to their functions and powers of the Council.*

*Authorised officers will continue to be appointed under s224 of the Local Government Act 1989, as there are no provisions for appointing authorised officers under the Local Government Act 2020.*

**COUNCIL RESOLUTION**

**MOVED: CR CARLI LANGE**  
**SECONDED: CR MICHELLE KLEINERT**

**In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of appointment and authorisation, Council resolves that:**

- A. Nicholas Hulston be appointed as an authorised officer;**
- B. the instrument will come into force immediately upon execution and will remain in force until Council determines to vary or revoke the Instrument or the officer ceases their employment or engagement with Council; and**
- C. the Instrument be signed and sealed.**

**CARRIED UNANIMOUSLY**

**2. BACKGROUND**

- 2.1 The *Planning and Environment Act 1987* (the Act) regulates enforcement of the Act and is reliant on authorised officers acting on behalf of the Responsible Authority which is Council.
- 2.2 The Act, unlike the *Local Government Act 1989*, does not permit appointments to be made by the Chief Executive Officer and therefore in order for the officer to legally undertake the duties of their position under the Act, it is necessary for Council to make appointments by formal resolution.
- 2.3 The Instrument of Appointment and Authorisation has been prepared based on advice from Maddocks Lawyers and empowers the relevant officer to exercise those powers granted in the Instrument.
- 2.4 The appointment will come into force immediately upon its execution under the Seal of Council and will remain in force until varied or revoked by Council or the officer ceases employment with Council.
- 2.5 In addition to the appointment under the Act, Council pursuant to Section 224 of the *Local Government Act 1989*, may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of most other Acts, Regulations or Local Laws which relate to the functions and powers of Council. This broader Instrument of Appointment and Authorisation has already been carried out, in respect to the designated officers, under the delegated authority of the Chief Executive Officer as the first part of a dual appointment process.
- 2.6 The appointment will be recorded in the Authorised Officers Register that is required to be kept by Council and is available for public inspection.

**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.

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Nicholas Hulston**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 28 September 2021.

The Common Seal of            )  
Manningham City Council        )  
was hereunto affixed            )  
in the presence of:                )

Mayor .....

Chief Executive Officer .....

Date: .....

### 13.4 Informal Meetings of Councillors

File Number:	IN21/506
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 Councillor and CEO Only Time 10 August 2021 <a href="#">↓</a></li><li>2 Councillor and CEO Only Time 17 August 2021 <a href="#">↓</a></li><li>3 Manningham Disability Advisory Committee Meeting 17 August 2021 <a href="#">↓</a></li><li>4 Waldau Ward Meeting 18 August 2021 <a href="#">↓</a></li><li>5 Submitters Meeting 18 August 2021 <a href="#">↓</a></li><li>6 Healthy City Action Plan Meeting 18 August 2021 <a href="#">↓</a></li><li>7 Tullamore Ward Meeting 19 August 2021 <a href="#">↓</a></li><li>8 Yarra Ward Meeting 20 August 2021 <a href="#">↓</a></li><li>9 Strategic Briefing Session 31 August 2021 <a href="#">↓</a></li><li>10 Tullamore Ward Meeting 1 September 2021 <a href="#">↓</a></li><li>11 Waldau Ward Meeting 1 September 2021 <a href="#">↓</a></li><li>12 Consultation Meeting 2 September 2021 <a href="#">↓</a></li><li>13 Briefing Doncaster Hill Water Recycling Facility 7 September 2021 <a href="#">↓</a></li><li>14 Strategic Briefing Session 7 September 2021 <a href="#">↓</a></li><li>15 Councillor and CEO Only Time 7 September 2021 <a href="#">↓</a></li><li>16 Submissions Hearing - Arundel Road West, Park Orchards 14 September 2021 <a href="#">↓</a></li><li>17 Strategic Briefing Session 14 September 2021 <a href="#">↓</a></li><li>18 Waldau Ward Meeting 15 September 2021 <a href="#">↓</a></li><li>19 Yarra Ward Meeting 17 September 2021 <a href="#">↓</a></li><li>20 Tullamore Ward Meeting 17 September 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 ANNA CHEN**  
**SECONDED: CR CARLI LANGE**

**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:**

- **Councillor and CEO Only Time 10 August 2021**
- **Councillor and CEO Only Time 17 August 2021**
- **Manningham Disability Advisory Committee Meeting 17 August 2021**
- **Waldau Ward Meeting 18 August 2021**
- **Submitters Meeting 18 August 2021**
- **Healthy City Action Plan Meeting 18 August 2021**
- **Tullamore Ward Meeting 19 August 2021**

- Yarra Ward Meeting 20 August 2021
- Strategic Briefing Session 31 August 2021
- Tullamore Ward Meeting 1 September 2021
- Waldau Ward Meeting 1 September 2021
- Consultation Meeting 2 September 2021
- Briefing Doncaster Hill Water Recycling Facility 7 September 2021
- Strategic Briefing Session 7 September 2021
- Councillor and CEO Only Time 7 September 2021
- Submissions Hearing - Arundel Road (west), Park Orchards 14 September 2021
- Strategic Briefing Session 14 September 2021
- Waldau Ward Meeting 15 September 2021
- Yarra Ward Meeting 17 September 2021
- Tullamore Ward Meeting 17 September 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**

Summaries of the following informal meetings are attached to this report:

- Councillor and CEO Only Time 10 August 2021
- Councillor and CEO Only Time 17 August 2021
- Manningham Disability Advisory Committee Meeting 17 August 2021
- Waldau Ward Meeting 18 August 2021
- Submitters Meeting 18 August 2021
- Healthy City Action Plan Meeting 18 August 2021
- Tullamore Ward Meeting 19 August 2021
- Yarra Ward Meeting 20 August 2021
- Strategic Briefing Session 31 August 2021
- Tullamore Ward Meeting 1 September 2021
- Waldau Ward Meeting 1 September 2021
- Consultation Meeting 2 September 2021



- Briefing Doncaster Hill Water Recycling Facility 7 September 2021
- Strategic Briefing Session 7 September 2021
- Councillor and CEO Only Time 7 September 2021
- Submissions Hearing - Arundel Road (west), Park Orchards 14 September 2021
- Strategic Briefing Session 14 September 2021
- Waldau Ward Meeting 15 September 2021
- Yarra Ward Meeting 17 September 2021
- Tullamore Ward Meeting 17 September 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>	Councillor and CEO Only Time		
<b>Date:</b>	Tuesday, 10 August 2021	<b>Time Opened:</b>	06: 00 pm
		<b>Time Closed:</b>	06: 40 pm
<b>Location:</b>	Koonung Room		
<b>Councillors Present:</b>	Mayor Cr Conlon Deputy Mayor Cr Chen Cr Diamante Cr Gough Cr Kleinert Cr Lange Cr Lightbody Cr L Mayne Cr S Mayne		
<b>Officers Present:</b>	CEO- Andrew Day		
<b>Apologies:</b>	Nil		
<b>Items considered:</b>	1. Liveable City Strategy 2. Memorials Policy 3. Upcoming SBS items 4. COVID-19 update 5. CEO review process 6. Update on Committees review		

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>	Councillor and CEO Only Time		
<b>Date:</b>	Tuesday, 17 August 2021	<b>Time Opened:</b>	06: 00 pm
		<b>Time Closed:</b>	06: 30 pm
<b>Location:</b>	Koonung Room		
<b>Councillors Present:</b>	Mayor Cr Conlon Deputy Mayor Cr Chen Cr Diamante Cr Gough Cr Kleinert Cr Lange Cr Lightbody Cr L Mayne Cr S Mayne		
<b>Officers Present:</b>	CEO - Andrew Day		
<b>Apologies:</b>	Nil		
<b>Items considered:</b>	1. COVID -19 Update 2. Upcoming SBS agenda items		

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 Meeting		
<b>Date:</b>	Tuesday, 17 August 2021	<b>Time Opened:</b>	3pm pm
		<b>Time Closed:</b>	5pm pm
<b>Location:</b>	Online via MS Teams		
<b>Councillors Present:</b>	Cr Michelle Kleinert		
<b>Officers Present:</b>	Katrine Gabb, Sasha Lord, Barb Ryan, Ellen Davis-Meehan, Melanie Malcolm		
<b>Apologies:</b>			
<b>Items considered:</b>	1. What is Health and Wellbeing Planning		
	2. What the community has told us already about the community's health		
	3. What have we missed		
	4. Whole group discussion about data and issues		
	5. Workshop Activity		
	6. Share your ideas and proposed actions		
	7. Next steps		

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>	Statutory Planning Waldau Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 18 August 2021	<b>Time Opened:</b>	12:00 pm
		<b>Time Closed:</b>	12:30 pm
<b>Location:</b>	Councillor Lounge		
<b>Councillors Present:</b>	Cr Anna Chen		
<b>Officers Present:</b>	Fiona Troise & Niall Sheehy		
<b>Apologies:</b>	---		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Waldau Ward</li> <li>2. Planning Applications Watch List for Waldau Ward:-               <ul style="list-style-type: none"> <li>- PLN21/0069 – 18 The Grange TEMPLESTOWE</li> <li>- PLN21/0074 -6 May Street DONCASTER EAST</li> <li>- PLA20/0170 - 1/15 Andersons Creek Road DONCASTER EAST</li> <li>- PLN21/0204 - 2 Major Street DONCASTER EAST</li> <li>- PLA21/0076 - 23 Churchill Street DONCASTER EAST</li> <li>- PLN21/0318 - 1 Leroy Place DONCASTER EAST</li> <li>- PLN21/0304 - 999 &amp; 1101 Doncaster Road DONCASTER EAST</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>	Submitters Meeting		
<b>Date:</b>	Wednesday, 18 August 2021	<b>Time Opened:</b>	6:00 pm
		<b>Time Closed:</b>	6:53 pm
<b>Location:</b>	Online (Zoom)		
<b>Councillors Present:</b>	Cr. Andrew Conlon (Mayor) - Currawong Cr. Anna Chen - Waldau Cr. Stephen Mayne - Ruffey Cr. Laura Mayne - Schramm Cr. Dierdre Diamante - Tullamore Cr. Michelle Kleinert - Westerfolds Cr. Carli Lange - Yarra		
<b>Officers Present:</b>	Jonathan Caruso, Acting Coordinator Statutory Planning Suchita Vyas, Town Planner		
<b>Apologies:</b>			
<b>Items discussed:</b>	Planning application PLN20/0540 – 1/420 & 2/420 Thompsons Road, Templestowe Lower		

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>	Healthy and Wellbeing Action Planning Workshop		
<b>Date:</b>	Wednesday, 18 August 2021	<b>Time Opened:</b>	3pm
		<b>Time Closed:</b>	4.30pm
<b>Location:</b>	Online via zoom		
<b>Councillors Present:</b>	Cr Andrew Conlon		
<b>Officers Present:</b>	Barb Ryan, Nina Stephen, Anissa Gracie, Tina Beltramin, Janae Hendrey, Melanie Malcolm, Pamela Dewhurst, Ben Harnwell, Helen Napier, Sasha Lord, Georgina Snaddon, Angelo Kourambas, Clayton Simpson, Lee Robson, Faye Adams, Heather Callahan, Katrine Gabb		
<b>Apologies:</b>			
<b>Items considered:</b>	<ol style="list-style-type: none"> <li>1. purpose of the workshop and proposed outcomes</li> <li>2. Health and Wellbeing priority areas - A Healthy safe and resilient community and a connected and inclusive community</li> <li>3. How input will be used and closing the loop</li> <li>4. increased active living, increased healthy eating, increase adaptation to the health impacts from climate change</li> <li>5. improved social and emotional wellbeing, increased connection and engagement in community life</li> <li>6. prevention of family violence, reduced injury and harm</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>	Statutory Planning Tullamore Ward Councillor Meeting		
<b>Date:</b>	Thursday, 19 August 2021	<b>Time Opened:</b>	4pm
		<b>Time Closed:</b>	4:30pm
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Deirdre Diamante		
<b>Officers Present:</b>	Fiona Troise		
<b>Apologies:</b>	Niall Sheehy		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Tullamore Ward</li> <li>2. Planning Applications Watch List for Tullamore Ward:- <ul style="list-style-type: none"> <li>• PLN20/0549 – 394 Manningham Road DONCASTER</li> <li>• PLN21/0181 - 21 Members Drive DONCASTER</li> <li>• PLN21/0190 - 71 Stables Circuit DONCASTER</li> <li>• PLN21/0286 - 34 Winters Way DONCASTER</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>	Statutory Planning Yarra Ward Councillor Meeting		
<b>Date:</b>	Friday, 20 August 2021	<b>Time Opened:</b>	9:00 am
		<b>Time Closed:</b>	9:15am
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Carli Lange		
<b>Officers Present:</b>	Fiona Troise & Niall Sheehy		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Yarra Ward</li> <li>2. Planning Applications Watch List for Yarra Ward:- <ul style="list-style-type: none"> <li>• PLN21/0041 - Park Orchards Reserve Maternal &amp; Child Health Care - 568-574 Park Road, PARK ORCHARDS</li> <li>• PLN21/0072 - 37 Brushy Park Road, WONGA PARK</li> <li>• PLA21/0036 - 321 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLN21/0169 - 6 Wilkinson Way PARK ORCHARDS</li> <li>• PLN21/0176 - 557-559 Park Road PARK ORCHARDS</li> <li>• PLN21/0185 - 420 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLN21/0191 - 24 Williams Road PARK ORCHARDS</li> <li>• PLN21/0201 - 92-94 Smedley Road PARK ORCHARDS</li> <li>• PLA20/0199 - 25A Kerryanne Crescent WONGA PARK</li> <li>• PLA21/0079 - 2-54 Croydon Road WARRANDYTE SOUTH</li> <li>• PLN21/0255 - 2 Trezise Street WARRANDYTE</li> <li>• PVN21/0102 - 36-38 Yarra Street WARRANDYTE</li> <li>• PLA21/0086 - 166 Yarra Street WARRANDYTE</li> <li>• PLN21/0284 - 15 Amersham Drive WARRANDYTE</li> <li>• PLN21/0300 - 13-15 Gosford Crescent PARK ORCHARDS</li> <li>• PLN21/0306 - 35 Everard Drive WARRANDYTE</li> <li>• PLN21/0307 - 8 Roymar Court WONGA PARK</li> <li>• PLN21/0321 - 99-103 Webb Street</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, 31 August 2021	<b>Time Opened:</b>	6:30 pm
		<b>Time Closed:</b>	10:12 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            Kerry Paterson, Group Manager People and Communications</p> <p><b>Other Officers in Attendance</b>            Lee Robson, Group Manager Community Programs            Sasha Lord, Acting Manager Economic &amp; Community Wellbeing            Janae Hendry, Social Planning &amp; Community Development Officer            Carrie Bruce, Senior Governance Advisor            Niall Sheehy, General Manager Approvals &amp; Compliance</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Youth Advisory Committee &amp; draft Terms of Reference</li> <li>2. Review of Council Advisory Committees</li> <li>3. End of 2020/2021 Financial Year Capital Works Status Report</li> <li>4. Manningham Quarterly Report Q4 2021</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>	Statutory Planning Tullamore Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 1 September 2021	<b>Time Opened:</b>	2pm
		<b>Time Closed:</b>	2:30pm
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Deirdre Diamante		
<b>Officers Present:</b>	Fiona Troise		
<b>Apologies:</b>	Niall Sheehy		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Tullamore Ward</li> <li>2. Planning Applications Watch List for Tullamore Ward:- <ul style="list-style-type: none"> <li>• PLN20/0549 – 394 Manningham Road DONCASTER</li> <li>• PLN21/0181 - 21 Members Drive DONCASTER</li> <li>• PLN21/0190 - 71 Stables Circuit DONCASTER</li> <li>• PLN21/0286 - 34 Winters Way DONCASTER</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>	Statutory Planning Waldau Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 1 September 2021	<b>Time Opened:</b>	12:00 pm
		<b>Time Closed:</b>	12:30 pm
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Anna Chen		
<b>Officers Present:</b>	Fiona Troise		
<b>Apologies:</b>	Niall Sheehy		
<b>Items discussed:</b>	1. New Planning Applications for Waldau Ward 2. Planning Applications Watch List for Waldau Ward:- - PLN21/0069 – 18 The Grange TEMPLESTOWE - PLN21/0074 -6 May Street DONCASTER EAST - PLA20/0170 - 1/15 Andersons Creek Road DONCASTER EAST - PLN21/0204 - 2 Major Street DONCASTER EAST - PLA21/0076 - 23 Churchill Street DONCASTER EAST - PLN21/0318 - 1 Leroy Place DONCASTER EAST - PLN21/0304 - 999 & 1101 Doncaster Road DONCASTER EAST		

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>	Consultation Meeting		
<b>Date:</b>	Thursday, 2 September 2021	<b>Time Opened:</b>	5:00 pm
		<b>Time Closed:</b>	6:00 pm
<b>Location:</b>	Online (Zoom)		
<b>Councillors Present:</b>	Councillor Andrew Conlon (Mayor) – Currawong Ward Councillor Anna Chen (Deputy Mayor) – Waldau Ward Councillor Carli Lange – Yarra Ward Councillor Geoff Gough – Bolin Ward Councillor Laura Mayne – Schramms Ward Councillor Michelle Kleinert – Westerfolds Ward Councillor Stephen Mayne – Ruffey Ward Councillor Tomas Lightbody – Manna Ward		
<b>Officers Present:</b>	Daniel Yu, Coordinator Statutory Planning Michelle West, Town Planner Dean Neofitou, Town planner		
<b>Apologies:</b>	Councillor Deirdre Diamante – Tullamore Ward		
<b>Items discussed:</b>	1. Planning application PLA18/0128 – 70-72 George Street, Doncaster East		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		Yes	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned
Cr Anna Chen	Planning application PLA18/0128 – 70-72 George Street, Doncaster East	Yes	Left at 5:12pm Not returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Briefing - Doncaster Hill Water Recycling Facility		
<b>Date:</b>	Tuesday, 7 September 2021	<b>Time Opened:</b>	9:00 am
		<b>Time Closed:</b>	10:00am
<b>Location:</b>	Virtual		
<b>Councillors Present:</b>	Councillor Deirdre Diamante Councillor Laura Mayne		
<b>Officers Present:</b>	Angelo Kourambas MCC Niall Sheehy MCC		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Status of the proposed water recycling facility</li> <li>2. Project background and other sites previously investigated.</li> <li>3. The facility's capacity and potential water demand</li> <li>4. Resident's concerns</li> <li>5. Access to the site</li> <li>6. Next steps</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, 7 September 2021	<b>Time Opened:</b>	7:00 pm
		<b>Time Closed:</b>	11:26 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>            Jon Gorst, Chief Financial Officer            Frank Vasilacos, Manager Integrated Planning            James Paterson, Manager Infrastructure Services            Subash Nanoo, Coordinator Traffic Development            Wilson Ma, Team Leader Traffic and Transport Engineering            Graham Brewer, Manager Property Services            Jen Martin, Business Enablement Project Lead            Jude Whelan, Manager Communications            Kim Tran, Governance Officer</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Service Management Framework</li> <li>2. Draft Annual Report 2021</li> <li>3. 2020/21 Financial Report and Performance Statement: Approval in Principle</li> <li>4. Macedon Square Streetscape Upgrade-revised concept plan</li> <li>5. Arundel Road (West) Proposed Road Closure</li> <li>6. Potential Land Acquisition (confidential)</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>	Councillor and CEO Only Time		
<b>Date:</b>	Tuesday, 7 September 2021	<b>Time Opened:</b>	06: 00 pm
		<b>Time Closed:</b>	07: 00 pm
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Deputy Mayor Cr Chen Mayor Cr Conlon Cr Diamante Cr Gough Cr Kleinert Cr Lange Cr Lightbody Cr L.Mayne Cr S.Mayne		
<b>Officers Present:</b>	CEO - Andrew Day		
<b>Apologies:</b>	Nil		
<b>Items considered:</b>	<ol style="list-style-type: none"> <li>1. Climate Change Targets</li> <li>2. Notice of Motion- Racism</li> <li>3. Organisational matters - CEO update</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>	Submissions Hearing – Arundel Road (west), Park Orchards		
<b>Date:</b>	Tuesday, 14 September 2021	<b>Time Opened:</b>	6:45 pm
		<b>Time Closed:</b>	7:30 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            David Bellchambers, Acting Director Shared Services            Rachelle Quattrocchi, Director City Services            Kerryn Paterson, Group Manager People and Communications            Andrew McMaster, Corporate Counsel and Group Manager Governance and Risk</p> <p><b>Other Officers in Attendance</b>            Carrie Bruce, Senior Governance Advisor            James Paterson, Manager Infrastructure Services            Wilson Ma, Acting Coordinator Traffic and Development</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	1. Hearing of Submissions - Arundel Road (west)		
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, 14 September 2021	<b>Time Opened:</b>	7:30 pm
		<b>Time Closed:</b>	10:17 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            David Bellchambers, Acting Director Shared Services            Rachelle Quattrocchi, Director City Services            Kerryn Paterson, Group Manager People and Communications            Andrew McMaster, Corporate Counsel and Group Manager Governance and Risk</p> <p><b>Other Officers in Attendance</b>            Carrie Bruce, Senior Governance Advisor            Ben Middleton, Management Consultant (Emergency Management)            Helen Napier, Manager City Amenity            Daniele Raneri, Strategic Transport Planner            Andrew Mangan, Project Officer            Liz Lambropoulos, Team Leader Integrated Transport            Stacey Robinson, Senior Landscape Architect            Lydia Winstanley, Coordinator City Planning            Frank Vassilacos, Manager Integrated Planning</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Risk and Liabilities of Controlled Burns</li> <li>2. Transport Action Plan 2021</li> <li>3. Naming of a Park in Warrandyte-“Wonguim Wilam”</li> <li>4. CEO Employment and Remuneration Policy- draft</li> <li>5. Consideration of Submissions - Arundel Road (west)</li> <li>6. Proposed Lease to Vodafone Hutchison Australia Pty Ltd and Telstra Corporation Limited - Part Donvale Reserve, 36-82 Mitcham Road, Donvale</li> <li>7. Potential land acquisition (conf)</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>	Statutory Planning Waldau Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 15 September 2021	<b>Time Opened:</b>	11:00 am
		<b>Time Closed:</b>	11:30 am
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Anna Chen		
<b>Officers Present:</b>	Fiona Troise		
<b>Apologies:</b>	Niall Sheehy		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Waldau Ward</li> <li>2. Planning Applications Watch List for Waldau Ward:- <ul style="list-style-type: none"> <li>• PLN21/0069 – 18 The Grange TEMPLESTOWE</li> <li>• PLN21/0074 -6 May Street DONCASTER EAST</li> <li>• PLA20/0170 - 1/15 Andersons Creek Road DONCASTER EAST</li> <li>• PLN21/0204 - 2 Major Street DONCASTER EAST</li> <li>• PLA21/0076 - 23 Churchill Street DONCASTER EAST</li> <li>• PLN21/0318 - 1 Leroy Place DONCASTER EAST</li> <li>• PLN21/0304 - 999 &amp; 1101 Doncaster Road DONCASTER EAST</li> <li>• PLN21/0384 - 233-239 Blackburn Road DONCASTER EAST</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>	Statutory Planning Yarra Ward Councillor Meeting		
<b>Date:</b>	Friday, 17 September 2021	<b>Time Opened:</b>	9:00 am
		<b>Time Closed:</b>	9:20am
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Carli Lange		
<b>Officers Present:</b>	Fiona Troise & Niall Sheehy		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Yarra Ward</li> <li>2. Planning Applications Watch List for Yarra Ward:- <ul style="list-style-type: none"> <li>• PLN21/0041 - Park Orchards Reserve Maternal &amp; Child Health Care - 568-574 Park Road, PARK ORCHARDS</li> <li>• PLN21/0072 - 37 Brushy Park Road, WONGA PARK</li> <li>• PLA21/0036 - 321 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLN21/0169 - 6 Wilkinson Way PARK ORCHARDS</li> <li>• PLN21/0176 - 557-559 Park Road PARK ORCHARDS</li> <li>• PLN21/0185 - 420 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLA20/0199 - 25A Kerryanne Crescent WONGA PARK</li> <li>• PLA21/0079 - 2-54 Croydon Road WARRANDYTE SOUTH</li> <li>• PLN21/0255 - 2 Trezise Street WARRANDYTE</li> <li>• PVN21/0102 - 36-38 Yarra Street WARRANDYTE</li> <li>• PLA21/0086 - 166 Yarra Street WARRANDYTE</li> <li>• PLN21/0284 - 15 Amersham Drive WARRANDYTE</li> <li>• PLN21/0300 - 13-15 Gosford Crescent PARK ORCHARDS</li> <li>• PLN21/0306 - 35 Everard Drive WARRANDYTE</li> <li>• PLN21/0307 - 8 Roymar Court WONGA PARK</li> <li>• PLN21/0321 - 99-103 Webb Street</li> <li>• PLA21/0109 - 87-89 Pound Road WARRANDYTE</li> <li>• PLN21/0383 - 12 Valley Road WONGA PARK</li> <li>• PLA21/0116 - 21-23 Delaneys Road WARRANDYTE SOUTH</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

1

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



[Insert Councillor name]	[Insert item number and name]	[Yes/No]	[00:00] [am/pm] / [00:00] [am/pm]
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# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Tullamore Ward Councillor Meeting		
<b>Date:</b>	Friday, 17 September 2021	<b>Time Opened:</b>	9:30 am
		<b>Time Closed:</b>	10:00 am
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Deirdre Diamante		
<b>Officers Present:</b>	Fiona Troise & Niall Sheehy		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Tullamore Ward</li> <li>2. Planning Applications Watch List for Tullamore Ward:- <ul style="list-style-type: none"> <li>• PLN20/0549 – 394 Manningham Road DONCASTER</li> <li>• PLN21/0190 - 71 Stables Circuit DONCASTER</li> <li>• PLN21/0286 - 34 Winters Way DONCASTER</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

### 13.5 Documents for Sealing

File Number: IN21/585  
Responsible Director: Chief Executive Officer  
Attachments: Nil

#### EXECUTIVE SUMMARY

*The following documents are submitted for signing and sealing by Council.*

#### COUNCIL RESOLUTION

**MOVED: CR MICHELLE KLEINERT**  
**SECONDED: CR CARLI LANGE**

**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 J L Vincent  
2 Kenman Close, Templestowe**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and Da Di Property Pty Ltd  
136 Parker Street, Templestowe**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and A Samaydi & D Samaydi  
11 James Street, Templestowe Lower**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and R C Da Gama  
6-8 Feversham Avenue, Park Orchards**

**Community Services Lease  
Council and Warrandyte Community Association Inc.  
Part Warrandyte Community Centre, 168-178 Yarra Street, Warrandyte**

**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 documents 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 NOTICES OF MOTION

### 14.1 Notice of Motion by Cr Tomas Lightbody (NOM No. 4/2021)

File Number: IN21/476

Attachments: Nil

#### COUNCIL RESOLUTION

**MOVED: CR TOMAS LIGHTBODY**  
**SECONDED: CR LAURA MAYNE**

**That Council:**

- 1. Endorses the Racism NOT Welcome campaign developed by the Inner West Multicultural Network (IWMN) in Sydney and thus far adopted by cities including the Inner West Council (NSW), City of Sydney Council, Waverley Council (NSW) and Maribyrnong City Council in Victoria. The campaign involves locating #racismNOTwelcome street signs throughout the local government area.**
- 2. Notes that the #RacismNOTwelcome Motion presented to the National General Assembly of Local Government in Canberra passed unanimously with the support of Manningham.**
- 3. Requests the Officers prepare a report and plan for the instalment of at least thirty (30) #racismNOTwelcome street signs in key busy locations around Manningham City, as part of Manningham Council's Racism NOT Welcome campaign, as well as other additional actions that could be undertaken as part of this campaign, including the potential for an annual event March 21, to mark the United Nation's International Day for the Elimination of Racial Discrimination**
- 4. Requests Officers to explore other mechanisms and resources strategically and report back to Council on effective approaches and actions in tackling racism and contributing to a more inclusive society.**

**CARRIED UNANIMOUSLY**

## 15 URGENT BUSINESS

There were no items of Urgent Business.

## 16 COUNCILLORS' QUESTION TIME

### 16.1 Suburban Rail Loop

Councillor Anna Chen asked whether officers could look into and provide a report to Council on the Suburban Rail Loop Bill which had recently passed. Cr Chen asked if there was anything Council could do in terms of advocacy or campaigning as the Bill may have an impact on our planning controls, planning scheme, and the Manningham Doncaster Hill precinct.

*Mr Andrew Day, Chief Executive Officer thanked Cr Chen for her questions and responded that Council is aware of the matter and has been in contact with neighbouring Councils who are also impacted by the proposed legislation.*

*My Day advised that Council has collected their initial views on the Bill and written to the Minister and also local members of parliament raising their preliminary concerns in relation to the Suburban Rail Loop Bill, including planning controls and councils and local community's ability to influence what might occur, particularly around the station boxes.*

*Council has raised a number of concerns and is seeking additional, specialist advice on the impact of the Bill and the flow on effect. Mr Day noted that Council will continue to update Councillors and the community on the matter.*

## 17 CONFIDENTIAL REPORTS

There were no Confidential reports

The meeting concluded at 8:58pm

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Chairperson  
CONFIRMED THIS 26 OCTOBER 2021